

AGENDA
INTERCITY TRANSIT AUTHORITY
February 6, 2013
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **3 min.**
 - A. **Thurston County Commissioner Karen Valenzuela** (*Chair Marty Thies*)
 - B. **Proclamation and Recognition: Thurston County Commissioner Sandra Romero** (*Chair Marty Thies*) **15 min.**

- 3) **PUBLIC COMMENT** **10 min.**

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** January 2, 2013, Regular Meeting; January 16, 2013, Work Session.

 - B. **Accounts Payable:** Warrants dated December 14, 2012, numbers 12891-13023 in the amount of \$554,651.35; warrants dated December 28, 2012, numbers 13024-13125 in the amount of \$738,934.25; warrants dated December 31, 2012, numbers 13137-13236 in the amount of \$468,916.36 for a monthly total of \$1,762,501.96. Warrants dated January 25, 2013, numbers 13237-13353 in the amount of \$1,507,855.69.

 - C. **Purchase Operations Vehicle:** Authorize the General Manager, pursuant to Washington State Contract 06812, to issue a purchase order to Bud Clary Auto for the purchase of one 2013 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$32,014.22, including tax. (*Jeff Peterson*)

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

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|------------|---|----------------|
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Marty Thies</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 3 min. |
| | C. TRPC Sustainable Development Task Force (<i>Ed Hildreth</i>) | 3 min. |
| | D. Citizen Advisory Committee (<i>Roberta Gray</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Executive Search Services (<i>Marilyn Hemmann</i>) | 10 min. |
| | B. General Manager Hiring Process Monthly Update (<i>Heather Stafford</i>) | 5 min. |
| | C. Purchase Computers (<i>Marilyn Hemmann</i>) | 5 min. |
| | D. Network Cabling Replacement (<i>Erin Hamilton</i>) | 5 min. |
| | E. Annual Authority Reorganizing Activities (<i>Rhodetta Seward</i>) | 5 min. |
| | F. Pension Committee Appointment (<i>Ann Freeman-Manzanares</i>) | 3 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 2, 2013

CALL TO ORDER

Chair Thies called the January 2, 2013, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom; Marilyn Hemmann; Jim Merrill; Karl Shenkel; Jeff Peterson; Heather Stafford; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

A. Jim Merrill introduced newly hired **Operators Art DeLancy; Lori Chambers; David Dunbar; Jason Hanner; Matthew Elswick; Lyle Gilbertson; Donald Striepen; and Kathleen Puetz.**

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Approval of Minutes:** December 5, 2012, Regular Meeting.
- B. **Payroll:** December 2012 Payroll in the amount of \$1,801,768.81.
- C. **Accounts Payable:** Warrants dated November 9, 2012, numbers 12567; 12569-12684 in the amount of \$946,600.81; warrants dated November 16, 2012, numbers 12689-12796 in the amount of \$319,425.15; warrants dated November 30, 2012, numbers 12797-12887 in the amount of \$1,317,707.37 for a monthly total of \$2,583,733.33.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Hildreth attended TRPC on behalf of Romero. Discussion centered on the 2012 edition of *The Profile*. *The Profile* is widely recognized as the single most comprehensive and reliable source of information about jurisdictions within Thurston County. TRPC also conducted recognitions and staff anniversaries. Long time staff member, Steve Morrison retired.
- B. Transportation Policy Board (TPB).** Thies attended TPB on December 12 on behalf of Hildreth. The TPB conducted the Governor's Commute Smart Awards. Christine Rawlings (Department of Enterprise Services); and Jan Wilson (Employee Transportation Coordinator for the State Administrative Office of the Courts) were recognized for their efforts in trip reduction.

An update on MAP 21 was provided. There was discussion about a National Freight Strategy and an update on the Commute Trip Reduction (CTR). Washington is one of the few states with a comprehensive CTR strategy and plan. Also, Washington has the largest vanpool fleet in the nation.

- C. TRPC Sustainable Development Task Force.** Warner attended the Task Force on December 10 on behalf of Messmer. He reported the Task Force continued discussion on water issues. They also discussed public safety, and there was a lengthy discussion about schools and transportation. A number of committee members brought up busing as an issue connecting schools and transit.
- D. Citizen Advisory Committee.** No report.

NEW BUSINESS

- A. General Manager Hiring Process Monthly Update.** Stafford provided the monthly update on the General Manager hiring process. Proposal packets were sent to twenty research firms. A number of qualified proposals were received by the December 17 deadline; however, eleven firms chose not to send in a proposal. Staff contacted those firms who did not submit a proposal. Four indicated their choice was based on cost; four said they were too busy; two cited no experience with general manager recruitment; and one didn't have transit experience.

The Procurement Committee meets on January 3 to review proposals, and hopes to bring a recommendation to the Authority for contract award to the February meeting.

- B. Security Camera System - Olympia Transit Center and Pattison Street.** Peterson explained this contract is for the replacement of two failing cameras at the Olympia

Intercity Transit Authority Regular Meeting

January 2, 2013

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Transit Center and to provide associated upgrades to the software platform for the Olympia Transit Center and Pattison Street facility. Teknon was the lowest bidder and provided strong references.

It was M/S/A by Commissioner Romero and Mayor Clarkson to authorize the General Manager to enter into an agreement with Teknon Corporation in the amount of \$36,254.00, including taxes.

- C. Vanpool Vehicle Purchase.** Hemmann explained the contract is for the purchase of 55 vanpool vehicles (11 expansion and 44 replacement). She indicated the amount required to purchase the vehicles is within the 2013 budget. She also noted \$117,900 was received in 2012 from the surplus sale of 18 retired vanpool vehicles, and this money is available for agency expenditures. Hemmann answered questions from the Authority.

Romero asked if the vehicles provide the proper fuel efficiency to meet the agency's sustainability policy. Shenkel responded staff looks for the smallest engine available in the 12 and 15-passenger vans. He noted the Dodge Caravans average 20 miles per gallon and are performing well. He indicated the 7-passenger vehicles are the only ones available at this time. Newsome noted alternative fuel vehicles are not available at this time.

Romero said this is a large purchase, and with technology and fuel efficiencies improving each year she asked staff to consider purchasing fewer vehicles and staggering out purchases. She wants the agency to use the best technology available. Shenkel pointed out the agency selects the most fuel-efficient vehicles as new technology is introduced into the market.

It was M/S/A by Citizen Representative Messmer and Mayor Clarkson to authorize the General Manager, pursuant to Washington State Contracts 04311 and 07212, to issue purchase orders to Bud Clary Auto Dealerships for the purchase of fourteen 7-passenger Dodge Grand Caravans, thirty-eight 12-passenger Ford Econoline vans and three 15-passenger Chevrolet Express vans in the amount of \$1,315,172.00. (Vanpool vehicles are exempt from sales tax).

- D. Olympia Transit Center Expansion – Second Building Request for Contract Amendment.** Hemmann referred to a drawing of the proposed expansion and explained the request is for a contract amendment with SRG Partnership for the design of a second building between State Avenue and the transit lane. Hemmann noted as the design and planning progressed on the OTC expansion, staff discovered neither the City waste containers nor the emergency generator could be accommodated in the design of the expansion facility due to regulatory requirements and space limitations. There is limited space in which to build on the city block, and SRG Partnership, Intercity Transit and the City of Olympia staff

Intercity Transit Authority Regular Meeting

January 2, 2013

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identified this area as the best place to build a second single story building to house the waste containers and generator. The design of this second building would also include covered bicycle parking and a small unheated space for temporary storage of lost and found bikes. Hemmann took questions from the Authority.

Messmer said currently, there is a park-like setting along State Avenue, and she expressed concern the second building could be a barrier to that open feeling.

Warner said it amounts to finding a balance between fitting a lot of needs into the available space and giving it artistic attractiveness.

Hildreth indicated it doesn't appear to be a very efficient location to place waste containers because it's a long way to haul garbage from the buildings. Hemmann said staff would work with the janitorial service.

It was M/S/A by Mayor Clarkson and Councilmember Jones to authorize the General Manager to execute a contract amendment with SRG Partnership in an amount not-to-exceed \$62,446.

GENERAL MANAGER'S REPORT

We closed the year with an estimated **4.6 million boardings**, about a 2% increase above 2011.

Total Dash boardings for 2012 were 98,386 which are down 12.4% from the 2011 short Legislative session. We will add a third vehicle to the Dash service for the 2013 Legislative session.

We have **214 active vanpools**, with 38 serving the JBLM corridor.

New **vanpool fares** went into effect the first of this month. No customer issues reported to date.

We will provide regular Dash service for the **Inaugural Ball** January 16, 2013.

Intercity Transit held a soft opening at the **Hawks Prairie Park-and-Ride** on December 21. Staff is confirming speaker availability for a grand opening planned for the third or fourth week in January.

The **bus stop enhancement project** is 99% complete, with 69 locations improved in 2012.

Intercity Transit Authority Regular Meeting

January 2, 2013

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AUTHORITY ISSUES

Messmer noted Panorama City provides their own internal bus transportation system and they have a regular system of going out to the community for the residents. She suggested inviting a representative from Panorama City to present to the Authority or provide information about how they operate their bus service. She would like to find out how that works in correlation to our system.

Clarkson noted he's meeting with the General Manager of Panorama City and he'll mention this topic.

Clarkson asked if staff plans to discuss Express Service with Pierce Transit. Freeman-Manzanares suggested it may be appropriate to have the discussion when the short-range service planning process is complete. Bloom indicated Pierce plans to cut service hours.

Thies suggested a focus study regarding covered bike park-and-ride areas to integrate neighborhoods further out from bus stops or rural neighborhoods. Staff could advertise or go door-to-door seeking public opinion.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 6:39 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: February 6, 2013

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
January 16, 2013

CALL TO ORDER

Chair Thies called the January 16, 2013, work session 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; Thurston County Commissioner Cathy Wolfe (alternate); Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Members Excused: City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones;

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Meg Kester; Heather Stafford; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Don Melnick.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Messmer and Citizen Representative Warner to approve the agenda as presented.

CITIZEN ADVISORY COMMITTEE REPORT

Melnick reported the CAC met on Monday and received an update on the General Manager Hiring Process and the Discounted Bus Pass Program. He noted the CAC was in favor of a rolling application process pertaining to the discounted bus pass program. The CAC also identified agenda topics for future CAC meetings. Some of those topics included:

- Service to the park-and-ride facilities
- Ongoing coordination with Sound Transit for the Express Service to Tacoma
- Looking into a Smart Phone application Dial-A-Lift could use for scheduling

Intercity Transit Authority Work Session

January 16, 2013

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Melnick also noted the CAC discussed several consumer issues including:

- Placing a bus stop at the back gate of Panorama City making it more accessible to residents, especially those with scooters. Melnick noted he lives at Panorama and he said relatively few residents use Intercity Transit. Panorama has roughly 1,100 residents, and there is the potential to increase ridership; however, these seniors need accessible bus stops along Golf Club Road. A stop with a shelter would be preferable.
- Adding more bus stops in Yelm near the Red Wind Casino. Currently, the 94 is the only bus that stops at the Casino, and passengers going to other places have to walk quite a distance.

Thies referred back to the issue regarding Express Service and noted Pierce will cut service. He said it would be worthwhile to have further discussion with the CAC on this topic. The CAC's perspective is valuable.

Cathy Wolfe arrived.

GENERAL MANAGER HIRING PROCESS UPDATE

Stafford reported the Procurement Committee met on January 3 to discuss qualified proposals. The Committee scheduled interviews on January 28 with the top firms. Stafford will provide a recommendation for contract award to the Authority at their meeting in February. The recommended firm will have a proven track record of quality work as verified by reference checks; will complete the outline scope of work specifically within the timeframe requested and within the budgeted amount of \$30,000.

TRAVEL TRAINING PILOT

Bergkamp thanked the Authority for approving the travel training program pilot. She reviewed a draft work plan and asked the Authority if there were other items they were interested in seeing from the pilot. The goal of the pilot is to gauge the effectiveness of having two FTE travel trainers.

She indicated the range of the pilot is from February 2013 through February 2014. The work plan is broken down into four quarters. The first quarter focuses on establishing a marketing plan to get the word out about increasing the availability of travel training and establishing a benchmark of the number of clients we're currently serving.

Authority discussion focused on the type of data to be captured; how to use the data to justify the program; and cost-savings of the program.

Intercity Transit Authority Work Session

January 16, 2013

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Warner asked if staff looked into ways travel training is tracked and evaluated nationally. Bergkamp responded she's received ideas on what to look for from her contact at Paratransit, Inc. Pierce Transit would also be a good source for advice on this topic.

Hildreth said this exercise is not only about collecting data, but about measuring trips, cost-savings and keeping overhead down in the long run.

Thies noted the Authority is trying to determine how many travel training FTE's are needed to run this program.

DISCOUNTED BUS PASS PROGRAM

Freeman-Manzanares explained three agencies submitted qualified applications for discounted bus passes after the initial deadline and after the Authority award. The requests remain below the approved budgetary amount. She seeks clarification specifically regarding whether it's the Authority's desire to allocate the award once a year and close the program regardless of monetary requests, or does the Authority support a rolling application process for qualifying requests up to the \$200,000 limit. A rolling application will allow agencies who submitted qualified requests anytime in 2013 to be eligible to participate in the program as long as we remain within the \$200,000 budget limit.

The Authority agreed to support a rolling application process not-to-exceed \$200,000 worth of bus passes discounted at 50% of the cost. Staff will address additional requests for discounted bus passes as they are submitted.

AUTHORITY ISSUES

Warner suggested staff consider rescheduling Authority meetings when they conflict with other major events such as the Governor's Ball. For example, the next work session is scheduled for February 20, 2013, and that same evening the 2013 Distinguished Leader Award event is being held in which Mayor Clarkson is one of the honorees. Messmer suggested the Authority look at their calendars as far into the future as possible and notify staff of any events they will attend that would conflict with their attendance at an Authority meeting.

ADJOURNMENT

With no further business, Chair Thies adjourned the meeting at 6:30 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: February 6, 2013

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: 12/07/2012

Thru Date: 12/14/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012891	12/14/2012	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$2,843.32	
00012892	12/14/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$9,571.22	
00012893	12/14/2012	01230	A WORKSAFE SERVICE INC	\$191.00	
00012894	12/14/2012	01315	ACS TRANSPORT SOLUTIONS INC	\$952.78	
00012895	12/14/2012	01405	ADVANCE GLASS INC	\$1,640.82	
00012896	12/14/2012	01480	AIR FLOW SYSTEMS INC	\$916.71	
00012897	12/14/2012	01640	ALL CITY LOCK & KEY	\$255.45	
00012898	12/14/2012	01660	ALL STAR FORD	\$5,317.62	
00012899	12/14/2012	01683	ALLENBAUGH & ASSOCIATES INC	\$264.50	
00012900	12/14/2012	01820	AMERICAN DRIVING RECORDS INC	\$521.71	
00012901	12/14/2012	02060	AMERISAFE	\$45.66	
00012902	12/14/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$174.80	
00012903	12/14/2012	02380	ARAMARK UNIFORM SERVICES	\$680.36	
00012904	12/14/2012	02825	AUTO PLUS - OLYMPIA	\$184.22	
00012905	12/14/2012	03060	BANK & OFFICE INTERIORS	\$1,672.54	
00012906	12/14/2012	03345	BELL JOE	\$126.00	
00012907	12/14/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,907.58	
00012908	12/14/2012	03560	BJORGEN BAUER PLLC	\$2,618.00	
00012909	12/14/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00012910	12/14/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,668.05	
00012911	12/14/2012	03905	BRIDGES, ANN	\$159.88	
00012912	12/14/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$994.61	
00012913	12/14/2012	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$90.00	
00012914	12/14/2012	04120	BUILDERS HARDWARE CO	\$696.91	
00012915	12/14/2012	05320	CAPITOL CITY PRESS INC	\$217.40	
00012916	12/14/2012	05340	CAPITOL COURIER SERVICE	\$324.19	
00012917	12/14/2012	05740	CED	\$25.96	
00012918	12/14/2012	05940	CENTURY LINK	\$2,771.92	
00012919	12/14/2012	05945	CENTURY LINK	\$32.36	
00012920	12/14/2012	06607	COMDATA	\$39,748.47	
00012921	12/14/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$825.17	
00012922	12/14/2012	07105	CRAIN'S OFFICE SUPPLY	\$682.19	
00012923	12/14/2012	07150	CROSSROADS COLLISION CENTER	\$3,556.94	
00012924	12/14/2012	07220	CUMMINS NORTHWEST INC	\$5,403.28	
00012925	12/14/2012	07520	DAILY JOURNAL OF COMMERCE	\$235.75	
00012926	12/14/2012	07560	DATAQUEST	\$188.50	
00012927	12/14/2012	08720	ELECTRONIC RESOURCING INC	\$51.71	
00012928	12/14/2012	08780	EMERALD RECYCLING SERVICE	\$870.98	
00012929	12/14/2012	09180	EXPRESS SERVICES INC	\$551.36	
00012930	12/14/2012	09555	FALCON, GERALDO	\$10.00	
00012931	12/14/2012	09805	FLEET PRIDE	\$193.24	
00012932	12/14/2012	09820	FLEET-NET CORP	\$1,538.11	
00012933	12/14/2012	10550	GEESEY DOUGLAS V	\$50.00	
00012934	12/14/2012	10630	GFI GENFARE	\$622.45	
00012935	12/14/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012936	12/14/2012	10660	GILLIG LLC	\$8,988.22	
00012937	12/14/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,026.51	
00012938	12/14/2012	10820	GRAPHIC COMMUNICATIONS	\$144.57	
00012939	12/14/2012	11048	HARGIS ENGINEERS INC	\$2,300.00	
00012940	12/14/2012	11250	HERGUTH LABORATORIES INC.	\$1,942.90	
00012941	12/14/2012	11308	HOFSTETTER SHANNON	\$378.08	
00012942	12/14/2012	11414	HULTZ BHU ENGINEERS INC	\$5,846.80	
00012943	12/14/2012	11422	HUNG RIGHT DOORS LLC	\$2,347.92	
00012944	12/14/2012	11615	INDUSTRIAL HYDRAULICS INC	\$129.43	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/07/2012

Thru Date: 12/14/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012945	12/14/2012	11810	INTERSTATE BATTERY	\$2,109.27	
00012946	12/14/2012	11898	J.A.M. CONSTRUCTION INC	\$107,057.45	
00012947	12/14/2012	11905	JANEK CORPORATION	\$1,704.42	
00012948	12/14/2012	11930	JERRYS AUTOMOTIVE TOWING	\$334.80	
00012949	12/14/2012	12665	KGY INC	\$825.00	
00012950	12/14/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$440.00	
00012951	12/14/2012	12845	KNIGHT FIRE PROTECTION	\$65.00	
00012952	12/14/2012	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00012953	12/14/2012	13362	LAMINATOR.COM	\$859.88	
00012954	12/14/2012	13485	LEMAY MOBILE SHREDDING	\$38.90	
00012955	12/14/2012	13510	LES SCHWAB TIRE CENTER	\$1,122.48	
00012956	12/14/2012	13661	LOOMIS	\$523.39	
00012957	12/14/2012	13719	MACMILLAN, DAN	\$166.50	
00012958	12/14/2012	13770	MARNIE SLAKEY	\$6,021.00	
00012959	12/14/2012	14118	MCI COMM SERVICE	\$77.58	
00012960	12/14/2012	14760	MUNCIE TRANSIT SUPPLY	\$209.98	
00012961	12/14/2012	14900	NAPA AUTO PARTS	\$336.03	
00012962	12/14/2012	15197	NORTH THURSTON PUBLIC SCHOOLS	\$408.10	
00012963	12/14/2012	15265	NORTHWEST SALES GROUP INC	\$1,243.04	
00012964	12/14/2012	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$137.40	
00012965	12/14/2012	15545	OLYMPIA COPY & PRINTING	\$558.61	
00012966	12/14/2012	15700	OLYMPIAN THE	\$608.46	
00012967	12/14/2012	16490	PACIFIC DISPOSAL INC	\$640.13	
00012968	12/14/2012	16595	PACIFIC POWER PRODUCTS	\$7,864.55	
00012969	12/14/2012	16695	PATTISON WATER COMPANY	\$125.08	
00012970	12/14/2012	16765	PETRO CARD	\$95,544.83	
00012971	12/14/2012	17130	PRESTIGE TRUCK ACCESSORIES	\$413.05	
00012972	12/14/2012	17290	PUGET SOUND ENERGY	\$22,364.39	
00012973	12/14/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$1,065.26	
00012974	12/14/2012	17505	RAINIER DODGE INC	\$645.34	
00012975	12/14/2012	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC	\$194.10	
00012976	12/14/2012	17560	RE AUTO ELECTRIC INC	\$1,162.84	
00012977	12/14/2012	17813	RUMSEY, FELEENA	\$68.14	
00012978	12/14/2012	17835	SACHS FRANK E	\$108.69	
00012979	12/14/2012	17900	SCHETKY NW SALES INC	\$306.50	
00012980	12/14/2012	17920	SCHMITT JOE	\$205.43	
00012981	12/14/2012	17970	SEATTLE MEDIUM	\$234.00	
00012982	12/14/2012	18068	SHINING EXAMPLE INC	\$303.33	
00012983	12/14/2012	18075	SIEGEL OIL COMPANY	\$56.85	
00012984	12/14/2012	18100	SIGN PROJECT	\$38.05	
00012985	12/14/2012	18130	SIR GRAPHICS INC	\$326.10	
00012986	12/14/2012	18175	SKY SYSTEMS / CELL TELL CO	\$53.26	
00012987	12/14/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00012988	12/14/2012	18470	SPORTWORKS NORTHWEST INC	\$101.74	
00012989	12/14/2012	18473	SPRAGUE	\$94.04	
00012990	12/14/2012	18620	STERICYCLE INC	\$10.36	
00012991	12/14/2012	18705	SUNBELT RENTALS	\$895.21	
00012992	12/14/2012	18711	SUNSET AIR INC	\$907.65	
00012993	12/14/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$208.60	
00012994	12/14/2012	18735	SUPERIOR IMAGING GROUP	\$927.75	
00012995	12/14/2012	18801	TAGS AWARDS & SPECIALTIES	\$11.41	
00012996	12/14/2012	18813	TALENTWISE SOLUTIONS LLC	\$2,467.46	
00012997	12/14/2012	18990	THERMO KING NORTHWEST	\$545.34	
00012998	12/14/2012	21870	THURSTON MASON SENIOR NEWS -THE	\$102.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/07/2012

Thru Date: 12/14/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012999	12/14/2012	21910	THYSSENKRUPP ELEVATOR	\$699.12	
00013000	12/14/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00013001	12/14/2012	21950	TITUS-WILL CHEVROLET	\$2,191.42	
00013002	12/14/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$83.83	
00013003	12/14/2012	22010	TOYOTA OF OLYMPIA	\$143.38	
00013004	12/14/2012	22055	TRAIL, NANCY	\$128.67	
00013005	12/14/2012	22325	TTL PARTNERS LLC	\$3,180.00	
00013006	12/14/2012	22420	TUMWATER PRINTING	\$11,780.76	
00013007	12/14/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$33,596.94	
00013008	12/14/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,858.69	
00013009	12/14/2012	23530	U S POSTAL SERVICE	\$650.00	
00013010	12/14/2012	23620	UNITED PARCEL SERVICE	\$158.44	
00013011	12/14/2012	23730	USI INC	\$233.10	
00013012	12/14/2012	23820	VERIZON WIRELESS	\$1,262.28	
00013013	12/14/2012	24000	W W GRAINGER INC	\$434.36	
00013014	12/14/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$167.87	
00013015	12/14/2012	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$250.00	
00013016	12/14/2012	24500	WA ST DEPT OF RETIREMENT	\$1,218.22	
00013017	12/14/2012	24640	WA ST DEPT OF TRANSPORTATION	\$95,080.76	
00013018	12/14/2012	25380	WASHINGTON GARDENS	\$314.65	
00013019	12/14/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$70.00	
00013020	12/14/2012	25705	WEAKLEY JR JOSEPH A	\$131.63	
00013021	12/14/2012	25858	WESTCARE CLINIC LLC PS	\$456.00	
00013022	12/14/2012	25920	WEYERHAEUSER COMPANY	\$12,220.00	
00013023	12/14/2012	26700	ZEIGLER'S WELDING	\$80.26	
Total:				\$554,651.35	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/28/2012

Thru Date: 12/28/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00013024	12/28/2012	23530	U S POSTAL SERVICE	\$520.00	
00013025	12/28/2012	01311	ACCESS INFORMATION MANAGEMENT	\$795.69	
00013026	12/28/2012	01405	ADVANCE GLASS INC	\$557.81	
00013027	12/28/2012	01640	ALL CITY LOCK & KEY	\$105.44	
00013028	12/28/2012	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00013029	12/28/2012	01660	ALL STAR FORD	\$9,410.85	
00013030	12/28/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$12,147.35	
00013031	12/28/2012	01820	AMERICAN DRIVING RECORDS INC	\$555.87	
00013032	12/28/2012	01960	AMERICAN SEATING COMPANY	\$873.84	
00013033	12/28/2012	02380	ARAMARK UNIFORM SERVICES	\$724.53	
00013034	12/28/2012	02825	AUTO PLUS - OLYMPIA	\$79.12	
00013035	12/28/2012	03065	BANK OF AMERICA OR SCARSELLA	\$5,616.38	
00013036	12/28/2012	03250	BATTERY SYSTEMS - SUMNER	\$1,502.24	
00013037	12/28/2012	03280	BAYVIEW CATERING	\$6,735.89	
00013038	12/28/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$271.75	
00013039	12/28/2012	03705	BNSF RAILWAY COMPANY	\$3,713.15	
00013040	12/28/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$2,720.22	
00013041	12/28/2012	04040	BUD CLARY CHEVROLET	\$528.71	
00013042	12/28/2012	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$135.00	
00013043	12/28/2012	04120	BUILDERS HARDWARE CO	\$142.09	
00013044	12/28/2012	05260	CAPITAL INDUSTRIAL INC	\$20.21	
00013045	12/28/2012	05460	CARQUEST AUTO PARTS-OLY	\$27.53	
00013046	12/28/2012	05740	CED	\$56.52	
00013047	12/28/2012	05760	CELEBRATIONS / TUMWATER RENTAL LLC	\$130.44	
00013048	12/28/2012	05940	CENTURY LINK	\$46.75	
00013049	12/28/2012	05945	CENTURY LINK	\$110.89	
00013050	12/28/2012	06045	CITY OF LACEY	\$13,025.16	
00013051	12/28/2012	06060	CITY OF OLYMPIA	\$1,521.29	
00013052	12/28/2012	06520	COLOR GRAPHICS	\$396.65	
00013053	12/28/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$8.83	
00013054	12/28/2012	07105	CRAIN'S OFFICE SUPPLY	\$260.82	
00013055	12/28/2012	07150	CROSSROADS COLLISION CENTER	\$2,363.30	
00013056	12/28/2012	07220	CUMMINS NORTHWEST INC	\$7,537.76	
00013057	12/28/2012	07520	DAILY JOURNAL OF COMMERCE	\$272.65	
00013058	12/28/2012	07617	DAVID M HOWE TRUSTEE	\$1,361.68	
00013059	12/28/2012	07660	DAYTECH LIMITED	\$6,775.00	
00013060	12/28/2012	08780	EMERALD RECYCLING SERVICE	\$400.70	
00013061	12/28/2012	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$309.00	
00013062	12/28/2012	09180	EXPRESS SERVICES INC	\$1,516.24	
00013063	12/28/2012	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00013064	12/28/2012	09820	FLEET-NET CORP	\$1,641.37	
00013065	12/28/2012	10140	FRANSON, GLEN	\$141.30	
00013066	12/28/2012	10290	FUSION GRAPHIX	\$167.94	
00013067	12/28/2012	10630	GFI GENFARE	\$252.45	
00013068	12/28/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013069	12/28/2012	10660	GILLIG LLC	\$9,938.97	
00013070	12/28/2012	10820	GRAPHIC COMMUNICATIONS	\$1,675.57	
00013071	12/28/2012	10825	GRAVITEC SYSTEMS INC	\$2,620.00	
00013072	12/28/2012	11153	HDR ENGINEERING, INC	\$23,664.93	
00013073	12/28/2012	11175	HEALTH CARE AUTHORITY	\$278,816.78	
00013074	12/28/2012	11308	HOFSTETTER SHANNON	\$189.04	
00013075	12/28/2012	11414	HULTZ BHU ENGINEERS INC	\$375.00	
00013076	12/28/2012	11535	ILIUM ASSOCIATES INC	\$2,442.75	
00013077	12/28/2012	11753	INTERCITY FITNESS	\$594.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/28/2012 Thru Date: 12/28/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00013078	12/28/2012	11775	INTERCITY PROJECT ASSISTANCE	\$780.00	
00013079	12/28/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,656.50	
00013080	12/28/2012	11810	INTERSTATE BATTERY	\$1,835.34	
00013081	12/28/2012	11865	ISLAND SUPERIOR AIR FILTER	\$426.22	
00013082	12/28/2012	11905	JANEK CORPORATION	\$467.41	
00013083	12/28/2012	12875	KPFF CONSULTING ENGINEERS INC	\$6,288.80	
00013084	12/28/2012	13510	LES SCHWAB TIRE CENTER	\$82.88	
00013085	12/28/2012	13525	LEW RENTS	\$76.06	
00013086	12/28/2012	13850	MASON COUNTY TRANSIT	\$1,747.00	
00013087	12/28/2012	13910	MB ELECTRIC	\$619.59	
00013088	12/28/2012	14835	MVP POSTER INC	\$369.02	
00013089	12/28/2012	14900	NAPA AUTO PARTS	\$472.84	
00013090	12/28/2012	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$8,090.72	
00013091	12/28/2012	15217	NORTHWEST EVENT DEOCRATORS	\$190.22	
00013092	12/28/2012	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$68.70	
00013093	12/28/2012	16263	ORACLE AMERICA INC	\$586.98	
00013094	12/28/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,798.34	
00013095	12/28/2012	16595	PACIFIC POWER PRODUCTS	\$1,262.08	
00013096	12/28/2012	16765	PETRO CARD	\$91,008.19	
00013097	12/28/2012	16820	PIERCE COUNTY SECURITY	\$13,187.44	
00013098	12/28/2012	17218	PROUTY, CURTIS	\$4,403.30	
00013099	12/28/2012	17290	PUGET SOUND ENERGY	\$1,228.27	
00013100	12/28/2012	17560	RE AUTO ELECTRIC INC	\$309.60	
00013101	12/28/2012	17891	SCARSELLA BROTHERS	\$106,711.23	
00013102	12/28/2012	17970	SEATTLE MEDIUM	\$594.00	
00013103	12/28/2012	18470	SPORTWORKS NORTHWEST INC	\$145.79	
00013104	12/28/2012	18473	SPRAGUE	\$94.04	
00013105	12/28/2012	18510	SRG PARTNERSHIP	\$59,542.04	
00013106	12/28/2012	18648	STORAGELAND LLC	\$5,900.00	
00013107	12/28/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$217.24	
00013108	12/28/2012	18758	SYKES ZACK	\$54.35	
00013109	12/28/2012	18767	TACOMA SCREW PRODUCTS	\$47.72	
00013110	12/28/2012	21830	THURSTON COUNTY SOLID WASTE	\$238.74	
00013111	12/28/2012	21930	TIRES INC	\$1,123.44	
00013112	12/28/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00013113	12/28/2012	21950	TITUS-WILL CHEVROLET	\$1,678.87	
00013114	12/28/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$99.13	
00013115	12/28/2012	22010	TOYOTA OF OLYMPIA	\$655.61	
00013116	12/28/2012	22100	TRANSIT SOLUTIONS, LLC	\$1,088.24	
00013117	12/28/2012	22260	TRI-DIM FILTER CORPORATION	\$227.32	
00013118	12/28/2012	22420	TUMWATER PRINTING	\$14,114.26	
00013119	12/28/2012	23620	UNITED PARCEL SERVICE	\$98.43	
00013120	12/28/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,430.00	
00013121	12/28/2012	24750	WA ST GET PROGRAM	\$347.50	
00013122	12/28/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$100.00	
00013123	12/28/2012	25858	WESTCARE CLINIC LLC PS	\$224.00	
00013124	12/28/2012	26410	XPIO CORPORATION	\$120.00	
00013125	12/28/2012	26700	ZEIGLER'S WELDING	\$54.35	
Total:				\$738,934.25	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2012

Thru Date: 12/31/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00013137	12/31/2012	01230	A WORKSAFE SERVICE INC	\$677.00	
00013138	12/31/2012	01315	ACS TRANSPORT SOLUTIONS INC	\$401.59	
00013139	12/31/2012	01405	ADVANCE GLASS INC	\$475.96	
00013140	12/31/2012	01640	ALL CITY LOCK & KEY	\$75.83	
00013141	12/31/2012	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00013142	12/31/2012	01660	ALL STAR FORD	\$8,592.54	
00013143	12/31/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$151.00	
00013144	12/31/2012	01815	AMERICAN CUSTODIAL INC	\$28,993.95	
00013145	12/31/2012	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00013146	12/31/2012	01960	AMERICAN SEATING COMPANY	\$117.53	
00013147	12/31/2012	02060	AMERISAFE	\$34.25	
00013148	12/31/2012	02240	APEX MAILING SERVICE	\$336.55	
00013149	12/31/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$138.81	
00013150	12/31/2012	02380	ARAMARK UNIFORM SERVICES	\$443.68	
00013151	12/31/2012	02480	ASE SUPPLY INC	\$34.50	
00013152	12/31/2012	03250	BATTERY SYSTEMS, INC	\$15,420.56	
00013153	12/31/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$454.40	
00013154	12/31/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$250.01	
00013155	12/31/2012	05305	CAPITOL ALARM INC	\$90.64	
00013156	12/31/2012	05340	CAPITOL COURIER SERVICE	\$315.87	
00013157	12/31/2012	05740	CED	\$196.34	
00013158	12/31/2012	05940	CENTURY LINK	\$2,841.20	
00013159	12/31/2012	05945	CENTURY LINK	\$33.70	
00013160	12/31/2012	06040	CITY OF LACEY	\$710.67	
00013161	12/31/2012	06607	COMDATA	\$40,213.03	
00013162	12/31/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$212.01	
00013163	12/31/2012	07105	CRAIN'S OFFICE SUPPLY	\$577.40	
00013164	12/31/2012	07220	CUMMINS NORTHWEST INC	\$5,005.69	
00013165	12/31/2012	07780	DELL MARKETING LP	\$20,247.00	
00013166	12/31/2012	08680	EHRLICHS OFFICE PRODUCTS	\$249.88	
00013167	12/31/2012	08840	EMPLOYER RESOURCES NORTHWEST	\$5,476.40	
00013168	12/31/2012	09180	EXPRESS SERVICES INC	\$1,791.92	
00013169	12/31/2012	10180	FREEDMAN SEATING CORPORATION	\$63.51	
00013170	12/31/2012	10205	FREEMAN-MANZANARES ANN	\$471.44	
00013171	12/31/2012	10630	GFI GENFARE	\$295.71	
00013172	12/31/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013173	12/31/2012	10660	GILLIG LLC	\$6,623.73	
00013174	12/31/2012	10717	GLOBAL GREEN ENERGY CORP	\$2,065.30	
00013175	12/31/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,008.61	
00013176	12/31/2012	10886	GROUP HEALTH COOPERATIVE	\$150.00	
00013177	12/31/2012	11048	HARGIS ENGINEERS INC	\$2,185.00	
00013178	12/31/2012	11125	HARTMAN DAVE	\$92.38	
00013179	12/31/2012	11414	HULTZ BHU ENGINEERS INC	\$929.62	
00013180	12/31/2012	11428	HURLBERT, MICHAEL	\$200.00	
00013181	12/31/2012	11615	INDUSTRIAL HYDRAULICS INC	\$13.27	
00013182	12/31/2012	11740	INTERCITY ADVANCED TRAVEL	\$1,965.94	
00013183	12/31/2012	11760	INTERCITY IMPREST ACCOUNT	\$725.80	
00013184	12/31/2012	11770	INTERCITY PETTY CASH	\$442.87	
00013185	12/31/2012	11810	INTERSTATE BATTERY	\$2,355.96	
00013186	12/31/2012	11930	JERRYS AUTOMOTIVE TOWING	\$92.40	
00013187	12/31/2012	12020	JOHNSON VERLIN	\$186.74	
00013188	12/31/2012	12845	KNIGHT FIRE PROTECTION	\$325.00	
00013189	12/31/2012	13440	LAW, LYMAN, DANIEL, KAMERRER BOGDAN	\$1,105.35	
00013190	12/31/2012	13510	LES SCHWAB TIRE CENTER	\$93.39	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2012

Thru Date: 12/31/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00013191	12/31/2012	13661	LOOMIS	\$341.86	
00013192	12/31/2012	13750	MAILBOX OF OLYMPIA	\$500.00	
00013193	12/31/2012	13850	MASON COUNTY TRANSIT	\$1,541.00	
00013194	12/31/2012	14440	MICROFLEX	\$759.66	
00013195	12/31/2012	14590	MOHAWK MFG & SUPPLY	\$240.20	
00013196	12/31/2012	14900	NAPA AUTO PARTS	\$354.28	
00013197	12/31/2012	15385	OFFICE DEPOT	\$685.98	
00013198	12/31/2012	16490	PACIFIC DISPOSAL INC	\$558.68	
00013199	12/31/2012	16593	PACIFIC OFFICE AUTOMATION	\$975.65	
00013200	12/31/2012	16595	PACIFIC POWER PRODUCTS	\$2,449.65	
00013201	12/31/2012	16695	PATTISON WATER COMPANY	\$105.06	
00013202	12/31/2012	16753	PERTEET INC	\$6,208.85	
00013203	12/31/2012	16761	PETTIT LEROY	\$200.00	
00013204	12/31/2012	16765	PETRO CARD	\$127,115.76	
00013205	12/31/2012	16820	PIERCE COUNTY SECURITY	\$13,328.51	
00013206	12/31/2012	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00013207	12/31/2012	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$717.42	
00013208	12/31/2012	16900	PLUMBMASTER, INC	\$182.45	
00013209	12/31/2012	17290	PUGET SOUND ENERGY	\$25,169.01	
00013210	12/31/2012	17365	Q C FINANCIAL SERVICES	\$848.60	
00013211	12/31/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$1,065.26	
00013212	12/31/2012	17505	RAINIER DODGE INC	\$100.35	
00013213	12/31/2012	17560	RE AUTO ELECTRIC INC	\$458.46	
00013214	12/31/2012	17692	RFI ENTERPRISES INC	\$53,015.53	
00013215	12/31/2012	17900	SCHETKY NW SALES INC	\$699.55	
00013216	12/31/2012	18145	SIX ROBBLEES INC	\$35.59	
00013217	12/31/2012	18200	SMATHERS LARRY J	\$183.57	
00013218	12/31/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00013219	12/31/2012	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$55.00	
00013220	12/31/2012	18470	SPORTWORKS NORTHWEST INC	\$146.51	
00013221	12/31/2012	18695	SUMMIT LAW GROUP PLLC	\$1,928.00	
00013222	12/31/2012	18707	SUNRISE IDENTITY LLC	\$5,115.00	
00013223	12/31/2012	18990	THERMO KING NORTHWEST	\$794.77	
00013224	12/31/2012	21950	TITUS-WILL CHEVROLET	\$526.33	
00013225	12/31/2012	22010	TOYOTA OF OLYMPIA	\$175.36	
00013226	12/31/2012	22420	TUMWATER PRINTING	\$108.70	
00013227	12/31/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$47,799.68	
00013228	12/31/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,317.15	
00013229	12/31/2012	23620	UNITED PARCEL SERVICE	\$148.56	
00013230	12/31/2012	23820	VERIZON WIRELESS	\$1,248.73	
00013231	12/31/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$133.08	
00013232	12/31/2012	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$4,397.00	
00013233	12/31/2012	24500	WA ST DEPT OF RETIREMENT	\$51.13	
00013234	12/31/2012	24750	WA ST GET PROGRAM	\$347.50	
00013235	12/31/2012	25380	WASHINGTON GARDENS	\$343.95	
00013236	12/31/2012	25858	WESTCARE CLINIC LLC PS	\$750.00	
Total:				\$468,916.36	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/25/2013

Thru Date: 01/25/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013237	1/25/2013	01311	ACCESS INFORMATION MANAGEMENT	\$280.71	
00013238	1/25/2013	01405	ADVANCE GLASS INC	\$875.16	
00013239	1/25/2013	01480	AIR FLOW SYSTEMS INC	\$923.38	
00013240	1/25/2013	01660	ALL STAR FORD	\$0.00	✓
00013241	1/25/2013	01660	ALL STAR FORD	\$2,832.46	
00013242	1/25/2013	01683	ALLENBAUGH & ASSOCIATES INC	\$2,845.00	
00013243	1/25/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$12,086.17	
00013244	1/25/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$151.00	
00013245	1/25/2013	01820	AMERICAN DRIVING RECORDS INC	\$265.87	
00013246	1/25/2013	02380	ARAMARK UNIFORM SERVICES	\$998.52	
00013247	1/25/2013	02825	AUTO PLUS - OLYMPIA	\$86.98	
00013248	1/25/2013	03065	BANK OF AMERICA OR SCARSELLA	\$4,595.87	
00013249	1/25/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$393.96	
00013250	1/25/2013	03650	BRUCE TITUS AUTOMOTIVE GROUP	\$44.80	
00013251	1/25/2013	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$136.35	
00013252	1/25/2013	05220	CAPITAL ELECTRIC	\$503.80	
00013253	1/25/2013	05305	CAPITOL ALARM INC	\$323.70	
00013254	1/25/2013	05320	CAPITOL CITY PRESS INC	\$516.33	
00013255	1/25/2013	05740	CED	\$98.35	
00013256	1/25/2013	06060	CITY OF OLYMPIA	\$847.55	
00013257	1/25/2013	06120	CITY OF OLYMPIA UTILITIES	\$2,227.18	
00013258	1/25/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$1,035.91	
00013259	1/25/2013	06760	COMMUNITY TRANSPORTATION ASSOC NW	\$400.00	
00013260	1/25/2013	06880	COOPER POINT JOURNAL	\$462.00	
00013261	1/25/2013	07150	CROSSROADS COLLISION CENTER	\$1,688.20	
00013262	1/25/2013	07220	CUMMINS NORTHWEST INC	\$11,875.90	
00013263	1/25/2013	07617	DAVID M HOWE TRUSTEE	\$1,361.68	
00013264	1/25/2013	08105	DOUG WALKER PHOTOGRAPHY	\$339.86	
00013265	1/25/2013	08680	EHRLICHS OFFICE PRODUCTS	\$121.29	
00013266	1/25/2013	08780	EMERALD RECYCLING SERVICE	\$328.44	
00013267	1/25/2013	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00013268	1/25/2013	10525	GAROFALO, K TAMMI	\$60.00	
00013269	1/25/2013	10580	GENE'S TOWING INC	\$330.93	
00013270	1/25/2013	10630	GFI GENFARE	\$907.64	
00013271	1/25/2013	10660	GILLIG LLC	\$0.00	✓
00013272	1/25/2013	10660	GILLIG LLC	\$10,617.30	
00013273	1/25/2013	10820	GRAPHIC COMMUNICATIONS	\$2,481.74	
00013274	1/25/2013	10970	HALE, JEREMY	\$534.20	
00013275	1/25/2013	10990	HANDI-HUT, INC.	\$1,500.00	
00013276	1/25/2013	11175	HEALTH CARE AUTHORITY	\$279,753.27	
00013277	1/25/2013	11285	HILTI	\$798.30	
00013278	1/25/2013	11308	HOFSTETTER SHANNON	\$381.34	
00013279	1/25/2013	11355	HOOSIER CAROL	\$191.53	
00013280	1/25/2013	11420	HUMPHREY STEPHEN	\$80.00	
00013281	1/25/2013	11422	HUNG RIGHT DOORS LLC	\$493.77	
00013282	1/25/2013	11535	ILIUM ASSOCIATES INC	\$2,028.50	
00013283	1/25/2013	11615	INDUSTRIAL HYDRAULICS INC	\$45.52	
00013284	1/25/2013	11753	INTERCITY FITNESS	\$594.00	
00013285	1/25/2013	11775	INTERCITY PROJECT ASSISTANCE	\$774.00	
00013286	1/25/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,720.25	
00013287	1/25/2013	11810	INTERSTATE BATTERY	\$3,034.05	
00013288	1/25/2013	11895	J&I POWER EQUIPMENT INC	\$276.66	
00013289	1/25/2013	11905	JANEK CORPORATION	\$375.02	
00013290	1/25/2013	11930	JERRYS AUTOMOTIVE TOWING	\$1,066.36	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/25/2013

Thru Date: 01/25/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013291	1/25/2013	12665	KGY INC	\$825.00	
00013292	1/25/2013	12865	KOCHICK MICHAEL	\$1,000.00	
00013293	1/25/2013	12875	KPFF CONSULTING ENGINEERS INC	\$10,651.46	
00013294	1/25/2013	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00013295	1/25/2013	13396	LARSON DAVE	\$67.00	
00013296	1/25/2013	13465	LEADERSHIP THURSTON COUNTY	\$490.00	
00013297	1/25/2013	13510	LES SCHWAB TIRE CENTER	\$440.25	
00013298	1/25/2013	13700	LUMINATOR HOLDING, L.P.	\$113.67	
00013299	1/25/2013	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,764.00	
00013300	1/25/2013	13900	MAXIM HEALTH SYSTEMS LLC	\$1,512.00	
00013301	1/25/2013	14065	MCCARTHY, LINNA	\$96.99	
00013302	1/25/2013	14160	MCMASTER-CARR SUPPLY CO.	\$60.77	
00013303	1/25/2013	14440	MICROFLEX	\$300.00	
00013304	1/25/2013	14900	NAPA AUTO PARTS	\$260.98	
00013305	1/25/2013	15700	OLYMPIAN THE	\$3,840.25	
00013306	1/25/2013	16250	ON-HOLD CONCEPTS INC	\$3,036.00	
00013307	1/25/2013	16338	ORTIZ, RALPH	\$75.00	
00013308	1/25/2013	16490	PACIFIC DISPOSAL INC	\$81.45	
00013309	1/25/2013	16595	PACIFIC POWER PRODUCTS	\$6,722.68	
00013310	1/25/2013	16753	PERTEET INC	\$2,145.80	
00013311	1/25/2013	16765	PETRO CARD	\$28,995.69	
00013312	1/25/2013	17218	PROUTY, CURTIS	\$1,062.50	
00013313	1/25/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$625.03	
00013314	1/25/2013	17505	RAINIER DODGE INC	\$387.23	
00013315	1/25/2013	17560	RE AUTO ELECTRIC INC	\$298.35	
00013316	1/25/2013	17824	S & A SYSTEMS INC	\$1,884.00	
00013317	1/25/2013	17891	SCARSELLA BROTHERS	\$87,321.61	
00013318	1/25/2013	17900	SCHETKY NW SALES INC	\$665.19	
00013319	1/25/2013	17970	SEATTLE MEDIUM	\$675.00	
00013320	1/25/2013	18016	SENIOR ACTION NETWORK	\$40.00	
00013321	1/25/2013	18068	SHINING EXAMPLE INC	\$303.33	
00013322	1/25/2013	18130	SIR GRAPHICS INC	\$217.40	
00013323	1/25/2013	18680	SUJA MICHAEL	\$65.19	
00013324	1/25/2013	18695	SUMMIT LAW GROUP PLLC	\$1,528.00	
00013325	1/25/2013	18705	SUNBELT RENTALS	\$1,059.98	
00013326	1/25/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$91.31	
00013327	1/25/2013	18801	TAGS AWARDS & SPECIALTIES	\$27.72	
00013328	1/25/2013	18813	TALENTWISE SOLUTIONS LLC	\$231.68	
00013329	1/25/2013	18875	TAYLOR DEAN	\$173.92	
00013330	1/25/2013	18990	THERMO KING NORTHWEST	\$550.76	
00013331	1/25/2013	21745	THURSTON COUNTY BAR ASSOCIATION	\$100.00	
00013332	1/25/2013	21750	THURSTON COUNTY CHAMBER	\$1,365.00	
00013333	1/25/2013	21760	THURSTON COUNTY COMMUNICATIONS	\$37,147.48	
00013334	1/25/2013	21870	THURSTON MASON SENIOR NEWS -THE	\$102.00	
00013335	1/25/2013	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,090.75	
00013336	1/25/2013	21930	TIRES INC	\$8,131.30	
00013337	1/25/2013	21950	TITUS-WILL CHEVROLET	\$3,714.35	
00013338	1/25/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$375.02	
00013339	1/25/2013	22010	TOYOTA OF OLYMPIA	\$98.30	
00013340	1/25/2013	22100	TRANSIT SOLUTIONS, LLC	\$4,124.09	
00013341	1/25/2013	22220	TREFSGAR ERIC	\$66.00	
00013342	1/25/2013	22325	TTL PARTNERS LLC	\$3,180.00	
00013343	1/25/2013	22420	TUMWATER PRINTING	\$2,500.11	
00013344	1/25/2013	23575	UNDRIVING INC	\$950.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/25/2013

Thru Date: 01/25/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013345	1/25/2013	23620	UNITED PARCEL SERVICE	\$130.71	
00013346	1/25/2013	23660	UNITED WAY OF THURSTON COUNTY	\$1,432.00	
00013347	1/25/2013	24100	WA ST DEPT OF ECOLOGY 1	\$657.00	
00013348	1/25/2013	24500	WA ST DEPT OF RETIREMENT	\$19,091.59	
00013349	1/25/2013	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$6,174.00	
00013350	1/25/2013	24750	WA ST GET PROGRAM	\$695.00	
00013351	1/25/2013	25540	WASHINGTON STATE RIDESHARING ORG	\$200.00	
00013352	1/25/2013	25580	WASHINGTON STATE TRANSIT INSURANCE	\$889,778.00	
00013353	1/25/2013	25858	WESTCARE CLINIC LLC PS	\$600.00	
Total:				\$1,507,855.69	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Purchase Operations Vehicle

-
- 1) **The Issue:** Consideration of the purchase of a vehicle for the Operations Road Supervisors' use.
-
- 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 06812, to issue a purchase order to Bud Clary Auto for the purchase of one 2013 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$32,014.22, including tax.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** The Operations Supervisors' vehicle fleet previously consisted of three Chevrolet Colorado crew cab trucks. In 2012, one Chevrolet Colorado was totaled in an accident and had to be replaced. Staff took time to review Operations' special use needs. Staff determined it would better serve Operations to move to a vehicle that could easily handle the increased electrical demands of their communications equipment, stand up better to constant use, and provide sufficient room to transport customers.
- After reviewing alternatives, staff determined at that time a Dodge Ram 1500 crew cab pickup truck would best serve the Operations Supervisors. The second Chevrolet Colorado is now due for replacement. Staff reviewed the performance of our current Dodge Ram 1500 and recommends purchasing another.
- The State of Washington competitively bids their vehicle contracts awarding to the lowest, responsive and responsible bidder for each vehicle class. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The Office of State Procurement has confidence in Bud Clary Auto's 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 Bud Clary Auto's ability to perform. Staff has confidence that this vehicle is mechanically sound and will serve our staff well.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 06812, to issue a purchase order to Bud Clary Auto for the purchase of one Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$32,014.22, including tax.
 - B. Defer action. To purchase 2013 model vehicles, orders must be placed prior to factory cut-off but no later than March 31, 2013.
-

6) **Budget Notes:** Intercity Transit has \$35,000 in the 2013 budget for the Operations Vehicle. A canopy will be added for \$3,091.43 including tax, which places the cost of the vehicle at \$106 over budget.

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

8) **References:** N/A



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AGENDA

Thurston Regional Planning Council
Friday, February 1, 2013 – 8:30 a.m. to 10:30 a.m.
 2424 Heritage Court SW, Suite A
 Conference Room A, 1st Floor
 Olympia, WA 98502

DOWNLOAD PACKET
[Meeting Materials](#)

OPENING – 8:30 a.m.

1. Call to Order
2. Introductions
3. Approval of Agenda ACTION
4. Public Comment Period
5. Consent Calendar ACTION
 - a. [Approval of Minutes \(Attachment\)](#) – January 11, 2013
 - b. [Approval of Vouchers \(Attachment\)](#) – Jared Burbidge
 - c. [2012 Financial Report \(Attachment\)](#) – Jared Burbidge
 - d. [Approval of Employment Forecast Allocations \(Attachment\)](#) – Veena Tabbutt
 - e. [Approval of Personnel Policies Update \(Attachment\)](#) – Jared Burbidge

OTHER BUSINESS

- | | | |
|----------|--|-------------|
| 8:40 am | 6. TRPC 2013 Meeting Calendar (Attachment) – Lon Wyrick | ACTION |
| 8:45 am | 7. TRPC Member Orientation Packet (Attachment) – Lon Wyrick | INFORMATION |
| 9:00 am | 8. Transportation Annual Report – “Journeys” (Attachment) – Jailyln Brown | INFORMATION |
| 9:15 am | 9. RTP Update – TPB Summary (Attachment) – Jailyln Brown | UPDATE |
| 9:30 am | 10. Household Travel Survey (Attachment) – Bharath Paladugu | INFORMATION |
| 9:40 am | 11. 2013 Legislative Session – Karen Parkhurst/Lon Wyrick | DISCUSSION |
| 9:55 am | 12. Appointment of Executive Director’s Evaluation Committee (Attachment) – Dennis McVey | ACTION |
| 10:00 am | 13. 2013 Officer Elections (Attachment) – Dennis McVey | ACTION |
| 10:10 am | 14. Report from Outside Committee Assignments (Oral/Written Report) | INFORMATION |
| 10:20 am | 15. Executive Director’s Report | INFORMATION |
| 10:30 am | 16. Adjourn | |

Additional Informational Enclosures:

1. TPB Minutes (available upon request)

NEXT MEETING: Friday, March 1, 2013

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If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator. For TDD users, please use the state’s toll-free relay service, 711 and ask the operator to dial 360.956.7575.

**** Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Intercity Transit Routes 43 and 44****

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 2424 Heritage Court SW, Suite A, Olympia, Washington 98502 360-956-7575

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
January 14, 2013**

CALL TO ORDER

Member Gray called the January 14, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Valerie Elliott; Sreenath Gangula; Jill Geyen; Roberta Gray; Faith Hagenhofer; Julie Hustoft; Don Melnick; Joan O'Connell; Mackenzie Platt; Charles Richardson; Carl See; Kahlil Sibree; Victor VanderDoes; Michael Van Gelder; and Midge Welter.

Absent: Steve Abernathy; Dani Burger; Wilfred Collins; and Meta Hogan.

Staff Present: Ann Freeman-Manzanares; Heather Stafford; and Shannie Jenkins.

APPROVAL OF AGENDA

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

INTRODUCTIONS - Karen Stites, Labor Representative, Authority Member was introduced.

MEETING ATTENDANCE

- A. January 16, 2013, Work Session - Don Melnick**
- B. February 6, 2013, Regular Meeting - Roberta Gray**

APPROVAL OF MINUTES - It was M/S/A by Elliott and O'Connell to approve the minutes of November 19, 2012, as presented.

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

- Welter - *incident on bus;*
- Van Gelder - *bus stop location, and*
- Melnick - *bus stop location at Panorama City.*

CAC MEETING MINUTES

January 14, 2013

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NEW BUSINESS

A. General Manager Hiring Process Update - Stafford presented an update and timeline on the recruitment of the new General Manager hiring process. In October, the Authority approved hiring a search firm. The Authority Chair appointed three Authority members to an intra-agency committee: Chair Marty Thies, Vice Chair Ed Hildreth, and Citizen Representative Ryan Warner. Agency staff members on the committee include Human Resources Director, Heather Stafford; Senior Human Resources Analyst Christine DiRito; Human Resources Analyst Shannon Hofstetter; and Procurement/Capital Projects Manager Marilyn Hemmann. The purpose of this committee is to select and recommend to the Authority a search firm, and then put a process together.

A proposal packet was available November 20, with a deadline to submit proposals on December 17. We received several qualified proposals. Staff is checking references for the top firms which will then be asked to interview. The committee will forward the top firm to the Authority at the February meeting for contract award. Interviews for General Manager candidates are anticipated for some time in the month of April. Depending on the successful candidate, the agency hopes to have a General Manager begin in June or July.

Hustoft asked if the search firms being considered are local companies. Stafford responded, we advertised nationally. With our budget and the scope of services needed, it limits some firms. We are looking for a firm that can complete the process from start to finish, creating the job description, and sourcing the candidates all the way to the final selection.

Platt arrived.

Van Gelder asked Stafford to remind the committee of the selection criteria and consideration used to select a search firm. Stafford reported the firm's application packet and capabilities is 40%; approach to achieve a successful outcome is 30%; and 30% is the proposed price. Melnick asked how the budget was estimated. Stafford responded the budget was a full discussion at the Authority meetings and also with consultation with other executive search firms. It is fairly standard for a firm to charge 30% of the final salary of the successful candidate as their fee. We also asked for a guarantee or warranty of services.

Hagenhofer arrived.

CAC MEETING MINUTES

January 14, 2013

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See asked if the selected firms to be interviewed need experience. Stafford said we are looking for companies with executive level recruitment experience and those having worked with benefit districts or transit agencies. Van Gelder suggested some face time with employees. Stafford commented there will be involvement with staff, but we are not sure what that looks like yet.

B. Discounted Bus Pass Program – Freeman-Manzanares reported this is the third year the Authority approved a Discounted Bus Pass Program Award. Staff received 13 applications for the 2013 budget prior to the deadline, and one late application came in after the deadline; however, before the Authority made their decision at their December meeting. The Authority awarded grants to all 14 agencies. Since then, staff received three additional qualifying requests. The question is do agencies need to apply by the application deadline? Should applications received after the deadline be denied? The question to CAC members is should there be a clear cut grant application deadline or should we do a rolling application process?

Gray asked if we used all the money available last year. Freeman-Manzanares reported \$139,000 in grants was awarded out of the \$200,000 budgeted. Gray asked if the goal was to use all the money allocated or hold to a deadline. Geyen asked what would be the difference in the process supporting a rolling application process. There is no difference in the process. O’Connell feels using the rolling process is a big benefit to agencies. She feels some agencies don’t get the word in time and since this is a service offered to the community with low income, she doesn’t see the need for a deadline. Freeman-Manzanares feels a deadline is still necessary in case the requests went over the \$200,000. Gray feels we should have a deadline with a “first come - first serve” basis, and feels it should not be “ever ending.” Melnick concurs with continuing to administer the program until funds are depleted. Elliott asked what happens to the funds if we don’t use all the \$200,000. Freeman-Manzanares responded any funds not expended go back into the budget, and the Authority will review the amount needed for the following year. See asked if applications go through the end of the year. They end the last day of the calendar year.

C. Identify Future Agenda Items for CAC Meetings

- Richardson – Updates on the planning process for the Olympia Transit Center.
- Melnick – Discussion about the bus maintenance facility expansion. Suggests a public-private partnership with the City on the Martin Way & Pattison intersection.
- Elliott – Hear how the Hawks Prairie Park-and-Ride will be used for buses, not just for car and vanpools.
- Gray – Ongoing coordination with Sound Transit on the I-5 corridor.

CAC MEETING MINUTES

January 14, 2013

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- Geyen – Continue to hear how the commute to Tacoma will affect Intercity Transit.
- VanderDoes – Smart Phone apps DAL can use for appointment scheduling.
- Elliott – Wants staff to keep in mind not all people use technology, such as Smart Phones.
- See – Discuss how we can better improve outreach to the citizens of Thurston County. Get input from other CAC committees on things they are doing.
- Van Gelder – Discuss how Advisory Committees from various transit agencies operate. Bring groups together on a regional basis and listen to other proposals on how they operate differently than Intercity Transit.
- Hustoft – Improvements made to extend services in certain areas.
- O’Connell – Have staff give presentations using visuals, for example, service planning, to show why routes don’t go certain places.

CONSUMER ISSUES

Welter – There was an incident on the bus last Thursday afternoon with one of the Boardwalk residents. The female resident boarded the bus with her walker and did not realize she was supposed to put it safely away. The Operator took the walker and aggressively closed it, bending the walker. Freeman-Manzanares took notes and will research the incident.

Van Gelder – Suggests moving the bus stop inbound East on 5th Avenue, near Sylvester. It is the stop closest to the old Corrections Building. There are cross walks on either side of the intersection. When the bus pulls up to the stop, cars proceed through the cross walk and cannot see pedestrians.

Melnick – The bus stop location at the back gate of Panorama City was brought up at recent meetings. A stop on Golf Club Loop would be more convenient for all residents, but mainly those with scooters. Dennis Bloom did follow up with the CEO at Panorama and said it may be awhile before a stop is in place. Melnick met with the CEO and that issue was not discussed. Panorama has approximately 1100 residents and the potential to increase ridership; however, needs accessible bus stops along Golf Club Road. A stop with a shelter would be the best solution. The property is owned by Panorama City, so that should not be an issue. Freeman-Manzanares will touch base with Bloom and follow up.

Hagenhofer – The 94 stops at the Red Wind Casino; however, passengers going to other places must walk quite a distance. She feels an additional bus stop is needed near the Resmart. She also reported the lights on the bus are dark and make it hard to read.

CAC MEETING MINUTES

January 14, 2013

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Elliott – Recently, while on bus 62A and 47 on Meridian, she observed the nicest bus driver. He informed the passengers to be careful of the ice when exiting the bus. He was also helpful to passengers at the Olympia Transit Center.

See – Wonders if the fire on a Sound Transit bus recently has been an issue on our buses. Pierce County is voting on reducing service tonight for Pierce Transit. He would like to have an update at next month's meeting on what impact these reductions will have on Intercity Transit.

REPORTS

- A. **December 5, 2012, Regular Meeting** - No one attended the meeting. Meeting highlights were referenced.
- B. **January 2, 2013, Regular Meeting** - No one attended the meeting. Meeting highlights were referenced.

NEXT MEETING: February 11, 2013, (second Monday). Rhodetta will schedule a tour of the Maintenance and Operations Dispatch areas as part of the meeting.

ADJOURNMENT

It was M/S/A by Melnick and Richardson to adjourn the meeting at 6:14 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Executive Search Services

-
- 1) **The Issue:** Consideration of an award for executive search services to assist in hiring a new General Manager.
-
- 2) **Recommended Action:** Authorize the Chair of the Intercity Transit Authority to enter into a contract for executive search services with a firm and in an amount to be announced at the February 6, 2013, meeting.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.
-
- 4) **Background:** Intercity Transit issued a Request for Qualifications/Proposals for executive search services November 20, 2012. A pre-proposal conference was offered to prospective firms on November 30th. Proposals were received by the submission deadline of 3:00 p.m., December 17, 2012. The procurement committee anticipates concluding the evaluation process with a recommendation to award prior to the February 6, 2013, Intercity Transit Authority meeting.
-
- 5) **Alternatives:**
- A. Authorize the Chair of the Intercity Transit Authority to enter into a contract for executive search services with a firm and in an amount to be announced at the February 6, 2013, meeting.
 - B. Defer action. Deferring action potentially delays the start date for a new General Manager.
-
- 6) **Budget Notes:** The Intercity Transit Authority established a “not-to-exceed” budget of \$30,000 for this project.
-
- 7) **Goal Reference:** The successful completion of an executive search, resulting in the hiring of a new General Manager, will help fulfill all of the agency’s goals.
-
- 8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority

FROM: Heather Stafford, Human Resources Director, 705-5861

SUBJECT: General Manager Hiring Process Update

-
- 1) **The Issue:** Staff will present an update on the General Manager hiring process.
-
- 2) **Recommended Action:** Information only.
-
- 3) **Policy:** Per Authority Chair direction, staff will provide an update regarding the status of the General Manager recruitment and selection process.
-
- 4) **Background:** Following the October 17, 2012, meeting, the Authority Chair appointed three Authority members to an intra-agency committee. The sole purpose of this committee is to participate in the procurement of an executive search firm. The three members appointed are Chair Marty Thies, Vice Chair Ed Hildreth, and Citizen Representative Ryan Warner.
- The committee conducted in-person interviews with search firms on Monday, January 28, 2013. An additional in-person interview will be scheduled with the top firm within the next week. A more detailed update will be presented to the full Authority at the February 6, 2013, meeting.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** N/A
-
- 7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.
-
- 8) **References:** N/A
-

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Purchase Computers

1. **The Issue:** Consideration of purchasing desktop and laptop computers.

2. **Recommended Action:**

- a) Accept the process proposed to select a vendor.
 - b) Authorize the General Manager to purchase 38 desktop computers and one laptop through the Dell Corporation in the amount of \$59,671.39, including tax.
-

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

4. **Background:** The 2013 budget includes the purchase of replacement computers and other network equipment. This request is to purchase the computer portion of the scheduled 2013 equipment.

Staff completed their yearly review of the computer market and concluded Dell continues to be the product of choice. In addition, standardizing on Dell equipment has streamlined our Information Systems function.

The purchase of computer equipment is a procurement where staff requests authorization to deviate from our traditional competitive sealed bid process. Because the configuration and pricing of computer equipment can vary so significantly over a relatively short period, the time required to pursue a traditional bid hinders our ability to receive the most recent configurations and achieve the most competitive pricing. In January, staff requested and received quotes from the Western States Contracting Alliance (WSCA) and from the Dell Corporation. The WSCA contract is competitively bid by a 15-state purchasing cooperative. By pursuing this method of purchase, Intercity Transit still benefits from a competitive process and is not bound to potential configuration changes and negative pricing impacts a traditional bid process would impose.

Pricing under the WSCA contract and from the Dell Corporation varies with the market. At this time, we are able to achieve the best pricing by purchasing from the Dell Corporation directly.

5. **Alternatives:**

- A) Accept the process proposed to select a vendor, authorize the General Manager to purchase 38 desktop computers and one laptop through the Dell Corporation in the amount of \$59,671.39, including tax.
- B) Defer action. The computers will replace older equipment.

6. **Budget Notes:** The 2013 Information Systems budget to replace aging equipment includes \$85,000 for computers and associated equipment. With no additional computer or laptop purchases anticipated for 2013, this proposed purchase falls \$25,329 below the initial budget estimate.

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

8. **Goal Reference:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Network Cabling Replacement

1) **The Issue:** Consideration of an award to replace the network cabling currently installed in the Administration and Operations Facility.

2) **Recommended Action:** Authorize the General Manager to enter into a contract to replace the network cabling in the Administration and Operations Facility with a firm, and in a not-to-exceed amount to be announced at the February 6, 2013, meeting.

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

4) **Background:** In 2010, The Washington State Transit Insurance Pool (WSTIP) conducted an audit of Transit's electronic data security. WSTIP determined the cabling infrastructure currently supporting data and phone communications in the Administration and Operations building is inadequate and poses a threat to system availability and equipment. After exploring several alternatives, Information Systems determined replacing the current cabling with Category 6 cabling will correct the current deficiencies and successfully support the anticipated volume of communication for at least the next ten years.

Staff from Procurement and Information Systems researched and determined the current Washington State Department of Enterprise Services contract for cabling will provide the most competitive pricing for this project. Utilizing this contract, staff issued a Request for Bids to the listed contractors January 11, 2013. A bidder's conference and site visit was held on January 22, 2013. Bids are due January 31, 2013, by 3:00 p.m.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract to replace the network cabling in the Administration and Operations Facility with a firm, and in a not-to-exceed amount to be announced at the February 6, 2013, meeting.

- B. Defer action. Deferring action may increase the occurrence of intermittent network outages.

6) **Budget Notes:** The budget for this project is \$80,000.

7) **Goal References:** Goal No. 2: *“Provide outstanding customer service.”* Goal No. 3: *“Maintain a safe and secure operating system.”* Goal No. 5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, 705-5856

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair and appointment of committee assignments.

2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board;
 - Intercity Transit's Pension Committee; and
 - Thurston Regional Policy Committee Sustainable Development Task Force.
-

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers – Chair and Vice Chair, Section 6.2 Term, states, “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.”

4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Current Chair Marty Thies and Vice Chair Ed Hildreth have served one year in these positions.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), Intercity Transit's Pension Committee, and most recently the

addition of the Thurston Regional Policy Committee Sustainable Development Task Force.

5. Alternatives:

- A. Elect officers and approve committee assignments.
 - B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as the presiding officer. Our most senior officer is Councilmember Baker.
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6. Budget Notes: N/A

- 7. Goal Reference:** The Authority and its officers represent the agency in all aspects of the communities we serve. Representation to the jurisdictions, TRPC, and TPB enable the Authority to share its goals, gain support and partnerships to help achieve all goals.
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- 8. References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws – referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.7 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.8 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.9 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.10 Order of Business and Agenda. The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.11 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.12 Meeting Minutes. The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
As of January 2013**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Sandra Romero
(Alternate: Karen Messmer)

Thurston Regional Policy Committee Sustainable Development Task Force: General responsibilities include attendance at the monthly task force meetings and providing a monthly report to the full Authority.

Karen Messmer
(Alternate: Sandra Romero)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Ed Hildreth
(Alternate: Marty Thies)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Joe Baker

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

General Manager Recruitment Ad Hoc Committee: Identifying needs of a executive search team; completing proposal document; soliciting and reviewing proposals; interviewing top firms and making recommendation to Authority for search team contract award.

Marty Thies
Ed Hildreth
Ryan Warner

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: February 6, 2013

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares
SUBJECT: Pension Committee Appointment

1) **The Issue:** Whether to make an appointment to the Pension Committee.

2) **Recommended Action:** Approve the General Manager's recommendation to make an appointment to the Intercity Transit Pension Committee for a four-year term to end January 31, 2017. She will make her recommendation at the meeting.

3) **Policy Analysis:** The Authority must approve members of the Pension Committee. The General Manager recommends a member for the Authority's consideration.

4) **Background:** The Pension Committee consists of seven members. The Finance and Administration Director and the Finance Manager serve as permanent members. The Authority appoints one Authority member. Four employees serve on the committee. Employees are recommended by the General Manager and are subject to the Authority's approval.

Employee representatives serve four-year terms. The terms are staggered, so one position is available for appointment each year. Fran Gorman, Scheduler, completes her term February 2013. Dave Kapaun, Human Resources Specialist, will serve through February 2014; Tom Burke, Auto Technician will serve through February 2015; and Elizabeth Barlow, Vanpool Assistant, will serve through February 2016.

Employees were asked to submit letters of interest with a deadline of Friday, February 1, 2013. Ann Freeman-Manzanares will review all letters of interest received and based on those letters, she will make a recommendation to the Authority at the February 6 meeting.

5) **Alternatives:**

A. Approve the General Manager's recommendation for appointment to the Intercity Transit Pension Committee for a four-year term to end January 31, 2017.

B. Request the General Manager make a different recommendation.

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

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

8) **References:** N/A