

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**March 4, 2015**  
**5:30 P.M.**

**CALL TO ORDER**

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

2) **INTRODUCTIONS** **1 min.**  
A. Ursula Euler, Citizen Advisory Committee

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:** February 4, 2015, Regular Meeting, and February 18, 2015, Special Meeting.

B. **Payroll:** February 2015 Payroll in the amount of \$1,981,337.51

C. **Accounts Payable:** Warrants dated January 23, 2015, numbers 18079-18164, in the amount of \$1,638,320.99; Automated Clearing House Transfers for January 2015 in the amount of \$5,840.05 for a monthly total of \$1,644,161.04.

Warrants dated February 6, 2015, numbers 18167-18246 in the amount of \$284,327.62; warrants dated February 20, 2015, numbers 18268-18355 in the amount of \$235,728.24; Automated Clearing House Transfers for February 2015 in the amount of \$29,195.90 for a monthly total of \$549,251.76.

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

6) **COMMITTEE REPORTS**

A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**

- |            |   |                |
|------------|---|----------------|
|            | <b>B. Transportation Policy Board</b> ( <i>Ryan Warner</i> )  | <b>3 min.</b>  |
|            | <b>C. Citizen Advisory Committee</b> ( <i>Ursula Euler</i> )  | <b>3 min.</b>  |
| <b>7)</b>  | <b>NEW BUSINESS</b>   |                |
|            | <b>A. Purchase of Solar Lighting Units</b> ( <i>Jeff Peterson</i> )   | <b>5 min.</b>  |
|            | <b>B. WSTIP Presentation</b> ( <i>Ann Freeman-Manzanares</i> )  | <b>25 min.</b> |
|            | <b>C. WSTIP Interlocal Agreement Amendment</b><br>( <i>Ann Freeman-Manzanares/Al Hatten, Executive Director WSTIP</i> ) | <b>10 min.</b> |
|            | <b>D. Attending Board Meetings Remotely</b> ( <i>Ann Freeman-Manzanares</i> )   | <b>10 min.</b> |
| <b>8)</b>  | <b>GENERAL MANAGER'S REPORT</b>   | <b>20 min.</b> |
| <b>9)</b>  | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| <b>10)</b> | <b>EXECUTIVE SESSION - None</b>   | <b>0 min.</b>  |

## **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](mailto: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**  
**February 4, 2015**

**CALL TO ORDER**

Chair Messmer called the February 4, 2015, 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; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Tracey Wood; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell.

**Members Excused:** City of Yelm Councilmember Joe Baker; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Donna Feliciano; Tammy Ferris; Kris Fransen; Marilyn Hemmann; Jim Merrill; Erin Pratt; Mark Sandberg; LeAnna Sandy; Heather Stafford-Smith; Steve Swan; and Pat Messmer.

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

*Chair Messmer welcomed new Citizen Advisory Committee member, Billie Clark.*

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

A. Mark Sandberg introduced newly hired Operators: **Paul Bedford; Renee Fonseca; Russell Gilsdorf; Amy Glasgow; Todd Grizzle; Joyce Hendershot; Liane Holseid; Tim Houdyshell; Shawn Leichty; Frank O'Brien; Bob Passaretti; Moreno Rodrigo; Joshua Ruia; Robert Wood.**

**PUBLIC COMMENT - None**

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

**It was M/S/A by Councilmember Wood and Councilmember Gadman to approve the consent agenda as presented.**

**A. Approval of Minutes:** January 21, 2015, Special Meeting.

**B. Payroll:** January 2015 Payroll in the amount of \$2,750,088.06.

**C. General Legal Counsel Contract Extension.** Authorized 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 at the rate of \$215 per hours. *(Marilyn Hemmann)*

**D. Marketing Services Contract Extension.** Authorized the General Manager to enter into a one-year contract extension with United Creations (formerly Eben Design, Inc.) in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services. *(LeAnna Sandy)*

**E. Federal Advocacy Services.** Authorized 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. *(Marilyn Hemmann)*

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (TRPC).** Chair Karen Messmer indicated the TRPC has not met since the last report.

**B. Transportation Policy Board (TPB).** Citizen Representative Ryan Warner reported the TPB has not met since the last report.

**C. Citizen Advisory Committee.** CAC member, Billie Clark, reported the CAC met January 12, 2015, and the members received very informative presentations from Jim Merrill on Emergency Management; Carolyn Newsome on the Surplus Van Grant; and Marilyn Hemmann on 2015 Procurement Projects. Clark was impressed with the organization of the presentations and how much information was disseminated.

### **NEW BUSINESS**

**A. Bus Stop Pad Engineering Contract Award.** Procurement Coordinator, Tammy Ferris, presented a request for contract award to Skillings Connolly for engineering services for ADA-compliant bus stop pad improvements for a total of 27 bus stop pads locations.

**It was M/SA by Councilmember Gadman and Councilmember Sullivan to authorize the General Manager to enter into a contract with Skillings Connolly in the amount of \$63,637, including taxes for engineering services for ADA-compliant bus stop pad improvements for a total of 27 bus stop pad locations.**

**B. Fixed Route Performance Update.** Planning Manager, Dennis Bloom and Senior Planner, Steve Swan provided updates to fixed route performance. The Planning Division tracks performance on a monthly basis for all fixed route service, which provides a basis for considering changes, if any, of that service.

Bloom began by outlining the overall service approach that Intercity Transit operates. He referred to his handout of maps and charts and began with the "System Map of Intercity Transit's Service Area." The map showed the route categories Intercity Transit operates:

- *Trunk Routes* operate along major corridors and at higher frequency service.
- *Secondary Routes* typically serve neighborhoods and with less frequency.
- *Express Routes* operating between Thurston and Pierce Counties.
- *Circulator Routes* are limited, specialized service that includes Dash, Route 42 and the late night service to the Evergreen State College on Friday, Saturday and Sunday nights.

Bloom displayed demographic density maps of our service district based mostly on the most recent 2010 census data. The density maps show that our current local routes provide service to just about every location that has higher densities of the following:

- *Population density* routes serve the major populated areas of Olympia, Lacey, Tumwater and Yelm.
- *Employment density* routes serve the major employer areas such as those along Martin Way, through Lacey, along Capitol Way past the Capitol campus, through Tumwater and state agencies there, the west side of Olympia as well as through Yelm. There are small pockets of employment that are not currently served, but these are typically in isolated areas.
- *Low Income Household density* routes serving the majority of areas where low income residents live. Bloom noted transit systems that use federal funding must identify areas where residents are considered low income; that may have Limited English Proficiency; or are categorized as a minority population. We need to show these populations are not being excluded from service routing and have similar opportunities as the rest of the service district for receiving transit service.
- Other density maps displayed and briefly discussed included: Zero Vehicle Households (typically 'transit dependent' riders); Rental Housing; Seniors 65 years and Older; and Youth: 10 - 17 years of age.

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Chair Messmer noted much of the census data is based on information gathered in 2010, and asked if staff has access to more current information. Bloom understands that more current federal data is expected to be released and made available later this year.

Gadman referred to the Population Density map and indicated service is needed around NE Lacey around the Jubilee development. This would be an area to consider adding service to in the future. Bloom noted that Jubilee residences are senior citizens, and they have expressed interest in having Dial-A-Lift service more so than fixed route. Currently, Intercity Transit is providing two community vans to the development and they now have 27 volunteer drivers who operate the vans. Freeman-Manzanares responded this presentation is a good opportunity to talk about those possibilities and what we need to do and what the trade-offs might be.

Bloom referenced and discussed the following charts:

- Vehicle Service Hours: 1998-2015. The projection for 2015 is approximately 300,000 total vehicle hours for fixed route and DAL service.
- Service Hours by Route Type: 2011-2015 (total hours for each type) and Boardings by Route Type.
- Monthly Fixed Route Boardings Chart: 2002-2015
- Total System Hours by Total Boardings: 1998 - 2014

Bloom turned the presentation over to Steve Swan, who presented three specific examples of service by route type. He referred to the "2014 Route Service Summary" handout, which provides details of each route in the system and explained the characteristics of the three routes: **Route 41** - A trunk route operates between downtown Olympia and the Evergreen State College. During the school year many morning and afternoon trips are standing room only. **Route 67** - A secondary route that operates between the Lacey Transit Center and SE Lacey, much of it through spare and lower income residential areas does not do as well, but riders really depend on its service. **Express Route 605** - that does very well during peak travel times between Olympia and Tacoma.

Swan referred to a summary sheet which showed a profile of each route; details about ridership (inbound/outbound); ridership by route segment; divided ridership into time of day; the number of boardings per revenue hours; and on-time performance.

Swan reviewed the characteristics of Route 41, a Trunk Route, which operates from downtown Olympia, along Harrison and Division and out to the Evergreen State College (TESC). The route has strong "anchors" at both ends of the route, downtown Olympia and the college. These activity generators make this route one of the

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highest ridership routes we have. And on weekdays the route operates a 15-minute frequency during peak periods of the day.

Swan reviewed characteristics of Route 67, a Secondary Route, which operates between the Lacey Transit Center (LTC) and Southeast Lacey where its turn-around is in the Tri-Lakes residential development. The route is a mixture of service along major arterial and collector streets, through residential neighborhood developments that includes low and mixed income residents and long stretches of low density and undeveloped land. Ridership tends to be lower on this route compared with others, but ridership during the peak travel times does okay. This route operates hourly with only one bus and travels from the LTC out to the suburbs and back within an hour. Chair Messmer said this is the type of route that often generates the perception of low ridership, or generates the question "why isn't a smaller bus used."

There was a general discussion about cost and size of buses and operating costs. Councilmember Wood asked if there could be consideration given to extending the route further out to the Yelm Highway, which could provide a connection with Yelm Route 94. Bloom mentioned that there had been a pretty concerted effort a few years ago to do just that. Due to safety concerns with the intersection at the Yelm Highway and inability to find a safe turnaround area the idea had been put on hold. However, it still remains a possible option if a solution and funding could be found to help mitigate it. Bloom also mentioned there is a proposal in at the County to permit a very large residential development along Marvin Road close to where the BNSF railroad tracks intersect. The proposal includes both single and multi-family homes and Intercity Transit has requested of the County that the developer provide bus stops along Marvin Road as well.

Swan then reviewed the characteristics of the weekday Olympia - Tacoma Express Route 605, which most of the trips are "peak direction service," although, this route has a few mid-day trips, too. The performance for this route is based on riders per trip, which shows the peak trips are typically full. There are noticeable ridership spikes in both commute directions in the morning and late afternoon. Outbound ridership is being picked up in Olympia and Lacey, and in particular the Martin Way Park-and-Ride Lot. Southbound ridership is generated at park-and-ride lot in Tacoma at the Tacoma Dome Station and the SR 512 lot in Lakewood. The route also serves Sound Transit's Sounder Lakewood Station and provides connections with local Pierce Transit service and regional Sound Transit Express service to and from King County.

Ryan Warner asked if there is data on how people get to the park-and-ride lots to catch the express bus. Swan replied our onboard surveys showed multiple ways and that a number of people either biked, walked, or got dropped off. Most drove a car to a park-and-ride lot and some took a bus to the lot.

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Chair Messmer said if the Authority would like other information to help them think through this process, or if they want the information in a different way, to contact staff.

Gadman said he would like information on the pros and cons of extending the route (Route 62A) further up Meridian and into NE Lacey and information about Councilmember Wood's question about extending that route to Yelm Highway. For example, what are the implications and cost? Then the Authority can make an informed decision about whether to increase/decrease frequency.

Warner would like to ensure the Authority takes into account the Environmental Justice requirements when discussing decreasing or increasing routes, especially going into less dense areas of the county or areas of poverty. Bloom noted, too, that Intercity Transit Authority policy states that any change in a route of more than 10% requires a public process and review. In addition, federal regulations require a Civil Rights Title VI (non-discrimination) and Environmental Justice (community impact) analysis be considered as well, given we are getting close to the 200,000 population mark requiring an annual review and update.

Freeman-Manzanares said this kind of conversation will help prepare the Authority to make the decision about the sales tax election in August, and staff can put together the parameters of what this might look like. Given the uncertainty of future funding service hours may need to be reduced by as much as 45,000 hours, so the information tonight provides an idea of how the routes are set up now, the service hours currently required with the routes, and the magnitude of possibly having to reduce service. Staff will be going through a service review process in the future. Currently, Intercity Transit has budgeted to conduct surveys this fall, and then following that bringing in a service planning consultant so we can further review these opportunities.

Councilmember Jones asked for a refresher regarding the low ridership shown for Routes 609 and 42. Bloom said Route 42 is a limited service shuttle that operates between SPSCC and the County's Family Court and juvenile detention center. This facility is located in a fairly isolated industrial area of Tumwater. The route has never performed well, but it is geared toward getting kids to school from the detention center and families to and from the court during the morning, mid-day and late afternoon. A possible increase in ridership may happen once the new county jail (ARC) opens as anticipated later this year.

Route 42 will be extended to serve this facility, which adds some mileage; however, there is time within the current schedule to serve it. Freeman-Manzanares also mentioned this route has been discussed a number of times, and originally it was a



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decision the Authority made a number of years ago to support the County's request to provide service there.

Regarding Express Route 609, as well as ST 592, Bloom said the ridership numbers anticipated have not met expectations. He's been in contact with WSDOT staff to discuss and figure out ways to change the parameters of the grant we received for operating the routes and which stipulate how these routes are designed and funded. He's hoping to make some changes to Route 609 by June 2015 in order to improve productivity.

**C. Remote Meeting Attendance.** The Authority asked staff to provide options amending the bylaws to allow Citizen Representatives to attend Authority meetings remotely via teleconference. Freeman-Manzanaras presented the following options for further discussion:

- Only Citizen Representatives may attend remotely. Elected Officials will send their alternates;
- All three Citizen Representative may attend remotely at one time;
- A Citizen Representative may attend remotely no more than four (4) times a year.
- Citizen Representatives may attend regular, special and work session meetings remotely.
- A Citizen Representative elected as Chair may attend remotely but may not preside over the meeting.

After further discussion the Authority directed staff to prepare a draft to the bylaws to state:

- Any member of the Authority may attend meetings remotely.
- The Chair and Vice Chair may attend remotely, however, they may not preside over the meeting remotely.

**D. 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 added that after the elections, there will be the selection of committee assignments, which includes the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension 401(k) Committee.

The Clerk opened the floor to nominations for Chair. **Councilmember Gadman nominated City of Olympia Councilmember Nathaniel Jones.**

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

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

The Clerk opened the floor to nominations for Vice Chair. **Citizen Representative Ryan Warner made a self-nomination; City of Tumwater Councilmember Debbie Sullivan made a self-nomination; and City of Lacey Councilmember Jeff Gadman made a self-nomination.**

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

**By show of hands, there were three votes cast in favor of Ryan Warner; two votes cast in favor for Councilmember Debbie Sullivan; and two votes cast in favor for Councilmember Jeff Gadman. With three votes, Citizen Representative Ryan Warner was elected Vice Chair.**

Chair Jones lead the Authority in discussion of committee assignments.

- Citizen Representative Karen Messmer will represent Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Sullivan will serve as alternate.
- Citizen Representative Ryan Warner will represent Intercity Transit on the *Transportation Policy Board* and Councilmember Gadman will serve as alternate.
- Councilmember Joe Baker will remain as representative on Intercity Transit's *Pension Committee*.

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

- Effective January 23, 2015, all cameras at the Lacey Transit Center were installed and working. The cameras are connected by fiber optics, which allows live viewing by our Dispatch center from the Olympia and Lacey Transit Centers.
- On January 28, 2015, Intercity Transit received a request to dispatch four buses as standby to evacuate the Boardwalk Apartments if needed, in response to the chemical spill at the Port of Olympia.
- The Earth Day Market Ride is scheduled for Saturday, April 18, 2015. Rides begin in different neighborhoods between 9:45 a.m. and 10 a.m.

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- The Bicycle Commuter Contest (BCC) is underway and this year's theme is "Good for the Heart."
- The Wrencher's Ball will be held at the Olympia Transit Center on Friday, May 1, 2015. This is an all-day event for the public needing repairs to their bicycles.
- National Bike to Work Day is Friday, May 15, 2015, with "Bike Commuter Stations" around Olympia from 7 a.m. to 9 a.m.
- The BCC will hold a closing ceremony on Saturday, June 27, 2015, at the main stage at the Olympia Farmers' Market from 9:30 a.m. to 10:30 a.m.
- On Wednesday, January 28, 2015, Freeman-Manzanares had the opportunity to present on behalf of the Washington State Transit Association to the House Transportation Committee on the State Public Transportation in Washington State.
- The Conference of Corridors, held Thursday, January 28, was well attended by Intercity Transit Authority and CAC members. Thank you to Commissioner Blake, Councilmembers Sullivan and Jones, and Citizen Representative Don Melnick. Representing the CAC were Michael Van Gelder, Carl See, Valerie Elliott, Denise Clark, and Sue Pierce.
- Freeman-Manzanares will attend the APTA CEO Conference February 6 - 10 in Phoenix, Arizona. She will give a presentation entitled, "From Team Leadership to CEO."
- Freeman-Manzanares read a compliment from Crystal Ashley from South Puget Sound Community College regarding the ease in navigating Intercity Transit's website.

### **AUTHORITY ISSUES**

City of Yelm Councilmember Tracey Wood expressed interest in sponsoring the BCC.

Gadman said the City of Lacey received a grant and fiber is apparently a part of that grant. He asked if Intercity Transit could connect the Hawks Prairie Park-and-Ride location into that fiber. Freeman-Manzanares said she will follow-up.

Jones commented the Conference of Corridors was a fabulous opportunity with approximately 60 attendees, and there were members of planning commissions from all three northern jurisdictions and the county. He said they were some of the most informed and energetic members of the community involved in civic affairs other than

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elected officials. Jones was impressed with the call from the planning commissioners to say, "We want transit to come participate in our community; we want an overview of transit; and want to know how transit feels about the jurisdictions."

Karen Messmer said she's glad to hear the planning commissions are asking for engagement from Intercity Transit, and perhaps a member (or members) of the Authority should attend the planning commission meetings.

Messmer was unable to attend the Corridors meeting, however, she sent a message to Chis Hawkins at the Health Department, Thera Black of TRPC and staff member Dennis Bloom about looking out for grant opportunities for a project to increase access to our corridors -- to increase the catchment along route corridors, and increase access for those already within a quarter to a half mile by changing where there are safe walking routes and connectivity from cul-de-sacs.

**ADJOURNMENT**

**It was M/S/A by Councilmember Wood and Citizen Representative Warner to adjourn the meeting at 7:48 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Nathaniel Jones, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 4, 2015.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**February 18, 2015**

**CALL TO ORDER**

Chair Jones called the February 18, 2015, 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 City of Olympia Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Thurston County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Rusty Caldwell; Donna Feliciano; Kris Fransen; Pat Messmer; Heather Stafford-Smith; Nancy Trail.

**Others Present:** Citizen Advisory Committee (CAC) members Valerie Elliott and Michael Van Gelder; and Legal Counsel Dale Kamerrer.

*Chair Jones announced the Authority will discuss updates about the Amalgamated Transit Union Local 1765 negotiations following the Special Meeting, pursuant to RCW 42.30.140 (4) (b).*

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None**

**CITIZEN ADVISORY COMMITTEE REPORT**

Valerie Elliott reported the CAC received an update about the Bus Buddies project; Dennis Bloom and Steve Swan reported on Fixed Route Performance; and the CAC members reviewed the 2015 ITA/CAC Agenda Schedule.

Elliott attended the TRPC Conference of Corridors held January 28. She said attendees were split into groups in which there was a divergent discussion, but when brought back together they came up with good ideas of how to handle things and what to be looking

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for in the future. She said it appears there is a lack of detailed communication between the planning commissions, city staff, TRPC, and Intercity Transit.

Councilmember Baker said he attended the CAC meeting and he noted it was an exceptional meeting. He indicated how impressed he was with the Bus Buddies program and would like to invite Dial-A-Lift Manager, Emily Bergkamp, to Yelm to give a presentation.

### **ELECTION OF VICE CHAIR**

During the annual reorganization held February 4, 2015, nominations and elections for Chair and Vice Chair were held. According to the Intercity Transit Bylaws, 6.1 of Article VI, "Election" it states, "The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority."

A unanimous vote was cast by show of hands, electing Councilmember Nathaniel Jones as Chair. Citizen Representative Ryan Warner was one of three nominated for Vice Chair, and by show of hands, three votes were cast in favor of Warner. However, only seven voting members of the Authority were present, and the votes cast for Vice Chair required a majority vote of four.

Clerk of the Board, Pat Messmer, explained the Authority could reopen nominations, requiring a new motion, or the members could conduct a revote of the original nominations and votes taken until one of the nominees received the needed majority.

**It was M/S/A by Councilmember Gadman and Citizen Representative Messmer to reopen nominations for the election of Vice Chair.**

The Clerk opened the floor to nominations for Vice Chair. **Councilmember Gadman nominated Ryan Warner; and City of Tumwater Councilmember Debbie Sullivan made a self-nomination.**

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

**By show of hands, there were six votes cast in favor of Ryan Warner; and two votes cast in favor for Councilmember Debbie Sullivan. With a majority vote, Citizen Representative Ryan Warner was elected Vice Chair.**

## **PENSION COMMITTEE APPOINTMENT**

Freeman-Manzanares made the recommendation to reappoint Tom Burke, Auto Technician, to another four-year term ending January 31, 2019.

Current members of the Pension Committee are Elizabeth Barlow, Vanpool Coordinator (term ends February 2016); Kathleen Perkins, Accounting Specialist (term ends February 2017); and Tom Doenitz, Coach Operator (term ends February 2018).

**It was M/S/A by Citizen Representative Messmer and Councilmember Gadman to approve the General Manager's recommendation to reappoint Tom Burke, Auto Technician, to the Intercity Transit's Pension Committee for a four-year term to end January 31, 2019.**

## **BRIEFING ON CAMPAIGN PROCEDURES**

With the probability Intercity Transit will proceed with a sales tax election, Legal Counsel, Dale Kamerrer, was asked to present Guidelines for Local Government Agencies in Ballot Measure Election Campaigns.

Kamerrer said this is an opportune time to discuss participation in the election and limitations that apply to public officials, appointed officials, employees of Intercity Transit, and union members. This discussion focuses on what is permissible and disallowed in the area of promoting this ballot measure through information or other means.

Kamerrer put together a presentation taken entirely from the Public Disclosure Commission's (PDC) website. He also distributed a hard copy of the PDC Interpretation/Guidelines for Local Government Agencies in Election Campaigns. He referred to this handout as the "bible" in regards to the guidelines that apply to election campaigns. He suggests keeping this document handy and use it as a reference. Kamerrer encourages anyone to call him with questions or needing an interpretation.

Kamerrer noted the ballot measure's presentation to the voters begins with the adoption of a Resolution. The Resolution will be prepared to serve as a strong platform for the rest of the campaign, and as a guide for the Authority and Intercity Transit employees in providing information to the public. A platform will be created for questions and information the public needs, and to help guide staff in avoiding exceeding the limitations of what can be done in a campaign.

Kamerrer reviewed the basic principles and answered key questions.

**Q. Can public facilities be used to support or oppose a candidate or ballot proposition?**

A. No. Per RCW 42.17.130, public facilities may not be used for any campaign business. Public facilities include local government agency equipment, buildings, supplies, employee work time, and agency publications. And most importantly "facilities" includes email systems. Agency email systems cannot be used to promote, support or oppose a ballot proposition. The email system can only be used as a means to communicate "information." The PDC recognizes public agencies do have to communicate to the public about things that relate to the ballot measure and therefore, it's not a violation of their provisions and limitations to conduct "informational" presentations. **To help differentiate the differences: Things that are "promotional" are disallowed. Things that are "informational" are allowed.**

**Q. Are local elected officials free to support agency ballot issues?**

A. Yes. Elected officials are free to engage in other political activities as long as such activities do not make use of government facilities, time or resources. Elected officials' time is not always considered public time. When working their chosen hours as an elected official, they should not be engaged in promotional activities nor using public facilities. However, that leaves freedom to support or oppose a ballot measure.

**Q. What are the guidelines as it pertains to Union members, particularly those still employed by the agency?**

A. (1) The PDC considers a Union bulletin board the property of the Union and promotional materials could be posted there. However, posting materials must be done outside of working hours. (2) Meeting with union members is allowed outside of working hours; and you may use meeting space at Intercity Transit if you traditionally meet there and the space is available to you for that purpose. It's also been established that any parking area that's been designated a public area can also be used as a meeting location.

**Q. Can the Intercity Transit Citizen Representatives campaign on private time with private email, phones, etc.?**

A. Yes, as long as it's not when they choose to work on behalf of Intercity Transit, or when representing the agency (i.e. attending TRPC on behalf of the agency).

**Q. How do Citizen Advisory Committee (CAC) members fit into this equation?**

A. They follow the same guidelines – do not use Intercity Transit facilities or promote the campaign while conducting official business of the agency. They can use their time as a "private citizen" and use their private computer, phone, emails, etc. When approached by a member of the public, it's okay to acknowledge they are a member of the CAC. However, they can't speak for the CAC or Intercity Transit as an agency or entity, but they can speak about their own personal opinion about the campaign.



**Q. What does an elected official who sits on the Intercity Transit Authority do if while riding the bus or is on private time gets asked by a member of the public about the campaign?**

*A. As long as they are not operating as an Intercity Transit official, they have a right to express their opinions. The recommendation is they provide fair and objective information and follow the Resolution, and stick to those topics in discussion with the public.*

**Q. What are the instructions for Operators if asked about the campaign while on duty?**

*A. Kamerrer recommends Operators not campaign or give information while driving the bus or wearing issued uniforms. Even on breaks, they are still on public time. **Kamerrer deferred to Intercity Transit management for further guidance on this topic.***

**Q. How do you get the ballot measure/campaign information out to all of the voting public - not just those who ride transit?**

*A. The PDC recognizes a public agency should be able to create a county-wide informational document to mail and make available to the public. Perhaps create a short brochure in addition to the Resolution. It would not be a promotional campaign brochure and would not say "vote" for the ballot measure....But it would contain information the public needs to know.*

**Q. Does this preclude any private citizen from campaigning about this issue?**

*A. No. There could be an entirely private group of "friends" or "foes" of the Intercity Transit agency to conduct a campaign. They would raise their own money; could not use public facilities or employee work time. They could operate their own campaign and create brochures that urge an actual vote. There is a place in the voters' pamphlet for a statement "for" and "against" the proposition that is typically created by a private committee.*

**Q. There is a Union bulletin board on Intercity Transit property. Can the Union post information about the election on that board?**

*A. Yes, as long as it's not accessible to the general public and it's done on personal time. Refer to the section pertaining to Union Representatives on page 13 of PDC Interpretation document.*

**Q. We heard about a potential court case involving the City of Bellevue where mass mailings to an entire jurisdiction about a ballot measure were no longer allowed. Is there a rule now that prohibits mailings to your jurisdiction?**

*A. The PDC says if you normally and usually send out a newsletter or other informational publication to your constituents, you can include information on a ballot measure in that publication. Where it gets suspicious and closely scrutinized is if your usual practice is to send one of those a year and during the campaign you send it every month. **Further research is needed on this.***

**Q. If presenting to City Councils or the Commissioners about the ballot measure, can they as a group decide to support the measure at their meeting in a public facility?**

*A. Yes, they could adopt a resolution or a motion endorsing the ballot measure and urge voters to vote.*

**Q. What if a private entity wanted to put together a video providing detailed information about the depth and detail in which the organization has to go to keep the system operating smoothly, since this isn't something they do on a regular basis? Can a private entity do that and can Intercity Transit staff participate in explaining what needs to happen to put service on the street?**

*A. Do not engage in speculation. You should stay as objective and as fair as possible. Stick to factual support. Post it on the website using links showing operations in the service areas, and citizen involvement. If could be done in video format if it's handled in a way where the sponsor asks for information on this topic, and as long as Intercity Transit isn't promoting on its own.*

*The PDC says an agency can have jurisdiction-wide objective and fair presentation of the facts. That relates to a newsletter-type of document that is similar to other newsletters typically sent out; it can be produced and distributed to the constituents. That sort of document can be placed in kiosks, distributed to other public agencies, given as a presentation to service clubs or other community groups like Panorama City. Reminder – an agency must demonstrate this is “normal and regular.” Note: The PDC will not view a marketing and sales effort related to a campaign or election as normal and regular conduct.*

**Q. How do you distribute this information via a website when there always has to be a first time?**

*A. The website “provides information” so you would be providing information as long as it doesn't stray into the “promotional” area.*

**Q. What are guidelines for employees who wear Intercity Transit uniforms?**

*A. Uniforms are either paid for by Intercity Transit or employees receive an allowance or reimbursement – that makes uniforms public property. They can't be used to promote the campaign. Employees should not wear their uniform on personal time and/or while promoting the campaign.*

**Q. Can you make Intercity Transit meeting rooms available to the “friends” of Intercity Transit or campaign committee?**

*A. Yes, but only if you make rooms available to other community groups and treat them the same (i.e. imposing rental fees).*

**Q. Can the campaign committee send out letters to vendors and urge them to contribute to the campaign?**

*A. There is a proper and improper way to do this. If you use lists maintained on an agency computer and gave it to the campaign committee then that is considered improper. However, the committee could make a public records request for that list (assuming it exists). If no such list exists for vendors, you can't create one for that purpose.*

**Q. What about surveys?**

*A. If you commission a survey to judge voters' support for the measure and it's done by a public agency, that's considered campaigning because it relates directly to your target group and your attempts to pass the ballot measure. **Kamerer wants to look at any surveys if the agency is thinking about sending any out.***

**Q. If staff or an Authority member attends a rotary club meeting or a chamber of commerce lunch, and the Resolution has been completed, and that particular group declared support for the ballot measure, could that staff/authority member speak on behalf or against the measure?**

*A. At events of that kind, provide objective and fair information and don't make the "vote for us" statement.*

*Typically in these types of situations, you're being introduced by someone, and they announce the reason for your presentation. So the "what" is already stated for the audience. You provide the fair and objective information, making it safe by avoiding making the ask. Say why it's important in your presentation, but do so without begging. Don't ask for money to support the campaign. However, that could be done by a second speaker from the campaign committee who attends the same event.*

**Q. Can members of the Authority, CAC and staff serve on a campaign committee and attend events?**

*A. Yes, but only on personal time and don't use public facilities.*

**GENERAL MANAGER'S REPORT**

The Discounted Bus Pass Program reached its maximum amount of \$200,000. This is the first year we've reached the maximum.

Focusing on state legislative matters, Freeman-Manzanares met with Senator Karen Fraser, Representatives Sam Hunt and Chris Reykdal, and Senator Patty Murray.

Representative Reykdal is proposing to submit legislation that would allow Intercity Transit to ask for additional sales tax authority. Freeman-Manzanares needs direction from the Authority regarding Reykdal pursuing this opportunity on Intercity Transit's behalf.

The Authority unanimously agreed to accept Representative Reykdal's offer.

**AUTHORITY ISSUES**

Melnick asked about the General Manager's Performance Review and recommended it be completed within the very near future.

Melnick said he believes the regional conversation with TRPC should be started soon because it's going to take some time to engage all stakeholders. He said there needs to be a stronger trust between the various organizations, which takes time to set in place before a serious discussion about transportation needs and funding takes place.

Chair Jones recommended the formation of a sub-committee to include Karen Messmer (Intercity Transit's TRPC Representative); Melnick and Jones. They will schedule a time to have an informational conversation about how to move forward with the regional conversation, and provide an update to the Authority.

*Pursuant to RCW 42.30.140 (4) (b), Chair Jones reminded the Authority there will be a brief break after adjourning the meeting before conducting a discussion about the Amalgamated Transit Union Local 1765 negotiations.*

**ADJOURNMENT**

**It was M/S/A by Councilmember Baker and Citizen Representative Messmer to adjourn the meeting at 6:55 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Nathaniel Jones, Chair**

\_\_\_\_\_  
**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: March 4, 2015.**  
Prepared by Pat Messmer, Recording Secretary/  
Executive Assistant, Intercity Transit

PERIOD DATES: 1/25 -2/7/2015					PAYDATE 2/13/2015		PERIOD DATES: 2/8-21/15					PAYDAY 2/27/2015	
	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	78,482.39		3	FIT		WIRE	75,292.22			
4	MT		EFT	20,501.18	98,983.57	4	MT		WIRE	20,625.98	95,918.20		
5	A2/35	Life Ins.	Check Dave 2nd	2,445.29	0.00	5	AL/34	Life Ins.	Check Dave 2nc	3,666.24	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,179.48	0.00	6	DI/32	Disability In	Check Dave 2nc	2,210.23	0.00		
7	HE/37	Health In1st	Check Dave 2nd	16,749.50	0.00	7	HI/38	Health In1st	Check Dave 2nc	227,472.50	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/Brgkmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	71.46		10	GN/08	Garnish	CHECK last	26.30			
11						11							
12	CS/09	DSHS	EFT	1,598.31	1,598.31	12	CS/09	DSHS	EFT	1,598.31	1,598.31		
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	8,728.56	8,728.56	14	D1/98	D.Dep. #1	ACH WIRE every	8,244.68	8,244.68		
15	D2/97	D.Dep. #2	ACH WIRE every	16,771.63	16,771.63	15	D2/97	D.Dep. #2	ACH WIRE every	16,861.11	16,861.11		
16						16							
16	GT/63	G.Ed.Tult	Check every	247.00		16	GT/63	G.Ed.Tult	Check every	247.00			
17	HS/59	Health Svgs	ACH Wire every	205.00	205.00	17	HS/59	Health Svgs	ACH Wire every	205.00	205.00		
18	DC/97	Vgrd EE	Wire	48,035.56		18	DC/97	Vgrd EE	Wire	47,740.69			
19	DC/22	Vgrd ER	Wire	30,939.58	78,975.14	19	DC/22	Vgrd ER	Wire	30,576.89	78,317.58		
20	L2/29	401k Ln#2	Wire	4,390.63		20	L2/29	401k Ln#2	Wire	4,322.50			
20	LN/29	401k Ln #1	Wire	9,778.47	14,169.10	20	LN/29	401k Ln#1	Wire	9,842.56	14,165.06		
22	TTL VNGRD			93,144.24		22	TTL VNGRD			92,482.64			
23	LI/02	L&I	EFT Quarterly	28,587.84		23	LI/02	L&I	EFT Quarterly	29,134.55	0.00		
24	MD/51	Mch.UnDues	Check last	1,349.15		24	M2/51	Mch.UnDue	Check last	1,318.35			
25	MI/52	Mac.Initition	Check last	0.00		25	MI/52	Mch.Initition	Check last	0.00			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00		
27	TF/			0.00	0.00	27	GL/11	GTLife		0.00			
28	TF/	Tx.Fr.Benefit	Employer	20.00	0.00	28	R1	Misc. draw		568.30	0.00		
							TF/	Taxable Fr.Benefits		50.00			
29	PA/66	Proj.Asslst	Check last	380.50		29	PA/66	Proj.Asslst	Check last	374.50			
30	PN/04	PERS EE	EFT	36,666.30	0.00	30	PN/04	PERS EE	EFT	37,749.35	0.00		
31	PN/04	PERS ER	EFT	66,965.99	103,632.29	31	PN/04	PERS ER	EFT	68,899.13	106,648.48		
32	TTL PERS			103,632.29		32	TTL PERS			106,648.48			
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	452.55	0.00		
35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RC/24	ICMA EE	WIRE	5,592.86	0.00		
36	RL/21	ICMA Ln#1	WIRE	1,211.23	1,957.50	36	RI/23	ICMA Roth	WIRE	414.61	414.61		
37	RR/25	ICMA ER	WIRE	3,193.63	8,741.67	37	RL/21	ICMA Ln#1	WIRE	1,211.23	1,663.78		
38	TTL ICMA	10,699.17		11,113.78		38	RR/25	ICMA ER	WIRE	3,302.18	8,895.04		
39	SD/26	457 ST EE	EFT	11,009.73		39	TTL ICMA	10,558.82		10,973.43			
40	SR/27	457 ST ER	EFT	6,202.33	17,212.06	40	SD/26	457 ST EE	EFT	11,892.88			
41	ST/67	ShTrmDisab	EFT	3,491.67	3,491.67	40	SR/27	457 ST ER	EFT	6,569.61	18,462.49		
42	UC/45	Un COPE	Check 1st	119.00		41	ST/67	ShTrmDisal	EFT	0.00	0.00		
43	UA/44	Un Assess	Check last	0.00		42	UC/45	Un COPE					
44	UD/42	Un Dues	Check last	5,200.26		43	UA/44	Un Assess	Check last	573.00			
45	UI/41	Un Initiatn	Check last	0.00		44	UD/42	Un Dues	Check last	5,220.20			
46	UT/43	Un Tax	Check last	2,605.50		45	UI/41	Un Initiatn	Check last	0.00			
47	UW/62	United Way	Check last	556.50		46	UT/43	Un Tax	Check last	0.00			
48	WF/64	Wellness	Check last	334.50		47	UW/62	United Way	Check last	538.50			
49						48	WF/64	Wellness	Check last	329.50			
48	NET PAY (dir. Deposit)	ACH Wire every		440,166.91	440,166.91	49							
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$795,048.02	50	NET PAY (Dir. Dep.)			470,017.86	470,017.86		
50	TOTAL PAYROLL*:			\$887,811.84		51	Paychecks			0.00			
51	GROSS EARNINGS:			746,146.97		52	TOTAL TRANSFER				\$821,412.20		
52	EMPR MISC DED:			131,414.28		53	TOTAL PAYROLL*:			\$1,093,525.67			
53	EMPR MEDICARE TAX:			10,250.59		54	GROSS EARNINGS:			750,683.71			
54	TOTAL PAYROLL*:			\$887,811.84		55	EMPR MISC DED:			332,528.85			
55						56	EMPR MEDICARE TAX:			10,313.11			
56	ACH WIRE TOTAL			465,872.10		54	TOTAL PAYROLL*:			\$1,093,525.67			
						55	TOTAL PAYROLL FOR FEBRUARY 2015			\$1,981,337.51			
						56	ACH WIRE TOTAL			495,328.65			

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/23/2015

Thru Date: 01/23/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018079	1/23/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$3,638.48	
00018080	1/23/2015	01305	ACCESS INFORMATION MANAGEMENT	\$358.76	
00018081	1/23/2015	01405	ADVANCE GLASS INC	\$424.32	
00018082	1/23/2015	01465	AFFILIATED COMPUTER SERVICES INC	\$97.72	
00018083	1/23/2015	01480	AIR FLOW SYSTEMS INC	\$947.89	
00018084	1/23/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00018085	1/23/2015	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00018086	1/23/2015	01850	AMERICAN FENCE RENTAL LLC	\$594.04	
00018087	1/23/2015	02190	ANDREW SCHWARTZ	\$749.00	
00018088	1/23/2015	02380	ARAMARK UNIFORM SERVICES	\$752.96	
00018089	1/23/2015	02580	ASSOCIATED PETROLEUM	\$378.24	
00018090	1/23/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$4,920.33	
00018091	1/23/2015	03610	BLANCHARD ELECTRIC	\$3,780.80	
00018092	1/23/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,027.88	
00018093	1/23/2015	03940	B&B SIGN COMPANY LLC	\$152.00	
00018094	1/23/2015	05340	CAPITOL COURIER SERVICE	\$365.75	
00018095	1/23/2015	05740	CED	\$884.28	
00018096	1/23/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$89.86	
00018097	1/23/2015	06080	CITY OF OLYMPIA-	\$70.00	
00018098	1/23/2015	06120	CITY OF OLYMPIA UTILITIES	\$2,287.57	
00018099	1/23/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$374.27	
00018100	1/23/2015	06760	COMMUNITY TRANSPORTATION ASSOC NW	\$400.00	
00018101	1/23/2015	07150	CROSSROADS COLLISION CENTER	\$730.75	
00018102	1/23/2015	07220	CUMMINS NORTHWEST INC	\$3,693.72	
00018103	1/23/2015	08720	ELECTRONIC RESOURCING INC	\$13.16	
00018104	1/23/2015	08780	EMERALD SERVICES INC	\$451.78	
00018105	1/23/2015	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00018106	1/23/2015	09820	FLEET-NET CORP	\$4,928.64	
00018107	1/23/2015	10660	GILLIG LLC	\$3,878.37	
00018108	1/23/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00018109	1/23/2015	11175	HEALTH CARE AUTHORITY	\$256,612.19	
00018110	1/23/2015	11810	INTERSTATE BATTERY	\$325.15	
00018111	1/23/2015	11905	JANEK CORPORATION	\$1,300.16	
00018112	1/23/2015	11930	JERRYS AUTOMOTIVE TOWING	\$1,005.30	
00018113	1/23/2015	12620	KEYBANK NATIONAL ASSOCIATION	\$14.18	
00018114	1/23/2015	12665	KGY INC	\$756.00	
00018115	1/23/2015	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00018116	1/23/2015	12899	KRIER, LESLIE	\$68.68	
00018117	1/23/2015	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,500.00	
00018118	1/23/2015	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,502.55	
00018119	1/23/2015	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
00018120	1/23/2015	14590	MOHAWK MFG & SUPPLY	\$53.69	
00018121	1/23/2015	14750	MULLINAX FORD	\$914.49	
00018122	1/23/2015	14900	NAPA AUTO PARTS	\$210.61	
00018123	1/23/2015	15090	NELSON TRUCK	\$90.85	
00018124	1/23/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$160.56	
00018125	1/23/2015	16250	ON-HOLD CONCEPTS INC	\$3,036.00	
00018126	1/23/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00018127	1/23/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,218.84	
00018128	1/23/2015	16595	PACIFIC POWER GROUP LLC	\$2,538.79	
00018129	1/23/2015	16765	PETRO CARD	\$56,267.21	
00018130	1/23/2015	17290	PUGET SOUND ENERGY	\$18,258.12	
00018131	1/23/2015	17505	RAINIER DODGE INC	\$511.47	
00018132	1/23/2015	17560	RE AUTO ELECTRIC INC	\$345.28	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/23/2015

Thru Date: 01/23/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018133	1/23/2015	17588	RED GATE SOFTWARE LIMITED	\$549.00	
00018134	1/23/2015	17824	S & A SYSTEMS INC	\$6,415.00	
00018135	1/23/2015	17900	SCHETKY NW SALES INC	\$506.68	
00018136	1/23/2015	18068	SHINING EXAMPLE INC	\$303.33	
00018137	1/23/2015	18100	SIGN PROJECT	\$38.08	
00018138	1/23/2015	18195	SMALL & MID SIZED TRANSIT	\$6,360.00	
00018139	1/23/2015	18420	SOUTHGATE FENCE INC	\$271.75	
00018140	1/23/2015	18510	SRG PARTNERSHIP	\$10,212.50	
00018141	1/23/2015	18705	SUNBELT RENTALS	\$535.29	
00018142	1/23/2015	21610	TETRA TECH INC	\$39,554.38	
00018143	1/23/2015	21660	THERMO KING NORTHWEST	\$1,112.92	
00018144	1/23/2015	21760	THURSTON COUNTY COMMUNICATIONS	\$40,955.06	
00018145	1/23/2015	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,252.00	
00018146	1/23/2015	21910	THYSENKRUPP ELEVATOR	\$814.99	
00018147	1/23/2015	21930	TIRES INC	\$8,484.44	
00018148	1/23/2015	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00018149	1/23/2015	21950	TITUS-WILL CHEVROLET	\$4,637.32	
00018150	1/23/2015	22010	TOYOTA OF OLYMPIA	\$44.52	
00018151	1/23/2015	22100	TRANSIT SOLUTIONS, LLC	\$3,590.40	
00018152	1/23/2015	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
00018153	1/23/2015	22325	TTL PARTNERS LLC	\$3,365.00	
00018154	1/23/2015	22420	TUMWATER PRINTING	\$646.77	
00018155	1/23/2015	23740	USSC LLC	\$947.37	
00018156	1/23/2015	23820	VERIZON WIRELESS	\$100.04	
00018157	1/23/2015	24000	W W GRAINGER INC	\$18.87	
00018158	1/23/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$133.27	
00018159	1/23/2015	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$150.00	
00018160	1/23/2015	24750	WA ST GET PROGRAM	\$645.00	
00018161	1/23/2015	25130	WALTER E NELSON CO OF WESTERN WA	\$2,132.59	
00018162	1/23/2015	25580	WASHINGTON STATE TRANSIT INSURANCE	\$1,068,911.00	
00018163	1/23/2015	26405	XIOLOIX LLC	\$5,059.20	
00018164	1/23/2015	26410	XPIO CORPORATION	\$14,634.00	
<b>Total:</b>				\$1,638,320.99	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	01/16/15	DI	1/23/2015			192.30	192.30	192.30		192.30
00	1/2/15	DI	1/23/2015			192.30	192.30	384.60		384.60
<b>11740 INTERCITY TRANSIT ADVANCED TRAVEL</b>										
00	12/2014	DI	1/23/2015			2,636.40	2,636.40	2,636.40		3,021.00
<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2014 DEC	DI	1/23/2015			1,950.05	1,950.05	1,950.05		4,971.05
00	2015 JAN	DI	1/23/2015			869.00	869.00	2,819.05		5,840.05



## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/06/2015

Thru Date: 02/06/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018167	2/6/2015	01405	ADVANCE GLASS INC	\$1,594.45	
00018168	2/6/2015	01430	ADVANTAGE AUTOMATIC DOORS INC	\$1,039.36	
00018169	2/6/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$18,823.61	
00018170	2/6/2015	01805	AMB TOOLS AND EQUIPMENT CO INC	\$635.12	
00018171	2/6/2015	01820	AMERICAN DRIVING RECORDS INC	\$366.01	
00018172	2/6/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00018173	2/6/2015	02380	ARAMARK UNIFORM SERVICES	\$773.79	
00018174	2/6/2015	02480	ASE SUPPLY INC	\$158.74	
00018175	2/6/2015	02580	ASSOCIATED PETROLEUM	\$378.69	
00018176	2/6/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$937.05	
00018177	2/6/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00018178	2/6/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,861.68	
00018179	2/6/2015	03940	B&B SIGN COMPANY LLC	\$806.21	
00018180	2/6/2015	04120	BUILDERS HARDWARE CO	\$18.72	
00018181	2/6/2015	05210	CAPITAL COLLISION CENTER	\$844.78	
00018182	2/6/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,557.39	
00018183	2/6/2015	05945	CENTURYLINK COMMUNICATIONS LLC	\$152.92	
00018184	2/6/2015	06040	CITY OF LACEY	\$638.53	
00018185	2/6/2015	06060	CITY OF OLYMPIA	\$869.56	
00018186	2/6/2015	06120	CITY OF OLYMPIA UTILITIES	\$2,917.63	
00018187	2/6/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$264.86	
00018188	2/6/2015	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00018189	2/6/2015	07220	CUMMINS INC	\$16,395.84	
00018190	2/6/2015	07617	DAVID M HOWE TRUSTEE	\$678.45	
00018191	2/6/2015	09805	FLEET PRIDE	\$29.06	
00018192	2/6/2015	10660	GILLIG LLC	\$4,980.61	
00018193	2/6/2015	11048	HARGIS ENGINEERS INC	\$920.00	
00018194	2/6/2015	11615	INDUSTRIAL HYDRAULICS INC	\$23.61	
00018195	2/6/2015	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,656.00	
00018196	2/6/2015	11810	INTERSTATE BATTERY	\$110.92	
00018197	2/6/2015	11865	ISLAND SUPERIOR AIR FILTER	\$596.85	
00018198	2/6/2015	11895	J&I POWER EQUIPMENT INC	\$8.73	
00018199	2/6/2015	12725	KINGS III OF AMERICA INC	\$146.98	
00018200	2/6/2015	12895	KRAMER, DEBRA	\$12.00	
00018201	2/6/2015	13510	LES SCHWAB TIRE CENTER	\$183.42	
00018202	2/6/2015	13661	LOOMIS	\$374.95	
00018203	2/6/2015	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
00018204	2/6/2015	13850	MASON TRANSIT AUTHORITY	\$1,185.00	
00018205	2/6/2015	14160	MCMASTER-CARR SUPPLY CO.	\$134.33	
00018206	2/6/2015	14750	MULLINAX FORD	\$502.90	
00018207	2/6/2015	14760	MUNCIE TRANSIT SUPPLY	\$279.18	
00018208	2/6/2015	14900	NAPA AUTO PARTS	\$385.11	
00018209	2/6/2015	15190	NORTH COAST ELECTRIC CO	\$68.11	
00018210	2/6/2015	16765	PETRO CARD	\$50,887.91	
00018211	2/6/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00018212	2/6/2015	16888	REXEL INC	\$156.37	
00018213	2/6/2015	17505	RAINIER DODGE INC	\$138.25	
00018214	2/6/2015	17560	RE AUTO ELECTRIC INC	\$337.49	
00018215	2/6/2015	17670	RELIABLE ELECTRIC, INC.	\$5,630.40	
00018216	2/6/2015	17795	ROUTEMATCH SOFTWARE INC	\$2,250.00	
00018217	2/6/2015	17900	SCHETKY NW SALES INC	\$566.23	
00018218	2/6/2015	18016	SENIOR ACTION NETWORK	\$40.00	
00018219	2/6/2015	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$1,125.00	
00018220	2/6/2015	18470	SPORTWORKS NORTHWEST INC	\$203.42	

## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/06/2015

Thru Date: 02/06/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018221	2/6/2015	18695	SUMMIT LAW GROUP PLLC	\$3,576.08	
00018222	2/6/2015	18705	SUNBELT RENTALS	\$390.65	
00018223	2/6/2015	18720	SUPER BEE WHEEL ALIGNMENT	\$208.60	
00018224	2/6/2015	18735	SUPERIOR IMAGING GROUP	\$231.25	
00018225	2/6/2015	18940	TENNANT COMPANY	\$141.55	
00018226	2/6/2015	21600	TERRITORIAL SUPPLIES INC	\$268.16	
00018227	2/6/2015	21610	TETRA TECH INC	\$49,345.57	
00018228	2/6/2015	21660	THERMO KING NORTHWEST	\$2,691.71	
00018229	2/6/2015	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00018230	2/6/2015	21930	TIRES INC	\$2,086.26	
00018231	2/6/2015	21950	TITUS-WILL CHEVROLET	\$1,692.74	
00018232	2/6/2015	22010	TOYOTA OF OLYMPIA	\$92.27	
00018233	2/6/2015	22100	TRANSIT SOLUTIONS, LLC	\$565.16	
00018234	2/6/2015	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
00018235	2/6/2015	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$50,948.36	
00018236	2/6/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$3,560.56	
00018237	2/6/2015	23660	UNITED WAY OF THURSTON COUNTY	\$1,688.50	
00018238	2/6/2015	24000	W W GRAINGER INC	\$276.62	
00018239	2/6/2015	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$1,902.00	
00018240	2/6/2015	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$10,141.00	
00018241	2/6/2015	24742	WA ST EMPLOYMENT SECURITY	\$32.36	
00018242	2/6/2015	24750	WA ST GET PROGRAM	\$247.00	
00018243	2/6/2015	25380	WASHINGTON GARDENS	\$315.52	
00018244	2/6/2015	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
00018245	2/6/2015	25858	WESTCARE CLINIC LLC PS	\$1,950.00	
00018246	2/6/2015	25920	WEYERHAEUSER COMPANY	\$13,218.00	
<b>Total:</b>				\$284,327.62	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/20/2015

Thru Date: 02/20/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018268	2/20/2015	01230	A WORKSAFE SERVICE INC	\$572.00	
00018269	2/20/2015	01305	ACCESS INFORMATION MANAGEMENT	\$409.53	
00018270	2/20/2015	01405	ADVANCE GLASS INC	\$2,046.96	
00018271	2/20/2015	01805	AMB TOOLS AND EQUIPMENT CO INC	\$237.56	
00018272	2/20/2015	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00018273	2/20/2015	01850	AMERICAN FENCE RENTAL LLC	\$253.89	
00018274	2/20/2015	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$300.00	
00018275	2/20/2015	01960	AMERICAN SEATING COMPANY	\$544.22	
00018276	2/20/2015	02150	ANALYSTS, INC.	\$2,103.00	
00018277	2/20/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$429.81	
00018278	2/20/2015	02380	ARAMARK UNIFORM SERVICES	\$755.84	
00018279	2/20/2015	02580	ASSOCIATED PETROLEUM	\$401.22	
00018280	2/20/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$7,255.13	
00018281	2/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018282	2/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018283	2/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018284	2/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018285	2/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,482.55	
00018286	2/20/2015	03940	B&B SIGN COMPANY LLC	\$29.39	
00018287	2/20/2015	04120	BUILDERS HARDWARE CO	\$1,336.35	
00018288	2/20/2015	05340	CAPITOL COURIER SERVICE	\$340.81	
00018289	2/20/2015	05460	CARQUEST AUTO PARTS-OLYMPIA	\$332.73	
00018290	2/20/2015	05740	CED	\$114.24	
00018291	2/20/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$138.05	
00018292	2/20/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$1,028.64	
00018293	2/20/2015	06875	COOK SECURITY GROUP	\$1,011.84	
00018294	2/20/2015	07220	CUMMINS INC	\$0.00	✓
00018295	2/20/2015	07220	CUMMINS INC	\$3,828.19	
00018296	2/20/2015	07640	DAY WIRELESS SYSTEMS INC	\$293.76	
00018297	2/20/2015	07925	DIAMOND MANUFACTURING	\$131.50	
00018298	2/20/2015	08780	EMERALD SERVICES INC	\$444.16	
00018299	2/20/2015	09660	FERGUSON ENTERPRISES, INC	\$328.29	
00018300	2/20/2015	10580	GENE'S TOWING INC	\$188.72	
00018301	2/20/2015	10605	GENFARE	\$60.44	
00018302	2/20/2015	10660	GILLIG LLC	\$0.00	✓
00018303	2/20/2015	10660	GILLIG LLC	\$8,021.64	
00018304	2/20/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00018305	2/20/2015	10820	GRAPHIC COMMUNICATIONS	\$169.73	
00018306	2/20/2015	11765	INTERCITY TRANSIT PETTY CASH	\$318.62	
00018307	2/20/2015	11810	INTERSTATE BATTERY	\$145.74	
00018308	2/20/2015	11930	JERRYS AUTOMOTIVE TOWING	\$1,263.15	
00018309	2/20/2015	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00018310	2/20/2015	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$725.95	
00018311	2/20/2015	13485	LEMAY MOBILE SHREDDING	\$121.80	
00018312	2/20/2015	13661	LOOMIS	\$629.39	
00018313	2/20/2015	14590	MOHAWK MFG & SUPPLY	\$67.56	
00018314	2/20/2015	14750	MULLINAX FORD	\$0.00	✓
00018315	2/20/2015	14750	MULLINAX FORD	\$6,199.75	
00018316	2/20/2015	14900	NAPA AUTO PARTS	\$410.98	
00018317	2/20/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$2,258.02	
00018318	2/20/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00018319	2/20/2015	16557	PACIFIC MODULAR, INC	\$1,196.80	
00018320	2/20/2015	16593	PACIFIC OFFICE AUTOMATION	\$3,588.40	
00018321	2/20/2015	16695	PATTISON WATER COMPANY	\$87.33	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/20/2015

Thru Date: 02/20/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018322	2/20/2015	16765	PETRO CARD	\$54,317.39	
00018323	2/20/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00018324	2/20/2015	17290	PUGET SOUND ENERGY	\$22,255.84	
00018325	2/20/2015	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00018326	2/20/2015	17505	RAINIER DODGE INC	\$624.78	
00018327	2/20/2015	17705	RICHARDS UPHOLSTERY	\$163.20	
00018328	2/20/2015	17900	SCHETKY NW SALES INC	\$215.69	
00018329	2/20/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$287.82	
00018330	2/20/2015	18068	SHINING EXAMPLE INC	\$303.00	
00018331	2/20/2015	18145	SIX ROBBLEES INC	\$120.32	
00018332	2/20/2015	18355	SOUND TRANSIT	\$22,691.22	
00018333	2/20/2015	18470	SPORTWORKS NORTHWEST INC	\$112.03	
00018334	2/20/2015	18705	SUNBELT RENTALS	\$1,253.50	
00018335	2/20/2015	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	
00018336	2/20/2015	18940	TENNANT COMPANY	\$98.19	
00018337	2/20/2015	21660	THERMO KING NORTHWEST	\$1,792.11	
00018338	2/20/2015	21739	THURSTON CONSERVATION DISTRICT	\$50.00	
00018339	2/20/2015	21830	THURSTON COUNTY SOLID WASTE	\$55.00	
00018340	2/20/2015	21910	THYSSENKRUPP ELEVATOR	\$629.62	
00018341	2/20/2015	21930	TIRES INC	\$1,417.96	
00018342	2/20/2015	21950	TITUS-WILL CHEVROLET	\$2,291.02	
00018343	2/20/2015	22010	TOYOTA OF OLYMPIA	\$121.07	
00018344	2/20/2015	22325	TTL PARTNERS LLC	\$3,397.00	
00018345	2/20/2015	22420	TUMWATER PRINTING	\$190.23	
00018346	2/20/2015	23622	UNITED POSTAL SERVICE	\$220.00	
00018347	2/20/2015	23740	USSC LLC	\$1,333.90	
00018348	2/20/2015	23820	VERIZON WIRELESS	\$1,817.41	
00018349	2/20/2015	23960	US BANK VOYAGER FLEET SYSTEMS	\$28,080.07	
00018350	2/20/2015	24000	W W GRAINGER INC	\$560.93	
00018351	2/20/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$122.21	
00018352	2/20/2015	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$415.00	
00018353	2/20/2015	24750	WA ST GET PROGRAM	\$247.00	
00018354	2/20/2015	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$20,000.00	
00018355	2/20/2015	25858	WESTCARE CLINIC LLC PS	\$224.00	
<b>Total:</b>				<b>\$235,728.24</b>	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>03370 BERGKAMP EMILY</b>										
00	14-01	DI	2/6/2015			6.00	6.00	6.00		6.00
00	14-02	DI	2/6/2015			3,418.00	3,418.00	3,424.00		3,424.00
00	14-02/1	DI	2/6/2015			1,994.00	1,994.00	5,418.00		5,418.00
00	2015 JAN	DI	2/6/2015			576.00	576.00	5,994.00		5,994.00
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	2014-DEC	DI	2/6/2015			82.15	82.15	82.15		6,076.15
<b>11308 HOFSTETTER SHANNON</b>										
00	1/30/15	DI	2/6/2015			192.30	192.30	192.30		6,268.45
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2015 JAN	DI	2/6/2015			1,133.50	1,133.50	1,133.50		7,401.95
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2015 JAN	DI	2/6/2015			999.50	999.50	999.50		8,401.45
<b>16595 PACIFIC POWER GROUP LLC</b>										
00	6406495-02	DI	2/6/2015			438.70	438.70	438.70		8,840.15
00	6406835-01	DI	2/6/2015			1,338.83	1,338.83	1,777.53		10,178.98
00	6406969-01	DI	2/6/2015			122.32	122.32	1,899.85		10,301.30
00	6407261-00	DI	2/6/2015			4,520.38	4,520.38	6,420.23		14,821.68
00	6407389-00	DI	2/6/2015			1,253.41	1,253.41	7,673.64		16,075.09
00	6407389-01	DI	2/6/2015			1,350.22	1,350.22	9,023.86		17,425.31
00	6407389-02	DI	2/6/2015			352.13	352.13	9,375.99		17,777.44
00	6407602-00	DI	2/6/2015			196.32	196.32	9,572.31		17,973.76
00	6407748-00	DI	2/6/2015			675.52	675.52	10,247.83		18,649.28
00	6407823-00	DI	2/6/2015			24.18	24.18	10,272.01		18,673.46
00	6407841-00	DI	2/6/2015			38.38	38.38	10,310.39		18,711.84
00	6407863-00	DI	2/6/2015			306.94	306.94	10,617.33		19,018.78
00	6407960-00	DI	2/6/2015			24.07	24.07	10,641.40		19,042.85
00	6408021-00	DI	2/6/2015			1,010.79	1,010.79	11,652.19		20,053.64
00	6408096-00	DI	2/6/2015			444.54	444.54	12,096.73		20,498.18
00	6408157-00	DI	2/6/2015			98.16	98.16	12,194.89		20,596.34
<b>17085 PRATT, ERIN</b>										
00	MAY - DEC 2014	DI	2/6/2015			284.93	284.93	284.93		20,881.27

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	2/13/15	DI	2/20/2015			192.30	192.30	192.30		192.30
<b>16595 PACIFIC POWER GROUP LLC</b>										
00	11439-00	DI	2/20/2015			4,906.25	4,906.25	4,906.25		5,098.55
00	5323751-00	DI	2/20/2015			216.70	216.70	5,122.95		5,315.25
00	6408492-00	DI	2/20/2015			957.69	957.69	6,080.64		6,272.94
00	6408549-00	DI	2/20/2015			277.73	277.73	6,358.37		6,550.67
00	6408612-00	DI	2/20/2015			28.36	28.36	6,386.73		6,579.03
00	6408743-00	DI	2/20/2015			147.24	147.24	6,533.97		6,726.27
00	6408984-00	DI	2/20/2015			1,393.07	1,393.07	7,927.04		8,119.34
00	6409170-00	DI	2/20/2015			58.11	58.11	7,985.15		8,177.45
00	6409175-00	DI	2/20/2015			61.99	61.99	8,047.14		8,239.44
00	6409421-00	DI	2/20/2015			75.19	75.19	8,122.33		8,314.63

## TRPC Members & Representatives

**City of Lacey**  
Virgil Clarkson

**City of Olympia**  
Nathaniel Jones

**City of Rainier**  
Dennis McVey

**City of Tenino**  
Bret Brodersen

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
Robert Isom

**Confederated Tribes of the Chehalis Reservation**  
Amy Loudermilk

**Nisqually Indian Tribe**  
James Slape

**Town of Bucoda**  
Alan Vanell

**Thurston County**  
Sandra Romero

**North Thurston Public Schools**  
Chuck Namit

**Olympia School District**  
Allen Miller

**Intercity Transit**  
Karen Messmer

**LOTT Clean Water Alliance**  
Cynthia Pratt

**Port of Olympia**  
George Barner

**PUD No. 1 of Thurston County**  
Russell Olsen

### Associate Members

**Economic Development Council of Thurston County**  
Michael Cade

**Lacey Fire District #3**  
Gene Dobry

**Puget Sound Regional Council**  
Vacant

**The Evergreen State College**  
Jeanne Rynne

**Timberland Regional Library**  
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

## PRE-AGENDA Friday, March 6, 2015 8:30 a.m. – 10:45 a.m.

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

### Consent Calendar

### ACTION

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

- a. Approval of Minutes – February 6, 2015
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 15-03

### 2015 Federal Funding Process - Call for Projects

### DISCUSSION / ACTION

TRPC will consider the Transportation Policy Board recommendation and final federal funding status, then take action to initiate the 2015 Call for Projects. The Council had its initial discussion on this topic at its February meeting.

### Appointment of 2015 Council Retreat Committee

### DISCUSSION / ACTION

The Chair will be asking for 4 to 5 Council members to serve on the 2015 TRPC Retreat Subcommittee. This year the retreat is scheduled for July. This agenda item will also provide an opportunity for an open discussion on issues and areas the Council would like to cover in this year's retreat.

### New TRPC Website

### PRESENTATION

We have completed an update of our website, [www.trpc.org](http://www.trpc.org), and are very pleased with the refreshed look, smoother navigation, and increased functionality of the new site. We want councilmembers and the public to be aware that the site is live and available for use. At the March TRPC meeting we will familiarize the council with the new home page and the online version of The Profile. Then during April's TRPC meeting we will provide a more detailed presentation of the new site and its full functionality.

### The Profile

### PRESENTATION

The Profile is a comprehensive compilation of data, trends, and analyses for Thurston County and its jurisdictions. Staff will give a presentation on the new electronic version of the document.

### New Web Mapping Capabilities

### PRESENTATION

In an effort to take advantage of the latest advancements in web mapping technologies TRPC has developed a new series of web based mapping applications. The new Web Maps were created using ESRI's ArcGIS Online platform and have a very user-friendly look and feel. This new platform allows TRPC GIS staff to quickly and effectively deploy Web Maps for a variety of projects in the Thurston Region. Staff will give a short demonstration highlighting the capabilities of these new Web Maps and demonstrate how they will be utilized as a resource for current and future projects.

### 2015 Legislative Session

### UPDATE / DISCUSSION

When TRPC meets on March 6, 2015, the State Legislature will be on Day 54 of the 105 day session, and nearing its 3<sup>rd</sup> major cutoff – the last day to consider bills in the house of origin. Staff will provide a status update on the Council's priority issues.

### Sustainability Thurston – Update

### UPDATE

The Sustainable Thurston Plan envisions a thriving agricultural community and a thriving environment. The Voluntary Stewardship Planning process seeks to create a non-regulatory approach to reaching that combined vision.

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**February 9, 2015**

**CALL TO ORDER**

Chair Van Gelder called the February 9, 2015, 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; Joan O'Connell; Quinn Johnson; Charles Richardson; Leah Bradley; Mitchell Chong; Kahlil Sibree; Dale Vincent; Valerie Elliott; Jan Burt; Billie Clark; Ursula Euler; Grace Arnis; Julie Hustoft; and Denise Clark.

**Absent:** Faith Hagenhofer; and Lin Zenki.

**Staff Present:** Emily Bergkamp; Steve Swan; and Nancy Trail.

**Others Present:** Authority member, Joe Baker, Intercity Transit Authority.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

Van Gelder introduced Authority member, Joe Baker.

**MEETING ATTENDANCE**

- A. February 18, 2015, Work Session – Valerie Elliott
- B. March 4, 2015, Regular Meeting – Ursula Euler

**APPROVAL OF MINUTES**

It was M/S/A by O'CONNELL and ELLIOTT to approve the minutes of the January 12, 2015 meeting.

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

- *Van Gelder* – Wheelchairs and similar equipment on buses.

**NEW BUSINESS**

- A. **BUS BUDDIES UPDATE** - (*Emily Bergkamp*) Bergkamp stated she would present the Bus Buddy update as Janina Robbins was unable to attend. Bergkamp provided a brief



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overview of how the program started and indicated volunteers were in attendance and would share their stories. Catholic Community Services (CCS) received a consolidated grant for the program in Thurston County. There are other similar type programs in Pierce and King County. CCS leverages their strengths and that is an extensive background in recruiting volunteers. The program assists riders who need additional support. Intercity Transit is an in-kind partner, providing marketing, bus passes, office space and computers. The Intercity Transit Travel Trainers work with people who have more specific needs; and then will refer to a Bus Buddy if they need continued assistance. CCS secured the grant for 2013-2015, and has reapplied for 2015-2017. They are asking for \$96,000 and may be able to increase staff hours with the funds. Bus Buddies just celebrated their one year anniversary and the program is poised for growth.

Bergkamp reviewed a PowerPoint presentation. She identified the program partners as WSDOT; CCS Intercity Transit; Ride Safe; and Ride Smart. The program was developed by Sound Transit with local coalitions and it is used in King, Pierce, Snohomish, and now Thurston counties. CCS also has a direct partnership with Pierce Transit.

Bergkamp indicated travel training results in increased independence by using fixed route service. Bus Buddies are screened and have background checks. They receive 6 hours of orientation and 4 of the hours are here at Intercity Transit with the Travel Trainers.

Bergkamp stated the program target is to aid individuals with a disability, low income and any individual who may have challenges with learning how to ride fixed route transit service. The program assists many clients with low or no vision. Bus Buddies attends many community events and health fairs. Bus Buddies are at the Olympia Transit Center (OTC) on Thursdays from 12:30 pm - 2:30 pm.

Bergkamp indicated Bus Buddies is now doing group trips and the committee received handouts detailing those trips, which are also available on the website. The programs goal is to encourage and promote a positive transit experience.

Bergkamp answered questions.

*See; Denise Clark arrived.*

Jeff spoke about his Bus Buddy experience and indicated he recruits down at the OTC.

Marilyn spoke about her work with a client who was referred when she completed travel training at Intercity Transit.

*Bradley arrived.*

Midge relayed her experience of getting someone to ride the bus after trying for 4 years.

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*O'Connell*- asked about the time commitment involved?

Marilyn - responded it is up to the individual how much time they want to give. If you give 6 hours per month you get a free bus pass. The program is currently looking for bilingual riders. Marilyn indicated people can request events; and Bus Buddies will soon incorporate Amtrak in a trip. Marilyn has gone as far away as Westport and Seattle on Bus Buddy trips.

*Sibree arrived.*

Jeff - indicated trips can work around your schedule and that applications are available at the OTC.

*Van Gelder* - stated it is another good example of Intercity Transit helping other community members. He congratulated the volunteers. The program is a great example of community partnerships. Van Gelder asked the committee to remember that this is part of Intercity Transit's story.

Van Gelder introduced Grace Arnis since she was absent last meeting and Grace told the group a little about herself.

**B. STATUS OF FIXED ROUTE SERVICE -** (*Steve Swan*) Swan indicated Dennis Bloom was unable to attend and he would present on his behalf. He has been at Intercity Transit a little over a year and is still learning the bus system. Swan stated the presentation would cover the status of fixed route service. The information includes performance levels by route provided for discussion on service changes in the event decisions must be made to reduce or eliminate service. When we make decisions about eliminating service we base those on the data that we have available. As we make changes we will provide the best service we can with the resources available.

Swan called out the route service summary exhibit that speaks to the performance of our routes. The routes are divided into 4 types: trunk routes are our mainline corridor routes and those with a lot of activity; secondary routes are more of the neighborhood routes; express routes run between Pierce and Thurston County; and the circulator routes are those like route #42 to SPSCC and family court and the DASH.

Swan reviewed the System Map and identified the routes by color. He discussed the value of charrettes in community outreach. The map shows the coverage but there is a lot more to it. It identifies frequency; express service; and peak directional service, etc. The 605 takes people from Thurston to Pierce and it reverses in the afternoon. Circulators provide shuttle service. Routing is based on demographics and it is density driven. Employment density is also a factor in routing because 70% of transit trips involve taking people to work or school.

Swan answered questions.

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*Vincent* – asked what type of action Intercity Transit takes on routes that are listed as unsatisfactory.

Swan – indicated it varies by route but that they investigate; work with marketing; and look at frequency of service. We have a couple of unsatisfactory routes, the 42 and 609. The 42 is a unique route that doesn't have much density and therefore not as high ridership. They county requested the service when they placed the family and juvenile court facility out there. In order to get there someone has to ride the 43 or 42 and has to transfer and sometimes that isn't appealing to people.

*Van Gelder* – stated something that keeps those types of routes going is the institutions they serve. As a good community partner we work to ensure coverage.

*O'Connell* – asked if the concern is low ridership.

Swan – responded route 42 serves important facilities in the community that need service.

*O'Connell* – asked if it has the potential to be linked to another route. The kids at Community Youth Services indicate there is an issue making connections.

Swan – stated the 42 runs at peak times, for a couple of hours in the morning and a couple hours in the evening. If extend it would be part of the 43 and we would be running the service all day at an additional cost. The demand for service is during those peak times. When you start cutting a route up you reduce its efficiency.

*Elliott* – asked if it could be done like routes 62A and 62B by making it a split.

Swan – indicated it is a possibility.

*Vincent* – asked for a definition of the column headings.

Swan – stated Revenue Hours is the time the bus is in service and it is running a route. Total Hours are revenue hours including the time to dead-head the buses. Total Boardings is the number of passenger per revenue hour for 2014.

*Hustoft* – asked if the agency could survey some of the companies out by court.

Swan – indicated we look at performance measures; use on-board surveys and use the data to understand needs.

Swan identified other factors involved in where to locate bus service, including the density of zero vehicle households, density of rental households, and income driven.

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There is age driven demographics; density of youth and senior citizens who don't or are unable to drive and they depend on bus service.

*Elliott* – asked how often the agency looks at the demographics.

Swan – indicated the census data comes out every 10 years and we get a mid-decade update around 2015. Evaluating the performance of routes is a constant process.

Swan continued with Vehicle Service Hours as the total number of hours the bus is out on the street which includes revenue plus deadhead time. He reviewed the historic data and timeline. The timeline identifies things that have affected the service hours. The elimination of the Motor Vehicle Excise Tax (MVET) took away excise tax from transportation funding. As a result service was reduced by about 42%. In 2002 the voters approved a sales tax increase .03% to .06% and a gradual increase in service was implemented. In 2008 sales tax was bumped up to the current .08% and we have seen a slight increase in service over that time. In 2013, we received two regional mobility grants to run express service.

Swan reviewed the Service Hours by Route – equally divided by trunk and secondary routes indicated that 3% go to circulator service including the DASH; #42 route; and Nightline. Nearly one-third goes to the express service. The Ridership by route data is weighted more heavily to trunk routes. They pick up a disproportionate amount of the ridership.

*See* – asked if the split was intentional.

Swan – indicated he was not sure and that it morphs based on what the needs of the community are.

*Euler* – remarked that since some new express services are unsatisfactory, will the grants continue?

Swan – New routes take some time to build ridership. The grants are currently funded through June of this year. They are number 2, 3 in the hierarchy of being funded again and we are optimistic about that. We are looking at ways to improve the ridership. Part of the money came from the state and was based on how the routes were designed. Changing the route would modify the parameters of the grant and require agreement.

*Clark, Denise* – asked what type of analysis has been done.

Swan – indicated we bring people down from Lakewood and most exit in downtown Olympia, with not as many continuing on to Tumwater (L&I and DOH). The continuation to Tumwater has not been as well utilized as we would have hoped.

*Clark, Denise* – asked for information on our marketing efforts?

Swan – indicated it is a constant effort.

*Van Gelder* – stated there are approximately 3,000 state employees in that part of Tumwater with tons of free, available parking. There are obstacles in people's minds about riding the bus, even though there are clear benefits to those struggling through JBLM.

Swan – added Intercity Transit has held a number of transit fairs;

*Clark, Denise* – responded that there should be communication about 'going green'.

*Euler* – stated it would be most effective coming from the inside; with incentives from the employer.

*O'Connell* – indicated the CAC can promote the bus from a community standpoint by communicating the message that it is time well spent with your community and focusing on engaging the community.

*Sibree* – added spreading the message that it is stress free and saves fuel.

*VanderDoes* – asked how many express riders reside north of Dupont.

*Van Gelder* – indicated that TRPC has some origin/destination preliminary information, but that there are some privacy issues. One of the best ways is for us to talk to people about the service.

*VanderDoes* – stated it should be employer driven marketing.

*Vincent* – indicated the price of parking in downtown in Seattle is \$300/month, but in Tumwater it's free.

Swan reviewed the number of revenue hours and the ridership graph and it indicates as time has gone on, we have become more efficient. Swan reviewed the monthly fixed route boardings from 2002-2015, indicating the spike in October is from the colleges.

*Hustoft* – indicated commuters were unaware of the 592 at the Conference of the Corridors.

Swan – stated time becomes an issue on the 592.

*Richardson* – remarked about extending the #42 route to go to the mall with a shuttle to SPSCC.

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*Clark, Denise* - reiterate her messaging idea about building community and going green.

- C. 2015 ITA/CAC AGENDA SCHEDULE** - (*Michael Van Gelder*) Van Gelder indicated staff has provided an agenda schedule for 2015. He and Carl will be meeting with the ITA concerning how the CAC can be supportive, innovative and creative for this critical vote in the fall. Members can ask staff for additional topics.

Van Gelder answered questions.

*Elliott* - remarked this is the first time she has seen any type of agenda schedule and that members should take advantage of it.

### CONSUMER ISSUES

- *Van Gelder* - remarked he recently watched a German program about scooter/wheelchairs and access to the bus system. Scooters are being used a lot in Germany and their buses are not built to accommodate them. What was interesting was the anchor did an interview with the head of the transit service and it became apparent that they did not have a citizen advisory committee. They spoke about how they did surveys and spoke to individuals in the community. Citizens felt they had no voice in the system. It shows other places are having the same type issues.

### REPORTS

- *Burt* - provided the report from the January 21, 2015, Work Session - 5 new hires were introduced; and they talked about upgrading the HVAC system at Amtrak and painting. Carolyn, Jim & Marilyn presented the same agenda items we heard at our last meeting. The ITA indicated they were hopeful that CAC representatives would come to the meetings prepared. They also talked about remote meeting attendance.
- *Clark, Billie* - provided the report from the February 4, 2015, Regular Meeting - they discussed revision to the agenda item for the contractor for the 27 new bus stop pads; and language in the bylaws to attend meetings remotely.

*Richardson left.*

- *Van Gelder* - provided the report from the Conference of Corridor Commissions - planning commissions for 3 cities and the county with elected officials who were to observe and not talk. We had a good turn out from the CAC Denise, Sue, Julie, Valerie, and Carl attended.

*Pierce* - added that this is the second annual conference. The municipalities talked about their portions of the grant. This year we went in to small groups. There were discussions about what different progress has been made. Most jurisdictions don't think enough people show up to their meetings.

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*Clark, Denise* – added that she was involved in the Sustainable Thurston project and saw the book which was the result of the process. She added that there was great conversation and that the cities don't talk to each other. They found out they had a lot of things in common.

*Elliott* - indicated she had several representatives from jurisdictions at her table. She felt Lacey took over the conversation. She brought up jumping the gun with a lack of infrastructure in place. Elliott mentioned existing bus routes in Lacey and that they didn't know anything about our service.

*Hustoft* – stated they talked about trees, infrastructure and walkability at her table. Lacey talked about major corridors – College Street being their biggest problem.

*See* – added he felt the format was better than last year and appreciated that they included Intercity Transit. He felt it would have been beneficial if they had the room to include some public participation to have a broader audience.

*Pierce* – stated that commissions are volunteers which are different from the planning departments. They were looking for someone from Intercity Transit to come and speak at their meetings.

**NEXT MEETING: February 9, 2015.**

### **ADJOURNMENT**

**It was M/S/A by O'CONNELL and HUSTOFT to adjourn the meeting at 7:23 pm**

Prepared by Nancy Trail, Recording Secretary/  
Executive Assistant & Public Records Officer, Intercity Transit

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: March 4, 2015**

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

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

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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.

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

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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 installed on existing bus shelters that will benefit from additional lighting.

Intercity Transit currently has 55 solar lighting units from Urban Solar in operation 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 these solar lighting locations include: Site lighting levels at night, ridership, public safety concerns, driver and passenger requests, sun exposure for successful solar charging and the number of night-time boardings.

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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.

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6) **Budget Notes:** The 2015 Maintenance Budget includes \$35,000 to purchase solar lighting units for passenger shelters and this purchase is within budget.

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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.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: March 4, 2015**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Washington State Transit Insurance Pool Presentation

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- 1) **The Issue:** Al Hatten, Executive Director and Jerry Spears, Deputy Director of the Washington State Transit Insurance Pool (WSTIP) will provide an overview of coverage and member services.

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  - 2) **Recommended Action:** For information only.

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  - 3) **Policy Analysis:** Intercity Transit is a member of the Washington State Transit Insurance Pool.

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  - 4) **Background:** The Washington State Transit Insurance Pool consists of twenty-five Washington public transit agencies that pool resources to provide and purchase insurance coverage, manage claims and litigation and receive risk management training. This is an opportunity to learn about WSTIP and ask any questions you might have.

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

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

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: March 4, 2015**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838  
Al Hatten, Executive Director WSTIP

**SUBJECT:** WSTIP Interlocal Agreement Amendment

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- 1) **The Issue:** Update the Washington State Transit Insurance Pool (WSTIP) Interlocal Agreement to comply with current law.
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- 2) **Recommended Action:** Approve the proposed changes and adopt Resolution 02-2015, amending the Washington State Transit Insurance Pool Interlocal Agreement.
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- 3) **Policy Analysis:** N/A.
- 
- 4) **Background:** Attached are Resolution 02-2015 and a letter entitled, "Amendments to the Interlocal Agreement between WSTIP and Your Agency." An Interlocal Agreement (ILA), signed by all 25 member agencies, governs the operation of WSTIP. The following changes are needed to bring the 2004 ILA current:
- a) Members are now enumerated in an appendix. If the membership changes, the executive director need only incorporate those changes in the appendix.
  - b) All references to "associate member" have been deleted. In years past, the Pool had an associate member program. Associate members – members who do not have a vote in all pool matters – are now prohibited by state regulations.
  - c) All references to "directors" have been changed to "representatives."
  - d) Sections 14 and 15 deal with member withdraw and termination. In general, the Pool and the withdrawing/terminated member "walk away" whereby neither the Pool nor the member have any continuing obligation to one another. However provisos have been added to each section that there is no walk away from pending contributions and assessments.
  - e) Various changes to punctuation and style.

- 
- 5) **Alternatives:**  
A) Adopt Resolution 02-2015.  
B) Do not adopt the Resolution.
- 

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

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

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8) **References:** Resolution 02-2015; Letter from WSTIP Executive Director, Al Hatten dated October 9, 2014.



October 9, 2014

TO: WSTIP Member Governing Boards

FROM: Allen F. Hatten, Executive Director,  
Washington State Transit Insurance Pool

SUBJECT: **Amendments to the Interlocal Agreement between WSTIP and Your Agency**

For your consideration attached is two signed copies of the revised Interlocal Agreement (ILA) of the Washington State Transit Insurance Pool (Pool). This is the foundation document for the Pool by and between the Pool's 25 members. Since its adoption in 1989 by the Pool's eight founding members, the Pool's ILA has been amended twice. In 2002 it was amended to: (1) allow the Pool to provide property coverage in addition to liability coverage; and (2) allow amendments to the ILA by a three-fourths super-majority vote of the governing boards rather than requiring unanimity. It was amended again in 2004. The 2004 revision was a comprehensive one and followed an extensive evaluation and analysis. The 2004 document is the one in effect today.

This paper contains an explanation of proposed changes for this third revision of the ILA. This proposed ILA has been approved by the Pool's Executive Committee and Board of Directors and is now forwarded to you and all other member boards for a vote.

### **Process Considerations**

In order to amend the ILA the amendments must be approved by a three-fourth super-majority of all of the Pool member boards. When the amendments have been approved by the necessary three-fourth super-majority, the amendments will bind all members—even those who have not voted on it and even those who voted against it. It is our request that all members vote to approve these amendments.

### **Legal Underpinnings**

The contents of any ILA the Pool wants to adopt is controlled by RCW 48.62, the enabling legislation for risk pools in this state. In addition, the state's Department of Enterprise Services has adopted regulations that guide and constrain pool organization and operations. These regulations may be found in WAC 82-60.

### **"Clean up" Changes Only**

The following changes are needed to bring the 2004 ILA current:

- Members are now enumerated in an appendix. If the membership changes, the executive director need only incorporate those changes in the appendix.
- All references to "associate member" have been deleted. In years past, the Pool had an associate member program. Associate members—members who do not have a vote in all pool matters—are now prohibited by state regulations.
- All references to "directors" have been changed to "representatives."



- Sections 14 and 15 deal with member withdraw and termination. In general the Pool and the withdrawing/terminated member do a “walk away” whereby the neither the Pool nor the member have any continuing obligation to one another. However provisos have been added to each section that there is no walk away from pending contributions and assessments.
- Various changes to punctuation and style.

### **Action Requested**

Please consider these proposed changes at an open public meeting of your governing board. If you decide to approve it, you must approve it exactly as presented as each Pool member board must approve the same document in order for it to be adopted. If you approve it, please be sure it is appropriately recorded in your minutes including who has the authority to actually sign the document(s). Have that individual sign in the places indicated. Keep one copy and return one to the Pool. If you decide not to approve it, please give us the bad news and tell us why.

After signature and sending us a copy, please follow the appropriate process your agency has established for filing Interlocal Agreements set forth in RCW 39.34.040. WSTIP will be posting all these Interlocal Agreements on our website.

We stand ready to answer any questions or concerns you may have. My direct number is (360) 786-5004 and my email address is [al@wstip.org](mailto:al@wstip.org).

AH:tc

Attachment: Interlocal Agreements

**INTERCITY TRANSIT  
RESOLUTION 02-2015  
AMENDING THE WASHINGTON STATE TRANSIT INSURANCE POOL  
INTERLOCAL AGREEMENT**

A **RESOLUTION** amending the Interlocal Agreement creating the Washington State Transit Insurance Pool, dated December 20, 1988, and signed by the pool January 3, 1989, and repealing Resolution 05-2004, dated September 1, 2004.

**WHEREAS**, RCW 48.62 empowers local government entities to join together to form a joint self-insurance program; and

**WHEREAS**, the transit systems identified in Section 1 have previously joined together through an interlocal agreement to form the Washington State Transit Insurance Pool (**Pool**); and

**WHEREAS**, the transit systems desire to continue the **Pool** but to revise and clarify certain provisions through the adoption of this new interlocal agreement;

**NOW, THEREFORE BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY**, in consideration of the mutual covenants set forth herein, it is hereby agreed as follows:

**Section 1. Members.** The local governmental entities set forth in the attached Membership Appendix are parties to this interlocal agreement and are **Members** of the **Pool**. The **Pool's** executive director shall update the appendix as necessary to reflect additions or deletions to membership.

**Section 2. Definitions.** The following terms are defined as follows:

- a. **Board** – the Board of Directors of the **Pool**.
- b. **Member** – a Washington public transit entity that has joined the **Pool** through the subscription of this interlocal agreement.
- c. **Pool** – the Washington State Transit Insurance Pool.

Throughout this agreement defined terms are in bold.

**Section 3. Powers.** The **Pool** is empowered to:

- a. Do all things necessary and proper for the establishment of self-insurance programs for property and liability risks.
- b. Investigate the establishment of self-insurance programs for risks in addition to those identified in subsection 3a. Following such investigation the **Pool** may establish such additional self-insurance programs so long as the requirements of section 12 are met.
- c. Establish a self-insurance program for **Members** through joint funding.
- d. Purchase insurance, excess insurance, and reinsurance.
- e. Provide for risk management, loss control, and other services.
- f. Provide legal counsel for the defense of claims and other legal services.
- g. Consult with the state insurance commissioner and the state risk manager.
- h. Exercise all powers and perform all functions necessary to accomplish all lawful programs.
- i. Enter into contracts and incur debts, liabilities, and obligations.
- j. Sue and be sued.
- k. Invest funds.
- l. Provide administrative and financial services to **its Members** and others.

**Section 4. Board of Directors.**

- a. The **Pool** shall be governed by its **Board**.

- b. Each **Member** shall appoint one representative and at least one alternate representative to the **Board**.
- c. If a representative is not able to attend a meeting of the **Board**, an alternate representative may attend and shall have the same authority as the representative.
- d. Representatives and alternates shall be officers or employees of the **Member**.
- e. The **Board** shall meet at least once each calendar year.
- f. The **Board** shall adopt an annual budget.
- g. The **Board** shall be chaired by its president or, if the president is not available, its vice president.
- h. Each representative or alternative shall have one vote. Voting by proxy is not permitted. Except as is specifically provided otherwise in this agreement, a majority of the representatives or alternates present at a meeting of the **Board** shall constitute a quorum and the majority of the quorum is sufficient to decide any matter.

**Section 5. Bylaws.** The **Board** shall adopt bylaws which shall not be inconsistent with any part of this agreement.

**Section 6. Executive Director.** The **Board** shall engage an executive director who shall be the chief executive officer of the **Pool**.

**Section 7. Officers.**

- a. The **Board** shall elect officers.
- b. The officers shall include a president, vice president, secretary, and such other officers as authorized by the bylaws.
- c. Duties and terms of office of officers shall be as specified in the bylaws.

**Section 8. Committees.** The **Board** may establish committees, both standing and *ad hoc*, from time to time as it deems appropriate. The composition and responsibilities of committees shall be specified by the **Board**.

**Section 9. New Members.**

- a. The Board may approve the admission of new **Members** on terms and conditions as it deems appropriate.
- b. For admission, **Members** must have at least three-fourths affirmative vote of all representatives or alternates.
- c. **Members** must be local government public transit entities situated in Washington.
- d. Once approved for membership, a **new Member's** admission to the **Pool** shall be memorialized by the new **Member** signing copies of this Interlocal Agreement and all amendments thereto.

**Section 10. Amendment.**

- a. The governing boards of the **Members** may adopt amendments to this agreement.
- b. No amendment shall be adopted without at least three-fourths affirmative vote of all governing boards.
- c. The **Pool** shall provide notice of any proposed amendment to the governing boards of the **Members** as specified in the bylaws.

**Section 11. Duration.** The duration of the **Pool** shall be perpetual.

**Section 12. Addition of New Programs.**

- a. The **Pool** may establish self-insurance programs in addition to self-insurance programs for property and liability risks only with the



affirmative vote of at least three-fourths of all representatives or alternates directors.

- b. No **Member** shall be required to participate in any such additional self-insurance program.
- c. If the **Pool** elects to establish such additional self-insurance programs, it shall implement adequate measures to protect and safeguard the equity and fiscal integrity of the **Pool's** self-insurance programs for liability and property.

### **Section 13. Funding.**

- a. The **Pool** shall be funded by **Member** contributions and assessments.
- b. **Member** contributions and assessments shall be established by the **Board** in its annual budget. If the **Pool's** financial situation warrants, the **Board** may require supplementary and retroactive contributions and assessments.
- c. All **Members** shall pay contributions, assessments, and fees promptly when due.

### **Section 14. Withdrawal of a Member.**

- a. A **Member** may withdraw from the **Pool** only at the end of a fiscal year by providing at least six month's written notice thereof. No **Member** may withdraw for thirty six months after joining the **Pool**. Following withdraw a former **Member** may not rejoin the **Pool** for thirty six months.
- b. The withdrawal by a **Member** shall not affect the validity of this agreement with respect to the remaining **Members**.
- c. Upon withdrawal, a **Member** shall have no further obligations to the **Pool** nor shall it be entitled to any portion of the **Pool's** assets or equity; Provided, the withdrawing **Member** shall pay all of its pending contributions and assessments.

### **Section 15. Termination of a Member.**

- a. A **Member** may be terminated only by the affirmative vote of at least three-fourths of all representatives or alternates. The effective date of termination shall be six months following notice of the termination vote. Until the effective date of termination, the terminated **Member** shall have the benefits and burdens of participation in the **Pool**.
- b. The termination of a **Member** shall not affect the validity of this agreement with respect to the remaining **Members**.
- c. Upon termination a **Member** shall have no further obligations to the **Pool** nor shall it be entitled to any portion of the **Pool's** assets or equity; Provided, the terminated **Member** shall pay all of its pending contributions and assessments.

### **Section 16. Dissolution.**

- a. The **Pool** and this agreement may be terminated by the written consent of three-fourths of the governing boards of the **Members**. Upon termination and wind-up, the **Pool** and this agreement shall continue in effect for the purpose of the winding-up the business and affairs or the **Pool**, including disposing of all claims, the collection of additional assessments, and the distribution of assets.
- b. Upon termination or wind-up, the assets of the **Pool** shall be liquidated. Following the payment of all claims and expenses, each **Member** shall be entitled to a percentage share of the liquidation fund in that percentage which the total contribution payments by each **Member** bears to the total contribution payments by all remaining **Members** made over the life of the **Pool**.
- c. Any and all disputes concerning the entitlement to or amount of any refund of excess payments or the distribution of assets shall be resolved

by arbitration pursuant to the rules for commercial arbitration of the American Arbitration Association. All **Members** may participate in the arbitration and shall be bound by the arbitrator's decision.

**Section 17. Liability Limitation.** In the event that any claim against a **Member** is not covered or exceeds the applicable limits of coverage provided by the **Pool**, the liability for that obligation lies with the **Member**.

**Section 18. No Assignment.** Neither the **Pool** nor any **Member** may assign any rights, claim, or interest established by this agreement without the consent of the other.

**Section 19. Mediation.** The parties to any dispute between the **Pool** or its **Members** concerning this agreement shall seek to resolve it through mediation.

**Section 20. Litigation.**

- a. Venue for any dispute concerning this agreement may only be laid in the Thurston County Superior Court or the United States District Court for the Western District of Washington.
- b. The prevailing party in any litigation brought to enforce this agreement shall be entitled to its reasonable attorney's fees and costs.

**Section 21. Governing Law.** This agreement shall be governed by the laws of Washington except for the Washington laws on conflict of laws. Therefore the substantive laws of Washington shall govern in all respects.

**Section 22. Supersession.** This agreement supersedes and replaces all prior interlocal agreements and amendments thereto pertaining to the **Pool**.

**Section 23. Effective Date.** This agreement shall be effective when approved by at least three-fourths of the governing boards of the **Members**.

**Section 24. Approval by Counterparts.** This agreement may be approved by counterparts so that **Members** need not execute the same document. Upon approval, each **Member** shall promptly send a copy of the executed agreement to the **Pool**.

ADOPTED: This 4<sup>th</sup> day of March, 2015.

INTERCITY TRANSIT AUTHORITY  
Member Transit System

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Nathaniel Jones, Chair

ATTEST:

APPROVED AS TO FORM:

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Pat Messmer  
Executive Assistant/  
Clerk to the Board

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W. Dale Kamerrer  
Legal Counsel

## MEMBERSHIP APPENDIX

- a. Asotin County Public Transportation Benefit Area;
- b. Ben Franklin Transit;
- c. Clark County Public Transportation Benefit Area d/b/a C-Tran;
- d. Chelan/Douglas Transportation Benefit Area Authority d/b/a Link Transit;
- e. Clallam Transit System;
- f. Columbia County Public Transportation;
- g. Cowlitz Transit Authority d/b/a River Cities Transit;
- h. Everett Transit;
- i. Grant Transit Authority;
- j. Grays Harbor Transportation Authority;
- k. Intercity Transit;
- l. Island County Public Transportation Benefit Area d/b/a Island Transit;
- m. Jefferson Transit Authority;
- n. Kitsap County Public Transportation Benefit Area d/b/a Kitsap Transit;
- o. Lewis County Public Transportation Benefit Area d/b/a Twin Transit;
- p. Mason Transit Authority;
- q. Pacific County Public Transportation Benefit Area d/b/a Pacific Transit System;
- r. Pierce Transit;
- s. City of Pullman d/b/a Pullman Transit;
- t. Skagit Transit;
- u. Snohomish County Public Transportation Benefit Area d/b/a Community Transit;
- v. Spokane Transit;
- w. Valley Transit;
- x. Whatcom Transportation Authority; and
- y. Yakima Transit.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: March 4, 2015**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Attending Board Meetings Remotely

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1) **The Issue:** To bring before the Authority Resolution 01-2015 adopting changes to the Intercity Transit Authority Bylaws to include a provision allowing Authority members to attend meetings remotely.

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2) **Recommended Action:** Approve Resolution 01-2015, amending the Intercity Transit Authority Bylaws to include a provision allowing all Authority members to attend regular, work session, special meetings, and executive sessions remotely, via teleconference.

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3) **Policy Analysis:** The Authority must approve all changes to the bylaws. Changes to the bylaws are adopted by resolution, and all resolutions are approved by the Authority.

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4) **Background:** The Authority asked staff to research the possibility of allowing members to attend meetings remotely. This presents the opportunity currently not available to members to cover periodic absences and alternates.

At the February 4, 2015, meeting, staff presented to the Authority several options that would allow the Authority to attend meetings via teleconference. After some discussion the Authority decided that:

1. Any member of the Intercity Transit Authority may attend a regular, work session, special meeting, and executive session remotely via teleconference;
2. The Chair and/or Vice Chair may attend meetings remotely; however, they may not reside over a meeting remotely.

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

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

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7) **Goal Reference:** The governing board oversees all goals of the organization.

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8) **References:** Bylaws and Resolution 01-2015.

***INTERCITY TRANSIT AUTHORITY  
BYLAWS***

# INTERCITY TRANSIT AUTHORITY BYLAWS

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# INTERCITY TRANSIT AUTHORITY

## BYLAWS

### I. BACKGROUND

Intercity Transit is the public transportation agency serving all territory within the boundaries of the cities of Olympia, Lacey, Tumwater, and Yelm, and includes the following voting precincts in unincorporated Thurston County, as they existed on April 4, 2002: 38, 43, 56, 58-59, 68- 70, 75, 78-79, 81-85, 87, 90-93, 97-98, 100, 107-108, 110, 112-115, 117-121, 123, 139, 136, 142-143, 159, 161-163, 167-169, 174, 177-178, 181, 186-199, 193-194, 196-197 and portions of some voting precincts (See Public Transportation Improvement Conference Resolution dated April 4, 2002). (Res. 1-03)

During the summer of 1980, representatives from the jurisdictions comprising the Intercity Transit service area met and formally established the Thurston County Public Transportation Benefit Area as a municipal corporation under the laws of the State of Washington (RCW 36.57A). In September, voters approved an initiative allowing for the collection of a sales tax to support public transportation, and on January 1, 1981, the Thurston County Public Transportation Benefit Area assumed operation of local transit service. On April 16, 1982, the Thurston County Public Transportation Benefit Area officially changed its name to Intercity Transit. (Res. 2-06)

On May 19, 1992, the voters in the non-urbanized areas of Thurston County voted to expand the transit district county-wide and levied a sales and use tax at the rate of three-tenths of one percent (.003). (Res. 2-93)

On April 4, 2002, the duly-called Public Transportation Improvement Conference voted to approve a resolution reducing the boundaries of the Thurston County Public Transportation Benefit Area to the area described in the first paragraph above. (Res. 06-02; Res. 1-03)

On September 17, 2002, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from three-tenths of one percent (.003) to six-tenths of one percent (.006). (Res. 1-03)

## II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

## III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

## IV. AUTHORITY COMPOSITION

**4.1 Composition.** The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

**4.2 Selection - Elected Members.** The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

**4.3 Selection - Citizen Representatives.** The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

## V. MEETINGS

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

**5.3 Executive Sessions.** Executive sessions may be held during a regular or special meeting for the purposes listed in RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for the executive session, the time when the executive session will be concluded, and the Chair will announce whether the nonvoting member will be excluded, consistently with RCW 36.57A.050. The executive session may be extended to a stated later time by announcement of the Chair. (Res. 5-2010)

**5.4 Work Sessions.** The Authority shall meet to conduct work sessions. The work sessions shall be open to the public except to the extent that executive sessions are authorized by law. Work sessions of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 05-2001)

**5.5 Public Hearings.** Public hearings may be scheduled by the Authority at such times and at such places as the Authority determines to be appropriate to specifically solicit public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare;
- a substantial change in transit service;
- presentation of the annual budget;
- Federal Transit Administration grant applications;
- Transportation Improvement Program;
- American's With Disabilities Act Plan Update;
- updates on the six year Transit Development Plan;
- environmental impact reviews.

Public notice shall be given at least two weeks in advance, unless otherwise required by Federal or State regulations. (Res. 2-93; Res. 1-96)

**5.6 Meeting Notices.** Notices of changes in the time or place of regular meetings, work sessions, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

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

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

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

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

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

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

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

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

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

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

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

5.15 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 days' notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

## **VI. OFFICERS - CHAIR AND VICE CHAIR**

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

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

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

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

## **VII. COMMITTEES**

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

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

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

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

## VIII. APPOINTED POSITIONS

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

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

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

## IX. GENERAL PROVISIONS

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

**9.2 Notes.** All notes or other evidence of indebtedness, including bills issued or incurred in the name of Intercity Transit shall be signed by such officer, member, agent or employee of Intercity Transit, and in such manner as shall from time to time to be determined by Authority resolution.

**9.3 Other Legal Documents.** The Authority may authorize any officer or officers, agent or agents of Intercity Transit, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Intercity Transit and such authorization may be general or may be confined to specific instances. All written contractual obligations of Intercity Transit, including, but not limited to, contracts, leases and assignments, are to be maintained by the General Manager or designee. (Res. 2-93; Res. 1-96)

**9.4 Deposits.** All funds of Intercity Transit shall be deposited in the appropriate account established by resolution. The appropriate director shall be custodian of the funds and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law. (Res. 1-96)

**9.5 Gifts.** The Authority may accept on behalf of Intercity Transit any contribution, gift, or bequest (so long as conditions are consistent with state law), for any purpose of Intercity Transit.



**9.6 Travel.** Members of the Authority, in order to properly and fully conduct official Intercity Transit business, may travel and incur expenses. Overnight travel by Authority members will be approved in advance by the Authority or authorized by the Chair subject to annual budget restraints. Authority members will receive reimbursement for reasonable expenses incurred while engaged in out-of-county official business, in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Intercity Transit employees. (Res. 62-84, 94-89, 2-93, Res. 1-96; Res. 6-02)

**9.7 Repealer.** These bylaws, as established by resolution, shall supersede all prior resolution in conflict herewith.

**X. AMENDMENTS**

These bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution, therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010)

ADOPTED: July 24, 1987

Amended:	April 5, 1989	(Res. 94-89)	May 2, 2001	(Res. 5-2001)
	May 3, 1989	(Res. 95-89)	May 15, 2002	(Res. 6-2002)
	March 6, 1991	(Res. 1-91)	February 5, 2003	(Res. 1-2003)
	September 4, 1991	(Res. 4-91)	March 1, 2006	(Res. 2-2006)
	March 3, 1993	(Res. 2-93)	June 6, 2007	(Res. 3-2007)
	February 7, 1996	(Res. 1-96)	June 16, 2010	(Res. 5-2010)
	September 2, 1998	(Res. 2-98)	<u>March 4, 2015</u>	<u>(Res. 1-2015)</u>
	<u>June 2, 1999</u>	<u>(Res. 4-99)</u>		

**INTERCITY TRANSIT  
RESOLUTION 01-2015  
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS**

A **RESOLUTION** amending the Intercity Transit Authority Bylaws to include the provision allowing Authority members to attend the regular, work session, special meetings and executive sessions remotely.

**WHEREAS**, the Authority deems it reasonable and appropriate to amend the Bylaws as set forth below.

**NOW THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:**

**Section 1.** The following cited sub-section of the **Article V, MEETINGS** of the Intercity Transit Authority Bylaws is hereby added to read as follows:

**5.15 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings, and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 days' notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

**Section 2.** All other provisions of the bylaws shall remain unchanged.

**ADOPTED this 4th day of March 2015.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST:**

\_\_\_\_\_  
**Nathaniel Jones**  
**Chair**

\_\_\_\_\_  
**Pat Messmer**  
**Executive Assistant/  
Clerk to the Board**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**W. Dale Kamerrer**  
**Legal Counsel**