

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**January 4, 2017**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS** **20 min.**
  - A. **Introduce Thomas Van Nuys, IS Manager** (*Ben Foreman*)
  - B. **Raphael Freeman, Network System Analyst** (*Ben Foreman*)
  - C. **Cameron Crass, Scheduling Coordinator** (*Mark Sandberg*)
  - D. **Buddy Foster, Support Specialist** (*Paul Koleber*)
  
- 3) **CELEBRATION/RECOGNITION** **60 min.**
  - A. **Surplus Van Grant Recognition** (*Carolyn Newsome*)
  
- 4) **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.*
  
- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
  - A. **Approval of Minutes:** December 7, 2016, Regular Meeting.
  
  - B. **Payroll - December 2016:** \$3,028,766.76.
  
  - C. **Accounts Payable:** Warrants dated November 11, 2016, numbers 21800-21866, in the amount of \$313,212.04; Warrants dated November 25, 2016, numbers 21873-21931, in the amount of \$952,831.93. Automated Clearing House Transfers for November 2016 in the amount of \$21,991.56 for a monthly total of \$1,288,035.53.
  
- 6) **PUBLIC HEARING - None** **0 min.**
  
- 7) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
  - B. **Transportation Policy Board** (*Debbie Sullivan*) **3 min.**

- |            |   |                |
|------------|---|----------------|
|            | <b>C. Citizen Advisory Committee</b> ( <i>Sue Pierce</i> )                            | <b>3 min.</b>  |
| <b>8)</b>  | <b>NEW BUSINESS</b><br><b>A. ESMS Sustainability Update</b> ( <i>Jessica Brandt</i> ) | <b>30 min.</b> |
| <b>9)</b>  | <b>GENERAL MANAGER'S REPORT</b>   | <b>20 min.</b> |
| <b>10)</b> | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| <b>11)</b> | <b>ADJOURNMENT</b>  |                |

*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**  
**December 7, 2016**

**CALL TO ORDER**

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

**Members Present:** Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

**Members Excused:** Chair and City of Lacey Councilmember, Jeff Gadman; City of Yelm Councilmember Molly Carmody.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Tammy Ferris; Ben Foreman; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Heather Stafford-Smith.

**Others Present:** Citizen Advisory Committee Member, Michael Van Gelder; and Legal Counsel, Dale Kamerrer.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

- A. Director of Operations, Jim Merrill, introduced Operations Supervisor, Bill Miller.
- B. Planning Manager, Dennis Bloom, introduced Planning Scheduler, Brian Nagel.

**PUBLIC COMMENT - None**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

**APPROVAL OF CONSENT AGENDA ITEMS**

- A. **Approval of Minutes:** November 2, 2016, Regular Meeting; and November 16, 2016, Special Meeting.

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**B. Payroll: October 2016 - \$2,157,887.12.**

**PUBLIC HEARING - None.**

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC met December 2. Members heard from the consultants helping to conduct the search for a new Executive Director. On December 12, interviews will be held for six semi-finalists. On January 5, 2017, there will be stakeholder forums for anyone interested in participating in the hiring process. Interested people should contact TRPC in order to be invited to the forums. On January 6, there will be an extended meeting of TRPC to interview the finalists.

Members approved the Federal funding for all 28 project proposals submitted, including those from Intercity Transit.

The 2016 updated profile was announced. That's a compilation of data and statistics highlighting some of the data trends in Thurston County.

The TRPC staff is involved in gathering legislative priorities for the region and places them on a list, then arranges meetings with legislators before and during session.

**B. Transportation Policy Board (TPB).** Sullivan said the TPB met November 9. She said the most significant item resulting from that meeting is the understanding that the community does value Intercity Transit, and acknowledges the importance of finding ways to retain the most funding possible with a shortfall of funding available.

*Commissioner Blake arrived.*

**C. Pension Committee.** Warner said the Pension Committee met on November 11, 2016. Members talked about distributing a survey to employees who participate in the Intercity Transit Pension Plan to ask what they need; how best to communicate to them; and best ways to communicate pension issues. Ben Foreman and his staff are working on this process.

Members are also looking into a potential optional "opt out" process of the pension plan. Currently, participants are automatically enrolled and need to put in a request in order to "opt out" of the plan.

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**D. Citizen Advisory Committee.** Van Gelder said the CAC met November 21, and received several presentations; (Youth Program; Policy on Service Animals; and Surplus Van Grant Program). He said the CAC is very impressed by the Youth Program, and Intercity Transit is building a solid foundation for the future using this educational tool. The Animal Policy presentation by Jim Merrill stimulated a lot of conversation and discussion, producing a good deal of feedback and ideas.

### **NEW BUSINESS**

**A. Printing & Delivery of Transit Guides Contract.** Tammy Ferris, Procurement Coordinator, presented for approval a contract with Consolidated Press to print and deliver transit guides.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Messmer to authorize the General Manager to enter into a one-year contract with Consolidated Press, with four one-year options to extend, to print and deliver transit guides.**

**B. Surplus Van Grant Recipients.** Vanpool Manager, Carolyn Newsome, provided an update to the Surplus Van Grant Program. A review team consisting of the General Manager Ann Freeman-Manzanares, Meta Hogan, former CAC member, and Carolyn Newsome, reviewed 10 applications received by the November 30 deadline. Utilizing selection criteria including; passenger trips provided, community benefit, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Boys & Girls Clubs of Thurston County, Community Youth Services, Senior Services for South Sound and Community Action Council.

The review team also recommends two additional groups if the ITA is interested in granting additional vans. City Gates Ministries and Center for Natural Lands Management both had worthy programs and demonstrate community benefits.

Newsome announced there will be a celebration/ceremony held at an Authority meeting in January, 2017.

**It was M/S/A by Citizen Representative Messmer and Councilmember Sullivan to grant surplus vanpool vehicles to: Boys & Girls Clubs of Thurston County, Community Youth Services, Senior Services for South Sound, Community Action Council, City Gates Ministries and Center for Natural Lands Management.**

**C. Service & Support Animals Policy.** Jim Merrill, Director of Operations, provided a report on Intercity Transit's On-Board Animal Policy.

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Merrill said the policy is a mandate about what is require; and it isn't about animals. It's about human beings who use animals to get through life. It's about civil rights and the ADA. The Policy defines what a service animal is and is not, and he explained some of the Operators face. There are two questions Operators can legally ask a bus rider: (1) "Is the animal a service animal?" And (2) "What service is it trained to provide?" However, that second question often times causes conflict because if the service is the animal is providing is not an ADA covered reason, the Operator can remove the passenger and pet from the bus.

Merrill said in 2010 he changed the Service Animal Policy and eliminated the question, "What service is the animal trained to perform." Although many Operators didn't support this change, it did stop the conflict. It changed the whole dynamics of the situation creating more positive outcomes.

The Operators are trained on ADA compliance, to provide good customer service, and to work the situation out with the rider to where the outcome is positive using a behavior based standard. The training aspect gives people options.

Warner agreed it causes confusion because there are two sets of laws. The Department of Justice has a law defining service animals as dogs and small horses. The Department of Transportation's regulation states a service animal is any animal that provides a service; and transit agencies fall under this regulation.

Gilman said he believes there are two conflicting changes happening in the community. The first is a huge increase in the number of service animals people are using other than sight dogs. And it's not just limited to buses - it's happening in stores, doctor's offices, etc. There is a vogue about humanizing many pets and having them in places they have not historically been allowed before. Second, there is a rise in allergies to pets. People with pet allergies can't use the bus if too many pets are allowed. He said it doesn't feel fair to be increasingly accommodating a higher level of animals on the bus without also accommodating people who need to know ahead of time there is a potential allergy issue. It's an accommodation that needs to be taken into consideration.

Sullivan said it's an issue that needs to be watched and will require finding a balance of meeting everyone's needs. In the meantime, alert the public through printed materials or a disclaimer stating Intercity Transit allows service animals on the bus, potentially causing a problem for people with allergies.

Warner said under the ADA regulations, allergies can't trump service animals. The agency must accommodate the service animal.

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Messmer said the public who ride the bus are not going to be aware of all of the ADA compliance rules, and may not have the capacity to use specific crates, etc. She really appreciates the expectation that the Operators will make judgements, and that places a lot of responsibility on them. She said perhaps through education materials, Intercity Transit can place some expectation on the public that they will be responsible about bringing their animals on the bus; and if a rider feels there is a safety issue or has a problem, they have a responsibility to contact the Operator.

- D. 2017-2022 Strategic Plan.** Freeman-Manzanares requested the Authority adopt the 2017-2022 Strategic Plan as presented. A draft strategic plan was made available to the public for review and comment with a public hearing on November 16, 2016. The Strategic Plan proposes status quo fixed-route service levels and an increase in Dial-A-Lift service by 2,000 annual hours.

The 2017-2022 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2017 Operating and Capital budget and the Transit Development Plan Update to take place in April 2017.

**It was M/S/A by Citizen Representative Messmer and Councilmember Sullivan to adopt the 2017-2022 Strategic Plan as presented.**

- E. 2017 Budget Adoption.** Ben Foreman, Finance Director presented Resolution 03-2016 that establishes the 2017 budget. The 2017 draft budget has been available to the public since Thursday, November 3, 2016. A public hearing was held on Wednesday, November 16, 2016.

The proposed operating budget, including new projects and positions for 2017, is \$39,865,206. The capital and major projects budget for 2017 is proposed at \$17,018,202. Carry-over operating expenses from 2016 are \$1,730,000 and carry-over capital and major projects from 2016 are \$19,583,609.

Total budget for 2017, including carry-over projects is \$78,197,017.

The proposed budget includes one additional Operator to accommodate our service hour growth in Dial-A-Lift. There are two additional staff positions, a Vehicle Service Worker and a Dial-A-Lift Dispatch Specialist contained in the proposed 2017 budget. General wage increases for IAM staff has been met by contract at 2.75%. ATU staff's general wage increase was set by contract at 2.75%. Non-represented staff has a general wage provision in the 2017 budget of 3.0%.

Foreman addressed a question asked by Councilmember Carmody about federal and state participation and the levels of assistance Intercity Transit receives. On the

federal side, the 2017 Capital budget is going to be a little over \$36M, with \$9M in federal dollars, that is 25%; on the Operating side there will be a budget a little over \$41M and the agency receives about \$410,000 in federal operating funds or 10%. On the state side, there is zero participation for capital and Intercity Transit receives a state operating assistance grant of \$400,000 or about 1% of the operating budget.

**It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to adopt Resolution 03-2016 that establishes the 2017 Budget.**

- F. Short/Long Range Consultant Contract Amendment.** Freeman-Manzanares submitted for approval a contract amendment to Nelson/Nygaard Consulting Associates, Inc. increasing the total contract to a revised not-to-exceed amount of \$168,592 for the provision of short and long range planning services.

Nelson/Nygaard was selected and the ITA authorized a contract and an initial budget of \$79,958 in 2012 for short and long range planning work. In 2013 and 2014 some route evaluation work was completed (\$18,907.87 expended); however the full planning effort was delayed.

In 2015 the ITA began discussions with staff regarding a more substantial community outreach and planning effort and it was agreed the short and long range planning work should be coordinated with the "Community Conversation" work. Following several briefings in late spring 2016 with staff, Nelson Nygaard participated in the ITA Retreat on September 21, 2016, to gain perspective on the ITA's vision for incorporating the short and long range plan along with the Community Conversation.

The amended contract provides resources for the additional technical and future alternatives planning work to pursue the updated scope of work for the short and long range plan. This amendment adds approximately \$88,545 to the previously authorized contract amount for a total contract not-to-exceed amount of \$168,592. The contract value to complete all work remaining in the updated scope of work is \$149,592.

Nelson/Nygaard has extensive experience with short and long range planning work for transit including past work with Intercity Transit. The updated scope of work provides for an extensive evaluation of our current services, and considers the short and long term needs given current and projected funding. The long range planning activity will look more comprehensively into the future system needs for Intercity Transit and include future service alternatives that assume different scenarios related to our future service and capital program needs. These scenarios will be supported by the Community Conversation and extensive public involvement process that will reach out beyond our current riders and into the Thurston County



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community. Nelson/Nygaard's approach fits our needs and staff believes Nelson/Nygaard will lead a successful plan development process.

Messmer reminded staff that Councilmember Carmody asked that the detail of work to be done with this addition be brought to the Board with more specific input with the consultant about where Intercity Transit is headed with this work.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Messmer to authorize the General Manager to execute an amendment to the contract with Nelson/Nygaard Consulting Associates, Inc. increasing the total contract to a revised not-to-exceed amount of \$168,592 for the provision of short and long range planning services.**

### **G. Citizen Advisory Committee Appointments** Freeman-Manzanares submitted for consideration the recommendation of the ad-hoc committee for CAC appointments.

Interviews took place on November 16, 2016. The ad-hoc committee consisted of *Karen Messmer, Don Melnick, Jan Burt, and Michael Van Gelder*. Twenty applications were received, and eight candidates were interviewed. Upon conclusion of the interviews, the group discussed applicant qualifications, and committee attributes.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to appoint *Austin Wright* to the youth position beginning January 1, 2017; and appoint the following individuals to full three-year terms beginning January 1, 2017: *Peter Deidrick; Tim Horton; Marie Lewis; and Marilyn Scott*.**

Melnick asked if there is a way to thank the community for their interest in the CAC and encourage those applicants who were not selected to reapply next year.

Warner suggested an on-the-bus newsletter, and he encourages staff talk with other systems and share the fact that there were numerous applicants interested joining the Citizen Advisory Committee.

### **H. Discounted Bus Pass Program.** Freeman-Manzanares presented the results of the application process for the 2017 Discounted Bus Pass Program. Staff issued the application on October 17, 2016, and to date received 20 applications totaling \$250,686. In 2016 the Authority approved an amount up to \$300,000, so there is approximately \$49,314 remaining in the program. The program has a rolling application process which awards on a first-come, first-serve basis, allowing other non-profit agencies to apply throughout the year.

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

- Intercity Transit passed the ISO14001 Certification Audit. There were two auditors on site who approved Intercity Transit for recertification and the new standards.
- The Annual Holiday Banquet is Friday, December 9, 2016. It begins at 10 a.m. with the awards presentation at 12:04 p.m.
- Intercity Transit participated in the Olympia Downtown Parade and the Lacey Light Parade.
- The additional local options for sales tax bill is written and ready to go with four signatures on the House side, and one on the Senate side.
- Intercity Transit received two grants from TRPC for the Youth Education Program and for 63 bus stop enhancements. Out of the 43 projects submitted to the Department of Transportation for the Regional Mobility Grant, Intercity Transit's two grants were rated #1 and #10. One grant is for additional commute trips up to Tacoma; and the other grant is for \$2M in the first biennium; and \$3.9M in the second biennium for the Pattison Street Rehab. Intercity Transit is also requesting \$5M for Pattison Street Expansion.

### **AUTHORITY ISSUES**

Melnick said Intercity Transit Travel Trainer, Diana Claus, was on Panorama TV to talk about the travel training program and other IT services as part of the Drive Less-Go More program.

Blake asked if the new automatic chain system has been installed on the buses. Maintenance Manager, Paul Koleber said the chains have been installed on five buses. The challenge is waiting for the software from the bus manufacturer that will limit the road control and the speed at which the chaining system can be safely deployed.

### **ADJOURNMENT**

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to adjourn the meeting at 6:57 p.m.**

**INTERCITY TRANSIT AUTHORITY**

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**ATTEST**

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December 7, 2016  
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**Jeff Gadman, Chair**

**Pat Messmer  
Clerk to the Authority**

**Date Approved: January 4, 2017.**

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

PERIOD DATES: 11/13-11/26/2016					PAYDATE 12/02/2016					PERIOD DATES: 11/27-12/10/16					PAYDATE 12/16/2016					PERIOD DATES: 12/11/2016-12/24/2016					PAYDATE 12/30/2016																																																																																		
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23	LI/02	L&I	EFT Quarterly	28,186.88		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	31,316.51		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	29,327.53		24	MD/51	Mch.UnDues	Check last	1,357.68		24	MD/51	Mch.UnDues- 164 PEREE	Check last	1,357.82		24	MD/51	Mch.UnDues- 164	Check last	111.76		25	MU/52	Mac.inittn	Check last	0.00		25	MU/52	Mac.inittn	Check last	0.00		25	MU/52	Mac.inittn	Check last	46.50		26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		714.81		26	MS/60	Payroll Corr check		400.00		28	GL/11	GLLife		0.00		28	GL/11	GLLife-ER/EE TERM/YRLY		0.00		28	GL/11	GLLife-ER/EE TERM/YRLY		-10,506.66		28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	19,410.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00
29	PA/66	Proj.Assist	Check last	508.00		29	PA/66	Proj.Assist	Check last	511.00		29	PA/66	Proj.Assist	Check last	511.00		30	PN/04	PERS EE	EFT	46,696.86	0.00	30	PN/04	PERS EE	EFT	46,072.59	0.00	30	PN/04	PERS EE	EFT	45,924.28	0.00	31	PN/04	PERS ER	EFT	84,770.88	131,467.74	31	PN/04	PERS ER	EFT	83,802.94	129,875.53	31	PN/04	PERS ER	EFT	83,079.42	129,003.70	32	TTL PERS	131,467.74		32	TTL PERS	129,875.53		32	TTL PERS	129,003.70																																											
33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	35	RI/23	ICMA Roth	WIRE	589.61	589.61	35	RI/23	ICMA Roth	WIRE	589.61	589.61	35	RI/23	ICMA Roth	WIRE	589.61	589.61	36	RL/21	ICMA Ln#1	WIRE	1,707.02	2,100.89	36	RL/21	ICMA Ln#1	WIRE	1,707.02	2,100.89	36	RL/21	ICMA Ln#1	WIRE	1,707.02	2,100.89	37	RR/25	ICMA ER	WIRE	3,046.79	8,497.55	37	RR/25	ICMA ER	WIRE	2,974.22	8,056.00	37	RR/25	ICMA ER	WIRE	3,189.10	8,515.81	38	TTL ICMA	10,598.44	11,188.05	38	TTL ICMA	10,155.89	10,746.50	38	TTL ICMA	10,616.70	11,206.31																								
39	SD/26	457 ST EE	EFT	14,144.48		39	SD/26	457 ST EE	EFT	15,007.00		39	SD/26	457 ST EE	EFT	13,736.14		40	SR/27	457 ST ER	EFT	7,175.42	21,319.90	40	SR/27	457 ST ER	EFT	6,983.75	21,990.75	40	SR/27	457 ST ER	EFT	6,949.15	20,685.29	41	ST/67	ShTrmDisab- AFLA	EFT	3,847.48	3,847.48	41	ST/67	ShTrmDisab-AFLAC	EFT	8.58	8.58	41	ST/67	ShTrmDisab-AFL	EFT	0.00	0.00																																																						
42	UC/45	Un COPE	Check 1st	114.00		42	UC/45	Un COPE	Check 1st	-		42	UC/45	Un COPE	Check 1st	-		44	UI/41	Un Inittatn	Check last	0.00		44	UI/41	Un Inittatn- 100.00 PEREE	Check last	0.00		44	UI/41	Un Inittatn- 100.00 PEREE	Check last	0.00		45	UT/43	Un Tax	Check last	2,989.80		45	UT/43	Un Tax IST PP	Check last	0.00		45	UT/43	Un Tax IST PP	Check last	0.00																																																							
46	UW/62	United Way	Check last	453.50		46	UW/62	United Way	Check last	435.50		46	UW/62	United Way	Check last	435.50		47	WF/64	Wellness	Check last	344.50		47	WF/64	Wellness	Check last	347.00		47	WF/64	Wellness	Check last	347.00																																																																									
48	NP	NET PAY (dir. Deposit)	ACH Wire every	469,823.73	469,823.73	48	NP	NET PAY (dir. Deposit)	ACH Wire every	450,807.18	450,807.18	48	NP	NET PAY (dir. Deposit)	ACH Wire every	490,382.60	490,382.60	49	TOTAL TRANSFER (lie to Treasurer Notifications)			4,571.49	882,817.35	49	TOTAL TRANSFER (lie to Treasurer Notifications)			5,040.19	827,960.22	49	TOTAL TRANSFER (lie to Treasurer Notifications)			5,204.21	864,806.14	50	TOTAL PAYROLL*:			917,310.47		50	TOTAL PAYROLL*:			1,215,661.80		50	TOTAL PAYROLL*:			896,794.49		51	GROSS EARNINGS:			758,279.84		51	GROSS EARNINGS:			749,246.53		51	GROSS EARNINGS:			748,578.38		52	EMPR MISC DED:			148,395.47		52	EMPR MISC DED:			455,843.35		52	EMPR MISC DED:			136,595.13		53	EMPR MEDICARE TAX:			10,635.16		53	EMPR MEDICARE TAX:			10,571.92		53	EMPR MEDICARE TAX:			10,620.98	
54	TOTAL PAYROLL FOR DECEMBER 2016				917,310.47	54	TOTAL PAYROLL*:				1,215,661.80	54	TOTAL PAYROLL*:				896,794.49	55	ACH WIRE TOTAL			497,682.68		55	TOTAL PAYROLL FOR DECEMBER 2016				478,611.47		55	TOTAL PAYROLL FOR DECEMBER 2016			517,766.76		56	ACH WIRE TOTAL					56	ACH WIRE TOTAL					56	ACH WIRE TOTAL																																																									

\$0.00

\$0.00

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/11/2016

Thru Date: 11/11/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021800	11/11/2016	01105	7456 CORPORATION	\$8,645.43	
00021801	11/11/2016	01683	ALLENBAUGH & ASSOCIATES INC	\$485.00	
00021802	11/11/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$114.00	
00021803	11/11/2016	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
00021804	11/11/2016	01960	AMERICAN SEATING COMPANY	\$919.65	
00021805	11/11/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$498.29	
00021806	11/11/2016	02380	ARAMARK UNIFORM SERVICES	\$914.94	
00021807	11/11/2016	02580	ASSOCIATED PETROLEUM	\$51,187.54	
00021808	11/11/2016	02990	B&B SIGN COMPANY LLC	\$301.38	
00021809	11/11/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,124.77	
00021810	11/11/2016	06060	CITY OF OLYMPIA	\$410.00	
00021811	11/11/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$248.93	
00021812	11/11/2016	07220	CUMMINS INC	\$0.00	✓
00021813	11/11/2016	07220	CUMMINS INC	\$23,487.85	
00021814	11/11/2016	07619	DAVID S FOSTER	\$1,750.00	
00021815	11/11/2016	08780	EMERALD SERVICES INC	\$323.57	
00021816	11/11/2016	09885	FMNA LLC	\$308.16	
00021817	11/11/2016	10477	GALLS, LLC	\$0.00	✓
00021818	11/11/2016	10477	GALLS, LLC	\$3,193.56	
00021819	11/11/2016	10580	GENE'S TOWING INC	\$687.21	
00021820	11/11/2016	10607	GENUINE AUTO GLASS OF LACEY	\$1,504.90	
00021821	11/11/2016	10660	GILLIG LLC	\$0.00	✓
00021822	11/11/2016	10660	GILLIG LLC	\$13,805.91	
00021823	11/11/2016	11615	INDUSTRIAL HYDRAULICS INC	\$88.02	
00021824	11/11/2016	11765	INTERCITY TRANSIT PETTY CASH	\$851.63	
00021825	11/11/2016	11810	INTERSTATE BATTERY	\$573.15	
00021826	11/11/2016	11865	ISLAND SUPERIOR AIR FILTER	\$399.35	
00021827	11/11/2016	11895	J&I POWER EQUIPMENT INC	\$115.23	
00021828	11/11/2016	11905	JANEK CORPORATION	\$1,316.48	
00021829	11/11/2016	11943	JOANNA GRIST	\$1,750.00	
00021830	11/11/2016	13555	LIBBY ENVIRONMENTAL, LLC	\$1,050.00	
00021831	11/11/2016	14750	MULLINAX FORD	\$154.25	
00021832	11/11/2016	14760	MUNCIE TRANSIT SUPPLY	\$221.76	
00021833	11/11/2016	14900	NAPA AUTO PARTS	\$491.81	
00021834	11/11/2016	15140	NISQUALLY TOWING SERVICE	\$540.00	
00021835	11/11/2016	15300	OAK HARBOR FREIGHT LINES INC	\$431.21	
00021836	11/11/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00021837	11/11/2016	16595	PACIFIC POWER GROUP LLC	\$52.93	
00021838	11/11/2016	17290	PUGET SOUND ENERGY	\$12,284.42	
00021839	11/11/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00021840	11/11/2016	17505	RAINIER DODGE INC	\$397.21	
00021841	11/11/2016	17525	RAMCO ENGINEERING INC	\$181.00	
00021842	11/11/2016	17560	RE AUTO ELECTRIC INC	\$3,304.61	
00021843	11/11/2016	17705	RICHARDS UPHOLSTERY	\$405.82	
00021844	11/11/2016	17760	ROSS AND WHITE COMPANY	\$66.75	
00021845	11/11/2016	17900	SCHETKY NW SALES INC	\$842.75	
00021846	11/11/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,788.29	
00021847	11/11/2016	18075	SIEGEL OIL COMPANY	\$166.70	
00021848	11/11/2016	18145	SIX ROBBLEES INC	\$447.92	
00021849	11/11/2016	18355	SOUND TRANSIT	\$30,030.08	
00021850	11/11/2016	18470	SPORTWORKS NORTHWEST INC	\$143.31	
00021851	11/11/2016	18651	STORMANS (LICENSING)	\$882.75	
00021852	11/11/2016	18720	SUPER BEE WHEEL ALIGNMENT	\$104.49	
00021853	11/11/2016	21660	THERMO KING NORTHWEST	\$5,655.19	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/11/2016

Thru Date: 11/11/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021854	11/11/2016	21930	TIRES INC	\$11,540.73	
00021855	11/11/2016	21950	TITUS-WILL CHEVROLET	\$4,854.37	
00021856	11/11/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
00021857	11/11/2016	22010	TOYOTA OF OLYMPIA	\$81.27	
00021858	11/11/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$65,552.78	
00021859	11/11/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$10,492.79	
00021860	11/11/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$28,101.85	
00021861	11/11/2016	23740	USSC LLC	\$1,101.84	
00021862	11/11/2016	23755	VALLEY FREIGHTLINER	\$2,253.68	
00021863	11/11/2016	24000	W W GRAINGER INC	\$61.28	
00021864	11/11/2016	24750	WA ST GET PROGRAM	\$227.00	
00021865	11/11/2016	25380	WASHINGTON GARDENS	\$315.52	
00021866	11/11/2016	25858	WESTCARE CLINIC LLC PS	\$510.00	
			<b>Total:</b>	<b>\$313,212.04</b>	

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/25/2016

Thru Date: 11/25/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021873	11/25/2016	01405	ADVANCE GLASS INC	\$433.24	
00021874	11/25/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$14,730.48	
00021875	11/25/2016	01820	AMERICAN DRIVING RECORDS INC	\$404.23	
00021876	11/25/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,528.80	
00021877	11/25/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$386.03	
00021878	11/25/2016	02380	ARAMARK UNIFORM SERVICES	\$763.21	
00021879	11/25/2016	02580	ASSOCIATED PETROLEUM	\$93,342.77	
00021880	11/25/2016	02825	AUTO PLUS - OLYMPIA	\$80.42	
00021881	11/25/2016	03350	BERNIE'S CUSTOM PAINT, INC.	\$3,514.21	
00021882	11/25/2016	04040	BUD CLARY CHEVROLET	\$31,339.00	
00021883	11/25/2016	04120	BUILDERS HARDWARE CO	\$90.70	
00021884	11/25/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$990.52	
00021885	11/25/2016	05740	CED	\$147.37	
00021886	11/25/2016	06120	CITY OF OLYMPIA UTILITIES	\$1,105.40	
00021887	11/25/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$467.58	
00021888	11/25/2016	07220	CUMMINS INC	\$0.00	✓
00021889	11/25/2016	07220	CUMMINS INC	\$16,640.77	
00021890	11/25/2016	07560	DATAQUEST	\$50.00	
00021891	11/25/2016	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00021892	11/25/2016	10477	GALLS, LLC	\$0.00	✓
00021893	11/25/2016	10477	GALLS, LLC	\$2,446.54	
00021894	11/25/2016	10607	GENUINE AUTO GLASS OF LACEY	\$905.32	
00021895	11/25/2016	10660	GILLIG LLC	\$0.00	✓
00021896	11/25/2016	10660	GILLIG LLC	\$13,672.28	
00021897	11/25/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00021898	11/25/2016	10863	GRAYS HARBOR TRANSIT	\$488.00	
00021899	11/25/2016	11615	INDUSTRIAL HYDRAULICS INC	\$23.09	
00021900	11/25/2016	11765	INTERCITY TRANSIT PETTY CASH	\$599.30	
00021901	11/25/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,249.55	
00021902	11/25/2016	13661	LOOMIS	\$363.51	
00021903	11/25/2016	13850	MASON TRANSIT AUTHORITY	\$1,074.00	
00021904	11/25/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00021905	11/25/2016	14750	MULLINAX FORD	\$2,259.85	
00021906	11/25/2016	14900	NAPA AUTO PARTS	\$365.27	
00021907	11/25/2016	15140	NISQUALLY TOWING SERVICE	\$472.50	
00021908	11/25/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC.	\$13.98	
00021909	11/25/2016	16557	PACIFIC MODULAR, INC	\$707.20	
00021910	11/25/2016	17420	R&R TIRE COMPANY, INC.	\$2,045.44	
00021911	11/25/2016	17505	RAINIER DODGE INC	\$109.94	
00021912	11/25/2016	17560	RE AUTO ELECTRIC INC	\$572.35	
00021913	11/25/2016	17795	ROUTEMATCH SOFTWARE INC	\$40,423.77	
00021914	11/25/2016	17900	SCHETKY NW SALES INC	\$773.15	
00021915	11/25/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,116.43	
00021916	11/25/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021917	11/25/2016	18610	STEPHAN J PARROTT	\$725.00	
00021918	11/25/2016	18651	STORMANS (LICENSING)	\$123.65	
00021919	11/25/2016	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$15,827.00	
00021920	11/25/2016	18735	SUSTAINABLE SOUTH SOUND	\$198.00	
00021921	11/25/2016	21830	THURSTON COUNTY SOLID WASTE	\$51.68	
00021922	11/25/2016	21930	TIRES INC	\$2,771.86	
00021923	11/25/2016	21950	TITUS-WILL CHEVROLET	\$1,633.12	
00021924	11/25/2016	22010	TOYOTA OF OLYMPIA	\$857.27	
00021925	11/25/2016	22100	TRANSIT SOLUTIONS, LLC	\$1,038.23	
00021926	11/25/2016	22325	TTL PARTNERS LLC	\$3,446.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/25/2016

Thru Date: 11/25/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021927	11/25/2016	23660	UNITED WAY OF THURSTON COUNTY	\$889.00	
00021928	11/25/2016	23755	VALLEY FREIGHTLINER	\$4,548.37	
00021929	11/25/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$790.00	
00021930	11/25/2016	24750	WA ST GET PROGRAM	\$227.00	
00021931	11/25/2016	24755	WA ST HEALTH CARE AUTHORITY	\$674,200.46	
			<b>Total:</b>	\$952,831.93	



- Emergency Act -

**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>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2016NOV28	DI	11/30/2016			5,868.00	5,868.00	5,868.00		5,868.00

**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>03125 BARLOW, STEVE</b>										
00	10/31 - 11/4/16	DI	11/11/2016			55.08	55.08	55.08		55.08
<b>09960 FOREMAN BENJAMIN T III</b>										
00	10/16 - 18/16	DI	11/11/2016			1,137.20	1,137.20	1,137.20		1,192.28
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	10/23-25/16	DI	11/11/2016			589.24	589.24	589.24		1,781.52
<b>11308 HOFSTETTER SHANNON</b>										
00	11/4/16	DI	11/11/2016			192.30	192.30	192.30		1,973.82
<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2016NOV	DI	11/11/2016			2,075.00	2,075.00	2,075.00		4,048.82
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2016NOV	DI	11/11/2016			2,715.50	2,715.50	2,715.50		6,764.32
<b>14385 MESSMER, PAT</b>										
00	10/24 - 25/16	DI	11/11/2016			49.00	49.00	49.00		6,813.32
<b>16785 PHILLIPS, ERIC</b>										
00	10/23 - 25/16	DI	11/11/2016			68.00	68.00	68.00		6,881.32
00	10/30 - 11/1/16	DI	11/11/2016			216.99	216.99	284.99		7,098.31

**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	11/18/2016	DI	11/25/2016			192.30	192.30	192.30		192.30
	<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>									
00	NOV 2016	DI	11/25/2016			6,061.00	6,061.00	6,061.00		6,253.30
	<b>11760 INTERCITY TRANSIT IMPREST ACCOUNT</b>									
00	2016NOV	DI	11/25/2016			976.88	976.88	976.88		7,230.18
	<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>									
00	2016NOV	DI	11/25/2016			956.00	956.00	956.00		8,186.18
	<b>11775 INTERCITY TRANSIT WELLNESS</b>									
00	2016NOV	DI	11/25/2016			693.00	693.00	693.00		8,879.18
	<b>13396 LARSON, DAVE</b>									
00	11/8 - 9/16	DI	11/25/2016			66.00	66.00	66.00		8,945.18
	<b>18218 SMITH, HEATHER</b>									
00	10/23-25/16	DI	11/25/2016			80.08	80.08	80.08		9,025.26

## 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**  
JW Foster

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

**Nisqually Indian Tribe**  
Heidi Thomas

**Town of Bucoda**  
Alan Vanell

**Thurston County**  
Pending

**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

8:00 a.m. – 12:15 p.m.

**NOTE EXTENDED MEETING TIME**

**Friday, January 6, 2017**

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.

- Approval of Minutes – December 2, 2016
- Approval of Vouchers
- Approval of Coordinated Public Transportation & Human Services Transportation Plan – Prioritized Project List
- Approval of Agency Policies & Procedures Update

### 2017 TRPC Operating Budget

**ACTION**

The 2017 Operating Budget will be presented for adoption. The budget is based on the previously approved 2017 Work Program. The core work elements outlined in that document will be included in the operating budget as well as estimates for expenditures and revenues in 2017.

### Call for Written Officer Nominations

**UPDATE**

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

### RTIP Amendment 17-02

**1<sup>ST</sup> REVIEW**

Two amendments have been requested to the 2017-2020 RTIP. One is from WSDOT for the I-5/SR 510 Interchange – Reconstruct Interchange project. The amendment is to add federal dollars to the PE phase. The second amendment is from Thurston County for the Innovative Safety Program – High Friction Surfacing Treatment project. The amendment is to reflect that the project has recently secured federal funding, and that there is a change in the project title and description.

### Executive Director Recruitment: Recruitment Summary & Orientation

**INFORMATION**

### Executive Director Candidate Interviews

**CLOSED SESSION**

### EXECUTIVE SESSION

**CLOSED SESSION**

### TRPC Post-Interview Debrief

### Executive Director Candidate Selection

**ACTION**

### Report from Outside Committee Assignments

**INFORMATION**

### Member Check In

**DISCUSSION**

### Interim Director's Report

**INFORMATION**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-A**  
**MEETING DATE: January 4, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Jessica Brandt, 705-5819

**SUBJECT:** Sustainability Update

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1) **The Issue:** Provide the Authority with an update on Intercity Transit's sustainability efforts and our recent ISO-14001 recertification.

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2) **Recommended Action:** No recommended action at this time. This item is to provide information and encourage discussion.

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3) **Policy Analysis:** The Authority supports Intercity Transit's focus on sustainability, continuous improvement and achieving ISO-14001 certification.

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4) **Background:** Intercity Transit's Sustainability Program, "Moving Green" has seen a number of successes in the past few years developing and using an Environmental and Sustainability Management System (ESMS). We initially achieved ISO-14001 certification for our ESMS in February 2014 and have maintained the certification. In 2015 the standards were updated, and we were pleased to announce that a third party audit confirmed we met those new standards in November 2016. We are pleased to share with you the successes of this Authority sponsored effort.

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

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6) **Budget Notes:** The 2016 budget included \$3,200 for a gap audit, \$10,000 for training to the new standards, and \$12,000 for a recertification audit.

The 2017 budget includes \$9,000 for the ISO surveillance audit. This may not occur until January 2018. The total contract for the three-year certification and surveillance is \$39,343. The remaining budget for the three-year contract (2016-2019) is \$23,143.

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7) **Goal Reference: Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community."*

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