

AGENDA
INTERCITY TRANSIT AUTHORITY
March 4, 2020
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **25 min.**
 - A. **Eric Wells, Village Vans Assistant** (*Zach Heinemeyer*)
 - B. **Celso Rangel and Josh Ruiz DAL, Dispatch Specialists** (*Kevin Karkoski*)
 - C. **Operator Class of 20-01** (*Cameron Crass*)
Mandy Simons; Benjamin Wilburn; Briana Barrett; Jeremy Smith; John Ruiz; Darlene Beecroft; Eric Bjork; Megan Hatcher; Benjamin Quiles; Denise Colon; Bridget Parent; Vince Coppola; Mikel Chapman; Daniel Sharp; Douglas Turner; Robin Parris; Mark Neuville; Jeremy Claussen; Daniel Farrell; Denzel Tippen
- 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:** February 5, 2020, Regular Meeting.
 - B. **Payroll - February 2020:** \$2,872,583.59
 - C. **Accounts Payable:** Warrants dated February 7, 2020, numbers 29569-29619 in the amount of **\$683,850.69**; Warrant dated February 10, 2020, number 29620, in the amount of **\$210,656.25**; Warrants dated February 14, 2020, numbers 29621-29685, in the amount of **\$405,042.04**; Warrants dated February 15, 2020, numbers 29686-29688, in the amount of **\$101,888.59**; Warrants dated February 21, 2020, numbers 29691-29730, in the amount of **\$41,454.52**; Warrants dated February 28, 2020, numbers 29731-29779, in the amount of **\$516,554.96**; Warrant dated February 27, 2020, number 29780, in the amount of **\$205**; Warrants dated February 29, 2020, numbers 29781-29782, in the amount of **\$1,167,756.72**; Automated Clearing House Transfers for February 2020 in the amount of **\$13,005.73** for a monthly total of **\$3,140,414.50**.
- 5) **NEW BUSINESS**
 - A. **Surplus Property** (*Katie Cunningham*) **5 min.**
 - B. **Legal Services Contract Extension** (*Jeff Peterson*) **5 min.**
 - C. **Annual Conduent Maintenance Contract Extension** (*Jeff Peterson*) **5 min.**
 - D. **401(k) Deferred Compensation** (*Suzanne Coit*) **5 min.**
 - E. **Interlocal Agreement with TRPC Planning & Data Services** **5 min.**
(*Eric Phillips*)

- 6) **COMMITTEE REPORTS**
 - A. **Community Advisory Committee (Feb. 10) (Jan Burt)** **3 min.**
- 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.

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
February 5, 2020

CALL TO ORDER

Chair Sullivan called the February 5, 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 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 David Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody.

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

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

Chair Sullivan called for a motion to make the following changes to the Agenda:

- *Recess the meeting prior to the start of New Business to view the new Coach bus.*
- *Move Agenda Item 5C (Adoption of March Service Change) to the beginning of New Business.*

It was M/S/A by Councilmembers Gilman and Cox to approve the agenda as amended.

INTRODUCTIONS

- 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*)

Citizen Representative Melnick arrived.

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

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

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**.

Chair Sullivan recessed the meeting at 5:40 p.m. to allow for the viewing of the new bus.

Chair Sullivan reconvened the meeting at 5:50.

NEW BUSINESS

A. **March 22, 2020 Service Change Adoption** – Rob LaFontaine, Planning Manager, presented an overview of the March 2020 service change.

- This is the 6th consecutive substantive service change since September 2018
- 15,943 hours of new fixed route revenue service per year (+6.2%)
- 66,936 hours of new fixed route service per year that will have been added over the last two years (+32.8%)
- Routes 48 & 66 schedule adjustments to reduce unwanted dwell time and no increase in annual revenue service hours
- Routes 62A, 62B & 612 schedule adjustments to compensate for known delays with a combined increase of 869 annual revenue service hours.
- Route 68 schedule adjustments to compensate for construction and minor route realignment with an increase of 2,431 annual revenue service hours
- Route 65 is a new route to serve NE Lacey with 12,643 annual revenue service hours
 - Provides service along Martin Way corridor to Carpenter Road with the service on eastbound Willamette Drive between Hogum Bay Road and 31st Avenue.
 - Weekday buses spaced 30 minutes apart from 6 a.m. to 9 p.m. and hourly until 11 p.m. (32 outbound, 33 inbound trips per day)
 - Weekend buses spaced 30 minutes apart from 7:30 a.m. to 9 p.m. and hourly until 11 p.m. (29 outbound, 29 inbound trips per day)

The basis for the Route 65 recommendation includes immediate availability of pedestrian infrastructure and bus stop implementation; and unfavorable maneuvers associated with Enterprise Drive. Projects contained in the regional transportation plan that would significantly change what the future may look like in this area.

Gilman referenced Route 65 and asked about the status of the distribution centers and does it help meet the last mile solution. LaFontaine said the distribution centers provided shift times for several of their locations which has been helpful.

Cox asked if Route 65 touches the Jubilee area. LaFontaine said 41st Avenue on the north end is the primary arterial that fronts the Jubilee community. Routed service does not go into the Jubilee neighborhoods.

Menser referenced Route 65 and the issue with Enterprise Drive and noted he'd like staff to continue to seek ways to safely serve the schools, especially the high schools, because that's the age group that would use the service the most.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to adopt the March 22, 2020, service change package with associated staff recommendations on the implementation of Route 65.

B. Village Vans 2019 Program Update – Zach Heinemeyer, Village Vans Supervisor, provided an update on the Village Vans Program. Village Vans is a workforce development program with many major components.

- a. Passengers (helping them with employment related transportation, reducing their transportation barriers and helping them become financially independent.
- b. Volunteers (presents a way to interact with current employees). There's help with cover letters and resumes, and mock interviews. They also introduced informative interviews to the program.
- c. Promoting confidence – it's the first thing established with the volunteers so they feel they can do the job and that others take notice. Many volunteers are not ready for that career job, because there's something they are missing and not employable for that career. Village Vans identifies what that may be and helps them get to that point so they are employable.
- d. Participating in activities such as Transit Appreciation Day and the Holiday Banquet.
- e. Partnering - Partners are crucial to the success of the program. They help volunteers who may need something other than finding a job. Village Vans has great connections within the community, and have incorporated this as a tool for the volunteers who network in their own way.
- f. Outreach
 - i. Tabling Events
 - Find Work Friday-Thurston and Mason County WorkSource

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- Economic Investment Initiative Fair- Local Veterans Representatives
 - LPA Resource Fair- hosted by LPA
 - WorkSource Job Fair- Local Veterans Representatives
 - Career Expo 2019- Olympic College Shelton
- ii. Presentations
- Express Employment
 - Thurston WorkSource
 - Lacey Veterans Services Hub
 - Family Support Center
 - Kaiser Permanente
 - SPSCC
- iii. Newsletters – posting blurbs about IT in other agency newsletters
- iv. Online/Social Media – Inside and outside posts such as Facebook, WorkSource digital/hard copy flyers,
- v. Rotary of Yelm 10 Weeks of Summer Program - The target is to reach children who are receiving free and reduced lunches during the school year. When school is out, their need for nourishment continues. HR, Travel Training and Village Vans attended and supplied 200 bags filled with marketing materials and food.

Village Vans introduced driving a coach and Dial-a-Lift van, and pairs driver trainers with the volunteers, especially those interested in becoming an operator. Lastly, they develop work skills for participants so they are competitive in the job market.

2019 Volunteer Statistics:

- 33 Village Vans Volunteer Drivers
- 4,505 Volunteer hours
- 21 Employment Hires
- 11 Hires with Intercity Transit
- 16 Employment Hires in transportation

Statistics for 2019

- 6,425 Passengers traveled with Village Vans
- 3,560 Trips provided
 - 3,708 work support rides
 - 1,640 daycare stops
 - 952 trips to school or training
- 35,702 Revenue Miles

- C. 2020 Procurement Project Review** – Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2020 Procurement Projects. 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.

Krueger demonstrated how the procurement projects are tracked using a project tracker called Trello. Trello is an online corkboard you use to organize “cards” into lists – those cards can be tasks, notes, projects, shared files, or anything else that helps a team work together.

Krueger provided a summary of the top procurement projects for 2020.

- D. Assignment of Funds for OTC Occupancy** – Development Director, Eric Phillips, presented an assignment of funds. The new customer service building at the Olympia Transit Center is ready for occupancy. All site requirements related to construction and permits are completed. However, 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.

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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.

It was M/S/A by Citizen Representative Melnick and Commissioner Menser to 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.

- E. Cancel February 19, 2020, Authority Meeting** – Freeman-Manzanares said due to staff commitments on February 19, 2020, she is recommending this meeting be canceled. Any action items will be carried over to the March 4, 2020, meeting.

It was M/S/A by Citizen Representatives Warner and Pierce to cancel the Wednesday, February 19, 2020, Authority meeting.

- F. Annual Authority Reorganizing Activities** - Clerk of the Board, Pat Messmer, led the Authority through the process to elect a new Chair and Vice Chair. She opened the floor to nominations for Chair.

Councilmember Sullivan nominated Citizen Representative Ryan Warner.

Hearing no further nominations, the Clerk closed nominations for Chair.

By show of hands, there was a unanimous vote of seven in favor to elect Citizen Representative Warner as Chair.

The Clerk opened the floor to nominations for Vice Chair. **Councilmember Gilman nominated Councilmember Carolyn Cox.**

Hearing no further nominations, the Clerk closed nominations for Vice Chair.

By show of hands, there was a unanimous vote of seven in favor of electing Councilmember Cox as Vice Chair.

Chair Warner lead the Authority in discussion of new committee assignments.

- Councilmember Carolyn Cox will be the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Sullivan will serve as alternate.
- Citizen Representative Melnick will be the primary representative for Intercity Transit on the *Transportation Policy Board* and Councilmember Gilman will serve as alternate.

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- Chair and Citizen Representative Ryan Warner will serve as representative on Intercity Transit's *Pension Committee*.

Chair Warner asked that at a future meeting, staff provide a report on the duties of the Pension Committee.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

A new class of 20 Operators started on January 27. There were over 300 applicants who applied.

Congressman Denny Heck visited IT on February 3. He is intrigued by the zero fare demonstration project.

The Grand Opening Celebration for the new OTC building is scheduled for Thursday, March 19, 2020. Public officials are being invited. We hope to officially open the facility and be in service on Monday, March 30, 2020. Greyhound will also be running service on site.

The 16 new 35' coaches should arrive by the end of February.

The Dial-A-Lift pilot project starts February 24 and 14 vehicles should be ready by March 18, 2020, and should be on the street by spring.

Intercity Transit won first place in the 2020 Annual APTA AdWheel Award for Best Marketing and Communications to Highlight Transit Needs/Funding. This was for the IT Road Trip and the IT Proposition 1 Comprehensive Campaign. The agency will be recognized during the AdWheel Awards Celebration at APTA's Marketing and Communications Workshop being held in Orlando. Nicky Upson will accept the award on IT's behalf.

The data results for January 2020 are in on fixed route boardings since the start of Zero Fare:

January	2019	2020	Difference of:	% Change
Weekday	288,284	331,675	43,391	15.1%
Weekend	46,410	69,348	22,938	49.4%
Combined	334,694	401,023	66,329	19.8%

Duncan Green is back and working on the Winter BCC, which started February 1. There are currently two hands-on workshops to prepare you to ride your bike for transportation.

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- **Bike Commuting Basics:** Tuesday, March 3 - 5:30-7:30 p.m., or Saturday, March 7 - 10 a.m.-12 p.m.
- **Basic Bike Care:** Tuesday, March 17 - 5:30-7:30 p.m., or Saturday - March 21, 10 a.m.-12 p.m.
- **Location:** Intercity Transit Walk N Roll Youth Education Center, 215 N. Washington St., across from Olympia Transit Center.
- **Cost:** \$5 (Free for Intercity Transit employees)
- **Register:** All non-Intercity Transit employees need to register at: <https://bcc.intercitytransit.com/events>

Customer Comments:

- A teacher at the Olympia public schools said she and her students are thrilled with the way zero fare is going. It's an excellent way for all of students to safely get around the community.
- A rider wrote, "I am so happy that fare free public transit has been implemented in Olympia! I feel so proud of our city. I love being able to take the bus without fare collection slowing us down. My experience so far has been positive and I am able to take the bus to and from Evergreen, home, and work with less delays and stress due to uncertainty over potential fare related conflict. Over the time I have lived and rode the bus here, I have occasionally forgot or misplaced my bus pass and had to deal with so much undue hassle until I could be reunited with it. Imagine how annoying and stress-inducing it is to be on the way to class and realize your bus pass isn't in your pocket and you don't have time to get it, then have to scrounge for change or solicit tiny donations to pay for the bus or plead with the driver because you hadn't anticipated needing the exact fare amount in cash. You're forced to choose between paying again for something you already paid for or being late. The point of having a bus pass is to ensure you will always be able to ride the bus so I think zero fare is a substantial improvement of that system--it truly ensures you will always be able to ride the bus with no potential for being unexpectedly and unfairly double-charged."

"I have noticed and appreciate that more people seem to be riding the bus now, making it a more useful and optimal public service. I have talked to many people, including strangers about their excitement over the decision to remove fares. My hope for the future of Olympia is more buses going more places more frequently, without fares! Funding transit through tax revenue is a much more efficient and sensible way than fares, as it allows for better planning and a more streamlined process. This is a great step forward for Olympia.

- An unsolicited testimonial from SPSCC Student Success Campaign, "I facilitated a PacMtn Board retreat. They had a guest presenter who had gone through an opioid addiction recovery-to-employment program. After weaving through a very gut-

wrenching life story, she talked about the path to stability and said one of the most important things has been zero-fare, as someone in her position could neither get a license nor afford fare on minimum wage. Now she can get to work on time and afford her other basic necessities.”

AUTHORITY ISSUES

Menser has spent time working on presenting information about the new courthouse proposal which is going on the April 28, 2020, ballot. The proposal is for a 3.74% increase in property tax in order to finance the new building over the course of 25 years.

Sharwark said it’s a new year with new people.

Cox said College Street at 22nd street is down to one lane in each direction while they work on underground utilities. Cox said the Climate Mitigation Steering Committee recently met to work through a list of possible actions, and one of the items they could cross off the list was zero fare.

Gilman said it feels as though we just launched a brand new bus system. A lot of the additional 20% of riders are people who have not been riding, and he’s encountering many people who are excited about the zero fare.

Melnick mentioned an interesting article in the Sunday Times about a book written by Jim Kershner entitled, “The Story of Public Transit in the Puget Sound Region,” which is available on Amazon.com.

Warner said zero fare appears to be having a rippling affect in other areas such as the Rural Transit System that recently went to zero fare; and Mason County who has been at zero fare. It appears it’s becoming regional, and it’s nice to see that happening.

Sullivan noted she has not heard any pushback from anyone about the zero fare.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:46 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: March 4, 2020.

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

DRAFT

PERIOD DATES:		1/19/2020-2/1/2020		PAYDATE	2/1/2020	PERIOD DATES:		2/2/2020-2/15/2020		PAYDATE	2/21/2020
	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	77,598.81		IRS	FIT		EFT	81,875.08	
	MT		EFT	27,892.52	105,491.33		MT		EFT	29,188.62	111,063.70
					0.00						0.00
INS	D3/DI	Disability Ins		2,729.81	0.00	INS	A2	Met Life		9,914.73	
HEALTH	HE/HI/SP/TB	Health In1stN2ND		222,631.35	0.00	HEALTH	D3/DI	Disability Ins		2,832.40	0.00
							HE/HI/SP/TB	Health In1stN2ND		229,845.00	0.00
GARNISHMENT	GN	Garnish	CHECK last	1,223.91		GARNISHMENT	GN	Garnish	CHECK last	990.32	
CHILD SUPPORT	CS	DSHS	EFT	1,292.83	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,490.83	1,490.83
					0.00						0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,877.77	9,877.77	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,090.96	10,090.96
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,889.49	9,889.49	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,889.04	9,889.04
GET	GT	G.Ed.Tult	Check every	30.00		GET	GT	G.Ed.Tult	Check every	30.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	260.00	260.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	339.00	339.00
401K	DC	Vgrd EE	Wire	57,245.86		401K	DC	Vgrd EE	Wire	59,534.75	
VANGUARD	DC	Vgrd ER	Wire	39,717.73	96,963.59	VANGUARD	DC	Vgrd ER	Wire	40,587.55	100,122.30
LOAN	L2	401k Ln#2	Wire	5,174.25		LOAN	L2	401k Ln#2	Wire	5,174.25	
LOAN	LN	401k Ln #1	Wire	7,050.17	12,224.42	LOAN	LN	401k Ln #1	Wire	6,961.36	12,135.61
		TTL VNGRD		109,188.01				TTL VNGRD		112,257.91	
LABOR INS	LI&LA	L&I	EFT Quarterly	34,346.35		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	36,365.03	
ESD	CF&CL	WPFML	EFT Quarterly	3,968.22		ESD	CF&CL	WPFML	EFT Quarterly	4,149.25	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,779.87		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,780.13	
UNION DUES	MI	Mac.Initlon	Check last	0.00		UNION DUES	MI	Mac.Initlon	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	0.00	0.00		TF	Tx.Fr.Benefit	Employer	400.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	454.00		PROJECT ASSIST	PA	Proj.Assist	Check last	452.00	
PENSION	PN	PERS EE	EFT	76,720.21	0.00	PENSION	PN	PERS EE	EFT	80,556.49	0.00
STATE	PN	PERS ER	EFT	126,268.15	202,988.36	STATE	PN	PERS ER	EFT	132,276.80	212,833.29
PERS		TTL PERS		202,988.36		PERS		TTL PERS		212,833.29	
ICMA LOAN	R3	ICMA Ln#2	WIRE	199.26	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	199.26	0.00
ICMA	RC	ICMA EE	WIRE	6,932.11		ICMA	RC	ICMA EE	WIRE	7,264.60	
ICMA ROTH	RI	ICMA Roth	WIRE	555.76	555.76	ICMA ROTH	RI	ICMA Roth	WIRE	555.76	555.76
ICMA LON	RL	ICMA Ln#1	WIRE	995.57	1,194.83	ICMA LON	RL	ICMA Ln#1	WIRE	1,162.01	1,361.27
ICMA	RR	ICMA ER	WIRE	2,983.92	9,916.03	ICMA	RR	ICMA ER	WIRE	3,066.89	10,331.49
		TTL ICMA		11,110.86	11,666.62			TTL ICMA		11,692.76	12,248.52
457 STATE	SD	457 ST EE	EFT	15,249.15		457 STATE	SD	457 ST EE	EFT	15,663.04	
DEFERRED	SR	457 ST ER	EFT	9,471.13	24,720.28	DEFERRED	SR	457 ST ER	EFT	9,790.74	25,453.78
AFLAC	ST&SS	AFLAC POST/PRE	EFT	7,439.19	7,439.19	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	7,562.18	7,562.18
ATU	UC	Un COPE	Check 1st	179.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	678.00	
	UD	Un Dues	Check last	7,131.50			UD	Un Dues-BOTH PP	Check last	7,056.78	
	UI	Un Initlatn	Check last	300.00			UI	Un Initlatn- 100.00 PEREE	Check last	280.00	
	UT	Un Tax	Check last	3,696.15			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	301.50		UNITED WAY	UW	United Way	Check last	283.50	
WELLNESS	WF	Wellness	Check last	373.50		WELLNESS	WF	Wellness	Check last	371.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		624,654.16	624,654.16	DIRECT DEP.	NP	ACH Wire every		665,900.64	665,900.64
LIVE CHECKS		Paychecks		18,981.29		LIVE CHECKS		Paychecks - LIVE CHECKS		2,430.61	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,106,175.21			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,169,129.85
		TOTAL PAYROLL*:		\$1,405,594.49				TOTAL PAYROLL*:		\$1,466,989.10	
GROSS WAGE		GROSS EARNINGS:		992,178.09		GROSS WAGE		GROSS EARNINGS:		1,037,307.08	
ER AMOUNT		EMPR MISC DED:		399,470.14		ER AMOUNT		EMPR MISC DED:		415,087.71	
MEDICARE TAX		EMPR MEDICARE TAX:		13,946.26		MEDICARE TAX		EMPR MEDICARE TAX:		14,594.31	
		PP3 Total			\$1,405,594.49			PP4 Total			\$1,466,989.10
								Total Payroll for February 2020			\$2,872,583.59
DIRECT DEP.		ACH WIRE TOTAL			644,681.42	DIRECT DEP.		ACH WIRE TOTAL		686,219.64	

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/7/2020

Thru Date: 2/7/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29569	2/7/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$90.83	
29570	2/7/2020	02380	ARAMARK UNIFORM SERVICES	\$1,104.68	
29571	2/7/2020	02580	ASSOCIATED PETROLEUM	\$57,152.67	
29572	2/7/2020	03250	BATTERY SYSTEMS INC	\$251.64	
29573	2/7/2020	05340	CAPITOL COURIER SERVICE	\$408.97	
29574	2/7/2020	05610	CAYAN LLC	\$975.00	
29575	2/7/2020	06060	CITY OF OLYMPIA	\$15.00	
29576	2/7/2020	06120	CITY OF OLYMPIA UTILITIES	\$7,413.95	
29577	2/7/2020	06365	CLOUDPWR	\$1,311.60	
29578	2/7/2020	06520	COLOR GRAPHICS	\$555.66	
29579	2/7/2020	06741	COMMUNITY YOUTH SERVICES	\$450.00	
29580	2/7/2020	06781	COMPUNET INC.	\$36,944.92	
29581	2/7/2020	07220	CUMMINS INC.	\$6,943.68	
29582	2/7/2020	07350	CW JANITORIAL SERVICE LLC	\$16,622.36	
29583	2/7/2020	07619	DAVID S FOSTER	\$1,750.00	
29584	2/7/2020	08006	DK BOOS GLASS INC.	\$1,000.10	
29585	2/7/2020	08060	DON SMALL AND SONS OIL	\$2,690.47	
29586	2/7/2020	09662	FERRELLGAS	\$5,817.73	
29587	2/7/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29588	2/7/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29589	2/7/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29590	2/7/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29591	2/7/2020	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
29592	2/7/2020	10477	GALLS LLC	\$6,832.65	
29593	2/7/2020	10607	GENUINE AUTO GLASS OF LACEY	\$218.60	
29594	2/7/2020	10660	GILLIG LLC	\$4,337.07	
29595	2/7/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
29596	2/7/2020	11422	HUNG RIGHT DOORS LLC	\$678.48	
29597	2/7/2020	11892	J ROBERTSON AND COMPANY	\$3,587.50	
29598	2/7/2020	11943	JOANNA GRIST	\$1,750.00	
29599	2/7/2020	14590	MOHAWK MFG & SUPPLY	\$420.95	
29600	2/7/2020	15140	NISQUALLY TOWING SERVICE	\$621.02	
29601	2/7/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,437.18	
29602	2/7/2020	16695	PATTISON WATER COMPANY	\$90.83	
29603	2/7/2020	16906	PMI TRUCK BODIES INC	\$10,135.32	
29604	2/7/2020	17290	PUGET SOUND ENERGY	\$3,003.94	
29605	2/7/2020	17580	RECARO NORTH AMERICA INC	\$672.13	
29606	2/7/2020	17900	SCHETKY NORTHWEST SALES INC.	\$67.89	
29607	2/7/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,538.96	
29608	2/7/2020	18145	SIX ROBBLEES INC	\$50.91	
29609	2/7/2020	18530	STANDARD PARTS CORP	\$245.53	
29610	2/7/2020	18651	STORMANS (LICENSING)	\$56.75	
29611	2/7/2020	18705	SUNBELT RENTALS	\$1,390.22	
29612	2/7/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$424.18	
29613	2/7/2020	21660	THERMO KING NORTHWEST	\$58.28	
29614	2/7/2020	21950	TITUS-WILL CHEVROLET	\$1,944.39	
29615	2/7/2020	22420	TUMWATER PRINTING	\$12,308.56	
29616	2/7/2020	23576	UNG CHAE	\$2,700.00	
29617	2/7/2020	24755	WA ST HEALTH CARE AUTHORITY	\$447,960.34	
29618	2/7/2020	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00	
29619	2/7/2020	26700	ZEIGLERS WELDING	\$819.75	
Total:				\$683,850.69	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/10/2020

Thru Date: 2/10/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29620	2/10/2020	06060	CITY OF OLYMPIA	\$210,656.25	
Total:				\$210,656.25	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/14/2020

Thru Date: 2/14/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29621	2/14/2020	01733	ALPHA GRAPHICS	\$155.26	
29622	2/14/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
29623	2/14/2020	01820	AMERICAN DRIVING RECORDS INC	\$277.10	
29624	2/14/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$176.15	
29625	2/14/2020	02580	ASSOCIATED PETROLEUM	\$488.58	
29626	2/14/2020	02825	AUTO PLUS - OLYMPIA 10364	\$66.89	
29627	2/14/2020	02828	AVAIL TECHNOLOGIES INC.	\$765.10	
29628	2/14/2020	05740	CED	\$152.47	
29629	2/14/2020	06040	CITY OF LACEY	\$965.62	
29630	2/14/2020	06610	COMMERCIAL BRAKE & CLUTCH	\$517.83	
29631	2/14/2020	06781	COMPUNET INC.	\$442.67	
29632	2/14/2020	07220	CUMMINS INC.	\$3,972.69	
29633	2/14/2020	07780	DELL MARKETING LP	\$5,574.09	
29634	2/14/2020	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$1,692.26	
29635	2/14/2020	09885	FMNA LLC	\$612.13	
29636	2/14/2020	10477	GALLS LLC	\$4,946.81	
29637	2/14/2020	10580	GENE'S TOWING INC	\$298.96	
29638	2/14/2020	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
29639	2/14/2020	10660	GILLIG LLC	\$4,503.99	
29640	2/14/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$203,610.76	
29641	2/14/2020	11231	HERC RENTALS INC.	\$2,513.90	
29642	2/14/2020	11498	IBI GROUP	\$6,413.90	
29643	2/14/2020	11615	INDUSTRIAL HYDRAULICS INC	\$92.07	
29644	2/14/2020	11905	JANEK CORPORATION	\$819.75	
29645	2/14/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,581.75	
29646	2/14/2020	13485	LEMAY MOBILE SHREDDING	\$85.85	
29647	2/14/2020	13886	MATERIALS TESTING & CONSULTING INC.	\$692.00	
29648	2/14/2020	14160	MCMASTER-CARR SUPPLY CO.	\$32.21	
29649	2/14/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29650	2/14/2020	14590	MOHAWK MFG & SUPPLY	\$916.98	
29651	2/14/2020	14750	MULLINAX FORD	\$127.02	
29652	2/14/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$16,749.96	
29653	2/14/2020	15140	NISQUALLY TOWING SERVICE	\$276.01	
29654	2/14/2020	15191	North Thurston Public Schools	\$155.00	
29655	2/14/2020	15535	OLYMPIA COLLISION REPAIR	\$2,350.39	
29656	2/14/2020	16425	PACIFIC AIR HEATING & AIR CONDITIONING	\$12,479.87	
29657	2/14/2020	16595	PACIFIC POWER GROUP LLC	\$331.30	
29658	2/14/2020	16654	PARKER CORPORATE SERVICES INC.	\$30,546.98	
29659	2/14/2020	16812	PIERCE COUNTY AIDS FOUNDATION	\$575.00	
29660	2/14/2020	16969	POINT GRAPHICS LLC	\$282.22	
29661	2/14/2020	17290	PUGET SOUND ENERGY	\$22,784.34	
29662	2/14/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
29663	2/14/2020	17420	R&R TIRE COMPANY INC.	\$2,623.42	
29664	2/14/2020	17505	RAINIER DODGE INC	\$495.68	
29665	2/14/2020	17560	RE AUTO ELECTRIC INC	\$105.52	
29666	2/14/2020	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
29667	2/14/2020	17900	SCHETKY NORTHWEST SALES INC.	\$861.86	
29668	2/14/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,406.09	
29669	2/14/2020	18510	SRG PARTNERSHIP INC.	\$11,437.49	
29670	2/14/2020	18530	STANDARD PARTS CORP	\$367.64	
29671	2/14/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$175.00	
29672	2/14/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,160.19	
29673	2/14/2020	21790	THURSTON COUNTY PUBLIC WORKS	\$371.72	
29674	2/14/2020	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: 2/14/2020

Thru Date: 2/14/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29675	2/14/2020	21950	TITUS-WILL CHEVROLET	\$8,624.19	
29676	2/14/2020	22010	TOYOTA OF OLYMPIA	\$719.88	
29677	2/14/2020	23410	U S BANK VOYAGER FLEET SYSTEMS	\$36,556.69	
29678	2/14/2020	23411	US DEPT OF EDUCATION AWG	\$350.21	
29679	2/14/2020	23621	UPS FREIGHT	\$233.55	
29680	2/14/2020	23641	United States Treasury	\$25.00	
29681	2/14/2020	24000	W W GRAINGER INC	\$264.35	
29682	2/14/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
29683	2/14/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29684	2/14/2020	24750	WA ST GET PROGRAM	\$30.00	
29685	2/14/2020	25380	WASHINGTON GARDENS	\$316.97	
Total:				\$405,042.04	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/15/2020

Thru Date: 2/15/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29686	2/15/2020	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
29687	2/15/2020	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$89,698.96	
29688	2/15/2020	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$12,189.63	
Total:				\$101,888.59	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/21/2020

Thru Date: 2/21/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29691	2/21/2020	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$483.45	
29692	2/21/2020	02240	APEX MAILING SERVICES INC.	\$4,241.82	
29693	2/21/2020	02380	ARAMARK UNIFORM SERVICES	\$1,045.03	
29694	2/21/2020	03240	BATTERIES PLUS	\$226.58	
29695	2/21/2020	03890	BRIDGESTONE AMERICAS INC	\$1,546.45	
29696	2/21/2020	04120	BUILDERS HARDWARE & SUPPLY	\$188.21	
29697	2/21/2020	05340	CAPITOL COURIER SERVICE	\$408.97	
29698	2/21/2020	07220	CUMMINS INC.	\$4,712.03	
29699	2/21/2020	10477	GALLS LLC	\$568.56	
29700	2/21/2020	10607	GENUINE AUTO GLASS OF LACEY	\$444.45	
29701	2/21/2020	10660	GILLIG LLC	\$4,505.80	
29702	2/21/2020	11702	INSPECTORATE AMERICA CORPORATION	\$2,811.43	
29703	2/21/2020	11865	ISLAND SUPERIOR AIR FILTER	\$363.10	
29704	2/21/2020	14590	MOHAWK MFG & SUPPLY	\$394.43	
29705	2/21/2020	14750	MULLINAX FORD	\$232.48	
29706	2/21/2020	14760	MUNCIE TRANSIT SUPPLY	\$171.46	
29707	2/21/2020	15140	NISQUALLY TOWING SERVICE	\$734.59	
29708	2/21/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$173.00	
29709	2/21/2020	15535	OLYMPIA COLLISION REPAIR	\$930.36	
29710	2/21/2020	15545	OLYMPIA COPY & PRINTING	\$346.03	
29711	2/21/2020	16490	HAROLD LEMAY ENTERPRISES	\$666.71	
29712	2/21/2020	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$1,108.15	
29713	2/21/2020	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
29714	2/21/2020	17195	Albreco Inc	\$553.81	
29715	2/21/2020	17505	RAINIER DODGE INC	\$92.25	
29716	2/21/2020	17900	SCHETKY NORTHWEST SALES INC.	\$285.57	
29717	2/21/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,890.21	
29718	2/21/2020	18470	SPORTWORKS NORTHWEST INC	\$43.21	
29719	2/21/2020	18530	STANDARD PARTS CORP	\$482.83	
29720	2/21/2020	18651	STORMANS (LICENSING)	\$151.50	
29721	2/21/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$76.93	
29722	2/21/2020	21950	TITUS-WILL CHEVROLET	\$2,510.86	
29723	2/21/2020	22010	TOYOTA OF OLYMPIA	\$64.51	
29724	2/21/2020	22325	TTL PARTNERS LLC	\$3,443.00	
29725	2/21/2020	23576	UNG CHAE	\$2,700.00	
29726	2/21/2020	24000	W W GRAINGER INC	\$577.50	
29727	2/21/2020	24030	WA ST AUDITOR'S OFFICE	\$500.40	
29728	2/21/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$220.12	
29729	2/21/2020	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$133.73	
29730	2/21/2020	25858	WESTCARE CLINIC LLC PS	\$425.00	
Total:				\$41,454.52	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/28/2020

Thru Date: 2/28/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29731	2/28/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$19,142.43	
29732	2/28/2020	01805	AMB TOOLS AND EQUIPMENT CO INC	\$627.27	
29733	2/28/2020	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
29734	2/28/2020	02580	ASSOCIATED PETROLEUM	\$86,042.26	
29735	2/28/2020	02825	AUTO PLUS - OLYMPIA 10364	\$66.89	
29736	2/28/2020	06060	CITY OF OLYMPIA	\$17,147.41	
29737	2/28/2020	06120	CITY OF OLYMPIA UTILITIES	\$2,041.91	
29738	2/28/2020	06610	COMMERCIAL BRAKE & CLUTCH	\$7.23	
29739	2/28/2020	07220	CUMMINS INC.	\$4,426.83	
29740	2/28/2020	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$50.00	
29741	2/28/2020	09575	FASTENAL COMPANY	\$7.07	
29742	2/28/2020	09805	FLEET PRIDE	\$260.33	
29743	2/28/2020	10660	GILLIG LLC	\$816.31	
29744	2/28/2020	11615	INDUSTRIAL HYDRAULICS INC	\$438.42	
29745	2/28/2020	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$314.78	
29746	2/28/2020	11909	JAYRAY ADS & PR INC	\$3,675.00	
29747	2/28/2020	13661	LOOMIS	\$1,174.23	
29748	2/28/2020	13793	MARTIN WAY COLLISION INC.	\$1,134.86	
29749	2/28/2020	14381	METLIFE	\$9,928.13	
29750	2/28/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29751	2/28/2020	14590	MOHAWK MFG & SUPPLY	\$1,357.88	
29752	2/28/2020	14750	MULLINAX FORD	\$518.35	
29753	2/28/2020	14760	MUNCIE TRANSIT SUPPLY	\$121.19	
29754	2/28/2020	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$651.03	
29755	2/28/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$93.75	
29756	2/28/2020	16595	PACIFIC POWER GROUP LLC	\$130.71	
29757	2/28/2020	16966	POINT & PAY	\$1,843.85	
29758	2/28/2020	17505	RAINIER DODGE INC	\$130.98	
29759	2/28/2020	17560	RE AUTO ELECTRIC INC	\$68.00	
29760	2/28/2020	17580	RECARO NORTH AMERICA INC	\$252.42	
29761	2/28/2020	17760	ROSS AND WHITE COMPANY	\$1,077.36	
29762	2/28/2020	17900	SCHETKY NORTHWEST SALES INC.	\$412.68	
29763	2/28/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$258.36	
29764	2/28/2020	18470	SPORTWORKS NORTHWEST INC	\$224.20	
29765	2/28/2020	18530	STANDARD PARTS CORP	\$90.10	
29766	2/28/2020	18540	STANTEC CONSULTING SERVICES INC	\$341,752.57	
29767	2/28/2020	18651	STORMANS (LICENSING)	\$122.50	
29768	2/28/2020	18705	SUNBELT RENTALS	\$740.41	
29769	2/28/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,004.08	
29770	2/28/2020	21950	TITUS-WILL CHEVROLET	\$738.76	
29771	2/28/2020	22010	TOYOTA OF OLYMPIA	\$679.72	
29772	2/28/2020	23411	US DEPT OF EDUCATION AWG	\$395.48	
29773	2/28/2020	23660	UNITED WAY OF THURSTON COUNTY	\$585.00	
29774	2/28/2020	23770	VANNER INC.	\$1,084.36	
29775	2/28/2020	24000	W W GRAINGER INC	\$272.28	
29776	2/28/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$950.00	
29777	2/28/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29778	2/28/2020	24750	WA ST GET PROGRAM	\$30.00	
29779	2/28/2020	26005	WILCOX AND FLEGEL	\$7,639.41	
Total:				\$516,554.96	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/27/2020

Thru Date: 2/27/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29780	2/27/2020	06040	CITY OF LACEY	\$205.00	
Total:				\$205.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/29/2020

Thru Date: 2/29/2020

Check #	Check Date	Ref #	Name	Amount	Voided
29781	2/29/2020	10660	GILLIG LLC	\$1,167,681.72	
29782	2/29/2020	17931	SCOTT MARILYN	\$75.00	
Total:				\$1,167,756.72	

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
03370 BERGKAMP EMILY										
00	02/18-02/20 TRVL ADV	DI	2/14/2020			68.00	68.00	68.00		68.00
06486 COFFMAN ROBERT										
00	02/17-02/21 TRVL ADV	DI	2/14/2020			245.00	245.00	245.00		313.00
07110 CRASS CAMERON										
00	02/16-02/19 TRVL ADV	DI	2/14/2020			165.65	165.65	165.65		478.65
07153 CROW TOM										
00	02/17-02/21 TRVL ADV	DI	2/14/2020			245.00	245.00	245.00		723.65
10140 FRANSON GLEN										
00	02/12-02/21 TRVL ADV	DI	2/14/2020			682.65	682.65	682.65		1,406.30
10205 FREEMAN-MANZANARES ANN										
00	OCT-NOV 2019 REIMB	DI	12/31/2019			128.90	128.90	128.90		1,535.20
00	JAN 2020 REIMB	DI	2/14/2020			93.17	93.17	222.07		1,628.37
11760 IT IMPREST ACCOUNT										
00	2019 DECEMBER 31	DI	12/31/2019			135.00	135.00	135.00		1,763.37
11770 IT PROJECT ASSISTANCE										
00	2020 JANUARY 24	DI	2/14/2020			912.00	912.00	912.00		2,675.37
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2020FEBRUARY	DI	2/14/2020			3,524.37	3,524.37	3,524.37		6,199.74
13895 Max Roger										
00	02/05 RECOG CASH O	DI	2/14/2020			325.00	325.00	325.00		6,524.74
22220 TREFSGAR ERIC										
00	02/17-02/28 TRVL ADV	DI	2/14/2020			630.00	630.00	630.00		7,154.74
26063 WILSON KERRI										
00	02/04/20 PRKG REIMB	DI	2/14/2020			6.70	6.70	6.70		7,161.44

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
01471 AGUERO JASON										
00	02/2020 IS REIMB	DI	2/28/2020			721.32	721.32	721.32		721.32
11770 IT PROJECT ASSISTANCE										
00	2020 FEBRUARY	DI	2/28/2020			906.00	906.00	906.00		1,627.32
11775 IT WELLNESS										
00	2020 FEBRUARY	DI	2/28/2020			745.00	745.00	745.00		2,372.32
12455 KARKOSKI KEVIN										
00	02/09-02/11 TRVL	DI	2/28/2020			132.00	132.00	132.00		2,504.32
21663 Thetford Robert										
00	03/16-03/19 TRVL ADV	DI	2/28/2020			92.00	92.00	92.00		2,596.32
25751 WELLS ERIC										
00	03/16-03/19 TRVL ADV	DI	2/28/2020			92.00	92.00	92.00		2,688.32
26063 WILSON KERRI										
00	02/06-02/19 PARKING	DI	2/28/2020			9.33	9.33	9.33		2,697.65

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
06486 COFFMAN ROBERT										
00	03/09-03/13 TRVL ADV	DI	2/21/2020			245.00	245.00	245.00		245.00
06487 COIT SUZANNE										
00	02/10-02/11 TRVL	DI	2/21/2020			70.00	70.00	70.00		315.00
06828 TYLER MICHAEL CONRAD										
00	03/09-03/13 TRVL ADV	DI	2/21/2020			245.00	245.00	245.00		560.00
07153 CROW TOM										
00	03/09-03/13 TRVL ADV	DI	2/21/2020			245.00	245.00	245.00		805.00
09741 WATERHOUSE CYNTHIA										
00	02/09-02/11 TRVL	DI	2/21/2020			132.00	132.00	132.00		937.00
11397 HUEY TYLER										
00	02/09-02/11 TRVL	DI	2/21/2020			100.00	100.00	100.00		1,037.00
13343 LAFONTAINE ROBERT										
00	02/10-02/11 TRVL	DI	2/21/2020			185.48	185.48	185.48		1,222.48
13665 LORENZO JEFFREY										
00	03/16-03/20 TRVL ADV	DI	2/21/2020			245.00	245.00	245.00		1,467.48
16375 Owsley Steven										
00	03/02-03/06 TRVL ADV	DI	2/21/2020			245.00	245.00	245.00		1,712.48
00	03/16-03/20 TRVL ADV	DI	2/21/2020			245.00	245.00	490.00		1,957.48
18072 SHOULTZ CHRISTOPHER D										
00	02/24-03/06 TRVL ADV	DI	2/21/2020			630.00	630.00	630.00		2,587.48
23714 UPSON NICOLA J										
00	02/23-02/26 TRVL ADV	DI	2/21/2020			138.16	138.16	138.16		2,725.64
26501 YEE JONATHON										
00	02/09-02/11 TRVL	DI	2/21/2020			100.00	100.00	100.00		2,825.64

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
01580 ALFONSO CHRISTOPHER										
00	02/21/20 ADV TRVL	DI	2/7/2020			66.00	66.00	66.00		66.00
11751 IT GREYHOUND ACCOUNT										
00	02/03/2020	DI	2/7/2020			50.00	50.00	50.00		116.00
14066 MCCHRISTIAN ARTHUR										
00	02/04 RECOG CASH O	DI	2/7/2020			105.00	105.00	105.00		221.00
17901 SCHMITT JOSEPH										
00	02/03 RECOG CSH OU	DI	2/7/2020			100.00	100.00	100.00		321.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: March 4, 2020

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Fareboxes, Vehicles, Inventory, and Information Systems items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will either be properly disposed of or sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$97,628.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
- Four (4) coaches and several fareboxes listed in Exhibit A were purchased with Federal funds, and staff will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds generated in excess of \$5,000 for a federally funded item may need to be returned to FTA.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit A - Surplus Property March 2020.
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EXHIBIT A
SURPLUS PROPERTY - MARCH 2020

FAREBOXES

COACH FAREBOXES						
ITEM	DESCRIPTION	MFG	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	GFI STATIONARY VAULT	GFI GENFARE	NG	1	\$100.00	\$100.00
2	GFI AUDIT UNIT	GFI GENFARE	NG	1	\$100.00	\$100.00
3	GFI TEST SET	GFI GENFARE	NG	1	\$100.00	\$100.00
4	GFI TRAINING FAREBOX	GFI GENFARE	CAB060782	1	\$200.00	\$200.00
5	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061148	1	\$200.00	\$200.00
6	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061006	1	\$200.00	\$200.00
7	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061002	1	\$200.00	\$200.00
8	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061014	1	\$200.00	\$200.00
9	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060990	1	\$200.00	\$200.00
10	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061003	1	\$200.00	\$200.00
11	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061024	1	\$200.00	\$200.00
12	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061000	1	\$200.00	\$200.00
13	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060792	1	\$200.00	\$200.00
14	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060993	1	\$200.00	\$200.00
15	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060773	1	\$200.00	\$200.00
16	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060793	1	\$200.00	\$200.00
17	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060778	1	\$200.00	\$200.00
18	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060995	1	\$200.00	\$200.00
19	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061004	1	\$200.00	\$200.00
20	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061021	1	\$200.00	\$200.00
21	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060999	1	\$200.00	\$200.00
22	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061008	1	\$200.00	\$200.00
23	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061020	1	\$200.00	\$200.00
24	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061009	1	\$200.00	\$200.00
25	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061023	1	\$200.00	\$200.00
26	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061011	1	\$200.00	\$200.00
27	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061147	1	\$200.00	\$200.00
28	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060994	1	\$200.00	\$200.00
29	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061149	1	\$200.00	\$200.00
30	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061150	1	\$200.00	\$200.00
31	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060991	1	\$200.00	\$200.00
32	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061019	1	\$200.00	\$200.00
33	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060989	1	\$200.00	\$200.00
34	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061018	1	\$200.00	\$200.00
35	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060996	1	\$200.00	\$200.00
36	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061012	1	\$200.00	\$200.00
37	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061015	1	\$200.00	\$200.00
38	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060759	1	\$200.00	\$200.00
39	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060772	1	\$200.00	\$200.00
40	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061022	1	\$200.00	\$200.00
41	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061016	1	\$200.00	\$200.00
42	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060758	1	\$200.00	\$200.00
43	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060781	1	\$200.00	\$200.00
44	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060992	1	\$200.00	\$200.00

45	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060796	1	\$200.00	\$200.00
COACH FAREBOXES						
ITEM	DESCRIPTION	MFG	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
46	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060780	1	\$200.00	\$200.00
47	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060775	1	\$200.00	\$200.00
48	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060997	1	\$200.00	\$200.00
49	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061001	1	\$200.00	\$200.00
50	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060795	1	\$200.00	\$200.00
51	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB06	1	\$200.00	\$200.00
52	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB06	1	\$200.00	\$200.00
53	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB06	1	\$200.00	\$200.00
54	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB061013	1	\$200.00	\$200.00
55	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB060990	1	\$200.00	\$200.00
56	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 65583	1	\$200.00	\$200.00
57	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 65586	1	\$200.00	\$200.00
58	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 53200	1	\$200.00	\$200.00
59	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63208	1	\$200.00	\$200.00
60	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63197	1	\$200.00	\$200.00
61	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63201	1	\$200.00	\$200.00
62	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 65585	1	\$200.00	\$200.00
63	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68545	1	\$200.00	\$200.00
64	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 65582	1	\$200.00	\$200.00
65	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63204	1	\$200.00	\$200.00
66	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 65584	1	\$200.00	\$200.00
67	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68548	1	\$200.00	\$200.00
68	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63209	1	\$200.00	\$200.00
69	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68546	1	\$200.00	\$200.00
70	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68551	1	\$200.00	\$200.00
71	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68549	1	\$200.00	\$200.00
72	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63198	1	\$200.00	\$200.00
73	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68550	1	\$200.00	\$200.00
74	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63203	1	\$200.00	\$200.00
75	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63205	1	\$200.00	\$200.00
76	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63199	1	\$200.00	\$200.00
77	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63207	1	\$200.00	\$200.00
78	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 65581	1	\$200.00	\$200.00
79	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63206	1	\$200.00	\$200.00
80	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 68547	1	\$200.00	\$200.00
81	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	CAB 63202	1	\$200.00	\$200.00
82	CENTSABILL ELECTRONIC FAREBOX	GFI GENFARE	NA	32	\$200.00	\$6,400.00
COACH FAREBOX TOTAL						\$22,300.00
DAL FAREBOXES						
ITEM	DESCRIPTION	MFG	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	Model XV cabinets w/2 vaults (square)	Diamond	NA	12	\$25.00	\$300.00
2	Model E5 cabinet w/2 vaults (round)	Diamond	NA	32	\$25.00	\$800.00
DAL FAREBOX TOTAL						\$1,100.00
FAREBOX TOTAL VALUE						\$23,400.00

VEHICLES

COACHES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	930	2005	35' Gillig Lowfloor Coach	32	761,139	\$3,000.00
2	931	2005	35' Gillig Lowfloor Coach	32	748,123	\$3,000.00
3	932	2005	35' Gillig Lowfloor Coach	32	770,969	\$3,000.00
4	933	2005	35' Gillig Lowfloor Coach	32	714,815	\$3,000.00
5	934	2005	35' Gillig Lowfloor Coach	32	678,856	\$3,000.00
6	935	2005	35' Gillig Lowfloor Coach	32	785,132	\$3,000.00
7	937	2005	35' Gillig Lowfloor Coach	32	641,658	\$3,000.00
8	961	2007	35' Gillig Lowfloor Coach	32	603,054	\$3,000.00
9	970	2007	29' Gillig Lowfloor Coach	23	311,149	\$4,000.00
10	971	2007	29' Gillig Lowfloor Coach	23	424,743	\$4,000.00
11	972	2007	29' Gillig Lowfloor Coach	23	430,682	\$4,000.00
12	973	2007	29' Gillig Lowfloor Coach	23	322,254	\$4,000.00
13	974	2007	29' Gillig Lowfloor Coach	23	398,830	\$4,000.00
14	975	2007	29' Gillig Lowfloor Coach	23	315,829	\$4,000.00
15	976	2007	29' Gillig Lowfloor Coach	23	406,813	\$4,000.00
16	977	2007	29' Gillig Lowfloor Coach	23	383,302	\$4,000.00
COACH TOTAL						\$56,000.00
OPERATIONS VEHICLE						
ITEM	VEHICLE #	YEAR	MAKE/MODEL		MILEAGE	VALUE
17	1225	2013	Dodge Ram 1300, VIN 1C6RR7LG9DS639932		159,106	\$6,000.00
OPERATIONS VEHICLE TOTAL						\$6,000.00
VEHICLE TOTAL VALUE						\$62,000.00

INVENTORY

INVENTORY					
ITEM	DESCRIPTION	MODEL / SERIAL / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	(DETROIT SERIES 50) PIN, HYD PUMP DRIVE SPROCKET	455921	1	\$0.20	\$0.20
2	(DETROIT SERIES 50) O-RING, INJECTOR	5104701	4	\$0.83	\$3.32
3	(DETROIT SERIES 50) WASHER, HARDENED, 19/32	05133981	6	\$0.60	\$3.60
4	(DETROIT SERIES 50) GASKET, HYD. PUMP MOUNT	5137221	2	\$0.81	\$1.62
5	(DETROIT SERIES 50) COUPLING, HYDRAULIC PUMP DRIVE	5143616	1	\$6.24	\$6.24
6	(DETROIT SERIES 50) O-RING, INJECTOR	5234699	8	\$0.84	\$6.69
7	(DETROIT SERIES 50) O-RING, INJECTOR	5234702	4	\$1.19	\$4.77
8	(DETROIT SERIES 50) PIN, CAMSHAFT DOWEL	8920172	1	\$1.59	\$1.59
9	(DETROIT SERIES 50) WASHER, THRUST	8929085	2	\$6.34	\$12.68
10	(DETROIT SERIES 50) GASKET, ACCESSORY DRIVE	8929130	2	\$2.15	\$4.29
11	(DETROIT SERIES 50) BOLT, 9/16-18 X 2 1/2	08929222	6	\$0.86	\$5.18
12	(DETROIT SERIES 50) SEAL, ACCESSORY DRIVE HOUSING	8929253	2	\$1.58	\$3.16
13	(DETROIT SERIES 50) GASKET, TURBO OIL RETURN	8929285	2	\$0.20	\$0.40
14	(DETROIT SERIES 50) O-RING, OIL COOLER	8929289	1	\$1.23	\$1.23
15	(DETROIT SERIES 50) GASKET, AIR COMP MOUNTING	8929299	1	\$2.33	\$2.33
16	(DETROIT SERIES 50) GASKET, TURBO EXHAUST INLET	8929529	2	\$0.77	\$1.54
17	(DETROIT SERIES 50) BEARING, MAIN	8929670	4	\$7.29	\$29.16

18	(DETROIT SERIES 50) BEARING, THRUST	8929680	1	\$4.06	\$4.06
INVENTORY					
ITEM	DESCRIPTION	MODEL / SERIAL / PART #	QTY	UNIT VALUE	TOTAL VALUE
19	(DETROIT SERIES 50) BEARING, CAM	8929690	5	\$3.36	\$16.80
20	(DETROIT SERIES 50) SEAL, ROCKER	8929740	3	\$0.39	\$1.17
21	(DETROIT SERIES 50) STARTER, 42MT	10479132	2	\$81.38	\$162.75
22	(DETROIT SERIES 50) NUT, MANIFOLD TO TURBO	11506101	4	\$0.13	\$0.53
23	(DETROIT SERIES 50) STUD, MANIFOLD TO TURBO	23507438	7	\$0.59	\$4.12
24	(DETROIT SERIES 50) SEAL, TURBO OUTLET RING	23508408	1	\$2.10	\$2.10
25	(DETROIT SERIES 50) GASKET, OIL PAN	23511580	2	\$9.66	\$19.33
26	(DETROIT SERIES 50) GASKET, OIL PUMP P/U TUBE	23511656	1	\$1.67	\$1.67
27	(DETROIT SERIES 50) GASKET, ROCKER COVER	23511772	2	\$8.23	\$16.45
28	(DETROIT SERIES 50) O-RING, INJECTOR	23511870	3	\$1.94	\$5.81
29	(DETROIT SERIES 50) SEAL, WATER PUMP	23512048	4	\$0.43	\$1.72
30	(DETROIT SERIES 50) GASKET, AIR COMP/HYD PUMP ADAP	23515145	1	\$2.48	\$2.48
31	(DETROIT SERIES 50) SWITCH, COOLANT TEMP	23515251	1	\$12.08	\$12.08
32	(DETROIT SERIES 50) TUBE, TURBO OIL RETURN	23515354	1	\$18.40	\$18.40
33	(DETROIT SERIES 50) GASKET, ROCKER COVER (LWR)	23516531	1	\$10.92	\$10.92
34	(DETROIT SERIES 50) VALVE, COOLANT FILTER SHUTOFF	23517075	1	\$6.52	\$6.52
35	(DETROIT SERIES 50) STUDS, TURBO	23517241	2	\$0.78	\$1.56
36	(DETROIT SERIES 50) ISOLATOR, OIL PAN	23517242	16	\$1.25	\$19.97
37	(DETROIT SERIES 50) PLUG, ENGINE OIL DRAIN	23517728	1	\$1.70	\$1.70
38	(DETROIT SERIES 50) ISOLATOR, ROCKER BOX	23517911	8	\$1.20	\$9.62
39	(DETROIT SERIES 50) SENSOR, OIL/FUEL/WATER TEMP	23518092	1	\$13.50	\$13.50
40	(DETROIT SERIES 50) PULLEY, ALTERNATOR	23518219	1	\$59.31	\$59.31
41	(DETROIT SERIES 50) SEAL, FRONT CRANKSHAFT	23518355	2	\$11.42	\$22.83
42	(DETROIT SERIES 50) SEAL, REAR CRANKSHAFT	23519651	2	\$13.85	\$27.70
43	(DETROIT SERIES 50) SPROCKET, HYDRAULIC PUMP DRIVE	23519914	1	\$18.80	\$18.80
44	(DETROIT SERIES 50) TUBE, BREATHER	23520536	1	\$73.83	\$73.83
45	(DETROIT SERIES 50) IDLER ASSY	23520959	1	\$193.94	\$193.94
46	(DETROIT SERIES 50) SEAL, ROCKER	23521111	7	\$0.59	\$4.14
47	(DETROIT SERIES 50) SENSOR, EXHAUST TEMPERATURE, MUFFLER	23521882	1	\$52.70	\$52.70
48	(DETROIT SERIES 50) SEAL, CAM COVER	23521894	1	\$3.00	\$3.00
49	(DETROIT SERIES 50) SEAL, CAMSHAFT THRUST PLATE	23521935	1	\$2.40	\$2.40
50	(DETROIT SERIES 50) SEAL, RACE TRACK	23522975	2	\$0.71	\$1.43
51	(DETROIT SERIES 50) TUBE, OIL FILL	23523134	1	\$129.26	\$129.26
52	(DETROIT SERIES 50) BOLT, CENTER OF CAM GEAR	23524882	1	\$4.75	\$4.75
53	(DETROIT SERIES 50) SHAFT ASM, ROCKER ARM	23525630	2	\$66.27	\$132.55
54	(DETROIT SERIES 50) O-RING, WATER PUMP	23526038	2	\$1.80	\$3.60
55	(DETROIT SERIES 50) BEARING, ROD	23526142	4	\$8.93	\$35.70
56	(DETROIT SERIES 50) SENSOR, TURBO SPEED	23526667	1	\$182.47	\$182.47
57	(DETROIT SERIES 50) TENSIONER ASSEMBLY	23527060	1	\$0.00	\$0.00
58	(DETROIT SERIES 50) SENSOR, CRANKSHAFT POSITION	23527339	1	\$5.10	\$5.10
59	(DETROIT SERIES 50) SENSOR, ENGINE OIL PRESSURE	23527828	1	\$12.13	\$12.13
60	(DETROIT SERIES 50) SEAL, CAMSHAFT THRUST PLATE	23528491	1	\$3.83	\$3.83
61	(DETROIT SERIES 50) TUBE ASSY, EGR HOT	23529790	1	\$83.22	\$83.22
62	(DETROIT SERIES 50) COOLER, EGR	23530452	1	\$390.71	\$390.71

63	(DETROIT SERIES 50) PIGTAIL, VPOD CONTROLLER, VGT & TURBO SPEED SENSOR	23530465	1	\$11.42	\$11.42
INVENTORY					
ITEM	DESCRIPTION	MODEL / SERIAL / PART #	QTY	UNIT VALUE	TOTAL VALUE
64	(DETROIT SERIES 50) HOSE, COOLANT	23530765	1	\$34.13	\$34.13
65	(DETROIT SERIES 50) BOLT, HEAD	23530768	26	\$1.52	\$39.62
66	(DETROIT SERIES 50) HEAD GASKET KIT, SERIES 50	23532330	1	\$55.98	\$55.98
67	(DETROIT SERIES 50) TURBO, SERIES 50 -- NO CORE--	23535314	1	\$940.72	\$940.72
68	(DETROIT SERIES 50) CLAMP, V-BAND, EGR TUBE	23537128	2	\$3.74	\$7.49
69	(DETROIT SERIES 50) O-RING, OUTPUT SHAFT CAP	29511437	5	\$0.41	\$2.07
70	(DETROIT SERIES 50) PLATE, WEAR	29514029	1	\$12.69	\$12.69
71	(DETROIT SERIES 50) ACCUMULATOR ASSY.	29535963	1	\$0.00	\$0.00
72	(DETROIT SERIES 50) BELT, W/C RESTRAINT	134280000	3	\$26.78	\$80.33
73	(DETROIT SERIES 50) PIPE, EXHAUST	01-50777	1	\$63.53	\$63.53
74	(DETROIT SERIES 50) BRACKET, INTAKE SUPT	01-50778	1	\$6.04	\$6.04
75	(DETROIT SERIES 50) COVER, BACK, 1 PASS FLIP-UP	090769-032	1	\$12.60	\$12.60
76	(DETROIT SERIES 50) BRACE, RR BUMPER	14-36985-000	1	\$75.89	\$75.89
77	(DETROIT SERIES 50) ELBOW, STRAIGHT THREAD	20-C50X-S	1	\$8.61	\$8.61
78	(DETROIT SERIES 50) CONNECTOR, STRAIGHT THREAD	20-F50X-S	2	\$3.39	\$6.77
79	(DETROIT SERIES 50) COVER, FLIP SEAT SPRING	36-115596-25	2	\$3.50	\$7.01
80	(DETROIT SERIES 50) RAIL, DOOR FRAMING, LOWER HORIZONTAL RH DOOR	45-34320-012.69	1	\$26.00	\$26.00
81	(DETROIT SERIES 50) FILTER HARNESS, VDO	50-40996-000	1	\$9.85	\$9.85
82	(DETROIT SERIES 50) PEDAL ASSY, ELECT THROTTLE	51-19017-15	1	\$51.84	\$51.84
83	(DETROIT SERIES 50) SWITCH, TOGGLE	51-2164-15	1	\$3.07	\$3.07
84	(DETROIT SERIES 50) HOSE, COOLANT	53-27653	1	\$11.52	\$11.52
85	(DETROIT SERIES 50) HOSE, COOLANT ELBOW	53-27653-9	2	\$12.70	\$25.40
86	(DETROIT SERIES 50) INDICATOR, AIR CLEANER	53-27698-12	1	\$6.18	\$6.18
87	(DETROIT SERIES 50) COOLER, TRANSMISSION OIL	53-29008-001	1	\$465.90	\$465.90
88	(DETROIT SERIES 50) PUMP, HYDRAULIC	53-29058	1	\$295.85	\$295.85
89	(DETROIT SERIES 50) HOSE, HUMP, 2.75" x 4.3	56-09125-7	1	\$4.85	\$4.85
90	(DETROIT SERIES 50) CONNECTOR, THERMAL	76-1827	1	\$4.19	\$4.19
91	(DETROIT SERIES 50) O-RING, SPOOL VALVE	82-15969	5	\$0.54	\$2.70
92	(DETROIT SERIES 50) REGULATOR, AIR LUMBAR	82-18875	1	\$24.68	\$24.68
93	(DETROIT SERIES 50) SEAL, DOOR	82-22062	1	\$29.28	\$29.28
94	(DETROIT SERIES 50) FAN ASM, HYD COOLER	82-33080-001	1	\$87.65	\$87.65
95	(DETROIT SERIES 50) COVER, COOLER HYDRAULIC	82-62912-000	1	\$52.50	\$52.50
96	(DETROIT SERIES 50) BOLT, 1 3/4" STARTER MTG	84-1600	6	\$0.69	\$4.12
97	(DETROIT SERIES 50) FITTING, ELBOW FOR A/C COMPRESSOR	DDE-23524187	1	\$14.46	\$14.46
98	(DETROIT SERIES 50) FITTING, ELBOW FOR A/C COMPRESSOR	DDE-23530764	1	\$3.89	\$3.89
99	(DETROIT SERIES 50) PUMP, SERIES 50 WATER	E23526039	1	\$110.05	\$110.05
100	(DETROIT SERIES 50) FLOORING, ALTRO	MS40437CM27903	15	\$14.05	\$210.69
101	(DETROIT SERIES 50) FILTER, FUEL, SECONDARY	P556916	5	\$2.74	\$13.69
102	(DETROIT SERIES 50) ACCESSORY DRIVE	R23518333	1	\$113.74	\$113.74
103	(DETROIT SERIES 50) COMPRESSOR, AIR	R23524143	1	\$265.23	\$265.23
104	(DETROIT SERIES 50) ARM, ROCKER INJECTION	R23524771	1	\$28.66	\$28.66
105	(DETROIT SERIES 50) ROD, CONNECTING	R23526078	4	\$36.85	\$147.40
106	(DETROIT SERIES 50) VALVE, VPOD	R23536814	1	\$328.49	\$328.49
107	(DETROIT SERIES 50) INJECTOR, SERIES 50	R5237787	4	\$81.00	\$323.99
108	SEAL KIT, 50DN FRONT	K-5015	6	\$44.00	\$263.99
109	DISPENSER, TOILET PAPER	B-2888	2	\$64.28	\$128.56

110	TRANSMISSION (fits 920s) B400R-29	E00462	1	\$1,000.00	\$1,000.00
INVENTORY TOTAL VALUE					\$7,287.94

INFORMATION SYSTEMS

INFORMATION SYSTEMS					
ITEM	DESCRIPTION	MODEL / SERIAL / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Dell Latitude E5500 (No P/S)	DJK9BM1	1	\$40.00	\$40.00
2	Dell XPS 13 L321x (No P/S)	7W7JRS1	1	\$60.00	\$60.00
3	Dell XPS 13 L321x (No P/S)	2W7JRS1	1	\$60.00	\$60.00
4	Dell Latitude E6440 (No P/S)	7JJGVZ1	1	\$50.00	\$50.00
5	Dell Latitude E6440 (No P/S)	17FLVZ1	1	\$50.00	\$50.00
6	Dell Precision M4800	62BMJ12	1	\$125.00	\$125.00
7	Dell XPS 13 9343	JK9SY52	1	\$125.00	\$125.00
8	Dell XPS 13 9343	1WTPY52	1	\$125.00	\$125.00
9	Dell Latitude E7450 (No P/S)	BF08P32	1	\$125.00	\$125.00
10	Dell Latitude E7450 (No P/S)	G4C5R32	1	\$125.00	\$125.00
11	Dell Latitude E7450 (No P/S)	JNZ4R32	1	\$125.00	\$125.00
12	Dell Latitude E7450 Laptop (does not power on)	2FX5R32	1	\$25.00	\$25.00
13	Dell Latitude E7450 (No P/S)	334TP32	1	\$125.00	\$125.00
14	Dell Latitude E7450 (No P/S)	2K6WS32	1	\$125.00	\$125.00
15	Dell Latitude 3550 (No P/S)	352KZ32	1	\$80.00	\$80.00
16	Dell Latitude 3550 (No P/S)	F08KZ32	1	\$80.00	\$80.00
17	Dell Latitude 3550 (No P/S)	C32KZ32	1	\$80.00	\$80.00
18	Dell Latitude 3550 (No P/S)	J42KZ32	1	\$80.00	\$80.00
19	Dell Latitude 3550 (No P/S)	752KZ32	1	\$80.00	\$80.00
20	Dell Latitude 3550 (No P/S)	DV7KZ32	1	\$80.00	\$80.00
21	Dell Latitude 3550 (No P/S)	3C2KZ32	1	\$80.00	\$80.00
22	Dell Latitude 3550 (No P/S)	DT7KZ32	1	\$80.00	\$80.00
23	Dell Latitude 3550 (No P/S)	BW7KZ32	1	\$80.00	\$80.00
24	Dell Latitude 3550 (No P/S)	K92KZ32	1	\$80.00	\$80.00
25	Dell Latitude 3550 (No P/S)	8QFKZ32	1	\$80.00	\$80.00
26	Dell Latitude 3550 (No P/S)	842KZ32	1	\$80.00	\$80.00
27	Dell Latitude E7370	5L4VRC2	1	\$140.00	\$140.00
28	Dell Latitude E7370 (No P/S)	H0JSRC2	1	\$125.00	\$125.00
29	Dell Optiplex 780	33B0FQ1	1	\$35.00	\$35.00
30	Dell Optiplex 790	GM258V1	1	\$45.00	\$45.00
31	Dell Optiplex 790	GM658V1	1	\$45.00	\$45.00
32	Dell Optiplex 790	GM338V1	1	\$45.00	\$45.00
33	Dell Optiplex 790	GM708V1	1	\$45.00	\$45.00
34	Dell Optiplex 7010	GYDTSW1	1	\$45.00	\$45.00
35	Dell Optiplex 7010	GYBSSW1	1	\$45.00	\$45.00
36	Dell Optiplex 7010	GYFTSW1	1	\$45.00	\$45.00
37	Dell OptiPlex 7010	GYFSSW1	1	\$45.00	\$45.00
38	Dell Optiplex 7010	GY8WSW1	1	\$45.00	\$45.00
39	Dell Optiplex 7010	GY9TSW1	1	\$45.00	\$45.00
40	Dell Optiplex 7010	GYHSSW1	1	\$45.00	\$45.00
41	Dell 19" LCD Flat Screen	CN-05Y232-71618-445-A671	1	\$10.00	\$10.00
42	Dell 19" LCD Flat Screen	CN-05Y232-71618-445-AAK7	1	\$10.00	\$10.00
43	Dell 19" LCD Flat Screen	CN-05Y232-71618-445-A673	1	\$10.00	\$10.00
44	Dell UltraSharp 2007FPb Flat Panel	MX-0G324H-74262-13E-1NJL	1	\$10.00	\$10.00
45	Dell UltraSharp 2007FPb Flat Panel	MX-0G324H-74262-13H-2RJL	1	\$10.00	\$10.00
46	Dell UltraSharp 2007FPb Flat Panel	MX-0G324H-74262-13G-2U0L	1	\$10.00	\$10.00
47	Cisco WS-C3750G-24PS Switch	FOC1242Z3NN	1	\$75.00	\$75.00

48	Cisco WS-C3750G-24PS Switch	FOC0845U067	1	\$75.00	\$75.00
INFORMATION SYSTEMS					
ITEM	DESCRIPTION	MODEL / SERIAL / PART #	QTY	UNIT VALUE	TOTAL VALUE
49	Cisco WS-C3750G-24PS Switch	FOC0845U090	1	\$75.00	\$75.00
50	Cisco WS-C3750G-24PS Switch	FOC0845U0KU	1	\$75.00	\$75.00
51	Cisco WS-C3750G-24PS Switch	FOC0845U06N	1	\$75.00	\$75.00
52	Cisco WS-C3750G-24PS Switch	FOC0845U06W	1	\$75.00	\$75.00
53	Cisco WS-C3750G-48PS Switch	FOC0848UOG9	1	\$80.00	\$80.00
54	Cisco WS-C3750G-24PS Switch	FOC0845UO88	1	\$75.00	\$75.00
55	Cisco RPS 675	DTH09040F76	1	\$40.00	\$40.00
56	Epson M338A Receipt Printer	X2T5029810	1	\$25.00	\$25.00
57	Epson M338A Receipt Printer	X2T5042895	1	\$25.00	\$25.00
58	Epson M338A Receipt Printer	X2T5033059	1	\$25.00	\$25.00
59	Epson M338A Receipt Printer	X2T5042870	1	\$25.00	\$25.00
60	SNBC BTP-R880NP Receipt Printer	1111E61888	1	\$25.00	\$25.00
61	Dell PowerEdge R520 Server (no hard drives)	JZMDWW1	1	\$150.00	\$150.00
62	Dell PowerEdge R720 Server (no hard drives)	8FRN9Z1	1	\$200.00	\$200.00
63	Dell PowerEdge R520 Server (no hard drives)	BQHBBZ1	1	\$150.00	\$150.00
64	One box misc small parts (keyboards, mice, etc.)	N/A	1	\$20.00	\$20.00
65	Box of Dell E-Port Replicators	N/A	1	\$100.00	\$100.00
66	APC AP9626 Step-Down Transformer	ZS1119015588	1	\$50.00	\$50.00
67	Cayan credit card reader	284-517-653	1	\$100.00	\$100.00
68	Cayan credit card reader	284-517-663	1	\$100.00	\$100.00
69	Cayan credit card reader	284-517-666	1	\$100.00	\$100.00
70	Cayan credit card reader	284-113-497	1	\$100.00	\$100.00
INFORMATION SYSTEMS TOTAL VALUE					\$4,940.00

SUMMARY

DESCRIPTION	TOTAL VALUE
Farebox Total Value	\$23,400.00
Vehicle Total Value	\$62,000.00
Inventory Total Value	\$7,287.94
Information Systems Total Value	\$4,940.00
TOTAL SURPLUS ITEM VALUE	\$97,627.94

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: March 4, 2020

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: General Legal Services Contract Extension

1) **The Issue:** Consideration of extending our contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2021, in accordance with contract terms.

2) **Recommended Action:** Authorize the General Manager to amend the legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2021.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this term will exceed that amount, legal counsel serves the Authority and as such, it is recommended that the Authority authorize the contract extension.

4) **Background:** Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2018. The contract allows for extensions in one-year intervals for a total contract period not-to-exceed March 31, 2023. This extension represents the second of the extension options.

Intercity Transit's primary representative is Jeff Myers. Jeff is a Principal at the Firm and has municipal experience providing counsel to the Olympic Region Clean Air Authority, TCOMM 911 and LOTT Clean Water Alliance.

The Firm will also make available additional support staff to this agreement. Michael Throgmorton is an Associate who will be able to assist with projects as necessary to maintain timely responses and his rates are reflected in the table below.

Staff values the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the contract extension.

5) **Alternatives:**

A. Authorize the General Manager to amend legal services rates and extend the legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2021.

- B. Defer action. A decision to delay may impact our ability to utilize legal counsel.

6) **Budget Notes:** The 2020 budget for general legal services is \$38,000. Historically, Transit spends approximately \$16,450 per year on average for legal services.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

8) **References:** Proposed rate and personnel adjustment and for contract term of April 1, 2020 through March 31, 2021.

Fully loaded Hourly Rates:

Primary Legal Representative:	Title/Position:	Billable Hourly Rate:	Minimum Billable Hours:*
W. Dale Kamerrer	Partner	\$235	.1 hour
Jeffrey Myers	Partner	\$200	.1 hour
Elizabeth McIntyre	Partner	\$235	.1 hour
Don Daniel	Partner	\$235	.1 hour
Michael Throgmorton	Associate	\$190	.1 hour

Support Personnel:	Title/Position:	Billable Hourly Rate:	Minimum Billable Hours:*
Tod Monroe	Paralegal	\$95	.1 hour
Lisa Gates	Paralegal	\$65	.1 hour
Blake Myers	Paralegal	\$55	.1 hour

*Minimum number of hours each Representative will bill for any amount of work performed.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: March 4, 2020

FOR: Intercity Transit Authority
FROM: Jeff Peterson, Procurement Coordinator, 705-5878
SUBJECT: Annual Conduent Maintenance Contract Extension

1) **The Issue:** Consideration of an extension of the Conduent Transport Solutions (Conduent) Orbital CAD/AVL radio system maintenance contract.

2) **Recommended Action:** Authorize the General Manager to enter into a six-month term contract with Conduent and pay the related Orbital CAD/AVL system hardware/software maintenance invoice in the amount of \$101,595.

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

4) **Background:** In 2008, Intercity Transit completed installation of the Orbital system and entered into a maintenance agreement with Conduent with the option to extend through September 25, 2023. Conduent's proprietary Orbital system provides radio communications between Dispatch and all fixed route and DAL vehicles. The Orbital system updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

The Orbital system maintenance and support services contract is crucial to ensuring that the system is performing properly at all times and therefore an extension of the hardware and software maintenance agreement is essential to our operations.

Based on review of actual maintenance needs for previous years and our current knowledge of the Orbital system, staff recommends the contract with Conduent be extended and believes the cost established within the agreement continues to be fair and reasonable.

5) **Alternatives:**

1) Authorize the General Manager to enter into a six-month term contract with Conduent and pay the related Orbital CAD/AVL system hardware/software maintenance invoice in the amount of \$101,595.

2) Defer action. Deferred action may increase the costs, delay repairs or create system-wide operational difficulties if the system were to become inoperable.

6) **Budget Notes:** The 2020 budget includes \$508,700 for Information Services related enterprise application support agreements. This expense was anticipated and is within budget.

7) **Goal Reference:** **Goal #1:** *"Asses 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."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: March 4, 2020

FOR: Intercity Transit Authority

FROM: Suzanne Coit, Finance Manager, 360-705-5816

SUBJECT: Amending the Intercity Transit Employees' Retirement Plan and Trust - Resolution 01-2020

-
- 1) **The Issue:** Amend the Intercity Transit Employees' Retirement Plan and Trust.
-
- 2) **Recommended Action:** Adopt Resolution 01-2020 that amends the Intercity Transit Employees' Retirement Plan and Trust to allow rollovers.
-
- 3) **Policy Analysis:** Changes to the 401(k) Plan must be adopted by Authority Resolution.
-
- 4) **Background:** Currently, rollovers are allowed into the 457 ICMA and State Deferred Compensation Plans, but not the Vanguard 401(k) Plan.
-
- 5) **Alternatives:**
A. Adopt Resolution 01-2020, amending the 401(k) Plan to allow rollovers.
B. Keep the 401(k) plan as it currently is written.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** Resolution 01-2020 Amending the Intercity Transit Employees' Retirement Plan and Trust; Exhibit A - Amendment to the Plan and Trust.

**INTERCITY TRANSIT
RESOLUTION NO. 01-2020
AMENDING THE INTERCITY TRANSIT
EMPLOYEES' RETIREMENT PLAN AND TRUST**

WHEREAS, Management has recommended to the Intercity Transit Authority (the "Board") of Intercity Transit (the "Employer") that the Intercity Transit Employees' Retirement Plan and Trust (the "Plan") be amended to allow employees to roll over certain distributions from eligible retirement plans to the Plan;

WHEREAS, the Board, after study, has determined that this recommendation should be approved and implemented;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, that the Board hereby adopts the amendment to the Plan, attached hereto as Exhibit "A" and incorporated herein by this reference, as of the date stated therein.

BE IT FURTHER RESOLVED, that any authorized officer of the Employer may sign such amendment on behalf of the Employer.

ADOPTED this 4th day of March 2020.

INTERCITY TRANSIT AUTHORITY

ATTEST:

Ryan Warner
Chair

Pat Messmer
Executive Assistant/Clerk to the Authority

APPROVED AS TO FORM:

Jeffrey S. Myers
Legal Counsel

Exhibit A
AMENDMENT TO THE
INTERCITY TRANSIT
EMPLOYEES' RETIREMENT PLAN AND TRUST

Intercity Transit (the "Employer"), pursuant to Article XVII, Section 17.1, of the Intercity Transit Employees' Retirement Plan and Trust (the "Plan"), does hereby amend the Plan in the following respects, to add an incoming rollover provision to the Plan, effective January 1, 2020:

Article XX is hereby amended to add the following new Section 20.3 to the end thereof:

20.3 Rollover Contributions to this Plan. Subject to such terms and conditions as may from time-to-time be established by the Committee or its delegate, an Employee, whether or not a Participant, may make a rollover contribution to this Plan, provided that the rollover contribution does not result in this Plan becoming a transferee plan as defined in Code Section 401(a)(11)(B)(iii)(III). If a rollover contribution is to be made to this Plan directly from another plan that is subject to the qualified joint and survivor annuity requirements, the proper participant waiver and required spousal consent to that waiver must be obtained by the other Plan prior to the direct rollover contribution to this Plan. The Committee or its delegate shall be provided evidence to its satisfaction that the distribution is an Eligible Rollover Distribution as defined in Section 20.2, Paragraph A, above.

With respect to Employee rollover contributions and direct rollovers of distributions, this Plan will accept a direct rollover of an Eligible Rollover Distribution or an Employee contribution of an Eligible Rollover Distribution from: (1) a qualified plan described in Code Section 401(a) or 403(a), excluding after-tax employee contributions; (2) an annuity contract or 403(b)(7) custodial contract described in Code Section 403(b), excluding after-tax employee contributions; (3) an eligible plan under Code Section 457(b) which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state; or (4) an IRA that holds only assets from a rollover from a plan in (1), (2) or (3) above. Notwithstanding any provision of this Plan to the contrary, this Plan will not accept rollovers of designated Roth contributions or any other after-tax contributions.

An Employee contribution of an eligible rollover must be made within sixty (60) days following receipt of such amount by the Employee. All rollover contributions shall be accounted for separately but shall be invested and reinvested along with the assets of this Plan and treated in all respects as other assets of this Plan. The rollover contributions shall be credited to a special

Rollover Account on behalf of the Employee. The Rollover Account shall, at all times, be 100% vested and non-forfeitable.

An Employee may elect to take a distribution of his or her Rollover Account while still employed by the Employer, in accordance with established timeframes and procedures.

Notwithstanding any provision of this Plan to the contrary, this Plan will not accept rollovers of Roth 401(k) Contributions.

IN WITNESS WHEREOF, the Employer has caused this amendment to be executed as of this 4th day of March 2020.

INTERCITY TRANSIT

By: _____
Ryan Warner

Its: Authority Chair

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: March 4, 2020

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5878

SUBJECT: Interlocal Agreement with TRPC for Planning and Data Services

1) **The Issue:** Consideration of an Interlocal Agreement between Thurston Regional Planning Council (TRPC) and Intercity Transit for planning and data support services.

2) **Recommended Action:** Authorize the General Manager to enter into an Interlocal Agreement with Thurston Regional Planning Council for planning and data support services.

3) **Policy Analysis:** The Interlocal Cooperation Act (RCW 39.34) provides authority for two or more public agencies' governing bodies to enter into an agreement in support of projects and services.

4) **Background:** Interlocal Agreements (ILA's) are an efficient tool to support coordination between local agencies working cooperatively.

This Interlocal Agreement is intended to provide a base agreement that Intercity Transit can utilize to contract for planning and data analysis services with TRPC on an ongoing basis. Examples of the type of work that may be contracted include GIS and mapping, project planning support, grant project coordination, outreach and other aspects of planning and data analysis that would be more cost-effective using the resources of our MPO. The agreement is structured to allow specific projects to be defined as separate "Tasks" before being authorized and approved by each agency. The ILA is also structured to provide the framework for how projects will be defined and requires approval of each agency prior to the commencement of work.

Tasks that require authorization of expenditures will still be within the purchasing limits established by agency policy and will continue to be brought forward to the ITA for review and approval as required.

Since TRPC is a federally recognized agency, their rate structure is reviewed and approved annually as part of their certification, meaning it's generally easy to do grant funded work with an agency like TRPC since they work within and are familiar with the same federal grant requirements as Intercity Transit.

While no specific Task is being presented, we intend to work with TRPC under this agreement to support aspects of the Smart Corridors Phase II and Phase III grant funded work, including Transit Signal Priority work. We also are working on some coordination elements of the modeling work that would be required to pursue FTA funding for the BRT light concept in our Long Range Transit Plan.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an Interlocal Agreement with Thurston Regional Planning Council for planning and data support services.
- B. Defer action. The ILA creates a contract option for accomplishing planned work. The other option for some of this work would be to do individual project solicitations.

6) **Budget Notes:** The ILA is created to provide the option to contract for certain services with TRPC. All future tasks authorized under this agreement would need to be approved projects in the budget or seek Authority approval subject to agency purchasing policies.

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 #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."*

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

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
February 10, 2020

CALL TO ORDER

Chair Belk called the February 10, 2020, meeting of the Community Advisory Committee (CAC) to order at 5:32 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Justin Belk; Vice-Chair Walter Smit; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Joan O'Connell; Linda Vail; Carla Dawson; Gene Angel; Allison Spector; Ty Flint; Carissa Putt; John Gear and Jason Bonauto.

Absent: Jonah Cummings; Sreerenjini Surendran; Billie Clark; Scott Paris; and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Steve Kruger, and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by BURT and SPECTOR to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, CAROLYN COX, as the representative attending the meeting.

MEETING ATTENDANCE

- A. March 4, 2020, Regular Meeting - Jan Burt
- B. March 18, 2020, Work Session - Jonah Cummings
- C. April 1, 2020, Regular Meeting - Justin Belk

APPROVAL OF MINUTES

It was M/S/A by LEWIS and SCOTT to approve the minutes of the November 18, 2019 meeting.

COMMITTEE MEMBER INTRODUCTIONS

- A. **TRPC REGIONAL TRANSPORTATION UPDATE** - (*Karen Parkhurst*) Parkhurst indicated TRPC is the regional council of governments dealing with metropolitan planning and regional transportation for the Thurston region. The basic idea is that transportation and other things don't stop at community borders. The idea of regional planning is to make sure that when you leave Lacey and go to Olympia you can still participate in transportation. TRPC just doesn't focus but believes transit is the center and can turn anything into transit with land use, environment, all the things that IT does to make transportation work. The 20 year transportation plan applies both state and federal law. For TRPC it is really important because people care about transportation. The idea is what people think transportation needs to be like, and what might it look like. Parkhurst reviewed the regional road map for the system

over the next 25 years looking out to 2045. Looking back 20 years people could not have imagined what transit and technology would look like. Working together to make things work. This plan showing that roads don't have boundaries and thinking about multi-modal service including buses, vanpools, bicycles, and pedestrians. TRPC wants to make sure it works on a regional scale. Residents are lucky in this region to have people like Carolyn Cox who is part of the TPB and regional council which includes all cities and towns, and both tribes, along with IT, the EDC, school districts, PUD's and conservation districts. TRPC has been around over 50 years and focuses on working together to function well for everyone ensuring transportation investments benefit all people. To dig a little deeper on the 20 year planning horizon and transportation technology there is not a single meeting without someone mentioning flying cars and that they will be here any minute. People are interested in autonomous vehicles and what that means for the transportation system. She mentioned that it makes her think of her father who passed away a few years ago, and wouldn't that technology have been great because he could have gotten in to go wherever he wanted to go. On the other hand she has never had a computer that did not need to be rebooted so there are good and bad sides to this. The other side of this is that we have built a system we can't afford to maintain. It is not very exciting or sexy. There should be a ribbon cutting when they finish chip sealing a road. Maintenance is very important. She paints one side her house every year and they point at it and gloat. People need to be thinking about preservation because keeping things in order is important. They also have modeling capabilities and can do magical things with adding habits and information to show what people will be doing in the future including how many cars and people. TRPC looks at the comprehensive plans from all jurisdictions. The other awful part of the plan is it has to be financially constrained. Based on what they know the amount of money this will cost and the amount of money they think they might get balances. TRPC is very interested in public involvement and to preserve the environment. People don't often think of fish and one of the biggest things TRPC is working on is fixing the roads that cause problems with fish habitats. Some things that were done are now causing problems for the fish. They also want to look at options for the CTR program that effects large employers and encourages people to do something other than drive by themselves. They work on strategic system expansion because one of the frustrations in transportation is when you have a school here and the sidewalk is over there and there is a gap and it is in pieces. In the same way you have gaps in transit that you've been able to start filling.

Parkhurst indicated there are projects in the plan for expansion including BRT Light, Inter-county Express, Martin Way Park and Ride, and Smart Corridors. For some years if traffic signals were aligned and coordinated across jurisdictions then people aren't stopped so much, idling, creating pollutants, getting through town quicker. Working together on the Martin Way corridor study where the area is ripe for redevelopment. It was built many years ago and it's not walkable and it is an important transit route. The plan helps everyone work together to make it better.

Parkhurst shared a community survey asking relevant questions like if a drone is good or bad for the community. We have tried to ask questions that would be interesting to normal people and help inform. The survey looks at technology safety, maintenance and adding capacity. I-5 isn't working well so let's just add lanes. Some years ago in a meeting people were discussing the Ship Canal Bridge and someone asked how many lanes would it take to make traffic flow and they modeled it out and it was 26 lanes in each direction. We're saying yes you add capacity when it makes sense, but maybe it's not your first choice. They are looking at shoulder running in certain parts, ramp metering, encouraging people to telework more and flex hours, and then there is the environmental piece, and high capacity transit. Everyone

loves rail and wants to ride it but most don't want to pay for it. It is expensive and when people want something they want it now. Do people want to invest money now so maybe their children or grandchildren might see it. Looking at BRT and other options to say maybe rail is a great idea and the region should be part of the study from Vancouver to Vancouver, Also looking at the option of a ferry study between here and Seattle. The survey runs through the end of February it is only a few questions and doesn't take very long to answer. Basically by July of this year TRPC will have adopted the plan. And, just like the Macy's Thanksgiving Day Parade they will start planning the next update in 5 years. Katrina is the planner in charge of this and she would love to talk to you about this.

Parkhurst answered questions.

Gear – inquired about the financially constrained aspect of the plan.

Parkhurst - indicated funds come through federal, and local tax and they have to look at the funds that come into our area. For example the financial forecast needs to change as a result of I-976. Funding sources are unpredictable and have to be adjusted for what is actually coming in from known sources. The gas tax is not going to be the way to pay for the system in the future.

Spector – added that they are researching more on the civil rights angle as to whether the usage tax versus the gas tax creates a disparate scenario for low income and minorities.

Parkhurst – shared that looking at things like tolling and that many people have to travel further for jobs because they can't afford to live where the jobs are and tolling can inadvertently affect poor more. Everybody needs to contribute for it to work and how do they do that fairly.

Euler – inquired about the status of funding transportation by the mile. And also what driverless vehicles might look like.

Parkhurst – indicated this session there is heavy disagreement on transportation funding. Some don't want to raise any taxes at all, some don't feel like the federal government is doing enough for their share of the gas tax that they get. They're not doing a good enough job with the infrastructure. People need to be part of the discussion about what would be a fair way to pay for the system. From the transit side of things we have done a good job of subsidizing the road system. Nothing against roads, but they aren't the only generator of transportation. This week Parkhurst met with chairs of the senate/house and had civil discussions. Maybe it won't happen this year. As to the autonomous vehicles research has shown it is more likely there will be autonomous trucks before passenger vehicles. They like the idea of them driving in a pack like way and connected. Not sure what that looks like for everyone else. From an equity standpoint having the ability to move around more freely is a good thing, but the other difficult part is for them to work well they need to have well maintained roads so they can read the lines. Even in the urban area how well are those maintained. It would be difficult for those in the rural areas if they can't afford to maintain the infrastructure. Not to be negative, but they need to think hard because the roads aren't always very safe now.

Spector – added that the usage tax report is available would send it for distribution.

Parkhurst – shared that there are a number of bills and isn't sure if it will go very far. There are privacy issues making it difficult.

Phillips – added that in the last 30 years people began to understand the importance of planning. The transportation funding challenge is never going to be fixed. The state is still so far behind of bond payments on some projects.

Angel – mentioned that they could make incremental improvements alighting other smart cities.

Parkhurst – indicated she could put a list together and one of the most important is land use and density. There won't be good transit if there isn't density. Synchronizing signals isn't as easy as one would think it could be.

B. 2020 PROCUREMENT PLAN - (*Steve Krueger*) Krueger indicated he would provide a high level overview of some of the projects procurement will be working on this year. It is an aggressive procurement list and is tied to the budget and strategic plan. He highlighted the following projects:

- CAD/AVL – replacing the computer aided dispatch and automatic vehicle location system. Staff is working with a consultant group to define needs and understand the marketplace;
- New OTC building (items 6-9) opening on March 30 and a community celebration on March 19;
- New coaches (12-16) by end of this month and in service in early spring;
- Website 2.0 working with a consultant to enhance website to build on the Govdelivery system to keep customers informed;
- Repainting the LTC/OTC/Amtrak facilities;
- Customer Satisfaction Survey work this fall;
- Pattison Facility breaking ground on the section along Martin Way this summer/fall;
- Planning Projects including the DAL Long Range Study, Innovative Service Zones, Transfer Study Analysis of the west side, and an assessment on BRT High Density Corridor.

Krueger answered questions.

Gear – indicated staff could get rid of 3 because they are no longer taking money.

Krueger – responded they will be selling Greyhound.

Bonauto – inquired if there is there a buy local requirement.

Krueger – responded that they don't give any preference.

Freeman-Manzanares – added that federal funding prevents IT from doing so. Given that there is reciprocity if you penalize people outside the community then their community can penalize local businesses in your community. It becomes complicated.

Angel – indicated his office hosts a technical assistance center advising procurement and could provide assistance to IT. They also help businesses contract with government agencies.

Krueger –added that IT has DBE goals - disadvantaged business enterprises outreach to let local suppliers know about the projects. He indicated he refers people to PTAC to help folks walk through the bidding process and evaluation to provide a more competitive response.

Freeman-Manzanares – shared that we recognize it can be hard to bid or propose for government contracts due to the requirements and we understand that it is definitely in our best interest, since we want everyone to bring their best and that typically happens in competitive environments, it is in our best interest to insure business knows the process and how best to be successful.

Euler – inquired about the alternative technology study.

Krueger – responded the project will look at advocating detailed research on propulsion technologies emerging so the agency can make a fully informed decision planning for the new facility.

Flint – inquired if the bus shelter contract was for adding new shelters or maintaining.

Krueger – responded it is to add more shelters.

Belk – inquired about the Capital Peak radio tower project.

Krueger – added it allows the agency to talk to the buses.

O'Connell – inquired about the video production project.

Freeman-Manzanares – indicated it is a marketing contract for projects like “A Day in the Life of a Bus.”

C. OTC CONSTRUCTION UPDATE – (*Steve Krueger*) Krueger shared a time-lapse video of the OTC construction progress. They broke ground in November, 2018. He reviewed some milestone pictures and shared that they are expected to gain occupancy for Friday, February 14. Staff plans an Open House on March 19 and Greyhound services will begin on March 30.

Krueger answered questions.

Gear – asked if IT owned the entire block.

Freeman-Manzanares – indicated the agency purchased the entire block. The original facility included the proposal for a regional carrier it just took a bit of time to cobble together the funding.

Krueger – The existing Greyhound facility is on Capitol Way by Sylvester Park.

Cox – asked about Greyhound contributing.

Freeman-Manzanares – indicated that the agency did not want Greyhound to be an owner. IT will staff for Greyhound and they will pay for those services.

O'Connell – added that for the new people the cool part about being on this committee is you get to provide input on the design and options for new projects.

Phillips – shared that the site design facilitates 5k people per day transferring and it fits tightly on the small space. All amenities, the overhangs and the landscaping are all designed to make it more customer friendly. There is transitional space between the lobby and the meeting space to accommodate if it snows for instance. During our design, Olympia was in the process of changing the building codes and the agency had to elevate 2 ft due to sea level rise. This made it difficult for us to accommodate ADA since there was so little space to insure enhanced mobility and access and transition space was key. We had to redesign the building. People can see from the transit island through the building to the other side of the building. The roof canopy with the sails and the way it fits into downtown like it's always been there.

Lewis – inquired if the bus bays will move.

Phillips – indicated there will be some movement but staff will have to wait to see how it all fits in there may be a lot of changes.

Freeman-Manzanares – added that there is a lot of function on a postage sized lot. There is a small lobby with polished concrete floors. The doors for the larger meeting space for training can be opened for passengers in inclement weather. There is a staff lounge upstairs, and meeting space to feed people. The building opens for service March 30. The artwork created played off the transit island canopy. The transit island is a bromeliad made with colored concrete. The new building has the Hoh River incorporating a local rainforests theme.

D. IT COMMUNITY UPDATE – (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated she made a point to report to all local jurisdictions rotary, and planning commissions, to talk about everything that IT has accomplished towards the promises made during Proposition 1. She shared the list of service enhancements determined through the 2 year IT Road Trip that the community wanted. The outreach took in over 10k comments that were grouped into what became these 9 buckets. Then the community to prioritize these items and the agency had to figure out how to do all of them. There were 83% who responded that they wanted IT to create a transformational system. They didn't want IT to simply keep up with growth and congestion, and they were willing to pay for it. The agency put together IT Prop 1 and this was what the agency promised in that tax initiative and what would be accomplish in 2019. BRT light was launched in November, 2020. This was slated for November, 2026, multiple years before it was anticipated. The agency started making changes in 2018 on span and frequency increases, including more trip options, and consolidated express trips. In 2020 the agency is looking at gearing up for new service to NE Lacey in March. The Authority approved it at their last meeting. The summary of service changes include increased Sunday service 97%, Saturday 28%, weekday 28%, and overall 25%. This equates to 51k service hours added last year and 60% of the promises made in Prop 1. The agency added Route 1, the demonstration route on November 11 along Martin Way to Capital Mall, 7 years before anticipated because of a state grant. The outcome of this project is depending upon the outcome of I-976. All of this could not have been done without the new buses. The agency hired a design team to come up with a couple options for new coaches. The look is fresh and new and is on 24 new buses in service with 16 in process in January. The first rolled in last

Wednesday and it was here for the Authority meeting. The agency hired 130 people last year and that is very unusual for IT. There are 25 new positions in the budget this year and have some retiring. A new class of 20 operators started in January this year. One of the promises to the community included exploring how fares are paid. The public wanted the agency to do something different. The public wanted fares to be faster, possibly the same fare collection system in Seattle and Tacoma, the ability to manage multiple systems, increase ridership, reduce pollution and congestion, help families/individuals with transportation costs, and wanted us to help individuals get jobs allowing employers to get employees to worksites. Last January the agency evaluated a range of options. It was past time to replace the existing fare collection system. The agency hired a consultant Nelson Nygaard that helped evaluate how to meet all these goals and staff learned some things they didn't expect. The ORCA system in Seattle is 10 years old and is in the process of being replaced with ORCA II. The new system wasn't going to be available for 2 to 4 years. It was likely going to cost more money to collect than the agency would collect. Fare revenue once you deduct the cost to collect is a tiny portion of the overall revenue for the agency. Much in the way schools and libraries are funded this is a tax payer supported services and does it make sense for IT to do something totally different. The agency decided to strike out and see what it could do in a zero fare system. Some smaller communities in Corvallis, Missoula MT, and Chapel Hill are all experimenting and having some good luck. Some European and a system in Kansas City are implementing zero fare. They are calling us for advice. Those systems are finding that not collecting fares was making the system faster, creating equity, and increasing ridership. The ITA decided on a 5 year pilot project, after holding a public hearing where approximately 50-60 people attended and 30 spoke, most in favor of going zero fare. It was adopted as part of the strategic plan. The agency went zero fare 3 weeks later.

Freeman-Manzanares answered questions.

Gear – inquired about some drivers pushing back.

Freeman-Manzanares – indicated there was an interesting process that began with having conversations about the possibility of removing the fareboxes. Everybody was ecstatic because it is the number one source of conflict for bus drivers. There was some apprehension about the things that might occur but most were ready to go. Staff meets once per week with the OCPC committee and all of that has gone away. There has been some concern about rear door boarding. In an effort to get passengers on and off faster the new buses have larger rear doors. None of the rules of conduct have changed and zero fare doesn't mean zero rules. The system has always transported those that are homeless. Passengers still need to have a destination. One of the issues is that people fall asleep. It is a safety concern in the event of a hard stop. It is not safe for riders and is a danger for everyone around them. There is a real community on the bus. When someone is lost drivers help them. Sometimes there is some pushback about talking to the people who are asleep but it is a safety issue.

Dawson – added that the only thing she has seen a lot of people will get on the bus eating sandwiches and with open drinks people have actually offered to feed her service dog.

Freeman-Manzanares – indicated some have mentioned riders walking into the lift. Thank you for sharing that.

O'Connell – inquired about the driver's visual of the rear door

Freeman-Manzanares – added that they can't see everything coming in and out the back door including some things riders shouldn't carry like gas cans.

Burt – shared that it worked well on her route especially with the ramp.

Freeman-Manzanares – added that not all stops are set up for rear door boarding. It is at the driver's discretion. They are the captain of their own ship. If there are 2 riders boarding they open the front if there are 50 they are opening the back door too. Many riders have remarked that boarding is faster and gets them out of the weather.

Phillips – indicated the new coaches rear doors open differently and they have a different restraint system.

Freeman-Manzanares continued indicating IT is the lead transportation provider in Thurston County. The agency responded to flooding last Friday evacuating homes. During the microburst law enforcement used IT vehicles to block roads with down power lines. The agency responds to whatever police or fire request. Last year the agency opened a new youth education center. The youth program holds classes with parks and rec to teach people to walk, bike and take the bus safely. Bike mechanics are sort of a lost skill. If someone would like to volunteer they are always in the market. The donated bikes are repaired and refurbished and given to the kids in the classes.

She indicated the Pattison Street facility including the administration and operations facility are going to be on the corner of Martin Way and Pattison. Rehabilitating the existing facility was considered a wash so why not pick a new building that isn't leaking like a sieve. The project will break ground this summer/fall. The existing facility was built to service 80 vehicles originally and now has over 400 vehicles. IT doesn't have all the funding yet but the agency is still working on that.

Freeman-Manzanares shared the accomplishments of the drivers and Mechanics at the local and international Rodeo. IT has the best driver in North America. The mechanics took 13 and combined ranked second internationally. In the Washington State Rodeo the driver's took first in the 40' coach by Rob Wood, second in 35' coach by Dave Randall, and third by Dan Savage BOC. Maintenance took first for the fifth year running.

She shared that IT received the Governor's Smart Communities award for the community engagement collaboration with many partners including the EDC.

CONSUMER ISSUES

- Scott – shared that there were ladies fighting on the bus and she was impressed with how the driver handled it. Tonight a man who had only socks on his feet was not allowed on the bus.
- Bonauto – shared he noticed a changing demographics taking route 13 to THS. Some taking maybe for shorter trips and some of the less frequent stops.
- Spector – has noticed driver's seem less stressed and friendlier.
- Gear – suggested offering riders the ability to share some of their demographics electronically possibly as part of the onebusaway app in exchange for a prize. The

agency could start to build an aggregate database of riders on a population basis. The data set could provide who is riding, where are they riding, and when they ride.

Freeman-Manzanares - indicated the agency does customer satisfaction and market segmentation studies and it might look really different than it has in the past but they do request a variety of demographic information along with that. They don't attach who is getting on and off to an individual. When doing service planning they can do so appropriately. If more people are using a stop they can have a shelter there. They can tell some routes are being more heavily utilized. The agency is seeing that and appreciate members sharing. The agency typically does customer satisfaction and segmentation in the fall of the year and will do an RFP for this work. It is a yardstick for IT and keeping some things stable.

REPORTS

- **January 15, 2020, ITA Meeting** - Walter Smit indicated most presentations received today were received at that meeting. They also held a public hearing and welcomed Sue Pierce. They chose option D for route 65.
- **February 5, 2020, ITA Meeting** - notes attached to packet.
- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report including:
 - A new class of 20 operators started last week and they are a talented group;
 - Denny Heck visited for about 85 minutes last week and this was the first representative's visit this year. He was interested in zero fare and had many questions;
 - She spent a lot of time responding to radio, print and media inquiries from DC, Pittsburg, Ohio, New Mexico and Kansas City concerning zero fare;
 - OTC grand opening is March 19 from 11:30 am - 1:00 pm with state and federal representatives, along with Greyhound;
 - First 35' coach is in and the rest will be in by end of the month;
 - DAL pilot vehicles starting February 24, all 14 to be completed by middle of March and will be out on the road in the spring;
 - BCC - Duncan is back and currently running the winter BCC that started February 1. The YEP is teaching 2 commuter basic classes in March;
 - IT received a first place award in the APTA AdWheel contest for best marketing and communications campaign to highlight transit needs/funding for the IT Road Trip and IT Prop 1 comprehensive campaigns. The agency will be recognized in Orlando FL and is sending Nicky to accept award. At the annual Marketing and Communications conference they take everyone who won first place and they are submitted for an award in October;
 - The agency will apply and contend for the best system in North America. The opportunity will be open sometime in February;
 - Data is in for the first month of zero fare and boardings are up to 66,329;
 - The Olympian did a story on the shortage of school bus drivers. Unemployment is low and the agency does hire some school bus drivers. Staff is reaching out and working with the school district to help them with some not selected.
 - She shared some customer comments:

I am a teacher at the Olympia public schools and I wanted to let you know that both my students and I are thrilled with the way zero fare is going. It's an excellent way for all of my students to safely get around the community. Please keep this program going! Kristian

I am so happy that fare free public transit has been implemented in Olympia! I feel so proud of our city. I love being able to take to bus without fare collection slowing us down. My experiences so far have all been positive, I am able to take the bus to and from Evergreen, home, and work with less delays and less stress due to uncertainty over potential fare related conflict. Over the time I have lived and rode the bus here, I have occasionally forgot or misplaced my bus pass and had to deal with so much undue hassle until I could be reunited with it. Imagine how annoying and unnecessarily stress-inducing it is to be on the way to class when you realize your bus pass isn't in your pocket and you don't have time to get it, then have to scrounge change &/or solicit tiny donations to pay for the bus or plead with the driver because you hadn't anticipated needing the exact fare amount in cash. Then to get home again after class, and get back to your bus pass, you have to do it all over again. You're forced to choose between paying again for something you already paid for or being late. The point of having a bus pass is to ensure you will always be able to ride the bus so I think zero fare is a substantial improvement of that system--it TRULY ensures that you will ALWAYS be able to ride the bus with no potential for being unexpectedly and unfairly double-charged.

I have noticed and appreciated that more people seem to be riding the bus now, making it a more useful and optimal public service. I have talked to many other people, including strangers who happened to be also riding the bus, about their excitement over the decision to remove fares. My hope for the future of Olympia is more buses going more places more frequently, without fares! Funding transit through tax revenue is a much more efficient and sensible way than fares, as it allows for better planning and a more streamlined process.

This is a great step forward for Olympia.

An unsolicited testimonial: I facilitated PacMtn Board retreat. They had a guest presenter who had gone through an opioid addiction recovery-to-employment program. After weaving through a very gut-wrenching life story, she talked about the path to stability and said one of the most important things has been zero-fare, as someone in her position could neither get a license nor afford fare on min wage. Now she can get to work on time and afford her other basic necessities. So, there u go.

- Before zero fare, IT had a contract with SPSCC to provide bus passes for their students. Zero fare is saving them approximately \$200k and they are putting it towards their student success campaigns that addresses housing needs, food, and childcare expenses. Studies show that individuals who finish their AA or technical degree make three quarters of a million dollars more over the course of their working life. What does that do for their quality of life and the quality of life for a community.

- One of the things that staff may try to do is a letter writing campaign for the funding that is set aside for the CTR program and DASH.

Bonauto – added that he would be willing to write a letter of support for best transit system.

NEXT MEETING: March 16, 2020.

ADJOURNMENT

It was M/S/A by SMIT and BURT to adjourn the meeting at 7:47 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2020\CAC Minutes 20200210.docx