

AGENDA
INTERCITY TRANSIT AUTHORITY
November 2, 2011
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **0 min.**

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** October 5, 2011, Regular Meeting; October 19, 2011, Work Session.

 - B. **Accounts Payable:** Warrants dated August 12, 2011, numbers 84695-84818, in the amount of \$1,119,290.59; warrants dated August 26, 2011, numbers 84824-84943 in the amount of \$696,501.62, for a monthly total of \$1,815,792.21. Warrants dated October 7, 2011, numbers 85171-85280 in the amount of \$279,081.67; warrants dated October 21, 2011, numbers 85283-85419 in the amount of \$477,367.84, for a monthly total of \$756,449.51.

 - C. **Payroll:** September 2011 payroll in the amount of \$2,481,953.46.

 - D. **Purchase of Replacement Staff Vehicle:** Authorize the General Manager, pursuant to Washington State Contract 03411, to issue a purchase order to Columbia Ford Nissan for the purchase of one Nissan Leaf in the amount of \$36,853. (Note: This purchase is tax exempt.) (Marilyn Hemmann)

 - E. **Schedule a Special Meeting for November 16, 2011:** Schedule November 16, 2011, as a special meeting, to conduct a public hearing on the draft 2012 budget. (Rhodetta Seward)

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| 5) | PUBLIC HEARINGS | |
| | A. 2012 - 2017 Strategic Plan (<i>Mike Harbour</i>) | 10 min. |
| | B. Proposed New Olympia Express Monthly Passes (<i>Dennis Bloom</i>) | 10 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Sandra Romero</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 10 min. |
| | C. Urban Corridors Task Force (<i>Ed Hildreth</i>) | 3 min. |
| | D. TRPC Sustainable Development Task Force (<i>Karen Messmer</i>) | 3 min. |
| | E. Citizen Advisory Committee (<i>Faith Hagenhofer</i>) | 3 min. |
| | F. Pension Committee (<i>Joe Baker</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. CAC Attendance Policy (<i>Rhodetta Seward</i>) | 5 min. |
| | B. Hawks Prairie Park and Ride Status Report (<i>Marilyn Hemmann</i>) | 10 min. |
| | C. Staff Recommendation for Increases in KPFF Contract (<i>Marilyn Hemmann</i>) | 5 min. |
| | D. 2012 Training & Development Budget (<i>Dave Finnell</i>) | 10 min. |
| | E. 2012 Draft Budget (<i>Ben Foreman</i>) | 15 min. |
| | F. Contract Award - Design Services - Olympia Transit Center Expansion Final Design and Construction Oversight (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| | G. Intercity Transit Discounted Bus Pass Program (<i>Mike Harbour</i>) | 10 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | MEETING EVALUATION | 5 min. |
| 11) | EXECUTIVE SESSION - Collective Bargaining Agreement With Amalgamated Transit Union Local 1765 (<i>Heather Stafford</i>) | 20 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 5, 2011

CALL TO ORDER

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

Members Present: Vice Chair and Citizen Representative Martin Thies; City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson; City of Yelm Councilmember Joe Baker; Citizen Representative Eve Johnson; and Labor Representative Karen Stites.

Members Excused: Chair and Thurston County Commissioner Sandra Romero; City of Tumwater Councilmember Ed Hildreth; and Citizen Representative Karen Messmer.

Staff Present: Rhodetta Seward; Dennis Bloom; Ben Foreman; Carolyn Newsome; Heather Stafford; Erin Hamilton; and Brent Campbell

Others Present: Legal Counsel Tom Bjorgen; Citizen Advisory Committee member Carl See; and Recording Secretary Valerie Gow.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

A. Heather Stafford, Human Resources Director. Seward introduced the agency's new Human Resources Director, Heather Stafford.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A Deputy Mayor Clarkson and Councilmember Rogers to approve the consent calendar as presented.

A. Approval of Minutes: September 7, 2011, Regular Meeting; September 21, 2011, Joint Meeting of the Authority and the Citizen Advisory Committee.

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- B. 2012 Draft Budget Public Hearing:** Scheduled a public hearing for the 2012 budget for Wednesday, November 16, 2011.
- C. Accounts Payable:** Warrants dated September 9, 2011, numbers 84947-85045 in the amount of \$222,463.71; warrants dated September 23, 2011, numbers 85047-85165 in the amount of \$650,038.32, for a monthly total of \$872,502.03.
- D. Strategic Plan – Schedule a Public Hearing:** Scheduled a public hearing to receive comment on the 2012-2017 Strategic Plan for November 2, 2011, at 5:30 p.m.
- E. Setting a Public Hearing Date for New Olympia Express Monthly Pass:** Scheduled November 2, 2011, for a public hearing to review and take comments on proposed changes to the Olympia Express fare instruments.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Thies provided the report on behalf of Messmer. TRPC is submitting a grant application to the Department of Housing and Urban Development (HUD) to follow on the work of the Urban Corridors Task Force. The grant focuses on the corridors of Capitol Boulevard in Tumwater through Olympia and 4th Avenue through Martin Way referred to as the “Leveraged L” corridor. Three areas of focus will establish corridor vision and regional stewardship, focus planning on three nodes or districts, and zoning and design standards for Woodland Square in Lacey and the Brewery district in Tumwater. Up to 10 potential partners are identified to include Intercity Transit.

TRPC received a grant of \$439,362 to study relief actions for I-5 along the Joint Base Lewis McChord (JBLM) corridor. The study will identify more immediate, low cost actions to help relieve congestion. Increasing vanpools to JBLM was identified as an early action. Potential partners include Intercity Transit. Messmer suggested including the grant as a future Authority agenda item on how Intercity Transit will become involved and if funding is involved for actions or only for planning.

The Council received a briefing on the 2012-2015 Regional Transportation Improvement Program, scheduled for adoption in October.

B. Urban Corridors Task Force. Clarkson reported the major hindrance for moving forward on corridors is the City of Lacey’s 1970s intersection infrastructure. The cost to update is prohibitive. Updated infrastructure enables rapid transit passage through intersections.

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Labor Representative Stites arrived.

C. TRPC Sustainable Development Task Force. Members identified what success will look like at the end of the planning process. General topics included plans agreed upon by partners and measurable actions set forth in the plans. Members received a presentation on the Health and Human Services white paper by Sherri McDonald, Thurston County Health Department, and John Masterson, Behavioral Health Resources. The paper is an overview of the status and challenges of health and human services. Some concerns for the future are the costs of care, needs of aging population, and dependence on volunteer work for parts of the care system.

D. Citizen Advisory Committee. See reported the last meeting of the CAC was a joint meeting with the Authority.

NEW BUSINESS

A. Surplus Van Grant Program. Newsome briefed the Authority on this year's recommendation for the Surplus Van Program. Staff recommends granting surplus vanpool vehicles to Olympia Christian School, Olympia Union Gospel Mission, and Senior Services for South Sound. She described the mission and goals for each of the programs in supporting the community through various services.

Clarkson shared during a function at the Olympia Senior Citizen, a member approached him about whether Senior Services qualified for the program. He asked how many vans the agency provides each year through the program. Newsome said the program provides four vehicles each year. This year, only three applicants were qualified to receive a van. Each agency can have only one vehicle a year, but can apply each year.

Johnson asked about the disposition of the fourth vehicle if not utilized by the program. Newsome reported the agency surpluses and auctions vehicles.

Clarkson asked about the amount the agency receives when vehicles are auctioned. Newsome said it depends on the age and mileage of the vehicle. Typically, the agency receives between \$2,000 and \$4,500 for a vehicle. The vans are also offered to local jurisdictions at fair market value prior to auction.

Thies asked about the religious aspect of two of the applicants and how religion is factored in the selection. Newsome replied trips are not allowed for religious purposes. Bjorgen reported the agency reviewed the issue when it established the program. The basic provision is the establishment clause of the first Amendment, which says a

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governmental agency cannot take action that either has the purpose of promoting religion, primary effect of promoting religion, or involves an entanglement with religion. Because of the limitation in the clause, religious trips are not allowed to be factored when the agency applies the criteria of the program to the application.

Thies noted the budget notes indicate lost revenue to Intercity Transit because surplus vehicles are not auctioned. Newsome affirmed the Authority authorized the Vanpool Program with the understanding the agency would lose revenue from surplus of the vans.

It was M/S/A by Councilmember Rogers and Citizen Representative Johnson to authorize the General Manager to grant three surplus vanpool vehicles to Olympia Christian School, Olympia Union Gospel Mission, and Senior Services for South Sound.

B. Renewal of ACS Maintenance Agreement. Hamilton reported the request is a one year renewal of the maintenance agreement for the Advanced Communications System (ACS) used as a communication portal between dispatch and Dial-A-Lift (DAL) and fixed route vehicles. It provides for real-time tracking of vehicle locations and automatically controls electric signs and stop announcements in each vehicle.

At the conclusion of the warranty period for the ACS system, the agency negotiated a five-year maintenance agreement with established pricing for each year of the agreement. Last year the price of the service was \$152,894. The proposed system cost for 2012 is \$160,538, which has been reviewed by Information Systems and determined to be a fair representation of the cost to maintain the system. The expense is budgeted within Information Systems for maintenance agreements of \$315,000. Hamilton requested approval of the action.

It was M/S/A by Citizen Representative Johnson and Councilmember Baker, to authorize the General Manager to enter into a one year renewal of the ACS system maintenance agreement with ACS Transportation Management Solutions for \$160,538.00.

Clarkson asked whether the agency is considering an upgrade of the system in 2014. Campbell said the fifth year of the agreement expires in 2014. The agency initiated discussions with ACS Transportation Management Solutions to continue the agreement beyond the year five of the current agreement. The agency would like to pursue a software upgrade as well as some hardware upgrades to ensure viability of the system for the next five years. ACS Transportation Management Solutions deferred

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discussions because of issues involving new installations. Staff intends to pursue discussions to negotiate a new maintenance agreement.

Johnson asked why the agency is not pursuing a bid for the maintenance agreement. Campbell advised a process to replace the multi-million dollar system would be a major undertaking and too costly. Renewing the maintenance agreement is the most economical option. Foreman provided additional information on the complicated system and extensive efforts required when the system was installed.

Thies asked how the agency reviews comparable pricing for similar agreements. Campbell said the first step is securing an agreement on coverage for future maintenance agreements and documenting costs that could be incurred without a maintenance agreement. At this point, staff hasn't been able to discuss a proposal because the vendor delayed discussions because of its work on other installations.

Clarkson asked whether agency staff is capable of design and programming of existing systems. Campbell replied the agency's focus is mainly on maintenance with some deployment of new enhancements and new versions of products as well as maintaining the network structure. The agency recently completed a major rewrite of the existing budget system saving the agency some costs the agency incurs each year.

Motion carried unanimously.

GENERAL MANAGER'S REPORT

The **American Public Transportation Association (APTA) Annual Meeting and Expo** attracted 17,000 attendees with over 770 exhibitors representing the largest annual meeting and expo in the history of APTA. APTA honored New Orleans for its recovery efforts during a very emotional presentation that included videos of what the city underwent from the onset of Katrina through recovery efforts. Prior to Katrina, the population of New Orleans was 1.2 million people. After Katrina, the city lost approximately 75% of its population as well as destroying the entire transit system to include staff and buses.

APTA President Bill Millar provided an emotional final farewell and welcomed President Elect Michael Melaniphy.

Kester graduated from Leadership APTA and Freeman-Manzanares was introduced as a member of the 2012 class.

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A team of 22 Intercity Transit employees and Romero participated in the **United Way Day of Caring** on Friday, September 23. Vegetables were harvested and wood cut for the Olympia Kiwanis. All of the food is donated to the Thurston County Food Bank with the wood provided to those in need during the winter.

Intercity Transit observed the **10th anniversary of 911** by displaying ribbons on all buses and broadcasting announcements.

On October 7, from 11:30 a.m. to 1:30 p.m., Intercity Transit is conducting a **Community Transit Fair and Anniversary Event** to thank riders and community members. The agency is distributing new pocket size system maps and personalized undriving licenses. The agency is also providing Online Trip Planning, OneBus Away Promotion information, and a display of transportation themed artwork by students from several elementary schools.

The Federal Transit Administration (FTA) **Triennial Review** team completed its review early on September 27, reviewing 24 areas within the agency. No deficiencies were reported. FTA staff complimented the agency and staff's preparation. The consultant, who completed 100 other similar reviews, rated the agency as "A+" and commented Intercity Transit appeared to be a great place to work. Holman coordinated the preparation and did an outstanding job.

The **Environmental and Sustainability Management System application** for a platinum level sustainability commitment through APTA was submitted. Only one system ever achieved Gold.

AUTHORITY ISSUES

Thies asked whether new service changes were implemented. Bloom said new service changes were effective October 3. Thies asked about the new Transit Guide containing the same photographs. Seward reported the agency would correct the situation in its next guide. Johnson suggested rotating several template versions of the guide to reduce costs while still providing a different guide to reflect new service schedules. Seward recommended having Kester address the question.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Deputy Mayor Clarkson to adjourn the meeting at 6:13 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Marty Thies, Vice Chair

Rhodetta Seward
Director of Executive Services/
Clerk to the Authority

Date Approved: November 2, 2011

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

Minutes
INTERCITY TRANSIT AUTHORITY
WORK SESSION
October 19, 2011

CALL TO ORDER

Chair Romero called the October 19, 2011, work session of the Intercity Transit Authority to order at 5:34 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Jim Merrill; Meg Kester; Ann Freeman-Manzanares; Justin Rogers; Bob Holman; and Erin Scheel.

Others Present: Recording Secretary Tom Gow.

APPROVAL OF AGENDA

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

ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEMS (ESMS) UPDATE

J. Rogers reported as the ESMS Intern at Intercity Transit since June, he is working with staff on sustainability environmental projects to include the Environmental & Sustainability Management System (ESMS). He briefed the Authority on the ESMS program, potential benefits, and status of the program, staff involvement, and next steps.

ESMS is a management tool to assist Intercity Transit to improve on its sustainability and environmental goals. Achieving the goals is why the agency continues to invest in the ESMS system moving forward. Some specific benefits include adaptability and continuous improvement by choosing environmental and sustainability areas important to the agency, which may change over time. ESMS increases operational efficiency. An example is the plan created to reduce the number and quantity of hazardous materials in the facility and development of a new auto policy for vanpool programs to reduce idling to less than one minute to reduce greenhouse gas emissions and fuel costs. For cost savings, a plan was created to reduce vehicle fuel consumption by 3% in 2012,

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equating to \$100,000 in fuel savings over the next year. ESMS provides additional procedures and processes for effective communication throughout the agency especially for environmental and sustainability issues.

Externally, ESMS adds to the leadership of the agency and conveys a positive public image.

The philosophy of sustainability for the agency revolves around the Mission and Vision Statements to provide and promote transportation alternatives, make the community accessible, sustainable, livable, and a prosperous community. The four main elements of the Environmental and Sustainability Policy adopted in May include:

- Protect the environment
- Incorporate sustainability in all operational areas
- Expand sustainable practices
- Combine sustainability and environmental management

The environmental policy is the philosophical basis for the ESMS program by embodying the mission, vision, and the core values, and it gives the ESMS program direction and purpose.

The agency's goal is extending beyond the basic requirements by establishing action plans to increase overall awareness of environmental and sustainability issues.

Beginning in 2009, the agency adopted the American Public Transportation Association (APTA) Sustainability Commitment incorporating four agency goals:

- Make sustainability a strategic objective
- Identify sustainability champion
- Establish an outreach program
- Conduct a sustainability inventory

Of those original commitments, the agency established a sustainability committee and developed a sustainability plan implemented in 2009. The sustainability plan is an inventory of current resource usage and recommendations in the future to conserve resources. In 2010, the agency implemented its Sustainability and Greenhouse Gas Reduction Policy that commits to purchasing low emission vehicles, continued use of bio-diesel, enhancement of recycling and waste programs, and partnering with other jurisdictions to achieve goals.

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The agency applied for a Federal Transit Administration (FTA) ESMS Training Implementation Grant for training to implement the ESMS program. As part of the training program, the agency created an Environmental and Sustainability Policy. The FTA assistance program provided notice in October 2010 of the grant award with implementation occurring in early 2011. Training is designed to help agencies create and implement the ESMS through training workshops, on-site technical support, electronic materials, resources and consultation, as well as providing onsite gap analysis in spring 2012 to gauge the agency's progress in ESMS implementation.

ESMS is derived from the International Organization for Standardization (ISO) 14001 Standards for management systems. It establishes guidelines and requirements. It also represents FTA's recommended practice for agency environmental and sustainability systems.

Involvement in the ESMS system begins at the top of the organization. Intercity Transit established the ESMS Core Team was established, which participates in the training through Virginia Tech, Roanoke, VA. Several different layers and pieces were added to the ESMS. Senior Management is Mike Harbour and the Management Representative is Holman. Structure of the agency's responsibilities can be structured by the agency. The organizational chart will grow and expand as ESMS grows with different staff assigned different responsibilities. Any employee could be part of the ESMS at any point.

Romero asked about the placement of the Authority within the ESMS organization. J. Rogers said the Authority is the review and advisory group providing guidance for the ESMS. Harbour added the Authority is the authorizing authority and the provider of resources and is above Senior Management.

J. Rogers reported the methodology of ESMS is establishing agency goals, implementing goals, monitoring and tracking progress, and responding to the results. Another focus of ESMS is having commitment from the top level of the agency to ensure success of the program. Continued perfection is the main goal.

The Environmental and Sustainability Policy includes three key elements:

- Action Plans
- Significant Aspects - any activity, product, or service that can cause potential harmful impact
- Emergency Preparedness and Response

An informal survey conducted last winter of potential impacts Intercity Transit could have on the community identified 80 potential impacts using a scoring criteria based on environmental and sustainability issues. Of the 80 impacts, eight significant aspects

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were selected to have the most potential for impact. Of the eight, five were chosen for additional operation controls because of potential harmful impacts in the future. They include:

- Underground storage tanks
- Fluids management
- Fuel use
- Stormwater management
- Fluids storage management – above ground

Those five areas are the initial efforts launching the ESMS program. The significant aspects are the core basis for action plans. Action plans establish sustainability and environmental goals and performance requirements, which are the objectives and targets. They describe how the goals and requirements will be achieved and reflect the values of the organization. They must be achievable and attainable. Currently, staff is working on five action plans for emergency preparedness and response, spill prevention and emergency cleanup and stormwater management, fluids management, and reducing fuel usage. Each action plan includes objectives and targets that are currently in progress.

Emergency preparedness and response is connected to everything the agency does. ISO standards require the agency to identify all significant impacts in the community to learn how to respond, prevent, and mitigate adverse environmental impacts.

Next steps include a final installation of the FTA workshop training in Virginia. Nine other agencies are involved in the training. Next spring, Virginia Tech representatives will visit Intercity Transit for an onsite gap analysis to identify gaps in ESMS documentation. A formal audit is scheduled in summer 2012 to determine how well the agency complies with ISO standards. In the fall of 2012, Intercity Transit, through a series of third party audits, will receive ESMS certification.

Currently, action plans are in progress and management review sessions are held to review whether the agency is on track and to gauge progress on the action plans. The ESMS program is not a one-time achievement but an ongoing commitment for continued improvement.

Johnson asked whether the process for attaining the goals is defined. J. Rogers advised within the action plans, various benchmarks and deadlines are established to meet the goals. Deadlines can be changed as necessary.

Clarkson asked how the agency will measure its internal standards. J. Rogers replied an element of ESMS devotes a section to monitoring and measuring. The agency is

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developing measurements, which will be crucial to the success of the program. Each action plan has different ways to measure progress. The agency is currently assessing potential impacts and some sustainability goals to achieve.

Clarkson asked whether the agency implemented a program for documenting the number of accident/incident free days. Harbour replied accidents are very rare and measures haven't been developed. Clarkson suggested there should be a sense of pride particularly in the discipline to document accident/incident free days. Harbour said J. Rogers documented baseline data on energy usage, water usage, and waste reduction. Most plans call for annual reviews creating a constant monitoring process for readjustments of targets to improve processes.

Thies referred to dollar savings and cost avoidance and where the agency identified potential savings from a minimum to maximum. He asked whether the agency identified the source of the savings besides the more efficient use of fuel, for instance. J. Rogers said staff is identifying dollar savings representative of a 3% fuel reduction in the vanpool program. Other cost savings other than fuel reduction is avoidance of future fines by improving documentation and processes to ensure compliance. At this point, action plans have not specified specific cost savings. The current focus is on environmental impacts.

Messmer commented on specific savings the agency can achieve. She's impressed with the program because it's based on measurements and baselines and a planned approach and recheck on progress and results. She acknowledged the effort involved in the initial planning, which will pay off in the long-term for the agency. Practicing sustainability practices without a plan of action likely wouldn't reveal the long-term impacts unless planning and measurements are implemented. The amount of training will benefit the agency in the future.

Clarkson commented on the idling of buses and how the Maintenance Yard located near his residence impacted his mornings during the idling of buses. He asked whether that practice has improved. Merrill said the action plan includes some new steps. Buses are no longer required to idle in the mornings. The action plan reduces fuel consumption as well as inventories savings in other types of maintenance costs.

Harbour reported the agency is striving to achieve a Platinum level for Sustainability through APTA. One system achieved the gold level. The agency is the first in the nation to apply for platinum certification. The benefit of the ESMS program is the level discipline required of the agency. The ESMS program requires training programs and follow through on documentation and measuring.

Holman advised the organizational chart actually represents a responsibility chart in terms of the ESMS program, which includes the Authority. When the Authority

adopted the policy, there was commitment to update the Board with minimum updates annually on new action plans. Additionally, fuel usage goals apply to all revenue vehicles.

Thies said it appears all benchmarks and points of measurements are in place. It would be beneficial during the updates to accentuate those achievements in benchmarks because of the common perception that environmental and sustainability goals are frivolous and shouldn't be pursued. It will serve as a point of reference to the community as well as acknowledging the importance of the program in terms of cost savings and the effective use of community resources.

Romero mentioned attending the sustainability workshop during the recent APTA conference. One of the definitions of sustainability is ensuring resources are available in the future.

BIKE PARTNERS PROGRAM UPDATE

Scheel reported the new Bike PARTners Program is one of six programs within the Youth Program. The program is year-round and in its second year, supported by a grant and the agency's Youth Program budget. The program teaches middle school students how to use a bike for transportation. Eight volunteers work regularly each week. Intercity Transit works with school districts partners to host an after school class for youths.

The mission of the Bike PARTners program is to build a generation of safe, active, and empowered bike riders, walkers, and bus riders. Every transit trip begins or ends with a biker or walking trip. Transportation choices for adults at worksites revolve around their young children and how they travel to school.

Vanek described Bike PARTners as a program of parts, pedals, chains, and helmets as well as Intercity Transit, which provides grant funds, administration support, storage container for bikes, and schools that provide the venue to teach the next generation how to ride a bike. Other partners include Bicycle Alliance of Washington, which provides bikes from Metro buses. Volunteers break down and refurbish bikes and work one-on-one with youths on maintenance skills and instructions on safe riding skills. Bicycles are accessible, cheap, sustainable, and promote health.

Duffy shared information on the involvement with youths. Earlier, the volunteers met with five students at Peter G. Schmidt Elementary School. Three key areas covered during the two-hour session included reviewing the toolbox and the tools, fitting the bike to the student, and demonstrating how to take the wheel off and putting the wheel back on in the event of a flat tire.

Scheel reported during the second day, students learned traffic safety skills. At this time, 100 bikes have been stockpiled with a goal to obtain 150 bikes. The program is seeking volunteers. There are many partnerships with local bike shops providing parts at cost. The goal is capturing a new kind of rider and providing a positive and lifelong image of Intercity Transit. The program provides an opportunity to familiarize students with Intercity Transit services.

The program's annual budget is \$5,000 for parts and tools. Volunteer hours are donated. The program was initially grant supported through a Thurston Regional Planning Council (TRPC) grant. Last year, the program began at Roosevelt in Olympia and this year, the program is at Peter G. Schmidt Elementary School in Tumwater with new schools added as students sign up. There is more demand for the program than volunteers and capacity to conduct multiple classes.

Clarkson suggested following up with the county's program through the Sheriff's Office regarding the collection of bicycles through confiscation. Mayor Kmet added that most police departments also obtain bicycles that might not be of much value but could provide parts.

Johnson noted REI might be a source for some financial support.

Messmer expressed support for the program and commended the volunteers for their dedication and service. She suggested the agency should consider how buses can accommodate more bikes as the number of bicyclists increase.

Romero asked about the potential of providing mini-presentations of the program at various meetings. The County Commissioner conducts televised meetings and it would be helpful for the community to learn about the program during a Commission meeting.

Harbour added that funding is included in the 2012 budget to continue the program.

PROPOSED NEW OLYMPIA EXPRESS MONTHLY PASSES

Bloom briefed members on the proposal to add two new monthly passes for Olympia Express service and establish corresponding monthly cost categories for the passes.

Bloom described different zone districts for cash fares between Olympia and Pierce County (\$2.50) and Pierce County and King County (\$3.50), and ORCA, the inter-county fare instrument. An ORCA pass between Thurston and Pierce Counties is \$90 a month, with additional fares added for trips beyond Pierce County. Some riders

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purchase OCRA fares of \$126, which allows travel from Thurston County to King County. Those fare structures are Sound Transit's fare for the entire service district.

In 2009, when Intercity Transit was part of PugetPass, the agency averaged 1,400 monthly boardings. In 2010, boardings using PugetPass increased by nearly 80% from 1,400 to 3,000 boardings. PugetPass ended in June 2010 and was replaced by the ORCA pass. In 2011 through September, boardings averaged 40,000 a month. Intercity Transit is conducting an onboard survey in the next several weeks to determine how riders are using fares. Most Pierce County residents traveling to Thurston County work for the state and use Star Pass. In 2008, when the agency completed an onboard survey, riders were asked where they live and where they travel to and for what purpose as well as the fare instrument they use. Approximately 2-3% of the ridership were Pierce County residents. Of that amount, 12% transferred to Sound Transit. The agency is averaging 1,000 boardings on Olympia Express (500 in each direction). Of the 500, approximately 125 riders are using ORCA passes with the remaining using Star Pass and cash fares.

Kmet asked whether the agency receives any revenue from the ORCA pass. Bloom described ORCA as a smart card embedded with a specific value debited when boarding a bus. Transit systems share revenue and the value of trips is divided between the affected transit systems. For example, a \$90 monthly pass between Thurston and Pierce County would equate to 56% to the agency with the remaining allocated to Pierce Transit. There are agreements for each fare structure.

Rogers asked about factors driving the increase in ridership. Bloom said the ORCA pass provides a seamless fare system for passengers. More people adapt to the technology because of ease of use. Ridership continues to increase and increased 4% above 2010. Intercity Transit is setting new monthly records higher than 2008. Gas prices are a factor as well as the economy. The agency has been able to sustain ridership. Harbour added that more employers are subsidizing ORCA passes resulting in heavier use and higher ridership.

Revisiting the issue is prompted by the fact that ORCA equipment (readers) is not installed on Intercity Transit buses. Two years ago, the agreement was to reimburse the agency if no equipment was installed, which occurred. However, since there are no readers, it's not possible to determine passengers using ORCA cards. Because the system is an honor system, some people likely are riding free, which was a burden shared equally between Intercity Transit and Pierce Transit. Because of on going uncertainty for implementing the regional electronic fare instrument (ORCA) by Pierce Transit on Intercity Transit's Express buses, Bloom and Harbour met with Pierce Transit staff this year. Since Pierce Transit is no longer providing Olympia Express service, the agency is losing revenue each time the ORCA card is used. The agency's proposal is to continue working to install the ORCA equipment as well as creating two monthly pass

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instruments packaged as a monthly fare of \$75 and a reduced fare of \$37.50 during 2012. By the end of 2012, ORCA equipment should be installed on Olympia Express buses.

Harbour added the impact on passengers essentially means effective January 1, 2012, passengers using Olympia Express service pay the agency's fare and when using Sound Transit, passengers will use the ORCA fare system. The agency will no longer accept ORCA cards until equipment is installed on buses.

Kmet asked about the cost of installing the equipment. Harbour said recent cost estimates include \$60,000 for the first year with an ongoing expense of \$16,000 annually. Kmet asked whether it's cost effective to install the equipment. Harbour said the system provides ease of use for traveling regionally with the likelihood of the agency losing some revenue compared to charging a separate fare.

Thies agreed the agency needs to act. The agency filled service gaps when Pierce Transit discontinued Express service and to lose additional revenue is not responsible and requires some resolution.

Clarkson asked about the likelihood of the agency converting to the ORCA fare instrument if equipment is installed. Harbour replied there have been efforts for a seamless regional fare for people to travel between regions. It is the Authority's decision on whether to implement ORCA system-wide. The onboard survey will provide the Authority with more information on total Express ridership. Olympia Express ridership represents 6% of the entire Intercity Transit system.

Romero asked whether the proposal requires a passenger with an ORCA card to purchase a separate fare for Olympia Express service. Bloom affirmed purchase of the separate fare is required for Olympia Express trips. Harbour added Pierce Transit anticipates installing ORCA equipment by July 1, 2012. However, based on past history, there is no guarantee.

2012-2017 DRAFT STRATEGIC PLAN AND DISCUSSION OF MAJOR ISSUES

Harbour referred to the most recent Draft Strategic Plan. Key policy considerations include:

1. Assuming a status quo level of service with the exception of Dial-A-Lift and Vanpool Program.
2. Inclusion of local funds for the Pattison Street final engineering to increase the project's competitiveness for federal funds for construction.

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3. Whether the agency increases service in late 2012 connecting to the Sounder at Lakewood.
4. A recommendation to consider a sales tax increase in 2013.
5. A recommendation to delay consideration of a fare increase in 2012.
6. Whether level of resources devoted to ESMS sustainability practices should be increased to include an ESMS coordinator position in 2012.
7. Whether Intercity Transit should play a greater and/or leading role in local land use planning and in pursuing transit priority treatments and transit-oriented development in major corridors.
8. Funding for implementation of transit signal priority is not recommended for inclusion in the Strategic Plan or in the 2012 budget at this time. Information should be available in December by the consultants to help inform decision-making. A cost benefit analysis has been requested for presentation to the Authority in December.
9. Whether Intercity Transit should include implementation of the ORCA system in the Strategic Plan. Staff recommends inclusion in the financial model.

Kmet asked whether the federal funding the TRPC received for the signal priority project covers anticipated costs for implementing the project. Harbour reported the funds were designated for the study with a minimal amount for implementation. Local costs would be shared between the jurisdictions. Bloom said the cost for infrastructure replacement to enable priority for transit is the most expensive element for jurisdictions. The consultant team is preparing a cost benefit analysis. Clarkson said hardware is the problem for most jurisdictions especially for Lacey, which requires costly upgrades to utilize software. Harbour said each jurisdiction would have substantial costs. The first review reflects local cost heavily weighted against Intercity Transit. Better figures should be available by December.

Harbour referred to #7 and described the current approach as a partnership with local jurisdictions and the TRPC. TRPC has a lead role. A previous paper includes a list of projects involving Intercity Transit:

- Sustainable Thurston County
- Urban Corridors Task Force
- Smart Corridors project
- Thurston Here to There - CTR effort directed by TRPC for travel options for residents of Tumwater, Tenino, Yelm, Rainier, and Bucoda
- Joint Base Lewis McChord I-5 Congestion Relief Action Plan
- Letter of support and support to TRPC for grant application for Capitol Way/Capitol Boulevard/Martin Way Corridor Neighborhood District Plan to increase density in the corridor
- Local comprehensive plan engagement

Harbour said staff is seeking guidance on the request by some Authority members to increase the agency's level of participation.

Messmer questioned the available capacity of the agency to track, manage, and provide transit perspective to planning processes and projects. She advocated for more involvement by bringing more expertise to the table that entails time to analyze plans, submitting new ideas, and provide expertise. She questioned whether it's possible to build capacity to enable Intercity Transit to bring its positions and expertise to the table. It's important for the agency to participate and advise when standards and regulations are developed.

Romero described how the county's planning department forwards development proposals to the agency for feedback. She questioned whether review is at the level suggested by Messmer. Bloom described the review and comment process for projects. Romero asked for some examples of the agency's feedback.

Messmer reiterated that although the agency responds to specific projects, development standards are already in place. Intercity Transit must be involved in establishing the goals, policies, and development standards so that when projects are planned, rules and guidance dictate how the project represents a better way to serve a corridor or area. A bad example is a subdivision developed with single ingress and egress surrounded by a fence.

Romero said her objective is determining how Intercity Transit can have a meaningful role for the agency's planning department, which if practiced consistently could have an influence on policies.

Johnson commented on the lack of enforcement authority by Intercity Transit.

Bloom responded to questions on the agency's practice of responding to development proposals, amendments to local comprehensive plans, and other planning processes. Romero cited a particular project where the agency's input essentially was not fully considered. She questioned how the Authority can have a more meaningful role to ensure input occurs at a higher level. Bloom added the Urban Corridors Task Force addressed inconsistencies across jurisdictional boundaries.

Romero commented if the region is serious about having a community promoting the use of transit that helps people drop dependence on cars, there must be a cohesive process between the jurisdictions involving Intercity Transit.

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Clarkson noted a white paper under development includes a recommendation for some type of governmental agreement removing conflicts between jurisdictions through the provision of uniform regulations.

Messmer indicated her comments are not intended to reflect staff is not doing a good job, but rather the agency needs more depth and capacity because of limited staff resources. She suggested there is too much reliance on TRPC for transportation planning that also covers transit. She suggested the agency isn't represented strongly in conveying what it needs and in offering transit expertise.

Harbour suggested several approaches of either:

- Maintaining the status quo
- Take advantage of expertise and assistance of ESMS coordinator to assist planning to some degree.
- Pursue major update of short- and long-range Transit Plan, which could include examining changes in terms of the agency's role in land use planning. This option will be presented as part of the 2012 budget.
- Add a planner position with a focus on working with local jurisdictions on long-range planning.

Johnson commented on several examples of Intercity Transit changing routes to accommodate developments built off the route. She advocated for some type of enforcement.

Kmet offered there are two levels of involvement by Intercity Transit - at the early stage of policy and regulatory development, and at the project level during site design review. Many of the issues are political and those decisions occur at the policy level. It's important to have the agency's input. Comments on projects are helpful because they provide City staff with some additional leverage with developers. However, if staff disregards input, the only alternative might be to participate at a former level, such as the hearing examiner process or appealing to a higher authority. Those actions however, have political ramifications.

Romero suggested utilizing the ESMS coordinator to pursue more agency involvement. Kmet offered another approach of an annual feedback process with policymakers to address issues through policy changes. Clarkson said during an annual review, it would be helpful for the agency to provide information on potential development and redevelopment areas to assist jurisdictions in proactively responding to development proposals to ensure compliance.

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Several members discussed and shared information on developers' perspectives for why citizens want gated and fenced communities.

Romero shared Hildreth's input on the nine key policy issues for inclusion within the Strategic Plan. Hildreth highlighted #1, 3, and 7 and generally agreed with the proposed policies of #1 and 3, but would like more input on #3. Hildreth shared the agency should engage the State Legislature in funding for the Thurston County/ Pierce County connection as a first step in a long-range plan that could include light rail/commuter rail or bus rapid transit. He would like it presented in the perspective that it's not a funding desire by each county but a first step in a long range plan to extend the system to Thurston County. During the APTA conference, Hildreth addressed the subject during a breakout session and received support from Tommy Thompson, former Governor of Wisconsin and Secretary and Health and Human Services during the George W. Bush administration, from the Vice President of Policy for APTA, and the Chairman and Principal Executive of the National Corridors Initiative of Providence, Rhode Island. He would like that information reflected in the Strategic Plan.

Kmet asked whether legislative strategies are included within the Strategic Plan. Harbour advised the recommendations can be incorporated within the plan.

THIRD QUARTER (JULY 1, 2011 - SEPTEMBER 30, 2011) QUARTERLY REPORT

Harbour referred members to the third quarter report, which is more concise than the previous version and organized by divisions. One major accomplishment is the triennial review by FTA. The FTA Regional Administrator sent an email congratulating the agency on its accomplishment.

OLYMPIA EXPRESS - RESPONSE TO OVERLOADS

Harbour reported on the increase in Olympia Express ridership since the elimination of all Express service by Pierce Transit. The agency is experiencing increased but manageable loads on a number of trips but significant overloads on the first southbound trip leaving Tacoma at 6:10 a.m. and the Lakewood park and ride lot at 6:35 a.m. Northbound. The increase is approximately 17% mostly in the afternoon with a 30% increase in southbound commuters. The southbound trip consistently carries loads of between 55 to 65 passengers with seating capacity of 40 passengers. The comparison is based on ridership per day in September versus ridership per day in October. Harbour advised he receive many emails about passenger loads. The agency is

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providing a second bus in the morning beginning at the SR 512 park and ride lot at 6:35 a.m. to split the southbound passenger load at a cost of \$30,000 annually. The second bus is provided Monday through Thursday, as many state employees do not work on Friday.

Clarkson asked what is considered unsafe in terms of standing room only from a policy perspective. Harbour replied it depends on several factors. A similar passenger load is experienced on Route 41 to The Evergreen State College. The difference is route speed of 12 mph with much passenger turnover, which is considered acceptable. However, with 25 to 30 passengers standing on an Express bus traveling at high speeds for 30 to 40 minutes, it's an entirely different circumstance.

The agency's intent is to continue backing up the trip until staff revisits the entire service with the Authority in January.

Messmer emphasized the agency's involvement in TRPC's sustainability grant process to ensure TRPC is aware of the agency's strategy for promoting vanpools.

CITIZEN REPRESENTATIVE RECRUITMENT

Seward requested direction on recruitment of the Citizen Representative position. Johnson is not seeking reappointment for another term. She explained the timeline and noted it typically requires eight weeks. The proposal includes a deadline date for application submittals of November 18. The Authority is scheduled to receive applications on December 7 for selection of applicants for interview. A special meeting is required to conduct interviews with selection scheduled on December 21. Typically, the entire Authority participates in the interviews.

Seward advised that she will forward interview date options. Johnson's recognition will be at the December 7 meeting.

AUTHORITY ISSUES

Romero read a letter from the Mason County Transit Authority addressed to Harbour thanking and expressing appreciation to Intercity Transit staff for their contribution during one of the exercises as part of the selection process for the General Manager position at Mason County Transit. Emily Bergkamp and Dave Finnell actively participated in a role-playing scenario allowing assessors to observe and evaluate the candidates' actions and responses. The letter expresses appreciation to Intercity Transit for enabling the participation of Bergkamp and Finnell and ended with thanks for the longstanding cooperation the agency demonstrated to Mason County Transit.

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Stites asked whether any changes to Dash service is anticipated during the special legislative session in November. Bloom advised no changes are anticipated.

Johnson commented on the helpfulness of drivers during an incident involving her fall as she was running to catch the bus and a driver waited until she was able to reach the bus stop. She commented Intercity Transit drivers are patient and understanding.

Clarkson complimented bus drivers and recounted an incident involving South Puget Sound Community College and the ability of drivers to maneuver buses in tight spaces without forcing him to move his vehicle.

Rogers shared information about an invitation to meet with drivers to race personal electric cars.

Seward reported Citizen Advisory Committee (CAC) member Jackie Reid recently submitted her resignation because of her change in job and longer work hours.

Seward reported the CAC unanimously passed an attendance policy for the Authority's consideration as a bylaw change. The change pertains to removal of members if absent more than 25% of the regular meetings during a 12-month rolling period. Essentially, a member with four absences would be automatically removed from the committee. An attendance report will be provided in each agenda packet. The CAC emphasized the value of member participation.

Romero reported on the resignation of Judge Christine Pomeroy effective February 28, 2012.

ADJOURNMENT

It was M/S/A by Citizen Representative Thies and Councilmember Baker to adjourn the meeting at 8:33 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: November 2, 2011

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October 19, 2011
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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: 08/12/2011

Thru Date: 08/12/2011

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00084704	8/12/2011	02060	AMERISAFE	\$22.83	
00084705	8/12/2011	02380	ARAMARK UNIFORM SERVICES	\$720.42	
00084706	8/12/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$744.60	
00084707	8/12/2011	03370	BERGKAMP EMILY	\$500.00	
00084708	8/12/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$652.76	
00084709	8/12/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$250.00	
00084710	8/12/2011	05340	CAPITOL COURIER SERVICE	\$338.35	
00084711	8/12/2011	05460	CARQUEST AUTO PARTS-OLY	\$264.95	
00084712	8/12/2011	05720	CDW GOVERNMENT INC	\$289.70	
00084713	8/12/2011	05740	CED	\$424.92	
00084714	8/12/2011	06470	COASTWIDE LABORATORIES - DIV OF STAPL	\$128.72	
00084715	8/12/2011	06520	COLOR GRAPHICS	\$987.52	
00084716	8/12/2011	06560	COLUMBIA FORD MERCURY LINCOLN	\$26,401.40	
00084717	8/12/2011	06607	COMDATA	\$40,649.75	
00084718	8/12/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$257.27	
00084719	8/12/2011	07105	CRAIN'S OFFICE SUPPLY	\$95.89	
00084720	8/12/2011	07150	CROSSROADS COLLISION CENTER	\$992.44	
00084721	8/12/2011	07220	CUMMINS NORTHWEST INC	\$3,652.50	
00084722	8/12/2011	07520	DAILY JOURNAL OF COMMERCE	\$112.00	
00084723	8/12/2011	07760	DEL CITY WIRE CO INC	\$111.34	
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00084725	8/12/2011	08775	EMERALD HILLS COFFEE SERVICE	\$57.18	
00084726	8/12/2011	08780	EMERALD RECYCLING SERVICE	\$471.76	
00084727	8/12/2011	09120	EXCEL SUPPLY COMPANY	\$260.23	
00084728	8/12/2011	09180	EXPRESS SERVICES INC	\$1,862.30	
00084729	8/12/2011	09575	FASTENAL COMPANY	\$92.26	
00084730	8/12/2011	09805	FLEET PRIDE	\$597.18	
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00084736	8/12/2011	10820	GRAPHIC COMMUNICATIONS	\$481.17	
00084737	8/12/2011	10990	HANDI-HUT, INC.	\$51,107.00	
00084738	8/12/2011	11015	HARBOUR MICHAEL S.	\$712.25	
00084739	8/12/2011	11153	HDR ENGINEERING, INC	\$3,513.41	
00084740	8/12/2011	11250	HERGUTH LABORATORIES INC.	\$18.70	
00084741	8/12/2011	11310	HOGAN MFG INC	\$365.31	
00084742	8/12/2011	11523	IKON OFFICE SOLUTIONS	\$627.69	
00084743	8/12/2011	11525	IKON OFFICE SOLUTIONS	\$876.32	
00084744	8/12/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$918.90	
00084745	8/12/2011	11810	INTERSTATE BATTERY	\$870.42	
00084746	8/12/2011	11895	J&I POWER EQUIPMENT INC	\$18.46	
00084747	8/12/2011	11905	JANEK CORPORATION	\$76.09	
00084748	8/12/2011	11930	JERRYS AUTOMOTIVE TOWING	\$511.98	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/12/2011

Thru Date: 08/12/2011

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00084752	8/12/2011	12945	KXXO MIXX 96 FM	\$550.00	
00084753	8/12/2011	13140	L G ISAACSON CO INC	\$1,149.42	
00084754	8/12/2011	13445	LAWTON PUBLICATIONS	\$736.25	
00084755	8/12/2011	13465	LEADERSHIP THURSTON COUNTY	\$1,250.00	
00084756	8/12/2011	13510	LES SCHWAB (TUMWATER)	\$244.56	
00084757	8/12/2011	13697	LUKER CLINT	\$87.27	
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00084760	8/12/2011	14160	MCMASTER-CARR SUPPLY CO.	\$593.06	
00084761	8/12/2011	14590	MOHAWK MFG & SUPPLY	\$61.56	
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00084763	8/12/2011	15090	NELSON TRUCK	\$259.27	
00084764	8/12/2011	15120	NEWSOME CAROLYN	\$272.13	
00084765	8/12/2011	15255	NORTHWEST PUMP & EQUIP CO	\$31.24	
00084766	8/12/2011	15545	OLYMPIA COPY & PRINTING	\$558.61	
00084767	8/12/2011	15575	OLYMPIA FAMILY THEATER	\$500.00	
00084768	8/12/2011	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$180.00	
00084769	8/12/2011	16595	PACIFIC POWER PRODUCTS	\$2,927.23	
00084770	8/12/2011	16695	PATTISON WATER COMPANY	\$474.55	
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00084773	8/12/2011	17290	PUGET SOUND ENERGY	\$12,923.64	
00084774	8/12/2011	17300	PUGET SOUND MEETING SERVICES	\$679.52	
00084775	8/12/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
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00084779	8/12/2011	17560	RE AUTO ELECTRIC INC	\$382.37	
00084780	8/12/2011	17805	ROUTEMATCH	\$24,085.99	
00084781	8/12/2011	17900	SCHETKY NW SALES INC	\$753,138.07	
00084782	8/12/2011	17970	SEATTLE MEDIUM	\$216.00	
00084783	8/12/2011	18035	SEWARD RHODETTA	\$867.31	
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00084789	8/12/2011	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$1,595.00	
00084790	8/12/2011	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$120.00	
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00084794	8/12/2011	18680	SUJA MICHAEL	\$92.34	
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Checking Account #: 0040007203

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From Date: 08/12/2011

Thru Date: 08/12/2011

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00084806	8/12/2011	22260	TRI-DIM FILTER CORPORATION	\$104.41	
00084807	8/12/2011	22420	TUMWATER PRINTING	\$357.08	
00084808	8/12/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$8,654.25	
00084809	8/12/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$6,444.74	
00084810	8/12/2011	23480	U S DEPT OF EDUCATION	\$207.04	
00084811	8/12/2011	23620	UNITED PARCEL SERVICE	\$85.36	
00084812	8/12/2011	23820	VERIZON WIRELESS	\$2,208.54	
00084813	8/12/2011	24000	W W GRAINGER INC	\$654.68	
00084814	8/12/2011	24215	WA ST DEPT OF L & I	\$331.54	
00084815	8/12/2011	24440	WA ST DEPT OF PERSONNEL	\$525.00	
00084816	8/12/2011	24750	WA ST GET PROGRAM	\$347.50	
00084817	8/12/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$398.29	
00084818	8/12/2011	25380	WASHINGTON GARDENS	\$314.65	
Total:				\$1,119,290.59	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

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00084836	8/26/2011	02825	AUTO PLUS - OLYMPIA	\$213.32	
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00084842	8/26/2011	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00	
00084843	8/26/2011	04120	BUILDERS HARDWARE CO	\$385.65	
00084844	8/26/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$140.00	
00084845	8/26/2011	05305	CAPITOL ALARM INC	\$323.70	
00084846	8/26/2011	05460	CARQUEST AUTO PARTS-OLY	\$237.58	
00084847	8/26/2011	05720	CDW GOVERNMENT INC	\$2,818.01	
00084848	8/26/2011	05740	CED	\$217.42	
00084849	8/26/2011	05945	CENTURY LINK	\$150.91	
00084850	8/26/2011	06060	CITY OF OLYMPIA	\$639.92	
00084851	8/26/2011	06237	CLARKSON, VIRGIL	\$315.00	
00084852	8/26/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,515.00	
00084853	8/26/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$97.67	
00084854	8/26/2011	07105	CRAIN'S OFFICE SUPPLY	\$974.39	
00084855	8/26/2011	07220	CUMMINS NORTHWEST INC		<input checked="" type="checkbox"/>
00084856	8/26/2011	07220	CUMMINS NORTHWEST INC	\$9,724.00	
00084857	8/26/2011	07617	DAVID M HOWE TRUSTEE	\$1,748.30	
00084858	8/26/2011	08020	DISH NETWORK	\$1,372.98	
00084859	8/26/2011	08680	EHRLICH'S OFFICE PRODUCTS	\$353.07	
00084860	8/26/2011	08720	ELECTRONIC RESOURCING INC	\$99.90	
00084861	8/26/2011	09120	EXCEL SUPPLY COMPANY	\$586.33	
00084862	8/26/2011	09180	EXPRESS SERVICES INC	\$2,573.36	
00084863	8/26/2011	09575	FASTENAL COMPANY	\$147.75	
00084864	8/26/2011	09820	FLEET-NET CORP	\$271.75	
00084865	8/26/2011	10580	GENE'S TOWING INC	\$413.29	
00084866	8/26/2011	10630	GFI GENFARE	\$134.83	
00084867	8/26/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00084868	8/26/2011	10660	GILLIG LLC	\$15,047.52	
00084869	8/26/2011	11175	HEALTH CARE AUTHORITY	\$288,591.00	
00084870	8/26/2011	11185	HEALTHFORCE PARTNERS INC	\$285.00	
00084871	8/26/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00084872	8/26/2011	11250	HERGUTH LABORATORIES INC.	\$1,780.34	
00084873	8/26/2011	11308	HOFSTETTER SHANNON	\$434.78	
00084874	8/26/2011	11310	HOGAN MFG INC	\$247.48	
00084875	8/26/2011	11422	HUNG RIGHT DOORS LLC	\$260.88	
00084876	8/26/2011	11523	IKON OFFICE SOLUTIONS	\$1,513.12	
00084877	8/26/2011	11525	IKON OFFICE SOLUTIONS	\$54.00	

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Check #	Check Date	Ref #	Name	Amount	Voided
00084878	8/26/2011	11615	INDUSTRIAL HYDRAULICS INC	\$199.60	
00084879	8/26/2011	11740	INTERCITY ADVANCED TRAVEL	\$2,462.92	
00084880	8/26/2011	11753	INTERCITY FITNESS	\$575.00	
00084881	8/26/2011	11770	INTERCITY PETTY CASH	\$1,449.53	
00084882	8/26/2011	11775	INTERCITY PROJECT ASSISTANCE	\$799.00	
00084883	8/26/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,427.75	
00084884	8/26/2011	11895	J&I POWER EQUIPMENT INC	\$239.12	
00084885	8/26/2011	11930	JERRYS AUTOMOTIVE TOWING	\$514.15	
00084886	8/26/2011	11975	JOHNSON, EVE	\$315.00	
00084887	8/26/2011	12375	KALLAS, MARK	\$77.61	
00084888	8/26/2011	12875	KPFF CONSULTING ENGINEERS INC	\$8,131.72	
00084889	8/26/2011	13510	LES SCHWAB (TUMWATER)	\$244.56	
00084890	8/26/2011	13661	LOOMIS	\$403.95	
00084891	8/26/2011	13770	MARINIE SLAKEY	\$3,102.50	
00084892	8/26/2011	13850	MASON COUNTY TRANSIT	\$2,415.00	
00084893	8/26/2011	14160	MCMaster-CARR SUPPLY CO.	\$416.56	
00084894	8/26/2011	14384	MESSMER KAREN	\$356.02	
00084895	8/26/2011	14590	MOHAWK MFG & SUPPLY	\$165.68	
00084896	8/26/2011	14839	MYERS TIRE SUPPLY	\$554.11	
00084897	8/26/2011	14900	NAPA AUTO PARTS	\$997.86	
00084898	8/26/2011	15065	NAUMANN-MCKARRIN, CAROL	\$112.50	
00084899	8/26/2011	15075	NEIGHBORHOOD PROMOTIONS	\$217.00	
00084900	8/26/2011	15217	NORTHWEST EVENT DEOCRATORS	\$90.22	
00084901	8/26/2011	15255	NORTHWEST PUMP & EQUIP CO	\$832.12	
00084902	8/26/2011	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$392.62	
00084903	8/26/2011	15385	OFFICE DEPOT	\$739.79	
00084904	8/26/2011	15700	OLYMPIAN THE	\$3,221.58	
00084905	8/26/2011	16595	PACIFIC POWER PRODUCTS	\$3,702.63	
00084906	8/26/2011	16680	PARTSMASTER	\$54.92	
00084907	8/26/2011	16760	PETTIT OIL COMPANY	\$3,930.70	
00084908	8/26/2011	16765	PETRO CARD	\$99,122.88	
00084909	8/26/2011	16820	PIERCE COUNTY SECURITY	\$13,195.33	
00084910	8/26/2011	16888	PLATT ELECTRIC SUPPLY	\$13.44	
00084911	8/26/2011	17290	PUGET SOUND ENERGY	\$1,490.05	
00084912	8/26/2011	17385	Q'STRAIT USA	\$88.18	
00084913	8/26/2011	17560	RE AUTO ELECTRIC INC	\$824.28	
00084914	8/26/2011	17775	ROTARY OFFSET PRESS INC	\$27.00	
00084915	8/26/2011	17900	SCHETKY NW SALES INC	\$94,467.14	
00084916	8/26/2011	18145	SIX ROBBLEES INC	\$525.10	
00084917	8/26/2011	18315	SORIAGA, ULYSSES	\$103.21	
00084918	8/26/2011	18330	SOUND LANDSCAPE PROFESSIONALS	\$5,647.51	
00084919	8/26/2011	18695	SUMMIT LAW GROUP PLLC	\$1,811.50	
00084920	8/26/2011	18711	SUNSET AIR INC	\$532.63	
00084921	8/26/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$308.49	
00084922	8/26/2011	18755	S-SQUARE TUBE PRODUCTS	\$173.50	
00084923	8/26/2011	18990	THERMO KING NORTHWEST	\$948.78	
00084924	8/26/2011	19000	THIES, MARTIN	\$310.61	
00084925	8/26/2011	21730	THOMPSON MEDIA GROUP INC	\$349.00	
00084926	8/26/2011	21930	TIRES INC	\$1,835.54	
00084927	8/26/2011	21950	TITUS-WILL CHEVROLET	\$859.38	
00084928	8/26/2011	22100	TRANSIT SOLUTIONS, LLC	\$559.10	
00084929	8/26/2011	23480	U S DEPT OF EDUCATION	\$206.82	
00084930	8/26/2011	23620	UNITED PARCEL SERVICE	\$161.94	
00084931	8/26/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,655.00	

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Check #	Check Date	Ref #	Name	Amount	Voided
00084932	8/26/2011	24000	W W GRAINGER INC	\$717.03	
00084933	8/26/2011	24030	WA ST AUDITORS OFFICE	\$2,926.00	
00084934	8/26/2011	24205	WA ST DEPT OF INFORMATION SERVICES	\$52,462.21	
00084935	8/26/2011	24215	WA ST DEPT OF L & I	\$331.13	
00084936	8/26/2011	24750	WA ST GET PROGRAM	\$347.50	
00084937	8/26/2011	25670	WAXIE SANITARY SUPPLY	\$531.75	
00084938	8/26/2011	25770	WESCO AUTOBODY SUPPLY	\$106.96	
00084939	8/26/2011	25805	WESMAR CO INC	\$729.38	
00084940	8/26/2011	26385	WYNN, QUINCY	\$55.00	
00084941	8/26/2011	26410	XPIO CORPORATION	\$720.00	
00084942	8/26/2011	26700	ZEIGLER'S WELDING	\$111.67	
00084943	8/26/2011	26720	ZEP MANUFACTURING CO	\$5,295.49	
			Total:	\$696,501.62	

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00085171	10/7/2011	01405	ADVANCE GLASS INC	\$1,357.55	
00085172	10/7/2011	01480	AIR FLOW SYSTEMS INC	\$755.24	
00085173	10/7/2011	01640	ALL CITY LOCK & KEY	\$157.07	
00085174	10/7/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00085175	10/7/2011	01660	ALL STAR FORD	\$2,985.98	
00085176	10/7/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$17,592.12	
00085177	10/7/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$378.19	
00085178	10/7/2011	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00085179	10/7/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$94.00	
00085180	10/7/2011	02380	ARAMARK UNIFORM SERVICES	\$455.57	
00085181	10/7/2011	02480	ASE SUPPLY INC	\$38.37	
00085182	10/7/2011	02825	AUTO PLUS - OLYMPIA	\$227.18	
00085183	10/7/2011	02830	AUTO TRIM DESIGN	\$7,439.16	
00085184	10/7/2011	03280	BAYVIEW CATERING	\$926.35	
00085185	10/7/2011	03560	BJORGEN BAUER PLLC	\$2,772.00	
00085186	10/7/2011	03660	BLOOM DENNIS	\$102.22	
00085187	10/7/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$841.18	
00085188	10/7/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$399.89	
00085189	10/7/2011	04120	BUILDERS HARDWARE CO	\$236.99	
00085190	10/7/2011	05260	CAPITAL INDUSTRIAL INC	\$30.33	
00085191	10/7/2011	05460	CARQUEST AUTO PARTS-OLY	\$136.34	
00085192	10/7/2011	05680	CCH INCORPORATED	\$651.11	
00085193	10/7/2011	05740	CED	\$146.26	
00085194	10/7/2011	05940	CENTURY LINK	\$33.29	
00085195	10/7/2011	05945	CENTURY LINK	\$137.69	
00085196	10/7/2011	06040	CITY OF LACEY	\$1,914.17	
00085197	10/7/2011	06060	CITY OF OLYMPIA	\$1,372.16	
00085198	10/7/2011	06080	CITY OF OLYMPIA-	\$35.44	
00085199	10/7/2011	06120	CITY OF OLYMPIA UTILITIES	\$3,561.05	
00085200	10/7/2011	06470	COASTWIDE LABORATORIES - DIV OF STAPL	\$222.01	
00085201	10/7/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$829.33	
00085202	10/7/2011	06945	COREY CANAPARY & GALANIS	\$19,457.00	
00085203	10/7/2011	07115	CREATIVE INK & EMBROIDERY	\$314.14	
00085204	10/7/2011	07220	CUMMINS NORTHWEST INC		<input checked="" type="checkbox"/>
00085205	10/7/2011	07220	CUMMINS NORTHWEST INC	\$7,254.89	
00085206	10/7/2011	07560	DATAQUEST	\$43.00	
00085207	10/7/2011	07617	DAVID M HOWE TRUSTEE	\$3,072.45	
00085208	10/7/2011	08680	EHRLIchs OFFICE PRODUCTS	\$259.55	
00085209	10/7/2011	08683	EINMALEINS	\$98.00	
00085210	10/7/2011	08710	ELECTRONIC DATA SOLUTIONS	\$1,408.75	
00085211	10/7/2011	08720	ELECTRONIC RESOURCING INC	\$217.40	
00085212	10/7/2011	08780	EMERALD RECYCLING SERVICE	\$376.22	
00085213	10/7/2011	09120	EXCEL SUPPLY COMPANY	\$346.97	
00085214	10/7/2011	09605	FEDERAL EXPRESS CORP	\$10.84	
00085215	10/7/2011	09820	FLEET-NET CORP	\$1,434.84	
00085216	10/7/2011	10120	FRANSEN KRIS	\$430.46	
00085217	10/7/2011	10630	GFI GENFARE	\$1,006.17	
00085218	10/7/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00085219	10/7/2011	10660	GILLIG LLC	\$5,797.64	
00085220	10/7/2011	11015	HARBOUR MICHAEL S.	\$125.00	
00085221	10/7/2011	11308	HOFSTETTER SHANNON	\$434.78	
00085222	10/7/2011	11310	HOGAN MFG INC	\$1,367.08	
00085223	10/7/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00085224	10/7/2011	11525	IKON OFFICE SOLUTIONS	\$768.65	

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Check #	Check Date	Ref #	Name	Amount	Voided
00085225	10/7/2011	11615	INDUSTRIAL HYDRAULICS INC	\$7.35	
00085226	10/7/2011	11740	INTERCITY ADVANCED TRAVEL	\$2,006.22	
00085227	10/7/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$889.84	
00085228	10/7/2011	11753	INTERCITY FITNESS	\$894.00	
00085229	10/7/2011	11770	INTERCITY PETTY CASH	\$373.49	
00085230	10/7/2011	11775	INTERCITY PROJECT ASSISTANCE	\$1,206.00	
00085231	10/7/2011	11810	INTERSTATE BATTERY	\$1,640.94	
00085232	10/7/2011	11865	ISLAND SUPERIOR AIR FILTER	\$778.56	
00085233	10/7/2011	11905	JANEK CORPORATION	\$157.62	
00085234	10/7/2011	12875	KPFF CONSULTING ENGINEERS INC	\$2,055.12	
00085235	10/7/2011	13380	LARSCO INC	\$52.77	
00085236	10/7/2011	13396	LARSON DAVE	\$54.35	
00085237	10/7/2011	13510	LES SCHWAB (TUMWATER)	\$151.37	
00085238	10/7/2011	13700	LUMINATOR HOLDING, L.P.	\$2,115.86	
00085239	10/7/2011	13740	MAGELLAN BEHAVIORAL HEALTH	\$140.00	
00085240	10/7/2011	13770	MARNIE SLAKEY	\$2,443.75	
00085241	10/7/2011	13850	MASON COUNTY TRANSIT	\$1,265.00	
00085242	10/7/2011	14160	MCMASTER-CARR SUPPLY CO.	\$40.23	
00085243	10/7/2011	14839	MYERS TIRE SUPPLY	\$25.44	
00085244	10/7/2011	14900	NAPA AUTO PARTS	\$557.29	
00085245	10/7/2011	15470	OLSON SHOP SERVICES	\$305.70	
00085246	10/7/2011	16595	PACIFIC POWER PRODUCTS	\$6,604.83	
00085247	10/7/2011	16627	PANA-PACIFIC CORPORATION	\$119.77	
00085248	10/7/2011	16765	PETRO CARD	\$102,526.34	
00085249	10/7/2011	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00085250	10/7/2011	17300	PUGET SOUND MEETING SERVICES	\$1,015.33	
00085251	10/7/2011	17560	RE AUTO ELECTRIC INC	\$963.88	
00085252	10/7/2011	17775	ROTARY OFFSET PRESS INC	\$13,112.23	
00085253	10/7/2011	17900	SCHETKY NW SALES INC	\$1,169.80	
00085254	10/7/2011	18145	SIX ROBBLEES INC	\$46.70	
00085255	10/7/2011	18470	SPORTWORKS NORTHWEST INC	\$243.67	
00085256	10/7/2011	18540	STAFFORD HEATHER	\$271.85	
00085257	10/7/2011	18680	SUJA MICHAEL	\$43.34	
00085258	10/7/2011	18705	SUNBELT RENTALS	\$1,766.94	
00085259	10/7/2011	18711	SUNSET AIR INC	\$1,233.59	
00085260	10/7/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$308.50	
00085261	10/7/2011	18990	THERMO KING NORTHWEST	\$53.13	
00085262	10/7/2011	21930	TIRES INC	\$1,734.73	
00085263	10/7/2011	21950	TITUS-WILL CHEVROLET	\$236.60	
00085264	10/7/2011	22010	TOYOTA OF OLYMPIA	\$34.85	
00085265	10/7/2011	22260	TRI-DIM FILTER CORPORATION	\$129.35	
00085266	10/7/2011	22320	TSS SYSTEMS LLC	\$705.00	
00085267	10/7/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$17,202.79	
00085268	10/7/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$11,389.78	
00085269	10/7/2011	23480	U S DEPT OF EDUCATION	\$210.42	
00085270	10/7/2011	23620	UNITED PARCEL SERVICE	\$146.48	
00085271	10/7/2011	23660	UNITED WAY OF THURSTON COUNTY	\$2,482.00	
00085272	10/7/2011	23805	VERICOM COMPUTERS INC	\$28.75	
00085273	10/7/2011	23820	VERIZON WIRELESS	\$1,543.02	
00085274	10/7/2011	24000	W W GRAINGER INC	\$559.53	
00085275	10/7/2011	24215	WA ST DEPT OF L & I	\$330.97	
00085276	10/7/2011	24750	WA ST GET PROGRAM	\$272.00	
00085277	10/7/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$2,465.00	
00085278	10/7/2011	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$400.00	

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Check #	Check Date	Ref #	Name	Amount	Voided
00085279	10/7/2011	25670	WAXIE SANITARY SUPPLY	\$1,005.16	
00085280	10/7/2011	26720	ZEP MANUFACTURING CO	\$846.32	
Total:				\$279,081.67	

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Check #	Check Date	Ref #	Name	Amount	Voided
00085283	10/21/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$160,538.00	
00085284	10/21/2011	01405	ADVANCE GLASS INC	\$1,193.30	
00085285	10/21/2011	01640	ALL CITY LOCK & KEY	\$43.48	
00085286	10/21/2011	01660	ALL STAR FORD	\$5,316.55	
00085287	10/21/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
00085288	10/21/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$149.33	
00085289	10/21/2011	01960	AMERICAN SEATING COMPANY	\$39.13	
00085290	10/21/2011	02055	AMERICOM TECHNOLOGY	\$1,449.00	
00085291	10/21/2011	02060	AMERISAFE	\$32.61	
00085292	10/21/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$287.13	
00085293	10/21/2011	02380	ARAMARK UNIFORM SERVICES	\$989.13	
00085294	10/21/2011	02825	AUTO PLUS - OLYMPIA	\$35.11	
00085295	10/21/2011	03220	BATES RON	\$100.00	
00085296	10/21/2011	03240	BATTERIES PLUS	\$207.56	
00085297	10/21/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$171.91	
00085298	10/21/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$206.53	
00085299	10/21/2011	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$13.25	
00085300	10/21/2011	04120	BUILDERS HARDWARE CO	\$1,471.63	
00085301	10/21/2011	05220	CAPITAL ELECTRIC	\$90.57	
00085302	10/21/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$500.00	
00085303	10/21/2011	05340	CAPITOL COURIER SERVICE	\$356.92	
00085304	10/21/2011	05460	CARQUEST AUTO PARTS-OLY	\$348.69	
00085305	10/21/2011	05740	CED	\$146.07	
00085306	10/21/2011	05940	CENTURY LINK	\$3,263.43	
00085307	10/21/2011	06150	CITY OF YELM	\$30,764.28	
00085308	10/21/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$15,085.00	
00085309	10/21/2011	06607	COMDATA	\$46,252.91	
00085310	10/21/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$128.95	
00085311	10/21/2011	07105	CRAIN'S OFFICE SUPPLY	\$1,205.78	
00085312	10/21/2011	07150	CROSSROADS COLLISION CENTER	\$337.67	
00085313	10/21/2011	07220	CUMMINS NORTHWEST INC	\$2,912.79	
00085314	10/21/2011	07640	DAY WIRELESS SYSTEMS INC	\$183.16	
00085315	10/21/2011	08005	DIRITO CHRISTINE	\$365.51	
00085316	10/21/2011	08420	DRAWING BOARD PRINTING	\$346.94	
00085317	10/21/2011	08680	EHRLICH'S OFFICE PRODUCTS	\$92.27	
00085318	10/21/2011	08780	EMERALD RECYCLING SERVICE	\$475.37	
00085319	10/21/2011	08840	EMPLOYER RESOURCES NORTHWEST	\$6,004.02	
00085320	10/21/2011	09120	EXCEL SUPPLY COMPANY	\$346.97	
00085321	10/21/2011	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00085322	10/21/2011	09550	FAIRWAY COLLECTIONS LLC	\$1,080.65	
00085323	10/21/2011	09575	FASTENAL COMPANY	\$440.62	
00085324	10/21/2011	09805	FLEET PRIDE	\$358.54	
00085325	10/21/2011	10020	FOX LAWSON & ASSOC LLC	\$6,655.34	
00085326	10/21/2011	10205	FREEMAN-MANZANARES ANN	\$1,798.93	
00085327	10/21/2011	10580	GENE'S TOWING INC	\$345.38	
00085328	10/21/2011	10630	GFI GENFARE	\$91.45	
00085329	10/21/2011	10650	GILLESPIE GRAPHICS	\$693.02	<input checked="" type="checkbox"/>
00085330	10/21/2011	10660	GILLIG LLC	\$13,017.53	
00085331	10/21/2011	10660	GILLIG LLC	\$6,042.01	
00085332	10/21/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$1,508.09	
00085333	10/21/2011	10820	GRAPHIC COMMUNICATIONS	\$1,404.92	
00085334	10/21/2011	10880	GRIMM COLLECTIONS	\$819.41	
00085335	10/21/2011	11015	HARBOUR MICHAEL S.	\$677.89	
00085336	10/21/2011	11153	HDR ENGINEERING, INC		

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Thru Date: 10/21/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085337	10/21/2011	11205	HEATHCO INTERNATIONAL	\$811.56	
00085338	10/21/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00085339	10/21/2011	11280	HILDRETH ED	\$50.97	
00085340	10/21/2011	11310	HOGAN MFG INC	\$243.32	
00085341	10/21/2011	11523	IKON OFFICE SOLUTIONS	\$374.64	
00085342	10/21/2011	11525	IKON OFFICE SOLUTIONS	\$104.95	
00085343	10/21/2011	11535	ILIUM ASSOCIATES INC	\$3,465.00	
00085344	10/21/2011	11615	INDUSTRIAL HYDRAULICS INC	\$189.93	
00085345	10/21/2011	11700	INSIGHT PUBLIC SECTOR INC	\$803.56	
00085346	10/21/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$908.95	
00085347	10/21/2011	11810	INTERSTATE BATTERY	\$1,543.16	
00085348	10/21/2011	11905	JANEK CORPORATION	\$2,277.27	
00085349	10/21/2011	11930	JERRYS AUTOMOTIVE TOWING	\$669.59	
00085350	10/21/2011	12560	KESTER MEG	\$219.61	
00085351	10/21/2011	12665	KGY INC	\$375.00	
00085352	10/21/2011	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$400.00	
00085353	10/21/2011	13485	LEMAY MOBILE SHREDDING	\$77.80	
00085354	10/21/2011	13510	LES SCHWAB (TUMWATER)	\$316.58	
00085355	10/21/2011	13661	LOOMIS	\$410.22	
00085356	10/21/2011	13700	LUMINATOR HOLDING, L.P.	\$639.40	
00085357	10/21/2011	14160	MCMASTER-CARR SUPPLY CO.	\$60.68	
00085358	10/21/2011	14370	MERRILL JIM	\$96.61	
00085359	10/21/2011	14900	NAPA AUTO PARTS	\$352.65	
00085360	10/21/2011	15030	NATIONAL SAFETY COUNCIL	\$193.54	
00085361	10/21/2011	15110	NEWS TRIBUNE THE	\$482.96	
00085362	10/21/2011	15385	OFFICE DEPOT	\$363.20	
00085363	10/21/2011	15700	OLYMPIAN THE	\$2,290.12	
00085364	10/21/2011	16250	ON-HOLD CONCEPTS INC	\$2,389.24	
00085365	10/21/2011	16490	PACIFIC DISPOSAL INC	\$706.11	
00085366	10/21/2011	16595	PACIFIC POWER PRODUCTS	\$143.12	
00085367	10/21/2011	16656	PARDUE, NORMA JEAN	\$80.00	
00085368	10/21/2011	16695	PATTISON WATER COMPANY	\$834.03	
00085369	10/21/2011	16760	PETTIT OIL COMPANY	\$346.60	
00085370	10/21/2011	16765	PETRO CARD	\$66,453.02	
00085371	10/21/2011	16820	PIERCE COUNTY SECURITY	\$12,839.88	
00085372	10/21/2011	16841	PIONEER FIRE & SECURITY INC	\$282.62	
00085373	10/21/2011	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$717.42	
00085374	10/21/2011	16874	PITNEY BOWES PURCHASE POWER	\$448.42	
00085375	10/21/2011	16888	PLATT ELECTRIC SUPPLY	\$102.13	
00085376	10/21/2011	17290	PUGET SOUND ENERGY	\$14,960.37	
00085377	10/21/2011	17385	Q'STRAIT USA	\$74.59	
00085378	10/21/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00085379	10/21/2011	17505	RAINIER DODGE INC	\$450.88	
00085380	10/21/2011	17560	RE AUTO ELECTRIC INC	\$2,098.50	
00085381	10/21/2011	17900	SCHETKY NW SALES INC	\$876.94	
00085382	10/21/2011	18035	SEWARD RHODETTA	\$377.86	
00085383	10/21/2011	18068	SHINING EXAMPLE INC	\$303.33	
00085384	10/21/2011	18145	SIX ROBBLEES INC	\$309.26	
00085385	10/21/2011	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00085386	10/21/2011	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$110.00	
00085387	10/21/2011	18470	SPORTWORKS NORTHWEST INC	\$99.67	
00085388	10/21/2011	18473	SPRAGUE	\$91.30	
00085389	10/21/2011	18651	STORMANS (LICENSING)	\$515.25	
00085390	10/21/2011	18695	SUMMIT LAW GROUP PLLC	\$2,252.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/21/2011

Thru Date: 10/21/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085391	10/21/2011	18711	SUNSET AIR INC	\$243.22	
00085392	10/21/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$361.71	
00085393	10/21/2011	18746	SUSTAINABLE SOUTH SOUND	\$1,000.00	
00085394	10/21/2011	18767	TACOMA SCREW PRODUCTS	\$75.20	
00085395	10/21/2011	18801	TAGS AWARDS & SPECIALTIES	\$13.04	
00085396	10/21/2011	18970	TETRA TECH INC	\$3,968.66	
00085397	10/21/2011	18990	THERMO KING NORTHWEST	\$3,576.04	
00085398	10/21/2011	21730	THOMPSON MEDIA GROUP INC	\$528.50	
00085399	10/21/2011	21880	THURSTON REGIONAL PLANNING COUNCIL	\$8,935.75	
00085400	10/21/2011	21910	THYSSENKRUPP ELEVATOR	\$314.01	
00085401	10/21/2011	21950	TITUS-WILL CHEVROLET	\$279.20	
00085402	10/21/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$408.35	
00085403	10/21/2011	22010	TOYOTA OF OLYMPIA	\$187.35	
00085404	10/21/2011	22100	TRANSIT SOLUTIONS, LLC	\$1,946.79	
00085405	10/21/2011	22420	TUMWATER PRINTING	\$206.53	
00085406	10/21/2011	23480	U S DEPT OF EDUCATION	\$206.46	
00085407	10/21/2011	23620	UNITED PARCEL SERVICE	\$99.99	
00085408	10/21/2011	23808	VERINT VIDEO SOLUTIONS INC	\$262.00	
00085409	10/21/2011	24000	W W GRAINGER INC	\$599.01	
00085410	10/21/2011	24215	WA ST DEPT OF L & I	\$331.25	
00085411	10/21/2011	24240	WA ST DEPT OF L & I ELEVATOR SECTION	\$288.20	
00085412	10/21/2011	24750	WA ST GET PROGRAM	\$347.50	
00085413	10/21/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$292.08	
00085414	10/21/2011	25380	WASHINGTON GARDENS	\$314.65	
00085415	10/21/2011	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$200.00	
00085416	10/21/2011	25670	WAXIE SANITARY SUPPLY	\$667.39	
00085417	10/21/2011	26700	ZEIGLER'S WELDING	\$32.11	
00085418	10/21/2011	26720	ZEP MANUFACTURING CO	\$897.81	
00085419	10/21/2011	26800	ZUMAR INDUSTRIES INC	\$944.24	
			Total:	\$477,367.84	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Purchase of Replacement Staff Vehicle

1) **The Issue:** Consideration of the purchase of one replacement staff vehicle.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 03411, to issue a purchase order to Columbia Ford Nissan for the purchase of one Nissan Leaf in the amount of \$36,853. (Note: This purchase is tax exempt.)

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

4) **Background:** The 2012 Nissan Leaf is an electric vehicle that will help us to continue our reduction in emission of greenhouse gases. The Leaf averages 90 to 100 miles driving range per charge which will accommodate the majority of staff trips. Over the last four months, the average daily trip for our five staff vehicles has been 28.3 miles.

While it has a greater initial cost than other staff vehicles we purchased, the elimination of extra costs associated with maintaining a combustion engine and fueling with gasoline provides a significant offset to the total cost of the vehicle over its anticipated life. Purchasing the Leaf will provide another important benefit. It will allow Maintenance staff the opportunity to learn first-hand how to operate and maintain this whole new class of vehicle and its electrified accessories. We anticipate similar electrified components and accessories will also become available for coaches in the near future.

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 Columbia Ford Nissan'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 their 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 03411, to issue a purchase order to Columbia Ford Nissan for the purchase of one Nissan Leaf in the amount of \$36,853.
- B. Defer action. To purchase 2012 model vehicles, order must be placed prior to factory cut-off, but no later than March 31, 2012.

6) **Budget Notes:** The 2011 budget includes \$40,000 for the purchase of this vehicle.

7) **Goal Reference:** Goal #4: *"Provide responsive transportation options;"* and Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Rhodetta Seward (705-5856)

SUBJECT: Special Meeting

-
- 1) **The Issue:** Whether to schedule a special meeting for November 16, 2011, to conduct a public hearing on the draft 2012 budget to receive comments from the public.
-
- 2) **Recommended Action:** Schedule a special meeting for November 16, 2011, to conduct a public hearing on the draft 2012 budget to receive comments from the public.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings if the public is notified in advance of the meeting.
-
- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy. A draft budget will be provided to the Authority at the November 2, 2011, meeting and made available to the public on November 3, 2011. Staff will bring a final budget to the Authority for approval at the December 7, 2011, meeting.
-
- 5) **Alternatives:**
- A. Schedule a special meeting for November 16, 2011, to conduct a public hearing on the draft 2012 budget to receive comments from the public.
 - B. Schedule the hearing for an alternate date.
-
- 6) **Budget Notes:** N/A
-
- 7) **Goal Reference:** This does not directly fit with any one particular goal.
-
- 8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Mike Harbour (705-5855)

SUBJECT: Public Hearing: 2012 - 2017 Strategic Plan

1) **The Issue:** To receive public comment on the 2012 - 2017 Strategic Plan. The draft Strategic Plan was made available for public review for more than 10 days. The public hearing provides an opportunity for the Authority to receive comments on the proposed plan.

2) **Recommended Action:** Conduct a public hearing on the 2012 - 2017 Strategic Plan. Provide guidance to staff on the draft plan.

3) **Policy Analysis:** The Authority has chosen to develop a Strategic Plan that guides the development of the annual budget and the required Transit Development Plan. Authority policy has been to accept public comment on the plan and to formally adopt the Strategic Plan on an annual basis.

4) **Background:** Intercity Transit is required by the Washington State Department of Transportation to produce a six-year Transit Development Plan. This document must be adopted by the Authority in April of each year. The timing of this document results in it being of little use for development of the budget for the following year. It is too early in the year to develop accurate estimates of current year expenditures and revenues and to determine which projects may need to be carried over to the next year. The Transit Development Plan must also be financially constrained which prohibits inclusion of projects that may require additional revenue to implement.

Intercity Transit has chosen to address these issues by developing a Strategic Plan completed in November of each year to provide better guidance for the development of the annual budget. The Strategic Plan includes service levels, a capital program, and policy direction. These guide the development of the annual budget and the next year's Transit Development Plan.

The draft plan was provided to the Authority and the Citizen Advisory Committee and made available to the public in mid-October. A public hearing was scheduled for November 2 with adoption scheduled for November 16, 2011.

The Authority requested a number of changes be made to the draft plan. These will be provided to the Authority at or before the November 2 meeting.

5) Alternatives:

- A) Conduct the public hearing and provide staff direction based on the comments received. The Authority will adopt the plan on November 16.
 - B) Provide staff direction and seek a different date for adoption.
-

6) Budget Notes: The Strategic Plan provides guidance for the annual budget.

7) Goal Reference: The Strategic Plan dictates how Intercity Transit will allocate resources to address its mission, vision, and goals.

8) References: The Authority will receive an updated draft Strategic Plan either electronically prior to the November 2 meeting or at the meeting.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Public Hearing: Proposed New Olympia Express Monthly Passes

1) **The Issue:** Conduct a public hearing to consider creating two new monthly passes (Full and Reduced) for Intercity Transit's Olympia Express service in order to replace the use of the One Regional Card for All (ORCA) card effective January 1, 2012.

2) **Recommended Action:** Receive and consider public comment on the proposed Olympia Express monthly passes and the elimination of the ORCA card on Olympia Express service.

3) **Policy Analysis:** Agency policy and federal regulations require a public review and comment process occur before the Authority approves proposals changing the current fare structure.

4) **Background:** With the elimination of acceptance of the ORCA card on Intercity Transit's Olympia Express service at the end of 2011, Intercity Transit is proposing to add two new monthly passes - Full and Reduced - for the Express service operating between Thurston and Pierce Counties.

If approved by the Intercity Transit Authority, the passes will go into effect January 1, 2012. Intercity Transit will no longer accept the ORCA pass until such time that the electronic card readers for ORCA system are considered to be cost effective, made available by the ORCA Partnership and equipment is installed and working on Intercity Transit's Olympia Express service.

Intercity Transit is not proposing to change the cost of Olympia Express cash fares or the current arrangement that allows for the use of tickets and transfers between Intercity Transit and Pierce Transit service. Intercity Transit's proposal to create two new monthly passes is due to:

- a) The current Pierce Transit fare agreement for the use of the ORCA monthly pass on Intercity Transit Olympia Express service ending December 31, 2011. Pierce Transit has partially reimbursed Intercity Transit for the use of the ORCA monthly passes but can no longer afford to do this at an adequate level.
- b) Without ORCA electronic fare readers on Intercity Transit Olympia Express buses, Intercity Transit is incurring on-going fare revenue losses.

- c) Pierce Transit ceased operating their Olympia Express service on October 2, 2011. Intercity Transit is now the sole provider of inter-county public transit service between Thurston and Pierce Counties.
- d) Intercity Transit remains interested in participating in the regional fare integration using ORCA fare media. However, there remains on-going uncertainty of when the implementation of the regional electronic fare instrument on Olympia Express service will occur.

A temporary solution was implemented in 2010 between Pierce Transit and Intercity Transit allowing the use of the ORCA card as a “flash pass” on Intercity Transit’s Olympia Express service. Intercity Transit has been partially reimbursed by Pierce Transit for customers using this card. Without that reimbursement, Intercity Transit receives no revenue from use of an ORCA card.

Current Olympia Express cash fare, per trip:
Full fare: \$2.50 and Reduced fare: \$1.25

Current ORCA monthly ‘PugetPass’ with a trip value of \$2.50 for service between Thurston and Pierce County: Full fare: \$90 and Reduced: \$45

With the elimination of the ORCA monthly pass, Intercity Transit proposes to create new monthly passes for the Olympia Express service:
Full fare: \$75 and Reduced Fare: \$37.50.

A final recommendation will come before the Transit Authority on November 16, 2011. If approved, the passes will be available for sale by mid-December and go into effect January 1, 2012.

5) **Alternatives:** N/A

6) **Budget Notes:** Creating the new passes has a minor budget impact. It is estimated 50 - 200 monthly passes (Full and Reduced) will need to be ordered. The additional revenue from not accepting the ORCA pass could exceed \$100,000 in 2012.

7) **Goal Reference:** Conducting a public hearing for proposed change in fare instruments reflects all current goals established for the agency, but in particular Goal#1: *“Assess the transportation needs of our community.”*

8) **References:** “Inter-county “Full-Fare” Passes for Service Between Thurston County and Central Puget Sound” and “Inter-county Monthly Pass Use: 2009 – 2011”

Inter-county Monthly Pass Use 2009 - 2011

Puget Pass 2009			
Use on Intercity Transit			
Passenger Boardings			
Cust #1326			
Acct #004010103000			
2009	Full Fare	Reduced	Boardings
	Boardings	Boardings	Total
January	1,234	608	1,842
February	1,010	498	1,508
March	1,570	127	1,697
April	1,911	134	2,045
May	1,211	596	1,807
June	1,415	275	1,690
July	1,715	167	1,882
August	1,341	113	1,454
September	1,557	119	1,676
October	1,860	90	1,950
November	1,594	108	1,702
December	1,021	74	1,095
Total	17,439	2,909	20,348
Av	1,453	242	

Average System Boardings (2011): 14,886 per Weekday.
IT Olympia Express: Average Weekday Boardings Since Oct 3, 2011: 905 (6% of System)

2011 Estimate of ORCA use on IT Olympia Exp: 26.7%
 Since Pierce Transit's elimination of Olympia Express Routes 601 & 603A on October 3, 2011, Intercity Transit has seen an increase of over 17% in weekday ridership on northbound trips and a 30% increase on southbound trips.

2010 Estimate of ORCA use on IT Olympia Exp: 21.1%
2009 Estimate of PugetPass & ORCA on IT Olympia Exp: 11.9%
 Previous ridership studies (2006-07) for Olympia Express service indicated that 27% of all riders of both systems (IT & PT) used the inter-county PugetPass fare media, 24% used the state's Star Pass, 31% paid cash and 18% used other fare instruments (Daily pass, Monthly pass, tickets, etc).

2009 Oly Exp Monthly Av Boardings = 14,298

Puget Pass/ORCA 2010			
Use on Intercity Transit			
Passenger Boardings			
Acct #004010103000			
2010	Full Fare	Reduced	Boardings
	Boardings	Boardings	Total
January	478	74	552
February	328	39	367
March	361	39	400
April	266	23	289
May	235	19	254
June	250	31	281
July			0
August			0
September			0
October			0
November			0
December			0
Total	1,918	225	2,143
Av	320	38	357

ORCA 2010		
Used on Intercity Transit		
Passenger Boardings		
2010	Full Fare	Boardings
		Total
January	1,762	
February	2,175	
March	2,729	
April	2,761	
May	2,604	
June	2,749	
July	2,796	
August	3,099	
September	3,411	
October	3,784	
November	3,365	
December	3,374	
Total	34,609	36,752
Av	2,884	3,063

2010 Oly Exp Monthly Av Boardings = 14,530

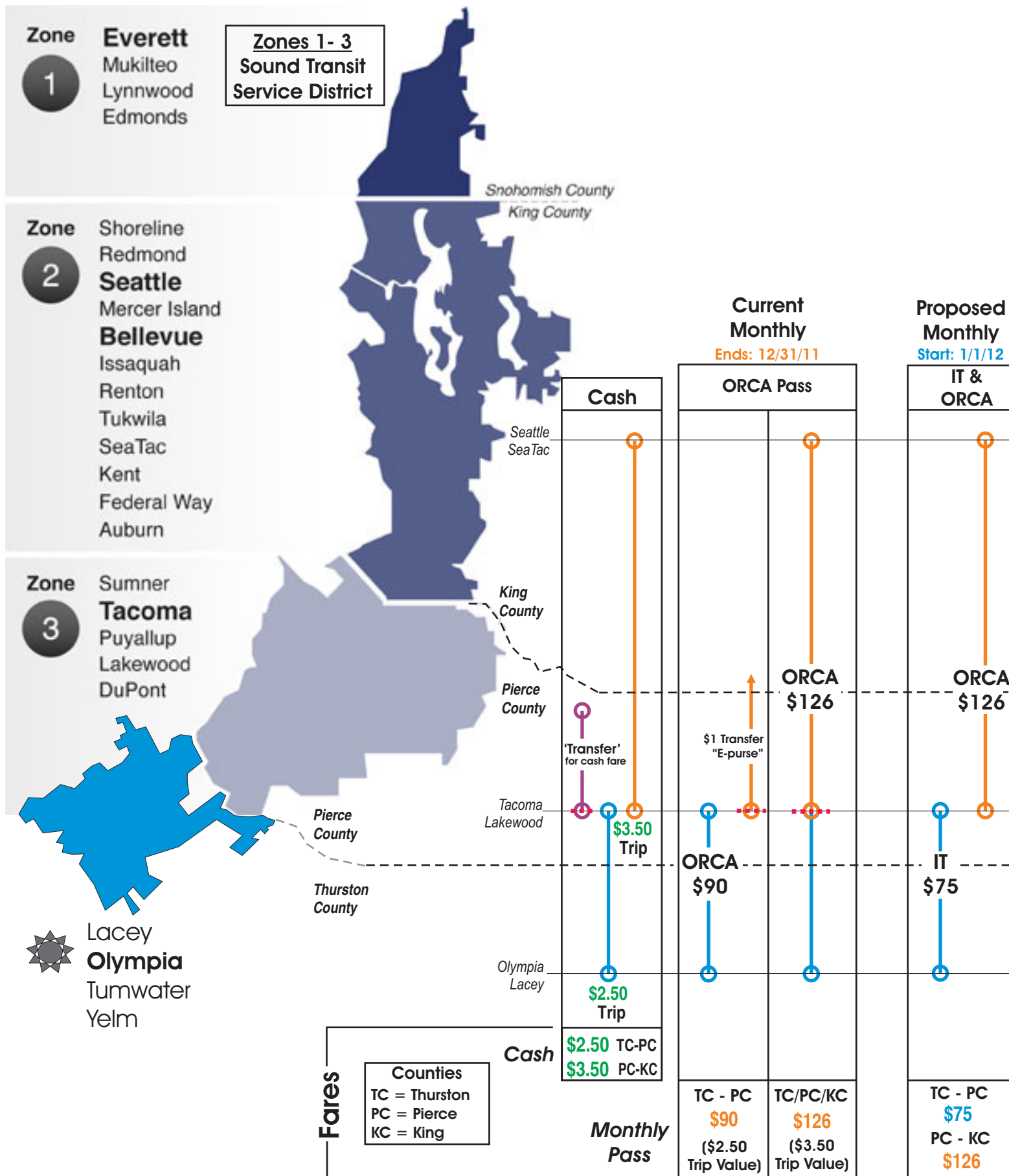
ORCA 2011		
Used on intercity Transit		
Passenger Boarding		
2011	Full Fare	601/603a
		Boardings
January	3,509	
February	3,663	
March	4,105	1,342*
April	5,210	
May	4,993	
June	4,208	
July	4,224	
August	4,824	
September	5,062	
October		
November		
December		
Total	39,798	
Av	4,422	

* Emergency Coverage for PT

2011 Oly Exp Monthly Av Boardings = 16,603

Inter-county "Full-Fare" Passes for Service Between Thurston County and Central Puget Sound

(transit service only)



Fares

Intercity Transit Olympia Express

Fares between Olympia & Lacey and Lakewood & Tacoma

Effective: January 1, 2009

	Cash	Intercity Transit pass	Pierce Transit transfer*	Ends 12/31/11 ORCA month pass	Start: 1/1/12 Proposed IT month pass
Regular	\$2.50	pass + \$1.25	transfer + \$.50	\$90.00	\$75.00
Youth	\$2.50	daily pass + \$1.25 monthly pass + \$1.75	transfer + \$.50	\$90.00	\$75.00
Reduced**	\$1.25	pass + \$.50	transfer + \$.50	\$45.00	\$37.50

* Good on southbound trips only. ** Reduced Fare Permit required.

ST Express bus fares - Zones 1 -3

ST Express bus fares

The cost of riding an ST Express bus is based on counties. There is a fare for all rides in one county and a multi-county fare for rides that cross county lines.

ST Express Bus Fares (starting June 1, 2011)

Fare Type	One-zone fare (within one county)	Multi-county fare (across county line)
Adult	\$2.50	\$3.50
Youth	\$1.25	\$2.50
Reduced*	\$0.75	\$1.50

* Requires Regional Reduced Fare Permit.

SoundTransit - ORCA card

The ORCA card is all you need to pay your fare on Sound Transit buses and trains. You may also use the ORCA card on Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit and Washington State Ferries.

There are different ways to pay fares using your ORCA card. You can:

Put money into your ORCA card E-purse

Put money in your card's E-purse, which is used like cash to pay bus or train fares. The fare for your ride is subtracted from the E-purse so you pay as you go.

Buy a pass for your ORCA card

You can choose from many different monthly passes. Buy a pass that has the per-trip value of the trip you usually take.

The pass is good for trips with fares up to the per-trip value of your pass. If the fare of any trip is more than your pass, you can pay the difference with your E-purse.

Passes are only good for one calendar month.

For example:

- A July pass is good July 1-31.
- If you buy the monthly pass on July 13, the monthly pass is only good until July 31.
- You cannot buy a July pass after July 15.
- You may buy an August pass beginning July 15, but the pass will be good starting August 1.

Transfer buses and trains easily using ORCA

If you need more than one bus or train to get to your destination, the ORCA card automatically calculates the transfer.

Passes available on ORCA

18 trip values in \$25 increments from \$0.50 - \$4.75

Per trip value	One month pass
\$0.50	\$18.00
\$1.00	\$36.00
\$1.25	\$45.00
\$1.50	\$54.00
\$2.50	\$90.00
\$2.75	\$99.00
\$3.50	\$126.00
\$4.75	\$171.00

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Stephen Buxbaum

City of Rainier

Dennis McVey

City of Tenino

Ken Jones

City of Tumwater

Ed Stanley

City of Yelm

Robert Isom

Town of Bucoda

Gary Givens

Thurston County

Cathy Wolfe

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Thurston PUD

Paul Pickett

Olympia School District

Allen Miller

North Thurston Public Schools

Chuck Namit

Confederated Tribes of the Chehalis Reservation

Amy Loudermilk

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development

Council of Thurston County

Michael Cade

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Norman Abbott

The Evergreen State College

Paul Smith

Timberland Regional Library

Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, November 4, 2011 8:30-11:00 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – October 7, 2011
- b. Approval of Vouchers
- c. Approval of Resolution 2011-05 amending the 2011 Thurston Regional Planning Council Budget.
- d. 2012-2015 Regional Transportation Improvement Program - Revised Final RTIP
TRPC adopted the 2012-2015 RTIP in October. Since adoption, several updates and corrections have been submitted by agency staff. The requested changes will be summarized in the staff report. TRPC is asked to approve these changes for a revised final RTIP.

2011 Governor's Commute Smart Awards

RECOGNITION

On October 11, a select group of honorees gathered at the Governor's mansion to celebrate their achievements in Commute Trip Reduction efforts. The Council will recognize our Thurston Region winners: City of Tumwater and Department of Licensing Employee Transportation Coordinator Annette Gavette.

The Profile 2011

PRESENTATION

The Profile is a compilation of statistics, trends, analyses, and comparisons for Thurston County, and is widely recognized for its comprehensive and reliable presentation of information about the county. Staff will give a presentation on the document.

Legislative Priorities

DISCUSSION

In recent years, TRPC has successfully collaborated with state legislators on issues of regional interest. In preparation for the 2012 regular session, TRPC staff has begun to contact elected officials, member organizations, and other partners on potential legislative agendas and common issues. We will also monitor the outcomes of the likely special session in November. This regular agenda item will provide an opportunity to discuss strategies and other legislative activities and actions.

Draft 2012 Work Program and Funding

1ST REVIEW

The Work Program Subcommittee will present the proposed 2012 work program and funding. The Committee will be soliciting input and discussion on the work program from the full Council, in preparation for approval in December.

TRPC will be asked to take action on this proposal in December.

Port of Olympia Discussion

DISCUSSION

The Port of Olympia Commission has requested an agenda item to allow for an open discussion with the Council. This discussion is in regard to current and future interaction, support and Port initiatives and programs.

Regional Stewardship Topics

DISCUSSION

"Diminishing Resources": The Council has asked to schedule an agenda item each month to allow for open discussion among members on various issues that are currently, or will in the future, impact our region. These monthly "Regional Stewardship Topics" were defined at the Council retreat in July. This month's topic is "Diminishing Resources".

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, 705-5856

SUBJECT: CAC Attendance Policy

-
- 1) **The Issue:** Whether to amend the CAC bylaws to change the attendance policy as recommended by the committee.
-
- 2) **Recommended Action:** Approve the CAC's recommendation to change their attendance policy to: *"A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period shall be removed from the committee."* The policy would go into effect after it is announced at their November 21, 2011, meeting.
-
- 3) **Policy Analysis:** The current operating principles (bylaws) were amended to allow four unexcused absences and any amount of excused absences as long as the member calls the Intercity Transit staff before 5:00 p.m. the day of the meeting. The CAC makes amendment recommendations to the Authority, which has final approval on changes to the Operating Principles.
-
- 4) **Background:** The CAC changed their attendance policy several years ago trying to accommodate the needs of the members, understanding the varying schedules of its members. As with many community commitments, this is a voluntary position. However, all volunteer positions come with obligations and responsibilities to participate.

At the August 17, 2011, meeting, CAC members discussed absences, and agreed there was enough concern regarding perhaps abuse of the very flexible existing policy regarding absences, as a member could just call and be excused, no matter the reason. Some members had been absent 10 and 11 meetings in a relatively short period of time, yet based on the policy, could continue on the committee.

It was agreed the CAC would form an ad hoc committee to review the attendance issue further and bring back a recommendation to the CAC. Volunteers for the ad hoc committee included Matthew Connor, Meta Hogan,

Julie Hustoft, and Joan O'Connell. The committee met on September 19, 2011, and reviewed the CAC's current policy, discussed what worked and what didn't work, reviewed what some jurisdictions and local non-profits and businesses used for attendance on some of their committees and boards, all of which were "volunteer."

The ad hoc committee stressed the importance of each CAC member; each member is a valued asset for the CAC, and the proposed change in policy speaks to the importance of the commitment each member made to the CAC. They believe the work the CAC is doing is important, and having each member present for the discussions is needed for consistency, as many of the topics carry over to the next month, and when someone is missing, their input is missed. Everyone's voice needs to be heard and their voice is important. They want a policy that will encourage attendance.

The ad hoc committee brought their recommendation to the CAC at their October 17 meeting, at which time it passed unanimously, to bring to the Authority for approval.

5) Alternatives:

- A. Approve the CAC's recommendation to change their attendance policy to:
"A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period shall be removed from the committee."
- B. Keep the policy as it is currently.
- C. Ask the CAC to come back with a different recommendation.
- D. Approve something different.

6) Budget Notes: N/A

7) Goal Reference: Addressing a policy that ensures improved attendance helps address all goals of the agency.

8) References: Page 2 of the CAC Operating Procedures.

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. *(Amended 07/16/01; 12/20/04; 2/14/11)*

ATTENDANCE

~~Any four unexcused absences in a 12-month period will result in forfeiture of the member's position on the CAC.~~ A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period shall be removed from the committee. If staff needs to change the meeting from the regular meeting date (the third Monday of the month), and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair when the fourth unexcused absences in a 12-month period occurs. ~~For an excused absence, members must notify the staff liaison prior to the meeting. A pattern of significant absences will be reviewed by the Chair of the Citizen Advisory Committee, hereinafter referred to as the "Chair".~~

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. *(Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11)*

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. *(Amended 12/20/04)*

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: November 2, 2011**

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Hawks Prairie Park and Ride Status Report

1) **The Issue:** Review the status of the Hawks Prairie Park and Ride project.

2) **Recommended Action:** This item is for information and discussion.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000. This project includes several points where Authority approval will be required. This is a periodic update on the status of the project.

4) **Background:** The work for the Hawks Prairie park and ride project remains on schedule. The preload compaction of the second half of the site will continue for three more months. Design work is 90% complete and staff anticipates submitting the 100% design to Thurston County for permit review in November. Procurement negotiated a change order request for KPFF's fees for engineering and construction management of the preload phase. This request will be presented as a separate agenda item.

Second biennium WSDOT Regional Mobility Grant funding was received allowing the project to proceed. Procurement has been negotiating the scope of work for construction management services for the next phase with KPFF and expects to bring an amendment to the Authority for approval in December. The project team investigated options for the disposal of the excess fill and will incorporate its removal in specifications for the construction bid document. Initial cost estimates for facility construction are favorable and remain within available funding. Staff anticipates recommending award of contract for facility construction in February 2012. The facility is expected to be operational mid-to-late 2012.

5) **Alternatives:** N/A

6) **Budget Notes:** This project is funded through the Washington State Regional Mobility Grant Program by two grants awarded over two bienniums in the

amount of \$6,565,676 and \$591,419 in local matching funds. We remain in line with cost estimates.

7) **Goal Reference:** This major capital project addresses Goal #2: *“Provide outstanding customer service;”* Goal #3: *“Maintain a safe and secure operating system;”* Goal #4: *“Provide responsive transportation options;”* and Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: November 2, 2011**

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Staff Recommendation for Increases in KPFF Contract

- 1) **The Issue:** Consideration of an increase in the “not to exceed” amount of the contract for engineering and construction management services for the preload phase of the Hawks Prairie Park and Ride project.

- 2) **Recommended Action:** Authorize the General Manager to approve an increase in the “not to exceed” amount in the contract with KPFF Consulting Engineer’s for the preload phase by \$55,827, for a total of \$804,859.

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

- 4) **Background:** In accomplishing the work required to successfully complete the preload phase of the Hawks Prairie Park and Ride project, KPFF provided some services in addition to the original scope of work. While the preload phase largely followed the proposed plan, landfills provide unique challenges as building sites. Needs discovered in the planning and submittal process, the actual conditions found after site work started, and beneficial options that emerged, all required KPFF to alter designs and provide some services beyond their original estimates. Some additional services have also been at the request of Intercity Transit.

It should be noted most of these tasks, while incurring a cost, avoided additional expense at the time, or provided small to significant savings to the next phase of the project. All work was discussed with Intercity Transit and pursued after receiving direction to proceed.

Additional services included the following: Intercity Transit requested investigation and planning for dimming the facility lights during non-commute hours in order to save energy and reduce operating costs, planning for electric vehicle charging stations, and coordination of lighting design with the planned surveillance camera system. Intercity Transit also requested KPFF to provide on-site staff to monitor the delivery of the preload material to verify tonnage and road conditions. KPFF provided additional surveying services to mark the boundaries of the fill and erosion control perimeter as well as surveying for

obtaining the easement. Acquiring the easement eliminated the need for a retaining wall and its significant construction cost. It did require KPFF to complete unplanned submittal work for a City of Lacey grading permit. In addition, the last settlement pattern that emerged required extensive revisions of the grading plans for the final design documents.

KPFF and Intercity Transit closely monitored expenses during the preload phase of the project to keep costs within the “not to exceed” amount for engineering and construction management. As the preload phase moves to a close, KPFF obtained final invoicing from their sub consultants, reconciled KPFF’s costs and determined which tasks exceeded their budgets. Procurement and KPFF negotiated the items and costs that may be considered for reimbursement in this request and arrived at \$55,827 as allowable. The attachment summarizes these items. Staff reviewed the request and believe it is fair and reasonable to recommend approval of KPFF’s request to increase the “not to exceed” amount for their current contract by \$55,827.

5) **Alternatives:**

- A. Authorize the General Manager to approve KPFF Consulting Engineers’ request to increase the “not to exceed” amount of their contract for the preload phase by \$55,827, for a total of \$804,859.
- B. Defer action.

6) **Budget Notes:** This project is funded through the Washington State Regional Mobility Grant Program by two grants awarded over two bienniums in the amount of \$6,565,676 and \$591,419 in local matching funds.

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

8) **References:** Attachment summarizing costs.

9/16/11 Request from KPFF for Additional Reimbursement

Summary of Costs	
Investigate and plan dimming of facility lights	\$3,006
Plan for installation of electric vehicle charging stations	\$7,804
Coordinate lighting design with camera system plan	\$3,256
Staff to monitor delivery of preload and verify tonnage	\$8,738
Surveying to mark perimeter of fill and erosion control fence	\$5,076
Surveying and legal description of easement	\$4,502
Plans and submittal for City of Lacey grading permit	\$7,386
Additional revisions of site grading plans	\$16,059
Total	\$55,827

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: November 2, 2011**

FOR: Intercity Transit Authority

FROM: Dave Finnell, 705-5854

SUBJECT: 2012 Training & Development Budget

-
- 1) **The Issue:** Information regarding the 2012 Training and Development budget.
-
- 2) **Recommended Action:** Information Only.
-
- 3) **Policy:** Intercity Transit encourages employees at all levels to pursue training relevant to their positions.
-
- 4) **Background:** Intercity Transit wants employees to stay current with best practices in their field. This includes in-house training, webinars and occasionally training in other states. The Training and Development Budget provides divisions the opportunity to communicate and plan their training goals to each other and the public.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The Training and Development Budget is incorporated into the overall Budget Document.
-
- 7) **Goal Reference:** Goal 2: *"Provide outstanding customer service;"* Goal 3: *"Maintain a safe and secure operating system;"* and Goal 5: *"Align best practices and support agency sustainable technologies and activities."*
-
- 8) **References:** 2012 Training & Development Budget.
-

**2012 Training and Development Budget Worksheet
Intercity Transit Authority**

TRAINING GOALS FOR INTERCITY TRANSIT AUTHORITY	
Goal 1:	To increase awareness of transportation choices and knowledge of public transportation issues supporting accessibility and sustainability, to ensure a healthy, prosperous community.
Goal 2:	To strengthen the partnership between the ITA, CAC, General Manager and Senior Management.
Goal 3:	To provide members the opportunity to exchange and share information with others in the public transportation arena.
Goal 4:	To provide new members the opportunity to learn about transit system operations and technologies.
Goal 5:	To provide opportunities to be involved in transportation associations at the local, state and national level.

Mission Statement:

Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable and prosperous community.

Vision Statement:

Our vision is to be a leading transit system in the country, recognized for our well-trained, highly-motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

**2012 Training and Development Budget Worksheet
Intercity Transit Authority**

POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Board Members	APTA Sustainability Conference	TBD (send 1 member)	1,2,5	\$2,000
	APTA Annual Meeting	Seattle, WA - Oct. 2012 (send 1 member)	1, 2, 3, 4	\$1,400
	APTA Transit Board Member	Atlanta, GA - (Send 3 members) Conference is specific to	1, 2, 4, 5	\$8,100
TOTAL				\$11,500
SUMMARY OF TRAINING EXPENSES				

TRAINING COSTS

BOARD MEMBERS	\$11,500
TOTAL EXPENSES	11,500

**2012 Training and Development Budget Worksheet
Citizens Advisory Committee**

TRAINING GOALS FOR CITIZENS ADVISORY COMMITTEE	
Goal 1:	To increase awareness of transportation choices and knowledge of public transportation issues supporting accessibility and sustainability, to ensure a healthy, prosperous community.
Goal 2:	To strengthen the partnership between the CAC, ITA, General Manager and Senior Management.
Goal 3:	To strengthen the partnership between the CAC, ITA, General Manager and Senior Management.

Mission Statement:	Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable and prosperous community.
Vision Statement:	Our vision is to be a leading transit system in the country, recognized for our well-trained, highly-motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

**2012 Training and Development Budget Worksheet
Citizens Advisory Committee**

POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Members	WSTA Symposium	Send 1 member if interest supports it.		\$500
	Joint CAC Meeting	Kitsap is considering hosting a meeting in 2012		\$600
TOTAL				1,100

TRAINING COSTS

CAC Members	1,100
TOTAL EXPENSES	1,100

**2012 Training and Development Budget Worksheet
Development Department**

TRAINING GOALS FOR DEVELOPMENT DEPARTMENT

Goal 1:	Seek knowledge of new laws, regulations and procedures impacting our work.
Goal 2:	Be inspired to improve our approach, performance and outcomes.
Goal 3:	Grow and sustain a network of persons facing similar issues and working toward similar goals.
Goal 4:	Learn new applications and improve our ability to use the tools of our trade.

Mission Statement:	Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.
Vision Statement:	Our vision is to be a leading transit system in the country, recognized for our well-trained, highly-motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

**2012 Training and Development Budget Worksheet
Development Department**

DEVELOPMENT EXECUTIVE STAFF				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Development Director	Leadership APTA	Multiple training sessions and field work throughout the year.	1,2,3,4	8,250
	FTA/NTI Courses	Attend two technical trainings to address Title IV, Planning, grants and other regulatory issues.	1,2,3,4	1,600
	State Transportation Conference	Attend classes and interact with colleagues and transportation related vendors.	1,2,3,4	900
			TOTAL	10,750

**2012 Training and Development Budget Worksheet
Development Department**

DEVELOPMENT EXECUTIVE STAFF				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Development Assistant	Computer Program Training	Power Point, Access or other software applications that may be applied to department responsibilities.	1,2,3,4	500
			TOTAL	500
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Grants Administrator	Topical Issue Workshops - Requests for Funding; Federal / State Grant Administration (FTA, NTI,WSDOT)	Be briefed on emerging issues and federal/state regulations. To confer with congressional staff on potential revenue opportunities in the federal budget. (generally no registration fee)	1,2,3,4	1,600
	FTA Conference	Technical conference to keep abreast of grant and other regulatory issues. (generally no registration fee)	1,2,3,4	1,000
	NTI Courses on grant issues	Technical workshops on grant related issues. (generally no registration fee)	1,2,3,4	1,600
	State Transportation conference	Attend job-specific sessions, network and gain inspiration. (\$300 registration fee)	1,2,3,4	875
			TOTAL	5,075
TOTAL FOR DEVELOPMENT EXECUTIVE STAFF				16,325

**2012 Training and Development Budget Worksheet
Development Department**

MARKETING & COMMUNICATIONS DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Marketing & Communications Manager	APTA Mktg. & Com. Workshop	Best practices in marketing and communications. Missed in 2011 due to Leadership APTA. In Miami, FL	1,2,3,4	1,600
	APTA Annual Meeting	Leadership APTA follow up. Intercity Transit may co-sponsor an event with other regional systems. In Seattle, WA	1,2,3,4	800
	WA State Rideshare Org.	Attend one of 2 state meetings. Tacoma	1,2,3,4	350
	TDM Conference	Best practices in TDM; ACT, WSRO, ToGo and PIPTA conference. Location TBD	1,2,3,4	1,000
	Transit Info. Exchange	Best practices in marketing & communications among WA and OR transit districts. Possibly co-hosted by WSTA and Intercity Transit in Olympia	1,2,3,4	800
	WSDOT Conference	Best practices in public transportation for transit and govt. agencies. Location TBD	1,2,3,4	900
			TOTAL	5,450

**2012 Training and Development Budget Worksheet
Development Department**

MARKETING & COMMUNICATIONS DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Project Coordinator	Assoc. of Commuter Transport.	Best practices in commuter transportation & TDM. In Savannah GA	1,2,3,4	1,800
	WSRO Conference	Attend 2 state meetings plus board activity	1,2,3,4	900
	TDM Conference	Best practices in TDM; ACT, WSRO, ToGo and PIPTA conference. Location TBD	1,2,3,4	1,000
TOTAL				3,700
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Marketing Representative	Strategic Marketing in the Public Sector	Univ. of Washington Course. Location TBD	1,2,3,4	1,200
	Transit Info. Exchange	Best practices in marketing & communications among WA and OR transit districts. Possibly co-hosted by WSTA and Intercity Transit.	1,2,3,4	800
	WSDOT Conference	Best practices in public transportation for transit and govt. agencies. Location TBD (in WA)	1,2,3,4	900
	Social Media & Design Training	Placeholder for graphic design and/or social media training. Location TBD (close by)	4	400
TOTAL				3,300

**2012 Training and Development Budget Worksheet
Development Department**

MARKETING & COMMUNICATIONS DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Youth Education Specialist	Environmental Educators Workshop	EETAC annual planning workshop of regional environmental educators. Local	1,2,3,4	100
	WSDOT Conference	Best practices in public transportation among transit and governmental agencies. Location TBD (in WA)	1,2,3,4	900
	Transit Info. Exchange	Best practices in marketing & communications among WA and OR transit districts. Possibly co-hosted by WSTA and Intercity Transit.	1,2,3,4	800
	Nat'l Pro Walk & Bike Conference	Best practices in active & sustainable transportation. Long Beach CA	1,2,3,4	1,600
	WA State Rideshare Org.	Attend 1 o 2 state meetings	1,2,3,4	350
	Web or Database Design Class	Local.	4	200
			TOTAL	3,950
TOTAL FOR MARKETING & COMMUNICATIONS DIVISION				16,400

**2012 Training and Development Budget Worksheet
Development Department**

PLANNING DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Planning Manager	APTA Multi-modal & Planning Conference	Technical conference to keep abreast of innovative service concepts and service alternatives.	1, 2, 3, 4	2,500
	National Transit Institute & late notice training opportunities	Placeholder for transit planning, federal requirement updates and activities that become available during the year	1, 4	1,400
	ESRI GIS ArcView: Level 1	Opportunity to learn applications of GIS based analysis for service planning and performance measure applications.	4	1,000
			TOTAL	4,900
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Senior Planner	Access & Excel '07 Training	Continue training in relational database and spreadsheets applying it to developing, reporting and analysis of ACS/Orbital data.	4	480
	Transit Master or ACS Scheduler Annual User Group Training	Receive training on the most recent software updates and interoperability to ACS/Orbital software.	1,2,3,4	2,400
	State Transportation conference	Attend job-specific sessions, network and gain inspiration.	1,2,3,4	875
			TOTAL	3,755

**2012 Training and Development Budget Worksheet
Development Department**

PLANNING DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Scheduler	ESRI - GIS Software Training	Continue with ESRI Geographical Information system training to maintain existing ACS/Orbital database	4	1,000
	Access & Excel '07 Training	Continue training in relational database and spreadsheets applying it to developing, reporting and analysis of ACS/Orbital data.	4	510
			TOTAL	1,510
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Systems Coordinator	Access '07 Training Querying for ACS and Arcview	Continue training in relational database and applying it to reporting and analysis of ACS/Orbital data, bus stops and other planning projects.	4	510
	ESRI - GIS Software Training Geo-Databases	Continue with ESRI Geographical Information system training to maintain and improv existing ACS/Orbital database	4	1,695
			TOTAL	2,205
			TOTAL FOR PLANNING DIVISION	12,370

**2012 Training and Development Budget Worksheet
Development Department**

PROCUREMENT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Procurement Manager	NTI - Management of Transit Construction Projects,	Reviews and updates FTA grantees on federal projects and construction management guidelines	1,2,3,4	700
	NIGP Course to enhance technical skills (Risk Management in Public Contracting, Legal Aspects of Public Procurement, Effective Contract Writing)	NIGP Course Risk Management - Identify, assess and mitigate risk, while taking cost and other factors into consideration in each procurement action. Legal Aspects/Effective Contract Writing - Focus on the structure and meaning of enforceable contracts. Increase our understanding of both the capabilities and limitations of the law on governmental procurement. Focus on planning and monitoring performance outcomes.	1,2,3,4	650
	Procurement/Contract Management/Construction Management Courses	Educational sessions offered by WANIGP, MRSC, APWA, WSTIP and others	1,2,3,4	450
	NIGP Annual Conference	Educational conference for public procurement and contracts management professionals. The products/services expo showcases new and existing products and services.	1,2,3,4	2,450
			TOTAL	4,250

**2012 Training and Development Budget Worksheet
Development Department**

PROCUREMENT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Procurement Coordinator	NIGP Course to enhance technical skills (Contracting for Construction Services, Legal Aspects of Public Procurement, Effective Contract Writing)	NIGP Course Contracting for Construction Services - Focus on project management techniques, defining phases and deliverables, assessing risks, tracking budgets. Legal Aspects/Effective Contract Writing - Focus on the structure and meaning of enforceable contracts. Increase our understanding of both the capabilities and limitations of the law on governmental procurement. Focus on planning and monitoring performance outcomes.	1,2,3,4	650
	Procurement/Contract Management/Construction Management Courses	Educational sessions offered by WANIGP, MRSC, APWA, WSTIP and others	1,2,3,4	450
	NIGP Annual Conference	Educational conference for public procurement and contracts management professionals. The products/services expo showcases new and existing products and services.	1,2,3,4	2,450
			TOTAL	3,550

**2012 Training and Development Budget Worksheet
Development Department**

PROCUREMENT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Procurement Coordinator	NIGP Course to enhance technical skills (Risk Management in Public Contracting, Legal Aspects of Public Procurement, Effective Contract Writing)	NIGP Course Risk Management - Identify, assess and mitigate risk, while taking cost and other factors into consideration in each procurement action. Legal Aspects/Effective Contract Writing - Focus on the structure and meaning of enforceable contracts. Increase our understanding of both the capabilities and limitations of the law on governmental procurement. Focus on planning and monitoring performance outcomes.	1,2,3,4	650
	Procurement/Contract Management/Construction Management Courses	Educational sessions offered by WANIGP, MRSC, APWA, WSTIP and others	1,2,3,4	450
	NIGP Annual Conference	Educational conference for public procurement and contracts management professionals. The products/services expo showcases new and existing products and services.	1,2,3,4	2,450
			TOTAL	3,550
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Inventory Supervisor	Technical Course Work	Inventory Control, Software Training	1,2,3,4	820
	Fleet-Net User Meeting	Examining and Comparing other Systems	1,2,3,4	1,600
	Clarity Safety Training (Required)	Safety training for the warehouse	1,4	100
			TOTAL	2,520

**2012 Training and Development Budget Worksheet
Development Department**

PROCUREMENT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Inventory Specialist	Technical Course Work	Inventory Control, Software Training	1,2,3,4	820
	Clarity Safety Training (Required)	Safety training for the warehouse	1,4	100
TOTAL				920
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Inventory Assistant	NIGP Course - Introduction to Public Procurement	Familiarize new hire in regards to the capabilities and limitations of the public procurement process and ethics. Focus on structure and meaning of enforceable contracts and the bid process.	1,2,3,4	650
	Technical Course Work	Inventory Control, Software Training	1,2,3,4	820
	Clarity Safety Training (Required)	Safety training for the warehouse	1,4	100
TOTAL				1,570
TOTAL FOR PROCUREMENT DIVISION				16,360

**2012 Training and Development Budget Worksheet
Development Department**

SUMMARY OF TRAINING EXPENSES

TRAINING COSTS

DEVELOPMENT EXECUTIVE STAFF	16,325
MARKETING & COMMUNICATIONS DIV	16,400
PLANNING DIVISION	12,370
PROCUREMENT DIVISION	16,360

TOTAL EXPENSES 61,455

**2012 Training and Development Budget Worksheet
Executive Department**

TRAINING GOALS FOR EXECUTIVE DEPARTMENT

Goal 1:	Provide Executive personnel with professional and technical training necessary to excel in our work performance.
Goal 2:	Maintain connections between the public and communities we serve; maintain connections with other transit systems to meet the vision and mission of our organization.
Goal 3:	Enhance delivery of service to our customers; improve relations with the Authority, CAC and Media.
Goal 4:	Stay abreast of state and federal transit issues; continue activity in lobbying efforts for funding.
Goal 5:	Continue participation in professional organizations both on the state, local and national levels; increase information sharing and joint efforts with other agencies.
Goal 6:	Stay abreast of "best practices" in Paratransit, bus operations, planning/development, identify new products, services and technology in the public transit arena.
Goal 7:	Continue to encourage and participate in labor relations/team building training.
Goal 8:	Participate in and support community organizations.
Goal 9:	Continue to support and participate in a learning organizational culture; develop The 7 Habits of Highly Effective People Training for in-house
Goal 10:	Lead and Support ESMS Agency efforts; train employees on sustainability where needs are identified.

Mission Statement:

Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

Vision Statement:

Our vision is to be a leading transit system in the country, recognized for our well-trained, highly-motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

**2012 Training and Development Budget Worksheet
Executive Department**

EXECUTIVE DEPARTMENT				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
General Manager	APTA Legislative	March 2012, Washington DC; meet with congressional delegation on the Hill along with lobbyists; also opportunity to hear APTA's legislative agenda and position and take that to the hill.	2,4,5	\$2,600
	WSTA Symposium	Tri Cities; Conference hosts public transportation professionals, providers, agencies, civic leaders and planning organizations from around the state who participate in workshops focusing on public transportation issues, funding issues, and vision for the future of public transportation. This conference also focuses on recognizing employees of the year from each organization.	2,4,5,6	\$500
	EDC Forecast Event & Annual Mtg	Held locally; Provides insight into the region's economic performance over the year with the rollout of the 2012 Economic Vitality Index. Presentations by respected authorities on what lies ahead.	2,5,8	\$100
	APTA Annual Meeting	Seattle; October 2012. Gathering of over 2,000 transit industry professional from across North America. Meetings include educational sessions, networking opportunities and technical tours. Will have a staff person graduating from Leadership APTA.	2,5,6,	\$1,400

**2012 Training and Development Budget Worksheet
Executive Department**

EXECUTIVE DEPARTMENT				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
General Manager (continued)	APTA Sustainability Conference	Location, TBD. If we receive Platinum or Gold recognition, would attend.	1,5,6,10	\$2,000
	APTA Small Operations Committee	Chicago, IL;	2,4,5,6	\$1,000
	APTA Awards Committee	Washington, DC		\$200
	Miscellaneous Sessions	Training related to technology and sustainability	1,2,9,10	\$900
			TOTAL	8,700

**2012 Training and Development Budget Worksheet
Executive Department**

EXECUTIVE DEPARTMENT				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Executive Services Director	APTA Transit Board Members Seminar	Atlanta, GA	1,2,3,4,5,6	\$2,700
	APTA Annual Meeting	Seattle; October 2012. Gathering of over 2,000 transit industry professional from across North America. Meetings include educational sessions, networking opportunities and technical tours. Will have a staff person graduating from Leadership APTA.	2,5,6	\$1,400
	APTA Legislative	March 2012, Washington DC; attend sessions and board members; transit board executive committee and board support meetings.	2,3,4,5	\$1,100
	TOTAL			5,200
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Executive Services Assistants (1.5)	Northwest Clerks Professional Development III (Shannie)	Professional Development training leading to Clerk of the Board Certification at the University of Puget Sound	1,5,9	\$1,100
	PowerPoint 2010 Level 2 (Pat)	Increase capabilities for presentations	1,3	\$160
	2012 IIMC Conference (Pat)	Portland, OR (needs points for certification)	1,5	\$1,000
	Miscellaneous Sessions (both)	Technical skill classes or writing classes	1	\$300
TOTAL			2,560	

**2012 Training and Development Budget Worksheet
Executive Department**

EXECUTIVE DEPARTMENT				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Training Coordinator	E-Learning Instruction Design	Training On-Line Class	1,3,6	\$1,095
	ADA Paratransit Conference	Leavenworth	1,2,3,4,6	\$600
			TOTAL	1,695

**2012 Training and Development Budget Worksheet
Executive Department**

SUMMARY OF TRAINING EXPENSES

TRAINING COSTS

GENERAL MANAGER	8,700
EXECUTIVE SERVICES DIRECTOR	5,200
EXECUTIVE SERVICES ASSISTANTS	2,560
TRAINING COORDINATOR	1,695

TOTAL EXPENSES	18,155
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**2012 Training and Development Budget Worksheet
Finance Administration Department**

TRAINING GOALS FOR FINANCE & ADMINISTRATION DEPARTMENT	
Goal 1:	Provide Finance and Administrative staff with professional and technical training necessary to excel in our work performance
Goal 2:	Enhance delivery of service to our customers.
Goal 3:	Stay abreast of state and federal accounting, finance, and regulatory issues.
Goal 4:	Continue participation in professional organizations and user groups; increase information sharing and joint efforts with other agencies.
Goal 5:	Improve presentation skills.
Goal 6:	Improve customer service skills.
Goal 7:	Identify new products, services and technologies.
Goal 8:	Continue to encourage training resulting in team building.
Goal 9:	Maintain/acquire professional certifications.

Mission Statement:	Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.
Vision Statement:	Our vision is to be a leading transit system in the country, recognized for our well-trained, highly-motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

**2012 Training and Development Budget Worksheet
Finance Administration Department**

POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Finance & Administration Director	Maintain CPA Certification	40 Hours of Continuing Professional Education to be determined	1,2,3,4,5,6,7,8,9	5,150
				-
TOTAL				5,150
TOTAL FOR FINANCE & ADMINISTRATION DIRECTOR				5,150

**2012 Training and Development Budget Worksheet
Finance Administration Department**

ACCOUNTING DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Finance Manager	Maintain CPA Certification	40 Hours of Continuing Professional Education to be determined	1,2,3,4,5,6,7,8,9	5,150
	To include the GFOA conference in Chicago			-
			TOTAL	5,150
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Accounting Specialists (3)	Wa DOP Windows Suite Training	Olympia - Dates to be determined	1,2,7	1,030
	Accounts/Payroll Processing	Reginional - Dates to be determined	1,2,7	4,635
			TOTAL	5,665
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Administrative Assistant	Wa DOP Windows Suite Training	Olympia - Dates to be determined	1,2,7	275
	Customer Service Training	Reginional - Dates to be determined	1,2,6,7	525
			TOTAL	800
TOTAL FOR ACCOUNTING DIVISION				11,615

**2012 Training and Development Budget Worksheet
Finance Administration Department**

TRAINING GOALS FOR INFORMATION SYSTEMS DIVISION	
Goal 1:	Staying educated and informed about the changes in technical environments to effectively utilize existing and new technology for a secure, efficient network (including all software/hardware) environment.
Goal 2:	Deliver the best customer service experience and customer training for our existing software environment so that all staff that have to use our network can operate to their peak efficiency and have a high degree of confidence in the IS department.
Goal 3:	Stay abreast of state and federal regulatory issues.
Goal 4:	Continue participation in professional organizations and user groups; increase information sharing and joint efforts with other agencies.
Goal 5:	Improve presentation skills.
Goal 6:	Improve customer service skills.
Goal 7:	Identify new products, services and technologies.
Goal 8:	Continue to encourage training resulting in team building.
Goal 9:	Maintain/acquire professional certifications.
Goal 10:	Improve communicational skills

**2012 Training and Development Budget Worksheet
Finance Administration Department**

INFORMATION SYSTEMS DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Information Systems Manager	In-State and Regional Training	Examples: WSTTC training	1,2,5,6,8,9,10	500
	Software Specific Training	Examples SQL Databases, Fleetnet etc	1,2,4,7,9	5,500
	Infrastructure Training	2000	1,2,4,7,9	1,250
	Management Skills Training	Management Class	1,2,5,6,8,9,10	500
			TOTAL	7,750
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Information Systems Analysts (3)	Hardware Specific Training	Examples: CISCO, DELL Servers, ETC	1,2,4,7,9	8,000
	Software Specific Training	Examples: SQL Databases, Crystal Reports, etc.	1,2,4,7,9	8,000
	Infrastructure Training	Examples: Firewall, Security, Storage Area Networks, etc.	1,2,4,7,9	4,150
			TOTAL	20,150

**2012 Training and Development Budget Worksheet
Finance Administration Department**

INFORMATION SYSTEMS DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Information Systems Technician	Hardware Specific Training	Examples: DELL Desktops, HP Printers, etc.	1,2,4,7,9	1,500
	Software Specific Training	Examples: Microsoft Office Suite, Active Directory, etc.	1,2,4,7,9	1,500
			TOTAL	3,000
TOTAL FOR INFORMATION SYSTEMS DIVISION				30,900

2012 Training and Development Budget Worksheet
Finance Administration Department

SUMMARY OF TRAINING EXPENSES

TRAINING COSTS

FINANCE & ADMINISTRATION DIRECTOR 5,150

ACCOUNTING DIVISION 11,615

INFORMATION SYSTEMS 30,900

TOTAL EXPENSES 47,665

**2012 Training and Development Budget Worksheet
Human Resources Department**

TRAINING GOALS FOR HUMAN RESOURCES DEPARTMENT

Goal 1:	Continue to improve workflow through the implementation of innovative information management systems and coordination with other's information management platforms such as Finance and WSTIP.
Goal 2:	Maintain currency in DOT-FTA Drug and Alcohol testing protocols to continue support to departments with "safety sensitive" employees.
Goal 3:	Maintain currency in developments in labor and employment law to better serve employees, applicants for employment and to mitigate Intercity Transit's exposure to employment-related litigation.
Goal 4:	Maintain and improve effective labor relations with involved labor organizations.
Goal 5:	Continue participation in professional human resources communities/interest groups and maintain networking channels with cohorts in public sector human resources and labor relations, especially public transit.
Goal 6:	Enhance recruitment efforts through improved networking, better targeting of potential applicant pools, more effective outreach/communications, the implementation of new application technologies and implementation of new applicant tracking mechanisms.
Goal 7:	Contribute to the development of employee career growth opportunities and succession planning strategies.

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Vision Statement:

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**2012 Training and Development Budget Worksheet
Human Resources Department**

POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Human Resources Director	Annual LERA (Northwest Chapter) Conference	Annual conference addressing labor relations issues. Conference is open to labor, management and professional neutrals. I attend along with a number of employees from Ops (both ATU Stewards and management representatives).	3, 4, 5	500
	Annual labor Relations Institute (sponsored by AWC)	Annual conference for public sector management representatives responsible for labor relations issues.	3, 4, 5	600
	FTA DOT 1-Day Substance Abuse Program Management Training	General overview of FTA drug and alcohol testing program requirements. Will look for in-state for Oregon probably host.	2,3,4, 5	150
	Three Northwest Transit Roundtables	Quarterly gathering of HR professionals from transit agencies in Washington and Oregon. Participants confer on current issues in recruitment, employee performance, labor relations, HRIS issues and Human Resources responsibilities.	3, 4, 5, 7	250
	WAPELRA/NPELRA Conferences (Spring and Fall)	Semi-annual conferences for public sector management, labor consultants, and labor attorneys to share information on important topics, emerging trends, and exchange ideas.	3, 4, 5, 7	1,000
			TOTAL	2,500

**2012 Training and Development Budget Worksheet
Human Resources Department**

POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Human Resources Assistants (1.5)	Ancillary Information Management Applications	Training as needed in software applications such as Access, Excel, etc. T	1, 6	400
HR assistant JenkinsS	FTA DOT 1 day Substance Abuse Program Management Training - s	General overview of FTA drug and alcoh l teating progmr a requiriements. Will look for instate for Oregon probably host.	2,3,4, 5	150
	Fundamental Concepts in Human Resources Management (WSTTC or ACW etc)	Exposure to concepts and issues in human resources management to better integrate the work of the assistants in their role within the department.	3, 5	400
			TOTAL	950

**2012 Training and Development Budget Worksheet
Human Resources Department**

POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Human Resources Analyst - SH	Human Resources Conference	SHRM HR Professionals Conference - out of state gathering of HR professionals from all states. Participants confer on current issues in recruitment, employee performance, labor relations, HRIS	3, 5,6	2,300
Human Resources Analyst - CD	D&A Program Conference (sponsored by the FTA)	A two-day conference a variety of current topics regarding D&A testing and program for program compliance for program administrators. Conference location in state at Everett Training Facility/date TBD.	1, 2,3, 5	800
Human Resources Analyst -CD	NPELRA - Labor Relations Academy Certification Program #2 of 4 and WAPELRA Spring/Fall Conference	A three-day conference a variety of current topics on human resource management and labor realtions. Includes 1 day - 2nd of 4 Certification Program Academy trainings (CLRP).	1, 2,3, 5	1,200
Human Resources Analyst -CD	WSTTC Train the Trainer Showcase Training	As Board member of WSTTC Board attend transit training seminars for growth, knowldege, evaluation of traiign programs and showcase value.	3, 5,6	250
Human Resources Analyst SH/CS	WSTTC /AWC various trainings	Receive training on current issues in recruitment, employee performance and development, safety, labor relations, HRIS issues and other Human Resources responsibilities. Local training	2, 3, 4, 5, 7	200
Human Resources Analyst SH/CS	Three Northwest Transit Roundtables	Quarterly gathering of HR professionals from transit agencies in Washington and Oregon. Participants confer on current issues in recruitment, employee performance, labor relations, HRIS issues and Human Resources responsibilities.	2, 3, 4, 5, 7	500

**2012 Training and Development Budget Worksheet
Human Resources Department**

		TOTAL	5,250
HUMAN RESOURCES DIRECTOR	2,500		
HUMAN RESOURCES ASSISTANTS	950		
HUMAN RESOURCES ANALYSTS	5,250		
TOTAL EXPENSES	8,700		

**2012 Training and Development Budget Worksheet
Maintenance Department**

TRAINING GOALS FOR MAINTENANCE DEPARTMENT

Goal 1:	Increase the amount of automotive Technician training schools to maintain and enhance needed skills.
Goal 2:	Establish web based training curriculums for all Maintenance staff.
Goal 3:	Continue to have vendors supply training at reduced or no cost, to include traction control and ABS.
Goal 4:	Continue with clarity safety training and other related training classes.
Goal 5:	New employee training to ensure they have required skills.
Goal 6:	Cross train facilities personnel in for contingencies.
Goal 7:	Continue management level training including state level and national level participation in WSTA and APTA activities.
Goal 8:	Initiate ESMS training

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**2012 Training and Development Budget Worksheet
Maintenance Department**

MAINTENANCE DEPARTMENT EXECUTIVE STAFF				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Maintenance Director		WSTA and APTA training	7	3,500
			TOTAL	3,500
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Maintenance Assistant		Miscellaneous support training.		500
			TOTAL	500
TOTAL FOR MAINTENANCE DEPARTMENT EXECUTIVE STAFF				4,000

**2012 Training and Development Budget Worksheet
Maintenance Department**

TRAINING GOALS FOR FACILITIES DIVISION

Goal 1:	Provide Facilities staff with professional and technical training necessary to excel in their work performance
Goal 2:	Enhance delivery of service to our customers.
Goal 3:	Stay abreast of state and federal regulatory issues.
Goal 4:	Continue participation in professional organizations and user groups;
Goal 5:	Continue safety training to comply with all L&I and WISHA requirements

**2012 Training and Development Budget Worksheet
Maintenance Department**

FACILITIES DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Facilities Manager	Governor's Safety Conference	New safety concepts and ideas.	1,3,4,5	250
	Project Management	Project Management for Supervisors.	1,2,3	250
	ClarityNET Training	Online safety training to remain in compliance with OSHA and WISHA standards.	5	72
	Risk Management	DOP / WSTTC Class for Supervisors and Managers.	3,4	496
	WSP Drug Paraphernalia	Covers different items that facilities may come across while performing trash duties and how to handle it.	3, 5	No charge
	Auto Fueling System Training	Training supplied by vendor as part of project to purchase replacement auto fueling system.	1,2	No charge
			TOTAL	1,068

**2012 Training and Development Budget Worksheet
Maintenance Department**

FACILITIES DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Facilities Technicians (2)	ClarityNET Training	Online safety training to remain in compliance with OSHA and WISHA standards.	5	144
	High Voltage Electrical Training	Training on how to safely work on high voltage electrical systems.	1,2,5	750
	Low Voltage Electrical Training	Training on how to safely work on low voltage electrical systems.	1,2,5	750
	WSP Drug Paraphernalia	Covers different items that facilities may come across while performing trash duties and how to handle it.	3, 5	No charge
	Auto Fueling System Training	Training supplied by vendor as part of project to purchase replacement auto fueling system.	1,2	No charge
			TOTAL	1,644
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Facilities Specialists (4)	ClarityNET Training	Online safety training to remain in compliance with OSHA and WISHA standards.	5	288
	Street Maintenance Safety	Safety training related to staying safe when working on streets and in traffic.	1,2,5	1,000
	WSP Drug Paraphernalia	Covers different items that facilities may come across while performing trash duties and how to handle it.	3, 5	No charge
			TOTAL	1,288
TOTAL FOR FACILITIES DIVISION				4,000

**2012 Training and Development Budget Worksheet
Maintenance Department**

TRAINING GOALS FOR VEHICLE MAINTENANCE DIVISION

Goal 1:	Increase the amount of automotive Technician training schools to maintain and enhance needed skills. Continue with interactive web based GM and Ford training
Goal 2:	Increase the amount of coach technician training to maintain and enhance needed skills. Cummins engine and electronics area top priority
Goal 3:	Training courses for the director and supervisors in leadership/management seminars.
Goal 4:	Director and Supervisors to attend WSTA conference and other transit related conferences
Goal 5:	Continue safety training for service workers, support specialist's and cleaners to comply with all WISHA requirements.

**2012 Training and Development Budget Worksheet
Maintenance Department**

VEHICLE MAINTENANCE DIVISION					
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST	
Maintenance Supervisors (3)	Marshall	Governor's Safety Conference	New safety concepts and ideas.	3,4	500
	Marshall	Access Level 1	Technical training to use Microsoft Access software.	3,4	500
	Dan	DOP 6000	DOP Word and Excell programs.	3,4	500
	Lindy	Help Academy II	DOP Class for Supervisors and Managers.	3,4	500
	Lindy	Risk Management	DOP / WSTTC Class for Supervisors and Managers.	3,4	600
	Dan	Mastering Change	Supervisory course on mastering change in the workplace.	3,4	275
				TOTAL	2,875

**2012 Training and Development Budget Worksheet
Maintenance Department**

VEHICLE MAINTENANCE DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Auto Technicians (6)	Duramax and 6L85 Transmisson	Repair and maintenance of Duramax engines and Transmission	2,4,5	1,500
	2011 Chevrolet Chassis Training	Learn new style chassis including the DEF system.	2,4,5	1,000
	Dodge Caravan Training	Training on the new Caravans.	2,4,5	1,265
	Ford Fleetand GM fleet Online Training	Online training on Ford and GM vehicle maintenance.	2,4,5	2,650
	ClarityNET Online Safety Training	Online safety training to remain in compliance with OSHA and WISHA standards.	2,4,5	460
			TOTAL	6,875
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Coach Technicians (15)		Orbital Dinex Hybrid Amerex Allison Hybrid Multiplexing Detroit ISL Cumming	2,4,5	14,500
	ClarityNET Online Safety Training	Online safety training to remain in compliance with OSHA and WISHA standards.	2,4,5	1,150
			TOTAL	15,650

**2012 Training and Development Budget Worksheet
Maintenance Department**

VEHICLE MAINTENANCE DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Support Specialists (3)		Misc safety and vehicle servicing classes.	5	400
	ClarityNET Online Safety Training	Online safety training to remain in compliance with OSHA and WISHA standards.	2,4,5	200
			TOTAL	600
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Service Workers (5)	Automated fueling Training	Misc Safety and servicing classes.	5	Included in bid pricing
	ClarityNET Online Safety Training	Online safety training to remain in compliance with OSHA and WISHA standards.	2,4,5	225
			TOTAL	225
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Vehicle Cleaners (6)		Miscellaneous technical training	5	250
	ClarityNET Online Safety Training	Online safety training to remain in compliance with OSHA and WISHA standards.	2,4,5	325
			TOTAL	575
TOTAL FOR VEHICLE MAINTENANCE DIVISION				26,800

**2012 Training and Development Budget Worksheet
Maintenance Department**

SUMMARY OF TRAINING EXPENSES

TRAINING COSTS

MAINTENANCE DIRECTOR*	3,500
MAINTENANCE ASSISTANT*	500
FACILITIES DIVISION	4,000
VEHICLE MAINTENANCE DIVISION*	26,800

TOTAL EXPENSES 34,800

*Maintenance Director and Assistant are included in the Vehicle Maintenance Division figures in the Budget Tool.

Maintenance Director	3,500
Maintenance Assistant	500
Vehicle Maintenance Division	26,800
Total	30,800 Same as Vehicle Maintenance Budget Tool Total

Note Clarity Training expense includes the completion of training for each job position group

**2012 Training and Development Budget Worksheet
Operations Department**

TRAINING GOALS FOR OPERATIONS DEPARTMENT

Goal 1:	Provide Operations staff with professional and technical training necessary to excel in our work performance
Goal 2:	Maintain connections between riders, the public, communities we serve and other transit agencies to meet the mission of our organization
Goal 3:	Stay abreast of state and federal accounting, finance, and regulatory issues.
Goal 4:	Continue participation in professional organizations and user groups.
Goal 5:	Improve presentation skills.
Goal 6:	Improve customer service skills.
Goal 7:	Stay abreast of "best practices" in paratransit, vanpool, customer service and bus operations; identify new products, services and technology in the public transit arena.
Goal 8:	Stay informed about state and federal transit issues, including updates to the Americans with Disabilities Act to keep our service within current laws and guidelines.
Goal 9:	Continue security training to stay NIMS compliant
Goal 10:	Continue to encourage and participate in collaborative labor relations.

Mission Statement:	Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.
Vision Statement:	Our vision is to be a leading transit system in the country, recognized for our well-trained, highly-motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

**2012 Training and Development Budget Worksheet
Operations Department**

OPERATIONS DEPARTMENT EXECUTIVE STAFF				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Operations Director	APTA Bus and Paratransit Conference	Annual Meeting in Long Beach	1,2,9	1,500
	LEHRA Conference	Labor Relations	2,4,5,7	400
	Labor Institute	Association of Washington Cities training	2,4,5,7	600
			TOTAL	2,500
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Scheduling Coordinators (2)	Advanced Excel Class	Multi Day Computer Course	1	300
	Advanced Access Class	Multi Day Computer Course	1	300
			TOTAL	600
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Operations Assistant	4/1/2012-Leavenworth WA	State Paratransit Conference	1,25,6,7	500
			TOTAL	500
TOTAL FOR OPERATIONS DEPARTMENT EXECUTIVE STAFF				3,600

**2012 Training and Development Budget Worksheet
Operations Department**

CUSTOMER SERVICE DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Customer Service Supervisor	WSDOT Annual Meeting	Annual Meeting 2012	1,2,3,6	600
	LERA Conference	Federal Mediation Conference - April 26-27, 2011	4,7,10	500
	Security Committee Training	Regional training as it becomes available	2	500
	Leadership Training	DOP Training - Leadership & Professional Development	1,5,6	200
			TOTAL	1,800
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Lead Customer Service Rep	LERA Conference	Federal Mediation Conf - April 26-27, 2011	4,7,10	500
	Support Staff Conference	Skill building training - June 2012	1,4,5,6	150
			TOTAL	650

**2012 Training and Development Budget Worksheet
Operations Department**

CUSTOMER SERVICE DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Customer Service Reps (6)	DOP Customer Service Courses	Customer Service Training	1,6	600
	Support Staff Conference	Skill building training - June 2012	1,6	300
			TOTAL	900
TOTAL FOR CUSTOMER SERVICE DIVISION				3,350

**2012 Training and Development Budget Worksheet
Operations Department**

DIAL-A-LIFT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Dial-A-Lift Manager	ADA Conference	April 2012 - Leavenworth, WA	1,2,5,6,7	500
	WSDOT Annual Meeting	September 2012 - Annual Meeting	1,2,4,5,7	600
	APTA Bus & Paratransit Conference	Long Beach, CA	1,2,3,4,7,8	1,500
	RouteMatch Users Conference	Conference for all users of RouteMatch - Atlanta, GA	1,4,6,7	1,530
			TOTAL	4,130
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
ADA Coordinator	ADA Conference	April 2012 - Leavenworth, WA	1,2,5,6,7	500
	RouteMatch Users Conference	Conference for all users of RouteMatch - Atlanta, GA	1,4,6,7	1,530
			TOTAL	2,030
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Travel Training Coordinator	ADA Conference	April 2012 - Leavenworth, WA	1,2,5,6,7	500
	RouteMatch Users Conference	Conference for all users of RouteMatch - Atlanta, GA	1,4,6,7	1,530
			TOTAL	2,030

**2012 Training and Development Budget Worksheet
Operations Department**

DIAL-A-LIFT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
DAL Dispatch Specialists (8)	RouteMatch Webinar Training	Web based. Topics related to use of software.	1,3,6,7,10	-
	ADA Conference	April 2012 - Leavenworth, WA.	1,2,5,6,7	500
	WSDOT Annual Meeting	1 Dispatch Specialist to attend with Dial-A-Lift Manager.	1,2,4,5,7	600
	RouteMatch Users Conference	1 Dispatch Specialist to attend with ADA Coordinator.	1,4,6,7	1,530
	Clarity Net Training	Web based. Topics related to Customer Service skills.	1,2,6	600
			TOTAL	3,230
TOTAL FOR DIAL-A-LIFT DIVISION				11,420

**2012 Training and Development Budget Worksheet
Operations Department**

TRANSPORTATION MANAGEMENT DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Fixed Route Manager	WSDOT Conference	Transportation Conference	1,2,4,5,7	1,000
	WSTA Quarterly Meetings	Operations Workshops	2,4,5,7	1,200
	WSTA Bus Rodeo	Committee Meetings and Competition	1,4	1,000
	WSTA Security Meetings	Discussions and workshops pertaining to security	7,8,9	800
	Instate and Regional Training	Labor Relations, Drug and Alcohol Consortiums	1,3,6,8	1,000
	APTA Bus & Paratransit Conference	Long Beach, CA	1,2,3,4,7,8	1,500
TOTAL				6,500
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Operations Supervisors (10)	WSTA Quarterly Meetings	Operations Workshops	2,4,5,7	1,200
	Instate and Regional Training	Labor Relations, Drug and Alcohol Consortiums	1,3,6,8	4,000
	APTA Bus & Paratransit Conference	Long Beach, CA	1,2,3,4,7,8	1,500
TOTAL				6,700
TOTAL FOR TRANSPORTATION MANAGEMENT DIVISION				13,200

**2012 Training and Development Budget Worksheet
Operations Department**

VANPOOL DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Vanpool Supervisor				
Vanpool Supervisor is a National Vanpool Chair for ACT	WSRO Spring and Fall Meetings	Spring and Fall 2012	1,2,3,6,7	1,800
Vanpool Supervisor is Co-Chair of WSTA's Vanpool Sub-Committee	ACT Annual Meeting/ Vanpool Summit	July 2012 - Savannah, GA	1,2,3,5,7,8	2,200
	WSTA Vanpool Sub-Committee Meetings	Quarterly Meetings	1,2,3,6,7,8	400
TOTAL				4,400
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Vanpool Coordinators (3)	WSRO Spring and Fall Meeting	Spring and Fall 2012	1,2,3,4,6,7,8	1,800
	Computer Training	Examples: Advanced training in Excel, Access and Power Point	1,6	1,000
	Conflict Resolution Training	Training in dealing with difficult situations	1,6	400
	Rideshare Training	Advance training on new rideshareonline.com	1,6	400
TOTAL				3,600

**2012 Training and Development Budget Worksheet
Operations Department**

VANPOOL DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Commuter Services Assistant	Computer Training	Examples: Advanced training in Excel, Access and Power Point	1,6	350
	Rideshare Training	Advance training in new rideshareonline.com	1,6	300
			TOTAL	650
				TOTAL FOR VANPOOL DIVISION
				8,650

**2012 Training and Development Budget Worksheet
Operations Department**

VILLAGE VANS DIVISION				
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Village Vans Supervisor		Teaching, Training, Coaching related	1, 4, 5, 6, 7,	400
			TOTAL	400
POSITION	COURSE NAME	DESCRIPTION OF TRAINING	RELATED GOAL(S)	COST
Village Vans Assistant		Admin. Assist. related skill building	1, 6	200
			TOTAL	200
			TOTAL FOR VILLAGE VANS DIVISION	600

2012 Training and Development Budget Worksheet
Operations Department

SUMMARY OF TRAINING EXPENSES

TRAINING COSTS

OPERATIONS DIRECTOR	2,500
OPERATIONS ASSISTANT	500
SCHEDULING COORDINATORS	600
CUSTOMER SERVICE DIVISION	3,350
DIAL-A-LIFT DIVISION	11,420
TRANSPORTATION MANAGEMENT DIVISION	13,200
VANPOOL DIVISION	8,650
VILLAGE VANS DIVISION	600

TOTAL 40,820

**Budget Comparison Worksheet
2008 - 2012**

Department / Division	2008 Budget Amount	2009 Budget Amount	2010 Budget Amount	2011 Budget Amount	2012 Budget Amount	2011-12 + / -	
Development Department							
Development Executive Staff	\$7,025	\$4,375	\$10,275	\$9,720	\$16,325	\$6,605	64%
Marketing & Communications Division	\$9,479	\$5,500	\$11,660	\$18,678	\$16,400	(\$2,278)	-20%
Planning Division	\$13,040	\$19,175	\$14,245	\$11,235	\$12,370	\$1,135	8%
Procurement Division	\$11,820	\$15,695	\$11,490	\$14,810	\$16,360	\$1,550	13%
Total for Department	\$41,364	\$44,745	\$47,670	\$54,443	\$61,455	\$7,012	15%
Executive Department							
Total for Department	\$20,925	\$16,625	\$14,700	\$21,018	\$18,155	(\$2,863)	-19%
Finance & Administration Department							
Finance & Administration Executive Staff	\$8,000	\$6,650	\$5,000	\$5,000	\$5,150	\$150	3%
Accounting Division	\$14,000	\$11,400	\$11,250	\$11,250	\$11,615	\$365	3%
Information Systems Division	\$53,800	\$46,000	\$30,000	\$30,000	\$30,900	\$900	3%
Total for Department	\$75,800	\$64,050	\$46,250	\$46,250	\$47,665	\$1,415	3%
Human Resources Department							
Total for Department	\$5,940	\$5,940	\$5,400	\$5,400	\$8,700	\$3,300	61%
Maintenance Department							
Maintenance Department Executive Staff	No info available	\$5,500	\$5,500	\$4,000	\$4,000	\$0	0%
Facilities Division	\$4,000	\$2,180	\$4,000	\$4,000	\$4,000	\$0	0%
Vehicle Maintenance Division	\$25,740	\$32,905	\$25,300	\$26,800	\$26,800	\$0	0%
Total for Department	\$29,740	\$40,585	\$34,800	\$34,800	\$34,800	\$0	0%
Operations Department							
Operations Executive Staff	\$6,105	\$4,300	\$4,300	\$4,202	\$3,600	(\$602)	-14%
Customer Service Division	\$5,550	\$7,200	\$3,200	\$3,200	\$3,350	\$150	5%
Dial-a-Lift Division	\$12,600	\$8,100	\$4,400	\$7,460	\$11,420	\$3,960	90%
Transportation Management Division	\$19,400	\$12,700	\$9,200	\$13,200	\$13,200	\$0	0%
Vanpool Division	\$7,150	\$7,550	\$8,950	\$8,650	\$8,650	\$0	0%
Village Vans Division	\$1,700	\$1,400	\$800	\$600	\$600	\$0	0%
Total for Department	\$52,505	\$41,250	\$30,850	\$37,312	\$40,820	\$3,508	11%
Agency Totals	\$226,274	\$213,195	\$179,670	\$199,223	\$211,595	\$12,372	7%

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority
FROM: Ben Foreman, 360-705-5813
SUBJECT: 2012 Draft Budget

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- 1) **The Issue:** Present the 2012 draft budget document to the Authority.
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- 2) **Recommended Action:** Informational Only.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and comment on the draft budget as it is being formulated. The draft budget documents rest heavily on the 2012-2017 Draft Strategic Plan the Authority is scheduled to finalize and adopt on November 16, 2011. The Strategic Plan states the Authority's wishes as to service levels which are the prime driver of our proposed expenses for 2012.
-
- 4) **Background:** We will present the draft budget for public comment in accordance with the established Intercity Transit policy at the Public Hearing on November 16, 2011. The purpose of this evening's briefing is to present the members of the Authority with their copy of the Draft 2012 Budget. Furthermore, this document will be made available to the public as of November 3, 2011. Since changes may occur between today and the proposed adoption date of December 7, 2011, we will request contact information from anyone receiving a Draft Budget in order to facilitate the communication of any such changes.

The approach to the development of the 2012 budget will be similar to that of the 2011 budget. We will again identify roll-over projects as they have been previously adopted by the Authority and are included in the Strategic Plan's financial projections. Roll-over projects are capital or non-recurring operating projects adopted for 2011 but will not be completed during the current budget cycle.

The budget categories are as follows:

Salaries, Wages and Benefits consist of existing union contract provisions (uniform allowance, mechanics tool allowance and ATU and IAM tuition reimbursement program). No general wage increase is shown for ATU-represented employees for 2012. This is subject to negotiation between the union

and the Authority. There is a 2% general wage increase for IAM union employees based on their bargaining agreement. A 2% general wage increase for non-represented employees is proposed in the draft budget and is subject to the Authority's approval. Service levels in the draft 2021 budget are consistent with the service levels provided for in the Draft 2012-2017 Strategic Plan.

Essentials: There are three items within essentials:

- 1.) Operating Expenses
- 2.) Capital Expenses
- 3.) Non-recurring Operating Expenses.

This last grouping consists of items that have long lives, are costly and do not meet the definition of a capital expense under generally accepted accounting principles (GAAP) such as roof replacements. Expenses to maintain the status quo level of a program are included in the budget in these categories. The attached proposed capital program, to be adopted as part of the Strategic Plan enters the budget as essential projects and was presented in detail at a previous Authority meeting. Capital projects not included in the SP or proposed to move forward at an earlier date must enter the budget as a Priority Project.

New Projects and New Staff Positions: These projects are listed on the accompanying handout. For 2012 we have also added three new operator positions required in order to meet the service levels listed in the draft Strategic Plan. These operator positions are treated as givens and are not shown in this category.

Roll-Over Projects: Roll-over projects consist of capital and non-recurring operating projects that were previously adopted by the Authority. It is anticipated these projects will not be completed during the 2011 budget period and will incur costs during 2012.

5) **Alternatives:** N/A

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

7) **Goal Reference:** The annual budget impacts all goals.

8) **References:** New Project/Capital Projects spreadsheet and 2012 Draft Budget Discussion Guides for 2012 in PDF format - both are attached.

Code	Name	New Projects	2012 Cap/Mal Proj	2011 Roll-Overs	Tot Cap/Maj Proj
FIN-010	General Wage Increase	163,000			
FIN-011	Salary Survey Adjustment	98,000			
PL-009	Short/Long Range Service Plan	80,000			
DEV-015	Environ & Sustainability Coord	75,500			
VM-016	Automotive Technician	58,500			
MC-016	Youth Ed Program Assistant	45,000			
DEV-016	ISO 14001 Certification	12,000			
FAC-052	Replace Precipitator Welding Rm	10,000			
VM-017	Sustainability Committee	6,500			
TM-008	Increase OTC Security Hours	3,153			
VM-014	Purchase New Coaches		4,900,000		4,900,000
DEV-008	Olympia Transit Center Expansion		4,341,700	3,351,000	7,692,700
DEV-009	Hawks Prairie Park & Ride		4,321,115	1,865,865	6,186,980
VP-004	Vanpool Vehicles		1,288,000		1,288,000
VM-013	Purchase Dial-A-Lift Vans		1,147,287		1,147,287
IS-005	Replace Aging Equipment		330,000	275,000	605,000
DEV-006	Pattison Expansion		300,000	3,200,000	3,500,000
PL-007	Bus Stop Enhancements		300,000	167,185	467,185
IS-006	Fiber Optic Project		70,000		70,000
VV-004	New VV Vehicle		50,000		50,000
VM-018	Staff Vehicle		29,000		29,000
OP-008	Security Camera Consultant		25,000		25,000
FAC-051	HVAC Replacement Amtrak		20,000		20,000
FAC-049	Replace Automated Fuel Tracking			200,000	200,000

FAC-015	Upgrades to Maintenance Boiler			150,000	150,000
FAC-040	ADA Bus Stop Enhancements			150,000	150,000
FAC-048	Lighting Upgrade			120,000	120,000
FAC-012	Building Security			110,000	110,000
FAC-032	Catwalks at Heat Recovery Units			75,000	75,000
PL-008	Regional Smart Card			65,000	65,000
FAC-027	Replace Air Compressor/Dryer			50,000	50,000
FAC-038	Urea Dispenser/Fall Protection			46,500	46,500
OP-001	Uniforms			40,500	40,500
VM-011	Staff Electric Vehicle			40,000	40,000
DAL-007	Dispatch Software Upgrade			35,000	35,000
FAC-031	Pattison Parking Route/Seal			35,000	35,000
FAC-009	Martin Way Park & Ride Sign			25,000	25,000
FAC-035	Pattison Admin HVAC Engineering			20,000	20,000
FAC-041	Pattison Generator Engineering			20,000	20,000
FAC-046	Reverse Osmosis Replacement			15,000	15,000
FAC-036	Repaint Interior Amtrak			10,000	10,000
FIN-009	OTC Dispensing Safe			10,000	10,000
OP-007	Security-Emergency Preparedness			10,000	10,000
		551,653	17,122,102	10,086,050	27,208,152
		551,653	17,122,102	10,086,050	27,208,152
		-	-	-	-
		New	2012	2011	Tot
		Projects	Cap/Mal Proj	Roll-Overs	Cap/Maj Proj

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Contract Award - Design Services
Olympia Transit Center Expansion
Final Design and Construction Oversight

1) **The Issue:** Consideration of award for architectural and engineering services for final design and construction oversight of the Olympia Transit Center site expansion.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with SRG Partnership in an amount to be announced at the Authority meeting on November 2, 2011.

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

4) **Background:** Intercity Transit is currently under contract with SRG Partnership for the preliminary design of the Olympia Transit Center expansion project. The original solicitation for services included the option to contract for subsequent phases of the project. This proposed contract will address final design through construction oversight services. It is inclusive of their participation in value engineering and constructability exercises, plan and specification development, permitting, bid phase, construction and project close-out. This contract also includes geotechnical/environmental work associated with testing and monitoring subsurface water contamination. This work, valued at approximately \$42,000, was not part of our preliminary project cost estimate. The work will be phased and expended dependent upon monitoring results and based on direction from the Department of Ecology.

In addition, the Washington State Department of Archaeology and Historic Preservation (DAHP) identified the possibility of archaeological resources below grade, so we need to conduct an archaeological survey. Staff will procure these services and provide a later update regarding cost and the results of this evaluation.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract with SRG Partnership in an amount to be announced at the Authority meeting on November 2, 2011.

B. Defer action. Deferring action will delay the start of final design and the construction of the facility.

-
- 6) **Budget Notes:** Preliminary project cost estimates for final design through construction is \$7,896,000. This project is funded through federal earmarks in the amount of \$2,575,500 and a Surface Transportation Program (STP) grant in the amount of \$1,252,490. The remainder of the required funding is local dollars programmed in our strategic plan and in the proposed 2012 budget.

Thus far, two required environmental actions, listed in greater detail under the background section, were not considered as part of the preliminary budget estimate. Staff will report on the budgetary impact when work is underway and actual costs are identified.

-
- 7) **Goal Reference:** Goal #2: *"Provide outstanding customer service;"* Goal #3 *"Maintain a safe and secure operating system;"* Goal #4: *"Provide responsive transportation options;"* and Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

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- 8) **References:** N/A
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-G
MEETING DATE: November 2, 2011

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Intercity Transit Discounted Bus Pass Program

1) **The Issue:** To consider continuation of the Discounted Bus Pass Program in 2012.

2) **Recommended Action:** Approve continuation of the program in 2012 and authorize the General Manager to solicit applications for the program. If approved, applications will be solicited and a recommendation to award a specific number of passes to each applicant will be brought to the Authority in December 2012. Staff estimates it will be the approximately the same amount as in 2011.

3) **Policy Analysis:** The Discounted Bus Pass Program was first offered in 2011 as a pilot program. An update was presented after six months of operation. The Authority must approve any extension of the program.

4) **Background:** The Intercity Transit Authority adopted Resolution No. 13-2010, Pilot Discounted Bus Pass Program, in late 2010. This program made available discounted monthly bus passes to community agencies to enhance transportation services for low-income Thurston County residents. Adult and Youth monthly passes were made available at 50% of the normal cost.

Intercity Transit made available up to \$200,000 in passes to agencies that would provide a 50% match for the passes. The program was to be a one-year pilot program to be evaluated in mid-2011. This evaluation of the program was presented to the Authority in September 2011.

Passes valued at \$104,775 were granted to 12 agencies. Agencies provided a \$52,387.50 match for the passes. Through the first six months, \$19,320 or 80.1% of available passes have been utilized. The program did not start until February 2011. All agencies participating were using close to the anticipated level of passes other than Behavioral Health Resources. It is anticipated approximately 80% of the allocated passes will be utilized in 2011.

The program is perceived as extremely successful by the participating agencies with all responding the program had met their needs. The only change recommended is by one agency who requested they only be billed for passes used. The program is designed to minimize the time required to administer the program; this change could increase Intercity Transit's administration time.

The primary trip purposes have been medical, education and social service related trips. The program addressed the needs identified in the initial applications for passes.

All of the applicants expressed appreciation for the program and encouraged its continuation. Most applicants indicated they would apply for the same level or slightly more passes. The reduction in usage by BHR would offset this so current recipients would use approximately the same level of passes in 2012 if the program is continued. It is also anticipated that some additional organizations would apply if the program is continued in 2011. Most of these organizations are relatively small and should have a modest budget impact.

5) **Alternatives:**

- A. Approve continuation of the program in 2012 and authorize the General Manager to solicit applications for the program.
- B. End the program at the end of 2011.

6) **Budget Notes:** The impact of this program is captured in the draft 2012 budget. There is little added expense to operate this program but the Authority does forego up to \$50,000 in revenue. This figure assumes the same amount of passes would be purchased if the discount were not offered. This is unlikely and the amount of lost revenue is likely much less than \$50,000.

7) **Goal References:** This project meets Goal 1: *"Assess the transportation needs of our community;"* and Goal 4: *"Provide responsive transportation options."*

8) **References:** Discounted Bus Pass Program Six-Month Progress Report.

INTERCITY TRANSIT
Discount Bus Pass Program
Six-Month Progress Report
August, 2011

BUDGET TO ACTUAL USE COMPARISON

ORGANIZATION	BUDGET	YTD EXPENDITURE	REMAINING
Behavioral Health Resources	\$13,200	\$2475	\$10,725
Capital Clubhouse	\$3300	\$1500	\$1800
Community Youth Services	\$10,800	\$4687.50	\$6112.50
Drexel House	\$5775	\$2625	\$3150
Family Support Center	\$1650	\$750	\$900
New Market Skill Center	\$4950	\$2250	\$2700
Olympia Union Gospel Mission	\$1815	\$825	\$990
Out of the Woods	\$667.50	\$255	\$412.50
PANZA – Camp Quixote	\$825	\$375	\$450
Senior Services of South Sound	\$330	\$150	\$180
Thurston County Veteran’s Fund	\$825	\$375	\$450
WA State DSHS	\$8250	\$2962.50	\$5287.50
	\$52,387.50	\$19,230	\$33,157.50

SURVEY RESULTS

ORGANIZATION	Met Objectives	Addressed Problem	Primary Trip Purpose
Behavioral Health Resources	Yes. Has met objective of helping truly needy find transportation to BHR services.	Yes.	Medical and mental health appointments. 33 people received passes for at least one month. 1242 trips were made in first 6 months for medical and mental health appointments.
Capital Clubhouse	Yes.	Yes.	Medical and social service appointments.
Community Youth Services	Yes. Able to maintain usage of bus passes.	Yes. Able to maintain program.	Passes provided as part of case plans. School, work, court appointments, grocery, daycare, etc.
Drexel House	Yes. Helped move homeless men and women off street to permanent housing.	Yes. Allowed affordable transportation.	Housing and medical.
Family Support Center	Yes. Able to provide additional transportation for clients and families.	Yes. Have doubled number of passes available. Demand still exceeds a supply.	Enroll in programs, housing related, job related .
New Market Skill Center	Yes. School benefits greatly.	Yes.	Travel to and from school.
Olympia Union Gospel Mission	Yes.	Yes. Has allowed organization to continue program.	(1)Job and housing, (2) Social service and legal requirements
Out of the Woods	Yes.	Yes. Allows continuing transportation assistance for homeless families.	Youth – independent travel. Adults – appointments, work-related
PANZA – Camp Quixote	Yes	Problems are ongoing but program has helped address them.	Medical, social service and job appointments. Laundry, food shopping, and day labor jobs.
Senior Services of South Sound	Yes.	Yes. Provides assistance to clients not eligible for senior pass.	Volunteers to travel to center.
Thurston County Veteran’s Fund	Yes. Allowed transportation to be offered to indigent veterans.	Yes.	Multiple – job-related, medical, treatment facilities, grocery.
WA State DSHS	Yes	Yes. We have increasing transportation costs coupled with increasing client load. This program helped address issue.	School and job search.

ORGANIZATION	RECOMMENDED CHANGES	2012 PLANS	PLANS IF PROGRAM DISCONTINUED
Behavioral Health Resources	None.	Same number of passes.	Would reduce number of passes and work to make sure all eligible clients have a Reduced Fare permit.
Capital Clubhouse	None. Continue program.	Same level or increase.	Essential trips would be eliminated unless increased donations are obtained.
Community Youth Services	Bill bus passes only if used. Have had to pay for some unused passes in some months.	If program is not changed, will reduce # of passes by 10%.	Would continue to purchase passes at full cost but likely to reduce number purchased by 50%.
Drexel House	None	Apply for same level of passes.	Would not be able to meet clients' transportation needs. Would provide fewer passes and would require more staff work.
Family Support Center	None – works well.	Apply for same level or a small increase.	Would seek private donors for the program or reduce number of passes purchased.
New Market Skill Center	None	Same number or more.	Not sure.
Olympia Union Gospel Mission	None	Would apply for more passes.	Would try to increase budget for transportation to maintain client transportation.
Out of the Woods	None – very efficient.	Apply for same level.	Would try to find other ways to fund this essential resource.
PANZA – Camp Quixote	None	More	Would rely on volunteer assistance.
Senior Services of South Sound	None	Would apply for 50% more.	Would try to continue providing assistance to clients.
Thurston County Veteran's Fund	None. Program works well.	Would apply for additional passes.	Would have to shift funds to meet program needs.
WA State DSHS	Expand program . provide free pass for first month after client gets a job.	About the same.	Would purchase at full price if financially able.

ORGANIZATION	2012 FINANCIAL CONDITION	OTHER COMMENTS	
Behavioral Health Resources	Anticipate some revenue loss in 2012 due to State budget reductions. Have reduced staff by 11 FTE.	None. Thank you for helping our clients find transportation to the critical services they need to maintain stability in the community.	
Capital Clubhouse	About the same.	Keep up the wonderful work.	
Community Youth Services	Have seen reductions in 2011 due to reduced operating revenue and state funding reductions. Two programs were ended and others reduced. Expect further revenue reductions in 2012.	Appreciate the program.	
Drexel House	Secure but will require more fundraising and donations.	None	
Family Support Center	Stable.	None. Intercity Transit staff and OTC staff have been very cooperative working with FSCS.	
New Market Skill Center		This program has made it possible for many of our students to attend school and reach their educational goals.	
Olympia Union Gospel Mission	Stable	No changes – gratitude.	
Out of the Woods	Difficult to predict.	Outstanding program that benefits many. Program is tremendously appreciated.	
PANZA – Camp Quixote	About the same or slightly better than 2011.	None. The Camp appreciates the program.	
Senior Services of South Sound	Stable but number of riders in transportation program is down significantly mid-year.	None	
Thurston County Veteran's Fund	Stable – should see slight increase in funding.	Veterans are very appreciative of the program.	
WA State DSHS	Worse. DSHS faced cuts in 2011 and may again in 2012.	Keep routes useful and affordable. Connect transit centers and employers with vanpools.	