

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**October 5, 2016**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS/RECOGNITIONS** **20 min.**
  - A. **Operators - Class 16-02: Kenneth Dail; Regina Burns; Brianna Bowles; Jason Gilpin; Ed Thierry; William Ward; David Cabe; Ron Hughes; Celso Rangel**  
*(Mark Sandberg)*
  - B. **2016 Excellence in Transit Winners** *(Ann Freeman-Manzanares)*
  
- 3) **PUBLIC COMMENT** **10 min.**

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

*The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.*
  
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
  - A. **Approval of Minutes:** September 7, 2016, Regular Meeting; and September 21, 2016, ITA/CAC Joint Meeting.
  
  - B. **Payroll:** September 2016 - \$2,163,361.36
  
  - C. **Accounts Payable:** Warrants dated September 2, 2016, numbers 21410-21465, in the amount of \$1,029,559.51; Warrants dated September 16, 2016, numbers 21476-21548, in the amount of \$525,790.47; Warrants dated September 30, 2016, numbers 21554-21628, in the amount of \$991,480.06. Automated Clearing House Transfers for September 2016 in the amount of \$16,607.76 for a monthly total of \$2,563,437.80.
  
  - D. **Surplus Property - Declare the property listed on Exhibit A as surplus to our needs.** *(Katie Cunningham)*
  
- 5) **PUBLIC HEARING - None** **0 min.**
  
- 6) **COMMITTEE REPORTS**

- A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
- B. **Transportation Policy Board** (*Debbie Sullivan*) **3 min.**
- C. **Citizen Advisory Committee** (*Michael Van Gelder*) **3 min.**
  
- 7) **NEW BUSINESS**
  - A. **Operations Uniform Contract Extension** (*Katie Cunningham*) **5 min.**
  - B. **Vehicle Maintenance Pit Construction** (*Katie Cunningham*) **5 min.**
  - C. **2017 Draft Budget** (*Ben Foreman*) **10 min.**
  - D. **Request to Set Public Hearing 2017-2022 Strategic Plan** (*Ann Freeman-Manzanares*) **5 min.**
  - E. **Discounted Bus Pass Program** (*Ann Freeman-Manzanares*) **5 min.**
  
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
  
- 9) **AUTHORITY ISSUES** **20 min.**
  - A. **Report on APTA Annual Conference** (*Don Melnick*)
  
- 10) **ADJOURNMENT**

**Notice: The Authority will conduct a discussion following the meeting, pursuant to RCW 42.30.140 (4) (b) to discuss the IAM District Lodge 160 negotiations.**

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

*For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI coordinator at (360) 705-5857 or [ntrail@intercitytransit.com](mailto:ntrail@intercitytransit.com). If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.*

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**September 7, 2016**

**CALL TO ORDER**

Chair Gadman called the September 7, 2016, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner (via phone); City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; and Labor Representative Ed Bricker.

**Members Excused:** Thurston County Commissioner Bud Blake; and Citizen Representative Don Melnick

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Jeff Brewster; Katie Cunningham; Steve Krueger; Jeff Peterson; Eric Phillips; Pat Messmer; Heather Stafford-Smith; and Stefanie Randolph.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT** - None.

**APPROVAL OF CONSENT AGENDA ITEMS**

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

Karen Messmer noticed in the Disbursements List there is a reoccurring monthly expenditure of approximately \$90,000 paid to US Bank for credit card services, and she would like to see an itemization of those expenses.

Freeman-Manzanares said staff is researching how other jurisdictions show these types of expenses. Thus far other jurisdictions show charges but fund but do not show an itemized list. Thus far our financials provide more detail. Currently, all Intercity Transit VISA charges get sent to the Supervisors, Managers and Directors for review, audit and approval. The Director of Finance, Ben Foreman, then completes an overall audit of all final charges. She indicated in many cases it's easier to pay invoices using a

## **Intercity Transit Authority Regular Meeting**

**September 7, 2016**

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credit card, and, in addition, the agency gets a percentage back for every dollar spent using VISA.

Messmer expressed satisfaction at knowing the charges were so thoroughly reviewed. Gadman said he did not have a need to review an itemized listing of each charge.

**A. Approval of Minutes:** August 3, 2016, Regular Meeting; and August 17, 2016, Special Meeting.

**B. Payroll:** August 2016 in the amount of \$2,086,982.45.

**C. Accounts Payable:** Warrants dated June 10, 2016, numbers 20998-21056, in the amount of \$288,258.21; Warrants dated June 24, 2016, numbers 21068-21133, in the amount of \$621,992.76; Automated Clearing House Transfers for June 2016 in the amount of \$13,307.89 for a monthly total of \$923,307.89.

Warrants dated July 8, 2016, numbers 21142-21200, in the amount of \$251,764.93; Warrants dated July 22, 2016, numbers 21206-21269, in the amount of \$737,013.64; Automated Clearing House Transfers for July 2016 in the amount of \$6,435.57 for a monthly total of \$995,214.14.

Warrants dated August 5, 2016, numbers 21273-21333, in the amount of \$180,078.04; Warrants dated August 19, 2016, numbers 21338-21409, in the amount of \$617,924.28; Automated Clearing House Transfers for August 2016 in the amount \$10,093.16 for a monthly total of \$808,095.48.

**D. Transit Pass Printing & Delivery:** Authorized the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract will not exceed \$26,108, including taxes. This is the first of two optional one year extensions. (*Jeff Peterson*)

**PUBLIC HEARING - None.**

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC did not meet in August. However, the Director Recruitment Committee met and hired the firm of Karras Consulting to assist with the search for a new Executive Director. At the next meeting on September 9, TRPC members will discuss Call for Projects for proposals for funding.

**B. Transportation Policy Board (TPB).** Sullivan said the TPB did not meet in August.

- C. Citizen Advisory Committee.** Freeman-Manzanares said the CAC met on August 15, 2016, and reviewed the CAC Self-Assessment report; discussed the upcoming recruitment; and posed for the photo that's being used with the advertisements for the CAC recruitment.

## **NEW BUSINESS**

- A. Yearly ACS Maintenance Contract Extension and Invoice.** Procurement Coordinator, Jeff Peterson, presented for consideration the payment of the ACS radio system annual maintenance agreement. In 2013 Intercity Transit entered into a five-year agreement with ACS/Xerox to provide maintenance services for the operation of the agency radio system. Staff feels the cost established for this year of the agreement continues to be fair and reasonable.

Gadman said since this is a five-year contract, can staff refuse to pay the invoice?  
Peterson said all contracts include a termination clause.

**It was M/S/A by Citizen Representative Messmer and Councilmember Sullivan to authorize the General Manager to pay the annual invoice for the Xerox/ACS radio system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$206,418, including taxes.**

- B. Rejection of Vehicle Maintenance Pit Construction Bid.** Procurement Coordinator, Katie Cunningham, presented for Authority consideration to reject the bid submitted by Ronglin's Inc. for Vehicle Maintenance Pit Construction. The engineer's estimated cost to complete the pit construction project was between \$63,000 and \$77,000. The bid received in response to the RFB exceeded the engineer's estimate by \$88,946.11 - 116% higher than maximum estimated value to complete the project. Staff is working with the engineering firm to determine the basis for the significant difference between their estimate and the bid received.

Sullivan asked by clarifying the RFP does staff expect more bids will occur or is this so specialized there is a limited market. Cunningham said with the original bid there was confusion with quantity and size of the materials, so the clarification will add more detail to quantity, size, and location of the materials needed. This should add the needed clarification of the requirements to garner more accurate bids.

Carmody asked how much money and time is being lost by rejecting the bid. Eric Phillips, Development Director, responded there would be some lost staff time, but technical issues are minimal. The new process will make it easier for any contractor to see what they are bidding on and will encourage more bidders within the correct range.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Messmer to reject the bid submitted by Ronglin's, Inc. in response to RFP 1620 for Vehicle Maintenance Pit Construction and authorize the General Manager to direct staff to re-issue the RFB with changes as recommended by the engineer.**

**C. Overview of the Negotiation Process and Upcoming Collective Bargaining Agreement with International Association of Machinists, District Lodge 160.**

Human Resources Director, Heather Stafford Smith, said the IAM represents 35 employees in the Maintenance Division and the current collective bargaining agreement expires December 31, 2016. A new agreement would cover the period January 1, 2017 to December 31, 2019.

The negotiation team for IAM was identified in July and the new team was asked to participate once again in Interest-Based Bargaining training. The negotiation teams met August 8 and 9, 2016, for the training, and began negotiations on a few items as part of the training. The first official negotiation meeting is on September 9. Thereafter, six additional meetings are scheduled with a mutually set goal of completing the negotiations by November 11, 2016.

The team is in the process of collecting and analyzing data. Stafford will return at the October 5, 2016, Authority meeting to discuss issues as presented, and to request economic authority.

Stafford said the Unions are considered to be interest-arbitration eligible, which means the state determined that transit is an essential service like police and fire, and what that means is in exchange for not allowing them to strike, if we reach impasse, they have access to a 3<sup>rd</sup> party neutral which is an arbitrator to help determine how to settle the contract.

**D. Citizen Representative Reappointment/Recruitment.** Freeman-Manzanares presented whether to reappoint Citizen Representative Karen Messmer to another three-year term, or conduct a recruitment for the position which expires December 31, 2016. Messmer is eligible for another three-year term and has expressed a desire to remain on the Authority.

Messmer said it's been fun and rewarding to be part of the Intercity Transit Authority and she is excited and would be grateful to serve another term.

Gadman entertained discussion and questions.

Gilman said he values Messmer's careful study of the documents and relied on her analysis to help him form his recommendations.

Sullivan said she has worked with Messmer under numerous capacities, and finds her easy to work with and open to suggestions.

Gadman said he is grateful for Messmer's leadership and participation.

**It was M/S/A by Councilmember Carmody and Councilmember Sullivan to reappoint Citizen Representative Karen Messmer for an additional three-year term to the Intercity Transit Authority.**

## **GENERAL MANAGER'S REPORT**

Sales tax is at 4.68%.

Staff received ISO 14001 Certification Training, and will be testing the audit of the new standard in November.

The State Auditor's conducted a clean audit exit interview today (9/7/16). However, Intercity Transit did receive a management letter from the Auditor's office with a minor issue indicating staff coded some Capital Preventative Maintenance funds under Capital as opposed to Operating dollars.

Recruitment has begun, seeking new Citizen Advisory Committee members. Applications are due October 28, 2016.

Intercity Transit is testing a pilot for a community van program for the Community Action Council. The Council is moving to Willamette Drive, where currently there is no bus service. Staff is working with them regarding their needs, and that includes defensive driving training.

Everyone is invited to the Walk N Roll Open House on Saturday, September 10 from 1 p.m. to 4 p.m.

Staff is working with the jurisdictions and school boards to approve a Proclamation recognizing the month of October as Walk to School Month.

Intercity Transit will participate in the United Way Day of Caring on Friday, September 30, 2016. We'll be partnering with Community Youth Services.

Intercity Transit received an award from the Puget Sound Regional Council. It's the 21<sup>st</sup> Annual 2016 Vision 2040 Award. It was awarded for our partnership with Pierce County, JBLM, and Pierce Transit to design a Transportation Demand Management Program where we helped them design a shuttle service on base.

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Freeman-Manzanares is attending the APTA Annual Conference in Los Angeles, September 10 through 14; and she'll also be attending the Washington State Public Transportation Conference in Wenatchee September 17 through 21.

There have been a number of releases for grant funding, and they have a short turn-around time. The State Regional Mobility Grant application is due end of September. State Consolidated and Special Needs Grant is due October 14. Through TRPC, staff is looking at Federal Congestion Mitigation Air Quality Funding (CMAQ); and Federal Transportation Alternatives (TAP). We are not eligible for the Surface Transportation Program (STP) funding.

Based on Authority direction through the Strategic Planning process, staff is looking at combining funds for the Pattison Street rehab and expansion project which is about \$26M. Staff is having conversations with the state and federal advocates to see how we can piece a project together.

Freeman-Manzanares announced that former Citizen Advisory Committee member, Valerie Elliott, has passed away. Information about her memorial service will be announced when it's been obtained.

### **AUTHORITY ISSUES**

Messmer attended the Walk N Roll Open House today and she noticed the former City Attorney for Olympia, John Vanek, who has been a longtime volunteer, was reconstructing a bike. Messmer is impressed with the new location as it will make it more accessible for volunteers.

Messmer said she received an insert in her City of Olympia utility bill advertised riding the Intercity Transit bus or vanpool. She thinks this is an effective source of outreach.

Carmody said there is a Korean church in Yelm and perhaps Operator Chong Shin could give them a presentation on Intercity Transit's services.

Carmody said the City of Yelm is currently interviewing for a City Administrator.

Gilman said during his councilmember's report he put a plug in for the CAC recruitment which went out over TCTV.

Sullivan is still concerned about the Community Action Council moving outside of an easily accessible environment. She continues to work on this issue.



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Gadman came across an article in the latest edition of the Puget Sound Business Journal about Intercity Transit's Wellness Program. HR Assistant and Chair of the Wellness Committee, Shannie Jenkins, was interviewed about the program. Gadman said he was very impressed with article as it detailed the excellent program offered by the agency, and it makes him proud to be part of Intercity Transit.

**ADJOURNMENT**

**There being no further business to come before the Authority, Chair Gadman adjourned the meeting at 6:30 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: October 5, 2016.**

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

**MINUTES  
INTERCITY TRANSIT AUTHORITY  
CITIZEN ADVISORY COMMITTEE  
JOINT MEETING  
SEPTEMBER 21, 2016**

**CALL TO ORDER**

Chair Gadman called the September 21, 2016, Joint Meeting of the Intercity Transit Authority and Citizen Advisory Committee to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan (via phone); City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and Labor Representative Ed Bricker.

**Members Excused:** City of Yelm Councilmember Molly Carmody; Vice Chair and Citizen Representative Ryan Warner.

**CAC Members Present:** Billie Clark; Sue Pierce; Victor VanderDoes (Chair); Walter Smit; Jonah Cummings; Joan O'Connell; Jan Burt; Michael Van Gelder; and Lin Zinski.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Jeff Brewster; Pat Messmer; Eric Phillips; Steve Krueger; Steve Swan; and Nancy Trail.

**Others Present:** Karen Parkhurst, TRPC.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**RECOGNITION AND CELEBRATION**

Freeman-Manzanares introduced the 2016 Washington State Public Transportation Roadeo Grand Champions. This is the second year Intercity Transit has won the Washington State awarded Grand Champion Award which is a combination of Operations and Maintenance scores.

Our Maintenance Team won 1<sup>st</sup> Place - *Coach Technicians Joe Bell, James Bush and Grant Swidecki*. Also attending the meeting from Maintenance were Maintenance Manager,

## **Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 21, 2016**

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Paul Koleber and Maintenance Supervisor, William Snyder who provided support and coaching for the team.

The winning team from Operations: Body-on-Chassis 1st Place *Operator Dan Savage*; 30' Coach 1<sup>st</sup> Place *Operator Rob Wood*; 40' Coach 4<sup>th</sup> Place *Operator Bill Miller*; Pre-Trip Award *Dan Savage*. Also attending the meeting from Operations were Fixed Route Manager, Mark Sandberg and Operations' Supervisor, David Dudek who provided support and coaching for the team.

Chair Gadman recessed the meeting at 5:35 p.m. to allow for a brief celebration.

Chair Gadman reconvened the meeting at 5:49 p.m.

*Bricker left the meeting.*

### **INTRODUCTIONS**

The Authority, CAC members and staff provided self-introductions.

### **CAC SELF-ASSESSMENT**

Citizen Advisory Committee Chair, Victor VanderDoes, reviewed the results of the CAC's annual Self-Assessment. Comparing to last year's assessment, he noted the most improved category was that of Participation. All other categories resulted in the response "strongly agree" or "somewhat agree."

Messmer commented on question 4 of the Assessment, "We add value to the Transit Authority's decisions." Messmer reads and relies on the CAC minutes as part of her preparation for the Authority meetings, and quite often CAC questions and comments may make her think differently about certain topics. She finds the CAC feedback valuable and thanked the members for attending and participating.

Blake commented on question 6, "I feel satisfied with my participation level within the Citizen Advisory Committee." He noted almost one-third responded "somewhat agree" and he asked how that number could be reduced. VanderDoes said he thinks perhaps it's how individual members feel about bringing up comments. O'Connell said the members previously identified the fact that in 2016 there were many new members, and it takes time for new members to reach a comfort level of participation. It also takes members time to learn how Intercity Transit operates.

Gilman referred to question 2, "The CAC represents the community." It appears a third of the members didn't rate it at the highest point and he's wondering who is missing and what could be done differently with recruitment? What led a third of the CAC members to express that they might not fully represent the community?

Cummings said that one way to get a broader selection of people might be to assess which of our members are regular riders and see which routes are not represented, to ensure there is a good distribution or if there are any gaps and target those bus riders. As far as the gaps, there was one comment that made sense to him about people working nights, not necessarily being represented because of the challenge for them to come to the meetings. However, that might not be a problem as long as their views are represented. He suggested perhaps using the teleconferencing system to accommodate members who work nights and are unable to physically attend the meetings.

Pierce said this topic has been discussed by members several times in the past, and she suggested the members continue to look outside the box, and look for other new ways to reach out. She said to keep in mind that many of the responses to the survey questions are based on personal decisions.

O'Connell said if a survey doesn't allow feedback for improvement then it's not useful. If a survey is showing everything is going well, then it needs to be rewritten and the questions should be asked differently – perhaps in essay form. She likes the idea of recruiting in pockets, but create some type of marketing program where we ask the public to provide their comments to the CAC.

Blake said during one of the sessions at the APTA conference in San Antonio, Gadman mentioned our CAC and how it works, and it was noticeable how the other systems attending the session were very impressed.

Van Gelder said in terms of public engagement, go to the public on their ground. Perhaps the CAC members could set up meetings at other localized locations and contact their neighborhood associations, or go to people's homes and talk about Intercity Transit. It's another way to use the CAC. The members could go out into the community, from their homes or neighborhoods, where they are more inclined to talk about what's important to them.

Messmer said during the next CAC recruitment, the ad-hoc committee which consists of both ITA and CAC members, will have the opportunity to think about representation on the CAC. She noted that we tend to get more people applying who are really well-qualified compared to the number of open positions to be filled, and maybe the geographic distribution can be discussed when the ad-hoc committee meets. Every time there is a recruitment and interview process, the Authority/CAC should think about broadening representation and diversity.

## **FIXED ROUTE SERVICE OVERVIEW**

## **Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 21, 2016**

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Freeman-Manzanares said as Intercity Transit moves forward through the short and long range planning process, and enter into the community conversation, it is important to start with baseline information.

Planning Manager, Dennis Bloom, and Senior Planner, Steve Swan provided an overview of Intercity Transit's fixed route service through a PowerPoint presentation.

Bloom said as staff moves forward with the short range service plan (7 years) and the long range plan (20 years), the community conversation is a bigger piece, and that begins with a perspective on starting basic ground work and where we've been before. Much of this presentation provides the history of Intercity Transit.

### **Summary of the Brief History of Intercity Transit**

- Jack Carr owned the Olympia Transit Company and that was the precursor to Intercity Transit.
- Thurston County Public Transportation Benefit Area (PTBA) was formed in 1980 that included Olympia, Lacey, Tumwater and portions of unincorporated Thurston County.
- At that time, it required voter approval to increase sales and use tax to be used for public transit purposes.
- In 1992, voters approved service to be expanded to include all of Thurston County.
- In 1993, Intercity Transit increased fixed routes and custom bus service by 49%.
- Rural service included Steamboat Island, Evergreen Shores, Littlerock, Rochester, Grand Mound, Tenino, Bucoda, Rainier, Yelm Scott Lake and East Olympia.
- Between 1993 and mid-1998 a series of small service reductions occurred due to slow growth in sales tax revenue.
- In 1999, even with further reductions, additional review was needed to maintain the level of service. A ballot for an increase of 0.2% in the sales tax failed in March 1999. A 10% reduction in service and staff occurred in October 1999. There was a 7% reduction in service - customer bus service and reductions in rural service.
- Intercity Transit lost all local MVET revenues from January 1, 2000 forward creating another service reduction, as well as a reduction in staff.
- To help the agency deal with the lack of service, there was the development of a Strategic Plan working in cooperation with TRPC to develop a work program to address transportation issues that helped the Authority to make decisions on how to move forward.
- This created the formation of a Citizen Advisory Committee, and involved TRPC, Thurston County and the various jurisdictions.

Bloom continued with more history of the agency with Swan bringing us to modern day operations and process.

*O'Connell left the meeting.*

## **GENERAL MANAGER'S REPORT**

Freeman-Manzanares said IAM negotiations have begun.

Freeman-Manzanares attended the APTA Annual Conference in Los Angeles, along with Authority member, Don Melnick and DAL Manager Emily Bergkamp.

She also attended the Transportation Choices Coalition (TCC) Annual Fundraising event called Transit Heroes, as well as their annual board planning retreat. She represents all of the transit systems in the state. Part of her role is to represent transit systems throughout the state but particularly those outside of the Seattle area. TCC has a commitment to lending support and expertise to the rest of the state both in the formation of PTBA's as well as a variety of advocacy efforts.

Freeman-Manzanares met with the City of Lacey to provide an update of activities and respond to questions. She asked for their participation in the community conversation and also asked for their support because it will take a community-wide effort to gain financial support for the Pattison Rehabilitation and Expansion project. They offered the support of their advocate as we go to the state legislature to talk about funding.

Freeman-Manzanares met with Intercity Transit's state advocates in preparation to design our game plan for the legislative session, and about the pre-legislative session. They talked about conducting a legislative breakfast; and inviting our legislatures to visit Intercity Transit and learn more about transit.

Freeman-Manzanares is participating in the EDC Economic Alliance Summit being held the week of September 26.

Regional Mobility Grants are due the end of September. The priorities for the Regional Mobility Grant fit what we are trying to accomplish with our grant request but the scoring criteria aren't a good fit. We expect we will need to full support of our legislators to back us up on this funding request.

Staff is working on putting together an express service request. Some of the grant-funded services are doing well, and there are people who will be unhappy if we eliminate the express service when the grant disappears. The Regional Mobility Grant won't continue to support existing grant funded service.

Freeman-Manzanares encourages the CAC's assistance in the upcoming recruitment for four new members. She also asked the jurisdictions to advertise on their websites, and announce it at the council meetings and anywhere else that is appropriate.

Messmer asked if any programmatic activities such as Walk N Roll will be included in the grant process. Freeman-Manzanares said there is another grant process

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administered through TRPC for TAP and CMAQ and we will be applying for youth education dollars. Those applications are due October 14.

**AUTHORITY/CAC ISSUES**

Melnick said he enjoyed APTA annual conference. He'll share feedback at the next Authority meeting.

Zinski asked if there has ever been or will there be in the future same-day Dial-A-Lift service for wheelchair users? Freeman-Manzanares said Dial-A-Lift tries to respond to same day requests but they cannot be guaranteed. Rides are provided if space is available.

Smit said he would like to see information provided to the public on how to make a transfer request for fixed-route service. There are many people who worry about making their transfer connection. Is there something that shows how many transfer requests are made?

Bloom said there is a process both electronically and through dispatch.

Messmer said this might relieve some of the anxiety people have about taking the bus.

Cummings said he spoke with a frequent bus rider who uses transit as their primary mode of transportation, and they were saying that buses that provide service to hospitals makes people more comfortable using transit.

**ADJOURNMENT**

**There being no further business, Chair Gadman adjourned the meeting at 7:35 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: October 5, 2016.**

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

PERIOD DATES: 08/21/2016-09/03/2016						PERIOD DATES: 09/04/2016-09/17/2016					
			PAYDATE 9/03/2016						PAYDATE 09/23/2016		
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	78,996.05		3	FIT		EFT	81,361.51	
4	MT		EFT	21,417.04	100,413.09	4	MT		EFT	21,958.08	103,319.59
5	A2/35	Life Ins.	Check Dave 2nd	1,721.88	0.00	5	AL/35	Life Ins.	Check Dave 2nd	3,127.82	0.00
6	D3/31	Disability Ins	Check Dave 2nd	1,808.94	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,293.30	0.00
7	HE/37	Health In1st	Check Dave 2nd	16,650.00	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	308,834.50	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth- DO NOT USE	Check Dave 2nd	0.00	0.00
9	CC/61	Child Care	Hfsttler/Brkmp	384.30		9	CC/61	Child Care	Hfsttler/Brkmp	384.30	
10	GN/08	Garnish	CHECK last	975.46		10	GN/08	Garnish	CHECK last	906.44	
11	CS/09	DSHS	EFT	2,295.20	2,295.20	11	CS/09	DSHS	EFT	2,569.24	2,569.24
12	CS/09	ExpertPay	EFT	0.00	0.00	12	CS/09	ExpertPay- OTHER STATE	EFT	0.00	0.00
13						13					
14	D1/98	D.Dep. #1	ACH WIRE every	8,907.64	8,907.64	14	D1/98	D.Dep. #1	ACH WIRE every	8,587.74	8,587.74
15	D2/97	D.Dep. #2	ACH WIRE every	17,652.84	17,652.84	15	D2/97	D.Dep. #2	ACH WIRE every	17,712.49	17,712.49
16						16					
16	GT/63	G.Ed.Tuit	Check every	227.00		16	GT/63	G.Ed.Tuit	Check every	227.00	
17	HS/69	Health Svgs	ACH Wire every	125.00	125.00	17	HS/69	Health Svgs	ACH Wire every	125.00	125.00
18	DC/97	Vgrd EE	Wire	45,401.99		18	DC/97	Vgrd EE	Wire	46,418.60	
19	DC/22	Vgrd ER	Wire	31,390.44	76,792.43	19	DC/22	Vgrd ER	Wire	31,990.05	78,408.65
20	L2/29	401k Ln#2	Wire	4,982.62		20	L2/29	401k Ln#2	Wire	5,108.46	
20	LN/29	401k Ln #1	Wire	8,338.90	13,321.52	20	LN/29	401k Ln #1	Wire	8,252.76	13,361.22
22	TTL VNGRD		90,113.95			22	TTL VNGRD		91,769.87		
23	LI/02	L&I	EFT Quarterly	30,618.93		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	29,238.77	
24	MD/51&M2	Mch.UnDues	Check last	1,276.94		24	MD/51&M2	Mch.UnDues- 164 PEREE	Check last	1,277.06	
25	MI/52	Mac.Inltion	Check last	181.70		25	MI/52	Mac.Inltion	Check last	302.80	
26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		0.00	
26	GL/11	GTLife		0.00		26	GL/11	GTLife-ER/EE TERM/YRLY		0.00	
28	TF/	Tx.Fr.Benefit	Employer	160.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00
29	PA/66	Proj.Asslst	Check last	433.00		29	PA/66	Proj.Assist	Check last	438.00	
30	PN/04	PERS EE	EFT	46,176.91	0.00	30	PN/04	PERS EE	EFT	47,999.14	0.00
31	PN/04	PERS ER	EFT	84,180.85	130,357.76	31	PN/04	PERS ER	EFT	87,149.25	135,148.39
32	TTL PERS		130,357.76			32	TTL PERS		135,148.39		
33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00
34	RC/24	ICMA EE	WIRE	5,316.76		34	RC/24	ICMA EE	WIRE	5,601.49	
35	RI/23	ICMA Roth	WIRE	514.61	514.61	35	RI/23	ICMA Roth	WIRE	514.61	514.61
36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00	36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00
37	RR/25	ICMA ER	WIRE	3,099.30	8,416.06	37	RR/25	ICMA ER	WIRE	3,200.29	8,801.78
38	TTL ICMA	10,426.06	10,940.67			38	TTL ICMA	10,811.78	11,326.39		
39	SD/26	457 ST EE	EFT	12,645.32		39	SD/26	457 ST EE	EFT	13,822.24	
40	SR/27	457 ST ER	EFT	7,168.25	19,813.57	40	SR/27	457 ST ER	EFT	7,962.40	21,784.64
41	ST/67	ShTrmDisab- AFLA	EFT	3,845.40	3,845.40	41	ST/67	ShTrmDisab-AFLAC	EFT	136.76	136.76
42	UC/45	Un COPE	Check 1st	114.00		42	UC/45	Un COPE	Check 1st	-	
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess -2ND PP	Check last	603.00	
43	UD/42	Un Dues	Check last	5,553.53		43	UD/42	Un Dues-BOTH PP	Check last	5,616.39	
44	UI/41	Un Inltatn	Check last	90.00		44	UI/41	Un Inltatn- 100.00 PEREE	Check last	90.00	
45	UT/43	Un Tax	Check last	3,004.90		45	UT/43	Un Tax IST PP	Check last	0.00	
46	UW/62	United Way	Check last	458.50		46	UW/62	United Way	Check last	440.50	
47	WF/64	Wellness	Check last	350.50		47	WF/64	Wellness	Check last	354.50	
48	NET PAY (dir. Deposit)	ACH Wire every	461,053.61	461,053.61		48	NP NET PAY (dir. Deposit)	ACH Wire every	489,833.17	489,833.17	
49	Paychecks		15,310.80			49	Paychecks - LIVE CHECKS		2,024.59		
49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$845,518.73		49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$882,313.28	
50	TOTAL PAYROLL*:		\$924,839.11			50	TOTAL PAYROLL*:		\$1,238,522.25		
51	GROSS EARNINGS:		762,679.12			51	GROSS EARNINGS:		793,116.88		
52	EMPR MISC DED:		151,451.47			52	EMPR MISC DED:		434,426.33		
53	EMPR MEDICARE TAX:		10,708.52			53	EMPR MEDICARE TAX:		10,979.04		
54	TOTAL PAYROLL FOR SEPTMEBER 2016			\$924,839.11		54	TOTAL PAYROLL*:			\$1,238,522.25	
55						55	TOTAL PAYROLL FOR AUGUST 2016			\$2,163,361.36	
56	ACH WIRE TOTAL		487,739.09			56	ACH WIRE TOTAL		516,258.40		



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/02/2016

Thru Date: 09/02/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021410	9/2/2016	01465	AFFILIATED COMPUTER SERVICES INC	\$4,428.33	
00021411	9/2/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$14,872.51	
00021412	9/2/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,080.00	
00021413	9/2/2016	02060	AMERISAFE	\$1,385.90	
00021414	9/2/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$208.05	
00021415	9/2/2016	02380	ARAMARK UNIFORM SERVICES	\$968.29	
00021416	9/2/2016	02580	ASSOCIATED PETROLEUM	\$3,697.25	
00021417	9/2/2016	02990	B&B SIGN COMPANY LLC	\$211.13	
00021418	9/2/2016	03250	BATTERY SYSTEMS, INC	\$393.74	
00021419	9/2/2016	04040	BUD CLARY CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00021420	9/2/2016	04040	BUD CLARY CHEVROLET	\$501,424.00	
00021421	9/2/2016	05260	CAPITAL INDUSTRIAL INC	\$21.67	
00021422	9/2/2016	05280	CAPITAL LAKEFAIR INC	\$3,948.00	
00021423	9/2/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,844.16	
00021424	9/2/2016	05740	CED	\$96.45	
00021425	9/2/2016	06120	CITY OF OLYMPIA UTILITIES	\$863.46	
00021426	9/2/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$200.42	
00021427	9/2/2016	07220	CUMMINS INC	\$15,497.93	
00021428	9/2/2016	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$183.00	
00021429	9/2/2016	10477	GALLS, LLC	\$842.95	
00021430	9/2/2016	10607	GENUINE AUTO GLASS OF LACEY	\$289.26	
00021431	9/2/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021432	9/2/2016	10660	GILLIG LLC	\$15,140.89	
00021433	9/2/2016	10863	GRAYS HARBOR TRANSIT	\$460.00	
00021434	9/2/2016	11895	J&I POWER EQUIPMENT INC	\$482.92	
00021435	9/2/2016	11905	JANEK CORPORATION	\$326.40	
00021436	9/2/2016	11930	JERRYS AUTOMOTIVE TOWING	\$670.20	
00021437	9/2/2016	12475	KBH CONSTRUCTION COMPANY	\$67,840.00	
00021438	9/2/2016	12875	KPFF CONSULTING ENGINEERS INC	\$239.02	
00021439	9/2/2016	13510	LES SCHWAB TIRE CENTER	\$245.04	
00021440	9/2/2016	13850	MASON TRANSIT AUTHORITY	\$872.00	
00021441	9/2/2016	14590	MOHAWK MFG & SUPPLY	\$171.00	
00021442	9/2/2016	14750	MULLINAX FORD	\$2,339.99	
00021443	9/2/2016	14900	NAPA AUTO PARTS	\$349.06	
00021444	9/2/2016	15140	NISQUALLY TOWING SERVICE	\$202.50	
00021445	9/2/2016	16557	PACIFIC MODULAR, INC	\$489.60	
00021446	9/2/2016	16595	PACIFIC POWER GROUP LLC	\$7,518.16	
00021447	9/2/2016	16765	PETRO CARD	\$31,152.67	
00021448	9/2/2016	17505	RAINIER DODGE INC	\$549.14	
00021449	9/2/2016	17560	RE AUTO ELECTRIC INC	\$546.39	
00021450	9/2/2016	17900	SCHETKY NW SALES INC	\$300.83	
00021451	9/2/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$656.70	
00021452	9/2/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021453	9/2/2016	18197	SMART TALENT LLC	\$1,540.00	
00021454	9/2/2016	18470	SPORTWORKS NORTHWEST INC	\$208.05	
00021455	9/2/2016	18610	STEPHAN J PARROTT	\$725.00	
00021456	9/2/2016	18651	STORMANS (LICENSING)	\$286.50	
00021457	9/2/2016	21660	THERMO KING NORTHWEST	\$1,658.01	
00021458	9/2/2016	21950	TITUS-WILL CHEVROLET	\$1,431.99	
00021459	9/2/2016	22010	TOYOTA OF OLYMPIA	\$96.18	
00021460	9/2/2016	23660	UNITED WAY OF THURSTON COUNTY	\$919.00	
00021461	9/2/2016	23755	VALLEY FREIGHTLINER	\$4,356.02	
00021462	9/2/2016	24000	W W GRAINGER INC	\$223.17	
00021463	9/2/2016	24750	WA ST GET PROGRAM	\$227.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/02/2016

Thru Date: 09/02/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021464	9/2/2016	24755	WA ST HEALTH CARE AUTHORITY	\$331,406.25	
00021465	9/2/2016	25858	WESTCARE CLINIC LLC PS	\$170.00	
			<b>Total:</b>	<b>\$1,029,559.51</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/16/2016

Thru Date: 09/16/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021476	9/16/2016	11740	INTERCITY TRANSIT ADVANCED TRAVEL	\$3,951.98	
00021477	9/16/2016	01405	ADVANCE GLASS INC	\$433.24	
00021478	9/16/2016	01465	AFFILIATED COMPUTER SERVICES INC	\$189,722.00	
00021479	9/16/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$114.00	
00021480	9/16/2016	01815	AMERICAN CUSTODIAL INC	\$20,110.00	
00021481	9/16/2016	01820	AMERICAN DRIVING RECORDS INC	\$253.72	
00021482	9/16/2016	02060	AMERISAFE	\$425.02	
00021483	9/16/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$441.76	
00021484	9/16/2016	02580	ASSOCIATED PETROLEUM	\$1,790.51	
00021485	9/16/2016	03000	HE PARTS INTERNATIONAL	\$572.57	
00021486	9/16/2016	03250	BATTERY SYSTEMS, INC	\$2,745.33	
00021487	9/16/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$4,212.97	
00021488	9/16/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$216.05	
00021489	9/16/2016	06830	CONSOLIDATED PRESS	\$5,592.67	
00021490	9/16/2016	07220	CUMMINS INC	\$2,092.86	
00021491	9/16/2016	08780	EMERALD SERVICES INC	\$893.22	
00021492	9/16/2016	10477	GALLS, LLC	\$724.55	
00021493	9/16/2016	10605	GENFARE	\$103.19	
00021494	9/16/2016	10607	GENUINE AUTO GLASS OF LACEY	\$1,562.62	
00021495	9/16/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021496	9/16/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021497	9/16/2016	10660	GILLIG LLC	\$17,738.96	
00021498	9/16/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00021499	9/16/2016	11310	HOGAN MFG INC	\$47.22	
00021500	9/16/2016	11615	INDUSTRIAL HYDRAULICS INC	\$10.99	
00021501	9/16/2016	11765	INTERCITY TRANSIT PETTY CASH	\$1,342.94	
00021502	9/16/2016	11810	INTERSTATE BATTERY	\$343.64	
00021503	9/16/2016	11865	ISLAND SUPERIOR AIR FILTER	\$559.58	
00021504	9/16/2016	11905	JANEK CORPORATION	\$603.84	
00021505	9/16/2016	13661	LOOMIS	\$382.02	
00021506	9/16/2016	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
00021507	9/16/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$692.28	
00021508	9/16/2016	14590	MOHAWK MFG & SUPPLY	\$68.40	
00021509	9/16/2016	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
00021510	9/16/2016	14750	MULLINAX FORD	\$3,318.49	
00021511	9/16/2016	14900	NAPA AUTO PARTS	\$305.21	
00021512	9/16/2016	15140	NISQUALLY TOWING SERVICE	\$270.00	
00021513	9/16/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$13.98	
00021514	9/16/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00021515	9/16/2016	16595	PACIFIC POWER GROUP LLC	\$2,734.71	
00021516	9/16/2016	16765	PETRO CARD	\$49,279.75	
00021517	9/16/2016	16820	PIERCE COUNTY SECURITY	\$15,987.41	
00021518	9/16/2016	17290	PUGET SOUND ENERGY	\$11,632.29	
00021519	9/16/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00021520	9/16/2016	17505	RAINIER DODGE INC	\$429.80	
00021521	9/16/2016	17560	RE AUTO ELECTRIC INC	\$1,011.16	
00021522	9/16/2016	17900	SCHETKY NW SALES INC	\$976.35	
00021523	9/16/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,066.20	
00021524	9/16/2016	18145	SIX ROBBLEES INC	\$6.63	
00021525	9/16/2016	18470	SPORTWORKS NORTHWEST INC	\$63.04	
00021526	9/16/2016	18510	SRG PARTNERSHIP INC	\$1,599.81	
00021527	9/16/2016	18610	STEPHAN J PARROTT	\$725.00	
00021528	9/16/2016	18651	STORMANS (LICENSING)	\$477.50	
00021529	9/16/2016	18755	S-SQUARE TUBE PRODUCTS	\$1,763.50	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/16/2016

Thru Date: 09/16/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021530	9/16/2016	18940	TENNANT COMPANY	\$39.11	
00021531	9/16/2016	21660	THERMO KING NORTHWEST	\$261.61	
00021532	9/16/2016	21800	THURSTON COUNTY RESOURCE STEWARDS	\$100.00	
00021533	9/16/2016	21930	TIRES INC	\$13,390.39	
00021534	9/16/2016	21950	TITUS-WILL CHEVROLET	\$7,885.71	
00021535	9/16/2016	21985	TOTAL FILTRATION SERVICES	\$484.98	
00021536	9/16/2016	22100	TRANSIT SOLUTIONS, LLC	\$908.55	
00021537	9/16/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00021538	9/16/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$100,866.96	
00021539	9/16/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,689.11	
00021540	9/16/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$29,417.76	
00021541	9/16/2016	23755	VALLEY FREIGHTLINER	\$1,560.86	
00021542	9/16/2016	24000	W W GRAINGER INC	\$16.12	
00021543	9/16/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$289.00	
00021544	9/16/2016	24750	WA ST GET PROGRAM	\$227.00	
00021545	9/16/2016	25380	WASHINGTON GARDENS	\$315.52	
00021546	9/16/2016	25540	WASHINGTON STATE RIDESHARING ORG	\$150.00	
00021547	9/16/2016	25580	WASHINGTON STATE TRANSIT INSURANCE	\$925.00	
00021548	9/16/2016	25858	WESTCARE CLINIC LLC PS	\$499.00	
<b>Total:</b>				<b>\$525,790.47</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/30/2016

Thru Date: 09/30/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021554	9/30/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$14,957.82	
00021555	9/30/2016	01850	AMERICAN FENCE RENTAL LLC	\$2,232.15	
00021556	9/30/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00021557	9/30/2016	01960	AMERICAN SEATING COMPANY	\$628.47	
00021558	9/30/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$97.01	
00021559	9/30/2016	02380	ARAMARK UNIFORM SERVICES	\$1,876.43	
00021560	9/30/2016	02480	ASE SUPPLY INC	\$38.82	
00021561	9/30/2016	02580	ASSOCIATED PETROLEUM	\$562.01	
00021562	9/30/2016	02825	AUTO PLUS - OLYMPIA	\$48.86	
00021563	9/30/2016	02990	B&B SIGN COMPANY LLC	\$488.51	
00021564	9/30/2016	04040	BUD CLARY CHEVROLET	\$219,373.00	
00021565	9/30/2016	04120	BUILDERS HARDWARE CO	\$264.25	
00021566	9/30/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,255.65	
00021567	9/30/2016	05740	CED	\$160.96	
00021568	9/30/2016	06060	CITY OF OLYMPIA	\$164.00	
00021569	9/30/2016	06120	CITY OF OLYMPIA UTILITIES	\$828.16	
00021570	9/30/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$400.02	
00021571	9/30/2016	07017	CORWIN OF PASCO LLC	\$54,445.35	
00021572	9/30/2016	07220	CUMMINS INC	\$13,829.32	
00021573	9/30/2016	09055	EVERGREEN PROFESSIONAL RECOVERIES	\$1,166.21	
00021574	9/30/2016	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00021575	9/30/2016	09805	FLEET PRIDE	\$36.47	
00021576	9/30/2016	09820	FLEET-NET CORP	\$5,238.72	
00021577	9/30/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021578	9/30/2016	10477	GALLS, LLC	\$3,879.05	
00021579	9/30/2016	10605	GENFARE	\$815.46	
00021580	9/30/2016	10607	GENUINE AUTO GLASS OF LACEY	\$1,291.07	
00021581	9/30/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021582	9/30/2016	10660	GILLIG LLC	\$14,075.74	
00021583	9/30/2016	10863	GRAYS HARBOR TRANSIT	\$468.00	
00021584	9/30/2016	11498	IBI GROUP, US	\$17,333.50	
00021585	9/30/2016	11905	JANEK CORPORATION	\$859.52	
00021586	9/30/2016	12875	KPFF CONSULTING ENGINEERS INC	\$3,704.46	
00021587	9/30/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,694.65	
00021588	9/30/2016	13510	LES SCHWAB TIRE CENTER	\$727.49	
00021589	9/30/2016	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$11,117.00	
00021590	9/30/2016	13750	MAILBOX OF OLYMPIA	\$500.00	
00021591	9/30/2016	13850	MASON TRANSIT AUTHORITY	\$854.00	
00021592	9/30/2016	14160	MCMASTER-CARR SUPPLY CO.	\$88.69	
00021593	9/30/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00021594	9/30/2016	14750	MULLINAX FORD	\$559.20	
00021595	9/30/2016	14900	NAPA AUTO PARTS	\$706.51	
00021596	9/30/2016	15140	NISQUALLY TOWING SERVICE	\$776.25	
00021597	9/30/2016	15203	NORTHWEST CASCADE INC	\$12,870.41	
00021598	9/30/2016	16557	PACIFIC MODULAR, INC	\$707.20	
00021599	9/30/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,265.17	
00021600	9/30/2016	16595	PACIFIC POWER GROUP LLC	\$21,000.00	
00021601	9/30/2016	16765	PETRO CARD	\$81,232.85	
00021602	9/30/2016	17505	RAINIER DODGE INC	\$783.51	
00021603	9/30/2016	17560	RE AUTO ELECTRIC INC	\$447.97	
00021604	9/30/2016	17705	RICHARDS UPHOLSTERY	\$76.16	
00021605	9/30/2016	17729	ROBERT W JEAN	\$1,000.00	
00021606	9/30/2016	17900	SCHETKY NW SALES INC	\$2,130.87	
00021607	9/30/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$3,201.98	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/30/2016

Thru Date: 09/30/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021608	9/30/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021609	9/30/2016	18145	SIX ROBBLEES INC	\$92.70	
00021610	9/30/2016	18355	SOUND TRANSIT	\$29,393.82	
00021611	9/30/2016	18470	SPORTWORKS NORTHWEST INC	\$308.15	
00021612	9/30/2016	18651	STORMANS (LICENSING)	\$382.00	
00021613	9/30/2016	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$107,222.74	
00021614	9/30/2016	18720	SUPER BEE WHEEL ALIGNMENT	\$54.40	
00021615	9/30/2016	21660	THERMO KING NORTHWEST	\$943.59	
00021616	9/30/2016	21930	TIRES INC	\$2,939.72	
00021617	9/30/2016	21950	TITUS-WILL CHEVROLET	\$2,664.88	
00021618	9/30/2016	22010	TOYOTA OF OLYMPIA	\$97.89	
00021619	9/30/2016	22420	TUMWATER PRINTING	\$451.94	
00021620	9/30/2016	23660	UNITED WAY OF THURSTON COUNTY	\$899.00	
00021621	9/30/2016	23755	VALLEY FREIGHTLINER	\$2,774.11	
00021622	9/30/2016	24000	W W GRAINGER INC	\$453.04	
00021623	9/30/2016	24030	WA ST AUDITORS OFFICE	\$93.10	
00021624	9/30/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$179.86	
00021625	9/30/2016	24750	WA ST GET PROGRAM	\$227.00	
00021626	9/30/2016	24755	WA ST HEALTH CARE AUTHORITY	\$333,447.33	
00021627	9/30/2016	25540	WASHINGTON STATE RIDESHARING ORG	\$700.00	
00021628	9/30/2016	25858	WESTCARE CLINIC LLC PS	\$170.00	
			<b>Total:</b>	<b>\$991,480.06</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	08/26/16	DI	9/2/2016			192.30	192.30	192.30		192.30
<b>11740 INTERCITY TRANSIT ADVANCED TRAVEL</b>										
00	2016AUG	DI	9/2/2016			3,318.40	3,318.40	3,318.40		3,510.70
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2016AUG	DI	9/2/2016			860.00	860.00	860.00		4,370.70
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2016AUG	DI	9/2/2016			702.50	702.50	702.50		5,073.20
<b>12913 KRUEGER, STEVEN J</b>										
00	08/20-25/16	DI	9/2/2016			122.98	122.98	122.98		5,196.18

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>06270 CLAUS, DIANA</b>										
00	8/2-5/16	DI	9/16/2016			55.08	55.08	55.08		55.08
<b>07762 DELANCY, ARTHUR</b>										
00	37714	DI	9/16/2016			85.00	85.00	85.00		140.08
<b>08550 EASY SPEAKERS CLUB</b>										
00	10/1/16 - 03/31/17	DI	9/16/2016			840.00	840.00	840.00		980.08
<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2016SEP	DI	9/16/2016			2,346.00	2,346.00	2,346.00		3,326.08
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2016SEP	DI	9/16/2016			2,735.70	2,735.70	2,735.70		6,061.78
<b>17895 SCHEEL, RON</b>										
00	26063	DI	9/16/2016			85.00	85.00	85.00		6,146.78



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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	<b>03885 BREWSTER, JEFFERY A</b>									
00	09/18-21/16	DI	9/30/2016			270.12	270.12	270.12		270.12
	<b>09990 FOSTER, BUDDY</b>									
00	09/18-21/16	DI	9/30/2016			302.04	302.04	302.04		572.16
	<b>10140 FRANSON, GLEN</b>									
00	2016CDL	DI	9/30/2016			85.00	85.00	85.00		657.16
	<b>10205 FREEMAN-MANZANARES ANN</b>									
00	09/10-14/16	DI	9/30/2016			1,745.54	1,745.54	1,745.54		2,402.70
	<b>10635 GERCHAK AMANDA JOY</b>									
00	09/18-21/16	DI	9/30/2016			188.80	188.80	188.80		2,591.50
	<b>10775 GOULD, JESSICA</b>									
00	09/12-16/16	DI	9/30/2016			521.00	521.00	521.00		3,112.50
	<b>11308 HOFSTETTER SHANNON</b>									
00	9/23/16	DI	9/30/2016			192.30	192.30	192.30		3,304.80
	<b>11400 HUG, KARL</b>									
00	09/12-14/16	DI	9/30/2016			108.00	108.00	108.00		3,412.80
	<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>									
00	2016SEPT	DI	9/30/2016			871.00	871.00	871.00		4,283.80
	<b>11775 INTERCITY TRANSIT WELLNESS</b>									
00	2016SEPT	DI	9/30/2016			705.00	705.00	705.00		4,988.80
	<b>16785 PHILLIPS, ERIC</b>									
00	09/17-21/16	DI	9/30/2016			156.00	156.00	156.00		5,144.80
	<b>17730 ROBINSON ROB</b>									
00	2016256061	DI	9/30/2016			120.00	120.00	120.00		5,264.80

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: October 5, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**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:** Staff is requesting the Authority declare the list of Facilities, Maintenance, Information Systems, and Inventory items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$6,561.
- 
- 5) **Alternatives:**  
A. Declare the property listed on Exhibit A as surplus. Staff determined there is no longer a need to retain these items.  
B. Declare a portion of the items surplus.  
C. Defer action. Storage availability on-site and off-site storage costs are an issue.  
D. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** 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:** Exhibit A - Surplus Property – October 2016.

**EXHIBIT A - SURPLUS PROPERTY - OCTOBER 2016**

<b>FACILITIES &amp; MAINTENANCE</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Cushioned Breakroom Lounge Chair	NA	3	\$10.00	\$30.00
2	Cushioned Breakroom Couch	NA	1	\$25.00	\$25.00
3	Hotsy Automatic Parts Washer Volt 460, Hertz 60, Amps 11, Phase 3 - 50 gal. tank. Motor Inoperable.	Model # APW7320 Serial# C0305-60566	1	\$150.00	\$150.00
4	Niehoff 28 Volt/300 Amp Alternator	C-706	6	\$25.00	\$150.00
<b>FACILITIES &amp; MAINTENANCE TOTAL</b>					<b>\$355.00</b>
<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Dell UltraSharp 2007FPb Flat Panel (MON-276)	MX-0C9536-46634-72C-2D6S	1	\$15.00	\$15.00
2	Dell UltraSharp 2007FPb Flat Panel (MON-280)	MX-0C9536-46634-72C-2EES	1	\$15.00	\$15.00
3	Dell UltraSharp 2007FPb Flat Panel (MON-282)	MX-0C9536-46634-72C-2DVS	1	\$15.00	\$15.00
4	Dell UltraSharp 2007FPb Flat Panel (MON-283)	MX-0C9536-46634-72L-292L	1	\$15.00	\$15.00
5	Dell UltraSharp 2007FPb Flat Panel (MON-289)	MX-0C9536-46634-72C-2E6S	1	\$15.00	\$15.00
6	Dell UltraSharp 2007FPb Flat Panel (MON-296)	MX-0C9536-46634-72C-2DYS	1	\$15.00	\$15.00
7	Dell UltraSharp 2007FPb Flat Panel (MON-297)	MX-0C9536-46634-72C-2EJS	1	\$15.00	\$15.00
8	Dell UltraSharp 2007FPb Flat Panel (MON-362)	MX-0G324H-74262-9BA-3WYL	1	\$15.00	\$15.00
9	Dell UltraSharp 2007FPb Flat Panel (MON-363)	MX-0G324H-74262-9BA-3WPL	1	\$15.00	\$15.00
10	Dell Precision T5400 (CPU-376)	GXSBBG1	1	\$35.00	\$35.00
11	Dell Precision T5400 (CPU-377)	HWSBBG1	1	\$35.00	\$35.00
12	Dell Precision T5400 (CPU-378)	4YSBBG1	1	\$35.00	\$35.00
13	Simplematic Manual paper Folder 0618	300E9386	1	\$10.00	\$10.00
14	3 - First Mobile laptop docks	NA	1	\$15.00	\$15.00
15	Dell Latitude C600	GBZKN01	1	\$5.00	\$5.00
16	Dell Latitude E5500 (LAP-074)	55YJYJ1	1	\$25.00	\$25.00
17	Dell Latitude E5500 (LAP-077)	JXQRCL1	1	\$25.00	\$25.00
18	Dell Latitude E5500 (LAP-078)	8KK9BM1	1	\$25.00	\$25.00
19	Dell Latitude E5500 (LAP-079)	6KK9BM1	1	\$25.00	\$25.00
20	Dell Latitude E5500 (LAP-081)	1KK9BM1	1	\$25.00	\$25.00
21	Dell Latitude E5500 (LAP-082)	4KK9BM1	1	\$25.00	\$25.00
22	Dell Latitude E5500 (LAP-083)	JJK9BM1	1	\$25.00	\$25.00
23	Dell Latitude E5500 (LAP-084)	FJK9BM1	1	\$25.00	\$25.00
24	Samsung Chromebook	HY3A91KD123911D	1	\$20.00	\$20.00
25	HP Proliant ML150 G6 server	USE949N99Q	1	\$35.00	\$35.00
26	Wygant Voice recording box	NA	1	\$10.00	\$10.00
27	Wygant Voice recording box	NA	1	\$10.00	\$10.00
28	AVOCENT DSR 2020 (KVM-009)	100072109	1	\$35.00	\$35.00
29	Dell PowerConnect 2724 switch	2BXP291	1	\$35.00	\$35.00
30	Cisco RPS 675	DTH09040F25	1	\$25.00	\$25.00
31	Cisco RPS 675	DTH09040157	1	\$25.00	\$25.00
32	Cisco ASA5505 security appliance	JMX1122Z1BM	1	\$50.00	\$50.00
33	Cisco ASA5505 security appliance	JMX1336Z05N	1	\$50.00	\$50.00
34	Cisco PIX 501 firewall (NET-117)	88809471014	1	\$10.00	\$10.00
35	Brother Printer/Fax MFC-8890DW	U62267B1J674237	1	\$100.00	\$100.00
36	6 - Tripp Lite IBAR12/20 surge strips	NA	1	\$150.00	\$150.00
37	2 - APC Switched Rack PDUs	NA	1	\$150.00	\$150.00
38	Mitsubishi VCR (AUD-010)	088380M	1	\$5.00	\$5.00
39	Security Camera and housing	NA	1	\$20.00	\$20.00

40	Large rolling Pelican box	NA	1	\$60.00	\$60.00
41	Large carry case	NA	1	\$10.00	\$10.00
42	5 - Misc Rolls of plotter paper 24" to 36"	NA	1	\$25.00	\$25.00
43	CPI Server Rack 2 post model with shelves	NA	1	\$150.00	\$150.00
44	Misc. Small Computer & phone parts & cables	Box # 1	1	\$35.00	\$35.00
45	Phone System: 100 optiPoint 420 Advance (phones) 3 optiPoint SLK Module (phones) 29 optiPoint 500 Standard (phones) 5 optiPoint - Analog - info (phones) 1 Interalia Digital Voice Announcer (PBX Equip.) 1 Siemens Custom Callout Adapter II (PBX Equip.) 1 Interalia XMU (PBX Equip.) 1 Siemens HiPath 4000 Communications Server 3 Siemens AP3700 #1 (PBX Equip.) 13 optiPoint Wall Mount Brackets (Misc.) 16 optiPoint Recorder Adapter (Misc.)	S30817-S7207-A107-8 S30817-S7206-A107-7 S30817-S7103-A107-15 L28155-H9100-A100 DMU-2RAB 1152570 NA NA NA NA NA	1	\$1,000.00	\$1,000.00
46	Polycom Soundstation 2 (phone)	NA	1	\$75.00	\$75.00
47	Polycom Soundstation VTX 1000 (phone)	NA	2	\$100.00	\$200.00

**INFORMATION SYSTEMS TOTAL      \$2,755.00**

**INVENTORY**

ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	TOGGLE SWITCH	55017	4	\$0.83	\$3.34
2	SWITCH, DOOR	68102	1	\$2.28	\$2.28
3	LIGHT, INDICATOR, 4-WAY FLSHRS	68130	2	\$4.88	\$9.76
4	SWITCH, INTERLOCK	68140	3	\$5.10	\$15.29
5	CLAMP, 3" V	89505K	2	\$4.31	\$8.61
6	FILTER, TRANSMISSION	4864505	1	\$1.96	\$1.96
7	GASKET, COOLANT FILTER HOUSING	4942874	1	\$1.69	\$1.69
8	STUD, LH REAR	5920L	10	\$1.68	\$16.78
9	STUD, RH REAR	5920R	20	\$1.19	\$23.76
10	SOCKET, INTERIOR LIGHT	82-13446-2	2	\$2.61	\$5.21
11	DECAL, EMERGENCY HATCH INSTR	82-1445	3	\$7.35	\$22.06
12	BUZZER, LOW AIR WARNING	51-14135-2	1	\$19.09	\$19.09
13	CIRCUIT BREAKER, 30 AMP	51-20829-030	1	\$1.93	\$1.93
14	SWITCH, REAR DOOR	51-25069-1	3	\$7.13	\$21.39
15	SWITCH, LIMIT	51-29031	2	\$2.19	\$4.39
16	TIE ROD END, FRONT DOOR	82-21024	4	\$2.12	\$8.48
17	WELDMENT, SWITCH TRIP	82-30187	2	\$6.79	\$13.59
18	CLIP, RETAINER OVERHEAD COMP	82-31390	3	\$1.27	\$3.80
19	REGULATOR, VOLTAGE	82-33154-000	1	\$29.35	\$29.35
20	WASHER, FRONT WHEEL LOCK	82-3348	8	\$0.06	\$0.51
21	LOCKRING	82-3357	8	\$0.79	\$6.35
22	TORQUE ROD, REAR LOWER R&L	82-36403	2	\$42.32	\$84.63
23	CABLE ASSY, ROOF HATCH	82-4464-1	1	\$2.31	\$2.31
24	CLIP, WINDOW	82-52050	25	\$0.50	\$12.50
25	GLASS, VENT	8X52	1	\$2.50	\$2.50
26	NUT PUSH, SHOULDER HARNESS	9906-7	63	\$0.31	\$19.70
27	FUSE, AGC 4 AMP	AGC4	14	\$0.13	\$1.83
28	PRESSURE TRANSDUCER	P227493	1	\$43.20	\$43.20
29	BELT, W/C TIE DOWN	Q8-6200-R19	2	\$22.45	\$44.89
30	COVER, DR SEAT BACK	1001/120	2	\$20.11	\$40.22

31	CIRCUIT BREAKER, 40 AMP	30055-40	3	\$0.57	\$1.70
32	CIRCUIT BREAKER, 20 AMP	30409-20	3	\$0.63	\$1.88
33	RACE, REAR INNER WHEEL	382A	3	\$1.44	\$4.33
34	BEARING, REAR INNNER WHEEL	387AS	3	\$2.54	\$7.63
35	ALARM, AUDIOLARM, FLASHERS	5200-1980	2	\$7.80	\$15.60
36	HATCH, EMERGENCY ROOF	55-08792-000	1	\$26.40	\$26.40
37	FENDER FLARE	19094	1	\$26.67	\$26.67
38	STUD, REAR AXLE	392013S4361	12	\$0.52	\$6.29
39	O-RING, OUTPUT SHAFT SPEED SEN	3C3Z7Z101BA	6	\$0.36	\$2.15
40	BUSHING KIT, RADIUS ARM	K8268	1	\$3.27	\$3.27
41	RACE, REAR OUTER WHEEL	LM104911	4	\$0.91	\$3.65
42	BEARING, REAR OUTER WHEEL	LM104949	4	\$1.66	\$6.65
43	SOCKET, DASH LAMP/SPEEDO	LS6500	8	\$0.35	\$2.81
44	DIODE, NEGATIVE	PX-2541	2	\$13.99	\$27.98
45	REGULATOR, VOLTAGE	PX-5000	1	\$35.53	\$35.53
46	WIPER REFILL, DRIVER	85214-44140	1	\$1.14	\$1.14
47	WIPER REFILL, PASSENGER	85214-46011	1	\$0.67	\$0.67
48	PLUG, ENGINE DRAIN	90341-10012	1	\$0.48	\$0.48
49	BELT, RETRACT W/C HEIGHT ADJ	Q8-6411	3	\$5.93	\$17.80
50	FILTER, TRANSMISSION	1-5920	9	\$3.19	\$28.69
51	CONNECTOR, W/S WASHER 90 DEGRE	711022	4	\$0.32	\$1.26
52	LAMP, HEATER CONTROL	16203883	6	\$0.63	\$3.77
53	SEAT BELT, RH FRONT FEMALE	19148952	1	\$12.83	\$12.83
54	HOSE, AIR COMPRESSOR INTAKE	170479	2	\$9.29	\$18.59
55	GASKET, TRANSMISSION	1-7596	6	\$1.51	\$9.04
56	PIN SLIDE & SEAL KIT, REAR CALIPER	19150984	2	\$6.74	\$13.47
57	HUBO 275R22.5 DATA TRAC	82-58402	2	\$10.77	\$21.53
58	HUBO, 305 DATA TRAC	53-00743-35	1	\$13.24	\$13.24
59	SEAL, ALTERNATOR	82-42404-000	4	\$0.94	\$3.76
60	PLATE, 50DN BEARING RETAINER	1956310-1	2	\$4.73	\$9.46
61	CONTROL, HEAT, A/C & R DEFOG	15130958	1	\$43.39	\$43.39
62	ANTI-SKID, 6" BLACK	3JW44	78	\$0.25	\$19.67
63	FILTER, AIR, ESS COOLER	29542864	6	\$41.80	\$250.82
64	NIPPLE, 5/8	28604	1	\$0.42	\$0.42
65	NIPPLE, 3/4	65096	5	\$0.43	\$2.13
66	CONNECTOR, FEMALE (ALLISON)	PT06SE168SR	1	\$12.70	\$12.70
67	GASKET, FUEL PUMP	23505248	1	\$0.25	\$0.25
68	RING GEAR	29502093	1	\$22.79	\$22.79
69	O-RING, TRANS DRAIN PLUG	29507700	1	\$0.25	\$0.25
70	CIRCUIT BREAKER, 25 AMP	13-48003-4	2	\$2.43	\$4.85
71	FITTING, PROBALYZER PLUG	22305X4	2	\$0.60	\$1.20
72	FILTER, HVAC	22-54558N000	1	\$9.75	\$9.75
73	CLAMP, ELECT CABLE	53-28321	1	\$14.80	\$14.80
74	PUMP, HYDRAULIC	53-29058-12	1	\$124.59	\$124.59
75	RIVNUT, 14"-20	54-13104-11	6	\$0.18	\$1.08
76	LATCH ASSY, PANEL	54-37647	1	\$1.67	\$1.67
77	SEAL, CAMSHAFT THRUST PLATE	23521935	2	\$0.98	\$1.96
78	VALVE, COOLANT SHUTOFF - 1"	53-02317-1	2	\$1.98	\$3.96
79	DIPSTICK, HYDRAULIC RESERVOIR	53-22412-1	2	\$0.96	\$1.92
80	VALVE, PROTECTION	53-319	1	\$4.92	\$4.92
81	WASHER, COPPER LO PRESS CUTOUT	330768	4	\$0.30	\$1.21
82	O-RING, ESPAR	32075104	4	\$1.01	\$4.05

83	O-RING, ESPAR	32075119	6	\$0.14	\$0.83
84	CUP SIEVE, ESPAR	201312000006	4	\$0.45	\$1.82
85	BURNER HYD B4/5 S+SC	201818110000	1	\$19.47	\$19.47
86	BLOWER, COMBUSTABLE AIR 12V	201819991600	1	\$28.93	\$28.93
87	GASKET, ESPAR	201820990001	4	\$2.47	\$9.88
88	CONTROLLER CONNECTOR, 12V	221000301010	1	\$7.41	\$7.41
89	7 DAY TIMER	221000303600	1	\$35.60	\$35.60
90	O-RING, ESPAR	221000700009	6	\$0.14	\$0.83
91	PUMP, FUEL DOSING, 12V	224504030000	2	\$23.16	\$46.32
92	PUMP, FUEL METERING, 12V	224517040000	2	\$30.05	\$60.09
93	CONTROLLER, ESPAR 12V	225201040006	2	\$78.22	\$156.44
94	CONTROLLER, ESPAR 24V	225202011001	2	\$108.36	\$216.72
95	ENDCAP, EXHAUST TUBE	251729800600	4	\$3.00	\$11.99
96	SENSOR, FLAME, ESPAR	251920370000	3	\$9.45	\$28.34
97	PUMP, FUEL METERING, 24V	251942450000	2	\$42.99	\$85.98
98	PLUG, GLOW, ESPAR 12 VOLT	252106011000	2	\$17.12	\$34.24
99	PLUG, GLOW, ESPAR 24 VOLT	252107011000	2	\$17.76	\$35.51
100	PUMP, COOLANT, 24V	252118250000	2	\$40.72	\$81.44
101	O-RING, LINING, ESPAR	252121990113	4	\$2.29	\$9.14
102	BLOWER, COMBUSTABLE AIR 24V	252146991700	3	\$27.33	\$81.99
103	SENSOR, OVERHEAT W/CABLE, 24V	252147012300	3	\$6.24	\$18.71
104	BURNER D4/5 S+SC HYD	252216100000	2	\$19.65	\$39.31
105	PUMP, ONLY WATER, ESPAR	252218250000	2	\$37.14	\$74.27
106	SENSOR, OVERHEAT W/CABLE 12V	252219012300	2	\$7.72	\$15.45
107	BULB, ESPAR CONTROL, 12V	82-41672-000	24	\$0.51	\$12.18
108	BULB, ESPAR CONTROL, 24V	82-41672-001	10	\$2.62	\$26.16
109	EXHAUST TUBE, ESPAR	82-42502-000	3	\$10.09	\$30.28
110	AIR VENT	79	1	\$16.00	\$16.00
111	SOCKET, MOG PRONG PAR56	3579	5	\$5.00	\$25.00
112	FILTER, FUEL	30033	10	\$7.58	\$75.83
113	FILTER, CULLIGAN, RO SYS	00-9550-04	6	\$1.78	\$10.65
114	LAMP	20MR16	4	\$0.84	\$3.36
115	LAMP, SPRING 51K MOGUL BASE	28942H51K	6	\$3.80	\$22.80
116	LAMP	300PAR56/NSP	5	\$1.05	\$5.27
117	LAMP, 50 K MED BASE	4894250K	9	\$2.20	\$19.80
118	BELT, DRIVE, IN BUS GATE	4L270	2	\$0.90	\$1.79
119	LAMP	CF20EL	12	\$1.33	\$15.97
120	FILTER, FUEL ISLAND, 25 MICRON	FBO 60338	7	\$21.95	\$153.64
121	IGNITOR	MH100-3A	3	\$16.22	\$48.67
122	BOLT, BATTERY B+	W301557	3	\$0.43	\$1.28
123	CAP, HI PRESSURE	W302646	3	\$1.29	\$3.88
124	O-RING, EGR TOOL	WWV215	2	\$0.50	\$1.00
125	SLEEVE, STEERING TUBE BEARING	FODZ3518A	3	\$0.43	\$1.28
126	HEADLAMP, HALOGEN 12V	9007	4	\$1.61	\$6.42
127	NUT, GLAND	13009	3	\$5.07	\$15.22
128	HINGE, ALUM. EMERG. HATCH	2083	1	\$10.40	\$10.40
129	BULKHEAD CONNECTORS 1/4 NPT	54-13093-5	2	\$0.42	\$0.84
130	REGENERATION VALVE KIT	82-58305	2	\$21.24	\$42.48
131	S-CAM, RH FRONT	82-03763	1	\$13.05	\$13.05
132	S-CAM, LH FRONT	82-03769	1	\$13.05	\$13.05
133	HANDLE, EMER WINDOW RELEASE	82-07628-000	1	\$2.73	\$2.73
134	RESISTOR, FRONT HEAT MOTOR	82-21972	3	\$2.39	\$7.16

135	SCREWS, OVERHEAD COMPARTMENT	82-28615	8	\$0.60	\$4.80
136	WASHERS, OVERHEAD COMPARTMENT	82-28616	8	\$0.07	\$0.53
137	CAPSCREW	413-4005	4	\$0.40	\$1.61
138	SCREWS. W/C RAMP WEAR EDGE	415-9035	20	\$0.13	\$2.60
139	CLAMP, EXHAUST ESPAR	0030557	5	\$0.28	\$1.38
140	GLASS, DESTINATION SIGN	12X75	1	\$9.80	\$9.80
141	FUSE HOLDER - VUPS	345101	8	\$0.39	\$3.14
142	TRAY, ORBITAL	13-37783	1	\$74.07	\$74.07
143	FUSE, VUPS 5 AMP	7085K93	20	\$0.27	\$5.37
144	FILTER, FUEL	33584	1	\$3.12	\$3.12
145	GROMMET, W/C LIFT ARM RUBBER	23391	6	\$0.38	\$2.27
146	COVER, RUBR NUT, W/C LIFT DOOR	67677	8	\$0.49	\$3.94
147	ROLLER, W/C CAM	V2-AC-124	2	\$1.00	\$2.00
148	PIN, W/C	V2-PI-091	1	\$5.66	\$5.66
149	SEAL KIT, W/C MANUAL PUMP	V2-SH-220	2	\$3.22	\$6.43
150	SADDLE BLOCK ASSY	VT-AC-046	2	\$6.52	\$13.03
151	FRAME ASM , DRIVERS SEAT	1100-106502	1	\$89.93	\$89.93
152	BELT, DRIVERS 3 PT	82-47864-3	4	\$47.47	\$189.86
153	FOG LAMP PACKAGE	12341840	1	\$16.53	\$16.53
<b>INVENTORY TOTAL</b>					<b>\$3,450.99</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$6,560.99</b>

## TRPC Members & Representatives

**City of Lacey**  
Virgil Clarkson

**City of Olympia**  
Nathaniel Jones

**City of Rainier**  
Everett Gage

**City of Tenino**  
David Watterson

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
Robert Isom

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

**Nisqually Indian Tribe**  
Heidi Thomas

**Town of Bucoda**  
Alan Vanell

**Thurston County**  
Sandra Romero

**North Thurston Public Schools**  
Chuck Namit

**Olympia School District**  
Mark Campeau

**Intercity Transit**  
Karen Messmer

**LOTT Clean Water Alliance**  
Cynthia Pratt

**Port of Olympia**  
Bill McGregor

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

### Associate Members

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

**Lacey Fire District #3**  
Gene Dobry

**Puget Sound Regional Council**  
Pending

**The Evergreen State College**  
Jeanne Rynne

**Timberland Regional Library**  
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

## PRE-AGENDA Friday, October 7, 2016 8:30 a.m. – 11:15 a.m.

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

### Consent Calendar

### ACTION

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

- a. Approval of Minutes – September 9, 2016
- b. Approval of Vouchers
- c. Approval of Regional Transportation Improvement Program Amendment 16-10 (Attachment) – Holly Gilbert
- d. Approval of Thurston County STP Fund Transfer Request (Attachment) – Paul Brewster
- e. Approval of Draft 2017-2020 Regional Transportation Improvement Program (Attachment) – Holly Gilbert

### Citizen CPR Virtual Reality Demonstration

### DEMONSTRATION

In collaboration with Thurston County Medic One and the University of Washington, Lacey Fire District 3 has developed a comprehensive public health campaign utilizing virtual reality viewers and immersive media that is engaging and instructional. The first stage of our campaign is to teach citizens how to save a life in the event of a witnessed cardiac arrest. Council will receive a demonstration.

### JBLM Survey Results

### UPDATE

Bill Adamson from the South Sound Military Communities Partnership (SSMCP) will present the results of the 2016 Joint Base Lewis-McChord survey.

### Public Participation Plan Update

### 1<sup>ST</sup> REVIEW

TRPC staff have updated the Agency's Public Participation Plan to reflect updated federal transportation laws. Staff will present the draft and receive Council feedback prior to soliciting public comment. Council will be asked to adopt the updated plan in December.

### Bylaws and Agreement Update

### 1<sup>ST</sup> REVIEW

The Bylaws Subcommittee met on September 9<sup>th</sup> and reviewed the Bylaws and Council Agreement. The subcommittee will present the updated documents and ask for further input from the Council. The documents will be presented for adoption in November.

### Main Street Journal

### INFORMATION

The latest edition of *The Main Street Journal* — TRPC's annual newsletter reporting Sustainable Thurston-related activities around the region — is hot off the press. Staff will review articles related to core themes in Sustainable Thurston's flagship plan, *Creating Places—Preserving Spaces: A Sustainable Development Plan for the Thurston Region*.

### Sustainable Thurston Report Card

### INFORMATION

The Sustainable Thurston Report Card is a new, online, TRPC resource for tracking the region's progress toward meeting the goals of Sustainable Thurston. Council will be briefed about what the region is doing well— and what we can do better.

### Executive Director Recruitment

### UPDATE

The Executive Director Recruitment Committee will update Council on the progress of the recruitment search.

### 2017 State Legislative Preparation

### DISCUSSION

The Council will continue discussion of legislative priorities for the 2017 state legislative session and outreach methods to communicate with our delegation.

### Report from Outside Committee Assignments

### INFORMATION

### Member Check In

### DISCUSSION

### Interim Director's Report

### INFORMATION



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: October 5, 2016**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Operations Uniforms Contract Extension

---

1) **The Issue:** Consideration of a one-year contract extension with Galls, LLC for the purchase of Operations staff uniform items.

---

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations staff uniform items in an amount not-to-exceed \$60,000, including taxes.

---

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

---

4) **Background:** In November 2014 Intercity Transit awarded a two-year contract to Galls, LLC which included the option to extend services annually for up to three additional years. This recommendation represents the first one-year renewal option available under the contract.

Staff indicated that Intercity Transit continues to be satisfied with the uniform item quality and performance of Galls, LLC. The one-year renewal uniform item pricing will remain the same as the original contract, which staff continues to find is fair and reasonable.

Staff remains confident that Galls, LLC will continue to provide quality uniform items and service which meet our requirements, and recommends the one-year contract extension be approved.

---

5) **Alternatives:**

A. Authorize the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations staff uniform items in an amount not-to-exceed \$60,000, including taxes.

B. Defer Action. This alternative would result in a lapse in the purchase of uniform items for Operations staff.

---

6) **Budget Notes:** Intercity Transit's 2016 Operations Uniform budget was \$65,000. We anticipate that the 2017 budget for Operations Uniforms will include a similar amount.

---

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

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: October 5, 2016**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Vehicle Maintenance Pit Construction Contract Award

- 
- 1) **The Issue:** Consideration of a contract award to General Mechanical, Inc. for Vehicle Maintenance Pit Construction.
- 
- 2) **Recommended Action:** Authorize the General Manager to enter into a contract with General Mechanical, Inc. to complete Vehicle Maintenance Pit Construction in the amount of \$71,489, including taxes.
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$25,000.
- 
- 4) **Background:** Intercity Transit re-released a Request for Bids (RFB) for Vehicle Maintenance Pit Construction on September 9, 2016. Interested contractors attended a pre-bid meeting and site visit on September 15, 2016.

Four (4) bids were received by the submittal deadline of September 26, 2016. The bid submitted by General Mechanical, Inc. in the amount of \$71,489 was determined to be the lowest responsive and responsible bid.

Our engineer's estimated value to complete the pit construction work is between \$63,000 and \$77,000. The low bid is \$5,511 or 7% lower than the engineer's maximum estimated value.

Reference checks and verification with regulatory agencies indicates that General Mechanical, Inc. is reputable and competent. Staff recommends award of a contract to the lowest responsive and responsible bidder, General Mechanical, Inc.

- 
- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a contract with General Mechanical, Inc. to complete Vehicle Maintenance Pit Construction in the amount of \$71,489, including taxes.
- B. Defer action. This would result in a delay in overall project completion.

- 
- 6) **Budget Notes:** The bid of \$71,489 is consistent with our original expectation of the entire 2016 vehicle maintenance pit project \$200,000 budget, of which approximately \$80,000 is available for the pit construction work. Engineering and equipment costs are also included in this project budget.
- 
- 7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3**  
*“Maintain a safe and secure operating system.”*
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: October 5, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

**SUBJECT:** 2017 Draft Budget

- 
- 1) **The Issue:** Present the 2017 Budget Calendar  
Introduce the 2017 Proposed Capital Program  
Request a public hearing date for the 2017 Draft Budget.
- 
- 2) **Recommended Action:** Set the public hearing for the 2017 draft budget for Wednesday, November 16, 2016. Final adoption is proposed for December 7, 2016.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan states the Agency's direction for 2017 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2017.
- 
- 4) **Background:** By setting the public hearing, staff will be able to present the draft budget for public comment on November 16. The 2017 draft budget will be presented to the Authority on November 2, 2016, and the document will be made available to the Authority and the public at that time.
- 
- 5) **Alternatives:**
- A) Set the public hearing for the 2017 draft budget for Wednesday, November 16, 2016, with subsequent adoption proposed for December 7, 2016.
  - B) Direct staff to revise the proposed 2016 budget calendar and set the public hearing for a different date.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** The annual budget impacts all agency goals.
- 
- 8) **References:** 2017 Budget Schedule and Proposed 2017 Capital Projects

## 2017 Budget Schedules

WHEN	Who	Lead	Budget
Friday, July 15, 2016	Capital Group - Meeting #1	Ben	Develop Capital Program for Budget and Strategic Plan
Friday, July 22, 2016	Capital Group - Meeting #2	Ben	Develop Capital Program for Budget and Strategic Plan
Tuesday, September 13, 2016	1st 2017 Budget Team Meeting  (By Email for items 1 through 7)	Ben/Leslie	Email Budget Team Addressing the Following:  <ol style="list-style-type: none"> <li>1.) Identify budget issues.</li> <li>2.) Review TDP and Budget Target.</li> <li>3.) Review Capital Projects.</li> <li>4.) Review Budget Schedule.</li> <li>5.) Present Salary, Wages and Benefits (including uniforms, tool allowance and tuition reimbursement for ATU and IAM)</li> <li>6.) Address GWI</li> <li>7.) Address Training and Development.</li> <li>8.) Budget Tool Walk-Through for those that want/need this training</li> </ol>
Tuesday, September 20, 2016	Budget Team Action Point	Budget Team	All 2017 Projects in the Budget Tool - Roll-Over Projects, Other Operating Expenses, Non-recurring Operating Expenses, Capital Expenses and New Projects (staffing, capital and operating) project sheets complete and entered in budget tool.
Thursday, September 22, 2016	2nd 2017 Budget Team Meeting	Budget Team	<ol style="list-style-type: none"> <li>1.) Identify remaining dollars available.</li> <li>2.) Discussion/agreement ongoing projects.</li> <li>3.) Discussion/agreement new projects.</li> </ol>
Wednesday, October 5, 2016	Authority Meeting	Ben	<ol style="list-style-type: none"> <li>1.) Present Budget Calendar</li> <li>2.) Present Capital Projects</li> <li>3.) Set Public Hearing for the 2017 Budget for November Wednesday, November 17, 2017</li> </ol>
Friday, October 14, 2016	3rd 2017 Budget Team Meeting, If Necessary	Ben/Leslie/Ann	Conclude Budget Team Activities

## 2017 Budget Schedules

WHEN	Who	Lead	Budget
Friday, October 14, 2016	Budget Team Action Point	Budget Team	Projections for 2015 need to be completed and entered into the budget tool so we can generate our estimated 2015 expenses. This is also the cutoff for identifying and entering your roll-over projects into the 2016 budget tool.
Monday, October 17, 2016	CAC	Ann	Present Draft capital Plan
Wednesday, November 2, 2016	Intercity Transit Authority - Board Meeting	Ben	Draft Budget Presentation/Budget Books Available to the Authority and to the Public
Wednesday, November 16, 2016	Intercity Transit Authority Workshop - Special Meeting	Ben	Draft Budget Public Hearing
Wednesday, December 7, 2016	Intercity Transit Authority - Board Meeting	Ben	Adopt 2017 Budget

## Proposed Capital Expenses for 2017

### Revenue Vehicles

Coach Rebuilds	1,800,000	(6)
DAL Vans	1,091,627	(7)
Vanpool Vans	653,706	(20)
<b>Total Revenue Vehicles</b>	<b>3,545,333</b>	

### Staff Vehicles

Ops Service Vans	40,200	(1)
General Staff Car	34,500	(1)
General Staff Station Wagon	28,200	(1)
Facility Truck	56,922	(1)
<b>Total Staff Vehicles</b>	<b>159,822</b>	

### Total Capital/Major Exp

Data Deduplication System (Single Sys/5 Yr.)	60,000
Personal Computers	60,000
Servers - Standard (10 @ 5 yr. cycle)	30,000
Storage Area Network (SAN) (1/5YR)	12,000
Ethernet Switches (14/7 YR)	75,000
Amtrak Info Sys Equipment	15,000
Network Wiring (10 year cycle)	50,000
ACS Orbital/Radio System Replacement	5,500,000
Microsoft Server Software Upgrades/Repl.	130,000
Amtrak Gate Opener	25,000
Amtrak Seal Coat/Repairs	36,000
Exterior Painting LTC, OTC Amtrak	125,000
Martin Way P&R Seal Coat (7 yrs.)	30,000
Pattison Facility Final Design	4,000,000
Pattison UST Tank Replacement/Site Enviro Review	1,000,000
Pattison Fire/Security Alarm Replacement	25,000
Pattison Office Window Replacement	100,000
Replace Roof - Pattison, Both Facilities	412,000
Glass Block and Soffit Replacement - Both Pattison Facilities	400,000
Pattison Boiler, Controls, HRU's	400,000
Pattison Exterior Painting	200,000
Pattison Additional Fall Protection in bays	75,000
Pattison Carpet Replacement	75,000
Signal Priority Project	150,000
Fare boxes/Smartcards	1,500,000
Bus Stop Improvements Facilities (2016 = Solar Lights)	100,000
<b>Total Capital/Major Exp</b>	<b>14,585,000</b>

### Total All Capital

**18,290,155**



**ONGOING PROJECTS** - Major purchases or contracted services that will not be completed in the previous year, but will be carried over to the current year.

Project #	Name	Amount
IS-019	Replacement for Verint DVR's	250,000
PL-009	Short/Long Range Service Plan	97,500
PL-010	Transit Signal Priority	900,000
PL-013	Bus Stop Enhancements	175,000
PL-015	Tumwater Sq Transfer St Improvement	230,000
PRO-004	Olympia Transit Center Expansion	8,492,282
FAC-035	Pattison Admin HVAC Engineering	20,000
FAC-036	Repaint Interior Amtrak	10,000
FAC-051	Amtrak HVAC Replacement	30,000
FAC-058	Ops Dispatch Repairs/Upgrades	40,000
FAC-060	UST Replacement/Renovation	7,705,347
FAC-062	HVAC Replacement OTC	90,000
FAC-066	Admin Window Replacement	100,000
FAC-067	Interior Facility Painting	280,000
FAC-068	Pattison Carpet Replacement	75,000
FAC-070	Replace Boiler/Controls/HRUs Maint	400,000
FAC-071	Engineer Concrete Slab Replacement	50,000
FAC-072	Maint Add New Lift and Cover Pit	1
FAC-073	Exterior Paint Consultant	25,000
FAC-074	Amtrak Tree Replacement	20,000
FAC-077	Replace Tire Machine	1
OP-006	Veh Camera Upgrade (Road View)	80,000
VM-010	Purchase Staff Electric Car	46,680
VM-013	Purchase Staff Station Wagon	27,583
VM-014	Purchase DAL Vans	1,050,080

VM-019 Purchase A/C Recovery / Recycle

20,600

20,215,074

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: October 5, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 360-705-5838

**SUBJECT:** Request to Set Public Hearing for the 2017-2022 Strategic Plan

- 
- 1) **The Issue:** Set a public hearing to receive comment on the 2017-2022 Strategic Plan.
- 
- 2) **Recommended Action:** Set the public hearing for the 2017-2022 Strategic Plan for Wednesday, November 16, 2016.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget and the strategic plan. The Strategic Plan states the Agency's direction for 2017 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2017.
- 
- 4) **Background:** Staff will finalize the draft documents with the Authority at the October 19, 2016, Work Session, incorporate changes then release for public consideration.
- 
- 5) **Alternatives:**
- A) Set the public hearing for the 2017-2022 Strategic Plan for Wednesday, November 16, 2016.
  - B) Direct staff to set the public hearing for a different date.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: October 5, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Discounted Bus Pass Program

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- 1) **The Issue:** Provide a timeline for the 2017 application process and share a list of those that benefited from the program in 2016.

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- 2) **Recommended Action:** This is an informational item.

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- 3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program of up to \$300,000 a year.

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- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$300,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the sixth year of the program. A timeline for the program is as follows:

- |                                 |                         |
|---------------------------------|-------------------------|
| ▪ Applications out to agencies  | Week of October 17      |
| ▪ Applications due              | November 18, 2016, 4 pm |
| ▪ Present grant awards to ITA   | December 7, 2016        |
| ▪ Passes mailed out to agencies | December 19, 2016       |
| ▪ 2017 program begins           | January 1, 2017         |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

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

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- 6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased.

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

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- 8) **References:** 2016 Discounted Bus Pass Program Recipients.

# 2016 Discounted Pass Program Potential Grant Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 <b>Behavioral Health Resources</b> 3857 Martin Way East Olympia WA 98506	Jill Young 360/704-7170	\$8,640.00	\$17,280.00	Adult
		\$2,430.00	\$4,860.00	Youth
		\$11,070.00	\$22,140.00	
2 <b>Capital Recovery Center</b> 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360-357-2582 Office 360-628-7603 Cell	\$2,592.00	\$5,184.00	Adult
3 <b>Catholic Community Services Drexel House</b> 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$7,560.00	\$15,120.00	Adult
4 <b>Catholic Community Services Family Preservation</b> 1011 SE 10th Ave Olympia WA 98501	Brooke Allinder 360/878-8248 Heidi Williams 360/878-8248	\$3,240.00	\$6,480.00	Adult
		\$1,350.00	\$2,700.00	Youth
		\$4,590.00	\$9,180.00	
5 <b>City Gate Ministries</b> P O Box 108 1910 East 4th Ave Olympia WA 98506	Phil Prietto 360/359-1999	\$594.00	\$1,188.00	Adult
6 <b>Community Action Council of Lewis/Mason Thurston</b> 420 Golf Club Road SE Suite 100 Lacey WA 98503	Diane Harris 360/438-1100 X 1136	\$21,600.00	\$43,200.00	Adult
7 <b>Community Youth Services</b> 711 State Ave NE Olympia WA 98506	Gretchen Grady 360/943-0780 X 120	\$9,450.00	\$18,900.00	Adult
		\$2,850.00	\$5,700.00	Youth
		\$12,300.00	\$24,600.00	
8 <b>Family Support Center of S Sound</b>	Schelli Slaughter	\$10,368.00	\$20,736.00	Adult

P O Box 784 Olympia WA 98507-0784	360/754-9297 ext 211	\$540.00	\$1,080.00	Youth
		\$10,908.00	\$21,816.00	
<b>9 Garden Raised Bounty - GRuB</b> 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522 X210	\$3,067.50	\$6,135.00	Youth
<b>10 Gravity Olympia High School- ESD 113</b> 502 Pear Street Olympia WA 98501	Russ Surridge 360/464-6851	\$4,320.00	\$8,640.00	Adult
		\$4,050.00	\$8,100.00	Youth
		\$8,370.00	\$16,740.00	
<b>11 Gravity Lacey High School- ESD 113</b> 502 Pear Street Olympia WA 98501	Paul Owens 360/464-6832	\$3,240.00	\$6,480.00	Adult
		\$2,700.00	\$5,400.00	Youth
		\$5,940.00	\$11,880.00	
<b>12 Housing Authority of Thurston County Housing Services Division</b> 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/918-5832	\$2,880.00	\$5,760.00	Adult
		\$600.00	\$1,200.00	Youth
		\$3,480.00	\$6,960.00	
<b>13 New Market Skill Center</b> 7299 New Market Street Tumwater WA 98501	Kassie Ketchum 360/570-4500	\$3,060.00	\$6,120.00	Adult
		\$1,725.00	\$3,450.00	Youth
		\$4,785.00	\$9,570.00	
<b>14 Olympia High School Freedom Farmers</b> 1302 North Street SE Olympia WA 98501	Blue Peetz 360/870-6580	\$2,220.00	\$4,440.00	Youth
<b>15 Olympia Union Gospel Mission</b> P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/584-3505	\$4,320.00	\$8,640.00	Adult
		\$360.00	\$720.00	Youth
		\$4,680.00	\$9,360.00	
<b>16 Out of the Woods</b> 2300 East End Street NW Olympia WA 98502	Brett Rader 360/570-0423	\$648.00	\$1,296.00	Adult
<b>17 Pacific Mountain Workforce</b> 1570 Irving Street SW	Pam Grindstaff 360/570-4249	\$3,780.00	\$7,560.00	Adult

Tumwater WA 98512

18 <b>South Sound Parent-to-Parent Tumwater School District</b> 621 Linwood Ave SW Tumwater WA 98512	Tami Collins 360/709-7007	\$900.00 \$577.50 <hr/> \$1,477.50	\$1,800.00 \$1,155.00 <hr/> \$2,955.00	Adult Youth
19 <b>The Salvation Army</b> P O Box 173 Olympia WA 98507	William Lay III 360/352-8596 ext 105	\$3,240.00	\$6,480.00	Adult
20 <b>Thurston County Office of Assigned Counsel</b> 926 24th Way SW Olympia WA 98502	Pamel Hipp 360/786-5876	\$2,160.00 \$900.00 <hr/> \$3,060.00	\$4,320.00 \$1,800.00 <hr/> \$6,120.00	Adult Youth
21 <b>Thurston County Superior Court Juvenile Drug Court</b> 2801 32nd Ave SW Tumwater WA 98512	Peter Adolphson 360/709-3205	\$1,080.00	\$2,160.00	Youth
22 <b>United Way of Thurston County</b> 1211 Fourth Avenue E Suite 101 Olympia WA 98506	Sara Kukkonen 360/943-2773 X 22	\$864.00	\$1,728.00	Adult Youth
23 <b>WA ST DSHS Olympia Community Service Office</b> 6860 Capital Blvd Tumwater WA 98512	Milton Caron 360/725-6530 Carol MacCraken 360/725-6622	\$12,780.00	\$25,560.00	Adult Youth

**TOTALS:** 

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 **\$130,092.00** **\$260,184.00**

Beginning Balance of Grant Fund:	<b>\$300,000.00</b>
Total Amount of Grants Awarded:	<hr/> -\$260,184.00
Funds still Available to Award:	<b>\$39,816.00</b>

Path in Share drive: I: Departments, Finance, Bus Pass Grant Program