

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**September 7, 2016**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **15 min.**
- A. **Stefanie Randolph, Marketing/Communications Outreach Coordinator**  
*(Jeff Brewster)*
- B. **Bryce Reinhardt, Coach Technician** *(Paul Koleber)*
- C. **Christopher Shoultz, Coach Technician** *(Paul Koleber)*

- 3) **PUBLIC COMMENT** **10 min.**
- Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.*

*The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.*

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
- A. **Approval of Minutes:** August 3, 2016, Regular Meeting; and August 17, 2016, Special Meeting.
- B. **Payroll:** August 2016 - \$2,086,982.45.
- C. **Accounts Payable:** Warrants dated June 10, 2016, numbers 20998-21056, in the amount of \$288,258.21; Warrants dated June 24, 2016, numbers 21068-21133, in the amount of \$621,992.76; Automated Clearing House Transfers for June 2016 in the amount of \$13,307.89 for a monthly total of \$923,307.89.
- Warrants dated July 8, 2016, numbers 21142-21200, in the amount of \$251,764.93; Warrants dated July 22, 2016, numbers 21206-21269, in the amount of \$737,013.64; Automated Clearing House Transfers for July 2016 in the amount of \$6,435.57 for a monthly total of \$995,214.14.
- Warrants dated August 5, 2016, numbers 21273-21333, in the amount of \$180,078.04; Warrants dated August 19, 2016, numbers 21338-21409, in the amount

of \$617,924.28; Automated Clearing House Transfers for August 2016 in the amount \$10,093.16 for a monthly total of \$808,095.48.

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

- |     |   |                |
|-----|---|----------------|
| 5)  | <b>PUBLIC HEARING - None</b>  | <b>0 min.</b>  |
| 6)  | <b>COMMITTEE REPORTS</b>  |                |
|     | <b>A. Thurston Regional Planning Council</b> <i>(Karen Messmer)</i>   | <b>3 min.</b>  |
|     | <b>B. Transportation Policy Board</b> <i>(Debbie Sullivan)</i>  | <b>3 min.</b>  |
|     | <b>C. Citizen Advisory Committee</b> <i>(Mitchell Chong)</i>  | <b>3 min.</b>  |
| 7)  | <b>NEW BUSINESS</b>   |                |
|     | <b>A. Yearly ACS Maintenance Contract</b> <i>(Jeff Peterson)</i>  | <b>5 min.</b>  |
|     | <b>B. Rejection of Vehicle Maintenance Pit Construction Bid</b><br><i>(Katie Cunningham)</i>  | <b>10 min.</b> |
|     | <b>C. Negotiation Process &amp; Upcoming Collective Bargaining Agreement With IAM, District Lodge 160</b> <i>(Heather Stafford)</i> | <b>30 min.</b> |
|     | <b>D. Citizen Representative Reappointment/Recruitment</b><br><i>(Ann Freeman-Manzanares)</i>                                       | <b>10 min.</b> |
| 8)  | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| 9)  | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| 10) | <b>EXECUTIVE SESSION - None</b>   | <b>0 min.</b>  |

## **ADJOURNMENT**

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

*For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI coordinator at (360) 705-5857 or [ntrail@intercitytransit.com](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**  
**August 3, 2016**

**CALL TO ORDER**

Chair Gadman called the August 3, 2016, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

**Members Excused:** Thurston County Commissioner Bud Blake; City of Olympia Councilmember Clark Gilman; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Katie Cunningham; Steve Krueger; Jeff Peterson; Eric Phillips; and Pat Messmer.

**Others Present:** Citizen Advisory Committee member, Walter Smit.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT** - None.

**APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. Approval of Minutes:** July 6, 2016, Regular Meeting; and July 20, 2016, Work Session.
- B. Payroll:** July 2016 Payroll in the amount of \$3,004,370.79.
- C. Special Meeting:** Scheduled a special meeting for Wednesday, September 21, 2016, to conduct a joint meeting of the Authority and the Citizen Advisory Committee.  
(Ann Freeman-Manzanares)

## **Intercity Transit Authority Regular Meeting**

**August 3, 2016**

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**D. Janitorial Services/Supplies Contract Extension:** Authorized the General Manager to enter into a one-year contract extension with American Custodial, Inc. for Janitorial Services and Supplies at the Olympia Transit Center, Lacey Transit Center, Amtrak Centennial Station and Pattison Street Facilities in the not-to-exceed amount of \$124,934, including taxes. *(Katie Cunningham)*

### **PUBLIC HEARING**

#### **A. Draft Annual Report & Transit Development Plan**

Planning Manager, Dennis Bloom, reported the public review process for the Draft Annual Report and Transit Development Plan (TDP) is complete. He noted no comments were received.

Bloom indicated there is a new requirement known as the Economic Vitality which became effective in June 2016. Although the Department of Transportation hasn't sent out notification of this new requirement, Intercity Transit staff felt it best to include it now. Bloom said the adoption of the Plan will be in two weeks, and encourages the Authority to review the new requirement located under Section 6 of the Draft Plan.

Chair Gadman opened the public hearing at 5:37 p.m.

With no one from the public present for comment, Chair Gadman closed the public hearing at 5:37 p.m.

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met July 8, 2016. TRPC adopted the Regional Transportation Plan. Messmer said she believes Intercity Transit can use the plan to bolster the grant applications and position the agency well for staking claim to locally distributed as well as other funding sources.

Veena Tabbutt was appointed Interim Executive Director for TRPC. Messmer is on the subcommittee to hire a company to conduct the search. The actual search will be held in the fall and should be completed by the end of year. Gadman indicated Veena Tabbutt was appointed as the Interim Director, however, there was a policy adopted by TRPC to not appoint an Interim Director that would be seeking the position.

Messmer said there will likely be a call for Federal funding coming in the fall. She is hoping staff will be involved in the tracking. It's going to be an opportunity for Intercity Transit to collaborate with the various jurisdictions, and position well with the new Regional Plan to hook onto the new policy in planning new projects.

## **Intercity Transit Authority Regular Meeting**

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TRPC talked about the 2017 Legislative Preparation and Messmer referred to a new Legislator, Beth Doglio, and how it would be a good opportunity to have her take a tour of Intercity Transit.

Freeman-Manzanares said TRPC had their first conversation regarding her interview with Jerry Farmer about transportation. TRPC is interested in vanpool and village vans, and many other activities the agency participates in. This is leading up to and includes the train conversation. It's a nice gateway into the community conversation.

TRPC does not meet in August. The next meeting will be September 9.

- B. Transportation Policy Board (TPB).** Sullivan said the TPB discussed many of the same items covered by TRPC. One additional item included a Transportation Policy Board member recruitment to include someone from the business district. They currently have only one business representative on the Board.
- C. Citizen Advisory Committee.** Walter Smit said the CAC met July 18, 2016. The members received a presentation from Paul Koleber regarding new bus technology. They reviewed the Draft Transit Development Plan with Eric Phillips; and discussed the Short and Long Range Planning Strategy.

### **NEW BUSINESS**

#### **A. Solar Lighting for Bus Stops.**

Procurement Coordinator, Jeff Peterson, presented for consideration a contract for solar lighting solutions at bus stops. The agreement in place expired November 2015. They just completed a procurement for a new solar lighting contract, which was also opened up to full mounted solar lights. Two responses were received to the RFP and after evaluation staff determined Urban Solar Corp. was the best selection.

Additionally, by leveraging collective buying power and allowing other government entities to use this contract, the competition yielded a 22% savings as compared to our previous contract pricing.

Carmody asked if these solar lights will only be installed with bus stops that have shelters. Peterson said 10 units are set up to be installed on shelters and 10 units on poles. Carmody indicated there are many rural bus stops in Yelm that are very dark and need solar lighting.

## **Intercity Transit Authority Regular Meeting**

**August 3, 2016**

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**It was M/S/A by Councilmember Sullivan and Citizen Representative Warner to enter into a three-year contract with Urban Solar Corporation for solar lighting solutions for bus stops with two, one-year contract extension options; and to purchase 20 solar units in the amount of \$27,636.00, including tax.**

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

- Sales tax is 9.96% over last year.
- Staff conducted interviews August 3, 2016 for the State Advocacy Contract.
- The ISO Gap Audit was held August 3, 2016.
- Staff is exploring using a professional grant writer for federal grants.
- Transit Appreciation Day is Wednesday, August 10, 2016, from 10 a.m. to 4 p.m. All are invited to attend.

### **AUTHORITY ISSUES**

Messmer said she understands the need and urgency for emission reduction, and since the Authority recently had the technology conversation about diesel versus hybrid and electric buses, and considering how solar technology is changing and improving, it seems like the electric technology might get reliable enough and the funding might get rich enough on the electric side that we may still be in a position on our next buy. She understands staff's discomfort regarding the reliability of electric buses, but she feels electric is where the feds are going to be providing the funding. She said many agencies are moving towards electric buses, and she's concerned should Intercity Transit go with all diesel vehicles, the agency would be "stuck."

Gadman said he doesn't anticipate electric technology will be ready by the time the Authority makes their decision. Gadman said staff recommends going with diesel right now based on current information.

Freeman-Manzanares said staff will continue to research the technology and as things change, will keep the Authority informed. Replacement plans shows four vehicles in 2018 and 2019. If we stick with that schedule we'll need to purchase something in 2017 to get it delivered in 2018, but we'll continue to follow that cycle and pay attention to maintenance and how long we can keep vehicles reliably. We are still hearing from technicians that electrics are down 40% to 60% of the time.

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**August 3, 2016**

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Carmody said she agrees emission reduction is important, but when discussing cutting routes or runs, versus what type of vehicles we should purchase she would rather have more routes. And diesel is by far the cheapest way to go.

Sullivan said she will be out of town the week of August 15 and could call in for the August 17 meeting.

Sullivan serves on a Community Action Counsel with Mason/Thurston and at their last Board meeting they mentioned they found a new location on Williamette Drive, which surprised her because it is outside of the transit service area. They recognize that this will likely cause issues for their clientele but they are finding it impossible to find a building that fits their needs. She said the Counsel provided many positive comments on how happy they are working with Ann and Eric at Intercity Transit to help solve the transportation issues they anticipate at their new location.

Gadman announced the State Auditors did not have any findings for Intercity Transit this year.

**ADJOURNMENT**

**It was M/S/A by Councilmember Sullivan and Citizen Representative Messmer to adjourn the meeting at 6:04 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: September 7, 2016.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**August 17, 2016**

**CALL TO ORDER**

Chair Gadman called the August 17, 2016, 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 Lacey Councilmember Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; and Labor Representative Ed Bricker.

**Members Excused:** City of Tumwater Councilmember Debbie Sullivan; and Citizen Representative Don Melnick.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Jeff Brewster; Katie Cunningham; Steve Krueger; Pat Messmer; Eric Phillips.

**Others Present:** Joan O'Connell, Citizen Advisory Committee; and Dale Learn, Gordon Thomas Honeywell.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**CITIZEN ADVISORY COMMITTEE REPORT**

Citizen Advisory Committee Member, Joan O'Connell, said the CAC met on August 15. Members discussed the 2016 CAC Fall Recruitment to replace open positions. They shared ideas about the best way to recruit. They reviewed the CAC Self-Assessment, in which 14 out of 20 members responded. The survey generated a lot of good information - with most members "strongly agreeing" or "somewhat agreeing" to the survey questions. She said comments triggered a good conversation.

O'Connell pointed out one of the survey questions touched on Consumer Issues, which are mentioned at the beginning of each CAC meeting, and are addressed towards the



## **Intercity Transit Authority Special Meeting**

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end of the meeting. There is concern that when meetings run long, there isn't enough time to spend on the consumer issues. It was suggested placing Consumer Issues at the beginning of the meeting. She pointed out another conversation pertained to members' comfortability with making comments. Some members felt they need to know everything before coming to a meeting and others were concerned they don't have time to read all of the materials, and thus they don't participate fully. O'Connell said the point came across that there are no expectations and everyone is encouraged to share ideas and ask questions.

They finished the meeting with a photo shoot outside in front of a bus.

### **UPDATE ON FEDERAL ADVOCACY ACTIVITIES**

Intercity Transit's Federal Advocate, Dale Learn, from Gordon Thomas Honeywell Governmental Affairs, provided an update on the main federal issues and activities affecting public transportation in Washington D. C.

Learn said his agency engages the primary decision makers in D. C. and Congress on all federal issues of interest to Intercity Transit. They help set up and scope talking point issues for the annual APTA conference and engage on issues with APTA and their periodic D. C. meetings, as APTA is major national trade association for public transportation. Gordon Thomas Honeywell interacts with APTA on an ad-hoc basis when issues of interest come up. They also encourage local engagement by members of Congress and their senior staff. They participate as a leading presence with other organizations that advocates for public transportation primarily in D. C.

Learn said 2015 was very productive on a federal level. A long-term surface transportation bill passed. New tax legislation was enacted, and there was a major workforce measure of a regulations and bills movement. 2016 is a major presidential election year and typically is slower in terms of legislative movement. All legislation like water resources, energy and trade has moved forward. Appropriations, which is the federal budget has moved in the committee level, but because of the condensed schedule action has been sparse.

The members and senior staff as well as high-ranking administration officials left D. C. in mid-July to attend party conventions and are on an August recess. They will return to D. C. after the Labor Day recess for two weeks to do a continuing resolution to keep the federal government open and they will break for the November elections. Learn said the outcome of the November elections could have a major impact on issues of interest to Intercity Transit.

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Congress passed and the President enacted the Fixing America Surface Transportation Act (FAST Act), which was a big win for transit. MAP-21 was supposed to be a two-year stop gap measure that passed in 2012; however, it lived until the end of 2015. The FAST Act is the first long-term bill enacted in a decade and retained the mass transit account. It also included increases in all transit accounts from \$8.6 billion in the last year of MAP-21 to fiscal year of 2015 to \$9.35 billion this year and it gradually goes up to \$10.15 billion in 2020 - the last year of the FAST Act. This was a 17.8% increase over the life of the bill for all transit programs, including bus funding.

Learn is the head of the Government Affairs Division - Federal Affairs in their D. C. office. He participates with the Bus Coalition on our behalf and said the strategy involved with the coalition included frequent calls, legislative drafting, development of materials, and a lot of direct advocacy..

Learn said the House Reauthorization Bill ended up being better than the Senate on discretionary bus issues, thanks in part to the leadership of Jaime Herrera Beutler. On the Senate side, we had a tough time with Democratic leader Senator Chuck Schumer from New York, who represents one of the seven high density states, which receive special funding.

Learn said the FAST Act included \$211 million for discretionary bus grants this year; it was 0 last year; and it will gradually increase every year to \$344 million in 2020. This is on top of the formula funding for buses, which is \$427.8 million this year and will gradually increase to \$464.6 million in 2020. Clearly, bumping that number higher is a goal for the next authorization and he is currently working with the Bus Coalition.

There is a pilot program for coordinated access of mobility focusing on access to health care facilities. FTA will continue to use leftover discretionary formula funds known as Ladders of Opportunity grants for employment and schools. The FAST Act contained new Buy America standards that increased the U. S. content requirements. To balance this, the new requirements will allow for a more liberal waiver with certain certification requirements that the U. S. DOT has to produce if denied to show that there is no other vendor or ability to get it.

Provisions for ADA accessible mini-vans used for vanpool programs are pending.

The TIGER Program (which is a large discretionary transportation program) continues strong. It was developed by Senator Murray.

There are new initiatives proposed to fund infrastructure. Learn said they work to include transit.

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Learn said the future looks more optimistic, and will be very competitive in a lot of the programs, and he is working with Intercity Transit's staff to create a strategy. Electrification and "low" and "no" investments are difficult to purchase. Workforce issues are always big.

Learn predicts Hillary Clinton will be elected President. On the Congressional side - The House - he sees no changes in Washington. The Senate 54-60 majority for the GOP. Senator Murray, if she wins re-election will likely be the majority whip, which is the second most powerful Senator in the Senate.

Carmody asked Learn what other transit agencies does he represent. Learn said his firm represents a lot of different types of clients - Port Authorities, Counties, private companies ranging in a lot of different issues. As for transit, on the Federal side of the firm they represent Ben Franklin Transit; on the state side, their firm has an office in Tacoma and Seattle, and represent Pierce Transit. They represent other transit interests in California.

Gilman asked Learn to talk more about acquiring new buses and what does he see coming down the pipeline. Learn said there is a new funding mechanism; there will continue to be formula funds through the states; on the discretionary side he said there is a new bus program which will give awards soon this year; there is also criteria such as age of fleets, miles, etc. He anticipates aggressively seeking those funds in the future.

Gadman asked Learn if he sees the FTA freeing up money for infrastructure. Learn said they deal with what they have existing which is bus facility and discretionary, and TIGER and other proposals and transit has become more of an element. Transit is slowly winning. He said we weigh in and fight for our kind of transit, we'll develop and create the most competitive bid in whatever programs exist for both bus needs and for facilities.

### **STATE LEGISLATIVE ADVOCACY SERVICES**

Procurement coordinator, Katie Cunningham, presented for consideration a one-year contract award to Foster Government Relations for State Legislative Advocacy Services.

During the Request for Proposals process, six (6) proposals were received by the submittal deadline of July 15, 2016.

The proposals were evaluated by the General Manger, Development Director, Marketing, Communications and Outreach Manager, a representative from the Thurston Regional Planning Council, a representative from the Washington State

## **Intercity Transit Authority Special Meeting**

**August 17, 2016**

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Transit Association and procurement staff. The proposals were scored based on the criteria established in the RFP.

Based on the RFP evaluation process, which consisted of evaluation committee review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that Foster Government Relations is the responsible Proposer who best meets all RFP requirements and is the most advantageous to Transit. Staff is confident that Foster Government Relations will provide significant valuable services and recommends that the one-year contract award be approved.

**It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with Foster Government Relations to provide State Legislative Advocacy Services in an amount not-to-exceed \$42,000.**

### **ADOPTION OF THE ANNUAL REPORT AND TRANSIT DEVELOPMENT PLAN**

Planning Manager, Dennis Bloom, presented for consideration the adoption of the 2015 Annual Report and 2016-2021 Transit Development Plan. A public process was completed, including a Public Hearing on August 3, 2016. No public comments were received.

Gadman referred to the Asset Listing noted in the Transit Development Plan, and asked what the difference is between vehicles that show a WSDOT Title and those that do not. Freeman-Manzanares said because the state funds a portion of the expansion vanpool vehicles, they retain title for five years and then release to Intercity Transit.

**It was M/S/A by Citizen Representative Messmer and Councilmember Carmody to adopt the "2015 Annual Report" and "2016 - 2021 Transit Development Plan," as presented at the public hearing held on August 3, 2016.**

### **2016 CITIZEN ADVISORY COMMITTEE RECRUITMENT**

Freeman-Manzanares presented a timeline and information on the process for conducting the 2016 CAC Fall recruitment. The Board is asked to select an ad-hoc committee consisting of three Board members to participate with the CAC in the selection process. Advertising will begin in September, and includes ads on the sides of the buses and a number of other locations. Applications are due October 28. Interviews will be held in November (possibly November 16).

Board members Karen Messmer and Ryan Warner volunteered to participate on the ad-hoc committee. Chair Gadman asked staff to check with Don Melnick upon his return

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to see if he is able to participate. If he is not, perhaps Debbie Sullivan might be able to participate.

### **PENSION COMMITTEE APPOINTMENT**

Freeman-Manzanares made the recommendation to appoint David Kolar, Vanpool Coordinator, to a four-year term ending February 2021.

Current members of the Pension Committee are Tom Doenitz, Coach Operator (term ends February 2018); Tom Burke, Coach Technician (term ends February 2019); and Elizabeth Barlow, Vanpool Coordinator (term ends February 2020).

**It was M/S/A by Citizen Representative Warner and Citizen Representative Messmer to approve the General Manager's recommendation to appoint David Kolar, Vanpool Coordinator, to the Intercity Transit Pension Committee for a four-year term to end February 2021**

### **ADOPT RESOLUTION 02-2016 DESIGNATION OF SIGNATURE AUTHORITY FOR TRANSIT AWARD MANAGEMENT SYSTEM**

Freeman-Manzanares said the Federal Transit Association (FTA) instituted a new electronic system to monitor grants, and staff has been working with Region X staff to update the agency-wide documents and verify that documents transferred from the older system (TEAM) to the new system (TrAMS) are current. The FTA requested Intercity Transit update the Designation of Signatory Authority Resolution documents as part of the system updates. A new Resolution for Designation of Signature is in alignment with this process.

**It was M/S/A Citizen Representative Warner and Citizen Representative Messmer to adopt Resolution 02-2016, updating the Designation of Signature Authority for the Transit Award Management System (TrAMS) and authorize the signatory letter to Federal Transit Administration (FTA) confirming designation of signature authority to the General Manager.**

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

Freeman-Manzanares noted an updated Emergency Phone Card was passed out to Authority members and staff. Gadman and Warner asked for a correction to the card. Clerk Messmer will make corrections and redistribute at the next meeting.

The Negotiating Team from the International Association of Machinists and Aerospace Workers and Intercity Transit invited the Federal Aviation and Conciliation Service to

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provide training on Interest Based Bargaining. This training is very useful throughout the negotiating process. So much so that the IAM and Transit requested that FMCS provide Interest Based Bargaining for the Joint Labor Management Team as well. Negotiations begin on September 9, 2016, and the contract ends December 31, 2016. Within the next month staff will ask for an Executive Session to discuss those negotiations.

Messmer asked if the other union representatives will be invited to participate in that training, or at least offer that opportunity. Freeman-Manzanares said yes, the opportunity would be offered however, acceptance of that offer would be up to the ATU. ATU choose not to participate in the training or Interest Based Bargaining for the last negotiation session.

The ISO 14001 Gap Audit was completed two weeks ago, and staff is entering a training phase next week with the Core Team. Intercity Transit uses internal auditors to insure compliance with ISO 14001. This is the leap between the old standards and the new standards and we're also changing from an audit timeframe of February to November.

Freeman-Manzanares announced she was appointed to the National Transit Institute Advisory Board. The Institute provides input to the local federal transit administration and Rutgers University regarding the training needs of the public transit industry and the nation.

### **AUTHORITY ISSUES**

Gadman said Congressman Heck and HUD Secretary Julian Castro hosted a panel discussion regarding youth and young adult homelessness. One of the panel members, Scott Hanouer, Executive Director of Community Youth Services, gave Intercity Transit a "shout-out" and said the agency was one of the keys to helping teen homelessness because of easy access to transit.

Carmody announced Yelm appointed a new Mayor - JW Foster.

Gilman said the Olympia City Council discussed the Harrison-Kaiser opportunity area, which is a large amount of property that is being rezoned like downtown to foster a substantial neighborhood center. He said there is a transit thread in discussion because currently there is a stop on McPhee and a stop at Capital Medical Center, but if it were to come to fruition it will be similar to the problem in northeast Lacey.

### **ADJOURNMENT**

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August 17, 2016  
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**There being no further business to come before the Authority, Chair Gadman adjourned the meeting at 6:51p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: September 7, 2016**

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

PERIOD DATES: 07/24/2016-08/06/2016						PERIOD DATES: 08/07/2016-08/20/2016					
PAYDATE 8/12/2016						PAYDATE 08/26/2016					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	75,188.88		3	FIT		EFT	75,665.14	
4	MT		EFT	20,727.00	95,915.88	4	MT		EFT	20,889.10	96,554.24
5	A2/35	Life Ins.	Check Dave 2nd	1,678.20	0.00	5	AL/35	Life Ins.	Check Dave 2nd	2,993.07	0.00
6	D3/31	Disability Ins	Check Dave 2nd	1,769.01	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,258.30	0.00
7	HE/37	Health In1st	Check Dave 2nd	15,374.00	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	28,359.50	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth- DO NOT USE	Check Dave 2nd	0.00	0.00
9	CC/61	Child Care	Hfsttler/Brkmp	384.30		9	CC/61	Child Care	Hfsttler/Brkmp	384.30	
10	GN/08	Garnish	CHECK last	-350.24		10	GN/08	Garnish	CHECK last	482.83	
11						11					
12	CS/09	DSHS	EFT	2,046.90	2,046.90	12	CS/09	DSHS	EFT	2,295.20	2,295.20
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	8,851.35	8,851.35	14	D1/98	D.Dep. #1	ACH WIRE every	8,546.07	8,546.07
15	D2/97	D.Dep. #2	ACH WIRE every	17,667.00	17,667.00	15	D2/97	D.Dep. #2	ACH WIRE every	17,704.50	17,704.50
16						16					
16	GT/63	G.Ed.Tuit	Check every	227.00		16	GT/63	G.Ed.Tuit	Check every	227.00	
17	HS/69	Health Svgs	ACH Wire every	125.00	125.00	17	HS/69	Health Svgs	ACH Wire every	125.00	125.00
18	DC/97	Vgrd EE	Wire	43,153.89		18	DC/97	Vgrd EE	Wire	43,934.82	
19	DC/22	Vgrd ER	Wire	29,854.54	73,008.43	19	DC/22	Vgrd ER	Wire	30,739.01	74,673.83
20	L2/29	401k Ln#2	Wire	4,940.89		20	L2/29	401k Ln#2	Wire	4,966.21	
20	LN/29	401k Ln #1	Wire	7,585.93	12,526.82	20	LN/29	401k Ln #1	Wire	8,030.86	12,997.07
22	TTL VNGRD			85,535.25		22	TTL VNGRD			87,670.90	
23	LI/02	L&I	EFT Quarterly	5,653.98		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	5,676.06	
24	MD/51	Mch.UnDues	Check last	41.62		24	MD/51	Mch.UnDues- 164 PEREE	Check last	1,235.43	
25	MI/52	Mac.Inltion	Check last	249.75		25	MI/52	Mac.Inltion	Check last	0.00	
26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		243.11	
	GL/11	GTLife		0.00			GL/11	GTLife-ER/EE TERM/YRLY		0.00	
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	120.00	0.00
29	PA/66	Proj.Asslst	Check last	427.00		29	PA/66	Proj.Assist	Check last	433.00	
	PN/04	PERS EE	EFT	45,111.42	0.00	30	PN/04	PERS EE	EFT	46,380.68	0.00
31	PN/04	PERS ER	EFT	81,865.62	126,977.04	31	PN/04	PERS ER	EFT	84,184.20	130,564.88
32	TTL PERS			126,977.04		32	TTL PERS			130,564.88	
33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00
	RC/24	ICMA EE	WIRE	5,272.54			RC/24	ICMA EE	WIRE	5,432.57	
35	RI/23	ICMA Roth	WIRE	514.61	514.61	35	RI/23	ICMA Roth	WIRE	514.61	514.61
36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00	36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00
37	RR/25	ICMA ER	WIRE	3,050.34	8,322.88	37	RR/25	ICMA ER	WIRE	3,155.83	8,588.40
38	TTL ICMA	10,332.88		10,847.49		38	TTL ICMA	10,598.40		11,113.01	
39	SD/26	457 ST EE	EFT	11,794.80		39	SD/26	457 ST EE	EFT	11,953.06	
40	SR/27	457 ST ER	EFT	7,066.16	18,860.96	40	SR/27	457 ST ER	EFT	7,220.21	19,173.27
41	ST/67	ShTrmDisab- AFLA	EFT	3,890.90	3,890.90	41	ST/67	ShTrmDisab-AFLAC	EFT	85.02	85.02
42	UC/45	Un COPE	Check 1st	114.00		42	UC/45	Un COPE	Check 1st	-	
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess -2ND PP	Check last	600.00	
	UD/42	Un Dues	Check last	5,533.81			UD/42	Un Dues-BOTH PP	Check last	5,568.90	
44	UI/41	Un Inltatn	Check last	90.00		44	UI/41	Un Inltatn- 100.00 PEREE	Check last	90.00	
45	UT/43	Un Tax	Check last	2,989.80		45	UT/43	Un Tax IST PP	Check last	0.00	
46	UW/62	United Way	Check last	468.50		46	UW/62	United Way	Check last	450.50	
47	WF/64	Wellness	Check last	351.00		47	WF/64	Wellness	Check last	351.50	
48	NET PAY (dir. Deposit)		ACH Wire every	460,824.28	460,824.28	48	NP NET PAY (dir. Deposit)		ACH Wire every	468,965.01	468,965.01
	Paychecks			1,502.48			Paychecks - LIVE CHECKS			0.00	
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$831,542.05	49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$842,797.10
50	TOTAL PAYROLL*:			\$868,096.26		50	TOTAL PAYROLL*:			\$892,270.60	
51	GROSS EARNINGS:			737,389.03		51	GROSS EARNINGS:			756,760.26	
52	EMPR MISC DED:			146,112.30		52	EMPR MISC DED:			425,912.81	
53	EMPR MEDICARE TAX:			10,363.50		53	EMPR MEDICARE TAX:			10,444.55	
54	TOTAL PAYROLL FOR AUGUST 2016				\$893,864.83	54	TOTAL PAYROLL*:				\$1,193,117.62
55	TOTAL PAYROLL FOR AUGUST 2016					55	TOTAL PAYROLL FOR AUGUST 2016				\$2,086,982.45
56	ACH WIRE TOTAL			487,467.63		56	ACH WIRE TOTAL			495,340.58	



## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/10/2016

Thru Date: 06/10/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020998	6/10/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
00020999	6/10/2016	01815	AMERICAN CUSTODIAL INC	\$10,055.00	
00021000	6/10/2016	01960	AMERICAN SEATING COMPANY	\$716.84	
00021001	6/10/2016	02380	ARAMARK UNIFORM SERVICES	\$394.49	
00021002	6/10/2016	02580	ASSOCIATED PETROLEUM	\$2,192.33	
00021003	6/10/2016	02825	AUTO PLUS - OLYMPIA	\$302.69	
00021004	6/10/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$419.32	
00021005	6/10/2016	05740	CED	\$355.13	
00021006	6/10/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$1,159.54	
00021007	6/10/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00021008	6/10/2016	07220	CUMMINS INC	\$36,532.42	
00021009	6/10/2016	10580	GENE'S TOWING INC	\$40.00	
00021010	6/10/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021011	6/10/2016	10660	GILLIG LLC	\$11,578.84	
00021012	6/10/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00021013	6/10/2016	10863	GRAYS HARBOR TRANSIT	\$600.00	
00021014	6/10/2016	11615	INDUSTRIAL HYDRAULICS INC	\$103.41	
00021015	6/10/2016	11765	INTERCITY TRANSIT PETTY CASH	\$789.18	
00021016	6/10/2016	11810	INTERSTATE BATTERY	\$114.19	
00021017	6/10/2016	11895	J&I POWER EQUIPMENT INC	\$8.17	
00021018	6/10/2016	11905	JANEK CORPORATION	\$435.20	
00021019	6/10/2016	11930	JERRYS AUTOMOTIVE TOWING	\$898.68	
00021020	6/10/2016	13850	MASON TRANSIT AUTHORITY	\$775.00	
00021021	6/10/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$115.38	
00021022	6/10/2016	14590	MOHAWK MFG & SUPPLY	\$126.22	
00021023	6/10/2016	14750	MULLINAX FORD	\$1,894.41	
00021024	6/10/2016	14760	MUNCIE TRANSIT SUPPLY	\$144.14	
00021025	6/10/2016	14900	NAPA AUTO PARTS	\$1,028.92	
00021026	6/10/2016	15140	NISQUALLY TOWING SERVICE	\$405.00	
00021027	6/10/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$344.01	
00021028	6/10/2016	16765	PETRO CARD	\$33,784.70	
00021029	6/10/2016	16820	PIERCE COUNTY SECURITY	\$15,815.01	
00021030	6/10/2016	17290	PUGET SOUND ENERGY	\$13,882.82	
00021031	6/10/2016	17391	QUALITY MUFFLER & BRAKE	\$675.37	
00021032	6/10/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00021033	6/10/2016	17505	RAINIER DODGE INC	\$125.75	
00021034	6/10/2016	17560	RE AUTO ELECTRIC INC	\$704.08	
00021035	6/10/2016	17900	SCHETKY NW SALES INC	\$173.63	
00021036	6/10/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,592.55	
00021037	6/10/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021038	6/10/2016	18145	SIX ROBBLEES INC	\$1,530.59	
00021039	6/10/2016	18197	SMART TALENT LLC	\$1,540.00	
00021040	6/10/2016	18720	SUPER BEE WHEEL ALIGNMENT	\$104.49	
00021041	6/10/2016	21660	THERMO KING NORTHWEST	\$465.37	
00021042	6/10/2016	21930	TIRES INC	\$2,795.45	
00021043	6/10/2016	21950	TITUS-WILL CHEVROLET	\$1,787.52	
00021044	6/10/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$31.99	
00021045	6/10/2016	21985	TOTAL FILTRATION SERVICES	\$274.06	
00021046	6/10/2016	22010	TOYOTA OF OLYMPIA	\$141.43	
00021047	6/10/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$90,390.05	
00021048	6/10/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$9,866.54	
00021049	6/10/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$27,098.19	
00021050	6/10/2016	23755	VALLEY FREIGHTLINER	\$5,071.68	
00021051	6/10/2016	24000	W W GRAINGER INC	\$122.50	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/10/2016

Thru Date: 06/10/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021052	6/10/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$115.41	
00021053	6/10/2016	24215	WA ST DEPT OF L & I	\$167.03	
00021054	6/10/2016	24750	WA ST GET PROGRAM	\$227.00	
00021055	6/10/2016	25380	WASHINGTON GARDENS	\$315.52	
00021056	6/10/2016	25858	WESTCARE CLINIC LLC PS	\$255.00	
			<b>Total:</b>	\$288,258.21	

## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/24/2016

Thru Date: 06/24/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021068	6/24/2016	01295	ACCEL PLASTICS	\$1,576.36	
00021069	6/24/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$15,543.10	
00021070	6/24/2016	01820	AMERICAN DRIVING RECORDS INC	\$318.68	
00021071	6/24/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$465.25	
00021072	6/24/2016	02380	ARAMARK UNIFORM SERVICES	\$1,386.45	
00021073	6/24/2016	02580	ASSOCIATED PETROLEUM	\$390.04	
00021074	6/24/2016	02825	AUTO PLUS - OLYMPIA	\$401.99	
00021075	6/24/2016	02990	B&B SIGN COMPANY LLC	\$236.86	
00021076	6/24/2016	03250	BATTERY SYSTEMS, INC	\$1,568.76	
00021077	6/24/2016	03610	BLANCHARD ELECTRIC	\$3,633.92	
00021078	6/24/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$3,087.85	
00021079	6/24/2016	06120	CITY OF OLYMPIA UTILITIES	\$639.85	
00021080	6/24/2016	06205	CJI RESEARCH CORP	\$6,483.00	
00021081	6/24/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$1,104.98	
00021082	6/24/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00021083	6/24/2016	07220	CUMMINS INC	\$14,699.08	
00021084	6/24/2016	07560	DATAQUEST	\$30.00	
00021085	6/24/2016	07618	DAVID EVANS AND ASSOCIATES INC	\$1,478.43	
00021086	6/24/2016	07660	DAYTECH LIMITED	\$5,465.00	
00021087	6/24/2016	07760	DEL CITY WIRE CO INC	\$1,932.64	
00021088	6/24/2016	08780	EMERALD SERVICES INC	\$624.23	
00021089	6/24/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021090	6/24/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021091	6/24/2016	10477	GALLS, LLC	\$3,814.32	
00021092	6/24/2016	10580	GENE'S TOWING INC	\$147.18	
00021093	6/24/2016	10607	GENUINE AUTO GLASS OF LACEY	\$1,286.16	
00021094	6/24/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021095	6/24/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021096	6/24/2016	10660	GILLIG LLC	\$22,027.49	
00021097	6/24/2016	11498	IBI GROUP, US	\$38,222.65	
00021098	6/24/2016	11615	INDUSTRIAL HYDRAULICS INC	\$48.46	
00021099	6/24/2016	11905	JANEK CORPORATION	\$1,381.76	
00021100	6/24/2016	12475	KBH CONSTRUCTION COMPANY	\$64,597.17	
00021101	6/24/2016	12875	KPFF CONSULTING ENGINEERS INC	\$9,336.34	
00021102	6/24/2016	13661	LOOMIS	\$366.47	
00021103	6/24/2016	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
00021104	6/24/2016	14750	MULLINAX FORD	\$3,171.00	
00021105	6/24/2016	14900	NAPA AUTO PARTS	\$126.15	
00021106	6/24/2016	16557	PACIFIC MODULAR, INC	\$1,196.80	
00021107	6/24/2016	16593	PACIFIC OFFICE AUTOMATION	\$4,079.95	
00021108	6/24/2016	16765	PETRO CARD	\$34,327.12	
00021109	6/24/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
00021110	6/24/2016	17560	RE AUTO ELECTRIC INC	\$928.74	
00021111	6/24/2016	17900	SCHETKY NW SALES INC	\$790.50	
00021112	6/24/2016	17928	SCHOF, CHRIS	\$61.47	
00021113	6/24/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,686.46	
00021114	6/24/2016	18160	SKILLINGS CONNOLLY INC	\$2,874.35	
00021115	6/24/2016	18197	SMART TALENT LLC	\$1,386.00	
00021116	6/24/2016	18355	SOUND TRANSIT	\$30,625.45	
00021117	6/24/2016	18470	SPORTWORKS NORTHWEST INC	\$284.61	
00021118	6/24/2016	18610	STEPHAN J PARROTT	\$675.00	
00021119	6/24/2016	21660	THERMO KING NORTHWEST	\$1,004.11	
00021120	6/24/2016	21830	THURSTON COUNTY SOLID WASTE	\$27.00	
00021121	6/24/2016	21950	TITUS-WILL CHEVROLET	\$3,233.08	

## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/24/2016

Thru Date: 06/24/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021122	6/24/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00021123	6/24/2016	23660	UNITED WAY OF THURSTON COUNTY	\$949.00	
00021124	6/24/2016	23740	USSC LLC	\$338.74	
00021125	6/24/2016	24000	W W GRAINGER INC	\$1,061.98	
00021126	6/24/2016	24030	WA ST AUDITORS OFFICE	\$1,489.60	
00021127	6/24/2016	24130	WA ST DEPT OF ECOLOGY 2	\$49.00	
00021128	6/24/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$489.00	
00021129	6/24/2016	24750	WA ST GET PROGRAM	\$227.00	
00021130	6/24/2016	24755	WA ST HEALTH CARE AUTHORITY	\$321,730.92	
00021131	6/24/2016	24905	WA ST SCHOOL FOR THE BLIND	\$112.29	
00021132	6/24/2016	25670	WAXIE SANITARY SUPPLY	\$304.77	
00021133	6/24/2016	25858	WESTCARE CLINIC LLC PS	\$170.00	
				<b>Total:</b>	\$621,992.76

**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>02080 AMMANN KARL</b>										
00	16 WTR QTR	DI	6/24/2016			1,150.95	1,150.95	1,150.95		1,150.95
<b>03370 BERGKAMP EMILY</b>										
00	16 WTR QTR	DI	6/24/2016			2,700.00	2,700.00	2,700.00		3,850.95
<b>08550 EASY SPEAKERS CLUB</b>										
00	2016JUN	DI	6/24/2016			52.00	52.00	52.00		3,902.95
<b>09960 FOREMAN BENJAMIN T III</b>										
00	05/21-25/16	DI	6/24/2016			2,150.10	2,150.10	2,150.10		6,053.05
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	5/20 - 6/7/16	DI	6/24/2016			471.22	471.22	471.22		6,524.27
<b>11308 HOFSTETTER SHANNON</b>										
00	6/17/16	DI	6/24/2016			192.30	192.30	192.30		6,716.57
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2016JUN	DI	6/24/2016			894.00	894.00	894.00		7,610.57
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2016/04/20	DI	6/24/2016			1,043.58	1,043.58	1,043.58		8,654.15
00	2016JUN	DI	6/24/2016			694.00	694.00	1,737.58		9,348.15
<b>12020 JOHNSON VERLIN</b>										
00	06/17/2016	DI	6/24/2016			62.56	62.56	62.56		9,410.71
<b>16785 PHILLIPS, ERIC</b>										
00	06/5-8/16	DI	6/24/2016			268.90	268.90	268.90		9,679.61
<b>17085 PRATT, ERIN</b>										
00	6/6 - 8/16	DI	6/24/2016			262.08	262.08	262.08		9,941.69

**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>03810 BRANDT, JESSICA</b>										
00	5/1 - 3/16	DI	6/10/2016			74.54	74.54	74.54		74.54
<b>11308 HOFSTETTER SHANNON</b>										
00	5/18-21/16	DI	6/10/2016			88.72	88.72	88.72		163.26
00	6/3/16	DI	6/10/2016			192.30	192.30	281.02		355.56
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2016 JUNE	DI	6/10/2016			2,638.50	2,638.50	2,638.50		2,994.06
<b>12450 KAPAUN JR DAVID J</b>										
00	5/18 - 21/16	DI	6/10/2016			121.17	121.17	121.17		3,115.23

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/08/2016

Thru Date: 07/08/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021142	7/8/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
00021143	7/8/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$5,256.67	
00021144	7/8/2016	01960	AMERICAN SEATING COMPANY	\$241.28	
00021145	7/8/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$38.25	
00021146	7/8/2016	02380	ARAMARK UNIFORM SERVICES	\$908.13	
00021147	7/8/2016	02580	ASSOCIATED PETROLEUM	\$406.61	
00021148	7/8/2016	02990	B&B SIGN COMPANY LLC	\$3,390.80	
00021149	7/8/2016	05460	CARQUEST AUTO PARTS-OLYMPIA	\$20.08	
00021150	7/8/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$711.33	
00021151	7/8/2016	05740	CED	\$118.20	
00021152	7/8/2016	06120	CITY OF OLYMPIA UTILITIES	\$240.00	
00021153	7/8/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$442.51	
00021154	7/8/2016	07220	CUMMINS INC	\$4,728.37	
00021155	7/8/2016	09805	FLEET PRIDE	\$156.85	
00021156	7/8/2016	09820	FLEET-NET CORP	\$5,238.72	
00021157	7/8/2016	10180	FREEDMAN SEATING CORPORATION	\$133.07	
00021158	7/8/2016	10477	GALLS, LLC	\$700.39	
00021159	7/8/2016	10605	GENFARE	\$75.43	
00021160	7/8/2016	10607	GENUINE AUTO GLASS OF LACEY	\$467.89	
00021161	7/8/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021162	7/8/2016	10660	GILLIG LLC	\$16,659.16	
00021163	7/8/2016	10863	GRAYS HARBOR TRANSIT	\$487.00	
00021164	7/8/2016	11310	HOGAN MFG INC	\$196.76	
00021165	7/8/2016	11702	INSPECTORATE AMERICA CORPORATION	\$2,375.93	
00021166	7/8/2016	11810	INTERSTATE BATTERY	\$149.00	
00021167	7/8/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$372.41	
00021168	7/8/2016	13510	LES SCHWAB TIRE CENTER	\$245.04	
00021169	7/8/2016	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$725.00	
00021170	7/8/2016	13850	MASON TRANSIT AUTHORITY	\$853.00	
00021171	7/8/2016	14590	MOHAWK MFG & SUPPLY	\$68.40	
00021172	7/8/2016	14750	MULLINAX FORD	\$18,456.83	
00021173	7/8/2016	14900	NAPA AUTO PARTS	\$415.74	
00021174	7/8/2016	15140	NISQUALLY TOWING SERVICE	\$482.50	
00021175	7/8/2016	15217	NORTHWEST EVENT DEOCRATORS	\$310.08	
00021176	7/8/2016	15300	OAK HARBOR FREIGHT LINES INC	\$410.41	
00021177	7/8/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00021178	7/8/2016	16765	PETRO CARD	\$73,416.72	
00021179	7/8/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,800.64	
00021180	7/8/2016	17505	RAINIER DODGE INC	\$386.88	
00021181	7/8/2016	17560	RE AUTO ELECTRIC INC	\$351.16	
00021182	7/8/2016	17900	SCHETKY NW SALES INC	\$1,501.66	
00021183	7/8/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$564.05	
00021184	7/8/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021185	7/8/2016	18197	SMART TALENT LLC	\$1,386.00	
00021186	7/8/2016	18470	SPORTWORKS NORTHWEST INC	\$131.92	
00021187	7/8/2016	18940	TENNANT COMPANY	\$157.11	
00021188	7/8/2016	21660	THERMO KING NORTHWEST	\$446.31	
00021189	7/8/2016	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$500.00	
00021190	7/8/2016	21930	TIRES INC	\$440.79	
00021191	7/8/2016	21950	TITUS-WILL CHEVROLET	\$5,393.28	
00021192	7/8/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
00021193	7/8/2016	22010	TOYOTA OF OLYMPIA	\$676.20	
00021194	7/8/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$86,129.15	
00021195	7/8/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$5,799.45	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/08/2016

Thru Date: 07/08/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021196	7/8/2016	23755	VALLEY FREIGHTLINER	\$2,699.34	
00021197	7/8/2016	24750	WA ST GET PROGRAM	\$227.00	
00021198	7/8/2016	25130	WALTER E NELSON CO OF WESTERN WA	\$1,258.16	
00021199	7/8/2016	25858	WESTCARE CLINIC LLC PS	\$170.00	
00021200	7/8/2016	26050	WILLIE WEIR	\$500.00	
			<b>Total:</b>	\$251,764.93	



## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/22/2016

Thru Date: 07/22/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021206	7/22/2016	01405	ADVANCE GLASS INC	\$433.24	
00021207	7/22/2016	01815	AMERICAN CUSTODIAL INC	\$10,055.00	
00021208	7/22/2016	01820	AMERICAN DRIVING RECORDS INC	\$371.00	
00021209	7/22/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$347.86	
00021210	7/22/2016	02380	ARAMARK UNIFORM SERVICES	\$942.82	
00021211	7/22/2016	02580	ASSOCIATED PETROLEUM	\$13,013.32	
00021212	7/22/2016	03250	BATTERY SYSTEMS, INC	\$1,568.76	
00021213	7/22/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$438.46	
00021214	7/22/2016	06120	CITY OF OLYMPIA UTILITIES	\$631.62	
00021215	7/22/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$360.75	
00021216	7/22/2016	07220	CUMMINS INC	\$5,471.74	
00021217	7/22/2016	08840	EMPLOYER RESOURCES NORTHWEST	\$7,157.53	
00021218	7/22/2016	09660	FERGUSON ENTERPRISES, INC	\$894.56	
00021219	7/22/2016	10180	FREEDMAN SEATING CORPORATION	\$73.11	
00021220	7/22/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021221	7/22/2016	10477	GALLS, LLC	\$159.47	
00021222	7/22/2016	10607	GENUINE AUTO GLASS OF LACEY	\$626.36	
00021223	7/22/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021224	7/22/2016	10660	GILLIG LLC	\$7,936.53	
00021225	7/22/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00021226	7/22/2016	11905	JANEK CORPORATION	\$641.92	
00021227	7/22/2016	12620	KEYBANK NATIONAL ASSOCIATION	\$36.43	
00021228	7/22/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$934.85	
00021229	7/22/2016	13661	LOOMIS	\$458.69	
00021230	7/22/2016	13750	MAILBOX OF OLYMPIA	\$500.00	
00021231	7/22/2016	14160	MCMASTER-CARR SUPPLY CO.	\$149.89	
00021232	7/22/2016	14750	MULLINAX FORD	\$2,021.22	
00021233	7/22/2016	14900	NAPA AUTO PARTS	\$701.91	
00021234	7/22/2016	15585	OLYMPIA FOOD CO-OP	\$65.00	
00021235	7/22/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,971.95	
00021236	7/22/2016	16765	PETRO CARD	\$51,286.18	
00021237	7/22/2016	16820	PIERCE COUNTY SECURITY	\$15,306.20	
00021238	7/22/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
00021239	7/22/2016	17290	PUGET SOUND ENERGY	\$12,335.57	
00021240	7/22/2016	17505	RAINIER DODGE INC	\$1,404.01	
00021241	7/22/2016	17560	RE AUTO ELECTRIC INC	\$813.58	
00021242	7/22/2016	17795	ROUTEMATCH SOFTWARE INC	\$13,098.00	
00021243	7/22/2016	17900	SCHETKY NW SALES INC	\$1,034.66	
00021244	7/22/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,143.44	
00021245	7/22/2016	18175	SKY SYSTEMS / CELL TELL CO	\$576.09	
00021246	7/22/2016	18197	SMART TALENT LLC	\$770.00	
00021247	7/22/2016	18355	SOUND TRANSIT	\$28,409.88	
00021248	7/22/2016	18610	STEPHAN J PARROTT	\$675.00	
00021249	7/22/2016	18695	SUMMIT LAW GROUP PLLC	\$275.00	
00021250	7/22/2016	18720	SUPER BEE WHEEL ALIGNMENT	\$158.89	
00021251	7/22/2016	21610	TETRA TECH INC	\$147,215.62	
00021252	7/22/2016	21645	THE EVERGREEN STATE COLLEGE	\$480.00	
00021253	7/22/2016	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00021254	7/22/2016	21930	TIRES INC	\$4,205.66	
00021255	7/22/2016	21950	TITUS-WILL CHEVROLET	\$2,851.71	
00021256	7/22/2016	22010	TOYOTA OF OLYMPIA	\$339.41	
00021257	7/22/2016	22100	TRANSIT SOLUTIONS, LLC	\$536.87	
00021258	7/22/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00021259	7/22/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$28,852.32	

**Intercity Transit****Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/22/2016

Thru Date: 07/22/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021260	7/22/2016	23740	USSC LLC	\$573.29	
00021261	7/22/2016	23755	VALLEY FREIGHTLINER	\$4,588.84	
00021262	7/22/2016	24000	W W GRAINGER INC	\$92.45	
00021263	7/22/2016	24030	WA ST AUDITORS OFFICE	\$17,921.75	
00021264	7/22/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$95.49	
00021265	7/22/2016	24640	WA ST DEPT OF TRANSPORTATION	\$733.56	
00021266	7/22/2016	24750	WA ST GET PROGRAM	\$227.00	
00021267	7/22/2016	24755	WA ST HEALTH CARE AUTHORITY	\$332,008.66	
00021268	7/22/2016	25380	WASHINGTON GARDENS	\$315.52	
00021269	7/22/2016	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$165.00	
			<b>Total:</b>	<b>\$737,013.64</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	07/15/16	DI	7/22/2016			192.30	192.30	192.30		192.30
<b>11740 INTERCITY TRANSIT ADVANCED TRAVEL</b>										
00	2016JUL	DI	7/22/2016			2,259.37	2,259.37	2,259.37		2,451.67
<b>12020 JOHNSON VERLIN</b>										
00	06/24/2016	DI	7/22/2016			62.56	62.56	62.56		2,514.23
<b>17526 RANDALL, DAVID</b>										
00	2016JUL	DI	7/22/2016			334.06	334.06	334.06		2,848.29
<b>17878 SAVAGE, DANIEL</b>										
00	05/21 - 23/16	DI	7/22/2016			360.46	360.46	360.46		3,208.75
<b>18218 SMITH, HEATHER</b>										
00	7/7 - 8/16	DI	7/22/2016			266.37	266.37	266.37		3,475.12

**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>10205 FREEMAN-MANZANARES ANN</b>										
00	6/20 - 22/16	DI	7/8/2016			251.40	251.40	251.40		251.40
<b>11308 HOFSTETTER SHANNON</b>										
00	7/1/16	DI	7/8/2016			192.30	192.30	192.30		443.70
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2016JULY	DI	7/8/2016			2,516.75	2,516.75	2,516.75		2,960.45

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/05/2016

Thru Date: 08/05/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021273	8/5/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$20,720.44	
00021274	8/5/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00021275	8/5/2016	01960	AMERICAN SEATING COMPANY	\$720.34	
00021276	8/5/2016	02380	ARAMARK UNIFORM SERVICES	\$931.79	
00021277	8/5/2016	02580	ASSOCIATED PETROLEUM	\$989.71	
00021278	8/5/2016	02825	AUTO PLUS - OLYMPIA	\$123.28	
00021279	8/5/2016	02990	B&B SIGN COMPANY LLC	\$121.75	
00021280	8/5/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,454.22	
00021281	8/5/2016	05740	CED	\$114.24	
00021282	8/5/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$961.28	
00021283	8/5/2016	07220	CUMMINS INC	\$12,877.60	
00021284	8/5/2016	08725	ELERT & ASSOCIATES	\$5,130.00	
00021285	8/5/2016	08780	EMERALD SERVICES INC	\$907.55	
00021286	8/5/2016	10580	GENE'S TOWING INC	\$173.92	
00021287	8/5/2016	10607	GENUINE AUTO GLASS OF LACEY	\$673.20	
00021288	8/5/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021289	8/5/2016	10660	GILLIG LLC	\$18,150.42	
00021290	8/5/2016	11615	INDUSTRIAL HYDRAULICS INC	\$89.30	
00021291	8/5/2016	11765	INTERCITY TRANSIT PETTY CASH	\$613.51	
00021292	8/5/2016	11810	INTERSTATE BATTERY	\$560.10	
00021293	8/5/2016	11825	INTRACOMMUNICATION NETWORK SYSTEM	\$2,948.48	
00021294	8/5/2016	11865	ISLAND SUPERIOR AIR FILTER	\$520.15	
00021295	8/5/2016	11905	JANEK CORPORATION	\$745.28	
00021296	8/5/2016	12875	KPFF CONSULTING ENGINEERS INC	\$2,133.22	
00021297	8/5/2016	13510	LES SCHWAB TIRE CENTER	\$183.78	
00021298	8/5/2016	14590	MOHAWK MFG & SUPPLY	\$79.14	
00021299	8/5/2016	14750	MULLINAX FORD	\$898.18	
00021300	8/5/2016	14760	MUNCIE TRANSIT SUPPLY	\$236.36	
00021301	8/5/2016	14900	NAPA AUTO PARTS	\$489.96	
00021302	8/5/2016	15140	NISQUALLY TOWING SERVICE	\$303.75	
00021303	8/5/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$172.01	
00021304	8/5/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00021305	8/5/2016	16595	PACIFIC POWER GROUP LLC	\$1,043.03	
00021306	8/5/2016	16765	PETRO CARD	\$29,395.08	
00021307	8/5/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,500.00	
00021308	8/5/2016	17505	RAINIER DODGE INC	\$742.34	
00021309	8/5/2016	17900	SCHETKY NW SALES INC	\$1,109.06	
00021310	8/5/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,567.60	
00021311	8/5/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021312	8/5/2016	18145	SIX ROBBLEES INC	\$1,395.77	
00021313	8/5/2016	18160	SKILLINGS CONNOLLY INC	\$27,651.24	
00021314	8/5/2016	18197	SMART TALENT LLC	\$1,540.00	
00021315	8/5/2016	18470	SPORTWORKS NORTHWEST INC	\$152.75	
00021316	8/5/2016	18695	SUMMIT LAW GROUP PLLC	\$4,294.44	
00021317	8/5/2016	21660	THERMO KING NORTHWEST	\$671.38	
00021318	8/5/2016	21830	THURSTON COUNTY SOLID WASTE	\$17.00	
00021319	8/5/2016	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,372.25	
00021320	8/5/2016	21930	TIRES INC	\$3,313.95	
00021321	8/5/2016	21950	TITUS-WILL CHEVROLET	\$663.77	
00021322	8/5/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
00021323	8/5/2016	22010	TOYOTA OF OLYMPIA	\$445.49	
00021324	8/5/2016	23660	UNITED WAY OF THURSTON COUNTY	\$1,399.50	
00021325	8/5/2016	23755	VALLEY FREIGHTLINER	\$5,870.26	
00021326	8/5/2016	24000	W W GRAINGER INC	\$162.53	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/05/2016

Thru Date: 08/05/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021327	8/5/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$175.00	
00021328	8/5/2016	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$737.50	
00021329	8/5/2016	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$5,225.07	
00021330	8/5/2016	24750	WA ST GET PROGRAM	\$227.00	
00021331	8/5/2016	25540	WASHINGTON STATE RIDESHARING ORG	\$1,100.00	
00021332	8/5/2016	25580	WASHINGTON STATE TRANSIT INSURANCE	\$50.00	
00021333	8/5/2016	25858	WESTCARE CLINIC LLC PS	\$85.00	
<b>Total:</b>				\$180,078.04	

# Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/19/2016

Thru Date: 08/19/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021338	8/19/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$114.00	
00021339	8/19/2016	01805	AMB TOOLS AND EQUIPMENT CO INC	\$9,604.86	
00021340	8/19/2016	01815	AMERICAN CUSTODIAL INC	\$10,055.00	
00021341	8/19/2016	01820	AMERICAN DRIVING RECORDS INC	\$294.70	
00021342	8/19/2016	01960	AMERICAN SEATING COMPANY	\$882.71	
00021343	8/19/2016	02380	ARAMARK UNIFORM SERVICES	\$921.47	
00021344	8/19/2016	02580	ASSOCIATED PETROLEUM	\$438.80	
00021345	8/19/2016	02825	AUTO PLUS - OLYMPIA	\$302.69	
00021346	8/19/2016	03250	BATTERY SYSTEMS, INC	\$5,490.66	
00021347	8/19/2016	04040	BUD CLARY CHEVROLET	\$219,373.00	
00021348	8/19/2016	06060	CITY OF OLYMPIA	\$875.00	
00021349	8/19/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$774.01	
00021350	8/19/2016	07220	CUMMINS INC	\$19,691.34	
00021351	8/19/2016	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$1,109.76	
00021352	8/19/2016	09805	FLEET PRIDE	\$7.66	
00021353	8/19/2016	10477	GALLS, LLC	\$0.00	✓
00021354	8/19/2016	10477	GALLS, LLC	\$1,266.12	
00021355	8/19/2016	10605	GENFARE	\$612.27	
00021356	8/19/2016	10607	GENUINE AUTO GLASS OF LACEY	\$918.04	
00021357	8/19/2016	10660	GILLIG LLC	\$0.00	✓
00021358	8/19/2016	10660	GILLIG LLC	\$0.00	✓
00021359	8/19/2016	10660	GILLIG LLC	\$22,326.44	
00021360	8/19/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00021361	8/19/2016	10863	GRAYS HARBOR TRANSIT	\$559.00	
00021362	8/19/2016	11615	INDUSTRIAL HYDRAULICS INC	\$471.19	
00021363	8/19/2016	11810	INTERSTATE BATTERY	\$239.25	
00021364	8/19/2016	11905	JANEK CORPORATION	\$614.72	
00021365	8/19/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,203.55	
00021366	8/19/2016	13559	LIFTLOGIC, INC.	\$11,206.40	
00021367	8/19/2016	13661	LOOMIS	\$354.30	
00021368	8/19/2016	13850	MASON TRANSIT AUTHORITY	\$863.00	
00021369	8/19/2016	14160	MCMASTER-CARR SUPPLY CO.	\$26.82	
00021370	8/19/2016	14750	MULLINAX FORD	\$1,156.32	
00021371	8/19/2016	14900	NAPA AUTO PARTS	\$512.26	
00021372	8/19/2016	15140	NISQUALLY TOWING SERVICE	\$540.00	
00021373	8/19/2016	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$608.00	
00021374	8/19/2016	16557	PACIFIC MODULAR, INC	\$707.20	
00021375	8/19/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,137.55	
00021376	8/19/2016	16752	PERFORMANCE RADIATOR PACIFIC LLC	\$601.12	
00021377	8/19/2016	16765	PETRO CARD	\$61,268.72	
00021378	8/19/2016	16820	PIERCE COUNTY SECURITY	\$15,651.01	
00021379	8/19/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,500.00	
00021380	8/19/2016	17290	PUGET SOUND ENERGY	\$11,351.49	
00021381	8/19/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00021382	8/19/2016	17420	R&R TIRE COMPANY, INC.	\$3,323.84	
00021383	8/19/2016	17505	RAINIER DODGE INC	\$1,306.91	
00021384	8/19/2016	17560	RE AUTO ELECTRIC INC	\$1,017.65	
00021385	8/19/2016	17900	SCHETKY NW SALES INC	\$1,250.55	
00021386	8/19/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$662.67	
00021387	8/19/2016	18197	SMART TALENT LLC	\$1,386.00	
00021388	8/19/2016	18287	SOFTWARE ONE INC	\$6,401.27	
00021389	8/19/2016	18355	SOUND TRANSIT	\$27,410.69	
00021390	8/19/2016	18470	SPORTWORKS NORTHWEST INC	\$123.16	
00021391	8/19/2016	18651	STORMANS (LICENSING)	\$334.25	

# Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/19/2016

Thru Date: 08/19/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021392	8/19/2016	21830	THURSTON COUNTY SOLID WASTE	\$199.00	
00021393	8/19/2016	21930	TIRES INC	\$1,813.62	
00021394	8/19/2016	21950	TITUS-WILL CHEVROLET	\$2,574.09	
00021395	8/19/2016	21967	TOGETHER!	\$200.00	
00021396	8/19/2016	22010	TOYOTA OF OLYMPIA	\$217.82	
00021397	8/19/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00021398	8/19/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$116,445.63	
00021399	8/19/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,198.95	
00021400	8/19/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$25,018.76	
00021401	8/19/2016	23755	VALLEY FREIGHTLINER	\$1,720.17	
00021402	8/19/2016	24000	W W GRAINGER INC	\$315.67	
00021403	8/19/2016	24030	WA ST AUDITORS OFFICE	\$2,234.40	
00021404	8/19/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$130.59	
00021405	8/19/2016	24100	WA ST DEPT OF ECOLOGY 1	\$1,594.00	
00021406	8/19/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$75.00	
00021407	8/19/2016	24750	WA ST GET PROGRAM	\$227.00	
00021408	8/19/2016	25380	WASHINGTON GARDENS	\$315.52	
00021409	8/19/2016	25858	WESTCARE CLINIC LLC PS	\$1,094.00	
<b>Total:</b>				<b>\$617,924.28</b>	



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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>03660 BLOOM DENNIS</b>										
00	07/16-22/16	DI	8/19/2016			913.79	913.79	913.79		913.79
<b>03810 BRANDT, JESSICA</b>										
00	07/24-26/16	DI	8/19/2016			235.08	235.08	235.08		1,148.87
<b>08430 DUDEK DAVID</b>										
00	08/3-5-16	DI	8/19/2016			203.04	203.04	203.04		1,351.91
<b>10760 GORMAN FRAN</b>										
00	07/16-22/16	DI	8/19/2016			1,177.50	1,177.50	1,177.50		2,529.41
<b>11308 HOFSTETTER SHANNON</b>										
00	08/12/16	DI	8/19/2016			192.30	192.30	192.30		2,721.71
<b>11760 INTERCITY TRANSIT IMPREST ACCOUNT</b>										
00	2016AUG	CM	8/19/2016			-208.34	-208.34	-208.34		2,513.37
00	2016AUG	DI	8/19/2016			1,178.82	1,178.82	970.48		3,692.19
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2016AUG	DI	8/19/2016			2,762.12	2,762.12	2,762.12		6,454.31
<b>12913 KRUGER, STEVEN J</b>										
00	07/25-28/16	DI	8/19/2016			246.44	246.44	246.44		6,700.75
<b>15120 NEWSOME CAROLYN</b>										
00	07/31 - 8/3/16	DI	8/19/2016			87.00	87.00	87.00		6,787.75
<b>16757 PETERSON, LEE</b>										
00	07/31 - 8/3/16	DI	8/19/2016			87.00	87.00	87.00		6,874.75

**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>10205 FREEMAN-MANZANARES ANN</b>										
00	06-07/16	DI	8/5/2016			455.76	455.76	455.76		455.76
<b>11308 HOFSTETTER SHANNON</b>										
00	07/29/16	DI	8/5/2016			192.30	192.30	192.30		648.06
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2016JUL	DI	8/5/2016			1,301.00	1,301.00	1,301.00		1,949.06
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2016JULY	DI	8/5/2016			1,063.50	1,063.50	1,063.50		3,012.56
<b>14370 MERRILL JIM</b>										
00	07/16	DI	8/5/2016			52.06	52.06	52.06		3,064.62
<b>17865 SANDBERG MARK</b>										
00	07/17/16	DI	8/5/2016			153.79	153.79	153.79		3,218.41

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: September 7, 2016**

**FOR: Intercity Transit Authority**

**FROM: Jeff Peterson, 705-5878**

**SUBJECT: Transit Pass Printing and Delivery**

---

1) **The Issue:** Consideration of extending a contract for the printing and delivery of monthly passes, daily passes, and reduced fare stickers.

---

2) **Recommended Action:** Authorize the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract spend will not exceed \$26,108, including taxes. This is the first of two optional one year extensions.

---

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

---

4) **Background:** Intercity Transit entered into a one-year contract with Tumwater Printing on October 1, 2015, following a competitive solicitation for the printing of monthly passes, daily passes, and reduced fare stickers. The contract allows up to two annual extension options. Extending the contract through September 30, 2017, would be the first extension.

Tumwater Printing has supplied Intercity Transit with quality printing, delivery, and customer service. The primary product used to produce the passes increased significantly over the first year. Tumwater Printing is requesting a 6% price increase for the printing of the passes. The stickers and daily pass costs remain unchanged. Procurement reviewed the documentation that supported the price increase and considers the request to be justified. The result is an increase of \$618 for the year.

Based on Intercity Transit's experience and the value the contract provides, staff recommends extending the contract with Tumwater Printing through September 30, 2017.

---

5) **Alternatives:**

A. Authorize the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes,

daily passes, and reduced fare stickers. The annual contract spend will not exceed \$26,108, including taxes. This is the first of two optional one year extensions.

- B. Defer action. A decision to delay may impact our ability to provide bus passes and fare stickers for Transit customers.

---

6) **Budget Notes:** The 2016 budget for printing and delivery of the Transit passes and stickers is \$29,000. This year's purchase is \$2,900 less than budgeted.

---

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

---

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

## TRPC Members & Representatives

**City of Lacey**  
Virgil Clarkson

**City of Olympia**  
Nathaniel Jones

**City of Rainier**  
Everett Gage

**City of Tenino**  
David Watterson

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
Robert Isom

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

**Nisqually Indian Tribe**  
Heidi Thomas

**Town of Bucoda**  
Alan Vanell

**Thurston County**  
Sandra Romero

**North Thurston Public Schools**  
Chuck Namit

**Olympia School District**  
Mark Campeau

**Intercity Transit**  
Karen Messmer

**LOTT Clean Water Alliance**  
Cynthia Pratt

**Port of Olympia**  
Bill McGregor

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

### Associate Members

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

**Lacey Fire District #3**  
Gene Dobry

**Puget Sound Regional Council**  
Vacant

**The Evergreen State College**  
Jeanne Rynne

**Timberland Regional Library**  
Cheryl Heywood



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## PRE-AGENDA

**Friday, September 9, 2016**

8:30 a.m. – 11:00 a.m.

NOTE DATE

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

### Consent Calendar

**ACTION**

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

- Approval of Minutes – July 8, 2016
- Approval of Vouchers
- Approval Mid-year Financial Report (Attachment) – Jared Burbidge

### Executive Director Recruitment

**UPDATE**

The Executive Director Recruitment Subcommittee will update the Council on the progress of consultant selection.

### Economic Development Council Update

**UPDATE**

The Economic Development Council, building on the Sustainable Thurston Plan and the Council's priorities, will provide an opportunity to discuss economic opportunities for the region. This will include an overview of the framework and potential benefits of joining an Economic Development District.

### Federal Transportation Funding – Call for Projects

**ACTION**

The Council, as the Metropolitan Planning Organization, selects local transportation projects for federal funding. This fall, TRPC will issue a call for projects which entails an application period, a technical review, a public comment period, a policy maker review, and council selection. Staff will outline the details of these activities and will request the council approve the call for projects process.

### Appointment of 2017 Work Program Subcommittee

**ACTION**

The Chair will appoint a Work Program Subcommittee to draw up the 2017 Work Program.

### RTIP Amendment 16-10

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

Two amendments have been requested to the 2016-2019 RTIP. WSDOT is requesting an addition of a new project, titled I-5/Martin Way Overcrossing – Special Repair. The project will replace the strip seal expansion joints on the I-5 and Martin Way Overcrossing bridges. The City of Rainier is requesting a change to the Binghamton Streetscape Project (Phase 1), that reflects additional state funds which obligated in 2016, and an increase in total project cost.

### Thurston County STP Fund Transfer Request

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

Thurston County is requesting Council approve a transfer of federal Surface Transportation Program (STP) grant funds previously awarded to two projects in 2013. If approved, the combined \$425,000 will be transferred to the Rich Road Upgrade, enabling the County to begin the construction phase of the Rich Road Upgrade Project in 2017.

### Draft 2017-2020 Regional Transportation Improvement Program

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

The Regional Transportation Improvement Program (RTIP) is a four-year plan that is updated annually. The RTIP provides a regional overview of funding secured and planned transportation projects, based on the local Transportation Improvement Programs (TIPs) developed by each jurisdiction.

### 2017 State Legislative Preparation

**DISCUSSION**

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

### Report from Outside Committee Assignments

**INFORMATION**

### Member Check In

**DISCUSSION**

### Interim Director's Report

**INFORMATION**

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**August 15, 2016**

**CALL TO ORDER**

Vice-Chair Burt called the August 15, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:40 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Vice-Chair Jan Burt; Sue Pierce; Ursula Euler; Jonah Cummings; Billie Clark; Joan O'Connell; Carl See; Ariaah Perez; Ron Hughes; Michael Van Gelder; and Leah Bradley.

**Absent:** Victor VanderDoes; Lin Zenki; Mitchell Chong; Walter Smit; Quinn Johnson; and Denise Clark.

**Staff Present:** Ann Freeman-Manzanares; Eric Phillips; and Nancy Trail.

**APPROVAL OF AGENDA**

It was M/S/A by O'CONNELL and EULER to approve the agenda.

**MEETING ATTENDANCE**

- A. August 17, 2016, Work Session - Ursula Euler
- B. September 7, 2016, Regular Meeting - Mitchell Chong
- C. September 21, 2016, Joint Meeting of Intercity Transit Authority and Citizen Advisory Committee - All

**APPROVAL OF MINUTES**

It was M/S/A by EULER and VAN GELDER to approve the minutes of the July 18, 2016 meeting.

**CONSUMER ISSUES**

- *None.*

**NEW BUSINESS**

- A. **2016 CAC RECRUITMENT** - (*Nancy Trail*) Trail relayed the upcoming 2016 CAC Recruitment. The committee has 3 regular vacancies and possibly one youth. The process is the same and requires an ad-hoc committee of three CAC members and three Authority members. The Authority determines who is interviewed from the pool of applicants. The time commitment can be anywhere from 2-4 hours depending on the number of interviews. The timeline is attached to the agenda item and has interviews on October 28<sup>th</sup>. Applications will be available the first week of September. If members know of someone who may be interested please refer them to staff or direct them to the website.

## Intercity Transit Citizen Advisory Committee

August 15, 2016

Page 2 of 6

Trail asked for volunteers - VAN GELDER; PIERCE; and BURT volunteered for the ad-hoc committee.

Freeman-Manzanares added that interviews are tentatively scheduled for November 16<sup>th</sup>.

- B. CAC SELF-ASSESSMENT RESULTS** - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated 14 people respond to the survey in May. Staff tries to stay consistent with questions to compare year over year.

Freeman-Manzanares reviewed the questions and comments.

### **Q1 - We remained faithful tour purpose.**

Freeman-Manzanares indicated 86% strongly agreed and 14% somewhat agree.

### **Q2 - The Citizen Advisory Committee represents the community.**

Freeman-Manzanares indicated 71% strongly agree and 29% somewhat agree. Please let staff know if there is an area where we need to do additional recruitment. Additional comments included:

*Pierce* - asked if staff sends applications to those who come to make public comments.

*Freeman-Manzanares* - advised staff can do that.

*See* - remarked there might be better ways CAC members could be informed about what the community is feeling. He asked if there was some kind of an activity the committee could do to help members engage outside their individualized groups.

*Cummings* - asked if there any bus routes that are not represented by a CAC member?

*Clark, B* - suggested reaching out to people where English is a second language.

*Van Gelder* - indicated reaching out at community centers with staff and the authority to utilize the committee in a more active role.

*Freeman-Manzanares* - responded that the community conversation will be a really awesome way to do that, as well as the short and long range plan.

*O'Connell* - stated the committee has always had good representation from Panorama; but what about medical communities. She asked the committee to indicate by show of hands who is a regular bus rider, and 5 members raised their hands.

*Freeman-Manzanares* - indicated there are two ITA/CAC at Panorama. CAC has a wide perspective of the community. We need to make it the best it can be for people using the system. There is also the perspective of non-users. We haven't had the benefit of someone representing the business community but now the CAC has Ron.

## **Intercity Transit Citizen Advisory Committee**

**August 15, 2016**

**Page 3 of 6**

*Pierce* – remarked that she got a mailer and someone might know someone else to pass it on to if they aren't interested.

*Perez* – stated her robotics club goes out and talks to kids. Simply sitting down with someone and having a conversation about Intercity Transit is a great place to start. Then staff can get real feedback on how the community feels about their service.

### **Q3 – Intercity Transit and the Community benefitted from our input.**

Freeman-Manzanares indicated 86% responded strongly agree; 7% responded somewhat agree and 7% responded don't know. Additional comments included:

*O'Connell* – remarked if Intercity Transit is benefitting then the committee and community benefit because we are a cog in the wheel.

*Freeman-Manzanares* – indicated staff learns things they wouldn't know otherwise.

### **Q4 - We add value to the Transit Authority's decisions.**

Freeman-Manzanares indicated 79% strongly agreed; 7% somewhat agree; and 14% don't know. Additional comments included:

*Pierce* – stated the CAC gives the board another level of people and then they go to their respective boards or councils and use the information we provide. They get CAC meeting minutes. Just the fact the CAC members are here sharing gives them another layer to help make their decisions.

*O'Connell* – indicated she used to think the Authority didn't read the minutes, but over the years talking to the Authority they value the committee in a huge way. CAC should have the conversation with them at the joint meeting. They are always so sincere about how much they value the CAC.

### **Q5 – Our meetings are run well.**

Freeman-Manzanares indicated 71% strongly agree; and 29% somewhat agree. She asked for comments on moving the consumer check in to the beginning of the meeting. Additional comments included:

*Pierce* – remarked it might help if the chair can say let's move on, there are several others with comments.

*See* – indicated he wouldn't be opposed to having the consumer check in comments all at the beginning. This might encourage CAC to be brief, and it might help if people need to leave the meeting early.

*O'Connell* – stated she wasn't aware of a consumer issue ever being cut short. She likes the idea of starting with it, and loves what she learns. The consumer issues are why she is here, and she feels it is the duty of CAC members.



## **Intercity Transit Citizen Advisory Committee**

**August 15, 2016**

**Page 4 of 6**

*Freeman-Manzanares* – asked the committee how they would like to do it going forward.

*Van Gelder* – suggested experimenting with it at the front of the agenda and limiting the time for providing the comment. If additional time is needed it could be done at the end of the meeting.

*O'Connell* – added a time limit of 10 minutes could be placed on it.

*Burt* – indicated giving it a try at the next meeting to give 10 minutes at the beginning and see if someone needs to finish at the end or continue it to the next meeting.

*Freeman-Manzanares* – remarked if it is evident by the agenda that the authority wants the committee to weigh in on something we know we need to get to that.

### **Q6 - I feel satisfied with my participation level within the Citizen Advisory Committee.**

Freeman-Manzanares indicated 64% strongly agree; and 36% somewhat agree. Additional comments included:

*Perez* – remarked if there was a stronger answer she would have chosen it. She came to the committee on a whim and through learning and listening found that Hawks Prairie didn't have service. She could definitely use Intercity Transit services out there and she made sure staff was aware of it.

*Clark* – stated she doesn't always have a lot to say, but she is hearing and learning and then she can present the information to the community. She talks with the drivers and they ask what's going on with the CAC.

### **Q7 - I am prepared for meetings.**

Freeman-Manzanares indicated 43% strongly agree; and 57% somewhat agree. Additional comments included:

*Van Gelder* – suggested that all presentations be made available on the website.

*Freeman-Manzanares* – responded staff can certainly do that.

*Bradley* – shared staff might be able to use Youtube and it can be private.

*Freeman-Manzanares* – indicated staff experimented with recording a presentation for the marketing survey information.

*Phillips* – added it may be possible to embed links when the minutes are posted.

*Cummings* – indicated adding hyperlinks to the minutes or packets might be helpful. If would make it a lot easier if something else was referenced instead of searching for it.

*O'Connell* – added she is fine not having the presentations.

**Q8 - I feel comfortable contributing at meetings.**

Freeman-Manzanares indicated 79% strongly agree; and 21% somewhat agree. Additional comments included:

*O'Connell* – added that she didn't feel comfortable sharing initially and it took about a year or year and a half. She didn't understand the system and the first year was purely educational.

*Clark, B.* – remarked you have to understand what's behind the words and it takes time.

*See* – indicated the welcome binders are great and have a lot of information/acronyms.

*Perez* – shared she was apprehensive at first, but at some point somebody laughed and she found it was a little bit casual.

*Freeman-Manzanares* – asked people to please reach out if they don't feel comfortable.

**Q8 - Requested any additional comments.**

Freeman-Manzanares indicated in the coming months staff can share what the meeting schedule is and members can share what they would like to hear. The last question posed to the committee about where Intercity Transit should be in the community someone suggested the Pride Parade and this year Intercity Transit was there.

*Perez left.*

*Pierce* – relayed her concerns that only 14 of 20 members responded to the survey.

*O'Connell* – indicated she couldn't remember if she responded. Staff could bring it up at a meeting and make paper copies available.

*O'Connell* – remarked she loves the idea of a guest speaker like a bus driver or someone from customer service.

*Burt* – added the survey was so easy and only took about 10 minutes. Staff could make it available on the computers at a meeting.

*Pierce* – shared that she doesn't get a lot of time to talk to drivers, but has gotten some interesting insight from a few.

**REPORTS**

- Freeman-Manzanares shared the annual WSDOT conference is coming up September 19-21 and in the past one or two CAC members have attended.

Van Gelder and O'Connell indicated an interest. See remarked he would be there on Monday, but would miss the joint meeting due to additional commitments in tri-cities.

**Intercity Transit Citizen Advisory Committee**

**August 15, 2016**

**Page 6 of 6**

- Euler provided the report from the July 20, 2016, Work Session – the agenda was nearly the same as the CAC meeting including presentations on bus technology; and short/long range planning. Authority members had a discussion on how to present the decision to use clean diesel buses to the public given the propensity to want things as “green” as possible. They also discussed expanding the scope of short/long range planning to include the community conversation.

**NEXT MEETING: JOINT MEETING OF ITA AND CAC SEPTEMBER 21, 2016**

**ADJOURNMENT** The meeting was adjourned for members to participate in a photoshoot.

**It was M/S/A by VAN GELDER and O’CONNELL to adjourn the meeting at 7:00 pm.**

Prepared by Nancy Trail

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

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, 705-5878  
**SUBJECT:** Yearly ACS Maintenance Contract Extension and Invoice

---

1) **The Issue:** Consideration of payment for the ACS radio system annual maintenance agreement.

---

2) **Recommended Action:** Authorize the General Manager to pay the annual invoice for the Xerox/ACS radio system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$206,418, including taxes.

---

3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000. The original contract was approved by the Authority in September, 2013.

---

4) **Background:** The ACS system provides radio contact between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

In September 2013, Intercity Transit entered into a five-year agreement with ACS/Xerox to provide maintenance services for the operation of the agency radio system. Based on review of actual maintenance needs for previous years and our current knowledge of the ACS system, staff negotiated and established the costs for each year of the agreement. Staff believes the cost established for this year of the agreement continues to be fair and reasonable.

---

5) **Alternatives:**

1) Authorize the General Manager to pay the annual invoice for the Xerox/ACS radio system hardware/software maintenance agreement. Consistent with the contract the invoice amount is \$206,418, including taxes.

2) Defer action. Deferred action may increase the costs, delay repairs or create system-wide operational difficulties if the system were to become inoperable.

---

6) **Budget Notes:** The 2016 budget includes \$477,173 for Information Services related maintenance agreements. This expense was anticipated and is within budget.

---

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

---

8) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

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

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Rejection of Vehicle Maintenance Pit Construction Bid

---

1) **The Issue:** Consideration of the Intercity Transit Authority to reject the bid submitted by Ronglin's, Inc. for Vehicle Maintenance Pit Construction.

---

2) **Recommended Action:** Reject the bid submitted by Ronglin's, Inc. in response to RFB 1620 for Vehicle Maintenance Pit Construction and authorize the General Manager to direct staff to re-issue the RFB with changes as recommended by the engineer.

---

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$25,000. If a contract is awarded as a result of the RFB, the contract value will exceed this amount.

---

4) **Background:** Intercity Transit released a Request for Bids (RFB) for Vehicle Maintenance Pit Construction on July 22, 2016. One (1) bid, in the amount of \$165,946.11, was received by the submittal deadline of August 11, 2016.

Our engineer's estimated cost to complete the pit construction project was between \$63,000 and \$77,000. The bid received in response to the RFB exceeded the engineers estimate by \$88,946.11 or 116% higher than the engineer's maximum estimated value.

We are currently working with our engineering firm to determine the basis for the significant difference between the engineers estimate and the single bid received. Based on preliminary discussions with our engineer and the bidder we anticipate making some clarifying changes to the bid package. Accordingly, staff is requesting the Authority reject the single bid submitted by Ronglin's, Inc. as it exceeds the approved budget. Staff intends to work with our engineer to re-structure the bid requirements package and anticipates re-bidding the Vehicle Maintenance Pit Construction work to move toward completion of the overall project.

---

5) **Alternatives:**

A. Reject the bid submitted by Ronglin's, Inc. in response to RFB 1620 for Vehicle Maintenance Pit Construction, and request staff re-bid the project with clarifications as suggested by the engineer.

B. Defer action. This would result in a delay in overall project completion.

---

6) **Budget Notes:** The bid of \$165,946.11 is inconsistent with our original expectation of the entire 2016 vehicle maintenance pit project \$200,000 budget, of which approximately \$80,000 is available for the pit construction work. Engineering and equipment costs are also included in this project budget.

---

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

---

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

INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-C  
MEETING DATE: September 7, 2016

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford Smith, 705-5861

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

---

1) **The Issue:** To give an overview of the negotiation process with an interest arbitration-eligible bargaining unit. Also, to give a briefing on upcoming collective bargaining with the International Association of Machinist (IAM), District Lodge 160.

---

2) **Recommended Action:** Discuss management's proposed approach to negotiations and provide feedback to staff.

---

3) **Policy Analysis:** The Intercity Transit Authority must approve any collective bargaining agreement between Intercity Transit and the IAM. The General Manager is responsible for negotiating the details of the agreement.

---

4) **Background:** The IAM represents 35 employees in the Maintenance Division in the classifications of Technician, Support Specialist, Service Worker, and Vehicle Cleaner. The current collective bargaining agreement expires on December 31, 2016. It is anticipated the new agreement will cover the period from January 1, 2017, to December 31, 2019.

Negotiation teams met on August 8 and 9, 2016, for Interest-Based Bargaining training and began negotiations on a few items as part of the training. The teams will meet again on September 9, 2016. It is the intent of the parties to reach agreement prior to November 11, 2016.

---

5) **Alternatives:** The Authority may provide direction to staff regarding the labor negotiation issues.

---

6) **Budget Notes:** This collective bargaining agreement sets the wage levels for 35 agency employees.

---

7) **Goal Reference:** This item meets **Goal #2:** *"Provide outstanding customer service."*

---

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



INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-D  
MEETING DATE: September 7, 2016

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Citizen Representative Reappointment/Recruitment

- 
- 1) **The Issue:** Whether to reappoint Citizen Representative Karen Messmer or conduct a recruitment for the position which expires December 31, 2016.
- 
- 2) **Recommended Action:** Reappoint Citizen Representative Karen Messmer or direct staff to conduct a recruitment for the position.
- 
- 3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 – Selection – Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.
- 
- 4) **Background:** Citizen Representative Karen Messmer’s term ends December 31, 2016. She is eligible for reappointment for a third, 3-year term per the Authority bylaws (see Section IV 4.3 Selection – Citizen Representatives as attached).

The Authority options include:

- A. Reappoint the incumbent for an additional three-year term; or
- B. Open the position for the purpose of soliciting and receiving applications from interested citizens.

Staff contacted Citizen Representative Messmer to determine her interest in continuing to serve on the Authority. She expressed a strong desire to serve another 3-year term.

If the Authority should choose to open the position for a full recruitment, staff would advertise immediately using all outlets available including our website, Facebook, Rider Alert, *The Olympian*, Business Examiner, and the *Nisqually Valley News*. We would also contact our CAC members, along with local jurisdictions, to distribute materials to any persons expressing interest.

At the November regular meeting, we would ask the Authority to select candidates for interview and seek appointment at the December 7 meeting.

- 
- 5) **Alternatives:**
- A. Reappoint the incumbent for an additional three-year term.
  - B. Open the position for the purpose of soliciting and receiving applications from interested citizens.
- 
- 6) **Budget Notes:** A recruitment process costs approximately \$1,800. Funds are included in the annual budget.
- 
- 7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.
- 
- 8) **References:** Authority Bylaw Section IV. AUTHORITY COMPOSITION, 4.3, Selection – Citizen Representatives

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## II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

## III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

## IV. AUTHORITY COMPOSITION

**4.1 Composition.** The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

**4.2 Selection - Elected Members.** The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

**4.3 Selection - Citizen Representatives.** The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

## V. MEETINGS

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.