

**Agenda**  
**INTERCITY TRANSIT AUTHORITY**  
**January 6, 2016**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS & RECOGNITIONS** **15 min.**
  - A. **Lisa Allison, Customer Service Rep** (*Joy Gerchak*)
  - B. **Michael Fuller, Vehicle Service Worker** (*Paul Koleber*)
  - C. **Jayson Click, Facilities Specialist** (*Mark Kallas*)
  
- 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:** December 2, 2015, Regular Meeting
  
  - B. **Payroll:** December Payroll in the amount of \$2,902,426.33.
  
  - C. **Surplus Property:** Declare the property listed on Exhibit "A" as surplus.  
(*Katie Cunningham*)
  
- 5) **PUBLIC HEARINGS - None** **0 min.**
  
- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council** (*Karen Messmer*) **5 min.**
  - B. **Transportation Policy Board** (*Ryan Warner*) **5 min.**
  - C. **Citizen Advisory Committee** (*Jan Burt*) **5 min.**
  
- 7) **NEW BUSINESS**
  - A. **2016 IS Servers** (*Laura Lowe*) **5 min.**
  - B. **Towing Services Contract** (*Jeff Peterson*) **5 min.**
  - C. **Transit Signal Prioritization** (*Jeff Peterson*) **5 min.**

- |  |                |
|--|----------------|
| <b>D. Vanpool Vehicle Purchase</b> ( <i>Katie Cunningham</i> )   | <b>5 min.</b>  |
| <b>E. Adopting Resolution 01-2016 Discounted Bus Pass Program</b><br>( <i>Ann Freeman-Manzanares</i> ) | <b>10 min.</b> |
| <b>8) GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| <b>9) AUTHORITY ISSUES</b>   | <b>10 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**  
**December 2, 2015**

**CALL TO ORDER**

Chair Jones called the December 2, 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 City of Olympia Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Don Melnick and Labor Representative Rusty Caldwell (Alternate).

**Members Excused:** Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Jessica Brandt; Donna Feliciano; Tammy Ferris; Ben Foreman; Laura Lowe; Jim Merrill; Carolyn Newsome; Pat Messmer; Nancy Trail.

**Others Present:** Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Ursula Euler; Councilmember Virgil Clarkson.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS/RECOGNITION**

**A. Proclamation and Recognition for Councilmember Joe Baker.** Chair Jones read a Proclamation of Appreciation to City of Yelm Councilmember Joe Baker, who served on the Authority from February 2005 through December 2015. The meeting recessed at 5:39 p.m. for refreshments.

Chair Jones reconvened the meeting at 5:45 p.m.

**PUBLIC COMMENT**

**Daryl Rodrigues, Director of the Office of Assigned Counsel for Thurston County –** Mr. Rodrigues thanked the Authority for implementing the Discounted Bus Pass Program, in which they have been a recipient for the past two years. Mr. Rodrigues

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explained how much this program benefits his clients and the necessity for his clients to have transportation. He explained that for many of his clients, there are not very many viable transportation options (other than public transportation) to get his clients to court, especially in outlying areas. Of all of the passes they receive, they transfer approximately half of them directly to Juvenile Court who distributes them to parents of clients or to the clients themselves. Mr. Rodrigues explained the variety of complications and expenses incurred for both the client and the system as a whole if clients are unable to get themselves to court.

Gadman asked Mr. Rodrigues why his agency did not submit the application by the deadline. Mr. Rodrigues does not have an explanation, and just today was made aware of the missed deadline.

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

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

- A. Approval of Minutes:** November 4, 2015, Regular Meeting; November 18, 2015, Special Meeting
- B. Payroll:** November Payroll in the amount of \$2,134,449.87.
- C. Accounts Payable:** Warrants dated November 13, 2015, numbers 19846-19931, in the amount of \$399,714.16; warrants dated November 27, 2015, numbers 19932-19933; 19935-20004 in the amount of \$646,747.57 for a monthly total of \$1,046,461.73 and Automated Clearing House Transfers for November 2015 in the amount of \$8,155.39, for a monthly total of \$1,054,617.12.
- D. Surplus Property:** Declared the property listed on Exhibit "A" as surplus.  
*(Laura Lowe)*
- E. Cancel December Work Session:** Canceled the December 16, 2015, work session and direct staff to post the required legal notice. *(Ann Freeman-Manzanares)*

**PUBLIC HEARING - None.**

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC met November 6 and the members learned about the Regional Transportation Plan Update, and noted she will provide an update until May or June because that process includes final review and adoption, which is scheduled for June of 2016. She

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recommends the Authority read the survey conducted last summer as part of the regional transportation plan process, which was a public opinion survey about what people think about transportation in our region. Messmer will provide a link to that survey.

Members reviewed their 2016 work plan, and received a presentation by Tiffany Speir, from SSMCP, about the JBLM Joint Land Use Study. The TRPC meets again on Friday, December 4 where members will hear about the Thurston Climax Action Team survey, and they will discuss the Executive Director's evaluation.

- B. Transportation Policy Board (TPB).** Ryan Warner said the TPB met November 18 and received many of the same information as TRPC.
- C. Citizen Advisory Committee.** Ursula Euler reported the CAC met November 16 and received two presentations – Leadership APTA and the Walk N Roll Program. Several consumer issues were discussed which included a CAC member who spoke with someone who just moved to Olympia. The woman lived in much larger cities and commented about how little transportation was here compared to bigger cities. Another comment regarded an opportunity to advertise bus rides to potential bus riders by advertising they can text while riding the bus versus texting and driving.

### **NEW BUSINESS**

#### **A. DAL Route Scheduling/Maintenance Software.**

Laura Lowe presented for consideration a one-year renewal of software maintenance services for the Dial-A-Lift route scheduling and management software.

Gadman asked what the difference is between the proposed fee for 2016 and what they charged this year. Lowe responded there is reduction of approximately \$7,000.

**It was M/S/A by Councilmember Gadman and Citizen Representative Warner to authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$43,982.00, including taxes.**

#### **B. Development Agreement w/City of Olympia.**

Laura Lowe presented for consideration the approval of a Development Agreement between the City of Olympia and Intercity Transit to clarify improvements and a tree plan for Phase 1 of the Pattison Expansion. It will then go before the City of Olympia City Council on December 15. The agreement will help reach clarity on

some issues involving development of the north parcel, which include trees, sidewalk and crosswalk striping.

Messmer asked if the ribbon sidewalk is temporary until there is further development. Lowe said it is a temporary sidewalk.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gadman to authorize the General Manager to enter into a Development Agreement with the City of Olympia to clarify improvements and a tree plan for Phase 1 of the Pattison Expansion.**

### **C. Bus Stop Pad Engineering Contract.**

Tammy Ferris presented for consideration a contract for the award of bus stop pad engineering.

Jones asked what is driving the 41 ADA bus stop enhancements as this seems like a larger number than in the past. Dennis Bloom said staff is taking advantage of the Facilities' budget for bus stop improvements for better accessibility. Many of these improvements are in areas with no sidewalks.

Warner asked what steps does staff take to communicate with jurisdictions regarding pads in locations where there is no sidewalk. Bloom said for every bus stop, staff goes to the Public Works staff and asks for approval. They look at each stop and determine right-of-way versus private property. Then we go through the permitting process. It gets reviewed and then some adjustments may be made before finalization.

Messmer suggested that when these lists of new bus stop pads are developed and we know where they are being installed, that information be made available to the Bicycle Pedestrian Advisory Committee; especially the cities of Olympia and Tumwater. Bloom said both jurisdictions inform staff when they are putting in sidewalks

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Warner to authorize the General Manager to enter into a contract with Skillings Connolly in the amount of \$82,968, including taxes for bus stop pad engineering.**

### **D. Citizen Advisory Committee Appointments.**

Freeman-Manzanares said there are 4 open positions on the Citizen Advisory Committee, and 8 applications were submitted by the recruitment deadline; however, two of the applicants dropped out due to other commitments.

The ad-hoc committee (Karen Messmer, Bud Blake, Debbie Sullivan, Sue Pierce, Carl See and Denise Clark) interviewed the other six candidates and brought before the Authority a recommendation for four new members: *Joan O'Connell, Jonah Cummings, Ron Hughes, and Walter Smit as the Youth Representative.*

**It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to appoint the recommended applicants** (*Joan O'Connell, Jonah Cummings, Ron Hughes, and Walter Smit as the Youth Representative*) to the Citizens Advisory Committee for 2016.

*Melnick left the meeting.*

**E. Discounted Bus Pass Program.**

Freeman-Manzanares said the Discounted Bus Pass Program is in its sixth year and was approved initially with a \$200,000 limit. The requests had remained below the stated limit, however, this year requests exceed the availability. In addition to those submitted by the November 20 deadline, multiple applications have been received since, which further exceed availability.

Freeman-Manzanares explained the program has always had a cutoff date. If requests exceeded the amount available at the initial deadline, we would award to each applicant based on an equal percentage which could be funded. Two years ago the Authority included language which allowed staff to continue accepting applications beyond the due date until the limit was reached.

In this case we received \$232,569 worth of requests by the cutoff date; and received three additional applications totaling \$28,260 after the deadline (from the Thurston County Office of Assigned Counsel, Behavioral Health Resources, and another County Court Program). Staff also received a note from Drexel House - Capital Community Services that they intend to apply for more passes.

Initially when the program began, there was no particular reason for the \$200,000 limit, and this is the first time since the program began that we are over the limit. Intercity Transit is selling the passes at 50% of the cost, and the Discounted Bus Pass program is not part of the budget or the strategic plan because it would be considered revenue. The staff recommendation reflects sticking with the original program which is to go with the applications that were submitted by the deadline and look at a percentage of those we could afford which are approximately 86% of those applications submitted. The Authority always has the option to alter the amount of bus passes available through this program. Freeman-Manzanares opened it up for Authority discussion.

Gadman noted all of the applicants provide a vital service to the community and transportation is an issue for their clients.

Messmer said this program serves the type of community that people in our region expect us to serve. She wants to be sure transit is there for people who really need it. She doesn't like setting an arbitrary limit to the program when it's doing so much good. However, if a problem should arise with the budget because of the program, then a limit may be necessary.

Sullivan said what the program does for the community can't be measured by the bottom dollar, and she would be willing to raise the limit to \$300,000 at a minimum.

Gadman supports accepting the entire list of applicants received to date; and any applications that may come in later be considered on a case-by-case basis up to the \$300,000 limit.

**It was M/S/A by Councilmember Gadman and Citizen Representative Warner to increase the dollar limit for the Discounted Bus Pass Program to \$300,000 for 2016.**

Chair Jones asked for discussion. He asked for clarification on the motion. The program originally had a calendar cut-off date to receive applications. Does the Authority wish to remove the cut-off deadline for receiving applications?

Gadman clarified the motion that he would prefer giving administrative leeway to staff. If staff feels it's necessary to have a hard/fast deadline then he asks them to bring that before the Authority.

Freeman-Manzanares said a deadline was set so staff could have a conversation with the Authority prior to approval of the yearly program. If staff has a hard deadline, it helps staff know if they are within the parameters set by the Authority.

Gadman amended his motion.

**It was M/S/A by Councilmember Gadman and Citizen Representative Warner to increase the dollar limit for the Discounted Bus Pass Program to \$300,000 for 2016 and remove the calendar deadline requirement.**

## **GENERAL MANAGER'S REPORT**

- There are 193 vanpools. The Vanpool promotion continues with 56 new riders.
- Sales tax for November was 9.27%.



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- The APTA conferences for 2016 are as follows. Authority members should contact Chair Jones if they are interested in attending.
  - APTA Legislative Conference: March 13 - 15 in Washington D.C.
  - APTA Transit Board Members Conference: April 30 - May 3 in San Antonio, TX
  - APTA Sustainability & Public Transportation Workshop: July 24 - 29 in Austin, TX
  - APTA Annual Conference: September 11 - 14 in Los Angeles, CA
- There is information coming out on the Federal Senate and House Transportation Conference, and we're at about 65% of pre MAP-21 numbers.
- The Annual Holiday Banquet is Friday, December 11, 2015. It begins at 10 a.m. and ends at 4 p.m. The awards presentation begins at 12:04 p.m.
- Intercity Transit participated in the Olympia parade on November 29. Bud Blake and Ryan Warner participated as did several members from the CAC and the Bus Buddy program.

**AUTHORITY ISSUES**

Commissioner Blake said having an Intercity Transit bus participate in the parades reinforces our message and helps the public appreciate what we do.

**ADJOURNMENT**

**It was M/S/A by Councilmember Baker and Councilmember Sullivan to adjourn the meeting at 6:33 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: January 6, 2016.**

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



PERIOD DA 11/15-28/2015					PERIOD DA 11/29-12/12/2015					PERIOD DA 12/11/2015					PERIOD DATES: 12/13/2015-12/26/2015								
CODES		PAY PERIOD	1ST CHECK	1ST TRANSFER	CODES		PAY PERIOD	2ND CHECK	2ND TRANSFER	CODES		PAY PERIOD	3RD CHECK	3RD TRANSFER	CODES		PAY PERIOD	4TH CHECK	3RD TRANSFER				
		CHECK NO.	AMOUNT	AMOUNT			CHECK NO.	AMOUNT	AMOUNT			CHECK NO.	AMOUNT	AMOUNT			CHECK NO.	AMOUNT	AMOUNT				
3	FT	EFT	74,568.20		3	FT	EFT	72,471.34		3	FT	EFT	297.76		3	FT	EFT	72,187.42					
4	MT	EFT	20,619.14	95,187.34	4	MT	EFT	20,364.24	92,835.58	4	MT	EFT	71.20	368.96	4	MT	EFT	20,073.64	92,261.06				
5	A2/35	Life Ins.	Check Dave 2nc	2,458.82	0.00	5	A2/35	Life Ins.	Check Dave 2nc	4,396.20	0.00	5	A2/35	Life Ins.	Check Dave 2nc	0.00	0.00	5	A2/35	Life Ins.	Check Dave 2nc	0.00	0.00
6	D3/31	Disability	Check Dave 2nc	1,569.72	0.00	6	D3/31	Disability	Check Dave 2nc	2,109.00	0.00	6	D3/31	Disability	Check Dave 2nc	0.00	0.00	6	D3/31	Disability	Check Dave 2nc	0.00	0.00
7	HE/37	Health In1st	Check Dave 2nc	17,718.50	0.00	7	HE/37	Health In1st	Check Dave 2nc	303,434.50	0.00	7	HE/37	Health In1st	Check Dave 2nc	0.00	0.00	7	HE/37	Health In1st	Check Dave 2nc	0.00	0.00
8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00
9	CC/61	Child Care	Hfstttr/Brakmp	384.3		9	CC/61	Child Care	Hfstttr/Brakmp	384.3		9	CC/61	Child Care	Hfstttr/Brakmp	0		9	CC/61	Child Care	Hfstttr/Brakmp	384.3	
10	GN/08	Garnish	CHECK last	138.82		10	GN/08	Garnish	CHECK last	180.48		10	GN/08	Garnish	CHECK last	0.00		10	GN/08	Garnish	CHECK last	115.38	
11						11						11						11					
12	CS/09	DSHS	EFT	2,369.79	2,369.79	12	CS/09	DSHS	EFT	2,369.79	2,369.79	12	CS/09	DSHS	EFT	0.00	0.00	12	CS/09	DSHS	EFT	1,873.18	1,873.18
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPa	EFT	0.00	0.00	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 ever	9,925.99	9,925.99	14	D1/98	D.Dep. #1	ACH WIRE eve	10,016.23	10,016.23	14	D1/98	D.Dep. #1	ACH WIRE ev	0.00	0.00	14	D1/98	D.Dep. #1	ACH WIRE ever	9,677.73	9,677.73
15	D2/97	D.Dep. #2	ACH WIRE ever	16,091.43	16,091.43	15	D2/97	D.Dep. #2	ACH WIRE eve	15,347.22	15,347.22	15	D2/97	D.Dep. #2	ACH WIRE ev	0.00	0.00	15	D2/97	D.Dep. #2	ACH WIRE ever	14,409.56	14,409.56
16						16						16						16					
16	GT/63	G.Ed.Tult	Check every	227.00		16	GT/63	G.Ed.Tult	Check every	227.00		16	GT/63	G.Ed.Tult	Check every	0.00		16	GT/63	G.Ed.Tult	Check every	227.00	
17	HS/59	Health Svcs	ACH Wire every	150.00	150.00	17	HS/59	Health Svcs	ACH Wire ever	150.00	150.00	17	HS/59	Health Svgs	ACH Wire eve	0.00	0.00	17	HS/59	Health Svgs	ACH Wire every	95.00	95.00
18	DC/97	Vgrd EE	Wire	42,531.91		18	DC/97	Vgrd EE	Wire	41,517.62		18	DC/97	Vgrd EE	Wire	118.34		18	DC/97	Vgrd EE	Wire	40,992.78	
19	DC/22	Vgrd ER	Wire	29,748.47	72,280.38	19	DC/22	Vgrd ER	Wire	28,896.89	70,414.51	19	DC/22	Vgrd ER	Wire	91.66	210.00	19	DC/22	Vgrd ER	Wire	28,383.74	69,376.52
20	L2/29	401k Ln#2	Wire	4,929.09		20	L2/29	401k Ln#2	Wire	5,233.42		20	L2/29	401k Ln#2	Wire	0.00		20	L2/29	401k Ln#2	Wire	5,049.55	
20	LN/29	401k Ln #1	Wire	9,269.91	14,199.00	20	LN/29	401k Ln #1	Wire	9,043.89	14,277.31	20	LN/29	401k Ln #1	Wire	-	0.00	20	LN/29	401k Ln #1	Wire	8,843.38	13,892.93
22	TTL VNGRD		86,479.38		22	TTL VNGRD		84,619.82		22	TTL VNGRD		210.00		22	TTL VNGRD		83,269.45					
23	LI/02	L&I	EFT Quarterly	25,265.83		23	LI/02	L&I	EFT Quarterly	27,829.59		23	LI/02	L&I	EFT Quarterly	0.00		23	LI/02	L&I	EFT Quarterly	23,851.26	
24	MD/51	Mch.UnDues	Check last	1,331.09		24	MD/51	Mch.UnDues	Check last	1,364.94		24	MD/51	Mch.UnDues	Check last	0.00		24	MD/51	Mch.UnDues	Check last	0.00	
25	MI/52	Mac.Initltn	Check last	0.00		25	MI/52	Mac.Initltn	Check last	0.00		25	MI/52	Mac.Initltn	Check last	0.00		25	MI/52	Mac.Initltn	Check last	0.00	
26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	25.00	
27	GL/11	GTLife		0.00		27	GL/11	GTLife		20,232.80		27	GL/11	GTLife		0.00		27	GL/11	GTLife		0.00	
27	TF/			0.00		27	TF/			0.00		27	TF/			0.00		27	TF/			0.00	
28	TF/	Tx.Fr.Benefi	Employer	50.00	0.00	28	TF/	Tx.Fr.Benefi	Employer	13,850.00	0.00	28	TF/	Tx.Fr.Benefi	Employer	0.00	0.00	28	TF/	Tx.Fr.Benefi	Employer	0.00	0.00
29	PA/66	ProJ.Assist	Check last	487.00		29	PA/66	ProJ.Assist	Check last	487.00		29	PA/66	ProJ.Assist	Check last	0.00		29	PA/66	ProJ.Assist	Check last	487.00	
30	PN/04	PERS EE	EFT	44,752.85	0.00	30	PN/04	PERS EE	EFT	43,414.29	0.00	30	PN/04	PERS EE	EFT	161.13	0.00	30	PN/04	PERS EE	EFT	42,675.85	0.00
31	PN/04	PERS ER	EFT	81,375.10	126,127.95	31	PN/04	PERS ER	EFT	78,943.30	122,357.59	31	PN/04	PERS ER	EFT	290.52	451.65	31	PN/04	PERS ER	EFT	77,574.45	120,250.30
32	TTL PERS		126,127.95		32	TTL PERS		122,357.59		32	TTL PERS		451.65		32	TTL PERS		120,250.30					
33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	0.00	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00
34	RC/24	ICMA EE	WIRE	5,199.23		34	RC/24	ICMA EE	WIRE	5,027.10		34	RC/24	ICMA EE	WIRE	91.97		34	RC/24	ICMA EE	WIRE	5,105.32	
35	RI/23	ICMA Roth	WIRE	464.61	464.61	35	RI/23	ICMA Roth	WIRE	464.61	464.61	35	RI/23	ICMA Roth	WIRE	0.00	0.00	35	RI/23	ICMA Roth	WIRE	464.61	464.61
36	RL/21	ICMA Ln#1	WIRE	1,400.15	2,005.54	36	RL/21	ICMA Ln#1	WIRE	1,400.15	2,005.54	36	RL/21	ICMA Ln#1	WIRE	0.00	0.00	36	RL/21	ICMA Ln#1	WIRE	1,400.15	2,005.54
37	RR/25	ICMA ER	WIRE	3,096.35	8,295.58	37	RR/25	ICMA ER	WIRE	2,919.64	7,946.74	37	RR/25	ICMA ER	WIRE	0.00	91.97	37	RR/25	ICMA ER	WIRE	2,914.93	8,020.25
38	TTL ICMA		10,301.12	10,766.73	38	TTL ICMA		9,952.28	10,416.89	38	TTL ICMA		91.97	91.97	38	TTL ICMA		10,025.79	10,490.40				
39	SD/26	457 ST EE	EFT	11,697.93		39	SD/26	457 ST EE	EFT	11,450.25		39	SD/26	457 ST EE	EFT	84.51		39	SD/26	457 ST EE	EFT	11,493.91	
40	SR/27	457 ST ER	EFT	12,672.06	24,369.99	40	SR/27	457 ST ER	EFT	6,916.75	18,367.00	40	SR/27	457 ST ER	EFT	24.06	108.57	40	SR/27	457 ST ER	EFT	6,923.42	18,417.33
41	ST/67	ShTrmDisab	EFT	3,264.43	3,264.43	41	ST/67	ShTrmDisab	EFT	0.00	0.00	41	ST/67	ShTrmDisab	EFT	0.00	0.00	41	ST/67	ShTrmDisab	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	123.00		42	UC/45	Un COPE	Check 1st	-		42	UC/45	Un COPE	Check 1st	-		42	UC/45	Un COPE	Check 1st	-	
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	618.00		43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	0.00	
44	UD/42	Un Dues	Check last	5,589.31		44	UD/42	Un Dues	Check last	5,532.12		44	UD/42	Un Dues	Check last	0.00		44	UD/42	Un Dues	Check last	5,546.48	
44	UI/41	Un Initltn	Check last	330.00		44	UI/41	Un Initltn	Check last	130.00		44	UI/41	Un Initltn	Check last	0.00		44	UI/41	Un Initltn	Check last	130.00	
45	UT/43	Un Tax	Check last	3,100.30		45	UT/43	Un Tax	Check last	0.00		45	UT/43	Un Tax	Check last	0.00		45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Wa	Check last	490.50		46	UW/62	United W	Check last	465.50		46	UW/62	United Way	Check last	0.00		46	UW/62	United Way	Check last	465.50	
47	WF/64	Wellness	Check last	349.00		47	WF/64	Wellness	Check last	349.00		47	WF/64	Wellness	Check last	0.00		47	WF/64	Wellness	Check last	349.00	
48	NET PAY (dir. Debit)	ACH Wire ever	454,280.17	454,280.17	48	NET PAY (dir. Debit)	ACH Wire eve	425,757.68	425,757.68	48	NET PAY (dir. Debit)	ACH Wire e	1,809.17	1,809.17	48	NET PAY (dir. Debit)	ACH Wire ever	459,415.24	459,415.24				
49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$829,012.20	49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$782,309.80	49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$3,040.32	49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$810,159.25				
50	TOTAL PAYROLL*:		\$888,625.39		50	TOTAL PAYROLL*:		\$1,166,285.05		50	TOTAL PAYROLL*:		\$3,040.32		50	TOTAL PAYROLL*:		\$844,475.57					
51	GROSS EARNINGS:		729,557.66		51	GROSS EARNINGS:		707,494.56		51	GROSS EARNINGS:		2,598.48		51	GROSS EARNINGS:		699,637.59					
52	EMPR MISC DED:		148,758.16		52	EMPR MISC DED:		448,608.37		52	EMPR MISC DED:		406.24		52	EMPR MISC DED:		134,801.16					
53	EMPR MEDICARE TAX:		10,309.57		53	EMPR MEDICARE TAX:		10,182.12		53	EMPR MEDICARE TAX:		35.60		53	EMPR MEDICARE TAX:		10,036.82					
54	TOTAL PAYROLL*:		\$888,625.39		54	TOTAL PAYROLL*:		\$1,166,285.05		54	TOTAL PAYROLL*:		\$3,040.32		54	TOTAL PAYROLL*:		\$844,475.57					
55	TOTAL PAYROLL FOR DECEMBER 2015				55	TOTAL PAYROLL FOR DECEMBER 2015				55	TOTAL PAYROLL FOR DECEMBER 2015				55	TOTAL PAYROLL FOR DECEMBER 2015			\$2,902,426.33				
56	ACH WIRE TOTAL		480,447.59		56	ACH WIRE TOTAL		451,271.13		56	ACH WIRE TOTAL		1,809.17		56	ACH WIRE TOTAL		483,597.53					

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: January 6, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Surplus Property - Vanpool Vehicles

- 
- 1) **The Issue:** Whether or not to declare property surplus.
- 
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
- 
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
- 
- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool vehicles attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$172,000.00.
- 
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items surplus.
  - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
  - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
- 
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
- 
- 7) **Goal Reference:** Not specifically identified in the goals.
- 
- 8) **References:** Surplus Property Exhibit "A" - January 2016.

**EXHIBIT A  
SURPLUS PROPERTY - JANUARY 2016**

<b>ITEM</b>	<b>VEHICLE</b>	<b>DESCRIPTION</b>	<b>SEATS</b>	<b>MILEAGE</b>	<b>VALUE</b>
1	1531	2006 Dodge Caravan	7	115,514	\$4,000.00
2	1542	2006 Ford Econoline	12	112,776	\$4,000.00
3	1821	2007 Chevy Express	12	109,576	\$4,000.00
4	1823	2007 Chevy Express	12	104,419	\$4,000.00
5	1825	2007 Chevy Express	12	87,639	\$4,000.00
6	1829	2007 Chevy Express	12	115,031	\$4,000.00
7	1830	2007 Chevy Express	12	98,096	\$4,000.00
8	1831	2007 Chevy Express	12	101,371	\$4,000.00
9	1842	2007 Chevy Express	12	97,243	\$4,000.00
10	1845	2007 Chevy Express	12	100,902	\$4,000.00
11	1847	2007 Chevy Express	12	90,924	\$4,000.00
12	1855	2007 Chevy Express	12	102,310	\$4,000.00
13	1857	2007 Chevy Express	12	93,313	\$4,000.00
14	1860	2007 Chevy Express	12	108,126	\$4,000.00
15	1862	2007 Chevy Express	12	100,409	\$4,000.00
16	1904	2008 Chevy Uplander	7	104,305	\$4,000.00
17	1905	2009 Chevy Uplander	7	93,344	\$4,000.00
18	1913	2009 Chevy Uplander	7	112,895	\$4,000.00
19	1915	2009 Chevy Uplander	7	113,632	\$4,000.00
20	1917	2009 Chevy Uplander	7	116,125	\$4,000.00
21	1921	2008 Chevy Express	12	98,229	\$4,000.00
22	1939	2008 Chevy Express	12	95,443	\$4,000.00
23	1946	2008 Chevy Express	12	89,346	\$4,000.00
24	2051	2009 Chevy Express	12	104,202	\$4,000.00
25	2054	2009 Chevy Express	12	104,906	\$4,000.00
26	2055	2009 Chevy Express	12	99,947	\$4,000.00
27	2056	2009 Chevy Express	12	102,069	\$4,000.00
28	2064	2009 Chevy Express	12	112,930	\$4,000.00
29	2080	2009 Chevy Express	15	77,890	\$4,000.00
30	2081	2009 Chevy Express	15	112,498	\$4,000.00
31	2143	2011 Ford Econoline	12	109,868	\$4,000.00
32	2145	2011 Ford Econoline	12	109,176	\$4,000.00
33	2147	2011 Ford Econoline	12	94,401	\$4,000.00
34	2152	2011 Ford Econoline	12	110,808	\$4,000.00
35	2153	2011 Ford Econoline	12	106,043	\$4,000.00
36	2155	2011 Ford Econoline	12	106,805	\$4,000.00
37	2156	2011 Ford Econoline	12	108,912	\$4,000.00
38	2157	2011 Ford Econoline	12	105,633	\$4,000.00
39	2160	2011 Ford Econoline	12	106,350	\$4,000.00
40	1907	2008 Chevy Uplander	7	107,851	\$4,000.00
41	1923	2008 Chevy Express	12	98,253	\$4,000.00
42	1925	2008 Chevy Express	12	79,657	\$4,000.00
43	1927	2008 Chevy Express	12	82,038	\$4,000.00
<b>TOTAL</b>					<b>\$172,000.00</b>

## TRPC Members & Representatives

**City of Lacey**  
*Virgil Clarkson*

**City of Olympia**  
*Nathaniel Jones*

**City of Rainier**  
*Pending*

**City of Tenino**  
*Pending*

**City of Tumwater**  
*Tom Oliva*

**City of Yelm**  
*Robert Isom*

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

**Nisqually Indian Tribe**  
*Heidi Thomas*

**Town of Bucoda**  
*Alan Vanell*

**Thurston County**  
*Sandra Romero*

**North Thurston Public Schools**  
*Chuck Namit*

**Olympia School District**  
*Pending*

**Intercity Transit**  
*Karen Messmer*

**LOTT Clean Water Alliance**  
*Cynthia Pratt*

**Port of Olympia**  
*Pending*

**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, January 8, 2016**

8:30 a.m. – 11:30 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 – December 4, 2015
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 16-01

### Transportation Benefit District

### PRESENTATION

The Thurston County Board of County Commissioners created a Transportation Benefit District (TBD) for the unincorporated areas of the County. This brief presentation will provide information about the creation of the TBD, the mission of the TBD as well as potential funding strategies the TBD will consider in the future.

### Transportation Model Update

### PRESENTATION

TRPC has updated their Transportation Demand Model. The model is used for a variety of purposes including the Regional Transportation Plan and local planning efforts. This brief presentation will highlight some of the updated features of the model, and how it is anticipated to be used.

### Call for Written Officer Nominations

### INFORMATION

As called for in the TRPC by-laws, the Chair will solicit nominations for office in writing from all voting member representatives. At the February meeting, as part of the election process, the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor.

### South Sound Military & Communities Partnership Participation

### ACTION

The Council will consider continued membership and involvement in the South Sound Military and Communities Partnership (SSMCP) and authorize payment of 2016 dues.

### Proposed Organizational Restructure

### ACTION

Management has undergone an evaluation of the current organizational structure and determined changes need to be made in order to gain efficiencies, retain staff, and continue to deliver quality services. The proposed reorganization will require the creation of at least one new job classification that must be approved by the Council. The reorganization will utilize existing staff, so no new FTE's will be hired as a result and budget impacts are minor.

### 2016 Operating Budget

### ACTION

The 2016 Operating Budget will be presented for adoption. The budget is based on the previously approved Work Program and Funding document that also includes the 2016 assessments. The core work elements outlined in that document will be included in the operating budget as well as estimates for expenditures and revenues in 2016.

### 2016 Legislative Priorities

### DISCUSSION

TRPC will continue to hone its priority legislative issues packet in preparation for the 2016 state Legislative Session.

### The Profile

### PRESENTATION

TRPC has updated The Profile for 2015. The compilation of data and statistics is one of the most frequently visited portions of TRPC's website. This brief presentation will highlight some of the data trends in Thurston County.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: January 6, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Laura Lowe, 705-5833

**SUBJECT:** Servers, VMWARE Software and VMWARE Maintenance Purchases

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1) **The Issue:** Consider approving the purchase of three high-performance servers, a storage array, an upgraded VMWARE software license, and an additional year of VMWARE maintenance.

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2) **Recommended Action:** Authorize the General Manager to purchase three high-performance servers, a storage array, a VMWARE software license upgrade and a year of VMWARE maintenance, from the King County Director's Association (KCDA) master contract. The total purchase is \$87,979.82, including tax.

---

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

---

4) **Background:** Information Systems uses seven high-performance servers. Five of these servers need to be replaced due to age. They are out of warranty, parts are scarce and the servers are becoming unreliable. These servers run many of the applications at Intercity Transit. We'll replace 5 old servers with 3 new servers with higher processing capacity.

The power vault storage array reconfigures two remaining servers and allows another server to become a disaster recovery server. The new purchases will collectively have twice the processing capability and will consume less space and electricity.

The KCDA competitively bids their information systems technology contracts awarding to the lowest, responsive and responsible bidder for each class of equipment. Intercity Transit is eligible to purchase off these contracts as a member of the KCDA Purchasing Cooperative. The pricing is fair and reasonable.

- 
- 5) **Alternatives:**
- A. Authorize the General Manager to purchase three high-performance servers, a storage array, a VMWARE software license upgrade, and a year of VMWARE maintenance from the KCDA master contract. The total purchase is \$87,979.82, including tax.
  - B. Defer action. Deferring action will lead to increased server unreliability and will negatively affect our ability to conduct business.

---

6) **Budget Notes:** These purchases are all budgeted in the 2016 Information Systems budget. The total purchase price is approximately \$17,000 below the budgeted amount.

---

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

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

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: January 6, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, 705-5878  
**SUBJECT:** Towing Services

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1) **The Issue:** Consider two separate two-year contracts, with three one-year extension options, for towing services.

---

2) **Recommended Action:** Authorize the General Manager to enter into two 2-year contracts, with three 1-year extension options, with Nisqually Auto and Towing and Gene's Towing for towing services. The estimated initial term value of the contract with Nisqually Auto and Towing is \$27,000. The estimated initial term value of the contract with Gene's Towing is \$7,000.

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

---

4) **Background:** Coaches, DAL, Vanpool, Village Vans, and staff cars breakdown occasionally while out in the field. When this occurs maintenance staff has to quickly source a towing company to bring the vehicle back to the shop for service. There currently is no contract in place with terms and conditions or set pricing. The staff obtains quotes, which can be time-consuming. Maintenance determined a contract with specific terms that addresses our needs and set pricing would be beneficial.

Procurement issued a request for bids on December 2, held an optional pre-bid conference on December 9, and bids were due by December 18. Three bids were received by December 18. The bids were responsive and the contract award recommendation is based on price.

Intercity Transit reserved the right to award contracts to multiple vendors based on bid pricing for various towing classes. The low bid for Class A and Class B (vans and cut-a-way) vehicles is Gene's Towing. The low bid for Class C (coaches) vehicles is Nisqually Auto and Towing.

The bid pricing is fair and reasonable compared to previous towing quotes. Nisqually Auto and Towing and Gene's Towing have a history of providing good service to Intercity Transit. Based on the bid results, staff recommends

contract awards to the lowest, responsive and responsible bidders, Nisqually Auto and Towing and Gene's Towing.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into two 2-year contracts, with three 1-year extension options contract with Nisqually Auto and Towing and Gene's Towing for towing services.
- B. If we do not award contracts, staff will need to get quotes each time we need a tow service.

---

6) **Budget Notes:** The 2016 budget has funds for towing under "maintenance and repair by others." There is enough money for towing within the \$162,740 budgeted in this category.

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7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: January 6, 2016**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Transit Signal Prioritization Equipment

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1) **The Issue:** Consider a five-year contract to purchase transit signal priority equipment for coaches and traffic control signals.

---

2) **Recommended Action:** Authorize the General Manager to enter into a five-year contract with ACT Traffic Solutions Inc. to purchase transit signal priority equipment for coaches and traffic control signals. The purchase for equipment is \$280,899, not inclusive of taxes.

---

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

---

4) **Background:** This equipment purchase can be traced back to the development of the Smart Corridors initiative that the Thurston Regional Planning Council (TRPC) undertook over four years ago. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ), a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent is to help improve transit reliability and efficiency in the face of increasing traffic congestion. This means that more people utilizing reliable transit service will help to reduce vehicle trips and associated pollutants of single occupant vehicles.

TRPC hired the consulting firm, IBI Group, an engineering firm that has been involved with the implementation of TSP technology in a number of cities and transit systems in North America. Their effort resulted in a study for demonstrating TSP along Martin Way and Capitol Way/Blvd., two of the major transportation strategy corridors in the Lacey, Olympia and Tumwater area. The study recommended utilizing radio communication technology between a bus and a roadside traffic signal control unit. Basically, a bus sends a request to extend a green light as it approaches a signalized intersection. In successful TSP applications it reduces overall operating time along a bus route and the delay experienced by transit customers. As a result of the study, TRPC approved the continuation of CMAQ funds for local jurisdictions to upgrade traffic signals and prepare for implementing a TSP project with Intercity Transit.

In preparation for the transit component of the project the Transit Authority approved hiring IBI Group and their sub-consultant, DKS Associates, last year. The consultant team will further refine and identify equipment that works with traffic control units and buses to achieve transit benefits while maintaining overall traffic flow and performance for all road users: cars/trucks, pedestrians, bicycles and buses.

This initial TSP demonstration project includes approximately 43 intersections along and/or near Martin Way and Capitol Way/Capitol Blvd. It installs equipment on 15 fixed route coaches that operate some of the busiest routes that Intercity Transit has: Routes 62 A/B: Olympia - Lacey/15 min corridor service weekdays; Routes 13/66: Tumwater/Olympia/Lacey - 15 min peak weekday service. Based on the results of the project Intercity Transit will consider the merits of extending TSP to other suitable corridors in the future.

The Authority has approved funds totaling \$900,000 to implement the grant funded TSP project. We have determined the purchase to be sole source, which the Federal Transit Administration concurs with, due to pre-existing hardware installed in new traffic control boxes by the City of Lacey. The TSP equipment specified operates within a proprietary radio frequency, which only one supplier is authorized to provide. Our consultant team assisted with a price analysis by comparing proposed prices against what other transit entities are paying. The conclusion is the pricing and services proposed are fair and reasonable.

Staff recommendation is to enter into a five-year agreement with ACT Traffic Solutions Inc. for bus and traffic signal TSP equipment totaling \$280,899, including installation and product support.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a five-year contract with ACT Traffic Solutions Inc. to purchase transit signal priority equipment for coaches and traffic control signals. Purchase total is: \$280,899, not inclusive of taxes.
- B. Deferred action will result in further delay of this demonstration project of transit signal prioritization, which affects four other local entities.

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6) **Budget Notes:** The 2016 budget has \$900,000 allocated to implement the project.

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

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: January 6, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Vanpool Vehicle Purchase

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1) **The Issue:** Consideration of the purchase of 33 vanpool vehicles.

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2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of thirty-three (33) new 12-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$1,045,407. (Note: Vanpool vehicles are exempt from sales tax.)

---

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

---

4) **Background:** The State of Washington competitively bids their van contracts awarding to the lowest, responsive and responsible bidder for each vehicle class. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The Department of Enterprise Services has confidence in Bud Clary Chevrolet's ability to perform and believes the price to be fair and reasonable.

Intercity Transit staff concurs with the State's assessment regarding fair and reasonable pricing and their ability to perform. Staff has confidence these vehicles are mechanically sound and will serve our vanpool customers well.

---

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of thirty-three (33) new 12-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$1,045,407. (Note: Vanpool vehicles are exempt from sales tax.).

B. Defer action. To purchase 2016 model vehicles, orders must be placed prior to the anticipated 2016 factory order cut-off date to avoid cost increases and a delay in production.

- 
- 6) **Budget Notes:** Based on anticipated funding, the proposed 2016 budget item is set at \$1,126,510 for vanpool vehicles. The amount required to purchase the 33 new vehicles described herein is within the budgeted amount. Please note these are all replacement vehicles and we are not purchasing expansion vehicles at this time.

The Puget Sound Regional Council funds will provide 80% funding for 22 vehicles, in the amount of \$557,550. Intercity Transit proposes to add the required match from local funds to complete these purchases. In addition Intercity Transit proposes to purchase the remaining 11 vehicles from local funds.

- 
- 7) **Goal Reference: Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: January 6, 2016**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Adopt Resolution 01-2016 - Discounted Bus Pass Program

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1) **The Issue:** Adopt Resolution 01-2016 based upon the amendments the Authority made to the Discounted Bus Pass Program at the December 2, 2015, meeting.

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2) **Recommended Action:** Formally adopt Resolution 01-2016, approving the amendments made to the Discounted Bus Pass Program for 2016.

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3) **Policy Analysis:** Resolution 03-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes per year. With the increase to \$300,000 per year, a new Resolution must be adopted.

---

4) **Background:** In 2012 the Intercity Transit Authority adopted Resolution 03-2012 Discounted Bus Pass Program providing up to \$200,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons. For the 2016 program, applications were sent out in October 2015 and 22 agencies submitted applications. Applications for 2016 totaled \$260,829. This is the first year requests exceeded the \$200,000 limit.

At the December 2, 2015, meeting the Authority amended the program and increased the \$200,000 limit to \$300,000 to allow passes to all who applied; and to allow for continuation of the rolling application process which allows additional passes to be awarded through the remainder of the year.

---

5) **Alternatives:**

- A. Approve Resolution 01-2016, amending the Discounted Bus Pass Program limit to \$300,000.
- B. Continue conversation about the Discounted Bus Pass Program.

---

6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue. There is some question, however, as to whether or not these passes would all sell if not for the discounted bus pass program.

---

7) **Goal References:** This project meets **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area;”* and **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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8) **References:** Resolution 01-2016.



**INTERCITY TRANSIT  
RESOLUTION NO. 01-2016  
Amending the Intercity Transit Discounted Bus Pass Program**

**A RESOLUTION amending** the Intercity Transit Discounted Bus Pass Program, to increase the amount limit from \$200,000 to \$300,000 which allows qualified organizations and agencies to meet public transportation needs through discounted bus passes.

**WHEREAS**, Intercity Transit is a public transportation benefit area (PTBA), operating under the authority of Chap. 36.57A RCW. The central purpose and authority of a PTBA is to provide public transportation services within its area. See RCW 36.57A.020 and 080. The area of Intercity Transit includes the cities of Olympia, Lacey, Tumwater and Yelm, most of the urban growth areas around those cities, and a corridor between Lacey and Yelm.

**WHEREAS**, demand for services provided by non-profit human services agencies in the area served by Intercity Transit has increased.

**WHEREAS**, federal, state, local and private funding for human service agencies is shrinking, and Medicaid no longer provides monthly passes to clients, but requires instead eligibility certification and approval for a bus ticket for each trip. This increases the effort and cost of certifying trip eligibility, effectively reducing Medicaid funding for transportation. The net result of these deep reductions in funding is that an increased number of human service organizations and their clients cannot afford use of public transportation for many trips.

**WHEREAS**, many low-income clients of human service organizations depend on public transportation to access education, training, medical assistance and other programs providing essential assistance to them. Without access to public transportation, many would be unable to take advantage of these critical services.

**WHEREAS**, Intercity Transit can help meet this growing unmet public transportation need by providing reduced fare passes to qualifying human service agencies.

**WHEREAS**, to ensure this program serves public, not private transportation needs, only government agencies and private nonprofit organizations qualifying under 26 USC 501(c) (3), which demonstrate that they provide tangible aid, service or programs to low-income persons, will be eligible to participate. To ensure that the benefits to public transportation are both tangible and accountable, the application shall describe the population to be served, how individual eligibility for the passes would be determined, how the passes will be distributed and accounted for, and how the public transportation needs of the organization are presently met, along with other information set out below. Only those applicants which the General Manager or designee deems to serve an unmet public transportation need will be allowed to participate in the program.

**WHEREAS**, to further ensure that the program provides tangible benefits to public transportation, Intercity Transit shall use the selection criteria developed under Resolution 03-2012, which are designed to choose participants which will best serve the unmet public transportation needs described above in the Intercity Transit service area. Selection criteria include demonstrated community benefit, the applicant's history of providing transportation support

to clients, the applicant's organization and financial stability, and the importance of transportation to the applicant's provision of services. The General Manager or designee may weight these criteria by importance.

**WHEREAS**, this program is not intended to make gifts or donations to any person or organization. The purposes of this program and its selection criteria will ensure that the program supplies tangible and valuable services to Intercity Transit through the provision of public transportation to those with potentially critical unmet public transportation needs in the area served by Intercity Transit. The program will also help meet the unmet public transportation needs of human service agencies providing services to low-income persons in the area served by Intercity Transit.

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

1. The General Manager or designee shall implement a Discounted Bus Pass Program in which Intercity Transit shall provide up to \$300,000 in bus passes to government agencies and private nonprofit organizations qualifying under 26 USC 501(c) (3) which demonstrate that they provide tangible aid, service or programs to low-income persons and which qualify under the selection criteria below. This program shall continue for one year from the date of this Resolution and may be extended by the Intercity Transit Authority.
2. The application form for this program shall require applicants to describe the population to be served, how individual eligibility for the passes would be determined, how the passes will be distributed and accounted for, how the public transportation needs of the organization are presently met, how it coordinates with other community programs, how it coordinates transportation needs with other transportation providers, including Intercity Transit, a description of how it has provided transit passes to clients in the past, an estimate as to the primary trip purposes of trips made by the agency's clients, and a description of how the match for the proposed transportation pass program will be provided, along with a copy of the applicant's current year's budget.
3. The General Manager or designee shall use the selection criteria developed under Resolution 03-2012, which are designed to choose participants which will best serve the unmet public transportation needs described above in the Intercity Transit service area. Selection criteria include the following: demonstrated community benefit, the applicant's history of providing transportation support to clients, the applicant's organization and financial stability, and the importance of transportation to the applicant's provision of services. The General Manager or designee may weight these criteria by importance.
4. Recipient organizations shall pay to Intercity Transit a matching share of 50% of the value of bus passes which they receive.
5. The program shall be restricted to the provision of monthly passes to the recipient organization. The organization shall make the passes available to its clients and participants without charge under its own guidelines.

6. Recipient organizations shall provide information regarding trip purpose, eligibility of clients and number of passes requested, as directed by Intercity Transit.
7. Intercity Transit shall use the monitoring requirements developed under Resolution 03-2012, which are designed to ensure that participants continue to serve the purposes of the program.

**Adopted this 6th day of January, 2016.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Nathaniel Jones,  
Chair**

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

**APPROVED AS TO FORM**

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**Dale Kamerrer  
Legal Counsel**