

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, December 2, 2020**  
**5:30 P.M.**

To comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28, participation in this meeting will be through remote access.

**Join using your phone:**

United States: +1 (669) 224-3412 / **Access Code: 177-829-253**

- One-touch: <tel:+16692243412,,177829253#>

**Join using Facebook:**

<https://www.facebook.com/IntercityTransit/>

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **PUBLIC COMMENT** **5 min.**  
Public comment may be submitted by email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com).  
**Public comments must be submitted by 12:00 p.m. on December 2, 2020.**  
Emailed comments will be provided to the Authority electronically prior to the meeting.
  
- 3) **INTRODUCTIONS** **5 min.**  
**A. Ron Parker, Operations Supervisor** (*Cameron Crass*)
  
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**  
**A. Approval of Minutes:** November 4, 2020, and November 18, 2020, Regular Meetings; November 18, 2020, Special Meeting.  
  
**B. Payroll - November 2020:** \$2,677,712.53  
  
**C. Accounts Payable November:** Warrant numbers 31212-31250; 31251-31300; 31302-31340; and 31341-31374 in the amount of **\$2,151,588.58**; and Automated Clearing House Transfers in the amount of **\$8,889.06** for a monthly total of **\$2,160,477.71**.  
  
**D. Surplus Property:** Declare Vanpool Vans as surplus. These vehicles are surplus to our needs and will be either offered for direct purchase by other public agencies, granted as part of the surplus van grant program, or sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles is estimated at \$116,597.  
(*Katie Cunningham*)
  
- 5) **NEW BUSINESS**  
**A. Pattison Expansion Update** (*Steve Krueger*) **30 min.**

- B. **Surplus Van Grant Recommendations** (*Cindy Waterhouse*) **5 min.**
- C. **Security Services Contract Extension** (*Katie Cunningham*) **5 min.**
- D. **Adopt 2021-2026 Strategic Plan** (*Ann Freeman-Manzanares*) **5 min.**
- E. **Adopt 2021 Budget** (*Suzanne Coit*) **5 min.**
- F. **ITA Citizen Representative Recommendation** (*Chair, Ryan Warner*) **5 min.**
- G. **Community Advisory Committee Recommendations** (*Chair, Ryan Warner*) **5 min.**
- H. **Cancel December 16, 2020 Authority Meeting** (*Ann Freeman-Manzanares*) **5 min.**

6) **COMMITTEE REPORTS - NONE**

7) **GENERAL MANAGER’S REPORT** **10 min.**

8) **AUTHORITY ISSUES** **10 min.**

9) **RECOGNITION** **15 min.**

**A. Proclamation and Recognition:**

**Chair and Citizen Representative Ryan Warner** (*Vice Chair Carolyn Cox*)

**ADJOURNMENT**

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

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state’s toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.*

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**November 4, 2020**

**CALL TO ORDER**

Chair Warner called the November 4, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28 Open Public Meetings Act.

**Members Present:** Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative Paul Tischer.

**Members Excused:** City of Yelm Councilmember Molly Carmody and Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Suzanne Coit; Jessica Gould; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

*Public comment was available through email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) and the commenting period closed at 12:00 p.m. on November 4, 2020.*

**No public comment was received.**

**PUBLIC HEARINGS**

**A. Draft 2021 Budget.** Finance Manager, Suzanne Coit, presented the draft 2021 Budget for a public hearing. Coit said there were four changes made to the draft budget originally presented at the September 16, 2020, meeting. Those changes total an additional \$405,000:

1. Security Contract – A rate increase of \$105,000 (from \$455,100 to \$560,100).
2. Martin Way Camera Replacement – A rollover project from 2020 in the amount of \$150,000.
3. Cybersecurity – A new project in the amount of \$100,000.

## Intercity Transit Authority Regular Meeting

November 4, 2020

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4. Pattison Safety Work Platforms – A new project in which the engineer’s estimate came in higher going from \$150,000 to \$200,000 – a change of \$50,000.

The original budget presented previously was \$178,078,739. With the changes noted above, that brings the budget to \$178,483,739.

Coit indicated no public comments were received prior to this hearing.

*Chair Warner opened the public hearing at 5:40 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.*

*With no one from the public giving comment, Chair Warner closed the public hearing at 5:41 p.m.*

- B. 2021-2026 Draft Strategic Plan.** Freeman-Manzanares presented the 2021-2026 Draft Strategic Plan for a public hearing. The Authority had the opportunity to review the draft Strategic Plan, and it was available to the community for review. This year’s Strategic Plan is an updated version of the 2019 Strategic Plan, as plans to expand service were derailed by the COVID-19 pandemic. However, it does tie-in directly to the Short-Long range plan work, where we had robust participation. The final Strategic Plan will go before the Authority at the December 2, 2020, meeting.

*Chair Warner opened the public hearing at 5:43 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.*

*With no one from the public giving comment, Chair Warner closed the public hearing at 5:44 p.m.*

### APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** October 7, 2020, and October 21, 2020, Regular Meetings
- B. Payroll – October 2020:** \$3,789,512.23.
- C. Accounts Payable October:** Warrant numbers 31041-31082; 31083-31088; 31089-31125; 31128-31169; and 31170-31209 in the amount of **\$2,848,142.27**; and Automated Clearing House Transfers in the amount of **\$14,626.87** for a monthly total of **\$2,862,769.14**.

**NEW BUSINESS**

- C. Web Support Services Agreement.** Procurement Coordinator, Jeff Peterson, requested an amendment to the existing Service Level Agreement (SLA) with Consolidated Technology Services (CTS), to add funding for website development assistance.

In November of 2016, Intercity Transit entered into a SLA with CTS to provide technical and usability assistance in upgrading our website and platform to include web hosting and support services. In June of 2018, Intercity Transit renewed our web hosting SLA with CTS for a total contract amount of \$50,000 through June 30, 2023. Included in the agreement is the option to have CTS provide additional as needed web development services at their standard hourly rate. Accordingly and in our on-going effort to achieve a more customer focused, modern, engaging, user-friendly website that can be more easily managed, we are now seeking to add \$88,000 in CTS funding to assist us in enhancing our website.

CTS has provided outstanding website support services to date providing support on the backend architecture and hosting as well as design and usability support. CTS' rates are competitive with the marketplace and we have found CTS to be a trusted business partner in the web hosting, development, and technical support. Therefore, staff recommends executing an amendment to add funding for the next phase of our website enhancement initiative.

**It was M/S/A by Councilmembers Sullivan and Cox to authorize the General Manager to add \$88,000 to the Service Level Agreement with Consolidated Technology Services, for website development support, for a total adjusted contract value not-to-exceed \$138,000.**

- D. Citizen Representative Interview Selection.** Freeman-Manzanares said Chair and Citizen Representative Ryan Warner's term expires December 31, 2020. The Authority directed staff to conduct a recruitment and that was completed, and staff is seeking direction regarding which applicants to put through for interviews.

Eight applications were received by the deadline of October 14, 2020, and those were forwarded to the Authority for review. Interviews are scheduled during a Special Meeting on November 18, 2020, and each of the Authority members received a calendar invite to participate in those interviews.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to interview all eight applicants for the open Citizen Representative position, at a special meeting being held on November 18, 2020.**

**COMMITTEE REPORTS - None.**

**GENERAL MANAGER'S REPORT**

- The agency is keeping track, on a daily basis, of those who tested for COVID; and staff is doing contact tracing to ensure everyone who needs to quarantine is notified and able to quarantine as quickly as possible. We immediately sanitize any portion of the building or vehicle that was potentially exposed if the situation calls for that. The majority of individuals needing to test are doing so for non-work-related activities such as a family member or close friend who has tested positive.
- Internally, staff is proceeding with potential plans to restore service as well as fallback positions if we do not have the employees to support the service.
- It takes a tremendous amount of work to have multiple game plans depending on the path of the pandemic. Freeman-Manzanares gave a "shoutout" to all employees who are going above and beyond to deliver great service to each other as well as our passengers.
- Staff continues to work with Thurston County Public Health in keeping tabs on outbreaks in the community to ensure Intercity Transit keeps everyone healthy.
- Intercity Transit is asking for the community's help (including the Authority and the Community Advisory Committee) to improve our website. If possible, we would appreciate everyone's participation in the survey. The link to that survey is located on our website:  
<https://anthrotech.optimalworkshop.com/optimalsort/intercity-transit>
- On November 4, 2020, the ITA and CAC ad-hoc committee interviewed 7 out of 8 applicants for the Community Advisory Committee open positions. The committee consisted of Debbie Sullivan, Don Melnick and Sue Pierce, representing the Authority; and Justin Belk, Joan O'Connell and Allison Spector representing the CAC. A candidate recommendation will be brought before the Authority at the December 2, 2020, ITA meeting.
- Sales Tax for August was 7 ½% year-over-year. That is almost \$482,000 above our budget expectation (\$6,115,000). That is approximately a 4.2% increase from the year prior.
- Freeman-Manzanares gave a "shoutout" to Nicky Upson, Marketing Coordinator, who was selected as a co-chair of the Thurston Green Business Committee.

**Intercity Transit Authority Regular Meeting**

**November 4, 2020**

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**AUTHORITY ISSUES**

Gilman said he rode fixed-route (62 / 41 trip) for the first time since the start of the pandemic, and it was great to see a lot of different people riding and everyone wore a mask. It was also the first day of pulling through the Olympia Transit Center, which was exciting.

Cox said the City of Lacey will conduct their budget public hearing on November 5, and she is feeling confident about their revenue projections. She also said that she attended a Transportation Committee meeting on November 3 and received a preview of the Annual State of the Streets Report and she is happy to say they are “right up there” with a high at 80%.

*Chair Warner announced once the meeting is adjourned, the Authority will convene to a Closed Session pursuant to RCW 42.30.140 (4) (b), to conduct a discussion related to the ATU Lodge 1765. No further action will be taken.*

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

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:02 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Ryan Warner, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: December 2, 2020**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**November 18, 2020**

**CALL TO ORDER**

Chair Warner called the November 18, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28 Open Public Meetings Act.

**Members Present:** Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; City of Olympia Councilmember Renata Rollins (Alternate); and Labor Representative David Sharwark.

**Members Excused:** City of Yelm Councilmember Molly Carmody and City of Olympia Councilmember Clark Gilman.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nicky Upton; Daniel Van Horn; Jonathon Yee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

*Public comment was available through email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) and the commenting period closed at 12:00 p.m. on November 18, 2020.*

**No public comment was received.**

**NEW BUSINESS**

**A. Memorandum of Understanding with the Amalgamated Transit Union Local 1765 (ATU).** The Director of Administrative Services, Heather Stafford-Smith, presented for approval a Memorandum of Understanding between Intercity Transit and the ATU. The ATU currently represents 278 Intercity Transit employees in the Operations Department in the classification of Coach Operator, Van Operator, Customer Service Representative, and Dial-A-Lift Dispatch Specialist. The current labor agreement expires December 31, 2020. Parties met on November 5, 2020 and reached a mutual agreement to a one-year contract extension, along with a 3% general wage increase, which covers January 1, 2021 through December 31, 2021.



**It was M/S/A by Councilmember Sullivan and Commissioner Menser to authorize the General Manager, to approve a Memorandum of Understanding for a one-year contract extension with the Amalgamated Transit Union Local 1765.**

## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council:** Cox reported TRPC met on November 6.
- Michael Cade from the Economic Development Council briefed the Council on a variety of economic indicators. He shared an interactive Geography of Jobs graph that runs from 1999 to September 2020. Cox said steady employment with state and local jobs is helping to keep the local economy afloat.
  - Veronica Jarvis briefed the Council on TRPC's efforts underway with regards to the Modern Work Environment (Telework & Flexible Schedules), Commute Trip Reduction, and the Transportation Demand Management, including data relating to changing the telework and travel trends with COVID-19. TRPC's goal is to reduce the level of traffic and getting the public to ride transit.
  - Katrina Van Every briefed the Council on a possible South County Legislative Package containing about \$23 million in transportation projects for six south county communities.
  - Karen Parkhurst provided an update on the draft 2021 legislative priorities. She provided guidance to the Council on what to include in the package being prepared for meetings with legislators.
- B. Transportation Policy Board:** Melnick reported the TPB met on November 18.
- Marc Daily reported there has been an ongoing flood impact study of the Nisqually/I-5 corridor and the report will be available in December.
  - There was an update to past minutes for the Port of Olympia. The Board took action on Commissioner EJ Zita's request to amend the Transportation Policy Board meeting minutes for January through May 2018, striking her name as the Port of Olympia representative.
  - Karen Parkhurst briefed the Board on the 2021 Legislative Session and reviewed the Regional Council's prioritized project list.
  - South County Call for Projects - Paul Brewster led the Board in a review of applicants' Rural Community Support Program grant proposals to consider a grant funding recommendation for the Council.
  - Commute Trip Reduction / Transportation Demand Management / Capitol Campus Update - Karen Parkhurst and Veronica Jarvis briefed the Board and discussed strategies and successes that improve efficiency on the transportation system and provide more choices in how people get from here to there. Melnick asked if TRPC had thoughts about private organizations, such as State Farm, switching to employees working permanently from home because they could work just as effectively from home and save the cost of paying rent.

## **GENERAL MANAGER'S REPORT**

- Twelve applications were received for the Surplus Van Grant Program. Cindy Waterhouse, Vanpool Manager, will bring recommendations to the Authority at the December 2, 2020 ITA meeting. As in years past, staff will invite the selected recipients to the January 2021 ITA meeting to share information about their organization and how they intend to use the vans.
- Like the county, the state, and beyond, Intercity Transit is seeing a surge of people needing to quarantine because of potential exposure. We have an array of potential service plans depending on how this situation evolves, and what available staffing looks like which includes keeping the service as is, potentially decreasing or increasing service, so it's a bit of a wait and see game.
- The agency is sharing this message:
  - With COVID cases on the rise, please do not travel on Intercity Transit if you are sick or experiencing COVID-like symptoms.
  - Anyone being tested or who was in contact with someone who has tested positive should not travel.
  - It's important for anyone in this situation to quarantine as directed by their doctor or public health officials.
  - For more information about keeping yourself, others and our drivers healthy while riding the bus, please visit our website at [www.intercitytransit.com](http://www.intercitytransit.com).
- While in the midst of the pandemic, IT has been able to bring on new staff. HR staff is currently working with potential Operator candidates, however, testing facility capacity is an issue because the capacity of those facilities is limited.
- There has been a positive response regarding the reopening of the Olympia Transit Center, and we are very pleased to be in a position to reopen the island.
- Intercity Transit is hoping to have the capacity both in Maintenance and Operations to be able to operate a lighted (Parade) bus to bring some light to the darkness in December, even though there are no parades scheduled this year. In years past, in addition to the various parades, the lighted bus has gone to the Children's Hands on Museum, the Tumwater Tree Lighting, and the Lighted Boat Parade. This year the lighted bus is not stopping anywhere for fear of drawing a crowd. Intercity Transit is going to focus on joyful sightings of the lighted bus and hope it brings a smile to the community.

**Intercity Transit Authority Regular Meeting**

**November 18, 2020**

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**AUTHORITY ISSUES**

**Melnick** said he viewed the public forum Water Study Forum 7 presented by the League of Women Voters entitled, "Where's the Water II: Realities of Water Quality and Water Quantity." He found it very interesting regarding the complexities of the water available in Thurston County. The information is available here:

[http://www.lwvthurston.org/water\\_study\\_forum\\_1](http://www.lwvthurston.org/water_study_forum_1)

**Menser** said he took his first bus ride on the 41 since the start of the pandemic, and there was only one other person on the bus – all had on a mask, the bus was clean and he felt safe. However, he does believe there may be a challenge in getting the public comfortable about riding transit again. Menser also said as the County worked on their budget, they were able to earmark \$300,000 for implementation of the Climate Mitigation Plan. That number was based on T-CAP. They tried to go through the plan and figure out how many of the strategies would require jurisdictional action and resources, and they came up with \$1.2 million. Thurston County has been participating at a 25% level. Majority of the Board earmarked that money along with \$37,000 towards clean energy strategies, in particular, creating a clean energy program.

**Sullivan** said the City of Tumwater will light their holiday tree every evening during the holidays, however, will not be holding the traditional tree lighting event.

**Sharwark** thanked Freeman-Manzanares and staff for all of their hard work in putting together the one-year contract extension with the ATU.

**Cox** said the northbound lanes of Marvin Road from 31<sup>st</sup> to the Hawks Prairie roundabout will remain closed through November 20 due to roadwork. On November 23 construction on a retaining wall and walking path begins on Ruddell Road. She said to expect delays at both sites.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:00 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Ryan Warner, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: December 2, 2020**

Prepared by Pat Messmer, Clerk of the Board/

Executive Assistant, Intercity Transit

DRAFT

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Special Meeting**  
**Held Remotely**  
**November 18, 2020**

**CALL TO ORDER**

Chair Warner called the special meeting to order at 10:00 a.m. This meeting was held remotely keeping in compliance with the Governor’s guidance to “Stay Home and Stay Healthy” and in keeping with the Governor’s Proclamation 20.28 Open Public Meetings Act.

**Members Present:** Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

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

**APPLICANT INTERVIEWS**

At 10:25 a.m., in accordance with RCW 42.30.110(1)(g), the Authority conducted interviews in an Executive Session for the eight applicants who applied for the open Citizen Representative position.

Applicants: James Eychaner, Justin Belk, John Gear, Jeff Gadman, Victor VanderDoes, Gail Wootan, Tom Mull, and Jean Gahungu.

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

**ADJOURNMENT**

**The meeting adjourned at 3:40 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Ryan Warner, Chair**

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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: December 2, 2020.**

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

PERIOD DATES: 10/25/2020-11/7/2020				PAYDATE 11/13/2020		PERIOD DATES: 11/8/2020-11/21/2020				PAYDATE 11/27/2020	
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	71,058.76		IRS	FIT	EFT		75,562.57		
	MT	EFT	26,004.70	97,063.46		MT	EFT		26,755.94	102,318.51	
				0.00						0.00	
INS	D3/DI	Disability Ins	2,566.20	0.00	INS	A2	Met Life		10,050.57		
HEALTH	HE/HI/SP/TB	Health In1stN2ND	228,373.00	0.00	HEALTH	D3/DI	Disability Ins		2,588.61	0.00	
						HE/HI/SP/TB	Health In1stN2ND		224,356.23	0.00	
GARNISHMENT	GN	Garnish	CHECK last	427.81	GARNISHMENT	GN	Garnish	CHECK last	427.81		
CHILD SUPPORT	CS	DSHS	EFT	1,870.19	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,870.19	1,870.19
				0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,622.06	9,622.06	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,556.73	9,556.73
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,429.49	8,429.49	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,332.72	8,332.72
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	230.00	230.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	230.00	230.00
401K	DC	Vgrd EE	Wire	51,398.23		401K	DC	Vgrd EE	Wire	52,740.25	
VANGUARD	DC	Vgrd ER	Wire	36,242.97	87,641.20	VANGUARD	DC	Vgrd ER	Wire	37,225.46	89,965.71
LOAN	L2	401k Ln#2	Wire	3,307.06		LOAN	L2	401k Ln#2	Wire	3,307.06	
LOAN	LN	401k Ln #1	Wire	5,109.42	8,416.48	LOAN	LN	401k Ln #1	Wire	5,109.42	8,416.48
		TTL VNGRD		96,057.68				TTL VNGRD		98,382.19	
LABOR INS	LI&LA	L&I	EFT Quarterly	25,295.22		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	26,052.43	
ESD	CF&CL	WPFML	EFT Quarterly	3,680.56		ESD	CF&CL	WPFML	EFT Quarterly	3,784.03	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,809.24		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,809.51	
UNION DUES	MI	Mac.Inltion	Check last	0.00		UNION DUES	MI	Mac.Inltion	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	100.00	0.00		TF	Tx.Fr.Benefit	Employer	145.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	406.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	404.00	
PENSION	PN	PERS EE	EFT	71,786.98	0.00	PENSION	PN	PERS EE	EFT	71,905.55	0.00
STATE	PN	PERS ER	EFT	118,871.48	190,658.46	STATE	PN	PERS ER	EFT	119,065.58	190,971.13
PERS		TTL PERS		190,658.46		PERS		TTL PERS		190,971.13	
ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00
ICMA	RC	ICMA EE	WIRE	5,700.88		ICMA	RC	ICMA EE	WIRE	5,844.34	
ICMA ROTH	RI	ICMA Roth	WIRE	425.00	425.00	ICMA ROTH	RI	ICMA Roth	WIRE	425.00	425.00
ICMA LON	RL	ICMA Ln#1	WIRE	786.51	854.46	ICMA LON	RL	ICMA Ln#1	WIRE	786.51	854.46
ICMA	RR	ICMA ER	WIRE	2,480.89	8,181.77	ICMA	RR	ICMA ER	WIRE	2,567.78	8,412.12
		TTL ICMA		9,036.23	9,461.23			TTL ICMA		9,266.58	9,691.58
457 STATE	SD	457 ST EE	EFT	15,574.38		457 STATE	SD	457 ST EE	EFT	15,263.20	
DEFERRED	SR	457 ST ER	EFT	8,691.65	24,266.03	DEFERRED	SR	457 ST ER	EFT	8,838.31	24,101.51
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,811.80	6,811.80	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,821.70	6,821.70
ATU	UC	Un COPE	Check 1st	129.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	4,975.00	
	UD	Un Dues	Check last	6,353.93			UD	Un Dues-BOTH PP	Check last	6,238.91	
	UI	Un Inltiatn	Check last	10.00			UI	Un Inltiatn- 100.00 PEREE	Check last	10.00	
	UT	Un Tax	Check last	3,345.60			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	295.00		UNITED WAY	UW	United Way	Check last	271.00	
WELLNESS	WF	Wellness	Check last	347.50		WELLNESS	WF	Wellness	Check last	344.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		608,301.22	608,301.22	DIRECT DEP.	NP	ACH Wire every		615,272.06	615,272.06
LIVE CHECKS		Paychecks		765.46		LIVE CHECKS		Paychecks - LIVE CHECKS		1,970.47	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,050,901.43			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,067,548.32
		TOTAL PAYROLL*:		\$1,326,706.14				TOTAL PAYROLL*:		\$1,351,006.39	
GROSS WAGE		GROSS EARNINGS:		926,773.98		GROSS WAGE		GROSS EARNINGS:		953,072.18	
ER AMOUNT		EMPR MISC DED:		386,929.81		ER AMOUNT		EMPR MISC DED:		384,556.24	
MEDICARE TAX		EMPR MEDICARE TAX:		13,002.35		MEDICARE TAX		EMPR MEDICARE TAX:		13,377.97	
										0.00	
		PP23 Total			\$1,326,706.14			PP24 Total			\$1,351,006.39
								Total Payroll for November 2020			\$2,677,712.53
DIRECT DEP.		ACH WIRE TOTAL			626,582.77	DIRECT DEP.		ACH WIRE TOTAL			633,391.51

\$0.00

\$0.00

## Intercity Transit

# Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/4/2020

Thru Date: 11/4/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31212	11/4/2020	01397	ADAMSKI BILLY	\$3,440.00	
31213	11/4/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
31214	11/4/2020	03250	BATTERY SYSTEMS INC.	\$1,274.12	
31215	11/4/2020	04060	BUD CLARY OF YAKIMA INC.	\$374,748.00	
31216	11/4/2020	05541	CATHOLIC COMMUNITY SERVICES	\$70.45	
31217	11/4/2020	05933	CENTER FOR TRANSPORTATION AND THE E	\$3,000.00	
31218	11/4/2020	06120	CITY OF OLYMPIA UTILITIES	\$6,543.71	
31219	11/4/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$90.45	
31220	11/4/2020	07220	CUMMINS INC.	\$740.84	
31221	11/4/2020	07537	DANG HAU	\$66.58	
31222	11/4/2020	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
31223	11/4/2020	09662	FERRELLGAS LP	\$3,932.69	
31224	11/4/2020	09961	FORMA CONSTRUCTION COMPANY	\$532,417.79	
31225	11/4/2020	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
31226	11/4/2020	10477	GALLS PARENT HOLDINGS LLC	\$3,190.33	
31227	11/4/2020	10660	GILLIG LLC	\$1,604.39	
31228	11/4/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$31.75	
31229	11/4/2020	13555	LIBBY ENVIRONMENTAL LLC	\$75.00	
31230	11/4/2020	13793	MARTIN WAY COLLISION INC.	\$1,029.67	
31231	11/4/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31232	11/4/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$2,567.94	
31233	11/4/2020	15561	MICHELLE R. FISCHER	\$412.40	
31234	11/4/2020	16966	POINT & PAY LLC	\$1,396.74	
31235	11/4/2020	17505	RAINIER DODGE INC.	\$549.94	
31236	11/4/2020	17900	SCHETKY NORTHWEST SALES INC.	\$138,822.00	
31237	11/4/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,299.11	
31238	11/4/2020	18015	PARTNERS IN PREVENTION EDUCATION	\$60.98	
31239	11/4/2020	18530	STANDARD PARTS CORP.	\$49.03	
31240	11/4/2020	18695	SUMMIT LAW GROUP PLLC	\$613.50	
31241	11/4/2020	18705	SUNBELT RENTALS INC.	\$1,032.53	
31242	11/4/2020	21660	THERMO KING NORTHWEST INC.	\$7,564.28	
31243	11/4/2020	21880	THURSTON REGIONAL PLANNING COUNCIL	\$10,012.00	
31244	11/4/2020	21950	TITUS-WILL CHEVROLET	\$145.80	
31245	11/4/2020	21985	TOTAL FILTRATION SERVICES INC.	\$40.80	
31246	11/4/2020	22010	ROTTERS INC.	\$73.17	
31247	11/4/2020	23641	United States Treasury	\$35.50	
31248	11/4/2020	24750	WA ST GET PROGRAM	\$30.00	
31249	11/4/2020	24755	WA ST HEALTH CARE AUTHORITY	\$463,205.49	
31250	11/4/2020	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$25.00	
<b>Total:</b>				<b>\$1,564,671.88</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/11/2020

Thru Date: 11/11/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31251	11/11/2020	02060	AMERISAFE INC.	\$574.57	
31252	11/11/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,077.48	
31253	11/11/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$7,035.88	
31254	11/11/2020	03890	BRIDGESTONE AMERICAS INC	\$307.63	
31255	11/11/2020	04120	BUILDERS HARDWARE & SUPPLY	\$384.15	
31256	11/11/2020	05541	CATHOLIC COMMUNITY SERVICES	\$42.13	
31257	11/11/2020	06040	CITY OF LACEY	\$1,011.25	
31258	11/11/2020	07220	CUMMINS INC.	\$2,401.77	
31259	11/11/2020	07350	CW JANITORIAL SERVICE LLC	\$19,826.85	
31260	11/11/2020	07537	DANG HAU	\$70.42	
31261	11/11/2020	07619	DAVID S FOSTER	\$1,750.00	
31262	11/11/2020	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31263	11/11/2020	10621	GERBER - BOYD GROUP U S INC	\$2,491.43	
31264	11/11/2020	10660	GILLIG LLC	\$2,809.39	
31265	11/11/2020	10663	GILLOTTI LISA	\$30.00	
31266	11/11/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
31267	11/11/2020	11498	IBI GROUP	\$9,418.00	
31268	11/11/2020	11886	JACKNUT APPAREL LLC	\$3,694.44	
31269	11/11/2020	11905	JANEK CORPORATION	\$656.40	
31270	11/11/2020	11943	JOANNA GRIST	\$1,750.00	
31271	11/11/2020	12488	KEITHLY BARBER ASSOCIATES INC.	\$10,700.00	
31272	11/11/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,487.45	
31273	11/11/2020	14160	MCMMASTER-CARR SUPPLY CO.	\$29.78	
31274	11/11/2020	14590	MOHAWK MFG & SUPPLY CO.	\$123.64	
31275	11/11/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$444.43	
31276	11/11/2020	15129	NGUYEN PHUONG HOAI	\$40.00	
31277	11/11/2020	16595	PACIFIC POWER GROUP LLC	\$297.21	
31278	11/11/2020	16654	PARKER CORPORATE SERVICES INC.	\$44,988.77	
31279	11/11/2020	16695	PATTISON WATER COMPANY	\$219.81	
31280	11/11/2020	16969	POINT GRAPHICS LLC	\$148.82	
31281	11/11/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31282	11/11/2020	17505	RAINIER DODGE INC.	\$469.55	
31283	11/11/2020	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$50.66	
31284	11/11/2020	17580	RECARO NORTH AMERICA INC.	\$528.75	
31285	11/11/2020	17792	ROUSH CLEANTECH LLC	\$1,202.58	
31286	11/11/2020	17900	SCHETKY NORTHWEST SALES INC.	\$534.33	
31287	11/11/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,136.98	
31288	11/11/2020	18530	STANDARD PARTS CORP.	\$405.20	
31289	11/11/2020	18651	STORMANS INC. (LICENSING)	\$1,041.00	
31290	11/11/2020	18705	SUNBELT RENTALS INC.	\$901.10	
31291	11/11/2020	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31292	11/11/2020	21660	THERMO KING NORTHWEST INC.	\$8,736.97	
31293	11/11/2020	21950	TITUS-WILL CHEVROLET	\$79.80	
31294	11/11/2020	21992	TOWN SQUARE PUBLICATIONS LLC	\$2,795.00	
31295	11/11/2020	22010	ROTTERS INC.	\$85.89	
31296	11/11/2020	22100	TRANSIT SOLUTIONS LLC	\$31,185.18	
31297	11/11/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
31298	11/11/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$71,035.08	
31299	11/11/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$16,354.15	
31300	11/11/2020	23660	UNITED WAY OF THURSTON COUNTY	\$293.50	
<b>Total:</b>				<b>\$268,310.99</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/18/2020

Thru Date: 11/18/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31302	11/18/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$129.00	
31303	11/18/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
31304	11/18/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$521.62	
31305	11/18/2020	03023	BACKUPIFY INC.	\$828.75	
31306	11/18/2020	03250	BATTERY SYSTEMS INC.	\$1,804.40	
31307	11/18/2020	06781	COMPUNET INC.	\$2,027.86	
31308	11/18/2020	07220	CUMMINS INC.	\$224.19	
31309	11/18/2020	07780	DELL MARKETING LP	\$1,786.52	
31310	11/18/2020	10580	GENE'S TOWING INC	\$130.44	
31311	11/18/2020	10660	GILLIG LLC	\$552.50	
31312	11/18/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,410.96	
31313	11/18/2020	11865	ISLAND SUPERIOR AIR FILTER	\$592.00	
31314	11/18/2020	13485	LEMAY MOBILE SHREDDING	\$90.14	
31315	11/18/2020	14381	METLIFE	\$10,222.00	
31316	11/18/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31317	11/18/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$26.63	
31318	11/18/2020	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$552.53	
31319	11/18/2020	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$550.10	
31320	11/18/2020	16251	OLNEY FORREST	\$50.00	
31321	11/18/2020	16490	HAROLD LEMAY ENTERPRISES	\$667.25	
31322	11/18/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$254.06	
31323	11/18/2020	16966	POINT & PAY LLC	\$59.50	
31324	11/18/2020	17290	PUGET SOUND ENERGY	\$13,114.90	
31325	11/18/2020	17580	RECARO NORTH AMERICA INC.	\$375.00	
31326	11/18/2020	17795	ROUTEMATCH SOFTWARE INC	\$54,091.61	
31327	11/18/2020	17824	S & A SYSTEMS INC	\$8,651.41	
31328	11/18/2020	17861	SAMBA HOLDINGS INC.	\$122.14	
31329	11/18/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$501.08	
31330	11/18/2020	18530	STANDARD PARTS CORP.	\$26.93	
31331	11/18/2020	18648	STORAGELAND LLC	\$4,015.00	
31332	11/18/2020	18651	STORMANS INC. (LICENSING)	\$86.75	
31333	11/18/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$315.12	
31334	11/18/2020	21660	THERMO KING NORTHWEST INC.	\$923.51	
31335	11/18/2020	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$2,000.00	
31336	11/18/2020	21950	TITUS-WILL CHEVROLET	\$725.63	
31337	11/18/2020	23641	United States Treasury	\$35.50	
31338	11/18/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
31339	11/18/2020	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$134.10	
31340	11/18/2020	24750	WA ST GET PROGRAM	\$30.00	
<b>Total:</b>				<b>\$117,559.03</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/24/2020

Thru Date: 11/24/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31341	11/24/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,106.46	
31342	11/24/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$34,504.65	
31343	11/24/2020	05541	CATHOLIC COMMUNITY SERVICES	\$59.80	
31344	11/24/2020	05720	CDW GOVERNMENT INC	\$13,948.50	
31345	11/24/2020	06365	CLOUDPWR LLC	\$408.39	
31346	11/24/2020	06781	COMPUNET INC.	\$431.98	
31347	11/24/2020	07220	CUMMINS INC.	\$437.70	
31348	11/24/2020	07537	DANG HAU	\$142.39	
31349	11/24/2020	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
31350	11/24/2020	10477	GALLS PARENT HOLDINGS LLC	\$1,673.68	
31351	11/24/2020	10660	GILLIG LLC	\$46.59	
31352	11/24/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$103,839.38	
31353	11/24/2020	11250	HERITAGE - CRYSTAL CLEAN LLC	\$838.69	
31354	11/24/2020	11331	HOME DEPOT U.S.A. INC.	\$108.95	
31355	11/24/2020	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$9,589.91	
31356	11/24/2020	11905	JANEK CORPORATION	\$514.18	
31357	11/24/2020	11909	JAYRAY ADS & PR INC	\$1,043.75	
31358	11/24/2020	14590	MOHAWK MFG & SUPPLY CO.	\$298.02	
31359	11/24/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$38.50	
31360	11/24/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$7,422.51	
31361	11/24/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$158.61	
31362	11/24/2020	16841	PIONEER FIRE & SECURITY INC.	\$25.00	
31363	11/24/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31364	11/24/2020	17505	RAINIER DODGE INC.	\$104.83	
31365	11/24/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$534.22	
31366	11/24/2020	18100	SIEMENS INDUSTRY INC.	\$6,328.79	
31367	11/24/2020	18530	STANDARD PARTS CORP.	\$240.97	
31368	11/24/2020	21660	THERMO KING NORTHWEST INC.	\$7,896.56	
31369	11/24/2020	21830	THURSTON COUNTY SOLID WASTE	\$93.84	
31370	11/24/2020	21950	TITUS-WILL CHEVROLET	\$3,912.26	
31371	11/24/2020	21985	TOTAL FILTRATION SERVICES INC.	\$98.72	
31372	11/24/2020	22010	ROTTERS INC.	\$45.28	
31373	11/24/2020	23576	UNG CHAE	\$2,700.00	
31374	11/24/2020	25858	WESTCARE CLINIC LLC PS	\$1,190.00	
<b>Total:</b>				<b>\$201,046.68</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>02161 ANDERSON BREANNE R.</b>										
00	11/03 RECOG CSH OU	DI	11/13/2020			25.00	25.00	25.00		25.00
<b>11770 IT PROJECT ASSISTANCE</b>										
00	05/10-05/23 CONTRIB.	DI	11/13/2020			442.00	442.00	442.00		467.00
<b>11775 IT WELLNESS</b>										
00	05/10-05/23 CONTRIB.	DI	11/13/2020			361.50	361.50	361.50		828.50
<b>11925 JENKINS SHANNETTE</b>										
00	11/03/20 INK REIMB.	DI	11/13/2020			50.31	50.31	50.31		878.81
<b>14067 MCCLANAHAN MICHAEL</b>										
00	11/04 RECOG CSH OU	DI	11/13/2020			35.00	35.00	35.00		913.81
<b>17755 ROOD DAVID A.</b>										
00	11/04 RECOG CSH OU	DI	11/13/2020			20.00	20.00	20.00		933.81
<b>18609 STENGEL SR. DAVID E.</b>										
00	11/04 RECOG CSH OU	DI	11/13/2020			85.00	85.00	85.00		1,018.81
<b>21968 Tomlin Nathaniel</b>										
00	11/04 RECOG CSH OU	DI	11/13/2020			45.00	45.00	45.00		1,063.81

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>03327 BEDFORD PAUL</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			335.00	335.00	335.00		335.00
<b>04175 Burnham Michael</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			55.00	55.00	55.00		390.00
<b>10707 GLAVE TERRENCE A.</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			350.00	350.00	350.00		740.00
<b>11125 HARTMANN DAVID</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			25.00	25.00	25.00		765.00
<b>11232 HEMPHILL GREGORY</b>										
00	11/10 RECOG CSH OU	DI	11/20/2020			125.00	125.00	125.00		890.00
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2020 NOVEMBER	DI	11/20/2020			3,618.75	3,618.75	3,618.75		4,508.75
<b>12459 KAYLOR MARK</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			35.00	35.00	35.00		4,543.75
<b>14272 MCPHERSON ALEXANDRA J.</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			135.00	135.00	135.00		4,678.75
<b>14495 MILLER KATHLEEN A.</b>										
00	11/10 RECOG CSH OU	DI	11/20/2020			105.00	105.00	105.00		4,783.75
<b>16757 PETERSON LEE</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			320.00	320.00	320.00		5,103.75
<b>17531 RANGEL CELSO</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			190.00	190.00	190.00		5,293.75
<b>17811 RUIZ JOSHUA</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			290.00	290.00	290.00		5,583.75
<b>23792 Vento Jorge</b>										
00	11/10 RECOG CSH OU	DI	11/20/2020			40.00	40.00	40.00		5,623.75
<b>26159 WISEMAN KIMBERLY</b>										
00	11/11 RECOG CSH OU	DI	11/20/2020			35.00	35.00	35.00		5,658.75

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01471 AGUERO JASON</b>										
00	NOV 2020 IS REIMB.	DI	11/27/2020			2,023.74	2,023.74	2,023.74		2,023.74
<b>03370 BERGKAMP EMILY</b>										
00	11/17 RECOG CSH OU	DI	11/27/2020			25.00	25.00	25.00		2,048.74
<b>04175 Burnham Michael</b>										
00	11/11/20 MIL REIMB.	DI	11/27/2020			17.83	17.83	17.83		2,066.57
<b>12918 KURBEGOVIC NARCIS E</b>										
00	11/17 RECOG CSH OU	DI	11/27/2020			100.00	100.00	100.00		2,166.57

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: December 2, 2020**

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

- 
- 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. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to sale.
- 
- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool Vans attached in Exhibit A as surplus. These vehicles are surplus to our needs and will be either offered for direct purchase by other public agencies, granted as part of the surplus van grant program, or sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$116,597.
- 
- 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.
- Ten vehicles 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:** Surplus Property – December 2020.

**EXHIBIT A**  
**SURPLUS PROPERTY - DECEMBER 2020**

<b>VANPOOL VANS</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>VALUE</b>
1	2003	2009	Toyota/Sienna	7	136,145	\$5,496.00
2	2006	2009	Toyota/Sienna	7	135,241	\$5,549.00
3	2021	2009	Toyota/Sienna	7	125,982	\$5,825.00
4	2022	2009	Toyota/Sienna	7	137,230	\$5,496.00
5	2023	2009	Toyota/Sienna	7	135,082	\$5,549.00
6	2025	2009	Toyota/Sienna	7	136,849	\$5,496.00
7	2029	2009	Toyota/Sienna	7	149,642	\$5,200.00
8	2030	2009	Toyota/Sienna	7	145,660	\$5,296.00
9	2032	2009	Toyota/Sienna	7	134,176	\$5,549.00
10	2362	2013	Chevy/Express	15	137,761	\$6,832.00
11	2436	2014	Chevy/Express	12	107,347	\$12,086.00
12	2452	2014	Chevy/Express	12	117,667	\$11,239.00
13	2101	2010	Dodge/Caravan	7	120,383	\$4,312.00
14	2036	2009	Toyota/Sienna	7	115,060	\$5,394.00
15	2216	2012	Dodge/Caravan	7	110,326	\$5,039.00
16	2002	2009	Toyota/Sienna	7	104,595	\$5,731.00
17	2213	2012	Dodge/Caravan	7	104,268	\$5,261.00
18	2206	2012	Dodge/Caravan	7	102,880	\$5,338.00
19	2302	2013	Dodge/Caravan	7	101,847	\$5,909.00
<b>TOTAL ESTIMATED SURPLUS VALUE</b>						<b>\$116,597.00</b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Pattison Expansion Rehabilitation Project Update

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1) **The Issue:** The Project Team will provide a year-end update on the progress of the Pattison Expansion and Rehabilitation Project.

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2) **Recommended Actions:** No action is required. This presentation is provided for your information and to respond to Authority questions.

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3) **Policy Analysis:** Keep the Authority informed.

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4) **Background:** Despite the worldwide havoc caused by Covid-19 this year, the Pattison Base Expansion and Rehabilitation Project has continued to forge ahead with minimal disruption to the schedule. In this update, the Project Team will provide a brief high-level overview of the overall project, a construction update of the Phase III North Parcel, and the status of the Phase IV and V South Parcel design. Afterwards, the Project Team will be happy to respond to any questions the Authority may have.

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

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

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7) **Goal References:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Cindy Fisher Waterhouse, Vanpool Manager, 705-5829

**SUBJECT:** Surplus Van Grant Program

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- 1) **The Issue:** Whether to authorize the General Manager to grant seven surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).
- 
- 2) **Recommended Action:** Authorize the General Manager to grant surplus vanpool vehicles to Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources.
- 
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Strategic Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet transportation needs. Resolution 07-03 dedicates surplus vanpool vehicles for this use.
- 
- 4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted Resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not met by Intercity Transit's fixed-route services. The Authority has granted 61 vans to community groups since the program began.

A review team consisting of, General Manager Ann Freeman-Manzanares, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, DSHS Supervisor Carson Moore, Commuter Services Assistant Riley White, and Vanpool Manager Cindy Fisher Waterhouse evaluated 12 applications received. Utilizing selection criteria including community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources. All have worthy programs, demonstrate community benefits, and have the ability to comply with the requirements of the grant.

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- 5) **Alternatives:**
- A. Grant seven (7) surplus vanpool vehicles to Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources.
  - B. Don't make surplus vans available for the program in 2020.
  - C. Delay action until a future date.
- 
- 6) **Budget Notes:** The surplus van grant program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is an estimated average of \$4,667 per vehicle or a total of \$32,672 for seven vehicles.
- 
- 7) **Goal Reference: 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:** Proposed 2020 Surplus Van Grant Recipients.

## Proposed 2020 Surplus Van Grant Recipients

**Innovations Human Trafficking Collaborative's (IHTC)** mission is to engage first responders, tribes, and other stakeholders in eliminating human trafficking through solution-based knowledge and trauma-informed strategies, and to empower survivors to heal and build self-sufficient, affirming lives. IHTC is the only Indigenous and survivor-lead human trafficking services organization in Washington, and the only organization in the South Sound serving Indigenous survivors of human trafficking. Currently IHTC staff uses their person cars for transportation. A surplus van from Intercity Transit would allow staff to transport clients and other stakeholders throughout Thurston County.

**Catholic Community Services of Western WA Familiar Faces** program provides certified Peer Navigators who work with individuals in downtown Olympia who have the most contacts with law enforcement. They partner with the Olympia Police Department. The goal is to ease the burden on law enforcement and provide outreach service to vulnerable individuals. The Peers establish relationships with the individuals and connect them to resources including mental health, substance use and medical care. They currently have two vans, and their hope is to expand to three so that they can transport all of their clients to critical appointments.

**Thurston County Food Bank** for twelve years, has run a gleaning program to ensure that surplus fresh fruits and vegetables produced on local farms make it to community members in need. Intercity Transit has been an integral partner in that work, providing a surplus van to transport volunteers to rural areas of the county where many farms are located. In the past, they have removed one seat from the back of the van to create space for one pallet of cargo. This has been effective in providing transportation for hundreds of volunteers and thousands of pounds of fresh produce. Their gleaning program harvests about 30,000 pounds of fresh fruits and vegetables each year - 277,000 pounds since 2010. This year they would like to replace their current van to continue this work.

**Interfaith Works** Navigation Team program serves unhoused individuals, with the most complex challenges, who are living either on the street, in shelters, or in encampments. The Certified Peer Support workers connect clients to social services, replacing identifying documents, passing out outreach supplies, long term case management and much more. As this program expands into doing further outreach, they have seen a huge need for transportation to basic services by their participants as well as a vehicle capable of holding more supplies. Access to services such as DSHS, social security, the food bank and doctor appointments can be insurmountable for clients due to multiple barriers houseless participants face. Having a multi-passenger vehicle dedicated to the Navigation Team advocate services would enable them to make many more weekly trips to the various resources available to their clients.

**SafePlace** - There are number of transportation problems that would be alleviated at SafePlace if awarded a Surplus Van, so they thank Intercity Transit for this opportunity. SafePlace provides services for survivors of domestic violence and sexual assault in this county and is coming up on its 40<sup>th</sup> year of operation. With over 30 employees covering Sexual Assault Services and Prevention, the agency currently has only one vehicle, which is a 1998 Chevy Astro van with no seats in the back, used for hauling and transporting items, not people. This van will be used for emergency family pickup to get people and their belongings to safety. They will help mothers get to court dates and job interviews while also getting children to daycare as they work toward long term sustainability. In 2019, SafePlace helped thousands of survivors and their children in Thurston County find safety and freedom from violence through providing a full-service shelter,

long term housing help and assistance navigating the court process, meeting clients at the hospital following a sexual assault, and prevention services in Thurston County. Having a van would be instrumental to SafePlace improving service options within these program areas.

**Sacred Heart Catholic Church** has been hosting an Overflow Overnight Men's shelter for over 15 years at their Lacey campus which is not directly on a bus line. Guests are approved beforehand and are picked up downtown Olympia to insure only those authorized are admitted to the shelter. Scheduled bus service does not meet their timeframes or door to door needs. They are also hosting a day shelter and shower services, offer a food bank, pick up food from local grocery stores, and run a clothing bank. They coordinate services with St. Michael Parish, Sidewalk, and Thurston County Food Bank. In the past they have rented a Community Van to provide services, use volunteer's personal vehicles, and a 12 year old vehicle with 117,000 miles for transportation.

**Behavioral Health Resources** has a Program of Assertive Community Treatment (PACT). They treat the most severely and persistently mentally ill patients in our community. To do this they must integrate into the community and work with clients to get them their medication, food and shelter. Many clients are homeless, so they go into camps to provide treatment. When providing transportation to a client, it is never just a ride. Staff take clients to appointments and help share what the client is experiencing, making sure they are following up on aftercare. They provide trips to grocery stores, educate on budgeting finances, eating healthier, transport to inpatient treatment centers, and job interviews. Transportation with a helping hand is one of the greatest services they are able to offer. They currently have smaller compact company vehicles and a 1999 Plymouth Voyager with 229,000 miles. They plan to replace the Plymouth if awarded a surplus van.

<b>Year</b>	<b>Grantee</b>
2019	WA YA Outdoor Institute
2019	Kokua
2019	Veterans for Peace
2019	Coastal Community Action Program
2018	Catholic Community Services
2018	Senior Services for South Sound
2018	Family Education & Support Services
2018	Kokua Services
2018	BHR
2018	Community Youth Services
2018	Nature Nurtures Farm
2017	Lacey Veterans HUB
2017	Senior Services for South Sound
2017	Yelm Senior Center
2017	Community Youth Services
2017	TOGETHER
2017	Wa-Ya Outdoor Institute
2017	Thurston County Food Bank
2016	Community Youth Services
2016	Center for Natural Lands Management
2016	City Gates Ministries
2016	Senior Services for the South Sound
2016	Community Action Council
2016	Boys and Girls Club
2015	Community Youth Services
2015	Interfaith Works
2015	CCS/Drexel House
2015	YWCA
2013-14	Thurston County Food Bank
2013-14	GRuB
2013-14	Panza for Quixote Village
2013-14	Boys & Girls Clubs of Thurston Co
2012-13	Catholic Community Services
2012-13	Boys & Girls Clubs of Thurston Co
2012-13	Wee Love Learning Early Learning Center

2012-13	Thurston County Police Athletic League
2011-12	Olympia Union Gospel Mission
2011-12	Senior Services for South Sound
2011-12	Olympia Christian School
2010-11	Olympia Early Learning Center ( <b>returned when center closed</b> )
2010-11	Senior Services for South Sound
2009-10	Community Youth Services
2009-10	Capital Clubhouse
2009-10	Thurston County Food Bank
2009-10	Yelm Senior Community Center
2008-09	<b>No vans</b>
2008-09	<b>granted</b>
2008-09	<b>in</b>
2008-09	<b>2008-9</b>
2007-08	Behavioral Health Resources
2007-08	Partners in Prevention
2007-08	Senior Services for South Sound
2007-08	Bread & Roses
2006-07	Behavioral Health Resources
2006-07	Morningside
2006-07	Catholic Community Services
2006-07	Senior Services for South Sound
2005-06	Boys & Girls Clubs of Thurston Co
2005-06	Pacific Peak Girl Scout Council
2005-06	Behavioral Health Resources
2005-06	Olympia Union Gospel Mission
2004-05	Behavioral Health Resources
2004-05	Senior Services for South Sound
2004-05	Habitat for Humanity
2004-05	Bread & Roses

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Security Services Contract Renewal

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- 1) **The Issue:** Renew the Security Services contract with Pacific Security for an additional year.
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- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$560,100.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** In May 2019, Pacific Security won Intercity Transit's contract for Security Services. The initial contract term was for a period of seventeen months, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective January 1, 2021, Pacific Security will continue to provide daily security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, and Pattison Street facilities. In accordance with the contract terms, the proposed renewal reflects a 1.6% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase of 1.6% for services over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on Pacific Security's record of performance throughout the initial contract term, staff remains confident that the firm will continue to provide high quality services at our facilities with a professional and valuable presence, and recommends that the contract is renewed.

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- 5) **Alternatives:**
- A. Authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$560,100.

B. Defer action. This alternative may result in a lapse in security guard coverage at the Lacey and Olympia Transit Centers and Pattison Street facilities, as the current contract is due to expire on December 31, 2020.

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6) **Budget Notes:** The adjusted contract rates and not-to-exceed contract value of \$560,100 will not result in an overage to the proposed 2021 budget. The proposed 2021 budget allocation will accommodate the new contract amount.

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7) **Goal Reference: Goal #2:** *“Provide outstanding customer service.”* **Goal No. 3:** *“Maintain a safe and secure operating system.”*

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-D**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 360-705-5838  
**SUBJECT:** 2021-2026 Strategic Plan Adoption

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- 1) **The Issue:** Adopt the 2021-2026 Strategic Plan.
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- 2) **Recommended Action:** Adopt the 2021-2026 Strategic Plan.
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- 3) **Policy Analysis:** The Intercity Transit Authority must adopt a Budget and the Transportation Improvement Program/Program of Projects annually. The Strategic Plan provides the framework for these documents and maps Intercity Transit's plan over the next six years.
- 
- 4) **Background:** The 2021-2026 Strategic Plan continues the Authority's practice of annually updating and adopting a Strategic Plan. A draft strategic plan was made available to the public for review and comment with a public hearing on November 4, 2020. The Strategic Plan proposes expanded services levels and direction for programs, services and the future of Intercity Transit.
- The 2021-2026 Strategic Plan represents the outcome of review by the Authority over the past couple of years. It provides the basis for the development of the 2021 Operating and Capital budget.
- 
- 5) **Alternatives:**  
A) Adopt the 2021-2026 Strategic Plan.  
B) Direct staff to revise the proposed 2021-2026 draft plan for adoption at a later date. There is no requirement for the Authority to adopt the Strategic Plan.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The Strategic Plan identifies and addresses all the goals.
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-E**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Suzanne Coit, Finance Manager  
**SUBJECT:** 2021 Budget Adoption

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- 1) **The Issue:** Adopt the 2021 Budget.
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- 2) **Recommended Action:** Adopt Resolution 05-2020 that establishes the 2021 Budget.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2021 budget documents rely heavily on the Strategic Plan that the Authority is scheduled to adopt on December 2, 2020. The Strategic Plan states the Authority's policies regarding service levels and capital projects.
- 
- 4) **Background:** The 2021 draft budget has been available to the public on our website since October 13, 2020. A public hearing was held on Wednesday, November 4, 2020.

The proposed Operating budget for 2021 is \$65.5 million, which includes \$5.3 million of rollover projects and a \$140,000 in new projects.

The proposed Capital budget for 2021 is \$113 million, which includes \$17.9 million in new projects and \$95.1 million of rollover projects.

The Total proposed 2021 expenditure budget including staff recommended new projects/positions is \$178.5 million.

The major elements of Intercity Transit's 2021 budget are:

- Sales tax revenue for 2021 is projected to remain the same as 2020.
- Increase the existing Dial-A-Lift service levels by 9,992 service hours.
- Increase Fixed Route service levels by 6,268 service hours.
- Purchase of 23 replacement coaches, 9 of which are grant funded.
- Purchase of 18 replacement and 3 expansion DAL vans.
- Hybrid bus mid-life rebuild.
- Purchase of 4 replacement and 3 expansion staff vehicles.
- Continue construction to renovate and expand the Pattison Street facility.

- Continue replacement of the computer aided dispatch/automated vehicle locator/radio system.
- Add 12 new operator positions.
- Add 1 new vehicle cleaner position in Maintenance.
- Provision for a general wage increase for non-represented employees is included in the budget, and an increase for the Amalgamated Transit Union (ATU) and the International Association of Machinists (IAM) has also been included in the budget per their contracts/agreements.

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5) **Alternatives:**

- A) Accept the budget as presented and formally adopt the budget for 2021.
- B) Direct staff to revise the proposed 2021 budget and adopt the budget as revised.
- C) Direct staff to revise the proposed 2021 budget and bring the revised budget back to the Authority.

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6) **Budget Notes:** The 2021 Budget sets the budget for the coming year.

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

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8) **References:** [2021 Draft Budget](#). Resolution 05-2020 Adopting the 2021 Budget.

**INTERCITY TRANSIT  
RESOLUTION NO. 05-2020  
ADOPTION OF THE 2021 BUDGET**

**A RESOLUTION** adopting the budget for Intercity Transit for the year 2021 and authorizing appropriations thereunder.

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

**WHEREAS**, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2021; and

**WHEREAS**, at said public meeting, the 2021 final budget was approved.

**NOW THEREFORE, BE IT RESOLVED** by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2021 is hereby adopted:

**ESTIMATED RESOURCES**

Beginning Estimated Cash Balance	\$ 102,825,000
Estimated Revenues	108,821,198
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ <u>211,646,198</u></b>

**ESTIMATED UTILIZATION OF RESOURCES**

Total Operating and Capital Expenses	\$ 178,483,739
Estimated Ending Cash Balance	33,162,459
<b>TOTAL ESTIMATED UTILIZATION OF RESOURCES</b>	<b>\$ <u>211,646,198</u></b>

**ADOPTED:** This 2nd day of December, 2020

**INTERCITY TRANSIT AUTHORITY**

\_\_\_\_\_  
**Ryan Warner, Chair**

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Jeffrey S. Myers  
Legal Counsel**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-F**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Ryan Warner, ITA Chair

**SUBJECT:** ITA Citizen Representative Appointment

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1) **The Issue:** Whether or not to appoint a Citizen Representative to the Intercity Transit Authority for a term to begin January 1, 2021, through December 31, 2023.

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2) **Recommended Action:** Appoint Justin Belk to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2021, through December 31, 2023. This appointment fills the position of outgoing Citizen Representative Ryan Warner.

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

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4) **Background:** Citizen Representative Ryan Warner’s term expires December 31, 2020. He will have served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Eight applications were received by the deadline of October 14, 2020, and the Authority conducted interviews at a special meeting held on Wednesday, November 18, 2020.

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5) **Alternatives:**

- A. Appoint Justin Belk to the Intercity Transit Authority to a term beginning January 1, 2021, ending December 31, 2023.
  - B. Direct staff to conduct another recruitment.
  - C. Delay appointment. The Authority would function with one less member until such time as an appointment is made.
- 

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

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

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

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-G**  
**MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ryan Warner, ITA Chair  
**SUBJECT:** Community Advisory Committee Appointments

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

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2) **Recommended Action:**  
A. Appoint the following individuals to three-year terms beginning January 1, 2021: *Isha Gabriel, Jihan Grettenberger, Nikki Crist, and Tom Mull.*

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

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4) **Background:** The Community Advisory Committee will say farewell to three members whose terms expire 12/31/20: Jan Burt, Carla Dawson and Linda Vail. A recruitment was conducted to fill these positions.

At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 4, 2020. The committee consisted of *Debbie Sullivan, Don Melnick, Sue Pierce, Justin Belk, Allison Spector and Joan O'Connell.* Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

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5) **Alternatives:**  
A. Appoint the following individuals to three-year terms beginning January 1, 2021: *Isha Gabriel, Jihan Grettenberger, Nikki Crist, and Tom Mull.*  
B. Defer appointments.  
C. Recommend staff conduct another recruitment.

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

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

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

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 5-H  
MEETING DATE: December 2, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares (705-5838)  
**SUBJECT:** Cancel December 16, 2020 Authority Meeting

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- 1) **The Issue:** Whether to cancel the December 16, 2020, Authority meeting.
- 
- 2) **Recommended Action:** Cancel the Wednesday, December 16, 2020, Authority meeting.
- 
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
- 
- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the December 16, 2020, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

If approved, staff will provide appropriate legal notice to the public.

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- 5) **Alternatives:**  
A. Cancel the December 16, 2020, Authority meeting.  
B. Maintain the schedule as it stands and meet on December 16, 2020.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.