

AGENDA
INTERCITY TRANSIT AUTHORITY
February 1, 2017
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **10 min.**
A. **Joe Wilson, Vehicle Service Worker** (*Paul Koleber*)
B. **Kevin Haider, Vehicle Service Worker** (*Paul Koleber*)

- 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:** January 4, 2017, Regular Meeting;
January 18, 2017, Work Session.
- B. **Payroll - January 2017:** \$2,254,514.41.
- C. **Accounts Payable:** Warrants dated December 9, 2016, numbers 21932, 21937-21998 the amount of \$413,230.13; Warrants dated December 23, 2016, numbers 21999, 22005-22074, in the amount of \$688,754.84; Warrants dated December 30, 2016, numbers 22075, 22079-22149, in the amount of \$234,624.39; Warrants dated December 31, 2016, numbers 22154-22188, in the amount of \$220,837.24; Automated Clearing House Transfers for December 2016 in the amount of \$15,964.95 for a monthly total of \$1,573,411.55.
- Warrants dated January 20, 2017, numbers 22189-22208, in the amount of \$1,260,006.90; Automated Clearing House Transfers for January 2017 in the amount of \$3,452.68 for a monthly total of \$1,263,459.58.
- D. **Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)

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|-----|--|----------------|
| 5) | PUBLIC HEARING - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Karen Messmer</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Don Melnick</i>) | 3 min. |
| | C. Citizen Advisory Committee (<i>Ursula Euler</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Construction Mgmt. Inspection Services Contract Award
(<i>Tammy Ferris</i>) | 5 min. |
| | B. General Legal Counsel Contract Renewal (<i>Jeff Peterson</i>) | 5 min. |
| | C. 2017 Procurement Project Review (<i>Steve Krueger</i>) | 20 min. |
| | D. Annual Authority Reorganizing Activities (<i>Pat Messmer</i>) | 20 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

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

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI coordinator at (360) 705-5857 or 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
January 4, 2017

CALL TO ORDER

Chair Gadman called the January 4, 2017, 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; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Jessica Brandt; Jeff Brewster; David Claus-Sharwark; Ben Foreman; Paul Koleber; Steve Krueger; Breezy Medina; Jim Merrill; Pat Messmer; Carolyn Newsome; Lee Peterson; Eric Phillips; Stephanie Randolph.

Others Present: Citizen Advisory Committee Member, Sue Pierce; and Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Sullivan and Vice Chair/Citizen Representative Warner to approve the agenda as presented.

Chair Gadman introduced newly elected President of the ATU 1765, and Authority Labor Representative, Art Delancy.

Delancy introduced ATU Vice President, David Claus-Sharwark and Secretary/Treasurer, Debra Solomon.

Councilmember Gilman and Commissioner Blake arrived.

INTRODUCTIONS

- A. Ben Foreman introduced *Raphael Freeman, Network System Analyst and Thomas Van Nuys, IS Manager.*
- B. Mark Sandberg introduced *Cameron Crass, Scheduling Coordinator.*
- C. Paul Koleber introduced *Buddy Foster, Support Specialist.*

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CELEBRATION/RECOGNITION

A. Surplus Van Grant Recognition

Carolyn Newsome, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each provided a brief description on how their agency will use the vans:

- Patrick Dunn, Director and Carola Tejada, Conservation Assistant – Centers for Land Management
- Katya Miltimore, Executive Director, along with Shellica Trevino and Kym Greene – Boys and Girls Club
- Eileen McKenzie Sullivan, Executive Director – Senior Services for the South Sound
- John Walsh, Chief Executive Officer and Kathryn Hall-Thompson, Executive Assistant – Community Action Council
- Phil Prietto, President and Founder – City Gates Ministries
- Scott Hanauer, Executive Director – Community Youth Services

Chair Gadman recessed the meeting at 6:20 p.m. for refreshments and viewing of the vans, and resumed the meeting at 6:35 p.m.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA ITEMS

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.

PUBLIC HEARING - None.

COMMITTEE REPORTS

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- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC meets January 6, 2017. Prior to that meeting, there will be a stakeholder meeting on January 5, 2017, at 4:30 p.m. with the top three candidates in position for Executive Director. A candidate selection will be made at the TRPC meeting on January 6th.
- B. Transportation Policy Board (TPB).** Sullivan said the TPB met December 14, 2016. Members received an overview by Dial-A-Lift Manager, Emily Bergkamp on Intercity Transit's complementary paratransit services, as part of the Policy Board's continuing transit discussion. It was suggested Bergkamp make a shorter version of her presentation to municipalities. Gadman said the City of Lacey Councilmembers would like to see Intercity Transit representatives at their work sessions telling Intercity Transit's story, which would provide the public with more of an understanding of the services provided.

TRPC members also received an update on the City of Olympia Bicycle and Pedestrian Strategies; the Business Representative Recruitment process is underway to fill two open business representative positions; a presentation on Thurston Thrives - Tools for Improving Access to Trails. The Thurston Thrives Community Design Action Team reported on a strategy and new tool to improve access to the trail system; and State Legislative Priorities update.

- C. Citizen Advisory Committee.** Pierce said the CAC did not meet in December. The last meeting was held November 21, 2016, when officer elections were held. Victor Vander Does was reelected for a second term as Chair, and Pierce was elected Vice Chair. Pierce said the CAC will welcome new members at the meeting on January 9, 2017.

NEW BUSINESS

ESMS Sustainability Update. Environmental and Sustainability Coordinator, Jessica Brandt, provided an update on Intercity Transit's sustainability efforts and the recent ISO-14001:2015 recertification to international standards. Currently, Intercity Transit is one of only two transit agencies in the country who have met the new standards. L. A. Metro is the other. Staff will get ready for another three-year certification at the end of 2020.

The new ISO Standards:

1. Context of Organization (What do we do at Intercity Transit?)
2. Leadership (All agency departments get involved)
3. Communication (Sharing information with community via various media outlets)
4. Life Cycle Perspective: Environmental Impacts
5. Environmental Focus Areas

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- a. Fuel use
- b. Spill prevention and response
6. Fleet Efficiency
7. Continual Analysis: Fuels and Technologies
8. Evaluating R99 - Renewable Diesel
9. Electricity Use
10. PSE Green Power Program
11. APTA Sustainability Commitment – Report Annually On:
 - a. GHG Emissions
 - b. Fuel
 - c. Electricity and Gas Use
 - d. Water Use
 - e. Waste Output and Diversion
 - f. Criteria Air Pollutants
12. Connections
 - a. Thurston Thrives
 - b. WSTA
 - c. APTA
 - d. Thurston Climate Action Team
 - e. Thurston Green Business
 - f. Sustainability Professionals of Thurston County

Carmody asked if there is grant money to invest in solar energy. Sullivan replied currently, there are not very many grants available. Brandt said the agency is focusing on conservation first and then buying renewable energy credit. Freeman-Manzanares said staff was looking at solar energy during the development process for the Olympia Transit Center, and the building is being outfitted for that in the future; and it's been considered for the Pattison Street facility also.

Gilman asked if the agency uses a lot of hot water, in particular during the bus washes. Koleber said the only heated water via hot water heaters is used for showers and sinks; and there is a boiler which is on the radar to be upgraded.

GENERAL MANAGER'S REPORT

- Intercity Transit will welcome five new CAC members at the Citizen Advisory Committee meeting on January 9, 2017.
- It's a new year for the APTA conferences, and the 2017 budget allows for eight slots for Authority members to attend. The Legislative Conference is March 12-14 in Washington D.C.; Transit Board Member's Conference is July 22-25 in Chicago; Sustainability Conference is August 6-9 in Minneapolis; and the Annual Conference and Expo is October 8-11 in Atlanta.

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- Intercity Transit submitted a grant application for commuter service and rehabilitation and expansion of the Pattison Street facility. The agency was ranked #1 and #10 in the state for those two applications. The Department of Transportation ranks those projects based on their established criteria and then it goes through the Governor to the State Legislature.
- Regional Mobility Grant Express Service for routes 609 and 592 are expiring June 30.
- Intercity Transit purchased three surplus vehicles from Mason Transit for \$1 each. These vehicles will provide backup for Dial-A-Lift while waiting for new vehicles to arrive.
- Intercity Transit launched a new website December 28, 2016.
- Reminder – Authority Officer Reorganization takes place February 1, 2017. A new Chair and Vice Chair will be elected; and members will be selected to represent the agency on the various outside committees (TRPC, TPB and Pension Committee).
- Freeman-Manzanares said many customer commendations were received in regards to the excellent driving by the Operators during the icy road conditions.

AUTHORITY ISSUES

Melnick said he continues to work with Panorama on the Drive Less Go More marketing program, and in January the emphasis will be placed on “Think About Giving Up Driving.” An article was placed in the Panorama Newsletter, and it will be on Panorama television. He said Panorama is planning a symposium to be held in September; and Scott Schoengarth will be on Panorama TV in February to talk about the Bus Buddy Program. Jessica Gould and David Copley from the Walk N Roll program will appear on Panorama TV sometime in January to talk about what they do, and encourage more volunteers.

Melnick and Intercity Transit Marketing Manager, Jeff Brewster, went to the Department of Transportation Leadership Academy held in Seattle. He said the main topic was about how public transportation projects get done, and the emphasis was on that process.

Carmody hasn't seen many Intercity Transit advertisements in Yelm, or much interaction from Intercity Transit with the citizens of Yelm. She would like to see Intercity Transit attend the Home and Garden Show and participate in the Prairie Days Parade -- and making the agency more visible to the public.

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Warner thanked the staff for putting on a very successful Annual Holiday Banquet.

Gadman announced the upcoming Intercity Transit Bike Shop Open house being held Wednesday, January 11 from 4 to 7 p.m. and Saturday, January 14 from 11 a.m. to 4 p.m.

The Dash buses will be operating for the Governor's Inaugural Ball being held Wednesday, January 11, 2017, from 7 p.m. to 11:30 p.m. The Dash schedule can be found on the agency website.

ADJOURNMENT

With no further business to come before the Authority, Chair Gadman adjourned the meeting at 7:35 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 1, 2017.

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

Minutes
INTERCITY TRANSIT AUTHORITY
WORK SESSION
January 18, 2017

CALL TO ORDER

Chair Gadman called the January 18, 2017, Work Session 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; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and David Claus-Sharwark, Labor Representative (Alternate).

Members Excused: Thurston County Commissioner Bud Blake; City of Olympia Councilmember Clark Gilman; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Steve Krueger; Pat Messmer; Eric Phillips; and Thomas Van Nuys.

Others Present: Michael Cade and Annette Roth, from Economic Development Council; Jason Robertson, from J Robertson & Company.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

CITIZEN ADVISORY COMMITTEE REPORT - No report.

THURSTON COMMUNITY ECONOMIC ALLIANCE

Chair Gadman introduced Michael Cade, Executive Director and Annette Roth, Marketing & Communications Director from the Thurston County Economic Development Council, who provided a discussion about the Thurston Community Economic Alliance (TCEA) and associated strategic direction to create collective prosperity in Thurston County.

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Purpose of TCEA:

1. Coordinated plan for economic development
2. Identifies goals to attract investment
3. Creates economic development partnership
4. Structures and leverages municipal-level relationships
5. Long term strategy to support and diversify the regional economy

Why Now?

1. Alignment of workforce development
2. Thurston Thrives
3. Municipal focus on economic development
4. Establishment of CB&I
5. Strategic regional partnerships
6. Next step for Sustainable Thurston

Employment/Population Trend Lines Indicate a Need to Create Jobs:

Roth said it's all about jobs and provided the following statistics:

- Between the years 2000 and 2015 the population of Thurston County increased 22%, from 207,000 to approximately 267,000. In that same period of time the number of jobs only increased 13%.
- In 2012 TRPC published a population projection for the community and they estimated about 370,000 people will live in Thurston County by 2040. Roth said after reading that report she started wondering how many jobs need to be generated in the community to keep pace with the percentage of people in the workforce now assuming they use 5% unemployment rate. They are estimating the need for 55,000 new jobs created between now and then to support those who live in Thurston County. To allow people who live here, to work here, and not travel north.
- Bringing businesses back into Thurston County and provide opportunities for larger employers or helping to foster small business entrepreneur culture that will help people start businesses and grow it.
- Cade said they track all data points. TCEA wants to understand how the economy operates on a variety of different levels. They do look at other elements (taxation, tax rates, and tax revenues).
- Roth said TCEA has been tracking some of the data points for several years. They chose the things they've been tracking based on the feedback of the people who participated.

How was TCEA Created?

1. EDC Board of Directors initiative

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2. Partnerships
3. Collaborative approach to creation
4. Community & stakeholder input and feedback

The TCEA spent about nine months to formulate the TCEA starting with a stakeholder's meeting. They held facilitated conversations and individual interviews with 80 different people from school districts, colleges, major employers, and other interested community citizens interested in economic development to get feedback. TCEA tried to make it a collaborative approach, to do the work in the way the community wants it.

Citizen Representative Warner arrived.

Five Focus Areas within the Plan

1. Career pathways and workforce readiness
2. Traded sector industry growth and innovation
3. Small business and entrepreneurial resources
4. Infrastructure, policy and funding coordination
5. Brand development, partnership and communication

Cade said what TCEA identified within the five focus areas within the plan are partnerships that will help with the work (i.e. Chambers of Commerce, TRPC, Workforce Development Council, etc.). TCEA will do a majority of the work, but they are asking partners to recognize TCEA will help support their work. The elements of the plan are TCEA will work together but recognize these elements are important, and want to make a difference in how they do community development in Thurston County.

Cade said one of the questions TCEA asked during the interviews was, "Who needs to be the keeper of the plan; and who needs to do it?" He said 99.9% of all responses were the EDC needs to be the keeper of the plan, and manage the data, and orchestrate the work effort and understand where it fits within the bigger picture. The doers - the workers will be the agencies who signed on as partners.

What will happen as a result of TCEA?

1. Company headquarters into Thurston County
2. Coordinates business retention actions
3. Drivers infrastructure funding
4. Social and economic data points to identify growth in economy
5. Creates mechanisms for technology transfer; commercialization

Roth reviewed the implementation structure. They plan on having Lead and Support Partners that focus on each of one of the five focus areas and those people help move the group forward. They will be in partnership with members of the TCEA Board of Directors, who will be assigned to one of the focus areas, as well as other community partners. There is a plan to prepare an annual report at the end of each year to show the data point measurements showing progress.

Roth explained the plan will not:

- Supplant organizational efforts;
- Replace partner authority as it relates to economic development;
- Superimpose the goals onto other organizations;
- Propose new form of governance; or
- Replace the basic operations of the EDC.

Roth said the income to support the plan comes from federal grants. To support Economic Development activities not feasible under the EDC funding model, they created a Strategic Investment Fund. This can include trade shows and association meetings, materials development to support infrastructure funding applications, and other actions directly related to adopted Alliance initiatives.

Chair Gadman invited Cade and Roth to attend a future work session meeting to devote more time on this topic. This will allow the Authority time to formulate questions.

Melnick asked about “clustering” and how that’s analyzed and fits into the plan. Cade said they identified through work at the Pacific Mountain Workforce Development Council how the economy operates and what the six major drivers of the economy are outside of government. They know the data about how things relate to each other. The six basic sectors are food production, wood, chemicals/plastics, health care, information technology and tourism.

Gadman asked if any developer ever considered that for a \$300,000 investment they could get their employees to their front door by bus. Cade replied yes and no. He said one of the things that make this community attractive is the infrastructure in place. TCEA believes they can bring this type of conversation to the table.

2017 PROCUREMENT PROJECT REVIEW

In the interest of time to remain on schedule, Chair Gadman asked for a motion to move this agenda item to the February 1, 2017, Authority meeting.

It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Warner to move the 2017 Procurement Project Review agenda item to the February 1, 2017, Authority meeting.

SHORT/LONG RANGE PLAN & COMMUNITY CONVERSATION

Director of Development, Eric Phillips and Planning Manager, Dennis Bloom provided an update on current efforts to develop both a Short and Long Range Service Plan, including a significant outreach effort known as a Community Conversation, to engage a broad public participation in identifying and setting future priorities for Intercity Transit.

Phillips provided a recap in terms of the process. He considers the regional buy-in (acceptance, adoption and approval of regional plans) to be most important. There is the need to extend the range of the short range planning and create a long range plan. There have been several discussions with the Authority, and now it's time to pull it all together. The agency engaged the help of Thomas Wittmann from Nelson Nygaard to provide a technical review and evaluate the effectiveness and efficiency of the current fixed-route serve in order to develop options for future service improvements over the next six years. His review included strategies for implementing the policies into local land use processes. Wittmann will also lead a long range planning effort to consider possible future service scenarios over the next 25 years.

Phillips said in addition to Wittmann, Jason Robertson is also on board to lead a public outreach effort to engage stakeholders and the public to identify priorities and a path to accomplish those goals. Staff also rearranged the work program to make sure the Planning, and Marketing and Communications staff has the proper resources.

Phillips said they also discussed the process with the Citizen Advisory Committee at their January 9 meeting, and received interesting feedback about the planning process. One of their recommendations was to keep it simple.

Bloom referred to a handout of a timeline and details of the technical aspects to be accomplished over the next 12 to 15 months. He also referred to another handout prepared by Thomas Wittmann.

Bloom said staff is kicking off the first quarter with an Existing Conditions Analysis. Wittmann will audit the current routes and how they are performing (staying on time; ridership patterns, what's successful about the routes now; current gaps; and what considerations there are for the future). The short range plan is six years and the long range plan goes out to 2040. The first quarter through the middle of the second quarter

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looks at the different aspects of existing service. The Market Research should be completed by 2018. There will an internal process established to allow feedback from the Operators.

All of this flows into the development of a short range plan. It develops a short-term 6-year plan looking at a modified span of service, modified service frequencies, running times, etc. It looks at opportunities to extend service (trip tracking), and northeast Lacey is on the list; and people who live in the newly annexed areas. From that, operational plans will be generated.

The process includes generating operations plans, looking at options on how to take the 6-year plan forward. There is the understanding there are current constraints in terms of the capital budget. There are constraints due to the current facility limitations, and this becomes part of the puzzle. All of this data will be brought before the Authority for future discussion, and out of that process is the community conversation.

Bloom introduced Jason Robertson from J Robertson & Company. Robertson said the community conversation is different from the traditional short/long range planning process. It's looking beyond the 25-year planning horizon, held in a simple way. It's a conversation not just about buses, but transportation more broadly – how do people get around; why does it matter; what are the priorities and preferences; and ultimately how do we get there with limited resources.

Robertson said this will require “taking the show on the road.” It's about talking to the public about the situation and conditions for transit, forecasts, and having questions for them. It's finding different ways to engage the public. Examples include a speakers' bureau; brief presentations; idea boxes with forms at transit stations and coffee shops; online surveys. Robertson feels the best mechanisms are called intercept surveys – going where the people are – making Board Members active participants. These types of surveys are good because you go out with a clipboard and ask people questions, and people like to be asked their opinion. Thereafter, Robertson organizes the information into themes and comes back to the Authority to interpret what the public is saying and turns that into policies or actions.

Bloom said part of Wittmann's work is to look at all mobility options. There are many variations of options as technology changes -- people use their Smart devices and phones to connect with other accessible vehicles, and there are many variations on what future technology might bring. Another big piece of Wittmann's work is to look at the future of land use.

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Messmer noted that TRPC just completed a 40-year plan and made online comments available. She said that would be a good place for people to deposit their thoughts and comments. She said going out to the high schools would be fun and interesting for future riders. Messmer would be happy to participate in that outreach. She also recommended notifying the jurisdictions when it happens.

GENERAL MANAGER'S REPORT

On January 17, 2017, Freeman-Manzanares dropped Intercity Transit's Bill Sponsor sheets for HB 1410 and SB 5288 for the sales tax authorization in the Bill Hopper on the Capitol Campus.

Freeman-Manzanares said the February 1, 2017, Authority meeting will include the Board reorganization, where members will vote for a new Chair and Vice Chair, and new committee assignments will be designated for TRPC, TPB and the Intercity Transit Pension Committee.

Director of Finance and Administration, Ben Foreman and Village Vans Supervisor, Erin Pratt are retiring March 31, 2017.

Staff is in the process of restructuring the administrative functions for the agency. Heather Stafford-Smith, HR Director, will lead the Administrative Services Department which consists of Human Resources, Finance and Information Services.

There have been complaints about the "Abortion Stops a Beating Heart" ad that has been advertised on the buses during the month of January. The ads have been placed on the buses for a number of years. The ad is scheduled to be pulled by the end of the week which is the conclusion of their paid advertisement time. Freeman-Manzanares reminded the Authority that the agency's transit advertising contract allows for both commercial and non-commercial products, services and issues to be advertised on the outside of the buses. The outside of buses is considered a "public forum" and as such, issues relating to protected speech apply. Because of this, Intercity Transit does not make judgement calls regarding the value, validity or whether or not we agree with an advertisement.

If an ad is for non-commercial purposes, the agency requires there be a "Sponsored by" line on the advertisement itself. This applies to ads for non-profit campaigns, community events and ads for political candidates or political issues.

Freeman-Manzanares reminded the members that the agency may receive ads that some might consider controversial. The agency is currently under contract for transit advertising services and that contract expires this year. The Authority does have the

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option of discontinuing advertisements on Intercity Transit buses. The agency earned \$365,207 from the advertising contract in 2016. These dollars go into the general fund to support the operation of transit service. The consensus thus far is it's a good source of revenue to help support service to the community. If the ITA feels differently about the benefits of moving forward with a solicitation for transit advertising services, please let us know that. There was general consensus among ITA members present that staff should move forward with a solicitation.

AUTHORITY ISSUES

Messmer said Marc Daily was offered the Executive Director position at TRPC. There is no news whether he accepted the offer.

Sullivan said during the January 17 Tumwater City Council meeting, members received a presentation by the City of Lakewood's South Sound Military and Communities Partnership, and they listed the participating partner organizations, including Sound Transit and Pierce Transit. Sullivan kept mentioning Intercity Transit's involvement in traffic mitigation efforts but they didn't seem to be recognized by the SSMCP representative. Sullivan asked if Intercity Transit has had any conversations or involvement with group regarding IT's participation. Bloom said that staff has actively participated in their Transportation Committee meetings and research effort over the past few years and we remain involved when those are convened. The last one was held this past November. Freeman-Manzanares mentioned we have a connection through other local organizations that are members such as TRPC and Thurston County with ITA member Commissioner Blake. Sullivan stated the presentation likely only referenced organizations that are paid members and that we should likely consider participating at that level. There was a general consensus among ITA members present that we should look into the opportunity. Gadman would like the agency to pick a level with South Sound Military because it is important to have Intercity Transit's name on that list.

Freeman-Manzanares said IT is active in the Lacey South Sound Chamber, and they have a military commitment.

Carmody reminded the members about the upcoming Nisqually Valley Home and Garden Show taking place on April 29 and 30 being held in Yelm. She would like Intercity Transit to participate as it is the biggest gathering in Yelm.

ADJOURNMENT

With no further business to come before the Authority, Chair Gadman adjourned the meeting at 7:32 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

Pat Messmer
Clerk of the Board

Date Approved: February 1, 2017

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

PERIOD DATES: 12/25/2016 - 01/07/2017						PERIOD DATES: 1/8/2017 - 1/21/2017					
		PAY PERIOD		1ST CHECK	1ST TRANSFER			PAY PERIOD		2ND CHECK	2ND TRANSFER
CODES		CHECK NO.	AMOUNT	AMOUNT	AMOUNT	CODES		CHECK NO.	AMOUNT	AMOUNT	AMOUNT
3	FIT	EFT	87,862.07			3	FIT	EFT	77,129.11		
4	MT	EFT	23,255.32	111,117.39		4	MT	EFT	21,696.70		98,825.81
5	A2/35	Life Ins.	Check Dave 2nd	0.00	0.00	5	AL/35	Life Ins.	Check Dave 2nd	0.00	0.00
6	D3/31	Disability Ins	Check Dave 2nd	2,092.38	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,844.49	0.00
7	HE/37	Health In1st	Check Dave 2nd	18,322.00	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	330,958.00	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
9	CC/61	Child Care	Hfsitter/Brkmp	148.00		9	CC/61	Child Care	Hfsitter	148.00	
10	GN/08	Garnish	CHECK last	495.92		10	GN/08	Garnish	CHECK last	115.38	
11	CS/09	DSHS	EFT	1,426.13	1,426.13	11	CS/09	DSHS	EFT	1,284.09	1,284.09
12	CS/09	ExpertPay	EFT	0.00	0.00	12	CS/09	ExpertPay- OTHER STATE	EFT	346.15	346.15
13						13					
14	D1/98	D.Dep. #1	ACH WIRE every	9,987.07	9,987.07	14	D1/98	D.Dep. #1	ACH WIRE every	10,218.65	10,218.65
15	D2/97	D.Dep. #2	ACH WIRE every	17,811.28	17,811.28	15	D2/97	D.Dep. #2	ACH WIRE every	17,832.94	17,832.94
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	50.00	50.00
18	DC/97	Vgrd EE	Wire	51,943.96		18	DC/97	Vgrd EE	Wire	46,723.95	
19	DC/22	Vgrd ER	Wire	34,090.82	86,034.78	19	DC/22	Vgrd ER	Wire	31,898.81	78,622.76
20	L2/29	401k Ln#2	Wire	4,387.14		20	L2/29	401k Ln#2	Wire	4,829.53	
20	LN/29	401k Ln #1	Wire	7,796.78	12,183.92	20	LN/29	401k Ln #1	Wire	7,683.53	12,513.06
22	TTL VNGRD			98,218.70		22	TTL VNGRD			91,135.82	
23	LI/02	L&I	EFT Quarterly	27,509.05		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	30,987.11	
24	MD/51	Mch.UnDues	Check last	154.86		24	MD/51	Mch.UnDues- 164 PEREE	Check last	1,566.20	
25	MI/52	Mac.Initltn	Check last	1,279.72		25	MI/52	Mac.Initltn	Check last	110.75	
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	25.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00
29	PA/66	Proj.Asslst	Check last	514.00		29	PA/66	Proj.Asslst	Check last	513.00	
30	PN/04	PERS EE	EFT	49,939.97	0.00	30	PN/04	PERS EE	EFT	48,796.98	0.00
31	PN/04	PERS ER	EFT	90,311.88	140,261.85	31	PN/04	PERS ER	EFT	88,270.00	137,066.98
32	TTL PERS			140,261.85		32	TTL PERS			137,066.98	
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	5,688.82		34	RC/24	ICMA EE	WIRE	5,746.98	
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	1,789.95	2,183.82	36	RL/21	ICMA Ln#1	WIRE	1,789.95	2,183.82
37	RR/25	ICMA ER	WIRE	3,360.42	9,049.24	37	RR/25	ICMA ER	WIRE	3,414.85	9,161.83
38	TTL ICMA			11,233.06	11,822.67	38	TTL ICMA			11,345.65	11,935.26
39	SD/26	457 ST EE	EFT	14,296.80		39	SD/26	457 ST EE	EFT	13,414.78	
40	SR/27	457 ST ER	EFT	7,713.73	22,010.53	40	SR/27	457 ST ER	EFT	7,468.35	20,883.13
41	ST/67	ShTrmDisab- AFLA	EFT	3,816.28	3,816.28	41	ST/67	ShTrmDisab-AFLAC	EFT	802.36	802.36
42	UC/45	Un COPE	Check 1st	116.00		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	594.00	
43	UD/42	Un Dues	Check last	5,618.84		43	UD/42	Un Dues-BOTH PP	Check last	5,727.63	
44	UI/41	Un Initltn	Check last	0.00		44	UI/41	Un Initltn- 100.00 PEREE	Check last	0.00	
45	UT/43	Un Tax	Check last	2,974.70		45	UT/43	Un Tax IST PP	Check last	0.00	
46	UW/62	United Way	Check last	456.50		46	UW/62	United Way	Check last	443.50	
47	WF/64	Wellness	Check last	347.00		47	WF/64	Wellness	Check last	345.00	
48	NET PAY (dir. Deposit)	ACH Wire every	508,877.75	508,877.75		48	NP NET PAY (dir. Deposit)	ACH Wire every	488,828.87	488,828.87	
49	Paychecks		13,688.29			49	Paychecks - LIVE CHECKS		1,290.38		
49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$925,464.65		49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$879,210.06	
50	TOTAL PAYROLL*:		\$999,433.91			50	TOTAL PAYROLL*:		\$1,255,080.50		
51	GROSS EARNINGS:		829,211.90			51	GROSS EARNINGS:		789,567.65		
52	EMPR MISC DED:		158,594.35			52	EMPR MISC DED:		454,664.50		
53	EMPR MEDICARE TAX:		11,627.66			53	EMPR MEDICARE TAX:		10,848.35		
54	TOTAL PAYROLL FOR JANUARY			\$999,433.91		54	TOTAL PAYROLL*:			\$1,255,080.50	
55						55	TOTAL PAYROLL FOR DECEMBER 2016			\$2,254,514.41	
56	ACH WIRE TOTAL		536,801.10			56	ACH WIRE TOTAL		516,930.46		

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/09/2016

Thru Date: 12/09/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021932	12/9/2016	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$147.37	
00021937	12/9/2016	11765	INTERCITY TRANSIT PETTY CASH	\$895.00	
00021938	12/9/2016	01360	ACT TRAFFIC SOLUTIONS INC	\$13,545.60	
00021939	12/9/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$114.00	
00021940	12/9/2016	01960	AMERICAN SEATING COMPANY	\$1,490.37	
00021941	12/9/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$194.55	
00021942	12/9/2016	02380	ARAMARK UNIFORM SERVICES	\$914.94	
00021943	12/9/2016	02580	ASSOCIATED PETROLEUM	\$15,880.38	
00021944	12/9/2016	02825	AUTO PLUS - OLYMPIA	\$47.25	
00021945	12/9/2016	02990	B&B SIGN COMPANY LLC	\$202.37	
00021946	12/9/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$549.80	
00021947	12/9/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00021948	12/9/2016	07220	CUMMINS INC	\$8,668.16	
00021949	12/9/2016	08780	EMERALD SERVICES INC	\$607.00	
00021950	12/9/2016	09543	FACILITY SUPPORT INC	\$3,632.79	
00021951	12/9/2016	09820	FLEET-NET CORP	\$809.20	
00021952	12/9/2016	09885	FMNA LLC	\$521.10	
00021953	12/9/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021954	12/9/2016	10477	GALLS, LLC	\$1,290.56	
00021955	12/9/2016	10580	GENE'S TOWING INC	\$59.79	
00021956	12/9/2016	10607	GENUINE AUTO GLASS OF LACEY	\$507.78	
00021957	12/9/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021958	12/9/2016	10660	GILLIG LLC	\$9,288.00	
00021959	12/9/2016	10759	GORDON TRUCK CENTERS INC	\$9,931.13	
00021960	12/9/2016	11498	IBI GROUP, US	\$8,550.26	
00021961	12/9/2016	11765	INTERCITY TRANSIT PETTY CASH	\$345.70	
00021962	12/9/2016	11905	JANEK CORPORATION	\$1,607.08	
00021963	12/9/2016	13510	LES SCHWAB TIRE CENTER	\$529.55	
00021964	12/9/2016	14160	MCMASTER-CARR SUPPLY CO.	\$12.24	
00021965	12/9/2016	14590	MOHAWK MFG & SUPPLY	\$71.20	
00021966	12/9/2016	14750	MULLINAX FORD	\$1,208.13	
00021967	12/9/2016	14900	NAPA AUTO PARTS	\$773.88	
00021968	12/9/2016	15090	NELSON TRUCK	\$436.64	
00021969	12/9/2016	15140	NISQUALLY TOWING SERVICE	\$1,350.00	
00021970	12/9/2016	15255	NORTHWEST PUMP & EQUIPMENT	\$42.27	
00021971	12/9/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00021972	12/9/2016	16820	PIERCE COUNTY SECURITY	\$30,603.99	
00021973	12/9/2016	17290	PUGET SOUND ENERGY	\$16,905.00	
00021974	12/9/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00021975	12/9/2016	17420	R&R TIRE COMPANY, INC.	\$3,579.52	
00021976	12/9/2016	17505	RAINIER DODGE INC	\$138.47	
00021977	12/9/2016	17560	RE AUTO ELECTRIC INC	\$314.43	
00021978	12/9/2016	17900	SCHETKY NW SALES INC	\$766.34	
00021979	12/9/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,536.44	
00021980	12/9/2016	18145	SIX ROBBLEES INC	\$166.50	
00021981	12/9/2016	18355	SOUND TRANSIT	\$27,544.49	
00021982	12/9/2016	18695	SUMMIT LAW GROUP PLLC	\$248.00	
00021983	12/9/2016	18940	TENNANT COMPANY	\$139.49	
00021984	12/9/2016	21610	TETRA TECH INC	\$19,491.30	
00021985	12/9/2016	21660	THERMO KING NORTHWEST	\$4,502.61	
00021986	12/9/2016	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00021987	12/9/2016	21930	TIRES INC	\$35,988.66	
00021988	12/9/2016	21950	TITUS-WILL CHEVROLET	\$814.36	
00021989	12/9/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/09/2016

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Check #	Check Date	Ref #	Name	Amount	Voided
00021990	12/9/2016	22010	TOYOTA OF OLYMPIA	\$247.02	
00021991	12/9/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$133,196.32	
00021992	12/9/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,611.35	
00021993	12/9/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$26,277.65	
00021994	12/9/2016	23715	URBAN SOLAR CORPORATION	\$15,232.00	
00021995	12/9/2016	23790	VENTILATION POWER INC	\$4,351.00	
00021996	12/9/2016	24750	WA ST GET PROGRAM	\$227.00	
00021997	12/9/2016	25380	WASHINGTON GARDENS	\$315.52	
00021998	12/9/2016	25858	WESTCARE CLINIC LLC PS	\$510.00	
Total:				\$413,230.13	

Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 12/23/2016

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Check #	Check Date	Ref #	Name	Amount	Voided
00021999	12/23/2016	11750	INTERCITY TRANSIT EXEC IMPREST ACCOU	\$2,541.00	
00022005	12/23/2016	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
00022006	12/23/2016	01820	AMERICAN DRIVING RECORDS INC	\$697.63	
00022007	12/23/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00022008	12/23/2016	02380	ARAMARK UNIFORM SERVICES	\$914.94	
00022009	12/23/2016	02580	ASSOCIATED PETROLEUM	\$67,310.40	
00022010	12/23/2016	02730	ATKINSON MANUFACTURING, INC.	\$17,256.90	
00022011	12/23/2016	02825	AUTO PLUS - OLYMPIA	\$89.04	
00022012	12/23/2016	03250	BATTERY SYSTEMS, INC	\$2,745.33	
00022013	12/23/2016	04040	BUD CLARY CHEVROLET	\$31,339.00	
00022014	12/23/2016	05360	CAPITOL DRIVESHAFT	\$768.41	
00022015	12/23/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$9,518.01	
00022016	12/23/2016	05740	CED	\$178.54	
00022017	12/23/2016	06060	CITY OF OLYMPIA	\$92,339.37	
00022018	12/23/2016	06120	CITY OF OLYMPIA UTILITIES	\$896.42	
00022019	12/23/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$244.77	
00022020	12/23/2016	06875	COOK SECURITY GROUP	\$3,272.92	
00022021	12/23/2016	07220	CUMMINS INC	\$0.00	✓
00022022	12/23/2016	07220	CUMMINS INC	\$21,102.29	
00022023	12/23/2016	07619	DAVID S FOSTER	\$1,750.00	
00022024	12/23/2016	08725	ELERT & ASSOCIATES	\$2,187.50	
00022025	12/23/2016	08923	ENTERTAINMENT EXPLOSION	\$250.00	
00022026	12/23/2016	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00022027	12/23/2016	10477	GALLS, LLC	\$1,034.11	
00022028	12/23/2016	10607	GENUINE AUTO GLASS OF LACEY	\$685.73	
00022029	12/23/2016	10660	GILLIG LLC	\$0.00	✓
00022030	12/23/2016	10660	GILLIG LLC	\$14,953.12	
00022031	12/23/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00022032	12/23/2016	10759	GORDON TRUCK CENTERS INC	\$6,025.64	
00022033	12/23/2016	10863	GRAYS HARBOR TRANSIT	\$485.00	
00022034	12/23/2016	11702	INSPECTORATE AMERICA CORPORATION	\$1,591.08	
00022035	12/23/2016	11778	INTERFAITH WORKS	\$250.00	
00022036	12/23/2016	11865	ISLAND SUPERIOR AIR FILTER	\$529.85	
00022037	12/23/2016	11943	JOANNA GRIST	\$1,750.00	
00022038	12/23/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOV	\$1,468.75	
00022039	12/23/2016	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$3,225.00	
00022040	12/23/2016	13661	LOOMIS	\$387.73	
00022041	12/23/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00022042	12/23/2016	14590	MOHAWK MFG & SUPPLY	\$341.22	
00022043	12/23/2016	14750	MULLINAX FORD	\$417.98	
00022044	12/23/2016	14900	NAPA AUTO PARTS	\$0.00	✓
00022045	12/23/2016	14900	NAPA AUTO PARTS	\$749.64	
00022046	12/23/2016	15140	NISQUALLY TOWING SERVICE	\$376.25	
00022047	12/23/2016	15217	NORTHWEST EVENT DEOCRATORS	\$285.60	
00022048	12/23/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$67.82	
00022049	12/23/2016	16593	PACIFIC OFFICE AUTOMATION	\$0.00	✓
00022050	12/23/2016	16593	PACIFIC OFFICE AUTOMATION	\$3,037.53	
00022051	12/23/2016	16818	PIERCE COUNTY BUDGET & FINANCE DEPT	\$433.48	
00022052	12/23/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
00022053	12/23/2016	17505	RAINIER DODGE INC	\$1,535.64	
00022054	12/23/2016	17560	RE AUTO ELECTRIC INC	\$576.12	
00022055	12/23/2016	17900	SCHETKY NW SALES INC	\$1,139.64	
00022056	12/23/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,978.97	
00022057	12/23/2016	18027	SENTRY CREDIT INC	\$1,416.23	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/23/2016

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Check #	Check Date	Ref #	Name	Amount	Voided
00022058	12/23/2016	18068	SHINING EXAMPLE INC	\$303.33	
00022059	12/23/2016	18610	STEPHAN J PARROTT	\$725.00	
00022060	12/23/2016	18648	STORAGELAND LLC	\$6,600.00	
00022061	12/23/2016	18651	STORMANS (LICENSING)	\$47.75	
00022062	12/23/2016	21660	THERMO KING NORTHWEST	\$1,796.95	
00022063	12/23/2016	21790	THURSTON COUNTY PUBLIC WORKS	\$257.34	
00022064	12/23/2016	21830	THURSTON COUNTY SOLID WASTE	\$151.00	
00022065	12/23/2016	21930	TIRES INC	\$9,404.28	
00022066	12/23/2016	21950	TITUS-WILL CHEVROLET	\$2,059.49	
00022067	12/23/2016	21985	TOTAL FILTRATION SERVICES	\$248.12	
00022068	12/23/2016	22010	TOYOTA OF OLYMPIA	\$191.96	
00022069	12/23/2016	22325	TTL PARTNERS LLC	\$3,397.00	
00022070	12/23/2016	23740	USSC LLC	\$338.74	
00022071	12/23/2016	24000	W W GRAINGER INC	\$259.46	
00022072	12/23/2016	24750	WA ST GET PROGRAM	\$227.00	
00022073	12/23/2016	24755	WA ST HEALTH CARE AUTHORITY	\$339,299.11	
00022074	12/23/2016	25858	WESTCARE CLINIC LLC PS	\$595.00	
Total:				\$688,754.84	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/30/2016

Thru Date: 12/30/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00022075	12/30/2016	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$5,037.17	
00022079	12/30/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$20,222.75	
00022080	12/30/2016	01850	AMERICAN FENCE RENTAL LLC	\$347.20	
00022081	12/30/2016	01960	AMERICAN SEATING COMPANY	\$139.26	
00022082	12/30/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$254.43	
00022083	12/30/2016	02380	ARAMARK UNIFORM SERVICES	\$929.04	
00022084	12/30/2016	02580	ASSOCIATED PETROLEUM	\$70,419.30	
00022085	12/30/2016	02990	B&B SIGN COMPANY LLC	\$64.00	
00022086	12/30/2016	03250	BATTERY SYSTEMS, INC	\$2,353.14	
00022087	12/30/2016	03610	BLANCHARD ELECTRIC	\$1,826.03	
00022088	12/30/2016	03705	BNSF RAILWAY COMPANY	\$4,465.05	
00022089	12/30/2016	04120	BUILDERS HARDWARE CO	\$285.96	
00022090	12/30/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$3,732.88	
00022091	12/30/2016	05740	CED	\$92.96	
00022092	12/30/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$402.83	
00022093	12/30/2016	07220	CUMMINS INC	\$8,740.59	
00022094	12/30/2016	07619	DAVID S FOSTER	\$1,750.00	
00022095	12/30/2016	07620	DAVIS WRIGHT TREMAINE LLP	\$663.50	
00022096	12/30/2016	08780	EMERALD SERVICES INC	\$779.92	
00022097	12/30/2016	09820	FLEET-NET CORP	\$5,238.72	
00022098	12/30/2016	09885	FMNA LLC	\$353.57	
00022099	12/30/2016	10477	GALLS, LLC	\$1,084.39	
00022100	12/30/2016	10580	GENE'S TOWING INC	\$354.64	
00022101	12/30/2016	10605	GENFARE	\$158.02	
00022102	12/30/2016	10607	GENUINE AUTO GLASS OF LACEY	\$457.79	
00022103	12/30/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00022104	12/30/2016	10660	GILLIG LLC	\$17,510.64	
00022105	12/30/2016	10759	GORDON TRUCK CENTERS INC	\$592.72	
00022106	12/30/2016	11498	IBI GROUP, US	\$2,637.43	
00022107	12/30/2016	11615	INDUSTRIAL HYDRAULICS INC	\$89.79	
00022108	12/30/2016	11765	INTERCITY TRANSIT PETTY CASH	\$619.50	
00022109	12/30/2016	12535	KEN P LEE, MD PLLC	\$12.00	
00022110	12/30/2016	12845	KNIGHT FIRE PROTECTION	\$4,004.81	
00022111	12/30/2016	13510	LES SCHWAB TIRE CENTER	\$273.92	
00022112	12/30/2016	13750	MAILBOX OF OLYMPIA	\$600.00	
00022113	12/30/2016	13850	MASON TRANSIT AUTHORITY	\$899.00	
00022114	12/30/2016	14160	MCMASTER-CARR SUPPLY CO.	\$101.38	
00022115	12/30/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$115.38	
00022116	12/30/2016	14440	MICROFLEX	\$1,303.20	
00022117	12/30/2016	14590	MOHAWK MFG & SUPPLY	\$473.00	
00022118	12/30/2016	14593	MOHAWK RESOURCES LTD	\$24,962.61	
00022119	12/30/2016	14750	MULLINAX FORD	\$658.36	
00022120	12/30/2016	14900	NAPA AUTO PARTS	\$433.36	
00022121	12/30/2016	15140	NISQUALLY TOWING SERVICE	\$425.00	
00022122	12/30/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$13.98	
00022123	12/30/2016	15300	OAK HARBOR FREIGHT LINES INC	\$432.27	
00022124	12/30/2016	16557	PACIFIC MODULAR, INC	\$489.60	
00022125	12/30/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,340.56	
00022126	12/30/2016	16820	PIERCE COUNTY SECURITY	\$15,436.56	
00022127	12/30/2016	17420	R&R TIRE COMPANY, INC.	\$5,624.96	
00022128	12/30/2016	17505	RAINIER DODGE INC	\$761.75	
00022129	12/30/2016	17560	RE AUTO ELECTRIC INC	\$783.93	
00022130	12/30/2016	17705	RICHARDS UPHOLSTERY	\$449.78	
00022131	12/30/2016	17760	ROSS AND WHITE COMPANY	\$814.88	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/30/2016

Thru Date: 12/30/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00022132	12/30/2016	17900	SCHETKY NW SALES INC	\$1,074.18	
00022133	12/30/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$2,335.23	
00022134	12/30/2016	18117	SIMPLY MASSAGE, LLC	\$5.00	
00022135	12/30/2016	18470	SPORTWORKS NORTHWEST INC	\$274.28	
00022136	12/30/2016	18695	SUMMIT LAW GROUP PLLC	\$1,214.50	
00022137	12/30/2016	18720	SUPER BEE WHEEL ALIGNMENT	\$54.40	
00022138	12/30/2016	18940	TENNANT COMPANY	\$455.65	
00022139	12/30/2016	21660	THERMO KING NORTHWEST	\$1,901.82	
00022140	12/30/2016	21930	TIRES INC	\$7,294.95	
00022141	12/30/2016	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00022142	12/30/2016	21950	TITUS-WILL CHEVROLET	\$3,145.63	
00022143	12/30/2016	22010	TOYOTA OF OLYMPIA	\$345.45	
00022144	12/30/2016	23660	UNITED WAY OF THURSTON COUNTY	\$1,324.50	
00022145	12/30/2016	23740	USSC LLC	\$505.07	
00022146	12/30/2016	24000	W W GRAINGER INC	\$16.12	
00022147	12/30/2016	24640	WA ST DEPT OF TRANSPORTATION	\$1,683.10	
00022148	12/30/2016	24750	WA ST GET PROGRAM	\$227.00	
00022149	12/30/2016	25858	WESTCARE CLINIC LLC PS	\$754.00	
Total:				\$234,624.39	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2016

Thru Date: 12/31/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00022154	12/31/2016	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
00022155	12/31/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$97.01	
00022156	12/31/2016	02990	B&B SIGN COMPANY LLC	\$26.76	
00022157	12/31/2016	03250	BATTERY SYSTEMS, INC	\$1,568.76	
00022158	12/31/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$420.82	
00022159	12/31/2016	07220	CUMMINS INC	\$4,075.90	
00022160	12/31/2016	07560	DATAQUEST	\$70.00	
00022161	12/31/2016	09543	FACILITY SUPPORT INC	\$1,615.46	
00022162	12/31/2016	09885	FMNA LLC	\$162.55	
00022163	12/31/2016	10477	GALLS, LLC	\$3,705.16	
00022164	12/31/2016	10605	GENFARE	\$69.57	
00022165	12/31/2016	10607	GENUINE AUTO GLASS OF LACEY	\$533.96	
00022166	12/31/2016	10660	GILLIG LLC	\$13,495.15	
00022167	12/31/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00022168	12/31/2016	10759	GORDON TRUCK CENTERS INC	\$2,421.50	
00022169	12/31/2016	11615	INDUSTRIAL HYDRAULICS INC	\$38.40	
00022170	12/31/2016	13661	LOOMIS	\$467.96	
00022171	12/31/2016	14590	MOHAWK MFG & SUPPLY	\$75.24	
00022172	12/31/2016	14750	MULLINAX FORD	\$1,308.91	
00022173	12/31/2016	14900	NAPA AUTO PARTS	\$509.30	
00022174	12/31/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00022175	12/31/2016	17290	PUGET SOUND ENERGY	\$21,549.17	
00022176	12/31/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00022177	12/31/2016	17505	RAINIER DODGE INC	\$69.32	
00022178	12/31/2016	17900	SCHETKY NW SALES INC	\$1,096.82	
00022179	12/31/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,084.07	
00022180	12/31/2016	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$947.83	
00022181	12/31/2016	21790	THURSTON COUNTY PUBLIC WORKS	\$257.34	
00022182	12/31/2016	21950	TITUS-WILL CHEVROLET	\$1,889.29	
00022183	12/31/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$115,974.41	
00022184	12/31/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$950.12	
00022185	12/31/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$25,808.32	
00022186	12/31/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$609.00	
00022187	12/31/2016	25380	WASHINGTON GARDENS	\$511.36	
00022188	12/31/2016	25858	WESTCARE CLINIC LLC PS	\$85.00	
			Total:	\$220,837.24	

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
09667 FERRIS, TAMMY										
00	11/17-18/16	DI	12/9/2016			144.52	144.52	144.52		144.52
11308 HOFSTETTER SHANNON										
00	12/2/16	DI	12/9/2016			192.30	192.30	192.30		336.82
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2016DEC	DI	12/9/2016			2,715.50	2,715.50	2,715.50		3,052.32
13557 LICHT JON										
00	2209828	DI	12/9/2016			84.98	84.98	84.98		3,137.30

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
07153 CROW, TOM										
00	09/18-21/16	DI	12/23/2016			100.68	100.68	100.68		100.68
10205 FREEMAN-MANZANARES ANN										
00	11/28-30/16	DI	12/23/2016			239.48	239.48	239.48		340.16
00	2016/8-11	DI	12/23/2016			518.13	518.13	757.61		858.29
11308 HOFSTETTER SHANNON										
00	12/16/16	DI	12/23/2016			192.30	192.30	192.30		1,050.59
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	2016DEC	DI	12/23/2016			1,767.64	1,767.64	1,767.64		2,818.23
11925 JENKINS SHANNIE										
00	DEC2016	DI	12/23/2016			77.11	77.11	77.11		2,895.34
14385 MESSMER, PAT										
00	2016DEC	DI	12/23/2016			117.25	117.25	117.25		3,012.59

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
03370 BERGKAMP EMILY										
00	2016 WTR QTR	DI	12/30/2016			2,712.00	2,712.00	2,712.00		2,712.00
00	2016/05-09	DI	12/30/2016			1,708.00	1,708.00	4,420.00		4,420.00
11308 HOFSTETTER SHANNON										
00	12/30/16	DI	12/30/2016			192.30	192.30	192.30		4,612.30
11355 HOOSIER, CAROL										
00	2016 MILEAGE	DI	12/30/2016			260.02	260.02	260.02		4,872.32
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2016DEC	DI	12/30/2016			1,530.00	1,530.00	1,530.00		6,402.32
11775 INTERCITY TRANSIT WELLNESS										
00	2016DEC	DI	12/30/2016			1,038.50	1,038.50	1,038.50		7,440.82
16757 PETERSON, LEE										
00	2016 FALL QTR	DI	12/30/2016			2,178.00	2,178.00	2,178.00		9,618.82
17085 PRATT, ERIN										
00	2016 MILEAGE	DI	12/30/2016			196.24	196.24	196.24		9,815.06

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/20/2017

Thru Date: 01/20/2017

Check #	Check Date	Ref #	Name	Amount	Voided
00022189	1/20/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
00022190	1/20/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$7,309.27	
00022191	1/20/2017	11943	JOANNA GRIST	\$1,750.00	
00022192	1/20/2017	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$12,367.00	
00022193	1/20/2017	16630	PANORAMA CITY	\$375.00	
00022194	1/20/2017	18016	SENIOR ACTION NETWORK	\$70.00	
00022195	1/20/2017	18195	SMALL & MID SIZED TRANSIT	\$6,869.00	
00022196	1/20/2017	18610	STEPHAN J PARROTT	\$725.00	
00022197	1/20/2017	21640	THE BUS COALITION	\$500.00	
00022198	1/20/2017	21736	THURSTON COUNTY FOOD BANK	\$250.00	
00022199	1/20/2017	21760	THURSTON COUNTY COMMUNICATIONS	\$45,152.96	
00022200	1/20/2017	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,560.00	
00022201	1/20/2017	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
00022202	1/20/2017	22325	TTL PARTNERS LLC	\$3,397.00	
00022203	1/20/2017	22420	TUMWATER PRINTING	\$26,139.25	
00022204	1/20/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$4,500.00	
00022205	1/20/2017	24500	WA ST DEPT OF RETIREMENT SYSTEMS	\$2,495.42	
00022206	1/20/2017	24750	WA ST GET PROGRAM	\$227.00	
00022207	1/20/2017	25580	WASHINGTON STATE TRANSIT INSURANCE	\$1,118,907.00	
00022208	1/20/2017	25920	WEYERHAEUSER NR COMPANY	\$14,297.00	
Total:				\$1,260,006.90	

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
08044 DOENITZ, THOMAS										
00	230207	DI	1/20/2017			85.00	85.00	85.00		85.00
08550 EASY SPEAKERS CLUB										
00	2017JAN	DI	1/20/2017			200.00	200.00	200.00		285.00
11308 HOFSTETTER SHANNON										
00	01/13/17	DI	10/20/2017			148.00	148.00	148.00		433.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017JAN	DI	1/20/2017			2,950.66	2,950.66	2,950.66		3,383.66
23759 VAN NUYS, THOMAS										
00	01/12/2017	DI	1/20/2017			69.02	69.02	69.02		3,452.68

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: February 1, 2017

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 Information Systems, Inventory, Facilities and Vehicle Maintenance 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 \$3,952.
-
- 5) **Alternatives:**
A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
B. Declare a portion of the items surplus.
C. Defer action. Storage availability on-site and 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 – February 2017.

EXHIBIT A - SURPLUS PROPERTY - FEBRUARY 2017

INFORMATION SYSTEMS					
ITEM	DESCRIPTION	MODEL # / SERIAL # / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Radio Shack Weather Alert	C016730	1	\$5.00	\$5.00
2	Radio Shack Programmable Scanner	C006453	1	\$5.00	\$5.00
3	RCA 27" CRT TV	F27242GY/745327045	1	\$5.00	\$5.00
4	Mitsubishi VCR	HS-U120/012133M	1	\$5.00	\$5.00
5	Werner 14' combination ladder (375 lb rate)	model # 7807	1	\$125.00	\$125.00
6	Werner 16' combination ladder (375 lb rate)	model # 7808	1	\$150.00	\$150.00
7	TV cart	n/a	1	\$15.00	\$15.00
8	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2GTL	1	\$15.00	\$15.00
9	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-294L	1	\$15.00	\$15.00
10	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2E3L	1	\$15.00	\$15.00
11	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2E2L	1	\$15.00	\$15.00
12	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2GKL	1	\$15.00	\$15.00
INFORMATION SYSTEMS TOTAL					\$385.00
INVENTORY					
ITEM	DESCRIPTION	MODEL # / SERIAL # / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	RCA Bus Smooth Flooring-30' Roll	702	1	\$90.00	\$90.00
2	RCA Bus Ribbed Flooring-12' Roll	872	1	\$60.00	\$60.00
3	Radio, Mobile 450-530 MHZ	TM8110H6A00	2	\$85.20	\$170.40
4	Motorola M800 Phones	M800	3	\$20.00	\$60.00
5	Lamp, Panel ASM, 144"	82-27364-000	1	\$116.40	\$116.40
6	Vehicle Skirt - Plastic	Unknown	1	\$5.00	\$5.00
7	Vehicle Skirt - Metal	Unknown	1	\$5.00	\$5.00
INVENTORY TOTAL					\$506.80
FACILITIES & VEHICLE MAINTENANCE					
ITEM	DESCRIPTION	MODEL # / SERIAL # / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	FSX Kiln	Model KM-1027/Serial 016995	1	\$1,800.00	\$1,800.00
3	Laminator, 40" - SircleLam EM-40HC - 100-120V 20 Amps 60 Hz	Model EM40HC/Serial EM20132	1	\$50.00	\$50.00
4	Dayton 10" Contractor Table Saw 120V	Model 4TJ89/Serial 9907	1	\$150.00	\$150.00
5	Coats, Auto Rim Clamp Tire Changer	Model 5060AX/Part 8047025	1	\$300.00	\$300.00
6	COATS Computer Wheel Balance, 220V 20 Amps, 60 Hz. 1 phase	Model 950/Part 8500904603/Serial 1106302521	1	\$300.00	\$300.00
7	Hose Reel Bench (3 reels) 3'H x 3'D x 3'W	N/A	2	\$50.00	\$100.00
8	Hose Reel Bench (1 reel) 3'H x 3'D x 1'W	N/A	1	\$30.00	\$30.00
9	Metal work bench 3'H x 3'D x 6'W	N/A	1	\$100.00	\$100.00
10	Metal Cabinets (2 door) 72"h x 18"d x 48"w	N/A	4	\$25.00	\$100.00
11	Metal Cabinets (2 door) 72"h x 18"d x 36"w	N/A	2	\$25.00	\$50.00
12	Misc. pallet of hoses/various sizes	N/A	1	\$30.00	\$30.00
FACILITIES & VEHICLE MAINTENANCE TOTAL					\$3,060.00
TOTAL SURPLUS VALUE					\$3,951.80

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
January 9, 2017

CALL TO ORDER

Chair VanderDoes called the January 9, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Jonah Cummings; Ursula Euler; Mitchell Chong; Michael Van Gelder; Carl See; Tim Horton; Peter Diedrick; Marie Lewis; Marilyn Scott; Austin Wright; Joan O'Connell.

Absent: Billie Clark; Denise Clark; Ariaah Perez; Walter Smit; Leah Bradley; and Lin Zenki.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Dennis Bloom; Jeff Brewster; Carolyn Newsome; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by VAN GELDER and EULER to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, DEBBIE SULLIVAN.

MEETING ATTENDANCE

- A. January 18, 2017, Work Session - Lin Zenki
- B. February 1, 2017, Regular Meeting - Ursula Euler
- C. February 15, 2017, Work Session - Walter Smit

APPROVAL OF MINUTES

It was M/S/A by EULER and BURT to approve the minutes of the November 21, 2016, meeting.

NEW BUSINESS

- A. **2017 PROCUREMENT PLAN** - (*Steve Krueger*) Krueger introduced himself as the Procurement and Capital Projects Manager and indicated he had been with Intercity Transit for 8 months. He shared the importance of making sure the agency is a good steward of resources and funds. Krueger added the importance of satisfying client's needs, as well as receiving competitively priced goods and services. Products and projects must also satisfy the agency's environmental goals. The agency also has socio-economic goals relating to small business and minority owned businesses. Projects that receive federal funds have certain requirements that must be met. Krueger indicated the agency has its own policies on projects over \$10,000 must go through a formal solicitation and anything over \$25,000

Intercity Transit Citizen Advisory Committee

January 9, 2017

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requires authority approval. He directed the committee to the list of Procurement Projects for 2017 and reviewed each of the projects including:

- Grant Writer – to help the agency take advantage of several grant opportunities;
- Purchase (5) DAL replacement vehicles purchased off state contract;
- On-Call Traffic Engineering Services Term Contract – so the agency can have access to traffic engineering services for planning needs;
- Parking Lot Seal & Coat Contract – at Amtrak and the LTC;
- General Legal Counsel Services Term Contract;
- Office Building Lease Agreement (Pacific Avenue) – Procurement;
- Marketing & Communication Services Contract – to support the design and communication and video production needs of the marketing division;
- Facilities Truck;
- Operations Supervisor vehicle;
- Copier Term Contract;
- CAD/AVL Consultant – an expert to analyze and make a recommendation for the purchase and implementation of the communications infrastructure used by Operations for buses and DAL;
- Upgrade ECO-60 Vehicle Lifts – (3) remaining lifts in the Maintenance facility;
- Tire Carousel – to aid in the management of tire inventory;
- Purchase (8) Coaches – replacement vehicle;
- Janitorial Services Contract;
- Camera Maintenance Contract;
- OTC Expansion Utility Relocation;
- Tumwater Square Station Improvements – in conjunction with City of Tumwater;
- UST Construction Management & Inspection Services;
- UST Pattison Base Improvement Construction Contract;
- CISCO Smartnet Support Term Contract;
- Bus Advertising Services Contract;
- Fall Protection in Maintenance Bays;
- OTC GCCM Contract – contractor to assist in the design and construction of the OTC expansion;
- Walk n Roll Lease Renewal;
- Transit Signal Prioritization Contract Renewal;
- CAD/AVL Replacement;
- Pattison Facility Rehabilitation – replace boiler, roof, glass block, soffit, windows, carpet and interior painting. Exterior painting including LTC/OTC/Amtrak;
- Engineer Concrete Slab Replacement;
- Purchase (7) Replacement DAL vehicles;
- Renew Nelson/Nygaard Consulting Services – short/long range planning.

See arrived

Krueger answered questions.

Van Gelder – inquired why there were 2 separate DAL purchases.

Phillips – responded the first five were carried over from last year. All are for replacement vehicles. They will be purchased off the state contract and will be propane vehicles.

Intercity Transit Citizen Advisory Committee

January 9, 2017

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Freeman-Manzanares – added staff conducts a review of available vehicles before purchasing.

Diedrick – asked for clarification on the location of the Tumwater Square improvements.

Bloom – indicated it is the station adjacent the Safeway in Tumwater. He added that Tumwater is doing the engineering and the improvements will include extending sidewalks into the street; reconfiguring lanes; and adding bays. There will be additional shelters and bike parking along with crosswalks improvements to increase pedestrian safety.

Burt – inquired about the amount paid for the Walk n Roll lease.

Freeman-Manzanares – indicated staff would find out the amount and respond.

Chong – inquired about the type of fuel for the new bus purchases.

Pillips – responded they will be clean diesel.

- B. DISCOUNTED BUS PASS RECIPIENTS -** (*Ann Freeman-Manzanares*) Freeman-Manzanares shared an update on the 2017 Discounted Bus Passes awarded. The program will provide half price bus passes to 22 agencies. This is the 6th year of the program. The Authority formed the program when federal and state funding was going away for social service agencies. This last year there were so many requests the Authority chose to increase the amount from \$200k to \$300k. This year the initial applications came in at approximately \$260k. The committee will receive a presentation when the program is released again at the end of 2017 and have the ability to share the availability of the program with those that serve low income populations. Applications due end of November, but as long as funds are available there will be a rolling application.

Freeman-Manzanares answered questions.

VanderDoes – inquired if it was available to Goodwill employees.

Freeman-Manzanares – responded that the program serves non-profits to assist low income clients. Not exactly sure of the status of Goodwill but if they fall within the requirements, they can certainly apply.

- C. SURPLUS VAN GRANT RECIPIENTS -** (*Carolyn Newsome*) Newsome shared that she is the Vanpool Manager. She indicated vehicles are typically replaced at 7 years or 120k miles. In 2003 the Authority decided to grant vehicles to organizations in our service area. This year the recipients were invited to an Authority meeting to celebrate. They were given the opportunity to share their stories with the board. This year the Agency added graphics to the vans. The recipients this year included the Boys & Girls Clubs; Community Youth Services; Senior Services for South Sound; Community Action Council; City Gates Ministries; and Center for Natural Lands Management.

The Boys & Girls Clubs will use the vans to transport kids to their afterschool program that provides help with homework; relationship building with adults; and mentoring. Some of the kids are homeless and they are able to get something to eat and do their homework. Community Youth Services is helping kids who need mentors; serves at risk youth and their program will provide the same type of support. Senior Services will use the van to provide

outreach for the Korean seniors. They will help provide assistance with transportation to medical appointments and procedures; assist those living alone; meals; and match seniors with roommates. The Community Action Council is using the van to transport people to their new facility in NE Lacey where the Agency has limited or no bus service. They also provide transportation to WIC; housing and Monarch. City Gates Ministry's grant application talked about helping people with transportation who are one car repair/break down away from their job. Previously they let people use a donated car. They will also use it as a vanpool. Natural Lands Management does prairie restoration. They help veterans with PTSD. Working with nature can help them. They provide a veteran's skills center; have a huge nursery and look out for wildlife. Each recipient indicated they would welcome volunteers.

Newsome answered questions.

O'Connell - remarked the program grows every year. The creativity is possible because of this program and it provides community building and connecting.

Newsome - this year the program received some media attention in the newspaper.

Phillips - added the emblem created says "provided by Intercity Transit."

D. SHORT & LONG RANGE PLAN UPDATE - (*Dennis Bloom & Eric Phillips*) - Phillips shared that he arrived at Intercity Transit in March of last year and staff was engaged with TRPC in their community conversation. Through that process TRPC identified a need for Intercity Transit to reach out to the community to find out what the future of Intercity Transit looks like. Last year the CAC received presentations on market research surveys: DAL Customer Satisfaction; Vanpool and Customer Satisfaction and Market Segmentation. This process looked at past surveys, what had changed and talked about what the agency might do differently. They took a conservative look at the current system and service on the street to determine optimal routing elements and if the agency is getting the most bang for its buck. They also looked at whether there were adjustments or improvements; and what the future should look like.

Bloom introduced himself as the Planning Manager and welcomed the new CAC members. He discussed the aspects of the Short and Long Range Planning project. He indicated the Short Range project will be done by Thomas Whitman, and would focus on the technical aspects of fixed routes service including on time performance; ridership; effectiveness of service to major destinations; efficiencies of current routing; etc. In the past when the Agency has done this it helped with service expansion in 2007-2008. A Short Range Plan in terms of referencing is 6 years. He added that the region is finally seeing the recession turn around and it is a good time to look at efforts for fixed route. This allows staff to create efficiencies with routes. Most of Intercity Transit routes, about 95%, are in-line routes meaning one turns into another.

Bloom continued with information on the Long Range Plan, which covers 20-25 years. He added that it can be hard to imagine what things will look like going out that far. Years ago people weren't anticipating Uber. The plan will help determine what the Agency should be considering in terms of levels of service, vanpool, education, or even DAL. The process will help determine how the Agency can prepare and help project what those types of things might cost. Throughout the process staff will engage the CAC, and the public. The

Intercity Transit Citizen Advisory Committee

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Community Conversation will be raw, diverse, and inclusive to include people who use the service, the general public and stakeholders like the CAC. The Agency will be looking for engaged people to see where they want Intercity Transit to go and looking at what it will cost to do those things. Staff is looking at trying to engage differently than they have in the past. Typically they have done onboard surveys and phone interviews, but now people don't answer calls.

Freeman-Manzanares added staff would like the CAC to help figure out how to best reach people. Having CAC involved in outreach with their circle of people including family, social, and business to ask them to participate in the conversation about what the future looks like for Intercity Transit is important.

Phillips shared that telling the story about how complex it is to add service will be important. He indicated that last year staff presented to the Lacey City Council because they would like service in NE Lacey. They think the Agency need only hire someone to drive and give them a bus, and they don't understand the complexity of how to pay for it. Unfortunately the Agency doesn't have an extra bus to do that right now. Staff needs help painting that picture. Telling the story about the Pattison facility that was built to service 80-100 vehicles and is now servicing 400 is also very important. The capital planning element is complex and the Agency needs to get that out so the public can understand how those pieces fit together. The Pattison facility will need a bigger footprint to provide more service. The story is complex and will most likely inspire a lot of public debate and hopefully will inspire some consensus.

Bloom answered questions.

O'Connell - indicated when she first started on the CAC she thought she knew what the problems were and how to fix them. With her education on the CAC she feels like she would be able to help people understand Intercity Transit's story. Finding a way to make it easier to help the public understand is important. Then the feedback might become more useful. People might become more creative.

Horton - added that reducing difficult concepts into simple bullet points to help the public understand and be able to provide useful input is important.

See - indicated he felt the process with the Sustainable Thurston plan was an effective way to have community engagement. He also inquired if there were comparable plans that other transit agencies had available especially on the long term side.

Bloom - responded there is no requirement for a long range plan like for the Transit Development Plan. He added most have all gone through trying to do a 20-25 year Long Range Plan.

Sullivan - added that she recently saw a TPB presentation and even agencies that have been talking for a while still have trouble communicating their message. She has found that most people are visual and that helps them understand.

Freeman-Manzanares - indicated staff will start putting pieces together with the consultants to take the show on the road. If there are things the committee thinks the Agency should focus on to please share.

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O'Connell – suggested they break down presentations not as much by what they need to know but what they are trying to solicit. It's a good idea to use a specific piece with bullet points. Do the presentation nice and quick with a goal to solicit and get them asking the questions.

See – added summarizing the input received at previous open houses for the next one so people would see that their input means something and that staff is listening.

Phillips – shared this is a year-long process. People tend to chime in at the end and they have all the answers. It is always a challenge to keep people at the table. The Agency will try different types of outreach to plug people in and bring them up to speed. There is not really a book written on how to do that perfectly. People are making the connection between getting off the bus and walking into coffee shops. Some cities have gone through rigorous outreach processes and hopefully staff can use some of that. Often times the recruitment for transit hasn't been there for growth management purposes, but should be. It comes after the need instead of before it and having people understand that is important.

Bloom – added there was a Regional Transportation Plan online survey the City of Olympia did and inquired if Carl See participated in that process.

See – indicated he had once or twice with the City of Olympia, and it would have been helpful if he had been at the previous presentations.

Van Gelder – shared that he participated in TRPC's process and it was very effective and imaginative. The process of "where would you put your money," was very interesting. It required people to think through some of the concepts involved. He added many of his colleagues participated and got a good feeling out of it because of the interesting way they presented it. He feels the best effort is when agencies get out into the Community at unlikely places. Many years ago when Intercity Transit expanded county-wide and had inter-county express service, staff went out on the streets and handed out pieces of information and engaged in conversations with people. Doing so would allow the Agency to start the conversation and maybe add a charrette that is innovative and interesting.

Pierce – added that she likes the open house idea. When the City of Lacey did their Woodland area they set up 3 meetings that fed into each other. They had hand written notes hanging on the wall. She indicated she has attended transit open houses where they have a short presentation and then get up and wander around and look at boards. It took more manpower, but people get the information they need.

O'Connell – suggested staff ask what's not working for people.

Bloom – added everybody wants to be planner.

Cummings – suggested it might be worthwhile to ask for advice from the local teacher's college to avoid trying to reinvent the wheel.

CONSUMER ISSUES

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- VanderDoes - shared a kudos regarding a recent visit his wife had to Goodwill. One of the employees was soaking wet and it was cold and raining outside. He said he lives way outside one of the bus routes. When he was walking in a bus driver stopped and he didn't have any money, but the driver let him ride anyway. His wife felt it was a great thing for a driver to do. She ended up bringing him some bus passes.

REPORTS

- **VAN GELDER** - provided the report from the December 7, 2016, Regular Meeting - including approval of the Strategic Plan and Budget; surplus vans; and the presentation on service animal policy from Jim Merrill.
- **PIERCE** - provided the report from the January 4, 2017, Regular Meeting - including the Surplus Van Grant presentation; new hire introduction; new website; and a sustainability report. Of note was that Intercity Transit is ahead of schedule on adhering to 2018 regulations, one of only 2 transit agencies in the country. The Bike Shop has two open house scheduled for Wednesday (1/11) and Saturday (1/14).
- **FREEMAN-MANZANARES** - provided the General Manager's report including the Agency was up for ISO 14001 re-certification, but was also approved to the new 2015 standards. A gap audit in August determined the difference and staff was able to accomplish all of those things in 5 months. This is another good piece for storytelling. The legislative session started today, and the Governor's ball is Wednesday. DASH service has been extended to midnight. Staff released a new website and she asked the committee to browse around and let staff know how it works. This will also be a good outreach tool for the Agency as well. She added that routes 609 and 592 which were grant funded routes through a Regional Mobility Grant (RMG) are going away June 30. There will be a public process to talk about two RMG applications with WSDOT. One is for additional commuter services and it is ranked number one in the state going to the state legislature to be funded. The Agency hopes to secure the new service so customers won't experience a loss. Vanpool staff will be on those buses offering to help customers. The second project is the Pattison Street Expansion, which is ranked number ten. Staff is working with state advocates for \$2M this biennium and \$3.9M next biennium to help build it. The Agency bought three Mason Transit vehicles for \$1.00 each to help meet demand for DAL until new vehicles arrive. The Authority is sending a thank you note. With legislative session underway, staff is talking with representatives about additional local sales tax options and funding for the DASH. Once upon a time DASH funding was split three ways between the state, Olympia and Intercity Transit. Staff is asking for additional \$5M funding for the Pattison Street facility. Sales tax ended the year 9.38% over the previous year and this is \$3M more than what was anticipated at the beginning of the year. She advised new members of annual events the Agency has including Transit Appreciation Day the second Wednesday in August for employee recognition and honoring excellence in transit winners. The Agency also has a holiday banquet the second Friday in December. CAC members are also invited to ride on buses in local parades like the Lacey Lighted parade, Lakefair; Downtown for the Holidays and the Pride parade.

NEXT MEETING: February 13, 2017.

ADJOURNMENT

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It was M/S/A by O'CONNELL and VAN GELDER to adjourn the meeting at 7:03 pm.

Prepared by Nancy Trail
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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
John Hutchings

North Thurston Public Schools
Chuck Namit

Olympia School District
Justin Montermini

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Joe Downing

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. – 11:00 p.m. Friday, February 3, 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.

Consent Calendar

ACTION

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

- a. Approval of Minutes – December 2, 2016 & January 6, 2017
- b. Approval of Vouchers
- c. Approval of 2016 Financial Report
- d. Approval of RTIP Amendment 17-02

Road Usage Charging Pilot Project

PRESENTATION

Since 2012, the Washington State Transportation Commission has been assessing Road Usage Charging as a possible replacement to the gas tax. They are now preparing to conduct a statewide pilot project of Road Usage Charging (RUC) to test both the operational aspects of a RUC system, and to get feedback from participants on their views, experience and observations of the system as they test it.

2017 Meeting Calendar & Council Retreat

ACTION

The Chair will review the 2017 TRPC meeting calendar and discuss a date and location for the 2017 Council Retreat.

Appointment of Executive Director Evaluation Committee

ACTION

The Chair will appoint the 2017 Executive Director Evaluation Committee. The Executive Director will receive two evaluations in his first year – the first shall occur after six months on the job. Subsequent evaluations will occur near or on his hire anniversary date (mid-February).

South Sound Military & Communities Partnership Membership

ACTION

TRPC is a founding member of the South Sound Military and Communities Partnership. Staff will review TRPC's 2017 membership in SSMCP.

Legislative Update

INFORMATION

TRPC 50th Anniversary

DISCUSSION

Council will discuss activities for TRPC's 50th Anniversary.

RTIP Amendment 17-03

1ST REVIEW

An amendment has been requested to the 2017-2020 RTIP from the City of Tumwater for the Deschutes Valley Trail project. The amendment is to reflect that there is an updated project cost. The increase is at a level that triggers a formal amendment.

Election of 2017 TRPC Officers

ACTION

The Chair will call for an election of the 2017 TRPC Officers – Chair, Vice-Chair, and Secretary.

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: February 1, 2017

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Construction Management and Inspection Services
Contract Award

1) **The Issue:** Consideration of an award for Construction Management and Inspection Services.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with a construction management firm, in an amount to be announced at the February 1, 2017, ITA meeting.

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

4) **Background:** Staff issued a Request for Qualifications for Construction Management and Inspection Services on November 30, 2016. The selected firm will provide construction oversight for the Pattison Base Improvements and Underground Storage Tank Replacement project. We received six proposals by the submittal deadline of December 30, 2016. A team from Intercity Transit, City of Olympia, and City of Tumwater reviewed the proposals, determined the competitive range and selected four firms to interview.

Following the interviews and reference checks, the team selected a firm and directed Procurement to negotiate the proposed costs. The firm will provide construction management and inspection services, technical assistance, and contract administration services beginning in the bid phase through close-out of construction.

Procurement will complete an independent cost analysis of the firm's proposed costs prior to the ITA meeting, to determine if the price is fair and reasonable.

5) **Alternatives:**
A. Authorize the General Manager to enter into a contract with a construction management firm in an amount to be agreed upon before the February 1, 2017, ITA meeting.

B. Defer award pending further review.

6) **Budget Notes:** There are sufficient funds programmed in the 2017 budget for construction management and inspection services related to the Pattison Base Improvements and Underground Storage Tank Replacement project.

7) **Goal References:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: February 1, 2017

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: General Legal Counsel

1) **The Issue:** Consideration of a one-year contract extension with Dale Kamerrer for the provision of general legal services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services at the rate of \$215 per hour.

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

4) **Background:** Intercity Transit issued a Request for Qualifications and Proposals for General Legal Counsel on December 18, 2012, and the Intercity Transit Authority awarded the contract to Dale Kamerrer in March 2013. The contract was approved for a period of one year with the option of four one-year renewals. This renewal through March 31, 2018, represents the fourth and final option to renew.

Dale has experience as general legal counsel for the Washington State Transit Insurance Pool and represents many clients including the Washington Counties Insurance Fund, the Washington Cities Insurance Authority, and the Washington Counties Risk Pool. Dale served as Deputy Prosecuting Attorney for Thurston County and Assistant Attorney General in the Tort Claims Division for the State of Washington prior to entering private practice.

Staff recommends offering a one-year renewal of contract based on Dale Kamerrer's strong credentials and agency satisfaction with his work.

5) **Alternatives:**

A. Authorize the Chair of the Intercity Transit Authority to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services.

B. Defer action. If general legal counsel is needed, the agency will acquire on an as needed basis.

6) **Budget Notes:** General legal counsel has several recurring tasks related to Authority meetings. Otherwise counsel's services are accessed on an as-needed basis. With that in mind, a total not-to-exceed contract cost cannot be predetermined. The 2017 budget identifies \$38,000 specifically for general legal services. Legal services are also charged to specific project budgets.

This contract renewal will remain at the current rate of \$215 per hour.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: February 1, 2017

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: 2017 Procurement Project Review

1) **The Issue:** Provide an overview of ongoing and planned agency projects for 2017.

2) **Recommended Action:** This item is for information and discussion.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2017 Procurement will present a number of recommendations to the ITA for approval to enter into contracts.

4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2017 Procurement plan are included in the summary which will be provided at the meeting. Many things impact the flow of projects and the plan is adjusted as needed during the year.

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

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

7) **Goal Reference:** The 2017 project list represents all agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: February 1, 2017

FOR: Intercity Transit Authority

FROM: Pat Messmer, 705-5860

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board;
 - Intercity Transit's Pension Committee.
-

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

The Chair position was held by Jeff Gadman (for one year) and the Vice Chair position was held by Ryan Warner (for two years).

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

5. **Alternatives:**

- A. Elect officers and approve committee assignments.

- B. Defer elections and assignments. The current Vice Chair would continue to serve until elections are finalized. If the Vice Chair is absent, the most senior member would serve as the presiding officer. Our most senior officer is Citizen Representative Karen Messmer.

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

7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
As of February 2016**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Karen Messmer
(Alternate: Debbie Sullivan)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Debbie Sullivan
(Alternate: Don Melnick)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Ryan Warner

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. OFFICERS - CHAIR AND VICE CHAIR

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

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

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

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

VII. COMMITTEES

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

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

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

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