

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**March 5, 2014**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS** **15 min.**
  - A. **Elizabeth Barlow, Vanpool Coordinator** (*Carolyn Newsome*)
  - B. **David Copley, Walk-n-Roll Assistant** (*Meg Kester*)
  - C. **Jessica Gould, Walk-n-Roll Curriculum Assistant** (*Meg Kester*)
  - D. **Nathan Goff, Dial-A-Lift Dispatch Specialist** (*Emily Bergkamp*)
  - E. **Operators - Class 2014-01: Jason Allen; Pam Bruno; Victor Ellison; Jose Garcia; Claudia Green; Greg Hemphill; Marty Mickelson; Bill Miller; Brian Nagel; Kierstin Price; Randy Lysinger; Jessie Tillmon; Brian White; Jason Wolfe** (*Jim Merrill*)
  
- 3) **PUBLIC COMMENT** **10 min.**

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

*The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.*
  
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
  - A. **Approval of Minutes:** February 5, 2014, Regular Meeting; February 19, 2014, Work Session.
  
  - B. **Payroll:** February 2014 Payroll in the amount of \$1,888,673.26.
  
  - C. **Accounts Payable:** Warrants dated February 7, 2014, numbers 15953-16041, in the amount of \$334,742.67; warrants dated February 21, 2014, numbers 16046-16138, in the amount of \$299,047.15 for a monthly total of \$633,789.82.
  
- 5) **PUBLIC HEARINGS - None** **0 min.**

- |     |  |                |
|-----|--|----------------|
| 6)  | <b>COMMITTEE REPORTS</b>   |                |
|     | A. <b>Thurston Regional Planning Council</b> ( <i>Karen Valenzuela</i> )           | <b>3 min.</b>  |
|     | B. <b>Transportation Policy Board</b> ( <i>Ryan Warner</i> )                       | <b>3 min.</b>  |
|     | C. <b>Citizen Advisory Committee</b> ( <i>Mitchell Chong</i> )                     | <b>3 min.</b>  |
| 7)  | <b>NEW BUSINESS</b>  |                |
|     | A. <b>Marketing Services - Contract Extension</b> ( <i>Erin Hamilton</i> )         | <b>5 min.</b>  |
|     | B. <b>Fiber Optic Cable for Lacey Transit Center</b> ( <i>Jeff Peterson</i> )      | <b>10 min.</b> |
|     | C. <b>Transit Ridership Software</b> ( <i>Jeff Peterson</i> )                      | <b>10 min.</b> |
|     | D. <b>Purchase of Solar Lighting Units</b> ( <i>Jeff Peterson</i> )                | <b>10 min.</b> |
|     | E. <b>General Legal Counsel Contract Extension</b> ( <i>Marilyn Hemmann</i> )      | <b>10 min.</b> |
|     | F. <b>Federal Advocacy Services Contract Extension</b> ( <i>Marilyn Hemmann</i> )  | <b>10 min.</b> |
|     | G. <b>Village Van Replacement Vehicles</b> ( <i>Marilyn Hemmann</i> )              | <b>10 min.</b> |
|     | H. <b>Additional Travel Trainer Coordinator Position</b> ( <i>Emily Bergkamp</i> ) | <b>10 min.</b> |
| 8)  | <b>GENERAL MANAGER'S REPORT</b>  | <b>10 min.</b> |
| 9)  | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |
| 10) | <b>EXECUTIVE SESSION - None</b>  | <b>0 min.</b>  |

**ADJOURNMENT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 5, 2014**

**CALL TO ORDER**

Chair Thies called the February 5, 2014, regular meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Marilyn Hemmann; Shannon Hofstetter; Meg Kester; Jim Merrill; Lee Peterson; Heather Stafford-Smith; and Pat Messmer.

**Others Present:** Legal Counsel Dale Kamerrer and Citizen Advisory Committee (CAC) member Sue Pierce.

**APPROVAL OF AGENDA**

Chair Thies announced agenda item 7A – Fiber Optic Cable for Lacey Transit Center was pulled from the agenda.

**It was M/S/A by Councilmember Hildreth and Commissioner Valenzuela to approve the agenda as amended.**

Councilmember Hildreth introduced Councilmember Nicole Hill. She is the alternate for the City of Tumwater.

**INTRODUCTIONS & RECOGNITIONS**

**A.** Chair Thies introduced newly appointed Authority member, **City of Lacey Councilmember, Jeff Gadman.**

**B. Proclamation and Recognition for Councilmember Virgil Clarkson.** Chair Thies read a Proclamation of Appreciation to Clarkson, who served on the Authority from January 2011 through January 2014. The meeting recessed at 5:36 p.m. for a reception.

Chair Thies reconvened the meeting at 5:50 p.m.

#### **APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. Approval of Minutes:** January 15, 2014, Special Meeting.
- B. Payroll:** January 2014 Payroll in the amount of \$2,716,504.95.
- C. Accounts Payable:** Warrants dated December 13, 2013, numbers 15581-15677, in the amount of \$606,914.20; warrants dated December 27, 2013, numbers 15684-15765 in the amount of \$511,328.71; warrants dated December 31, 2013, numbers 15770-15862, in the amount of \$350,836.75 for a monthly total of \$1,469,079.66. Warrants dated January 24, 2014, numbers 15866-15950, for a monthly total of \$1,594,366.13.

#### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (TRPC).** Valenzuela reported the TRPC meets Friday, February 7.
- B. Transportation Policy Board (TPB).** Hildreth reported the TBP met on January 8. They reviewed the Regional Transportation Plan (RTP) Goals & Policies 1-6. The goals are Transportation Land Use and Consistency; Multimodal Transportation System; Barrier-Free Transportation; System Safety and Security; System Maintenance and Repair; and Travel Demand Management. Hildreth said under Goal 1 - Transportation Land Use, he asked the TPB staff to look at strengthening the wording to the part of the policy regarding walking, cycling and transit use. Under Goal 6 - Travel Demand Management, he asked they also strengthen the wording under the transit section.

Hildreth said the Buildable Lands Report Committee met two weeks ago and he shared highlights from the draft of the Buildable Lands Report for Thurston County as they relate to Intercity Transit. Bloom shared his perspective on the report.

- C. Citizen Advisory Committee (CAC).** Pierce reported the CAC met January 13, and noted Van Gelder provided a report at the January 15 work session.

**NEW BUSINESS**

**A. Vanpool Vehicle Purchase.** Hemmann presented a request for the purchase of 50 vanpool vehicles (eleven 7-passenger Dodge Caravans; thirty-three 12-passenger and six 15-passenger Chevrolet Express vans). The vans will be purchased pursuant to Washington State Contract 03613. Eleven vans will be used to recruit new vanpool groups; 38 are replacement vans; and one van replaces a vanpool vehicle that was totaled in an accident in 2013.

**It was M/S/A by Councilmember Gadman and Commissioner Valenzuela to authorize the General Manager, pursuant to Washington State Contract 03613, to issue purchase orders for the purchase of eleven 7-passenger Dodge Caravans from Northsound Auto Group in the amount of \$280,424, and thirty-three 12-passenger and six 15-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$995,784. (Note: Vanpool vehicles are exempt from sales tax.)**

Freeman-Manzanares introduced Vanpool Coordinator, Lee Peterson.

**B. Bus Stop Pad Engineering Contract Award.** Hemmann presented for consideration an award to Perteet, Inc. for bus stop pad engineering. This includes ADA-compliant bus stop pad improvements for 37 current bus stop locations. Intercity Transit received \$160,000 in federal funds with a \$25,000 local match for this project. In addition, \$50,000 from the ADA Bus Stop Enhancements budget is going towards this project for a total of \$235,000.

**It was M/S/A by Citizen Representative Messmer and Councilmember Jones to authorize the General Manager to enter into a contract with Perteet, Inc. in the amount of \$75,444, including taxes.**

**C. 2014 Procurement Plan.** Hemmann provided an overview of the 2014 procurement plan. According to policy, purchases up to \$10,000 require three competitive quotes. Purchases \$10,000 to \$25,000 require a formal solicitation (request for proposals) and the General Manager can approve these contracts. Purchases over \$25,000 require Authority approval. Majority of the projects on the procurement plan require Authority approval. She noted staff maintains a prioritized list of projects and rely on the Strategic Plan and funding timelines.

Hemmann reviewed the list of highlighted projects and reported on agenda items coming before the Authority in the coming months.

Messmer said she appreciates this big picture and finds it helpful. Jones asked if staff is considering performance contracting and performance financing. Hemmann

**Intercity Transit Authority Regular Meeting**

**February 5, 2014**

**Page 4 of 6**

said staff does look at a variety of contracting options and opportunities depending upon the specific goods and services we are contracting for.

- D. Pension Committee Appointment.** Freeman-Manzanares reviewed the composition of the Pension Committee. She received letters of interest from four employees, and recommended Dial-A-Lift Specialist, Tracy Miles to the Pension Committee.

**It was M/S/A by Councilmember Hildreth and Councilmember Gadman to approve the General Manager's recommendation to appoint Tracy Miles, Dial-A-Lift Dispatch Specialist, to the Intercity Transit's Pension Committee for a four-year term to end January 31, 2018.**

- E. Annual Authority Reorganizing Activities.** Clerk of the Board, Pat Messmer, provided a brief review of the process for the annual election of Authority Chair and Vice Chair. She explained after the election, the newly appointed Chair will preside over the remainder of the meeting, leading with committee assignments, which includes the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension 401(k) Committee.

Messmer opened the floor to nominations for Chair. **Councilmember Gadman nominated Karen Messmer.**

Hearing no further nominations, Messmer closed the nominations for Chair.

**By show of hands, a unanimous vote was cast in favor to elect Karen Messmer as Chair.**

Messmer opened the floor to nominations for Vice Chair. **Commissioner Valenzuela nominated Nathaniel Jones. Councilmember Baker nominated Ed Hildreth. Councilmember Hildreth declined the nomination.**

Hearing no further nominations, Messmer closed the nominations for Vice Chair.

**By show of hands, a unanimous vote was cast in favor to elect Nathaniel Jones as Vice Chair.**

Chair Messmer lead the Authority in discussion of committee assignments. Valenzuela will continue representing Intercity Transit on the Thurston Regional Planning Council and Chair Messmer will continue as alternate.

Chair Messmer asked for representation to serve on the Transportation Policy Board (TPB). Currently, Hildreth represents the Authority on the TPB; however, he

## **Intercity Transit Authority Regular Meeting**

**February 5, 2014**

**Page 5 of 6**

declined serving another term. Warner will represent Intercity Transit on the TPB and Gadman will serve as alternate.

Baker agreed to remain as representative on Intercity Transit's Pension Committee.

### **GENERAL MANAGER'S REPORT**

The Bus Buddies Kick-off event will be held in Intercity Transit's board room on Monday, February 10 from 11:45 a.m. to 12:45 p.m., and all are welcome. Ryan Warner is speaking on behalf of WSDOT and Chair Messmer will speak on behalf of the Authority.

Intercity Transit received a request this morning to assist with the public transportation needs in downtown Seattle during the Seahawk's celebration event. Two 40 foot coaches were deployed along with two Operators (both former Pierce Transit Operators).

The ESMS ISO 14001 Phase 2 Certification Audit is being conducted this week.

Freeman-Manzanares attended the Washington State Transit Association's quarterly meeting in Olympia.

Marketing and Communications staff is working with the Visitor & Convention Bureau and campus Visitor Services to promote the Dash shuttle as well as Express service.

The Maintenance Director resigned last week, and Operations' Director, Jim Merrill stepped in as Interim Director.

Under the Youth Education Program, two new part-time grant funded positions were filled. David Copley began work last week, and Jessica Gould begins next week. They will be introduced at the March Authority meeting.

Freeman-Manzanares will attend the APTA CEO Conference February 7 through 11. Freeman-Manzanares and Hildreth will attend the APTA Legislative Conference March 7 through 12. She is working with Dale Learn, our Federal Advocate, to schedule meetings with our delegation.

### **AUTHORITY ISSUES**

Warner noted the celebrations taking place in Seattle today was a great opportunity to market Intercity Transit's services. Many who rode transit today to Seattle have never taken public transportation and were surprised at how easy it was.

**Intercity Transit Authority Regular Meeting**

**February 5, 2014**

**Page 6 of 6**

Warner said changing the identifier on the front of the Dash buses to the number "101" was a good move as it eliminates confusion with the One Bus Away.

Valenzuela visited the newly structured Quixote Village located near the Mottman Industrial Park. She noted Quixote Village is doing well due to many partners, including Intercity Transit. They are conducting a house warming/dedication Sunday, February 9 from 1 to 5 p.m.

Thies said someone on his staff who rides the bus mentioned drivers seem to have different practices for letting people on bus at the OTC. Some drivers don't allow riders on and they end up waiting in the cold.

Thies mentioned one of the bus stops was littered with a lot of cigarette butts and asked if staff could identify stops that are especially littered. He also mentioned signals at the major corridors (i.e. State and 4<sup>th</sup>) take a long time to change when pedestrians, cyclists and vehicles are trying to cross. He will consider addressing this with the jurisdictions.

Gadman said the City of Lacey is installing the ITS system at 21 city intersections and 1 county intersection, allowing traffic to move more efficiently.

**ADJOURNMENT**

**It was M/S/A by Councilmember Baker and Citizen Representative Thies to adjourn the meeting at 7:08 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Karen Messmer, Chair**

---

**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 5, 2014.**

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



**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Work Session**  
**February 19, 2014**

**CALL TO ORDER**

Chair Messmer called the February 19, 2014, work session of the Intercity Transit Authority to order at 5:31 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; Thurston County Commissioner Karen Valenzuela; City of Tumwater Councilmember Ed Hildreth; City of Lacey Councilmember Jeff Gadman; Citizen Representative Marty Thies; Citizen Representative Ryan Warner and Labor Representative Ed Bricker.

**Members Excused:** City of Yelm Councilmember Joe Baker.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Marilyn Hemmann; Meg Kester; Pat Messmer; and Jim Merrill.

**Others Present:** Citizen Advisory Committee (CAC) member Dale Vincent.

**APPROVAL OF AGENDA**

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

**CITIZEN ADVISORY COMMITTEE REPORT**

Vincent said he was representing the CAC in support of the Travel Training Program. He said there is a strong consensus among the CAC members to approve an additional Travel Training position. He personally feels strongly about the value of the travel trainers and said the program is a good investment.

**2013 DIAL-A-LIFT / TRAVEL TRAINING PILOT UPDATES**

Bergkamp provided an update on Dial-A-Lift (DAL) and the Travel Training Pilot. Beginning with DAL, she explained Intercity Transit makes sure our vehicles and facilities meet all ADA regulations. A client must be eligible for DAL service and pass an application process, and their disability must prevent them from accessing the Fixed

## **Intercity Transit Authority Work Session**

**February 19, 2014**

**Page 2 of 5**

Route buses. In 2013, 150,224 trips were made – an increase of 4% since 2012, with a total of 2,616 clients year-to-date. Bergkamp believes the increase can be attributed to the increase of personal care attendants and an increase in frail clients. The average DAL cost per boarding in 2013 totaled \$47.40. It is the most expensive service we provide, therefore, the Travel Training staff work to convert as many clients to fixed route when possible.

Bergkamp proceeded to the Travel Training pilot update and how it might help avoid some of the costs of ADA paratransit. She explained travel training is an individualized, origin to destination trip planning on the fixed route bus. It's for anyone in the community wanting help in learning how to ride the bus. It's also mobility device training using our buses in the bus yard. Clients can practice getting on and off the bus in a safe environment.

Travel training creates relationships. Bergkamp reviewed the various outreach and referrals (internal, social service agencies, school transition programs, families, self-referrals, repeat clients and the ITA and CAC members.).

Bergkamp pointed out the Thurston Regional Planning Council's age-based forecasts show 20% of the Thurston County population will be 65 and older by 2030. This may create an influx of non-drivers seeking transportation options, in particular fixed route, in which many will be unfamiliar.

The Travel Training Pilot began February 2013, and since that time, approximately 5,308 DAL trips were diverted to fixed route. She indicated the cost difference between ADA and fixed route comes to \$42.40 with approximate cost avoidance of \$225,059. The pilot was beneficial in showing staff there is a great cost avoidance measure in travel training.

The return on investment for two FTE travel trainers has significant potential. The cost for two FTE Travel Trainers for one year totals \$166,648. Dividing this by the savings per trip of \$42.40 equals 3,930 converted trips per year to cover the cost of the trainers. Approximately 5,308 trips were converted at the end of the pilot year.

Bergkamp spoke about the Bus Buddies Program and thanked Messmer and Warner for attending the ribbon cutting held February 10. Bus Buddies are professional bus rider volunteers who help train people to ride the bus. We partner with Catholic Community Services, and currently there are approximately ten volunteers.

Vincent added he believes the success of diverting from DAL to fixed route is due to the high quality of Intercity Transit's fixed route drivers. Freeman-Manzanares added one

of the obstacles of having a single travel trainer was always being unable to keep up with demand. The pilot program was a good education tool, because we found we could keep up and also “drum” up more business.

## **UNDERGROUND STORAGE TANK REPLACEMENT UPDATE**

Hemmann presented an update on the replacement of the underground storage tanks (UST). The tanks are 30 years old and have reached their lifespan. The Washington State Transit Insurance Pool can no longer guarantee insurance coverage on the tanks.

Staff hired a consultant, Tetra Tech, to complete an initial study and provide staff with options. Following are the three most feasible options to replace the tanks, all of which include upgrade of the unleaded fueling island, decommissioning or removal of existing tanks, relocating lubricant tanks into an expanded Maintenance lube room, and include provision for conveying fuel to future fueling locations.

**Option 1** – Locate diesel and unleaded tanks on the Martin Way property in accordance with master plan.

- This is the least disruptive option to vehicle circulation and access to the Maintenance facility.
- Takes about 6 months.
- Requires development and submittal of master use application.
- Approximate cost \$3,021,290.

**Option 2** – Replace the diesel and unleaded tanks in current location.

- Takes about 6 months.
- Requires detour road to allow safe circulation.
- Detour road may require additional use permit.
- Access blocked to north side of Maintenance facility for 6 months.
- Requires off site fueling.
- Once complete, regains circulation and access.
- Approximate cost \$3,252,911.

**Option 3** – Locate diesel and unleaded tanks in the northeast portion of current yard.

- Takes about 5 months.
- Results in the loss of 19+ parking spaces.
- Intermittent blocking of circulation.
- Once complete, blocks circulation during fueling.
- Approximate cost \$2,588,453.

Hemmann answered questions.

## **Intercity Transit Authority Work Session**

**February 19, 2014**

**Page 4 of 5**

Hemann said this is a policy decision, and staff is looking for direction from the Authority. She said the next steps would be to come before the Authority during a regular meeting with options and staff recommendations.

The Authority shared their thoughts on the different options. Messmer suggested keeping an eye on risk reduction by moving forward, the when the Authority would need to give staff more direction and look for funding.

### **GENERAL MANAGER'S REPORT**

Freeman-Manzanares said she and Hildreth will attend the APTA Legislative Conference March 7 - 11. They have been in touch with our federal advocate to define our message. MAP 21 expires at the end of September and this is a good time to be in D. C.

January ridership was 394,328. It's our second highest January, compared to ridership in January 2013 at 399,556.

A new class of 14 operators starts on March 3.

We passed the Stage 2 ISO 14001 audit, and we are ISO 14001 certified. We're the 9<sup>th</sup> transit agency in country to receive this certification.

Intercity Transit received an invitation to participate in the City of Olympia Martin Way Study Stakeholder interviews. We previously participated in the City of Lacey Woodland Project as well as the City of Tumwater Brewery project.

### **AUTHORITY ISSUES**

Valenzuela indicated many roads throughout south Thurston County were closed due to the heavy rain, with many detours in place. A portion of Littlerock Road will be closed until late summer due to repairs to the old bridge.

Messmer said she met with Jones and Freeman-Manzanares about implementing a new tool to provide the Authority with a calendar of topics and upcoming agendas for the remainder of the year. This may help those from the jurisdictions to schedule conversations with their counsels about certain topics, and also allow the CAC an opportunity to discuss the same topics. She recommends members look at this calendar frequently, ask questions and suggest items and topics.

### **ADJOURNMENT**

**There being no further business, Chair Messmer adjourned the meeting at 7:38 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Karen Messmer, Chair**

---

**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 5, 2014.**

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

PERIOD DATES: 1/26-2/8/2014					PAYDATE 2/14/2014					PERIOD DATES: 2/9-2/22/2014					PAYDAY 2/28/2014				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	72,037.82		3	FIT		WIRE	75,109.43		3	FIT		WIRE	75,109.43			
4	MT		EFT	19,086.92	91,124.74	4	MT		WIRE	19,305.54	94,414.97	4	MT		WIRE	19,305.54	94,414.97		
5	A2/35	Life Ins.	Check Dave 2nd	1,309.69	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,902.21	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,902.21	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,120.10	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,179.54	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,179.54	0.00		
7	HE/37	Health In1st	Check Dave 2nd	14,099.50	0.00	7	HI/38	Health In1s	Check Dave 2nc	258,099.76	0.00	7	HI/38	Health In1s	Check Dave 2nc	258,099.76	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	602.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	602.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	602.00	0.00		
9	CC/61	Child Care	Hfstttr/Brkgmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	826.41		10	GN/08	Garnish	CHECK last	826.41		10	GN/08	Garnish	CHECK last	826.41			
11						11						11							
12	CS/09	DSHS	EFT	1,324.62	1,324.62	12	CS/09	DSHS	EFT	1,324.62	1,324.62	12	CS/09	DSHS	EFT	1,324.62	1,324.62		
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,329.90	9,329.90	14	D1/98	D.Dep. #1	ACH WIRE every	8,959.83	8,959.83	14	D1/98	D.Dep. #1	ACH WIRE every	8,959.83	8,959.83		
15	D2/97	D.Dep. #2	ACH WIRE every	18,438.84	18,438.84	15	D2/97	D.Dep. #2	ACH WIRE every	18,054.34	18,054.34	15	D2/97	D.Dep. #2	ACH WIRE every	18,054.34	18,054.34		
16						16						16							
16	GT/63	G.Ed.Tult	Check every	322.50		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	410.00	410.00	17	HS/59	Health Svgs	ACH Wire every	410.00	410.00	17	HS/59	Health Svgs	ACH Wire every	410.00	410.00		
18	DC/97	Vgrd EE	Wire	43,705.15		18	DC/97	Vgrd EE	Wire	48,092.84		18	DC/97	Vgrd EE	Wire	48,092.84			
19	DC/22	Vgrd ER	Wire	30,088.64	73,793.79	19	DC/22	Vgrd ER	Wire	31,339.49	79,432.33	19	DC/22	Vgrd ER	Wire	31,339.49	79,432.33		
20	L2/29	401k Ln#2	Wire	3,922.60		20	L2/29	401k Ln#2	Wire	3,737.68		20	L2/29	401k Ln#2	Wire	3,737.68			
20	LN/29	401k Ln #1	Wire	9,275.29	13,197.89	20	LN/29	401k Ln#1	Wire	9,335.75	13,073.43	20	LN/29	401k Ln#1	Wire	9,335.75	13,073.43		
22	TTL VNGRD		86,991.68			22	TTL VNGRD		92,505.76			22	TTL VNGRD		92,505.76				
23	LI/02	L&I	EFT Quarterly	25,475.94		23	LI/02	L&I	EFT Quarterly	25,233.42	0.00	23	LI/02	L&I	EFT Quarterly	25,233.42	0.00		
24	MD/51	Mch.UnDues	Check last	1,277.20		24	MD/51	Mch.UnDue	Check last	1,277.30		24	MD/51	Mch.UnDue	Check last	1,277.30			
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00		
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Taxable Fr.Benefits		50.00		28	TF/	Taxable Fr.Benefits		50.00			
29	PA/66	Proj.Assist	Check last	385.50		29	PA/66	Proj.Assist	Check last	380.50		29	PA/66	Proj.Assist	Check last	380.50			
30	PN/04	PERS EE	EFT	34,431.14	0.00	30	PN/04	PERS EE	EFT	34,135.23	0.00	30	PN/04	PERS EE	EFT	34,135.23	0.00		
31	PN/04	PERS ER	EFT	62,783.99	97,215.13	31	PN/04	PERS ER	EFT	62,106.98	96,242.21	31	PN/04	PERS ER	EFT	62,106.98	96,242.21		
32	TTL PERS		97,215.13			32	TTL PERS		96,242.21			32	TTL PERS		96,242.21				
33	R3/20	ICMA Ln#2	WIRE	731.14	0.00	33	R3/20	ICMA Ln#2	WIRE	570.61	0.00	33	R3/20	ICMA Ln#2	WIRE	570.61	0.00		
	RC/24	ICMA EE	WIRE	5,499.88		34	RC/24	ICMA EE	WIRE	5,161.26	0.00	34	RC/24	ICMA EE	WIRE	5,161.26	0.00		
35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	RI/23	ICMA Roth	WIRE	529.81	529.81		
36	RL/21	ICMA Ln#1	WIRE	1,493.97	2,225.11	36	RL/21	ICMA Ln#1	WIRE	1,453.27	2,023.88	36	RL/21	ICMA Ln#1	WIRE	1,453.27	2,023.88		
37	RR/25	ICMA ER	WIRE	3,072.77	8,572.65	37	RR/25	ICMA ER	WIRE	2,917.18	8,078.44	37	RR/25	ICMA ER	WIRE	2,917.18	8,078.44		
38	TTL ICMA	10,797.76	11,327.57			38	TTL ICMA	10,102.32	10,632.13			38	TTL ICMA	10,102.32	10,632.13				
39	SD/26	457 ST EE	EFT	9,031.44		39	SD/26	457 ST EE	EFT	9,097.49		39	SD/26	457 ST EE	EFT	9,097.49			
40	SR/27	457 ST ER	EFT	4,505.58	13,537.02	40	SR/27	457 ST ER	EFT	4,625.84	13,723.33	40	SR/27	457 ST ER	EFT	4,625.84	13,723.33		
41	ST/67	ShTrmDisab	EFT	2,876.64	2,876.64	41	ST/67	ShTrmDisal	EFT	0.00	0.00	41	ST/67	ShTrmDisal	EFT	0.00	0.00		
42	UC/45	Un COPE	Check 1st	150.00		42	UC/45	Un COPE				42	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	573.00		43	UA/44	Un Assess	Check last	573.00			
	UD/42	Un Dues	Check last	5,142.03		44	UD/42	Un Dues	Check last	5,178.34		44	UD/42	Un Dues	Check last	5,178.34			
44	UI/41	Un Initlatn	Check last	90.00		45	UI/41	Un Initlatn	Check last	10.00		45	UI/41	Un Initlatn	Check last	10.00			
45	UT/43	Un Tax	Check last	2,298.90		46	UT/43	Un Tax	Check last	0.00		46	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	573.50		47	UW/62	United Way	Check last	551.50		47	UW/62	United Way	Check last	551.50			
47	WF/64	Wellness	Check last	312.50		48	WF/64	Wellness	Check last	308.50		48	WF/64	Wellness	Check last	308.50			
48	NET PAY (dir. Deposit)	ACH Wire every		425,960.00	425,960.00	48	Net Pay (Dir. Dep.)			418,034.37	418,034.37	48	Net Pay (Dir. Dep.)			418,034.37	418,034.37		
	Paychecks			4,878.71			Paychecks			17,075.08			Paychecks			17,075.08			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				<b>\$758,875.16</b>	49	TOTAL TRANSFER				<b>\$754,640.58</b>	49	TOTAL TRANSFER				<b>\$754,640.58</b>		
50	TOTAL PAYROLL*:			<b>\$818,123.94</b>		50	TOTAL PAYROLL*:			<b>\$1,070,549.32</b>		50	TOTAL PAYROLL*:			<b>\$1,070,549.32</b>			
51	GROSS EARNINGS:			686,522.85		51	GROSS EARNINGS:			707,195.72		51	GROSS EARNINGS:			707,195.72			
52	EMPR MISC DED:			122,057.63		52	EMPR MISC DED:			353,700.83		52	EMPR MISC DED:			353,700.83			
53	EMPR MEDICARE TAX:			9,543.46		53	EMPR MEDICARE TAX:			9,652.77		53	EMPR MEDICARE TAX:			9,652.77			
54	TOTAL PAYROLL*:				<b>\$818,123.94</b>	54	TOTAL PAYROLL*:				<b>\$1,070,549.32</b>	54	TOTAL PAYROLL*:				<b>\$1,070,549.32</b>		
55	TOTAL PAYROLL FOR FEBRUARY					55	TOTAL PAYROLL FOR FEBRUARY				<b>\$1,888,673.26</b>	55	TOTAL PAYROLL FOR FEBRUARY				<b>\$1,888,673.26</b>		
56	ACH WIRE TOTAL			454,138.74		56	ACH WIRE TOTAL			445,458.54		56	ACH WIRE TOTAL			445,458.54			

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/21/2014

Thru Date: 02/21/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016046	2/21/2014	01311	ACCESS INFORMATION MANAGEMENT	\$522.28	
00016047	2/21/2014	01405	ADVANCE GLASS INC	\$1,089.92	
00016048	2/21/2014	01660	ALL STAR FORD	\$4,389.36	
00016049	2/21/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00016050	2/21/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00016051	2/21/2014	01960	AMERICAN SEATING COMPANY	\$214.55	
00016052	2/21/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$230.39	
00016053	2/21/2014	02380	ARAMARK UNIFORM SERVICES	\$735.50	
00016054	2/21/2014	02560	ASPEN PUBLISHERS INC	\$505.92	
00016055	2/21/2014	02825	AUTO PLUS - OLYMPIA	\$374.44	
00016056	2/21/2014	03250	BATTERY SYSTEMS, INC	\$429.75	
00016057	2/21/2014	03350	BERNIE'S CUSTOM PAINT, INC	\$624.77	
00016058	2/21/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00016059	2/21/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,373.98	
00016060	2/21/2014	04120	BUILDERS HARDWARE CO	\$99.33	
00016061	2/21/2014	05340	CAPITOL COURIER SERVICE	\$358.87	
00016062	2/21/2014	05460	CARQUEST AUTO PARTS-OLYMPIA	\$163.42	
00016063	2/21/2014	05740	CED	\$391.84	
00016064	2/21/2014	05940	CENTURY LINK	\$2,891.68	
00016065	2/21/2014	05945	CENTURY LINK	\$31.58	
00016066	2/21/2014	05965	CHEMSEARCH	\$228.56	
00016067	2/21/2014	06607	COMDATA	\$46,113.69	
00016068	2/21/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$184.19	
00016069	2/21/2014	06830	CONSOLIDATED PRESS	\$10,939.59	
00016070	2/21/2014	07220	CUMMINS NORTHWEST INC	\$3,783.38	
00016071	2/21/2014	07640	DAY WIRELESS SYSTEMS INC	\$554.88	
00016072	2/21/2014	08060	DON SMALL AND SONS OIL	\$1,648.00	
00016073	2/21/2014	08780	EMERALD SERVICES INC	\$1,683.17	
00016074	2/21/2014	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00016075	2/21/2014	09805	FLEET PRIDE	\$103.46	
00016076	2/21/2014	10290	FUSION GRAPHIX	\$15.31	
00016077	2/21/2014	10630	GFI GENFARE	\$3,773.92	
00016078	2/21/2014	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00016079	2/21/2014	10660	GILLIG LLC	\$10,784.89	
00016080	2/21/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00016081	2/21/2014	10820	GRAPHIC COMMUNICATIONS	\$1,716.28	
00016082	2/21/2014	11048	HARGIS ENGINEERS INC	\$4,433.51	
00016083	2/21/2014	11765	INTERCITY TRANSIT PETTY CASH	\$258.25	
00016084	2/21/2014	11810	INTERSTATE BATTERY	\$94.60	
00016085	2/21/2014	11865	ISLAND SUPERIOR AIR FILTER	\$347.82	
00016086	2/21/2014	11905	JANEK CORPORATION	\$1,626.56	
00016087	2/21/2014	11930	JERRYS AUTOMOTIVE TOWING	\$670.20	
00016088	2/21/2014	12530	KELLY SERVICES INC	\$1,356.48	
00016089	2/21/2014	12665	KGY INC	\$493.00	
00016090	2/21/2014	12945	KXXO MIXX 96 FM	\$896.00	
00016091	2/21/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,216.00	
00016092	2/21/2014	13510	LES SCHWAB TIRE CENTER	\$289.41	
00016093	2/21/2014	13555	LIBBY ENVIRONMENTAL, LLC	\$275.00	
00016094	2/21/2014	13559	LIFTLOGIC, INC.	\$386.24	
00016095	2/21/2014	13661	LOOMIS	\$526.41	
00016096	2/21/2014	14590	MOHAWK MFG & SUPPLY	\$137.99	
00016097	2/21/2014	14900	NAPA AUTO PARTS	\$593.34	
00016098	2/21/2014	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$520.00	
00016099	2/21/2014	16490	PACIFIC DISPOSAL INC	\$625.11	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/21/2014

Thru Date: 02/21/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016100	2/21/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00016101	2/21/2014	16595	PACIFIC POWER PRODUCTS	\$6,853.67	
00016102	2/21/2014	16630	PANORAMA CITY	\$217.50	
00016103	2/21/2014	16765	PETRO CARD	\$94,668.29	
00016104	2/21/2014	16793	PHOENIX ENVIRONMENTAL SERVICES, INC.	\$1,768.00	
00016105	2/21/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$456.96	
00016106	2/21/2014	17290	PUGET SOUND ENERGY	\$25,336.69	
00016107	2/21/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,066.24	
00016108	2/21/2014	17505	RAINIER DODGE INC	\$134.56	
00016109	2/21/2014	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$678.84	
00016110	2/21/2014	17560	RE AUTO ELECTRIC INC	\$1,159.26	
00016111	2/21/2014	17900	SCHETKY NW SALES INC	\$808.68	
00016112	2/21/2014	17965	SEATTLE AUTOMOTIVE DIST.	\$590.90	
00016113	2/21/2014	17986	SECURITAS SECURITY SERVICES USA INC	\$13,678.20	
00016114	2/21/2014	18068	SHINING EXAMPLE INC	\$303.33	
00016115	2/21/2014	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00016116	2/21/2014	18470	SPORTWORKS NORTHWEST INC	\$73.24	
00016117	2/21/2014	18711	SUNSET AIR INC	\$458.32	
00016118	2/21/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$367.20	
00016119	2/21/2014	18990	THERMO KING NORTHWEST	\$153.11	
00016120	2/21/2014	21830	THURSTON COUNTY SOLID WASTE	\$124.00	
00016121	2/21/2014	21850	THURSTON COUNTY TREASURER	\$1,589.15	
00016122	2/21/2014	21910	THYSSENKRUPP ELEVATOR	\$1,160.77	
00016123	2/21/2014	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00016124	2/21/2014	21950	TITUS-WILL CHEVROLET	\$2,925.85	
00016125	2/21/2014	22000	TOYOTA LIFT NORTHWEST	\$107.88	
00016126	2/21/2014	22010	TOYOTA OF OLYMPIA	\$137.52	
00016127	2/21/2014	22100	TRANSIT SOLUTIONS, LLC	\$7,327.92	
00016128	2/21/2014	22260	TRI-DIM FILTER CORPORATION	\$315.63	
00016129	2/21/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00016130	2/21/2014	22420	TUMWATER PRINTING	\$271.75	
00016131	2/21/2014	23530	U S POSTAL SERVICE	\$20.00	
00016132	2/21/2014	24000	W W GRAINGER INC	\$485.86	
00016133	2/21/2014	24030	WA ST AUDITORS OFFICE	\$450.00	
00016134	2/21/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$106.71	
00016135	2/21/2014	24750	WA ST GET PROGRAM	\$322.50	
00016136	2/21/2014	25130	WALTER E NELSON CO OF WESTERN WA	\$3,328.37	
00016137	2/21/2014	25858	WESTCARE CLINIC LLC PS	\$600.00	
00016138	2/21/2014	26005	WILCOX AND FLEGEL	\$4,083.39	
<b>Total:</b>				<b>\$299,047.15</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/07/2014

Thru Date: 02/07/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00015953	2/7/2014	01315	ACS TRANSPORT SOLUTIONS INC	\$316.94	
00015954	2/7/2014	01405	ADVANCE GLASS INC	\$0.00	✓
00015955	2/7/2014	01405	ADVANCE GLASS INC	\$2,691.62	
00015956	2/7/2014	01430	ADVANTAGE AUTOMATIC DOORS INC	\$2,664.94	
00015957	2/7/2014	01480	AIR FLOW SYSTEMS INC	\$936.01	
00015958	2/7/2014	01660	ALL STAR FORD	\$856.06	
00015959	2/7/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$18,527.73	
00015960	2/7/2014	01820	AMERICAN DRIVING RECORDS INC	\$337.44	
00015961	2/7/2014	01960	AMERICAN SEATING COMPANY	\$1,484.34	
00015962	2/7/2014	02060	AMERISAFE	\$66.37	
00015963	2/7/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$37.65	
00015964	2/7/2014	02380	ARAMARK UNIFORM SERVICES	\$740.40	
00015965	2/7/2014	03250	BATTERY SYSTEMS, INC	\$429.75	
00015966	2/7/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$988.95	
00015967	2/7/2014	03370	BERGKAMP EMILY	\$576.00	
00015968	2/7/2014	03640	BLOCK & COMPANY INC	\$370.00	
00015969	2/7/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$40.77	
00015970	2/7/2014	03940	B&B SIGN CO LLC	\$1,702.28	
00015971	2/7/2014	04120	BUILDERS HARDWARE CO	\$257.81	
00015972	2/7/2014	05945	CENTURY LINK	\$122.64	
00015973	2/7/2014	06040	CITY OF LACEY	\$621.11	
00015974	2/7/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,879.22	
00015975	2/7/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$170.90	
00015976	2/7/2014	07150	CROSSROADS COLLISION CENTER	\$380.80	
00015977	2/7/2014	07220	CUMMINS NORTHWEST INC	\$17,175.15	
00015978	2/7/2014	07617	DAVID M HOWE TRUSTEE	\$1,142.52	
00015979	2/7/2014	07620	DAVIS WRIGHT TREMAINE LLP	\$865.50	
00015980	2/7/2014	08487	DYNAMIC COLLECTORS INC	\$517.30	
00015981	2/7/2014	08780	EMERALD SERVICES INC	\$571.13	
00015982	2/7/2014	10180	FREEDMAN SEATING CORPORATION	\$119.72	
00015983	2/7/2014	10285	FTE PUBLICATIONS	\$340.00	
00015984	2/7/2014	10630	GFI GENFARE	\$1,341.40	
00015985	2/7/2014	10660	GILLIG LLC	\$0.00	✓
00015986	2/7/2014	10660	GILLIG LLC	\$14,972.29	
00015987	2/7/2014	10887	GRUBER POWER SERVICES	\$1,612.56	
00015988	2/7/2014	11175	HEALTH CARE AUTHORITY	\$595.75	
00015989	2/7/2014	11250	HERGUTH LABORATORIES INC.	\$1,478.70	
00015990	2/7/2014	11308	HOFSTETTER SHANNON	\$192.30	
00015991	2/7/2014	11414	HULTZ BHU ENGINEERS INC	\$960.62	
00015992	2/7/2014	11615	INDUSTRIAL HYDRAULICS INC	\$540.49	
00015993	2/7/2014	11810	INTERSTATE BATTERY	\$689.47	
00015994	2/7/2014	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00015995	2/7/2014	12530	KELLY SERVICES INC	\$1,959.36	
00015996	2/7/2014	12725	KINGS III OF AMERICA INC	\$220.47	
00015997	2/7/2014	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$440.00	
00015998	2/7/2014	12865	KOCHICK MICHAEL	\$424.70	
00015999	2/7/2014	12885	KPLU-FM 88.5	\$1,370.00	
00016000	2/7/2014	13510	LES SCHWAB TIRE CENTER	\$506.80	
00016001	2/7/2014	13700	LUMINATOR HOLDING, L.P.	\$769.85	
00016002	2/7/2014	13850	MASON COUNTY TRANSIT	\$898.00	
00016003	2/7/2014	14482	MILLER JAMES	\$100.00	
00016004	2/7/2014	14900	NAPA AUTO PARTS	\$300.25	
00016005	2/7/2014	15090	NELSON TRUCK	\$219.40	
00016006	2/7/2014	16595	PACIFIC POWER PRODUCTS	\$976.33	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/07/2014

Thru Date: 02/07/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016007	2/7/2014	16695	PATTISON WATER COMPANY	\$90.07	
00016008	2/7/2014	16760	PETTIT OIL COMPANY	\$1,618.11	
00016009	2/7/2014	16765	PETRO CARD	\$120,095.51	
00016010	2/7/2014	16841	PIONEER FIRE & SECURITY INC	\$40.00	
00016011	2/7/2014	16874	PITNEY BOWES PURCHASE POWER	\$1,500.00	
00016012	2/7/2014	17218	PROUTY, CURTIS	\$1,506.24	
00016013	2/7/2014	17505	RAINIER DODGE INC	\$77.17	
00016014	2/7/2014	17560	RE AUTO ELECTRIC INC	\$3,248.74	
00016015	2/7/2014	17900	SCHETKY NW SALES INC	\$523.01	
00016016	2/7/2014	18075	SIEGEL OIL COMPANY	\$674.24	
00016017	2/7/2014	18100	SIGN PROJECT	\$38.08	
00016018	2/7/2014	18145	SIX ROBBLEES INC	\$97.41	
00016019	2/7/2014	18470	SPORTWORKS NORTHWEST INC	\$229.59	
00016020	2/7/2014	18705	SUNBELT RENTALS	\$1,075.03	
00016021	2/7/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$208.60	
00016022	2/7/2014	18990	THERMO KING NORTHWEST	\$1,915.60	
00016023	2/7/2014	21760	THURSTON COUNTY COMMUNICATIONS	\$39,004.82	
00016024	2/7/2014	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00016025	2/7/2014	21930	TIRES INC	\$4,510.08	
00016026	2/7/2014	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00016027	2/7/2014	21950	TITUS-WILL CHEVROLET	\$3,859.57	
00016028	2/7/2014	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$82.69	
00016029	2/7/2014	22010	TOYOTA OF OLYMPIA	\$121.34	
00016030	2/7/2014	22100	TRANSIT SOLUTIONS, LLC	\$6,941.68	
00016031	2/7/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$46,468.91	
00016032	2/7/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,505.87	
00016033	2/7/2014	23530	U S POSTAL SERVICE	\$200.00	
00016034	2/7/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,822.50	
00016035	2/7/2014	23820	VERIZON WIRELESS	\$1,603.19	
00016036	2/7/2014	24000	W W GRAINGER INC	\$538.71	
00016037	2/7/2014	24100	WA ST DEPT OF ECOLOGY 1	\$1,374.00	
00016038	2/7/2014	24240	WA ST DEPT OF L & I ELEVATOR SECTION	\$300.50	
00016039	2/7/2014	24750	WA ST GET PROGRAM	\$247.00	
00016040	2/7/2014	25380	WASHINGTON GARDENS	\$315.52	
00016041	2/7/2014	26410	XPIO CORPORATION	\$960.00	
<b>Total:</b>				<b>\$334,742.67</b>	

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**February 10, 2014**

**CALL TO ORDER**

Chair Van Gelder called the February 10, 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; Leah Bradley; Mitch Chong; Valerie Elliott; Sreenath Gangula; Joan O'Connell; Sue Pierce; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; Roberta Gray; Don Melnick; Victor VanderDoes; Quinn Johnson; Dale Vincent; and Julie Hustoft.

**Absent:** Alyssa Neely and Meta Hogan.

**Staff Present:** Emily Bergkamp; Marilyn Hemmann; and Nancy Trail.

**Others Present:** Authority member, Jeff Gadman, Intercity Transit Authority.

**APPROVAL OF AGENDA**

It was M/S/A by ELLIOTT and HUSTOFT to approve the agenda as published.

**INTRODUCTIONS**

Van Gelder introduced Authority member, Jeff Gadman.

**MEETING ATTENDANCE**

A. February 19, 2014, Work Session - Kahlil Sibree.

B. March 5, 2014, Regular Meeting - Mitchell Chong.

**APPROVAL OF MINUTES**

It was M/S/A by ELLIOTT and MELNICK to approve the minutes of the January 13, 2014 meeting.

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

- *Hustoft* - Sidewalks around bus stops.
- *VanderDoes* - DAL online scheduling.
- *Melnick* - Policy on how IT adds routes and stops.

- *See* - Corridor meeting - joint commissions meeting.

## **NEW BUSINESS**

*Gray arrived.*

- A. Dial-A-Lift Update** (*Emily Bergkamp*) - Bergkamp stated that twice a year she provides an update to the CAC. Bergkamp indicated the presentation would also include an update on the travel training program, as well as introduce a new program at Intercity Transit for Bus Buddies.

Bergkamp provided the American with Disabilities Act (ADA) celebrates its 23<sup>rd</sup> anniversary this year. The ADA, passed in 1990 outlines Civil Rights Protection for 56.7 million Americans with disabilities, providing equal access to community services.

Bergkamp provided the major transportation requirements:

- Accessibility of all new transportation facilities and vehicles used in fixed route service;
- Equivalent access to demand response to services;
- Complementary paratransit service must extend  $\frac{3}{4}$  of a mile beyond the boundaries of the fixed route system.

*Gangula arrived.*

Bergkamp explained the reasons for DAL eligibility in that a client's disability must prevent them from accessing the fixed route buses:

- Client is unable to board, ride or exit an accessible bus without assistance; or
- Needs to use a ramp but it cannot be deployed safely at their bus stop; or
- Has a disability that prevents travel to and from a bus stop under certain conditions.

Bergkamp provided the categories of eligibility:

- Conditional: includes conditions that describe when a client is unable to use fixed route;
- Unconditional: eligibility means a client's disability or health condition prevents them from using fixed route;
- Temporary: determined when a client's abilities and/or limitation are expected to change within a period of time.

Bergkamp detailed the application process:

- Applications available upon request;
- Processing must occur within 21 days of the agency's receipt of the completed application;

## Intercity Transit Citizen Advisory Committee

February 10, 2014

Page 3 of 6

- Process must include an appeals process:
  - Client's written appeal;
  - Manager's review/determination;
  - Appeal board's review/determination.

Bergkamp provided the 2013 DAL Trip Information:

- Trips: 150,224 – 4% increase on the year
- Passengers per service hour: 2.83
- Actual vehicle miles: 871,554
- On time performance: 96.58%
- Cancellations: 12% of trips
- No shows: 3% of trips
- Total phone calls: 67,972

*Sibree arrived.*

Bergkamp gave information on the DAL ride by month volume, and the average cost per boarding of \$47.40.

Bergkamp detailed the 2013 Intercity Transit ADA eligibility snapshot:

- Total clients YTD: 2,616
- Eligibility decision: 804
  - Full eligibility 578 – 73%
  - Conditional 34 – 4%
  - Temporary 127 – 16%
  - Temporary Travel Training 58 – 7%
  - Ineligible 7 – 1%
  - Physical assessments: 1

Bergkamp provided one client's history:

- \$47.40 per one way trip  
X 6 trips per week = \$284.40
- \$284.40 per week x 4 weeks = \$1,137.60
- \$284.40 per week x 50 weeks = \$14,220
- \$14,220 per year x 9 years = \$127,980

Bergkamp also provided a brief overview of the Travel Training program indicating the service includes:

- Individualized, origin to destination trip planning and training on the fixed route bus;
- Orientation to all aspects of bus travel;
- Mobility device training;
- Creates relationships with bus riders for continued assistance as needs change.

Bergkamp outlined the Travel Training outreach and referrals;

- Internal referrals;
- Social service agencies;
- School transition programs;
- Families;
- Self referrals;
- Repeat clients;
- ITA and CAC members; community at large.

Bergkamp provided the Thurston Regional Planning Council (TRPC) indicates 20% of Thurston County's population will be 65 or older by 2030. The Travel Training program provides cost avoidance with DAL trips diverted to fixed route service.

Bergkamp introduced the Bus Buddies program and indicated it offers an expansion of the travel training program. The program currently has 9 volunteers and the ribbon cutting ceremony was today at Intercity Transit.

Bergkamp answered questions.

*Hustoft* – Asked if the program has any youth volunteers?

Bergkamp responded there is currently one 16 year old volunteer.

*Melnick* – Commented that Ann Freeman-Manzanares' presentation to the Chamber at Panorama City was very well received and it would make sense to get this information out to the community.

Bergkamp stated educating people on the purpose is important.

*VanderDoes* – Stated the training has been extremely successful for his family, and they have been able to reduce their dependence on DAL with the travel training. His daughter has even trained others. He explained the difficulty with the online scheduling system, and that the timeframes don't work well as they are currently set and need to be expanded. He has heard that some of the schedulers aren't fond of it either.

Bergkamp responded that he has an amazing story to tell. In addition, Bergkamp indicated that the online scheduling system is a work in progress. The software did not have the ability to make weekdays different from weekends, so they had to go with the least common denominator. Bergkamp also indicated that it is not user-friendly on the back end, and hopes the upgrades provide greater flexibility.

## Intercity Transit Citizen Advisory Committee

February 10, 2014

Page 5 of 6

*Vincent* – Commented that the CAC should encourage the Authority to do as much with travel training as possible. The average person knows very little about bus riding.

*Hagenhofer* – Indicated she would like to put Bergkamp in touch with someone at Nisqually from the elder center.

*Van Gelder* – Suggested the presentation be distributed to the CAC members. It's very important that we recommend this to the ITA as a group or individually. The CAC representative will do so at the next ITA meeting.

- B. 2014 Procurement Plan** (*Marilyn Hemmann*) Hemmann provided information on the function of the Procurement Division to include the products and services necessary to keep the agency running. In addition, Hemmann explained the division is also responsible for the maintenance agreements, contracts and compliance with funding timelines to utilize available funds.

Hemmann provided an outline and projected timeline for the 2014 projects.

Hemmann answered questions.

### CONSUMER ISSUES

- *Hustoft* – Relayed a concern regarding the stop in front of Frankie's on Pacific. She indicated the back wall has ivy growing on it and it is now covering half of the sidewalk. Someone with a wheelchair would not be able to get across the sidewalk.

*Gadman* – Responded in most jurisdictions the adjacent property owner is typically responsible and this includes keeping it clear of vegetation.

*See* – Indicated Code Enforcement may also be able to assist.

*Bergkamp* – Stated she will relay the information to staff to follow up.

- *Melnick* – Requested information on how Intercity Transit decides where to put bus service/stops/routes. He would like to know if there is a policy, or the process.

*Hemmann* – Responded that Dennis Bloom can speak to that topic.

### REPORTS

- *See* – Reported on the Joint meeting on the corridors – and the purpose being different jurisdictions communicating about planning projects. This included the Capital Boulevard/Brewery District/Downtown/Woodland Dist. *See* indicated it was nice to see Intercity Transit at the table.

## **Intercity Transit Citizen Advisory Committee**

**February 10, 2014**

**Page 6 of 6**

- *Pierce* - Indicated she also attended the Joint meeting on the corridors and that there were several references to transit. The projects have a 10/20 year timeline. She also indicated the presentations are available on the TRPC website, and thought they might make interesting guest speakers. Pierce had handouts available from the meeting.
- *Gray* - Asked who hears the land use hearings and wanted to know what they look at as it pertains to laws and codes.
  - Gadman - Indicated he was the Lacey representative on the sustainability task force, and one of the things that they recognized was that when development occurs transit comes in at the end. One of the goals of Sustainable Thurston is that transit is brought into the conversation early and becomes an integral part of the planning. Gadman also indicated the limiting factor on zoning and comp. plan amendments are once per year. Most choose to do that in the fall. If a change is made the implementation takes time.
- *Van Gelder* - Provided a report on the January 15, 2014, ITA Special Meeting - the ITA heard the CAC's discussion on Intercity Transit's role in the region. The CAC provided the authority with good information and the ITA saw the value of the CAC discussing issues.
- *Pierce* - Provided a report on the February 5, 2014, ITA regular meeting, including the procurement update, the election of officers and committee assignments.
- *Van Gelder* - Provided information on the Washington State Ride Sharing Organization conference March 31 - April 1 on transportation demand management with several good presentations. [www.wsro.net](http://www.wsro.net).

**NEXT MEETING: March 17, 2014.**

### **ADJOURNMENT**

**It was M/S/A by MELNICK and GRAY to adjourn the meeting at 7:16 p.m.**

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Erin Hamilton, 705-5837  
**SUBJECT:** Marketing Services - Contract Extension

---

1) **The Issue:** To approve a one-year contract extension to Eben Design, Inc. for the provision of Marketing Services.

---

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with Eben Design, Inc. in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.

---

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

---

4) **Background:** In 2013, the Authority awarded a one-year contract to Eben Design, Inc. with the option to extend the contract for two additional years, in one-year increments. This recommendation represents the first one-year extension option available under this agreement.

Marketing staff have been satisfied with the quality of services provided by Eben Design, Inc. Rates for services remain fair and reasonable. No rate increase was requested for the upcoming contract year. Considering their successful performance, staff recommends a one-year extension of the contract with Eben Design, Inc.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract extension with Eben Design, Inc. in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.
- B. Defer action. A decision to delay may impact our ability to provide marketing materials in a timely manner.

---

6) **Budget Notes:** Funds for this contract are included in the 2014 budget in the amount of \$65,000. This contract is within budget.

---

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

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: March 5, 2014**

**FOR: Intercity Transit Authority**

**FROM: Jeff Peterson, 705-5878**

**SUBJECT: Fiber Optic Cable for Lacey Transit Center**

---

1) **The Issue:** Consideration of entering into an agreement with the Washington State Department of Transportation (WSDOT) for installation and use of fiber optic cable between the Lacey Transit Center and Pattison Street.

---

2) **Recommended Action:** Authorize the General Manager to enter into an agreement with the Washington State Department of Transportation for installation and use of two strands of its fiber optic cable, running from the Lacey Transit Center to Pattison Street, in an amount to be announced at the March 5 Authority meeting.

---

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

---

4) **Background:** The Authority approved a contract in November 2013 to enhance the Lacey Transit Center camera system with the addition of seven new cameras. This project also includes funding to partner with WSDOT to utilize their fiber optic cable network as a connection between the Lacey Transit Center and Operations at Pattison Street.

The project team compared the cost of the WSDOT fiber connection against installing the system with the hardware necessary for video to be manually retrieved. It was less expensive and provided greater benefit to connect the cameras to Pattison Street to allow Operations real time viewing and video retrieval. In comparing the WSDOT fiber cost to other fiber options, it would be cost and time prohibitive for Intercity Transit to consider installing its own fiber optic cable and no commercial networks could meet the need. Ultimately, placing the agency's entire camera system on one network continues to be the desired outcome as this offers the most efficient management of the system.

---

5) **Alternatives:**

A) Authorize the General Manager to enter into an agreement with the Washington State Department of Transportation for installation and use of

two strands of its fiber optic cable, running from the Lacey Transit Center to Pattison Street, in an amount to be announced at the March 5 Authority meeting.

- B) Defer action. This will delay the installation and implementation of the enhanced security camera system at the Lacey Transit Center.
- C) Procure a cabinet and computer hardware components to support the security cameras on a non-networked, independent system. A live view of the site would not be achievable.

---

6) **Budget Notes:** The 2014 budget includes \$70,000 for the fiber connection to be completed. Based on estimates discussed with WSDOT during the initial planning phases, the project is anticipated to be within the budgeted amount.

---

7) **Goal Reference:** Goal #3: *"Maintain a safe and secure operating system."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, 705-5878  
**SUBJECT:** Transit Ridership Analysis Software

- 
- 1) **The Issue:** Consideration of a contract with RSM Services Corporation for transit ridership analysis software.

---

  - 2) **Recommended Action:** Authorize the General Manager to enter into a contract with RSM Services Corporation in the not-to-exceed amount of \$70,203.00, including taxes.

---

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

---

  - 4) **Background:** Planning staff currently spend a substantial amount of time analyzing fixed route raw data obtained from our Automatic Vehicle Locator (AVL) and Automatic Passenger Counter (APC) systems through relational data base and spreadsheet software tool. This multi-step process requires staff to devote significant amount of time extracting, and managing data, including error checking and auditing.

Over the past few years the emergence of software solutions for these specific types of tasks has become more prevalent within the transit planning world. Staff determined that obtaining this type of analytical software, which also automates processing of raw data, would be a much more efficient way for improving accuracy, reducing the time to develop reports on ridership, and providing greater detail on individual route performance. In addition, the software helps to quickly collate statistically valid reporting requirements for federally required National Transit Database submissions.

A Request for Proposals was published on November 27, 2013, seeking ridership analysis software. A pre-proposal meeting was held December 10, 2013. Intercity Transit received four responses by the due date of December 23, 2013. The evaluation team consisting of Planning, Information Services and Procurement staff reviewed the proposals for responsiveness and determined all four were eligible for further review. Through a scoring process that took into

consideration qualifications, experience, reference checks, approach to project, site visits and price, the team determined that RSM Services Corporation offered the most advantageous solution.

RSM Services Corporation has clearly articulated their ability to meet the needs of this project. References for the company are positive. They have provided and implemented their software with similar system integrations of our AVL system, including APC and scheduling software products. They have installed their software for systems with 20 to 2,300 buses, from a couple of hundred bus stops to over 12,000 stops. This includes software for the San Diego Association of Governments (transit and rail) and Atlanta MARTA (GA), to smaller transit systems like Central Costa County Transit Authority (Concord, CA), and Everett Transit (Everett, WA). After discussion and negotiation, the number of hours and costs proposed were determined to be fair and reasonable. Staff recommends the award of this contract for RSM Services Corporation.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with RSM Services Corporation in the not-to-exceed amount of \$70,203.00, including taxes.
- B. Defer action. The Planning Department will continue to analyze ridership data but with less efficiency than will be available using a software solution to produce comprehensive ridership analysis performance reports of our fixed route service.

---

6) **Budget Notes:** The 2014 budget includes \$70,000 for the implementation of an analytical software solution. This purchase is \$203 over budget.

---

7) **Goal Reference:** Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, 705-5878  
**SUBJECT:** Purchase of Solar Lighting Units

---

1) **The Issue:** Consideration of the purchase of 15 solar lighting units for passenger shelters.

---

2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Urban Solar Corp. for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,314, including taxes and freight.

---

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

---

4) **Background:** Intercity Transit has an existing competitively bid contract for solar lighting units for bus shelters with Urban Solar. This purchase is for 15 solar lighting units which will be utilized on existing bus shelters that need additional lighting.

Intercity Transit currently has 40 solar lighting units from Urban Solar in operation in shelters throughout the PTBA. Both passengers and operators have been satisfied with their operation. Facilities have found the solar lighting units to be a very low maintenance item.

Some of the considerations for selecting a solar lighting location include: site lighting levels at night, ridership, public safety concerns, driver and passenger requests, sun exposure for successful solar charging and pick-up frequency.

---

5) **Alternatives:**

A. Authorize the General Manager to issue a purchase order to Urban Solar Corp. for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,314, including taxes and freight.

B. Defer action. The shelters designated for installation will have less lighting at night than they would with the addition of the solar lighting units.

---

6) **Budget Notes:** The 2014 Maintenance Budget includes \$35,000 to purchase solar lighting units for passenger shelters and this purchase is within budget.

---

7) **Goal Reference:** Goal #2: *“Provide outstanding customer service,”* Goal #3: *“Maintain a safe and secure operating system,”* Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann, 705-5833

**SUBJECT:** General Legal Counsel

- 
- 1) **The Issue:** Consideration of a one-year contract extension with Dale Kamerrer for the provision of general legal services.
- 
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.
- 
- 4) **Background:** Intercity Transit issued a Request for Qualifications and Proposals for General Legal Counsel on December 18, 2012. A pre-proposal conference was held January 8, 2013. Five proposals were received by the submission deadline of 3:00 p.m., January 25, 2013.

The proposals were evaluated by Ann Freeman-Manzanares, Interim General Manager, Rhodetta Seward, Executive Services Director and Marilyn Hemmann, Procurement and Capital Projects Manager. The proposals were reviewed based on the qualifications and experience of the principal, experience working with agencies similar to Intercity Transit, approach to performing routine work activities and allocation of time for litigation, qualifications and experience of the individual(s) assisting the principal, and hourly fee. Based on the results of the review, reference checks, a survey of comparative legal fees, and interviews, the team decided to recommend Dale Kamerrer as our general legal counsel.

The Intercity Transit Authority awarded the contract to provide general legal services in March 2013. The contract was approved for a period of one year with the option of four one-year renewals. This renewal represents the first option to renew.

Dale Kamerrer has been in private practice since 1989 advising and representing governmental clients in municipal law. Dale has experience in governmental liability, civil rights, general negligence, insurance defense, land use, personal injury, public official liability and other pertinent areas. Dale's firm, Law, Lyman,



Daniel, Kamerrer & Bogdanovich, specializes in providing legal counsel to municipal corporations and offers a range of experience relevant to the needs of Intercity Transit.

Dale has experience as general legal counsel for the Washington State Transit Insurance Pool and the Shelton School District. Dale represents many clients including the Washington Counties Insurance Fund, the Washington Cities Insurance Authority, and the Washington Counties Risk Pool. Prior to entering private practice, Dale served as Deputy Prosecuting Attorney for Thurston County and Assistant Attorney General in the Tort Claims Division for the State of Washington.

Based on Dale Kamerrer 's strong credentials and agency satisfaction with his work, staff recommends offering a one-year renewal of contract.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services.
- B. Defer action. At any time Intercity Transit may be required to seek general legal counsel services. If general legal counsel is not under contract, those services would have to be procured individually in a competitive manner. This would be time consuming and delay our response to legal matters.

---

6) **Budget Notes:** General legal counsel has several recurring tasks related to Authority meetings. Otherwise counsel's services are accessed on an as-needed basis. With that in mind, a total not-to-exceed contract cost cannot be predetermined. The 2014 budget identifies \$38,000 specifically for general legal services. Legal services are also charged to specific project budgets.

The contract renewal will remain at the originally awarded rate of \$205 per hour. Based on a February 2014 comparative survey of rates, staff finds this rate continues to be fair and reasonable.

---

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-F**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann, 705-5833

**SUBJECT:** Federal Advocacy Services

---

1) **The Issue:** Consideration of a one-year contract extension to Gordon Thomas Honeywell Governmental Affairs for the provision of federal advocacy services.

---

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

---

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

---

4) **Background:** A Request for Proposals (RFP) for the provision of federal advocacy services was released on February 20, 2013. One proposal was received from Gordon Thomas Honeywell Governmental Affairs (GTHGA) by the submittal deadline of March 12, 2013.

The procurement review team consisting of the Interim General Manager, Grants Program Administrator, Marketing and Communications Manager and Procurement Manager reviewed the proposal, the agency's experience with GTHGA, the proposed fees, and the current federal transit funding climate. Based on the results of the review and our experience with GTHGA, in April 2014 the Authority awarded a contract for one year with the option of four one-year renewals. This item represents the first one-year renewal.

Uncertainties remain regarding the details of current federal transportation authorization legislation. Debates continue inside and outside of Congress on federal transportation issues and policies related to current administration and future legislation. The FTA welcomes and encourages timely industry input. It will remain beneficial to have an advocate in Washington D. C. to ensure our priorities and points of view are taken into account as legislation and regulations are developed and implemented. Identifying and staying in touch with appropriate members of both houses of Congress and their staff is essential to

successful early identification of means to secure funding. This type of advocacy is difficult to do from the outside.

Intercity Transit has been satisfied with GTHGA's representation of its interests and advocacy for several successful federal funding applications. Procurement surveyed peer transit agency's costs for federal advocacy services and believes the proposed retainer is fair and reasonable. Staff recommends award of contract to Gordon Thomas Honeywell Governmental Affairs as funding, policy rules and regulations remain uncertain and the need for Intercity Transit's interests to stay engaged in Washington D. C. continues.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
- B. Choose not to renew federal advocacy services at this time. All monitoring and advocating would be a staff exercise.

---

6) **Budget Notes:** The 2014 budget includes \$72,000 for federal advocacy services.

---

7) **Goal Reference:** Goal #2: *"Provide outstanding customer service,"* and Goal #4: *"Provide responsive transportation options."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-G**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann, 705-5833  
**SUBJECT:** Village Van Replacement Vehicles

---

1) **The Issue:** Consideration of the purchase of two replacement vans for the Village Van program.

---

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of two 12-passenger vans in an amount to be announced at the March 5 Authority meeting.

---

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 exact purchase costs for the two replacement vehicles will be presented at the March 5 Authority meeting.

---

5) **Alternatives:**  
A. Authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of two 12-passenger vans in an amount to be announced at the March 5 Authority meeting.  
B. Defer action. To purchase 2014 model vehicles, orders must be placed prior to anticipated factory order cut-off dates.

---

6) **Budget Notes:** The 2014 budget includes \$55,000 for this purchase. Please note that 80% of the purchase will be paid through federal JARC funding.

---

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

---

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

---

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-H**  
**MEETING DATE: March 5, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Emily Bergkamp, Dial-A-Lift Manager, 705-5893

**SUBJECT:** Additional Travel Training Coordinator position

- 
- 1) **The Issue:** On February 19, the Authority was provided outcomes of a year-long pilot testing the efficacy of two FTE Travel Trainers. The Authority will vote to approve or disapprove a second FTE Travel Training Coordinator position.
- 
- 2) **Recommended Action:** Staff recommends approving a second FTE Travel Training Coordinator position based on very encouraging outcomes of the pilot.
- 
- 3) **Policy Analysis:** The Dial-A-Lift (DAL) Manager will provide program updates to the Authority at least twice per year, and more often as requested.
- 
- 4) **Background:** Comprehensive travel training ensures those who can utilize fixed route service receive proper training to successfully do so. Many DAL clients are able to use fixed route for some of their travels. Travel training works with these clients to get them comfortable traveling on fixed route. Pilot outcomes show return on investment of two FTE Travel Training coordinator positions has significant cost avoidance measures by diverting trips from DAL to fixed route and delaying the future need for DAL in some circumstances. Most importantly, travel training gets more individuals riding fixed route transit, increasing their independence and access to community services.
- 
- 5) **Alternatives:** Continue operation of the Travel Training program with one FTE and intern support.
- 
- 6) **Budget Notes:** If the Authority approves a second FTE Travel Training Coordinator, this new position would start in April, prorated at \$61,200 for the budget year. This is inclusive of salary and benefits.
- 
- 7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* 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.