

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**February 5, 2020**  
**5:30 P.M.**

**CALL TO ORDER**

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

2) **INTRODUCTIONS** **10 min.**

A. **Jason Hanner, Safety Program Manager/CSO** (*Heather Stafford-Smith*)

B. **Austin Gabrielse, Network Systems Analyst** (*Rob Rinehart*)

C. **Zach Heinemeyer, Village Vans Supervisor** (*Emily Bergkamp*)

3) **PUBLIC COMMENT** **10 min.**

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

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

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

A. **Approval of Minutes:** January 15, 2020, Regular Meeting.

B. **Payroll - January 2020:** \$2,829,342.74

C. **Accounts Payable:** Warrants dated January 10, 2020, numbers 29324-29385 in the amount of **\$717,749.39**; Warrants dated January 13, 2020, numbers 29386-29399, in the amount of **\$81,140.39**; Warrants dated January 17, 2020, numbers 29389-29446, in the amount of **\$2,364,689.24**; Warrants dated January 24, 2020, numbers 29449-29500, in the amount of **\$181,447.22**; Warrants dated January 31, 2020, numbers 29501-29547, in the amount of **\$301,765.66**; Automated Clearing House Transfers for January 2020 in the amount of **\$15,511.17** for a monthly total of **\$3,662,303.07**.

5) **NEW BUSINESS**

A. **Village Vans 2019 Update** (*Zach Heinemeyer*) **20 min.**

B. **2020 Procurement Work Plan** (*Steve Krueger*) **20 min.**

C. **Adoption of March Service Change** (*Rob LaFontaine*) **10 min.**

D. **Assignment of Funds for OTC Occupancy** (*Eric Phillips*) **10 min.**

E. **Cancel February 19 Authority Meeting** (*Ann Freeman-Manzanares*) **5 min.**

F. **Annual Authority Reorganizing Activities** (*Pat Messmer*) **20 min.**

- 6) COMMITTEE REPORTS - None
- 7) GENERAL MANAGER'S REPORT 10 min.
- 8) 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](mailto:TitleVI@intercitytransit.com).*

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

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**January 15, 2020**

**CALL TO ORDER**

Chair Sullivan called the January 15, 2020, 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 Sue Pierce; and Labor Representative Lisa Allison.

**Members Excused:** Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Michael Burnham; Katie Cunningham; Cindy Fisher Waterhouse; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Brian Nagel; Eric Phillips; Steve Swan; Nicky Upson; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Walter Smit, Community Advisory Committee; and Karen Parkhurst, Planning and Policy Director, Thurston Regional Planning Council (TRPC).

**APPROVAL OF AGENDA**

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

**WELCOME NEW BOARD MEMBER SUE PIERCE**

- Chair Sullivan welcomed new Citizen Representative, Sue Pierce.

**INTRODUCTIONS**

- 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*)

**CELEBRATIONS/RECOGNITION**

- A. **Surplus Van Grant Recognition** - Cindy Fisher Waterhouse, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each provided a brief description on how their agency will use the vans:

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- GP Dempsey, Assistant Director from Kokua Services.
- John O'Lague, Program Director from Coastal Community Action Program.
- Erin Brewster, Board Secretary from WaYa Outdoor Institute.
- Tony Gallegos, Founder and Executive Director from United Youth Movement.
- Zahid Chaudhry, Project Manager from Veterans for Suicide Prevention

*Chair Sullivan recessed the meeting at 5:55 p.m. for refreshments and viewing of a surplus van. The meeting reconvened at 6:10 p.m.*

### **PUBLIC COMMENT -**

**Robert Gorrill, Olympia, WA** - He reaffirms his support for the zero fare service. He said many of his friends who are car owners are starting to ride the bus again because of the service, so it's having an impact. He noted that some of the buses seem busier. He is here tonight to address some accessibility concerns such as the overstimulating experience the bus ride can entail for people with sensory processing difficulties. For example those needing to wear sun glasses, or noise cancelling headphones. He hopes Intercity Transit will explore accommodations for these riders such as equipping the buses with earphones or explore options of installing different lighting that is less harsh on the eyes, such as dark reddish light similar to that used by Pierce Transit, and older buses on the Sound Transit fleet. And there's a lack of seating at many of the downtown bus shelters. He's interacted with many elderly riders and families with small children at those bus stops who don't have any place to sit. Often times they sit on the sidewalk. Perhaps the agency could install more seating at these bus shelters.

### **PUBLIC HEARING**

#### **Proposed Route 65 Hawks Prairie with associated routing and schedule alternatives.**

Planning Manager, Rob LaFontaine, said the long range plan calls for a long-awaited service expansion into NE Lacey early this year. The Planning staff has been busy working internally, and with Lacey City staff on better understanding the demographics and land use development happening in that area, as well as the employment opportunities available. The public outreach process is now complete. Tonight's public hearing concludes the outreach process and staff will produce their recommendations to the Authority, with intent for adoption at the February 5 meeting.

Mike Burnham, Associate Planner, provided an overview of the proposed service and Route 65, using the Intercity Transit website.

Burnham reviewed the results of a survey that asked the public about the route alternative they prefer, how they use the bus, where they get on the bus, what hours of the day, etc. This feedback was used to shape the hours of operations for the bus, bus alignment and bus stops.

*Chair Sullivan opened the public hearing at 6:22 p.m.*

*With no one present to provide comment, Chair Sullivan closed the public hearing at 6:22 p.m.*

## **APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. Approval of Minutes:** December 4, 2019, Regular Meeting.
- B. Payroll:** \$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**.

## **NEW BUSINESS**

- A. Regional Transportation Plan (RTP) Update** - Karen Parkhurst, Planning and Policy Director from TRPC provided an update on the RTP. She noted the RTP is updated every four/five years and the rules change on a regular basis. They are currently doing a light update that entails updating items so they are accurate.

The reason for updating the RTP is that transportation needs to work as a cohesive system, without dramatic changes across jurisdictions. Transportation, land use, and economic prosperity are closely linked and need both a local and a regional viewpoint. Maximizing the benefits of all transportation modes (transit, cycling, walking, personal vehicles) is most efficiently accomplished at a regional scale.

The plan has a 20-year planning horizon and TRPC keeps a continuous eye on transportation technology. It's important to preserve the existing system. All jurisdictions are having difficulty keeping up with maintenance and preservation. We're able to get grant funding to build bridges, but we don't easily get money for maintaining the systems. It's time to start talking to the community about this maintenance.

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They also look at future travel demands. The RTP has to be financially constrained, and project the types of revenues coming in and that needs to match projects in the plan. They also look at performance measures such as Target Zero at the state level, which basically states they don't want to have any fatalities or injury accidents on our system. Public involvement and the environment are also studied.

### Area of emphasis includes:

- Maintain the system we've already invested in
- Correct fish passage barriers
- Continue to enhance transit options
- Emphasize system efficiency (e.g., travel and commute trip demand, transportation technologies)
- Strategic system expansion (e.g., road connections, bike lanes and trails...)
- Plan for local and state roads as a cohesive system

### Intercity Transit Projects:

- Expansion of Urban Transit Services
- High Capacity Corridor Service or BRT Light
- IT Rehabilitation & Expansion Operations Base
- Lacey/Olympia/Tumwater/Yelm Intra-County Express Corridor Plan & Implementation Strategy
- Martin Way Park-and-Ride Direct Access for Transit
- Regional Park-and-Pool Plan & Implementation Strategy
- Smart Corridors Phases 2 and 3

**Community Survey** - Asking all Thurston County residents to provide their thoughts on:

- Impacts and importance of emerging transportation technologies over next 25 years (e.g., drones, autonomous vehicles, etc.)
- Importance of different types of transportation investments (e.g., safety, maintenance, adding capacity, etc.)
- The importance of transportation-related greenhouse gas reductions
- The types of high capacity transit options the region needs in the next 25 years.

Parkhurst referenced the survey TRPC sent out entitled, "Tell us What You Think." The types of questions being asked are more about providing feelings and emotional reaction about the transportation system. They are interested in engaging the community - discuss issues around what the future looks like, such as greenhouse gas reduction, much of which comes from vehicle traffic. And asking the high-capacity transit question. Everyone wants a fast train tomorrow, but they don't want to pay for it. But how to move forward on bus rapid transit and what mass transit means to the public and how to start addressing those issues. The updated RTP draft will be available in April 2020; there will be a 30-day public comment period; and the Transportation Policy Board will make a recommendation to TRPC.

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Carmody said with all of the new I-5 construction going on, she's not seeing an HOV lane going in between Olympia and Tacoma. Parkhurst said eventually that may happen. TRPC is working with the DOT about using funding from the legislature to look at I-5. They model a variety of scenarios and looked at HOV lanes, which are expensive. The idea that they would add a new lane really pushes out how soon anything can be done. The idea of converting an existing lane to an HOV makes more sense; however, that is a harder sell for many people. Increasing transit helps. They are looking at more practical solutions with less money to keep things working.

Parkhurst said TRPC received funding to study telework and flexible work schedules on the Capitol Campus. Intercity Transit is part of that project as well as many state agencies. It includes traffic counts at I-5/101, Tumwater and I-5, and Olympia Street, to see what it looks like when state employees are coming to work at 8 a.m. and leaving at 5 p.m. A letter should go out to agency management from the Governor and the Secretary of Transportation instructing they want employees to telework on Tuesdays next month, etc.

*Smit left the meeting.*

- B. Contract Amendment with JayRay Ads & PR** - Procurement Coordinator, Katie Cunningham, presented for consideration a contract amendment with JayRay Ads & PR, Inc. to authorize additional contract authority for marketing and communications work.

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

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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.

**It was M/S/A by Council members Carmody and Gilman to authorize the General Manager to execute a contract amendment with JayRay Ads & PR, Inc. 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.**

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council** – Menser said TRPC met January 10. Members reviewed the Operating Budget; there was a call for written officer nominations. There was an overview by Paul Brewster regarding the 2020 Call for Projects. He outlined the process including recommendations from the TPB. Katrina Van Every updated the Council on the Main Street Rochester Study. This study is an effort to address the dual role US 12 serves as a regional highway and Rochester's main street. The action plan outlines a phased approach to addressing the transportation actions identified in the study. Karen Parkhurst provided a 2020 Legislative Session overview for preparation for this year's session. In addition, Rural Transit will begin Zero Fare in February.
- B. Transportation Policy Board** – Melnick said TPB met January 8. The Board adopted the 2020 meeting schedule; considered reappointments and replacement of business and community representatives; prepared for the 2020 Election of Officers. The Board was asked to approve the 2020 Call for Projects. They received an overview of the Financial Forecast Chapter; and received a briefing on the 2020 Legislative Session.
- C. Community Advisory Committee (Jan. 13)** (*Walter Smit*) – No report. The CAC meeting was canceled due to a winter snow event.

### **GENERAL MANAGER'S REPORT**

- Intercity Transit is assisting with Code Blue Monday through Friday of this week, getting people to shelters. IT also has a standing reservation for the Thurston County Code Blue staff for two Community Vans to transport people and their belongings to and from shelters.



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- Since advertising has been eliminated from the buses, the agency is not receiving any complaints.
- Maintenance staff removed approximately half of the fareboxes from the coaches. They will start on the Dial-A-Lift vehicles soon.
- The 16 new buses go into production this week, and are expected to be complete by the end of February. If all goes well, they will be on the street in April.
- A community update was provided to all of the jurisdictions, planning commissions, TRPC, TPB, chamber committees, and we continue to provide the update to service clubs. Updates have been provided to Panorama Television (twice) in the last two weeks, talking about the progress on the implementation of Proposition 1 and zero fare in particular.
- Staff is tracking press coverage on zero fare. Freeman-Manzanares was interviewed by the Wall Street Journal; mention of our demonstration project was in the New York Times, Washington and Oregon public radio, King 5, the Hill, the Urbanist, Seattletransitblog, and Reddit, as well as the local papers. The Olympian had an article welcoming 2020 and the second thing they listed was Zero Fare buses, and as they prepared the public for inclement weather this week, they mentioned Zero Fare buses.
- APTA conducted a webinar on Monday, December 23 attended by over 400 people. Freeman-Manzanares participated and provided an update on Zero Fare.
- Freeman-Manzanares doesn't have the ridership numbers yet, however, the buses seem fuller and drivers are seeing new faces.

### Staff Shout-Outs:

- Eric Phillips, Development Director, was appointed to the Board of Morningside.
- Jeff Peterson, Procurement Coordinator, was elected President of WA-NIGP (Washington State Chapter of the National Institute of Governmental Purchasing).

### Customer Comments:

*A customer wrote, "I'm near tears grateful for the fare free buses. I'm a single, disabled mother of two with one on the way, and money has been tight and has limited our means of transportation greatly in the last year. This service will help our family so much. Thank you from the Shetley family."*

*A comment from Keith Stahley: Keith took the bus to go hiking in the black hills. He was new to the routes so he asked the driver about stops. The driver was clear, helpful*

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and friendly. Another driver greeted all the passengers and knew many of them by name. There were several questions about operations and the driver handled both the bus and its passengers with great skill and care.

When the bus pulled through the Lacey Transit Center, a middle-aged woman got on the bus. She was developmentally disabled and her caregiver was on the platform watching her get on the bus. The driver knew the woman and welcomed her on the bus. She spoke to the caregiver and reassured her that she had "Jane" and she would make sure she arrived to her destination safely. The caregiver came on the bus and thanked the driver.

Keith said not only was he able to go for a carbon-free hike, he also witnessed the important role transportation plays in our social service system. They say it takes a village and he's glad IT is part of our village.

He said when he sees great customer service, he doesn't take it for granted, and wanted everyone to know what an important role IT plays in our community and how much it is appreciated.

### **AUTHORITY ISSUES**

Lisa Allison said the ATU elected new officers. David Sharwark remains President, Lori Chambers is Secretary/Treasurer and there is an opening for Vice President. Allison is on the Executive Board. Allison said Customer Service is seeing a lot of new riders and many previous riders are coming back. They are calling in and saying how excited they are about zero fare. There are many compliments from the Operators about the zero fare.

Menser said his son rides the 41 bus from Jefferson Middle school and he's mentioned how there are more people riding the bus. Menser is excited about the effect zero fare is having on ridership.

Cox said the City of Lacey held their annual Legislative breakfast, and they asked that the focus remain on the corridor study. Construction continues on College Street and is making progress. The council will vote on their committee appointments and she anticipates remaining on the IT Board. She also asked the Board to consider her for the IT representative on TRPC.

Carmody said the people of Yelm are talking about zero fare, and the general consensus is positive. As far as transportation in general, more people in Yelm are starting to realize it's not just traffic going through Yelm Avenue, but also the McKenna, 702, and 507 combination, and they are starting to place pressure on the state to eliminate the situation whenever I-5 gets backed up.

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Pierce said several Sound Transit 590 Operators are aware of IT's Zero Fare service, because the 590 stops at the Tacoma Dome Station and their Operators tell anyone who wants to go to the 512 Park-and-Ride in Lakewood to take Intercity Transit because it won't cost them anything.

Gilman said Menser conducted a great presentation to the City of Olympia about the proposed new county courthouse. He asked if anyone on the Board had been formally involved in thinking about what's available at that location. He also acknowledged the public comment this evening about people with sensory challenges - he understands that these types of conditions are not as visible as other challenges, but he feels there's room somewhere between what's mandated and what makes sense. He's met many more individuals having profound anxiety and sensory issues.

Melnick encourages staff to approach the North Thurston School District regarding service. They and Intercity Transit operate the biggest bus systems in the County, and he believes there should be an opportunity to network with them about operational issues. It's an opportunity to learn from one another.

Warner said the Secretary of Transportation, Roger Millar, is giving his annual State of Transportation today and tomorrow. It's a good opportunity to hear the DOT's perspective on what the state of transportation will be for the year. And that creates the message for the DOT for the next year. His message to the House Transportation Committee and the Senate Transportation Committee are things you'll hear numerous times. You can hear all of this on TDW.

Sullivan said prior to zero fare service, she heard concerned comments that homeless people would start sleeping and camping out on the buses. So recently, during one of the most inclement weather days, she rode the bus and there were many riders but she didn't observe any issues. Because that seemed to be the most prevalent negative comment about Zero Fare, she felt good that this hasn't come to fruition, and she will continue to monitor this.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:16 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: February 5, 2020.**

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

DRAFT



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/10/2020

Thru Date: 1/10/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29324	1/10/2020	01683	ALLENBAUGH & ASSOCIATES INC	\$17,500.00	
29325	1/10/2020	01895	ECOLUBE RECOVERY LLC	\$71.05	
29326	1/10/2020	02380	ARAMARK UNIFORM SERVICES	\$1,044.63	
29327	1/10/2020	02425	ARONSON SECURITY GROUP INC	\$4,875.29	
29328	1/10/2020	02580	ASSOCIATED PETROLEUM	\$58,094.86	
29329	1/10/2020	02680	ASSOCIATION OF WASHINGTON CITIES	\$500.00	
29330	1/10/2020	02828	AVAIL TECHNOLOGIES INC.	\$1,999.00	
29331	1/10/2020	03250	BATTERY SYSTEMS INC	\$2,756.72	
29332	1/10/2020	03280	BAYVIEW CATERING	\$8,585.13	
29333	1/10/2020	03890	BRIDGESTONE AMERICAS INC	\$6,996.95	
29334	1/10/2020	04120	BUILDERS HARDWARE & SUPPLY	\$180.34	
29335	1/10/2020	05610	CAYAN LLC	\$143.06	
29336	1/10/2020	06120	CITY OF OLYMPIA UTILITIES	\$6,251.58	
29337	1/10/2020	06741	COMMUNITY YOUTH SERVICES	\$450.00	
29338	1/10/2020	06830	CONSOLIDATED PRESS LLC	\$10,396.62	
29339	1/10/2020	07220	CUMMINS INC.	\$2,005.47	
29340	1/10/2020	07350	CW JANITORIAL SERVICE LLC	\$16,622.36	
29341	1/10/2020	07619	DAVID S FOSTER	\$1,750.00	
29342	1/10/2020	08060	DON SMALL AND SONS OIL	\$2,069.60	
29343	1/10/2020	09662	FERRELLGAS	\$7,276.10	
29344	1/10/2020	09805	FLEET PRIDE	\$29.66	
29345	1/10/2020	10580	GENE'S TOWING INC	\$584.30	
29346	1/10/2020	10607	GENUINE AUTO GLASS OF LACEY	\$742.43	
29347	1/10/2020	10660	GILLIG LLC	\$5,733.98	
29348	1/10/2020	10759	GORDON TRUCK CENTERS INC	\$48.53	
29349	1/10/2020	11498	IBI GROUP	\$19,367.48	
29350	1/10/2020	11905	JANEK CORPORATION	\$710.46	
29351	1/10/2020	11943	JOANNA GRIST	\$1,750.00	
29352	1/10/2020	13850	MASON TRANSIT AUTHORITY	\$408.00	
29353	1/10/2020	14750	MULLINAX FORD	\$507.56	
29354	1/10/2020	14760	MUNCIE TRANSIT SUPPLY	\$654.77	
29355	1/10/2020	15140	NISQUALLY TOWING SERVICE	\$276.01	
29356	1/10/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,828.47	
29357	1/10/2020	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$38.76	
29358	1/10/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$643.12	
29359	1/10/2020	16621	PAGEFREEZER SOFTWARE INC.	\$4,548.00	
29360	1/10/2020	16695	PATTISON WATER COMPANY	\$96.10	
29361	1/10/2020	16841	PIONEER FIRE & SECURITY INC.	\$272.81	
29362	1/10/2020	16969	POINT GRAPHICS LLC	\$286.83	
29363	1/10/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
29364	1/10/2020	17420	R&R TIRE COMPANY INC.	\$2,486.79	
29365	1/10/2020	17505	RAINIER DODGE INC	\$85.78	
29366	1/10/2020	17760	ROSS AND WHITE COMPANY	\$4,039.05	
29367	1/10/2020	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
29368	1/10/2020	17900	SCHETKY NORTHWEST SALES INC.	\$1,010.72	
29369	1/10/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,406.86	
29370	1/10/2020	18145	SIX ROBBLEES INC	\$49.23	
29371	1/10/2020	18530	STANDARD PARTS CORP	\$358.55	
29372	1/10/2020	18695	SUMMIT LAW GROUP PLLC	\$507.50	
29373	1/10/2020	18705	SUNBELT RENTALS	\$2,517.58	
29374	1/10/2020	21660	THERMO KING NORTHWEST	\$1,855.44	
29375	1/10/2020	21840	THURSTON COUNTY SUPERIOR COURT	\$1,598.42	
29376	1/10/2020	21880	THURSTON REGIONAL PLANNING COUNCIL	\$6,750.00	
29377	1/10/2020	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/10/2020

Thru Date: 1/10/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29378	1/10/2020	21950	TITUS-WILL CHEVROLET	\$4,912.76	
29379	1/10/2020	22045	TRACKIT LLC	\$18,500.00	
29380	1/10/2020	23410	U S BANK VOYAGER FLEET SYSTEMS	\$34,233.48	
29381	1/10/2020	24755	WA ST HEALTH CARE AUTHORITY	\$440,094.31	
29382	1/10/2020	25380	WASHINGTON GARDENS	\$316.97	
29383	1/10/2020	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
29384	1/10/2020	25858	WESTCARE CLINIC LLC PS	\$1,889.00	
29385	1/10/2020	26700	ZEIGLERS WELDING	\$546.50	
<b>Total:</b>				<b>\$717,749.39</b>	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/13/2020

Thru Date: 1/13/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29386	1/13/2020	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
29387	1/13/2020	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$66,989.74	
29388	1/13/2020	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$14,150.65	
<b>Total:</b>				<b>\$81,140.39</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/17/2020

Thru Date: 1/17/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29389	1/17/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
29390	1/17/2020	01820	AMERICAN DRIVING RECORDS INC	\$353.75	
29391	1/17/2020	02580	ASSOCIATED PETROLEUM	\$66,899.27	
29392	1/17/2020	02828	AVAIL TECHNOLOGIES INC.	\$30,437.86	
29393	1/17/2020	06610	COMMERCIAL BRAKE & CLUTCH	\$495.34	
29394	1/17/2020	06781	COMPUNET INC.	\$8,053.40	
29395	1/17/2020	07220	CUMMINS INC.	\$4,848.56	
29396	1/17/2020	07780	DELL MARKETING LP	\$62,599.77	
29397	1/17/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29398	1/17/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29399	1/17/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29400	1/17/2020	10477	GALLS LLC	\$3,881.96	
29401	1/17/2020	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
29402	1/17/2020	10660	GILLIG LLC	\$7,092.03	
29403	1/17/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
29404	1/17/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$433,144.43	
29405	1/17/2020	11231	HERC RENTALS INC.	\$2,513.90	
29406	1/17/2020	11250	HERITAGE - CRYSTAL CLEAN LLC	\$355.75	
29407	1/17/2020	11615	INDUSTRIAL HYDRAULICS INC	\$31.72	
29408	1/17/2020	11702	INSPECTORATE AMERICA CORPORATION	\$2,203.95	
29409	1/17/2020	11892	J ROBERTSON AND COMPANY	\$5,250.00	
29410	1/17/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$868.10	
29411	1/17/2020	13485	LEMAY MOBILE SHREDDING	\$85.85	
29412	1/17/2020	13661	LOOMIS	\$1,955.49	
29413	1/17/2020	13793	MARTIN WAY COLLISION INC.	\$888.50	
29414	1/17/2020	14275	MCP INDUSTRIES	\$367.00	
29415	1/17/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29416	1/17/2020	14590	MOHAWK MFG & SUPPLY	\$169.08	
29417	1/17/2020	14750	MULLINAX FORD	\$52.46	
29418	1/17/2020	16490	HAROLD LEMAY ENTERPRISES	\$655.01	
29419	1/17/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$235.91	
29420	1/17/2020	16595	PACIFIC POWER GROUP LLC	\$123.11	
29421	1/17/2020	16654	PARKER CORPORATE SERVICES INC.	\$30,292.60	
29422	1/17/2020	17200	AMERICAN FUTURE SYSTEMS INC.	\$299.00	
29423	1/17/2020	17290	PUGET SOUND ENERGY	\$20,448.13	
29424	1/17/2020	17391	QUALITY MUFFLER & BRAKE	\$741.04	
29425	1/17/2020	17560	RE AUTO ELECTRIC INC	\$564.88	
29426	1/17/2020	17580	RECARO NORTH AMERICA INC	\$505.68	
29427	1/17/2020	17860	SAMEDAY INC.	\$516.80	
29428	1/17/2020	17900	SCHETKY NORTHWEST SALES INC.	\$660.22	
29429	1/17/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,206.07	
29430	1/17/2020	18105	SIMME LLC	\$7,066.00	
29431	1/17/2020	18470	SPORTWORKS NORTHWEST INC	\$299.18	
29432	1/17/2020	18530	STANDARD PARTS CORP	\$141.44	
29433	1/17/2020	21640	THE BUS COALITION INC.	\$3,000.00	
29434	1/17/2020	21950	TITUS-WILL CHEVROLET	\$6,547.51	
29435	1/17/2020	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$105.35	
29436	1/17/2020	22010	TOYOTA OF OLYMPIA	\$64.51	
29437	1/17/2020	22100	TRANSIT SOLUTIONS LLC	\$376.48	
29438	1/17/2020	22325	TTL PARTNERS LLC	\$3,433.00	
29439	1/17/2020	23411	US DEPT OF EDUCATION AWG	\$340.66	
29440	1/17/2020	23641	United States Treasury	\$25.00	
29441	1/17/2020	23715	URBAN SOLAR CORPORATION	\$721.38	
29442	1/17/2020	23770	VANNER INC.	\$899.80	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/17/2020

Thru Date: 1/17/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29443	1/17/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
29444	1/17/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29445	1/17/2020	24750	WA ST GET PROGRAM	\$30.00	
29446	1/17/2020	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$1,645,446.00	
			<b>Total:</b>	<b>\$2,364,689.24</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/24/2020

Thru Date: 1/24/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29449	1/24/2020	01405	ADVANCE GLASS INC.	\$777.72	
29450	1/24/2020	02060	AMERISAFE	\$141.54	
29451	1/24/2020	02162	ANTHRO-TECH INC.	\$13,027.50	
29452	1/24/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$75.35	
29453	1/24/2020	02380	ARAMARK UNIFORM SERVICES	\$1,095.17	
29454	1/24/2020	02580	ASSOCIATED PETROLEUM	\$38,647.81	
29455	1/24/2020	03250	BATTERY SYSTEMS INC	\$1,445.80	
29456	1/24/2020	05740	CED	\$105.28	
29457	1/24/2020	06040	CITY OF LACEY	\$980.46	
29458	1/24/2020	06120	CITY OF OLYMPIA UTILITIES	\$3,015.77	
29459	1/24/2020	06341	CLEVER DEVICES LTD	\$10,667.00	
29460	1/24/2020	07220	CUMMINS INC.	\$3,656.86	
29461	1/24/2020	09805	FLEET PRIDE	\$36.29	
29462	1/24/2020	10580	GENE'S TOWING INC	\$196.15	
29463	1/24/2020	10607	GENUINE AUTO GLASS OF LACEY	\$888.48	
29464	1/24/2020	10620	GERALD A MURPHY	\$91.82	
29465	1/24/2020	10660	GILLIG LLC	\$5,064.91	
29466	1/24/2020	10863	GRAYS HARBOR TRANSIT	\$145.00	
29467	1/24/2020	11615	INDUSTRIAL HYDRAULICS INC	\$124.86	
29468	1/24/2020	12620	KEYBANK NATIONAL ASSOCIATION	\$55.08	
29469	1/24/2020	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
29470	1/24/2020	13850	MASON TRANSIT AUTHORITY	\$268.00	
29471	1/24/2020	14590	MOHAWK MFG & SUPPLY	\$227.40	
29472	1/24/2020	15217	NORTHWEST EVENT DECORATORS	\$358.50	
29473	1/24/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$465.18	
29474	1/24/2020	15269	NORTHWEST TRUCK & INDUSTRIAL INC.	\$51.68	
29475	1/24/2020	15535	OLYMPIA COLLISION REPAIR	\$10,255.75	
29476	1/24/2020	15560	OLYMPIA DOWNTOWN ALLIANCE	\$300.00	
29477	1/24/2020	16966	POINT & PAY	\$1,726.51	
29478	1/24/2020	17683	REMIX SOFTWARE INC	\$16,285.70	
29479	1/24/2020	17760	ROSS AND WHITE COMPANY	\$228.24	
29480	1/24/2020	17900	SCHETKY NORTHWEST SALES INC.	\$213.83	
29481	1/24/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$861.06	
29482	1/24/2020	18470	SPORTWORKS NORTHWEST INC	\$219.04	
29483	1/24/2020	18530	STANDARD PARTS CORP	\$244.26	
29484	1/24/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$4,156.13	
29485	1/24/2020	21660	THERMO KING NORTHWEST	\$940.79	
29486	1/24/2020	21780	THURSTON COUNTY PUBLIC HEALTH	\$15.00	
29487	1/24/2020	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
29488	1/24/2020	21880	THURSTON REGIONAL PLANNING COUNCIL	\$10,012.00	
29489	1/24/2020	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
29490	1/24/2020	21950	TITUS-WILL CHEVROLET	\$1,782.63	
29491	1/24/2020	21985	TOTAL FILTRATION SERVICES INC	\$226.67	
29492	1/24/2020	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
29493	1/24/2020	24000	W W GRAINGER INC	\$173.96	
29494	1/24/2020	24091	WA ST DEPARTMENT OF CORRECTIONS	\$1,325.00	
29495	1/24/2020	24640	WA ST DEPT OF TRANSPORTATION	\$3,498.46	
29496	1/24/2020	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$31,823.04	
29497	1/24/2020	25780	WESCRAFT TRUCK AND EQUIP	\$6,902.49	
29498	1/24/2020	26800	ZUMAR INDUSTRIES INC	\$878.20	
29499	1/24/2020	26861	WESTERN GRAPHICS INC.	\$2,129.67	
29500	1/24/2020	02380	ARAMARK UNIFORM SERVICES	\$0.18	
<b>Total:</b>				<b>\$181,447.22</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/31/2020

Thru Date: 1/31/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29501	1/31/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$19,358.25	
29502	1/31/2020	01885	AMERICAN LANDSCAPE SERVICES LLC	\$5,940.46	
29503	1/31/2020	02580	ASSOCIATED PETROLEUM	\$2,435.55	
29504	1/31/2020	03250	BATTERY SYSTEMS INC	\$251.64	
29505	1/31/2020	03890	BRIDGESTONE AMERICAS INC	\$2,277.90	
29506	1/31/2020	05940	CENTURYLINK	\$395.94	
29507	1/31/2020	06120	CITY OF OLYMPIA UTILITIES	\$1,206.90	
29508	1/31/2020	06520	COLOR GRAPHICS	\$104.30	
29509	1/31/2020	06560	COLUMBIA FORD MERCURY LINCOLN	\$62,119.70	
29510	1/31/2020	06610	COMMERCIAL BRAKE & CLUTCH	\$230.33	
29511	1/31/2020	06940	COREX LLC	\$741.00	
29512	1/31/2020	07220	CUMMINS INC.	\$13,093.18	
29513	1/31/2020	08840	EMPLOYER RESOURCES NORTHWEST	\$8,282.97	
29514	1/31/2020	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
29515	1/31/2020	10607	GENUINE AUTO GLASS OF LACEY	\$218.60	
29516	1/31/2020	10660	GILLIG LLC	\$8,941.67	
29517	1/31/2020	10759	GORDON TRUCK CENTERS INC	\$234.16	
29518	1/31/2020	11640	INFO-TECH RESEARCH GROUP	\$15,302.00	
29519	1/31/2020	11905	JANEK CORPORATION	\$491.85	
29520	1/31/2020	13850	MASON TRANSIT AUTHORITY	\$30.00	
29521	1/31/2020	13886	MATERIALS TESTING & CONSULTING INC.	\$1,116.00	
29522	1/31/2020	14381	METLIFE	\$9,630.08	
29523	1/31/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29524	1/31/2020	14590	MOHAWK MFG & SUPPLY	\$462.24	
29525	1/31/2020	14750	MULLINAX FORD	\$1,437.06	
29526	1/31/2020	15140	NISQUALLY TOWING SERVICE	\$480.69	
29527	1/31/2020	16595	PACIFIC POWER GROUP LLC	\$1,692.27	
29528	1/31/2020	16969	POINT GRAPHICS LLC	\$35.52	
29529	1/31/2020	17505	RAINIER DODGE INC	\$47.55	
29530	1/31/2020	17560	RE AUTO ELECTRIC INC	\$1,083.11	
29531	1/31/2020	17580	RECARO NORTH AMERICA INC	\$117.20	
29532	1/31/2020	17900	SCHETKY NORTHWEST SALES INC.	\$1,431.63	
29533	1/31/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,241.91	
29534	1/31/2020	18052	SHEA CARR & JEWELL INC	\$16,067.50	
29535	1/31/2020	18510	SRG PARTNERSHIP INC.	\$28,221.54	
29536	1/31/2020	18530	STANDARD PARTS CORP	\$612.84	
29537	1/31/2020	18540	STANTEC CONSULTING SERVICES INC	\$47,182.25	
29538	1/31/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$655.80	
29539	1/31/2020	21750	THURSTON COUNTY CHAMBER OF COMMER	\$20,000.00	
29540	1/31/2020	21755	THURSTON COUNTY CLERK	\$892.85	
29541	1/31/2020	21950	TITUS-WILL CHEVROLET	\$4,496.74	
29542	1/31/2020	23411	US DEPT OF EDUCATION AWG	\$355.10	
29543	1/31/2020	23641	United States Treasury	\$25.00	
29544	1/31/2020	23660	UNITED WAY OF THURSTON COUNTY	\$520.00	
29545	1/31/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$21,507.07	
29546	1/31/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29547	1/31/2020	24750	WA ST GET PROGRAM	\$30.00	
<b>Total:</b>				<b>\$301,765.66</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>03141 BARRY SEAN</b>										
00	Barry122019	DI	12/31/2019			18.35	18.35	18.35		18.35
<b>07762 DELANCY ARTHUR</b>										
00	12/19 Recert	DI	12/31/2019			85.00	85.00	85.00		103.35
<b>10775 GOULD JESSICA</b>										
00	Gould122019	DI	12/31/2019			132.00	132.00	132.00		235.35
<b>11760 IT IMPREST ACCOUNT</b>										
00	2019Dec30	DI	12/31/2019			87.50	87.50	87.50		322.85
<b>12455 KARKOSKI KEVIN</b>										
00	Karkoski12020	DI	1/10/2020			239.50	239.50	239.50		562.35
<b>13760 MARINO ROBERT</b>										
00	1/20 Recog	DI	1/10/2020			35.00	35.00	35.00		597.35
<b>14407 Mickelson Martin</b>										
00	12/19 Recog	DI	12/31/2019			95.00	95.00	95.00		692.35

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01580 ALFONSO CHRISTOPHER</b>										
00	1/26/20 ADV Travel	DI	1/17/2020			286.65	286.65	286.65		286.65
00	2/16/20 ADV Travel	DI	1/17/2020			286.65	286.65	573.30		573.30
<b>06024 Cites Michael</b>										
00	1/7/20 Emp Recog	DI	1/17/2020			250.00	250.00	250.00		823.30
<b>06487 COIT SUZANNE</b>										
00	5/15/20 ADV Travel	DI	1/17/2020			630.00	630.00	630.00		1,453.30
<b>10775 GOULD JESSICA</b>										
00	12/16/19 Travel	DI	12/31/2019			362.06	362.06	362.06		1,815.36
<b>17655 REINHARDT BRYCE</b>										
00	1/19/20 ADV Travel	DI	1/17/2020			1,342.65	1,342.65	1,342.65		3,158.01
<b>18749 SWIDECKI GRANT</b>										
00	2/5/20 ADV Travel	DI	1/17/2020			1,114.65	1,114.65	1,114.65		4,272.66
<b>18875 TAYLOR DEAN</b>										
00	1/7/20 Emp Recog	DI	1/17/2020			950.00	950.00	950.00		5,222.66
<b>26501 YEE JONATHON</b>										
00	1/7/20 Travel	DI	1/17/2020			232.65	232.65	232.65		5,455.31

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2020JAN	DI	1/17/2020			3,671.25	3,671.25	3,671.25		3,671.25
<b>14090 MCELMEEL GREGG</b>										
00	McElmeel122019	DI	12/31/2019			300.00	300.00	300.00		3,971.25

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01471 AGUERO JASON</b>										
00	5/29/20 ADV Travel	DI	1/24/2020			608.28	608.28	608.28		608.28
<b>13343 LAFONTAINE ROBERT</b>										
00	1/7/20 Travel	DI	1/7/2020			174.00	174.00	174.00		782.28



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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>02541 ASMUS JAMES</b>										
00	Jan 2020 Tuition	DI	1/31/2020			2,624.50	2,624.50	2,624.50		2,624.50
<b>11760 IT IMPREST ACCOUNT</b>										
00	2019 Dec31	DI	12/31/2019			727.50	727.50	727.50		3,352.00
00	2020JAN	DI	1/31/2020			50.98	50.98	778.48		3,402.98
<b>11775 IT WELLNESS</b>										
00	2020JAN	DI	1/31/2020			745.00	745.00	745.00		4,147.98
<b>17655 REINHARDT BRYCE</b>										
00	2/8/2020 ADV Travel	DI	1/31/2020			462.00	462.00	462.00		4,609.98

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: February 5, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Zach Heinemeyer (360) 705-5831

**SUBJECT:** Village Vans 2019 Program Update

- 
- 1) **The Issue:** Provide a 2019 Status Report.

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  - 2) **Recommended Action:** Information only.

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  - 3) **Policy Analysis:** At least annually, staff provides the Authority and Community Advisory Committee status reports on various programs the agency provides.

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  - 4) **Background:** The concept of the Village Vans Program developed during collaboration of over 40 community human service organizations in the late 1990's. These groups participated in research activities to identify gaps in services to families with low or no income for reaching economic independence. In Intercity Transit's continuing quest to provide better, more reliable and innovative services, this organization took leadership in developing an effective and efficient program to help close the transportation gap.

The service, which began in February 2002, continues today facilitating access to work support activities and other necessary locations. In 2004, staff designed a Customized Job Skills Training program that doubles Village Vans' important impact by using eligible volunteer Drivers and Administrative Assistants who receive current work experience, job search coaching and skill building instruction. Passengers are able to travel to employment-related resources and volunteers receive significant support in advancing their professional development in reaching their employment goals.

Through an on-going assessment of transportation needs of low income citizens, Village Vans provides a responsive and innovative service that facilitates customer transitions to economic independence. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health with less demand on limited human service resources.

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

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6) **Budget Notes:** Intercity Transit was one of 17 agencies in the nation to receive the Innovative Public Transportation Workforce Development Grant (Ladders of Opportunity Initiative) for \$200,000. This was a 50% matching grant expended in FY 2019.

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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 3:** *“Maintain a safe and secure operating system.”* **Goal 4:** *“Provide responsive transportation options within financial limitations.”* **Goal 5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”* **Goal 6:** *“Encourage use of our services, 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:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: February 5, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Steve Krueger, 705-5833

**SUBJECT:** 2020 Procurement Project Review

- 
- 1) **The Issue:** Provide an overview of planned procurement projects for 2020.
- 
- 2) **Recommended Action:** This item is for information and discussion.
- 
- 3) **Policy Analysis:** The Authority approves any contract over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2020.

- 
- 4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

Except for emergency purchases, all agency purchases in excess of \$3,500 must be competitively awarded. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also

significant stakeholder involvement. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2020 Procurement plan which will be provided at the meeting. Many influences impact the flow of projects and the plan is adjusted as needed throughout the year.

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

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

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7) **Goal Reference:** The 2020 project list represents all agency goals.

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: February 5, 2020**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** March 22, 2020 Service Change Adoption

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- 1) **The Issue:** Consider final adoption of the March 22, 2020, service change package, to include the implementation of Route 65 - *Hawks Prairie* expanding fixed route and ADA paratransit service (i.e. Dial-a-Lift) to NE Lacey.
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- 2) **Recommended Action:** Adopt the March 22, 2020, service change package with associated staff recommendations on the implementation of Route 65.
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- 3) **Policy Analysis:** Any time there are meaningful changes to service (additions, modifications and reductions) that would impact our riders, our goal is to provide opportunities to review proposed changes and opportunities for the public to respond.
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- 4) **Background:** In accordance with the adopted Long Range Plan and corresponding implementation schedule, staff prepared a recommendation for final adoption, which, if approved, will expand bus service in NE Lacey effective March 22, 2020. In accordance with our service change process, staff completed a public outreach effort as part of the development of this service recommendation. A brief summary of the proposed service changes proposed for implementation effective March 22, 2020, are as follows:
- Implement New Route - *Route 65 - Hawks Prairie* - Staff recommends "Alternative D" via Carpenter Road, Hawks Prairie Road, and Hogum Bay Road within the light industrial district. Thirty-three trips weekdays.
  - Minor Schedule adjustments - *Route 48, Route 62, Route 66, and Route. 612-Olympia Express* - to address connection issues and improve schedule reliability.
  - Minor Route change - *Route 68* - modify route pattern approaching Lacey Transit Center. Adds service on Sleater-Kinney and moves route off Golf Club.
  - Add Cycle Time - *Route 68*, (20 minutes per trip) to address long-term construction impacts of Mullen/Carpenter roundabout construction project
  - Minor Facility Changes - Minor adjustments to bay assignments at LTC and OTC resulting from adding new route and new facilities/bays.

The changes proposed result in an increase of approximately 16,000 annual fixed route service hours. About 13,000 are estimated for the new route 65 implementation. This is an increase from current service levels for fixed route service of about 5.9%. The remaining changes recommended by staff are appropriate to address traffic growth, long-term construction impacts, and minor changes to enhance service reliability.

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- 5) **Alternatives:** While adoption as presented is recommended alternative actions by the Authority could include postponement of action, or adoption of the service change package with amendments to the staff proposal.
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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 March 2020 service change package will add an estimated 15,943 annual hours of fixed route service, with the new Route 65 accounting for 12,643 hours of the increase.
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- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #6:** *“Encourage use of our services.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”*
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- 8) **References:** [Intercity Transit Long Range Plan](#) adopted November 7, 2018.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-D**  
**MEETING DATE: February 5, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Eric Phillips, 705-5885

**SUBJECT:** Assignment of Funds for OTC Occupancy

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1) **The Issue:** Consideration of Authorizing the General Manager execute an assignment of funds in accordance with City of Olympia development standards to allow occupancy of the new customer service building and site pending completion of three offsite storm water basin retrofits as agreed under the development permit (19-5244) for the Olympia Transit Center (OTC) Expansion Project.

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2) **Recommended Actions:** Authorize the General Manager to execute and issue an assignment of funds to the City of Olympia for an amount not-to-exceed \$225,000.

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

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4) **Background:** The new customer service building at the Olympia Transit Center is ready for occupancy. All site requirements related to construction and permits are completed. Unfortunately, the City of Olympia will not grant Occupancy (which is required for public use of the building) until Intercity Transit installs three offsite catch basins in the downtown area that provide enhanced water quality treatment. These off site facilities were agreed to when completing on-site stormwater improvements and was deemed not possible due to a major utility obstruction at the Franklin/Olympia intersection that prevented the required connection from the site.

While off-site construction plans have been submitted and approved by the City, weather and high ground water in the downtown make the construction window for completing these offsite stormwater facilities "less predictable." To mitigate schedule and conditions, Intercity Transit is proposing to post a financial guarantee with the City of Olympia (a cash assignment) to guarantee the required work will be completed. In exchange for an approved cash assignment, schedule and bond from the contractor (Graham), the City will consider a temporary Certificate of Occupancy for our new downtown customer service building. It is important to note the assignment of funds provided to the City will be returned to Intercity Transit upon completion and acceptance of the work that is being completed within the city Right-



of-Way. We have reserved an ample amount to cover the actual cost and the City's required submittal premium of 125% of the engineers estimate. The actual costs for the construction work to be performed by Graham are within the previously approved contract limits established for the OTC construction project. Taking this formal step will allow us to begin using the facility now vs. waiting until later spring or early summer to be able to use the new OTC building.

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**5) Alternatives:**

- A. Authorize the General Manager to execute and issue an assignment of funds to the City of Olympia for an amount not-to-exceed \$225,000.
  - B. Defer Action. Deferral could delay our ability to occupy the building even though all onsite requirements have been completed and all health and safety measures have been addressed.
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**6) Budget Notes:** The submittal of an assignment of funds would be in-lieu of a bond, which costs money to obtain. Once the offsite work and all permit conditions are completed, the City would release the funds back to Intercity Transit in whole. As planned the assignment will not result in a change in the project budget.

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**7) Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Align best practices and support agency sustainable technologies and activities."*

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

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 5-E  
MEETING DATE: February 5, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares (705-5838)  
**SUBJECT:** Cancel February 19, 2020, Authority Meeting

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- 1) **The Issue:** Whether to cancel the February 19, 2020, Authority meeting.
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- 2) **Recommended Action:** Cancel the Wednesday, February 19, 2020, Authority meeting.
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- 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.
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- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the February 19 meeting. Given the lack of agenda items, staff recommends cancelling the meeting.
- If approved, staff will provide appropriate legal notice to the public.
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- 5) **Alternatives:**  
A. Cancel the February 19, 2020, Authority meeting.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-F**  
**MEETING DATE: February 5, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Pat Messmer, 705-5860

**SUBJECT:** Annual Authority Reorganizing Activities

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1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

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2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
  - B. Election of the Intercity Transit Vice Chair;
  - C. Identify and approve Committee Assignments:
    - Thurston Regional Planning Council;
    - Transportation Policy Board;
    - Intercity Transit's Pension Committee.
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3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

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4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Debbie Sullivan has held the position of Chair for three years and Ryan Warner has held the position of Vice Chair for two years.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

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5. **Alternatives:**
- A. Elect officers and approve committee assignments.
  - B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as the presiding officer. The most senior member after Warner and Sullivan is Citizen Representative Melnick.
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6. **Budget Notes:** N/A.
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7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.
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8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws – referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.7 Quorum.** At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

**5.8 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

**5.9 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

**5.10 Order of Business and Agenda.** The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

**5.11 Voting/Authority Decisions.** Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

**5.12 Meeting Minutes.** The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

**5.13 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.14 Compensation.** Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

**5.15 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

## **VI. OFFICERS - CHAIR AND VICE CHAIR**

**6.1 Election.** The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

**6.2 Term.** The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

**6.3 Duties.** In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

**INTERCITY TRANSIT AUTHORITY  
COMMITTEE ASSIGNMENTS  
As of February 2019**

**Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:**

***Thurston Regional Planning Council:*** General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

***Karen Messmer***  
*(Alternate: Clark Gilman)*

***Transportation Policy Board:*** General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

***Don Melnick***  
*(Alternate: Ryan Warner)*

***Pension Committee:*** The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

***Molly Carmody***

***Ad Hoc Committees:*** The Authority Chair may form ad hoc committees to address specific issues.

***Committee of the Whole:*** The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.