

AGENDA
INTERCITY TRANSIT AUTHORITY
January 2, 2019
5:30 P.M.

CALL TO ORDER

1) APPROVAL OF AGENDA 1 min.

2) 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.

3) CELEBRATION/RECOGNITION 60 min.
A. Surplus Van Grant Recipient Recognition (Carolyn Newsome)

4) APPROVAL OF CONSENT AGENDA ITEMS 1 min.
A. Approval of Minutes: December 5, 2018, Regular Meeting.

B. Payroll – December 2018: \$2,363,513.17.

C. Accounts Payable: Warrants dated December 7, 2018, numbers 26409-26454 in the amount of **\$105,817.92**; Warrants dated December 14, 2018, numbers 26457-26513, in the amount of **\$363,231.19**; Warrants dated December 21, 2018, numbers 26514-26582, in the amount of **\$255,361.26**; Warrants dated December 28, 2018, numbers 26583-26621, in the amount of **\$839,602.27**; Automated Clearing House Transfers for December 2018 in the amount of **\$11,557.62** for a monthly total of **\$1,575,570.26**.

5) PUBLIC HEARING - None 0 min.

6) NEW BUSINESS

- A. Class Pass Pilot Project** (Kerri Wilson) **20 min.**
- B. Replacement Coach Purchase** (Katie Cunningham) **5 min.**
- C. Alternative Fare Study** (Ann Freeman-Manzanares & Jason Robertson) **30 min.**
- D. Contract Amendment for Proposition 1/Long-Range Plan Implementation Assistance** (Eric Phillips & Ann Freeman-Manzanares) **10 min.**
- E. New Bus Paint Scheme** (Ann Freeman-Manzanares) **5 min.**

- | | | |
|-----------------------------------|---|--|
| F. Annual Planning Session | <i>(Ann Freeman-Manzanares)</i> | 5 min. |
| 7) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (Dec. 7) | <i>(Debbie Sullivan)</i> 3 min. |
| | B. Transportation Policy Board (Dec. 12) | <i>(Don Melnick)</i> 3 min. |
| 8) | GENERAL MANAGER’S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its 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 Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 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) 786-8585.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 5, 2018

CALL TO ORDER

Chair Sullivan called the December 5, 2018, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Relations Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Jessica Gould; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Carolyn Newsome; Jeff Peterson; Katie Cunningham; Paul Koleber.

Others Present: Community Advisory Committee Member, Michael Van Gelder; Legal Counsel, Julie Carignan and Jeff Myers; Michael Burnham and Karen Parkhurst, TRPC.

Chair Sullivan announced Commissioner Blake had not yet arrived and proposed amending the agenda to move Introductions and Recognitions to after the Consent Agenda and/or upon Blake's arrival.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to approve the agenda as amended.

PUBLIC COMMENT

Krista Milhofer, Olympia – Ms. Milhofer is a People First Advisor for Thurston/Mason County and she also runs a small business called Community Guide and Engagement working with individuals with developmental disabilities. People First recently held an event in which Ann Freeman-Manzanares spent her evening with them to speak about Intercity Transit Services and Proposition 1. Ms. Milhofer is excited about the passing of Prop 1, and to show her appreciation to Freeman-Manzanares, she presented her with a hand-signed painting.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Vice Chair Warner and Councilmember Carmody to approve the consent agenda as presented.

A. **Approval of Minutes:** October 17, 2018, and November 7, 2018, Regular Meeting.

B. **Payroll – November 2018:** \$3,479,810.29.

C. **Accounts Payable:** Warrants dated November 2, 2018, numbers 26215-26242 in the amount of \$47,933.82; Warrants dated November 9, 2018, numbers 26243-26286, in the amount of \$263,769.54; Warrants dated November 16, 2018, numbers 26287-26339, in the amount of \$436,726.12; Warrants dated November 23, 2018, numbers 26340-26358, in the amount of \$23,554.48; Warrants dated November 30, 2018, number 26361-26408 in the amount of \$593,238.19; Automated Clearing House Transfers for November 2018 in the amount of \$10,068.05 for a monthly total of \$1,375,290.20.

D. **Canceled December 19, 2018, Intercity Transit Authority Meeting Regular Meeting.** (*Ann Freeman-Manzanares*)

Commissioner Blake arrived.

INTRODUCTIONS AND RECOGNITIONS

A. **Proclamation Thurston County Commissioner Bud Blake.**

Chair Sullivan read a Proclamation to Commissioner Blake and recessed the meeting at 5:42 p.m. for refreshments.

Chair Sullivan reconvened the meeting at 5:52 p.m.

PUBLIC HEARING – None.

Legal Counsel, Julie Carignan, introduced her colleague Jeff Myers from Law, Lyman, Daniel, Kamerrer, Bogdanovich. Carignan is leaving the firm and Myers will replace her as Intercity Transit's legal counsel.

NEW BUSINESS

A. **TRPC Recap Climate Adaptation Plan.** Mike Burnham, Senior Planner from Thurston Regional Planning Council provided information on the Thurston Climate Adaptation Plan that was adopted in January 2018, and information about the Mitigation Plan which began last spring in hopes of helping the Authority gain a

better understanding of the work TRPC has been pursuing on behalf of the local jurisdictions.

Thurston Regional Planning Council received grant funding to develop a plan to help the region prepare and cope with climate impacts. The plan includes 91 actions within six themes and identifies 25 priority actions based on risk.

Burnham said the real genesis of the climate change planning work is the sustainable Thurston plan which TRPC adopted five years ago. One of the first action steps of Sustainable Thurston was finding resources to work on climate change regionally. In 2015 they applied for and received a \$250,000 grant from the USEPA and the purpose of that money was to develop a plan with actions to help the region prepare for and adjust to climate change impacts.

The plan organization is a sum of many parts developed over a two-year period. The stakeholder advisory committee which included people from public and private sector, started with developing a vision of goals and guiding principles. They incorporated academic and government resources including information from the University of Washington Climate Impacts Group and the Intergovernmental Panel on Climate Change.

The plan has 91 actions within 6 themes: General, drought & water quality, flood & erosion, plants & animals, transportation & energy, and wildfire & extreme heat. Burnham continued to explain the climate impacts and plan actions. The plan design can be reviewed online at www.trpc.org/climate. You can also find a Resilience Toolkit with links to TRPC's Hazards Vulnerability Map, climate data, and emergency preparedness resources.

Burnham moved on to the Regional Climate Mitigation Plan overview. Phase 1 includes Thurston County, Olympia, Lacey, Tumwater and TRPC agreed in April to complete Phase 1 of a plan to reduce regional emissions that contribute to global climate change. Phase 1 entailed assessing each jurisdiction's climate goal or target; adopting a common emissions baseline and targets; assessing actions each jurisdiction adopted or implemented; approved an interlocal agreement and scope of work for Phase 2.

The purpose of the Mitigation Plan is to develop an approach to reduce regional emissions that contribute to global climate change. In April 2018, Thurston County, Olympia, Lacey and Tumwater agreed to work with TRPC on Phase 1 of the project, and that entailed assessing each jurisdiction's existing climate change goal or project. All jurisdictions have climate policies but they all have different ranges, so the goal is to get on the same page. TRPC adopted common emission baselines and targets, assessed actions each jurisdiction has adopted or implemented.

Intercity Transit Authority Regular Meeting

December 5, 2018

Page 4 of 14

Messmer asked the Authority how they should be involved in this process, and suggested having discussions at future meetings about the transit authority's participation in the stakeholder group. She said the Authority should be involved and discuss how to interact with the planning process.

Gilman asked how Intercity Transit presently tracks the whole calculus of efficiency of IT vehicles, the number of vanpools taking single occupancy vehicles off the road. To have a goal of increasing alternatives isn't very interesting to him. Does IT "count heads" and buses, and vanpools, etc.?

Freeman-Manzanares said IT does report into the National Transit Database which calculates that type of information and staff is having conversations with Nelson Nygaard about implementation of this work about how to better track that information. Vanpool is talking about ways to enhance their reporting requirement as well.

Melnick agrees having some role in this process would be helpful.

Sullivan asked if it's possible for IT to have a seat at the table. Burnham said staff from each jurisdiction is on the stakeholder advisory committee. It might be an appropriate place for IT to be represented. Karen Parkhurst said the steering committee is made up of the jurisdictions and there are provisions if someone wants to come in to that process that they have made arrangements for that to happen. The advisory group is a good place for IT and TRPC will recommend to the elected officials in February 2019 that IT be included in the transportation conversation.

Messmer wants the IT Authority to have a conversation about IT's policy position and participation as a stakeholder. There are members on the IT Board who are participating as individual jurisdictions, but there are citizen representatives as well. IT needs to formulate a conversation about IT's position and what could IT offer, and where do we go with this because it's a serious commitment.

Gilman said he's looking at the 45% carbon emissions reduction between 2015 and 2030 and he's thinking if IT wants to be part of this conversation there are two choices: (1) to increase the efficiency or lower emission of the vehicles we use and continue with the same sort of ridership; (2) or dramatically increase ridership and increase passenger miles per gallon. But if IT is going to stay the course with updating our diesel fleet and keeping the long range vision we have right now about being a social service agency, then we don't have any business trying to join this table. Are we going to cut the emissions in half generated by transit or are we going to double the number of people carried and avert those emissions from other vehicles.

Messmer, responding to Gilman's statement said the authority should have more conversations about this topic.

Carmody suggested waiting for a formal invitation to join this process before the Authority decides they want join.

Warner said it's important for the Authority to have an initial conversation to get the wheels going to start thinking about the Authority's feeling on this topic.

- B. Vanpool Vehicle Purchase.** Katie Cunningham, Procurement Coordinator, presented for approval to purchase 20 new seven-passenger Toyota Sienna minivans.

Intercity Transit seeks to replace twelve-passenger vans that have reached their useful life, with the purchase of twenty (20) new seven-passenger Toyota Sienna minivans using Washington State Department of Enterprise Services (DES) Contract 05916. DES competitively bid this vehicle contract awarding to the lowest, responsive and responsible bidder for each vehicle class, and Toyota of Yakima was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota Sienna minivans, staff is confident these vehicles are mechanically sound and will serve our vanpool customers well. Additional research has also indicated that the Toyota Sienna's meet all FTA requirements for purchase and can be acquired through DES Contract 05916 utilizing federal funds.

It was M/S/A by Councilmember Carmody and Citizen Representative Messmer to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$629,780 to purchase twenty (20) new seven-passenger Toyota Sienna minivans.

- C. Security Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented for consideration a contract amendment with Pierce County Security to increase security services at the Olympia Transit Center (OTC) for the remainder of the current contract term.

Pierce County Security has provided contracted security services at Intercity Transit's Lacey and Olympia Transit Centers since May 2015. Historically, one (1) security officer provides services at each location during designated timeframes Sunday through Saturday, and on operating holidays.

After declaring homelessness a public health emergency in July of 2018, followed by the City of Olympia's decision to open a designated camp site adjacent to the OTC, the volume of pedestrian traffic and interactions with OTC security officers has increased to the point that additional security personnel is needed. In addition Pierce County Security personnel currently under contract, and the full-time Operations Supervisor dedicated to the OTC, Pierce County Security will provide one (1) additional security officer during the same days and hours.

Rates under this amendment would remain the same as the current rates, which market research indicates are fair and reasonable. Based on the Contractor's record of performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional security presence and customer service at the Olympia Transit Centers, and therefore recommends the amendment be approved.

It was M/S/A by Citizen Representatives Messmer and Melnick to authorize the General Manager to execute a contract amendment with Pierce County Security to increase security services at the Olympia Transit Center for the remainder of the current contract term through May 31, 2019 in the amount of \$56,389.

D. Dial-A-Lift Vehicle Purchase. Procurement Coordinator, Katie Cunningham presented for consideration the purchase of seven expansion Dial-a-Lift vehicles from Schetky Northwest.

In order to support increasing service demands, Intercity Transit seeks to expand its Dial-A-Lift fleet with the purchase of seven (7) new Propane Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift Vehicles utilizing the Washington State Department of Enterprise Services (DES) Contract 04115. DES competitively bid this vehicle contract awarding to the lowest responsive and responsible bidder for each vehicle class, and Schetky Northwest (Schetky) was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit concurs with DES's assessment regarding fair and reasonable pricing, and Schetky's ability to perform. Based on our past experience with Schetky and their provided cutaway vehicles, staff is confident these vehicles are mechanically sound and will serve our customers and Intercity Transit well.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager, pursuant to Washington State Contract 04115, to purchase seven (7) expansion Dial-A-Lift vehicles from Schetky Northwest in an amount not-to-exceed \$1,005,063. There is no sales tax on Dial-A-Lift Vehicles.

- E. Replacement Coach Purchase.** Procurement Coordinator, Katie Cunningham, presented for consideration whether to purchase eleven replacement and up to fifteen expansion 35-foot and 40-foot diesel low floor buses.

The replacement cycle for heavy-duty buses, as determined by the Federal Transit Administration, is 12 years. Due to lack of funds, the organization has focused on keeping older vehicles in service longer than optimal. The passage of IT Proposition 1, and the fulfillment of our proposed long range plan, promises more intense use of these vehicles by increasing our span of service delivery in 2019. Proposition 1 also included increasing frequency and adding service to NE Lacey in 2020 which requires additional buses. The bus manufacturer is currently scheduling build and delivery dates for 2020 and 2021. To ensure our ability to keep vehicles on the road, and deliver the new service our community is expecting in a timely fashion, we need to refresh and expand our fleet as quickly as possible. Getting on the manufacturers production schedule as soon as possible is imperative.

This purchase request includes replacing eleven (11) 2005 series coaches which will be in their 15th year upon delivery. The request also includes the purchase of up to fifteen (15) expansion buses. The purchase of four of these expansion buses is contingent upon grant funding for a pilot Bus Rapid Transit project. Intercity Transit intends to utilize Washington State Department of Enterprise Services (DES) Contract 09214 for heavy-duty mass transit vehicles. The total purchase price of each bus, including sales tax, is estimated at \$586,399 for a 35-foot coach and \$591,598 for a 40-foot coach. These prices include an estimated 3% contingency to allow for any pricing changes under DES Contract 09214.

DES competitively awarded its heavy-duty mass transit vehicle contract awarding to the lowest, responsive and responsible bidders by vehicle category, and Gillig, LLC was selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Gillig, LLC's ability to perform. Based on our past experience with Gillig buses, staff is confident these vehicles are mechanically sound and will serve our staff and customers well for many years to come.

Gilman talked about how he wished the current technology for alternative fuel and diesel electric was more advanced and rock-solid than it is, and it pains him to order diesel buses. Messmer wished IT could find a different path.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to authorize the General Manager, pursuant to Washington State Contract 09214, to

issue purchase orders to Gillig, LLC in an amount not-to-exceed \$15,381,530 to purchase eleven (11) replacement and up to fifteen (15) expansion 35-foot and 40-foot diesel low-floor buses.

- F. RouteMatch Mobile Tablets.** Procurement Coordinator, Jeff Peterson, presented for approval a three-year contract with RouteMatch to lease mobile tables for the Dial-A-Lift fleet.

In 2015, our Dial-A-Lift fleet incorporated a mobile tablet interface with our RouteMatch software program. The tablets yielded significant time savings for staff through an improved driver interface.

However, the current tablets have reached the end of their useful life and are having structural failures. The replacement tablets will include a no questions asked return warranty to minimize impact on operations. The enhanced solution also offers an improved data plan that will support online navigation with real time traffic and Mobile Device Management.

Intercity Transit has an existing contract with RouteMatch, which supports the mobile tablet lease program and technical support services. RouteMatch references who utilize this program were contacted and provided positive feedback. The monthly lease is \$5,697.65. The recommendation is to enter into a three-year agreement with RouteMatch for the vehicle hardware, software, and technical support for tablets.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to enter into a three-year contract with RouteMatch to lease mobile tablets for the Dial-A-Lift fleet. The value of the contract is \$205,115.40, including tax.

- A. Surplus Van Grant Program.** Vanpool Manager, Carolyn Newsome, provided an update to the Surplus Van Grant Program.

A review team consisting of the General Manager Ann Freeman-Manzanares, Vanpool Manager Carolyn Newsome, Vanpool Coordinator David Kolar, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, and Food Bank Executive Director, Robert Coit evaluated 16 applications received by the November 16 deadline. Utilizing selection criteria including; community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to the Behavioral Health Services, Catholic Community Services, Community Youth Services, and Senior Services for South Sound. The review team also recommends three additional groups if the ITA is interested in granting additional vans (Family

Education and Support, Kokua and Nature Nurtures). All have worthy programs and demonstrate community benefits.

It was M/S/A by Citizen Representative Messmer and Councilmember Carmody to authorize the General Manager to grant surplus vanpool vehicles to Behavioral Health Services, Catholic Community Services, Community Youth Services, Senior Services for South Sound, Family Education & Support, Kokua, and Nature Nurtures.

G. Updating Intercity Transit's Rules of Conduct. Director of Operations, Emily Bergkamp presented an updated Rules of Conduct, Transit Exclusion Policy and Regulation of Communication Activities. She reviewed the highlights and updated changes as well as the exclusion policy.

The updated document includes the following changes:

- Article IV. Public Communications Activities, Section B. Regulation of Public Communication Activities, (updated language is in italics)
 - Posting, *projecting* or affixing flyers, pamphlets, brochures, leaflets, *displays*, or any other written, printed, or graphic materials of any kind is prohibited.
- (d) Signs, banners, structures, *displays*, or other paraphernalia may not be affixed to, *projected on*, or erected on Transit Agency vehicles or within or upon Transit Agency facilities or properties, except as authorized by Transit Agency or law.
- Under Article III. Regulation of Conduct, Prohibited Conduct; Number 27.
 - Sitting or remaining in an area marked as reserved for senior citizens or paratransit customers ~~without proof of age or current paratransit ID card~~; (this language has been removed to align better with FTA guidelines).

Carmody asked how does the current homelessness case of Martin versus City of Boise impact Article III A-24 (Sitting or lying on floors of Intercity Transit vehicles or floors, sidewalks, asphalt, or other ground covering in or on Intercity Transit facilities and properties); and A-25 (Sleeping, camping, or storing personal property on benches or floors on or within Intercity Transit vehicles, facilities, properties unless otherwise authorized by law). Bergkamp said staff has not yet discussed how that case impacts public transportation. However, she would contact WSTIP for guidance.

It was M/S by Vice Chair Warner and Citizen Representative Messmer to accept and adopt the updated Rules of Conduct, Transit Exclusion and Regulation of Communication Activities Policy.

Cox asked if it would make more sense to hold off adopting the policy until staff received an answer on the ruling of the Martin vs. City of Boise case.

Freeman-Manzanares said the assumption is this issue will be outstanding for years through the appeal process and she's not certain IT should wait for that timeframe. Updating IT's policy now would be useful for Intercity Transit since the existing policy was last approved in 1997.

Warner suggested adopting the updated policy and make a commitment to revisit the policy if need be.

Motion carried unanimously.

- H. Adopt 2019-2024 Strategic Plan.** Freeman-Manzanares presented for approval the adoption of the 2019-2024 Strategic Plan.

Messmer requested the annual planning session be moved to earlier in 2019 to allow the short/long range plan to sync up more with the strategic plan now that Prop 1 has passed.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to adopt the 2019-2024 Strategic Plan.

- B. Community Advisory Committee Appointments.** Freeman-Manzanares said the CAC recruitment has concluded and she presented the recommendation of the ad-hoc committee for Community Advisory Committee appointments.

At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. The committee consisted of *Carolyn Cox, Karen Messmer, Clark Gilman, Jan Burt, Marilyn Scott and Tim Horton*. Interviews of all applicants took place on November 14, 2018. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and brought their recommendation forward to the Authority for consideration.

The ad-hoc committee recommended reappointing *Joan O'Connell and Jonah Cummings* to three-year terms beginning January 1, 2019; Appointing *Sreerenjini Namboothiri* to the youth position effective January 1, 2019; Appoint *David Bonauto* to a three-year term beginning January 1, 2019.

It was M/S/A by Councilmember Gilman and Vice Chair Warner to

reappoint Joan O'Connell and Jonah Cummings to three-year terms beginning January 1, 2019; Appoint Sreerenjini Namboothiri to the youth position effective January 1, 2019; Appoint David Bonauto to a three-year term beginning January 1, 2019.

- I. 2019 Discounted Monthly Bus Pass Program.** Freeman-Manzanares presented the results of the application process for the 2019 Discounted Bus Pass Program. Staff issued the application on October 8, 2018, and received 24 applications totaling \$507,129. In January 2018 the Authority increased the program limit from \$300,000 to \$400,000. The requests received by the current deadline exceed available funding. Freeman-Manzanares presented Resolution 04-2018 to increase the program limit to \$600,000.

It was M/S/A by Citizen Representatives Messmer and Melnick to adopt Resolution 04-2018 increasing the program limit to \$600,000.

COMMITTEE REPORTS

- A. Transportation Policy Board** – Melnick said the TPB met November 14. The TBP approved the Deschutes Valley Trail Funding Transfer Request. This is the City of Tumwater's request to reprogram \$308,601 in federal STP funds from the Tumwater Valley Urban Trail – Phase 1 to the Deschutes Valley Trail; they were briefed on the Human Services Transportation Plan Prioritized Project List; received an I-5 update and the status of work underway for I-5 from Mounts Road through Tumwater and a broader effort from Marysville through Tumwater; members reviewed the 2019 Legislative session packet; and the TPB conducted a debrief on the discussions of the Ruckelshaus Center Workshops – a comprehensive review of the Growth Management Act.
- B. Community Advisory Committee** – Van Gelder said the CAC met November 19. He was unable to attend, however, Gilman represented the Authority at that meeting and he said the bulk of the time was spent having a great conversation following Bergkamp's presentation on the updated Rules of Conduct policy. The members provided a lot of great input surrounding that presentation.

GENERAL MANAGER'S REPORT

- The Olympia Transit Center project is on schedule, and we are receiving good support from the contractor. The coordination with Operations and Customer Service staff has been running smoothly.
- Staff is working on the new Walk N Roll facility located across the street from the Olympia Transit Center. Staff will host an internal open house on January 17,

Intercity Transit Authority Regular Meeting

December 5, 2018

Page 12 of 14

2019, from 11 a.m. to 2 p.m. They anticipate hosting a public open house in April. The Authority will receive a Youth Education update in January.

- The holiday banquet is Friday, December 14 from 10 a.m. to 4 p.m. The awards program begins at 12 p.m.
- Intercity Transit's Jingle Bus participated in the Downtown for the Holidays Parade; and it was the third year participating in the Lacey Lighted Parade; participated in Lighted Boat Parade. The Jingle Bus will be at the Children Hands On Museum on Friday, and the Tumwater Tree Lighting on Saturday.
- Intercity Transit's Proposition 1 was certified on November 27, 2018, with a 65.64% positive vote. All required paperwork was submitted to the State Department of Revenue so IT can begin collecting on April 1, 2019.
- Staff is interviewing 60 candidates for the next Operator class. The next class of hopefully 20 will begin January 14, 2019, and will be ready to roll prior to the March service change.
- Staff is interviewing 26 candidates for three open Administrative Assistant positions; one in Human Resources, Vanpool and the Development Department.
- In January, staff will bring before the Authority the purchase of 23 replacement buses to get on the production schedule.
- Staff is working with Nelson Nygaard and Jason Robertson on contract amendments to help IT move forward with implementation. We need expertise and resources to help us to set up systems and protocols for a wide variety of things. Staff is recommending jumping right into the alternative fare structure analysis that was included in Prop 1.
- Staff has been working with Stantec to develop plans for the signal and frontage improvements at Pattison and Martin Way. IT has Regional Mobility Grant (RMG) funds for that project and looking at completion by June 30, 2019. Also working on the master plan for the entire site. Our target project to build out the north site, rehab the maintenance building and rehab the envelop of this facility so it doesn't continue to leak was estimated to cost \$28.5M.
- WSDOT released their selected projects for the RMG program and everything IT requested was recommended for funding. This still needs to progress through the legislative process.

AUTHORITY ISSUES

Cox attended the canvassing board meeting on November 27 and witnessed the official ballot signing of Prop. 1.

Carmody said it's difficult to read the "ultimate destination" and the "via the route" notices on the buses and suggested shortening the second line. She also would like to see Intercity Transit use credit/debit cards to purchase monthly bus passes. She said monthly bus passes are not prorated and you can only pay cash.

Gilman said a Surplus Van was approved for Catholic Community Services for their Familiar Faces program which was a grant the city got through the police chiefs and sheriffs association. That van will be outfitted with two peer support counselors who have mental health and substance abuse experience. They will reach out to 27 of the most visible people who struggle moving around downtown including the transit center, and they will keep offering services and assistance to those people who are difficult to serve.

Gilman said the purchase of all of the diesel replacement vehicles is difficult for him but he supported it because he trusts both the values and wisdom of the Operations and Maintenance staff.

Gilman asked staff to provide an update on the racial incident that occurred last year.

Melnick wants to explore the sustainability issue in greater depth. He recognizes the technology challenge, but IT should be talking with other transit agencies about this topic.

Warner read a report from the Transit Cooperative Research Board about transit agency practices interacting with homeless people. It gives a full report on different and best practices used throughout the country led by Sound Transit on how to interact with the homeless.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:56 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

Pat Messmer
Clerk to the Authority

Date Approved: January 2, 2019.

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

DRAFT

PERIOD DATES:				11/25/18-12/8/18		PAYDATE		12/14/2018		PERIOD DATES:				12/09/18-12/22/18		PAYDATE		12/28/2018	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT						CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT				
IRS	FIT		EFT	70,724.37		IRS	FIT		EFT		69,344.39								
	MT		EFT	23,923.96	94,648.33		MT		EFT		23,361.61				92,706.00				
					0.00										0.00				
INS	D3/DI	Disablility Ins		2,393.54	0.00	INS	D3/DI	Disablility Ins			2,372.38				0.00				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		178,170.50	0.00	HEALTH	HE/HI/SP/TB	Health In1stN2ND			178,083.39				0.00				
GARNISHMENT	GN	GarnIsh	CHECK last	321.56		GARNISHMENT	GN	Garnish	CHECK last		461.94				23.00				
CHILD SUPPORT	CS	DSHS	EFT	2,281.62	0.00	CHILD SUPPORT	CS	Chld Support	EFT		2,092.23				2,092.23				
					0.00										0.00				
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	11,187.43	11,187.43	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every		10,707.46				10,707.46				
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,610.89	12,610.89	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every		12,621.49				12,621.49				
GET	GT	G.Ed.Tult	Check every	50.00		GET	GT	G.Ed.Tult	Check every		50.00								
HEALTH SAVING	HS	Health Svgs	ACH Wire every	1,465.00	1,465.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every		1,465.00				1,465.00				
401K	DC	Vgrd EE	Wire	54,239.25		401K	DC	Vgrd EE	Wire		46,275.02								
VANGUARD	DC	Vgrd ER	Wire	32,766.65	87,005.90	VANGUARD	DC	Vgrd ER	Wire		31,906.38				78,181.40				
LOAN	L2	401k Ln#2	Wire	5,230.98		LOAN	L2	401k Ln#2	Wire		4,884.67								
LOAN	LN	401k Ln #1	Wire	7,611.91	12,842.89	LOAN	LN	401k Ln #1	Wire		7,611.91				12,496.58				
	TTL VNGRD			99,848.79			TTL VNGRD				90,677.98								
LABOR INS	LI&LA	L&I	EFT Quarterly	32,910.70		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly		32,044.49								
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,492.34		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last		1,563.26								
UNION DUES	MI	Mac.Initlon	Check last	0.00		UNION DUES	MI	Mac.Initlon	Check last		0.00								
	MS	Payroll Corr check		0.00			MS	Payroll Corr check			0.00								
	TF	Tx.Fr.Benefit	Employer	275.00	0.00		TF	Tx.Fr.Benefit	Employer		570.00				0.00				
PROJECT ASSIST	PA	Proj.Assist	Check last	458.00		PROJECT ASSIST	PA	Proj.Asslst	Check last		458.00								
PENSION	PN	PERS EE	EFT	61,516.00	0.00	PENSION	PN	PERS EE	EFT		60,475.07				0.00				
STATE	PN	PERS ER	EFT	106,992.85	168,508.85	STATE	PN	PERS ER	EFT		105,182.84				165,657.91				
PERS	TTL PERS			168,508.85		PERS	TTL PERS				165,657.91								
ICMA LOAN	R3	ICMA Ln#2	WIRE	328.03	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE		328.03				0.00				
ICMA	RC	ICMA EE	WIRE	5,773.76		ICMA	RC	ICMA EE	WIRE		5,271.91								
ICMA ROTH	RI	ICMA Roth	WIRE	361.53	361.53	ICMA ROTH	RI	ICMA Roth	WIRE		361.53				361.53				
ICMA LON	RL	ICMA Ln#1	WIRE	1,124.61	1,452.64	ICMA LON	RL	ICMA Ln#1	WIRE		1,124.61				1,452.64				
ICMA	RR	ICMA ER	WIRE	3,425.60	9,199.36	ICMA	RR	ICMA ER	WIRE		3,140.13				8,412.04				
	TTL ICMA			10,652.00	11,013.53		TTL ICMA				9,864.68				10,226.21				
457 STATE	SD	457 ST EE	EFT	16,512.13		457 STATE	SD	457 ST EE	EFT		16,139.46								
DEFERRED	SR	457 ST ER	EFT	8,827.26	25,339.39	DEFERRED	SR	457 ST ER	EFT		8,744.85				24,884.31				
AFLAC	ST&SS	AFLAC POST/PRE	EFT	4,611.61	4,611.61	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT		4,611.61				4,611.61				
ATU	UC	Un COPE	Check 1st	211.00		ATU	UC	Un COPE	Check 1st		-								
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last		582.00								
	UD	Un Dues	Check last	5,897.33			UD	Un Dues-BOTH PP	Check last		5,883.15								
	UI	Un Initlatn	Check last	90.00			UI	Un Initlatn- 100.00 PEREE	Check last		90.00								
	UT	Un Tax	Check last	3,087.00			UT	Un Tax IST PP	Check last		0.00								
UNITED WAY	UW	United Way	Check last	309.50		UNITED WAY	UW	United Way	Check last		291.50								
WELLNESS	WF	Wellness	Check last	323.50		WELLNESS	WF	Wellness	Check last		323.50								
DIRECT DEP.	NP	NET PAY (dir. Depos)	ACH Wire every	532,227.00	532,227.00	DIRECT DEP.	NP		ACH Wire every		531,681.39				531,681.39				
LIVE CHECKS		Paychecks		3,675.56		LIVE CHECKS		Paychecks - LIVE CHECKS											
		TOTAL TRANSFER (tie to Treasurer Notifications)			961,460.82			TOTAL TRANSFER (tie to Treasurer Notifications)							947,354.59				
		TOTAL PAYROLL*:		1,193,407.97				TOTAL PAYROLL*:			1,170,105.20								
GROSS WAGE		GROSS EARNINGS:		849,433.02		GROSS WAGE		GROSS EARNINGS:			829,856.66								
ER AMOUNT		EMPR MISC DED:		332,012.97		ER AMOUNT		EMPR MISC DED:			328,567.73								
MEDICARE TAX		EMPR MEDICARE TAX:		11,961.98		MEDICARE TAX		EMPR MEDICARE TAX:			11,680.81								
											0.00								
	PP25 Total				1,193,407.97		PP26 Total								1,170,105.20				
					99			Total Payroll for December 2018							2,363,513.17				
DIRECT DEP.	ACH WIRE TOTAL			557,490.32		DIRECT DEP.	ACH WIRE TOTAL				556,475.34								

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/7/2018

Thru Date: 12/7/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26409	12/7/2018	01405	ADVANCE GLASS INC	\$225.72	
26410	12/7/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$15,347.87	
26411	12/7/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$301.03	
26412	12/7/2018	02380	ARAMARK UNIFORM SERVICES	\$1,011.83	
26413	12/7/2018	02580	ASSOCIATED PETROLEUM	\$2,819.11	
26414	12/7/2018	02825	AUTO PLUS - OLYMPIA 10364	\$257.29	
26415	12/7/2018	03250	BATTERY SYSTEMS INC	\$1,945.34	
26416	12/7/2018	05230	CAPITAL HEATING & COOLING	\$173.65	
26417	12/7/2018	06060	CITY OF OLYMPIA	\$414.28	
26418	12/7/2018	06120	CITY OF OLYMPIA UTILITIES	\$6,849.39	
26419	12/7/2018	07220	CUMMINS NORTHWEST INC	\$2,203.39	
26420	12/7/2018	07619	DAVID S FOSTER	\$1,750.00	
26421	12/7/2018	10477	GALLS LLC	\$1,346.24	
26422	12/7/2018	10580	GENE'S TOWING INC	\$119.58	
26423	12/7/2018	10660	GILLIG LLC	\$7,927.70	
26424	12/7/2018	10759	GORDON TRUCK CENTERS INC	\$788.79	
26425	12/7/2018	11499	ICIMS INC	\$4,138.50	
26426	12/7/2018	11615	INDUSTRIAL HYDRAULICS INC	\$206.34	
26427	12/7/2018	11765	IT PETTY CASH	\$566.87	
26428	12/7/2018	11905	JANEK CORPORATION	\$490.05	
26429	12/7/2018	11943	JOANNA GRIST	\$1,750.00	
26430	12/7/2018	14308	MEDINA BREEZY	\$126.00	
26431	12/7/2018	14405	MICHAEL G MALAIER TRUSTEE	\$642.45	
26432	12/7/2018	14590	MOHAWK MFG & SUPPLY	\$340.62	
26433	12/7/2018	14750	MULLINAX FORD	\$403.05	
26434	12/7/2018	15140	NISQUALLY TOWING SERVICE	\$270.00	
26435	12/7/2018	16766	PEWAG INC	\$7,313.40	
26436	12/7/2018	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$87.01	
26437	12/7/2018	17580	RECARO NORTH AMERICA INC	\$167.00	
26438	12/7/2018	17795	ROUTEMATCH SOFTWARE INC	\$32,152.27	
26439	12/7/2018	17824	S & A SYSTEMS INC	\$6,216.69	
26440	12/7/2018	17900	SCHETKY NW SALES INC	\$856.03	
26441	12/7/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,929.43	
26442	12/7/2018	18075	TITAN LABORATORIES	\$141.66	
26443	12/7/2018	18470	SPORTWORKS NORTHWEST INC	\$158.62	
26444	12/7/2018	18530	STANDARD PARTS CORP	\$226.10	
26445	12/7/2018	18705	SUNBELT RENTALS	\$494.39	
26446	12/7/2018	21930	TIRES INC	\$300.56	
26447	12/7/2018	21950	TITUS-WILL CHEVROLET	\$939.42	
26448	12/7/2018	22010	TOYOTA OF OLYMPIA	\$76.21	
26449	12/7/2018	23660	UNITED WAY OF THURSTON COUNTY	\$917.50	
26450	12/7/2018	23740	USSC ACQUISITION CORP	\$947.29	
26451	12/7/2018	24000	W W GRAINGER INC	\$38.73	
26452	12/7/2018	24750	WA ST GET PROGRAM	\$50.00	
26453	12/7/2018	25380	WASHINGTON GARDENS	\$315.52	
26454	12/7/2018	25859	WEST OLYMPIA BUSINESS ASSOCIATION	\$75.00	
Total:				\$105,817.92	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/14/2018

Thru Date: 12/14/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26457	12/14/2018	01405	ADVANCE GLASS INC	\$659.36	
26458	12/14/2018	01820	AMERICAN DRIVING RECORDS INC	\$900.82	
26459	12/14/2018	01885	AMERICAN LANDSCAPE SERVICES LLC	\$459.80	
26460	12/14/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$106.57	
26461	12/14/2018	02580	ASSOCIATED PETROLEUM	\$42,021.12	
26462	12/14/2018	02990	B&B SIGN COMPANY LLC	\$151.59	
26463	12/14/2018	03610	BLANCHARD ELECTRIC	\$13.62	
26464	12/14/2018	04100	BUENAVISTA SERVICES INC.	\$10,652.28	
26465	12/14/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$566.48	
26466	12/14/2018	07220	CUMMINS NORTHWEST INC	\$2,705.13	
26467	12/14/2018	09662	FERRELLGAS	\$6,418.46	
26468	12/14/2018	10477	GALLS LLC	\$934.51	
26469	12/14/2018	10580	GENE'S TOWING INC	\$274.77	
26470	12/14/2018	10607	GENUINE AUTO GLASS OF LACEY	\$653.40	
26471	12/14/2018	10608	GEOENGINEERS INC	\$10,934.45	
26472	12/14/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
26473	12/14/2018	10660	GILLIG LLC	\$10,986.25	
26474	12/14/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
26475	12/14/2018	10759	GORDON TRUCK CENTERS INC	\$3,298.85	
26476	12/14/2018	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$6,234.00	
26477	12/14/2018	10990	HANDI-HUT INC.	\$37,490.00	
26478	12/14/2018	11048	HARGIS ENGINEERS INC	\$3,335.00	
26479	12/14/2018	11892	J ROBERTSON AND COMPANY	\$700.00	
26480	12/14/2018	11905	JANEK CORPORATION	\$1,383.04	
26481	12/14/2018	12875	KPFF CONSULTING ENGINEERS INC	\$31,381.90	
26482	12/14/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,351.87	
26483	12/14/2018	14590	MOHAWK MFG & SUPPLY	\$372.68	
26484	12/14/2018	14750	MULLINAX FORD	\$716.71	
26485	12/14/2018	14760	MUNCIE TRANSIT SUPPLY	\$359.81	
26486	12/14/2018	15140	NISQUALLY TOWING SERVICE	\$276.00	
26487	12/14/2018	16595	PACIFIC POWER GROUP LLC	\$80.13	
26488	12/14/2018	16695	PATTISON WATER COMPANY	\$91.05	
26489	12/14/2018	16820	PIERCE COUNTY SECURITY	\$16,743.52	
26490	12/14/2018	17290	PUGET SOUND ENERGY	\$223.21	
26491	12/14/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
26492	12/14/2018	17420	R&R TIRE COMPANY INC.	\$1,196.80	
26493	12/14/2018	17505	RAINIER DODGE INC	\$29.34	
26494	12/14/2018	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$43.51	
26495	12/14/2018	17900	SCHETKY NW SALES INC	\$1,738.25	
26496	12/14/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,352.51	
26497	12/14/2018	18470	SPORTWORKS NORTHWEST INC	\$75.30	
26498	12/14/2018	18530	STANDARD PARTS CORP	\$275.29	
26499	12/14/2018	18705	SUNBELT RENTALS	\$1,103.23	
26500	12/14/2018	21660	THERMO KING NORTHWEST	\$99.45	
26501	12/14/2018	21750	THURSTON COUNTY CHAMBER	\$500.00	
26502	12/14/2018	21930	TIRES INC	\$1,984.93	
26503	12/14/2018	21950	TITUS-WILL CHEVROLET	\$176.39	
26504	12/14/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
26505	12/14/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$95,059.99	
26506	12/14/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,878.79	
26507	12/14/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$36,032.53	
26508	12/14/2018	23576	UNG CHAE	\$2,700.00	
26509	12/14/2018	23621	UPS FREIGHT	\$222.86	
26510	12/14/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/14/2018

Thru Date: 12/14/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26511	12/14/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$300.00	
26512	12/14/2018	25920	WEYERHAEUSER NR COMPANY	\$15,463.00	
26513	12/14/2018	26861	WESTERN GRAPHICS INC.	\$1,541.00	
Total:				\$363,231.19	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/21/2018

Thru Date: 12/21/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26514	12/21/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$211.00	
26515	12/21/2018	02060	AMERISAFE	\$112.71	
26516	12/21/2018	02380	ARAMARK UNIFORM SERVICES	\$1,055.44	
26517	12/21/2018	02580	ASSOCIATED PETROLEUM	\$56,972.85	
26518	12/21/2018	02680	ASSOCIATION OF WASHINGTON CITIES	\$15,189.00	
26519	12/21/2018	02825	AUTO PLUS - OLYMPIA 10364	\$4.82	
26520	12/21/2018	03250	BATTERY SYSTEMS INC	\$1,346.91	
26521	12/21/2018	03610	BLANCHARD ELECTRIC & FLEET SUPPLY	\$7.05	
26522	12/21/2018	03705	BNSF RAILWAY COMPANY	\$4,736.97	
26523	12/21/2018	04120	BUILDERS HARDWARE CO	\$606.63	
26524	12/21/2018	05610	CAYAN LLC	\$172.49	
26525	12/21/2018	05740	CED	\$98.45	
26526	12/21/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,401.10	
26527	12/21/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$219.62	
26528	12/21/2018	05962	CHEHALIS COLLISION CENTER	\$868.85	
26529	12/21/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$327.22	
26530	12/21/2018	06830	CONSOLIDATED PRESS LLC	\$10,422.59	
26531	12/21/2018	07220	CUMMINS NORTHWEST INC	\$11,191.54	
26532	12/21/2018	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
26533	12/21/2018	09820	FLEET-NET CORP	\$680.63	
26534	12/21/2018	10477	GALLS LLC	\$900.47	
26535	12/21/2018	10580	GENE'S TOWING INC	\$273.79	
26536	12/21/2018	10607	GENUINE AUTO GLASS OF LACEY	\$548.63	
26537	12/21/2018	10621	GERBER - BOYD GROUP U S INC	\$1,393.48	
26538	12/21/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
26539	12/21/2018	10660	GILLIG LLC	\$11,966.55	
26540	12/21/2018	10759	GORDON TRUCK CENTERS INC	\$16,105.93	
26541	12/21/2018	10864	GREATLAND CORPORATION	\$99.00	
26542	12/21/2018	10880	GRIMM COLLECTIONS	\$566.92	
26543	12/21/2018	11615	INDUSTRIAL HYDRAULICS INC	\$60.66	
26544	12/21/2018	11865	ISLAND SUPERIOR AIR FILTER	\$476.55	
26545	12/21/2018	11905	JANEK CORPORATION	\$980.10	
26546	12/21/2018	11909	JAYRAY ADS & PR INC	\$20,574.08	
26547	12/21/2018	12856	KNOWBE4 INC.	\$3,293.14	
26548	12/21/2018	13485	LEMAY MOBILE SHREDDING	\$64.90	
26549	12/21/2018	13661	LOOMIS	\$2,594.69	
26550	12/21/2018	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
26551	12/21/2018	14160	MCMaster-CARR SUPPLY CO.	\$27.19	
26552	12/21/2018	14457	MIDWEST BUS CORPORATION	\$79.90	
26553	12/21/2018	14590	MOHAWK MFG & SUPPLY	\$833.95	
26554	12/21/2018	14750	MULLINAX FORD	\$296.41	
26555	12/21/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$6,130.09	
26556	12/21/2018	15140	NISQUALLY TOWING SERVICE	\$276.00	
26557	12/21/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$360.84	
26558	12/21/2018	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$45.22	
26559	12/21/2018	16250	ON-HOLD CONCEPTS INC	\$125.24	
26560	12/21/2018	16490	PACIFIC DISPOSAL INC	\$639.77	
26561	12/21/2018	16820	PIERCE COUNTY SECURITY	\$80.07	
26562	12/21/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
26563	12/21/2018	16966	POINT & PAY	\$1,504.46	
26564	12/21/2018	17290	PUGET SOUND ENERGY	\$18,990.13	
26565	12/21/2018	17505	RAINIER DODGE INC	\$120.85	
26566	12/21/2018	17560	RE AUTO ELECTRIC INC	\$392.10	
26567	12/21/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,373.22	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/21/2018

Thru Date: 12/21/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26568	12/21/2018	18470	SPORTWORKS NORTHWEST INC	\$1,891.76	
26569	12/21/2018	18530	STANDARD PARTS CORP	\$746.66	
26570	12/21/2018	18755	S-SQUARE TUBE PRODUCTS	\$434.00	
26571	12/21/2018	21660	THERMO KING NORTHWEST	\$1,087.49	
26572	12/21/2018	21750	THURSTON COUNTY CHAMBER OF COMMER	\$14,135.00	
26573	12/21/2018	21930	TIRES INC	\$6,718.85	
26574	12/21/2018	21950	TITUS-WILL CHEVROLET	\$1,537.77	
26575	12/21/2018	22010	TOYOTA OF OLYMPIA	\$202.72	
26576	12/21/2018	22325	TTL PARTNERS LLC	\$3,363.00	
26577	12/21/2018	23770	VANNER INC.	\$5,126.61	
26578	12/21/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$2,200.00	
26579	12/21/2018	24750	WA ST GET PROGRAM	\$50.00	
26580	12/21/2018	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
26581	12/21/2018	25858	WESTCARE CLINIC LLC PS	\$1,530.00	
26582	12/21/2018	26861	WESTERN GRAPHICS INC.	\$15,410.00	
Total:				\$255,361.26	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/28/2018

Thru Date: 12/28/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26583	12/28/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$11,780.48	
26584	12/28/2018	02825	AUTO PLUS - OLYMPIA 10364	\$34.95	
26585	12/28/2018	02990	B&B SIGN COMPANY LLC	\$117.20	
26586	12/28/2018	05230	CAPITAL HEATING & COOLING	\$10,421.73	
26587	12/28/2018	05720	CDW GOVERNMENT INC	\$14,058.39	
26588	12/28/2018	05740	CED	\$36.07	
26589	12/28/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$170.94	
26590	12/28/2018	06120	CITY OF OLYMPIA UTILITIES	\$1,118.96	
26591	12/28/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$134.10	
26592	12/28/2018	09885	FMNA LLC	\$2,030.36	
26593	12/28/2018	10477	GALLS LLC	\$3,435.48	
26594	12/28/2018	10607	GENUINE AUTO GLASS OF LACEY	\$800.85	
26595	12/28/2018	10660	GILLIG LLC	\$5,933.31	
26596	12/28/2018	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$350,716.44	
26597	12/28/2018	10863	GRAYS HARBOR TRANSIT	\$146.00	
26598	12/28/2018	11615	INDUSTRIAL HYDRAULICS INC	\$183.62	
26599	12/28/2018	11765	IT PETTY CASH	\$271.84	
26600	12/28/2018	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$5,837.00	
26601	12/28/2018	13397	LASSEN ELECTRIC SERVICE INC.	\$5,609.29	
26602	12/28/2018	13850	MASON TRANSIT AUTHORITY	\$315.00	
26603	12/28/2018	14405	MICHAEL G MALAIER TRUSTEE	\$428.30	
26604	12/28/2018	14590	MOHAWK MFG & SUPPLY	\$354.28	
26605	12/28/2018	15140	NISQUALLY TOWING SERVICE	\$276.00	
26606	12/28/2018	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$928.42	
26607	12/28/2018	16766	PEWAG INC	\$799.32	
26608	12/28/2018	17560	RE AUTO ELECTRIC INC	\$1,319.48	
26609	12/28/2018	17580	RECARO NORTH AMERICA INC	\$244.95	
26610	12/28/2018	17900	SCHETKY NW SALES INC	\$4,039.29	
26611	12/28/2018	18510	SRG PARTNERSHIP INC.	\$31,342.50	
26612	12/28/2018	18651	STORMANS (LICENSING)	\$34.75	
26613	12/28/2018	21930	TIRES INC	\$7,643.31	
26614	12/28/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$128.07	
26615	12/28/2018	21985	TOTAL FILTRATION SERVICES	\$700.60	
26616	12/28/2018	23660	UNITED WAY OF THURSTON COUNTY	\$601.00	
26617	12/28/2018	24000	W W GRAINGER INC	\$933.19	
26618	12/28/2018	24750	WA ST GET PROGRAM	\$50.00	
26619	12/28/2018	24755	WA ST HEALTH CARE AUTHORITY	\$361,990.81	
26620	12/28/2018	26861	WESTERN GRAPHICS INC.	\$10,786.99	
26621	12/28/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$3,849.00	
Total:				\$839,602.27	

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
11770 IT PROJECT ASSISTANCE										
00	2018NOVEMBER	DI	12/7/2018			1,374.00	1,374.00	1,374.00		1,374.00
11775 IT WELLNESS										
00	2018NOVEMBER	DI	12/7/2018			968.50	968.50	968.50		2,342.50
16761 PETTIT LEROY										
00	12/09-12/14 ADV TRVL	DI	12/7/2018			419.00	419.00	419.00		2,761.50

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
09680 FINNELL DAVE										
00	11/10-11/13 TRAVEL	DI	12/14/2018			108.31	108.31	108.31		108.31
10205 FREEMAN-MANZANARES ANN										
00	11/15-11/16 TRAVEL	DI	12/14/2018			234.94	234.94	234.94		343.25

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
11750 IT EXEC IMPREST ACCOUNT										
00	2018NOV/DEC GFT CR	DI	12/21/2018			1,927.00	1,927.00	1,927.00		1,927.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018DECEMBER	DI	12/21/2018			3,015.25	3,015.25	3,015.25		4,942.25
14272 MCPHERSON ALEXANDRA J										
00	12/09-12/11 TRAVEL	DI	12/21/2018			211.82	211.82	211.82		5,154.07
16761 PETTIT LEROY										
00	12/09-12/14 TRAVEL	DI	12/21/2018			84.26	84.26	84.26		5,238.33
18048 SHAWVER RENA										
00	12/09-12/11 TRAVEL	DI	12/21/2018			155.31	155.31	155.31		5,393.64
26063 WILSON KERRI										
00	12/10-12/11 TRAVEL	DI	12/21/2018			62.00	62.00	62.00		5,455.64

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
02541 ASMUS JAMES										
00	FALL 2018 REIMB.	DI	12/28/2018			1,007.26	1,007.26	1,007.26		1,007.26
11760 IT IMPREST ACCOUNT										
00	2018DECEMBER REIM	DI	12/28/2018			426.97	426.97	426.97		1,434.23
11770 IT PROJECT ASSISTANCE										
00	2018DECEMBER	DI	12/28/2018			916.00	916.00	916.00		2,350.23
11775 IT WELLNESS										
00	2018DECEMBER	DI	12/28/2018			647.00	647.00	647.00		2,997.23

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: January 2, 2019

FOR: Intercity Transit Authority

FROM: Kerri Wilson, Youth Education Specialist, 705-5855

SUBJECT: Class Pass Pilot Program

-
- 1) **The Issue:** Provide a free “Class Pass” for school and youth organization field trips utilizing fixed-route bus service.
-
- 2) **Recommended Action:** For information purposes.
-
- 3) **Policy Analysis:** This pilot project could further support the mission of Intercity Transit’s Walk N Roll Program by enhancing our ability to address the mobility needs of our community and to further community-identified goals regarding access, equity and increasing the speed of service.
-
- 4) **Background:** Intercity Transit’s Walk N Roll program partners with schools and community organizations to offer activities that educate and encourage youth to walk, bike and take the bus. The Walk N Roll program strives to create a healthier, safer and more active community. To further this goal, Intercity Transit is testing a “Class Pass” to ease the administrative and financial burden for schools and youth organizations to take field trips utilizing fixed-route bus service. Qualifying groups can request a free “Class Pass” from customer service using an online form. This reduces the administrative and financial barriers associated with obtaining individual bus passes, speeds-up the boarding process and notifies Operations that a larger group will be traveling on a particular segment. Along with the pass, groups can request a classroom presentation from an Intercity Transit educator to prepare students for their bus ride. The “Class Pass” will further promote the mission of our Walk N Roll program.
-
- 5) **Alternatives:** This is a pilot project supporting the mission of the Walk N Roll program. The Authority could choose to end the class pass program.
-
- 6) **Budget Notes:** Intercity Transit would forego the cost of a day pass at \$2.50 per person but there is some question as to whether bus passes would be purchased at all by those utilizing the service.

-
- 7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”* **Goal #6:** *“Encourage use of our services.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”*
-

- 7) **References:** Read more about the Class Pass at:
<https://www.intercitytransit.com/walknroll/class-pass>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: January 2, 2019

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Replacement Coach Purchase

1) **The Issue:** Consideration of the purchase of twenty-three (23) replacement 40-foot and 35-foot clean diesel low-floor buses.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 09214, to issue a purchase order to Gillig, LLC in an amount not-to-exceed \$13,532,625, to purchase twenty-three (23) replacement 40-foot and 35-foot clean diesel low-floor buses.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** The replacement cycle for heavy-duty buses, as determined by the Federal Transit Administration, is 12 years. Due to lack of funds, Intercity Transit has focused on keeping older vehicles in service longer than optimal. With the passage of IT Proposition 1 and fulfillment of our proposed long-range plan, we anticipate more intense use of these vehicles with the increase of our service delivery beginning in 2019. Currently, the bus manufacturer is scheduling build and delivery dates for 2020 and 2021. To ensure our ability to keep vehicles on the road, and deliver the new service our community is expecting in a timely fashion, we need to refresh our fleet as quickly as possible. Getting on the manufacturer's production schedule as soon as possible is imperative.

This purchase request includes replacing a total of twenty-three (23) 2007 series coaches that will be in their 14th service year upon delivery. We are carefully considering the necessary bus sizes, and anticipate that the purchase will include 40-foot coaches and may also include 35-foot coaches. The total purchase price of each bus, including sales tax, is estimated at \$583,202 for a 35-foot coach and \$588,375 for a 40-foot coach.

Intercity Transit intends to utilize Washington State Department of Enterprise Services (DES) Contract 09214 for heavy-duty mass transit vehicles. DES competitively awarded its heavy-duty mass transit vehicle contract awarding to the lowest, responsive and responsible bidders by vehicle category, and Gillig,

LLC was selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Gillig, LLC's ability to perform. Based on our past experience with Gillig buses, staff is confident these vehicles are mechanically sound and will serve our staff and customers well for many years to come.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 09214, to issue a purchase order to Gillig, LLC in the amount not-to exceed \$13,532,625 to purchase twenty-three (23) replacement 40-foot and 35-foot clean diesel low-floor buses.
- B. Defer action. If we choose not to purchase buses at this time, the buses scheduled to be replaced will exceed their useful life and may be more prone to failure. The current vehicle delivery schedule is approximately 18 months. That could change based on the number of successful transit measures nationwide.

6) **Budget Notes:** The estimated not-to-exceed cost to purchase twenty-three (23) replacement coaches is \$13,532,625, including sales tax. This estimated cost is based on the estimated 40-foot coach cost.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal # 4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage the use of our services."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: January 2, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager, 705-5838
Jason Robertson, JRO + Company

SUBJECT: Alternative Fare Study

-
- 1) **The Issue:** Pursue IT Proposition 1 promise to study the way fares are paid to address challenges and help meet shared community goals.
-
- 2) **Recommended Action:** Discuss and provide feedback.
-
- 3) **Policy Analysis:** Intercity Transit Proposition 1 included the promise to fulfill nine enhancements. Pursuing an alternative fare study is one of those nine enhancements identified as a community goal.
-
- 4) **Background:** IT Proposition 1 included this statement in one of its nine enhancements: "Changing the way fares are paid means different things to different people, and can address several challenges identified by the community. There are options and opportunities that, with some additional study, can help meet shared community goals." This study would establish the framework, include a public outreach process and help define the roadmap to address this element of the Long Range Plan. IT's existing fare collection system takes cash only and is failing. Initiating this study as quickly as possible is prudent.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** Once the scope of work has been more fully established, staff will recommend contract award at a future ITA meeting. As this project is an outcome of the passage of IT Proposition 1, this work would be included in the 2019 supplemental budget.

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #6:** *"Encourage use of our services."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: January 2, 2019

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5885
Ann Freeman-Manzanares, General Manager, 705-5838

SUBJECT: Contract Amendment for Proposition 1/
Long-Range Plan Implementation Assistance

-
- 1) **The Issue:** Amend our contract with Nelson Nygaard to include implementation assistance for IT Proposition 1 and the Long Range Plan.
-
- 2) **Recommended Action:** Authorize the General Manager to amend the Nelson Nygaard contract in an amount not-to-exceed \$150,000 for the implementation of the Long-Range Plan.
-
- 3) **Policy Analysis:** Pursuing the service enhancements and implementation timeline of voter approved IT Proposition 1 and the Authority approved Short and Long Range Plan is of critical importance.
-
- 4) **Background:** With the passage of IT Proposition 1, and adoption of the Long Range Plan by the ITA in November 2018, Intercity Transit is set to grow significantly. Staff is seeking assistance to implement the enhancements identified in Proposition 1 and our Short and Long Range Plan. This assistance would include formalizing protocols and processes around planned service change dates during the eight year implementation of planned service improvements including: performance tracking, long range financial planning, analysis of resources, existing and emerging technologies, confirming internal and public facing roles and responsibilities, and developing a set of service change packages that would serve as the roadmap for the full multi-year implementation plan benchmarking service change elements, capital needs, financial considerations and the required steps in order to achieve them. Initiating this contract amendment as quickly as possible will assist staff in the timely planning and delivery of service and prepare us to operate efficiently and effectively within a much larger service environment while messaging these milestones to the public and promoting new service.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to amend the Nelson Nygaard contract in an amount not-to-exceed \$150,000 for the implementation of Proposition 1 and the Long-Range Plan.
 - B. Defer project implementation.
-
- 6) **Budget Notes:** Once the scope of work has been more fully established, staff will recommend contract award at a future ITA meeting. As this project is an outcome of the passage of IT Proposition 1, this work would be included in the 2019 supplemental budget.
-
- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #6:** *"Encourage use of our services."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*
-
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-E
MEETING DATE: January 2, 2019**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: New Bus Paint Scheme

-
- 1) **The Issue:** Identify the future paint scheme for our buses.
-
- 2) **Recommended Action:** For discussion and selection.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** With the replacement of buses comes an opportunity to refresh our brand.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services."*
-
- 8) **References:** Options for New Bus Paint Design.

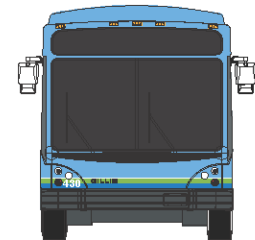
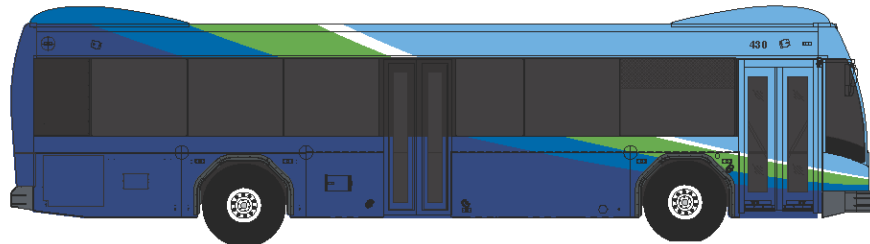
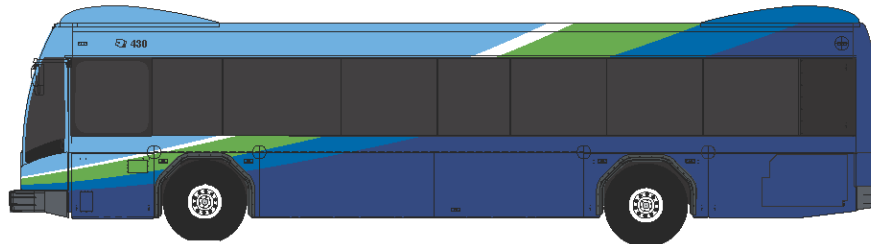
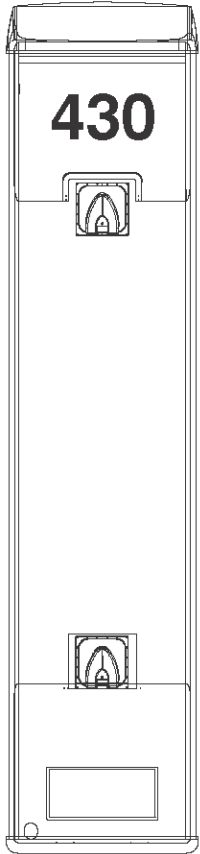


Brand Identity

Options for New Bus Paint Design

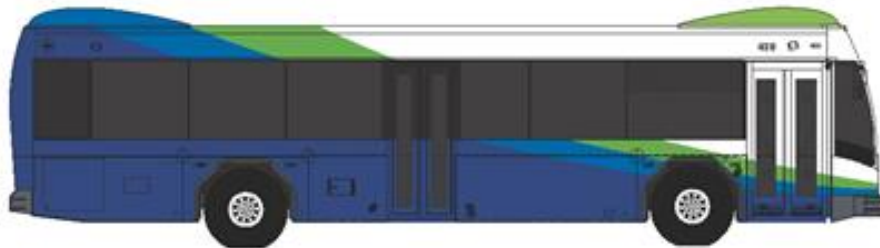
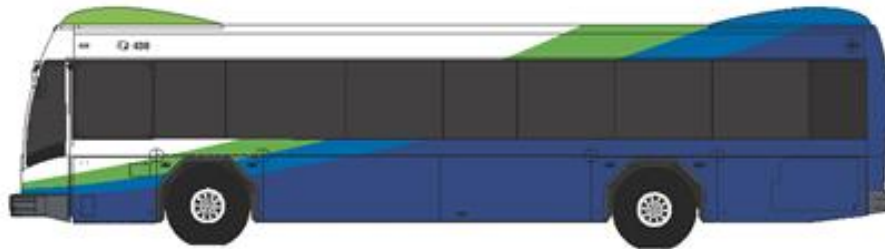
Option 1

FRONT
24" Roof Numbers



Option 2

FRONT
24" Roof Numbers



INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-F
MEETING DATE: January 2, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Annual Planning Session

1) **The Issue:** Select a date; identify topics of interest and potential facilitators for the 2019 Annual Planning Session.

2) **Recommended Action:**

- A. Select a date for the 2019 planning session.
- B. Begin identifying topics of interest for the session.
- C. Offer the names of potential facilitators.

3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.

4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda. Considering the changes brought about by the passage of IT Proposition 1, Authority member Messmer suggested the possibility of meeting earlier in the year to discuss goals of the Authority and potentially meeting more than once in 2019. This is an opportunity to identify topics of interest, potential dates and facilitators.

5) **Alternatives:**

- A. Select a date; identify topics of interest and potential facilitators.
- B. Delay a planning session until 2020.

6) **Budget Notes:** The annual planning session costs are included in the 2019 budget for one day-long session.

7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency. This supports all goals of the agency.

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

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
December 7, 2018

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

Subcommittee Appointments

Nathaniel Jones, City of Olympia, EJ Zita, Port of Olympia Carolyn Cox, City of Lacey, LJ Nelson, Timberland Regional Library, and Cynthia Pratt, LOTT Clean Water Alliance volunteered to serve on the Executive Director Evaluation Subcommittee.

Nathaniel Jones, City of Olympia, Scott Morgan, The Evergreen State College, David Watterson, City of Tenino, and Cynthia Pratt, LOTT Clean Water Alliance volunteered to serve on the Council Biennial Retreat Subcommittee.

Deschutes Valley Trail Funding Transfer Request

Brandon Hicks, City of Tumwater, updated Council on the Deschutes Valley Trail project. You can view the presentation here: https://www.trpc.org/DocumentCenter/View/6272/A8_TRPC_-Reprogram-Presentation2. The City of Tumwater's request to reprogram \$308,601 in federal Surface Transportation Program funds from the Tumwater Valley Urban Trail – Phase 1 to the Deschutes Valley Trail, to essentially move federal funding from the entire trail corridor project to one segment of the trail corridor, was approved.

Amendment to the 2018 Budget

Council approved an amendment to the 2018 TRPC Budget.

Pay and Classification Plan

Veena Tabbutt, Deputy Director, outlined an update to TRPC's Pay and Classification Plan, which consists of a list of position classifications and a range/step table. Proposed changes include elimination of the Office Manager and Office Specialist I positions (both vacant), an update of the Range/Step table, adjustments to many position classifications, and changes to the Administrative Assistant/Office Specialist Position Classification. Council will take action on this item along with the 2019 Agency Budget in January.

2019 Work Program

Veena Tabbutt, Deputy Director, and Marc Daily, Executive Director, briefed Council on the 2019 Work Program. The Work Program was adopted. Assessment letters will be sent to member staff the week of December 10th.

Human Services Coordinated Transportation Plan – Prioritized List

Karen Parkhurst, Policy and Program Director, reviewed the Human Services Transportation Plan (HSTP) Prioritized Project List. To be eligible for funding through WSDOT's Consolidated Grants Program, projects/programs must be on this list, which also includes rankings (a, b, c). These rankings reflect regional priorities and add points as part of the review process. The Unranked List, while not required, contains projects that did not apply for funding through the WSDOT process, but which may currently or may in the future provide important transportation services for people – who because of age, income, or ability – face transportation challenges. Council adopted the prioritized project list and the full HSTP update will come to Council in 2019, for adoption by June 30.

2019 State Legislative Session Preparation

Karen Parkhurst, Policy and Program Director, discussed the state legislative session, commencing on January 14, 2019. She highlighted minority leadership positions in both the house and senate held by

members from the 2nd and 35th districts; reviewed selected prefiled bills including HB 1008 which would fund Department of Commerce to study local governments' obligations and tax revenue capacity; reported good news that Intercity Transit and City of Olympia projects are "above the line" on the Mobility Grant prioritized lists; and that committee assignments/chairs and the governor's budget should be released in the next few weeks.

The Profile

Katrina Van Every, Senior Planner, led the Council in a "Who Wants to be a Profile Millionaire" game as she rolled out the 2018 Profile. The Profile, a compilation of statistics on our region, is available online: <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
November 19, 2018

CALL TO ORDER

Chair Pierce called the November 19, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Tim Horton; Linda Vail; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Billie Clark; Victor VanderDoes; Michael Van Gelder; Joan O'Connell; Justin Belk; Scott Paris; Peter Diedrick; and Carla Dawson.

Absent: Lin Zenki; Jonah Cummings; Denise Clark; Vice-Chair Austin Wright; and Walter Smit.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Paul Koleber; Rob LaFontaine; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by HORTON and BURT to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, CLARK GILMAN, as the representative attending the meeting.

MEETING ATTENDANCE

- A. December 5, 2018, Regular Meeting - Michael Van Gelder
- B. December 19, 2018, Work Session - Joan O'Connell
- C. January 2, 2019, Regular Meeting - Ursula Euler
- D. January 16, 2019, Work Session - Tim Horton

APPROVAL OF MINUTES

It was M/S/A by VAIL and SCOTT to approve the minutes of the October 15, 2018 meeting.

MILESTONE CELEBRATION

O'Connell arrived

- A. **ELECTION OF OFFICER** - (*Sue Pierce*) Pierce indicated the CAC held new officer nominations at their October 15, 2018, meeting. Sue Pierce was nominated for the Chair position; and Justin Belk was nominated for Vice Chair, and both accepted the nomination. Since only one person was nominated for each position, and there are no further nominations, Chair Pierce declared the nominees elected as nominated. Chair Sue Pierce and Vice-Chair Justin Belk will begin their terms in January, 2019.

B. RIDER CONDUCT UPDATE (*Emily Bergkamp*) Bergkamp indicated she was presenting an update to the Rules of Conduct. This creates guidelines for passenger conduct and how staff deals with different types of events. The rules also provide guidance to members of the public, and for public communication at IT facilities and on buses. The document uses the Washington State Transit Insurance Pool (WSTIP) form as a resource with best practice examples. Bergkamp indicated as she walked the committee through the document she would provide situational examples. WSTIP used legal counsel to put their document together. In this updated draft document included in the CAC packets there were two main changes. The first is a situation coming from Community Transit involving First Amendment Rights concerning projected images on the side of one of their facilities. The agency had no rules to prohibit the activity so they took it to WSTIP and asked them to speak with their lawyers concerning projection displays and asked for an expanded the definition. Also in March of 2018 IT struck the language in Article 3 number 27, concerning identification to verify age. Bus drivers can't require someone to move out of the mobility device area because of people may have hidden disabilities. If a passenger says they aren't going to move when boarding someone who would like to sit up front drivers can't require them to move.

Bergkamp shared that the document also creates a baseline for an effective transit exclusion policy. It defines the different types of restrictions and also governance on how a passenger would be excluded from service. It provides specific timeframes for exclusion, and includes indefinite exclusion. It does have a provision for appeal and she is the person who handles the appeals. Riders have 15 days to appeal and the agency has 20 days to respond. Lastly, it provides regulations for public communications and a process to allow the public to apply for a permit. The agency determines whether or not it is appropriate to have it at our facilities and then issue a permit.

Bergkamp began reviewing the document indicating the introduction provides the agency has a business to provide service in a safe and secure manner for our employees, vehicles, facilities and transportation services. Article II includes the definitions that help throughout the document to define facilities, properties – including bus shelters, park and ride lots, boarding and alighting from transit vehicles and is very inclusive. Article III outlines prohibitive behavior to make sure people understand when they are stepping over a line. This provides that anyone engaging in these behaviors maybe restricted from the use of IT services. It also includes an appeal procedure within 15 days either in person or by phone. Riders can be fairly vulnerable and they might not have access to particular ways. When people are excluded those notices are delivered in person. If there is a representative or advocate for that person staff works with them as well. Sometimes people simply ask to lift the appeal and if it is a lower level offense she listens to any mitigating circumstances. If there is some aggression she talks to the supervisor and the driver involved. Sometimes the behavior is frightening. She also watches any available video and looks at the responses of the other passengers riding because it does give a clear indication of how it impacted other riders. Sometimes she will lessen the exclusion and usually she will indicate they need to take a break and deescalate to give both the rider and the driver a break. It is really helpful. It typically won't be completely lifted but will try to reduce it.

O'Connell – inquired if staff knows how the next few weeks go for people who are excluded.

Bergkamp – indicated they ask those with caregivers to reach out if their client's need medical transportation to try to work with them to get them where they need to be. The rules indicate that IT can be flexible.

Belk arrived.

Horton – asked how many riders go through this process in a month.

Bergkamp – responded as low as 3 and as many 10 per month. They always include a lot of detail and she doesn't hear many appeals. She did have one last week and the rider's representative contacted her because if the rider doesn't get to her services she will get worse.

Bergkamp indicated she rides the bus about 6 times a week. Today she had an awesome ride with Rich Harper and that every single person said thank you to him as they exited the bus. The same thing happened on her ride back with Clinton.

Bergkamp reviewed the updated exclusion order. Nicky in marketing has refreshed the documents and made them fillable forms. Staff has the option to exclude riders from OTC, LTC, or all of IT properties. Sometimes staff will tell them to stay away from the OTC for a while. That way they can continue to ride routes but chose a route that can get them around the OTC. There is a lot of wiggle room and flexibility. There is also a 365 day exclusion order and one that is indefinite.

Bergkamp reviewed the public communication activities and distributing information. This typically includes religious and political groups and is allowed as long as it isn't adverse to IT's mission and doesn't create any barriers to people using services. They are not allowed to approach people or request donations. She is not aware of any issues. They must apply to get a permit. IT is authorized to regulate time, place and manner. This process is handled through our business office on Pattison. She indicated Rena suggested a campaign for "Respect the Ride," as an opportunity to remind folks what approved conduct looks like and they may look at doing something like that down the road.

Bergkamp answered questions.

Horton – shared a few things worth considering concerning camping at park and rides and that maybe camping is the wrong word. And, regarding fare collection hampering on-time performance he suggested it be deleted as it might help solve the problem.

Bergkamp – indicated fare collection is actually in the operator's manual and they have discretion to waive the fare when necessary. If someone has repeatedly had that problem then they may have a discussion with them. She asked what type of language he would suggest they use regarding time to remain at the park and ride lots.

Horton – added something restricting the amount of time people remain at the park and ride.

Pierce – indicated the rules there say you can't have your vehicle there more than 48 hours and it is a start.

Horton – added that if he left for 6 hours and came back to sleep later that evening. He understands it is a complicated issue to address.

Bergkamp – shared that operations supervisors talk to folks at the park and ride lots and there are 2 RV's there now that she saw when she went to the dog park, but there is never anyone there. It has been very difficult to make contact with them. Staff left some paperwork because they had spilled paint to let them know they had exhausted their 48 hours and needed to move along. Sometimes the Sheriff's department will assist and talk to people but they have other priorities as well. Staff does keep a close eye on it.

O'Connell – added that keeping it general so it can be used as needed might be good.

Bergkamp – responded that when people ask for the rules staff put a shorter list for the website. Other agencies have very specific policies dealing with parking and staff will get some clarification from them. There needs to be better signage at the park and ride lots. It doesn't say anything about overnight camping. The problem ebbs and flows. There have been exclusion notices as it is not the intended use of the parking lot and they did leave. It is one of those things that always need to be monitored.

Lewis – added that it depends on the location of the park and ride lot. At the Amtrak Station people getting on the train sometimes won't be back for a few days. They are told to lock it up and make sure valuables are out of sight. It has never been an issue out there.

Bergkamp – indicated at Amtrak the signage asks people staying longer than 48 to alert people in facility. The agency doesn't tow unless it is a last resort and feel it is better served with a conversation. King County Metro has a lot of issues with campers and paying for disposal of RV's and IT does not want to get into an issue like that. Funny story about an RV parked at the park and ride a couple weeks ago and a gentleman who calls occasionally about suspicious things at the lot. An operations supervisor visited the RV and it was an individual vanpool customer using his RV to get to and from the park and ride lot because his car had broken down. In that case the conversation was the appropriate thing to have. He worked a really alternative shift leaving the park and ride lot at 1:00 am to start at TSA at 2:30 am and so it appeared to be there all night. It's not good to make assumptions.

O'Connell – added that kind of follow up makes people feel a lot safer. People tend to follow rules when they make sense.

Bergkamp – indicated it lets people know staff is paying attention. On the flip side out at Hawks Prairie Park & Ride someone siphoned some gas and staff pulled the video footage that showed people with gas cans and flashlights. The cameras are so helpful. Staff prepared the exclusion paperwork and Thurston County Sheriff helped and they left immediately. The drivers and operations supervisors are trained in de-escalation and always work to that end gracefully. Rudy Vento is stationed at the OTC now and the operators really appreciate that. Sometimes they have to call law enforcement but they really do a great job.

O'Connell – added that IT's success is indicative of the low number of exclusions and proof the de-escalation is working.

C. LONG RANGE PLAN – (Eric Phillips) Phillips indicated he would share a quick update on the short and long range plan, some post-election Prop 1 implementation plans including a

small service change in December, as well as some small project updates. The Authority adopted the short and long range plan earlier this month. There has been a lot of talk about the short and long range plan and how the budget could not sustain service. In 2015 the Authority and staff began working towards a solution with the state legislature. After three years of advocacy, IT was able to garner enough bipartisan support to get the legislation passed. During this time staff was working with the community on the outreach effort branded the IT Road Trip gathering feedback through the fall of 2016. Much of this information helped shape the long range plan and cost projections. Staff contracted with Stuart Elway to conduct a poll and looking back the election results closely parallel the polling. When people asked what drove the Authority to go for 4 tenths it was the community process. People said they wanted a transformational system and were willing to go to bat for it. Fast forward to today and now the hard part starts. The short and long range plans were really initiated to set priorities and the short range recommendation was the technical analysis and a health check of what the agency needs to do to grow. This showed issues with on time performance and Olympia express service. This has been a rigorous process culminating in September with the service changes. Changing service before going out on the ballot was tricky. In the community outreach process staff identified future service opportunities including service to NE Lacey, addressing on-time performance and the Olympia Express service. It was originally recommended that the Olympia Express service be eliminated. Staff is hopeful the redesigned service will rebuild the customer base. Initial information looks like it is turning around. The purpose of the Long Range plan is to develop a sustainable plan going forward that isn't just future bus service but provides mobility options. The agency was looking to establish a place at the table for mobility options for the future. There is no formal requirement to do a Long Range plan. How the agency grows including the Innovative Service Zones and those types of things the agency can be more responsive because it isn't defined. The assumptions for capital and operating costs were changed from the 80% assumption based on some of the most recent decisions on the level of future federal funding to 50% and this will still be a challenge. Staff will continue looking for grants and will also not overrate funding that isn't likely to occur. The September service change included some schedule tweaks for most routes and will be refined by the changes planned for December. Initial results show on-time performance is better. Running time improvements and schedule adjustments make it more relaxing for operators, and customers have the amount of time they need. Traffic can't be controlled but staff can look at the variability of those travel times and operators can adhere to schedules more consistently. Olympia express is looking better.

Phillips indicated the Long Range Plan started several years ago. It was informed by the Road Trip process and bringing in the stakeholders, major employers, and schools, was key to messaging how that information went out in the second phase of the Road Trip. The plan was adopted and it has several service elements. It is a substantial document and includes the technical and route scorecards, profiles, ridership maps and also the implementation plan. The summary sheets are also included. The final piece is the long range budget forecast and all of it is online. One piece is identifying the disparity in service between weekends and weekday. It is essential to bring the weekend service levels up and does a lot for the entire system. The plan outlines the core routes moving to 15 minutes service and everything else moves to 30 minutes. The agency can use existing vehicles to cover this with new operators. There is a two year lead time to purchase new buses and procurement staff is working on this now. The agency needs those new buses before they can implement the additional frequency of service as well as the service to new areas. This includes the express service to Yelm. The Innovative Service Zones are a demand response service that might be operated

by a service provider covering neighborhoods where a bus won't work. There are several areas identified in the plan. The Night Owl service is an extension of the innovative service zones to provide major urban areas along the lines of departure out of OTC similar when someone at the airport is dropped at the correct departure stop. It is radius based and wouldn't replace the Evergreen late night service. Staff is also fixing some of the schedules because they hadn't been updated in several years. The agency set aside 5-1/2% to 6% to account for traffic growth to maintain on-time performance and not lose customers. The Enhanced Commuter Services include upgraded services for longer commuter trips including over the road coaches and anything the agency can do to make the bus a better trip. Express is currently grant funded. One of the barriers with express service is the lack of control surrounding I-5 policy. The public indicated they love the bus stops and want more amenities including, benches, lights, and shelters to create better access to routes. This ups the game at the local level for safety and security. The biggest project in the Long Range plan is Bus Rapid Transit (BRT) light which provides high performance corridor service but wouldn't require dedicated right-of-way. It has limited stops, more express direct service starting at peak times. The agency would work with jurisdictions and businesses for implementation. The Transit Signal Priority project would also help this service. The BRT would only stop at every other stop along Martin Way and with only half as many stops it would speed up service. This project requires long term coordination with FTA for big dollars for branding of vehicles so people recognize the service.

Phillips stated at the last CAC meeting staff talked about public input regarding fare collection and the ability to make service faster instead of counting nickels when people are boarding. This would add quality of service, speed it up, increase ridership, and provide equity of access. This is a policy discussion that will happen later on. Fare collection provides under 10% of total operating costs. The agency has options to do something different and possibly utilize a demonstration project to see how people respond. Intercity Transit does a lot of different things to provide access and provide reduced fare packages to service providers. They apply annually and there are also several contracts with different colleges and universities, state employees, and there might be a better way to do this going forward. The agency is buying new buses and can't come up with fareboxes right now. Paul is having a hard time finding parts and is now looking on eBay. The timing provides an opportunity to do something different. There is an 8 year implementation plan because the agency can't do a lot of service expansion without the new buses. Staffing up is a significant issue and the agency has been struggling with new operator recruitments. What the agency doesn't want to do is say they are going to do something and not deliver. Paul has a shop built to handle 80 vehicles and now services 400 and the preventative maintenance has been good. The BRT service is the furthest out and requires FTA funding and relationships with jurisdictions have to be in place. The changes amount to roughly 80,000 annual service hours BRT is 20,000 of those. It is a significant increase about 40% system-wide. The breakdown of new operators by enhancement is span of service is 13 and frequency is 35. This will result in a DAL increase of approximately 25-35%. DAL has been growing in demand and budget and the agency has been adding in capital and planning for expansion and additional operating hours including more operators. Some of the additional growth will come from when rides are available and will bring additional demand. None of this has been finalized. The first service additions will be on the weekends to help equalize the services offered. Internally the agency has to hire new operators and that will trickle down throughout the agency. The Pattison Facility project has to move forward. The financial plan major components includes improvements to the north site first. The OTC is under construction and they have moved dirt. The first phase is construction between State Street and the platform where a garbage collection facility will be

built and will include a bicycle rack storage area. Hardscape will be done first along with the utility and drainage. The Authority increased the budget 20% and it will keep getting more and more expensive.

Euler – asked Phillips to identify the new dumpster area.

Phillips - identified the area.

Phillips indicated the agency had secured just over \$32M for the Pattison Street Facility project and had finished the UST's portion of the project. Last summer staff began working on master planning for the Pattison site and have a big meeting coming up that will focus on trying to scale the main building on the north side to handle all the admin and operation space needs to free up the other buildings and find out the rest of the construction costs because they are going through the roof. In February work will start out on the street including frontage improvements, curb and gutter, and sidewalk through the Aztec lanes site with bulb outs and a new traffic signal. The agency has been working for this traffic signal to help at this crossing for a long time there. Hope to have most of that work done by June. The Development Agreement provides a construction schedule. There are some grant funds that are time sensitive and have to be used in the right order.

Freeman-Manzanares added the agency received a \$9.7 M federal grant but the costs have skyrocketed and are now close to \$100M to do the work and it is a complicated project.

Phillips added that staff has been reaching out to all the jurisdictions on the implementation and will be careful how it is rolled out. The challenge is that it will continue to get busier. This is the first time that .4% has seen this kind of support. Yelm had the lowest numbers, but Olympia carried it with 75% which is unheard of. Staff did a great job getting the word out.

Phillips answered questions.

Dawson – asked if the agency had any plans to work on the west side because her commute is really messed up.

Phillips – indicated there are some proposed changes and he would touch on that soon.

Burt – asked when the agency will begin seeing the increased funds.

Freeman-Manzanares – stated that it will start in April and the agency will see it near the end of June.

Euler – confirmed that consumers will start paying in April.

Freeman-Manzanares – responded yes.

Pierce – relayed some confusion she overheard regarding the new routes and frequency.

Phillips – indicated the changes will happen with regularly scheduled service changes and the larger changes will happen with the purchase of new buses and will be spread out over the next 8 years. It is not unusual for people to want changes the next day.

VanderDoes – inquired about when new transit guides will come out and when OneBusAway gets updated.

Phillips – responded they will be available the first week of December and OneBusAway is updated when changes are made. Routes 12 and 68 have been a challenge.

Freeman-Manzanares – added that the implementation schedule is online and is the agency's guidepost.

Euler – inquired about the number of additional employees for the changes.

Phillips – indicated one driver equals roughly 1,000 hours of service.

Freeman-Manzanares – added that there is a lot of attrition and people are retiring and replacing them has been challenging. Another issue is WPSL and paid family medical leave and the effective number of hours out on the street going down and down. Staff is working on adjusting for that as well.

Vail – asked if there was another way to get this route change information to people who don't have a computer and wanted to know how this was impacting drivers.

Freeman-Manzanares – responded that travel trainers could deliver printed material. There are contract negotiations every three years with the drivers..

Phillips – added that it is hard on the operators when the agency is down operators and drafting people for work is not a good position to be in.

Freeman-Manzanares – indicated overtime is a difficult issue. Pulling operators and supervisors for training is taxing. Change isn't our best thing as human beings. Service hadn't changed for a very long time and now it is changing considerably.

Phillips – added that getting Sunday service up to Saturday levels means that buses are out on the road longer and making sure to account for those type of resources to continue to take good care of the buses. It will be more difficult for Paul with limited shop recovery time.

Freeman-Manzanares – indicated the changes would even out working hours for operators but it will put more pressure on maintenance.

Lewis – cautioned that IT has a wonderful group of drivers who are so people oriented and to remember in the rush to build not to lower those standards.

Freeman-Manzanares – added that it is our top goal.

CONSUMER ISSUES

- *VanderDoes* – asked if IT works with cities to encourage them to adjust light cycles and referenced the Cleveland and Custer intersection.

Phillips – indicated there are a number of places where the peak hour turning movements and the short legs that connect them create capacity issues. The question would be is there a fresh way to look at that. TSP sees a bus coming and can do different things to increase throughput and would help traffic.

- Belk – stated he is noticing on the Olympia Express to Tacoma that people don't know their way around and was wondering if IT could get some signage from Pierce Transit. He also has noticed that northbound on the way to Tacoma some of the drivers tend to dwell at Lakewood Station and 512 instead of just dropping off.

Pierce – indicated the southbound time stop at 512 in the last month is waiting 4-6 min to come home which could be because they took the time from 10th and Commerce but the bus is leaving from the Tacoma Dome Station.

- Dawson – indicated taking route 47 to the Capital Medical Center stop is across the street and it is almost impossible to get across the street. She has to go downtown and catch the 45 and it just makes it more inconvenient.

REPORTS

- **Service Change Report** – LaFontaine – indicated staff was taking the opportunity in December to make some adjustments effective December 16 and will update the printed transit guides. Staff will issue a press release Monday December 3. Routes 12 and 62 will have a bit more service adding one trip on route 12 and four trips on route 62 to improve access, frequency and connections. IT will also add one additional bus on Saturday to route 13. The connections for route 68 with route 13 are not going as planned so the schedule will slide seven minutes earlier in the morning and seven minutes later in the evening. They will be a few minutes off of each other to allow some cushion on that schedule. Bay G at the Tacoma Dome Station for route 612 will be used for all pick up/drop offs for southbound trips.

Pierce – inquired if there is lighting on Bay G.

Belk – indicated since it was rebuilt it is excellent.

- **October 17, 2018, Work Session** – Vail provided the report including information on the extra hours and employees, the budget amendment, a presentation on external funding from federal, state, and regional sources and that it has to be matched with projects, including correct timing. Projects have to be ready to go.
- **November 7, 2018, Regular Meeting** – Belk provided the report including “overwhelmingly” being the word of the month! Staff introduced the newest class of three new operators; and there were no comments on the strategic plan. There were some consent agenda items, the long and short range plan, the budget adoption 1.0; and 2.0 will need to be addressed. There were new contracts for design services for the Pattison/Martin traffic signal and an interlocal agreement to study martin way corridor from west to east. The agency received 113 applications for the latest operator recruitment. YEP is holding an open house for their new space and Graham construction broke ground at OTC. Remember Be Bold and Unafraid.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report:

- Introduced and thanked Jessica Gould, Grants Program Administrator, for her good work.
- It's parade season all are invited to ride the bus in the parades.
- A class of 11 operators just graduated which will help with overtime. This class will be in revenue service in December and 24% were referred by current employees. We hope this continues and Intercity Transit is an employer of choice. The next class of operators begins on January 14 so they will be ready for our March service change. It will be a class of 20 which is huge for IT.
- The Youth Education Program (YEP) took occupancy of their new space. Staff will look at the idea of getting the CAC down there to take a look at their new shop/office. On the down side there has been some difficulty downtown at the transit center. The full time Operations Supervisor has been assaulted twice so the Authority is considering more security down there and the supplemental budget will include funds for that.
- The agency is so pleased by the trust the community has placed in them. Passing with nearly 66% of the vote supporting Prop 1. It feels really good to have an incredibly supportive CAC and thank you for all you do.
- All are invited to attend the Holiday Banquet December 14, and the program begins at 12:04.

NEXT MEETING: January 14, 2019 - one week early due to the Martin Luther King Day holiday.

ADJOURNMENT

It was M/S/A by DIEDRICK and BURT to adjourn the meeting at 7:45 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20181119.docx