

AGENDA
INTERCITY TRANSIT AUTHORITY
August 3, 2011
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Erin Hamilton, Procurement Coordinator** (*Marilyn Hemmann*)

- 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.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** July 6, 2011, Regular Meeting; July 20, 2011, Special Meeting.

 - B. **Accounts Payable:** Warrants dated June 3, 2011, numbers 84094-84189 in the amount of \$1,209,583.19; warrants dated June 17, 2011, numbers 84193-84318 in the amount of \$675,722.61 for a monthly total of \$1,885,305.80.

 - C. **Surplus Property:** Declare property as surplus on Exhibit "A." (*Marilyn Hemmann*)

 - D. **Payroll:** July 2011 Payroll in the amount of \$1,702,347.06.

 - E. **Cancel August Work Session:** Cancel the August 17, 2011, work session and direct staff to post the required legal notice. (*Rhodetta Seward*)

- 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. **Urban Corridors Task Force** (*Ed Hildreth*) **3 min.**

	D. TRPC Sustainable Development Task Force (<i>Karen Messmer</i>)	3 min.
	E. Citizen Advisory Committee (<i>Roberta Gray</i>)	3 min.
	F. Pension Committee (<i>Joe Baker</i>)	3 min.
7)	NEW BUSINESS	
	A. Adoption of October 2011 Service Changes (<i>Dennis Bloom</i>)	25 min.
8)	GENERAL MANAGER'S REPORT	10 min.
9)	AUTHORITY ISSUES	10 min.
10)	MEETING EVALUATION	5 min.
11)	EXECUTIVE SESSION - None	0 min.

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 6, 2011

CALL TO ORDER

Vice Chair Thies called the July 6, 2011, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson ; City of Tumwater Councilmember Ed Hildreth; Citizen Representative Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Excused: Thurston County Commissioner Sandra Romero and City of Yelm Councilmember Joe Baker.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Carolyn Newsome; Jim Merrill; Bob Holman; Pat Messmer; and Marilyn Hemmann.

Others Present: Legal Counsel Tom Bjorgen and Recording Secretary Valerie Gow.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Messmer and Deputy Mayor Clarkson to approve the agenda as published.

INTRODUCTIONS & RECOGNITIONS

A. David Krone, Service Worker. MacMillan introduced David Krone, Service Worker.

B. Mark Sandberg, Fixed Route Manager. Merrill introduced Mark Sandberg, Fixed Route Manager.

C. Steve Barlow, Operations Supervisor. Sandberg introduced Steve Barlow, Operations Supervisor.

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APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** June 1, 2011, Regular Meeting; June 22, 2011, Special Meeting.
- B. Payroll.** June 2011 Payroll in the amount of \$1,763,629.16. May Payroll in the amount of \$1,741,376.84.
- C. Accounts Payable:** Warrants dated May 6, 2011, numbers 83814; 83817-83945, in the amount of \$506,922.89; warrants dated May 20, 2011, numbers 83962-83963; 83965-84090 in the amount of \$711,919.22 for a monthly total of \$1,218,842.11.
- D. Contract Extension for Janitorial Services:** Authorized the General Manager to execute a one-year contract extension with Coastal for janitorial services in the amount of \$90,840.00, including taxes.
- E. TIP/POP Approval:** Adopted the 2012 Transportation Improvement Program (TIP) for Federal Transit Administration funding.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** TRPC is holding a retreat on July 8, 2011. The agenda includes an orientation for members and a review of the agency's mission.
- B. Transportation Policy Board (TPB).** Hildreth reported the Board applied for federal funding for several projects within the region and was unsuccessful. Members asked questions about project criteria as many of the grant proposals were for projects of critical importance to the region. Harbour participated in an interview by the TRPC Executive Director on Intercity Transit services, such as Dash, Centennial Station, route connections to the north, and details pertaining to the Public Transportation Benefit Area. Next month's meeting features a similar interview with a Sound Transit official.
- C. TRPC Sustainable Development Task Force.** Messmer reported the task force is currently forming and has not scheduled a meeting.

NEW BUSINESS

A. Appointment of Public Records Officer. Seward reported the request is a formality as she serves as the agency's Public Records Officer (PRO) as part of her job responsibilities. During the last several months, she attended several training classes on public records. Public records requests are becoming more frequent for public agencies. A local city was recently challenged by a citizen for not having officially appointed a PRO for the city. Intercity Transit formally named the PRO in the policy, but has not taken formal action through a resolution to appoint the PRO. The request formalizes that appointment.

It was M/S by Councilmember Hildreth and Deputy Mayor Clarkson to approve Resolution 03-2011, Appointing Intercity Transit's Public Records Officer.

Rogers asked whether the agency is required to establish procedures for public records requests. Bjorgen said the agency does not have the authority to adopt the procedures as required by Washington Administration Code (WAC). The agency adopted public records policies and those policies refer to Seward as the agency's PRO.

Clarkson asked about the time required to satisfy public records information requests. Seward replied it depends on the request. She is tracking the requests and estimates approximately 15% of her time is spent on public information requests. The agency receives many video surveillance requests that also requires other staff time to locate and download the video. By law, the agency can only charge 15 cents for a video that likely took many hours of staff effort. The law also stipulates the agency is not allowed to inquire how the information is used. Many of the video requests are from local police departments for accidents; many are citizens reporting thefts to the police.

Clarkson asked if it would be accurate to characterize the activity as costing the agency a full-time position. Seward replied based on the amount of time of all staff involved in gathering records to fill these public records requests, as well as downloading information for accidents and incidents, it could entail a half to three-quarter time position.

The motion carried.

B. Purchase of Additional Software Licenses. Hemmann reported staff reviewed the agency's current and pending use of Microsoft and Adobe software products to ensure the agency has adequate licenses and is in compliance with licensing agreements. Previously, licenses were attached to PCs. After researching options, Information Services staff was able to obtain enterprise licenses based on the number of

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users rather than by machine. The best value for the procurement is to use the Master Contract with the Washington State Department of Information Services.

It was M/S/A by Citizen Representative Messmer and Councilmember Hildreth to authorize the General Manager to issue two purchase orders for a total of \$53,694.65, including taxes, to Washington State Department of Information Services for software licenses as documented.

C. Hawks Prairie Park and Ride - Acceptance of Grant Funding. Hemmann reported when Intercity Transit applied for funding, the agency understood the project would involve two bienniums. The Washington State Department of Transportation (WSDOT) notified the agency of its funding award for the 2011-2013 biennium, which includes \$3,526,676 originally requested for the biennium plus \$240,000 rolled over from the previous biennium grant. The first grant was for the preload phase, which will continue until December. In January 2012, construction of the facility will begin.

Currently, the project is on schedule and within cost estimates.

It was M/S/ by Citizen Representative Johnson and Deputy Mayor Clarkson to authorize the General Manager to enter into an amendment for Regional Mobility Grant funds in the amount of \$3,767,656.

Thies asked about the final disposition of fill purchased for compression of the site. Hemmann said it's estimated approximately 20,000 to 30,000 tons of fill will remain. Staff is researching the market and considering several alternatives. The agency may sell it as surplus dependent on the status of the building market. Thies asked about the outcome if no disposal method can be found for the fill. Hemmann replied the County is seeking fill for a facility off Tilley Road. Another option is including within the bid construction documents a requirement by the successful bidder to dispose of the fill.

The motion carried.

GENERAL MANAGER'S REPORT

Hemmann successfully completed the **Toastmasters Program**.

Intercity Transit received grant funds to purchase **46 replacement vans** from WSDOT. To meet the grant requirement, all vehicles had to be accepted by June 30, 2011. Karmart Automotive Group of Burlington, WA was able to deliver 18 vehicles and delayed the remaining seven vehicles because of manufacturer delays. On June 30, staff arranged the purchase of seven passenger vans from King County Metro to fulfill the

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grant requirements. The agency cancelled the remaining vehicles from Karmart Automotive.

The agency is seeking program applications for the **Surplus Van Grant Program** in July for awards in October.

Sales tax was down in June by 1.67%; however, year-to-date is still 2.36% above projection.

Ridership in June was the highest June the agency every achieved increasing 3% above 2010.

Staff attended a Port of Olympia meeting on a **feasibility study** for a trolley connecting the Port of Olympia with the Tumwater brewery area. The Port is discussing whether to pursue a feasibility study. Port Commissioners tabled the proposal at this time.

Staff continues efforts on the **Environmental and Sustainability Management System (ESMS)** The team will attend their next training in Roanoke in mid-August. A student intern from The Evergreen State College is supporting the program.

The Governor formed a **task force** charged with developing a 10-year investing and funding plan for the state's transportation system for presentation to the 2012 Legislature. Harbour is working with the Washington State Transit Association's Legislative Committee to develop a proposal for transit funding.

Harbour recommended cancelling the **August 17 work session**. Formal action to cancel the meeting will occur at the August 3 meeting.

Harbour will be out of the office August 1 to August 5 and is unable to attend the Authority's August 3 meeting.

Three operators and one scheduler selected to participate in the **GOLD Program** are scheduled for training for the Operations Supervisor position, with two beginning in July and two scheduled four months later. We anticipate several supervisor positions becoming available in the next two years.

Four Authority members and Seward are attending the **American Public Transportation Association (APTA) Transit Board Member's Seminar** on Friday, July 22 in New Jersey.

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Messmer is attending the **APTA Sustainability Conference** in Los Angeles in July as a presenter.

Excellence in Transit award winners include Laurisa Prince, Lead IS Analyst; William Snyder, Maintenance Technician; and the agency's Cut Commute Committee. Winners will be honored during the agency's Transit Appreciation Day as well as at the August APTA conference.

Messmer is attending the agency's **audit exit interview** on July 26. Authority members were invited to attend.

Citizen Advisory Committee (CAC) orientation is scheduled next week with Thies scheduled to attend as well as new CAC members.

The **vanpool marketing program** continues with 13 new groups and 219 new vanpool riders added as of the end of June. The agency doubled its goal of 100 new vanpoolers for the year.

Web One Bus Away is a real-time transit tool now available and accessible from the website, phone, mobile devices, or PDAs. The technology provides real-time bus arrival information at all stops in the system. Riders can access it at www.intercitytransit.com.

"Save Cash...Dump the Pump" promotion continues through July and focuses on non-riders.

Volunteers and staff shared a year-end lunch with the **Bike PARTners Program**. The six-month demonstration program was successful at Roosevelt Elementary School and is expanding to an additional elementary and middle school next school year. The program takes bikes either donated or abandoned and provides them to schools with students learning how to repair the bikes in return for the bike. Volunteers work with the students.

Joe Baker's sister-in-law, Joanne, passed away last week. A service is planned on Saturday, July 9, at 10 a.m. at the Yelm Cemetery on Cook Road.

Clarkson commented on the success of the vanpool program but noted that during an event at the Allstate Headquarters building in DuPont, all parking spots were allocated to vanpools leaving limited parking for others.

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Clarkson asked whether the students repairing the bikes are providing their own tools. Harbour said the volunteers provide some tools and teach students how to use the tools. There are no specialized tools involved in the program.

AUTHORITY ISSUES

Thies commented on the difficulty of catching routes 21/60 during rush hour.

Thies referred to the risk profile information in the packet and the agency's experience statistics compared with other members of the pool. He asked why the figures were so high. Harbour offered to follow up with more information.

ADJOURNMENT

It was M/S/A by Councilmember Hildreth and Deputy Mayor Clarkson to adjourn the meeting at 6:22 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin Thies, Vice Chair

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

Date Approved: August 3, 2011

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
July 20, 2011

CALL TO ORDER

Vice Chair Thies called the July 20, 2011, special meeting of the Intercity Transit Authority to order at 5:34 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Martin Thies; Thurston County Commissioner Karen Valenzuela (Alternate); City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Eve Johnson; and Citizen Representative Karen Messmer.

Members Excused: Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Meg Kester; and Marc Jones.

Others Present: Citizen Advisory Committee member Rob Workman and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Baker and Deputy Mayor Clarkson to approve the agenda as published.

PUBLIC COMMENT

David Hare, 350 Independence Road, Rochester, said he is the owner of a federally incorporated charter company with buses and drivers. If Thurston County should experience more difficult times, he is available to assist with buses and drivers.

Rob Workman commented on his disappointment with the layout of the new Transit Guide, specifically the cover resembling too closely the previous guide. Riders become confused on which guide is the most current guide, especially if they suffer from certain disabilities (reading and other disabilities). He indicated there was a lack of guides placed in buses.

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PUBLIC HEARING

A. Proposed October 2011 Services Changes. Bloom reported the public hearing is on proposed changes slated for implementation October 2, 2011, for local service routes operating between Olympia and Lacey on Route 60, inter-county Olympia Express Routes 603 and 605, and Dash service.

Route 60 serves Lilly Road medical facilities in Olympia and Panorama City in Lacey. Route 60 is experiencing on-time schedule adherence issues. Changes for the Olympia Express include the possible addition of up to three weekday trips and scheduled adjustments during non-peak hours of the day. Options for Dash include potential reduction in non-productive hours and improving service efficiencies when ridership is at its lowest.

Public open houses were held on July 13 and 14; rider alerts were placed on buses; and *The Olympian* provided coverage on the proposed changes. Staff visited with representatives of St. Francis House and Panorama City. Representatives from Panorama City suggested reversing the route loop. St. Francis representatives committed to making some improvements to the local roundabout. The agency received many comments from Thurston and Pierce County residents for proposed changes to Olympia Express. To date, 52 comments were received by telephone, emails, and faxes.

Thies opened the public hearing at 5:45 p.m.

Jeffrey Trinin, 1011 Wilson Street, said he is a downtown business owner and member of the Olympia Downtown Association (ODA). Dash is a vital service to downtown Olympia with many people relying on the service. Dash is important during the legislative session as well as during the off season. It's understandable to consider reducing expenses and cutting service. The preferred alternative is eliminating the least productive service. He mentioned the needs of the new Department of Information Services building on 15th and Jefferson, because it serves as a training site for state agencies. Previously, Dash was more productive when the Wheeler Street parking lot was available. The availability of parking increases Dash ridership. Initial conversations with Port of Olympia staff included the possibility of Intercity Transit and the Port cooperating to provide a 12-month parking area for commuters. Current parking at the Farmer's Market is effective for only four months of the year. The ODA wants to work with Intercity Transit as it introduces changes as well as working on other options. Another option is working with state agencies to increase usage of fixed route service.

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Connie Lorenz, ODA, thanked staff for conducting the public meetings as they provided a forum to speak to staff about different routes and options. The ODA does not want Dash service eliminated as it's an important part of downtown Olympia. It takes time to build and promote a brand, and Intercity Transit achieved success in establishing Dash as a brand. The service is very recognizable for visitors. The convenience of Dash service is essential for visitors and residents. Lorenz provided members with a dining and shopping brochure available to downtown visitors.

Jacqueline LaFrance, 900 Fairview St. SE, said the proposed changes on Route 60 do not affect her; however, they impact her friends at St. Francis House. Her concern is ensuring the service is not dropped. Many of the residents have walkers, canes, or wheelchairs, and if the service is discontinued in the driveway of St. Francis House, the residents will need to walk up an incline to catch the nearest bus. She asked the Authority to retain service at St. Francis House.

Sue Pierce, 4820 27th Court SE, asked the Authority to review all comments regarding services subject to change. She knows many of the people who offered comments on Olympia Express service. There have been many disappointments with Pierce Transit over the last six months cutting service and even tempting riders with the possibility of increasing service. Intercity Transit stepped up in June to add some service Pierce Transit cut. Riders are appreciative. Riders use express service for a variety of reasons from commuting to work or attending educational classes at various times, making scheduling more difficult to determine. It's difficult to schedule the service because it doesn't fit within the normal mode for regular fixed route service. Intercity Transit's recent addition of routes is conditional and subject to change. Riders are facing more cuts because of the timing and the actions of Pierce Transit. Pierce acknowledged her difficulty in recommending the no change option at this point. Adding more service when the agency doesn't have the budget or the buses for express service, given the overall demands of all transit riders, is not logical at this time. However, any help the agency can provide to help alleviate full buses during commute hours would be helpful as well as providing back-up buses to handle overflow.

Howard Weinberg, 125 Turner Street, thanked the Authority for the opportunity to provide input as well as for reevaluating Dash service. He frequently visits the Farmer's Market and rarely sees anyone on the bus, exiting it, or entering the bus. Dash service is wasting gas, and there are too many trips. According to his calculations, it is costing approximately \$150 for each boarding. At that price, the agency could offer cab vouchers. He asked the Authority to consider discontinuing the service and let riders become self-sufficient by carpooling, using other public transportation, or sharing a cab.

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Michelle Peterson, 125 Decatur Street NW, said she is the service coordinator for St. Francis House and assists residents with their independence. St. Francis House previously invested financially to enable buses to maneuver through the roundabout at the facility. Currently, management is seeking bids to improve the roundabout. Residents are grateful for the service provided by Intercity Transit. Many residents are independent seniors who gave up their licenses to use public transportation. Some residents have been denied Dial-A-Lift (DAL) service. If service is cut, she will encourage residents to reapply for Dial-A-Lift and asked the Authority retain the service or at least provide a transition period to afford time to assist residents with their transportation needs. Approximately five to eight people use the bus daily. St. Francis House recently discussed the situation with many people expressing regret for not using the bus. She suggested providing service during non-peak hours and added when people age, they become less visible and are at a higher risk of being alienated.

Rob Workman said he represents DAL riders, people with disabilities, and students throughout Thurston County. The proposed action of limiting service is disappointing especially in light of the sales tax increase recently passed. He cited a fixed route survey in 2008/2009, which speaks to community benefits of transit and the importance of transit in the economic life of Olympia and Thurston County. The general public is highly aware of transit's importance to the local community in supporting tax funding for public transit services. Ninety-two percent of the population considers transit service to be very or extremely important to the community. Up to 81% said Intercity Transit is doing an excellent or good job using their tax dollars. Workman cited information in the 2010 Intercity Transit Annual Report, which includes the 2011-2016 Transit Development Plan. Proposed changes to Route 60, Olympia Express, and Dash will significantly impact riders who use St. Peter's Hospital and residents of St. Francis House. Changes in Dash service impact him personally, as he uses Dash to travel to the Farmer's Market and to the Olympia Transit Center to catch his regular bus. Dash provides city access to many people of lower income and those with disabilities. If adjusted, Olympia Express limits the availability of education as many students travel from Tacoma to attend local colleges. He asked about the outcome of an elderly lady in a wheelchair who was unable to board a bus because there was no room for a second wheelchair. Route 60 should have more accessible amenities, especially since the route serves medical facilities. He asked for no changes and wants to see improvements in wheelchair service. Workman advocated for a change in the agency's mission and vision statements because the agency is not promoting transportation choices to support access, sustainability, livable, healthy, and prosperous communities. Each of the reductions will significantly impact the low income, people with disabilities, and seniors.

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Diane Grace, 505 Division Street, said she rides express Route 605 to Seattle on a sporadic basis to visit her mother. She can be flexible in the short-term and reworked her trip. She asked the Authority to provide service when the Sounder from Seattle connects to the Lakewood Station at 8:00 a.m., so she can connect to the northbound Sounder to Seattle, as well as a southbound Olympia express to meet the 3:15 p.m. Sounder from Seattle to the Lakewood Station to connect to an express route to Olympia.

Thies closed the hearing at 6:10 p.m.

Johnson commented she's sympathetic with everyone who would like services maintained. Because of reduced revenue, further cuts are necessary. The options are unfortunately the ones most reasonable in terms of any service cuts. There is no doubt there will be impacts. She expressed appreciation to the person who indicated a desire to use the bus more often, which is part of the solution.

Hildreth thanked citizens for attending and providing testimony. He will consider all the comments in the context of ongoing sustainability of the transit system.

Messmer expressed appreciation to citizens for testifying. She asked for confirmation from staff the proposal doesn't necessarily eliminate service but modifies service. Bloom affirmed the proposed changes do not represent cuts but modifications to existing service, and in some cases includes changing the location of a stop. Dash service changes reflect a reduction in Saturday hours and when the Legislature is not in session. Olympia Express options include adding three off-peak trips and extending Route 605 in the afternoon to downtown Olympia or considering no change at this time with an option to consider future increases.

Clarkson said he appreciated the response to the agency's request for comments on the proposal. Most citizens understand the current situation as well as what the agency presented during last fall's ballot measure. If the agency continues the additional service for Olympia Express even when Pierce Transit's fiscal condition improves, it's likely Pierce Transit will have an expectation that Intercity Transit will continue to provide the same level of service. He asked citizens to consider the difficulty associated with the decision and assured citizens the Authority will do its best to provide service to the best of its ability.

Valenzuela thanked citizens for testifying. She asked about the accuracy of the cost of \$150 for each Dash passenger boarding. Bloom said the average cost of each boarding system-wide is approximately \$4.60. Costs for Dash passenger boardings have not been

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calculated. The testimony likely reflects taking the service expense and dividing it by number of boardings.

Valenzuela added written comments provided a wide spectrum of ideas. One comment from a passenger identified redundancies in the service, if eliminated could save \$1 million. Cutting Dash entirely, creating a free zone on Routes 12 and 13, and reducing the redundancy between Routes 12, 13, and 68 could reduce costs. Although those are not the options for consideration, she suggested staff provide some analysis as it appears costs could be reduced by up to \$1 million without effectively reducing service that would benefit everyone. Bloom acknowledged the suggestion requires a comprehensive review, because it creates changes impacting the wider system with routes separated and interconnectivity eliminated. Reconfiguring the route is a long-range project.

Hildreth asked about the cost per passenger. Harbour said for Dash, the cost is approximately \$680,000 with 130,000 passengers served at a cost of approximately \$5 to \$6 a trip.

Johnson suggested it might be beneficial to consider a decision that provides benefits in the long-term instead of decisions requiring short-term fixes. Harbour advised staff can examine service between Tumwater Square and downtown Olympia. However, it's been examined numerous times, and there's no simple answer because of route connectivity. A major factor in increasing ridership is reducing bus transfers. Adding transfers to routes reduces passengers. There are other factors involved and savings would not be as substantial as suggested. Dash shouldn't be considered as a regular service trade-off as Dash and fixed routes serve different markets. Staff recommends against a fare free zone as they are difficult to administer and create many issues for operators. Seattle was able to offer a fare free zone because it moves people within the downtown area only.

Messmer suggested discussions on the relationship between Dash and fixed route service would be useful in terms of the strategic transportation conversations underway within the region. She suggested pursuing that discussion separately at a future meeting.

Baker thanked citizens for their comments and indicated the era of free gratis expired. To provide free transit doesn't make any sense especially when the agency is seeking sources of savings and improving efficiencies. He suggested Dash is a service that should be discontinued until the economy improves.

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Workman said Seattle provides free transit service for accessibility and if the agency offered reduced fare or free fare in Olympia, the community would be enhanced. Eliminating free service negates access to many resources for people of low income and the disabled community. He appreciates the free shuttle downtown because it's impossible to navigate the hills in a wheelchair.

Harbour reported on his discussion with the Department of General Administration Director Joyce Turner about the department funding some Dash service to maintain existing service levels. Ms. Turner advised the department doesn't have the funds to assist in paying for Dash service. Ms. Turner expressed support and appreciation for the service. Under the consolidation of the new Department of Enterprise Services to the new building, the Department of Personnel is conducting all training in the building. No parking was provided for state employees participating in the training and employees are being instructed to park elsewhere and use Dash service. Ms. Turner requested retaining service in the morning hours to enable employees to attend 8:00 a.m. training classes.

Johnson said the lack of funds is a problem all agencies are experiencing. The state may want the service but is unable to pay for the service. If Intercity Transit cannot pay for the service, the service must be eliminated.

Clarkson referred to previous shuttle service provided by the Legislature and asked whether the Legislature considered assisting Intercity Transit during the session to help offset costs to the agency. Harbour advised in the mid-90s, Legislature provided funds, which were eliminated in 2000.

Messmer expressed dismay that the Department of Personnel did not contact Intercity Transit prior to assuming Dash service would continue at the same level. From a coordination perspective, the state should have contacted Intercity Transit about the service as the agency periodically adjusts service levels.

Workman commented on the perception of Intercity Transit affording expensive bus wraps while cutting services. Kester said the bus wraps on the new hybrid buses were cost effective and provided value by promoting the agency's commitment to sustainability through the purchase of hybrid vehicles.

Thies thanked citizens for attending and providing testimony. He was informed, through the hearing and these comments, that the Saturday Dash is valuable because of the popularity of the Farmer's Market. Additionally, collaboration currently underway or identified as a possibility between the agency and ODA, the Port, and St. Francis is

valuable and should be pursued. With Pierce Transit cutting service substantially, the agencies should consider collaborating on labor, maintenance, and perhaps buses.

IMPACT OF ADDING EXPRESS SERVICE ON THE SIX YEAR FINANCIAL FORECAST

Harbour reported on the long-term impacts to the agency if additional express service is added. He described the difficulty of forecasting how a change impacts the budget because of numerous factors occurring throughout the year. This year, the Strategic Plan forecasted reserves of \$1,644,000 over the policy reserve amount at the end of the six-year period. The operating reserve is calculated on a 90-day operating cost. Several assumptions within the forecast include a service increase in early 2011, fuel prices averaging \$3 a gallon for the year, an increase in employer health care costs of 10% in July 2011, and sales tax increasing by 2% in 2011 and 3.5% thereafter.

A service increase was implemented in February 2011, of 6,500 hours as well as a second service increase not anticipated in June of four additional one-way express trips at an annual cost of \$153,000. Over the six-year period, the total is approximately \$900,000.

Fuel prices averaged \$3.35 a gallon for the first six months of the year, which is equivalent to a \$300,000 annual cost or six-year cost of \$2.1 million, which puts the reserve into the red over the six-year period.

Employer health care costs did not increase this year saving \$154,000 and approximately \$300,000 over four years. If no catch-up increase of 10% per year is implemented, the savings will be approximately \$1.7 million over the six-year period.

The agency's capital program included the receipt of federal funding for the Olympia Transit Center expansion as well as the addition of \$1.5 million in local funding not originally anticipated, which was offset by the reduction in the Pattison Street budget of \$1.2 million.

PERS retirement rates increased less than projected saving approximately \$250,000 for one year. The agency anticipates the rates will increase next year.

The net effect of those changes reduces the \$1.36 million reserve at the end of six years to \$275,000, which is in addition to the policy level reserve. If the October 2011 Olympia Express service change is implemented, it costs approximately \$155,000 annually or \$800,000 over the six-year period with the reserve fund decreasing by

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\$540,000. Option B for Dash saves approximately \$120,000 annually increasing the reserve by \$80,000 at the end of the six-year period.

The bottom line reflects there is no easy answer with the agency having more or less above the policy reserve level. However, there are other threats and opportunities to consider. One of the unknowns is the status of federal funding with some indication the agency might experience a 30% reduction in federal funds. This could reflect \$600,000 to \$1.2 million, depending on funding changes to the Small Intensive Transit Cities Program. There are unknowns associated with state funds as well. If the state moves forward with a funding package in 2012, it may include funds for transit. Another uncertainty is the outcome of sales tax. The budget estimate is conservative with the agency budgeting 2% for sales tax. Next year, the budget is 3.5% based on increases anticipated in the economy.

2011 FEDERAL GRANT OPPORTUNITIES

Harbour reported with the elimination of congressional earmarks, the agency is seeking federal funding for the expansion of the Maintenance and Operations facility of \$18.5 million and funding for the replacement of seven buses. The agency is applying for multiple grant opportunities and the competitive environment for bus funding is difficult. Other grant programs focus on reduction in green house gas and energy reduction. If successful in any grant application, staff will seek the Authority's approval to execute a contract. The local match for both projects is included in the six-year financial plan.

2012-2017 STRATEGIC PLAN ISSUES

Harbour said the discussion initiates the Strategic Plan process. A white paper will be forwarded to members electronically. One of the changes in this year's planning process is developing a range of scenarios in the Strategic Plan Update. The scenarios examine a range of assumed funding opportunities from federal and state sources as well as local sales tax. The theme of this plan is the uncertainty of future funding from federal and state governments as well as sales tax revenues.

The plan will be based on the status-quo in terms of service levels with no changes in overall service with the acknowledgement the agency continues to consider changes to individual routes for continued service improvements. Some growth is forecasted in DAL over the six-year period.

Hildreth commented on numerous regional planning efforts focused on expanding public transportation service and the apparent contradiction with the six-year forecast.

Intercity Transit Authority Special Meeting

July 20, 2011

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He asked about potential federal funding availability to move forward with additional service. Harbour advised the Authority has 1/10th of one cent in sales tax capacity. The agency would need to find other funding sources. There is a federal small start-up program covering capital costs for start-up operations.

CITIZEN ADVISORY COMMITTEE REPORT

Workman reported the last meeting was cancelled. Long-time member Berl Colley left the CAC after serving the maximum term of service. The CAC is working with schools to attract more youth membership. There was some discussion on the Transit Guides. He expressed interest in scheduling several joint meetings with the Authority to discuss issues.

MEMBER COMMENTS

Johnson said air conditioned buses are too cold. She asked about the frequency of bikes falling off buses. Bloom advised occurrences are very rare as bus operators ensure the bikes are appropriately secured with tension straps.

Messmer commented on her experience of using Clallam Transit System in Sequim. She bicycled on the Discovery Trail from Sequim to Port Angeles and returned to Sequim by using Clallam Transit. Some of the agency's buses are capable of transporting three bicycles.

Messmer reported she is attending and presenting at the APTA Sustainability in Transit Workshop from July 31-August 2 in Los Angeles.

Hildreth mentioned overflowing bus stop trash cans on Capitol Boulevard in Tumwater.

Clarkson reported during a meeting at the Department of Defense in Washington there was discussion regarding the availability of transit service at a naval station in the state. Lacey's Assistant City Manager followed up to discuss potential transit service with Joint Base Lewis McChord officials.

Workman commented on a lack of trash cans for a bus stop that serves Grays Harbor Transit at the Harrison and Mud Bay Road area.

Harbour reported on the West/McCall lawsuit which was dismissed by the judge, and now under appeal for removal of the judge.

The new Amtrak Station agreement was executed by all parties.

Harbour will be out of the office the week of August 1 - Seward will cover the Authority meeting.

Thies complimented agency staff for assistance in locating his son on one of the buses during his recent trip to camp.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Hildreth to adjourn the meeting at 7:18 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin Thies, Vice Chair

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

Date Approved: August 3, 2011

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/03/2011

Thru Date: 06/03/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084094	6/3/2011	01405	ADVANCE GLASS INC		<input checked="" type="checkbox"/>
00084095	6/3/2011	01405	ADVANCE GLASS INC	\$1,641.70	
00084096	6/3/2011	01640	ALL CITY LOCK & KEY	\$478.28	
00084097	6/3/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084098	6/3/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084099	6/3/2011	01660	ALL STAR FORD	\$7,457.53	
00084100	6/3/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$12,131.66	
00084101	6/3/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$460.42	
00084102	6/3/2011	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00084103	6/3/2011	02060	AMERISAFE	\$1,847.46	
00084104	6/3/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$82.81	
00084105	6/3/2011	02380	ARAMARK UNIFORM SERVICES	\$757.81	
00084106	6/3/2011	02825	AUTO PLUS - OLYMPIA	\$451.64	
00084107	6/3/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00084108	6/3/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,813.12	
00084109	6/3/2011	03980	BRUSKE PRODUCTS	\$122.37	
00084110	6/3/2011	05220	CAPITAL ELECTRIC	\$809.59	
00084111	6/3/2011	05460	CARQUEST AUTO PARTS-OLY	\$150.31	
00084112	6/3/2011	05740	CED	\$60.33	
00084113	6/3/2011	06045	CITY OF LACEY	\$511,335.66	
00084114	6/3/2011	06120	CITY OF OLYMPIA UTILITIES	\$5,486.84	
00084115	6/3/2011	06470	COASTWIDE LABORATORIES - DIV OF STAPL	\$208.44	
00084116	6/3/2011	06560	COLUMBIA FORD MERCURY LINCOLN	\$194,248.00	
00084117	6/3/2011	06580	COMBUSTION ENGINEERING	\$796.77	
00084118	6/3/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$1,767.26	
00084119	6/3/2011	07105	CRAIN'S OFFICE SUPPLY	\$2,687.89	
00084120	6/3/2011	07220	CUMMINS NORTHWEST INC	\$1,745.52	
00084121	6/3/2011	07617	DAVID M HOWE TRUSTEE	\$894.46	
00084122	6/3/2011	09180	EXPRESS SERVICES INC	\$1,625.28	
00084123	6/3/2011	09960	FOREMAN BENJAMIN T III	\$1,804.27	
00084124	6/3/2011	10580	GENE'S TOWING INC	\$413.28	
00084125	6/3/2011	10630	GFI GENFARE	\$142.37	
00084126	6/3/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00084127	6/3/2011	10660	GILLIG LLC	\$8,392.22	
00084128	6/3/2011	10990	HANDI-HUT, INC.	\$57,960.00	
00084129	6/3/2011	11175	HEALTH CARE AUTHORITY	\$280,807.63	
00084130	6/3/2011	11250	HERGUTH LABORATORIES INC.	\$1,290.61	
00084131	6/3/2011	11308	HOFSTETTER SHANNON	\$217.39	
00084132	6/3/2011	11310	HOGAN MFG INC	\$396.63	
00084133	6/3/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00084134	6/3/2011	11525	IKON OFFICE SOLUTIONS	\$299.58	
00084135	6/3/2011	11535	ILIUM ASSOCIATES INC	\$286.25	
00084136	6/3/2011	11615	INDUSTRIAL HYDRAULICS INC	\$266.21	
00084137	6/3/2011	11740	INTERCITY ADVANCED TRAVEL	\$884.96	
00084138	6/3/2011	11753	INTERCITY FITNESS	\$572.00	
00084139	6/3/2011	11775	INTERCITY PROJECT ASSISTANCE	\$802.00	
00084140	6/3/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,436.00	
00084141	6/3/2011	11810	INTERSTATE BATTERY	\$1,201.85	
00084142	6/3/2011	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$1,777.34	
00084143	6/3/2011	11895	J&I POWER EQUIPMENT INC	\$254.20	
00084144	6/3/2011	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$240.00	
00084145	6/3/2011	12875	KPFF CONSULTING ENGINEERS INC	\$13,844.98	
00084146	6/3/2011	13510	LES SCHWAB (TUMWATER)	\$941.67	
00084147	6/3/2011	13559	LIFTLOGIC, INC.	\$114.37	

Intercity Transit

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Check #	Check Date	Ref #	Name	Amount	Voided
00084148	6/3/2011	13700	LUMINATOR HOLDING, L.P.	\$107.49	
00084149	6/3/2011	13850	MASON COUNTY TRANSIT	\$1,607.00	
00084150	6/3/2011	14160	MCMASTER-CARR SUPPLY CO.	\$236.80	
00084151	6/3/2011	14590	MOHAWK MFG & SUPPLY	\$181.65	
00084152	6/3/2011	14839	MYERS TIRE SUPPLY	\$181.13	
00084153	6/3/2011	14900	NAPA AUTO PARTS	\$701.51	
00084154	6/3/2011	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$196.31	
00084155	6/3/2011	16595	PACIFIC POWER PRODUCTS	\$359.53	
00084156	6/3/2011	16660	PARKER PAINT MFG CO INC	\$183.78	
00084157	6/3/2011	16760	PETTIT OIL COMPANY	\$6,031.76	
00084158	6/3/2011	16888	PLATT ELECTRIC SUPPLY	\$60.61	
00084159	6/3/2011	16900	PLUMMASTER, INC	\$79.90	
00084160	6/3/2011	16910	PND CORPORATION	\$96.70	
00084161	6/3/2011	17300	PUGET SOUND MEETING SERVICES	\$827.71	
00084162	6/3/2011	17760	ROSS AND WHITE COMPANY	\$1,755.37	
00084163	6/3/2011	17900	SCHETKY NW SALES INC	\$297.98	
00084164	6/3/2011	18068	SHINING EXAMPLE INC	\$303.33	
00084165	6/3/2011	18470	SPORTWORKS NORTHWEST INC	\$142.15	
00084166	6/3/2011	18620	STERICYCLE INC	\$79.15	
00084167	6/3/2011	18651	STORMANS (LICENSING)	\$1,328.25	
00084168	6/3/2011	18705	SUNBELT RENTALS	\$424.09	
00084169	6/3/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$101.04	
00084170	6/3/2011	18990	THERMO KING NORTHWEST	\$325.75	
00084171	6/3/2011	21790	THURSTON COUNTY PUBLIC WORKS	\$42,792.00	
00084172	6/3/2011	21930	TIRES INC	\$11,549.95	
00084173	6/3/2011	21950	TITUS-WILL CHEVROLET	\$3,160.96	
00084174	6/3/2011	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00	
00084175	6/3/2011	23480	U S DEPT OF EDUCATION	\$208.08	
00084176	6/3/2011	23530	U S POSTMASTER	\$190.00	
00084177	6/3/2011	23620	UNITED PARCEL SERVICE	\$105.62	
00084178	6/3/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,711.00	
00084179	6/3/2011	24000	W W GRAINGER INC	\$1,301.99	
00084180	6/3/2011	24215	WA ST DEPT OF L & I	\$333.75	
00084181	6/3/2011	24220	WA ST DEPT OF L & I BOILER SECTION	\$303.90	
00084182	6/3/2011	24370	WA ST DEPT OF LICENSING MASTER LICENS	\$1,609.00	
00084183	6/3/2011	24440	WA ST DEPT OF PERSONNEL	\$330.00	
00084184	6/3/2011	24750	WA ST GET PROGRAM	\$327.50	
00084185	6/3/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$413.80	
00084186	6/3/2011	25340	WASHINGTON CITIES INSURANCE AUTHORIT	\$115.00	
00084187	6/3/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$15.00	
00084188	6/3/2011	26410	XPIO CORPORATION	\$360.00	
00084189	6/3/2011	26720	ZEP MANUFACTURING CO	\$1,386.64	
Total:				\$1,209,583.19	

Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/17/2011

Thru Date: 06/17/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084193	6/17/2011	01405	ADVANCE GLASS INC	\$2,355.58	
00084194	6/17/2011	01640	ALL CITY LOCK & KEY	\$90.22	
00084195	6/17/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084196	6/17/2011	01660	ALL STAR FORD	\$10,823.44	
00084197	6/17/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$180.00	
00084198	6/17/2011	01960	AMERICAN SEATING COMPANY	\$1,391.36	
00084199	6/17/2011	02060	AMERISAFE	\$33.15	
00084200	6/17/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$280.51	
00084201	6/17/2011	02380	ARAMARK UNIFORM SERVICES	\$761.66	
00084202	6/17/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$450.56	
00084203	6/17/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,762.24	
00084204	6/17/2011	03777	BRADY FREDRICK	\$65.00	
00084205	6/17/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$1,693.82	
00084206	6/17/2011	05280	CAPITAL LAKEFAIR INC	\$3,151.22	
00084207	6/17/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$135.00	
00084208	6/17/2011	05320	CAPITOL CITY PRESS INC	\$298.63	
00084209	6/17/2011	05340	CAPITOL COURIER SERVICE	\$354.97	
00084210	6/17/2011	05460	CARQUEST AUTO PARTS-OLY	\$355.10	
00084211	6/17/2011	05740	CED	\$167.35	
00084212	6/17/2011	06040	CITY OF LACEY	\$622.84	
00084213	6/17/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,515.00	
00084214	6/17/2011	06607	COMDATA	\$46,415.86	
00084215	6/17/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$1,560.18	
00084216	6/17/2011	06740	COMMUNITY TRANSPORTATION ASSOCIATIO	\$350.00	
00084217	6/17/2011	07105	CRAIN'S OFFICE SUPPLY	\$896.56	
00084218	6/17/2011	07120	CREATIVE OFFICE THE	\$534.53	
00084219	6/17/2011	07220	CUMMINS NORTHWEST INC	\$2,412.06	
00084220	6/17/2011	08720	ELECTRONIC RESOURCING INC	\$74.51	
00084221	6/17/2011	09120	EXCEL SUPPLY COMPANY	\$412.84	
00084222	6/17/2011	09180	EXPRESS SERVICES INC	\$2,772.28	
00084223	6/17/2011	09575	FASTENAL COMPANY	\$121.96	
00084224	6/17/2011	09578	FASTENING SYSTEMS INT'L	\$40.25	
00084225	6/17/2011	09660	FERGUSON ENTERPRISES, INC	\$161.88	
00084226	6/17/2011	09805	FLEET PRIDE	\$672.80	
00084227	6/17/2011	09820	FLEET-NET CORP	\$1,434.84	
00084228	6/17/2011	10630	GFI GENFARE	\$37.31	
00084229	6/17/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00084230	6/17/2011	10660	GILLIG LLC	\$8,080.69	
00084231	6/17/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,020.49	
00084232	6/17/2011	10820	GRAPHIC COMMUNICATIONS	\$181.30	
00084233	6/17/2011	11185	HEALTHFORCE PARTNERS INC	\$685.00	
00084234	6/17/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00084235	6/17/2011	11250	HERGUTH LABORATORIES INC.	\$28.05	
00084236	6/17/2011	11285	HILTI	\$341.49	
00084237	6/17/2011	11325	HOLMAN, BOB	\$154.90	
00084238	6/17/2011	11523	IKON OFFICE SOLUTIONS	\$1,887.76	
00084239	6/17/2011	11525	IKON OFFICE SOLUTIONS	\$439.70	
00084240	6/17/2011	11615	INDUSTRIAL HYDRAULICS INC	\$567.94	
00084241	6/17/2011	11670	INLAND TECHNOLOGY INC	\$495.46	
00084242	6/17/2011	11810	INTERSTATE BATTERY	\$638.82	
00084243	6/17/2011	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$4,108.51	
00084244	6/17/2011	11865	ISLAND SUPERIOR AIR FILTER	\$258.82	
00084245	6/17/2011	11905	JANEK CORPORATION	\$550.03	
00084246	6/17/2011	11930	JERRYS AUTOMOTIVE TOWING	\$1,189.17	

Intercity Transit

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Thru Date: 06/17/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084247	6/17/2011	12375	KALLAS, MARK	\$137.00	
00084248	6/17/2011	12460	KARMART AUTOMOTIVE GROUP	\$271,647.72	
00084249	6/17/2011	12665	KGY INC	\$375.00	
00084250	6/17/2011	13140	L G ISAACSON CO INC	\$279.66	
00084251	6/17/2011	13510	LES SCHWAB (TUMWATER)	\$258.43	
00084252	6/17/2011	13661	LOOMIS	\$315.96	
00084253	6/17/2011	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,761.30	
00084254	6/17/2011	13750	MAILBOX OF OLYMPIA	\$500.00	
00084255	6/17/2011	14160	MCMASTER-CARR SUPPLY CO.	\$598.10	
00084256	6/17/2011	14655	MORTON KENDRA	\$70.00	
00084257	6/17/2011	14835	MVP POSTER INC	\$803.73	
00084258	6/17/2011	14839	MYERS TIRE SUPPLY	\$267.71	
00084259	6/17/2011	14900	NAPA AUTO PARTS	\$862.46	
00084260	6/17/2011	15150	NISQUALLY VALLEY NEWS	\$111.63	
00084261	6/17/2011	15193	NORTH THURSTON HS JOURNALISM	\$75.00	
00084262	6/17/2011	15545	OLYMPIA COPY & PRINTING	\$558.61	
00084263	6/17/2011	15700	OLYMPIAN THE	\$1,003.60	
00084264	6/17/2011	16490	PACIFIC DISPOSAL INC	\$716.44	
00084265	6/17/2011	16595	PACIFIC POWER PRODUCTS	\$11,641.04	
00084266	6/17/2011	16695	PATTISON WATER COMPANY	\$156.47	
00084267	6/17/2011	16765	PETRO CARD	\$102,092.18	
00084268	6/17/2011	16820	PIERCE COUNTY SECURITY	\$13,368.64	
00084269	6/17/2011	17290	PUGET SOUND ENERGY	\$18,443.74	
00084270	6/17/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00084271	6/17/2011	17395	QWEST	\$3,231.12	
00084272	6/17/2011	17760	ROSS AND WHITE COMPANY	\$146.65	
00084273	6/17/2011	17775	ROTARY OFFSET PRESS INC	\$13,258.39	
00084274	6/17/2011	17900	SCHETKY NW SALES INC	\$3,040.04	
00084275	6/17/2011	18105	SIMME LLC	\$6,384.00	
00084276	6/17/2011	18145	SIX ROBBLEES INC	\$431.93	
00084277	6/17/2011	18470	SPORTWORKS NORTHWEST INC	\$27.29	
00084278	6/17/2011	18473	SPRAGUE	\$91.30	
00084279	6/17/2011	18620	STERICYCLE INC	\$178.61	
00084280	6/17/2011	18651	STORMANS (LICENSING)	\$750.75	
00084281	6/17/2011	18695	SUMMIT LAW GROUP PLLC	\$497.50	
00084282	6/17/2011	18705	SUNBELT RENTALS	\$324.59	
00084283	6/17/2011	18711	SUNSET AIR INC	\$283.98	
00084284	6/17/2011	18767	TACOMA SCREW PRODUCTS	\$95.81	
00084285	6/17/2011	18801	TAGS AWARDS & SPECIALTIES	\$79.41	
00084286	6/17/2011	18990	THERMO KING NORTHWEST	\$2,266.94	
00084287	6/17/2011	21750	THURSTON COUNTY CHAMBER	\$1,750.00	
00084288	6/17/2011	21760	THURSTON COUNTY COMMUNICATIONS	\$33,693.84	
00084289	6/17/2011	21830	THURSTON COUNTY SOLID WASTE	\$28.00	
00084290	6/17/2011	21910	THYSSENKRUPP ELEVATOR	\$663.71	
00084291	6/17/2011	21930	TIRES INC	\$2,288.64	
00084292	6/17/2011	21950	TITUS-WILL CHEVROLET		<input checked="" type="checkbox"/>
00084293	6/17/2011	21950	TITUS-WILL CHEVROLET	\$1,316.68	
00084294	6/17/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$99.13	
00084295	6/17/2011	22010	TOYOTA OF OLYMPIA	\$17.74	
00084296	6/17/2011	22260	TRI-DIM FILTER CORPORATION	\$78.14	
00084297	6/17/2011	22420	TUMWATER PRINTING	\$396.76	
00084298	6/17/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$24,471.01	
00084299	6/17/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$9,174.78	
00084300	6/17/2011	23480	U S DEPT OF EDUCATION	\$208.55	

Intercity Transit
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Check #	Check Date	Ref #	Name	Amount	Voided
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00084303	6/17/2011	23820	VERIZON WIRELESS	\$2,399.78	
00084304	6/17/2011	24000	W W GRAINGER INC	\$931.75	
00084305	6/17/2011	24180	WA ST DEPT OF GENERAL ADMINISTRATION	\$250.00	
00084306	6/17/2011	24205	WA ST DEPT OF INFORMATION SERVICES	\$132.65	
00084307	6/17/2011	24215	WA ST DEPT OF L & I	\$333.75	
00084308	6/17/2011	24220	WA ST DEPT OF L & I BOILER SECTION	\$69.40	
00084309	6/17/2011	24750	WA ST GET PROGRAM	\$327.50	
00084310	6/17/2011	24905	WA ST SCHOOL FOR THE BLIND	\$1,379.04	
00084311	6/17/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$408.10	
00084312	6/17/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$402.62	
00084313	6/17/2011	25380	WASHINGTON GARDENS	\$314.65	
00084314	6/17/2011	25670	WAXIE SANITARY SUPPLY	\$970.08	
00084315	6/17/2011	25705	WEAKLEY JR JOSEPH A	\$168.37	
00084316	6/17/2011	25743	WEIKS FAMILY PARTNERS	\$237.05	
00084317	6/17/2011	26760	ZONES	\$2,597.22	
00084318	6/17/2011	26800	ZUMAR INDUSTRIES INC	\$1,854.16	
			Total:	\$675,722.61	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: August 3, 2011

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Surplus Property

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- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff requests the Authority declare the attached list of bus seat inserts, vehicle parts and facilities items surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$3,677.40.
-
- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Limited storage space on-site and the cost of off-site storage are issues.
 - D. Retain all items. Limited storage space on-site and the cost of off-site storage are both issues.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Property Exhibit "A."

Surplus Property - Exhibit "A"

Item Description	Number Available	Cost	Extended Cost
Trak automated fueling system items:			
Sentry 6 barrier	1	0.00	0.00
Trak key reader	1	221.00	221.00
VMU odometer program	3	87.30	261.90
VMU DDEC program	1	47.75	47.75
Cable electronic odometer pickup	3	32.45	97.35
Cable electronic DDEC pickup	4	28.84	115.36
Used cables, connectors, readers	20	0.00	0.00
Other:			
Coach seat inserts	200	10.00	2,000.00
GFI farebox bill stuffers	78	10.00	780.00
Christmas display	1	0.00	0.00
Ricon lift pistons	3	32.68	98.04
Broom heads	19	1.00	19.00
Latex gloves	7	1.00	7.00
Tennant sweeper brush	1	10.00	10.00
Coach carpet sample	1	5.00	5.00
Vanpool running board parts	3	5.00	15.00
Roll of Kaowool ceramic fiber	1	0.00	0.00
Chevrolet seat track covers	4	0.00	0.00
Total			3,677.40

PERIOD DATES: 06/19 -07/02/2011					PAYDAY 07/08/2011					PERIOD DATES: 07/03 - 16/2011					PAYDAY 7/22/2011				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		WIRE	62,280.17		3	FIT		WIRE	65,618.35		3	FIT		WIRE	65,618.35			
4	MT	8175.7	WIRE	16,351.40	78,631.57	4	MT	8541.56	WIRE	17,083.12	82,701.47	4	MT		WIRE	17,083.12	82,701.47		
5	AL/34	Life Ins.	Check	920.57	0.00	5	AL/34	Life Ins.	Check	2,309.00	0.00	5	AL/34	Life Ins.	Check	2,309.00	0.00		
6	DI/32	Disability In	Check	1,227.23	0.00	6	DI/32	Disability In	Check	3,001.98	0.00	6	DI/32	Disability In	Check	3,001.98	0.00		
7	HI/38	Health In1st	Check	8,303.50	0.00	7	HI/38	Health In1st	Check	270,585.50	0.00	7	HI/38	Health In1st	Check	270,585.50	0.00		
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00		
9	CC/61	Child Care	Hfstttr/Brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39			
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00			
11	GN/08	Garnish	Manual	1,754.16		11	GN/08	Garnish	Manual	2,152.50		11	GN/08	Garnish	Manual	2,152.50			
12	CS/09	DSHS	EFT	1,244.75	1,244.75	12	CS/09	DSHS	EFT	1,244.75	1,244.75	12	CS/09	DSHS	EFT	1,244.75	1,244.75		
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02		
14	D1/98	D.Dep. #1	WIRE	6,809.84	6,809.84	14	D1/98	D.Dep. #1	WIRE	6,568.91	6,568.91	14	D1/98	D.Dep. #1	WIRE	6,568.91	6,568.91		
15	D2/97	D.Dep. #2	WIRE	22,207.33	22,207.33	15	D2/97	D.Dep. #2	WIRE	22,885.37	22,885.37	15	D2/97	D.Dep. #2	WIRE	22,885.37	22,885.37		
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check	0.00			
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check	0.00			
17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50			
18	DC/97	Vgrd Empl	Wire	41,213.12		18	DC/97	Vgrd Empl	Wire	43,013.24		18	DC/97	Vgrd Empl	Wire	43,013.24			
19	DC/22	Vgrd Emplr	Wire	27,514.17	68,727.29	19	DC/22	Vgrd Emplr	Wire	28,816.28	71,829.52	19	DC/22	Vgrd Emplr	Wire	28,816.28	71,829.52		
20	L2/29	401k Ln#2	Wire	2,994.21		20	L2/29	401k Ln#2	Wire	2,994.21		20	L2/29	401k Ln#2	Wire	2,994.21			
20	LN/29	401k Ln #1	Wire	8,665.61	11,659.82	20	LN/29	401k Ln #1	Wire	8,935.37	11,929.58	20	LN/29	401k Ln #1	Wire	8,935.37	11,929.58		
22	TTL VNGRD			80,387.11		22	TTL VNGRD			83,759.10		22	TTL VNGRD			83,759.10			
23	LI/02	L&I	Check	23,919.21		23	LI/02	L&I	Check	22,669.58	162,270.69	23	LI/02	L&I	Check	22,669.58	162,270.69		
24	MD/51	Mch.UnDues	Check	1,178.87		24	MD/51	Mch.UnDues	Check	1,179.13		24	MD/51	Mch.UnDues	Check	1,179.13			
25	MI/52	Mac.Initiation	Check	54.00		25	MI/52	Mch.Initiation	Check	54.00		25	MI/52	Mch.Initiation	Check	54.00			
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00		
27	MS/60		draw check	0.00	0.00	27	R1	Misc. draw	draw	0.00	0.00	27	R1	Misc. draw	draw	0.00	0.00		
28					0.00	28	R2				0.00	0.00	28	R2			0.00	0.00	
29	PA/66	Proj.Assist	Direct Dep	399.00		29	PA/66	Proj.Assist	Direct Dep	399.00		29	PA/66	Proj.Assist	Direct Dep	399.00			
30	PN/04	PERS empl	EFT	25,362.57	0.00	30	PN/04	PERS empl	EFT	30,419.36	0.00	30	PN/04	PERS empl	EFT	30,419.36	0.00		
31	PN/04	PERS emplr	EFT	33,318.44	58,681.01	31	PN/04	PERS emplr	EFT	45,239.09	75,658.45	31	PN/04	PERS emplr	EFT	45,239.09	75,658.45		
32	TTL PERS			58,681.01		32	TTL PERS			75,658.45		32	TTL PERS			75,658.45			
33	R3/20	ICMA Ln#2	WIRE	449.15	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00		
34	RC/24	ICMA Empl	WIRE	5,728.09		34	RC/24	ICMA Empl	WIRE	6,029.55	0.00	34	RC/24	ICMA Empl	WIRE	6,029.55	0.00		
35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30		
36	RL/21	ICMA Ln#1	WIRE	1,867.84	2,316.99	36	RL/21	ICMA Ln#1	WIRE	1,867.84	2,401.41	36	RL/21	ICMA Ln#1	WIRE	1,867.84	2,401.41		
37	RR/25	ICMA emplr	WIRE	2,740.51	8,468.60	37	RR/25	ICMA emplr	WIRE	2,927.35	8,956.90	37	RR/25	ICMA emplr	WIRE	2,927.35	8,956.90		
38	TTL ICMA			10,785.59	11,277.89	38	TTL ICMA			11,358.31	11,850.61	38	TTL ICMA			11,358.31	11,850.61		
39	SD/26	Defr Empl	EFT	8,942.41		39	SD/26	Defr Empl	EFT	9,504.01		39	SD/26	Defr Empl	EFT	9,504.01			
40	SR/27	Defr Emplr	EFT	3,935.62	12,878.03	40	SR/27	Defr Emplr	EFT	4,260.32	13,764.33	40	SR/27	Defr Emplr	EFT	4,260.32	13,764.33		
41	UC/45	Un COPE		179.00		41	UC/45	Un COPE				41	UC/45	Un COPE					
42	UA/44	Un Assess	Check			42	UA/44	Un Assess	Check	573.00		42	UA/44	Un Assess	Check	573.00			
43	UD/42	Un Dues	Check	4,914.05		43	UD/42	Un Dues	Check	4,888.29		43	UD/42	Un Dues	Check	4,888.29			
44	UI/41	Un Initiatn	Check	90.00		44	UI/41	Un Initiatn	Check	90.00		44	UI/41	Un Initiatn	Check	90.00			
45	UT/43	Un Tax	Check	2,169.40		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00			
46	UW/62	United Way	Check	841.00		46	UW/62	United Way	Check	815.00		46	UW/62	United Way	Check	815.00			
47	WF/64	Wellness	Direct Dep	288.00		47	WF/64	Wellness	Direct Dep	288.00		47	WF/64	Wellness	Direct Dep	288.00			
48	NET PAY (dir. Deposit)			378,888.39	378,888.39	48	Net Pay (Dir. Dep.)			391,298.75	391,298.75	48	Net Pay (Dir. Dep.)			391,298.75	391,298.75		
	Paychecks			1,427.68			Paychecks			1,187.93			Paychecks			1,187.93			
50	TOTAL TRANSFER				\$651,349.94	50	TOTAL TRANSFER				\$852,346.45	50	TOTAL TRANSFER				\$852,346.45		
51	TOTAL PAYROLL*:			\$700,547.00		51	TOTAL PAYROLL*:			\$1,001,800.06		51	TOTAL PAYROLL*:			\$1,001,800.06			
52	GROSS EARNINGS:			604,772.88		52	GROSS EARNINGS:			641,086.18		52	GROSS EARNINGS:			641,086.18			
53	EMPR MISC DED:			87,598.42		53	EMPR MISC DED:			352,172.32		53	EMPR MISC DED:			352,172.32			
	EMPR MEDICARE TAX:			8,175.70			EMPR MEDICARE TAX:			8,541.56			EMPR MEDICARE TAX:			8,541.56			
54						54						54							
55	TOTAL PAYROLL*:			\$700,547.00		55	TOTAL PAYROLL*:			\$1,001,800.06		55	TOTAL PAYROLL*:			\$1,001,800.06			
56						56	TOTAL PAYROLL FOR MONTH:			\$1,702,347.06		56	TOTAL PAYROLL FOR MONTH:			\$1,702,347.06			

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: August 3, 2011

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: Cancel August Work Session

1) **The Issue:** Consider canceling the August 2011 work session.

2) **Recommended Action:** Cancel the August 17, 2011, work session and direct staff to post the required legal notices.

3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in *The Olympian*.

4) **Background:** The General Manager mentioned at the last two meetings of the Authority there may not be need to meet later in August, which is typical for this time of year. If no urgent business required the Authority to meet in August, staff would ask the Authority to officially cancel the work session, and staff would advertise to the public the cancellation of the meeting.

Since July, no specific business requires action by the Authority at this time; therefore, staff recommends canceling the August 17 work session. The Authority would meet next at their regular September 7, 2011, scheduled time.

5) **Alternatives:**

- A. Cancel the August 17, 2011, work session and direct staff to post the required legal notice.
 - B. Maintain the schedule as it stands, and meet on August 17, 2011.
-

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

7) **Goal Reference:** N/A

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: August 3, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom 705-5832

SUBJECT: Adoption of October 2011 Service Changes

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- 1) **The Issue:** Consider service changes to Local and Express services for implementation on October 2, 2011.
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- 2) **Recommended Action:** Adopt recommended service change options.
-
- 3) **Policy Analysis:** The Intercity Transit Authority must approve significant service changes.
-
- 4) **Background:** Proposed service changes slated for implementation on October 2, 2011, include Route 60 operating between Olympia and Lacey; the Dash circulator route in Olympia; and the Olympia Express service. These changes include the following considerations:
- 1) Adjusting routing and schedule for Route 60.
 - 2) Adjusting weekday hours of operation and Saturday service for Dash.
 - 3) Adding weekday trips on Olympia Express trips for Route 605

As part of the public outreach and review process, Intercity Transit staff conducted three Open Houses on July 13 and 14, 2011, at which 17 people attended. A public hearing was conducted on July 20th. A summary of 64 comments were received from the public via emails, phone calls and the open houses and submitted to the Authority as part of the public record. In addition, eight people spoke at the hearing about the proposals. The Authority members followed up with questions to staff based on their own observations and comments received during the hearing. Many Authority members acknowledged the difficulty of making choices about service given on-going concerns with the regional economy and potential impact on the agency's budget.

At the end of last year, staff projected the need for approximately 207,000 annual vehicle service hours in 2011. This included the addition of 5,551 service hours (3% increase) added in February. The addition of 1,849 hours (0.9% increase) in June was not anticipated, but approved, to fill gaps in the Olympia Express service when Pierce Transit eliminated four trips due to their own budget and operational constraints. This increased the annual total to 208,521 vehicle hours.

The options being considered for October represent the following in annual service hours and costs (see attached reference document for details):

Dash Options: A) No change. B) Decrease of -1,318 hrs./\$112,030. C) Decrease of -3,998 hrs./\$339,830.

Route 60 Options: No change in service hours/costs. The three proposed route realignments could save up to eight minutes per weekday round trip, allowing the route to improve on-time performance.

Olympia Express Options: A) No change. B) Increase of 319 hrs./\$27,094.
C) Increase of 1,509 hrs./\$128,244.

Staff recommends adoption of the following:
Dash hours reduced: Option B (-1,318 hours)

Route 60 routing realigned:

1) Operate along Martin Way instead of Pacific Ave. 2) Eliminate route deviation through Panorama City but maintain service adjacent to the development along Sleater-Kinney Road. 3) Maintain mid-day service to St. Francis House (approximately four hrs a day - 10 trips. DAL is also available to qualified residents).

Olympia Exp hours increased: Option B (319 hours). Option B represents a minimal addition of service and consists of minor "smart-to-do" actions. Option C is a viable alternative if the Authority wishes to add service. The proposed additions do fill significant service gaps created by the elimination of the Pierce Transit service.

The implementation of the service changes will occur on October 2, 2011. This coincides with the regional transit system changes for Pierce Transit and Sound Transit service.

5) **Alternatives:**

A) Adopt changes as recommended.
B) Amend service proposals and adopt a new set of changes for October 2011.
C) Delay adoption to a later date. However, this could impact the existing ATU contract provisions for operator bids and delay the publication of public information materials regarding the service change.

6) **Budget Notes:** The initial 2011 budget did not include any additional hours above 207,000. We are currently at 208,521 hours. Staff's proposal reduces the annual hours by 999 hours to a total of 207,522 hours. Adoption of the staff proposal reduces current annual costs by \$84,915.

7) **Goal Reference:** This is the culmination of the public process and requires adoption of the changes for an October 2011 implementation date. The process reflects Goal#1: *"Improving our understanding of the transportation needs of our community."*

8) **References:** "Proposed Service Change Options for October 2011" and "Projected Service Hours by Route Type."

Proposed Service Change Options for October 2011

Dash Service Change Options	Annual Hours	Annual Cost*
Current Dash Service (varies based on Legislative sessions).	8,149	\$692,665
A. No change – Service would continue with three buses during the legislative session, two buses in the off-session.	8,149	\$692,665
B. Eliminate least productive service. :: Trim morning/evening hours. Operate 7: 05 am – 6:25 pm (-917 hrs) :: During Legislative session, operate 3 rd bus only during most productive time frame: 9 am – 5 pm (-154 hrs) :: Eliminate least productive Saturday service: Sept – Dec (-248 hrs)	-1,318	(-\$112,030)
Option B: Total Hours/Cost	6,831 (-16.2%)	\$580,635
C. Eliminate <u>additional</u> service with relatively low productivity: :: Shorten span of service during off-session: 8:30 am – 6 pm :: Least productive service day: Saturdays (April – December) :: Don't operate 3 rd bus during Legislative session (service would be every 16 minutes instead of every 12 minute)	-2,680	(-\$227,800)
Options B&C: Sub-total Hours/Cost	3,998 (-49%)	\$339,830
*Note: estimated at \$85 per hour	Total Hours/Cost	4,151 \$352,835

Route 60 – Route Change Options			
Existing Route (Wkdays: 6:20 am – 7:55 pm)	Routing Change Options	Rd Trip Time Reduced	Proposed Change
1) <u>St Francis House</u> Deviat e off Lilly, along 12 th (8 hrs day: 8:20 am – 4:20 pm 21 trips)	Stay along Lilly Rd	2:54 min	Serve St Francis House 4.25 hrs day (10 trips)
2) <u>Panorama City:</u> Deviate off Sleater Kinney, through campus. (12 hrs day: 7:06 am – 7:06 pm - 18 trips)	Stay along Sleater Kinney Consider reverse loop (Golf Club/21 st /Sleater)	1:22 min	Maintain service along Sleater Kinney
3) <u>Pacific Ave:</u> operate Lilly/Pacific Ave/Sleater Kinney/LTC (13.5 hrs day: 6:20 am – 7:55 pm 38 trips)	Lilly/Martin Way/Sleater Kinney/LTC	4:02 min	Operate along Martin Way
Estimated Time Reduction/Round Trip		8:18 min	

Olympia Express Service Options	Annual Hours	Annual Cost*
Current Weekday Olympia Express Service	13,995	\$1,189,596
A. No change Service would continue with current Intercity Transit schedule/trips (operate 36 trips/18 each direction)		
	13,995	\$1,189,596
B. Add limited amount of service to improve connections :: Northbound: start existing 4:35 pm trip from Olympia (85 hrs) :: Southbound: add 5:50 pm trip (puts current 'deadhead' trip into service (234 hrs) :: Southbound: schedule adjustment of 6 pm trip to 6:10 pm		
	319	\$27,094
Option B: Total Hours/Cost	319 (2.3%)	\$27,094
C. Add additional trips to fill service gaps (in addition to Option B) :: Southbound: add two trips at 2:35 and 3:50 pm (1,190 hrs)		
	1,190	\$101,150
Options B&C: Sub-total Hours/Cost	1,509 (11%)	\$128,244

*Note: estimated at \$85 per hour

Projected 2011 Service Hours by Route Type

Route Type	2010 Hours	Increases in 2011		Current Total Hours	<i>Proposed Oct Changes</i>	2011 Oct Estimate
		Feb 6	Jun 12			
■ Trunk	92,145	3,088	0	95,234 45.7%	0	95,234 45.9%
■ Secondary	86,787	1,965	0	88,752 42.6%	0	88,752 42.8%
■ Circulator	8,149	0	0	8,149 3.9%	-1,318	6,831 3.3%
■ Express	14,039	498	1,849	16,386 7.9%	319	16,705 8.0%
Total	201,121	5,551	1,849	208,521 100%	- 999 (0.5%)	207,522 100%

