

AGENDA
INTERCITY TRANSIT AUTHORITY
December 3, 2014
5:30 p.m.

CALL TO ORDER

- | | | |
|-----------|-----------------------------|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - None | 0 min. |
| 3) | PUBLIC COMMENT | 10 min. |

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

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

- | | | |
|-----------|---|---------------|
| 4) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
|-----------|---|---------------|

A. Approval of Minutes: November 5, 2014, Regular Meeting;
November 19, 2014, Special Meeting

B. Payroll: November 2014 Payroll in the amount of \$1,842,732.23.

C. Accounts Payable: Warrants dated October 4, 2014, numbers 17410-17481, in the amount of \$575,585.54; warrants dated October 17, 2014, numbers 17487-17583 in the amount of \$651,214.71; warrants dated October 31, 2014, number 17586; and numbers 17589-17652 in the amount of \$641,016.59 for a monthly total of \$1,867,816.84.

Warrants dated November 14, 2014, numbers 17657-17743 in the amount of \$557,740.19; warrants dated November 28, 2014, numbers 17746-17810 in the amount of \$517,668.91 for a monthly total of \$1,075,409.10.

D. DAL Route Scheduling and Management Software Maintenance: Authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$50,794, including taxes. *(Marilyn Hemmann)*

- E. Surplus Property:** Declare the property listed on Exhibit “A” as surplus.
(Marilyn Hemmann)
- 5) **PUBLIC HEARINGS - None** **0 min.**
- 6) **COMMITTEE REPORTS**
- A. **Thurston Regional Planning Council** (Karen Valenzuela) **3 min.**
 - B. **Transportation Policy Board** (Ryan Warner) **3 min.**
 - C. **Citizen Advisory Committee** (Julie Hustoft) **3 min.**
- 7) **NEW BUSINESS**
- A. **2015 Budget Adoption** (Ben Foreman) **10 min.**
 - B. **2015-2020 Strategic Plan** (Ann Freeman-Manzanares) **15 min.**
 - C. **Communications Site Lease** (Marilyn Hemmann) **10 min.**
 - D. **Vanpool Vehicle Purchase** (Marilyn Hemmann) **10 min.**
 - E. **Discounted Monthly Bus Pass Program** (Ann Freeman-Manzanares) **10 min.**
- 8) **GENERAL MANAGER’S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **EXECUTIVE SESSION - None** **10 min.**

ADJOURNMENT

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit’s Title VI Program, you may contact the agency’s Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state’s toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 5, 2014

CALL TO ORDER

Chair Messmer called the November 5, 2014, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Ryan Warner; and Citizen Representative Don Melnick.

Members Excused: Thurston County Commissioner Karen Valenzuela; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Kris Fransen; Ben Foreman; Marilyn Hemmann; Jim Merrill; Carolyn Newsome; Pat Messmer; and Erin Scheel;

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Dale Vincent.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Mark Kallas introduced Ratisami Futi, Facilities Specialist.

PUBLIC COMMENT

David Cundiff, Olympia, WA. Mr. Cundiff addressed the Authority about the elimination of the 4:12 a.m. Route 592 Express Bus. He indicated the early commuters to Pierce and King Counties continue to have difficulty getting to their destinations without this run. Mr. Cundiff said he's talked to staff about various solutions; however he doesn't feel staff is considering them seriously. He suggested eliminating some of the lower performing routes that are "smoldering" along in lower numbers and that compete with the 600 series buses. He said if there are no more resources, than one or more of those runs need to be taken away in order to make space for the early riders.

Intercity Transit Authority Regular Meeting

November 5, 2014

Page 2 of 7

He referred to several possible solutions submitted to staff. He feels there must be a way to make this work for the riders, for staff, and the Authority.

APPROVAL OF CONSENT AGENDA ITEMS

Melnick referred to the October 15, 2014, Work Session Minutes - page 7 - item 6. He asked to add a statement made by Commissioner Valenzuela in response to the newly added Strategic Plan item of seeking alternative funding sources.

Melnick referred to the October 15, 2014, Work Session Minutes - page 8. He asked to clarify his statement made under Authority Issues regarding the seniors at Panorama.

It was M/S/A by Councilmember Gadman and Councilmember Jones to approve the consent agenda and amendments to the October 15, 2014, Work Session minutes.

A. **Approval of Minutes:** October 1, 2014, Regular Meeting; October 15, 2014, Work Session.

B. **Payroll:** October 2014 Payroll in the amount of \$1,833,790.83.

PUBLIC HEARINGS

A. 2015 Draft Budget

Ben Foreman indicated the draft budget presented to the Authority previously was for \$54,060,943 and the budget now sits at \$54,149,943, an increase of \$89,000. The increase is due to a change in roll over projects.

Chair Messmer opened the public hearing at 5:43 p.m. to receive public comment on the 2015 draft budget.

Dave Cundiff expressed disappointment that the public's access to the draft 2015 budget contained only four pages of detail, and hopes in the future, the public will have access to the full budget details. He observed that Intercity Transit appears to be in a good financial position now; however, the future is uncertain, and he asked the Authority to focus on the good financial position in regards to running an early bus from now until February 2015. He noted a disproportion of the projected figures between vehicle operations (projected to increase by 1.39%) and administration (projected to increase by 26%) calls for more detailed explanation and oversight before finalizing the 2015 budget. He said since the amount of money he's been told is impossible to put towards the early bus service is less than \$10,000 he suggests every \$10,000 of that additional money going towards administration is subject to detailed oversight and should show exactly what the public is getting.

Intercity Transit Authority Regular Meeting

November 5, 2014

Page 3 of 7

Hearing no further comments, Chair Messmer closed the public hearing at 5:49 p.m.

With the Authority's approval, Chair Messmer reopened the Public Comment segment to accommodate a citizen who had a time constraint.

Jens-Dieter Stahmer, Olympia, is temporarily driving a taxi, and is not representing any specific taxi service. He said Thurston County has seen an increase in taxi service, and he thinks it's time all jurisdictions (Olympia, Tumwater and Lacey) look at how they can work with the taxi services as part of the transportation business. He asked if it's possible for Intercity Transit and the jurisdictions to create spaces for taxis, to include well-designed signs and two or three parking spaces. This would make taxis visible, and safe. He noted other metropolitan cities in other states have marked spaces for taxis. He asked this request be included in future deliberations during planning stages.

Another suggestion Mr. Stahmer offered is to welcome the international visitors to Thurston County. Perhaps create a sign to be placed at the OTC saying "welcome" in different languages.

Mr. Stahmer is interested in providing better customer service and suggests Intercity Transit work as partners with the taxi services, allowing taxis to drive into the OTC at a well-marked area to drop off riders without hindering the buses. Currently, taxis must drop off passengers across the street. Gadman asked Mr. Stahmer how many cabs Intercity Transit would have to accommodate at any one time at the OTC. Mr. Stahmer believes no more than 2 or 3 cabs, and it should be made clear this is only for taxis that are duly licensed in Thurston County.

B. 2015-2020 Draft Strategic Plan

Chair Messmer opened the public hearing at 5:57 p.m. to receive public comment on the 2015-2020 Draft Strategic Plan.

David Cundiff encourages the Authority to think regionally on connecting Thurston County to the outside places people need to be because that is an important part of the agency's mission and because it strengthens all of the services to the people of Thurston County and outside the region.

Hearing no further comments, Chair Messmer closed the public hearing at 6:01 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Councilmember Jones attended TRPC on October 3. Members received a presentation from the Assistant Director of the Department of Enterprise Services regarding their process of updating the Capitol Master Plan. From that discussion, TRPC showed interest in “Preferred Leasing Areas” for state office buildings that are not contained within the Capitol campus. If they are to lease office buildings off campus, does the state have preferred leasing areas?

Discussion also focused on work surrounding transportation. They recently completed a transportation study associated with the 1063 building located at 11th and Capitol Way. It’s a new proposed building that’s under discussion and requires legislative action to move forward. In their predesigned process associated with that, they looked at transportation needs of employees from the Capitol campus, and all campus users. That report determined the need for the state to double efforts of the Commute Trip Reduction.

TRPC tries to work with local jurisdictions, chambers and other groups in adopting legislative priorities and they assigned sub-committees to that role. There was a briefing on the Transportation Benefit Districts (TBD), as Tumwater and Lacey are looking at TBDs. The meeting ended with discussion on TRPCs work programs for 2015 and they assigned a sub-committee to that process.

- B. Transportation Policy Board (TPB).** Ryan Warner said the TPB met on October 8. TPB received a presentation from Chris Hawkins of Thurston Thrives about projects the Health Department is working on and its relationship to transit. It was an in depth presentation about what Thurston Thrives has done in the past and other projects the TPB and TRPC have been working on. Lon Wyrick and Karen Parkhurst gave a briefing about preparing for the 2015 Legislative Session. The TPB began initial discussions about what they should be working on in 2015.
- C. Citizen Advisory Committee (CAC).** Dale Vincent said the CAC met October 20 and it was a great meeting. The members received a presentation on the Rural and Tribal Transportation program, and Vincent said he appreciated learning about that program. They received an update about the Discounted Bus Pass Program. Ben Foreman provided a financial report, and Freeman-Manzanares led the group through discussion on 14 Strategic Plan issues which started open discussion among the members.
- D. Pension Committee.** Councilmember Baker attended the Pension Committee meeting held October 22. The committee discussed the possibility of switching Intercity Transit’s 401K from Vanguard to another investment management

company. He said staff will conduct a survey of employees who participate in the program.

NEW BUSINESS

- A. Youth Education Program Update:** Erin Scheel provided an update on the Walk n'Roll Youth Education Program. Scheel indicated the program is in its seventh year, and she works closely with all of the cities, Thurston County, and school districts to provide families and young people with options for getting around without relying on cars.

The goal of the program is to promote transit, regular physical activity and coordinate and partner on school siting, design, education and encouragement. Intercity Transit and school staff conducted a survey on National Walk to School Day to determine how the program is working. Pioneer Elementary School and Washington Middle School showed a significant drop in the number of students being driven to school.

Scheel indicated the program is funded through grants, and the agency is partnering with the City of Olympia on a grant that will continue for this school year. Funding is also provided through the Transportation Alternatives Programs (TAP).

Councilmember Jones noted the City of Olympia is working on construction of new pedestrian pathways. He acknowledged Safe Routes to School is built into funding mechanisms and it's an important part of the overall transportation system, making sure the funders and the transportation planners know where points of conflicts are or where there is a need for improvements.

- B. 2014 Planning Session Notes:** Freeman-Manzanares reviewed the notes from the Planning Session held in June to revisit several action points. Below is a summary of the Authority's discussion:

- Consider and make a decision before year end on whether to go for a sales tax election.
- Insure the last 1/10th of one percent sales tax increase is used wisely so in the future the agency isn't left with nowhere else to go.
- Run a campaign that is transparent and educational to the public as to what the agency is doing with current funds and why the need for additional money.
- The Authority may need help from staff about what sort of additions might be appropriate to consider.
- Through surveys or outreach, get a sense of how the public feels about a sales tax increase or service changes. Have a community-wide dialogue (facilitated

- by TRPC) about the needs of public transportation and what is it going to cost, and how are we going to pay for it.
- Define the agency's story. Determine if there is an urgent need now, or does service need to be cut next year, or can service be added with the revenue from increased sales tax.
 - Don't wait until there is a crisis or emergency.
 - We can't make our case for more funds to the legislature until we use up all of our resources first.
 - Ask other local jurisdictions if they have issues going on a ballot.
 - Address concern about bus replacement component.
 - Make sure the agency is delivering a fair value for the price to the public. Progress of a transit system includes expanding service area over time to attract new riders and to serve new neighborhoods.
 - Staff can advise Authority about what's taking place in other systems that might be applicable to our agency's situation.
 - Discuss how the agency would fund regional service without compromising local service.

GENERAL MANAGER'S REPORT

Currently, there are **216 active vanpool groups**.

Eleven applications were received for the **Citizen Advisory Committee recruitment**. Staff will set up interviews.

Applications for the **Surplus Van Grant Program** have been released. Applications are due by December 19.

The **Vanpool Incentive Program** started on October 1, 2014, and 40 new riders enrolled and one new vanpool started.

Transit Ads known as King Kongs were installed this week on five buses for a six-month period. Staff is looking for feedback from Operators and customers.

Sales tax for October was good at 8.19%. We are at 3.24% on the year, and need to reach 3.95% to meet budget expectations.

AUTHORITY ISSUES

Melnick said Jubilee is thrilled with the community van.

Melnick asked when our TRPC representative will carry back our interest in a region-wide conversation. Freeman-Manzanares replied TRPC already defined their 2015

Intercity Transit Authority Regular Meeting

November 5, 2014

Page 7 of 7

work plan, and TRPC would need to budget for a project such as this. Chair Messmer said it would be appropriate to begin to bring forward the conversation to say we are interested, and it's something to be brought up soon and then continue to be worked on.

Warner attended the APTA Conference and Expo and said it was "stunning" and he said it was amazing to see all of the different vendors at the Expo. He attended several Board of Director workshops specifically for transit, and one in particular was the transit members' role in the procurement process. Perhaps it would be good to have a discussion about the role transit board members play in the procurement process.

Gadman provided his feedback on attending the APTA Conference. Vendors were very knowledgeable about their products, and it helped Gadman understand why our transit system uses certain products. He was also impressed by the professionalism of our staff.

Jones said projects that have been completed recently or are under construction will double the level of market rate housing in downtown Olympia. There are 200 new housing units recently completed or under construction. Part of that is the result of the crash of the office market and owners who converted their office space into residential apartments. One such project is the construction of Columbia Heights, a 7-story building which sits on a half-block footprint at 5th and Columbia.

Sullivan said Tumwater started the process of annexation for the trails area.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Warner to adjourn the meeting at 7:36 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 3, 2014.

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

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
November 19, 2014

CALL TO ORDER

Chair Messmer called the November 19, 2014, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; City of Lacey Councilmember Virgil Clarkson; City of Tumwater Councilmember Debbie Sullivan; Citizen Representative Ryan Warner; and Citizen Representative Don Melnick.

Members Absent: Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember Joe Baker; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Pat Messmer and Carolyn Newsome.

Others Present: Citizen Advisory Committee (CAC) member Michael Van Gelder.

APPROVAL OF AGENDA

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

CITIZEN ADVISORY COMMITTEE REPORT

Michael Van Gelder reported the CAC met Monday, November 17 and received an update on the surplus van grant program, which the CAC members enthusiastically support. The main topic of discussion centered around the financial scenario planning which generated many questions with an emphasis placed on the potential environmental impact of whatever choice is made specifically around diesel and hybrid vehicles. The members asked for information about diesel versus hybrid and the pollution output of both.

Members had consensus around Scenario Plan #3. The consensus arose because they agreed that keeping Intercity Transit afloat and keeping service intact is more important because it would keep more cars off the road.

Intercity Transit Authority Special Meeting

November 19, 2014

Page 2 of 5

The CAC reviewed the applications received for the recruitment of 6 new members. They felt all were good candidates and recommended interviewing all 11 applicants.

Melnick added that one CAC member asked if there is any way to quantify the incremental pollution reduction benefits we get from hybrid versus additional dollars that it costs to have hybrid vehicles. Freeman-Manzanares indicated this information was provided by Paul Koleber during his presentation at the ITA/CAC Joint meeting. Chair Messmer added an interesting comparison separate from dollars would be service hours - what's the comparison of service hours that would be freed up and made available to sustain the system.

SURPLUS VAN GRANT PROGRAM

Carolyn Newsome provided a history and update on the Surplus Van Grant Program. This program makes up-to-four surplus vanpool vehicles available to non-profit groups within Intercity Transit's service area. To promote the program this year, staff prepared a press release; used social media and Facebook; and conducted an open house today in which six groups attended.

Councilmember Clarkson asked if Intercity Transit goes through a depreciated value process. Newsome responded yes. On average, it's at 10 to 12% over depreciated value.

Van Gelder asked if staff or the Authority members meet with the Olympian's Editorial Board, and provide them with updates on the great things Intercity Transit does. Freeman-Manzanares responded Intercity Transit has met with the Editorial Board and we have received coverage three times over the last two weeks. They expressed an interest in following up on the vanpool program and village vans. The surplus van grant would certainly produce a great human interest story. There have been conversations about potentially doing something more official at board meetings, where the Olympian could take photos of recipients.

2014 FALL CITIZEN ADVISORY COMMITTEE RECRUITMENT

Freeman-Manzanares explained the fall recruitment process included several new strategies, such as making personal visits to high schools, ads on the back of the buses, jurisdictions had messages on their websites, and announcements were made at council meetings, all which resulted in an increase of applications. Twelve applications were received, however, one applicant retracted, so there are eleven candidates to select from. The ad hoc committee consists of CAC members, Carl See, Julie Hustoft, Valerie Elliott, and Sue Pierce as alternate; and Authority members Debbie Sullivan, Ryan

Warner, Don Melnick, and Karen Messmer as alternate. Nancy Trail is coordinating the interviews, with December 3, 2014, as a target date for the interviews.

A discussion ensued resulting in several suggestions to consider:

- Place qualified applicants, who are not initially selected, on a retention list, creating a pool from which to pull from in the event a CAC member leaves.
- Assign an end date to the list (do not extend beyond a year).

The Authority agreed to interview all eleven candidates.

FINANCIAL SCENARIO PLANNING

Freeman-Manzanares reviewed financial models illustrating a variety of short and long-range financial outcomes. She compared three financial scenarios based on the conversations over the past six to twelve months and presented a set of assumptions.

- **Scenario 1: Hybrid Coaches/15-Year Replacement:** This is our current scenario and if we stay status quo, there will be a deficit in 2020).
- **Scenario 2: Hybrid Coaches/17-Year Replacement**
- **Scenario 3: Diesel Coaches/17-Year Replacement**

Discussion and questions ensued among the Authority members.

Van Gelder asked what will be the public's perception if the different jurisdictions go out for different things at the same time or in close proximity. Will the public look at this as uncoordinated. Councilmember Sullivan said it would be important to make clear distinctions and get the message across very clearly to the voters exactly what each entity is using the money for.

Van Gelder asked about using a regional ballot. Jones said he suggested "joint messaging" with the jurisdictions, and the need to explain to the greater community that the federal government and the state are not adequately addressing transportation issues facing the community.

Freeman-Manzanares reviewed the various background documents (Sales Tax/MVET income; 2013 Route Service Summary; 2004-2014 Fuel Pricing and Coach Replacement Schedule). She noted the average sales tax since 1984 has been 5.7%; the average sales tax 1984 to 2003 averaged 7.8%; the average sales tax 2004 to 2014 has been 1.9%.

Freeman-Manzanares reviewed the numbers showing various tax assumptions.

Intercity Transit Authority Special Meeting

November 19, 2014

Page 4 of 5

Sullivan mentioned issues surrounding the purchase and recycling of hybrid bus batteries. She said hybrids may have lower emissions; however, they do generate economic and environmental issues related to creating batteries then disposing of them.

Chair Messmer said currently the decision before the Authority is if and when to ask the voters for additional revenue and the Authority should be ready to make a decision by year end and set specific criteria. She asked the Authority if they have enough information to make a decision about whether to go out for a sales tax ballot. The Authority consensus is to discuss this further at the December meeting.

GENERAL MANAGER'S REPORT

The Wellness Committee is sponsoring a Gratitude Graffiti Project throughout the agency. It is a forty day practice of purposeful appreciation of one's life through interactive art. Through The Gratitude Graffiti Project, participants are no longer 'spectators' of art, they are fully engaged in creating the art that expresses their gratitude.

Staff is recommending a revision to Route 47 and requesting public comment. Due to congestion along Harrison near Division, we are unable to keep on schedule. The proposed revision reduces the route by $\frac{3}{4}$ of a mile, saving 4 to 5 minutes per trip. Route 47 will remain the same traveling from the OTC to Capital Mall. The revision eliminates 5 stops from Capital Mall to the OTC. This revision is proposed for the February service change.

The Jingle Bus will be out on the streets beginning Friday, November 28.

Intercity Transit will participate in the ODA Holiday Bus Parade, Sunday, November 30. Staff will send details to the ITA and CAC.

Freeman-Manzanares said the agency is focused on supporting the community and local economic activity. She played a radio ad that will play on Roxy 94.5 November 17 through December 19. It encourages the public to take the bus to shop, dine, and play locally.

There were 17,768 participants in the Wheel Options Campaign, and 1,650 participants were from Thurston County.

WSDOT is looking for rider participation in the Statewide Public Transportation Plan and asked Intercity Transit if a member of the Citizen Advisory Committee would like to participate. Carl See will represent and Michael Van Gelder will be his alternate.

Intercity Transit Authority Special Meeting

November 19, 2014

Page 5 of 5

October Fixed Route ridership was 436,936 passenger trips. This is an increase of 1.4% over October 2013. It is our second highest ridership month ever, surpassed only by October 2008 at 440,944 passenger trips.

Year-to-date ridership through October is 3,774,688 passenger trips, a 7% increase over last year.

AUTHORITY ISSUES

Virgil Clarkson announced a banquet is being held at South Puget Sound Community College on Saturday, January 17, 2015, in honor of Martin Luther King, Jr. Proceeds will go towards local school scholarships, and all are encouraged to attend.

Chair Messmer said it's time to begin the General Manager Performance Evaluation process which will come before the Authority soon.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 7:40 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 3, 2014

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

PERIOD DATES: 10/19/14-11/1/2014					PAYDATE 11/7/2014	PERIOD DATES: 11/2-11/15/14					PAYDAY 11/21/2014
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	69,078.19		3	FIT		WIRE	68,205.38	
4	MT		EFT	19,002.40	88,080.59	4	MT		WIRE	18,921.18	87,126.56
5	A2/35	Life Ins.	Check Dave 2nd	1,679.61	0.00	5	AL/34	Life Ins.	Check Dave 2nc	3,247.33	0.00
6	D3/31	Disability In	Check Dave 2nd	1,219.87	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,196.50	0.00
7	HE/37	Health In1st	Check Dave 2nd	14,791.50	0.00	7	HI/38	Health In1s	Check Dave 2nc	231,014.50	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00
9	CC/61	Child Care	Hfstttr/Brkgmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3	
10	GN/08	Garnish	CHECK last	26.01		10	GN/08	Garnish	CHECK last	380.84	
11						11					
12	CS/09	DSHS	EFT	1,429.85	1,429.85	12	CS/09	DSHS	EFT	1,429.85	1,429.85
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00
14	D1/98	D.Dep. #1	ACH WIRE every	7,434.28	7,434.28	14	D1/98	D.Dep. #1	ACH WIRE every	7,136.88	7,136.88
15	D2/97	D.Dep. #2	ACH WIRE every	17,954.50	17,954.50	15	D2/97	D.Dep. #2	ACH WIRE every	18,089.59	18,089.59
16						16					
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50	
17	HS/59	Health Svgs	ACH Wire every	235.00	235.00	17	HS/59	Health Svgs	ACH Wire every	235.00	235.00
18	DC/97	Vgrd EE	Wire	45,570.37		18	DC/97	Vgrd EE	Wire	51,444.35	
19	DC/22	Vgrd ER	Wire	28,750.07	74,320.44	19	DC/22	Vgrd ER	Wire	29,290.88	80,735.23
20	L2/29	401k Ln#2	Wire	4,546.16		20	L2/29	401k Ln#2	Wire	4,436.16	
20	LN/29	401k Ln #1	Wire	9,616.90	14,163.06	20	LN/29	401k Ln#1	Wire	9,856.48	14,292.64
22	TTL VNGRD		88,483.50			22	TTL VNGRD		95,027.87		
23	LI/02	L&I	EFT Quarterly	25,991.82		23	LI/02	L&I	EFT Quarterly	25,617.02	0.00
24	MD/51	Mch.UnDues	Check last	1,306.20		24	MD/51	Mch.UnDue	Check last	1,307.55	
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00	
26	MS/60	Payroll Corr	check	359.95		26	MS/60		Check	0.00	0.00
	MS/60			0.00							
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00
28	TF/	Tx.Fr.Benefit	Employer	70.00	0.00	28	TF/	Taxable Fr.Benefits		370.00	
29	PA/66	Proj.Assist	Check last	385.50		29	PA/66	Proj.Assist	Check last	384.50	
30	PN/04	PERS EE	EFT	34,341.38	0.00	30	PN/04	PERS EE	EFT	34,853.95	0.00
31	PN/04	PERS ER	EFT	62,767.07	97,108.45	31	PN/04	PERS ER	EFT	63,558.53	98,412.48
32	TTL PERS		97,108.45			32	TTL PERS		98,412.48		
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	746.27	0.00
	RC/24	ICMA EE	WIRE	5,723.64		34	RC/24	ICMA EE	WIRE	-1,131.66	0.00
35	RI/23	ICMA Roth	WIRE	429.81	429.81	35	RI/23	ICMA Roth	WIRE	429.81	429.81
36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57	36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57
37	RR/25	ICMA ER	WIRE	3,099.78	8,823.42	37	RR/25	ICMA ER	WIRE	3,078.36	1,946.70
38	TTL ICMA	10,925.99	11,355.80			38	TTL ICMA	4,049.27	4,479.08		
39	SD/26	457 ST EE	EFT	9,700.96		39	SD/26	457 ST EE	EFT	10,020.94	
40	SR/27	457 ST ER	EFT	5,353.39	15,054.35	40	SR/27	457 ST ER	EFT	5,537.40	15,558.34
41	ST/67	ShTrmDisab	EFT	2,784.21	2,784.21	41	ST/67	ShTrmDisal	EFT	101.92	101.92
42	UC/45	Un COPE	Check 1st	119.00		42	UC/45	Un COPE			
	UA/44	Un Assess	Check last	-6.00		42	UA/44	Un Assess	Check last	591.00	
	UD/42	Un Dues	Check last	5,200.95		43	UD/42	Un Dues	Check last	5,304.08	
44	UI/41	Un Initlatn	Check last	0.00		44	UI/41	Un Initlatn	Check last	0.00	
45	UT/43	Un Tax	Check last	2,632.50		45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Way	Check last	555.50		46	UW/62	United Way	Check last	540.50	
47	WF/64	Wellness	Check last	332.50		47	WF/64	Wellness	Check last	336.50	
48	NET PAY (dir. Deposit)	ACH Wire every		421,393.55	421,393.55	48	Net Pay (Dir. Dep.)			425,337.68	425,337.68
	Paychecks			7,730.03			Paychecks			3,384.04	
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$751,314.08	49	TOTAL TRANSFER				\$752,935.25
50	TOTAL PAYROLL*:			\$814,415.82		50	TOTAL PAYROLL*:			\$1,028,316.41	
51	GROSS EARNINGS:			684,142.33		51	GROSS EARNINGS:			693,358.05	
52	EMPR MISC DED:			120,772.29		52	EMPR MISC DED:			325,497.77	
53	EMPR MEDICARE TAX:			9,501.20		53	EMPR MEDICARE TAX:			9,460.59	
54	TOTAL PAYROLL*:			\$814,415.82		54	TOTAL PAYROLL*:			\$1,028,316.41	
55	TOTAL PAYROLL FOR OCTOBER 2014					55	TOTAL PAYROLL FOR OCTOBER 2014				\$1,842,732.23
56	ACH WIRE TOTAL			447,017.33		56	ACH WIRE TOTAL			450,799.15	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/04/2014

Thru Date: 10/04/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017410	10/4/2014	01405	ADVANCE GLASS INC	\$1,057.20	
00017411	10/4/2014	01465	AFFILIATED COMPUTER SERVICES INC	\$1,750.00	
00017412	10/4/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$14,017.72	
00017413	10/4/2014	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00017414	10/4/2014	02060	AMERISAFE	\$58.76	
00017415	10/4/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$199.42	
00017416	10/4/2014	02580	ASSOCIATED PETROLEUM	\$453.70	
00017417	10/4/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$571.63	
00017418	10/4/2014	03940	B&B SIGN COMPANY LLC	\$176.26	
00017419	10/4/2014	04040	BUD CLARY CHEVROLET	\$74,759.82	
00017420	10/4/2014	04120	BUILDERS HARDWARE CO	\$489.73	
00017421	10/4/2014	05740	CED	\$273.52	
00017422	10/4/2014	06060	CITY OF OLYMPIA	\$695.37	
00017423	10/4/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,493.95	
00017424	10/4/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$1,672.70	
00017425	10/4/2014	06830	CONSOLIDATED PRESS	\$10,939.59	
00017426	10/4/2014	07150	CROSSROADS COLLISION CENTER	\$1,209.15	
00017427	10/4/2014	07220	CUMMINS NORTHWEST INC	\$3,384.07	
00017428	10/4/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00017429	10/4/2014	08550	EASY SPEAKERS CLUB	\$620.00	
00017430	10/4/2014	08780	EMERALD SERVICES INC	\$500.81	
00017431	10/4/2014	09180	EXPRESS SERVICES INC	\$1,462.24	
00017432	10/4/2014	09660	FERGUSON ENTERPRISES, INC	\$309.46	
00017433	10/4/2014	09805	FLEET PRIDE	\$112.20	
00017434	10/4/2014	09820	FLEET-NET CORP	\$11,233.60	
00017435	10/4/2014	10580	GENE'S TOWING INC	\$413.66	
00017436	10/4/2014	10605	GENFARE	\$188.96	
00017437	10/4/2014	10660	GILLIG LLC	\$0.00	✓
00017438	10/4/2014	10660	GILLIG LLC	\$11,313.74	
00017439	10/4/2014	11175	HEALTH CARE AUTHORITY	\$257,589.67	
00017440	10/4/2014	11615	INDUSTRIAL HYDRAULICS INC	\$239.97	
00017441	10/4/2014	11740	INTERCITY TRANSIT ADVANCED TRAVEL	\$4,214.88	
00017442	10/4/2014	11765	INTERCITY TRANSIT PETTY CASH	\$421.64	
00017443	10/4/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,656.75	
00017444	10/4/2014	11810	INTERSTATE BATTERY	\$330.59	
00017445	10/4/2014	11930	JERRYS AUTOMOTIVE TOWING	\$1,452.47	
00017446	10/4/2014	12845	KNIGHT FIRE PROTECTION	\$70.72	
00017447	10/4/2014	13510	LES SCHWAB TIRE CENTER	\$122.28	
00017448	10/4/2014	13768	MARCUS K MANN	\$1,590.00	
00017449	10/4/2014	13850	MASON TRANSIT AUTHORITY	\$1,018.00	
00017450	10/4/2014	14750	MULLINAX FORD	\$5,011.35	
00017451	10/4/2014	14900	NAPA AUTO PARTS	\$351.82	
00017452	10/4/2014	15255	NORTHWEST PUMP & EQUIPMENT	\$910.93	
00017453	10/4/2014	16595	PACIFIC POWER GROUP LLC	\$2,006.88	
00017454	10/4/2014	16753	PERTEET INC	\$6,566.82	
00017455	10/4/2014	16765	PETRO CARD	\$93,676.26	
00017456	10/4/2014	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00017457	10/4/2014	16874	PITNEY BOWES PURCHASE POWER	\$1,510.00	
00017458	10/4/2014	17505	RAINIER DODGE INC	\$1,110.07	
00017459	10/4/2014	17900	SCHETKY NW SALES INC	\$786.79	
00017460	10/4/2014	18470	SPORTWORKS NORTHWEST INC	\$198.73	
00017461	10/4/2014	18695	SUMMIT LAW GROUP PLLC	\$90.00	
00017462	10/4/2014	18705	SUNBELT RENTALS	\$540.08	
00017463	10/4/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/04/2014

Thru Date: 10/04/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017464	10/4/2014	18990	THERMO KING NORTHWEST	\$325.32	
00017465	10/4/2014	21755	THURSTON COUNTY CLERK	\$324.00	
00017466	10/4/2014	21930	TIRES INC	\$19,675.84	
00017467	10/4/2014	21950	TITUS-WILL CHEVROLET	\$2,800.94	
00017468	10/4/2014	22010	TOYOTA OF OLYMPIA	\$337.12	
00017469	10/4/2014	22100	TRANSIT SOLUTIONS, LLC	\$649.27	
00017470	10/4/2014	22320	TSS DIGITAL SERVICES INC	\$10,080.00	
00017471	10/4/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,090.00	
00017472	10/4/2014	23790	VENTILATION POWER INC	\$371.55	
00017473	10/4/2014	23820	VERIZON WIRELESS	\$1,488.97	
00017474	10/4/2014	24000	W W GRAINGER INC	\$140.55	
00017475	10/4/2014	24240	WA ST DEPT OF L & I ELEVATOR SECTION	\$339.70	
00017476	10/4/2014	24742	WA ST EMPLOYMENT SECURITY	\$52.29	
00017477	10/4/2014	24750	WA ST GET PROGRAM	\$322.50	
00017478	10/4/2014	24905	WA ST SCHOOL FOR THE BLIND	\$27.20	
00017479	10/4/2014	25540	WASHINGTON STATE RIDESHARING ORG	\$1,680.00	
00017480	10/4/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$300.00	
00017481	10/4/2014	25715	WEATHERGUARD ROOFING, INC.	\$1,958.40	
			Total:	\$575,585.54	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/17/2014

Thru Date: 10/17/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017487	10/17/2014	01230	A WORKSAFE SERVICE INC	\$87.00	
00017488	10/17/2014	01405	ADVANCE GLASS INC	\$934.66	
00017489	10/17/2014	01465	AFFILIATED COMPUTER SERVICES INC	\$133,193.40	
00017490	10/17/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00017491	10/17/2014	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00017492	10/17/2014	01820	AMERICAN DRIVING RECORDS INC	\$865.07	
00017493	10/17/2014	01850	AMERICAN FENCE RENTAL LLC	\$2,556.35	
00017494	10/17/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$1,897.20	
00017495	10/17/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$370.66	
00017496	10/17/2014	02380	ARAMARK UNIFORM SERVICES	\$1,551.46	
00017497	10/17/2014	02580	ASSOCIATED PETROLEUM	\$15,183.36	
00017498	10/17/2014	02825	AUTO PLUS - OLYMPIA	\$364.80	
00017499	10/17/2014	03250	BATTERY SYSTEMS, INC	\$1,535.82	
00017500	10/17/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$412.28	
00017501	10/17/2014	03940	B&B SIGN COMPANY LLC	\$107.72	
00017502	10/17/2014	05305	CAPITOL ALARM INC	\$315.66	
00017503	10/17/2014	05340	CAPITOL COURIER SERVICE	\$349.12	
00017504	10/17/2014	05740	CED	\$346.25	
00017505	10/17/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,917.01	
00017506	10/17/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$32.83	
00017507	10/17/2014	06040	CITY OF LACEY	\$744.71	
00017508	10/17/2014	06607	COMDATA	\$904.19	
00017509	10/17/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$658.94	
00017510	10/17/2014	06875	COOK SECURITY GROUP	\$293.76	
00017511	10/17/2014	07150	CROSSROADS COLLISION CENTER	\$3,640.66	
00017512	10/17/2014	07220	CUMMINS NORTHWEST INC	\$4,156.43	
00017513	10/17/2014	08840	EMPLOYER RESOURCES NORTHWEST	\$2,451.40	
00017514	10/17/2014	08925	ENVIROISSUES INC	\$501.50	
00017515	10/17/2014	09180	EXPRESS SERVICES INC	\$759.60	
00017516	10/17/2014	09575	FASTENAL COMPANY	\$32.97	
00017517	10/17/2014	10660	GILLIG LLC	\$0.00	✓
00017518	10/17/2014	10660	GILLIG LLC	\$15,396.75	
00017519	10/17/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00017520	10/17/2014	10820	GRAPHIC COMMUNICATIONS	\$1,379.74	
00017521	10/17/2014	10886	GROUP HEALTH COOPERATIVE	\$570.00	
00017522	10/17/2014	11414	HULTZ BHU ENGINEERS INC	\$1,936.59	
00017523	10/17/2014	11670	INLAND TECHNOLOGY INC	\$2,024.08	
00017524	10/17/2014	11750	INTERCITY TRANSIT EXEC IMPREST ACCOU	\$2,355.00	
00017525	10/17/2014	11810	INTERSTATE BATTERY	\$208.79	
00017526	10/17/2014	11895	J&I POWER EQUIPMENT INC	\$120.95	
00017527	10/17/2014	11930	JERRYS AUTOMOTIVE TOWING	\$729.50	
00017528	10/17/2014	12665	KGY INC	\$756.00	
00017529	10/17/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$642.10	
00017530	10/17/2014	13485	LEMAY MOBILE SHREDDING	\$60.00	
00017531	10/17/2014	13510	LES SCHWAB TIRE CENTER	\$107.31	
00017532	10/17/2014	13661	LOOMIS	\$425.39	
00017533	10/17/2014	14160	MCMASTER-CARR SUPPLY CO.	\$30.58	
00017534	10/17/2014	14590	MOHAWK MFG & SUPPLY	\$12.30	
00017535	10/17/2014	14750	MULLINAX FORD	\$870.40	
00017536	10/17/2014	14900	NAPA AUTO PARTS	\$749.76	
00017537	10/17/2014	15545	OLYMPIA COPY & PRINTING	\$662.41	
00017538	10/17/2014	16490	PACIFIC DISPOSAL INC	\$618.74	
00017539	10/17/2014	16557	PACIFIC MODULAR, INC	\$707.20	
00017540	10/17/2014	16593	PACIFIC OFFICE AUTOMATION	\$2,758.28	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/17/2014

Thru Date: 10/17/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017541	10/17/2014	16695	PATTISON WATER COMPANY	\$101.09	
00017542	10/17/2014	16765	PETRO CARD	\$110,826.18	
00017543	10/17/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00017544	10/17/2014	17290	PUGET SOUND ENERGY	\$13,234.12	
00017545	10/17/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00017546	10/17/2014	17505	RAINIER DODGE INC	\$530.81	
00017547	10/17/2014	17560	RE AUTO ELECTRIC INC	\$45.65	
00017548	10/17/2014	17895	SCHEEL, RON	\$80.00	
00017549	10/17/2014	17900	SCHETKY NW SALES INC	\$1,569.58	
00017550	10/17/2014	17981	SECURITAS SECURITY SERVICES USA INC	\$13,629.58	
00017551	10/17/2014	18038	SGS HERGUTH LABORATORIES INC.	\$2,024.76	
00017552	10/17/2014	18068	SHINING EXAMPLE INC	\$303.33	
00017553	10/17/2014	18145	SIX ROBBLEES INC	\$21.39	
00017554	10/17/2014	18355	SOUND TRANSIT	\$157,232.17	
00017555	10/17/2014	18470	SPORTWORKS NORTHWEST INC	\$95.37	
00017556	10/17/2014	18651	STORMANS (LICENSING)	\$143.25	
00017557	10/17/2014	18666	STRATEGIC CONSULTING SERVICES	\$270.00	
00017558	10/17/2014	18705	SUNBELT RENTALS	\$844.33	
00017559	10/17/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$212.90	
00017560	10/17/2014	18759	SYNERGY GROUP INC	\$2,591.18	
00017561	10/17/2014	18940	TENNANT COMPANY	\$503.09	
00017562	10/17/2014	18990	THERMO KING NORTHWEST	\$1,388.95	
00017563	10/17/2014	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,115.25	
00017564	10/17/2014	21910	THYSSENKRUPP ELEVATOR	\$345.78	
00017565	10/17/2014	21930	TIRES INC	\$3,449.89	
00017566	10/17/2014	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00017567	10/17/2014	21950	TITUS-WILL CHEVROLET	\$2,574.29	
00017568	10/17/2014	22000	TOYOTA LIFT NORTHWEST	\$476.51	
00017569	10/17/2014	22010	TOYOTA OF OLYMPIA	\$266.02	
00017570	10/17/2014	22100	TRANSIT SOLUTIONS, LLC	\$2,175.17	
00017571	10/17/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00017572	10/17/2014	22420	TUMWATER PRINTING	\$646.77	
00017573	10/17/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$43,077.30	
00017574	10/17/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,169.16	
00017575	10/17/2014	23713	UNIVERSITY SPORTS PUBLICATIONS CO INC	\$750.00	
00017576	10/17/2014	23740	USSC LLC	\$740.26	
00017577	10/17/2014	23960	US BANK VOYAGER FLEET SYSTEMS	\$46,883.27	
00017578	10/17/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$118.26	
00017579	10/17/2014	24750	WA ST GET PROGRAM	\$322.50	
00017580	10/17/2014	25340	WASHINGTON CITIES INSURANCE AUTHORIT	\$125.00	
00017581	10/17/2014	25380	WASHINGTON GARDENS	\$348.16	
00017582	10/17/2014	25858	WESTCARE CLINIC LLC PS	\$448.00	
00017583	10/17/2014	26560	YELM AREA CHAMBER OF COMMERCE	\$325.00	
Total:				\$651,214.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/31/2014

Thru Date: 10/31/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017586	10/31/2014	11175	HEALTH CARE AUTHORITY	\$197.80	
00017589	10/31/2014	01305	ACCESS INFORMATION MANAGEMENT	\$551.61	
00017590	10/31/2014	01315	ACCORD & COLLABORATION	\$900.00	
00017591	10/31/2014	01397	ADVANCE ENVIRONMENTAL, INC.	\$200.00	
00017592	10/31/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$13,843.67	
00017593	10/31/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00017594	10/31/2014	01960	AMERICAN SEATING COMPANY	\$119.17	
00017595	10/31/2014	02060	AMERISAFE	\$68.00	
00017596	10/31/2014	02380	ARAMARK UNIFORM SERVICES	\$766.20	
00017597	10/31/2014	02565	ASPHALT PATCH SYSTEMS INC	\$66,742.00	
00017598	10/31/2014	02580	ASSOCIATED PETROLEUM	\$499.07	
00017599	10/31/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,026.67	
00017600	10/31/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$289.91	
00017601	10/31/2014	04040	BUD CLARY CHEVROLET	\$98,490.82	
00017602	10/31/2014	04120	BUILDERS HARDWARE CO	\$242.32	
00017603	10/31/2014	05740	CED	\$1,278.57	
00017604	10/31/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$89.67	
00017605	10/31/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$141.85	
00017606	10/31/2014	06060	CITY OF OLYMPIA	\$1,167.75	
00017607	10/31/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,329.62	
00017608	10/31/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$1,172.96	
00017609	10/31/2014	07220	CUMMINS NORTHWEST INC	\$25,445.53	
00017610	10/31/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00017611	10/31/2014	08465	DVS ANALYTICS INC	\$2,399.04	
00017612	10/31/2014	09180	EXPRESS SERVICES INC	\$1,519.20	
00017613	10/31/2014	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00017614	10/31/2014	09820	FLEET-NET CORP	\$228.88	
00017615	10/31/2014	10290	FUSION GRAPHIX	\$150.14	
00017616	10/31/2014	10580	GENE'S TOWING INC	\$531.96	
00017617	10/31/2014	10660	GILLIG LLC	\$9,191.46	
00017618	10/31/2014	11175	HEALTH CARE AUTHORITY	\$254,975.70	
00017619	10/31/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,612.50	
00017620	10/31/2014	11810	INTERSTATE BATTERY	\$349.08	
00017621	10/31/2014	11865	ISLAND SUPERIOR AIR FILTER	\$1,133.80	
00017622	10/31/2014	11905	JANEK CORPORATION	\$1,120.64	
00017623	10/31/2014	11930	JERRYS AUTOMOTIVE TOWING	\$92.48	
00017624	10/31/2014	12375	KALLAS, MARK	\$532.72	
00017625	10/31/2014	12620	KEYBANK NATIONAL ASSOCIATION	\$85.19	
00017626	10/31/2014	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00017627	10/31/2014	14590	MOHAWK MFG & SUPPLY	\$142.41	
00017628	10/31/2014	14750	MULLINAX FORD	\$1,317.43	
00017629	10/31/2014	14900	NAPA AUTO PARTS	\$174.56	
00017630	10/31/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,341.77	
00017631	10/31/2014	16595	PACIFIC POWER GROUP LLC	\$518.15	
00017632	10/31/2014	16753	PERTEET INC	\$8,777.64	
00017633	10/31/2014	16765	PETRO CARD	\$107,120.27	
00017634	10/31/2014	17505	RAINIER DODGE INC	\$1,176.44	
00017635	10/31/2014	17560	RE AUTO ELECTRIC INC	\$286.94	
00017636	10/31/2014	17900	SCHETKY NW SALES INC	\$502.61	
00017637	10/31/2014	18260	SNOHOMISH COUNTY SAFE KIDS	\$50.00	
00017638	10/31/2014	18470	SPORTWORKS NORTHWEST INC	\$201.12	
00017639	10/31/2014	18651	STORMANS (LICENSING)	\$217.00	
00017640	10/31/2014	18735	SUPERIOR IMAGING GROUP	\$831.31	
00017641	10/31/2014	18940	TENNANT COMPANY	\$157.11	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/31/2014

Thru Date: 10/31/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017642	10/31/2014	18990	THERMO KING NORTHWEST	\$473.18	
00017643	10/31/2014	21950	TITUS-WILL CHEVROLET	\$2,270.16	
00017644	10/31/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,090.00	
00017645	10/31/2014	23740	USSC LLC	\$711.60	
00017646	10/31/2014	24000	W W GRAINGER INC	\$171.85	
00017647	10/31/2014	24030	WA ST AUDITORS OFFICE	\$668.80	
00017648	10/31/2014	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$159.00	
00017649	10/31/2014	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$14,434.55	
00017650	10/31/2014	24750	WA ST GET PROGRAM	\$322.50	
00017651	10/31/2014	25858	WESTCARE CLINIC LLC PS	\$762.00	
00017652	10/31/2014	26005	WILCOX AND FLEGEL	\$1,258.73	
			Total:	\$641,016.59	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/14/2014

Thru Date: 11/14/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017657	11/14/2014	06105	CITY OF OLYMPIA COMMUNITY PLANNING &	\$109.25	
00017658	11/14/2014	01230	A WORKSAFE SERVICE INC	\$104.00	
00017659	11/14/2014	01405	ADVANCE GLASS INC	\$992.13	
00017660	11/14/2014	01465	AFFILIATED COMPUTER SERVICES INC	\$12,358.00	
00017661	11/14/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00017662	11/14/2014	01805	AMB TOOLS AND EQUIPMENT CO INC	\$233.51	
00017663	11/14/2014	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00017664	11/14/2014	01820	AMERICAN DRIVING RECORDS INC	\$507.60	
00017665	11/14/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00017666	11/14/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00017667	11/14/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$190.47	
00017668	11/14/2014	02380	ARAMARK UNIFORM SERVICES	\$766.20	
00017669	11/14/2014	02580	ASSOCIATED PETROLEUM	\$356.90	
00017670	11/14/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,984.00	
00017671	11/14/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,570.11	
00017672	11/14/2014	03940	B&B SIGN COMPANY LLC	\$1,060.98	
00017673	11/14/2014	04040	BUD CLARY CHEVROLET	\$205,644.36	
00017674	11/14/2014	05340	CAPITOL COURIER SERVICE	\$365.75	
00017675	11/14/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,915.82	
00017676	11/14/2014	06040	CITY OF LACEY	\$641.29	
00017677	11/14/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$1,488.13	
00017678	11/14/2014	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00017679	11/14/2014	07220	CUMMINS NORTHWEST INC	\$5,068.12	
00017680	11/14/2014	08780	EMERALD SERVICES INC	\$992.73	
00017681	11/14/2014	08855	ENERGY INDUSTRIES (WASHINGTON) LLC	\$11,650.47	
00017682	11/14/2014	08925	ENVIROISSUES INC	\$3,806.00	
00017683	11/14/2014	09005	ESRI INC	\$8,758.40	
00017684	11/14/2014	09180	EXPRESS SERVICES INC	\$1,519.20	
00017685	11/14/2014	09660	FERGUSON ENTERPRISES, INC	\$1,888.17	
00017686	11/14/2014	09800	FLECK, JEFF	\$10.00	
00017687	11/14/2014	10455	GADMAN, JEFF	\$303.75	
00017688	11/14/2014	10660	GILLIG LLC	\$0.00	✓
00017689	11/14/2014	10660	GILLIG LLC	\$11,229.46	
00017690	11/14/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00017691	11/14/2014	10820	GRAPHIC COMMUNICATIONS	\$2,340.76	
00017692	11/14/2014	11065	HARLOW CONSTRUCTION	\$30,776.70	
00017693	11/14/2014	11414	HULTZ BHU ENGINEERS INC	\$147.55	
00017694	11/14/2014	11765	INTERCITY TRANSIT PETTY CASH	\$448.54	
00017695	11/14/2014	12665	KGY INC	\$756.00	
00017696	11/14/2014	12725	KINGS III OF AMERICA INC	\$221.94	
00017697	11/14/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,220.20	
00017698	11/14/2014	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	
00017699	11/14/2014	13661	LOOMIS	\$483.35	
00017700	11/14/2014	13850	MASON TRANSIT AUTHORITY	\$1,261.00	
00017701	11/14/2014	14750	MULLINAX FORD	\$1,587.06	
00017702	11/14/2014	14900	NAPA AUTO PARTS	\$460.76	
00017703	11/14/2014	16250	ON-HOLD CONCEPTS INC	\$48.92	
00017704	11/14/2014	16490	PACIFIC DISPOSAL INC	\$618.74	
00017705	11/14/2014	16557	PACIFIC MODULAR, INC	\$489.60	
00017706	11/14/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00017707	11/14/2014	16595	PACIFIC POWER GROUP LLC	\$4,015.82	
00017708	11/14/2014	16695	PATTISON WATER COMPANY	\$89.22	
00017709	11/14/2014	16765	PETRO CARD	\$48,941.42	
00017710	11/14/2014	16841	PIONEER FIRE & SECURITY INC	\$276.03	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/14/2014

Thru Date: 11/14/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017711	11/14/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00017712	11/14/2014	16874	PITNEY BOWES PURCHASE POWER	\$1,510.00	
00017713	11/14/2014	17290	PUGET SOUND ENERGY	\$14,462.23	
00017714	11/14/2014	17505	RAINIER DODGE INC	\$232.36	
00017715	11/14/2014	17900	SCHETKY NW SALES INC	\$923.25	
00017716	11/14/2014	18068	SHINING EXAMPLE INC	\$303.33	
00017717	11/14/2014	18145	SIX ROBBLEES INC	\$49.94	
00017718	11/14/2014	18445	SPICER, AMY JO	\$23.00	
00017719	11/14/2014	18470	SPORTWORKS NORTHWEST INC	\$83.40	
00017720	11/14/2014	18651	STORMANS (LICENSING)	\$191.00	
00017721	11/14/2014	18695	SUMMIT LAW GROUP PLLC	\$360.00	
00017722	11/14/2014	18705	SUNBELT RENTALS	\$1,117.15	
00017723	11/14/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$108.60	
00017724	11/14/2014	18746	SUSTAINABLE SOUTH SOUND	\$1,000.00	
00017725	11/14/2014	18990	THERMO KING NORTHWEST	\$567.00	
00017726	11/14/2014	21930	TIRES INC	\$10,349.52	
00017727	11/14/2014	21950	TITUS-WILL CHEVROLET	\$2,841.96	
00017728	11/14/2014	21985	TOTAL FILTRATION SERVICES	\$250.20	
00017729	11/14/2014	22010	TOYOTA OF OLYMPIA	\$520.10	
00017730	11/14/2014	22100	TRANSIT SOLUTIONS, LLC	\$179.52	
00017731	11/14/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00017732	11/14/2014	22420	TUMWATER PRINTING	\$1,869.65	
00017733	11/14/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$63,867.36	
00017734	11/14/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	✓
00017735	11/14/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$10,667.72	
00017736	11/14/2014	23808	VERINT VIDEO SOLUTIONS INC	\$542.92	
00017737	11/14/2014	23820	VERIZON WIRELESS	\$1,299.78	
00017738	11/14/2014	23960	US BANK VOYAGER FLEET SYSTEMS	\$46,293.26	
00017739	11/14/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$129.65	
00017740	11/14/2014	24750	WA ST GET PROGRAM	\$322.50	
00017741	11/14/2014	25163	WARNER, RYAN	\$283.00	
00017742	11/14/2014	25380	WASHINGTON GARDENS	\$315.52	
00017743	11/14/2014	25858	WESTCARE CLINIC LLC PS	\$684.00	
Total:				\$557,740.19	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/28/2014

Thru Date: 11/28/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017746	11/28/2014	01305	ACCESS INFORMATION MANAGEMENT	\$306.71	
00017747	11/28/2014	01405	ADVANCE GLASS INC	\$1,062.46	
00017748	11/28/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$13,722.53	
00017749	11/28/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$108.85	
00017750	11/28/2014	02380	ARAMARK UNIFORM SERVICES	\$752.96	
00017751	11/28/2014	02580	ASSOCIATED PETROLEUM	\$1,694.49	
00017752	11/28/2014	02825	AUTO PLUS - OLYMPIA	\$270.01	
00017753	11/28/2014	03610	BLANCHARD ELECTRIC	\$6,616.40	
00017754	11/28/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$338.08	
00017755	11/28/2014	03940	B&B SIGN COMPANY LLC	\$706.11	
00017756	11/28/2014	04120	BUILDERS HARDWARE CO	\$175.07	
00017757	11/28/2014	05740	CED	\$264.71	
00017758	11/28/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$89.79	
00017759	11/28/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$138.70	
00017760	11/28/2014	06060	CITY OF OLYMPIA	\$963.71	
00017761	11/28/2014	06120	CITY OF OLYMPIA UTILITIES	\$5,674.53	
00017762	11/28/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$1,133.61	
00017763	11/28/2014	07150	CROSSROADS COLLISION CENTER	\$1,235.10	
00017764	11/28/2014	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00017765	11/28/2014	07220	CUMMINS NORTHWEST INC	\$15,578.22	
00017766	11/28/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00017767	11/28/2014	07640	DAY WIRELESS SYSTEMS INC	\$767.10	
00017768	11/28/2014	07660	DAYTECH LIMITED	\$10,995.00	
00017769	11/28/2014	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00017770	11/28/2014	10660	GILLIG LLC	\$0.00	✓
00017771	11/28/2014	10660	GILLIG LLC	\$7,576.10	
00017772	11/28/2014	11175	HEALTH CARE AUTHORITY	\$254,149.31	
00017773	11/28/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,613.75	
00017774	11/28/2014	11810	INTERSTATE BATTERY	\$97.87	
00017775	11/28/2014	12871	KOSHARE V EAGLE	\$10,500.00	
00017776	11/28/2014	13510	LES SCHWAB TIRE CENTER	\$283.97	
00017777	11/28/2014	13750	MAILBOX OF OLYMPIA	\$800.00	
00017778	11/28/2014	13850	MASON TRANSIT AUTHORITY	\$1,189.00	
00017779	11/28/2014	14160	MCMASTER-CARR SUPPLY CO.	\$193.42	
00017780	11/28/2014	14590	MOHAWK MFG & SUPPLY	\$30.76	
00017781	11/28/2014	14750	MULLINAX FORD	\$689.21	
00017782	11/28/2014	14760	MUNCIE TRANSIT SUPPLY	\$57.96	
00017783	11/28/2014	14900	NAPA AUTO PARTS	\$388.81	
00017784	11/28/2014	15255	NORTHWEST PUMP & EQUIPMENT	\$52.07	
00017785	11/28/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,505.13	
00017786	11/28/2014	16595	PACIFIC POWER GROUP LLC	\$1,280.40	
00017787	11/28/2014	16753	PERTEET INC	\$2,189.85	
00017788	11/28/2014	16765	PETRO CARD	\$77,632.60	
00017789	11/28/2014	17505	RAINIER DODGE INC	\$88.95	
00017790	11/28/2014	17900	SCHETKY NW SALES INC	\$715.79	
00017791	11/28/2014	17981	SECURITAS SECURITY SERVICES USA INC	\$14,169.90	
00017792	11/28/2014	18038	SGS HERGUTH LABORATORIES INC.	\$2,005.05	
00017793	11/28/2014	18105	SIMME LLC	\$6,749.00	
00017794	11/28/2014	18355	SOUND TRANSIT	\$49,985.34	
00017795	11/28/2014	18651	STORMANS (LICENSING)	\$382.00	
00017796	11/28/2014	18735	SUPERIOR IMAGING GROUP	\$406.91	
00017797	11/28/2014	18990	THERMO KING NORTHWEST	\$927.25	
00017798	11/28/2014	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00017799	11/28/2014	21910	THYSSENKRUPP ELEVATOR	\$388.42	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/28/2014

Thru Date: 11/28/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017800	11/28/2014	21950	TITUS-WILL CHEVROLET	\$1,362.56	
00017801	11/28/2014	22010	TOYOTA OF OLYMPIA	\$102.40	
00017802	11/28/2014	22100	TRANSIT SOLUTIONS, LLC	\$453.15	
00017803	11/28/2014	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
00017804	11/28/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,096.00	
00017805	11/28/2014	23740	USSC LLC	\$714.48	
00017806	11/28/2014	23820	VERIZON WIRELESS	\$54.88	
00017807	11/28/2014	24000	W W GRAINGER INC	\$309.88	
00017808	11/28/2014	24750	WA ST GET PROGRAM	\$322.50	
00017809	11/28/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$420.06	
00017810	11/28/2014	26405	XIOLOIX LLC	\$7,039.36	
Total:				\$517,668.91	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: December 3, 2014

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: DAL Route Scheduling and Management Software Maintenance

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

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

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

4) **Background:** A Request for Proposals for the provision of DAL route scheduling and management software was issued in 2004 and the contract was awarded to RouteMatch in 2005. The agreement included the option to renew the software maintenance services on a yearly basis. The agreement covers five pieces of software and in 2013 the decision was made to consolidate fees for all five into one annual maintenance renewal to simplify payment. Therefore this item includes all of the RouteMatch software maintenance fees for 2015.

Each year RouteMatch assesses the state of the agency's system and calculates the proposed maintenance fees for the coming year. Based on knowledge of the system and previous year's costs, staff determined the amount proposed for 2015 is fair and reasonable.

5) **Alternatives:**

- 1) Authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$50,794, including taxes.
- 2) Defer action. Having an agreement in place ensures prompt vendor response and a limit on total costs for the year. Without the renewal, Information Services would have to pay per support request and software maintenance costs could escalate beyond the desired limit.

6) **Budget Notes:** The cost of renewal is within the amount projected for RouteMatch maintenance in the proposed 2015 Information Systems budget.

7) **Goal Reference:** Providing software maintenance for the DAL route scheduling and management software supports **Goal #2:** *“Provide outstanding Customer Service.”* It also supports **Goal #4:** *“Provide Responsive Transportation Options.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: December 3, 2014

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

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the attached list of Vanpool vehicles, Village Vans, spare coach and van parts, and Facilities items surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$172,679.92.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Property - Exhibit "A" - December 2014.

EXHIBIT "A" SURPLUS PROPERTY - DECEMBER 2014

VEHICLE	DESCRIPTION	SEATS	MILEAGE	VALUE
1932	2008 Chevy Express	12	129,421	4,000.00
1547	2006 Ford Clubwagon	12	126,832	4,000.00
1938	2008 Chevy Express	12	126,725	4,000.00
1851	2007 Chevy Express	12	121,202	4,000.00
1916	2008 Chevy Uplander	7	121,097	4,000.00
1903	2008 Chevy Uplander	7	120,337	4,000.00
1952	2008 Chevy Express	15	118,098	4,000.00
1870	2007 Chevy Express	15	118,075	4,000.00
1934	2008 Chevy Express	12	116,877	4,000.00
1936	2008 Chevy Express	12	111,644	4,000.00
1856	2007 Chevy Express	12	110,408	4,000.00
1826	2007 Chevy Express	12	110,144	4,000.00
1951	2008 Chevy Express	15	109,722	4,000.00
2058	2009 Chevy Express	12	108,723	4,000.00
2082	2009 Chevy Express	15	108,522	4,000.00
1820	2007 Chevy Express	12	108,469	4,000.00
1950	2008 Chevy Express	15	106,590	4,000.00
1931	2008 Chevy Express	12	106,508	4,000.00
1924	2008 Chevy Express	12	104,972	4,000.00
1839	2007 Chevy Express	12	103,663	4,000.00
1827	2007 Chevy Express	12	102,097	4,000.00
1942	2008 Chevy Express	12	100,536	4,000.00
1837	2007 Chevy Express	12	100,247	4,000.00
1540	2006 Ford Clubwagon	12	100,028	4,000.00
1560	2006 Ford Clubwagon	12	98,440	4,000.00
1908	2008 Chevy Uplander	7	93,829	4,000.00
1557	2006 Ford Clubwagon	12	89,090	4,000.00
1786	2005 Ford Clubwagon	12	99,120	4,000.00
1530	2006 Dodge Caravan	7	98,776	4,000.00
1844	2007 Chevy Express	12	93,816	4,000.00
1553	2006 Ford Clubwagon	12	93,249	4,000.00
1854	2007 Chevy Express	12	91,856	4,000.00
1821	2007 Chevy Express	12	107,202	4,000.00
1861	2007 Chevy Express	12	103,885	4,000.00
1823	2007 Chevy Express	12	102,276	4,000.00
1792	2005 Ford Clubwagon	12	90,632	4,000.00
1846	2007 Chevy Express	12	89,693	4,000.00
1775	2004 Ford Clubwagon	12	82,283	4,000.00

EXHIBIT "A" SURPLUS PROPERTY - DECEMBER 2014

VEHICLE	DESCRIPTION	SEATS	MILEAGE	VALUE
1568	2006 Ford Clubwagon	12	79,409	4,000.00
1789	2005 Ford Clubwagon	12	68,024	4,000.00
1552	2006 Ford Clubwagon	12	53,906	4,000.00
1804	2008 Chevy Uplander	7	142,553	4,000.00
1805	2008 Chevy Express	15	122,916	4,000.00
INVENTORY	DESCRIPTION			VALUE
1 assortment	Surplus coach & van parts			531.73
FACILITIES	DESCRIPTION			VALUE
1 assortment	Surplus lighting fixture parts			148.19
			TOTAL	172,679.92

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 17, 2014

CALL TO ORDER

Chair Van Gelder called the November 17, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See, Victor VanderDoes; Sue Pierce; Julie Hustoft; Joan O'Connell; Leah Bradley; Mitchell Chong; Faith Hagenhofer and Kahlil Sibree.

Absent: Dale Vincent; Quinn Johnson; Charles Richardson; and Valerie Elliott.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; Carolyn Newsome and Nancy Trail.

Others Present: Authority member, Don Melnick, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by HAGENHOFER and O'CONNELL to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Don Melnick.

MEETING ATTENDANCE

- A. November 19, 2014, Work Session - Michael Van Gelder
- B. December 3, 2014, Regular Meeting - Julie Hustoft
- C. December 15, 2014, Work Session - Sue Pierce

APPROVAL OF MINUTES

It was M/S/A by HAGENHOFER and HUSTOFT to approve the minutes of the October 20, 2014 meeting.

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

No issues were identified.

NEW BUSINESS

A. SURPLUS VAN GRANT - (*Carolyn Newsome*) Newsome stated the agency has held 4 surplus vanpool vehicles to grant to non-profits in our area to address transportation needs not readily addressed by existing service. The agency has awarded 33 vehicles since the program began in 2004. Several community groups including the Boys and Girls Club, Catholic Community Services' - Drexel House, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, and Yelm Adult Senior Services have received vans.

Newsome provided information about the open house on Wednesday this week, where people can come see the vans and get more information. You do not need to attend the open house to be considered. It gives staff a chance to provide additional information about programs like the community van program for folks who don't fit into the Surplus Van Grant program.

Newsome answered questions.

O'Connell - stated that Community Youth Services (CYS) had received 3 vans and wondered if they could apply again or if there was a year on, year off requirement.

Newsome - responded that there is not a year on, year off requirement. Fifty percent of the grant application weight is based on the number of trips provided.

O'Connell - asked if Newsome could speak to the gas mileage.

Newsome - indicated that it depends on the van. The mileage typically gets better with each model year. A van transporting 12 people divided by the gas mileage is better than a vehicle transporting less people per trip.

Hagenhofer - asked if recipients can rebrand vehicles?

Newsome - responded yes, but the agency must approve it.

Melnick - asked if staff had reached out to Cielo, a Latino organization?

Newsome - indicated they had not, but would do so.

Van Gelder - asked if Intercity Transit could offer any in-kind service for maintenance if it is what is keeping applicants away?

Sibree arrived.

Freeman-Manzanares – stated as of yet the agency hasn't had to do that. We are still receiving well-qualified applications.

Sibree – asked if Yelm Senior Services has a van.

Newsome – responded yes, they got one 3 years ago.

See – asked if recipients/drivers need a CDL?

Newsome – indicated the largest is 15-passenger and it doesn't require a CDL. You can go through our defensive driving program if they would like.

B. CAC APPLICANTS - (*Ann Freeman-Manzanares*) Freeman-Manzanares stated this gives the committee an opportunity to look at all the applications received and to make a recommendation to the Authority regarding who should be interviewed. Freeman-Manzanares provided background on the spring recruitment earlier this year and reiterated that none of the applicants were selected. Further, that the Authority directed staff to do an additional recruitment in the fall.

Bradley arrived.

Freeman-Manzanares indicated staff had already sent out a meeting request for interviews.

Freeman-Manzanares answered questions.

Van Gelder – asked the committee if they wanted to make a unanimous recommendation that the Authority interview all 11 applicants?

It was **M/S/A by VanderDoes and Sibree** to interview all applicants.

C. SCENARIO FINANCIAL PLANNING - (*Ann Freeman-Manzanares & Ben Foreman*) Freeman-Manzanares indicated the model is the same one the committee has worked with for a while now. The information represents our current status through 2028, and assumptions include bus type and replacement cycle, estimated fuel costs, sales tax estimated at 3%. The long term financial model changed significantly with the elimination of federal bus and bus facility grants. Under our status quo model, using stated assumptions, we have negative cash in 2020. Our financial viability depends on lots of factors we have no control over: sales tax revenue, the cost of fuel, state and federal grants.

Freeman-Manzanares provided ending cash and 90-day reserve numbers for three different scenarios: Hybrids with 15 year replacement which is status quo. Hybrids with 17 year replacement and Conventional with a 17 year replacement cycle. Each scenario included a status quo in terms of our current 8/10th of 1 percent sales tax and the scenario if we received an additional 1/10th of 1 percent in August 2015, 2016 and 2017.

Freeman-Manzanares answered questions.

Hagenhofer – asked if there a mix and match for types of vehicles.

Freeman-Manzanares – we currently have a mixed hybrid and conventional fleet. The model shows the purchase of one or the other. It shows the initial capital and mid-life cost to rehab a hybrid, which is higher than a conventional vehicle. There is an environmental aspect, as well as a financial impact.

Sibree – asked if there has been a study that shows what the cost offsets is relative to the global warming. Does it make sense to spend more money to be green, or do the numbers justify going conventional.

Freeman-Manzanares – indicated the committee received a report from Paul Koleber at the joint meeting in September on the environmental impacts. The Authority was not ready to make that decision at that time. The financial offset is dependent on what fuel costs are.

Hagenhofer – stated at midlife there is an environmental impact of the manufacturing of new engines, etc. She asked if there is a study available that others have done concerning the impacts. She then asked how moving forward with the ballot measure would fit into the election cycle and if federal funding were to rise again would there be anything to consider in that realm.

Freeman-Manzanares – It doesn't appear as though anything is going to change soon in terms of federal support. It is a continual focus of the agency, as well as many choice and dependent riders, to gain support for public transportation. Short of that, Authority direction has been, if the community wishes to offer transportation choices, we need to focus on what we can do locally to insure that happens.

See – relayed there is a decrease in gas costs recently, and some say it could be longer term because of supply. Is it reliable enough to make that assumption?

Freeman-Manzanares – indicated that fuel costs fluctuate so we try to be conservative in our approach. Underestimating would negatively impact our

budget and could trigger service cuts. Maintaining service consistency is a goal.

Foreman- stated the analysis of conventional vs. hybrid provides it is \$24M to keep hybrids. The spread will get bigger because gas mileage is mitigated. Their mid-life rehab is \$350k vs. \$40k for a conventional.

See – stated if we don't have the money to replace vehicles, then the bigger tradeoff is there are more cars on the road because we have to cut service.

Pierce – stated when Paul presented there appeared to still be questions about the longevity of hybrid vehicles.

Freeman-Manzanares – indicated it continues to be a question. We have more information on conventional technology but solicit information from systems that have run hybrid technology longer than we have.

Pierce – asked if they are convinced they can get 15 – 17 years?

Freeman-Manzanares – maintenance feels quite comfortable with conventional technology and is optimistic about hybrid technology. The federal replacement cycle remains at 12 years. Dependent upon independent fleet statistics, our goal is to keep the vehicle as long as it makes sense. This includes many factors such as reliability and maintenance costs.

Freeman-Manzanares continued reviewing the remaining ancillary documents, including the Motor Vehicle – Excise Tax (MVET) and sales tax historical information. She noted the average sales tax since 1984 has been 5.7%; the average sales tax 1984 to 2003 averaged 7.8%; the average sales tax 2004 to 2014 has been 1.9%. She indicated our ending cash looks a lot different if we could guarantee a return of 5.7% versus 3%. Much of the state appears to be recovering, in terms of sales tax returns, faster than Thurston County.

Van Gelder – asked if the sales tax was cumulative.

Foreman – indicated the numbers are actual true growth rates for our taxing district.

Freeman-Manzanares reviewed the 2013 Service Route Summary and Fuel costs summary and the coach replacement cycle. The Authority has requested the replacement cycle so they could identify the vehicle capital expenditures in the long-term financials.

Freeman-Manzanares stated it could be useful associating routes with service hours. It's important to note that as congestion increases, it impacts our ability to stay on schedule. For instance, we are currently proposing eliminating a portion of route 47 to stay on time and meet connections. Another issue relates to responding to high occupancy demands. That requires more frequency which requires more vehicles, which we don't have.

O'Connell - asked if looking at the map differently by not filtering routes into the transit centers helps.

Freeman-Manzanares - we currently run on a hub and spoke system through transit centers and a variety of transfer points to accommodate passengers going to a wide variety of places throughout the community. Surveying our customers is one way we can identify how this might best work. We have a robust customer comment process as well. Once we complete our customer survey, we are in position to have a third-party review our routing to see if there are ways we can better serve our community.

Van Gelder - provided Ben and Ann have done the costs and assumptions very well, and we should go around the room and allow everyone to weigh in.

Chong - asked if marketing advertising on the buses was calculated into the model.

Freeman-Manzanares - responded transit advertising is included the model.

Hagenhofer - provided her recommendation is scenario 3 with a 17 year replacement.

Sibree - asked if staff can get the numbers for offsetting environmental impacts.

Van Gelder - indicated environmental impacts were shared at the joint ITA and CAC meeting.

Hustoft - provided her recommendation is going forward with diesel and sales tax because we won't be in the red in the foreseeable future. If we can stay with biodiesel it is better than regular diesel.

See - provided his recommendation is diesel. He doesn't see the hybrid impacts being such a huge benefit over the diesel, compared to keeping cars off the road.

Bradley - recommended moving forward with diesel, 17 year replacement, and 2015 ballot measure. It's important that we keep service on the streets as opposed to having to cut service.

VanderDoes – recommended the same thing, while continuing to look to future technology. He would look at the tax election in 2016 since it is a presidential election. He asked if there are super majority requirements.

Freeman-Manzanares – responded a simple majority.

Pierce – indicated she is leaning towards diesel and can see going for the levy in 2015, but also we might see a good turnout in 2016. All the way along we need to continue to build up the good things Intercity Transit is doing for our community.

O’Connell – stated she trusts staff on the diesel issue and the voter turnout being better is interesting in 2016. Would like to utilize bus boards inside the bus to tell our story in an educational effort to get customers used to this being what we do.

Sibree – agrees with *Pierce*, *O’Connell* and *VanderDoes*.

See – asked when the OTC going to be complete.

Freeman-Manzanares – provided the project has completed environmental review and is focusing on final design and meeting with the City of Olympia to continue to move through the permitting process. The issue of timing is dependent on final design completion , permitting and public comment timeframes and weather. Staff intends to have a presentation on the project in early 2015.

Chong – stated when the government tightens up on the emissions, won’t they be funding systems so they can provide more environmentally friendly transportation options.

Freeman-Manzanares – stated the federal transportation legislation passed in July of 2010 (MAP-21) eliminated over half of the available public transportation dollars.

CONSUMER ISSUES

None identified.

REPORTS

- *Freeman-Manzanares* – Provided the report on the November 5, 2014 ITA meeting on behalf of Dale Vincent. Public hearings for the Budget and Strategic Plan were held – we had one public comment on taxi service and one on the cuts to Route 592.

Intercity Transit Citizen Advisory Committee

November 17, 2014

Page 8 of 8

- General Manager's Report - the agency is participating in a new advertising pilot program with larger driver side advertisements known in the industry as king-kongs. These go from the bottom of the bus to the top of the bus between the wheel-wells . We are testing 5 vehicles for a 6 month pilot and are looking for comments from riders and operators.

October's ridership numbers were 436,936 passenger trips – the 2nd highest ridership month ever. We started a vanpool incentive in October. There are incentives for those riding in vanpools as well as for those that recruited them.

WSDOT is focusing on updating the statewide transportation plan, and we have staff participating in that process. We received a request from Tom Hansen at DOT for a CAC member to be on the committee. Michael and Carl will represent the CAC on that committee.

Freeman-Manzanares did a survey of staff and provided a 4 page list of several of the local and regional groups that staff has met with in the community recently. She will find a way to communicate this to the committee.

- Holiday Banquet on December 12, 2014 at 12:04 pm

NEXT MEETING: December 15, 2014.

ADJOURNMENT

It was M/S/A by O'Connell and Hustoft to adjourn the meeting at 7:29 pm

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: December 3, 2014

FOR: Intercity Transit Authority
FROM: Ben Foreman (705-5813)
SUBJECT: 2015 Budget Adoption

1) **The Issue:** Adopt the 2015 Budget.

2) **Recommended Action:** Adopt Resolution 05-2014 that establishes the 2015 Budget.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2015 budget documents rest heavily on the Strategic Plan that the Authority is scheduled to adopt at this meeting. The Strategic Plan states the Authority's policies regarding service levels, fare levels and capital projects.

4) **Background:** The 2015 draft budget has been available to the public since Wednesday, October 22, 2014. A public hearing was held on Wednesday, November 5, 2014.

The proposed operating budget for 2015 is \$37,748,363. The capital and major projects budget is proposed at \$17,365,877. Carry-over capital and major projects from 2014 are \$14,148,382.

Total budget for 2015, including carry-over projects is \$55,114,240.

The proposed budget includes three additional operators. General wage increases for IAM staff is set by contract at 1.85%. General wage increase for non-represented staff at 2.0%. An additional amount has been set aside for ATU contract negotiations.

5) **Alternatives:**

A) Accept the budget as presented and formally adopt the budget for 2015.

B) Direct staff to revise the proposed 2015 budget and adopt the budget as revised.

C) Direct staff to revise the proposed 2015 budget and bring the revised budget back to the Authority at a special meeting on December 17, 2014.

-
- 6) **Budget Notes:** The 2015 Budget sets the budget for the coming year.
-
- 7) **Goal Reference:** The annual budget directs how we address all our goals.
-
- 8) **References:** Draft 2015 Budget (2015 Discussion Guides), previously distributed to the Authority. Reconciliation of 2015 Discussion Guides (Draft Budget) to Current Proposed Budget. Resolution 05-2014 Adopting the 2015 Budget.
-

Reconciliation of 2015 Discussion Guides (Draft Budget) To Current Proposed Budget

October Draft Budget		54,060,943	
Changes			
IS-014	Phone System Replacement	50,000	Rollover
IS-016	Security Camera Enhancement	130,000	Rollover
PL-009	Short/Long Range Service Plan	(2,500)	Rollover/Adjustment
PL-011	Analytical Service Software	(10,900)	Rollover/Adjustment
PL-013	Bus Stop Enhancements	135,000	Rollover/Adjustment
FAC-015	Upgrades to Maintenance Boiler	(30,000)	Rollover/Adjustment
FAC-027	Replace Air Compressor/Dryer	(175,000)	Rollover/Adjustment
FAC-032	Catwalks at Heat Recovery Units	(25,000)	Rollover/Adjustment
FAC-046	Reverse Osmosis Replacement	(20,000)	Rollover/Adjustment
EX-024	ISO 14001 Certification	15,000	Rollover
MC-008	Youth Education Program	100	Adjustment
VP-003	Training and Development	2,300	Adjustment
TM-007	Uniforms for Represented Staff	20,000	Adjustment
	Salaries/Wages/Benefits	964,297	
Proposed 2015 Draft Budget as of December 3, 2015		55,114,240	
Change between October and December		1,053,297	

**INTERCITY TRANSIT
RESOLUTION NO. 05-2014
ADOPTION OF THE 2015 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2015 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2015; and

WHEREAS, at said public meeting, the 2015 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2015 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$	27,660,975
Estimated Revenues		48,345,400
TOTAL ESTIMATED RESOURCES	\$	76,006,375

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$	55,114,240
Estimated Ending Cash Balance		20,892,135
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$	78,006,375

ADOPTED: This 3rd day of December, 2014.

INTERCITY TRANSIT AUTHORITY

Karen Messmer, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM:

**W. Dale Kamerrer
Legal Counsel**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: December 3, 2014

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Intercity Transit 2015-2020 Strategic Plan

1) **The Issue:** To approve the 2015–2020 Strategic Plan.

2) **Recommended Action:** Adopt the 2015–2020 Strategic Plan as presented.

3) **Policy Analysis:** The Intercity Transit Authority must annually adopt a Budget and the Transportation Improvement Program and Program of Projects. The 2015–2020 Strategic Plan provides the framework for these and maps Intercity Transit’s plan over the next six years.

4) **Background:** The 2015–2020 Strategic Plan continues the Authority’s practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002–2008 Strategic Plan in early 2002.

A draft strategic plan was made available to the public October 22 with a public hearing on November 5, 2014. The Strategic Plan proposes status quo fixed-route service levels, with the exception of two express routes which are state funded pilot projects, and increases Dial-A-Lift service by 2,000 annual hours.

The 2015-2020 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2015 Operating and Capital budget and the Transit Development Plan Update to take place in April 2015.

5) **Alternatives:**

A. Adopt the 2015-2020 Strategic Plan as presented.

B. Direct staff to make changes to the plan for adoption at a future date. There is no legal requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The 2015–2020 Strategic Plan and 2015 Budget outline how we will address each of the Authority goals and allocate funds to specific projects to accomplish this.

8) **References:** Proposed 2015-2020 Strategic Plan.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: December 3, 2014

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Communications Site Lease

-
- 1) **The Issue:** Consideration of entering into a new lease agreement for use of the Weyerhaeuser communications site at Capitol Peak.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a new five-year lease with Weyerhaeuser NR Company for use of their communications facility and tower located at Capitol Peak for \$13,218 as the rental fee for the first year of the lease.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. The total cost of the five-year lease is \$71,593.
-
- 4) **Background:** Intercity Transit currently has radio transmission equipment installed in the Weyerhaeuser communications facility located on Capitol Peak. For our radio system to operate correctly it must include a transmission point that is high enough to overcome geographic variations in the transit service area. This ensures radio communications reach the entire transit fleet. Capitol Peak is the highest point in the Black Hills and serves this purpose.

For many years Intercity Transit participated in a lease agreement with Weyerhaeuser for use of its facility. The current lease expires at the end of 2014. Information Services reviewed the facility location and confirmed it is still the most advantageous transmission site for our current radio system.

Procurement negotiated terms of the proposed lease agreement in anticipation of our current and projected communication needs. The lease is for an initial term of five years with yearly renewals. The lease also includes the option for three additional two-year terms. If Intercity Transit's fleet communication needs change, the lease may be terminated. Weyerhaeuser has been professional in their dealings with the agency and overall lease costs are fair and reasonable. Staff recommends the General Manager enter into a new lease agreement with Weyerhaeuser.

5) **Alternatives:**

- 1) Authorize the General Manager to enter into a new five-year lease with Weyerhaeuser NR Company for use of their communications facility and tower located at Capitol Peak for \$13,218 for the first year of the lease.
- 2) Defer award. Intercity Transit may be able to negotiate an interim monthly rental agreement. However, continued delay will likely result in Intercity Transit having to remove its communications equipment from the Capitol Peak facility.

6) **Budget Notes:** Operations has \$54,175 in the proposed 2015 budget to cover the Capitol Peak annual rental fee as well as a second tower and repeater site leased from Thurston County. Staff anticipates the cost of this lease will be within budget.

7) **Goal References:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: December 3, 2014

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Vanpool Vehicle Purchase

1) **The Issue:** Consideration of the purchase of 38 Vanpool vehicles.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of five 15-passenger and thirty-three 12-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$1,094,889. (Note: Vanpool vehicles are exempt from sales tax.)

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

4) **Background:** The State of Washington competitively bids their van 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 Department of Enterprise Services has confidence in Bud Clary Chevrolet'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 these vehicles are mechanically sound and will serve our Vanpool customers well.

5) **Alternatives:**

1) Authorize the General Manager, pursuant to Washington State Contract 03613 to issue a purchase order for the purchase of five 15-passenger and thirty-three 12-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$1,094,889. (Note: Vanpool vehicles are exempt from sales tax.)

2) Defer action. To purchase 2015 model vehicles, orders must be placed prior to the anticipated 2015 factory order cut-off date to avoid cost increases and a delay in production.

-
- 6) **Budget Notes:** Based on anticipated funding, the proposed 2015 budget item is set at \$1,347,500 for Vanpool vehicles. The amount required to purchase the 38 vehicles is within the budgeted amount. Please note these are all replacement vehicles and we are not purchasing expansion vehicles at this time.

The Puget Sound Regional Council funds will provide 80% funding for 26 vehicles, in the amount of \$600,377. Intercity Transit proposes to add the required match from local funds to complete these purchases. In addition, Intercity Transit proposes to purchase the remaining 12 vehicles from local funds.

-
- 7) **Goal Reference: Goal #4:** *"Provide responsive transportation options."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: December 3, 2014

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2015.

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

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

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

Staff issued the application October 20, 2014, with a due date of November 21, 2014. Staff will provide a list of qualifying applicants at the December 3 Authority meeting. If funding remains beyond this initial award period, this program has a rolling application process which awards on a first-come, first-serve basis.

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

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

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community."*
Goal #4: *"Provide responsive transportation options."*

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