

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, February 17, 2021
5:30 P.M.

This meeting will be held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

Listen to the meeting using your phone. Dial in at 5 p.m. for a sound check.

United States: +1 (408) 650-3123 / Access Code: 755-485-245

View the meeting live on Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|----|--|---|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
General public comment may be submitted by email, USPS or by phone prior to each Intercity Transit Authority meeting. <ul style="list-style-type: none">• By Email to pmessmer@intercitytransit.com by 12 noon on February 17, 2021.• By USPS - mail public comment to "Public Comments" P. O. Box 659, Olympia, WA 98507.• By Phone - Contact the Clerk of the Board at 360-705-5860 by 12 noon February 17, 2021. | 5 min. |
| 3) | INTRODUCTIONS
A. Aaron Hughes, Network Systems Analyst (<i>Rob Rinehart</i>) | 5 min. |
| 4) | APPROVAL OF CONSENT AGENDA ITEMS
A. Payroll for January: \$2,845,932.75

B. Accounts Payable January: Warrant numbers 31553-31560, 31562-31630, 31631-31638, 31639-31642, 31643-31677 & 31680-31731 for a total amount of \$6,673,613.60 ; and Automated Clearing House Transfers in the amount of \$5,809.30 for a monthly total of \$6,679,422.90 . | 1 min. |
| 5) | NEW BUSINESS
A. CAD/AVL Systems Replacement Contract (<i>Jeff Peterson</i>)
B. Consultant Services CAD/AVL Implementation Support (<i>Jeff Peterson</i>)
C. Engineering Services for Bus Stop Pad Improvements (<i>Tammy Ferris</i>)
D. Transit Signal Priority Interlocal Agreement w/City of Lacey (<i>Eric Phillips</i>) | 10 min.
5 min.
10 min.
10 min. |
| 6) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Feb. 5) (<i>Carolyn Cox</i>)
B. Transportation Policy Board (Feb. 10) (<i>Don Melnick</i>)
C. Community Advisory Committee (Feb. 8) (<i>David Bonauto</i>) | 5 min.
5 min.
5 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) 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.

PERIOD DATES:		1/20/2020-01/02/2021			PAYDATE		1/8/2021		PERIOD DATES:		01/03/2021-01/16/2021			PAYDATE		1/22/2021	
	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	80,887.89					IRS	FIT		EFT	83,185.33				
	MT		EFT	28,396.94	109,284.83					MT		EFT	28,176.34	111,361.67			
					0.00										0.00		
INS	D3/DI	Disability Ins		2,541.95	0.00				INS	A2	Met Life		11,363.16				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		227,940.00	0.00				HEALTH	D3/DI	Disability Ins		2,583.22	0.00			
										HE/HI/SP/TB	Health In1stN2ND		235,478.55	0.00			
GARNISHMENT	GN	Garnish	CHECK last	427.81					GARNISHMENT	GN	Garnish	CHECK last	427.81				
CHILD SUPPORT	CS	DSHS	EFT	2,081.57	0.00				CHILD SUPPORT	CS	Child Support	EFT	2,081.57	2,081.57			
					0.00										0.00		
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,410.00	10,410.00				DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,115.75	10,115.75			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,474.15	8,474.15				DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,604.10	8,604.10			
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	504.59	504.59				HEALTH SAVING	HS	Health Svgs	ACH Wire every	504.59	504.59			
401K	DC	Vgrd EE	Wire	55,629.88					401K	DC	Vgrd EE	Wire	53,126.66				
VANGUARD	DC	Vgrd ER	Wire	39,257.84	94,887.72				VANGUARD	DC	Vgrd ER	Wire	37,514.39	90,641.05			
LOAN	L2	401k Ln#2	Wire	3,405.05					LOAN	L2	401k Ln#2	Wire	3,483.00				
LOAN	LN	401k Ln #1	Wire	6,215.36	9,620.41				LOAN	LN	401k Ln #1	Wire	6,281.84	9,764.84			
		TTL VNGRD		104,508.13							TTL VNGRD		100,405.89				
LABOR INS	LI&LA	L&I	EFT Quarterly	26,925.81					LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	33,035.32				
ESD	CF&CL	WPFML	EFT Quarterly	4,042.10					ESD	CF&CL	WPFML	EFT Quarterly	4,001.82				
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,825.25					MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,825.50				
UNION DUES	MI	Mac.Inltlon	Check last	0.00					UNION DUES	MI	Mac.Inltlon	Check last					
	MS	Payroll Corr check		0.00						MS	Payroll Corr check						
	TF	Tx.Fr.Benefit	Employer	0.00	0.00					TF	Tx.Fr.Benefit	Employer	750.00	0.00			
PROJECT ASSIST	PA	Proj.Asslst	Check last	404.00					PROJECT ASSIST	PA	Proj.Asslst	Check last	405.00				
PENSION	PN/P3	PERS EE	EFT	74,954.43	0.00				PENSION	PN	PERS EE	EFT	75,509.50	0.00			
STATE	PN/P3	PERS ER	EFT	124,028.99	198,983.42				STATE	PN	PERS ER	EFT	124,957.27	200,466.77			
PERS		TTL PERS		198,983.42					PERS		TTL PERS		200,466.77				
ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00				ICMA LOAN	R3	ICMA Ln#2	WIRE	199.26	0.00			
ICMA	RC	ICMA EE	WIRE	6,223.12					ICMA	RC	ICMA EE	WIRE	6,033.83				
ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00				ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00			
ICMA LON	RL	ICMA Ln#1	WIRE	786.51	854.46				ICMA LON	RL	ICMA Ln#1	WIRE	657.79	857.05			
ICMA	RR	ICMA ER	WIRE	2,734.37	8,967.49				ICMA	RR	ICMA ER	WIRE	2,697.99	8,731.82			
		TTL ICMA		9,811.95	10,286.95						TTL ICMA		9,588.87	10,063.87			
457 STATE	SD	457 ST EE	EFT	16,626.84					457 STATE	SD	457 ST EE	EFT	16,685.14				
DEFERRED	SR	457 ST ER	EFT	10,065.59	26,692.43				DEFERRED	SR	457 ST ER	EFT	9,907.62	26,592.76			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	7,154.56	7,154.56				AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	7,136.85	7,136.85			
ATU	UC	Un COPE	Check 1st	128.00					ATU	UC	Un COPE	Check 1st	-				
UNION DUES	UA	Un Assess	Check last	0.00					UNION DUES	UA	Un Assess -2ND PP	Check last	5,200.00				
	UD	Un Dues	Check last	6,561.51						UD	Un Dues-BOTH PP	Check last	6,767.83				
	UI	Un Inltlatn	Check last	10.00						UI	Un Inltlatn- 100.00 PEREE	Check last	10.00				
	UT	Un Tax	Check last	3,427.60						UT	Un Tax IST PP	Check last	0.00				
UNITED WAY	UW	United Way	Check last	284.00					UNITED WAY	UW	United Way	Check last	271.00				
WELLNESS	WF	Wellness	Check last	336.50					WELLNESS	WF	Wellness	Check last	340.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		666,676.83	666,676.83				DIRECT DEP.	NP	ACH Wire every		642,985.75	642,985.75			
LIVE CHECKS		Paychecks		1,548.01					LIVE CHECKS		Paychecks - LIVE CHECKS		1,633.47				
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,142,975.89						TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,120,319.57			
		TOTAL PAYROLL*:		\$1,421,490.00							TOTAL PAYROLL*:		\$1,424,442.75				
GROSS WAGE		GROSS EARNINGS:		1,010,477.88					GROSS WAGE		GROSS EARNINGS:		1,001,486.21				
ER AMOUNT		EMPR MISC DED:		396,813.65					ER AMOUNT		EMPR MISC DED:		408,868.37				
MEDICARE TAX		EMPR MEDICARE TAX:		14,198.47					MEDICARE TAX		EMPR MEDICARE TAX:		14,088.17				
												0.00					
		PP01 Total			\$1,421,490.00						PP02 Total			\$1,424,442.75			
												Total Payroll for January 2021			\$2,845,932.75		
DIRECT DEP.		ACH WIRE TOTAL			686,065.57				DIRECT DEP.		ACH WIRE TOTAL			662,210.19			

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/27/2021

Thru Date: 1/27/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31680	1/27/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$21,976.94	
31681	1/27/2021	01905	OBCON INC.	\$667.43	
31682	1/27/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$60,117.11	
31683	1/27/2021	02828	AVAIL TECHNOLOGIES INC.	\$28,055.12	
31684	1/27/2021	03240	BATTERIES PLUS	\$61.15	
31685	1/27/2021	03610	BLANCHARD ELECTRIC & FLEET SUPPLY	\$10.94	
31686	1/27/2021	06120	CITY OF OLYMPIA UTILITIES	\$2,879.27	
31687	1/27/2021	06341	CLEVER DEVICES LTD	\$10,987.00	
31688	1/27/2021	06781	COMPUNET INC.	\$298.01	
31689	1/27/2021	07220	CUMMINS INC.	\$1,377.36	
31690	1/27/2021	07640	DAY MANAGEMENT CORP	\$336,181.89	
31691	1/27/2021	07780	DELL MARKETING LP	\$5,698.17	
31692	1/27/2021	08840	JEMMA INC.	\$6,022.38	
31693	1/27/2021	09205	ERF COMPANY INC.	\$275.00	
31694	1/27/2021	10580	GENE'S TOWING INC	\$108.70	
31695	1/27/2021	10608	GEOENGINEERS INC.	\$118,415.65	
31696	1/27/2021	10621	GERBER - BOYD GROUP U S INC	\$1,747.82	
31697	1/27/2021	10660	GILLIG LLC	\$5,072.82	
31698	1/27/2021	12620	KEYBANK NATIONAL ASSOCIATION	\$82.96	
31699	1/27/2021	13485	LEMAY MOBILE SHREDDING	\$528.00	
31700	1/27/2021	14160	MCMASTER-CARR SUPPLY CO.	\$47.93	
31701	1/27/2021	14381	METLIFE	\$11,363.16	
31702	1/27/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31703	1/27/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,073.60	
31704	1/27/2021	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$131.64	
31705	1/27/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$35.66	
31706	1/27/2021	16490	HAROLD LEMAY ENTERPRISES	\$677.14	
31707	1/27/2021	16621	PAGEFREEZER SOFTWARE INC.	\$4,548.00	
31708	1/27/2021	16966	POINT & PAY LLC	\$23.25	
31709	1/27/2021	17505	RAINIER DODGE INC.	\$48.37	
31710	1/27/2021	17560	ROMAINE ELECTRIC CORP.	\$3,132.25	
31711	1/27/2021	17792	ROUSH CLEANTECH LLC	\$748.91	
31712	1/27/2021	17900	SCHETKY NORTHWEST SALES INC.	\$298.80	
31713	1/27/2021	17900	SCHETKY NORTHWEST SALES INC.	\$138,822.00	
31714	1/27/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,052.83	
31715	1/27/2021	18046	SHARP ELECTRONICS CORPORATION	\$430.05	
31716	1/27/2021	18145	SIX ROBBLEES' INC.	\$223.38	
31717	1/27/2021	18530	STANDARD PARTS CORP.	\$178.90	
31718	1/27/2021	18651	STORMANS INC. (LICENSING)	\$61.75	
31719	1/27/2021	21660	THERMO KING NORTHWEST INC.	\$363.85	
31720	1/27/2021	21950	TITUS-WILL CHEVROLET	\$2,026.46	
31721	1/27/2021	21985	TOTAL FILTRATION SERVICES INC.	\$65.64	
31722	1/27/2021	22010	ROTTERS INC.	\$32.01	
31723	1/27/2021	23576	UNG CHAE	\$2,700.00	
31724	1/27/2021	23641	United States Treasury	\$35.50	
31725	1/27/2021	23660	UNITED WAY OF THURSTON COUNTY	\$555.00	
31726	1/27/2021	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$26,283.06	
31727	1/27/2021	24750	WA ST GET PROGRAM	\$30.00	
31728	1/27/2021	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
31729	1/27/2021	25858	WESTCARE CLINIC LLC PS	\$1,360.00	
31730	1/27/2021	26746	ZOHO CORPORATION	\$7,100.06	
31731	1/27/2021	26861	WESTERN GRAPHICS INC.	\$8,555.08	
Total:				\$812,960.31	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/19/2021

Thru Date: 1/19/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31643	1/19/2021	01405	ADVANCE GLASS INC.	\$778.44	
31644	1/19/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
31645	1/19/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,321.40	
31646	1/19/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$5,154.41	
31647	1/19/2021	03250	BATTERY SYSTEMS INC.	\$1,912.40	
31648	1/19/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$135.68	
31649	1/19/2021	06760	COMMUNITY TRANSPORTATION ASSOC NW	\$550.00	
31650	1/19/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,611,807.86	
31651	1/19/2021	10477	GALLS PARENT HOLDINGS LLC	\$784.13	
31652	1/19/2021	10580	GENE'S TOWING INC	\$173.92	
31653	1/19/2021	10607	GENUINE AUTO GLASS OF LACEY	\$436.74	
31654	1/19/2021	10660	GILLIG LLC	\$3,833.24	
31655	1/19/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
31656	1/19/2021	11702	INSPECTORATE AMERICA CORPORATION	\$2,649.21	
31657	1/19/2021	11905	JANEK CORPORATION	\$656.40	
31658	1/19/2021	14337	MENA KIMBERLY	\$13.00	
31659	1/19/2021	14590	MOHAWK MFG & SUPPLY CO.	\$746.04	
31660	1/19/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$20.22	
31661	1/19/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.26	
31662	1/19/2021	16250	ON-HOLD CONCEPTS INC	\$3,036.00	
31663	1/19/2021	16595	PACIFIC POWER GROUP LLC	\$84.49	
31664	1/19/2021	16654	PARKER CORPORATE SERVICES INC.	\$45,183.47	
31665	1/19/2021	16969	POINT GRAPHICS LLC	\$181.60	
31666	1/19/2021	17290	PUGET SOUND ENERGY	\$22,706.82	
31667	1/19/2021	17505	RAINIER DODGE INC.	\$304.57	
31668	1/19/2021	17760	ROSS AND WHITE COMPANY	\$7,296.58	
31669	1/19/2021	17900	SCHETKY NORTHWEST SALES INC.	\$1,842.16	
31670	1/19/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,715.40	
31671	1/19/2021	18016	SENIOR ACTION NETWORK	\$100.00	
31672	1/19/2021	18530	STANDARD PARTS CORP.	\$189.26	
31673	1/19/2021	18651	STORMANS INC. (LICENSING)	\$61.75	
31674	1/19/2021	18711	SUNSET AIR INC.	\$425.29	
31675	1/19/2021	21950	TITUS-WILL CHEVROLET	\$2,661.70	
31676	1/19/2021	24000	W. W. GRAINGER INC.	\$106.77	
31677	1/19/2021	26861	WESTERN GRAPHICS INC.	\$3,597.07	
Total:				\$1,732,554.87	

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/17/2021

Thru Date: 1/17/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31639	1/17/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$34.68	
31640	1/17/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
31641	1/17/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$60,567.20	
31642	1/17/2021	24000	W. W. GRAINGER INC.	\$107.09	
Total:				\$60,708.97	

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/15/2021

Thru Date: 1/15/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31631	1/15/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31632	1/15/2021	15045	NATIONAL TESTING NETWORK INC.	\$2,911.00	
31633	1/15/2021	18695	SUMMIT LAW GROUP PLLC	\$393.84	
31634	1/15/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31635	1/15/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$230.96	
31636	1/15/2021	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$4,073.09	
31637	1/15/2021	26861	WESTERN GRAPHICS INC.	\$6,410.45	
31638	1/15/2021	17795	ROUTEMATCH SOFTWARE INC	\$5,995.00	
			Total:	\$29,414.34	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/13/2021

Thru Date: 1/13/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31562	1/13/2021	01405	ADVANCE GLASS INC.	\$1,277.74	
31563	1/13/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.76	
31564	1/13/2021	01661	ALL STAR RENT A FENCE INC.	\$2,087.35	
31565	1/13/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$128.00	
31566	1/13/2021	01895	ECOLUBE RECOVERY LLC	\$291.50	
31567	1/13/2021	02060	AMERISAFE INC.	\$786.59	
31568	1/13/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,261.52	
31569	1/13/2021	02565	ASPHALT PATCH SYSTEMS INC	\$2,735.00	
31570	1/13/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$54,406.53	
31571	1/13/2021	03023	BACKUPIFY INC.	\$828.75	
31572	1/13/2021	03250	BATTERY SYSTEMS INC.	\$755.61	
31573	1/13/2021	03705	BNSF RAILWAY COMPANY	\$5,025.45	
31574	1/13/2021	05541	CATHOLIC COMMUNITY SERVICES	\$126.91	
31575	1/13/2021	06040	CITY OF LACEY	\$897.11	
31576	1/13/2021	06120	CITY OF OLYMPIA UTILITIES	\$6,473.41	
31577	1/13/2021	06560	COLUMBIA FORD MERCURY LINCOLN	\$90,002.35	
31578	1/13/2021	07220	CUMMINS INC.	\$6,261.23	
31579	1/13/2021	07350	CW JANITORIAL SERVICE LLC	\$19,826.85	
31580	1/13/2021	07619	DAVID S FOSTER	\$1,750.00	
31581	1/13/2021	07780	DELL MARKETING LP	\$1,786.52	
31582	1/13/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31583	1/13/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,614.74	
31584	1/13/2021	09662	FERRELLGAS LP	\$5,313.16	
31585	1/13/2021	10019	FOX SAM	\$43.23	
31586	1/13/2021	10477	GALLS PARENT HOLDINGS LLC	\$48,870.71	
31587	1/13/2021	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
31588	1/13/2021	10660	GILLIG LLC	\$4,685.68	
31589	1/13/2021	10865	Great Floors LLC	\$22,503.48	
31590	1/13/2021	11261	HERMANSON COMPANY LLP	\$1,147.39	
31591	1/13/2021	11943	JOANNA GRIST	\$1,750.00	
31592	1/13/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$600.00	
31593	1/13/2021	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
31594	1/13/2021	13793	MARTIN WAY COLLISION INC.	\$4,092.44	
31595	1/13/2021	14160	MCMASTER-CARR SUPPLY CO.	\$168.89	
31596	1/13/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31597	1/13/2021	14590	MOHAWK MFG & SUPPLY CO.	\$160.80	
31598	1/13/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$423.90	
31599	1/13/2021	14760	MUNCIE TRANSIT SUPPLY	\$5,130.88	
31600	1/13/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.26	
31601	1/13/2021	16252	ONSPOT OF NORTH AMERICA INC.	\$601.74	
31602	1/13/2021	16262	OPENSQUARE HOLDINGS	\$4,462.50	
31603	1/13/2021	16595	PACIFIC POWER GROUP LLC	\$698.46	
31604	1/13/2021	16695	PATTISON WATER COMPANY	\$80.76	
31605	1/13/2021	16841	PIONEER FIRE & SECURITY INC.	\$40.00	
31606	1/13/2021	16888	REXEL USA INC.	\$147.69	
31607	1/13/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31608	1/13/2021	17505	RAINIER DODGE INC.	\$225.08	
31609	1/13/2021	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$50.66	
31610	1/13/2021	17560	ROMAINE ELECTRIC CORP.	\$1,256.31	
31611	1/13/2021	17683	REMIX SOFTWARE INC	\$17,105.45	
31612	1/13/2021	17795	ROUTEMATCH SOFTWARE INC	\$5,995.00	
31613	1/13/2021	17861	SAMBA HOLDINGS INC.	\$48.99	
31614	1/13/2021	17900	SCHETKY NORTHWEST SALES INC.	\$853.18	
31615	1/13/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,401.34	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/13/2021

Thru Date: 1/13/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31616	1/13/2021	18052	SHEA CARR & JEWELL INC.	\$1,257.42	
31617	1/13/2021	18210	SME SOLUTIONS LLC	\$1,590.90	
31618	1/13/2021	18530	STANDARD PARTS CORP.	\$677.65	
31619	1/13/2021	18540	STANTEC CONSULTING SERVICES INC	\$112,168.97	
31620	1/13/2021	18711	SUNSET AIR INC.	\$1,255.21	
31621	1/13/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31622	1/13/2021	21660	THERMO KING NORTHWEST INC.	\$707.09	
31623	1/13/2021	21950	TITUS-WILL CHEVROLET	\$4,289.33	
31624	1/13/2021	22010	ROTTERS INC.	\$57.16	
31625	1/13/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
31626	1/13/2021	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$15,354.51	
31627	1/13/2021	23641	United States Treasury	\$35.50	
31628	1/13/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$15,246.25	
31629	1/13/2021	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$23,761.29	
31630	1/13/2021	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$517,155.84	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/6/2021

Thru Date: 1/6/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31553	1/6/2021	02680	ASSOCIATION OF WASHINGTON CITIES	\$17,951.00	
31554	1/6/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,324,407.18	
31555	1/6/2021	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$28,941.77	
31556	1/6/2021	14870	N3E CONSULTING LLC	\$1,449.11	
31557	1/6/2021	16754	PERZ PAUL	\$60.01	
31558	1/6/2021	18510	SRG PARTNERSHIP INC.	\$20,927.27	
31559	1/6/2021	24755	WA ST HEALTH CARE AUTHORITY	\$456,805.93	
31560	1/6/2021	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$1,570,277.00	
Total:				\$3,420,819.27	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06487 COIT SUZANNE										
00	1/19/21 Ink Reimb	DI	1/29/2021			22.56	22.56	22.56		22.56
11770 IT PROJECT ASSISTANCE										
00	2021 JANUARY	DI	1/29/2021			809.00	809.00	809.00		831.56
11775 IT WELLNESS										
00	2021 JANUARY	DI	1/29/2021			677.00	677.00	677.00		1,508.56

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
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021JAN	DI	1/15/2021			3,650.74	3,650.74	3,650.74		3,650.74
25705 WEAKLEY JR JOSEPH A										
00	01/05 RECOG CSH OU	DI	1/15/2021			650.00	650.00	650.00		4,300.74

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: February 17, 2021

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: CAD/AVL System Replacement - Contract Authorization

1) **The Issue:** Authorize recommendation for the replacement of Intercity Transit's Computer Assisted Dispatching/Automatic Vehicle Location (CAD/AVL) system.

2) **Recommended Action:** Authorize the General Manager to negotiate the final terms and enter into a contract with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.

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

4) **Background:** The replacement of Intercity Transit's first-generation CAD/AVL system, which was implemented in 2008, has been identified as a priority in the Strategic Plan and annual budget. The current CAD/AVL has reached its useful life, is costly to maintain, and no longer supports the data and communication protocols that best support our operations, maintenance, and customer needs.

In 2019 staff began the internal process to verify system requirements and develop specifications for the acquisition of a modern CAD/AVL solution. A request for proposal (RFP) was issued on May 29, 2020, with the goal of partnering with a highly experienced and qualified CAD/AVL solution provider to replace our current technology with a new system that best meets the needs of Intercity Transit and our users. Following a pre-proposal conference on June 10, 2020, Intercity Transit received four qualified proposals by the due date, June 29, 2020.

Consistent with the process outlined within the RFP, the evaluation was conducted in two phases. The first phase examined qualifications and experience of the firms, project organization and staffing, project management plan, technical approach and pricing. It was determined that all four firms met the RFP Phase 1 requirements. Phase II involved interviews, product demonstrations, and reference checks. The successful proposer is the responsive,

responsible, qualified firm whose proposal, in the sole opinion of Transit, best meets RFP requirements and is in the best interest of Transit.

The recommendation of Intercity Transit's evaluation team is that Avail Technologies Inc. (Avail) emerged as the top ranked and most qualified solution provider to replace Intercity Transit's CAD/AVL system.

The procurement summarized above included the process for Intercity Transit to pursue the option of entering into a best and final offer (BAFO) process with Avail. Accordingly, the recommended action is to authorize the General Manager to negotiate the final terms and enter into a contract for a CAD/AVL replacement system with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.

5) **Alternatives:**

- A. Authorize the General Manager to negotiate the final terms and enter into a contract for a CAD/AVL replacement system with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.
- B. Defer action. A decision to delay may affect operations as key elements of the existing infrastructure are no longer supported.

6) **Budget Notes:** The project budget includes \$10,000,000 for implementing a new CAD/AVL solution. The total not-to-exceed contract amount of \$7,239,500 is within the total project budget and includes a 10% contingency.

7) **Goal References:** **Goal #1:** "Access 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 #6:** "Encourage use of our services."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: February 17, 2021

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Consultant Services for CAD/AVL Implementation Support

1) **The Issue:** Amending our Computer Assisted Dispatching/Automatic Vehicle Location (CAD/AVL) consulting services contract with the IBI Group (IBI) supporting the implementation of a new CAD/AVL replacement system.

2) **Recommended Action:** Authorize the General Manager to execute an amendment to the contract with IBI Group increasing the total contract amount by \$160,937 for a revised total not-to-exceed amount of \$363,145.

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

4) **Background:** The replacement of Intercity Transit's first-generation CAD/AVL system implemented in 2008 has been identified as a priority in the Strategic Plan and annual budget. The current CAD/AVL system has reached its useful life, is costly to maintain, and does not support the data and communication protocols that best support our operations, maintenance, and customer needs.

Transit awarded a consulting contract to IBI in July 2019 to assist us in navigating the selection process and guide the implementation of the resulting CAD/AVL replacement solution. We are currently transitioning from the selection phase to implementation and wish to continue our relationship for technical support services utilizing the IBI Group. IBI has successfully provided consultant services for similar CAD/AVL implementation projects throughout the Pacific Northwest including, Whatcom Transit, Spokane Transit, C-TRAN, Community Transit, Chariots, and TriMet. With IBI's help, an apparent successful CAD/AVL solution provider has now been identified. Accordingly, and consistent with IBI contract provisions, the proposed amendment in the amount of \$160,937.00 is needed to have IBI assist in implementation of the new CAD/AVL replacement system. This amendment will increase the overall value of the IBI contract to \$363,145.00 which has been accounted for in the CAD/AVL project budget.

Based on IBI's track record for success coupled with Transit's most recent experience, the project team is confident that IBI Group will continue to

successfully fulfill our CAD/AVL consulting needs through the project implementation and final acceptance phase and therefore are recommending that the proposed amendment with the IBI Group be executed.

5) **Alternatives:**

- A. Authorize the General Manager to execute an amendment to the contract with IBI Group increasing the contract amount by \$160,937 for a revised total not-to-exceed amount of \$363,145.
 - B. Defer action. A decision to delay may affect operations as key elements of the existing infrastructure are no longer supported.
-

6) **Budget Notes:** The project budget includes \$10,000,000 for the design, purchase, and implementation of a new replacement CAD/AVL system. The consultant support work falls within the project budget.

7) **Goal References:** **Goal #1:** *“Access 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 #6:** *“Encourage use of our services.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: February 17, 2021

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Engineering Services for Bus Stop Improvements

1) **The Issue:** Authorization to execute a Task Order from the On-Call Engineering Services Contract for design and construction support for bus stop enhancements to support rear-door boarding.

2) **Recommended Action:** Authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$58,377.11.

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

4) **Background:** Staff issued a Request for Qualifications for On-call Engineering Services in December of 2019 in which SCJ Alliance, KPFF, and Skillings were awarded contracts.

Currently, with Zero Fare and the goal of enhancing our travel speeds, passengers may enter and leave our buses by either the front or rear-door. COVID-19 has further accentuated the benefits of rear-door boarding to enhance social distancing and better protect our operators. Many of our bus stop pads need to be modified to accommodate rear-door boarding. An initial list of high-use bus stops was identified through our bus stop facilities program to better accommodate our riders. This engineering services contract will lead to a larger construction contract this spring. Based on qualifications, experience, and capacity, and in accordance with contract terms, staff is recommending a Task Order with SCJ Alliance be executed to provide design and construction support for approximately 50 bus stops to support rear-door boarding.

Staff have negotiated the Task Order scope and fee with SCJ Alliance. Based on the scope and proposed hours, staff is confident that the proposed pricing is both fair and reasonable. Accordingly, staff recommends executing this Task Order from the On-Call Engineering Services for design and construction services to support rear-door boarding be issued to SCJ Alliance.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$58,377.11.
 - B. Defer authorization. Delaying authorization for engineering and construction support may create a delay in soliciting construction bids which could result in missing a significant portion of the construction season.

-
- 6) **Budget Notes:** The 2021 budget includes \$260,000 for bus stop enhancements as identified in our Long-Range Plan. The requested engineering services, as well as other project components such as permitting, shelters and construction costs are included in the project budget.

-
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: February 17, 2021

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5885

SUBJECT: Transit Signal Priority Interlocal Agreement with City of Lacey

1) **The Issue:** Consideration of an Interlocal Agreement with the City of Lacey supporting Transit Signal Priority and Smart Corridor implementation, coordination and technical support.

2) **Recommended Action:** Authorize the General Manager to enter into an Interlocal Agreement with the City of Lacey identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.

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 a joint project.

4) **Background:** Interlocal Agreements (ILA's) are an efficient tool to support coordination between two local agencies working cooperatively. The ILA with Lacey for Transit Signal Priority and Smart Corridor implementation provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with Federal Transit Administration (FTA) grant requirements.

Under this agreement with the City of Lacey, staff can move forward and manage the framework for corridor implementation work including TSP deployments and technical coordination in the field at signalized intersections, equipment tracking processes consistent with grant requirements, and ongoing installation, communication, and maintenance of the system. The ILA provides that, Intercity Transit will be responsible to purchase equipment required for successful TSP implementation. The City of Lacey will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes, and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking,

documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agency's attorneys reviewed the ILA as presented for consideration and the City of Lacey is scheduled to act on this ILA following approval by the ITA.

Staff recommends proceeding with the Interlocal Agreement with the City of Lacey to support the overall implementation of TSP as part of the Smart Corridors program.

Project History: TSP deployments are part of the Smart Corridors Initiative; a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ) a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of this study and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP is being deployed to study and enhance transit speed and reliability as these corridors experience increasing traffic, congestion, and travel delay. ILA's are currently in place with Olympia, and Tumwater where Intercity has initiated implementation work.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an Interlocal Agreement with the City of Lacey identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.
- B. Defer action. Do not approve the ILA. Without an ILA in place the project coordination and certain FTA requirements would be difficult to coordinate. The project may not proceed.

-
- 6) **Budget Notes:** The ILA does not include authorization of funds beyond staff support and coordination. Separate agreements may be entered into with the City of Lacey for equipment management within their control. Funds required for such agreements and planned work were previously approved as part of the TSP and Smart Corridor implementation grant projects budgeted in 2021.

-
- 7) **Goal Reference: 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 #6:** *"Encourage use of services."*

-
- 8) **References:** Draft copy of the ILA with the City of Lacey.

**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LACEY AND INTERCITY TRANSIT FOR
TRANSIT SIGNAL PRIORITY**

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

Whereas, Thurston Regional Planning Council awarded federal Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds that created the Smart Corridors signal upgrade and transit signal priority project collaboration; and

Whereas, Intercity Transit's system of bus service includes routes on the City of Lacey's roadway system and the City of Lacey's Comprehensive Plan encourages public transportation use within the City, and

Whereas, the equipment provided by Intercity Transit under this agreement in support of the Smart Corridors project has been purchased with federal funds and is subject to Federal Transit Administration (FTA) requirements; and

Whereas, Intercity Transit and the City of Lacey agree to adhere to all applicable federal grant funding requirements including continuing control during the lifecycle of equipment purchased with federal funds coordinated through this Interlocal Agreement; and

Whereas, City of Lacey provides traffic signal maintenance services for signalized intersection owned by Thurston County under a separate agreement and noting in this agreement is intended to modify or amend the agreement between the City of Lacey and Thurston County; and

Whereas, any future TSP work at signalized intersections owned by Thurston County are subject to approval and processes established under a separate agreement between Thurston County and Intercity Transit;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Lacey (CITY) and Intercity Transit (TRANSIT) agree as follows:

I. Purpose/Objectives

The purpose of this Agreement is to allow the CITY to operate and maintain a Transit Signal Priority system with TRANSIT to grant transit buses conditional priority at CITY traffic signals.

II. Definitions

In this Agreement, the following words shall have the meanings set forth below:

Transit Signal Priority (TSP): Traffic signal operational concept that uses sensors to detect TRANSIT vehicles approaching intersections and alters signal timing based on pre-determined criteria to improve transit performance.

TSP Intersection: A CITY signalized intersection where TSP is implemented under this agreement.

TSP Component: Electronic equipment for bus priority request detection installed within the CITY's traffic signal systems, including discriminators, cabling, antennas and any related equipment and materials needed to operate and maintain TSP function.

TSP Routine Operation and Maintenance: Thirty (30) minute check, during annual preventative maintenance of CITY traffic signal systems, that TSP Components are on, connected to power supply, receiving TSP requests by radio communication signals, and sending priority requests to traffic signal controller.

TSP Non-Routine Operation and Maintenance: Any work requested by TRANSIT that the CITY deems not to be included in Exhibit A and is subject to the procedures outlined in Exhibit E of this agreement.

COUNTY or STATE TSP Intersection: A signalized intersection maintained and/or operated by CITY under separate agreement where TSP implementation work must be confirmed under separate agreement with TRANSIT.

III. Scope of Agreement/Work

Functional responsibilities of CITY and TRANSIT shall be as outlined in Exhibit A, *Transit Signal Priority Detailed Scope of Work/Agreement*. TSP Intersections covered by this agreement are listed in Exhibit B, *City of Lacey Intersections*; TSP Intersections may be added to this agreement following procedures in Exhibit C, *Transit Signal Priority Intersection Assignment*, or removed from this agreement following procedure in Exhibit D, *Transit Signal Priority Intersection Assignment Deletion*.

Additional functional responsibilities under this agreement may be approved by both

parties. TRANSIT may request additional functional responsibilities through a request for services. Each request for services pursuant to this agreement shall be submitted in writing by the TRANSIT official identified in Section XIV and in accordance with Exhibit E, *Request for Services*. The request shall specify the particular service required, the amounts and type of labor, equipment and material required, the location of the work, the estimated cost of the work prepared according to the example format for cost estimate in Attachment A -Request for Services: Rates and Estimated Costs, when the work is to be performed and other information pertinent to the request. Upon receipt of the request, the CITY official identified in Section XIV shall have sole discretion to accept the request or not. If the request is accepted, it will be signed and returned to TRANSIT. Each accepted request for service shall be incorporated into and become a part of this Agreement and shall be posted or filed with the original.

IV. Payment

TRANSIT agrees to pay for all TSP Components necessary to operate and maintain TSP at the intersections listed in Exhibit B, *City of Lacey Intersections*, as modified by agreement of both parties following procedures of Exhibits C, *Transit Signal Priority Intersection Assignment*, and Exhibit D, *Transit Signal Priority Signal Assignment Deletion*.

TRANSIT agrees to pay for labor and equipment to provide TSP Non-Routine Operation and Maintenance, which may include CITY staff time, shop time, equipment and related incidental costs as necessary to provide estimates, review or calculate times, program, install and inspect installation or replacement of TSP Components, to be provided by TRANSIT's contractor or CITY staff, as Outlined in Exhibit E, *Request for Services*.

TRANSIT requests for TSP support services will include a request to the CITY for the estimated cost to provide the service formatted as shown in Attachment A to Exhibit E, prior to TRANSIT authorizing CITY to perform TSP support services. TRANSIT shall reimburse the CITY for actual direct and related indirect costs, based on the current labor and equipment rates effective at the time of service, provided those costs are outlined in writing accompanying each service request prior to such work being performed. Upon request of the CITY, TRANSIT shall make payments to cover costs incurred. These payments are not to be more frequent than one per month. Any such payment will not constitute agreement as to the appropriateness of any item. TRANSIT shall not pay the CITY for any work in advance of performance. Amount payable for work to be performed under this Agreement shall follow procedures described in Exhibit E, and **shall not exceed \$25,000 per calendar year**. Should the estimated cost to provide any proposed support service exceed \$25,000, said service is subject to separate review and approvals by TRANSIT and CITY in accordance with agency policies and procedures.

V. Federal Grant Requirements and Ownership

TRANSIT will retain ownership of the TSP Components that they purchased. with federal grant funds. City will provide Transit with inventory and location of the equipment provided by Transit to the City under this agreement. Future amendments to this agreement that include transfer of ownership of TSP Components purchased by TRANSIT are subject to all FTA requirements, which would include ownership, access to, continuing use, control, and disposal of TSP Components in compliance with all federal regulations during the lifecycle of the equipment as defined by the Federal Transit Administration (FTA).

VI. Method of Payment

A. Lacey will invoice TRANSIT on an as needed basis.

B. Upon completion of the work set forth in the invoice, payment will be made by TRANSIT within thirty (30) days of receipt of an invoice from the CITY.

VII. Indemnification & Insurance

A. TRANSIT agrees to defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with TRANSIT's performance of the Agreement, except to the extent such injuries and damages are caused by the negligence of the CITY.

B. The CITY agrees to defend, indemnify and hold TRANSIT, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with the CITY's performance of this Agreement, except to the extent such injuries and damages are caused by the negligence of TRANSIT.

VIII. Joint Board

This Agreement creates no Joint Board and no separate legal entity.

IX. Duration of Agreement

This Agreement shall be effective until it is terminated in the manner described under the termination section of this Agreement.

X. Termination of Agreement

This Agreement may be terminated upon one hundred eighty (180) days' notice to the other party using the method of notice provided for in this Agreement.

XI. Entire Agreement

This Agreement, including the exhibits and any additions as provided for in Section III herein, sets forth all terms and conditions agreed upon by the CITY and TRANSIT, and supersedes any and all prior agreements oral or otherwise with respect to the subject matter addressed herein.

XII. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XIII. Employment relationship

Employees of each agency shall remain at all times under the direction and control of their employing agency and the performance of work for any other agency pursuant to this Interlocal Agreement shall not change that relationship for any purpose. Neither agency shall be deemed to have agreed to pay the other agency's employees any wages or benefits afforded to its own employees. Further, each agency's responsibilities to its own employees for work place injuries shall remain unchanged by this Interlocal Agreement.

XIV. Notice and Delegated Authority

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

Mailing Address	CITY OF LACEY Attn: Transportation Manger Re: TSP Agreement with INTERCITY TRANSIT 420 College St SE Lacey, WA 98503-1238	INTERCITY TRANSIT Attn: Development Director Re: TSP Agreement with CITY OF LACEY P.O. Box 659 Olympia, WA 98507-0659
Telephone Number	(360) 491-5600	(360) 705-5885

Each party hereby delegates authority to those staff members who hold the positions designated in this section to authorize amendments to this agreement and its exhibits to: update list of Lacey Intersections (Exhibit B); add TSP Intersections (Exhibit C); remove TSP Intersections (Exhibit D); create and approve requests for services (Exhibit E); and amend labor and equipment rates (Attachment A). Each amendment

shall be in written form, signed by the authorized party for each entity, dated, filed with each entity prior to taking effect, and properly recorded in compliance with RCW 39.34.040. In the event such representatives are changed, the party making the change shall notify the other party.

XV. Records

Each party shall maintain its own public records, and, as to such record shall be solely responsible for responding to records requests received about the subject matter of this Interlocal Agreement to the extent that the records in its possession are responsive to the request. Any public records request addressed to the group as if this Interlocal Agreement created a separate legal entity, shall be deemed to be a request received by each member individually. Each member shall respond separately, unless agreed to otherwise in writing and properly documented.

XVI. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

XVII. Effective Date

This Agreement shall take effect as of the date of filing or posting as required by RCW 39.34.040.

CITY OF LACEY

INTERCITY TRANSIT

Scott Spence, City Manager

General Manager

Date: _____

Date: _____

Approved as to form:

Approved as to form:

City of Lacey Attorney

Intercity Transit Attorney

Exhibit A - Transit Signal Priority Detailed Scope of Work/Agreement

INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY DETAILED SCOPE OF WORK/AGREEMENT

1. Responsibilities of the CITY shall be as follows:

- a. Cooperate with TRANSIT in the implementation and ongoing operation, maintenance, and monitoring of Transit Signal Priority (TSP) technology.
- b. Provide on-going TSP Routine Operation and Maintenance for TSP Components at each TSP Intersection identified in Exhibit B, *City of Lacey Intersections*, or added under this agreement through the procedures shown in Exhibit C, *Transit Signal Priority Intersection Assignment*, unless the TSP Intersection is removed from this agreement following procedures shown in Exhibit D, *Transit Signal Priority Intersection Assignment Deletion*. The CITY may provide additional TSP operation, maintenance, design, monitoring and inspection of installation work, and installation services if agreed with INTERCITY TRANSIT, following procedures shown in Exhibit E, *Request for Services*.
- c. Provide readily available data from traffic signal controllers at TSP Intersections to TRANSIT.
- d. Make reasonable accommodations to implement effective TSP timing and configuration parameters that balance the transit and traffic operational objectives of the Parties.
- e. Approve design of the TSP system (including but not limited to component selection and specifications, interface with other traffic signal components, communications, and power supply).
- f. Approve TSP system timing parameters, settings, and timings of roadside TSP equipment.
- g. Monitor and report TSP performance as required for ongoing maintenance or troubleshooting purposes.
- h. Host TSP components within an existing secure, weatherproof traffic signal cabinet at each intersection and support integration of TSP Components with traffic control equipment, housings, cabling, and power supply.
- i. Approve changes or modifications to the TSP design, Components, or configuration before allowing any specific TSP design, configuration, or equipment modifications.
- j. Maintain maximum practical availability and operation of the TSP system as part of normal traffic signal controller operations, and ideally notify TRANSIT of TSP system outages anticipated to last more than twenty-four (24) hours. Notify TRANSIT of proposed modifications to traffic signal timing parameters, settings, configurations, or components that impact the TSP system prior to implementation.

- k. Maintain jurisdiction and responsibility for access to traffic signal control cabinets; TRANSIT shall not be permitted independent access to traffic signal control cabinets for any purpose. All work or modifications to traffic controller cabinets and equipment shall be under the jurisdiction and responsibility of the CITY's Traffic Engineer or designee, in cooperation with TRANSIT.
- l. Make reasonable accommodations to schedule, coordinate, monitor and perform TSP installation and maintenance work so as to minimize adverse impacts on either party, traffic operations or safety, the public welfare and convenience, or concurrent work impacting the intersections.
- m. Approve TSP Component installation, operation, and maintenance to ensure safe and reliable operation of the existing traffic signal systems, and the existing emergency vehicle pre-emption systems installed at the CITY's traffic signals.
- n. Disable or disconnect TSP Components and provide prompt notice to TRANSIT, should a condition be discovered that is detrimental to the safe and reliable operation of the existing traffic signal systems or existing emergency vehicle pre-emption systems.
- o. Provide prompt notification to TRANSIT in the event of any known condition, outage, or failure that may compromise the effective operation of the TSP system. Notice should be provided within twenty-four (24) hours of discovery of the condition, or not later than 5:00 pm on the next business day.
- p. Provide technical representatives with responsibility for day-to-day coordination and technical oversight necessary to implement this Agreement and to design, implement, operate, and maintain the TSP system while this Agreement is in effect.

2. Responsibilities of TRANSIT shall be as follows:

- a. Cooperate with the CITY in the implementation and ongoing operation, maintenance, and monitoring of TSP technology.
- b. Provide TSP Components at TSP Intersections identified in Exhibit B, *City of Lacey Intersections*, or added under this agreement through the procedures shown in Exhibit C, *Transit Signal Priority Intersection Assignment*, unless the TSP Intersection is removed from this agreement following procedures shown in Exhibit D, *Transit Signal Priority Intersection Assignment Deletion*. INTERCITY TRANSIT may request TSP design and installation services from the CITY following procedures shown in Exhibit E, *Request for Services*.
- c. Make reasonable accommodations to implement effective TSP timing and configuration parameters that balance the transit and traffic operational objectives of the Parties.
- d. Provide funding and personnel for design of the TSP system (including but not limited to component selection and specifications, interface with other traffic signal components, communications, and power supply).
- e. Monitor and report TSP performance as required for ongoing performance monitoring,

- maintenance, or troubleshooting purposes.
- f. Retain ownership of TRANSIT TSP Components at the intersections where TSP is implemented, supply necessary equipment and materials to operate and maintain the system, and pay for costs of acquisition, installation, maintenance, warranty coverage, and replacement of TSP components.
 - g. If TSP Components cannot be installed in an existing City signal cabinet then TRANSIT will bear the cost to provide and install a new or additional cabinet at the intersection.
 - h. Seek approval from the CITY for any proposed changes or modifications to the TSP design, Components, or configuration prior to implementation.
 - L. Arrange for all work or modifications to traffic controller cabinets and equipment to be done under the jurisdiction and responsibility of the CITY's Traffic Engineer or designee, in cooperation with TRANSIT; TRANSIT shall not be permitted independent access to traffic signal control cabinets for any purpose.
 - J. Make reasonable accommodations to schedule, coordinate, and perform TSP installation and maintenance work so as to minimize adverse impacts on either party, traffic operations or safety, the public welfare and convenience, or concurrent work impacting the intersections.
 - k. Compensate the CITY for work performed by the CITY's personnel or representatives for training, design, installation, testing, configuration, and monitoring, beyond Routine Operation or Maintenance of the TSP system, if agreed with INTERCITY TRANSIT following procedures shown in Exhibit E, *Request for Services*. The estimated level of effort shall be approved by the Parties prior to performance of the work. Compensation for labor, materials, and equipment shall be at prevailing rates agreed by the Parties, subject to annual escalation. Labor and equipment rates will be actual rates at time of Request for Services.
 - l. Collaborate with the CITY to design a mutually agreeable TSP system that ensures safe and reliable operation of the traffic signal systems and accommodates the existing emergency vehicle pre-emption systems installed at the CITY's traffic signals.
 - m. Provide prompt notification to the CITY in the event of any known condition, outage, or failure that may compromise the effective operation of the TSP system. Notice should be provided within twenty-four (24) hours of discovery of the condition, or not later than 5:00 pm on the next business day.
 - n. Provide technical representatives with responsibility for day-to-day coordination and technical oversight necessary to implement this Agreement and to design, implement, operate, and maintain the TSP system while this Agreement is in effect.
 - o. Provide the CITY with equipment needed to send test TSP request to TSP Components at TSP Intersections.

Exhibit B –City of Lacey Intersections

Smart Corridor/TSP Study Intersections

Assignment Number	Location
	Martin Way and College Street
	Martin Way and Martin Village Entrance
	Martin Way and Desmond Drive
	Martin Way and Galaxy Drive
	Martin Way and Marvin Road
	Martin Way and Costco Entrance
	Other Lacey intersections as determined from Smart Corridors/TSP

Transit Signal Priority (TSP) Intersections

Assignment Number	Location
	List will be added later, under the ILA

CITY will maintain a record of TSP Component(s) installed at each intersection including serial numbers.

CITY will provide notice to TRANSIT of any TSP equipment changes required to keep tracking current as required to meet FTA requirements.

Exhibit C -Transit Signal Priority Intersection Assignment
[Use to add TSP Intersections to Interlocal Agreement]

INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY
TRANSIT FOR TRANSIT SIGNAL PRIORITY
INTERSECTION ASSIGNMENT NO.

This Transit Signal Priority Intersection Assignment, made and entered into this _____ day of __, 20__, is by and between the City of Lacey (CITY) and Intercity Transit (TRANSIT).

WHEREAS, INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY, dated _____, 20__, is incorporated and by this reference, made a part of this Transit Signal Priority (TSP) Intersection Assignment as if fully set forth within.

NOW THEREFORE, it is mutually agreed as follows:

1. The work proposed under this Transit Signal Priority Intersection Assignment includes the maintenance of TSP Components which will be installed at intersection of __ and __ (enter street names) and managed for the mutual benefit of traffic using both the CITY and TRANSIT facilities.
2. The CITY will maintain and operate such TSP Components described above in accordance with INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY.
3. The effective date to start this Transit Signal Priority Intersection Assignment work by the CITY is _____ 20__.
4. Payment and requests for work beyond normal maintenance and operation of the TSP Components for this Transit Signal Priority Intersection Assignment must be submitted to the CITY as described in the INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY, including Exhibit E, Request for Services.
5. Miscellaneous: (Additional items, clauses, conditions, provisions, etc. that are not inconsistent with INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY)

IN WITNESS WHEREOF, the parties hereto have executed this Transit Signal Priority Intersection Assignment as of the day and year first above written.

Intercity Transit

City of Lacey

By: _____
Development Director

By: _____
Transportation Manager

Exhibit D - Transit Signal Priority Intersection Assignment Deletion

[Use to remove TSP Intersections from Interlocal Agreement]

INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY
TRANSIT FOR TRANSIT SIGNAL PRIORITY
INTERSECTION ASSIGNMENT DELETION NO.

This Transit Signal Priority Intersection Assignment Deletion, made and entered into this ___ day of _____, 20__ , is by and between the City of Lacey (CITY) and Intercity Transit (TRANSIT).

WHEREAS, INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY, dated _____, 20__ , is incorporated and by this reference, made a part of this Transit Signal Priority (TSP) Intersection Assignment Deletion as if fully set forth within.

NOW THEREFORE, it is mutually agreed as follows:

1. The work under Transit Signal Priority Intersection Assignment Deletion No. _____ which includes maintenance of TSP Components at intersection of _____ and _____ (enter street names) and managed for the mutual benefit of traffic using both the CITY and INTERCITY TRANSIT facilities is hereby terminated as per this Intersection Assignment Deletion, and the unused TSP Components will be removed from the traffic signal cabinet and returned to INTERCITY TRANSIT.
2. The CITY will no longer maintain such TSP Components described above in accordance with INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY.
3. The effective date to start this Transit Signal Priority Intersection Assignment Deletion is _____, 20__ .
4. Miscellaneous: (Additional items, clauses, conditions, provisions, etc. that are not inconsistent with INTERLOCAL AGREEMENT BETWEEN THE CITY OF LACEY AND INTERCITY TRANSIT FOR TRANSIT SIGNAL PRIORITY)

IN WITNESS WHEREOF, the parties hereto have executed this Transit Signal Priority Intersection Assignment Deletion as of the day and year first above written.

Intercity Transit

City of Lacey

By: _____
Development Director

By: _____
Transportation Manager

Exhibit E - Request for Services

[Use to request TSP Non-Routine Operation and Maintenance services, accompanied by cost estimate prepared according to the example format for cost estimate in Attachment A -Request for Services: Rates and Estimated Costs]

Authority

Interlocal Agreement for Transit Signal Priority between the City of Lacey (CITY) and Intercity Transit (TRANSIT) executed _____ 20 ____ .

Scope of Services

[TRANSIT and CITY staff shall discuss and provide here a description, schedule, and cost of TSP Non-Routine Operation and Maintenance services requested of CITY staff]

Duration

The Request for Services shall remain in effect for the duration of the Interlocal Agreement for Transit Signal Priority between the CITY and TRANSIT.

Responsibility of TRANSIT

TRANSIT shall reimburse the CITY costs for approved provision, installation, monitoring and inspection of installation work, maintenance, and operation of transit signal priority components, including actual direct and related indirect costs for labor, materials, equipment, and contract costs if applicable. CITY labor and equipment rates will reflect actual rates in effect at the time the request for services is made. Cost for services will be estimated in manner similar to the example in Attachment A, and agreed upon by the CITY and TRANSIT, prior to the CITY performing any work.

Responsibility of the CITY

The CITY shall monitor and inspect or perform approved installation, maintenance, and operation work on transit signal priority components as requested by TRANSIT under this working agreement, and provide invoice(s) for such work to TRANSIT, when the CITY has adequate manpower to accomplish the work. Prior to commencing any work, the CITY shall obtain written approval from TRANSIT

Payment

TRANSIT agrees to pay the CITY for approved Transit Signal Priority component work within 30 days of receipt of the CITY's invoice.

Emergency Contact

CITY Public Works Dispatch, Monday-Friday, 3:30 PM to 7:00 AM (360) 704-2740
TRANSIT Dispatch, all hours, 360-705-5890

Administration

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement, authorizing work, and coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party in writing.

The CITY' s contract administration representative shall be Transportation Manager, 420 College St SE, Lacey WA 98503, (360) 491-5600.

INTERCITY TRANSIT' s contract administration representative shall be Development Director, P.O. Box 659, Olympia WA 98507-0659, (360) 705-5885.

Wherever written notice is required under this service request, such notice shall be provided to the representatives designated above.

This Request for Services is made a part of the Interlocal Agreement for Transit Signal Priority between the CITY and TRANSIT and is hereby accepted by the following individuals who represent they have the authority to execute this document.

INTERCITY TRANSIT

LACEY

Development Director

Transportation Manager

Date

Date

Attachment A -Request for Services: Rates and Estimated Costs

[Example format for cost estimate to attach to Exhibit E Request for Services, showing labor and equipment quantities and rates required to provide the requested TSP Non- Routine Operation and Maintenance services]

City of Lacey
Non-Routine TSP Operations and Maintenance Rates and Estimated Costs

Item	Unit	Quantity	Rate	Total
Labor-Traffic Signal Technician (JL)	Hour	x	\$XX.XX	\$XX.XX
Labor – Traffic Signal Technician (ST)	Hour	x	\$XX.XX	\$XX.XX
Equipment -Traffic Signal Maintenance Truck	Hour	x	\$XX.XX	\$XX.XX
Total Estimated Cost for Requested Services			\$XX.XX	\$XX.XX

Disclaimer; This agreement does not override the current signal maintenance agreement between Lacey and Thurston County.

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
February 5, 2021

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

Please note: In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the TRPC meeting was through remote access.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

We need your help reducing our paper waste. Please let Burlina Lucas (lucasb@trpc.org) know by March 15th if you'd like to continue to receive paper copies of the Council mailout. If we don't hear from you, we'll assume you are fine with the online Council package.

TRPC Officer Elections

The 2021 TRPC Officers are JW Foster (City of Yelm) - Chair, Cynthia Pratt (LOTT Clean Water Alliance) - Vice-chair, and Clark Gilman (City of Olympia) - Secretary.

Puget Sound Regional Council Growth Management Policy Board Appointment

Cynthia Pratt was reaffirmed at TRPC's representative to the Puget Sound Regional Planning Council's Growth Management Policy Board. Helen Wheatley (Thurston Conservation District) was appointed as her alternate.

TRPC 2021 Meeting Calendar

TRPC meetings will continue to be the first Friday of each month from 8:30 am. to 11 am, with the following exceptions:

- The January 2022 meeting will be moved to the second Friday of the month
- There is no meeting in August 2021
- The July 2021 meeting will be replaced by the Council retreat, with time and day to be determined

TRPC 2021 Retreat Subcommittee

JW Foster, Cynthia Pratt, Clark Gilman, Scott Morgan (Evergreen State College), Hillary Seidel (Olympia School District), and Chris Stearns (Thurston Public Utility District) volunteered to be part of the 2021 TRPC Retreat Subcommittee.

Public Utility District (PUD) Water 101

John Weidenfeller, General Manager, Thurston Public Utility District gave Council an overview of PUD activities, current issues and challenges. John's presentation can be found here:

https://www.trpc.org/DocumentCenter/View/8401/A9_Thurston-PUD-TRPC-Presentation-020521 . John also updated Council on draft PUD Goals around Broadband and Telecommunications. Additional information can be found here: https://www.trpc.org/DocumentCenter/View/8424/PUD-backup-slides-TPUD-Goal-and-Vision---Telecomm-and-Broadband_020121. Council members suggested a future agenda item and/or retreat discussion on convening a Regional Broadband Action Team.

Buildable Lands

Michael Ambroggi, Senior GIS Analyst, and Allison Osterberg, Senior Planner, briefed Council on the Buildable Lands Program. TRPC will complete a Buildable Lands report for Thurston County by June 30, 2021. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/8402/A10_2021-02-05-Buildable-Lands_TRPC.

2021 Legislative Session

Karen Parkhurst, Planning and Policy Director, briefed Council on the 2021 Legislative Session.