

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
February 13, 2017
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative CLARK GILMAN
<i>(Victor VanderDoes)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. February 15, 2017, Work Session <i>(Walter Smit)</i> | |
| | B. March 1, 2017, Regular Meeting <i>(Mitchell Chong)</i> | |
| | C. March 15, 2017, Work Session <i>(Carl See)</i> | |
| IV. | APPROVAL OF MINUTES -January 9, 2017 | 1 min. |
| V. | NEW BUSINESS | |
| | A. ESMS UPDATE <i>(Jessica Brandt)</i> | 20 min. |
| | B. INSTA-CHAIN AUTOMATIC CHAIN DEPLOYMENT SYSTEM
FOR BUSES <i>(Paul Koleber)</i> | 30 min. |
| | C. DIAL-A-LIFT, TRAVEL TRAINING &
BUS BUDDIES UPDATE <i>(Emily Bergkamp)</i> | 20 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. January 18, 2017, Work Session <i>(Nancy Trail)</i> | |
| | B. February 1, 2017, Regular Meeting <i>(Ursula Euler)</i> | |
| | C. General Manager's Report <i>(Emily Bergkamp)</i> | |
| VIII. | NEXT MEETING -March 20, 2017. | |
| IX. | ADJOURNMENT | |

Attendance report is attached.

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

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or ephillips@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
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; Aria 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 requires authority approval. He directed the committee to the list of Procurement Projects for 2017 and reviewed each of the projects including:

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- 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.

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

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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 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

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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

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

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Prepared by Nancy Trail
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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: February 13, 2017**

FOR: Citizen Advisory Committee

FROM: Jessica Brandt, 705-5819

SUBJECT: Sustainability Update

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

2) **Recommended Action:** This item is to provide information and encourage discussion.

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

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

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

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

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

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

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: February 13, 2017**

FOR: Citizen Advisory Committee

FROM: Paul Koleber, 705-5884

SUBJECT: InstaChain Automatic Chain Deployment System for Buses

1) **The Issue:** Discuss and demonstrate the newly purchased automated chain deployment system for buses.

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

3) **Policy Analysis:** N/A.

4) **Background:** The use of traditional snow chains during heavy snow events can cause damage equal to approximately \$100,000 in motor coach body damage. Installing traditional chains are difficult, logistically challenging, labor intensive, and the chains are prone to break. Automatic retractable snow chains represent a proven alternative technology that would solve these problems. Operators are able to deploy and retract with a push of a button which is especially useful when transitioning from a snow packed roadway to a cleared freeway. So as to avoid the potential problems associated with the use of traditional chains.

Maintenance evaluated both of the two available retractable chain solutions based on functionality and serviceability. Maintenance found they preferred a 12-chain solution offered by Insta-Chain.

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

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

7) **Goal Reference:** Goal #3: *"Maintain a safe and secure operating system."* Goal #6: *"Encourage use of services."*

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: February 13, 2017**

FOR: Citizen Advisory Committee

FROM: Emily Bergkamp, Dial-A-Lift Manager, 705-5893

SUBJECT: Dial-A-Lift, Travel Training & Bus Buddies Update

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- 1) **The Issue:** Provide the CAC an update on Dial-A-Lift (DAL) services, Travel Training and the Bus Buddy Programs.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** The DAL Manager will provide updates to the CAC at least twice per year, and more often as requested.
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- 4) **Background:** DAL, Travel Training and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.
- DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Goal #1, *"Assess the transportation needs of our community."* Goal #2, *"Provide outstanding customer service."* Goal #3, *"Maintain a safe and secure operating system."* Goal #4, *Provide responsive transportation options."*
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- 8) **References:** N/A.

- Freeman-Manzanares, City of Olympia Councilmember Nathaniel Jones, Thurston County Commissioner Bud Blake, CAC members Lin Zenki and Walter Smit, and former Intercity Transit Authority member Larry Watkinson testified at the Senate Transportation hearing on SB5288 held January 30, 2017.
- Freeman-Manzanares submitted a request for \$5M for the Pattison Street Facility Expansion from the transportation budget. Senator Hunt is going to take the lead on the Senate side, and he'll be looking for support from Senator Becker and others. Representative Doglio is taking the lead on the House side, but Intercity Transit will be looking for support from Representatives Dolan, Wilcox and Barkis and anyone else willing to sign on.

Pat Messmer

Prepared: February 2, 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

CITIZEN ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12	1	
CAC	Members	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	
Leah	Bradley		Absent	Absent			Absent			Absent			MEETING CANCELLED	Absent	
Jan	Burt					Absent		Absent							
Mitch	Chong	Absent			Absent				Absent	Absent					
Billie	Clark					Absent	Absent								Absent
Denise	Clark		Absent				Absent		Absent	Absent					Absent
Jonah	Cummings														
Peter	Diedrick														
Ursula	Euler									Absent	Absent				
Tim	Horton														
Marie	Lewis														
Joan	O'Connell					Absent	Absent								
Ariah	Perez		Absent	Absent	Absent		Absent	Absent		Absent	Absent				Absent
Sue	Pierce														
Marilyn	Scott														
Carl	See		Absent							Absent					
Walter	Smit						Absent		Absent						Absent
Victor	VanderDoes								Absent						
Michael	Van Gelder						Absent	Absent							
Austin	Wright														
Lin	Zenki	Absent					Absent		Absent			Absent			Absent

= Joint meeting does not count against required meeting attendance