

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

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS & RECOGNITIONS**
  - A. **Gene Dickens, Dial-A-Lift Dispatch Specialist** (*Emily Bergkamp*) **5 min.**
  - B. **Proclamation and Recognition: City of Lacey Councilmember** **20 min.**  
**Jeff Gadman** (*Chair Debbie Sullivan*)
  
- 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:** February 1, 2016, Regular Meeting;  
February 15, 2017, Special Meeting.
  
  - B. **Payroll - February 2017:** \$2,182,169.46
  
  - C. **Accounts Payable:** Warrants dated February 3, 2017, numbers 22210-22285 in the amount of \$835,489.75; Warrants dated February 17, 2017, numbers 22288-22360, in the amount of \$359,619.87; Automated Clearing House Transfers for February 2017 in the amount of \$7,401.21 for a monthly total of \$1,202,510.83.
  
- 5) **PUBLIC HEARING - None** **0 min.**
  
- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
  - B. **Transportation Policy Board** (*Don Melnick*) **3 min.**
  - C. **Citizen Advisory Committee** (*Mitchell Chong*) **3 min.**

- |     |  |                |
|-----|--|----------------|
| 7)  | <b>NEW BUSINESS</b>  |                |
|     | <b>A. Copier Contract</b> ( <i>Jeff Peterson</i> )                               | <b>5 min.</b>  |
|     | <b>B. Request for Public Hearing Express Routes</b> ( <i>Dennis Bloom</i> )      | <b>5 min.</b>  |
|     | <b>C. Resolution 01-2017 Amendment to Cafeteria Plan</b> ( <i>Suzanne Coit</i> ) | <b>10 min.</b> |
|     | <b>D. Community Conversation Update</b> ( <i>Dennis Bloom</i> )                  | <b>45 min.</b> |
| 8)  | <b>GENERAL MANAGER'S REPORT</b>  | <b>10 min.</b> |
| 9)  | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |
| 10) | <b>ADJOURNMENT</b>   |                |

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

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

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 1, 2017**

**CALL TO ORDER**

Chair Gadman called the February 1, 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; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Jeff Peterson; Eric Phillips.

**Others Present:** Citizen Advisory Committee Member, Ursula Euler; and Legal Counsel, Dale Kamerrer.

**APPROVAL OF AGENDA**

Chair Gadman announced a Revised Agenda, pulling Agenda Item 7-A Construction Management Inspection Services Contract.

Commissioner Blake and Councilmember Carmody informed the Chair of their need to leave the meeting early.

In order to ensure a quorum for action items, Chair Gadman entertained a motion to move Agenda Item 7-D Annual Authority Reorganizing Activities up and place it before Committee Reports.

It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to move Agenda Item 7-D Annual Authority Reorganizing Activities before the Committee Reports.

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

*Councilmember Gilman arrived.*

## INTRODUCTIONS

- A. Paul Koleber introduced *Joe Wilson and Kevin Haider, Vehicle Service Workers.*

**PUBLIC COMMENT - None**

## APPROVAL OF CONSENT AGENDA ITEMS

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

## APPROVAL OF CONSENT AGENDA ITEMS

- 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)*

**PUBLIC HEARING - None.**

**ANNUAL AUTHORITY REORGANIZING ACTIVITIES.** Clerk of the Board, Pat Messmer, opened the floor to nominations for Chair. **Citizen Representative Karen Messmer nominated City of Lacey Councilmember Jeff Gadman; Commissioner Blake nominated City of Tumwater Councilmember Debbie Sullivan. Both nominees accepted.**

Councilmember Sullivan asked to make a comment. She said believes the elected officials have a limited opportunity to fill a leadership role as elected officials serve at the pleasure of the mayor. This could limit the ability to take a leadership role on the

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Intercity Transit Board. Whereas Citizen Representatives have three-year terms and have up to a six-year opportunity to serve on the Board.

The Clerk asked if there were any further nominations for Chair. Councilmember Carmody nominated Citizen Representative Ryan Warner. Warner declined the nomination.

Hearing no further nominations, the Clerk closed nominations for Chair.

**By show of hands, four votes were cast in favor to elect Councilmember Gadman and four votes were cast in favor to elect Councilmember Sullivan as Chair.**

Considering the tie vote, Citizen Representative Messmer suggested both nominees give a brief comment. Both nominees provided a statement about why they should be elected.

The Clerk asked for another vote of the two nominees. **Four votes were cast in favor to elect Councilmember Gadman and four votes were cast in favor to elect Councilmember Sullivan as Chair.**

Councilmember Gadman then rescinded his acceptance of the nomination for Chair.

The Clerk proceeded with a vote asking for a show of hands for those in favor of electing Councilmember Sullivan as Chair. **By show of hands, a unanimous vote of eight was cast in favor to elect Councilmember Sullivan as Chair.**

The Clerk opened the floor to nominations for Vice Chair. Councilmember Gadman nominated Citizen Representative **Karen Messmer.**

Hearing no further nominations, the Clerk closed nominations for Vice Chair.

**By show of hands, there was a unanimous vote of eight cast in favor of electing Citizen Representative Karen Messmer as Vice Chair.**

Chair Sullivan lead the Authority in discussion of new committee assignments.

- Citizen Representative Karen Messmer will represent Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Gadman will serve as alternate.
- Citizen Representative Melnick will represent Intercity Transit on the *Transportation Policy Board* and Citizen Representative Warner will serve as alternate.

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- Citizen Representative Ryan Warner will serve as representative on Intercity Transit's *Pension Committee*.

### COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC selected a new Executive Director. Marc Daily begins his new role starting February 21, 2017. The TRPC meets next on February 3 where they will receive a presentation from Reema Griffith from the WA State Transportation Commission about Road Usage Charging Pilot Project.
- B. Transportation Policy Board (TPB).** Don Melnick attended the TBP on January 11, 2017. He reported Vanpool Manager, Carolyn Newsome, provided a fantastic presentation on Intercity Transit's Vanpool Program.
- C. Citizen Advisory Committee.** Ursula Euler said the CAC met January 16. Members received a report on the Van Grant Program and heard real-life stories of how the program helped community organizations. They also received feedback on several driver commendations, and five new CAC members attended their first meeting and were introduced to the group.

### NEW BUSINESS

**A. General Legal Counsel Contract Renewal.**

Procurement Coordinator, Jeff Peterson presented for consideration a one-year contract extension for legal services with Dale Kamerrer. This is the final renewal option remaining on this contract.

**It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to authorize the Intercity Transit Chair 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.**

**B. 2017 Procurement Project Review.**

Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2017 Procurement Projects. Krueger said it's customary to introduce the Authority to upcoming projects, especially those that are over \$25,000. Krueger referred to and reviewed the 2017 Procurement Projects List containing 29 projects.

Krueger answered questions from the Authority:

Melnick asked what is a GCCM Contract. Krueger said it stands for General Contractor Construction Manager and it's a project delivery method whereby the owner engages the General Contractor in the design phase so there is less likelihood of having difficulties during construction.

Carmody said the copier contract appeared expensive and can it be reduced? Jeff Peterson said all machines currently under contract are multifunction devices, and staff appears to be reasonable in making the appropriate number of copies. We are also replacing devices we own that are over 10 years old. Carmody said it seems cheaper to purchase copiers than deal with a contract in these days. Freeman-Manzanares said that may depend on a number of circumstances. Staff looks at best value and does an evaluation based on use, to decide if it makes more sense to purchase or go through the state or other established contract to lease or purchase. The nice thing about leasing is it comes with a maintenance agreement.

Karen Messmer asked if there are any grant programs the agency is waiting for on the purchase of the motor coaches and DAL vans, such as federal or state funding. Freeman-Manzanares said the agency is not dialed into any of the bus or bus facility dollars, and would be focusing more on the Pattison Street Expansion for that next grant opportunity. There are some earned share funds or FTA funds that we will likely be programming for vehicles.

Messmer asked if the DAL vehicles would be propane. Paul Koleber, Maintenance Manager said the five vehicles being ordered will be propane.

Gilman asked about funding for the vehicles. Freeman-Manzanares said for DAL vehicles, we've always used local funds, and we've dedicated federal funds to construction projects, coach purchases and capital preventative maintenance (vehicle maintenance) support. We're looking at designating the formula federal dollars for the coach purchases. We also get some funding through Puget Sound Regional Council because we send vehicles into the Seattle UZA. We get a percentage based on the amount of vanpools going into the Seattle UZA and our commuter bus service.

## **GENERAL MANAGER'S REPORT**

*Commissioner Blake left the meeting.*

- Intercity Transit staff had the opportunity to view and demo a refurbished 2000 Gillig 40' coach that had a diesel drive system replaced with a complete electric drive system from Complete Coach Works.

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- Freeman-Manzanares continues to meet with Senators and Representatives regarding Intercity Transit's legislative agenda.
- Freeman-Manzanares, City of Olympia Councilmember Nathaniel Jones, Thurston County Commissioner Bud Blake, CAC members Lin Zenki and Walter Smit, EDC Executive Director Michael Cade, and former Intercity Transit Authority member Larry Watkinson testified at the House Finance Committee hearing on HB1410 held January 24, 2017.
- 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.
- Village Vans and Human Resources staff attended the Nisqually Community Center Employment and Job Training Fair.
- Intercity Transit is participating in the Lacey Loves to Read program and is providing free transportation to anyone who attends the February 2 event, and provided buses passes to each of the 27 book mark winners. Staff will also be at Yelm Community Schools. They are conducting their first student-parent resource night for special needs students.
- Freeman-Manzanares is attending the APTA CEO Conference February 11 through February 14.

### **AUTHORITY ISSUES**

- Melnick said he had the opportunity to take a ride on the electric bus, and although smooth-riding, there is work to be done in terms of providing power and distance.
- Melnick said Intercity Transit staff Jessica Gould and David Copley visited Panorama TV and talked about the Walk N Roll program and encouraged volunteers at the bike shop.
- Melnick said several Panorama residents also appeared on Panorama TV to talk about why they decided to give up driving. One of the individuals is an avid user of



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Uber and transit who said connections between Intercity Transit and other transit districts do not work very well in terms of timing.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:35 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 1, 2017.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**February 15, 2017**

**CALL TO ORDER**

Chair Debbie Sullivan called the February 15, 2017, Special 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 Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Jeff Gadman; City of Olympia Councilmember Clark Gilman; Citizen Representative Don Melnick; Citizen Representative Ryan Warner; Labor Representative David Claus-Sharwark, (Alternate).

**Members Excused:** City of Yelm Councilmember Molly Carmody; Labor Representative Art Delancy.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Katie Cunningham; Tammy Ferris; Paul Koleber; Steve Krueger; Pat Messmer; Carolyn Newsome; Eric Phillips.

**Others Present:** Citizen Advisory Committee member, Walter Smit; Michael Cade and Annette Roth, Economic Development Council.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**CITIZEN ADVISORY COMMITTEE REPORT -** Walter Smit reported the CAC met on February 13. Members received an ESMS Update from Jessica Brandt; Paul Koleber provided a report on the Insta Chains Automatic Chain Deployment System; and Emily Bergkamp provided a report on Dial-A-Lift, Bus Buddies and Travel Training.

**THURSTON COMMUNITY ECONOMIC ALLIANCE**

In the hopes of seeking Authority support for The Thurston County Economic Alliance and Strategic Plan, Michael Cade, Executive Director and Annette Roth, Marketing &

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Communications Director from the Thurston County Economic Development Council, provided further discussion about the Thurston Community Economic Alliance (TCEA) and associated strategic direction to create collective prosperity in Thurston County.

Cade reviewed a PowerPoint presentation and the Strategic Plan.

Citizen Representative Messmer referred to page 12 of the Strategic Plan – Organizations and Roles. She noted the roles listed for Intercity Transit should also include something along the lines of, “The community should have equal access to transportation at any age and economic level. This provides the opportunity for access to education and training.” The reason it provides that access is the public looks for economical ways to get to and from training, and Intercity Transit provides really good access to the various training centers. She said Intercity Transit also provides transportation for access to an abundance of businesses and services.

Messmer also noted that she does not care for the term “Mass Transit.” Perhaps change that to “Public Transit.”

Gadman said he is excited to see the elements brought in from Sustainable Thurston. He said the challenge of completing Sustainable Thurston was getting transit to be a prominent part of development.

**It was M/S/A by Councilmember Gadman and Citizen Representative Melnick that Intercity Transit Authority express support for the Thurston County Economic Alliance and Strategic Plan**

### **CONSTRUCTION MANAGEMENT & INSPECTION SERVICES CONTRACT**

Procurement Coordinator, Tammy Ferris, presented for approval a contract for construction management and inspection services. A Request for Qualifications was issued in November 2016, and staff received six proposals by the submittal deadline. From that four firms were selected to interview. The review team identified KBA, Inc. as the highest rated firm. Procurement completed an independent cost analysis of KBA’s proposed costs based on the engineer’s estimate and recent market conditions for similar projects and determined the total not-to-exceed price to be fair and reasonable. After discussion with KBA, staff agreed to propose a Management Reserve Fund in the total contract amount providing Intercity Transit a reserve contingency amount to use only if warranted and without affecting the total not-to-exceed price.

Melnick asked for the engineer’s construction cost estimate. Ferris replied it’s estimated between \$6.8M to \$7.2M.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to enter into a contract with KBA, Inc. for construction management and inspection services, for a total not-to-exceed amount of \$375,581.00 which includes a management reserve fund (MRF) in the amount of \$48,995.00.**

## **MARKETING & COMMUNICATIONS SERVICES CONTRACT**

Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract, with four one-year renewal options to provide Marketing and Communication Services. A Request for Qualifications for Marketing, Communications, and Video Production Services was submitted in October 2016. Interested firms were given the opportunity to respond to all three service categories or respond to specific categories applicable to their firm. Staff received 13 proposals by the submittal deadline. The review team identified JayRay Ads & PR, Inc. as the responsible proposer.

Warner asked what sort of projects will JayRay work on. Cunningham responded JayRay will be involved in the Community Conversation project, vanpool promotions and increasing ridership.

Gadman asked if JayRay has experience in marketing transit services. Cunningham responded they do have experience. She said JayRay had a good understanding of the agencies strategic plan and services.

**It was M/S/A by Councilmember Gilman and Citizen Representative Warner to authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with JayRay Ads & PR, Inc. to provide Marketing and Communications Services in an amount not-to-exceed \$70,000.**

## **VIDEO PRODUCTION SERVICES**

Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract with four one-year renewal options, to provide Video Production Services. A Request for Qualifications for Marketing, Communications, and Video Production Services was submitted in October 2016. Interested firms were given the opportunity to respond to all three service categories or respond to specific categories applicable to their firm. Staff received 15 proposals by the submittal deadline. The review team identified Hand Crank Films as the responsible proposer.

Gadman asked what is different about these video production services versus the contract with JayRay. Freeman-Manzanares said the JayRay contract was issues for marketing and communications. The video contract is a specific set of skills and the

selection committee felt another firm best fit our needs. Some of the marketing needs could better be communicated with video.

Messmer said a good example of video is like that of the one on the Intercity Transit website showing how to place a bike on the front of the bus.

**It was M/S/A by Councilmember Gadman and Citizen Representative Warner to authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with Hand Crank Films to provide Video Production Services in an amount not-to-exceed \$25,000.**

### **DIAL-A-LIFT, TRAVEL TRAINING & BUS BUDDY PROGRAM UPDATE**

Dial-A-Lift Manager, Emily Bergkamp, explained that the Dial-A-Lift (DAL), Travel Training and Bus Buddy programs provide greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

The American with Disabilities Act (ADA) is now in its 27<sup>th</sup> year.

- DAL is an ADA mandated service that provides door-to-door transportation to those who have a disability that prevents them from using fixed-route service.
- ADA requirements include:
  - Accessibility of all new transportation facilities & vehicles used in Fixed Route
  - Equivalent Access to Demand Response Services
  - Complementary Paratransit Service must extend a minimum of  $\frac{3}{4}$  mile beyond the boundaries of the Fixed Route
- Fixed Route Accessibility:
  - All buses have wheelchair ramps and kneel for ease of boarding
  - All buses have on-bus voice and text announcements for each stop
  - Passenger Service and Safety Certified operators to provide quality customer service for all.

Bergkamp said hard work goes into making sure Intercity Transit is accessible. The Stops and Zones Committee works to identify bus stops that have accessibility issues, and through grant money they have been able to make many improvements to the fixed route bus stops. It helps make the public feel comfortable about using fixed route as their first accessible option.

- Age Related Forecast:
  - 10,000 people a day turn 65.
  - In the US, the over 65 population is projected to increase by 77% by 2045, and about one-third of people over age 65 has a disability.
  - This influx of non-drivers will seek out transportation options, and many will be unfamiliar with public transportation.

*Commissioner Blake arrived.*

### **Travel Training Program**

- Travel Training provides individualized origin to destination trip planning and training on the fixed route bus.
  - Employs 2 FTE Travel Trainers
  - Orientation to all aspects of bus travel
  - Mobility Device Training
  - Creates relationships with bus riders for continued assistance as needs change.

Bergkamp showed a short video showing travel training in action.

### **Bus Buddy Program**

- **Bus Buddy** is an experienced or trained bus rider.
- **Bus Buddy** program provides free support to seniors, people with disabilities, low income and others riding public transportation
- **Bus Buddy** program assists individuals by enhancing their mobility, increasing their independence and maintaining their independent living
- Individuals are matched with an experienced or travel trained **Bus Buddy**
- **Bus Buddy** travels with the individual on single trips or on a continual basis

Bergkamp introduced Scott Schoengarth who has been with the program for one year. Schoengarth said he has an in-kind relationship with Intercity Transit as he works for Catholic Community Services. Along with Travel Trainer, Curt Daniel, he's gone out in the community and presents both the Bus Buddy and Travel Training programs. In addition, they promote DAL, Village Vans, and other IT programs. He and Daniel are working on two pilot projects to increase ridership by 4%. There are many retirement communities outside of the PTBA. Schoengarth and Daniel are using community vans and Bus Buddy volunteers as drivers and picking up people up and driving them to the nearest transit center. Then they provide them with a ride back home. They have also contacted facilities like Boardwalk who do not have their own shuttle buses, and will reinstate the program where in spring

and summer they select a “senior day” and get Bus Buddies to take folks out to the fair, etc.

The Bus Buddy program is a partnership with Catholic Community Services to provide support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed-route.

The program is funded through the Consolidated Grant Program at WSDOT and is funded through 2017 with \$96,000. Intercity Transit is an in-kind partner who provides office space for Schoengarth. The program provides free monthly bus passes to Bus Buddy volunteers who volunteer for a minimum of six hours a month.

Bergkamp and Schoengarth spoke with the Behavioral Health Resources staff and received a referral for someone needing a Bus Buddy, and they were invited back to BHR to talk about the adult services portion of BHR to see about consumers willing to become a Bus Buddy or look for ways to help agencies like BHR to reduce their costs.

### **Statistics**

- In 2016 Bus Buddies assisted 23 individuals with fixed route travel.
- Six of those individuals were DAL clients who took nine trips on fixed route with their Buddy.
- Trips included local trips; trips to Pierce County; grocery shopping; a rider came in from Mason County on their DAL system and headed to Tacoma for a medical appointment.

### **What is DAL?**

- ADA mandated service for people whose disability prevents them from riding the Fixed Route bus
- Clients apply for eligibility and recertify every three years
- Serves  $\frac{3}{4}$  of a mile beyond the boundaries of the Fixed Route
- Shared Ride Service

### **DAL Eligibility**

- Client is unable to board, ride or exit a ramp equipped bus without assistance OR
- Needs to use a ramp but it cannot be deployed safely at their bus stop OR
- Has a disability that prevents travel to and from a bus stop under certain conditions
- Categories of Eligibility: Unconditional, Conditional or Temporary

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### 2016 DAL Eligibility

- Total Clients: 3,123
- Eligibility Decisions: 980
  - Full Eligibility 82%
  - Conditional 1%
  - Temporary 16%
  - Ineligible 1%
- Functional Assessments: 31
- Re-certifications: 445

### 2016 DAL by the Numbers

- Trips: 166,213 – 3% increase on the year
- On Time Performance: 97%
- Total Phone Calls: 85,000
- 95% Customer Satisfaction Rating (Moore & Associates, Inc. 2016)

### 2016 Travel Training Cost Avoidance

- Approximately 5,900 Dial-A-Lift trips diverted to Fixed Route through travel training
- \$48.00 Average cost of 1-way ADA trip
- -\$5.00 Average cost of 1-way Fixed Route trip
- \$43.00 Cost difference between ADA & FR
  
- \$253,700 Approximate Cost Avoidance  
(\$43.00 difference X 5,900 trips)

Warner asked what is Intercity Transit's fare for Dial-A-Lift. Bergkamp responded \$2.50 round trip. Clients can purchase a monthly pass for \$15 if they get a reduced fare permit.

Warner asked how much "guest" service is provided. Bergkamp said Intercity accommodates guests as long as prior notice is provided.

Warner asked how much service does Intercity Transit provide to ADA clients who live outside of Olympia and are visiting. Bergkamp said they process at least 5 to 10 out-of-county trip requests using DAL. Clients eligible for DAL are eligible for all regional ADA paratransit services. Bergkamp said because it could take a long time to travel to Seattle, Intercity Transit's Customer Service created a shortened trip.

Warner asked if Bergkamp could provide numbers for those riders who are from out of state who are qualified for ADA. Bergkamp will provide that data at a future meeting.



## **Intercity Transit Authority Work Session**

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Melnick thanked Bergkamp for all the help being provided at Panorama. He said seniors who are no longer able to drive lose their mobility and one of the challenges is getting seniors to accept they can't get in their cars and drive, and the need to give up some convenience as they get older.

Sullivan asked Bergkamp to provide a shorter version of her presentation to the EDC, and the various city councils.

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

Staff will come to the Authority in March to discuss the short/long range plan, and the community conversation.

Staff sent to print the new bus schedule.

Legislative Updates - Freeman-Manzanares said the team is testifying before the House Transportation Committee on February 22 at 1:30 p.m.

Staff is making progress on the \$5M Transportation Act, receiving letters of support from Senators Sam Hunt, Shelden and Becker.

### **AUTHORITY ISSUES**

Warner visited two transit agencies (Skagit Transit and Whatcom) and both are comparable in size to Intercity Transit. He noted that neither agency charges for paratransit services.

Melnick said the Transportation Policy Board provided a presentation by Reema Griffith from the WA State Transportation Commission about Road Usage Charging Pilot Project, and he suggested inviting her to present at a work session.

Gadman said the Lacey voters approved a 0.2% tax increase for the Lacey Transportation Benefit District.

Sullivan rode the bus to the Women's March and noted that at least 10,000 people showed up. She was impressed with how fast Intercity Transit buses responded to this amount of people with no problems. She appreciates that the agency responds to unusual events and needs.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:12 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: March 1, 2017**

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

PERIOD DATES: 01/22/2017 - 02/14/2017						PERIOD DATES: 2/6/2017 - 2/18/2017				
			PAYDATE 2/10/2017					PAYDATE 2/24/2017		
	CODES	PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES	PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	
3	FIT	EFT	78,405.31		3	FIT	EFT	76,105.33		
4	MT	EFT	21,726.84	100,132.15	4	MT	EFT	21,413.82	97,519.15	
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	2,314.62	0.00	6	DI/31	Disability Ins Check Dave 2nd	3,108.78	0.00	
7	HE/37	Health In1st Check Dave 2nd	16,903.50	0.00	7	HI/38	Health In 2ND Check Dave 2nd	330,399.50	0.00	
8	TH/39	Taxed Hlth Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth- DO NOT USE Check Dave 2nd	0.00	0.00	
9	CC/61	Child Care Hfsttler/Brkmp	148.00		9	CC/61	Child Care Hfsttler/Brkmp	148.00		
10	GN/08	Garnish CHECK last	115.38		10	GN/08	Garnish CHECK last	538.12		
11	CS/09	DSHS EFT	1,640.01	1,640.01	11	CS/09	DSHS EFT	1,916.93	1,916.93	
12	CS/09	ExpertPay EFT	0.00	0.00	12	CS/09	ExpertPay- OTHER STATE EFT	0.00	0.00	
13	CS/09	ExpertPay EFT	0.00	0.00	13	CS/09	ExpertPay- OTHER STATE EFT	0.00	0.00	
14	D1/98	D.Dep. #1 ACH WIRE every	10,203.74	10,203.74	14	D1/98	D.Dep. #1 ACH WIRE every	9,811.61	9,811.61	
15	D2/97	D.Dep. #2 ACH WIRE every	17,832.84	17,832.84	15	D2/97	D.Dep. #2 ACH WIRE every	17,637.70	17,637.70	
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	50.00	50.00	17	HS/69	Health Svgs ACH Wire every	50.00	50.00	
18	DC/97	Vgrd EE Wire	46,330.12		18	DC/97	Vgrd EE Wire	46,989.24		
19	DC/22	Vgrd ER Wire	31,514.82	77,844.94	19	DC/22	Vgrd ER Wire	31,723.96	78,713.20	
20	L2/29	401k Ln#2 Wire	4,829.53		20	L2/29	401k Ln#2 Wire	4,829.53		
20	LN/29	401k Ln #1 Wire	7,497.51	12,327.04	20	LN/29	401k Ln #1 Wire	7,773.72	12,603.25	
22	TTL VNGRD		90,171.98		22	TTL VNGRD		91,316.45		
23	LI/02	L&I EFT Quarterly	30,954.34		23	LI/02	L&I -LA +LI +ER EFT Quarterly	31,417.39		
24	MD/51	Mch.UnDues Check last	1,353.29		24	MD/51	Mch.UnDues- 164 PEREE Check last	1,434.60		
25	MI/52	Mac.Inltion Check last	64.25		25	MI/52	Mac.Inltion Check last	110.75		
26	MS/60	Payroll Corr check	0.00		26	MS/60	Payroll Corr check	258.18		
26	GL/11	GTLife	0.00		26	GL/11	GTLife-ER/EE TERM/YRLY	0.00		
28	TF/	Tx.Fr.Benefit Employer	0.00	0.00	28	TF/	Tx.Fr.Benefit Employer	0.00	0.00	
29	PA/66	Proj.Asslst Check last	511.00		29	PA/66	Proj.Asslst Check last	506.00		
30	PN/04	PERS EE EFT	47,943.85	0.00	30	PN/04	PERS EE EFT	47,882.03	0.00	
31	PN/04	PERS ER EFT	86,658.80	134,602.65	31	PN/04	PERS ER EFT	86,590.31	134,472.34	
32	TTL PERS		134,602.65		32	TTL PERS		134,472.34		
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	5,637.23		34	RC/24	ICMA EE WIRE	5,980.09		
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	3,069.64	8,706.87	37	RR/25	ICMA ER WIRE	3,312.12	9,292.21	
38	TTL ICMA		10,890.69	11,480.30	38	TTL ICMA		11,476.03	12,065.64	
39	SD/26	457 ST EE EFT	13,213.02		39	SD/26	457 ST EE EFT	13,504.72		
40	SR/27	457 ST ER EFT	7,334.83	20,547.85	40	SR/27	457 ST ER EFT	7,361.35	20,866.07	
41	ST/67	ShTrmDisab- AFLA EFT	3,017.82	3,017.82	41	ST/67	ShTrmDisab-AFLAC EFT	1,768.78	1,768.78	
42	UC/45	Un COPE Check 1st	118.00		42	UC/45	Un COPE Check 1st	-		
43	UA/44	Un Assess Check last	-3.00		43	UA/44	Un Assess -2ND PP Check last	588.00		
43	UD/42	Un Dues Check last	5,641.16		43	UD/42	Un Dues-BOTH PP Check last	5,693.84		
44	UI/41	Un Inltatn Check last	0.00		44	UI/41	Un Inltatn- 100.00 PEREE Check last	0.00		
45	UT/43	Un Tax Check last	2,952.05		45	UT/43	Un Tax IST PP Check last	0.00		
46	UW/62	United Way Check last	461.50		46	UW/62	United Way Check last	443.50		
47	WF/64	Wellness Check last	345.00		47	WF/64	Wellness Check last	345.00		
48	NET PAY (dir. Deposit)	ACH Wire every	483,596.26	483,596.26	48	NP NET PAY (dir. Deposit)	ACH Wire every	477,781.74	477,781.74	
49	Paychecks		4,105.25		49	Paychecks - LIVE CHECKS		2,207.45		
49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$873,275.60	49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$865,206.41	
50	TOTAL PAYROLL*:		\$939,486.94		50	TOTAL PAYROLL*:		\$1,242,682.52		
51	GROSS EARNINGS:		775,212.79		51	GROSS EARNINGS:		778,909.09		
52	EMPR MISC DED:		153,410.73		52	EMPR MISC DED:		453,066.52		
53	EMPR MEDICARE TAX:		10,863.42		53	EMPR MEDICARE TAX:		10,706.91		
54	TOTAL PAYROLL FOR FEBRUARY 2017			\$939,486.94	54	TOTAL PAYROLL FOR FEBRUARY 2017			\$1,242,682.52	
55	TOTAL PAYROLL FOR FEBRUARY 2017				55	TOTAL PAYROLL FOR FEBRUARY 2017			\$2,182,169.46	
56	ACH WIRE TOTAL		511,682.84		56	ACH WIRE TOTAL		505,281.05		

\$0.00

\$0.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/03/2017

Thru Date: 02/03/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22210	2/3/2017	01405	ADVANCE GLASS INC	\$440.64	
22211	2/3/2017	01480	AIR FLOW SYSTEMS INC	\$1,540.10	
22212	2/3/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$14,915.17	
22213	2/3/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
22214	2/3/2017	02380	ARAMARK UNIFORM SERVICES	\$1,380.64	
22215	2/3/2017	02580	ASSOCIATED PETROLEUM	\$75,227.09	
22216	2/3/2017	02825	AUTO PLUS - OLYMPIA	\$353.13	
22217	2/3/2017	02990	B&B SIGN COMPANY LLC	\$822.22	
22218	2/3/2017	03250	BATTERY SYSTEMS, INC	\$787.50	
22219	2/3/2017	03885	BREWSTER, JEFFERY A	\$462.40	
22220	2/3/2017	04120	BUILDERS HARDWARE CO	\$815.75	
22221	2/3/2017	05340	CAPITOL COURIER SERVICE	\$1,082.28	
22222	2/3/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,106.48	
22223	2/3/2017	06120	CITY OF OLYMPIA UTILITIES	\$892.89	
22224	2/3/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,316.28	
22225	2/3/2017	07220	CUMMINS INC	\$27,604.36	
22226	2/3/2017	07619	DAVID S FOSTER	\$1,750.00	
22227	2/3/2017	08780	EMERALD SERVICES INC	\$438.68	
22228	2/3/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$49.45	
22229	2/3/2017	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
22230	2/3/2017	09885	FMNA LLC	\$53.19	
22231	2/3/2017	10290	FUSION GRAPHIX	\$2,840.70	
22232	2/3/2017	10477	GALLS, LLC	\$479.82	
22233	2/3/2017	10580	GENE'S TOWING INC	\$228.74	
22234	2/3/2017	10595	GENERAL MECHANICAL INC	\$68,202.83	
22235	2/3/2017	10605	GENFARE	\$88.42	
22236	2/3/2017	10607	GENUINE AUTO GLASS OF LACEY	\$626.19	
22237	2/3/2017	10620	GERALD A MURPHY	\$45.70	
22238	2/3/2017	10660	GILLIG LLC	\$23,154.87	
22239	2/3/2017	10759	GORDON TRUCK CENTERS INC	\$3,026.38	
22240	2/3/2017	10863	GRAYS HARBOR TRANSIT	\$376.00	
22241	2/3/2017	11310	HOGAN MFG INC	\$109.50	
22242	2/3/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,379.92	
22243	2/3/2017	11905	JANEK CORPORATION	\$1,832.19	
22244	2/3/2017	11943	JOANNA GRIST	\$1,750.00	
22245	2/3/2017	12620	KEYBANK NATIONAL ASSOCIATION	\$36.06	
22246	2/3/2017	12875	KPFF CONSULTING ENGINEERS INC	\$2,606.40	
22247	2/3/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,123.80	
22248	2/3/2017	13510	LES SCHWAB TIRE CENTER	\$61.26	
22249	2/3/2017	13850	MASON TRANSIT AUTHORITY	\$918.00	
22250	2/3/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
22251	2/3/2017	14590	MOHAWK MFG & SUPPLY	\$154.25	
22252	2/3/2017	14750	MULLINAX FORD	\$2,023.50	
22253	2/3/2017	14900	NAPA AUTO PARTS	\$696.25	
22254	2/3/2017	15140	NISQUALLY TOWING SERVICE	\$810.00	
22255	2/3/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$145.83	
22256	2/3/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$33.91	
22257	2/3/2017	16262	OPEN SQUARE	\$1,146.10	
22258	2/3/2017	16557	PACIFIC MODULAR, INC	\$707.20	
22259	2/3/2017	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
22260	2/3/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$652.80	
22261	2/3/2017	17505	RAINIER DODGE INC	\$745.25	
22262	2/3/2017	17795	ROUTEMATCH SOFTWARE INC	\$13,098.00	
22263	2/3/2017	17900	SCHETKY NW SALES INC	\$713.17	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/03/2017

Thru Date: 02/03/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22264	2/3/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,950.99	
22265	2/3/2017	18068	SHINING EXAMPLE INC	\$303.33	
22266	2/3/2017	18355	SOUND TRANSIT	\$55,337.81	
22267	2/3/2017	18470	SPORTWORKS NORTHWEST INC	\$1,612.57	
22268	2/3/2017	18651	STORMANS (LICENSING)	\$144.50	
22269	2/3/2017	18735	SUSTAINABLE SOUTH SOUND	\$400.00	
22270	2/3/2017	18878	TAYLOR PUBLISHING INC	\$995.00	
22271	2/3/2017	21660	THERMO KING NORTHWEST	\$405.00	
22272	2/3/2017	21930	TIRES INC	\$8,928.09	
22273	2/3/2017	21950	TITUS-WILL CHEVROLET	\$1,727.28	
22274	2/3/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$31.99	
22275	2/3/2017	22010	TOYOTA OF OLYMPIA	\$570.78	
22276	2/3/2017	22100	TRANSIT SOLUTIONS, LLC	\$63,706.07	
22277	2/3/2017	23660	UNITED WAY OF THURSTON COUNTY	\$900.00	
22278	2/3/2017	24000	W W GRAINGER INC	\$360.26	
22279	2/3/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$75.00	
22280	2/3/2017	24640	WA ST DEPT OF TRANSPORTATION	\$268.79	
22281	2/3/2017	24750	WA ST GET PROGRAM	\$227.00	
22282	2/3/2017	24755	WA ST HEALTH CARE AUTHORITY	\$354,005.21	
22283	2/3/2017	25580	WASHINGTON STATE TRANSIT INSURANCE	\$70,000.00	
22284	2/3/2017	25858	WESTCARE CLINIC LLC PS	\$680.00	
22285	2/3/2017	26405	XIOLOIX LLC	\$3,786.24	
<b>Total:</b>				<b>\$835,489.75</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/17/2017

Thru Date: 02/17/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22288	2/17/2017	01465	AFFILIATED COMPUTER SERVICES INC	\$4,375.42	
22289	2/17/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$118.00	
22290	2/17/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
22291	2/17/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$108.24	
22292	2/17/2017	02380	ARAMARK UNIFORM SERVICES	\$917.59	
22293	2/17/2017	02580	ASSOCIATED PETROLEUM	\$35,398.63	
22294	2/17/2017	02680	ASSOCIATION OF WASHINGTON CITIES	\$14,280.00	
22295	2/17/2017	02825	AUTO PLUS - OLYMPIA	\$302.69	
22296	2/17/2017	03250	BATTERY SYSTEMS, INC	\$1,960.95	
22297	2/17/2017	04120	BUILDERS HARDWARE CO	\$286.43	
22298	2/17/2017	05340	CAPITOL COURIER SERVICE	\$389.50	
22299	2/17/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,358.65	
22300	2/17/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$958.17	
22301	2/17/2017	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
22302	2/17/2017	07220	CUMMINS INC	\$23,254.17	
22303	2/17/2017	07345	COMMUTER VAN CONVERSION AND MORE I	\$255.00	
22304	2/17/2017	07620	DAVIS WRIGHT TREMAINE LLP	\$535.00	
22305	2/17/2017	08780	EMERALD SERVICES INC	\$435.11	
22306	2/17/2017	09805	FLEET PRIDE	\$18.46	
22307	2/17/2017	09820	FLEET-NET CORP	\$47.60	
22308	2/17/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22309	2/17/2017	10477	GALLS, LLC	\$1,722.17	
22310	2/17/2017	10605	GENFARE	\$839.85	
22311	2/17/2017	10607	GENUINE AUTO GLASS OF LACEY	\$290.18	
22312	2/17/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22313	2/17/2017	10660	GILLIG LLC	\$14,149.96	
22314	2/17/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
22315	2/17/2017	10759	GORDON TRUCK CENTERS INC	\$2,471.05	
22316	2/17/2017	11498	IBI GROUP, US	\$5,092.66	
22317	2/17/2017	11615	INDUSTRIAL HYDRAULICS INC	\$167.43	
22318	2/17/2017	11765	INTERCITY TRANSIT PETTY CASH	\$457.33	
22319	2/17/2017	11892	J ROBERTSON AND COMPANY	\$1,277.50	
22320	2/17/2017	11905	JANEK CORPORATION	\$1,691.84	
22321	2/17/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOV	\$1,934.99	
22322	2/17/2017	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
22323	2/17/2017	13661	LOOMIS	\$405.67	
22324	2/17/2017	14750	MULLINAX FORD	\$666.22	
22325	2/17/2017	14760	MUNCIE TRANSIT SUPPLY	\$1,498.35	
22326	2/17/2017	14900	NAPA AUTO PARTS	\$1,246.28	
22327	2/17/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$285.14	
22328	2/17/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$27.96	
22329	2/17/2017	16820	PIERCE COUNTY SECURITY	\$15,432.35	
22330	2/17/2017	17290	PUGET SOUND ENERGY	\$22,043.56	
22331	2/17/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
22332	2/17/2017	17420	R&R TIRE COMPANY, INC.	\$293.76	
22333	2/17/2017	17505	RAINIER DODGE INC	\$165.04	
22334	2/17/2017	17560	RE AUTO ELECTRIC INC	\$272.19	
22335	2/17/2017	17824	S & A SYSTEMS INC	\$1,245.37	
22336	2/17/2017	17900	SCHETKY NW SALES INC	\$1,588.91	
22337	2/17/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$0.00	<input checked="" type="checkbox"/>
22338	2/17/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$3,348.55	
22339	2/17/2017	18145	SIX ROBBLEES INC	\$277.32	
22340	2/17/2017	18470	SPORTWORKS NORTHWEST INC	\$504.84	
22341	2/17/2017	18610	STEPHAN J PARROTT	\$725.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/17/2017

Thru Date: 02/17/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22342	2/17/2017	18651	STORMANS (LICENSING)	\$72.25	
22343	2/17/2017	21660	THERMO KING NORTHWEST	\$1,821.77	
22344	2/17/2017	21850	THURSTON COUNTY TREASURER	\$1,848.80	
22345	2/17/2017	21930	TIRES INC	\$17,907.97	
22346	2/17/2017	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
22347	2/17/2017	21950	TITUS-WILL CHEVROLET	\$7,516.83	
22348	2/17/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$255.90	
22349	2/17/2017	22010	TOYOTA OF OLYMPIA	\$50.86	
22350	2/17/2017	22100	TRANSIT SOLUTIONS, LLC	\$7,448.91	
22351	2/17/2017	22325	TTL PARTNERS LLC	\$3,246.00	
22352	2/17/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$68,450.93	
22353	2/17/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,291.61	
22354	2/17/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$28,006.38	
22355	2/17/2017	24100	WA ST DEPT OF ECOLOGY 1	\$490.96	
22356	2/17/2017	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$16,651.31	
22357	2/17/2017	24750	WA ST GET PROGRAM	\$227.00	
22358	2/17/2017	25380	WASHINGTON GARDENS	\$315.52	
22359	2/17/2017	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$20,000.00	
22360	2/17/2017	25858	WESTCARE CLINIC LLC PS	\$828.00	
<b>Total:</b>				\$359,619.87	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	01/27/2017	DI	2/3/2017			148.00	148.00	148.00		148.00
<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2016DEC-3	DI	2/3/2017			1,518.95	1,518.95	1,518.95		1,666.95
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2017JAN	DI	2/3/2017			1,027.00	1,027.00	1,027.00		2,693.95
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2017JAN	DI	2/3/2017			692.00	692.00	692.00		3,385.95



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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>06487 COIT, SUZANNE</b>										
00	01/29-2/3/17	DI	2/17/2017			772.77	772.77	772.77		772.77
<b>11308 HOFSTETTER SHANNON</b>										
00	02/10/17	DI	2/17/2017			148.00	148.00	148.00		920.77
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2017FEB	DI	2/17/2017			3,094.49	3,094.49	3,094.49		4,015.26

## TRPC Members & Representatives

**City of Lacey**  
Virgil Clarkson

**City of Olympia**  
Nathaniel Jones

**City of Rainier**  
Everett Gage

**City of Tenino**  
David Watterson

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
JW Foster

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

**Nisqually Indian Tribe**  
Heidi Thomas

**Town of Bucoda**  
Alan Vanell

**Thurston County**  
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 8:30 a.m. – 11:00 p.m. Friday, March 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](http://www.trpc.org).

### Consent Calendar

**ACTION**

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

- a. Approval of Minutes – February 3, 2017
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 17-03

### Deschutes River Land Use Study

**DISCUSSION**

In 2015, Thurston County teamed with Thurston Regional Planning Council (TRPC), in coordination with the cities of Olympia, Rainier, and Tumwater, and the Squaxin Island Tribe, to consider changes in the Deschutes River watershed to protect and improve water quality. A stakeholder group informed the development of alternative management scenarios, and collaborated on a list of priority recommendations to protect and improve water quality in the watershed.

### Appointment of 2017 Council Retreat Subcommittee

**ACTION**

The Chair will be asking for 4 to 5 Council members to serve on the 2017 TRPC Retreat Subcommittee. This year the retreat is scheduled for June. This agenda item will also provide an opportunity for an open discussion on issues and areas the Council would like to cover in this year's retreat.

### Orientation Package

**PRESENTATION**

TRPC staff have developed an orientation package for Council and Transportation Policy Board members. Staff will review the package and solicit Council feedback.

### I-5/JBLM Go Lewis McChord Videos

**PRESENTATION**

As part of the JBLM / I-5 Congestion Relief Action Plan, TRPC partnered with Joint Base Lewis McChord, Pierce County, Pierce Transit, and Intercity Transit to produce three short animated videos. The videos will be used to market the Go Lewis McChord transportation services to service members, their dependents, and others who work on JBLM. Council will be among the first to view the videos.

### Diverging Diamond Interchange

**INFORMATION**

The design phase of the state's first Diverging Diamond Interchange (DDI), at I-5 and Marvin Road, is scheduled for completion in late 2017. Council will see a video demonstrating how traffic flows through this type of interchange.

### RTIP Amendment 17-04

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

An amendment has been requested to the 2017-2020 RTIP from the WA State Dept. of Transportation for the I-5/Martin Way Bridge – Special Repair project. The amendment reflects that there has been a decrease in project cost. The decrease is at a level that it triggers a formal amendment.

### Journeys Regional Transportation Annual Report

**PRESENTATION**

Journeys recaps TRPC's transportation work activities for the previous year. Notable transportation projects undertaken by the Council's members are highlighted. It is valuable for reflection, setting the current year's course, updating new members, and informing colleagues and constituents.

### TRPC 50<sup>th</sup> Anniversary

**DISCUSSION**

Council will continue to discuss TRPC's 50<sup>th</sup> Anniversary. A brief history of the organization will be presented.

### Legislative Update

**INFORMATION**

Staff will provide additional information on issues of potential interest to the Council that require state legislative assistance and support.

### Report from Outside Committee Assignments

**INFORMATION**

### Member Check In

**DISCUSSION**

### Interim Director's Report

**INFORMATION**

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**February 13, 2017**

**CALL TO ORDER**

Chair VanderDoes called the February 13, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 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; Billie Clark; Denise Clark; Joan O'Connell; Walter Smit; and Lin Zenki.

**Absent:** Aariah Perez and Leah Bradley

**Staff Present:** Eric Phillips; Emily Bergkamp; Paul Koleber; Thomas Van Nuys; Jessica Brandt and Nancy Trail.

**APPROVAL OF AGENDA**

It was M/S/A by VAN GELDER and CLARK, D. to approve the agenda.

**INTRODUCTIONS**

VanderDoes introduced Authority member, CLARK GILMAN.

**MEETING ATTENDANCE**

- A. February 15, 2017, Work Session - Walter Smit
- B. March 1, 2017, Regular Meeting - Mitchell Chong
- C. March 15, 2017, Work Session - Carl See

**APPROVAL OF MINUTES**

It was M/S/A by VAN GELDER and WRIGHT to approve the minutes of the January 9, 2017, meeting.

**NEW BUSINESS**

- A. **ESMS UPDATE** - (*Jessica Brandt*) Brandt introduced herself and indicated she had worked in the Environmental and Sustainability Management System (ESMS) at Intercity Transit for 5 years. ESMS is a system of processes and procedures and it helps the agency decide what aspects to focus on and prioritize. Once prioritized staff sets targets and areas where the agency can improve. The program is continually monitored and is certified to international standards.

*Cummings and Gilman arrived.*

## **Intercity Transit Citizen Advisory Committee**

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The agency was first certified in compliance with the original 2012 set of standards. As with everything the national standards and best practices have changed and they came out with new standards in 2015. The agency decided to pursue certification in the new standards.

Brandt indicated part of the program requires a third party auditor visit the agency and review ESMS to determine if the agency is meeting the standards. Staff did some additional training and updated the management system looking at the processes and procedures. The agency received certification to the new standards at the end of November. The certification is for three years. Auditors visit once a year to confirm the agency is meeting the standards to maintain certification. In January 2021 the Authority will decide if the agency wants to continue to meet the ISO 14001 standard again.

*O'Connell and See arrived.*

Brandt shared the new standards require that the agency determine what environmental impacts result from the work they do. Then staff can focus on goals and priorities. Intercity Transit moves people, maintains fleet and facilities. From there staff determined agency impacts and where to focus energy. Through this process staff determined to focus on land use organizations, transportation demand management, commute trip reduction, greenhouse gas emissions, air quality and waste and recycling.

Brandt stated that leadership was another important component to the new standard. The agency must show strong leadership commitment to ESMS. The new standard also focuses on external communication to the community and stakeholders. The agency has ESMS information on the website.

Brandt indicated staff worked through the lifecycle perspective for the agency. Staff identified the supply chain/acquisition; operation/services; maintenance; and end of life/disposal. This helped identify the potential environmental impacts. Prioritizing greenhouse gas emissions from the fuel used to move people and the facilities that have to be powered. Spill prevention and response is important since the agency receives a few fuel deliveries each week. The system requires continual tracking and reporting.

Brandt shared that fuel efficiency has continued to improve in both DAL vehicles and coaches. She commended Paul Koleber for his continual commitment to this effort. This is a huge success story to share. Fuel and technology require continual analysis to make sure the agency is using the most environmentally friendly type.

Koleber indicated currently staff is interested in and studying R99 renewable diesel and they continue to research it. It is a much cleaner option and it is 100% non-petroleum made out of food waste. The nice thing about it is it is so highly refined it will flow at -30 degrees plus. It is much cleaner out of the tail pipe and should get better mileage. Staff will work with the state to see if they can eventually get it on the state contract. Right now it runs about \$0.12 to \$0.14 more per gallon, but staff is still researching.

Brandt indicated buying into the green power program from PSE makes the agency a 100% green power partner. The agency pays more for what they use, but is using less. The agency saw a dramatic drop in costs when they did a lighting retrofit. Green Power is for residential and business customers. It all comes from a Washington Landfill in Aberdeen.

## **Intercity Transit Citizen Advisory Committee**

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Brandt shared the agency is part of the APTA Sustainability Commitment program. Membership includes transit agencies across the nation and they get together and share best practices. Intercity Transit is at the gold level and has been since 2012. There are about a dozen agencies at the gold level and 2 or 3 at the platinum level. Intercity Transit is seen as leaders in the area and other agencies call to replicate the program. The agency has many partners locally, regionally and at the national level so they are not working in a vacuum. The agency also partners with Thurston Thrives, Thurston Green Business, and the Thurston Climate Action Team on the county level, and with WSTA at the state level.

*Brandt* answered questions.

*VanderDoes* – asked how PSE determines where the green power comes from that goes to this facility.

*Brandt* – responded that question would be best answered by PSE.

*Euler* – inquired about the life cycle of a bus and what happens to it when it gets replaced.

*Koleber* – indicated we offer them first to neighboring jurisdictions and transit agencies and then they go to public auction.

*Zenki* – remarked that some end up in third world countries.

*Koleber* – indicated some people tear them down and recycle every part.

**B. INSTA-CHAIN AUTOMATIC CHAIN DEPLOYMENT SYSTEM FOR BUSES -** (*Paul Koleber*) *Koleber* indicated the agency had approximately \$100k in damage from tire chains last big snow year. Standard chains stay on tires and this wears chains out and then they scrape the sides of the bus. Staff did the math and realized that for a whole lot less than one snow event they we could outfit the fleet with Insta-Chains. The old chains are heavy and expensive and deployment and removal are very labor intensive. Sometimes staff is three months out repairing damage from tire chains. Staff began researching other options and selected Insta-Chain for a number of reasons. The rubber wheel runs against the bus wheel, the deployment is air powered, and all drivers have to do is flip a switch. Once the device makes contact with the wheel it starts to spin. The chains run between the rubber and the road. The competition offers a product with fewer chains, and it is made in China. The Insta-Chain product is made in America and costs less.

*Koleber* showed two videos demonstrating Insta-Chains in use on vehicles as well as a video made for staff training. He shared that this gives control to the driver who can deploy the chains on the fly. Staff decided on some additional functionality concerning traction control that allows the driver to have some more throttle if they are stuck when the chairs are deployed

*Koleber* answered questions.

*Smit* – asked about the minimum/maximum speed for use.

*Koleber* – indicated 25 MPH, the same as regular chains.

*Euler* – inquired about the effect on the asphalt.

*Koleber* – replied it is the same as regular chains, except that these are removed much faster and in that sense may damage roads as much.

*Wright* – asked if drivers got to use them in last week’s snow event.

*Koleber* – responded staff had just finished the training video and it wasn’t done in enough time to get drivers trained. Several units have been installed but have not been wired.

*O’Connell* – inquired about the power for the units.

*Koleber* – indicated they use air pressure and then they move against the tire and can be used on vehicles that are half ton or larger.

*Clark, D.* – asked if there have been instances of them hitting the undercarriage.

*Koleber* – responded there hadn’t been because they move perpendicular to the tire.

*Chong* – asked how they get the air pressure on coaches.

*Koleber* – indicated the coaches have an air pressure system. He added the 5 new DAL vehicles will also be equipped with a pressure system so they can use the chains as well.

*Zenki* – inquired about how long it will last and how much it costs.

*Koleber* – responded it’s about \$100 for each wheel. The original cost per vehicle was \$2,500 and staff was able to get it down to \$1,200. Longevity remains to be seen. Koleber passed around a sample of the product for the committee to inspect.

**C. DIAL-A-LIFT, TRAVEL TRAINING & BUS BUDDIES UPDATE – (Emily Bergkamp)**

Bergkamp indicated she would speak to the accessible transportation programs at Intercity Transit, and share the 2016 end of year data for Travel Training and Bus Buddies. She shared that she loves telling people where she works and people usually ask her if she drives a bus. What this brings to mind for her is that the agency isn’t about buses, it’s about people. Intercity Transit is about the people on the bus and the accessible service options for travel.

Bergkamp shared an outline of the information she would cover including the Americans with Disabilities Act (ADA); the impact of the aging population on public transportation; Travel Training; community partnerships like Bus Buddies; and the important role Dial-A-Lift (DAL) plays in accessible transportation.

Bergkamp indicated the ADA was passed in 1990 affording civil rights protection for the disabled. One in five people live with a disability. To think about that conceptually it would be the equivalent of Florida and California combined. It is important that disabled have equal rights to the things that everyone else enjoys. The ADA enhanced and changed transportation. All Intercity Transit facilities and buses ensure that everyone has access. DAL service must extend a minimum of ¼ mile beyond the boundaries of the fixed route

## **Intercity Transit Citizen Advisory Committee**

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service. It would be wonderful to go further, but the agency doesn't have the resources. Yelm is the exception where service runs out a mile and a half. The population is sparse in Yelm and the board wanted the agency to provide a little more coverage.

Bergkamp shared that all fixed route coaches include wheelchair ramps and kneel to assist those with disabilities and in wheelchairs. All fixed route coaches also have voice and text stop announcements. Training is an important aspect and operators receive passenger service and safety training. Staff discusses disabilities which are most common, and also hidden disabilities people can't see. Sometimes it's hard to know what's going on. Focusing on the accessibility of fixed route has enhanced people's life.

Bergkamp added that the aging population's needs in the coming years increase and some of the numbers really get people's attention. The over 65 populations is projected to increase by 77% by 2045. TRPC forecasts 20% of Thurston County's population will be 65 and over by 2030. The influx of non-drivers will need transportation options and they will be thinking about using the bus. Some haven't used the bus since they were children. Many older adults do not have sufficient familiarity and knowledge of public transportation to successfully use it as a primary mode of transportation. It is important that they know what their options are and that they are familiar with the companion services.

Bergkamp shared an update on the Travel Training program. Travel Training involves training people individually how to ride the bus. They conduct barrier assessments and teach clients every aspect of riding the bus. They show them how to pay the fare; read transit guides; pull the stop cord; and get off at the right stop. Travel Training works with people with mobility devices. The great thing about the wheelchair ramps is they always work and can be manually deployed. Anyone who has gotten a new mobility device knows it is fast, hard to control, and thinking about getting on a fixed route bus makes people a little anxious. Staff invites people to come and practice in the bus yard and they practice until they feel comfortable. Travel Trainers create really wonderful relationships with people as their needs change. Victor's daughter is an excellent example. As clients get jobs, move, etc. Intercity Transit is really lucky to have two travel trainers. Bergkamp shared a travel training video produced by The Olympian.

Bergkamp provided an update on the Bus Buddy program. The program was started by Jane Bohanan and Susan Chambers to help get her to medical appointments in Seattle. The program was revamped a few years ago based on a need. Sometimes people need someone to travel with them, for a variety of reasons. In 2013, Catholic Community Services (CCS) put in a grant request for funding and they needed in-kind support for the program. Intercity Transit provides office space; a computer; and assistance from Travel Training. In a nut shell Bus Buddies are experienced bus riders and they provide free support to anyone riding public transit to enhance mobility. Staff tries to match volunteers with riders. There are about 10 Bus Buddies in the program right now.

Bergkamp indicated in 2016 Bus Buddies assisted 23 individuals with fixed route travel. Six of those individuals were DAL eligible clients who took 9 trips with their buddy. They did mostly local trips; some transfers to Pierce Transit; and others coming from Mason County to medical appointments. Bus Buddies helped meet a need for those people who would ride the bus if they just had someone to go with them. CCS is the fiduciary for the grant and it is funded through the end of the current biennium 2017, and CCS has applied for another grant. Bus Buddies receive a monthly pass if they contribute 6 hours a month.

Bergkamp shared a letter showing the nexus between Travel Training and Bus Buddies. A client shared that she received excellent Travel Training from Curt Daniel and he then put her in touch with a Bus Buddy. Travel Training gave her the confidence she needed to travel on the bus.

CAC member Marilyn Scott shared that she has been a Bus Buddy for some time now. She takes people on all kinds of trips and has made friends doing so.

Bergkamp provided an update on the DAL program. She shared a story about her father who lives in a skilled nursing facility and uses DAL. He is unable to travel on his own due to memory loss and compounding health issues. She reiterated that the ADA wanted to make sure to catch those people that would otherwise fall through the cracks. The DAL applications are online and it is a shared ride service. Staff processes applications within 21 days and if someone is denied there is an appeals process. Reasons for DAL eligibility include client can't board, ride or exit a ramp equipped bus without assistance; or needs to use a ramp but can't because it can't be deployed safely at their bus stop; or has a disability that prevents travel to and from a bus stop under certain conditions. There are DAL eligibility categories including unconditional; conditional; or temporary. Currently DAL has just over 3,100 eligible clients; and they received 980 applications in 2016. Of those 82% received full eligibility; 1% conditional; 16% temporary; and 1% were ineligible. Staff conducted 31 functional assessments where they take someone out on a mocked up bus route that starts at the OTC to determine eligibility. Staff also processed nearly 500 re-certifications. DAL usage for 2016 included 166,213 trips which represents a 3% increase on the year. On time performance is at an incredible 97%. Total phone calls were 85,000, and staff received a 95% customer satisfaction rating from Moore & Associates. Nationwide 70% of paratransit services saw an increase in their ridership and 45% have programs like Travel Training.

Bergkamp shared information on the 2016 Travel Training cost avoidance total. Approximately 5,900 trips were diverted to fixed route through travel training. The cost difference between DAL and fixed route is \$43.00. The total cost avoidance is approximately \$253,700. As demand increases DAL hits a tipping point. This helps alleviate some of that and creates a little bit more room.

*Bergkamp* answered questions.

*Scott* - remarked coordination with other transportation agencies allows you to get down to Centralia.

*Chong* - asked how people get to the functional assessments down at the OTC.

*Bergkamp* - responded that staff provides transportation to and from the assessment.

*Chong* - asked how the average cost per ride is calculated.

*Bergkamp* - replied it is based on a formula of several costs including fuel; the driver; maintenance; insurance; etc. Think of it as similar to the cost of a taxi or Uber.



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*Bergkamp* – gave a shout out to Paul and the amazing job his crew does in keeping vehicles maintained and on the road.

*Diedrick* – asked if anyone had heard about the legislator proposing that DAL should be available for everyone over 70.

*Bergkamp* – remarked that other counties do more of a dial-a-ride type service and the type of service is dependent on the specifics of the county. Mason County does it because it is so rural. Here we have such a great fixed route system. She has heard through some seniors that there is a some stigma about needing the paratransit vehicle so they prefer to ride the fixed route bus.

*O'Connell* – added she has been on the committee for many years and it is great to hear how focused the agency is on the people. For the community to understand this takes a lot of education. It makes her proud to talk about it and tell the story.

*Zenki* – indicated she testified in support of the proposed legislation and transportation has become a love of hers. Most people don't think much about it until you become disabled and can't get around. Then transportation becomes as vital as housing and food. But to make it available to everyone over 70, when some don't need it doesn't make sense. But those that do need it, it can give people back their independence. Intercity Transit drivers are the best drivers in the world. Every aspect of this service is outstanding.

*Scott* – added she is 74 and doesn't need DAL.

*Chong* – inquired about out of county DAL transportation.

*Bergkamp* – responded when you book a ride staff will coordinate with neighboring agencies to provide the entire trip.

*Scott* – added Bus Buddies will go with you too.

*Bergkamp* – indicated if most of the trip can be done on fixed route it is a lot easier and a lot faster. It can be done in conjunction with DAL.

*Chong* – remarked some of the drivers are not so helpful with his fare. Maybe a Bus Buddy could help with that.

*VanderDoes* – inquired about the half hour pick up window for DAL.

*Bergkamp* – responded if clients have a doctor appointment at 10, staff tries to find a pick up in the 9 hour. The software system creates an ETA. Staff uses an hour to an hour and a half for the doctor appointment to schedule the pick-up time.

*Zenki* – remarked that in the 5 years she has been using the service they have only been late once. The wait is not that big of a deal.

## **CONSUMER ISSUES**

## Intercity Transit Citizen Advisory Committee

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- *Wright* – shared an incident at the OTC where a woman was being treated by fire fighters/EMT's and they left her on the bench. She then boarded the bus on route #13. She then had another medical emergency, fell on him and hit the wheel well. He inquired if there was some sort of protocol for allowing passengers in medical distress back on the bus.

*Bergkamp* – indicated the driver probably called the incident in to dispatch. And there are a lot of moving parts in that scenario. It does give rise to some additional conversation.

*O'Connell* – added that Wright could call it in to Intercity Transit as well. Agency staff does a lot of work on these situations behind the scenes that riders don't see.

### REPORTS

- **TRAIL** - provided the report from the January 18, 2017, Work Session – the Authority received a presentation from Michael Cade on the Thurston County Economic Alliance; and a presentation on the Short/Long Range Plan and Community Conversation; and 2017 Procurement Project Overview.
- **EULER** - provided the report from the February 1, 2017, Regular Meeting – including the information on the highlights in the packet; Paul introduced two new employees; the Authority held elections for chair and vice chair; they voted twice and both times it was a tie. They consulted their attorney and he said they have to keep voting until there is not a tie. Jeff Gadman withdrew his name and then Debbie Sullivan was unanimously elected as chair. Karen Messmer elected as vice-chair. They also agreed to another legal contract for Dale Kamerrer for a very reasonable \$215/hr. Paul spoke about an electric bus that was onsite for a test ride. They continue to have battery range issues and are still lacking power on the freeway.
- **BERGKAMP** - provided the General Manager's report in Ann's absence including as part of the legislative agenda, Intercity Transit has been advocating for additional sales tax authority, funding for the Pattison Street Facility Rehabilitation and Expansion Project and funding for the operation of the DASH.

House Bill 1410 and Senate Bill 5288 allow the ability, with a vote of the community, to go beyond the current 9/10<sup>th</sup> of 1% sales tax authority adding 3/10<sup>th</sup> of 1%. The agency is currently at 8/10<sup>th</sup> of 1%. House Bill 1410 passed out of the Finance Committee with a 7-3 vote. Nathaniel Jones (Mayor ProTem City of Olympia) Bud Blake (County Commission), Michael Cade (Economic Development Council), Larry Watkinson (past CAC and ITA), and CAC members Lin Zenki and Walter Smit all testified. Please give a big shout out to Lin and Walter they did a fantastic job. It's heading to the House Transportation Committee for a hearing and then hopefully a vote. The hearing will likely be scheduled for Monday, February 20 or Tuesday, February 21 at 3:30pm. Staff is asking Representative Clibborn, who is the Chair of House Transportation, how she wants staff to move forward with testimony. She was in favor of passing it along without a hearing in Transportation so staff are feeling fairly confident. The Senate companion bill passed out of the Senate Transportation Committee with a 9-2 vote and is heading to the Senate Rules Committee. No testimony is taken at Rules and staff doesn't anticipate any issues. This is moving along quickly and successfully which the agency is thrilled about.

## **Intercity Transit Citizen Advisory Committee**

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The agency is getting a lot of support from some of our local legislators. If you get a chance, thank Representatives Doglio, Dolan and Senator Hunt, who sponsored the bills. And if you get a chance, encourage Representatives Wilcox, Barkis, Griffey and MacEwen as well as Senators Sheldon and Becker to show their support for this bill. If you are unfamiliar with how to do that, CAC member Peter is really familiar with the process and can help you make a request that will be most impactful to each of these representatives.

Staff submitted two Regional Mobility Grant (RMG) applications to WSDOT that scored first and tenth in the statewide competitive grant process. The agency has applications for northbound commuter service and funding for the Pattison Street project (grants for 609 and 592 service expires the end of June). While the grant applications fall well within the funding established for the RMG program, what gets in the budget is at the discretion of the Legislature. Staff is following this closely to insure projects stay in the budget.

In addition to the Regional Mobility Grant, the agency is asking for \$5 million for the Pattison Street project. The first phase of the project is beginning this summer with the decommissioning of old underground fuel storage tanks, installing new tanks, upgrading the lubricants room in maintenance and adding parking. This is approximately a \$9 million dollar investment. The next phase, total design and build out are estimated at \$30 million. The hope is to gain state support in an incredibly tight state budget to leverage scarce federal dollars.

The agency is also asking the State for \$350,000 to support half of the operating costs of DASH service. The City of Olympia and the State, along with Intercity Transit used to each fund a third of the service. Budgets got tight and the city and the state eliminated it from their budget. We are asking the state to step up.

Staff has been active with a variety of activities around town. The agency supported the Lacey Loves to Read event providing free rides and a bus on site so families could read Last Stop on Market Street (which is about a boy on the bus and all the people he meets). Staff also attended the Yelm community Schools Resource Night.

**NEXT MEETING: March 20, 2017.**

### **ADJOURNMENT**

**It was M/S/A by O'CONNELL and CLARK, D. to adjourn the meeting at 7:26 pm.**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: March 1, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, 705-5878  
**SUBJECT:** Copier Contract

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1) **The Issue:** Consideration of a five year lease agreement for the provision of new copiers.

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2) **Recommended Action:** Authorize the General Manager to enter into a five year lease with Preferred Business Solutions for twelve multifunctional printer devices.

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

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4) **Background:** Intercity Transit's copier lease is scheduled to expire on March 13, 2017. Staff has been pleased with the performance and reliability of the Canon product over the last five years. Staff assessed other similar devices and determined that Canon represented the best overall value for Intercity Transit.

The State of Washington established a contract for copiers that allows government agencies to purchase or lease devices from. There are multiple companies that offer Canon devices under the State Contract. Procurement solicited the companies in our area so as to compare service, support and pricing. Four companies responded to the solicitation.

Staff determined that Preferred Business Solutions' proposal not only ranked the highest in service but also offers the lowest price. This ranking was further validated by their references. Based on this process and positive references, staff is confident that Preferred Business Solutions offers the best overall solution for Intercity Transit.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a five year lease with Preferred Business Solutions for twelve multifunctional printer devices.
- B. Defer action. If a new lease is not entered into by March 13, 2017, then Intercity Transit will have to negotiate a month-to-month agreement with the existing provider at a higher rate. The current devices are also nearing the end of recommended life cycle.

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6) **Budget Notes:** Intercity Transit budgets \$38,000 for copier leases and associated printing. Annual spend under the existing agreement is approximately \$33,500. Annual spend under the new agreement will be approximately \$26,300, a savings of \$7,200.00. The new lease agreement would fall within budget based on current volume. All figures do not include tax.

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7) **Goal Reference:** **Goal #2:** "Provide outstanding customer service." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community."

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

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

**FOR:** Intercity Transit Authority

**FROM:** Dennis Bloom, 705-5832

**SUBJECT:** Schedule a Public Hearing to Consider the Loss of Express Routes 609 and ST 592

- 
- 1) **The Issue:** Request a public hearing to consider the impacts of Express Routes 609 and ST 592 ending on June 30, 2017.
- 
- 2) **Recommended Action:** Schedule a public hearing for April 19, 2017, at 5:30 p.m., to receive public comments on the elimination of Routes ST 592 Extension and IT Route 609.
- 
- 3) **Policy Analysis:** The Authority must approve service proposals that change a route/service by over 10%.
- 
- 4) **Background:** Intercity Transit began two 'demonstration' routes on September 30, 2013, with 80% funding assistance from two WSDOT Regional Mobility Grants. One was the extension of Sound Transit's Route 592 to Olympia/Lacey from their regular DuPont to Seattle service (\$1.1M Operating). The second was Intercity Transit Route 609, service between Tumwater and Lakewood (\$2.4M Operating/\$1.7M Capital).

These demonstration routes have been used to evaluate market feasibility and the need for new Express service from Tumwater and Olympia to regional bus and rail connections in Pierce County and Seattle. Unfortunately, the routes have not performed well. While we have adjusted schedules, surveyed riders and promoted the service, ridership has averaged under seven riders per trip for Route 592 and fewer than five riders for the majority of Route 609 trips. These levels do not meet minimum service standards nor is Intercity Transit's current operating budget sufficient to continue operating them. The grants expire June 30, 2017.

In anticipation of these grants ending, staff applied for a new Regional Mobility Grant to add trips on Route 612, service between Olympia/Lacey and Tacoma/Lakewood. The small increase on Route 612 is anticipated to lessen the impact of the Route 609 service loss for higher ridership trips. The added trips will also help fill in mid-day service gaps that currently exist in the weekday

Express service schedule. We understand from WSDOT that our proposal is currently ranked to be funded, awaiting Legislative approval. We are hopeful that grant funding will be in place as early as July 2017.

No additional grant funding though is available for the Route ST 592 extension. However, Sound Transit will continue to operate their ST 592 service between DuPont, Lakewood and Seattle.

Staff will provide more details to the Authority at the March 15 Work Session. If approved this evening, the public hearing will take place April 19. The requested action would be scheduled for May 3, 2017. Staff anticipates implementing changes to Express service on July 2, 2017, out of sequence with regular regional service changes that will occur on September 24, 2017.

Any public comments received by the April 19, 2017, public hearing will be distributed to the Authority at the start of the hearing.

Public notice and information about this service reduction and other specific service adjustments is forthcoming in both the March Rider News and a new Transit Guide.

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

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6) **Budget Notes:** Additional vehicle service hours are currently not identified in the 2017 Budget or Strategic Plan. Any additional service hours, if needed, would require a budget adjustment.

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7) **Goal Reference: Goal#4:** *“Provide responsive transportation options within financial limitations.”*

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

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

**FOR:** Intercity Transit Authority

**FROM:** Suzanne Coit, 750-5816, scoit@intercitytransit.com

**SUBJECT:** Amendment to the Cafeteria Plan

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1) **The Issue:** Amend Intercity Transit's Cafeteria Plan (IRS Sec.125 plan) to include new healthcare options.

---

2) **Recommended Action:** Adopt Resolution 01-2017, Amending the Intercity Transit Cafeteria Plan.

---

3) **Policy Analysis:** Any changes to the cafeteria plan must be formally adopted by the Authority.

---

4) **Background:** Intercity Transit's Cafeteria Plan was initiated in 2003 and contained provisions for premiums paid by the employees for health care, group term life insurance, long term disability insurance and a dependent care using untaxed earnings. Members of our Amalgamated Transit Union have requested new supplemental health care employee-paid options that are eligible for this favorable tax treatment, be included in our cafeteria plan. However, for this to occur, the plan needs to be amended. By adopting Resolution 01-2017 Intercity will allow its employees to avail themselves of these new employee-paid healthcare options and maintain the ability to use untaxed earnings for these benefits.

Adopting Resolution 01-2017 will also allow future offerings that qualify for favorable tax treatment to be added without further action by the Authority whether they are offered by current providers (Health Care Authority and AFLAC) or any other responsible provider. There is no additional cost/liability accrued to Intercity Transit by this action since all of these voluntary optional health care costs are paid in full by the employee.

---

5) **Alternatives:**

- A) Adopt Resolution Number 01-2017, Amending the Intercity Transit Cafeteria Plan.
- B) Do not adopt Resolution Number.



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6) **Budget Notes:** None. Adoption of this resolution has no impact on the 2017 budget since all costs for the covered health care is paid in full by the affected employee.

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

---

8) **References:** Resolution Number 01-2017, Amending the Intercity Transit Cafeteria Plan; Exhibit A - Amendment to the Intercity Transit Cafeteria Plan.

**INTERCITY TRANSIT  
RESOLUTION NO. 01-2017  
AMENDING THE INTERCITY TRANSIT CAFETERIA PLAN**

**A RESOLUTION** amending the Intercity Transit Cafeteria Plan (IRS Sec. 125 Plan) to include new healthcare coverages.

**WHEREAS**, Management desires to add certain voluntary benefits to the list of optional benefit choices available to a Participant under the Intercity Transit Cafeteria Plan (the "Plan");

**WHEREAS**, Management has recommended to the Transit Authority (the "Board") of Intercity Transit (the "Employer") that the Plan be amended effective March 1, 2017, to confirm that such voluntary benefits are not maintained by the Employer;

**WHEREAS**, the Board after study has determined that this recommendation should be approved and implemented;

**NOW, THEREFORE, BE IT RESOLVED**, that the amendment to the Plan, attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted effective March 1, 2017.

**BE IT FURTHER RESOLVED**, that any authorized officer is hereby authorized to execute such amendment on behalf of the Employer.

**ADOPTED:** This 1<sup>st</sup> day of March, 2017.

**INTERCITY TRANSIT AUTHORITY**

\_\_\_\_\_  
**Debbie Sullivan, Chair**

**ATTEST:**

\_\_\_\_\_  
**Pat Messmer  
Executive Assistant/  
Clerk of the Board**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Dale Kamerrer  
Legal Counsel**

**Exhibit A**  
**AMENDMENT TO THE**  
**INTERCITY TRANSIT**  
**CAFETERIA PLAN**  
**(As Amended and Restated Effective January 1, 2012)**

Intercity Transit (the “Employer”), pursuant to Article X, Section 10.1, of the Intercity Transit Cafeteria Plan (the “Plan”), does hereby amend the Plan in the following respects, effective March 1, 2017:

1. Article V, Section 5.1, is amended to add a new subsection (h):

**(h)** Effective March 1, 2017, voluntary benefit options, as determined under Section 5.11.

2. Article V is hereby amended to add a new Section 5.11:

**5.11 VOLUNTARY BENEFITS**

Each Participant may elect to pay contributions on a pre-tax salary reduction basis for individual voluntary benefits. Voluntary benefits are provided by the insurance company or other responsible party specified in the Related Plan selected by the Participant.

IN WITNESS WHEREOF, the Employer has caused this amendment to be executed as of this 1st day of March, 2017.

INTERCITY TRANSIT

By \_\_\_\_\_  
Debbie Sullivan

Its: Authority Chair

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 7-D

MEETING DATE: March 1, 2017

**FOR:** Intercity Transit Authority

**FROM:** Dennis Bloom, Planning Manager, 705.5832  
Jason Robertson, Communications and Outreach Consultant

**SUBJECT:** Community Conversation Update

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1) **The Issue:** Provide an update and seek ITA input on draft outreach effort - a "community conversation" - to engage broad public participation in identifying and setting future priorities for Intercity Transit.

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2) **Recommended Action:** Information, discussion and consensus.

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3) **Policy Analysis:** This overall project is to help oversee and direct the agency's efforts to develop, maintain and improve services including a significant public involvement process for considering future services, priorities and the resources needed to accommodate those efforts.

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4) **Background:** Intercity Transit has engaged JRO (Jason Robertson and Co.) to work alongside the ITA, the CAC and staff to lead a multi-phase public outreach effort to engage stakeholders and the public for a "Community Conversation."

Jason Robertson will join staff in presenting a status update on the overall schedule, including coordination with the Short and Long Range planning effort and updates on the initial outreach elements and strategies. The dialogue will include a review of the draft website layout, Rider Guide summary, draft factsheet, and "Idea Card" for review. Staff will also be seeking input and feedback on a number of planned engagement tasks including the key questions, draft stakeholder lists, website, "idea box" locations, and overall engagement priorities. We will use the discussion to help in the identification of any gaps. Following discussion we anticipate asking the Authority to begin "signing-up" to assist in gathering input following identification of the key intercept lists and stakeholders.

---

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

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6) **Budget Notes:** Project budgeted for 2017.

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7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*

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

# TRANSIT GUIDE

EFFECTIVE  
**MARCH 12, 2017**



Join the  
Conversation



**Intercity Transit Road Trip**  
**...Get on board**  
See page 57

## What's New

*Effective March 12, 2017*

**Route 12:** Leaves OTC 5 minutes earlier to improve on-time performance and transfers

**Route 13:** Leaves OTC 5 minutes later to improve on-time performance and transfers

**Routes 43 and 68:** Leave Tumwater Sq. 1 minute later to improve transfer connections

**Route 620:** Tacoma Mall station stop moved to Bay L (on-street pullout)

### **Express Service: Routes ST 592 & IT 609**

- State funding and service for these two demonstration routes will end in June 2017.
- Potential state funds to replace Route 609 trips with other Express trips awaiting approval later this year.
- Look for public comment opportunities and detailed information about proposed changes in the 'Rider News' and on our website.

## Intercity Transit Road Trip ...Get on board

*Let's Move Forward Together*

Your feedback can help Intercity Transit define an effective, efficient, and sustainable public

transportation system now and over the next 25 years.

See page 57 for more information.





## Intercity Transit Road Trip... Get on Board!

### Let's Move Forward Together

That's right, we're headed into the future and we've saved you a seat. Intercity Transit takes great pride in operating one of the premier public transportation systems in the nation. We know success comes from listening to the people we serve.

Join the Intercity Transit Road Trip to talk about the future of transportation in and around Thurston County. Your ideas can help us remain effective, efficient, and sustainable now and for years to come.

- What services or features would you like Intercity Transit to continue providing? What do you rely on?
- How can we make our current system work better or easier?
- What's your vision for the public transportation system in 2040?

We'll have Road Trip input opportunities that work for you:

- Surveys
- Idea Boxes (at transit centers, libraries, schools, etc.)
- Community Forums
- Email [roadtrip@intercitytransit.com](mailto:roadtrip@intercitytransit.com)
- Person-on-the-street (or bus) interviews
- ...and more

For updates, schedules and more information, visit [www.itroadtrip.net](http://www.itroadtrip.net), email [roadtrip@intercitytransit.com](mailto:roadtrip@intercitytransit.com) or stop by the office anytime!

## IDEA CARD

### Intercity Transit Road Trip – Moving Forward Together (LOGO – Transit Ted?)

Intercity Transit takes pride in maintaining an efficient, sustainable and affordable public transportation system. But we need your help to be even better. Please take a moment to share your personal vision for the future of public transit in Thurston County. To learn more, visit [intercityroadtrip.net](http://intercityroadtrip.net).

1. What current services or features would you like Intercity Transit to continue or enhance?

---

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2. What else can Intercity Transit do to help get people where they're going?

---

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3. What's your #1 priority or big idea for the future of our public transportation system?

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Yes! I would like to receive project updates and be entered to win a prize.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## IDEA CARD

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