

AGENDA
INTERCITY TRANSIT AUTHORITY
September 7, 2011
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Troy Woodson, Vehicle Cleaner** (*Lindy McCarthy*)

- 3) **PUBLIC COMMENT** **10 min.**

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** August 3, 2011, Regular Meeting;

 - B. **Accounts Payable:** Warrants dated July 1, 2011, numbers 84321-84441 in the amount of \$867,820.80; warrants dated July 15, 2011, numbers 84446-84579 in the amount of \$586,563.45; warrants dated July 29, 2011, Numbers 84584-84689; 61084582-61084583, in the amount of \$654,623.18, for a monthly total of \$2,109,007.43.

 - C. **Payroll:** August 2011 Payroll in the amount of \$1,713,656.36.

 - D. **Surplus Property:** Declare the property listed on Exhibit "A" as surplus.
(*Marilyn Hemmann*)

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Sandra Romero*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **10 min.**
 - C. **Urban Corridors Task Force** (*Ed Hildreth*) **3 min.**
 - D. **TRPC Sustainable Development Task Force** (*Karen Messmer*) **3 min.**
 - E. **Citizen Advisory Committee** (*Meta Hogan*) **3 min.**
 - F. **Pension Committee** (*Joe Baker*) **3 min.**

- 7) **NEW BUSINESS**
- A. **The Evergreen State College Late Night Service** (*Dennis Bloom*) **5 min.**
 - B. **FY 2010 State Auditor Financial and Compliance Audit** (*Ben Foreman*) **10 min.**
 - C. **2012 Draft Budget/2012-2017 Strategic Plan Calendar** (*Ben Foreman*) **10 min.**
 - D. **2012-2017 Financial Forecasts** (*Ben Foreman*) **20 min.**
 - E. **Intercity Transit Discounted Bus Pass Program- Six Month Progress Report** (*Mike Harbour*) **10 min.**
 - F. **2011-2016 Strategic Plan - Major Issues and Status** (*Mike Harbour*) **20 min.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **MEETING EVALUATION** **5 min.**
- 11) **EXECUTIVE SESSION - None** **0 min.**

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 3, 2011

CALL TO ORDER

Chair Romero called the August 3, 2011, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Jim Merrill; Marilyn Hemmann; and Marc Jones.

Others Present: Legal Counsel Tom Bjorgen and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Johnson and Deputy Mayor Clarkson to approve the agenda as published.

INTRODUCTIONS & RECOGNITIONS

A. Erin Hamilton, Procurement Coordinator. Hemmann introduced Erin Hamilton as the agency's Procurement Coordinator.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Deputy Mayor Clarkson and Citizen Representative Messmer to approve the consent agenda as presented.

A. Approval of Minutes: July 6, 2011, Regular Meeting; July 20, 2011, Special Meeting.

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- B. Accounts Payable:** Warrants dated June 3, 2011, numbers 84094-84189 in the amount of \$1,209,583.19; warrants dated June 17, 2011, numbers 84193-84318 in the amount of \$675,722.61, for a monthly total of \$1,885,305.80.
- C. Surplus Property:** Declared property as surplus on Exhibit "A."
- D. Payroll:** July 2011 Payroll in the amount of \$1,702,347.06.
- E. Cancel August Work Session:** Canceled the August 17, 2011, work session and directed staff to post the required legal notice.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. TRPC held a retreat on July 8. Clarkson reported the retreat focused on familiarizing the Council on its mission, policies and procedures. Approximately 20% of the Council membership changes annually when new members are appointed by jurisdictions.

B. Transportation Policy Board (TPB). Hildreth reported the last meeting featured an interview-style presentation between TRPC Executive Director Lon Wyrick and a representative from Sound Transit. There are approximately 48,000 annual boardings from the Amtrak Centennial Station. The Amtrak Centennial Station is not designed to serve as commuter rail. Sound Transit recovers 64% of its operational costs through fares. Commuter rail, shares the same rail lines as freight, which has priority, limiting the amount of service available to commuter rail. Sound Transit operates commuter rail at an average speed of 79 miles per hour and operates 18 daily commuter trains between Seattle and Tacoma at an annual cost of \$25 million with a recovery rate of 23%. Sound Transit paid Burlington Northern Santa Fe approximately \$300 million to operate on the rail system. Taxes raised within jurisdictions for Sound Transit must be expended on system improvements within that same area.

Romero added at one meeting about extending commuter rail to Thurston County, the bridge over Nisqually River was mentioned as one of the major obstacles to extending service because of cost.

Clarkson commented on a recent meeting with Sound Transit officials and Thurston County elected officials to discuss future commuter rail to the county. Sound Transit officials shared the amount of funding necessary upfront to begin any discussions on extending service. Commuter rail is very costly.

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C. Urban Corridors Task Force. A panel discussion is scheduled on August 30 from 6 p.m. to 9 p.m. with representatives from the financial, real estate, and development community on the market potential for high-quality mixed-use redevelopment on the corridor, and specific barriers and opportunities for achieving redevelopment.

D. TRPC Sustainable Development Task Force. Messmer reported the task force is forming and no meeting has been scheduled.

NEW BUSINESS

A. Adoption of October 2011 Service Changes. Bloom reported the request is for approval of service changes effective October 2, 2011. A public hearing was held on July 20. Sixty-four emails, phone calls, and public comments were received on the proposed service changes.

Bloom reviewed projected 2011 service hours by route type, service hour increases in 2011 including the June increase of 1,849 hours for Express service, and the proposed October changes equating to a 0.5% decrease in total service hours.

Staff provided three options for Dash service: a) no change; b) eliminating least productive service; or c) eliminating additional service with relatively low productivity. Current service totals 8,149 annual hours. Eliminating least productive service reduces annual service hours by 1,318. The third option eliminates 2,680 hours of service during least productive service times. Staff recommends Option B.

Rogers reported the Olympia City Council would like the Authority to consider Option B.

Thies expressed appreciation for Olympia Mayor Mah's letter, which reflects a gesture of support to the Authority. Dash is a good service and continues to achieve its purpose and goals while the agency continues to be good stewards of the public's resources.

Rogers conveyed the Council's appreciation to the Authority for its efforts to preserve Dash service.

Clarkson recommended the Authority should consider a frequent review of Dash service in terms of its mission, vision, revenue, and the cost of providing the service. Bloom affirmed the agency tracks the information and can provide periodic updates.

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Hildreth supported Option C because it shortens the span of service during off-session, which doesn't appear to impact downtown service as well as eliminating service on Saturdays, the least productive day of the week. The option also reduces services from 12 minutes to 15 minutes.

Romero added information provided by staff on monitoring would be helpful for the Authority.

Johnson suggested monitoring is unnecessary as the least productive times are documented. Dash only serves Olympia and Intercity Transit is supposed to serve the entire service area. It's reasonable to select Option C.

It was M/S by Councilmember Hildreth and Councilmember Baker to approve Option C for the proposed service change to Dash service effective October 2, 2011.

Rogers advocated for Option B to ensure service continues as the state transitions employees to the new Jefferson Building. If service is delayed until 8:30 a.m., many state employees will not use the service. Reducing the third bus during the legislative session impacts those employees with very tight schedules.

Messmer suggested considering Option B and include some elements of Option C, such as reducing service hours at other times to increase productivity of service.

Clarkson asked whether staff is aware of changes occurring for state employees in terms of work hours and work days. Bloom advised Harbour met with officials from the newly established Department of Enterprise Services and affirmed the agency's commitment to provide service between 7 a.m. to 7:30 a.m. to meet the needs of state employees attending training at the new building.

Stites shared her preference of Option B.

Johnson questioned why the agency rather than state government should adapt scheduling. It might be easier to schedule training of state employees later rather than earlier. Romero advised it's a question that likely can't be answered by Intercity Transit.

Motion failed. Clarkson, Hildreth, Johnson, and Baker voted for. Romero, Thies, Messmer, and Roger voted against.

It was M/S by Citizen Representative Thies and Councilmember Rogers to approve Option B for the proposed service change to Dash service effective October 2, 2011, and to include a provision for the Authority to review Dash service every six months.

Messmer commented on the frequency of service changes and suggested the review should coincide with the ability to make service changes according to the service change schedule.

It was moved by Councilmember Hildreth to include the provision of eliminating Saturday service (April-December) as outlined in Option C. The motion died due to the lack of a second.

Clarkson offered a friendly amendment to change the review provision from every six months to a quarterly review. The makers of the motion agreed to the friendly amendment.

The amended motion carried unanimously to adopt Option B with a quarterly review of Dash service.

Bloom reviewed three proposed changes to Route 60. The proposed changes include:
1) deviate off Lilly Road, along 12th essentially maintaining service along Lilly Road;
2) deviate off Sleater Kinney, through Panorama City campus with route maintained along Sleater Kinney with consideration of a reverse loop involving Golf Club/21st/Sleater Kinney; and
3) operate Lilly/Pacific Avenue/Sleater Kinney/Lacey Transit Center.

The proposal reduces travel time by approximately eight minutes. Ridership from St. Francis House and Panorama City is minimal. The roundabout in front of St. Francis House has deteriorated making it difficult for buses to travel through the area. Staff met with the property manager and discussed the proposal of serving St. Francis House for approximately four hours daily instead of the current 10 hours of service. The manager is amenable to the proposal.

Clarkson reported on a citizen's complaint regarding traffic on Golf Club Road diverted from College Street. He questioned whether bus traffic by the route reversal might intensify the concern. Bloom said the route currently includes Golf Club Road. Staff met with the Administrator of Panorama City, who requested reversal of the route to travel down Golf Club Road to 21st and then to Sleater Kinney Road. Under this proposal, service is retained to Panorama City by reversing the pattern of the route to north on Sleater Kinney to serve bus stops located on the same side of the road, which are closer to the assisted living facility at Panorama City as well as a pedestrian crosswalk. Bloom added staff also met with City of Lacey staff about the proposed

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route reversal, especially along Golf Club where no sidewalks are located on either side of the street. There was some concern if the route is reversed along Golf Club Road, the agency would need to install bus stop pads to ensure riders are located off the roadway. To ensure that occurs, implementation of the route change will be delayed until after an agreement between the City of Lacey and Panorama occurs, which should be by February 2012 rather than October 2011. Until the change is implemented, bus service will continue through Panorama City to avoid confusion with two route changes in a relatively short period of time.

Thies emphasized Route 60 is one issue in addition to Route 21, which is a very popular route. Sometimes, buses are 10 to 15 minutes late. The proposed service change along with improving efficiency also protects the agency's reputation because of the number of people who are inconvenienced. Late routes may also contribute to operators traveling at a higher rate of speed to make up the difference contributing to safety issues.

It was M/S by Citizen Representative Thies and Citizen Representative Messmer to adopt Route change options 1, 2, and 3 on Route 60.

Bloom addressed questions from Johnson about changes in service to some areas under the proposal.

Messmer expressed support of the proposal as it provides a reasonable option to improve schedules and increase productivity. St. Francis House will continue to receive service. St. Francis House has a good internal support mechanism to assist residents in reaching the bus stop.

Clarkson asked about the frequency of Dial-A-Lift (DAL) service to Panorama City. Bloom replied more DAL service is provided to St. Francis House than Panorama City. However, if Panorama City residents qualify, DAL service is available.

Bloom responded to Johnson's concerns about the area where service is proposed for elimination. The agency publicized the change as well as drivers talking to passengers about the proposed route change.

The motion carried unanimously.

Bloom outlined three Olympia Express service options. Option A reflects no change in current service of 36 trips with 13,995 service hours at an annual cost of \$1,189,596.

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Option B adds a limited amount of service to improve connections by increasing service hours by 319 at a cost of \$27,094. Northbound, service currently begins at Lacey Transit Center. The proposal changes the trip to begin at the Olympia Transit Center at 4:35 p.m. An additional trip would be added southbound at 5:50 p.m. to help address overcrowding utilizing an existing southbound bus. Additionally, a southbound schedule adjustment from 6 p.m. to 6:10 p.m. is proposed.

Option C adds additional trips to fill service gaps increasing annual hours by 1,190 at a cost of \$101,150.

Staff recommends Option B.

Clarkson said his primary concern is that the change will be permanent regardless of the actions of Pierce Transit in addition to the June service increase. He asked whether the agency has the financial stability and vehicles necessary to sustain an increase in service. Bloom advised the agency could sustain the service as proposed but not add additional service during peak hours. Harbour previously advised the Authority of the potential financial impact on the agency's overall budget at the last meeting. The proposal decreases the agency's contingency, but based on customer needs as shared during the public hearings, there is concern about what those commuters will do when Pierce Transit eliminates service. Clarkson reiterated his concern that the agency is able over the long-term, to sustain the level of service represented in the proposal in addition to the June service. Bloom replied the General Manager reviewed the financial forecast and is confident the agency can sustain the service.

Hildreth echoed similar comments. The agency only has 1/10th of one cent of sales tax capacity remaining and the potential to exhaust the agency's contingency is an ongoing concern. Hildreth added that he's supportive of the service and shared how effective Express service is based on a recent trip he and his wife took from Olympia to Seattle.

Bloom provided further clarification on Options B and C.

Thies commented during the recent American Public Transportation Association (APTA) conference, there was much discussion about regionalism and regional transportation. During his tenure on the Authority, the public hearing on Express service generated more public comments than previous public hearings. However, it's not the agency's responsibility to fund service eliminated by another transit agency. Considering the options, the cost of \$27,094 for Option B is preferred.

It was M/S by Citizen Representative Thies and Councilmember Rogers to adopt Option B with an additional provision of receiving a report in three months on ridership results on the trips added.

Stites offered a suggestion to adopt Options B and C, as the reduction in Dash service helps offset Express service costs with a net increase of only \$16,000 for Option C annually. Express service has the ridership, and it supports the mission of the agency.

Clarkson asked about the timeline for the three-month evaluation. Bloom advised the three-month evaluation is after implementation of the service change in October.

Messmer supported the motion and recommended the Authority take some time during the three-month review to discuss long-term regional needs and how the agency plans to move forward.

The motion carried unanimously.

Romero referred to Stites' suggestion and indicated the Authority will continue to discuss and evaluate Express service in the months ahead.

GENERAL MANAGER'S REPORT

Seward report Intercity Transit submitted two FTA discretionary **funding grant applications** on July 29. Announcement of the awards is expected at the end of September. The grants are for the Discretionary Livability Funding Opportunity – Bus Livability Program to replace 1988 coaches with seven hybrids and for a State of Good Repair Initiative for replacement of the same coaches with the seven hybrids as well as funding the construction phase of the Pattison Expansion Project.

Holman is **submitting grants** for the TIGGER III Grant for greenhouse gas and energy reduction program and for the TIGER #3 – Transportation Investment Generating Economic Recovery Grant for the Pattison Street Operations & Maintenance Facility Expansion and Final Engineering and Construction.

The ESMS team is attending its third **training workshop** in Roanoke, VA from August 15 through 18. Currently, the team is working on action plans for Revenue Vehicle Fuel Consumption; Emergency Preparedness and Response; Spill Prevention; and Storm Water Management and Waste Fluid Management. The team is working to ensure objectives, targets, and programs are clear, specific, and measurable, determining how progress is tracked, how progress is communicated to management, and whether

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individuals with assigned roles and responsibilities know what they are and the timeline for completion. The team is very busy!

Kester presented a **Leadership APTA project** in Los Angeles at the end of July on "Sustaining Public Transportation: How Transit Leaders Make Public Transportation Relevant, Successful and Sustainable in Today's communities." Kester's presentation was well received. Kester was asked to present the same presentation at several other conferences as well as becoming a mentor for next year's Leadership class. Kester is scheduled to graduate and provide a short presentation in October during the APTA annual meeting.

The Authority received a copy of the **Surplus Van Grant application** to share with anyone who may be interested in applying. Newsome is scheduled to present information on the program at the next Citizen Advisory Committee meeting. Two open houses are scheduled at the agency for applicants to learn more about the program, application process, and to answer any questions. The open houses will be held on Friday, August 19 from 1 to 3 p.m. and August 25 from 10 to 11:30 a.m.

Romero asked the Authority to consider having Bjorgen research the possibility of affording an opportunity for smaller jurisdictions located outside of the public transportation benefit area to apply for the Surplus Van Grant Program, if some vans are available. The Board supported the request. Bjorgen acknowledged the request and will follow up with Romero.

The Authority was provided a copy of the **sales tax comparison** reflecting a slight increase cumulatively for the year.

The **vanpool program** continues to experience growth with 14 new vanpool groups added. Currently, 34 vanpools are operating at Joint Base Lewis McChord. There have been 225 new vanpools formed since the beginning of 2011.

Facilities recently installed **bus stop numbers** at all stops so riders can easily identify bus stop numbers, which supports the One Bus Away program. Hildreth commented on the seamless application of One Bus Away between transit agencies.

"**The Save Cash**" campaign continues with 37 individuals using transit for the first time in June and another 33 new users in July. Staff is following up with surveys of all new users.

Over 1,400 people submitted **surveys on the agency's operations** in conjunction with the agency's 30th anniversary. Approximately 71% of the respondents reported transit

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is extremely important to the community. Staff is providing a report to the Authority in September.

Transit Appreciation Day is scheduled on Wednesday, August 10. The recognition program begins at noon. Ten long-term service employees as well as Excellence in Transit honorees for 2011 will be recognized.

Harbour, Seward, Romero, and Hildreth are attending the **APTA Annual Meeting** in October. Seward will return in time for the regular October meeting. Depending on the agenda items, staff may ask to change the October meeting date.

AUTHORITY ISSUES

Messmer reported on her attendance to the APTA Sustainability Conference in Los Angeles. The workshop focused on sustainability in transit. She provided a presentation on the City of Olympia's Mobility Strategy, which led to the concept of bus corridors. There were many discussions on community development and land use planning centering on transit-oriented development. One participant offered the concept of development-oriented transit. A preconference tour was offered consisting of a bus ride/5-mile bicycle ride along a bus rapid transit route with an adjacent bike/pedestrian pathway. Los Angeles offers a variety of transit options ranging from rapid transit, express routes, commuter rail, and regular bus routes.

Other conversations centered on how the U.S. considers transit as a social service and that it might warrant rethinking transit as a lifestyle choice service or as a utility, similar to public utility. The most compelling service methodology shared was bus rapid transit, which provides high quality frequent service that looks and acts much like rail at much less cost. It does require some investment.

Messmer expressed appreciation for attending the conference. She said the Authority might want to consider proposing grant applications for land use planning funding whereby the agency provides the service of land use planning to local jurisdictions. FTA is interested in pursuing those types of joint partnerships in supporting planning processes supporting transit options. The Authority might want to consider what its role is in helping to fund next steps.

Romero suggested including land use and transportation planning as an agenda topic at a future work session.

Clarkson thanked the Authority for his attendance to APTA's 2011 Transit Board Members Seminar & Board Support Employee Development Workshop. Five

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representatives from the agency attended the workshop. Overall, the conference was good, but some of the sessions left him with wanting more information.

Johnson agreed and added that there were some very good sessions. It was very educational to review other transit programs in comparison to Intercity Transit's programs. She thanked the Authority for her attendance.

Thies commented on the reception at the historic Hoboken Terminal currently under renovation. The terminal is located off Hudson River. The session on the safety management system was very informative. He asked for the Authority to receive a briefing on the agency's system. Regionalism was a strong component of the workshop. Additionally, a vendor representing ACS provided information on using bank cards, similar to the ORCA card.

Councilmember Baker left the meeting.

Johnson commented on considering the needs of individuals who do not use phones or have bank cards.

Clarkson said he also learned during the procurement session that Washington State has different procurement laws than most other states.

Messmer referred to future ways of paying fares through smart phone applications.

ADJOURNMENT

It was M/S/A by Deputy Mayor Clarkson and Citizen Representative Thies to adjourn the meeting at 7:08 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: September 7, 2011

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

Surplus Property - Exhibit "A"

Item Description	Number Available	Cost	Extended Cost
Trak automated fueling system items:			
Sentry 6 barrier	1	0.00	0.00
Trak key reader	1	221.00	221.00
VMU odometer program	3	87.30	261.90
VMU DDEC program	1	47.75	47.75
Cable electronic odometer pickup	3	32.45	97.35
Cable electronic DDEC pickup	4	28.84	115.36
Used cables, connectors, readers	20	0.00	0.00
Other:			
Coach seat inserts	200	10.00	2,000.00
GFI farebox bill stuffers	78	10.00	780.00
Christmas display	1	0.00	0.00
Ricon lift pistons	3	32.68	98.04
Broom heads	19	1.00	19.00
Latex gloves	7	1.00	7.00
Tennant sweeper brush	1	10.00	10.00
Coach carpet sample	1	5.00	5.00
Vanpool running board parts	3	5.00	15.00
Roll of Kaowool ceramic fiber	1	0.00	0.00
Chevrolet seat track covers	4	0.00	0.00
Total			3,677.40

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/01/2011

Thru Date: 07/01/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084321	7/1/2011	01405	ADVANCE GLASS INC	\$667.48	
00084322	7/1/2011	01640	ALL CITY LOCK & KEY	\$89.13	
00084323	7/1/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084324	7/1/2011	01660	ALL STAR FORD	\$10,314.35	
00084325	7/1/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$12,490.01	
00084326	7/1/2011	01820	AMERICAN DRIVING RECORDS INC	\$847.93	
00084327	7/1/2011	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00084328	7/1/2011	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$26,000.00	
00084329	7/1/2011	02060	AMERISAFE	\$380.45	
00084330	7/1/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$119.66	
00084331	7/1/2011	02380	ARAMARK UNIFORM SERVICES	\$769.05	
00084332	7/1/2011	02825	AUTO PLUS - OLYMPIA	\$265.68	
00084333	7/1/2011	02830	AUTO TRIM DESIGN	\$7,704.11	
00084334	7/1/2011	03240	BATTERIES PLUS	\$30.31	
00084335	7/1/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,359.84	
00084336	7/1/2011	03370	BERGKAMP EMILY	\$500.00	
00084337	7/1/2011	03510	BIKE TECH	\$326.18	
00084338	7/1/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00084339	7/1/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$20,494.82	
00084340	7/1/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$1,807.90	
00084341	7/1/2011	05125	CAMPBELL BRENT	\$116.00	
00084342	7/1/2011	05220	CAPITAL ELECTRIC	\$1,587.02	
00084343	7/1/2011	05280	CAPITAL LAKEFAIR INC	\$593.51	
00084344	7/1/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$140.00	
00084345	7/1/2011	05290	CAPITAL PLAYHOUSE	\$900.00	
00084346	7/1/2011	05320	CAPITOL CITY PRESS INC	\$389.09	
00084347	7/1/2011	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$446.38	
00084348	7/1/2011	05460	CARQUEST AUTO PARTS-OLY	\$627.56	
00084349	7/1/2011	05740	CED	\$165.28	
00084350	7/1/2011	06040	CITY OF LACEY	\$1,318.25	
00084351	7/1/2011	06060	CITY OF OLYMPIA	\$739.07	
00084352	7/1/2011	06120	CITY OF OLYMPIA UTILITIES	\$2,552.52	
00084353	7/1/2011	06470	COASTWIDE LABORATORIES - DIV OF STAPL	\$30.96	
00084354	7/1/2011	06605	COMCAST SPOTLIGHT SEATTLE	\$2,814.00	
00084355	7/1/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$2,725.27	
00084356	7/1/2011	07220	CUMMINS NORTHWEST INC	\$2,445.79	
00084357	7/1/2011	08430	DUDEK DAVID	\$90.00	
00084358	7/1/2011	08580	ECONOMIC DEVELOPMENT COUNCIL OF	\$40.00	
00084359	7/1/2011	08680	EHRLICH'S OFFICE PRODUCTS	\$191.35	
00084360	7/1/2011	08720	ELECTRONIC RESOURCING INC	\$57.61	
00084361	7/1/2011	08780	EMERALD RECYCLING SERVICE	\$117.30	
00084362	7/1/2011	09120	EXCEL SUPPLY COMPANY	\$433.71	
00084363	7/1/2011	09180	EXPRESS SERVICES INC	\$2,302.48	
00084364	7/1/2011	09550	FAIRWAY COLLECTIONS LLC	\$1,140.80	
00084365	7/1/2011	09575	FASTENAL COMPANY	\$146.72	
00084366	7/1/2011	09605	FEDERAL EXPRESS CORP	\$7.86	
00084367	7/1/2011	09805	FLEET PRIDE	\$21.17	
00084368	7/1/2011	10420	GK INDUSTRIAL REFUSE SYSTEMS	\$27.24	
00084369	7/1/2011	10545	GARY'S TIRE FACTORY	\$699.46	
00084370	7/1/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00084371	7/1/2011	10660	GILLIG LLC	\$12,761.57	
00084372	7/1/2011	10820	GRAPHIC COMMUNICATIONS	\$292.97	
00084373	7/1/2011	11153	HDR ENGINEERING, INC	\$51,114.52	
00084374	7/1/2011	11175	HEALTH CARE AUTHORITY	\$298,136.47	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/01/2011

Thru Date: 07/01/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084375	7/1/2011	11308	HOFSTETTER SHANNON	\$434.78	
00084376	7/1/2011	11310	HOGAN MFG INC	\$19.57	
00084377	7/1/2011	11355	HOOSIER CAROL	\$116.00	
00084378	7/1/2011	11373	HOWE DAVID M TRUSTEE	\$894.46	
00084379	7/1/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00084380	7/1/2011	11525	IKON OFFICE SOLUTIONS	\$229.81	
00084381	7/1/2011	11535	ILIUM ASSOCIATES INC	\$3,330.25	
00084382	7/1/2011	11615	INDUSTRIAL HYDRAULICS INC	\$411.54	
00084383	7/1/2011	11753	INTERCITY FITNESS	\$576.00	
00084384	7/1/2011	11775	INTERCITY PROJECT ASSISTANCE	\$796.00	
00084385	7/1/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,436.00	
00084386	7/1/2011	11905	JANEK CORPORATION	\$472.84	
00084387	7/1/2011	11930	JERRYS AUTOMOTIVE TOWING	\$761.99	
00084388	7/1/2011	12460	KARMART AUTOMOTIVE GROUP	\$135,823.86	
00084389	7/1/2011	12875	KPFF CONSULTING ENGINEERS INC	\$12,413.23	
00084390	7/1/2011	13510	LES SCHWAB (TUMWATER)	\$601.91	
00084391	7/1/2011	13700	LUMINATOR HOLDING, L.P.	\$1,947.96	
00084392	7/1/2011	13850	MASON COUNTY TRANSIT	\$1,302.00	
00084393	7/1/2011	14160	MCMASTER-CARR SUPPLY CO.	\$352.11	
00084394	7/1/2011	14839	MYERS TIRE SUPPLY	\$22.53	
00084395	7/1/2011	14900	NAPA AUTO PARTS	\$799.29	
00084396	7/1/2011	15030	NATIONAL SAFETY COUNCIL	\$107.34	
00084397	7/1/2011	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$130.87	
00084398	7/1/2011	15545	OLYMPIA COPY & PRINTING	\$240.45	
00084399	7/1/2011	15700	OLYMPIAN THE	\$378.44	
00084400	7/1/2011	16595	PACIFIC POWER PRODUCTS	\$3,525.23	
00084401	7/1/2011	16627	PANA-PACIFIC CORPORATION	\$514.11	
00084402	7/1/2011	16760	PETTIT OIL COMPANY	\$1,554.51	
00084403	7/1/2011	16765	PETRO CARD	\$128,321.38	
00084404	7/1/2011	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00084405	7/1/2011	16888	PLATT ELECTRIC SUPPLY	\$308.89	
00084406	7/1/2011	17394	QWEST	\$185.40	
00084407	7/1/2011	17560	RE AUTO ELECTRIC INC	\$885.37	
00084408	7/1/2011	17835	SACHS FRANK E	\$86.95	
00084409	7/1/2011	17900	SCHETKY NW SALES INC	\$2,864.64	
00084410	7/1/2011	18085	SIEMENS ENTERPRISE COMMUNICATIONS IN	\$32,714.05	
00084411	7/1/2011	18115	SIN CHONG	\$65.00	
00084412	7/1/2011	18145	SIX ROBBLEES INC	\$2,008.43	
00084413	7/1/2011	18185	SLAKEY CONSULTING	\$382.50	
00084414	7/1/2011	18473	SPRAGUE	\$45.65	
00084415	7/1/2011	18510	SRG PARTNERSHIP	\$17,842.50	
00084416	7/1/2011	18651	STORMANS (LICENSING)	\$346.50	
00084417	7/1/2011	18695	SUMMIT LAW GROUP PLLC	\$57.00	
00084418	7/1/2011	18711	SUNSET AIR INC	\$1,603.33	
00084419	7/1/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$53.21	
00084420	7/1/2011	18748	SWARNER COMMUNICATIONS	\$450.00	
00084421	7/1/2011	18801	TAGS AWARDS & SPECIALTIES	\$163.66	
00084422	7/1/2011	18815	TALEO CORPORATION	\$1,251.00	
00084423	7/1/2011	18970	TETRA TECH INC	\$10,541.95	
00084424	7/1/2011	18990	THERMO KING NORTHWEST	\$1,138.80	
00084425	7/1/2011	21930	TIRES INC	\$13,554.20	
00084426	7/1/2011	21950	TITUS-WILL CHEVROLET		<input checked="" type="checkbox"/>
00084427	7/1/2011	21950	TITUS-WILL CHEVROLET	\$234.31	
00084428	7/1/2011	22010	TOYOTA OF OLYMPIA	\$81.90	

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Accounts Payable Check Disbursement List

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00084429	7/1/2011	22320	TSS SYSTEMS LLC	\$705.00	
00084430	7/1/2011	23480	U S DEPT OF EDUCATION	\$208.29	
00084431	7/1/2011	23620	UNITED PARCEL SERVICE	\$65.19	
00084432	7/1/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,640.00	
00084433	7/1/2011	23730	USI INC	\$2,183.69	
00084434	7/1/2011	24000	W W GRAINGER INC	\$554.55	
00084435	7/1/2011	24215	WA ST DEPT OF L & I	\$334.68	
00084436	7/1/2011	24750	WA ST GET PROGRAM	\$327.50	
00084437	7/1/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$3,274.11	
00084438	7/1/2011	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$100.00	
00084439	7/1/2011	25670	WAXIE SANITARY SUPPLY	\$753.53	
00084440	7/1/2011	26700	ZEIGLER'S WELDING	\$19.02	
00084441	7/1/2011	26720	ZEP MANUFACTURING CO	\$2,270.66	
Total:				\$867,820.80	

Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 07/15/2011

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Check #	Check Date	Ref #	Name	Amount	Voided
00084446	7/15/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$973.20	
00084447	7/15/2011	01405	ADVANCE GLASS INC	\$980.12	
00084448	7/15/2011	01480	AIR FLOW SYSTEMS INC	\$1,821.62	
00084449	7/15/2011	01640	ALL CITY LOCK & KEY	\$6.52	
00084450	7/15/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084451	7/15/2011	01660	ALL STAR FORD	\$3,477.05	
00084452	7/15/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
00084453	7/15/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$224.49	
00084454	7/15/2011	01960	AMERICAN SEATING COMPANY	\$365.23	
00084455	7/15/2011	02060	AMERISAFE	\$44.57	
00084456	7/15/2011	02180	ANDERSON CHRISTINA	\$1,978.46	
00084457	7/15/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$190.15	
00084458	7/15/2011	02380	ARAMARK UNIFORM SERVICES	\$710.34	
00084459	7/15/2011	02480	ASE SUPPLY INC	\$36.33	
00084460	7/15/2011	02760	ATLAS SUPPLY CO	\$459.11	
00084461	7/15/2011	02825	AUTO PLUS - OLYMPIA	\$92.40	
00084462	7/15/2011	02830	AUTO TRIM DESIGN	\$325.77	
00084463	7/15/2011	03123	BARLOW ELIZABETH	\$250.00	
00084464	7/15/2011	03370	BERGKAMP EMILY	\$500.00	
00084465	7/15/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$634.50	
00084466	7/15/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$68.48	
00084467	7/15/2011	04120	BUILDERS HARDWARE CO	\$228.94	
00084468	7/15/2011	04160	BURKE THOMAS K	\$519.18	
00084469	7/15/2011	05205	CAPITAL BUSINESS MACHINES	\$279.00	
00084470	7/15/2011	05260	CAPITAL INDUSTRIAL INC	\$85.09	
00084471	7/15/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$70.00	
00084472	7/15/2011	05340	CAPITOL COURIER SERVICE	\$369.65	
00084473	7/15/2011	05460	CARQUEST AUTO PARTS-OLY	\$97.72	
00084474	7/15/2011	05720	CDW GOVERNMENT INC	\$4,991.21	
00084475	7/15/2011	05740	CED	\$113.92	
00084476	7/15/2011	05820	CHEMSEARCH	\$217.05	
00084477	7/15/2011	05960	CHRONICLE THE	\$526.50	
00084478	7/15/2011	06537	COLUMBIA BANK and TUCCI & SONS INC	\$8,278.13	
00084479	7/15/2011	06605	COMCAST SPOTLIGHT SEATTLE	\$3,856.00	
00084480	7/15/2011	06607	COMDATA	\$45,658.79	
00084481	7/15/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$522.15	
00084482	7/15/2011	07105	CRAIN'S OFFICE SUPPLY	\$608.93	
00084483	7/15/2011	07120	CREATIVE OFFICE THE	\$114.19	
00084484	7/15/2011	07220	CUMMINS NORTHWEST INC	\$1,830.13	
00084485	7/15/2011	07560	DATAQUEST	\$86.00	
00084486	7/15/2011	08580	ECONOMIC DEVELOPMENT COUNCIL OF	\$500.00	
00084487	7/15/2011	08680	EHRLICH'S OFFICE PRODUCTS	\$198.73	
00084488	7/15/2011	08840	EMPLOYER RESOURCES NORTHWEST	\$5,878.84	
00084489	7/15/2011	09120	EXCEL SUPPLY COMPANY	\$260.23	
00084490	7/15/2011	09180	EXPRESS SERVICES INC	\$2,573.36	
00084491	7/15/2011	09575	FASTENAL COMPANY	\$139.17	
00084492	7/15/2011	09660	FERGUSON ENTERPRISES, INC	\$15.50	
00084493	7/15/2011	09820	FLEET-NET CORP	\$1,434.84	
00084494	7/15/2011	10180	FREEDMAN SEATING CORPORATION	\$154.44	
00084495	7/15/2011	10580	GENE'S TOWING INC	\$619.94	
00084496	7/15/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00084497	7/15/2011	10660	GILLIG LLC	\$7,478.74	
00084498	7/15/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,020.49	
00084499	7/15/2011	10820	GRAPHIC COMMUNICATIONS	\$609.34	

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Check #	Check Date	Ref #	Name	Amount	Voided
00084500	7/15/2011	11015	HARBOUR MICHAEL S.	\$510.95	
00084501	7/15/2011	11185	HEALTHFORCE PARTNERS INC	\$50.00	
00084502	7/15/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00084503	7/15/2011	11250	HERGUTH LABORATORIES INC.	\$124.95	
00084504	7/15/2011	11308	HOFSTETTER SHANNON	\$279.68	
00084505	7/15/2011	11523	IKON OFFICE SOLUTIONS	\$1,887.76	
00084506	7/15/2011	11525	IKON OFFICE SOLUTIONS	\$572.52	
00084507	7/15/2011	11770	INTERCITY PETTY CASH	\$221.38	
00084508	7/15/2011	11810	INTERSTATE BATTERY	\$1,631.03	
00084509	7/15/2011	11895	J&I POWER EQUIPMENT INC	\$60.87	
00084510	7/15/2011	11930	JERRYS AUTOMOTIVE TOWING	\$155.43	
00084511	7/15/2011	12665	KGY INC	\$375.00	
00084512	7/15/2011	12875	KPFF CONSULTING ENGINEERS INC	\$53,737.96	
00084513	7/15/2011	12910	KRONE, DAVID	\$70.64	
00084514	7/15/2011	12915	KRXY PREMIER BROADCASTERS	\$705.00	
00084515	7/15/2011	12945	KXXO MIXX 96 FM	\$425.00	
00084516	7/15/2011	13140	L G ISAACSON CO INC	\$65.22	
00084517	7/15/2011	13485	LEMAY MOBILE SHREDDING	\$38.90	
00084518	7/15/2011	13510	LES SCHWAB (TUMWATER)	\$61.14	
00084519	7/15/2011	13661	LOOMIS	\$296.95	
00084520	7/15/2011	13700	LUMINATOR HOLDING, L.P.	\$2,918.16	
00084521	7/15/2011	14160	MCMASTER-CARR SUPPLY CO.	\$514.35	
00084522	7/15/2011	14590	MOHAWK MFG & SUPPLY	\$97.93	
00084523	7/15/2011	14640	MORGAN, WESLEY	\$65.00	
00084524	7/15/2011	14839	MYERS TIRE SUPPLY	\$200.24	
00084525	7/15/2011	14900	NAPA AUTO PARTS	\$179.41	
00084526	7/15/2011	15030	NATIONAL SAFETY COUNCIL	\$775.00	
00084527	7/15/2011	15120	NEWSOME CAROLYN	\$116.00	
00084528	7/15/2011	15150	NISQUALLY VALLEY NEWS	\$1,342.80	
00084529	7/15/2011	15385	OFFICE DEPOT	\$240.79	
00084530	7/15/2011	16490	PACIFIC DISPOSAL INC	\$1,432.82	
00084531	7/15/2011	16595	PACIFIC POWER PRODUCTS	\$1,005.85	
00084532	7/15/2011	16695	PATTISON WATER COMPANY	\$263.24	
00084533	7/15/2011	16705	PCS COATINGS INC	\$829.80	
00084534	7/15/2011	16757	PETERSON LEE	\$116.00	
00084535	7/15/2011	16760	PETTIT OIL COMPANY	\$268.28	
00084536	7/15/2011	16765	PETRO CARD	\$94,463.64	
00084537	7/15/2011	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$774.43	
00084538	7/15/2011	17290	PUGET SOUND ENERGY	\$13,902.29	
00084539	7/15/2011	17300	PUGET SOUND MEETING SERVICES	\$645.49	
00084540	7/15/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00084541	7/15/2011	17394	QWEST	\$26.94	
00084542	7/15/2011	17395	QWEST	\$3,221.10	
00084543	7/15/2011	17560	RE AUTO ELECTRIC INC	\$623.41	
00084544	7/15/2011	17900	SCHETKY NW SALES INC	\$3,346.78	
00084545	7/15/2011	18068	SHINING EXAMPLE INC	\$303.33	
00084546	7/15/2011	18330	SOUND LANDSCAPE PROFESSIONALS	\$6,848.10	
00084547	7/15/2011	18470	SPORTWORKS NORTHWEST INC	\$32.73	
00084548	7/15/2011	18473	SPRAGUE	\$45.65	
00084549	7/15/2011	18705	SUNBELT RENTALS	\$669.73	
00084550	7/15/2011	18748	SWARNER COMMUNICATIONS	\$450.00	
00084551	7/15/2011	18767	TACOMA SCREW PRODUCTS	\$29.61	
00084552	7/15/2011	18801	TAGS AWARDS & SPECIALTIES	\$19.57	
00084553	7/15/2011	18990	THERMO KING NORTHWEST	\$2,388.37	

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Check #	Check Date	Ref #	Name	Amount	Voided
00084554	7/15/2011	21830	THURSTON COUNTY SOLID WASTE	\$23.00	
00084555	7/15/2011	21880	THURSTON REGIONAL PLANNING COUNCIL	\$8,935.75	
00084556	7/15/2011	21930	TIRES INC	\$1,727.98	
00084557	7/15/2011	21950	TITUS-WILL CHEVROLET	\$391.97	
00084558	7/15/2011	22100	TRANSIT SOLUTIONS, LLC	\$6,695.98	
00084559	7/15/2011	22340	TUCCI & SONS	\$157,284.64	
00084560	7/15/2011	22420	TUMWATER PRINTING	\$116.85	
00084561	7/15/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$7,525.93	
00084562	7/15/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,714.61	
00084563	7/15/2011	23480	U S DEPT OF EDUCATION	\$208.29	
00084564	7/15/2011	23620	UNITED PARCEL SERVICE	\$180.72	
00084565	7/15/2011	23740	USSC LLC	\$167.30	
00084566	7/15/2011	23790	VENTILATION POWER INC	\$1,870.62	
00084567	7/15/2011	23795	VENTO JORGE	\$80.00	
00084568	7/15/2011	23820	VERIZON WIRELESS	\$2,314.89	
00084569	7/15/2011	24000	W W GRAINGER INC	\$227.09	
00084570	7/15/2011	24180	WA ST DEPT OF GENERAL ADMINISTRATION	\$250.00	
00084571	7/15/2011	24205	WA ST DEPT OF INFORMATION SERVICES	\$169.41	
00084572	7/15/2011	24215	WA ST DEPT OF L & I	\$333.42	
00084573	7/15/2011	24750	WA ST GET PROGRAM	\$347.50	
00084574	7/15/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$325.55	
00084575	7/15/2011	25380	WASHINGTON GARDENS	\$314.65	
00084576	7/15/2011	25670	WAXIE SANITARY SUPPLY	\$1,010.92	
00084577	7/15/2011	26030	WILLIAMSON LESLIE	\$116.00	
00084578	7/15/2011	26405	XIOLOIX LLC	\$77,905.29	
00084579	7/15/2011	26760	ZONES	\$2,250.12	
Total:				\$586,563.45	

Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 07/29/2011

Thru Date: 07/29/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084584	7/29/2011	01405	ADVANCE GLASS INC	\$1,170.26	
00084585	7/29/2011	01640	ALL CITY LOCK & KEY	\$56.52	
00084586	7/29/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084587	7/29/2011	01660	ALL STAR FORD	\$5,238.81	
00084588	7/29/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$12,724.74	
00084589	7/29/2011	01820	AMERICAN DRIVING RECORDS INC	\$255.01	
00084590	7/29/2011	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$75.00	
00084591	7/29/2011	02060	AMERISAFE	\$88.59	
00084592	7/29/2011	02380	ARAMARK UNIFORM SERVICES	\$773.79	
00084593	7/29/2011	02640	ASSOCIATION OF TRAVEL INSTRUCTION	\$100.00	
00084594	7/29/2011	03560	BJORGEN BAUER PLLC	\$7,238.00	
00084595	7/29/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$355.45	
00084596	7/29/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$283.71	
00084597	7/29/2011	04120	BUILDERS HARDWARE CO	\$236.83	
00084598	7/29/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$140.00	
00084599	7/29/2011	05305	CAPITOL ALARM INC	\$323.71	
00084600	7/29/2011	05360	CAPITOL DRIVESHAFT	\$714.88	
00084601	7/29/2011	05460	CARQUEST AUTO PARTS-OLY	\$87.94	
00084602	7/29/2011	05740	CED	\$99.92	
00084603	7/29/2011	06040	CITY OF LACEY	\$1,523.74	
00084604	7/29/2011	06060	CITY OF OLYMPIA	\$589.75	
00084605	7/29/2011	06120	CITY OF OLYMPIA UTILITIES	\$5,818.23	
00084606	7/29/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,515.00	
00084607	7/29/2011	07105	CRAIN'S OFFICE SUPPLY	\$52.17	
00084608	7/29/2011	07120	CREATIVE OFFICE THE	\$13.57	
00084609	7/29/2011	07220	CUMMINS NORTHWEST INC	\$1,637.87	
00084610	7/29/2011	07660	DAYTECH LIMITED	\$4,400.00	
00084611	7/29/2011	08680	EHRLECHS OFFICE PRODUCTS	\$55.21	
00084612	7/29/2011	08780	EMERALD RECYCLING SERVICE	\$322.00	
00084613	7/29/2011	09180	EXPRESS SERVICES INC	\$2,167.04	
00084614	7/29/2011	09575	FASTENAL COMPANY	\$311.65	
00084615	7/29/2011	09760	FITZGERALD'S PHOTOGRAPHY	\$358.71	
00084616	7/29/2011	10180	FREEDMAN SEATING CORPORATION	\$57.00	
00084617	7/29/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00084618	7/29/2011	10660	GILLIG LLC	\$11,819.23	
00084619	7/29/2011	11175	HEALTH CARE AUTHORITY	\$288,700.78	
00084620	7/29/2011	11250	HERGUTH LABORATORIES INC.	\$1,297.45	
00084621	7/29/2011	11308	HOFSTETTER SHANNON	\$434.78	
00084622	7/29/2011	11310	HOGAN MFG INC	\$278.67	
00084623	7/29/2011	11525	IKON OFFICE SOLUTIONS	\$55.89	
00084624	7/29/2011	11535	ILIUM ASSOCIATES INC	\$276.25	
00084625	7/29/2011	11615	INDUSTRIAL HYDRAULICS INC	\$171.93	
00084626	7/29/2011	11735	TALENTWISE	\$391.55	
00084627	7/29/2011	11753	INTERCITY FITNESS	\$576.00	
00084628	7/29/2011	11775	INTERCITY PROJECT ASSISTANCE	\$798.00	
00084629	7/29/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,466.00	
00084630	7/29/2011	11800	INTERNATONAL INSTITUTE MUNICIPAL CLER	\$75.00	
00084631	7/29/2011	11900	JAMES, COREY	\$65.00	
00084632	7/29/2011	11905	JANEK CORPORATION	\$445.67	
00084633	7/29/2011	11930	JERRYS AUTOMOTIVE TOWING	\$92.40	
00084634	7/29/2011	12550	KENT-MOORE DIVISION	\$137.84	
00084635	7/29/2011	12675	KING COUNTY FINANCE	\$112,000.00	
00084636	7/29/2011	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$320.00	
00084637	7/29/2011	13140	L G ISAACSON CO INC	\$111.65	

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Check #	Check Date	Ref #	Name	Amount	Voided
00084638	7/29/2011	13240	LAB SAFETY SUPPLY INC	\$219.78	
00084639	7/29/2011	13360	LAMBRIX JOE	\$65.00	
00084640	7/29/2011	13694	LUCAS JR, JOHN	\$65.00	
00084641	7/29/2011	13700	LUMINATOR HOLDING, L.P.	\$584.98	
00084642	7/29/2011	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,761.30	
00084643	7/29/2011	14065	MCCARTHY, LINNA	\$48.38	
00084644	7/29/2011	14160	MCMASTER-CARR SUPPLY CO.	\$240.53	
00084645	7/29/2011	14530	MINUTEMAN PRESS(EASTSIDE)	\$343.62	
00084646	7/29/2011	14760	MUNCIE TRANSIT SUPPLY	\$848.84	
00084647	7/29/2011	14839	MYERS TIRE SUPPLY	\$602.43	
00084648	7/29/2011	14900	NAPA AUTO PARTS	\$417.76	
00084649	7/29/2011	15385	OFFICE DEPOT	\$21.25	
00084650	7/29/2011	15700	OLYMPIAN THE	\$398.48	
00084651	7/29/2011	16595	PACIFIC POWER PRODUCTS	\$369.51	
00084652	7/29/2011	16765	PETRO CARD	\$99,664.60	
00084653	7/29/2011	16820	PIERCE COUNTY SECURITY	\$13,007.38	
00084654	7/29/2011	16888	PLATT ELECTRIC SUPPLY	\$69.23	
00084655	7/29/2011	17135	PRICE JAMES	\$65.00	
00084656	7/29/2011	17290	PUGET SOUND ENERGY	\$802.92	
00084657	7/29/2011	17505	RAINIER DODGE INC	\$139.26	
00084658	7/29/2011	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$148.88	
00084659	7/29/2011	17560	RE AUTO ELECTRIC INC	\$2,578.60	
00084660	7/29/2011	17900	SCHETKY NW SALES INC	\$3,273.68	
00084661	7/29/2011	18032	SERVICE PAPER COMPANY	\$130.05	
00084662	7/29/2011	18145	SIX ROBBLEES INC	\$234.01	
00084663	7/29/2011	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$240.00	
00084664	7/29/2011	18470	SPORTWORKS NORTHWEST INC	\$145.33	
00084665	7/29/2011	18651	STORMANS (LICENSING)	\$557.75	
00084666	7/29/2011	18695	SUMMIT LAW GROUP PLLC	\$606.50	
00084667	7/29/2011	18705	SUNBELT RENTALS	\$403.39	
00084668	7/29/2011	18711	SUNSET AIR INC	\$1,725.41	
00084669	7/29/2011	18755	S-SQUARE TUBE PRODUCTS	\$1,545.00	
00084670	7/29/2011	18801	TAGS AWARDS & SPECIALTIES	\$4.08	
00084671	7/29/2011	18815	TALEO CORPORATION	\$108.84	
00084672	7/29/2011	21930	TIRES INC	\$14,250.23	
00084673	7/29/2011	21950	TITUS-WILL CHEVROLET	\$165.53	
00084674	7/29/2011	22420	TUMWATER PRINTING	\$3,182.20	
00084675	7/29/2011	23480	U S DEPT OF EDUCATION	\$207.42	
00084676	7/29/2011	23620	UNITED PARCEL SERVICE	\$78.07	
00084677	7/29/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,656.00	
00084678	7/29/2011	24000	W W GRAINGER INC	\$841.21	
00084679	7/29/2011	24030	WA ST AUDITORS OFFICE	\$13,621.38	
00084680	7/29/2011	24215	WA ST DEPT OF L & I	\$334.12	
00084681	7/29/2011	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$662.50	
00084682	7/29/2011	24440	WA ST DEPT OF PERSONNEL	\$905.00	
00084683	7/29/2011	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$2,636.00	
00084684	7/29/2011	24750	WA ST GET PROGRAM	\$347.50	
00084685	7/29/2011	25670	WAXIE SANITARY SUPPLY	\$1,989.90	
00084686	7/29/2011	25770	WESCO AUTOBODY SUPPLY	\$165.79	
00084687	7/29/2011	26560	YELM CHAMBER OF COMMERCE	\$325.00	
00084688	7/29/2011	26700	ZEIGLER'S WELDING	\$1,191.80	
00084689	7/29/2011	26720	ZEP MANUFACTURING CO	\$3,353.51	
61084582	7/29/2011	02640	ASSOCIATION OF TRAVEL INSTRUCTION	\$175.00	
61084583	7/29/2011	07617	DAVID M HOWE TRUSTEE	\$1,799.06	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/29/2011

Thru Date: 07/29/2011

Check #	Check Date	Ref #	Name	Amount	Voided
				Total:	\$654,623.18

PERIOD DATES: 07/17 -30/2011					PAYDAY 08/05/2011					PERIOD DATES: 07/31-8/13/2011					PAYDAY 8/19/2011				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		WIRE	62,755.63		3	FIT		WIRE	64,512.39		3	FIT		WIRE	64,512.39			
4	MT	8283.73	WIRE	16,567.46	79,323.09	4	MT	8465.8	WIRE	16,931.60	81,443.99	4	MT		WIRE	16,931.60	81,443.99		
5	AL/34	Life Ins.	Check	928.33	0.00	5	AL/34	Life Ins.	Check	2,309.33	0.00	5	AL/34	Life Ins.	Check	2,309.33	0.00		
6	DI/32	Disability In	Check	1,227.23	0.00	6	DI/32	Disability In	Check	2,934.61	0.00	6	DI/32	Disability In	Check	2,934.61	0.00		
7	HI/38	Health In1st	Check	8,322.00	0.00	7	HI/38	Health In1st	Check	271,486.50	0.00	7	HI/38	Health In1st	Check	271,486.50	0.00		
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00		
9	CC/61	Child Care	Hfstttr/Brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39			
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00			
11	GN/08	Garnish	Manual	1,706.80		11	GN/08	Garnish	Manual	2,145.41		11	GN/08	Garnish	Manual	2,145.41			
12	CS/09	DSHS	EFT	1,244.75	1,244.75	12	CS/09	DSHS	EFT	1,244.75	1,244.75	12	CS/09	DSHS	EFT	1,244.75	1,244.75		
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02		
14	D1/98	D.Dep. #1	WIRE	6,947.41	6,947.41	14	D1/98	D.Dep. #1	WIRE	6,598.79	6,598.79	14	D1/98	D.Dep. #1	WIRE	6,598.79	6,598.79		
15	D2/97	D.Dep. #2	WIRE	22,186.01	22,186.01	15	D2/97	D.Dep. #2	WIRE	22,158.90	22,158.90	15	D2/97	D.Dep. #2	WIRE	22,158.90	22,158.90		
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check	0.00			
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check	0.00			
17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50			
18	DC/97	Vgrd Empl	Wire	41,533.92		18	DC/97	Vgrd Empl	Wire	42,545.18		18	DC/97	Vgrd Empl	Wire	42,545.18			
19	DC/22	Vgrd Emplr	Wire	28,002.82	69,536.74	19	DC/22	Vgrd Emplr	Wire	28,644.56	71,189.74	19	DC/22	Vgrd Emplr	Wire	28,644.56	71,189.74		
20	L2/29	401k Ln#2	Wire	2,926.81		20	L2/29	401k Ln#2	Wire	2,885.96		20	L2/29	401k Ln#2	Wire	2,885.96			
20	LN/29	401k Ln #1	Wire	8,815.11	11,741.92	20	LN/29	401k Ln #1	Wire	8,322.79	11,208.75	20	LN/29	401k Ln #1	Wire	8,322.79	11,208.75		
22	TTL VNGRD			81,278.66		22	TTL VNGRD			82,398.49		22	TTL VNGRD			82,398.49			
23	LI/02	L&I	Check	24,047.55		23	LI/02	L&I	Check	24,387.09	162,270.69	23	LI/02	L&I	Check	24,387.09	162,270.69		
24	MD/51	Mch.UnDue	Check	1,205.87		24	MD/51	Mch.UnDue	Check	1,167.88		24	MD/51	Mch.UnDue	Check	1,167.88			
25	MI/52	Mac.Initiation	Check	54.00		25	MI/52	Mch.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00			
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00		
27	MS/60		draw check	0.00	0.00	27	R1	Misc. draw	draw	0.00	0.00	27	R1	Misc. draw	draw	0.00	0.00		
28					0.00	28	R2				0.00	0.00	28	R2			0.00	0.00	
29	PA/66	Proj.Assist	Direct Dep	399.00		29	PA/66	Proj.Assist	Direct Dep	400.00		29	PA/66	Proj.Assist	Direct Dep	400.00			
30	PN/04	PERS empl	EFT	28,928.87	0.00	30	PN/04	PERS empl	EFT	30,156.35	0.00	30	PN/04	PERS empl	EFT	30,156.35	0.00		
31	PN/04	PERS emplr	EFT	43,024.66	71,953.53	31	PN/04	PERS emplr	EFT	44,705.94	74,862.29	31	PN/04	PERS emplr	EFT	44,705.94	74,862.29		
32	TTL PERS			71,953.53		32	TTL PERS			74,862.29		32	TTL PERS			74,862.29			
33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00		
34	RC/24	ICMA Empl	WIRE	5,593.22		34	RC/24	ICMA Empl	WIRE	5,703.35	0.00	34	RC/24	ICMA Empl	WIRE	5,703.35	0.00		
35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30		
36	RL/21	ICMA Ln#1	WIRE	1,867.84	2,401.41	36	RL/21	ICMA Ln#1	WIRE	1,867.84	2,401.41	36	RL/21	ICMA Ln#1	WIRE	1,867.84	2,401.41		
37	RR/25	ICMA emplr	WIRE	2,681.54	8,274.76	37	RR/25	ICMA emplr	WIRE	2,744.22	8,447.57	37	RR/25	ICMA emplr	WIRE	2,744.22	8,447.57		
38	TTL ICMA			10,676.17	11,168.47	38	TTL ICMA			10,848.98	11,341.28	38	TTL ICMA			10,848.98	11,341.28		
39	SD/26	Defr Empl	EFT	8,581.96		39	SD/26	Defr Empl	EFT	8,814.68		39	SD/26	Defr Empl	EFT	8,814.68			
40	SR/27	Defr Emplr	EFT	3,867.42	12,449.38	40	SR/27	Defr Emplr	EFT	3,979.18	12,793.86	40	SR/27	Defr Emplr	EFT	3,979.18	12,793.86		
41	UC/45	Un COPE		179.00		41	UC/45	Un COPE				41	UC/45	Un COPE					
42	UA/44	Un Assess	Check			42	UA/44	Un Assess	Check	570.00		42	UA/44	Un Assess	Check	570.00			
43	UD/42	Un Dues	Check	4,889.65		43	UD/42	Un Dues	Check	4,875.82		43	UD/42	Un Dues	Check	4,875.82			
44	UI/41	Un Initiati	Check	90.00		44	UI/41	Un Initiati	Check	90.00		44	UI/41	Un Initiati	Check	90.00			
45	UT/43	Un Tax	Check	2,158.30		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00			
46	UW/62	United Way	Check	841.00		46	UW/62	United Way	Check	814.00		46	UW/62	United Way	Check	814.00			
47	WF/64	Wellness	Direct Dep	288.00		47	WF/64	Wellness	Direct Dep	287.00		47	WF/64	Wellness	Direct Dep	287.00			
48	NET PAY (dir. Deposit)			377,870.27	377,870.27	48	Net Pay (Dir. Dep.)			384,748.37	384,748.37	48	Net Pay (Dir. Dep.)			384,748.37	384,748.37		
	Paychecks			4,816.51			Paychecks			5,272.37			Paychecks			5,272.37			
50	TOTAL TRANSFER				\$664,765.59	50	TOTAL TRANSFER				\$840,205.43	50	TOTAL TRANSFER				\$840,205.43		
51	TOTAL PAYROLL*:			\$717,450.22		51	TOTAL PAYROLL*:			\$996,206.14		51	TOTAL PAYROLL*:			\$996,206.14			
52	GROSS EARNINGS:			611,403.13		52	GROSS EARNINGS:			634,502.50		52	GROSS EARNINGS:			634,502.50			
53	EMPR MISC DED:			97,763.36		53	EMPR MISC DED:			353,237.84		53	EMPR MISC DED:			353,237.84			
	EMPR MEDICARE TAX:			8,283.73			EMPR MEDICARE TAX:			8,465.80			EMPR MEDICARE TAX:			8,465.80			
54						54						54							
55	TOTAL PAYROLL*:			\$717,450.22		55	TOTAL PAYROLL*:			\$996,206.14		55	TOTAL PAYROLL*:			\$996,206.14			
56						56	TOTAL PAYROLL FOR MONTH:			\$1,713,656.36		56	TOTAL PAYROLL FOR MONTH:			\$1,713,656.36			

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: September 7, 2011

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

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** With the delivery of replacement vanpool vehicles, staff requests the Authority declare the attached list of vehicles surplus. All of these vehicles surpassed their life expectancy and are surplus to our needs. They will be offered for direct purchase by other public agencies. Vehicles not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$130,000.00.
-
- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these vehicles.
 - B. Declare a portion of the vehicles surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all vehicles. 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" September 2011.

Intercity Transit Surplus List September 2011

Attachment "A"

Vehicle Number	Vehicle Description	Year	Approx. Miles	Value	Note
1502	Chevrolet Astro, 8-passenger van	2005	99,410	\$3,500.00	
1505	Chevrolet Astro, 8-passenger van	2005	106,750	\$3,500.00	
1508	Chevrolet Astro, 8-passenger van	2005	93,918	Van Grant	
1514	Chevrolet Astro, 8-passenger van	2005	97,196	\$3,500.00	
1515	Chevrolet Astro, 8-passenger van	2005	100,960	\$3,500.00	
1523	Chevrolet Astro, 8-passenger van	2005	102,059	\$3,500.00	
1544	Ford Clubwagon, 12-passenger van	2006	100,278	\$3,500.00	
1545	Ford Clubwagon, 12-passenger van	2006	94,361	Van Grant	
1548	Ford Clubwagon, 12-passenger van	2006	100,649	\$3,500.00	
1554	Ford Clubwagon, 12-passenger van	2006	103,503	\$3,500.00	
1555	Ford Clubwagon, 12-passenger van	2006	83,819	\$2,000.00	burns oil
1559	Ford Clubwagon, 12-passenger van	2006	115,155	\$3,500.00	
1562	Ford Clubwagon, 12-passenger van	2006	97,615	Van Grant	
1563	Ford Clubwagon, 12-passenger van	2006	104,192	Van Grant	
1564	Ford Clubwagon, 12-passenger van	2006	127,333	\$3,500.00	
1567	Ford Clubwagon, 12-passenger van	2006	139,023	\$3,500.00	
1570	Ford Clubwagon, 15-passenger van	2006	122,294	\$3,500.00	
1572	Ford Clubwagon, 15-passenger van	2006	106,020	\$3,500.00	
1672	GMC Safari, 8-passenger van	2001	108,341	\$2,500.00	
1698	Chevrolet Astro, 8-passenger van	2002	81,118	\$0.00	accident/totaled
1700	Chevrolet Express, 12-passenger van	2002	108,147	\$3,000.00	
1701	Chevrolet Express, 12-passenger van	2002	89,897	\$3,500.00	
1702	Chevrolet Express, 12-passenger van	2002	103,294	\$3,500.00	
1703	Chevrolet Express, 12-passenger van	2002	102,956	\$3,500.00	
1722	Ford Clubwagon, 12-passenger van	2003	101,867	\$3,500.00	
1725	Ford Clubwagon, 12-passenger van	2003	123,783	\$3,500.00	
1753	Chevrolet Astro, 8-passenger van	2004	100,332	\$3,500.00	
1757	Chevrolet Astro, 8-passenger van	2004	118,431	\$3,500.00	
1760	Chevrolet Astro, 8-passenger van	2004	91,050	\$3,500.00	
1773	Ford Club Wagon, 12-passenger van	2004	86,172	\$3,500.00	
1780	Ford Club Wagon, 12-passenger van	2005	98,855	\$3,500.00	
1785	Ford Club Wagon, 12-passenger van	2005	120,300	\$3,500.00	
1788	Ford Club Wagon, 12-passenger van	2005	113,228	\$3,500.00	
1790	Ford Club Wagon, 12-passenger van	2005	85,217	\$3,500.00	
1795	Ford Club Wagon, 12-passenger van	2005	115,287	\$3,500.00	
1835	Chevy Express, 12-passenger van	2007	115,180	\$4,000.00	
1836	Chevy Express, 12-passenger van	2007	126,486	\$4,000.00	
1838	Chevy Express, 12-passenger van	2007	126,157	\$4,000.00	
1848	Chevy Express, 12-passenger van	2007	140,780	\$4,000.00	
1849	Chevy Express, 12-passenger van	2007	105,141	\$4,000.00	
1852	Chevy Express, 12-passenger van	2007	107,866	\$4,000.00	
1871	Chevy Express, 15-passenger van	2007	112,339	\$4,000.00	
1922	Chevy Uplander, 7-passenger van	2008	11,001	\$0.00	accident/totaled

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Stephen Buxbaum

City of Rainier

Dennis McVey

City of Tenino

Ken Jones

City of Tumwater

Ed Stanley

City of Yelm

Robert Isom

Town of Bucoda

Gary Givens

Thurston County

Cathy Wolfe

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Thurston PUD

Paul Pickett

Olympia School District

Allen Miller

North Thurston Public Schools

Chuck Namit

Confederated Tribes of the Chehalis Reservation

Pending

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development

Council of Thurston County

Michael Cade

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Norman Abbott

The Evergreen State College

Paul Smith

Timberland Regional Library

Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, September 9, 2011 8:30-11:00 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – July 8, 2011
- b. Approval of Vouchers
- c. Approval of Mid-year Financial Report

Present for review and acceptance the First Half 2011 Financial Report.

Retreat Follow-up

INFORMATION

This agenda item will give the Council the opportunity to follow up on possible actions that were proposed at the July TRPC retreat. The Executive Director will review the retreat discussions/directions and present possible actions that could be undertaken to accomplish Council recommendations.

2012-2015 Regional Transportation Improvement Program

1st REVIEW

This investment plan provides a regional overview of funding secured and planned transportation projects based on the local transportation improvement programs (TIPs) developed by each jurisdiction.

TRPC will be asked to take action on the proposal in October.

Program Status Report

UPDATE

The Director will give a status update on current projects and programs.

2012 Council Work Program Sub-committee Assignment

ACTION ITEM

The Chair will appoint a work program sub-committee to draw up the 2012 Work Program.

Challenge Grant Information

INFORMATION

TRPC is preparing a Community Challenge Grant Proposal as follow up work to the Urban Corridors Task Force. The proposal is to define a community-based vision and develop three Neighborhood or District Plans. The cities of Lacey, Olympia, and Tumwater are leads on the Neighborhood and District Plans in their respective jurisdictions.

Federal Discretionary Funding Award – JBLM / I-5 Congestion Relief Action Plan

INFORMATION

In response to a rapid response statewide call for projects in May, TRPC worked with partners on the I-5 corridor to develop a proposal for tackling congestion between Lacey and Lakewood. On August 17th TRPC received word that this project has been selected for funding by the Federal Highway Administration. This briefing will provide an overview of this project.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
August 15, 2011**

CALL TO ORDER

Vice Chair Faith Hagenhofer called the August 15, 2011, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Steve Abernathy; Matthew Connor; Wilfred Collins; Sreenath Gangula; Jill Geyen; Catherine Golding; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; and Kahlil Sibree.

Excused: Jacqueline Reid and Valerie Elliott.

Unexcused: Michael Van Gelder and Rob Workman.

Staff Present: Rhodetta Seward, Carolyn Newsome, and Shannie Jenkins.

Others Present: Authority member, Virgil Clarkson.

APPROVAL OF AGENDA

It was M/S/A by G. Abernathy and Melnick to approve the agenda.

INTRODUCTIONS

- A.** Authority member, Virgil Clarkson, City of Lacey Deputy Mayor, was introduced.
- B.** New CAC members See, Richardson, and Connor provided self introductions.

Sibree arrived.

MEETING ATTENDANCE

- A. September 7, 2011, Regular Meeting -** Meta Hogan.
- B. September 21, 2011, Joint Meeting-** No Representative needed.

CAC MEETING MINUTES

August 15, 2011

Page 2 of 9

APPROVAL OF MINUTES - June 20, 2011, Minutes

It was M/S/A by Melnick and Hogan to approve the minutes of June 20, 2011, as presented.

NEW BUSINESS

A. **Surplus Van Grant Program** - Newsome explained the Authority adopted a resolution in 2003 to create the Surplus Van Grant Program. The program grants up to four 8 - 12 passenger vans to help non-profit agencies in our Public Transportation Benefit Area (PTBA). Intercity Transit recently received 46 new vans. Open houses are scheduled for Friday, August 19 from 1:00 p.m. to 3:30 p.m. and Thursday, August 25 from 10:00 a.m. to 11:30 a.m. at Intercity Transit Board Room. The agencies can ask questions, get help with their application, and take a look at the vans available.

Our policy for the life of a vanpool is six years or 100,000 miles. Staff sent notices to 45 community groups to announce the program. The information is on Intercity Transit's website; a press release was sent out, and we use social media to make the announcement. Usually 18-20 applications are received each year. A review team will evaluate the applications. Selection criteria includes trips provided, community benefits, coordination of services, and ability to maintain vehicle and service. The requirement is the chosen groups must use the vans to transport people, and the groups must be within our PTBA. Based on the selection criteria, the review team will make recommendations to the General Manager for the October Authority meeting. The vans are granted, not donated. Vans have a value of \$3,500.00.

Gray arrived.

Melnick asked if the vans are monitored after they are granted. Newsome reported the group must submit reports quarterly for one year.

Other Rules and Requirements are:

- Vans must be used for a transportation-related purpose for residents who live within Intercity Transit's PTBA.
- Only one van will be awarded per agency/organization per year.
- Application must clearly designate the primary applicant, who will be named as buyer on vehicle title, if selected as a recipient.
- Trips must originate in the PTBA and remain within a 150 mile radius of Intercity Transit's PTBA.

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- Trips to or from religious worship, devotion or instruction may not be counted to meet the selection criteria. This restriction does not affect the use of the van once an award has been made.
- Applicants must certify they have the financial and management capacity to insure granted vehicles, if selected as a recipient.
- Applicants must certify they have the financial and management capacity to maintain vehicles in good working condition.
- Applicants must provide a copy of the 501(c) (3) non-profit certification, if applicable.
- Successful applicants are required to sign an agreement relating to the exchange of vehicles for transportation-related services.
- Applicants must track ridership, hours and miles of service and provide a quarterly report to Intercity Transit.
- Applicants shall only provide transportation to their clients, members, guests or other similar users with vans supplied under this program. They shall not provide transportation to the general public.
- Applicants shall not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

Gangula asked if the granted vans are included in our regular ridership report. Newsome confirmed they are not. Collins asked about his church and if the buyer on the title would be the pastor or a business manager. Newsome responded it depends on how the church does business. A glitch regarding churches is our constitution does not allow us to give public assets for religious education. Hagenhofer asked if groups who do not receive the grant, automatically get on the list for next year. Newsome responded the groups have to reapply each year. O'Connell asked if it is one van per organization per year. Newsome responded some agencies reapply to expand their program if they've grown, or some apply to replace the van they already received. O'Connell reported Community Youth Services is benefiting greatly because of the vans they received with this grant. See asked if trips can go outside of the PTBA, and yes they can. Geyen asked if school districts can apply. Newsome reported some school districts adopted a no 12 or 15 passenger policy. Hogan asked if a neighborhood association can apply. Newsome confirmed yes.

Deadline for submitting the application is September 16, 2011. Announcement of van grant awards is October 5, 2011.

B. Intercity Transit Discounted Bus Pass Program – Six Month Progress Report –

Seward reported on Harbour's behalf. In late 2010, the Authority approved the discounted monthly bus pass program to non-profit organizations to enhance

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transportation services for low-income Thurston County residents. Intercity Transit would make available up to \$200,000 in passes to organizations which would then be required to provide a 50% match for the passes.

S. Abernathy arrived.

When all applications were received, the amount awarded was \$104,775. This showed the community wasn't in as big of need as anticipated. Some organizations did not apply but will in the future. A requirement for the approved agencies is to provide information back to Intercity Transit on how the program is doing, how the agency is giving out passes, and how many they were using. A six-month progress report is provided in today's packet. From the report, the program has gone very well. Behavioral Health Resources isn't using as many bus passes as they thought they would. Community Youth Services asked if they could be billed for passes used. We do not have enough staff to adjust the accounting process as they would like. All agencies commented they want to participate next year, some needing more and some needing less passes. Staff will go back to the Authority for consideration for next year's budget.

Hustoft asked when this goes to the Authority for the budget, will the same dollar amount be requested. Seward commented we will ask for about the same amount. The cost to Intercity Transit is not the \$200,000; actual cost is approximately \$52,000.

C. Strategic Plan Issues – Seward reported on Harbour's behalf. This is the time of year staff begins work on the six year strategic plan. Over the next few months, staff will present several packets of information, this being the first. After going through the document, any comments or questions can be addressed to Harbour or Seward. The strategic plan will be part of the upcoming joint meeting in September as well. The final report will be presented to the Authority for approval in November.

Twenty issues are identified in the 2011-2016 Strategic Plan and Seward reviewed some of the items:

1. **What new or expanded local transit services are needed to serve the growing population?** A 3.2% service increase was implemented in February 2011. A non-planned service increase took place in June to address the Pierce Transit service reductions. A service change in October was just approved by the Authority for October 2011 to address additional Pierce Transit reductions, the Dash and Route 60. We adopted a policy that the Authority reviews fares every three years, 2012

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being the third year. Most likely staff will not recommend an increase; however, staff will probably ask the Authority to review fares

2. **What is Intercity Transit's role in providing regional mobility?** Intercity Transit applied for four grants to replace vehicles. Two of the grants were to replace the 1998 vehicles with Hybrids. We cannot add more vehicles without expanding the Pattison Street facility. Funding for phase 2 of the Hawks Prairie Park-n-Ride was obtained and work continues on this project with a 2012 completion date.
3. **What additional investments in technology should be made beyond the current Advanced Communications Systems project?** Google Transit and One Bus Away were implemented.
4. **Should the vanpool program continue to expand to keep pace with demand?** 47 vans were purchased and we increased the number of vanpools on the JBLM and we've added over 200 new vanpool riders since the first of the year.
5. **Issue: What steps should Intercity Transit take to reduce emissions and the negative environmental impact of our operations?** The Environmental and Sustainability Management System (ESMS) policy was revised, updated and adopted by the Authority in 2011. We continue partnering with the Thurston Green Business group and Puget Sound Energy's Green Power program. The ESMS team participated in three of the four workshops, with an intern assisting. The update of the Sustainability Plan will be completed in late 2011.
6. **Issue: What should be Intercity Transit's policy and actions related to expansion of the PTBA?** The policy, "The Intercity Transit Authority should consider annexation of new areas only if representatives of those areas request the Authority to hold an annexation election and demonstrate that there is support for the action in the area to be annexed" continues. Work continues for staff to work with the Thurston Regional Planning Council and Thurston County to further explore alternatives for providing public transportation services in rural Thurston County.
7. **Issue: What additional steps should Intercity Transit take to increase safety and security for all customers and employees, and to provide the best possible response in the event of community emergencies?** The implementation of appropriate actions to control access to the Pattison Street facility is still being

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studied. Work continues with local emergency response agencies to identify needed training or actions to improve capabilities.

Hagenhofer feels more clarification is needed in several sections of the report:

- Issue 6: What does “*This work continues*” mean?
- Issue 13: How do Village Vans, Community Vans, and the Surplus Van Grant program fit into IT’s future plans? Are there other programs of this type that should be considered? *This question is not addressed!*
- Issue 19: With the TRPC and Thurston County – to further explore alternatives for providing public transportation services in rural Thurston County. States “*This work continues.*” What specifically have we done?

S. Abernathy suggests members look at the entire 2011-2016 Strategic Plan for more detailed information. These issues and plans will be updated as we progress forward.

See asked if funding was being looked at for regional mobility issues. On Issue 16, he would like to know how much we are reaching out to local businesses to assist with funding.

D. **Attendance Policy** – Some CAC members requested discussion on the Attendance Policy, so Seward did some research to present to members. In the last ten years, there have been a couple different policies for attendance for members of the CAC. The current policy states, if you are going to be absent, contact Seward by phone or email by 5:00 p.m. the day of the meeting. If a member has four unexcused absences in a twelve month rolling period, Seward would notify the chair and send a letter advising the member they were no longer eligible for the CAC. Presently, there are quite a few absences on the books. Seward presented some statistics from January 2009 through June 2011. Discussion is, “Does the committee want something different for their attendance policy?”

Several options were suggested:

- Continue with the current policy.
- Appoint an ad hoc committee.
- Table for another meeting and time.

S. Abernathy asked members what they would like to see. Some members commented they were fine with the current policy. Hogan asked if there was a reason this came up. S. Abernathy commented there were questions asked about some members having excessive absences. O’Connell commented she feels four unexcused is a lot for a twelve month period and more than generous. Gray doesn’t understand why there would be any unexcused absences. Golding feels if members are consistently absent, the Chair

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should contact the member to remind them it is important they attend, and let the member know they are missed. Hustoft asked if there is a rule on excused absences. There is not. Geyen asked if there was a change to the policy, would it fix the problem. She agrees with Golding to have the Chair contact the member with a personal one-on-one approach to find out if the member is still interested is a good idea. O'Connell likes that approach, but would like to see the policy tightened up. She feels there needs to be higher expectations from members.

Gray suggests adding activities to the meetings might make members more involved and engaged, and not depend so much on staff. Hogan likes the idea but questions if members can meet without staff in attendance. Seward reminded the committee they are an advisory committee and are here to provide advice the Authority. If it is an ad hoc committee meeting, minutes typically are taken to record any commitments made and follow-up needed. O'Connell asked if we have influence over the CAC agenda. Seward responded members can email agenda items to the Chair or herself. There is also a place on each agenda for member comments. S. Abernathy asked for volunteers to form an ad hoc committee to go over the policy. Connor, Hogan O'Connell, and Hustoft volunteered. S. Abernathy confirmed members will get out of the CAC what they put in to it.

Collins appreciates the information he gets from the meetings, so he can share with the community.

Gray suggests adding "Consumer Discussion" to the agenda. It was M/S/A by Hagenhofer and Hogan to add an item to future agenda's beginning with October, "Consumer Discussion."

REPORTS

A. June 22, 2011, Special Meeting - Melnick provided a brief report on the Authority Special Meeting.

B. July 20, 2011, Special Meeting - Seward reported a public hearing was included in this meeting. St. Francis House staff gave some emotional comments about service being cut. St. Francis staff will work with Dial-A-Lift to certify those eligible. Panorama City's public comment was positive and felt it is a good change. Dash service had a few people comment, especially those associated with the City of Olympia and the Olympia Downtown Association. There were also comments on the Olympia Express service, both supporting adding service and some keeping the service as it is. Most people were appreciative their opinions were asked.

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C. August 3, 2011, Regular Meeting –Highlights were included in the packet.

MEMBER & STAFF COMMENTS: Hustoft commented there are some inconveniences for riders on route 60. Some bus stops face backwards and passengers run the risk of being passed up. Buses on this route tend to run late, but hope she the service changes will alleviate this. Hustoft also does not like cutting out Lilly Road between Martin Way and Pacific Avenue. Construction continues on Route 68, and she received comments about no service to Briggs YMCA. S. Abernathy suggests calling Thurston County Public Works and find out where they are in their timeline.

O'Connell commented some youth over the years have been asked not to ride the bus because of their behavior. She is familiar with a student banned for six months and the bus is his only transportation. She asked if there is a community outreach to engage with Intercity Transit with an agreement of accountability. Seward commented there is an appeal process, and we can work with the case manager. Appeals are handled through Operations. Hogan suggested information be sent to case managers to inform them of this process. The CAC asked they be informed of the appeals process.

Golding voiced concerns during summer time when kids are out of school, they hang out on the lawn at the OTC, and she feels the area has become a drug dealing area. She feels the situation is ignored by the security guards and asked if someone monitors the area. Seward reported if anyone feels a drug deal is occurring or sees a drug deal happening, the security guards or Customer Service staff need to be made aware so they can contact the Olympia Police Department. G. Abernathy commented there is a task force working in the downtown Olympia area. O'Connell commented the homeless situation is huge right now.

Melnick appreciates the information about the surplus vans, and emailed the information to a group he is familiar with.

Geyen was on a bus recently when a passenger with a stroller could not get on the bus. She asked if operators report this type of incident, and do staff keep statistics? Seward confirmed normally if the stroller can't get on the bus (they should be invited to fold their stroller and get on first), the Operator would probably call in to Dispatch, or the operator will inform them when the next bus is coming.

Gray reported while riding the Express from SeaTac, two buses already had bikes on their bike racks, and passengers with bikes were stuck at the 512 Park-and- Ride for an hour or hour and a half. S. Abernathy commented this is an issue at other agencies also.

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He reported each system has their own policy as to bikes on rack only or allowed on bus. Seward confirmed our policy is to let bikes in the bus if it's the last bus. Our buses coming from Tacoma are typically packed and there isn't room for bikes inside the buses, but we do try to accommodate the bikes if it is the last bus all over the system.

On another note, Hustoft commented the Dash bus on route 60 has wheelchair restraints on one side of the bus, and makes it impossible to get two wheelchairs secured. Some wheelchair passengers are getting passed up. She requested Dash buses not be used on this route.

NEXT MEETING: September 21, 2011 - Joint Meeting with the Authority.

ADJOURNMENT

It was M/S/A by G. Abernathy and Hustoft to adjourn the meeting at 7:21 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

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

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: The Evergreen State College Late Night Service

1) **The Issue:** Whether to authorize a reimbursement contract with The Evergreen State College (TESC) for the continuation of "Late Night" service.

2) **Recommended Action:** Authorize the General Manager to renew the reimbursement agreement with TESC for the late night service at \$13,830 per quarter for the 2011 - 2012 school year (Fall, Winter, Spring quarters).

3) **Policy Analysis:** Although the per quarter cost is small, the annual value of the contract exceeds the \$25,000 threshold which requires Authority approval.

4) **Background:** TESC and Intercity Transit entered into an initial agreement and operation of the service for the spring quarter of 2008 with the option to continue six academic year extensions of the contract. After a successful demonstration of the service, the Authority approved subsequent contract extensions for 2008, 2009 and 2010.

Under the terms of the original agreement, TESC seeks to continue the service with a fifth extension to cover the upcoming 2011 - 2012 academic year. With no significant change in our expenses or the 405 vehicle service hours we are providing, we propose a \$13,830 quarterly charge be extended again for contract renewal.

5) **Alternatives:**

- A. Authorize the General Manager to renew the reimbursement agreement with TESC for the late night service at \$13,830 per quarter for the 2011 - 2012 school year (Fall, Winter, Spring quarters).
- B. Direct staff to renegotiate the agreement.

6) **Budget Notes:** The current contract rate of \$13,830 per quarter covers our expenses and reflects a 2.4% increase over last year's contract. The contract does allow for reconsideration of the costs with subsequent quarters.

7) **Goal Reference:** Goal #4, *“Provide responsive transportation options.”* **Ends Policy:** *“Customers and staff will have access to programs and services that benefit and promote community sustainability.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: September 7, 2011

FOR: Intercity Transit Authority

FROM: Ben Foreman, 705-5813

SUBJECT: FY 2010 State Auditor Financial and Compliance Audit

1) **The Issue:** Update the Authority on the recently completed FY 2010 audit conducted by the Washington State Auditor's Office.

2) **Recommended Action:** Informational Only.

3) **Policy Analysis:** It is practice to inform the full Authority of the results of the independent audit.

4) **Background:** The attached document, Final Exit Conference Agenda 2010, indicates that the State Auditor's Office found us in compliance with local, state and federal guidelines and laws and that our financial statements received an unqualified opinion. This is the sixteenth consecutive audit without a finding or a management letter. To receive sixteen consecutive great audits reflects well on the organization as a whole and not on any one division.

The second attachment, Final Intercity Transit Financial Condition 2010, is a new report being generated by the Auditor's office and is a general response to the economic conditions facing the country as a whole. This new report looks at three common accounting ratios and the general diversification of our revenue sources. While the new report does not opine on our financial health, our ratios are very good and the report raised no warning flags.

5) **Alternatives:** Informational only.

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

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

8) **References:** Final Exit Conference Agenda; Washington State Auditor's Office - Preliminary Financial Analysis-- Intercity Transit for January 1, 2010 to December 31, 2010.



Intercity Transit Exit Conference July 26, 2011

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Meeting Agenda

The purpose of our exit conference is to share the results of our independent audit and to provide a forum for open discussion. We are pleased to review our draft reports and discuss other topics as listed below with you.

- Accountability audit report
- Financial statement audit report and other required communications
- Federal grant compliance audit report
- Financial condition
- Report publication
- Audit cost analysis
- Your next scheduled audit
- Customer service survey

Preliminary audit results and recommendations were shared in detail with Transit management and personnel as they were developed during the audit. We would like to thank staff for their cooperation and timely response to our requests during the audit.

We take seriously our responsibility of serving citizens by promoting accountability, fiscal integrity and openness in state and local government. We believe it is critical to citizens and the mission of the Transit that we work together as partners in accountability to prevent problems and constructively resolve issues. As such, we encourage your comments and questions.

Accountability Audit

Report

Our draft accountability report summarizes the results of our risk-based audit work related to safeguarding of public resources and legal compliance. The report does not include any findings.

Financial Statement Audit

Other Required Communications

Professional auditing standards require us to communicate the following information to the Board.

- There were no significant difficulties encountered or disagreements with entity management during the audit
- There were no material misstatements in the financial statements corrected by management during the audit.
- There was only one uncorrected misstatement in the audited financial statements. The Transit has an OPEB liability of \$3,636,630, as determined by their actuary that is not included on the Statement of Net Assets. We agree with management's representation that this omission is immaterial to the fair presentation of the financial statements.

Report

Our draft financial statement report includes our opinion on the Transit's financial statements. It also includes our report on internal control over financial reporting and on noncompliance and other matters as required by *Government Auditing Standards*.

An unqualified opinion will be issued on the financial statements, which means that we believe they are presented fairly, in all material respects.

We did not identify deficiencies in internal control over financial reporting that are required to be included in our report.

No instances of noncompliance were identified that could have a direct and material effect on the determination of financial statement amounts.

Federal Grant Compliance Audit

Report

Our draft report discloses the results of our audit of compliance and internal controls over federal grant programs. It includes no findings.

Financial Condition

We performed procedures to evaluate the Transits financial sustainability. See Preliminary Financial Analysis document.

Concluding Comments

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: www.sao.wa.gov/EN/News/Subscriptions

Audit Cost Analysis

	2008	2009	2010
Audit Cost	\$ 17,017	\$ 16,545	\$ 16,860
Transit's Total Expenses	\$ 30,228,004	\$ 32,697,810	\$ 32,585,160
Cost as % of Expenses	0.056%	0.051%	0.052%

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in June 2012 and will cover the following general areas:

- Accountability for Public Resources
- Financial Statements
- Federal Programs

The estimated cost for the next audit based on the current billing rate is \$18,400. This estimate is based on our new billing rate. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

Customer Service Survey

An invitation to complete a customer service survey will be emailed to Ben Foreman, Director of Finance. Your feedback is important to our commitment to continually develop and improve our audit process.

Please don't hesitate to contact our Office throughout the year when you have questions. Our website also offers many resources, including a client HelpDesk for your auditing and accounting questions.

Washington State Auditor's Office

Preliminary Financial Analysis

Intercity Transit

For January 1, 2010 to December 31, 2010

The following preliminary analysis was prepared from the Transit's unaudited financial statements and other sources. This analysis will be used by our Office, along with other procedures, to evaluate the Transits's financial condition for purposes of our audit.



Summary of Financial Measures

We evaluated the Transit’s financial sustainability by projecting current operations to future periods to determine whether major changes will be needed in the near future to sustain operations. The first step in the evaluation is to consider measures of the Transit’s current financial position, historical financial performance and current financial capacity. The next step is to consider other information about future revenues and expenses. When significant warning indicators are noted, our final step is to evaluate management’s plan to address the concerns.

FINANCIAL POSITION		
1	Current Ratio	Are we able to pay expenses as they come due?
2	Capital Asset Condition	What is the remaining life left in our assets?
FINANCIAL PERFORMANCE		
3	Change in Net Assets	Did our financial position improve, decline or remain steady?
FINANCIAL CAPABILITY		
4	Revenue Dispersion	How are we funded?

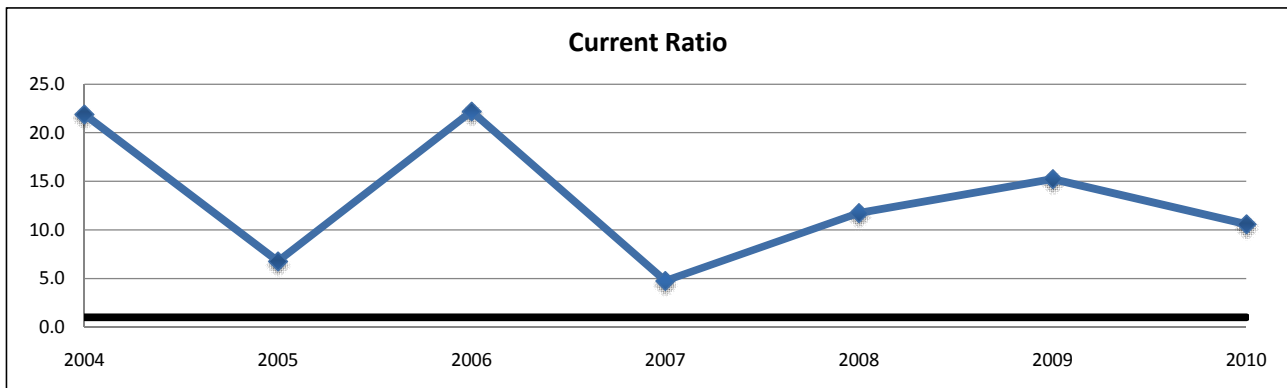
Current Ratio

Are expenses able to be paid as they come due?

This measure shows how many times current assets can cover current liabilities. Figures are taken from the statement of net assets .

If this amount is above 1.0, it implies the Transit will be able to pay expenses as they come due. If this amount is less than 1.0, it implies the Transit has more immediate obligations than assets available to make payments and will need to either borrow or receive excess revenue in the short term.

An important factor to consider along with the current ratio, is any restrictions on current assets.. While governments are normally able to borrow from restricted assets to meet immediate obligations, this may not be possible or, if the condition continues, may not be a long-term solution to continuing cash shortages.



	2004	2005	2006	2007	2008	2009	2010
Current Assets	\$ 22,311,973	\$ 26,139,396	\$ 28,045,167	\$ 30,441,846	\$ 27,495,273	\$ 25,954,340	\$ 25,799,047
Current Liabilities	\$ 1,019,160	\$ 3,852,398	\$ 1,263,005	\$ 6,394,261	\$ 2,342,243	\$ 1,702,148	\$ 2,433,356
Current Ratio	21.9	6.8	22.2	4.8	11.7	15.2	10.6

Current Ratio = Current Assets ÷ Current Liabilities

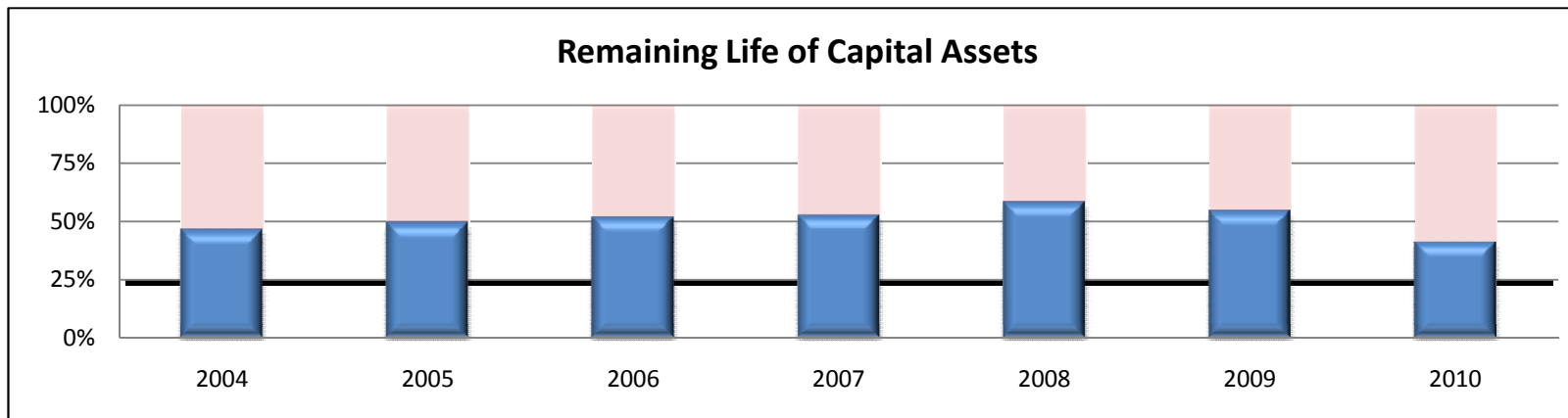
Capital Asset Condition

What is the remaining life left in our capital assets?

This measure shows the percent of the Transit's capital assets that have been depreciated.

On the financial statements, capital outlays are capitalized as assets and depreciated over its expected useful life. While replacement costs will likely exceed the original cost of capital assets, the percent depreciated should show approximately how much useful life remains before the asset needs to be replaced. When the average useful life is less than 25%, it generally indicates that major capital asset replacements will be needed in the near term.

Important factors to consider along with the capital asset condition are whether certain major assets are almost fully depreciated and anticipated infrastructure improvements needed to accommodate growth, which should be reflected on the Transit's capital facilities plan.



	2004	2005	2006	2007	2008	2009	2010
Capital Assets	\$ 34,384,743	\$ 37,604,903	\$ 44,069,213	\$ 45,684,671	\$ 57,937,807	\$ 58,800,340	\$ 296,132,165
Accumulated Depreciation	\$ 18,373,590	\$ 18,971,110	\$ 21,233,142	\$ 21,663,535	\$ 24,238,456	\$ 26,792,723	\$ 173,425,541
Remaining Life	47%	50%	52%	53%	58%	54%	41%

Remaining Life = Accumulated Depreciation ÷ Original Cost of Depreciable Capital Assets

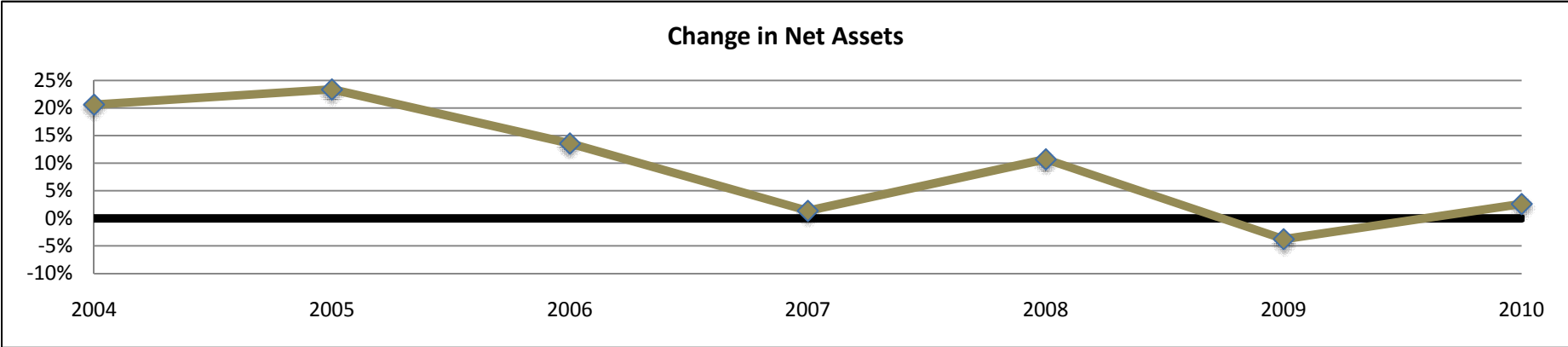
Change in Net Assets

Did the financial condition improve, decline or remain steady?

This measure is the percent change in fund balance compared to last year for the Transit's financial statements. This figure includes the affects of changes in long-term assets and liabilities, capital outlay and other financing sources and uses.

If this amount is positive, it indicates that the Transit's financial position was improved. If this amount is negative, it implies the Transit's current financial position has declined due to borrowing from the past (spending down assets) and/or borrowing from the future (increasing liabilities).

Evaluating the change in each line item on the statements will identify the major reasons for the overall change in financial condition.



	2004	2005	2006	2007	2008	2009	2010
Change in Net Assets	\$ 6,528,569	\$ 8,916,047	\$ 6,390,621	\$ 740,477	\$ 6,413,928	\$ (2,274,906)	\$ 1,534,675
Invested in Capital Assets, net of related debt	\$ 17,493,930	\$ 25,390,215	\$ 27,346,998	\$ 36,588,323	\$ 36,324,319	\$ 35,027,171	\$ 37,486,198
Restricted Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Net Assets	\$ 20,687,428	\$ 21,707,190	\$ 26,141,028	\$ 23,313,631	\$ 24,318,112	\$ 23,340,354	\$ 22,416,002
Percent Change	21%	23%	14%	1%	11%	-4%	3%

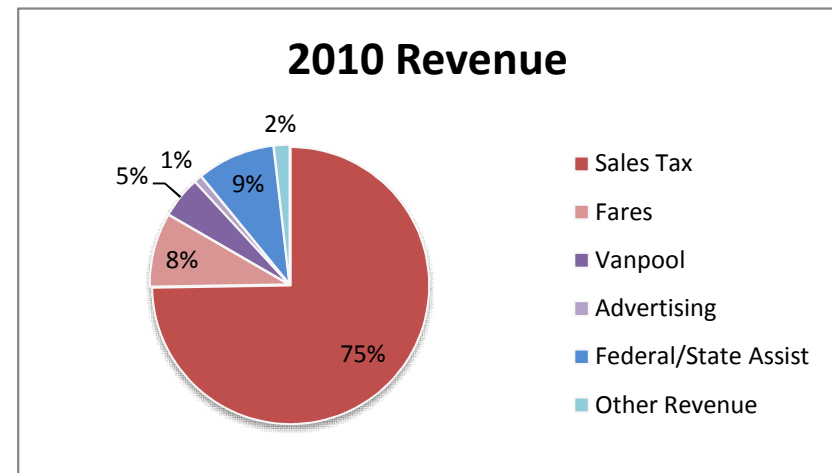
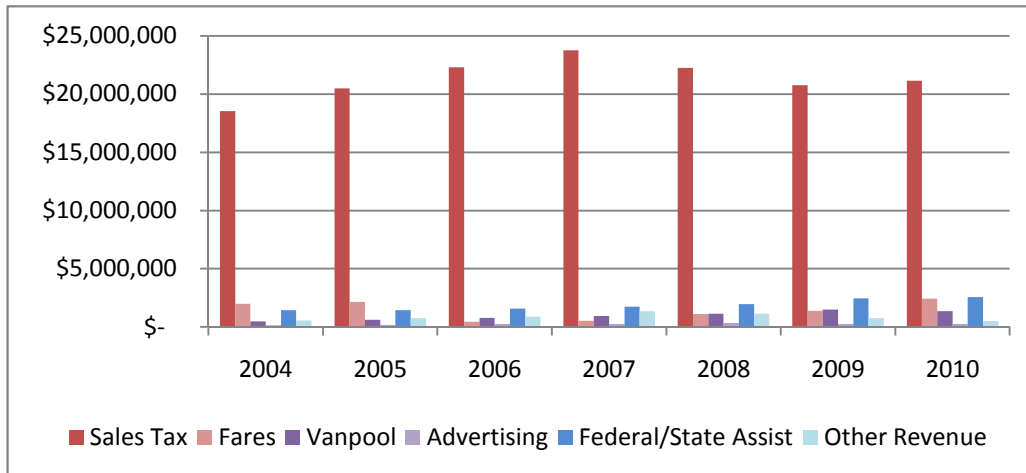
Change in Net Assets = Change in Net Assets ÷ Prior Year Net Assets

Revenue Dispersion

How is the Transit funded?

This measure presents the types of revenue sources for the Transit.

There are no established benchmarks for the percent of funding a Transit should have from various sources. However, an analysis is necessary because Each revenue source is subject to different limitations. It is important to consider the amount of revenue from each source when evaluating how policy decisions or economic factors may affect the Transit.



	2004	2005	2006	2007	2008	2009	2010
Sales Tax	\$ 18,531,992	\$ 20,487,850	\$ 22,296,542	\$ 23,757,282	\$ 22,230,829	\$ 20,758,924	\$ 21,153,075
Fares	\$ 1,994,326	\$ 2,142,359	\$ 457,470	\$ 524,185	\$ 1,117,340	\$ 1,375,456	\$ 2,436,525
Vanpool	\$ 482,890	\$ 620,317	\$ 770,923	\$ 951,969	\$ 1,128,136	\$ 1,485,139	\$ 1,367,099
Advertising	\$ 159,179	\$ 181,918	\$ 263,284	\$ 268,260	\$ 341,618	\$ 252,732	\$ 255,358
Federal/State Assist	\$ 1,435,227	\$ 1,449,807	\$ 1,585,667	\$ 1,742,183	\$ 1,975,797	\$ 2,456,272	\$ 2,575,657
Other Revenue	\$ 549,598	\$ 758,228	\$ 896,856	\$ 1,362,184	\$ 1,124,657	\$ 764,194	\$ 516,382
Total Revenues	\$ 23,153,212	\$ 25,640,479	\$ 26,270,742	\$ 28,606,063	\$ 27,918,377	\$ 27,092,717	\$ 28,304,096

Additional Factors to Consider

What other factors should be considered when evaluating the Transit's financial condition?

The following non-financial information provides vital context to financial measures:

Known or potential future changes in funding – is the Transit anticipating changes in funding levels or formulas (ie: due to changing regulations, grant programs, economic factors driving sales tax, etc)?

Resources in other funds – are there resources in other funds that are potentially available to pay for or mitigate costs that the General Fund is currently bearing?

Nature, length and timing of debt service – is outstanding debt votes or non-voted, was outstanding debt issued for operating or capital purposes, how long will the current level of debt service continue, and does debt include any significant balloon payments or back-loaded principles payments?

Known or potential future cost increases – is the Transit anticipating new or increased costs?

Claims and Judgments – what is the Transit's exposure to natural disasters?

Capital Planning – are land holdings, right of ways, infrastructure and building capacity sufficient to meet projected future services demand or will new acquisitions need to be made?

Spending Flexibility – what activities or expenses could be eliminated or reduced if needed?

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: September 7, 2011

FOR: Intercity Transit Authority

FROM: Ben Foreman, 705-5813, bforeman@intercitytransit.com

SUBJECT: 2012 Draft Budget/2012-2017 Strategic Plan Calendar

-
- 1) **The Issue:** Update the Authority on the timing for the 2012 budget process and the 2012-2017 strategic plan process.
-
- 2) **Recommended Action:** Informational Only.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and comment on the draft budget as it is being formulated. The draft budget documents will rest heavily on the 2012-2017 Draft Strategic Plan (SP) the Authority is proposed to finalize and adopt on November 16, 2011. The SP states the Authority's wishes as to service levels which are the prime driver of our proposed expenses for 2012. The 2012 budget, which flows from the Strategic Plan, is tentatively scheduled for Authority adoption on December 7, 2011.
-
- 4) **Background:** The attached draft budget calendar outlines the various steps that will be taken to ensure the Authority may adopt Intercity Transit's 2012 - 2017 Strategic Plan on November 16 and the 2012 Budget on December 7, 2011. This budget calendar is considered a "draft," or a living document, and will be subject to changes to reflect the needs of the Authority and/or staff.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** N/A
-
- 7) **Goal Reference:** The annual budget impacts all goals.
-
- 8) **References:** 2012 Draft Budget/2012-2017 Strategic Plan Calendar.

2012 Budget and 2012 Through 2017 Strategic Plan Schedules

WHEN	WHO	Budget	Strategic Plan
Tuesday, August 30, 2011	Budget Coordinating Committee	Begin the 2012 budget process.	
Wednesday, August 31, 2011	Capital Group	Develop Capital program for budget and strategic plan	
Wednesday, September 7, 2011	Intercity Transit Authority - Board Meeting	Present Budget and Strategic Plan Timeline	Present the draft Strategic Plan Six-Year Financial Forecast. Review 2011-2016 Strategic Plan and Issues
Wednesday, September 7, 2011	Budget Coordinating Committee	Prepare for 1st Budget Team Meeting	
Thursday, September 8, 2011	1st 2012 Budget Team Meeting	Kickoff Meeting - 1.) Identify budget issues. 2.) Review TDP and Budget Target. 3.) Review Capital Projects. 4.) Review Budget Schedule. 5.) Present Salary, Wages and Benefits (including uniforms, tool allowance and tuition reimbursement for ATU and IAM). 6.) Address GWI. 7.) Address Training and Development.	
Wednesday, September 21, 2011	Intercity Transit Authority and Citizen Advisory Committee - Joint Meeting	1.) Capital Budget Presentation 2.) Board Directed Project Discussion	Discuss Service Levels and Alternatives for Strategic Plan Direction
Friday, September 30, 2011	Budget Team Action Point	Other Operating Expenses, Non-recurring Operating Expenses, Capital Expenses and New Projects (staffing, capital and operating) project sheets complete and entered in budget tool.	
Wednesday, October 5, 2011	Intercity Transit Authority - Board Meeting	Set Public Hearing Date for Budget for Wednesday, November 16, 2011	1.) Strategic Plan Financial Forecast Update 2.) Set Public Hearing Date for the Strategic Plan for Wednesday, November 2, 2011
Monday, October 10, 2011	2nd 2012 Budget Team Meeting	1.) Discuss any changes/clarifications to items discussed at the 1st Budget Team meeting. 2.) Identify remaining dollars available. 3.) Begin discussion/agreement new projects.	
Friday, October 14, 2011	Budget Team Action Point	Projections for 2012 need to be completed and entered into the budget tool, so we can generate our estimated 2012 expenses.	
Monday, October 17, 2011	3rd 2012 Budget Team Meeting	1.) Discuss any changes/clarifications to items discussed at the 1st and 2nd Budget Team meetings. 2.) Continue discussion/agreement new projects. 3.) Conclude Budget Team Activities	
Monday, October 17, 2011	Citizen Advisory Committee	Present New Projects	Present Draft Strategic Plan
Wednesday, October 19, 2011	Intercity Transit Authority - Work Session	Present New Projects	Present Draft Strategic Plan
Wednesday, November 2, 2011	Intercity Transit Authority - Board Meeting	Budget Books Available to the Authority	Strategic Plan Public Hearing
Thursday, November 3, 2011		Budget Books Available to the Public	
Wednesday, November 16, 2011	Intercity Transit Authority - Special Board Meeting	Budget Public Hearing	Adopt the Strategic Plan

2012 Budget and 2012 Through 2017 Strategic Plan Schedules

WHEN	WHO	Budget	Strategic Plan
Wednesday, December 7, 2011	Intercity Transit Authority - Board Meeting	Adopt 2012 Budget	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: September 7, 2011

FOR: Intercity Transit Authority

FROM: Ben Foreman, 705-5813

SUBJECT: 2012-2017 Financial Forecasts

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- 1) **The Issue:** Update the Authority with new revenue, operating expense and capital expense assumptions and the impact these assumptions will have on Intercity Transit's five year projections.

 - 2) **Recommended Action:** Informational only.

 - 3) **Policy Analysis:** The 2012 budget and the 2012-2017 Strategic Plan on which the budget rests, will both be adopted by the Authority by resolution later this year. Both of these adopted documents will rest heavily upon the available resources as outlined in the financial forecast.

 - 4) **Background:** We are in the process of reviewing the underlying Strategic Plan assumptions at this time. A major component of the review process will not occur until August 31, 2011, when staff meets to review and update the capital expenses and associated revenues for the strategic plan years 2012 through 2017. As such, the draft financial forecast will not be available until the meeting. As part of the current forecast, we will also present the forecast under three different scenarios - an expected or base model, a slow economy model, and an improved economy model.

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

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

 - 7) **Goal Reference:** The financial forecast impacts all goals.

 - 8) **References:** Staff will provide the financial forecast at the meeting.

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

FOR: Intercity Transit Authority

FROM: Mike Harbour, 705-5855

SUBJECT: Intercity Transit Discounted Bus Pass Program - Six-Month Progress Report

-
- 1) **The Issue:** To provide the Authority information on the first six months of the Discounted Bus Pass Program.
-
- 2) **Recommended Action:** This is an information item.
-
- 3) **Policy Analysis:** The Authority requested a progress report on the new Discounted Bus Pass Program be presented after six months of operation.
-
- 4) **Background:** The Intercity Transit Authority adopted Resolution No. 13-2010, Pilot Discounted Bus Pass Program, in late 2010. This program made available discounted monthly bus passes to community agencies to enhance transportation services for low-income Thurston County residents. Adult and Youth monthly passes were made available at 50% of the normal cost.

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

The attached table provides data on usage of the program and the results of a survey of participating agencies. Passes valued at \$104,775 were granted to 12 agencies. Agencies provided a \$52,387.50 match for the passes. Through the first six months, \$19,320 or 80.1% of available passes were utilized. The program did not start until February 2011, so this report is for the first five months of the program. BHR is using significantly fewer passes than anticipated with the other programs using close to the anticipated amounts.

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

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

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

-
- 5) **Alternatives:** This is an information item. Staff, at a later date, will ask the Authority to consider continuing this program in 2012.
-
- 6) **Budget Notes:** The program is significantly under the anticipated level of bus pass usage.
-
- 7) **Goal Reference:** Goal #2: *"Provide outstanding customer service."* Goal #4: *"Provide responsive transportation options."*
-
- 8) **References:** Discounted Bus Pass Program Six-Month Progress Report.

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

BUDGET TO ACTUAL USE COMPARISON

ORGANIZATION	BUDGET	YTD EXPENDITURE	REMAINING
Behavioral Health Resources	\$13,200	\$2,475	\$10,725
Capital Clubhouse	\$3,300	\$1,500	\$1800
Community Youth Services	\$10,800	\$4,687.50	\$6,112.50
Drexel House	\$5,775	\$2625	\$3150
Family Support Center	\$1,650	\$750	\$900
New Market Skill Center	\$4,950	\$2,250	\$2,700
Olympia Union Gospel Mission	\$1,815	\$825	\$990
Out of the Woods	\$667.50	\$255	\$412.50
PANZA - Camp Quixote	\$825	\$375	\$450
Senior Services of South Sound	\$330	\$150	\$180
Thurston County Veteran's Fund	\$825	\$375	\$450
WA State DSHS	\$8,250	\$2,962.50	\$5,287.50
	\$52,387.50	\$19,230	\$33,157.50

SURVEY RESULTS

ORGANIZATION	Met Objectives	Addressed Problem	Primary Trip Purpose
Behavioral Health Resources	Yes. Has met objective of helping truly needy find transportation to BHR services.	Yes.	Medical and mental health appointments. 33 people received passes for at least one month. 1,242 trips were made in first 6 months for medical and mental health appointments.
Capital Clubhouse	Yes.	Yes.	Medical and social service appointments.
Community Youth Services	Yes. Able to maintain usage of bus passes.	Yes. Able to maintain program.	Passes provided as part of case plans. School, work, court appointments, grocery, daycare, etc.
Drexel House	Yes. Helped move homeless men and women off street to permanent housing.	Yes. Allowed affordable transportation.	Housing and medical.
Family Support Center	Yes. Able to provide additional transportation for clients and families.	Yes. Have doubled number of passes available. Demand still exceeds supply.	Enroll in programs, housing related, job related.
New Market Skill Center	Yes. School benefits greatly.	Yes.	Travel to and from school.
Olympia Union Gospel Mission	Yes.	Yes. Has allowed organization to continue program.	(1)Job and housing, (2) Social service and legal requirements
Out of the Woods	Yes.	Yes. Allows continuing transportation assistance for homeless families.	Youth – independent travel. Adults – appointments, work-related
PANZA - Camp	Yes	Problems are ongoing but	Medical, social service and

Quixote		program has helped address them.	job appointments. Laundry, food shopping, and day labor jobs.
Senior Services of South Sound	Yes.	Yes. Provides assistance to clients not eligible for senior pass.	Volunteers to travel to center.
Thurston County Veteran's Fund	Yes. Allowed transportation to be offered to indigent veterans.	Yes.	Multiple - job-related, medical, treatment facilities, grocery.
WA State DSHS	Yes	Yes. We have increasing transportation costs coupled with increasing client load. This program helped address issue.	School and job search.

ORGANIZATION	RECOMMENDED CHANGES	2012 PLANS	PLANS IF PROGRAM DISCONTINUED
Behavioral Health Resources	None.	Same number of passes.	Would reduce number of passes and work to make sure all eligible clients have a Reduced Fare permit.
Capital Clubhouse	None. Continue program.	Same level or increase.	Essential trips would be eliminated unless increased donations are obtained.
Community Youth Services	Bill bus passes only if used. Have had to pay for some unused passes in some months.	If program is not changed, will reduce # of passes by 10%.	Would continue to purchase passes at full cost but likely to reduce number purchased by 50%.
Drexel House	None.	Apply for same level of passes.	Would not be able to meet clients' transportation needs. Would provide fewer passes and would require more staff work.
Family Support	None. Works well.	Apply for same	Would seek private

Center		level or a small increase.	donors for the program or reduce number of passes purchased.
New Market Skill Center	None.	Same number or more.	Not sure.
Olympia Union Gospel Mission	None.	Would apply for more passes.	Would try to increase budget for transportation to maintain client transportation.
Out of the Woods	None. Very efficient.	Apply for same level.	Would try to find other ways to fund this essential resource.
PANZA - Camp Quixote	None.	More	Would rely on volunteer assistance.
Senior Services of South Sound	None.	Would apply for 50% more.	Would try to continue providing assistance to clients.
Thurston County Veteran's Fund	None. Program works well.	Would apply for additional passes.	Would have to shift funds to meet program needs.
WA State DSHS	Expand program. Provide free pass for first month after client gets a job.	About the same.	Would purchase at full price if financially able.

ORGANIZATION	2012 FINANCIAL CONDITION	OTHER COMMENTS	
Behavioral Health Resources	Anticipate some revenue loss in 2012 due to State budget reductions. Have reduced staff by 11 FTE.	None. Thank you for helping our clients find transportation to the critical services they need to maintain stability in the community.	
Capital Clubhouse	About the same.	Keep up the wonderful work.	
Community Youth Services	Have seen reductions in 2011 due to reduced operating revenue and state funding reductions. Two programs were ended and others reduced. Expect further revenue reductions in 2012.	Appreciate the program.	
Drexel House	Secure but will require more fundraising and donations.	None.	
Family Support Center	Stable.	None. Intercity Transit staff and OTC staff have been very cooperative working with FSCS.	
New Market Skill Center		This program has made it possible for many of our students to attend school and reach their educational goals.	
Olympia Union Gospel Mission	Stable.	No changes - gratitude.	
Out of the Woods	Difficult to predict.	Outstanding program that benefits many. Program is tremendously appreciated.	
PANZA - Camp Quixote	About the same or slightly better than 2011.	None. The Camp appreciates the program.	
Senior Services of	Stable but number of	None.	

South Sound	riders in transportation program is down significantly mid-year.		
Thurston County Veteran's Fund	Stable - should see slight increase in funding.	Veterans are very appreciative of the program.	
WA State DSHS	Worse. DSHS faced cuts in 2011 and may again in 2012.	Keep routes useful and affordable. Connect transit centers and employers with vanpools.	

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

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: 2011-2016 Strategic Plan – Major Issues and Status

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- 1) **The Issue:** To provide the Authority an update on the 2011-2016 Strategic Plan and to begin discussion of the 2012-2017 Strategic Plan.
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- 2) **Recommended Action:** This is an information item for discussion purposes.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year’s budget by setting an expenditure ceiling, a capital program and a desired service level.
-
- 4) **Background:** The attached working paper summarizes the Strategic Plan and the specific elements of the plan. The working paper also outlines the issues identified in the 2011-2016 Strategic Plan and actions taken in 2011 or planned in the remainder of 2011. This document is meant to start the discussion on issues to be addressed in the 2012-2017 Strategic Plan and on whether the format for the Strategic Plan should be changed. The 2011-2106 Strategic Plan can be found at: <http://www.intercitytransit.com/SiteCollectionDocuments/Strategic%20Plan%2011-2016.pdf>
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
-
- 8) **References:** 2012-2017 Strategic Plan Working Paper #1: Strategic Plan Review and Issue Identification.

**2012 – 2017 Strategic Plan
Working Paper #1
Strategic Plan Review and Issue Identification
August 2011**

Intercity Transit Strategic Plan: Purpose and Major Elements

Intercity Transit develops a six-year Strategic Plan on an annual basis. This practice began in 2001 when Intercity Transit lost Motor Vehicle Excise Tax (MVET) funding. MVET provided approximately 40% of the agency's funding prior to 2001. Service was significantly reduced and the system faced a number of difficult issues. A six-year plan, the 2002-2007 Strategic Plan was developed. This plan called for a reduction in the Public Transportation Benefit Area boundaries, an increase in the sales tax of .3%, and an increase in the fare. The plan also laid out a service increase that would occur in three phases over the six-year period and policy positions in a number of areas.

This plan was updated each year since 2002 however, the basic format and approach has been similar for each update. The format for the Strategic Plan is summarized below.

The Strategic Plan consists of seven chapters:

Chapter 1: Background and Purpose includes a summary of major issues facing the Authority, an outline of the plan and historical background.

Chapter 2: Intercity Transit Mission and Vision discusses the organization's adopted mission and vision statements and Authority goals and end policies. This section of the plan may be essentially unchanged from year to year unless the Authority amends the mission or vision statement or adopts new goals. An updated set of goals was adopted in 2009. This chapter also includes a discussion of Intercity Transit's role in the community and a description of design principles. This part of the chapter is changed only when the Authority adopts new design principles or makes other specific policy changes.

Chapter 3: Intercity Transit Policy Positions identifies specific issues the Authority will face during the period of the Strategic Plan and specific actions to address each issue. Twenty issues were identified in the 2011-2016 Strategic Plan. These issues and the actions proposed to address them are listed below. This portion of the plan is updated on an annual basis. The answers to specific issue questions may change little from year-to-year, but the specific actions may vary each year. The issues identified changed little over the past several years and additional effort should be made in the upcoming update to determine if there are additional issues that should be addressed.

Chapter 4: Recommended Service Plan is also updated on an annual basis. The 2011 service plan included a modest service expansion. The 2012-2017 Strategic Plan development process should include a discussion of how hours of service are allocated to various service types. The issue of adding more express service has become more prominent as Pierce Transit eliminated their express service connecting Pierce and Thurston counties. What criteria should be used to determine where additional service hours should be allocated? Should Intercity Transit increase service to Lakewood when the Sounder Commuter rail is extended in late 2012?

Chapter 5: Capital Plan and Other Plan Elements are updated on an annual basis to reflect recent federal or state grant funds or changes in major capital projects. The requirement that capital projects must be included in the Strategic Plan or enter the budget as a “new project” increases the importance of the annual update of this chapter.

Chapter 6: Financial Plan presents the updated six-year financial plan and is the key element of the Strategic Plan. It incorporates changes in revenue and cost estimates and any changes to the capital and service plan. The updated financial plan will show our ability to increase services or undertake new programs during the time period covered by the plan.

Chapter 7: Actions summarizes the actions identified in Chapter 3.

2011-2016 Strategic Plan Issues and Status

Staff recommended few significant policy changes in the 2011 – 2016 Strategic Plan. Service levels were increased in February 2011 and again in June 2011 to address the Pierce Transit service reductions. Additional service could be added in October 2011 to address additional Pierce Transit reductions. Intercity Transit continued to push forward its capital program with work continuing on the expansion of the Pattison Street Operations and Maintenance facility and on the Olympia Transit Center expansion and the construction of the Hawks Prairie park-and-ride facility.

Despite the success of the 2010 election, there may be a need to increase fares during the period of this plan. The Authority should review fares and consider an increase in 2012 or 2013. An increase may not be necessary, but the review should occur.

The Authority will face a number of policy decisions in this plan update as alternative budgets and service plans are developed.

The following were identified as issue areas in the 2011 – 2016 Strategic Plan. They are reviewed here to ensure all potential issues are considered in the update to the plan.

Proposed actions in 2011 and in the 2012 to 2015 time period are outlined for each issue. Actions that have taken place or that will take place in 2011 are also described below.

1. What new or expanded local transit services are needed to serve the growing population?

Actions - 2011

- Intercity Transit should implement a modest service increase in February 2011. *A 3.2% service increase was implemented in February 2011.*
- Intercity Transit should continue work toward expanding the maintenance and operating facility. Preliminary engineering and environmental work should be completed in September 2010. Final engineering and design work should occur in 2011 if it appears federal funding for construction may occur in the near future. Staff should continue to pursue additional federal funding opportunities. *Work continues. Value Engineering was completed on this project and final engineering could begin in late 2011. A number of federal grant applications will be submitted in 2011.*

Actions - 2012-2016

- Intercity Transit should continue to pursue federal funds and strive to begin construction of the Pattison Street facility expansion in 2012. *Additional federal funds were obtained for this project and a preliminary design concept adopted. Construction is expected to begin in 2012.*
- Intercity Transit should consider increasing the sales tax to .9% if demand for service requires further expansion. *There is great uncertainty regarding federal and other funding. This issue should be considered if significant changes in funding occur or if fuel prices dramatically increase. This is likely a 2013 issue.*

2. What is Intercity Transit's role in providing regional mobility?

Actions - 2011-2016

- Apply for a Regional Mobility grant to provide no-transfer express service between the Olympia Transit Center and downtown Seattle. This service would also serve the new Hawks Prairie park-and-ride facility and DuPont. *An application was submitted, but it was unsuccessful.*
- Apply for a Regional Mobility grant to provide express service to the Tumwater Town Center area and to enhance service in the I-5 corridor between Thurston County and Lakewood. *An application was submitted, but it was unsuccessful.*
- Funding for phase 2 of the Hawks Prairie facility should be sought in 2010, with construction occurring in the 2011-2013 biennium. *Funding for phase 2 was obtained and work continues on this project with a 2012 completion date.*

Actions - 2012-2016

- Intercity Transit should continue to promote vanpooling and ridesharing to meet regional mobility needs. *Intercity Transit launched a new vanpool marketing program resulting in additional vanpool groups. The number of new groups doubled expectation in the first six months of 2011.*
- There is potential for park-and-ride facilities in the Tumwater and Yelm areas in the period covered by this plan. Additional Regional Mobility funds for these projects should be sought in the 2013-2015 biennium. *These and other projects will be considered.*

3. What role should Intercity Transit play in serving downtown Olympia, downtown Lacey, and the Tumwater Town Center areas?

Actions - 2011

- Examine alternative routing and/or schedule changes to improve ridership. *Changes will be implemented in October 2011.*
- Work with the State to ensure adequate parking is available for the Dash service. *This is ongoing.*
- Continue the provision of park-and-ride spaces during the Legislative session at the Farmer's Market. *This was accomplished.*
- Reduce service levels on the Dash when the legislature is not in session. *This occurred and additional reductions are being considered.*

Actions - 2012-2016

- Intercity Transit should continue to operate the Dash service, and seek State funding to expand the service to other concentrations of State employees or facilities.
- Intercity Transit should continue to increase service and ridership in major corridors and to increase the number of corridors with 15-minute service.
- Develop a marketing program for high-frequency corridor service. The February 2008 service change resulted in both the Capital Way (Olympia Transit Center to Tumwater Town Center) and the Martin Way corridors receiving 15-minute service all-day on weekdays. This marketing program has been delayed due to the financial situation.

4. Is there a role for local express service in the current service area?

Actions - 2011-2016

- The Martin Way and Capitol Way corridors appear to be the most feasible corridors for this type of service. Service levels and amenities should continue to be improved in these corridors, and discussion should be held with the Thurston Regional Planning Council, City of Olympia, the City of Lacey, and

Thurston County to investigate how these corridors can be made more transit friendly. The use of CMAQ funds to explore developing “smart” corridors was approved and this effort is under way. Intercity Transit should continue to participate in this effort. *The Authority will be briefed on potential future actions at their September or October meeting.*

5. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered?

Actions - 2011-2016

- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, and Thurston County to explore improvements to the Martin Way corridor to improve pedestrian access to transit stops and increase transit vehicle speeds and reliability. *This work is in progress.*
- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, and Thurston County to develop the Martin Way corridor as a “smart corridor.” *This work is in progress.*

6. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Actions - 2011

- Intercity Transit should implement its “Safe Routes to Schools” program. *This work continues.*
- Intercity Transit should continue to work with schools and youth to teach skills for safe biking, walking and transit use. *This work continues.*
- Intercity Transit should continue to co-ordinate the Regional Healthy Kids-Safe Streets Action Plan Steering Team to implement the plan and enhance biking, walking and transit use among youth. *This work continues.*

Actions - 2012-2016

- Intercity Transit staff should continue to market public transportation and the use of transportation alternatives to students through the Smart Moves in Schools and other programs.
- Intercity Transit should work with school districts to encourage the location of schools in areas served by public transportation and to develop safe paths of access between transit routes and school facilities.

7. What level of passenger amenities (bus shelter, benches, lighted stops, passenger information) is appropriate?

Actions - 2011

- Implement solar lighting at selected bus stops. *Twenty shelters now have solar lighting.*
- Complete a review of all Intercity Transit bus stops and determine actions necessary to make all stops ADA-accessible. *This is ongoing and federal funds were obtained in 2011 to address accessibility issues at the highest priority locations.*
- Pursue STP and federal Enhancement program funds to upgrade bus stops and shelters. *This was successful in 2011 with funds obtained to address high priority locations.*

Actions - 2012-2016

- Assess function and value of the real-time passenger information at the Olympia Transit Center and Lacey Transit Center.
- Purchase seating and other amenities for stops without shelters that have the most passenger activity.
- Continue a program of bus stop improvements with a priority on making all stops ADA-accessible.
- Prioritize bus stop improvements by the level of passenger activity, location near facilities housing or serving elderly persons or others with special transportation needs, and the service levels at the stop. An emphasis should also be given to stops located on major corridors.
- Determine if real-time passenger information should be provided at additional stops and implement this as needed.

8. What additional investments in technology should be made beyond the current Advanced Communications System project?

Actions - 2011

- Continue implementation of relatively low cost improvements including implementation of a Trip Planner, telephone system improvements and website improvements and enhancements. *Google Transit was implemented and provides trip planning capability. Additional website improvements have been implemented.*
- Explore feasibility and cost of mobile applications such as Web site access and real-time transit information. *One Bus Away was implemented. This provides real-time information on bus locations.*
- Continue to implement recommendations of Information Service Peer Review conducted in 2008. *A new IS Manager was hired in 2011 and a six-year Information Systems plan will be completed by September 2011.*

Actions - 2012-2016

- Implement additional improvements and enhancements to the Advanced Communications System. *Improvements to Dial-A-Lift software continue.*
- Continue improvements to the Web site. *Additional improvements will be implemented in late 2011.*

9. Should the vanpool program continue to expand to keep pace with demand?

Actions - 2011-2016

- Continue to pursue Vanpool Improvement Program grants to fund new and replacement vehicle purchases for 2011 and beyond. *47 vans were purchased with VIP funds in 2011.*
- Implement a marketing and incentive program to attract new vanpool customers. *The program was implemented and continues. The number of new groups is twice the goal set at the beginning of this program.*

10. Should the Intercity Transit bus replacement program be accelerated to replace older coaches more quickly?

Actions - 2011

- Pursue federal funds to replace the remaining six buses due to be replaced in 2012. *New grant applications will be submitted in 2011.*

Actions - 2012-2016

- Accelerate the purchase of additional replacement buses if federal funds are available. *We are currently pursuing funding of seven vehicles due for replacement.*

11. Are there capital purchases or other projects needed to allow future growth? What is the appropriate timeline for these projects?

Actions - 2011

- Complete design and engineering work for the Olympia Transit Center and begin construction. *This work is underway and additional funds were obtained in 2011 for construction.*
- Complete preliminary environmental and other design work, and begin final engineering for the Pattison Street facility Phase 1 expansion. *Value Engineering is completed, and staff will ask the Authority to approve final engineering in late 2011.*
- Continue the services of a lobbyist at the federal level to assist in pursuit of capital funding earmarks for buses and expansion of the Pattison Street facility. *This was renewed in 2011.*

Actions - 2012-2016

- Continue the pursuit of federal funding to finance the Pattison Street project, new buses and other projects.

12. Should Intercity Transit pursue additional Park-and-Ride facilities beyond the expansion of the Martin Way facility?

Actions - 2011

- Complete design and site preparation work for a 325-space park-and-ride facility at the Thurston County Solid Waste Center in the northeast Lacey area. *Work is on schedule, and construction should begin in early 2012.*
- Pursue Regional Mobility funding for Phase 2 of the park-and-ride facility at the Thurston County Solid Waste Center. *Funding was obtained.*
- Pursue joint use agreements to secure park-and-ride space to serve ridesharing, express bus, and local transit services. *This is tabled.*
- Explore the development of smaller “pocket” park-and-ride facilities. *This is tabled.*

Actions - 2012-2016

- Work with the City of Yelm and the Washington State Department of Transportation to determine the best location for a park-and-ride facility in the Yelm area. Pursue Regional Mobility grant funds for this project at the appropriate time.
- Pursue Regional Mobility grant funds in the 2011-2013 grant cycle to extend express service to the Tumwater area. The grant application should also include funding to renovate and increase the visibility of park-and-ride facilities in the area.
- Explore the development of smaller “pocket” park-and-ride facilities.

13. Issue: How do Village Vans, Community Vans, and the Surplus Van Grant program fit into Intercity Transit’s future plans? Are there other programs of this type that should be considered?

Actions - 2011-2016

- Continue the Village Van, Surplus Van Grant, and Community Van programs. *These programs continue and continue to be successful.*

14. Issue: Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses – adequate to serve persons with disabilities?

Actions - 2011

- Complete Market Research of Dial-A-Lift services to measure customer satisfaction and need for service improvements. *Market research is underway and staff will present results in September 2011.*
- Continue to pursue improvements in scheduling software and use of technology to improve productivity and service. *This is an ongoing effort.*

Actions - 2012-2016

- Continue the effort to make all bus stops accessible, and to provide shelters and other amenities at stops that serve persons with disabilities.
- Apply the principles of Universal Design to all capital purchases and projects, and explicitly consider accessibility and usability by the widest range of individuals in the evaluation of equipment and technology.

15. Is the current fare policy appropriate?

Actions -2011

- Consider fare increase for January 1, 2012. This should be considered in concert with consideration of a service increase. *This issue should be further discussed. January 1, 2012 may be too early to consider a fare increase.*

Actions - 2012-2016

- Monitor costs during the period; consider an additional fare increase if fuel costs increase significantly or if sales tax revenue growth does not improve.

16. Issue: What role should Intercity Transit play in local transportation projects - Commute Trip Reduction, Bicycle Commuter Contest, Car-Free Day, Smart Moves, etc.?

Actions - 2011-2016

- Intercity Transit should work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program. *This is an ongoing effort.*
- Intercity Transit should continue to aggressively market alternative transportation to Youth and in schools. *This is an ongoing effort.*
- Intercity Transit should expand its marketing and communications efforts to educate the community about new and existing services and to increase ridership. *This is an ongoing effort.*
- Intercity Transit should continue to coordinate the Bicycle Community Contest and seek grant funding to expand its efforts. *The 2011 BCC was very successful with record number of sponsors and strong participation.*

- Intercity Transit should aggressively market frequency corridor service. *This is a continuing effort that will be increased when the economy improves.*

17. Issue: Should Intercity Transit's current marketing approach and level of effort be continued?

Actions - 2011

- Intercity Transit should continue to aggressively market its services, and should at a minimum, maintain the current level of marketing and community outreach efforts. *This effort continues.*
- Intercity Transit should explore providing real-time transit information and/or Web information via mobile devices. *One Bus Away was implemented.*

Actions - 2012-2016

- Intercity Transit should aggressively market the high level of service offered in major corridors.

18. Issue: What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?

Actions - 2011

- Begin participation in the Federal Transit Administration's Environmental and Sustainability Management System program. *Team has been participating and completed two of four workshops. An intern is assisting with this program.*
- Continue to utilize environmentally friendly chemicals and materials in all operations, and require their use to the maximum extent possible by vendors and contractors. *The ESMS program will improve our capabilities in this area.*
- Update Sustainability Plan and begin implementation of recommendations. *This will be completed in late 2011.*
- Update and revise the agency's Sustainability Policy. *A revised and updated policy was adopted by the Authority in 2011.*
- Continue partnerships with the Thurston Green Business group and Puget Sound Energy's Green Power program. *This was completed.*

Actions - 2011-2015

- Continue implementation of Sustainability Plan and update as needed.
- New buildings and facilities should meet LEED - Silver Certification building standards.

19. Issue: What should be Intercity Transit's policy and actions related to expansion of the PTBA?

Actions - 2011

- Staff should approach Thurston County jurisdictions outside of the PTBA boundaries to offer a briefing on the current status of Intercity Transit service and operations. *This was tabled.*
- Staff recommends the Authority maintain its current policy regarding expansion of the PTBA. *"The Intercity Transit Authority should consider annexation of new areas only if representatives of these areas request the Authority take steps to hold an annexation election and demonstrate that there is support for the action in the area to be annexed."* *This policy continues.*
- Staff should work with the Thurston Regional Planning Council and Thurston County to further explore alternatives for providing public transportation services in rural Thurston County. *This work continues.*

20. Issue: What additional steps should Intercity Transit take to increase safety and security for all customers and employees, and to provide the best possible response in the event of community emergencies?

Actions - 2011

- Complete implementation of appropriate actions to control access to the Pattison Street facility. *This issue is still being studied.*
- Continue work with local emergency response agencies and identify needed training or actions to improve capabilities. *This work continues.*

Actions - 2012-2016

- Continue to implement recommendations of Threat and Vulnerability Assessment.
- Develop training for all employees addressing their role in an emergency situation.