

AGENDA
INTERCITY TRANSIT AUTHORITY
April 04, 2012
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS - RECOGNITIONS** **5 min.**
 - A. **Operators Dan Tryon; Lisa Allison; Erik Hill-Rivera; David Kolar William Buckley; Evie Ahrendt; John Denicola; David Orozco; Carl Howell; Obie Marino** (*Jim Merrill*)

- 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:** March 7, 2012, Regular Meeting; March 21, 2012, Work Session.

 - B. **Accounts Payable:** Warrants dated February 10, 2012, numbers 10072-10203, in the amount of \$332,278.65; warrants dated February 24, 2012, numbers 10205-10328 in the amount of \$670,466.36, for a monthly total of \$1,002,745.01. Warrants dated March 9, 2012, numbers 10331; 10500-10608 in the amount of \$327,477.25; warrants dated March 23, 2012, Numbers 10613-10745 in the amount of \$931,152.49, for a monthly total of \$1,258,629.74.

 - C. **Landscape & Grounds Maintenance Services Contract Renewal:** Authorize the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$41,008.60, including taxes. (*Erin Hamilton*)

- 5) **PUBLIC HEARINGS - None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Sandra Romero*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **10 min.**
 - C. **TRPC Sustainable Development Task Force** (*Karen Messmer*) **3 min.**
 - D. **Citizen Advisory Committee** (*Steve Abernathy*) **3 min.**
 - E. **Pension Committee** (*Joe Baker*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Automated Fuel and Fluid Management System** (*Erin Hamilton*) **5 min.**
 - B. **Purchase of Dial-A-Lift Vehicles** (*Marilyn Hemmann*) **5 min.**
 - C. **General Manager Performance Evaluation Process** (*Rhodetta Seward*) **10 min.**
 - D. **2012 Citizen Advisory Committee Recruitment** (*Rhodetta Seward*) **10 min.**

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

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

- 10) **MEETING EVALUATION** **5 min.**

- 11) **EXECUTIVE SESSION - None**

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 7, 2012

CALL TO ORDER

Chair Thies called the March 7, 2012, regular meeting of the Intercity Transit Authority to order at 5:34 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson; County Commissioner Sandra Romero; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; City of Olympia Councilmember Nathaniel Jones; and Citizen Representative Karen Messmer.

Members Excused: Citizen Representative Ryan Warner; Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Ann Freeman-Manzanares; Marilyn Hemmann; Meg Kester; Jim Merrill; Carolyn Newsome; Jeff Peterson; Karl Shenkel; and Pat Messmer.

Others Present: Legal Counsel Tom Bjorgen and Citizen Advisory Committee member Don Melnick.

APPROVAL OF AGENDA

It was M/S/A by Mayor Clarkson and Commissioner Romero to approve the agenda as presented.

INTRODUCTIONS & RECOGNITIONS

A. Erin Scheel introduced Youth Education Assistant, Maya Heiland.

B. Casey Cochrane, Puget Sound Energy (Award Presentation)

Casey Cochrane, Local Government and Community Relations Manager for Puget Sound Energy (PSE), presented Intercity Transit with a Certificate of Achievement for participation in the Flip the Switch to Green Power Challenge.

Puget Sound Energy recognizes Intercity Transit as a community leader for efforts in increasing participation in PSE's Green Power Program by more than 500 residents

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and businesses in 2011. As a result, the Cities of Olympia and Lacey earned \$30,000 in grant money from PSE toward the development of solar projects in the two communities.

Farra Vargas, Program Coordinator with PSE also presented a Certificate of Achievement to Kris Fransen, Intercity Transit's Marketing and Communications Project Coordinator.

PUBLIC COMMENT

Kathleen Byrd, 132 Plymouth Street NW, Olympia, 98502, expressed concern about the potential move of the bus stop on the southeast corner of Harrison Avenue and Division to accommodate a proposed 7-Eleven and another building of undisclosed use.

On behalf of other members of the community, Ms. Byrd requests a written assessment from the Intercity Transit Authority of how the potential move of this bus stop will ensure the safety of the bus riders, pedestrians, bicyclists and others who drive in the neighborhood.

Ms. Byrd stated The City of Olympia recognizes the intersection as a hazard. She pointed out potential conflicts with the city's codes and comprehensive plan, and moving the bus stop west is an unnecessary safety hazard.

Ms. Byrd would appreciate written comments be sent to katbyrd9@gmail.com or her street address.

Chair Thies recessed the meeting at 5:56 p.m. to toast Intercity Transit's Sustainability Committee for their efforts towards achieving the Gold Level Status Award under the American Public Transportation Association (APTA) Sustainability Commitment program. Intercity Transit is the first transit system in the United States to reach the Gold Level. APTA will make the official announcement on March 24, 2012. The regular meeting was reconvened at 6:11 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S by Commissioner Romero and Mayor Clarkson to approve the consent agenda as presented.

Messmer requested clarification to the minutes of the February 1, 2012, meeting. It was M/S/A by Councilmember Hildreth and Citizen Representative Messmer to pull the minutes from the Consent Agenda.

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A. Approval of Minutes: February 1, 2012, Regular Meeting; February 15, 2012, Work Session.

B. Payroll: February 2012 in the amount of \$1,769,804.40.

C. Accounts Payable: Warrants dated January 27, 2012, numbers 10025-10068, numbers 86010; 86122-86207 in the amount of \$1,526,162.72.

D. Surplus Property: Declared property listed on Exhibit "A" as surplus.

E. Purchase Replacement Operations Supervisor Vehicle: Authorized the General Manager, pursuant to Washington State Contract 03911, to issue a purchase order to Bud Clary Auto of Longview for the purchase of one 2012 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$29,605.68, including tax.

A change was requested to page 1 under Public Comment, within the first sentence of the first paragraph replacing the word "attendant" with "dependent." On page 4 under item C, TRPC Sustainable Development Task Force, first paragraph, replace the second sentence to reflect, "The standard format for the meetings is to hear from two topic panels on their findings per meeting."

It was M/S/A by Messmer and Romero to adopt the minutes as amended.

Motion carried as amended.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Romero reported the TRPC met Friday, March 2, 2012. The Council meeting began with a moment of silence on behalf of Councilmember Ed Stanley who passed away recently. The Council approved the Port of Olympia's request for full membership. They elected Mayor Clarkson to fill the 2012 Council Secretary position. There was an update on Sustainable Thurston, and they unveiled the Thurston Here to There Website.

There is a series of Economic Development 101 Workshops. The first workshop was led by Maury Forman, who gave a presentation about 21st Century Economic Development. Thera Black spoke about several public works projects which include the Farm to Table project; expanding fiber optics; and exploring waterway transportation. They also discussed preparing a white paper on more integration of emergency services.

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B. Transportation Policy Board (TPB). Hildreth reported the TPB met on February 8, 2012. The Board approved the recommendation to the TRPC regional transportation work program for inclusion in the State Fiscal Year 2013-2014 work program priorities. They were also briefed on the accomplishments of Intercity Transit in 2011.

TPB held an election of officers and Andy Ryder was elected Chair, and Hildreth was elected Vice Chair.

C. TRPC Sustainable Development Task Force. No report.

D. Citizen Advisory Committee. Melnick reported on the CAC meeting held February 13, 2012. He said staff conducted presentations on the Dial-A-Lift program; the inclusion of Public Art as part of the OTC Expansion; and an update on the Olympia Express Service. The CAC was very impressed with the Dial-A-Lift update, and there was much discussion on the inclusion of Public Art as part of the OTC Expansion Project, with the CAC supporting the recommendation.

E. Pension Committee. No report.

NEW BUSINESS

A. Hawks Prairie Park-and-Ride Facility Construction. Hemmann reported staff is recommending a contract award to Scarsella Brother's Inc. for the construction of the Hawks Prairie Park-and-Ride Facility in a not-to-exceed amount of \$2,912,912.12. The engineering consultants, KPFF, estimated the cost was between \$3,000,000 and \$3,500,000. Thirteen bids were received with bids ranging from \$2,912,912.12 to \$3,574,045.20.

The work is for the actual construction of the park-and-ride lot and a transit island. It includes moving the preload fill in order to install new underground gas collection system and liner. Final work includes paving, storm drainage improvements, striping, signage, lighting system and landscaping. Scarsella's registration and references checked out. They have extensive experience planning and implementing construction projects of this size and complexity.

The project is funded through two Washington State Regional Mobility Grants in the amount of \$6,565,676 and includes \$591,419 in local matching funds. The original Regional Mobility Grant request was in the amount of \$3,526,892 for construction and related costs for this phase.

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Hildreth asked what the construction start and completion dates were. Hemmann said construction could begin the end of April and finish in October.

Messmer asked if other costs would be covered other than this contract with the Regional Mobility Grant. Harbour said the grant also covered all of the site work.

Thies asked about Scarsella's performance ratings on other jobs they completed. Hemmann said she checked six of their references and feedback was very positive. They were rated as very good to work with; came in on budget and on schedule with few change orders; and have highly trained staff with many years of technical experience.

Baker asked why local contractors are not awarded contracts. Hemmann said one contractor from Olympia submitted a bid and they were in the middle of the range.

It was M/S/A by Citizen Representative Messmer and Councilmember Hildreth to authorize the General Manager to enter into a contract with Scarsella Brothers, Inc. for the construction of the Hawks Prairie Park-and-Ride Facility in a not-to-exceed amount of \$2,912,912.12.

Romero asked if the contract amounts could be rounded up and drop the cents. Clarkson said he would hesitate to round contract numbers for audit purposes.

Clarkson commented the City of Lacey was notified they will no longer be able to use the Park-and-Ride lot at the mall to set off fireworks, and the city is in the process of looking for a substitute location. He said the Hawks Prairie Park-and-Ride lot was mentioned as a possible temporary sight prior to its opening. Harbour responded that wouldn't be possible this July because construction won't be completed, and he reminded the Authority we lease the land from the county.

Romero said the County is discussing the possibility of having a central location with fire suppression nearby, where the public could go to set off their own fireworks since they are banned in Olympia and Lacey.

- B. Purchase of Passenger Shelters.** Peterson reported Intercity Transit has an existing, competitively bid contract with Handi-Hut, Inc. who designed the passenger shelters. The contract identifies three different shelter configurations that serve the agency's needs in various applications throughout the service area. The purchase includes 28 shelters for the Bus Stop Pad Enhancement Project and also includes 14 shelters to meet current and projected shelter needs for 2012. Combining these shelters into one purchase allows Intercity Transit to take advantage of the quantity pricing available in the current contract and minimize freight costs.

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The 2012 budget for the Bus Stop Pad Enhancement Project is \$467,185. Of this, \$108,126.15 is dedicated to the purchase of shelters. The budget also includes \$150,000 for Facilities Bus Stop Enhancements, of which \$55,314.71 will be dedicated to the purchase of shelters.

Hildreth asked what the shelters look like. Peterson said they are a combination of basic square shelters and some are cantilever with the green design. Hildreth asked what types of enhancements are included in the \$150,000. Peterson responded the amount includes improving the bus stops with bulb-out areas for wheelchair accessibility and improving safety.

Clarkson asked where the funds come from to cover the installation and maintenance of these shelters. Harbour responded the funds from the \$150,000 budget covers installation, replacement parts or additional panels, and the Annual Operating Budget funds the maintenance costs. There is staff dedicated to cleaning and maintaining existing shelters. As we add more shelters, it will take additional manpower to maintain, and staff may need to come before the Authority to request an increase to the operating budget.

It was M/S/A by Mayor Clarkson and Citizen Representative Messmer to authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 42 passenger shelters in the not-to-exceed amount of \$163,440.24, including taxes and freight.

- C. **Contract Award - Value Engineering Services.** Freeman-Manzanares reported staff released a Request for Qualifications and Proposals (RFQ/P) to conduct Value Engineering studies at 30% design for both the Pattison Street Facility Remodel and Expansion and the Olympia Transit Center Expansion (OTC) projects. The Authority approved a contract with HDR Engineering in February 2011 to conduct Value Engineering at the Pattison Street project. Staff now requests approval for the second proposed contract with HDR for Value Engineering Services for the Olympia Transit Center Expansion in an amount not-to-exceed \$42,332.94.

Four proposals were received and evaluated by members of Operations, Maintenance, Facilities and Procurement. The proposals were scored based on the criteria established in the RFQ/P. Two firms were identified in the competitive range, and after extensive reference checks, HDR was selected as the top ranking firm. At the 30% design point Value Engineering is anticipated to achieve an average of 10% cost savings. Value Engineering for the OTC is anticipated to start the beginning of April.

In response to questions, Freeman-Manzanares noted staff looks at some things such as long term energy and water use for the larger components of the facility; however, staff doesn't have all of the specifics at 30%. For example on the OTC Expansion, staff performed significant research whether or not to include a planted roof. The design team will look at energy savings and storm water issues. Staff may also research solar energy for this project.

Clarkson asked if, as a matter of policy, we look at the design build with Value Engineering components. Legal Counsel, Tom Bjorgen, responded staff is not eligible to proceed with design build under our statutes.

It was M/S/A by Councilmembers Hildreth and Jones to authorize the General Manager to execute a contract with HDR Engineering for Value Engineering Services for the Olympia Transit Center Expansion in an amount not-to-exceed \$42,332.94.

D. Providing Individual Reduced Priced Bus Tickets. Harbour reported in December 2011 the Authority directed staff to investigate the possibility of offering reduced cost bus tickets to individuals in our community. Expanding this program to provide discounted individual tickets raises a number of questions and issues, and staff seeks further direction from the Authority whether to pursue additional research on this topic.

Staff approached the design of this program guided by the following criteria:

- The program is simple to administer and not require additional staff
- Staff doesn't engage in "needs analysis"
- The program should minimize costs while encouraging increased ridership

Harbour asked the Authority if they wish to pursue the discounted individual bus tickets. If there is interest, then he seeks the Authority's guidance on what needs to be accomplished to administer this program.

The Authority shared the same concerns regarding the cost to administer this program and the possibility of erosion of revenue. They unanimously agreed not to pursue offering reduced cost bus tickets to individuals at this time.

E. Sustainable Thurston County Guiding Principles. The Sustainable Thurston Task Force is in the process of drafting a set of "Guiding Principles" to help answer the question, "What should the Thurston Region be in the future?" What does the Intercity Transit Authority feel these principles should be or should include?

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Messmer explained this is a multi-year project and process of gathering information and forming subgroups and panels, and they are at an early stage of the process. They heard from panels made up of volunteer groups who presented individual topics, for example emergency services or economic development. The next step is to have a much broader community conversation and public outreach process for this information and to get the community more engaged in the discussion. With the growth management act there is some expectation there will be growth. How do we manage that in a sustainable way? She wants to know what the Intercity Transit Authority sees as the founding “givens” about the growth and the sustainability we may want to achieve.

For example, we can't provide door-to-door service to everyone. But high-quality service is a pathway to sustainability and economic resilience, so high-quality transit service should be a part of our sustainable future.

Romero asked, “If the price of fuel goes up so much that we can't afford to operate our buses, what can Intercity Transit do to provide public transportation?”

Clarkson asked, “What is your guiding definition for sustainability mean to the Authority Board?” He asked, “How do we interpret what you are saying to us?” Messmer replied the standard definition that relates to sustainability is that we use and preserve resources for both our environment for both ourselves and our generation and future generations as well. We don't ruin it for the future while we're preserving, using, and caring for our environment and our economy.

From a transit perspective, one of the things to respond to or reflect on is some of the things that have come up in the panel such as the combination of land use and transportation that density helps make transportation more efficient. Density is going to help us. If people want a quality transit service to help them with other parts of the sustainability equations such as getting people to work for a resilient economy, then that density factor needs to come into play.

Romero asked, “How do we get a stable funding source for transit?” “How do we have transit elevated to where it is the mode of transportation?”

Clarkson said we can elevate it by reducing our dependence on a single occupancy vehicle; and to start with the future generation by not promising our children a vehicle of their own when they turn of age to get a driver's license. Or we as a society don't spend twice as much for student parking lots as we do for the teaching facility every time we need a new school building, especially a secondary school building or community college. These are ways to elevate public transportation.

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Jones believes Messmer did a good job of framing the discussion, but he stated this is a big deal with over 1,000 communities that asked to participate in this process. Thurston is only one of a handful across the country. It's being done within the context of growth projections to 2040 which tells us we'll have a 170,000 more people; we'll need 80,000 more housing units; need 83,000 more jobs between now and 2040. Our efforts at sustainability have to take into account those growth levels at the same time. It's being done by TRPC which gives us that county-wide perspective. If you're interested in urbanization and densification or urban corridors, you're able to address the outlying rural areas as well and what levels of management may be available there. Jones noted the eleven white papers produced included 180 people working together to develop them and they are thorough. We are at a watershed point where we are now preparing to involve the public in that dialog.

Clarkson said we need money to sustain.

Messmer said an interesting conversation for the Authority to have is to speak to the sustainability process and planning the community, and to say this is what transit needs in order to support you. It is a two way street, but transit is vulnerable and dependent on the jurisdictions and zoning and infrastructure development. Where will transit go in the next 20 years?

Thies said to be future oriented, what do we want to have in place? What's it going to look like? In other countries they have great highways full of bicycles. How is that going to happen here? He envisions bicycle park-and-rides throughout.

Romero spoke about an article that read, "Growth is good." The article stated you don't need to worry about environment if you're creating jobs and capital because then you can pay for the clean-up. Do we want a natural environment or artificially clean environment that's been trashed and recreated? There is the new concept of vertical farming on buildings. Intercity Transit is our best bet for clean air.

Jones referred to the guiding principles included with the agenda under Transportation category. He stated these are weak guiding principles, in particular the first bullet item, a principle from 20 years ago. Jones stated we need to consider the relationship between transportation and land use when making investments is pabulum. We need to move beyond weak statements. We need to acknowledge and capitalize on the relationship that is available to be developed.

GENERAL MANAGER'S REPORT

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Ridership was up 11.6% in February 2012 over 2011.

The **ESMS Gap Audit** was held today with staff from Virginia Tech reviewing the status of the 17 required elements of the ISO 14001. The next audit by Virginia Tech is scheduled in July. We will seek ISO 14001 certification.

Harbour, Seward, and Manzanares will attend the **APTA Legislative Conference** held in D. C. next week. Harbour and Seward are attending committee meetings; and Manzanares is attending Leadership APTA.

Staff applied for buses and the Pattison Street facility under **six different grants under four separate programs**. Staff asked for letters of support from each jurisdiction.

Intercity Transit received the following requests for service:

- **The Children's Hands-On Museum** requested Dash service be extended to weekends because these are busy days for them. Staff asked the Museum for funding to help offset the costs, and to prioritize their most needed service. The City of Olympia was contacted to see if they have funding to help pay for service to the Museum.
- There are no plans to extend service to **Northeast Lacey ACS (Call Center)** off Meridian and Commerce at this time. However, staff plans to meet with ACS to discuss vanpool options.
- **Thurston County Accountability & Restitution Center** requested service to the facility when it opens. Route 42 currently offers limited service. Staff will research how to best serve this facility and report back to the Authority.

The House and Senate passed budgets with **funds for transit**. The conference committee appears to be leaning toward the House version, which could mean \$250,000 in 2012-2013 and \$500,000 per year after that for Intercity Transit.

Efforts to **maintain dedicated funding for transit at the Federal level** seems to be winning. There is strong support for Small Transit Intensive City (STIC) funds. There was a positive editorial in the Olympian in support of continued funding for transit.

Village Vans celebrates its 10th birthday on March 16. Staff will hold an open house from 11 a.m. to 3 p.m. in the board room of the Pattison location. All are invited to attend.

Kester gave her **Leadership APTA presentation** at the Marketing & Communications conference last week.

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Jones asked if there is a communication plan to roll out the Gold award. Kester is coordinating with APTA regarding press releases slated for March 23.

Hildreth asked what our capacity is for adding vans to the ACS worksite now; and how are we going to keep up with the demand in the future. Harbour responded we are at capacity. However, we do have some older vans available; and 10 expansion vans and 2 replacements vans are due to arrive March 8, which need to be serviced before using. Looking to the future, we may need to look at the fare structure and determine if we need to recover more of the capital costs.

Romero suggested we talk to Pierce Transit about restoring service.

Clarkson asked what price does fuel need to reach to become less effective for us to operate at the current service level. Harbour said our current budget for fuel is \$3.50 per gallon for B20 biodiesel. We are actually paying about \$3.60 a gallon. If prices reach \$4 per gallon, then it will cost us an extra \$500,000. At that point, staff would come before the Authority and recommend going from B20 to B5 biodiesel, or look long term at cutting costs or possibly seek fare increases. Currently, we have enough reserves.

Messmer suggested staff provide revised projections if things get more volatile.

Clarkson asked how the current increase in ridership computes with the last time there was an increase in fuel prices. Harbour replied in 2008, ridership went up 18% and then there were sharp spikes that went up in the summer and stayed there. After 2008 we maintained growth. The levels we're seeing now are well beyond that of 2008. He said the public may have gotten used to gas at the \$4 per gallon level, and it may have to go to \$4.50 before we get that same kind of spike.

Hildreth asked if there is a plan in place should sales tax revenue remain down, as that will put more pressure on our budget. Harbour responded staff will look at assumptions on sales tax as well as fuel prices.

AUTHORITY ISSUES

Thies said he, Hildreth, and Seward interviewed several facilitator candidates for the Authority planning session being held on April 27. They selected team consultants Faith Trimble and Kendra Dahlen. Chair Thies reviewed topics already suggested and asked Authority members what additional topics they would like to see on the agenda. Additional suggested topics for discussion:

- Growth potential for Intercity Transit

ADJOURNMENT

It was M/S/A by Mayor Clarkson and Councilmember Baker to adjourn the meeting at 7:35 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved:

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
March 21, 2012

CALL TO ORDER

Chair Thies called the March 21, 2012, work session of the Intercity Transit Authority to order at 5:30p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Cathy Wolfe (Alternate); City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Ann Bridges; Ben Foreman; Ann Freeman-Manzanares, and Pat Messmer

Others Present: Citizen Advisory Committee (CAC) member Rob Workman.

APPROVAL OF AGENDA

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

CITIZEN ADVISORY COMMITTEE REPORT

Workman reported the CAC meeting on March 19, 2012, was very productive. They received a 2011 Village Van update; Harbour presented the State of Intercity Transit; and Seward updated them on the upcoming youth position recruitment process. Workman said Seward encouraged the two students currently on the CAC to write a synopsis of their experience as committee members.

CAC members are concerned about overcrowding on the buses since the fuel increase, and they discussed the reduced price individual bus tickets. CAC member, Catherine Golding, who is visually impaired, expressed concerns about the high decibel level of the beeping when lowering the ramps on the Dial-A-Lift vehicles and buses. She requested the decibels be lowered or relocate the beeper device.

Intercity Transit Authority Work Session

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Workman said he's enjoying the impact of the pilot program for putting multiple stops at The Evergreen State College. Workman and Dial-A-Lift Manager, Emily Bergkamp, worked with TESC to come up with eight stops around the campus. It benefits the drivers, dispatchers and students. He would like to see the Authority implement the pilot program into other areas of the community (i.e. St. Peter's Hospital or the Fred Meyer shopping area in Lacey).

Messmer asked when was the last time the CAC met with other CAC committees from around the state, and is there a meeting planned for the future. Seward responded the CAC statewide conferences used to be annual events; however, ceased two years ago due to budget cuts. A few months ago Kitsap sent out an inquiry to see if there was any interest; however, there hasn't been a huge response again, due to budgets.

Workman said he projects that in the future new technology will allow all CACs across the nation to communicate with each other. Members from the Jefferson CAC met with Intercity Transit's CAC to exchange ideas.

Although not an Intercity Transit bus stop, Workman said he requested garbage cans be addressed at the Route 40 stop that comes in from Grays Harbor by Westside Rite Aid and Safeway.

Thies asked wasn't there some mention about using the designated multiple stop module at other locations. Harbour replied there are plans to expand on that, possibly at South Puget Sound Community College.

WASHINGTON STATE TRANSIT INSURANCE POOL

Foreman provided background and an update on Intercity Transit's relationship with the Washington State Transit Insurance Pool (WSTIP). The 2012 budget provides \$847,000 for comprehensive insurance coverage. In the 1980's, government faced rapidly escalating insurance prices and in many instances could not acquire insurance at any cost. The Washington State Transit Association (WSTA) formed a committee to look into forming a transit insurance pool. WSTIP was founded in 1989. Since its inception, WSTIP grew from eight to twenty-five Washington State transit agencies.

WSTIP covers our property, crime, pollution, underground storage tank, liability and public official's liability insurance needs and provides many value-added services not generally available in the commercial insurance arena.

Harbour said WSTIP takes responsibility for settling the claims; however, they do consult with us on major claims.

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Clarkson asked if the \$847,000 is payable in a lump sum. Foreman responded yes. Hildreth asked if there have been any above normal rate increases over the years. Foreman replied we haven't experienced any large spikes. He said if rates go up more than 10% (\$80,000) we will mitigate.

Thies asked if WSTIP handled the free speech suit. Foreman replied yes.

2011 VILLAGE VANS UPDATE

Bridges reported Village Vans celebrated its 10th anniversary with an open house on March 16, inviting past customers and drivers. Bridges referred to a timeline and provided quotes from customers and drivers. Awards were handed out to the most active and supportive community partners. Village Vans has been a collaborative project with such agencies as DSHS; WorkSource Thurston County; South Puget Sound Community College; Employment Security Department; Pacific Mountain Workforce Consortium and Goodwill. These agencies support Village Vans by allowing us to place our marketing materials in the low income housing complexes, and they advertise in their newsletters.

Bridges reported in 2011, Village Vans provided 5,582 trips with an average cost of \$31.68 per trip. The volunteer drivers provided 5,630 hours of work and nine of the volunteers were successful finding paid employment. These hours enabled Village Vans to maintain an overall success rate of 93% fully participating volunteers. In-kind contributions valued at \$203,787 and our expenses in 2011 were \$176,838.

Village Vans started as a pilot program and remains a model program in the United States. In 2011, Bridges worked with Mason and Lewis Counties and has an ongoing working relationship with a non-profit in Dallas, Texas, who is working very hard to implement a similar program.

Hildreth asked why the Village Vans program was started in Thurston County. Bridges responded in the mid-90's the federal government did a huge welfare reform across the nation. Social service agencies in Thurston County got together to identify gaps due to those changes. They realized along with the federal government transportation and child care were the major barriers for low income families getting off public assistance.

Harbour added in 2002 Intercity Transit cut services by 40% and there were a lot of unmet transportation needs in the community. Starting Village Vans coincided with the whole welfare to work effort. Intercity Transit asked what could be done to provide training while providing transportation to others looking for jobs.

Clarkson asked about the per hour rate for drivers. Bridges replied the rate is based on an hourly rate of \$23.69 based on the fully allocated cost the agency pays for a new driver.

Messmer asked where the money comes from to pay for the program. Bridges said the federal government set aside a large portion of money in a program called the Job Access Reverse Commute Program (JARC). JARC funds require a 100% match for each dollar in cash or by in-kind contributions. Intercity Transit applies for grants every biennium and we've received enough money to keep Village Vans going.

Messmer asked if the grant allows fully costing the program or does it only pay for the direct cost for the program. Bridges replied there is an indirect cost plan that is used. The space the employees work in, the maintenance of the vans, and the equipment used is included in that cost.

Thies asked if someone can participate in the program on an ongoing basis. Bridges replied it is a temporary service; however, how long someone can use the service is based on individual circumstances. Bridges said six current Intercity Transit coach operators started in the Village Vans program.

STATE OF INTERCITY TRANSIT

Harbour presented the annual State of Intercity Transit report, which focuses more on where the agency is as an organization, focusing on strengths, weaknesses, opportunities and threats (SWOT) to set the framework for the planning session and the development of the strategic plan. Intercity Transit continues to face challenging and uncertain times. A really important trait as an agency is Intercity Transit has the ability to react and respond quickly.

Harbour highlighted the six areas that best illustrate the state of Intercity Transit today:

- **Fixed Route Ridership** – ridership increased 4.46% in 2011 compared to 2010.
- **Vanpool Usage** – At the close of 2010 we operated 175 active vanpools. By the end of 2011 that increased to 202 active vanpools.
- **Express Service between Thurston and Pierce Counties** – We reacted quickly to the increased demand for service connecting Pierce and Thurston Counties and ridership on Intercity Transit's express service increased over 30% in 2011.
- **Sustainability and Environmental Initiatives** – The agency received Gold Level APTA Sustainability Commitment status, the first transit system in the United

States to reach this level. We were also named a finalist in the Thurston Chamber's Green Business of the Year program.

- **The Great Snow of 2012** – The record-setting snow and ice storm in January 2012 illustrated the strengths and capabilities of the agency. We continued to provide excellent service even as the storm virtually paralyzed the community.
- **Marketing, Youth Education and Bicycle Programs** – No other transit system offers the range of programs provided by Intercity Transit.

Harbour discussed the three areas to help the Authority decide how to best move the agency forward:

- Maintain status quo – this option would maintain the current sales tax and fare levels and continues the current route structure and service levels.
- Maintain current finances but reallocate services and investments – this option would maintain the current sales tax and fare levels but would explore reallocating services and deferring some capital projects.
- Increase funding and service levels – this option would require Intercity Transit to ask voters to increase the sales tax dedicated to public transportation from 0.8% to 0.9%.

Harbour reviewed the agencies Strengths, Weaknesses, Opportunities and Threats (SWOT).

Clarkson asked how much longer Intercity Transit can remain in the existing facility without any major renovating and at what cost. Harbour replied the OTC expansion project will alleviate immediate space demands. The basic building systems are in fair condition. Our server room which houses our computer and telephone equipment is inadequate. The biggest challenge is adding additional buses because there is no room in the parking lot. Also the way we service vanpool is not ideal. If the agency doesn't grow, this facility will suffice for a while longer.

2012 CAC YOUTH RECRUITMENT PROCESS

Seward reported the Citizen Advisory Committee's recruitment is due for the youth position. The CAC discussed the process and provided feedback, which included updating the application. One of the changes was the addition of checkboxes for whether the applicant is applying for the youth position (one-year term), a three-year term, or both. . They also moved the voluntary information from the second page to page three due to the confidential nature of that information.

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The CAC was also asked for their input on how to better advertise the position targeting youth. One committee member suggested advertising on Facebook. It was also suggested to make the posters larger to catch the attention of the students and to target the youth at South Puget Sound Community College.

The timeline for getting the applications out is targeted for after Spring break which ends April 8. Seward will address the Authority in April to look for volunteers for the interview process along with members of the CAC. This process needs to be complete by June 11 before school ends.

Clarkson asked if there is a process to include home schooled students. Seward replied yes, the information is shared with each of the school districts.

Seward confirmed we also advertise on the bus through the rider alert.

Workman asked if it's possible to put rider alerts at the back of bus. Kester replied it could get expensive when messaging for short time frames. She would consider that only when there aren't enough other media resources. Workman suggested posting something at the back of the bus that would remain on a permanent basis.

ANNUAL PLANNING SESSION TOPICS

Thies said the Authority planning session is scheduled for April 27. Currently, there are four agenda topic items which were identified at the Authority meeting held a few weeks ago. Thies asked the members for any additional topics. Seward reminded the Authority they have a limited time of approximately six hours to discuss the topics. She recommended they suggest topics and then the Chair and Vice Chair decide what topics will fit into the day's agenda. Additional suggested topics include:

- What is our service standard?
- How do we plan for diminishing resources and increasing demand?
- What do we need to be able to expand?
- What are the criteria for reducing service?
- The corridor from Tumwater to downtown - if we want to expand along those routes there are expectations along that corridor.
- Senior housing on the bus line on the west side of Olympia – Kaiser area. This ties into demographics and land use. What are other transit agencies experiencing?
- What are we doing to plan for the aging? What does it take to include them in our route?

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- How do we ask the community to think about existing bus routes when building and relocating?

AUTHORITY ISSUES

Harbour mentioned a recent article in USA Today about transit ridership in the United States, and Intercity Transit was referenced as one of the agencies having significant growth during the past year. Kester was quoted in the article.

Harbour reported July 4 falls on the regular Authority meeting, and staff recommends holding a special meeting at the June and July work sessions to cover all agenda items. Also, staff recommends cancelling the November 21 work session because it falls on the eve before Thanksgiving. Staff will present items at the November regular meeting.

Messmer referenced reaction to the public comment made at the March 7 meeting regarding the proposed 7-Eleven. She sensed some frustration from the speaker because action or a response wasn't provided by the Authority that evening. Messmer is concerned the public doesn't fully understand the Authority does not take action on issues brought before the Authority during public comment. Thies recommended adding a statement to explain during public comment that it's not the Authority's practice to respond or take action at that time. A Board member may ask questions for clarity, however, the Authority doesn't get into a full discussion.

Seward responded it's been the Authority's policy for Board members to ask questions to seek clarity; however, the Authority does not get into a dialog with the public making comments or get into a lengthy discussion. Seward said it would be appropriate to say the Authority will consider their comments and discuss with staff at a later time. The Authority must be careful not to make promises to members of the public.

Workman asked if there is a way for the public to give comment electronically. Harbour responded there is an email address and telephone number listed on the Intercity Transit website for the purpose of providing comments. Staff checks these daily and provides a response to all comments.

ADJOURNMENT

With there being no further business, Chair Thies adjourned the meeting at 7:50 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved:

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

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/10/2012

Thru Date: 02/10/2012

Check #	Check Date	Ref #	Name	Amount	Voided
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00010075	2/10/2012	01405	ADVANCE GLASS INC	\$1,926.84	
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00010079	2/10/2012	01820	AMERICAN DRIVING RECORDS INC	\$344.40	
00010080	2/10/2012	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00010081	2/10/2012	01960	AMERICAN SEATING COMPANY	\$462.34	
00010082	2/10/2012	02240	APEX MAILING SERVICE	\$333.44	
00010083	2/10/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$166.66	
00010084	2/10/2012	02380	ARAMARK UNIFORM SERVICES	\$903.05	
00010085	2/10/2012	02680	ASSOCIATION OF WASHINGTON CITIES	\$13,105.00	
00010086	2/10/2012	02760	ATLAS SUPPLY CO	\$138.42	
00010087	2/10/2012	02825	AUTO PLUS - OLYMPIA	\$15.20	
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00010089	2/10/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00010090	2/10/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$7,730.75	
00010091	2/10/2012	03760	BOLANDER SIGNS	\$260.88	
00010092	2/10/2012	03980	BRUSKE PRODUCTS	\$251.76	
00010093	2/10/2012	04120	BUILDERS HARDWARE CO	\$38.53	
00010094	2/10/2012	05340	CAPITOL COURIER SERVICE	\$336.40	
00010095	2/10/2012	05458	CARQUEST AUTO PARTS-LACEY	\$26.06	
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00010099	2/10/2012	05945	CENTURY LINK	\$32.82	
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00010101	2/10/2012	06120	CITY OF OLYMPIA UTILITIES	\$4,123.44	
00010102	2/10/2012	06560	COLUMBIA FORD MERCURY LINCOLN	\$36,853.00	
00010103	2/10/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$224.50	
00010104	2/10/2012	07105	CRAIN'S OFFICE SUPPLY	\$211.29	
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00010106	2/10/2012	07160	CT SPECIALTIES	\$173.92	
00010107	2/10/2012	07220	CUMMINS NORTHWEST INC	\$5,561.10	
00010108	2/10/2012	07520	DAILY JOURNAL OF COMMERCE	\$188.60	
00010109	2/10/2012	08680	EHRLICH'S OFFICE PRODUCTS	\$382.66	
00010110	2/10/2012	08780	EMERALD RECYCLING SERVICE	\$402.30	
00010111	2/10/2012	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$200.00	
00010112	2/10/2012	09120	EXCEL SUPPLY COMPANY	\$499.59	
00010113	2/10/2012	09550	FAIRWAY COLLECTIONS LLC	\$201.81	
00010114	2/10/2012	09575	FASTENAL COMPANY	\$169.62	
00010115	2/10/2012	09580	FASTSIGNS	\$32.61	
00010116	2/10/2012	09605	FEDERAL EXPRESS CORP	\$10.48	
00010117	2/10/2012	09820	FLEET-NET CORP	\$1,538.11	
00010118	2/10/2012	09960	FOREMAN BENJAMIN T III	\$207.78	
00010119	2/10/2012	09990	FOSTER, BUDDY	\$113.05	
00010120	2/10/2012	10180	FREEDMAN SEATING CORPORATION	\$62.40	
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00010124	2/10/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,026.10	
00010125	2/10/2012	10820	GRAPHIC COMMUNICATIONS	\$618.97	

Intercity Transit

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From Date: 02/10/2012

Thru Date: 02/10/2012

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00010129	2/10/2012	11525	IKON OFFICE SOLUTIONS	\$655.29	
00010130	2/10/2012	11615	INDUSTRIAL HYDRAULICS INC	\$222.18	
00010131	2/10/2012	11810	INTERSTATE BATTERY	\$396.53	
00010132	2/10/2012	11865	ISLAND SUPERIOR AIR FILTER	\$121.79	
00010133	2/10/2012	11905	JANEK CORPORATION	\$163.05	
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00010135	2/10/2012	12400	KANTOLA PRODUCTIONS LLC	\$289.00	
00010136	2/10/2012	12685	KING COUNTY FINANCE AND BUSINESS	\$3,500.00	
00010137	2/10/2012	13380	LARSCO INC	\$78.54	
00010138	2/10/2012	13510	LES SCHWAB (TUMWATER)	\$278.84	
00010139	2/10/2012	13545	LEWIS COUNTY CHEMICAL	\$833.67	
00010140	2/10/2012	13719	MACMILLAN, DAN	\$108.69	
00010141	2/10/2012	13850	MASON COUNTY TRANSIT	\$1,572.00	
00010142	2/10/2012	14160	MCMASTER-CARR SUPPLY CO.	\$99.31	
00010143	2/10/2012	14305	MEDIBAG COMPANY	\$2,400.00	
00010144	2/10/2012	14590	MOHAWK MFG & SUPPLY	\$153.48	
00010145	2/10/2012	14839	MYERS TIRE SUPPLY	\$57.30	
00010146	2/10/2012	14900	NAPA AUTO PARTS	\$831.94	
00010147	2/10/2012	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$55.25	
00010148	2/10/2012	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$130.87	
00010149	2/10/2012	15385	OFFICE DEPOT	\$326.59	
00010150	2/10/2012	16250	ON-HOLD CONCEPTS INC	\$70.66	
00010151	2/10/2012	16490	PACIFIC DISPOSAL INC	\$713.73	
00010152	2/10/2012	16695	PATTISON WATER COMPANY	\$101.12	
00010153	2/10/2012	16760	PETTIT OIL COMPANY	\$732.29	
00010154	2/10/2012	16765	PETRO CARD	\$96,148.36	
00010155	2/10/2012	16820	PIERCE COUNTY SECURITY	\$13,610.63	
00010156	2/10/2012	16830	PIERCE TRANSIT	\$5,606.40	
00010157	2/10/2012	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$43.05	
00010158	2/10/2012	16888	PLATT ELECTRIC SUPPLY	\$41.43	
00010159	2/10/2012	17385	Q'STRAIT USA	\$65.75	
00010160	2/10/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$1,152.21	
00010161	2/10/2012	17505	RAINIER DODGE INC	\$18.22	
00010162	2/10/2012	17560	RE AUTO ELECTRIC INC	\$2,370.96	
00010163	2/10/2012	17682	RELIABLE OFFICE EQUIPMENT	\$119.57	
00010164	2/10/2012	17734	ROGERS KYLE	\$172.77	
00010165	2/10/2012	17760	ROSS AND WHITE COMPANY	\$883.67	
00010166	2/10/2012	17900	SCHETKY NW SALES INC	\$2,606.36	
00010167	2/10/2012	18068	SHINING EXAMPLE INC	\$303.33	
00010168	2/10/2012	18285	SOCIETY FOR HUMAN RESOURCE MANAGEM	\$180.00	
00010169	2/10/2012	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$295.00	
00010170	2/10/2012	18470	SPORTWORKS NORTHWEST INC	\$28.19	
00010171	2/10/2012	18473	SPRAGUE	\$91.30	
00010172	2/10/2012	18510	SRG PARTNERSHIP	\$1,505.00	
00010173	2/10/2012	18651	STORMANS (LICENSING)	\$34.75	
00010174	2/10/2012	18705	SUNBELT RENTALS	\$505.51	
00010175	2/10/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$101.04	
00010176	2/10/2012	18990	THERMO KING NORTHWEST	\$51.02	
00010177	2/10/2012	21775	THURSTON COUNTY ECONOMIC DEV COUNC	\$280.00	
00010178	2/10/2012	21830	THURSTON COUNTY SOLID WASTE	\$1.00	
00010179	2/10/2012	21910	THYSSENKRUPP ELEVATOR	\$1,113.07	

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From Date: 02/10/2012

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00010183	2/10/2012	22100	TRANSIT SOLUTIONS, LLC	\$18,338.05	
00010184	2/10/2012	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
00010185	2/10/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$19,726.88	
00010186	2/10/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,211.51	
00010187	2/10/2012	23480	U S DEPT OF EDUCATION	\$205.24	
00010188	2/10/2012	23620	UNITED PARCEL SERVICE	\$139.52	
00010189	2/10/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$240.00	
00010190	2/10/2012	24000	W W GRAINGER INC	\$1,098.06	
00010191	2/10/2012	24215	WA ST DEPT OF L & I	\$332.22	
00010192	2/10/2012	24440	WA ST DEPT OF PERSONNEL	\$245.00	
00010193	2/10/2012	24590	WA ST DEPT OF TRANSPORTATION	\$109.28	
00010194	2/10/2012	24750	WA ST GET PROGRAM	\$347.50	
00010195	2/10/2012	25380	WASHINGTON GARDENS	\$314.65	
00010196	2/10/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$20,000.00	
00010197	2/10/2012	25670	WAXIE SANITARY SUPPLY	\$718.59	
00010198	2/10/2012	25858	WESTCARE CLINIC LLC PS	\$225.00	
00010199	2/10/2012	26030	WILLIAMSON LESLIE	\$245.96	
00010200	2/10/2012	26540	YELLOW FREIGHT	\$296.02	
00010201	2/10/2012	26560	YELM CHAMBER OF COMMERCE	\$375.00	
00010202	2/10/2012	26700	ZEIGLER'S WELDING	\$101.42	
00010203	2/10/2012	26720	ZEP MANUFACTURING CO	\$1,159.23	
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Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/24/2012

Thru Date: 02/24/2012

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00010208	2/24/2012	01660	ALL STAR FORD	\$2,912.43	
00010209	2/24/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$12,308.91	
00010210	2/24/2012	01820	AMERICAN DRIVING RECORDS INC	\$423.71	
00010211	2/24/2012	01960	AMERICAN SEATING COMPANY	\$312.02	
00010212	2/24/2012	02060	AMERISAFE	\$26.10	
00010213	2/24/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$96.22	
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00010215	2/24/2012	02825	AUTO PLUS - OLYMPIA	\$319.58	
00010216	2/24/2012	03060	BANK & OFFICE INTERIORS	\$1,681.58	
00010217	2/24/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,165.38	
00010218	2/24/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,087.11	
00010219	2/24/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$123.27	
00010220	2/24/2012	04120	BUILDERS HARDWARE CO	\$57.31	
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00010222	2/24/2012	05740	CED	\$48.76	
00010223	2/24/2012	05945	CENTURY LINK	\$166.40	
00010224	2/24/2012	05960	CHARLIE'S PHOTOGRAPHY	\$59.62	
00010225	2/24/2012	06060	CITY OF OLYMPIA	\$907.05	
00010226	2/24/2012	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,570.00	
00010227	2/24/2012	06607	COMDATA	\$38,165.76	
00010228	2/24/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$139.02	
00010229	2/24/2012	06830	CONSOLIDATED PRESS	\$10,040.79	
00010230	2/24/2012	06940	COREX LLC	\$400.00	
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00010234	2/24/2012	07617	DAVID M HOWE TRUSTEE	\$1,947.53	
00010235	2/24/2012	07620	DAVIS WRIGHT TREMAINE LLP	\$489.00	
00010236	2/24/2012	07760	DEL CITY WIRE CO INC	\$91.11	
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00010249	2/24/2012	11175	HEALTH CARE AUTHORITY	\$296,284.52	
00010250	2/24/2012	11185	HEALTHFORCE PARTNERS INC	\$241.00	
00010251	2/24/2012	11227	HELLWIG, STEPHEN	\$60.00	
00010252	2/24/2012	11230	HELM INC	\$5,300.00	
00010253	2/24/2012	11308	HOFSTETTER SHANNON	\$189.04	
00010254	2/24/2012	11310	HOGAN MFG INC	\$363.64	
00010255	2/24/2012	11523	IKON OFFICE SOLUTIONS	\$374.64	
00010256	2/24/2012	11535	ILIUM ASSOCIATES INC	\$850.00	
00010257	2/24/2012	11615	INDUSTRIAL HYDRAULICS INC	\$64.45	
00010258	2/24/2012	11753	INTERCITY FITNESS	\$588.00	

Intercity Transit

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00010261	2/24/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,600.50	
00010262	2/24/2012	11800	INTERNATONAL INSTITUTE MUNICIPAL CLER	\$235.00	
00010263	2/24/2012	11810	INTERSTATE BATTERY	\$1,106.29	
00010264	2/24/2012	11905	JANEK CORPORATION	\$217.40	
00010265	2/24/2012	11930	JERRYS AUTOMOTIVE TOWING	\$971.73	
00010266	2/24/2012	12665	KGY INC	\$500.00	
00010267	2/24/2012	12725	KINGSIII EMERGENCY COMM	\$216.15	
00010268	2/24/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$280.00	
00010269	2/24/2012	12875	KPFF CONSULTING ENGINEERS INC	\$32,801.13	
00010270	2/24/2012	13510	LES SCHWAB (TUMWATER)	\$228.27	
00010271	2/24/2012	13661	LOOMIS	\$352.26	
00010272	2/24/2012	13793	MARTIN WAY COLLISION INC.	\$119.57	
00010273	2/24/2012	14160	MCMASTER-CARR SUPPLY CO.	\$536.68	
00010274	2/24/2012	14590	MOHAWK MFG & SUPPLY	\$365.96	
00010275	2/24/2012	14835	MVP POSTER INC	\$43.80	
00010276	2/24/2012	14839	MYERS TIRE SUPPLY	\$66.02	
00010277	2/24/2012	14900	NAPA AUTO PARTS		<input checked="" type="checkbox"/>
00010278	2/24/2012	14900	NAPA AUTO PARTS	\$633.60	
00010279	2/24/2012	15300	OAK HARBOR FREIGHT LINES	\$201.54	
00010280	2/24/2012	16595	PACIFIC POWER PRODUCTS	\$8,051.45	
00010281	2/24/2012	16697	PAUL, DENISE	\$80.00	
00010282	2/24/2012	16760	PETTIT OIL COMPANY	\$1,893.45	
00010283	2/24/2012	16765	PETRO CARD	\$99,369.05	
00010284	2/24/2012	16874	PITNEY BOWES PURCHASE POWER	\$4,000.00	
00010285	2/24/2012	17290	PUGET SOUND ENERGY	\$26,223.56	
00010286	2/24/2012	17391	QUALITY MUFFLER & BRAKE	\$978.30	
00010287	2/24/2012	17505	RAINIER DODGE INC	\$951.73	
00010288	2/24/2012	17560	RE AUTO ELECTRIC INC	\$806.52	
00010289	2/24/2012	17760	ROSS AND WHITE COMPANY	\$20.61	
00010290	2/24/2012	17900	SCHETKY NW SALES INC	\$121.04	
00010291	2/24/2012	18100	SIGN PROJECT	\$76.09	
00010292	2/24/2012	18130	SIR GRAPHICS INC	\$163.05	
00010293	2/24/2012	18145	SIX ROBBLEES INC	\$1,268.27	
00010294	2/24/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00010295	2/24/2012	18465	SPOLTMAN JEROME	\$75.00	
00010296	2/24/2012	18470	SPORTWORKS NORTHWEST INC	\$55.37	
00010297	2/24/2012	18620	STERICYCLE INC	\$10.36	
00010298	2/24/2012	18680	SUJA MICHAEL	\$46.73	
00010299	2/24/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$53.21	
00010300	2/24/2012	18767	TACOMA SCREW PRODUCTS	\$87.51	
00010301	2/24/2012	18801	TAGS AWARDS & SPECIALTIES	\$55.36	
00010302	2/24/2012	18813	TALENTWISE SOLUTIONS LLC	\$590.00	
00010303	2/24/2012	18990	THERMO KING NORTHWEST	\$1,113.85	
00010304	2/24/2012	21790	THURSTON COUNTY PUBLIC WORKS	\$19,056.74	
00010305	2/24/2012	21850	THURSTON COUNTY TREASURER	\$1,517.93	
00010306	2/24/2012	21930	TIRES INC	\$7,900.59	
00010307	2/24/2012	21950	TITUS-WILL CHEVROLET	\$1,023.18	
00010308	2/24/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$107.36	
00010309	2/24/2012	22010	TOYOTA OF OLYMPIA	\$483.89	
00010310	2/24/2012	22100	TRANSIT SOLUTIONS, LLC	\$18,479.59	
00010311	2/24/2012	22260	TRI-DIM FILTER CORPORATION	\$296.98	
00010312	2/24/2012	22325	TTL PARTNERS LLC	\$3,180.00	

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Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/24/2012

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Check #	Check Date	Ref #	Name	Amount	Voided
00010313	2/24/2012	23480	U S DEPT OF EDUCATION	\$205.22	
00010314	2/24/2012	23575	UNDRIVING INC	\$2,400.00	
00010315	2/24/2012	23620	UNITED PARCEL SERVICE	\$70.89	
00010316	2/24/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,712.00	
00010317	2/24/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$160.00	
00010318	2/24/2012	23820	VERIZON WIRELESS	\$1,469.62	
00010319	2/24/2012	24000	W W GRAINGER INC	\$4,170.32	
00010320	2/24/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$125.17	
00010321	2/24/2012	24215	WA ST DEPT OF L & I	\$333.66	
00010322	2/24/2012	24440	WA ST DEPT OF PERSONNEL	\$765.00	
00010323	2/24/2012	24750	WA ST GET PROGRAM	\$347.50	
00010324	2/24/2012	25160	WARK, STEVE	\$56.50	
00010325	2/24/2012	25670	WAXIE SANITARY SUPPLY	\$842.19	
00010326	2/24/2012	25860	WESTERN FLUID COMPONENTS	\$96.61	
00010327	2/24/2012	26700	ZEIGLER'S WELDING	\$124.30	
00010328	2/24/2012	26760	ZONES	\$1,040.26	
			Total:	\$670,466.36	

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ACCOUNTS PAYABLE WARRANTS

From Date: 03/09/2012

Thru Date: 03/09/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00010331	3/9/2012	11828	INVERSEN & SONS INC	\$14,085.65	
00010500	3/9/2012	01315	ACS TRANSPORT SOLUTIONS INC	\$1,509.48	
00010501	3/9/2012	01405	ADVANCE GLASS INC	\$1,104.93	
00010502	3/9/2012	01550	ALARM CENTER INC	\$195.66	
00010503	3/9/2012	01640	ALL CITY LOCK & KEY	\$170.66	
00010504	3/9/2012	01660	ALL STAR FORD	\$14,509.00	
00010505	3/9/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
00010506	3/9/2012	02240	APEX MAILING SERVICE	\$232.13	
00010507	3/9/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$67.01	
00010508	3/9/2012	02378	ARAMARK CO	\$943.44	
00010509	3/9/2012	02380	ARAMARK UNIFORM SERVICES	\$882.95	
00010510	3/9/2012	03560	BJORGEN BAUER PLLC	\$4,884.00	
00010511	3/9/2012	03650	BRUCE TITUS AUTOMOTIVE GROUP, INC	\$41.02	
00010512	3/9/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00010513	3/9/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$8,586.05	
00010514	3/9/2012	04120	BUILDERS HARDWARE CO	\$41.48	
00010515	3/9/2012	05260	CAPITAL INDUSTRIAL INC	\$75.61	
00010516	3/9/2012	05305	CAPITOL ALARM INC	\$101.43	
00010517	3/9/2012	05460	CARQUEST AUTO PARTS-OLY	\$164.04	
00010518	3/9/2012	05740	CED	\$266.16	
00010519	3/9/2012	05945	CENTURY LINK	\$33.43	
00010520	3/9/2012	06040	CITY OF LACEY	\$589.71	
00010521	3/9/2012	06120	CITY OF OLYMPIA UTILITIES	\$3,036.09	
00010522	3/9/2012	06580	COMBUSTION ENGINEERING	\$328.82	
00010523	3/9/2012	06607	COMDATA	\$46,262.88	
00010524	3/9/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$1,281.98	
00010525	3/9/2012	07105	CRAIN'S OFFICE SUPPLY	\$503.15	
00010526	3/9/2012	07220	CUMMINS NORTHWEST INC	\$1,416.24	
00010527	3/9/2012	07780	DELL MARKETING LP	\$8,128.31	
00010528	3/9/2012	07940	DEC SERVICE CO.	\$105.10	
00010529	3/9/2012	08720	ELECTRONIC RESOURCING INC	\$74.87	
00010530	3/9/2012	08780	EMERALD RECYCLING SERVICE	\$363.35	
00010531	3/9/2012	08785	EMERGENCY TRAINING ASSOCIATES	\$1,450.00	
00010532	3/9/2012	09110	EXCEL INDUSTRIES	\$260.23	
00010533	3/9/2012	09180	EXPRESS SERVICES INC	\$1,524.86	
00010534	3/9/2012	09575	FASTENAL COMPANY	\$2,742.82	
00010535	3/9/2012	09660	FERGUSON ENTERPRISES, INC	\$91.02	
00010536	3/9/2012	09805	FLEET PRIDE	\$21.70	
00010537	3/9/2012	09820	FLEET-NET CORP	\$1,538.11	
00010538	3/9/2012	09960	FOREMAN BENJAMIN T III	\$100.00	
00010539	3/9/2012	10290	FUSION GRAPHIX	\$3,124.89	
00010540	3/9/2012	10475	GALLAGHER BENEFIT SERVICES INC	\$4,095.00	
00010541	3/9/2012	10630	GFI GENFARE	\$588.45	
00010542	3/9/2012	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00010543	3/9/2012	10660	GILLIG LLC	\$8,823.02	
00010544	3/9/2012	11250	HERGUTH LABORATORIES INC.	\$1,687.61	
00010545	3/9/2012	11308	HOFSTETTER SHANNON	\$189.04	
00010546	3/9/2012	11310	HOGAN MFG INC	\$656.84	
00010547	3/9/2012	11523	IKON OFFICE SOLUTIONS	\$253.05	
00010548	3/9/2012	11525	IKON OFFICE SOLUTIONS	\$923.60	
00010549	3/9/2012	11615	INDUSTRIAL HYDRAULICS INC	\$688.21	
00010550	3/9/2012	11670	INLAND TECHNOLOGY INC	\$496.00	
00010551	3/9/2012	11810	INTERSTATE BATTERY	\$1,428.00	
00010552	3/9/2012	11930	JERRYS AUTOMOTIVE TOWING	\$590.25	

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ACCOUNTS PAYABLE WARRANTS

From Date: 03/09/2012

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Check #	Check Date	Ref #	Name	Amount	Voided
00010553	3/9/2012	12865	KOCHICK MICHAEL	\$74.00	
00010554	3/9/2012	13324	LACEY SPRING FUN FAIR	\$500.00	
00010555	3/9/2012	13510	LES SCHWAB (TUMWATER)	\$229.62	
00010556	3/9/2012	13750	MAILBOX OF OLYMPIA	\$600.00	
00010557	3/9/2012	13793	MARTIN WAY COLLISION INC.	\$559.37	
00010558	3/9/2012	13850	MASON COUNTY TRANSIT	\$1,720.00	
00010559	3/9/2012	14160	MCMASTER-CARR SUPPLY CO.	\$221.58	
00010560	3/9/2012	14760	MUNCIE TRANSIT SUPPLY	\$1,907.66	
00010561	3/9/2012	14839	MYERS TIRE SUPPLY	\$41.22	
00010562	3/9/2012	14900	NAPA AUTO PARTS	\$824.99	
00010563	3/9/2012	15385	OFFICE DEPOT	\$864.41	
00010564	3/9/2012	15545	OLYMPIA COPY & PRINTING	\$558.61	
00010565	3/9/2012	15700	OLYMPIAN THE	\$521.58	
00010566	3/9/2012	16595	PACIFIC POWER PRODUCTS	\$10,079.41	
00010567	3/9/2012	16695	PATTISON WATER COMPANY	\$106.05	
00010568	3/9/2012	16760	PETTIT OIL COMPANY	\$1,223.79	
00010569	3/9/2012	16765	PETRO CARD	\$136,577.95	
00010570	3/9/2012	16841	PIONEER FIRE & SECURITY INC	\$4.52	
00010571	3/9/2012	16888	PLATT ELECTRIC SUPPLY	\$51.45	
00010572	3/9/2012	17005	POTELCO INC	\$550.00	
00010573	3/9/2012	17391	QUALITY MUFFLER & BRAKE	\$1,070.69	
00010574	3/9/2012	17505	RAINIER DODGE INC	\$54.04	
00010575	3/9/2012	17560	RE AUTO ELECTRIC INC	\$2,257.86	
00010576	3/9/2012	17900	SCHETKY NW SALES INC	\$530.16	
00010577	3/9/2012	17970	SEATTLE MEDIUM	\$576.00	
00010578	3/9/2012	18056	SHELTON, GLENN W	\$10.02	
00010579	3/9/2012	18068	SHINING EXAMPLE INC	\$303.33	
00010580	3/9/2012	18105	SIMME LLC	\$6,933.00	
00010581	3/9/2012	18470	SPORTWORKS NORTHWEST INC	\$144.22	
00010582	3/9/2012	18473	SPRAGUE	\$91.30	
00010583	3/9/2012	18767	TACOMA SCREW PRODUCTS	\$144.94	
00010584	3/9/2012	18990	THERMO KING NORTHWEST	\$3,674.45	
00010585	3/9/2012	21910	THYSSENKRUPP ELEVATOR	\$369.63	
00010586	3/9/2012	21930	TIRES INC	\$579.59	
00010587	3/9/2012	21950	TITUS-WILL CHEVROLET	\$1,001.65	
00010588	3/9/2012	21967	TOGETHER!	\$25.00	
00010589	3/9/2012	22010	TOYOTA OF OLYMPIA	\$115.57	
00010590	3/9/2012	22100	TRANSIT SOLUTIONS, LLC	\$693.55	
00010591	3/9/2012	22420	TUMWATER PRINTING	\$434.80	
00010592	3/9/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$3,819.45	
00010593	3/9/2012	23480	U S DEPT OF EDUCATION	\$204.57	
00010594	3/9/2012	23620	UNITED PARCEL SERVICE	\$92.52	
00010595	3/9/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$240.00	
00010596	3/9/2012	24000	W W GRAINGER INC	\$419.33	
00010597	3/9/2012	24215	WA ST DEPT OF L & I	\$339.98	
00010598	3/9/2012	24440	WA ST DEPT OF PERSONNEL	\$375.00	
00010599	3/9/2012	24750	WA ST GET PROGRAM	\$347.50	
00010600	3/9/2012	25160	WARK, STEVE	\$42.00	
00010601	3/9/2012	25380	WASHINGTON GARDENS	\$314.65	
00010602	3/9/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$150.00	
00010603	3/9/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$100.00	
00010604	3/9/2012	25670	WAXIE SANITARY SUPPLY	\$946.72	
00010605	3/9/2012	25770	WESCO AUTOBODY SUPPLY	\$14.41	
00010606	3/9/2012	25858	WESTCARE CLINIC LLC PS	\$150.00	

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00010607	3/9/2012	26038	WILLIAMS, JEFFREY	\$21.66	
00010608	3/9/2012	26720	ZEP MANUFACTURING CO	\$2,237.12	
Total:				\$327,477.25	

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00010613	3/23/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$19,351.80	
00010614	3/23/2012	01230	A WORKSAFE SERVICE INC	\$87.00	
00010615	3/23/2012	01311	ACCESS INFORMATION MANAGEMENT	\$917.63	
00010616	3/23/2012	01405	ADVANCE GLASS INC	\$2,137.85	
00010617	3/23/2012	01480	AIR FLOW SYSTEMS INC	\$907.35	
00010618	3/23/2012	01640	ALL CITY LOCK & KEY	\$97.83	
00010619	3/23/2012	01660	ALL STAR FORD	\$2,417.41	
00010620	3/23/2012	01683	ALLENBAUGH & ASSOCIATES	\$9,325.00	
00010621	3/23/2012	01820	AMERICAN DRIVING RECORDS INC	\$299.08	
00010622	3/23/2012	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00010623	3/23/2012	01960	AMERICAN SEATING COMPANY	\$161.97	
00010624	3/23/2012	02060	AMERISAFE	\$901.67	
00010625	3/23/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$108.01	
00010626	3/23/2012	02380	ARAMARK UNIFORM SERVICES	\$948.21	
00010627	3/23/2012	02450	ARTHUR N. GAUDET & ASSOCIATES, INC.	\$750.00	
00010628	3/23/2012	02480	ASE SUPPLY INC	\$50.18	
00010629	3/23/2012	02825	AUTO PLUS - OLYMPIA	\$516.38	
00010630	3/23/2012	03060	BANK & OFFICE INTERIORS	\$1,305.47	
00010631	3/23/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,116.68	
00010632	3/23/2012	03650	BRUCE TITUS AUTOMOTIVE GROUP	\$82.04	
00010633	3/23/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,289.04	
00010634	3/23/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$293.49	
00010635	3/23/2012	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$149.75	
00010636	3/23/2012	04120	BUILDERS HARDWARE CO	\$40.12	
00010637	3/23/2012	05340	CAPITOL COURIER SERVICE	\$344.71	
00010638	3/23/2012	05460	CARQUEST AUTO PARTS-OLY	\$248.16	
00010639	3/23/2012	05740	CED	\$117.68	
00010640	3/23/2012	05940	CENTURY LINK	\$3,257.44	
00010641	3/23/2012	06060	CITY OF OLYMPIA	\$915.21	
00010642	3/23/2012	06120	CITY OF OLYMPIA UTILITIES	\$2,127.01	
00010643	3/23/2012	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,570.00	
00010644	3/23/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$621.10	
00010645	3/23/2012	07105	CRAIN'S OFFICE SUPPLY	\$49.99	
00010646	3/23/2012	07150	CROSSROADS COLLISION CENTER	\$1,140.48	
00010647	3/23/2012	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00010648	3/23/2012	07220	CUMMINS NORTHWEST INC	\$8,523.39	
00010649	3/23/2012	07520	DAILY JOURNAL OF COMMERCE	\$225.50	
00010650	3/23/2012	08780	EMERALD RECYCLING SERVICE	\$976.71	
00010651	3/23/2012	08905	ENGLUND WILLIAM	\$82.11	
00010652	3/23/2012	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$9.16	
00010653	3/23/2012	09110	EXCEL INDUSTRIES	\$260.23	
00010654	3/23/2012	09575	FASTENAL COMPANY	\$169.50	
00010655	3/23/2012	09580	FASTSIGNS	\$119.16	
00010656	3/23/2012	09805	FLEET PRIDE	\$211.92	
00010657	3/23/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00010658	3/23/2012	10660	GILLIG LLC	\$14,299.23	
00010659	3/23/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,009.52	
00010660	3/23/2012	10820	GRAPHIC COMMUNICATIONS	\$1,125.19	
00010661	3/23/2012	10950	HADLEY-TRANSIT	\$95.70	
00010662	3/23/2012	10975	HAMILTON ERIN	\$48.00	
00010663	3/23/2012	11175	HEALTH CARE AUTHORITY	\$295,701.92	
00010664	3/23/2012	11310	HOGAN MFG INC	\$1,244.83	
00010665	3/23/2012	11422	HUNG RIGHT DOORS LLC	\$201.10	
00010666	3/23/2012	11525	IKON OFFICE SOLUTIONS	\$75.35	

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Check #	Check Date	Ref #	Name	Amount	Voided
00010667	3/23/2012	11535	ILIUM ASSOCIATES INC	\$2,640.50	
00010668	3/23/2012	11810	INTERSTATE BATTERY	\$2,308.04	
00010669	3/23/2012	11865	ISLAND SUPERIOR AIR FILTER	\$228.46	
00010670	3/23/2012	11905	JANEK CORPORATION	\$1,059.83	
00010671	3/23/2012	11930	JERRYS AUTOMOTIVE TOWING	\$825.57	
00010672	3/23/2012	12460	KARMART AUTOMOTIVE GROUP	\$262,524.00	
00010673	3/23/2012	12665	KGY INC	\$500.00	
00010674	3/23/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$320.00	
00010675	3/23/2012	13510	LES SCHWAB (TUMWATER)	\$219.02	
00010676	3/23/2012	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	
00010677	3/23/2012	13661	LOOMIS	\$351.32	
00010678	3/23/2012	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,761.30	
00010679	3/23/2012	14065	MCCARTHY, LINNA	\$100.00	
00010680	3/23/2012	14160	MCMASTER-CARR SUPPLY CO.	\$581.03	
00010681	3/23/2012	14590	MOHAWK MFG & SUPPLY	\$27.18	
00010682	3/23/2012	14695	MOTORS & CONTROLS CORP	\$158.49	
00010683	3/23/2012	14900	NAPA AUTO PARTS	\$190.07	
00010684	3/23/2012	15110	NEWS TRIBUNE THE	\$388.06	
00010685	3/23/2012	15197	NORTH THURSTON PUBLIC SCHOOLS	\$373.10	
00010686	3/23/2012	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$947.39	
00010687	3/23/2012	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$171.75	
00010688	3/23/2012	15295	O'KEEFE JERRY	\$75.00	
00010689	3/23/2012	15385	OFFICE DEPOT	\$338.16	
00010690	3/23/2012	15620	OLYMPIA LACEY TUMWATER VISITOR &	\$200.00	
00010691	3/23/2012	15700	OLYMPIAN THE	\$1,101.04	
00010692	3/23/2012	16490	PACIFIC DISPOSAL INC	\$713.73	
00010693	3/23/2012	16595	PACIFIC POWER PRODUCTS	\$3,496.14	
00010694	3/23/2012	16760	PETTIT OIL COMPANY	\$401.41	
00010695	3/23/2012	16765	PETRO CARD	\$74,124.10	
00010696	3/23/2012	16820	PIERCE COUNTY SECURITY	\$13,443.04	
00010697	3/23/2012	16888	PLATT ELECTRIC SUPPLY	\$221.89	
00010698	3/23/2012	16900	PLUMMASTER, INC	\$127.35	
00010699	3/23/2012	17202	PROGRESSIVE GIFTS & INCENTIVES	\$214.84	
00010700	3/23/2012	17290	PUGET SOUND ENERGY	\$24,918.44	
00010701	3/23/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00010702	3/23/2012	17560	RE AUTO ELECTRIC INC	\$2,430.43	
00010703	3/23/2012	17712	RIGHT! SYSTEMS INC	\$64,146.80	
00010704	3/23/2012	17760	ROSS AND WHITE COMPANY	\$237.37	
00010705	3/23/2012	17893	SCHEDULE MASTERS	\$8,287.50	
00010706	3/23/2012	17900	SCHETKY NW SALES INC	\$1,317.55	
00010707	3/23/2012	17970	SEATTLE MEDIUM	\$270.00	
00010708	3/23/2012	18210	SME SOLUTIONS	\$1,134.83	
00010709	3/23/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$4,671.38	
00010710	3/23/2012	18438	SPEECH	\$225.00	
00010711	3/23/2012	18470	SPORTWORKS NORTHWEST INC	\$250.71	
00010712	3/23/2012	18510	SRG PARTNERSHIP	\$12,498.47	
00010713	3/23/2012	18620	STERICYCLE INC	\$10.36	
00010714	3/23/2012	18705	SUNBELT RENTALS	\$764.28	
00010715	3/23/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$255.29	
00010716	3/23/2012	18755	S-SQUARE TUBE PRODUCTS	\$347.00	
00010717	3/23/2012	18767	TACOMA SCREW PRODUCTS	\$266.10	
00010718	3/23/2012	18813	TALENTWISE SOLUTIONS LLC	\$1,031.85	
00010719	3/23/2012	18815	TALEO CORPORATION	\$1,946.82	
00010720	3/23/2012	18990	THERMO KING NORTHWEST	\$109.80	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/23/2012

Thru Date: 03/23/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00010721	3/23/2012	21750	THURSTON COUNTY CHAMBER	\$2,000.00	
00010722	3/23/2012	21830	THURSTON COUNTY SOLID WASTE	\$35.00	
00010723	3/23/2012	21930	TIRES INC	\$9,736.60	
00010724	3/23/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00010725	3/23/2012	21950	TITUS-WILL CHEVROLET	\$2,257.33	
00010726	3/23/2012	22325	TTL PARTNERS LLC	\$3,180.00	
00010727	3/23/2012	22420	TUMWATER PRINTING	\$1,456.58	
00010728	3/23/2012	23480	U S DEPT OF EDUCATION	\$204.61	
00010729	3/23/2012	23530	U S POSTAL SERVICE	\$190.00	
00010730	3/23/2012	23620	UNITED PARCEL SERVICE	\$141.23	
00010731	3/23/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$240.00	
00010732	3/23/2012	23740	USSC LLC	\$240.27	
00010733	3/23/2012	23790	VENTILATION POWER INC	\$2,818.05	
00010734	3/23/2012	23820	VERIZON WIRELESS	\$1,551.95	
00010735	3/23/2012	23950	VOSS KENNETH J./SNAP-ON TOOLS	\$1,630.45	
00010736	3/23/2012	24000	W W GRAINGER INC	\$588.65	
00010737	3/23/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$177.96	
00010738	3/23/2012	24100	WA ST DEPT OF ECOLOGY 1	\$628.00	
00010739	3/23/2012	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$250.00	
00010740	3/23/2012	24215	WA ST DEPT OF L & I	\$298.41	
00010741	3/23/2012	24590	WA ST DEPT OF TRANSPORTATION	\$192.87	
00010742	3/23/2012	24750	WA ST GET PROGRAM	\$347.50	
00010743	3/23/2012	25670	WAXIE SANITARY SUPPLY	\$951.20	
00010744	3/23/2012	25858	WESTCARE CLINIC LLC PS	\$1,125.00	
00010745	3/23/2012	17290	PUGET SOUND ENERGY	\$15,322.57	
Total:				\$931,152.49	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: April 4, 2012

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Landscape & Grounds Maintenance Services Contract Renewal

1) **The Issue:** Consideration of a one-year renewal for landscape and grounds maintenance services.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$41,088.60, including taxes.

3) **Policy Analysis:** The procurement policy states the Authority must approve contracts over \$25,000.

4) **Background:** Intercity Transit awarded a one-year contract to Sound Landscape Professionals for landscape and ground maintenance services in April 2011. The contract included the option of two, one-year extensions. This proposed extension represents the first extension option available under this Agreement.

Sound Landscape provides landscape and ground maintenance services for the Pattison Street facility, the Amtrak station, Olympia & Lacey Transit Centers and the Martin Way Park-and-Ride. Staff is satisfied with Sound Landscape Professional's current performance and recommends this renewal.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$41,088.60, including taxes.

B. Defer action. Deferring action will require us to extend the contract with the current provider, Sound Landscape Professionals until a decision is made.

6) **Budget Notes:** The 2012 landscape and grounds maintenance services budget is \$45,000.

7) **Goal Reference:** Goal # 2: *"Providing outstanding customer service."*

8) **References:** N/A

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Willie Frank
James Slape

Town of Bucoda
Alan Vanell

Thurston County
Karen Valenzuela

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Sandra Romero

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Jeff Davis

PUD No. 1 of Thurston County
Paul Pickett

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

TCOMM 9-1-1
pending

The Evergreen State College
Paul Smith

Timberland Regional Library
Michael Crose



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, April 6, 2012 8:30-11:00 a.m.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – March 2, 2012
- b. Approval of Vouchers
- c. RTIP Amendment – Definition of Amendments & Modifications

The amendment updates definitions of amendments and modifications to parallel similar changes to the STIP. TRPC discussed this item in March.

- d. SFY 2013-2014 UPWP Work Program Priorities

In March TRPC reviewed the Transportation Policy Board's recommendations for regional transportation work program priorities to be included in the State Fiscal Year 2013-2014 Unified Planning Work Program. Upon approval a draft Unified Planning Work Program will be developed for state and federal review before Council review in May. The Council will adopt the new work program in June

RTIP Amendment 12-05

1st REVIEW

WSDOT proposes amending two projects currently in the RTIP and STIP. One project would be deleted because it uses federal emergency funds not required to be programmed in the RTIP and STIP. The other reduced funding for a project by more than 30%. Both changes require TRPC action, planned for May.

TRPC Bylaws Amendments

1st REVIEW

Council will discuss proposed revisions to the TRPC Bylaws.

Appointment to Capitol Furnishings Preservation Committee

ACTION

Under RCW 27.48.040, the Capitol Furnishings Preservation Committee was formed "to promote and encourage the recovery and preservation of the original and historic furnishings of the state capitol group". The Committee is charged with raising awareness to help prevent future loss of historic furnishings, and reviewing and advising future remodeling and restoration projects. The RCW specifically calls for a representative of the TRPC to serve on this committee. An appointment to the Committee will be made to replace the spot previously filled by Ken Jones.

Forecast Advisory Committee Input

DISCUSSION

The county-wide population forecast (year 2040) was adopted by Council in 2010. Now that Census data are available, it is time to distribute the forecast into planning areas. The forecast distributions will be used by local governments for planning purposes, and as a baseline for the Sustainable Thurston scenario modeling. Staff will seek input from Council on the makeup of a Forecast Advisory Committee.

Economic Development 101

DISCUSSION

Economic Development in the 21st Century: The Thurston Economic Development Council (EDC) is cosponsoring a series of short presentations at TRPC meetings. This month a panel will review the role of Asset Development, Entrepreneur Development, and Technical Assistance. Each of these elements will be discussed to build a foundation for the coming presentations. *Second of Four Presentations*

2012 State Legislative Session

UPDATE

The Council will continue its discussion on Legislative plans and strategies.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 19, 2012**

CALL TO ORDER

Chair S. Abernathy called the March 19, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Steve Abernathy; Wilfred Collins; Matthew Connor; Valerie Elliott; Sreenath Gangula; Jill Geyen; Catherine Golding; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Michael Van Gelder; and Rob Workman.

Absent: Kahlil Sibree

Staff Present: Mike Harbour, Rhodetta Seward, Ann Bridges, and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Hustoft and Elliott to approve the agenda.

INTRODUCTIONS

MEETING ATTENDANCE

- A. March 21, 2012, Work Session - Rob Workman.**
- B. April 4, 2012, Regular Meeting- Steve Abernathy.**

APPROVAL OF MINUTES - February 13, 2012, Minutes

It was M/S/A by Hagenhofer and Van Gelder to approve the minutes of February 13, 2012, as presented.

Workman asked if he is to share issues regarding the CAC at the Work Session, and can he bring up issues important to him personally. S. Abernathy confirmed it is appropriate to bring personal issues before the Board as long as he is clear they are his personal issues and not the view point of the CAC.

Hogan arrived.

CAC MEETING MINUTES

March 19, 2012

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TABLED FROM LAST MEETING

A. Providing Reduced Price Individual Bus Tickets - Harbour reported the plan was to bring this item to the CAC before it went to the Authority; however, since it tabled last month, the Authority addressed it at their last meeting.

Gray arrived.

Some organizations requested individual tickets instead of monthly passes at the reduced rate. The concern is knowing the level of demand and how we would manage it. The Authority feels this is bigger than what we want to do right now and agreed to table the item. Van Gelder remembers a program with DSHS when Intercity Transit gave agency administrators day passes to hand out to people in need. After a couple of years, the program was stopped due to the difficulty with monitoring and control. Hagenhofer asked how do we assess the number of day passes needed, and would it be worth the effort to get a count? Harbour responded we would accept applications from organizations. The difficult issue is how do we allocate them? Hogan asked what is the difference in administration costs between daily and monthly passes. Harbour admitted there basically is not much difference in administration; the concern is in identifying the need. The concern to the Authority was more about the cost. G. Abernathy agrees with the Authority and feels it could substantially reduce the amount of ridership. Elliott asked if we are getting complaints about fees. Harbour responded this was a request from an Authority member to bring forward for consideration. We've had requests from organizations in the past; however, not recently, and in the past, we've said no.

S. Abernathy asked if the Authority has a time frame to revisit the issue. Collins feels the monthly pass promotes people riding more often than a daily pass. This year we have 13 different organizations on the reduced pass program. Workman asked if the majority of agencies wanting reduced daily passes are for people in transient housing or just organizations helping people for a period of time. Workman sees it as an opportunity to help people. It was decided to bring back to the table in six months or so to re-evaluate.

Gangula arrived.

B. Amendments to Bylaws - Seward reported the CAC discussed in November there were errors in the bylaws that needed to be corrected. And as long as corrections were being made, staff recommends changing the name of the document from "Operating Principles" to "bylaws" which is how it is referenced. There were a few

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“housekeeping” items reviewed and revised. Changes/corrections are under sections attendance, agenda, and amendments.

It was M/S/A by Hagenhofer and G. Abernathy to approve the amended bylaws as presented.

NEW BUSINESS

A. Village Vans 2011 Update – Bridges reported Village Vans celebrated their ten year anniversary on March 16. The program wouldn't exist without the passengers and volunteers. An open house was held for current and past passengers and community partners. During the open house, 10 awards of recognition were distributed to community partners. The program is successful because of the close working relationship with these organizations. They are responsible for promoting and supporting the program. Village Vans attend the same meetings during the month that social services groups meet.

The first 10 years, Village Vans:

- Provided 54,458 trips
- Traveled 416,030 miles
- Served 3,089 passengers
- Had 161 volunteers
- Accumulated 42,701 volunteer hours

Ninety-three percent of fully participating volunteer drivers succeeded in obtaining paid employment. The program is a win-win for everybody involved. The reason for volunteer drivers is the funding for Village Vans requires a local match. The first year the match was from DSHS Work First work initiative. When that match was not available, Bridges discovered in-kind contributions can be counted as the match with volunteer hours. Last year, drivers provided 5,630 hours of work. 2011 was the first year we exceeded the expenses with the in-kind match.

Bridges shared several personal stories from passengers. Representatives from nine other states contacted Bridges to ask how the program works. In 2011, Bridges provided on-going information and support to groups in Mason and Lewis Counties, and has an ongoing relationship with a non-profit in the Dallas, Texas area that is determined to duplicate the program. The job skills training part of the program is a big part and gives these volunteers transferable skills. These skills give people hope. The individuals perform well and represent Intercity Transit professionally. Village

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Vans helps Intercity Transit stay on the cutting edge of creativity and the remarkable impact it has on our community.

Collins asked if there is more than one passenger per trip. Bridges responded normally there is one passenger because we go door-to-door. Multiple passenger trips are arranged when possible. When the 15-passenger vans were ready to be replaced, they were replaced with 7-passengers vans. One 15-passenger was kept for field trips or larger group events.

To be considered fully participating is when the participants take advantage of all three categories Village Vans offers. Participants learn skills they can put on their resume such as driving, scheduling, dispatch. The second activity is individual job skills coaching. The third activity is they get the opportunity to strengthen job skills they currently have. Right now there are six drivers but eight drivers are preferred in the program at a time, with 20-30 trips per day. When someone gets into the program, we are helping them leave the program successfully.

B. State of Intercity Transit – Harbour presented information on the current status of Intercity Transit and challenges facing the agency in 2012 and beyond. This year's report looks at the agency and says "where are we going from here?" The organization had a very good 2011. Some highlights are:

1. Fixed route ridership increased by 4.46%.
2. Vanpool program added 27 new vans, focusing on the Joint Base Lewis McChord and the I-5 corridor.
3. Express Service between Thurston and Pierce Transit counties. With the discontinued service of Pierce Transit, we added six trips and backing up two additional trips to handle loading issues.
4. Sustainability and Environmental Initiatives – We were the first transit system in the United States to receive the Gold Level APTA Sustainability Commitment status. We are also named a finalist in the Thurston Chamber's Green Business of the Year program.
5. The Great Snow of 2012. This was considered the "best disaster ever." The way you judge an organization is on how you apply what you learned. We were well prepared; we had chains on all buses; and we ran mainly on schedule.
6. Our Marketing, Youth Education, and Bicycle programs offer a range of programs. Our Youth Education programs continue to grow with active programs in every jurisdiction served by Intercity Transit.

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Harbour focused on our weaknesses and opportunities. Our weaknesses are in two areas. One is our financial uncertainty. Our sales tax went down slightly last year after hoping for a 2% growth. Another weakness is the age of our facilities. Our facilities are inadequate to fully meet our needs and presents risks to our operations. General operating budget is approximately \$240,000 the first year and \$400,000 after that. We have funds in place for major capital projects to meet future needs such as the Olympia Transit Center expansion and the Hawks Prairie Park-and-Ride.

Some threats are:

1. **Funding:** A 1 percent drop in sales tax revenue is a loss of \$300,000 per year and \$2,000,000 over a six-year period.
2. **Fuel Prices:** A \$1.00 increase in fuel costs the agency \$1 million per year or \$6 million over a six year period. When fuel prices go up, we see more ridership, but we don't have the room, especially on the Express Service.
3. **Connection to Pierce County and the Puget Sound Region:** When the train comes to Lakewood by the end of 2012, this will generate more people who want to take the bus to the train.
4. **Centennial Station:** There is uncertainty that all jurisdictions will continue their funding for the maintenance and operation of the Station.
5. **Aging of Our Community:** Our community is aging and living longer. This will increase the demand for Dial-A-Lift service.
6. **Aging of our Workforce:** Like most public agencies, we have a disproportionate number of employees 55 or older. A lot of employees are retiring in the next 5-10 years, with years of experience.

Harbour asked the committee members if there were items missed they would like to see included for discussion. What do we do now and how do we move forward? The three options are:

- We stay status quo and maintain what we are doing today.
- We look at reshuffling by reducing routes and moving funds from our Capital program to the Operating program.
- We decide we want to move forward and go back to the voters and ask for the final one tenth of a cent sales tax.

Gray asked if there is discussion for higher fares for the express service when the Lakewood Station is in place. Harbour responded it may be an option. The last time we raised fares was in 2009 when fuel prices went to \$4.00 per gallon. Van Gelder asked if there is a political strategy to put out the tax increase to the voters during a non-state or non-federal election year. Harbour stated the August primary election is coming quickly. We like to go out a year ahead of time and let jurisdictions know what

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our plan is. Primary elections seem like a good time for us to go out with so much in the general election. Elliott likes option one staying status quo and to reassess in six months. Geyen asked the difference of the cost to the agency between gas increase costs and the revenue for increased ridership. Harbour said we get the increase costs but we don't have the increase for capacity. Golding asked if we have an option to use the Pierce Transit buses not being used. Harbour responded it isn't about not having the buses to use but more the cost of operating. We could get buses if we have the money to operate them. Public transportation does not get a portion of the fuel increase. Gas tax in Washington is restricted for road purposes only. G. Abernathy feels if we do go out for the additional sales tax, we need to start the education now. Collins feels the people would like to see us stay status quo. Workman commented when we had an 18% increase in ridership when fuel went up before, and we put more service out, do we have a system in place to meet the demand for back up buses if that occurs again with this increase in fuel prices. How long when a route is overcrowded do we realize we need to add additional buses. Harbour reiterated we don't have capacity to add additional buses this time.

Workman asked how we decide where standing bus stops are with the residence aging in Thurston County. With businesses changing, how do we know when a stop needs to be moved? Harbour responded we have a bus stop committee that meets weekly to review bus stops. The committee gets input from community and the operators. If you see a stop you feel needs to be addressed, Harbour asked that you let staff know.

Harbour noted this is a kick off of a six month dialogue with the CAC, and will end up with the Strategic Plan adopted in November of this year.

C. 2012 Youth Recruitment Process – Seward reported it is time to start the process for the youth position recruitment and is seeking input for the recruitment process. The current youth positions end June 30 of this year. If approved by the CAC and the Authority, staff is looking at going out right after Spring break (April 8). Seward asked CAC members where is the best place for students to get this information in addition to Intercity Transit's website and on Facebook. Connor asked if applications were brought to the high school counseling centers. Seward indicated they were.

Seward pointed out a change to the voluntary information on the application form. This will now be on a separate document to ensure it is kept confidential.

There was discussion on how many youth positions will be open. Seward mentioned the interview committee interviewed the candidates. A youth was selected for the

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youth position. The second position filled was a vacated position. Youth can apply for either the youth position or the regular three-year term position.

Golding commented most schools have websites and we can announce there. See asked if we've considered an advertisement on Facebook. You can advertise by geographical location and by age group. Elliott feels we have great ambassadors to encourage other students at their schools through Matthew and Charles.

Connor would like to see us target the sophomores and juniors looking into college; he feels seniors may be less committed. Richardson agrees with Connor and feels the experience is nice for a student's resume. He feels the best place for advertising is the school career centers and social media.

Gray experienced going out in person to the schools was very helpful in gaining responses. Hagenhofer suggested advertising to the SPSCC Running Start Program and on PSA's on radio as well as 4-H offices.

S. Abernathy asked Connor and Richardson to help in the recruitment effort. Geyen asked if they could do a debrief and let the committee know if their experience was successful and how it could be improved. Gray would like their input on what they see we need to look at moving forward. At the June meeting, there will be time to share what they see for the future of the position. Deadline for applications is May 18, 2012.

CONSUMER ISSUES -

- Golding asked if we've been able to lower the decibel frequency on the ramps as the noise is too loud. She also shared a story of a homeless person returning her friend's stolen purse.
- Workman appreciated the bus service during the snow.
- Van Gelder received compliments from colleagues about the snow service. They appreciate the DASH service. He feels the bus shelter in front of Jefferson is useless in bad weather.
- Hustoft reported a plant is blocking the view of the stop at Ensign and Lilly Road. The bus leaving OTC at 8:30 p.m. is overcrowded, and asked if it is possible to have a 9:00 p.m. bus.
- Hagenhofer reminded people of the new construction off Yelm Highway.

CAC MEETING MINUTES

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- G. Abernathy received a lot of comments on the job well done during the snow storm.

REPORTS

A. **March 7, 2012, Regular Meeting** - Melnick shared highlights from the regular meeting.

NEXT MEETING: April 16, 2012.

ADJOURNMENT

It was M/S/A by Melnick and G. Abernathy to adjourn the meeting at 7:40 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: April 4, 2012

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Automated Fuel and Fluid Management System

1) **The Issue:** Approve the purchase and implementation of an automated fuel and fluid management system.

2) **Recommended Action:** Authorize the General Manager to award the purchase and implementation of an automated fuel and fluid management system to S&A Systems, Inc., in the not-to-exceed amount of \$219,584.05, including taxes.

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

4) **Background:** A Request for Proposals for an automated fuel and fluid management system was issued on November 15, 2011. A pre-proposal meeting was held November 29, 2011. Four proposals were received by the submittal deadline of January 18, 2012.

A team of Maintenance, Facilities, Information Services, Inventory and Procurement staff evaluated the proposals, obtained clarifications and checked references. Evaluation criteria included the capability and functionality of the proposed system, the qualifications and experience of the proposing firm and costs. Based on all evaluation criteria, two proposals were moved forward for further review. The firms were interviewed and provided product demonstrations. The team completed site visits to view each system in operation and conducted a cost benefit analysis.

Based on Phase II review, S&A Systems, Inc. (S&A) was determined to offer the best solution and asked to provide a best and final offer. Although S&A's system was not the lowest proposed price, the system pricing was determined to be fair and reasonable and the most advantageous system for Intercity Transit.

Currently Maintenance and Inventory staff manually record, reconcile and input the mileage, fuel and fluid usage data for each vehicle on a daily basis. Implementing S&A's automated management system will provide Intercity Transit with fast, accurate and efficient collection and management of transit fleet fueling and fluid data in real time. The S&A system interfaces with our

current Fleetnet asset management tool and can be expanded to accommodate future growth of Intercity Transit's fleet and fueling operations. The system also includes features to ensure Intercity Transit fuel and fluids are dispensed only to authorized vehicles by authorized personnel.

S&A Systems, Inc. currently has automated fuel and fluid management systems installed at Kitsap Transit, Community Transit, and Pierce Transit, as well as larger systems such as the Denver Regional Transportation District and Los Angeles County Metropolitan Transit Authority. The firm provided fuel and fluid management systems as their sole business product since 1970 and has systems installed in over 130 transit agencies nation-wide.

5) **Alternatives:**

- A. Authorize the General Manager to award the purchase and installation of an automated fuel and fluid management system to S&A Systems, Inc. in the amount of \$219,584.05, including taxes.
- B. Defer action. If action is deferred, S&A Systems will have to agree to extend their proposed pricing for a prescribed period of time.

6) **Budget Notes:** Two years ago, Maintenance and Procurement staff developed a budget estimate of \$200,000. Product costs increased and staff identified certain additional features which should be included in the final product.

Staff determined it is most economical and beneficial to purchase all portions of the system at this time. Deferring purchase of portions of the system would significantly add to the cost of their later addition. Staff recommends purchasing and implementing the proposed S&A system as the best alternative and value for Intercity Transit.

The total cost of the system is \$227,584 which includes the cost of installing the required electrical wiring and cabling. Intercity Transit's operating reserve fund will be used to cover costs that exceed the project budget.

7) **Goal References:** Goal No. 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: April 4, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Purchase of Dial-A-Lift Vehicles

1) **The Issue:** Consideration of the purchase of ten Dial-A-Lift vehicles.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Schetky Northwest Sales for the purchase of ten Dial-A-Lift vehicles pursuant to Washington State Contract 06209 in an amount to be announced at the April 4th board meeting.

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

4) **Background:** The purchase of ten replacement Dial-A-Lift vans is included in the 2012 budget and identified in the Strategic Plan. These are replacing 2004 model year vehicles which exceeded their expected lifespan and are ready to be retired. These are also replacing the 2006 and 2007 model year vehicles which are within their expected lifespan but had unexpected excessively high maintenance costs.

The State of Washington completed a competitive Request for Proposal process for Light to Medium Duty Accessible Cut-Away transit vehicles. El Dorado vehicles, represented by Schetky Northwest Sales, was selected for this vehicle class. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The State has confidence in Schetky Northwest Sales' ability to perform and believes the price to be fair and reasonable.

Intercity Transit staff concurs with the State's assessment regarding fair and reasonable pricing and their ability to perform. Staff has confidence that these vehicles are mechanically sound and will serve our customers well.

5) **Alternatives:**

A. Authorize the General Manager to issue a purchase order to Schetky Northwest Sales for the purchase of ten Dial-A-Lift vehicles pursuant to

Washington State Contract 06209 in an amount to be announced at the April 4th board meeting.

B. Defer action. There is a four month delivery timeframe for these vehicles.

6) **Budget Notes:** The 2012 budget includes \$1,147,290.00 for the purchase of ten Dial-A-Lift vehicles.

7) **Goal Reference:** Goal No. 2: *"Providing outstanding customer service."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: April 4, 2012

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, Executive Services Director (705-5856)

SUBJECT: General Manager Performance Evaluation Process

-
- 1) **The Issue:** Whether to complete the performance evaluation for the General Manager, as required per the employment agreement.
-
- 2) **Recommended Action:** Complete the evaluation forms for the General Manager's performance by April 20, 2012.
-
- 3) **Policy Analysis:** The Authority evaluates the General Manager on an annual basis. The General Manager's employment agreement, Section C Performance Evaluation, states the General Manager "will be subject to a written performance assessment by the Transit Authority on/by dates coinciding with your six-month and twelve-month employment anniversary dates." The General Manager's anniversary date is April 15.
-
- 4) **Background:** The General Manager receives a general wage increase each January 1 as a non-represented employee, if approved with the annual budget process. The Authority also approved annually reviewing the performance of the General Manager and considering a lump sum compensation payment based on performance.

The proposed timeline:

<i>April 4, 2012</i>	Receive the evaluation forms for completion.
<i>April 5, 2012</i>	Email evaluation documents to Authority members.
<i>April 20, 2012</i>	Deadline for completing and submitting evaluation forms to Chair.
<i>Week of April 23, 2012</i>	Chair & Vice Chair review and compile scores and complete a summary of comments, and prepare recommendation to Authority members.
<i>May 2, 2012</i>	Authority members conduct executive session to review General Manager's 2011-2012 performance.

<i>May 2, 2012</i>	Authority takes action, if appropriate, in regular session regarding performance.
<i>May 3, 2012</i>	Chair provides Clerk of the Board original evaluation forms and any official comments desired to be included in the annual letter to the General Manager.
<i>May 5-6, 2012</i>	Clerk of the Board finalizes letter to General Manager under Chair's signature. Obtains Chair's signature. Places forms in General Manager's personnel file with copy to HR.

Attached for Authority:

- Performance Appraisal Policy (pages 1-3)
- Evaluation Rating Matrix (page 3)
- Evaluation Form (pages 4-9)
- Evaluator Score Sheet (page 10)
- Overall Rating Sheet (pages 11-12)
- General Manager's self-assessment

Staff will forward a separate electronic copy of the evaluation instrument to each Authority member on April 5, 2012. Hard copies are available for those wishing to complete the form by paper. Forms are due to the Chair by **Friday, April 20, 2012**. A self-addressed, confidential envelope is included for those receiving hard copies. The Chair and Vice Chair will use the Overall Rating Form (pages 10-11) to tally each member's scores to determine an overall rating for the General Manager.

Staff will schedule an Executive Session for the May 2, 2012, meeting to review the performance of the General Manager, per RCW 42.30.110.

5) Alternatives:

- A. Complete the evaluation forms for the General Manager's performance by April 20, 2012.
- B. Defer the date for completion. Deferring the date puts the Authority behind meeting the employment agreement slightly.

6) Budget Notes: If a performance bonus is given, it is taken from reserves. We do not put it in the annual budget.

7) Goal Reference: N/A

8) References: Evaluation Process and Forms; Cover Memo; Self Assessment.



MEMORANDUM

DATE: March 27, 2012

TO: Intercity Transit Authority

FROM: Rhodetta Seward, ext. 5856

RE: Mike Harbour's Performance Evaluation

COPY: Mike Harbour

As Authority Members, you each will complete a performance evaluation form for General Manager, Mike Harbour, for the period of May 2011 - April 2012. An evaluation form is attached for your use and is being sent to you electronically as well.

Upon completion of the form, email it to Chair Marty Thies c/o rseward@intercitytransit.com or mail it in the envelop marked confidential to Intercity Transit, PO Box 659, Olympia, WA 98507-0659. All evaluations are due by April 20th.

Chair Thies and Vice Chair Hildreth will meet to review the evaluations the week of April 23rd. They will compile the evaluation forms with a summary of comments, an average score for each area, and an overall rating. The compiled results will be shared and discussed at the May 2nd meeting in an Executive Session. Please have forms completed and submitted **by April 20, 2012**.

Mike's annual self assessment is also enclosed as part of the packet, to assist you in your evaluation.

If you have any questions regarding the process or forms, please contact me at 705-5856.

PERFORMANCE EVALUATION FORM

MICHAEL HARBOUR, GENERAL MANAGER INTERCITY TRANSIT 2011-2012

General Manager Performance Appraisal Policy

The Governing Board of Intercity Transit is committed to delivery of high quality public service to its citizens. This policy outlines Intercity Transit's process for identifying the performance accomplishments of the General Manager's position. It outlines a consistent standard to provide merit award based on performance and outstanding service.

1. Philosophy

The Intercity Transit Authority recognizes that effective communication of the agency's goals and objectives to the General Manager is vital to ensure effective public service. The Authority desires to retain and recognize a General Manager who demonstrates high ethical standards, team orientation and a willingness to accept responsibility for his/her performance and to provide overall leadership for the agency.

2. Policy Statement

It is the policy of Intercity Transit Authority to support and motivate a well qualified, productive General Manager and to encourage and recognize activities that make a positive difference in the lives of the citizens. The Authority, therefore, endorses the use of this General Manager annual performance appraisal process as a management tool. This tool is to provide a fair and effective method of communicating job performance, expectations, results and motivation towards the achievement of Intercity Transit's goals.

3. Performance Appraisal Forms

All performance appraisals of the General Manager must be submitted on the standard form (called the Merit Pay Performance Appraisal Form) or a customized version of the form with the same rating factors and scale. No other form shall be acceptable documentation for compensation recommendations.

4. Definitions: *(Definitions of performance ratings are illustrative and are not intended to be neither inclusive nor exclusive of all rating criteria.)*

Far Exceeds Standards (Rating = 5) Exceeds Standards (Rating = 4)

The performance of the General Manager reflects work of a high achiever to a very high achiever (distinguished) for this classification. The General Manager:

- ❑ Makes a contribution to the overall mission success and sets a positive example which reflects the values;
- ❑ Exceeds the normal scope of the job requirement;
- ❑ Applies advanced or innovative problem-solving techniques effectively;
- ❑ Works independently in a highly competent and reliable manner, requiring little or no supervision.
- ❑ Is sought out by peers, subordinates and supervisors for advice and opinions within the scope of the General Manager's responsibility;
- ❑ Willingly participates in and contributes to successful team efforts, typically becoming the formal or informal team leader; and
- ❑ Effectively delegates and develops subordinates/peers, thereby increasing the output of the group.

Meets Standards (Rating = 3)

The performance of the General Manager ranges from that of a fully developed achiever, operating with minimal supervision and meeting well-stated objectives to one who makes a solid contribution in response to well-defined instructions and guidance. At this level of performance, the General Manager:

- ❑ Consistently supports the mission and values;
- ❑ Performs major aspects of the job well;
- ❑ Consistently meets the normal scope of the job's requirements; can occasionally exceed or fall short;
- ❑ May apply effective or innovative problem-solving techniques to a job identified as important;
- ❑ Generally works as an integral part of a team and contributes effectively as a team member; and
- ❑ Delegates work and trains or ensures training for subordinates appropriately.

Needs Improvement to Meet Standards (Rating = 2)

Fails to Meet Standards (Rating = 1)

The performance of the General Manager is not consistently meeting all job requirements, and the General Manager needs more supervision than should be required for someone with similar job functions and responsibilities. At this level of performance, the General Manager:

- ❑ Does not perform in a manner which consistently supports the Intercity Transit mission and values;
- ❑ Consistently performs one or more aspects of the job below expectations and established standards;
- ❑ Does not consistently apply problem-solving techniques to situations;
- ❑ Requires an unusual amount of supervisory follow-up or monitoring;
- ❑ May have difficulty working as part of a team; and
- ❑ Does not effectively delegate and develop subordinates.

5. Compensation

This merit evaluation process will occur for the General Manager's position annually, to be completed by the individual's anniversary hire date. Following the end of the evaluation period, the Authority shall re-assess the General Manager's achievements and develop new initiatives (major tasks) and performance standards for the upcoming year. These new standards will be the measures for performance for the General Manager's merit the upcoming year.

Implementation: The General Manager shall be eligible for a *maximum* award of 4% of annual salary paid in a lump sum according to the following matrix in this policy. This amount will not be included or added to the General Manager's salary base.

EVALUATION RATING MATRIX

- 5 **Far Exceeds Standards (Distinguished)
Significantly Exceeds Expectations**
- 4 **Exceeds Standards - Highly Effective**
- 3 **Meets Standards Requirements**
- 2 **Needs Improvements to Meet Standards
Meeting Some, Not All Job Requirements**
- 1 **Fails to Meet Standards and Position
Expectations**

RATER AVERAGING MERIT PAY MATRIX

Aggregate Total	Merit Increase
4.5 - 5.0	4.00%
4.0 - 4.4	3.00%
3.5 - 3.99	2.00%
3.0 - 3.49	1.00%
< 3.0	0%

**PERFORMANCE EVALUATION FORM
MICHAEL HARBOUR, GENERAL MANAGER
INTERCITY TRANSIT
FOR: 2011-2012**

1. Comments concerning accomplishment of Priority Goals and Tasks for 2011-2012

A. Goal #1 - 2011/12 *Assess the transportation needs of our community. Score _____*
Ends Policy: Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our community.

Actions:

- Conduct and utilize market research and customer surveys.*
- Maintain communications with customers, constituents and stakeholders.*
- Build and maintain strong relationships with key community organizations and leaders.*

Evaluation of progress toward attainment, with due regard for challenges involved:

B. Goal #2 - 2011/12 *Provide outstanding customer service. Score _____*
Ends Policy: Customers will report high satisfaction and ridership will increase.

Actions:

- Enhance training to ensure an agency-wide culture of outstanding customer service.*
- Enhance Intercity Transit's user-friendly system.*
- Enhance the appearance of Intercity Transit's vehicles and facilities.*
- Provide effective vehicles, facilities and services.*

Evaluation of progress toward attainment, with due regard for challenges involved:

- C. **Goal #3 - 2011/12** *Maintain a safe and secure operating system.* Score _____
Ends Policy: *All Intercity Transit facilities, customers, and employees will be assured safety and security.*

Actions:

- Provide training and support for employees.*
- Educate and inform customers about safety and security.*
- Implement technology and practices that enhance the safety and security of our system.*

Evaluation of progress toward attainment, with due regard for challenges involved:

- D. **Goal #4 - 2011/12** *Provide responsive transportation options.* Score _____
Ends Policy: *Customers and staff will have access to programs and services that benefit and promote community sustainability.*

Actions:

- Create partnerships with local jurisdictions to plan and coordinate land use.*
- Identify opportunities to connect with local health-related and sustainability programs.*
- Coordinate with regional transportation providers and neighboring transit systems.*
- Continue to champion multimodal approaches to area transportation options.*
- Define and administer strategic planning efforts that ensure agency resources are utilized effectively for priority services.*
- Pursue funding opportunities to meet the agency's operational and capital priorities.*

Evaluation of progress toward attainment, with due regard for challenges involved:

E. **Goal #5 – 2011/12** *Align best practices and support agency sustainable technologies and activities.* Score _____
Ends Policy: *Resources will be used efficiently with minimal impact on the environment. .*

Actions:

- Implement opportunities to reduce, reuse and recycle, utilizing the internal Sustainability Committee.*
- Provide a system of incentives/disincentives which encourage employees to use more sustainable practices. Provide awareness/training to employees.*
- Plan, design and construct new facilities which meet a minimum of LEED Silver Certification.*
- Reduce carbon footprint with the IS infrastructure.*
- Implement sustainable practices within the IS infrastructure.*

Evaluation of progress toward attainment, with due regard for challenges involved:

INTEGRITY

Score _____

The excellent manager bases decisions on sound principles of honesty, forthrightness, and openness; deals with issues in a straightforward manner; strives for continuous professional and personal improvement; provides dedicated and dependable service; stays focused on Intercity Transit’s mission; and strives to honor the Authority’s values.

General comments/exceptional efforts/improvement needs

BASIC JOB PROFICIENCY

Score _____

The excellent manager demonstrates, on a daily basis, the knowledge, skills, abilities, and willingness to do the essential functions of the job properly. Adheres to policy and procedure; is reliable and punctual. The excellent manager sets an example for subordinates; produces work free of errors, mistakes and accidents. Presentations are neat and orderly in appearance.

General comments/exceptional efforts/improvement needs

RESOURCE MANAGEMENT

Score _____

In General: An excellent manager takes time to make accurate, timely decisions and to reach sound conclusions; stays focused on long range goals; is able to accurately forecast resource requirements and is adept at managing daily details. While developing cooperation and teamwork, the resourceful manager earns respect of staff and others; guides others toward common objectives; is open to new ideas and generates alternatives.

General comments/exceptional efforts/improvement needs

Productivity – Organizational Management: The excellent manager provides leadership based upon clearly communicated expectations; develops an organization that uses all available resources; and sets high standards. Delegates appropriately and effectively; maintains an awareness of subordinates’ performance; inspires confidence and communicates clear goals, direction, standards, and deadlines.

General comments/exceptional efforts/improvement needs

Project Management: The excellent manager uses good judgment in selection of team members; designs workable plans; sets realistic goals; identifies project issues; stimulates creative ideas from others; and conducts effective and efficient meetings. Understands and exhibits leadership while planning, organizing, implementing, delegating and controlling separate project phases.

General comments/exceptional efforts/improvement needs

COMMUNICATION

Score _____

Personal and Interpersonal: The excellent manager seeks to understand as well as to be understood; establishes rapport by using reflective language, non-judgmental words, and positive frames of reference. Learns the work, communication and decision-making styles of co-workers; maintains awareness of non-verbal communications; and is congruent in body language, tone and words. Ideas and information are clearly expressed; oral and written reports are both organized and understandable. Excellent communication skills include:

Openness - shares appropriate knowledge and information with others; easily approachable; honors confidentiality; practices direct communication.

Listening - gives uninterrupted time to hear others; questions or paraphrases to gain clarity.

Responsiveness - accepts and follows-through on assignments in a timely manner; provides requested support and guidance.

Accessibility - maintains balance between time for personal tasks and time available for others.

Conflict Management: Works through issues and situations directly with those involved; arranges for and participates in third party conflict resolution when needed; models conflict management skills for subordinates and peers; and remains calm in stressful situations.

General comments/exceptional efforts/improvement needs

TEAM WORK

Score _____

The excellent manager develops cooperation; acknowledges others' contributions, builds consensus and assists others with difficult or less desirable tasks. Accommodates service requests while fostering positive working relationships and contributing to a positive work environment. Builds rapport and gains respect through appropriate actions, comments and execution of plans.

General comments/exceptional efforts/improvement needs

CUSTOMER SATISFACTION

Score _____

The excellent manager understands the importance of satisfying both internal (within the organization) and external customers (members of the public). Seeks to better understand and continuously improve processes and makes good use of customer feedback. Measures quality against predetermined standards that are continuously modified by customer feedback.

General comments/exceptional efforts/improvement needs

ACCOUNTABILITY

Score _____

The excellent manager understands and follows the Authority's policies, procedures, and governing regulations. Honors commitments; follows through on agreements; proactively re-negotiates commitments and agreements as needed. Exhibits an

organized approach to work assignments; demonstrates ethical business standards; and maintains an awareness of consequences of actions and decisions.

General comments/exceptional efforts/improvement needs

**INTERCITY TRANSIT
GENERAL MANAGER PERFORMANCE EVALUATION**

EVALUATOR SCORE SHEET

Period: May 2011 - April 2012

AUTHORITY MEMBER NAME: _____

SCORING MATRIX

AREA	SCORE
<i>Goals 1 - 4 = 50% of Score</i>	
Goal 1: Assess the transportation needs of our community.	
Goal 2: Provide outstanding customer service.	
Goal 3: (2008) Actively promoting and marketing products and services	
Goal 4: Maintain a safe and secure operating system.	
Goal 5: Align best practices and support agency sustainable technologies and activities.	
<i>Behavioral Expectations - 50% of Score</i>	
Integrity	
Basic Job Proficiency	
Resource Management	
Communication	
Teamwork	
Customer Satisfaction	
Accountability	

Authority Member's Signature

Date

**INTERCITY TRANSIT
Annual Appraisal of Michael Harbour
Numerical Summary**

Period: May 2011 - April 2012

Completed by Chair and Vice Chair of Intercity Transit Authority

Name of Initiative	Scores	Overall Rating*
Assess the transportation needs of our community.	____/____/____/____ ____/____/____/____/____	
Provide outstanding customer service.	____/____/____/____ ____/____/____/____/____	
Maintain a safe and secure operating system.	____/____/____/____ ____/____/____/____/____	
Provide responsive transportation options.	____/____/____/____ ____/____/____/____/____	
Align best practices and support agency sustainable technologies and activities.	____/____/____/____ ____/____/____/____/____	

Behavioral Expectations	Scores	Overall Rating
Integrity	____/____/____/____ ____/____/____/____/____	
Basic Job Proficiency	____/____/____/____ ____/____/____/____/____	
Resource Management: In General Productivity-Organization Management Project Management	____/____/____/____ ____/____/____/____/____	

Communications: Personal & Interpersonal Conflict Management	____/____/____/____ ____/____/____/____	
Team Work	____/____/____/____ ____/____/____/____	
Customer Satisfaction	____/____/____/____ ____/____/____/____	
Accountability	____/____/____/____ ____/____/____/____	
TOTAL		

The overall rating is the combined scores of each evaluator divided by the number of evaluators. Those ratings are then totaled and divided by the # of evaluators with one single score for goals and one single score for behavioral expectations. These two figures are totaled and divided by two for an average. The average matrix is then utilized to establish the merit increase.

Memo

To: Intercity Transit Authority
From: Mike Harbour, General Manager
Date: April 4, 2012
Re: Annual Evaluation – Self-Assessment

As part of my annual evaluation process, I provide the Authority with a self-assessment of my performance over the past year. This self-assessment is relatively brief this year with a focus on challenges we will face in 2012 and 2013. I believe my personal performance is best evaluated by looking at the performance of the entire agency over the past year. I have outlined this in my annual State of Intercity Transit report.

Intercity Transit continues to be a strong transit agency that provides an extraordinary quantity and quality of transit service to our community. The success of our agency is due to the work of the entire organization including all staff, our Citizen Advisory Committee and the Authority as well as the support we have in the community.

The past year was one of the most challenging years I have experienced in my 17 years at Intercity Transit. We entered 2011 with a great deal of optimism. We passed a 0.2% sales tax increase in August 2010 with a 64% positive vote and the economy was showing signs of improving. However, sales tax revenue took an unexpected downward turn in the last four months of the year. Sales tax revenue per .1% sales tax fell by 0.6% in 2011 while the budgeted revenue increase was 2%. As a result, the revenue from our increased sales tax rate was significantly lower than expected and we enter 2012 with a lower base than expected.

As 2010 ended, fuel prices appeared to have stabilized at approximately \$3.00 per gallon or less after beginning the year at \$2.25 per gallon. Prices peaked at \$3.75 per gallon in 2011 and then fell to below \$3.00 per gallon by the end of the year. Future fuel price trends were and are difficult to predict and staff budgeted 2012 costs at a conservative \$3.50 per gallon. Prices have ranged from \$3.08 per gallon to the most recent \$3.91 per gallon in 2012. In 2008, fuel prices peaked at almost \$4.75 per gallon in mid-year then fell dramatically to \$1.50 per gallon by the end of the year.

These revenue and cost trends result in Intercity Transit being in the position of being able to maintain service levels and continuing capital projects but unable to expand service with confidence it can be sustained in the future. This is particularly challenging as ridership and demand continue to grow and other transit agencies in

the region reduce services. The decision by Pierce Transit to eliminate all of their service connecting Pierce and Thurston County was particularly challenging for Intercity Transit.

We also entered 2011 with the need to address significant staffing issues. Three of the six department heads left Intercity Transit in 2010 and 2011. We also made the decision to leave positions open until after the August 2010 elections and a number of new positions were created due to the passage of the sales tax and the service expansion in February 2011. I underestimated the time and effort required to fill the empty positions and bring staffing up to full strength. Due in part to internal promotions filling a number of positions, we did not reach budgeted staffing levels until December 2011. This created significant challenges to keep capital projects moving and to implement other programs.

In last year's self-assessment, I identified a number of tasks and challenges for 2010/2011. These are listed below with a brief description of progress made during the year.

2011/2012 Challenges and Accomplishments

In last year's self-assessment, I identified a number of tasks and challenges for 2011/2012. These are listed below with a brief description of progress made during the year.

- **Addressing increased demands for service** - A major challenge identified for 2011 and beyond was to meet increased demands for more service within Thurston County and increased service connecting Thurston County to other counties, particularly Pierce County and the central Puget Sound area. Providing effective and efficient service to the fringes of the Public Transportation Benefit Area (PTBA) will continue to be a challenge. We implemented a modest service change in early 2011 to address the most significant overloading and schedule adherence issues. These were successful and ridership increased over 4% in 2011.
- **Reacting to Pierce Transit service reductions** - Last year's assessment anticipated 50% of the Pierce Transit service connecting Pierce and Thurston County would be eliminated. Pierce Transit actually eliminated all of their service to Thurston County in October 2011. This created significant capacity issues as well as gaps in service. The Authority made a number of difficult decisions, and we were able to address the most critical issues with no additional buses being required in the peak periods. Ridership on our express service increased by more than 30%.
- **Improving Dash service and increasing productivity** - Intercity Transit reviewed the Dash service and eliminated the least productive portions of the services. This effort involved all stakeholders in the discussion and provided a

number of opportunities for public input. The outcome has little effect on ridership with productivity increasing significantly.

- **Working with Sound Transit** - The need to improve connections with Sound Transit was identified in 2011. Sound Transit will expand its commuter rail service, The Sounder, to Lakewood in 2012. When this occurs, we are likely to see an increased demand for express service connecting to this service. In addition, we have seen increased discussion of the possibility of extending Sound Transit commuter rail to Thurston County. Staff participated with the TRPC to address the question of commuter rail being expanded to Olympia and continues to work with Sound Transit to coordinate service connections in Lakewood.
- **Improving Dial-A-Lift** - The continuing challenge to serve the increasing number of Dial-A-Lift clients and other aging members of our community was identified as a primary concern in 2011. Thurston County is getting dramatically older. The population of Thurston County is expected to increase by 68% between 2010 and 2040 while the number of persons over 65 is expected to increase by 165% in this same period. Mobility and the ability to drive decrease with age. We are likely to see a significant increase in DAL-eligible persons and the demand for service that reduces walking distance and offers more flexibility. DAL took a number of steps to better understand customer needs and to improve service in 2011. A comprehensive market research study of DAL customers was completed and presented to the Authority. Our Interactive Voice Recognition (IVR) system was implemented and customers may now check and cancel rides at any time of the day. Additional capabilities of this system will be introduced in 2012.
- **Adjusting to fuel price changes** - The volatility of fuel prices was identified as a significant issue. A \$1.00 increase in fuel prices increases annual expenditures by approximately \$1 million. Diesel prices increased from \$2.00 per gallon in early 2007 to a high of \$4.50 per gallon in June 2008. Prices fell to \$1.50 per gallon in early 2009 and rose to approximately \$2.25 per gallon in late 2009. Prices continue to hover at approximately \$2.25 per gallon for our B20 diesel/biodiesel blend throughout 2010. Fuel prices appeared to have stabilized in 2010 but international events and the global economic recovery resulted in sharp fuel price increases in 2011. There continues to be great uncertainty about the future price of fuel.
- **Succession Planning** - We need to increase attention to and planning for the aging of our workforce. Two department heads left our organization in 2010 and one in 2011. The remaining three and the General Manager will likely retire before 2018. We will also lose many of our division managers, technical staff and supervisors during this time period. We must provide training for current staff to step into these positions to the greatest extent possible. Efforts

were implemented to prepare employees for specific positions in 2011. The need to replace two to three Operations Supervisors was identified as critical and the GOLD program was launched to address this need. The program has been extremely successful. A formal Succession Plan will be developed in 2012.

- **Sustainability and Implementation of the Environmental and Sustainability Management System (ESMS)** - The full implementation of the ESMS and ISO-14001 certification was identified as requiring a significant commitment by the entire organization. The need to continue to expand our sustainability plan and implement actions and policies that reduce our Greenhouse Gas (GHG) emissions and energy usage was also identified. Staff completed the ESMS training and recently completed the Gap Audit for the ESMS. We are on track to complete implementation of the ESMS by early 2013. We were also very successful in our sustainability efforts and received Gold Level Commitment status from the American Public Transportation Association. Sound Transit and Intercity Transit are the first two systems in the United States to attain Gold level status.
- **Keeping fares affordable for persons with low incomes** - The Reduced Monthly Bus Pass program was evaluated in 2011, and the Authority continued the program in 2012. The program has been very successful.
- **Effectively using technology** - We continue to define the role of Information Systems and technology management in our organization and to use technology to improve our communications with our customers. Google Transit and One-Bus Away applications were both implemented in the past year and have been very well received by our customers.
- **Integrating with the regional fare system (ORCA)** - We continue to work with Sound Transit to determine the best way to coordinate with and possibly join the ORCA regional fare system. We continue the effort to implement the system on our express service.
- **Continuing capital improvements and replacement of vehicles** - We continue to have our three major capital projects in progress in 2012 and 2013 and will continue to seek federal and other capital funding for these projects and for new and replacement vehicles. The Hawks Prairie Park-and-Ride facility construction bid has been awarded and the project should be completed by the end of 2012. Final engineering is underway on the Olympia Transit Center, and we continue to seek federal funding for the Pattison Street project. We were successful in obtain a federal discretionary State of Good Repair grant in 2011 for \$1,500,000. This will allow replacement of three buses.

2012 – 2013 Challenges

The challenges I identified for the coming year were identified as threats in the State of Intercity Transit report. These are:

- **Funding:** The future trends in sales tax revenue and in the level of federal funding are both threats to our ability to maintain service levels and to purchase new and expanded capital facilities and equipment. Decisions on pursuing additional sales tax revenue or increasing fares should be made in 2012.
- **Fuel prices:** An increase in fuel prices could drive an increase in demand for our service while also reducing our ability to maintain or expand service levels. A \$1.00 increase in fuel prices costs Intercity Transit \$1 million per year or \$6 million over a six year period. When gas prices hit \$4.00 per gallon in 2008, we saw an 18% increase in ridership. We should develop plans to respond to sharp increases in fuel and to increased demands for our service.
- **Service demands and expectations:** As our community grows, we will continue to receive requests for new service and there will be expectations we will serve new development. Our current financial forecast shows little ability to expand service at the current time. New developments such as the Children’s Museum, the Thurston County Accountability and Restitution Center, the Hawks Prairie Park-and-Ride, northeast Lacey, northwest Olympia, and others may lead to expectations of new service. We need to develop clear policy on how requests for new or expanded service are addressed and work to educate the community on our ability to respond to new service demands.
- **Connections to Pierce County and the Puget Sound region:** This is both a threat and an opportunity. With increasing fuel prices and the extension of Sound Transit commuter rail service (The Sounder) to Lakewood in late 2012, demand for express service in the I-5 corridor could dramatically increase. There is an opportunity for Intercity Transit to substantially increase transit ridership and vanpool usage in this corridor. The threat is the expectation of new and expanded service cannot be met with existing finances. Intercity Transit should determine if and how it will respond to demands for increased regional service.
- **Centennial Station:** The funding of the maintenance and operation of Centennial Station remains an open question. The City of Olympia threatened to withdraw from the funding agreement that divides the cost of maintaining the station among local jurisdictions. Staff’s initial research has not revealed a better way to fund the facility or of reducing costs. There is uncertainty that all jurisdictions will continue their funding and whether Intercity Transit should continue to manage the station without this support. Options for continuing funding of the facility’s maintenance and operations should be developed and communicated to our funding partners.

- **Aging of Our Community:** Our community is aging and living longer. The number of people over 65 and particularly the number over 80 in our community will increase dramatically in the next 10 to 20 years. This will increase the demand for Dial-A-Lift as well as the demand for services closer to homes and destinations. New service models will be needed and the cost of special services may force tough choices on how service and resources should be allocated. We should continue to improve the effectiveness and efficiency of DAL service and work with community partners to develop a plan to address the issues of an aging community.
- **Aging of our Workforce:** Intercity Transit, like many transit agencies and other public agencies, has a disproportionate number of employees 55 or older. The retirement of these employees will require Intercity Transit replace a large portion of its professional and supervisory employees. A great deal of institutional knowledge will be lost. We should implement a more formal succession planning strategy and identify training needed to prepare the agency for this transition.

Conclusion

Intercity Transit had a very successful 2011. We improved our service and offered new and improved programs to our customers and the community. We made significant efforts to improve the sustainability program and environmental protection efforts of our agency. We responded well to unanticipated developments and performed extremely well when faced with record snow and disruption to the community. We are positioned well to weather the difficult and uncertain economy and to continue to offer high quality public transportation services to our community. We continue to strengthen partnerships with our local jurisdictions and local organizations. Most importantly we have continued to improve as an organization and constantly seek to provide better and more responsive service to the community.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: April 4, 2012**

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: 2012 Citizen Advisory Committee Recruitment

-
- 1) **The Issue:** Provide an update on the recruitment process.
-
- 2) **Recommended Action:** Information only; identify interview panel volunteers.
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- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. It is the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.
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- 4) **Background:** The Citizen Advisory Committee members serve three year terms, and may serve no more than two consecutive 3-year terms. Each May, staff conducts a recruitment to fill vacancies which may occur throughout the year or through expiration of terms.

The CAC is comprised of up to 20-members, representing the diversity of our community. There are five positions available. Two members will be leaving the CAC June 30th. *Gerald Abernathy and Matthew Connor* whose terms are expired. One member left in the middle of the year due to her work schedule, *Jackie Reid*, creating another vacancy. Two members are eligible for reappointments, *Valerie Elliott and Joan O'Connell*. They have been notified that if they wish to seek reappointment they need to submit letters of interest.

Staff will advertise the CAC opening in the *Olympian, Nisqually Valley News, and Business Examiner*. We will notify our riders in the Rider Alert. Currently, we are advertising for the Youth position. In addition, this is posted on our website and Facebook. We will also ensure you each receive the materials electronically, so you can share them with people you come in contact with that you feel would be good candidates and persons who express an interest. We also mail the application packet out to those who've expressed an interest since the last recruitment; we maintain an ongoing list.

Applications are due May 18, 2012. The timeline was shared with the Authority at the March 21, 2012, work session.

We are seeking three Authority members to meet with three CAC members to form an ad hoc committee to conduct interviews the week of June 11 (most likely June 11th). The committee will make recommendations to the full Authority for appointment at the June 20th meeting.

5) **Alternatives:** N/A

6) **Budget Notes:** The recruitment cost is approximately \$900-\$1,200 for artwork, design and ad placements.

7) **Goal References:** Maintaining an active, interested Citizen Advisory Committee supports all five goals.

8) **References:** N/A