

AGENDA
INTERCITY TRANSIT AUTHORITY
December 4, 2013
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS - None** **0 min.**

- 3) **PUBLIC COMMENT** **10 min.**
Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** November 6, 2013, Regular Meeting.

 - B. **Payroll:** November 2013 Payroll in the amount of \$1,819,440.89.

 - C. **Printing and Delivery of Transit Guides - Contract Extension:** Authorize the General Manager to enter into a one-year contract extension with Consolidated Press in the not-to-exceed amount of \$35,000, including taxes, for the provision of printing and delivery of transit guides. (*Erin Hamilton*)

 - D. **Special ITA Meeting January 15, 2014:** Cancel the January 1, 2014, Intercity Transit Authority regular meeting due to the New Year's Day holiday, and schedule a special meeting for January 15, 2014, to conduct the regular business of the Transit Authority. (*Ann Freeman-Manzanares*)

- 5) **PUBLIC HEARINGS - None**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **3 min.**
 - C. **Citizen Advisory Committee** (*Faith Hagenhofer*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **2014-2019 Strategic Plan** (*Ann Freeman-Manzanares*) **15 min.**
 - B. **2014 Budget Adoption** (*Ben Foreman*) **10 min.**
 - C. **DAL Route Scheduling and Management Software Maintenance** (*Marilyn Hemmann*) **5 min.**
 - D. **Environmental and Sustainability Management System (ESMS) Update & Policy Revision** (*Bob Holman*) **10 min.**
 - E. **Discounted Monthly Bus Pass Program** (*Ann Freeman-Manzanares*) **10 min.**
 - F. **Intergovernmental Maintenance Agreement Centennial Station/ Amtrak Depot** (*Ann Freeman-Manzanares*) **15 min.**

- 8) **GENERAL MANAGER'S REPORT** **10 min.**

- 9) **AUTHORITY ISSUES** **10 min.**

- 10) **EXECUTIVE SESSION** **15 min.**
 - A. **Discuss Collective Bargaining Agreement IAM 160 District Lodge 160** (*Heather Stafford*)

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 6, 2013

CALL TO ORDER

Chair Thies called the November 6, 2013, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; Thurston County Commissioner Sandra Romero (alternate); City of Lacey Councilmember Jeff Gadman (alternate); City of Olympia Councilmember Nathaniel Jones; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Members Excused: City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Karen Valenzuela; City of Yelm Councilmember Joe Baker; and Citizen Representative Ryan Warner.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Erin Hamilton; Meg Kester; Jim Merrill; Carolyn Newsome; Karl Shenkel; Jeff Peterson; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer and Citizen Advisory Committee (CAC) member, Quinn Johnson.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Jones and Citizen Representative Messmer to approve the agenda as published.

PUBLIC COMMENT

Colleen Fox, 8705 Bainbridge Loop NE, Lacey (Jubilee), wanted to address the needs of those who own homes in the Jubilee community. There are over 700 homes and she indicated many of the residents are between the ages of 70 to 75 years of age. Ms. Fox indicated she doesn't believe these people are being served by Intercity Transit's Mission/Vision statements. Last year she was involved with the Jubilee Board of Directors in tabulating a survey sent out to the Jubilee residents and discovered one of the top needs was for Dial-A-Lift (DAL) service. She understands Intercity Transit makes provisions for DAL where there is bus service, and understanding the Hawks Prairie area does not have bus service, it places the residents in a difficult position. She

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urges the Authority to consider changing the specifications where DAL is only available where there is bus service and extending it to areas like Hawks Prairie.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Hildreth and Councilmember Jones to approve the consent agenda as presented.

- A. Approval of Minutes:** October 2, 2013, Regular Meeting; October 16, 2013, Special Meeting.
- B. Payroll:** October 2013 Payroll in the amount of \$1,818,832.51.
- C. Accounts Payable:** Warrants dated October 4, 2013, numbers 15077-15163, in the amount of \$627,396.71; warrants dated October 18, 2013, numbers 15167-15257 in the amount of \$411,286.67 for a monthly total of \$1,038,683.38.
- D. Uniforms for Operations Staff - Contract Extension:** Authorized the General Manager to enter into the final one-year contract extension with Blumenthal Uniforms and Equipment in the not-to-exceed amount of \$65,000, including taxes, for the provision of Operations uniforms. *(Erin Hamilton)*
- E. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*

PUBLIC HEARINGS

A. 2014 Draft Budget

Foreman provided an overview of the 2014 draft budget and took questions from the Authority.

Chair Thies opened the public hearing on the 2014 draft budget at 5:38 p.m. to receive public comment.

Michael Wilson noted there are various distribution centers located in Lacey, in particular the ACS Call Center which employs over 800 people, and the nearest bus stop is at Wal-Mart about two miles away. He added the call center employees are low-income and are divided between three work shifts. He said many employees have no other means of transportation and take the bus to Wal-Mart then walk the two miles to work. He feels this is a safety issue, especially in winter months. He said Intercity Transit is subsidizing service to Seattle and Tacoma, and he'd like to see Intercity Transit provide more service to low-income citizens around that area. He said it's an

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important to consider providing these people with a service to eliminate job loss and safety issues.

Chair Thies asked if there were any other comments. With no further comments, Chair Thies closed the public hearing at 5:41 p.m.

B. 2014-2019 Draft Strategic Plan

Freeman-Manzanares indicated staff submitted a press release on the 19 policy statements effective October 23, 2013, and no public comment was received. A comment was received by a Citizen Advisory Committee (CAC) member at their October meeting. The member expressed concern for the lack of service in the south county areas, and believes Intercity Transit should approach outlining underserved areas. One of our policy statements included we would review the issue if approached from south county.

Chair Thies opened the public hearing on the 2014-2019 Draft Strategic Plan at 5:43 p.m. to receive public comment. Hearing no public comments, Chair Thies closed the hearing at 5:43 p.m.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Messmer attended the TRPC meeting on November 1, 2013, as alternate for Commissioner Valenzuela. There was a presentation about the Thurston Food Systems Council, and they also received a presentation from a representative from Puget Sound Regional Council about their Regional Food Policy Council.

There was a first review of the Sustainable Thurston Draft Plan. There was some tweaking of the introductory language. TRPC will consider adoption of the Sustainable Task Force results at their December meeting.

B. Transportation Policy Board (TPB). Hildreth reported the TPB met October 9 and received a briefing from WSDOT on their program called Target Zero. By 2025, their goal is to reach zero vehicular fatalities. They will work with the cities and counties; look at facility improvements such as guardrails and anything else that will reduce the fatality rate in Washington.

C. TRPC Sustainable Development Task Force. Messmer said she attended the last meeting on October 21. The group adopted the plan, and noted there was some discussion and disagreement about what the last paragraphs of introductory information might look like. It had a lot to do with the expectation of what jurisdictions will do next with the plan.

Gadman arrived.

D. Citizen Advisory Committee. Johnson reported the CAC met on October 21 and they received a presentation from Ryan Andrews on the City of Lacey – Woodland District Strategic Plan which involves a large urban redevelopment. They also received an update on the 2014 draft budget and the 2014-2019 Strategic Plan Policy Statement Review. There was a lot of discussion regarding the sales tax increase and whether it should be rolled out in 2014 or 2015. The CAC recommends rolling it out in 2014; however, they felt it needs to be rolled out properly to avoid any pitfalls.

NEW BUSINESS

A. Lighting Upgrade. Hamilton asked for consideration to award an upgrade to the current lighting at the Pattison Street facility with energy-efficient fixtures, lamps and controls. One of the incentives behind this is the Federal energy legislation known as the Energy Policy Act (EPACT) of 2010, which involves eliminating inefficient lighting fixtures.

In 2012 Intercity Transit contracted a consultant to evaluate the current efficiency of interior/exterior lighting and they determined the agency could reduce energy consumption by 45% and save approximately \$30,000 a year by installing, replacing or retrofitting existing lighting fixtures, lamps, and controls with energy-efficient equipment. Staff consulted with Puget Sound Energy (PSE) and identified a grant program which will partially reimburse the agency for the energy efficient lighting upgrade.

Hamilton indicated the project is over budget initially, however, staff anticipates a significant rebate from Puget Sound Energy between \$60,000 to \$90,000 which would bring our costs down below budget.

Hamilton answered questions.

Gadman asked what is the determinant for the \$60,000 versus \$90,000 rebate. Hamilton replied it's a combination of factors proposed by the consultant based on the estimate of energy consumption and savings on the fixtures they recommended.

Hildreth asked about the life and maintenance of the new fixtures and bulbs, and whether there is a cost savings. Hamilton replied yes. The fixtures have a five year life expectancy versus two to three years.

It was M/S/A by Citizen Representative Messmer and Councilmember Gadman to authorize the General Manager, to enter into a contract with Energy Industries to

upgrade the current lighting in the Pattison Street facilities and grounds in the not-to-exceed amount of \$226,086, including taxes.

- B. Security Camera System – Lacey Transit Center.** Peterson explained this recommendation is for contracting with Teknon Corporation for the purchase and installation of additional video security cameras at the Lacey Transit Center, Pattison Street facility and Martin Way Park-and-Ride.

He noted cameras have proven their value in reducing crime, increasing safety and general security. This project also includes the installation of new license plate cameras at the Martin Way Park-and-Ride, and is strongly encouraged by the Lacey Police Department. It also includes replacing a camera at the fuel island at the Pattison facility, and two new cameras focused on the visitors' parking lot and the employee upper parking lot.

Peterson answered questions.

It was M/S/A by Councilmember Gadman and Commissioner Romero to authorize the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$129,960, including taxes.

- C. Website Enhancement Project.** Hamilton explained this recommendation is to contract with Xpio Corporation to update and enhance Intercity Transit's website. Our website was created in 2008, and we cannot implement recommended improvements using the current SharePoint version of the web platform.

The work to be performed includes updating the website platform to Microsoft Office SharePoint Server 2013, modernizing the ease of navigation and the look of the site while maintaining our brand and ensuring the site meets ADA standards.

It was M/S/A by Councilmember Hildreth and Citizen Representative Messmer to authorize the General Manager, to enter into a contract for the provision of website development and enhancement services with Xpio Corporation in an amount not-to-exceed \$39,930, including taxes.

- D. 2012 State Auditor's Report.** Foreman provided an update on the outcome of the 2012 State Auditor's report. He indicated Intercity Transit received 17 consecutive "clean" audit opinions. However, the current State Auditor's Report contains a federal compliance finding. The finding covered our Capital Preventive Maintenance funding which is used for operating expenses, and he noted our systems have not changed in over 12 years. Foreman said the auditor couldn't provide specifics of what was being done incorrectly.

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The auditors said staff must produce a list of expenses to be audited. The first exit conference included the Regional Audit Manager and her boss, the Deputy Director of Local Audits. They were questioning \$4.2 million in expenses and were going to issue a disclaimer of opinion. The auditors were persuaded to take a second look at this program. At the second exit conference the results came back with no disclaimer of opinion and no questionable costs. Foreman referred to page 4 of the Schedule of Federal Audit Findings noting there were four recommendations:

1. Establish internal control processes to ensure amounts reported on reimbursement requests and financial reports are adequately supported by detailed information.
2. Establish a process for a pre-submission review of the reimbursement information and quarterly reports to ensure they reconcile to supporting documentation.
3. Provide training to employees who are responsible for the management of the grant to ensure they have adequate knowledge of federal requirements.
4. Dedicate the necessary time and resources to ensure compliance with federal equipment management requirements.

Jones asked if there are further steps. Foreman said the next step is to contact the Federal Transit Association Region 10 (FTA) to determine what, if anything, they would like staff to do differently.

Gadman asked if there is a statement staff can obtain from the FTA to place in the file so next year the auditor will have something to reference. Foreman replied staff will make that attempt.

- E. Cancel November Work Session.** Freeman-Manzanares recommends canceling the November 20, 2013, work session. Staff was planning on discussing hybrid technology versus conventional diesel, and since several Authority members will not be available to attend, staff would like to wait until all members are present. Also, there are no major action items.

It was M/S/A by Councilmember Jones and Chair Thies to cancel the November 20, 2013, work session.

GENERAL MANAGER'S REPORT

Beginning of the week we conducted our Stage 1 ISO 14001 Audit. The auditor found six minor non-conformance issues. They are recommending we go on to Stage II which will be held in February.

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Staff hosted a visit with Congressman Denny Heck today. He was given a tour of the agency and met many staff members, giving him an opportunity to learn a lot about what Intercity Transit does. Also attending were Authority member Nathaniel Jones, CAC Chair, Michael Van Gelder, Business Agents Karen Stites from the ATU and Bobby Joe Murray from the IAM.

Staff trained with the IAM negotiating team in interest based bargaining. Staff begins negotiations next week.

The Governor called a Special Session which begins tomorrow. Staff is working on state transportation proposals being presented.

There were 218 active vanpool groups. Down from 220; however, five more groups are forming.

The Hawks Prairie Park-and-Ride average daily car count is approximately 79. In Tumwater, there are five parking stalls being used on a regular basis.

Route 609 week day average is 91. There are no statistics on the 592 as Sound Transit is reporting to us on a monthly basis. Route 603 is averaging 279 and Route 605 approximately 360 a day.

Freeman-Manzanares is attending the WSTA Quarterly meeting in Bremerton on Thursday and Friday.

Hildreth and Romero left the meeting

AUTHORITY ISSUES

Messmer noted the January 1, 2014, regular meeting is a holiday, and asked the Authority to consider holding a second and third meeting consecutively, or conduct the work session as a special meeting. Freeman-Manzanares is checking with staff to determine action items required, and if they can be combined to one meeting. She will report back to the Authority. Messmer would like to see this as an action item at December 4 meeting.

EXECUTIVE SESSION

In accordance with RCW 42.30.110, paragraph (1) (g), Chair Thies recessed the meeting at 6:45 p.m. to go into an Executive Session to discuss the three-month performance evaluation of the General Manager, Ann Freeman-Manzanares, in accordance with Section 5 of her employment agreement.

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Attending the Executive Session were Chair Thies, Councilmember Jones, Councilmember Gadman, Citizen Representative Messmer, Labor Representative Stites, General Manager Ann Freeman-Manzanares, and Legal Counsel Kamerrer.

The Authority reconvened to regular session at 7:01 p.m.

ADJOURNMENT

With no further business, it was M/S/A by Citizen Representative Messmer and Councilmember Gadman to adjourn the meeting at 7:02 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved:

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

EXHIBIT "A" - NOVEMBER 2013 SURPLUS

Summary	
Vanpool vehicle surplus parts	\$884.35
DAL vehicle surplus parts	\$566.02
Facilities surplus items	\$1880.00
Surplus Vanpool vehicles	168,000.00
Total	\$171,330.37

NOVEMBER 2013 VANPOOL VEHICLE SURPLUS PARTS

PART #	DESCRIPTION	QUANTITY	EACH	TOTAL	VEHICLE
175/65R14	TIRE, MICHELIN	2	\$14.05	\$28.10	01 PRIUS
8949	DRUM, REAR BRAKE	2	\$3.36	\$6.72	01-05 ASTRO
33481	FILTER, FUEL	4	\$0.90	\$3.60	01-05 ASTRO
46117	FILTER, AIR	3	\$1.01	\$3.03	01-05 ASTRO
51040	FILTER, OIL	4	\$0.44	\$1.75	01-05 ASTRO
1256202	COVER, BRAKE PEDAL PAD	2	\$0.25	\$0.50	01-05 ASTRO
1-5921	FILTER, TRANSMISSION	2	\$2.29	\$4.58	01-05 ASTRO
1924081	SHOCKS, FRONT, 2WD	2	\$6.11	\$12.22	01-05 ASTRO
1924082	SHOCK, REAR	2	\$6.51	\$13.02	01-05 ASTRO
1924371	SHOCK, REAR	2	\$5.40	\$10.80	01-05 ASTRO
2724577	SEAL, EVAPORATOR	3	\$0.44	\$1.32	01-05 ASTRO
2724578	SEAL, EVAPORATOR	2	\$0.47	\$0.94	01-05 ASTRO
6570537	CLUTCH ASSY, A/C	1	\$15.08	\$15.08	01-05 ASTRO
9417784	BEARING, FRONT PINION	1	\$3.19	\$3.19	01-05 ASTRO
9420095	BEARING, CASE	2	\$3.52	\$7.04	01-05 ASTRO
9785792	SLEEVE, CRUSH	1	\$0.44	\$0.44	01-05 ASTRO
10108445	GASKET, DISTRIBUTOR	4	\$0.06	\$0.24	01-05 ASTRO
10220906	GASKET, OIL PAN	2	\$1.12	\$2.24	01-05 ASTRO
12338015	PIN, DOOR HINGE	3	\$0.29	\$0.87	01-05 ASTRO
12376249	SWITCH, REAR HATCH	1	\$5.41	\$5.41	01-05 ASTRO
12376850	COVER, LATCH	1	\$0.82	\$0.82	01-05 ASTRO
12376852	COVER, LATCH	1	\$1.37	\$1.37	01-05 ASTRO
12471686	SEAL, REAR AXLE	2	\$0.97	\$1.94	01-05 ASTRO

12479031	BEARING, REAR AXLE	3	\$6.62	\$19.86	01-05 ASTRO
12530697	CALIPER SLIDE PIN	8	\$0.52	\$4.16	01-05 ASTRO
12530703	CALIPER SEAL	7	\$0.44	\$3.08	01-05 ASTRO
12546204	EXTENDER, 9" SEATBELT	18	\$1.00	\$18.00	01-05 ASTRO
12546205	EXTENDER, 12" SEATBELT	4	\$1.00	\$4.00	01-05 ASTRO
12551507	GASKET, THERMOSTAT	3	\$0.46	\$1.38	01-05 ASTRO
12580773	PULLEY, IDLER	1	\$5.35	\$5.35	01-05 ASTRO
12598210	DISTRIBUTOR	1	\$42.98	\$42.98	01-05 ASTRO
12632948	THERMOSTAT	2	\$2.28	\$4.56	01-05 ASTRO
14039587	SEAL, FRONT PINION	2	\$0.51	\$1.02	01-05 ASTRO
15010225	WIPER, REAR	3	\$0.82	\$2.46	01-05 ASTRO
15010740	BRACKET, ALDL	1	\$0.40	\$0.40	01-05 ASTRO
15024173	DEFLECTOR, HEATER VENT	1	\$1.16	\$1.16	01-05 ASTRO
15043062	WIPER ARM	1	\$2.20	\$2.20	01-05 ASTRO
15046999	WEATHERSTRIP, LH REAR DOOR	1	\$15.25	\$15.25	01-05 ASTRO
15047000	WEATHERSTRIP, RH REAR DOOR	1	\$22.72	\$22.72	01-05 ASTRO
15070012	SWITCH, HEATER CONTROL VALVE	1	\$15.62	\$15.62	01-05 ASTRO
15149302	MOTOR, REAR WIPER	1	\$17.28	\$17.28	01-05 ASTRO
15151511	SWITCH, DRIVER POWER WINDOW	1	\$7.29	\$7.29	01-05 ASTRO
15184702	WIPER, FRONT	2	\$0.85	\$1.70	01-05 ASTRO
15529627	KNOB, PASSENGER SEAT LATCH	1	\$0.63	\$0.63	01-05 ASTRO
15595096	CONTACT, SLIDING DOOR	1	\$0.67	\$0.67	01-05 ASTRO
15595097	CONTACT, SLIDING DOOR	1	\$0.68	\$0.68	01-05 ASTRO
15649835	POCKETS, DOOR DRIVERS	1	\$2.94	\$2.94	01-05 ASTRO
15649836	POCKETS, DOOR PASSENGER	3	\$3.23	\$9.69	01-05 ASTRO
15674628	SWITCH, DOOR JAMB	1	\$0.17	\$0.17	01-05 ASTRO
15687026	SWITCH, REAR WIPER	1	\$7.77	\$7.77	01-05 ASTRO
15716095	GAS SPRING, L REAR UPPER DOOR	2	\$5.43	\$10.86	01-05 ASTRO
15724699	DEFLECTOR, HEATER	4	\$0.32	\$1.28	01-05 ASTRO
15751726	WEATHERSTRIP, LIFTGATE OPENING	1	\$15.58	\$15.58	01-05 ASTRO
15756831	MOLDING, DRIPRAIL	1	\$6.27	\$6.27	01-05 ASTRO
15757375	MIRROR, LEFT SIDE POWER	1	\$25.31	\$25.31	01-05 ASTRO
15757376	MIRROR, RIGHT SIDE POWER	1	\$22.67	\$22.67	01-05 ASTRO
15764375	LINES, OIL COOLER	1	\$15.83	\$15.83	01-05 ASTRO
15960325	RETAINER, DOOR PANEL	7	\$0.08	\$0.56	01-05 ASTRO
15969130	SWITCH, REAR HEATER	1	\$9.66	\$9.66	01-05 ASTRO
15976864	SWITCH, REAR A/C	2	\$6.80	\$13.60	01-05 ASTRO
15988041	GAS SPRING, R REAR UPPER DOOR	2	\$4.03	\$8.06	01-05 ASTRO
15992646	WING NUT, THROTTLE BODY COVER	1	\$0.30	\$0.30	01-05 ASTRO
17113215	SEAL KIT, TBI/AIR INTAKE	1	\$4.41	\$4.41	01-05 ASTRO
19141584	CALIPER, RH REAR	1	\$7.60	\$7.60	01-05 ASTRO
19141585	CALIPER, LH REAR	1	\$7.61	\$7.61	01-05 ASTRO
19179474	MOTOR, BLOWER	1	\$17.09	\$17.09	01-05 ASTRO

22154666	MOTOR, LH WINDOW	1	\$18.78	\$18.78	01-05 ASTRO
22510042	BEARING, REAR PINION	1	\$6.21	\$6.21	01-05 ASTRO
25664287	ACTUATOR, DOOR LOCK	1	\$10.40	\$10.40	01-05 ASTRO
52468324	VALVE, THERMO EXPANSION	1	\$9.57	\$9.57	01-05 ASTRO
82205905	FILTER, AIR CONDITIONER	1	\$4.08	\$4.08	01-05 ASTRO
88891763	NUT, PINION	1	\$0.35	\$0.35	01-05 ASTRO
88893989	GASKET KIT, OIL FILTER ADAPTER	1	\$0.29	\$0.29	01-05 ASTRO
88960088	MOTOR, R&L WINDOW	1	\$17.99	\$17.99	01-05 ASTRO
88984268	WIRE, COIL	1	\$2.38	\$2.38	01-05 ASTRO
88985388	PUMP, POWER STEERING	1	\$10.27	\$10.27	01-05 ASTRO
89017309	TENSIONER, BELT	1	\$7.11	\$7.11	01-05 ASTRO
89017465	GASKET, INTAKE MANIFOLD	1	\$4.47	\$4.47	01-05 ASTRO
89017866	GASKET, LOWER INTAKE MANIFOLD	1	\$3.53	\$3.53	01-05 ASTRO
89018436	RESISTOR, BLOWER MOTOR	1	\$4.88	\$4.88	01-05 ASTRO
89060527	PUMP, WATER	1	\$27.19	\$27.19	01-05 ASTRO
93441558	DISTRIBUTOR	1	\$52.16	\$52.16	01-05 ASTRO
215/70R16	TIRE, MICHELIN LTX M/S ORWL	3	\$16.22	\$48.66	01-05 ASTRO
35-6324	WIRE SET, SPARK PLUG	1	\$6.58	\$6.58	01-05 ASTRO
AWSF42EE	PLUG, SPARK	6	\$0.48	\$2.88	01-05 ASTRO
CV769C	VALVE, PCV	1	\$0.37	\$0.37	01-05 ASTRO
CVC125	LIGHTS, STEP	6	\$0.50	\$3.00	01-05 ASTRO
D328A	CAP, DISTRIBUTOR	1	\$5.40	\$5.40	01-05 ASTRO
D465	ROTOR, DISTRIBUTOR	1	\$1.13	\$1.13	01-05 ASTRO
D577	COIL, IGNITION	1	\$8.32	\$8.32	01-05 ASTRO
FT114	FILTER, TRANSMISSION	1	\$1.77	\$1.77	01-05 ASTRO
K060956	BELT, SERPENTINE	2	\$4.96	\$9.92	01-05 ASTRO
RDS55072	GASKET, DIFFERENTIAL COVER	1	\$0.37	\$0.37	01-05 ASTRO
V2013948AC	PADS, REAR BRAKE	1	\$6.97	\$6.97	01-05 ASTRO
6504672	NUT, LUG	5	\$0.59	\$2.95	02-05 CARAVAN
1825293C1	O-RING, HEATER HOSE OUTLET	1	\$0.27	\$0.27	02-05 CARAVAN
4861322AC	BELT, SERPENTINE	1	\$3.35	\$3.35	02-05 CARAVAN
4885583AB	RESISTOR, BLOWER MOTOR	2	\$1.27	\$2.54	02-05 CARAVAN
5005342AB	HOSE - OIL COOLER OUTLET	1	\$1.67	\$1.67	02-05 CARAVAN
5019991AA	SEAL KIT, CALIPER	4	\$0.71	\$2.84	02-05 CARAVAN
542AF	CALIPER, RF	1	\$7.65	\$7.65	02-05 CARAVAN
543AF	CALIPER, LF	1	\$7.65	\$7.65	02-05 CARAVAN

16611B68AAA	RETRACTOR, 2ND ROW RH, 3PB	1	\$5.20	\$5.20	03-05 E-350
16611B68EAA	RETRACTOR, 2/3 ROW LH, 3PB **	1	\$5.20	\$5.20	03-05 E-350
41-993	PLUG, SPARK	18	\$0.68	\$12.24	03-05 E-350
53-29075	COOLER, HYDRAULIC OIL	1	\$52.86	\$52.86	96 LOWFLOOR
Total				884.41	

NOVEMBER 2013 DIAL-A-LIFT SURPLUS VEHICLE PARTS

PART #	DESCRIPTION	QUANTITY	EACH	TOTAL	VEHICLE
0001747	SWITCH, DOOR, ELECTRIC	1	\$0.99	\$0.99	FORD 6.0L
4160	SEAL, GREASE	47	\$0.80	\$37.60	FORD 6.0L
23456	BATTERY HOLD DOWN, 8D	1	\$1.33	\$1.33	FORD 6.0L
57948	SHOCK, SEAT	2	\$2.68	\$5.36	FORD 6.0L
82012	GRAB BAR, PASSENGER SEAT	1	\$1.84	\$1.84	FORD 6.0L
83662	LATCH, FUEL DOOR	1	\$0.37	\$0.37	FORD 6.0L
87916	LATCH KIT, SIDE WINDOW	3	\$1.27	\$3.81	FORD 6.0L
94902	PIGTAIL, LICENSE PLATE LAMP	2	\$0.13	\$0.26	FORD 6.0L
1000/17-L3.5	COVER, BOTTOM SEAT	2	\$3.27	\$6.54	FORD 6.0L
AE7299M	PADS, REAR BRAKE	1	\$10.80	\$10.80	FORD 6.0L
AMI19475	SEATBELT, PASSENGER ASSY	2	\$3.25	\$6.50	FORD 6.0L
E9TZ7A548D	SEAL, DIRECT CLUTCH OUTER	3	\$0.15	\$0.45	FORD 6.0L
F42T6/CW	LAMP, SIDE DEST. SIGN LIGHT	14	\$0.25	\$3.50	FORD 6.0L
PX-5508	HOUSING, REAR	1	\$17.43	\$17.43	FORD 6.0L
1075	RETAINER, FRONT BEARING	2	\$0.30	\$0.60	FORD 7.3L
1111	WASHER, FLAT	35	\$0.03	\$1.05	FORD 7.3L
3514	CAPACITOR	13	\$0.19	\$2.47	FORD 7.3L
7821	SHAFT, DOOR PIN W/KEYWAY	2	\$4.33	\$8.66	FORD 7.3L
7822	WASHER, DOOR PIN SHAFT	9	\$0.09	\$0.81	FORD 7.3L
7823	BUSHING, DOOR PIN SHAFT	2	\$1.12	\$2.24	FORD 7.3L
7824	COLLAR, SWING ARM	2	\$2.02	\$4.04	FORD 7.3L
7825	STOCK, DOOR PIN KEY	1	\$0.09	\$0.09	FORD 7.3L
7826	SCREW, DOOR PIN SHAFT	4	\$0.07	\$0.28	FORD 7.3L
14607	FILLER, FLOOR CHANNEL	52	\$0.21	\$10.92	FORD 7.3L
14727	PENDANT, W/C LIFT CONTROL	1	\$21.29	\$21.29	FORD 7.3L
15243	RACE, OUTER	3	\$0.57	\$1.71	FORD 7.3L
19288	GUIDE, SEAT HEIGHT	18	\$0.14	\$2.52	FORD 7.3L
19364	BRACKET, BUMPER	2	\$3.38	\$6.76	FORD 7.3L
19622	CABLE ASSY, SEAT RELEASE W/COV	1	\$1.02	\$1.02	FORD 7.3L
0020468	CHANNEL, PLASTIC WHITE	135	\$0.01	\$1.35	FORD 7.3L
21204	SEATBELT ASSY, PASSENGER	1	\$3.17	\$3.17	FORD 7.3L
24944	SEATBELT ASSY, PASSENGER	2	\$5.78	\$11.56	FORD 7.3L

35062	BEARING, FLIP-UP SEAT	10	\$0.04	\$0.40	FORD 7.3L
55054	TOGGLE SWITCH, W/C LIFT UP/DWN	2	\$0.99	\$1.98	FORD 7.3L
67662	SWITCH, HEATED MIRROR	1	\$1.15	\$1.15	FORD 7.3L
75552	CONSOLE, ELECT. CNTRL HOUSING	1	\$7.86	\$7.86	FORD 7.3L
94862	PIGTAIL, T/S LAMP	2	\$0.18	\$0.36	FORD 7.3L
1008788	RELAY, W/C,HORN & CLEAR. LIGHT	5	\$0.57	\$2.85	FORD 7.3L
1235068	SWITCH, PRESSURE	3	\$1.83	\$5.49	FORD 7.3L
1924371	SHOCK, REAR	2	\$5.40	\$10.80	FORD 7.3L
221000301010	CONTROLLER CONNECTOR, 12V	2	\$0.05	\$0.10	FORD 7.3L
0024276-02F	GLASS, UPPER FIXED WINDOW	2	\$0.37	\$0.74	FORD 7.3L
0024276-02S	GLASS, UPPER SLIDER WINDOW	1	\$0.55	\$0.55	FORD 7.3L
1000/12-L3.5	COVER, BOTTOM SEAT	4	\$2.89	\$11.56	FORD 7.3L
1000/41-L4	COVER, BOTTOM SEAT	2	\$3.40	\$6.80	FORD 7.3L
1000/54-L3.5	COVER, BOTTOM, FLIP SEAT	3	\$2.00	\$6.00	FORD 7.3L
1000/65-L3.5	COVER, BOTTOM, FOLDAWAY	1	\$3.40	\$3.40	FORD 7.3L
1000/72-L3	COVER, DRIVER SEAT BOT (BLU)	1	\$0.56	\$0.56	FORD 7.3L
1000/78-L4	COVER, BOTTOM, FOLDAWAY	2	\$7.20	\$14.40	FORD 7.3L
1000/81-L3	COVER, BOTTOM, FLIPUP	4	\$2.80	\$11.20	FORD 7.3L
1001/12-L3.5	COVER, BACK	5	\$2.48	\$12.40	FORD 7.3L
1001/17-L3.5	COVER, BACK	3	\$3.80	\$11.40	FORD 7.3L
1001/41-L4-L	COVER, BACK, LOW	3	\$3.00	\$9.00	FORD 7.3L
1001/41-L4-M	COVER, BACK, MID/HIGH	4	\$2.06	\$8.24	FORD 7.3L
1001/54-L3.5	COVER, BACK, FLIP UP	3	\$2.20	\$6.60	FORD 7.3L
1001/65-L3.5	COVER, BACK, FOLDAWAY	3	\$3.80	\$11.40	FORD 7.3L
1001/78-L4	COVER, BACK, FOLDAWAY	2	\$7.20	\$14.40	FORD 7.3L
1001/81-L3	COVER, BACK, FLIP UP	4	\$3.20	\$12.80	FORD 7.3L
206138-1	CONNECTOR, CONSOLE	3	\$0.55	\$1.65	FORD 7.3L
206151-1	CONNECTOR, CONSOLE	2	\$0.32	\$0.64	FORD 7.3L
206151-2	CONNECTOR, CONSOLE	5	\$0.33	\$1.65	FORD 7.3L
28X44	PANEL, MODESTY	1	\$15.50	\$15.50	FORD 7.3L
35880Y	LAMP, LED AMBER TURN SIGNAL	2	\$1.22	\$2.44	FORD 7.3L
416K	LAMP, W/C LIFT DOOR	2	\$0.88	\$1.76	FORD 7.3L
53-29075-000	HYDRAULIC OIL COOLER	1	\$0.88	\$0.88	FORD 7.3L
54ATD	REFLECTOR, AMBER SIDE	1	\$0.19	\$0.19	FORD 7.3L
8DT	BATTERY, TOP POST	2	\$23.78	\$47.56	FORD 7.3L
98404A253	PIN, BATTERY BOX	1	\$0.22	\$0.22	FORD 7.3L
AMI82278	CABLE ASSY, REAR FLIP SEAT	1	\$5.83	\$5.83	FORD 7.3L
C9852	SEAL KIT, CALIPER	4	\$0.77	\$3.08	FORD 7.3L
CVC125	LIGHTS, STEP	6	\$0.50	\$3.00	FORD 7.3L
E9T25493C	BUSHING, SWAY BAR FRAME	3	\$0.05	\$0.15	FORD 7.3L
F30T8CW	LAMP, DESTINATION SIGN	2	\$0.13	\$0.26	FORD 7.3L
FE200727	BELT, W/C RETRACT. SHOULDER	2	\$12.59	\$25.18	FORD 7.3L
GW174	NOZZLE, REAR WIPER	1	\$5.39	\$5.39	FORD 7.3L

K264	AIR COMPRESSOR REBUILD KIT	1	\$3.46	\$3.46	FORD 7.3L
PBRB2122-24	SEATBELT, PASSENGER SEAT	3	\$7.10	\$21.30	FORD 7.3L
PX-1057	BLADES, FAN ALTERNATOR	1	\$0.62	\$0.62	FORD 7.3L
PX-1096	SCREWS	4	\$0.03	\$0.12	FORD 7.3L
PX-1097	SCREWS	10	\$0.05	\$0.50	FORD 7.3L
PX-1305	SCREW, FRONT BEARING RETAINER	6	\$0.02	\$0.12	FORD 7.3L
PX-2526	HEAT SINK UPGRADE KIT	1	\$0.46	\$0.46	FORD 7.3L
PX-4000	REGULATOR, VOLTAGE	1	\$16.57	\$16.57	FORD 7.3L
R01390102AXA	BUMPER MODULE, L&R FRONT	2	\$23.76	\$47.52	FORD 7.3L
SNW821	RUBBER, SEAT BACK HANDLE	18	\$0.57	\$10.26	FORD 7.3L
TOTAL				\$566.02	

NOVEMBER 2013 FACILITIES SURPLUS ITEMS

DESCRIPTION	QUANTITY	EACH	TOTAL
ELECTRICAL ENCLOSURE, 28"W X 18"D X 72"H, LOCKING DOOR	1	\$35.00	\$35.00
BLACK TABLE 30"X72", WOODGRAIN LAMINATE TOP, RIGID LEGS	1	\$5.00	\$5.00
METAL CABINET, 36"W X 18"D X 42"H	1	\$15.00	\$15.00
WINDOW AIRCONDITIONER UNIT, COMFORT-AIRE MODEL RADS-181-B, 115V, 17300 BTU, 1570 WATTS	1	\$10.00	\$10.00
CLEAVER BROOKS NON-STANDARD FUELS SYSTEM, WILL ALLOW BOILER TO RUN ON DUAL FUELS (NEEDS OIL PUMP, COMPRESSOR AND STORAGE TANK TO PROVIDE OIL TO SYSTEM.)	1	\$250.00	\$250.00
TENNSCO METAL SHELVING UNIT. MISC. PARTS FOR A SECTION EXTENSION TO EXISTING SHELF	1	\$15.00	\$15.00
USED BUS SHELTERS, FULL SIZED, OLD TYPE	5	\$300.00	\$1,500.00
OVERHEAD PROJECTOR, ELMO HP-L290	1	\$15.00	\$15.00
TYPEWRITER CART, METAL LEGS, WOODGRAIN TOP, 18" X 20", EXPANDS TO 36" X 26 1/2", HUNT MANUFACTURING	1	\$10.00	\$10.00
STEELCASE BI-FOLD DOOR CABINET WITH CLOSET ROD, SAND COLOR, 30"W X 25"D X 65" H	1	\$25.00	\$25.00
TOTAL			\$1,880.00

NOVEMBER 2013 SURPLUS VANPOOL VEHICLES

VANPOOL #	DESCRIPTION	SEATS	VALUE
1512	2005 CHEVROLET ASTRO	8	3,500.00
1516	2005 CHEVROLET ASTRO	8	3,500.00
1521	2005 CHEVROLET ASTRO	8	3,500.00
1541	2006 FORD CLUBWAGON	12	5,000.00

1543	2006 FORD CLUBWAGON	12	5,000.00
1549	2006 FORD CLUBWAGON	12	5,000.00
1550	2006 FORD CLUBWAGON	12	5,000.00
1551	2006 FORD CLUBWAGON	12	5,000.00
1556	2006 FORD CLUBWAGON	12	5,000.00
1558	2006 FORD CLUBWAGON	12	5,000.00
1561	2006 FORD CLUBWAGON	12	5,000.00
1566	2006 FORD CLUBWAGON	12	5,000.00
1571	2006 FORD CLUBWAGON	15	5,500.00
1771	2004 FORD CLUBWAGON	12	5,000.00
1777	2004 FORD CLUBWAGON	12	5,000.00
1781	2005 FORD CLUBWAGON	12	5,000.00
1822	2007 CHEVY EXPRESS	12	5,000.00
1824	2007 CHEVY EXPRESS	12	5,000.00
1833	2007 CHEVY EXPRESS	12	5,000.00
1834	2007 CHEVY EXPRESS	12	5,000.00
1840	2007 CHEVY EXPRESS	12	5,000.00
1841	2007 CHEVY EXPRESS	12	5,000.00
1850	2007 CHEVY EXPRESS	12	5,000.00
1858	2007 CHEVY EXPRESS	12	5,000.00
1859	2007 CHEVY EXPRESS	12	5,000.00
1902	2008 CHEVY UPLANDER	7	6,000.00
1914	2008 CHEVY UPLANDER	7	6,000.00
1933	2008 CHEVY EXPRESS	12	5,000.00
1935	2008 CHEVY EXPRESS	12	5,000.00
1937	2008 CHEVY EXPRESS	12	5,000.00
1940	2008 CHEVY EXPRESS	12	5,000.00
1941	2008 CHEVY EXPRESS	12	5,000.00
1945	2008 CHEVY EXPRESS	12	5,000.00
2050	2009 CHEVY EXPRESS	12	5,000.00
TOTAL			168,000.00

PERIOD DATES: 10/20-11/2/2013				11/8/2013		11/3-11/16/13				PAYDAY 11/22/2013	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	69,061.54		3	FIT		WIRE	66,884.26	
4	MT	9145.37	EFT	18,396.72	87,458.26	4	MT	9020.17	WIRE	18,070.38	84,954.64
5	A2/35	Life Ins.	Check Dave 2nd	1,266.75	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,859.05	0.00
6	D3/31	Disability In	Check Dave 2nd	1,067.63	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,118.24	0.00
7	HE/37	Health In1st	Check Dave 2nd	13,011.00	0.00	7	HI/38	Health In1s	Check Dave 2nc	260,238.00	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	599.50	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	599.50	0.00
9	CC/61	Child Care	Hfstttr/Brngkmp	534.3		9	CC/61	Child Care	Hfstttr/brngkmp	534.3	
10	GN/08	Garnish	CHECK last	-1,030.59		10	GN/08	Garnish	CHECK last	495.87	
11						11					
12	CS/09	DSHS	EFT	1,094.77	1,094.77	12	CS/09	DSHS	EFT	1,094.77	1,094.77
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02
14	D1/98	D.Dep. #1	ACH WIRE every	8,730.03	8,730.03	14	D1/98	D.Dep. #1	ACH WIRE every	8,430.20	8,430.20
15	D2/97	D.Dep. #2	ACH WIRE every	16,103.99	16,103.99	15	D2/97	D.Dep. #2	ACH WIRE every	16,140.10	16,140.10
16						16					
16	GT/63	G.Ed.Tuit	Check every	322.50		16	GT/63	G.Ed.Tuit	Check every	322.50	
17	HS/59	Health Svgs	ACH Wire every	311.54	311.54	17	HS/59	Health Svgs	ACH Wire every	311.54	311.54
18	DC/97	Vgrd EE	Wire	43,026.66		18	DC/97	Vgrd EE	Wire	43,357.81	
19	DC/22	Vgrd ER	Wire	29,263.31	72,289.97	19	DC/22	Vgrd ER	Wire	29,504.55	72,862.36
20	L2/29	401k Ln#2	Wire	3,906.94		20	L2/29	401k Ln#2	Wire	3,906.94	
20	LN/29	401k Ln #1	Wire	8,965.88	12,872.82	20	LN/29	401k Ln#1	Wire	8,801.99	12,708.93
22	TTL VNGRD		85,162.79			22	TTL VNGRD		85,571.29		
23	LI/02	L&I	EFT Quarterly	24,599.51		23	LI/02	L&I	EFT Quarterly	24,602.08	0.00
24	MD/51	Mch.UnDue	Check last	1,188.85		24	MD/51	Mch.UnDue	Check last	1,188.90	
25	MI/52	Mac.Inition	Check last	0.00		25	MI/52	Mch.Inition	Check last	0.00	
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Taxable Fr.Benefits		0.00	
29	PA/66	Proj.Assist	Check last	392.50		29	PA/66	Proj.Assist	Check last	391.50	
30	PN/04	PERS EE	EFT	33,433.55	0.00	30	PN/04	PERS EE	EFT	33,394.69	0.00
31	PN/04	PERS ER	EFT	60,900.24	94,333.79	31	PN/04	PERS ER	EFT	60,801.71	94,196.40
32	TTL PERS		94,333.79			32	TTL PERS		94,196.40		
33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00
34	RC/24	ICMA EE	WIRE	5,278.35		34	RC/24	ICMA EE	WIRE	4,831.66	0.00
35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	RI/23	ICMA Roth	WIRE	529.81	529.81
36	RL/21	ICMA Ln#1	WIRE	1,573.87	2,415.23	36	RL/21	ICMA Ln#1	WIRE	1,573.87	2,415.23
37	RR/25	ICMA ER	WIRE	2,913.92	8,192.27	37	RR/25	ICMA ER	WIRE	2,655.13	7,486.79
38	TTL ICMA	10,607.50	11,137.31			38	TTL ICMA	9,902.02	10,431.83		
39	SD/26	457 ST EE	EFT	7,969.81		39	SD/26	457 ST EE	EFT	8,016.76	
40	SR/27	457 ST ER	EFT	4,205.54	12,175.35	40	SR/27	457 ST ER	EFT	4,251.65	12,268.41
41	ST/67	ShTrmDisat	EFT	2,118.22	2,118.22	41	ST/67	ShTrmDisal	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	147.00		42	UC/45	Un COPE			
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	585.00	
44	UD/42	Un Dues	Check last	5,188.47		44	UD/42	Un Dues	Check last	5,143.38	
45	UI/41	Un Initiatn	Check last	90.00		45	UI/41	Un Initiatn	Check last	90.00	
46	UT/43	Un Tax	Check last	2,334.45		46	UT/43	Un Tax	Check last	0.00	
47	UW/62	United Way	Check last	714.50		47	UW/62	United Way	Check last	694.50	
48	WF/64	Wellness	Check last	320.50		48	WF/64	Wellness	Check last	320.50	
49	NET PAY (dir. Deposit)	ACH Wire every		418,836.55	418,836.55	49	Net Pay (Dir. Dep.)			407,292.04	407,292.04
50	Paychecks			3,308.59		50	Paychecks			6,320.25	
51	TOTAL TRANSFER (tie to Treasurer Notifications)				737,801.62	51	TOTAL TRANSFER				721,030.24
52	TOTAL PAYROLL*:			791,907.08		52	TOTAL PAYROLL*:			1,027,533.81	
53	GROSS EARNINGS:			664,997.06		53	GROSS EARNINGS:			666,523.41	
54	EMPR MISC DED:			117,711.66		54	EMPR MISC DED:			351,975.21	
55	EMPR MEDICARE TAX:			9,198.36		55	EMPR MEDICARE TAX:			9,035.19	
56	TOTAL PAYROLL*:			791,907.08		56	TOTAL PAYROLL*:			1,027,533.81	
57	ACH WIRE TOTAL			443,982.11		57	TOTAL PAYROLL FOR MONTH:			432,173.88	1,819,440.89

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Printing and Delivery of Transit Guides - Contract Extension

1) **The Issue:** To approve a one-year contract extension to Consolidated Press for the provision of printing and delivery of transit guides.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with Consolidated Press in the not-to-exceed amount of \$35,000, including taxes, for the provision of printing and delivery of transit guides.

3) **Policy Analysis:** Procurement policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** In 2012 the Intercity Transit Authority awarded a one-year contract to Consolidated Press with the option to extend the contract for two additional years, in one-year increments. This recommendation represents the first one-year extension option available under this agreement.

Marketing staff have been satisfied with the quality of the transit guides, timeliness of deliveries and the customer service provided by Consolidated Press. Pricing continues to be fair and reasonable as no price increase was requested for the upcoming contract year. Considering their successful performance, staff recommends a one-year extension of the contract with Consolidated Press.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract extension with Consolidated Press in the not-to-exceed amount of \$35,000, including taxes, for the provision of printing and delivery of transit guides.
 - B. Defer action. A decision to delay may impact our ability to provide transit guides for customers in a timely manner after the current supplies are depleted.
-

6) **Budget Notes:** The pending 2014 budget has \$96,000 reserved for all of Marketing's printing needs. Depending upon the number of service changes and the additional printings required, Marketing estimated the upper cost for transit guides in 2014 would be \$40,000. This contract is within budget.

7) **Goal References:** Goal No. 2: *"Provide outstanding customer service."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Special ITA Meeting January 15, 2014

-
- 1) **The Issue:** Whether to cancel the January 1, 2014, meeting due to the holiday, and schedule a special meeting for January 15, 2014.
-
- 2) **Recommended Action:** Cancel the January 1, 2014, Intercity Transit Authority regular meeting due to the New Year's Day holiday, and schedule a special meeting for January 15, 2014, to conduct the regular business of the Transit Authority.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings if the public is notified in advance of the meeting.
-
- 4) **Background:** Due to the holiday, staff recommends canceling the meeting that would normally fall on January 1, 2014. This would require a special meeting held later in January so staff could bring before the Authority those items requiring action. The next regularly scheduled meeting is January 15, 2014. Staff recommends conducting a special meeting rather than a work session so a variety of items can come before the Authority.

As required by law, staff would post the agenda for the public on the website and in the local newspaper.

-
- 5) **Alternatives:**
- A. Cancel the January 1, 2014, Intercity Transit Authority regular meeting due to the holiday, and schedule a special meeting for January 15, 2014, to conduct the regular business of the Transit Authority.
 - B. Agree to meet on January 1, 2014, and keep the January 15, 2014 as a work session.
 - C. Cancel the January 1 meeting and schedule some other date as a special meeting.
-
- 6) **Budget Notes:** N/A.

7) **Goal References:** This does not directly fit with any one particular goal.

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

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 18, 2013

CALL TO ORDER

Chair Van Gelder called the November 18, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitch Chong; Valerie Elliott; Sreenath Gangula; Jill Geyen; Meta Hogan; Alyssa Neely; Joan O'Connell; Sue Pierce; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; Julie Hustoft; Roberta Gray and Dale Vincent.

Absent: Victor VanderDoes; Don Melnick and Quinn Johnson.

Staff Present: Ann Freeman-Manzanares; Meg Kester; Erin Scheel and Nancy Trail.

Others Present: Authority member, Joe Baker; Midge Welter - former CAC member.

APPROVAL OF AGENDA

It was M/S/A by Elliott and Gray to approve the agenda as published.

INTRODUCTIONS

Van Gelder introduced Authority member, Joe Baker.

RECOGNITION

Van Gelder read a proclamation and presented Welter with a clock in honor of her one year of service.

MEETING ATTENDANCE

A. December 4, 2013, Regular Meeting - Faith Hagenhofer.

B. December 18, 2013, Work Session - Jill Geyen.

Bradley arrived.

APPROVAL OF MINUTES

It was M/S/A by Gray and Elliott to approve the minutes of the October 21, 2013 meeting.

Gangula arrived.

CONSUMER ISSUES CHECK-IN – Issues for discussion later in the meeting include:

None identified.

O'Connell arrived.

NEW BUSINESS

Sibree arrived.

A. Youth Education Update (*Meg Kester and Erin Scheel*) –

Scheel stated the goals of the program are to promote safety, health, well-being, and choices including:

- Promote Transit – every bus trip begins and ends with biking or walking
- Promote regular physical activity
- Reinforce good traffic safety skills
- Focus safe walking and biking street improvements – specially within ½ mile of schools
- Coordinate and partner on school siting, design, education & encouragement.

Scheel stated the program has existed for 6 years. The goal is to teach young people and families about the resources available while improving the environment.

Hustoft arrived.

Scheel stated the evolution of the program began with community forums with students, parents, and teachers. The program now does approximately 200 events per year.

Scheel provided information on the Walk to School events (Walking School Bus) and invited CAC members to attend. TRPC makes a Walk Route Map for each of the events. This identifies sidewalks and side streets that are much safer.

Vincent – How do you deal with kidnapping fears of parents?

Scheel – Parents indicated that traffic, distance and weather are their major concerns. Staff works with a counselor to teach Safety Without Fear, and work with the schools to produce information that is constructive and informative.

Scheel indicated the Youth Education Program works with Bike PARTners to collect bicycles that are refurbished with new parts. Bike PARTners teach students how to do basic bike maintenance. They also come to the schools and teach maintenance and safe riding skills. We make sure they know how to get from the school to their home safely. Approximately 100 kids participate in the program and they get to keep the bike.

Scheel stated the Youth Education program also teaches kids how to use the bus. The kids ride the bus to Intercity Transit and get a tour of maintenance. They get to walk under the bus, learn about biofuel, how to pay for fares, requesting a stop, and view the bus wash.

Scheel provided information on the 'Undriving Program' that is taken to events and gives kids the opportunity to pledge to use alternative forms of transportation. When the kids sign a pledge they receive an actual 'Undriving' license.

Chong arrived.

Scheel identified other innovative programs including street murals for traffic calming; and education on the science of transportation. The Transportation Alternatives Program provides 2 additional staff for 2013-2015.

Hagenhofer – Asked about the program expanding county-wide?

Scheel – The program is expanding to those schools served by transit. Some smaller towns take advantage of our pace program which is a pledge that drivers take to observe slower speed limits.

Kester – Indicated there may be another opportunity that could be modeled off some of the things we find to be successful.

Geyen – Do you have statistics on how many kids ride the bus to school? Bellevue does not have school buses – all use Metro.

Scheel – 46% of our regular riders are 25 and under, to include college students.

Scheel indicated the way to start transportation education is with the younger kids and this program identifies the proper environment to safely do so.

Intercity Transit Citizen Advisory Committee

November 18, 2013

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Scheel stated The Healthy Kids – Safe Streets program has been incorporated into the Sustainable Thurston program.

Kester and Scheel answered questions.

Van Gelder – There were questions regarding the coordination between school districts and Intercity Transit. Members were asking if there is a move to reduce the number of school buses.

Freeman-Manzanares – Not that we are aware of at this time. There is a need to work together more closely to provide assistance to one another.

See – Regarding the Bike/Walk maps, is there an effort to work with cities to improve elements along the routes that have been identified by this work?

Scheel – Yes and we do apply for grants.

Pierce – Pointed out concerns regarding the photo showing the group walking in the bike lane and street.

Scheel – That was done for the photo and with assistance from the police department. We do ask them to stay on the sidewalk and the Tumwater Police are there helping get across the busy street safely. Crossing guards also assist.

Gangula – How are the maps made available?

Scheel – The maps are made available via the school's website. We also do a monthly Walk-N Roll newsletter.

Freeman-Manzanares – The schools have expressed their thankfulness to our Youth Education Staff and Intercity Transit for providing a wide variety of terrific programs in their schools. We have had a principal explain the amazing community benefit that was completely unanticipated originally. The number of school volunteers has increase substantially as has PTA membership. These programs create community and make our schools more effective.

Kester – Many people have contacted Intercity Transit to partner for grant applications and we are now 3 for 3.

Van Gelder – Discussed the inter-connections between the elements of learning and indicated this is an example of the role Intercity Transit plays in the community. This needs to be part of the message. Intercity Transit is more than just buses.

Vincent – Commented that parents can be great advocates.

B. ITA Question: “What do you think is the regional role of Intercity Transit, keeping in mind our responsibility to provide service to the local PTBA?”

Van Gelder – Identified the format for the discussion, and restated the question for comment. The strategic plan/budget impacts were discussed as well as defining the region – locally and outside the PTBA. The format allowed every member the ability to provide suggestions, comments and articulate a position. These were summarized as follows:

- Financial Sustainability
 - Maintain fiscal stability
 - Explore expanding revenue sources to ensure that IT finances are sustainable
 - Consider increasing tax to 9/10s
 - All while remaining the model of fiscal stewardship
- Communicate Intercity Transit’s story to the community
 - What services are provided, how are they provided, what are the benefits
 - Intercity Transit is more than transit
 - Expand consumer education – increase use and knowledge of service
 - All of this will increase support for sales tax increase (9/10s)
- Expand the scope of proposed consultant study to include impacts on Intercity Transit services of county-wide demographic changes and transportation needs/trends
 - Identify impacts on existing services both within the PTBA, and to those services within the county but outside the PTBA
 - Address whether a change to policies regarding the expansion of the PTBA boundaries and/or services outside of the PTBA would be recommended
 - Any such recommendations should address the costs/benefits to Intercity Transit, as well as alignment with the agency’s mission, vision and goals
- Land use/transit leadership
 - Transit benefits
 - Environmental benefits
 - Economic benefits
- Supporting those who need service
- Identifying target groups not served/underserved
 - Businesses
 - Sporting event fans

Baker left.

CONSUMER ISSUES

- *Chong* - Indicated at the Martin Way Park & Ride there is a lack of signage for express routes and connection with 62A. There needs to be a sign directing people to Martin Way to connect to the 62A.

REPORTS

Freeman-Manzanares provided an update on the November 6, 2013 ITA meeting on behalf of Quinn Johnson. Hearings were held for both the Strategic Plan and the Budget. The Authority approved the lighting upgrades at the Pattison facility to save money and energy. The November 20th work session was cancelled.

Freeman-Manzanares provided information on the I-5 at JBLM Corridor Plan Feasibility Study. The plan is available on the WSDOT website. The study encompassed Exits 119 to 123 and how to better direct the flow of those on/off ramps/intersections and presented numerous options for increasing through-put. There is an article in today's *Olympian*. The initial estimates to expand the area are at \$820M. Our comments included pushing commute trip reduction.

ANNOUNCEMENTS

The Intercity Transit Holiday Banquet is **Friday, December 13, 2013**, and all are welcome to attend. It is held in the Intercity Transit maintenance building and the recognition program begins at 12:00 pm.

The committee discussed canceling the December meeting due to lack of agenda items.

It was M/S/A by Gray and Elliott to cancel the December meeting.

NEXT MEETING: January 13, 2014.

ADJOURNMENT

It was M/S/A by Hustoft and Hogan to adjourn the meeting at 7:41 p.m.

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant, Intercity Transit

Intercity Transit Citizen Advisory Committee
November 18, 2013
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Intercity Transit 2014-2019 Strategic Plan

-
- 1) **The Issue:** To approve the 2014–2019 Strategic Plan.
-
- 2) **Recommended Action:** Adopt the 2014–2019 Strategic Plan as presented.
-
- 3) **Policy Analysis:** The Intercity Transit Authority must annually adopt a Budget and the Transportation Improvement Program and Program of Projects. The 2014–2019 Strategic Plan provides the framework for these and maps Intercity Transit’s plan over the next six years.
-
- 4) **Background:** The 2014–2019 Strategic Plan continues the Authority’s practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002–2008 Strategic Plan in early 2002.

The 2002-2008 Strategic Plan was merged into the Transit Development Plan in 2003. This plan called for the expansion of service in three phases with the third phase occurring in February 2006. The plan also called for an extensive capital program which was completed. The goal of the 2002-2008 Strategic Plan was to have a sustainable level of transit service in place by February 2006. The 2006-2011 Strategic Plan substantially updated the earlier plan and added an additional phase of service improvement to occur in 2008. A 12% service increase was implemented in February 2008. The 2011-2016 Strategic Plan included a 3.2% service increase in early 2011. Since that time the Strategic Plans have held fixed-route service levels constant, but increases Dial-A-Lift service by 2,000 annual hours. A State Regional Mobility Grant has allowed expansion of regional service effective September 30, 2013 – June 30, 2015.

The 2014-2019 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2014 Operating and Capital budget and the Transit Development Plan Update to take place in April 2014.

5) **Alternatives:**

- A. Adopt the attached 2014-2019 Strategic Plan as presented.
- B. Direct staff to make changes to the plan for adoption at a future date.
There is no legal requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The 2014–2019 Strategic Plan and 2014 Budget outline how we will address each of the Authority goals and allocate funds to specific projects to accomplish this.

8) **References:** The 2014-2019 Strategic Plan was previously distributed to the Authority at the November 6 meeting.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority
FROM: Ben Foreman (705-5813)
SUBJECT: 2014 Budget Adoption

1) **The Issue:** Adopt the 2014 Budget.

2) **Recommended Action:** Adopt Resolution 02-2013 that establishes the 2014 Budget.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2014 draft budget documents rest heavily on the Strategic Plan that the Authority will also adopt at this meeting. The Strategic Plan states the Authority's policies regarding service levels, fare levels, and capital projects.

4) **Background:** The 2014 draft budget has been available to the public since Tuesday, October 22, 2013. A public hearing was held on Wednesday, November 6, 2013.

The proposed operating budget for 2014 is \$35,129,166. The capital and major projects budget is proposed at \$14,189,003. 2013 carry-over capital and major projects are \$10,523,220.

Total budget for 2014, including carry-over projects is \$59,841,389.

The Authority deferred action on the additional Dial-A-Lift Travel Training position until March, 2014. This position is reflected in the 2014 proposed budget but will not be filled unless the Authority actually approves the position. The proposed budget does include five additional operators and one new vanpool coordinator position. It also includes a general wage increases for ATU staff set by arbitration at 1.2%, a general wage increase for non-represented staff at 2.5%. IAM wages will be determined as part of the current contract negotiations.

5) **Alternatives:**

- A) Accept the budget as presented and formally adopt the budget for 2014.
- B) Direct staff to revise the proposed 2014 budget and adopt the budget, as revised.

- C) Direct staff to revise the proposed 2014 budget and bring the revised budget back to the Authority at a special meeting on December 18, 2013.

6) **Budget Notes:** The 2014 Budget sets the budget for the coming year.

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

8) **References:** Draft 2014 Budget (2014 Discussion Guides), were previously distributed to the Authority. Draft Resolution 02-2013 Adopting of the 2014 Budget.

**INTERCITY TRANSIT
RESOLUTION NO. 02-2013
ADOPTION OF THE 2014 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2014 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 2014; and

WHEREAS, at said public meeting, the 2014 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2014 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$	26,976,946
Estimated Revenues		54,099,899
TOTAL ESTIMATED RESOURCES		\$ 81,076,845

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$	59,841,389
Estimated Ending Cash Balance		21,235,456
TOTAL ESTIMATED UTILIZATION OF RESOURCES		\$ 81,076,845

ADOPTED: This 4th day of December, 2013.

INTERCITY TRANSIT AUTHORITY

Martin J. Thies, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk to the Authority**

APPROVED AS TO FORM:

**W. Dale Kamerrer
Legal Counsel**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: DAL Route Scheduling and Management Software Maintenance

1) **The Issue:** Consideration of a one-year renewal of software maintenance services for the Dial-A-Lift (DAL) route scheduling and management software.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$50,794, including taxes.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.

4) **Background:** A Request for Proposals for the provision of DAL route scheduling and management software was issued in 2004 and the contract was awarded to RouteMatch in 2005. The agreement included the option to renew the software maintenance services on a yearly basis.

The RouteMatch system includes five major subsystems and each one has had its own software maintenance renewal date depending on when each subsystem was completed and accepted. Last year the decision was made to request RouteMatch to prorate the maintenance fees so that all the renewal dates would coincide for a single 2014 maintenance renewal. Therefore, this item includes all of the RouteMatch software maintenance fees for 2014.

Each year RouteMatch assesses the state of the agency's system and calculates the proposed maintenance fees for the coming year. Based on knowledge of the system and previous year's costs, Information Services (IS) negotiated the fees with RouteMatch and determined the amount proposed for 2014 is fair and reasonable.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$50,794, including taxes.

- B. Defer action. Having an agreement in place ensures prompt vendor response and a limit on total costs for the year. Without the renewal, Information Services would have to pay per support request and software maintenance costs could escalate beyond the desired limit.
-

- 6) **Budget Notes:** The cost of renewal is \$2,396 more than the 2014 budget item for RouteMatch maintenance, including tax. The budget item was set before negotiations were completed regarding the renewal. However, the RouteMatch renewal is part of the 2014 \$385,261 budget item for IS maintenance contracts and IS believes the budget will accommodate this difference.
-

- 7) **Goal Reference:** Providing software maintenance for the DAL route scheduling and management software supports Goal No. 2: *“Provide outstanding Customer Service.”* It also supports Goal No. 4: *“Provide Responsive Transportation Options.”*
-

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: December 04, 2013**

FOR: Intercity Transit Authority
FROM: Bob Holman, 705-5819
**SUBJECT: Environmental and Sustainability Management System (ESMS)
Update & Policy Revision**

-
- 1) **The Issue:** Update on ESMS through Stage 1 of 2 Stage ISO 14001 Certification and associated request for revision of Intercity Transit's Environmental & Sustainability (E&S) Policy.
-
- 2) **Recommended Action:** Adopt the revised Environmental & Sustainability Policy EX-0011 and associated Resolution 01-2013 effective December 4, 2013. This action cancels initial Policy EX-0011 adopted May 4, 2011.
-
- 3) **Policy Analysis:** Consistent with Intercity Transit's Environmental and Sustainability (E&S) Policy (POLICY-EX-0011, May 4, 2011) staff implemented and is seeking ISO 14001:2004 certification of our ESMS. The E & S Policy revision reflects certification registrar (auditor) recommendations for consistency with wording in the ISO 14001:2004 Standard.
-
- 4) **Background:** In July 2010, with Authority encouragement, Intercity Transit's General Manager applied for, and the agency was accepted into a one-year FTA sponsored Environmental Management System training program that began in February, 2011. Following four workshops at the Virginia Tech EMS Institute, our implementation efforts culminated with a final training audit and publication of the results of our ESMS efforts as a case study on the FTA website in July 2012.

In May 2013 the Authority made a budgetary commitment to engage Lloyd's Register Quality Assurance (LRQA) for ISO 14001 Certification Audit services. Stage 1 of that audit was conducted on November 4-5, 2013. The focus was on our ESMS implementation structure, documentation, and our conformance with the ISO 14001 Standard and our own ESMS Procedures. Based on this Stage 1 review, LRQA recommends Intercity Transit proceed in February 2014 to a Stage 2 audit which will examine the effectiveness of our ESMS.

LRQA identified several opportunities for improvement in Intercity Transit's ESMS: validation of competence; documentation of legal and regulatory compliance; focusing ESMS Internal Audit efforts on evaluating the effectiveness of operational controls; and improving measurement related to objectives and targets. Also, LRQA recognized our E & S Policy reflects a strong sense and intent of commitment to environmental protection, preventing environmental pollution and to broadly communicating our

Policy. However, LRQA did have a finding related to specific language of the Standard not being present in the E & S Policy. Section 3 of the E & S Policy currently reads:

Section 3: Intercity Transit Will Implement and Maintain ISO-14001 Standard

Intercity Transit will implement and maintain an ISO 14001 certified Environmental and Sustainability Management System. Staff will periodically review environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

To remedy the LRQA finding and to reaffirm the Authority's commitment to a successful ESMS implementation, staff is recommending the Authority amend Section 3 of the E & S Policy to the following wording, including the use of explicit phrases taken directly from the ISO 14001:2004 Standard:

Section 3: Intercity Transit Will Implement and Maintain an Environmental and Sustainability Management System Consistent with the ISO 14001 Standard

Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. With this Policy and consistent with ISO14001 requirements Intercity Transit makes a commitment to:

- Continual improvement and prevention of pollution;***
- Compliance with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects; and***
- To communicate this Policy to all persons working for or on behalf of the organization.***

Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

5) Alternatives:

- A.** Adopt the revised Environmental & Sustainability Policy EX-0011 and associated Resolution 01-2013 effective December 4, 2013.
- B.** Do not approve changes to the E & S Policy EX-0011 and, thereby be non-responsive to the policy related LRQA Certification Audit finding.

6) Budget Notes: N/A.

7) Goal Reference: The project elements support Goal #3, "Maintain a safe and secure operating system;" and Goal #5, "Align best practices and support agency sustainable technologies and activities."

8) References: Old Environmental and Sustainability Policy (POLICY-EX-0011, May 4, 2011); Revised Environmental and Sustainability Policy (POLICY-EX-0011, December 4, 2013); Resolution 01-2013 Adopting Revised EX-0011; Old Resolution 02-2011; and ISO 14001 Standard for 4.2 Policy element.

Effective: May 4, 2011
Cancels: New

Page: 1 of 2

POLICY-EX-0011

See Also: N/A

OLD DOCUMENT

Approved by: _____

Sandra Romero, Chair
Intercity Transit Authority

Mike Harbour, General Manager

Written by: Bob Holman

IMPLEMENTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY

Definitions:

“Green” – building practices that, based on industry standards, are environmentally responsible, resource-efficient and supportive of sustainability goals.

This policy applies to all Intercity Transit employees and volunteers.

1. Intercity Transit Will Protect the Environment

Intercity Transit will act to protect the environment through compliance, regulations and practices, and use of materials that do NOT adversely affect the natural environment.

Intercity Transit will fully comply with all applicable federal, state, and local environmental laws and regulations and industry standards.

Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.

Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.

Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.

Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to the Intercity Transit Authority members, elected officials, agency employees and the general public.

Intercity Transit will develop and document practices to prevent pollution.

POLICY-EX-0011

2. Intercity Transit Will Incorporate Sustainability in All Areas of Operations

Intercity Transit commits to incorporating sustainability in all areas of its operations, including:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of “green” building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least LEED silver.
- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycle content.
- The conservation of water at agency buildings and facilities.
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community’s reliance on single-occupancy automobiles and to reduce carbon emissions.

3. Intercity Transit Will Implement and Maintain ISO 14001 Standard

Intercity Transit will implement and maintain an ISO-14001 certified Environmental and Sustainability Management System. Staff will periodically review environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

4. Intercity Transit Will Expand Implementation of Sustainable Practices

Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.

POLICY-EX-0011

Approved by: _____

Martin Thies, Chair
Intercity Transit Authority

Ann Freeman-Manzanares, General Manager

Written by: Bob Holman

THE ENVIRONMENTAL AND SUSTAINABILITY POLICY

1. Intercity Transit Will Protect the Environment

Intercity Transit will act to protect the environment through compliance regulations and practices, and use of materials that do NOT adversely impact the natural environment.

Intercity Transit will fully comply with all applicable federal, state, and local environmental laws and regulations and industry standards.

Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.

Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.

Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.

Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to the Intercity Transit Authority members, elected officials, agency employees and the general public.

Intercity Transit will develop and document practices to prevent pollution.

POLICY-EX-0011

2. Intercity Transit Will Incorporate Sustainability in All Areas of Operations

Intercity Transit commits to incorporating sustainability in all areas of its operations, including:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of “green” building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least LEED silver.
- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycle content.
- The conservation of water at agency buildings and facilities.
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community’s reliance on single-occupancy automobiles and to take actions to reduce carbon emissions.

3. Intercity Transit Will Implement and Maintain an Environmental and Sustainability Management System Consistent with the ISO 14001 Standard

Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. With this Policy and consistent with ISO14001 requirements Intercity Transit makes a commitment to:

- Continual improvement and prevention of pollution;
- Compliance with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects; and
- To communicate this Policy to all persons working for or on behalf of the organization.

Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

POLICY-EX-0011

4. Intercity Transit Will Expand Implementation of Sustainable Practices

Intercity Transit will continue to expand its implementation of sustainable practices, continue as a model and leader in this area, and will continue to strive to improve and expand excellent multi-modal public transit services.

**INTERCITY TRANSIT
RESOLUTION NO. 02-2011
ADOPTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY**

A RESOLUTION adopting the Intercity Transit Environmental and Sustainability Policy and Exhibit “A” Policy-EX-011, Implementing the Environmental and Sustainability Policy.

WHEREAS, Intercity Transit is committed to protecting the environment for present and future generations; and

WHEREAS, Intercity Transit recognizes the importance of reducing Greenhouse Gas (GHG) emissions and the threat posed by climate change; and

WHEREAS, Intercity Transit is a charter signatory to the American Public Transportation Association (APTA) Sustainability Commitment; and

WHEREAS, Intercity Transit developed a Sustainability Plan with a commitment to annually review this plan and update as needed; and

WHEREAS, the Intercity Transit Authority is committed to establishing an Environmental and Sustainability Management System (ESMS) with environmental objectives and targets that are measurable, meaningful, and understandable subject to annual review;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. Intercity Transit will act to protect the environment through compliance, environmental regulations and practices, and use of materials that do not adversely affect the natural environment. The Intercity Transit Authority adopts as agency policy:

- Intercity Transit will fully comply with all applicable federal, state and local environmental laws and regulations and industry standards.
- Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.
- Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.
- Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.
- Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to Intercity Transit Authority members, elected officials, agency employees and the general public.
- Intercity Transit will develop and document practices to prevent pollution.

Section 2. The Intercity Transit Authority commits to incorporating Sustainability in all areas of its operations. The Intercity Transit Authority hereby adopts as agency policy:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of “green” building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least, LEED silver.

- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycled content.
- The conservation of water at agency buildings and facilities
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to reduce carbon emissions.

Section 3. Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

Section 4. Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.

ADOPTED this 4th day of May, 2011

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

**Rhodetta Seward, Executive Services
Director/Clerk to the Authority**

APPROVED AS TO FORM

**Thomas R. Bjorgen
Legal Counsel**

**INTERCITY TRANSIT
RESOLUTION NO. 01-2013
AMENDING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY**

A RESOLUTION adopting the Intercity Transit Environmental and Sustainability Policy (amended Policy-EX-0011).

WHEREAS, Intercity Transit is committed to protecting the environment for present and future generations; and

WHEREAS, Intercity Transit recognizes the importance of reducing Greenhouse Gas (GHG) emissions and the threat posed by climate change; and

WHEREAS, Intercity Transit is a charter signatory to the American Public Transportation Association (APTA) Sustainability Commitment; and

WHEREAS, Intercity Transit developed a Sustainability Plan with a commitment to annually review this plan and update as needed; and

WHEREAS, the Intercity Transit Authority is committed to establishing an Environmental and Sustainability Management System (ESMS) with environmental objectives and targets that are measurable, meaningful, and understandable subject to annual review;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. Intercity Transit will act to protect the environment through legal and regulatory compliance and use of practices and materials that do not adversely affect the natural environment. The Intercity Transit Authority adopts as agency policy:

- Intercity Transit will fully comply with all applicable federal, state and local environmental laws and regulations and industry standards.
- Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.
- Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.
- Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.
- Intercity Transit will increase the awareness of environmental issues among employees, vendors and contractors, and the community, and will communicate progress and actions to Intercity Transit Authority members, elected officials, agency employees and the general public.
- Intercity Transit will develop and document practices to prevent pollution.

Section 2. The Intercity Transit Authority commits to incorporating Sustainability in all areas of its operations. The Intercity Transit Authority hereby adopts as agency policy:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of “green” building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least, LEED silver.

- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycled content.
- The conservation of water at agency buildings and facilities
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to reduce carbon emissions.

Section 3. Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

Section 4. Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.

ADOPTED this 4th day of December, 2013.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

**Pat Messmer, Executive Assistant/
Clerk to the Authority**

APPROVED AS TO FORM

**W. Dale Kamerrer
Legal Counsel**

Requirements for ISO 14001 Certification

4.2 Environmental policy

Top management shall define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it

- a) Is appropriate to the nature, scale and environmental impacts of its activities, products and services,
- b) Includes a commitment to continual improvement and prevention of pollution,
- c) Includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects,
- d) Provides the framework for setting and reviewing environmental objectives and targets,
- e) Is documented, implemented and maintained,
- f) Is communicated to all persons working for or on behalf of the organization, and
- g) Is available to the public.

4.2 Environmental Policy

The organization must have an environmental policy

The policy must be defined by top management

The policy must meet the following specific requirements:

- Be appropriate for the organization's operations, including its environmental impacts;
- Contain commitments to continual improvement;
- Prevention of pollution;
- Compliance with environmental legislation and other requirements the organization subscribes to;
- Provide a framework for setting and reviewing environmental objectives and targets;
- Be documented, implemented, and maintained;
- Be communicated to all employees including those working for or on behalf of the organization; and
- Be available to the public.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2014.

2) **Recommended Action:** This is an informational item. Staff will provide a list of grant applicants and the total amount being requested in discounted bus passes at this time.

3) **Policy Analysis:** Resolution 3-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes for one year.

4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$200,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the fourth year of the program. Staff issued the application November 8 with applications due December 2. Staff will provide a list of qualifying applicants at the December 4 Authority meeting. If funding remains beyond this initial award period, this program has a rolling application process which awards on a first come, first serve basis.

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

6) **Budget Notes:** The Authority could forego sales of up to \$200,000 in passes and up to \$100,000 in revenue if all passes were purchased.

7) **Goal Reference:** Goal No. 1: *“Assess the transportation needs of our community.*
Goal 4: *“Provide responsive transportation options.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: December 4, 2013

FOR: Intercity Transit Authority

FROM: Ann Freeman Manzanares, 705-5838

SUBJECT: Intergovernmental Agreement for the Maintenance of the Centennial Station/Amtrak Depot

-
- 1) **The Issue:** The intergovernmental agreement to jointly pay to operate and maintain the Centennial Station/ Amtrak Depot expires December 31, 2013.
-
- 2) **Recommended Action:** Approve the 2014-2018 Intergovernmental Agreement for the Maintenance of the Centennial Station/ Amtrak Depot.
-
- 3) **Policy Analysis:** Intercity Transit manages the operations and maintenance of the Centennial Station/ Amtrak station. Funding is provided through an intergovernmental agreement with seven local jurisdictions. Any changes in the intergovernmental agreement or how the station is funded requires Authority approval.
-
- 4) **Background:** The Centennial Station site was originally owned by Thurston County. WSDOT funded the original parking area and platform using State of Washington Park-and-Ride funds. The Amtrak Depot Committee raised funds to build a depot and the county helped manage construction of the site.

As the facility progressed, the county backed away from ongoing management of the facility. Although the cities and port have direct authority to operate such facilities, Intercity Transit was designated to take the administrative role. Intercity Transit was deeded the property and the agreement with the jurisdictions was that if we took the facility over, they had to participate in its operational expenses.

The original discussion with the jurisdictions was they would fund staffing at the facility. However, an energetic volunteer committee and an even larger interested group of volunteers assumed the staffing role. These volunteers have the distinction of meeting every passenger train for the last twenty years.

Cost-sharing from each of the seven jurisdictions is based on population: Thurston County-27%, Intercity Transit-25%, City of Olympia-18%, City of Lacey-16%, City of Tumwater-6%, Port of Olympia-6% and City of Yelm-2%.

The intergovernmental agreements were honored until 2010 when the City of Olympia paid only 50% of its assessment. The City of Olympia informed Intercity Transit it would not pay its assessment in 2011.

This led Intercity Transit to call a meeting of all participating jurisdictions and develop a single intergovernmental agreement to replace the multiple agreements between each jurisdiction and Intercity Transit. The City of Olympia reconsidered its decisions and provided funds for 2012 and 2013.

The participating jurisdictions asked Intercity Transit to consider other means of funding the station. Staff researched alternatives and found no good source of alternative funding for the operation and maintenance of the facility.

-
- 5) **Alternatives:**
- A. Approve the Intergovernmental Agreement for the Maintenance of the Centennial Station/ Amtrak Depot.
 - B. Do not approve the Intergovernmental Agreement for the Maintenance of the Centennial Station/ Amtrak Depot.
-
- 6) **Budget Notes:** Intercity Transit estimated jurisdictional responsibility is \$16,581 for the maintenance of the Centennial Station/ Amtrak Depot in 2014. The total cost of maintaining the facility is estimated at \$56,906 in 2014.
-
- 7) **Goal Reference:** This agenda item addresses two goals of the Authority.
Goal 2: *"Provide outstanding customer service."*
Goal 4: *"Provide responsive transportation options."*
-
- 8) **References:** Intergovernmental Agreement for the Maintenance of the Centennial Station/ Amtrak Depot and Proposed 2014 Budget and Jurisdictional Distribution of Expenses.

INTERGOVERNMENTAL AGREEMENT FOR THE
MAINTENANCE OF THE CENTENNIAL STATION/ AMTRAK DEPOT

THIS AGREEMENT is made and entered into in duplicate this ____ day of _____, 2014, by and between THURSTON COUNTY, INTERCITY TRANSIT, the CITY OF LACEY, the CITY OF OLYMPIA, the CITY OF TUMWATER, the PORT OF OLYMPIA and the CITY OF YELM. The cities, the Port and the County are referred to in this Agreement as "the Contributing Parties." References below to "Parties" are to all the parties to this agreement.

WHEREAS, pursuant to Ch 39.34.010 RCW, governmental entities are authorized to make the most efficient use of their powers by cooperating with each other on a basis of mutual advantage for the provision of 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, the Parties hereto wish to assist each other in providing maintenance for the Centennial Station/ Amtrak Depot, located at 6600 Yelm Highway, under RCW 39.34.080 by the cost-sharing thereof, for the purpose of mutual advantage and benefit of necessary rail transportation serving each governmental entity;

NOW, THEREFORE, in consideration of the exchanges of the mutual benefits, covenants and agreements recited herein, the Parties hereto agree as follows:

1. GENERAL PURPOSE

The Parties agree that there are ongoing operating and maintenance costs involved in providing basic passenger services and amenities at the Centennial Station/ Amtrak Depot, and that such costs should be shared amongst the Parties.

2. OPERATING AND MAINTENANCE SERVICES

The operating and maintenance services shall consist of providing staff at all times the depot building is open to the public, janitorial and such other maintenance services as are reasonably necessary for the cleanliness and good repair of the facility. Operating and maintenance services shall also include utility fees and right-of-way lease. INTERCITY TRANSIT's responsibilities also include "all risk" property coverage on Depot facilities and liability coverage for bodily injury and property damage arising from INTERCITY TRANSIT's operations of said facility.

3. LEAD PARTY

INTERCITY TRANSIT shall have sole authority and responsibility for the provision of the above operating and maintenance services at the Amtrak Depot Facility, which may be provided by employees, agents, or independent contractors of INTERCITY TRANSIT. INTERCITY TRANSIT will further be responsible for furnishing all equipment necessary for the effective performance of such maintenance services.

4. DURATION OF AGREEMENT

The terms and performance of this Agreement shall become effective the date noted in the introduction of the agreement, and shall end December 31, 2018, unless otherwise terminated as provided for in this Agreement.

5. PAYMENT OF MAINTENANCE COSTS

In order to provide funds for the operation and performance of the services called for in this Agreement, it is agreed as follows:

A. INTERCITY TRANSIT shall maintain a record of its actual costs and expenses in providing the services herein.

B. THURSTON COUNTY will contribute 27% for operating and maintenance costs actually incurred. INTERCITY TRANSIT will contribute 25% for operating and maintenance costs actually incurred. CITY OF OLYMPIA will contribute 18% for operating and maintenance costs actually incurred. CITY OF LACEY will contribute 16% for operating and maintenance costs actually incurred. CITY OF TUMWATER will contribute 6% for operating and maintenance costs actually incurred. The PORT OF OLYMPIA will contribute 6% for operating and maintenance costs actually incurred. CITY OF YELM will contribute 2% for operating and maintenance costs actually incurred.

C. INTERCITY TRANSIT will prepare and submit a quarterly billing statement/invoice to each Contributing Party representing that Party's pro rata share of the costs of the operating and maintenance services provided during the previous calendar quarter.

D. Each Contributing Party shall pay INTERCITY TRANSIT its pro rata share as billed, within approximately 30 days of receipt of the billing statement/invoice.

6. MAINTENANCE AND INSPECTION OF RECORDS

INTERCITY TRANSIT shall keep all records in accordance with generally accepted and required accounting principles, and shall account for the services provided and the revenues received. Any duly authorized representative of any Contributing Party shall have the right to inspect the records of INTERCITY TRANSIT as they relate to the services performed hereunder, upon ten (10) days prior notice to INTERCITY TRANSIT.

7. RELATIONSHIP OF PARTIES

INTERCITY TRANSIT shall have the authority to direct and control the performance of the operating and maintenance services. All employees, agents, appointees or officers used by INTERCITY TRANSIT in performing this Agreement shall be considered employees, agents, appointees or officers of INTERCITY TRANSIT and shall have no claim against any Contributing Party for wages, salaries, reimbursements, benefits or any other form of compensation arising under their performance of maintenance services. This agreement is for the benefit of the Parties, and no third-party beneficiary relationship is intended. No separate legal entity is created by this Agreement. No joint organization is created. No common budget is to be established. No personal or real property is to be jointly acquired or held.

8. HOLD HARMLESS

Maintenance services to be performed under this Agreement will be performed at INTERCITY TRANSIT's own risk and INTERCITY TRANSIT expressly agrees to hold each Contributing Party and any of its officers, agents or employees, harmless from any liability or damages resulting from the negligence of INTERCITY TRANSIT in performing this Agreement.

9. ASSETS

Title to all property furnished by INTERCITY TRANSIT in conjunction with INTERCITY TRANSIT's performance hereunder shall remain in the name of INTERCITY TRANSIT.

10. NONDISCRIMINATION

INTERCITY TRANSIT agrees that it will comply with all applicable State and Federal laws, regulations or guidelines relating to nondiscrimination in employment or client services.

11. NONWAIVER OF RIGHTS

The Parties agree that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of any other provision of this Agreement.

12. MODIFICATION

This Agreement may be modified only by the mutual agreement of the Parties hereto, in writing, and executed in the same manner as is this Agreement.

13. DEFAULT

If any of the Parties hereto fails to perform its responsibilities, and after such failure continues to be remiss in its obligations for a period of twenty (20) days upon having received written notice of same, such party shall be in default hereunder. Upon such default, any other Party hereto may exercise any remedies provided by law. If legal action is necessary to enforce the provisions of this Agreement, the prevailing Party or Parties shall receive such sums as the court may determine, including reasonable attorney's fees and such costs as are incurred in maintaining such cause of action.

14. TERMINATION

A. A party's failure to substantially comply with any of the provisions stated herein shall constitute a material breach of this Agreement and cause for the termination thereof. Upon such breach by a party, any other Party may terminate its participation under this Agreement at any time after giving thirty (30) days notice thereof.

B. This Agreement may also be terminated in whole or in part by mutual agreement of the Parties hereto. Any termination by mutual agreement shall be in writing and shall set forth the conditions of termination, including the effective date, or, in the case of termination in part, that portion to be terminated.

C. This Agreement may further be terminated when a party gives written notice to the other Party at least six (6) months prior to its intended effect and withdrawal from this Agreement.

15. NOTICES

Notices to the Parties hereto shall be sufficient if mailed first-class postage prepaid, to the signatories hereto or to a duly appointed designee.

16. JURISDICTION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. Any action in law or in equity initiated for the enforcement of the

provisions of this Agreement, or any provision thereof, shall be instituted and maintained only in a court of competent jurisdiction in Thurston County, Washington.

17. SEVERABILITY

It is understood and agreed by the Parties hereto that if any part, term, or provision of this Agreement is held by a Thurston County court to be illegal or invalid, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced without such illegal or invalid provision. If it should appear that any part, term, or provision hereof is in conflict with any statutory provision of the laws of the State of Washington, such part, term, or provision in conflict shall be deemed modified to conform with such statutory provision.

18. COMPLETE AGREEMENT

The Parties hereto agree that this Agreement is the complete expression of the terms, conditions, and provisions hereto and any oral representations or understandings that are not incorporated herein are excluded.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

THURSTON COUNTY BOARD OF COMMISSIONERS

Sandra Romero, Chair

Cathy Wolfe, Vice Chair

Karen Valenzuela, Commissioner

Clerk to the Board

Approved as to Form:

Prosecuting Attorney

CITY OF OLYMPIA

Steve Hall
City Manager

Approved as to Form:

City Attorney

CITY OF LACEY

Scott Spence
City Manager

Approved as to Form:

City Attorney

CITY OF TUMWATER

John Doan
City Administrator

Approved as to Form:

City Attorney

PORT OF OLYMPIA

Ed Galligan
Executive Director

CITY OF YELM

Shelly Badger
City Administrator

INTERCITY TRANSIT

Ann Freeman Manzanares
General Manager

Proposed 2014 Budget and Jurisdictional Distribution of Expenses

The following table presents the proposed 2014 budget and historical reference for Operation and Maintenance of the Amtrak Centennial Station:

Category	2012 Budget	2012 Actual	2013 Estimate	2014 Proposed Budget
Operation (staff time; repair and maintenance supplies; misc. operating expense; equipment rental)	\$ 7,000	\$ 7,793	\$ 11,745	\$ 12,200
Utilities (electricity; phone; sewer; water)	\$ 16,500	\$ 17,158	\$ 13,463	\$ 13,500
Contracted services and maintenance (misc. repair; security; janitorial)	\$ 36,000	\$ 31,413	\$ 24,737	\$ 24,800
Right of way lease from Burlington Northern Santa Fe Railroad	\$ 3,500	\$ 3,500	\$ 3,713	\$ 3,824
Insurance	\$ 2,500	\$ 2,500	\$ 4,996	\$ 5,000
Fund for major maintenance and necessary upgrades	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Total Expenses	\$ 72,500	\$ 69,364	\$ 65,654	\$ 66,324
Revenue from Amtrak	(\$ 8,877)	(\$ 11,138)*	(\$ 9,143)	(\$ 9,418)
Total Expense Net of Amtrak Payments	\$ 63,623	\$ 58,226	\$ 56,511	\$ 56,906

Proposed 2014 Budget and Jurisdictional Distribution of Expenses

This table indicates the distributed, highlighted amounts that Intercity Transit is requesting jurisdictions to include in their FY 2014 budget to allow for reimbursement of Intercity Transit on a quarterly basis for anticipated actual expenses:

Distribution of Expenses	<u>Percent</u> <i>no change from 2013</i>	2012 Budget	2012 Actual Billed	2013 Budgeted Jurisdictions Support	2014 Proposed Budget
Thurston County	27%	\$17,236	\$15,720	\$16,861	\$17,908
Intercity Transit	25%	\$15,959	\$14,555	\$15,612	\$16,581
City of Olympia	18%	\$11,490	\$10,481	\$11,240	\$11,938
City of Lacey	16%	\$10,214	\$ 9,316	\$ 9,992	\$ 10,612
City of Tumwater	6%	\$ 3,830	\$ 3,494	\$ 3,747	\$ 3,979
Port of Olympia	6%	\$ 3,830	\$ 3,494	\$ 3,747	\$ 3,979
City of Yelm	2%	\$ 1,277	\$ 1,166	\$ 1,249	\$ 1,326
Total Expense Distribution	100%	\$63,836	\$58,226	\$62,448	\$56,906

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 10
MEETING DATE: December 4, 2013
EXECUTIVE SESSION**

FOR: Intercity Transit Authority

FROM: Heather Stafford, ext. 5861

SUBJECT: Collective Bargaining Agreement with International Association of Machinists, District Lodge 160

-
- 1) **The Issue:** To review the issues that will likely be addressed in collective bargaining with the International Association of Machinist (IAM), District Lodge 160.
-
- 2) **Recommended Action:** Discuss the major negotiation issues and management's proposed approach to negotiations and provide feedback to staff.
-
- 3) **Policy Analysis:** The Intercity Transit Authority must approve any collective bargaining agreement between Intercity Transit and the IAM. The General Manager is responsible for negotiating the details of the agreement.
-
- 4) **Background:** IAM represents Intercity Transit's Technicians, Support Specialists, ServiceWorkers, and Vehicle Cleaners in the Maintenance Department. The current collective bargaining agreement expires on December 31, 2013. It is anticipated the new agreement will cover the period from January 1, 2014, to December 31, 2016.
- Negotiations began on November 12, 2013. It is the intent of the parties to reach agreement prior to January 31, 2014.
-
- 5) **Alternatives:** The Authority may provide direction to staff regarding the labor negotiation issues.
-
- 6) **Budget Notes:** This collective bargaining agreement sets the wafe levels for 37 agency employees.
-
- 7) **Goal Reference:** This item meets Goal 2: *"Provide outstanding customer service."*
-
- 8) **References:** N/A.