

**AGENDA  
INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
September 18, 2019  
5:30 P.M.**

**CALL TO ORDER**

- 1) APPROVAL OF AGENDA** **1 min.**
- 2) INTRODUCTIONS - Attendees provide self-introductions** **5 min.**
- 3) APPROVAL OF AUTHORITY CONSENT AGENDA ITEMS** **1 min.**
  - A. Approval of ITA Minutes:** August 7, 2019, Regular Meeting;  
August 21, 2019, Regular Meeting
  - B. Payroll - August 2019:** \$2,748,815.45
  - C. Accounts Payable:** Warrants dated August 2, 2019, numbers 28192-28234, in the amount of \$284,991.28; Warrants dated August 9, 2019, numbers 28238-28291, in the amount of \$641,592.19; Warrants dated August 15, 2019, numbers 28354-28357 in the amount of \$78,819.45; Warrants dated August 16, 2019, numbers 28292-28353, in the amount of \$193,252.63; Warrants dated August 23, 2019, numbers 28359-28399, in the amount of \$1,108,533.91; Warrants dated August 30, 2019, numbers 28400-28447, in the amount of \$709,356.93; Automated Clearing House Transfers for August 2019 in the amount of \$27,131.10 for a monthly total of \$3,043,677.49.
  - D. Schedule a Public Hearing - Strategic Plan.** Schedule a public hearing for the 2020-2025 Strategic Plan for Wednesday, November 20, 2019. (*Ann Freeman-Manzanares*)
  - E. Schedule a Public Hearing - 2020 Budget.** Schedule a public hearing for the 2020 Budget for Wednesday, November 20, 2019. (*Suzanne Coit*)
  - F. Conduent Maintenance Contract Extension.** Consideration of extension of maintenance contract and payment for the Orbital CAD/ AVL radio system. (*Jeff Peterson*)
- 4) OTC FURNITURE PACKAGE** (*Steve Krueger*) **5 min.**
- 5) 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.*

- |            |  |                |
|------------|--|----------------|
| <b>6)</b>  | <b>BRIEFING ON I-976 MOTOR VEHICLE TAXES &amp; FEES</b><br>(Justin Leighton, WSTA) | <b>15 min.</b> |
| <b>7)</b>  | <b>TRANSIT 101</b> (Thomas Wittmann, Nelson Nygaard)                               | <b>90 min.</b> |
| <b>8)</b>  | <b>CAC SELF-ASSESSMENT</b> (Debbie Sullivan & Sue Pierce)                          | <b>20 min.</b> |
| <b>9)</b>  | <b>COMMITTEE REPORTS</b>   |                |
|            | <b>A. Thurston Regional Planning Council (Sept. 6)</b> (Karen Messmer)             | <b>3 min.</b>  |
|            | <b>B. Transportation Policy Board (Sept. 11)</b> (Tye Menser)                      | <b>3 min.</b>  |
| <b>10)</b> | <b>GENERAL MANAGER’S REPORT</b>  | <b>5 min.</b>  |
| <b>11)</b> | <b>AUTHORITY/CAC ISSUES</b>  | <b>15 min.</b> |
| <b>12)</b> | <b>ADJOURNMENT</b>   |                |

*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](mailto: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**  
**August 7, 2019**

**CALL TO ORDER**

Chair Sullivan called the August 7, 2019, 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 Renata Rollins; Thurston County Commissioner Tye Menser; Citizen Representative Karen Messmer; Citizen Representative Don Melnick.

**Members Excused:** City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Labor Representative David Claus-Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jessica Gould; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Steve Swan; Nicky Upson; Jonathon Yee.

**Others Present:** Community Advisory Committee Member, Justin Belk; and Legal Counsel, Jeff Myers.

**APPROVAL OF AGENDA**

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

**RECOGNITION**

- A. **2019 Governor's Smart Projects Award.** Intercity Transit along with Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm received one of 13 Smart Communities Awards. Mark Barkley, Assistant Director from the Department of Commerce presented the 2019 Governor's Smart Projects Award to Chair Sullivan.

**INTRODUCTIONS**

- A. **Cindy Fisher, Vanpool Manager** (*Emily Bergkamp*)

**PUBLIC COMMENT - None.**

**PUBLIC HEARING**

- A. **Draft Annual Report & Transit Development Plan (TDP).** Rob LaFontaine, Planning Manager, provided a final report on the draft TDP, and he noted that no one from the public submitted any public comments.

*Chair Sullivan opened the public hearing at 5:46 p.m.*

*With no one present to make comment, Chair Sullivan closed the public hearing at 5:46 p.m.*

## APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** July 17, 2019, Regular Meeting.

B. **Payroll – July 2019:** \$2,775,056.59

C. **Accounts Payable:** Warrants dated July 2, 2019, numbers 27987-27999, in the amount of \$44,821.58; Warrants dated July 3, 2019, numbers 28000-28008, in the amount of \$31,116.61; Warrants dated July 12, 2019, numbers 28010-28081 in the amount of \$1,378,794.01; Warrants dated July 15, 2019, numbers 28083-28085, in the amount of \$73,974.09; Warrants dated July 19, 2019, numbers 28086-28124, in the amount of \$188,358.43; Warrants dated July 26, 2019, numbers 28145-28192, in the amount of \$542,237.98; Automated Clearing House Transfers for July 2019 in the amount of \$8,426.78 for a monthly total of \$2,267,729.48.

D. **Cancel September 4 Authority Meeting.** Canceled the September 4, 2019, Intercity Transit Authority regular meeting due to the Labor Day Holiday. (*Ann Freeman-Manzanares*)

E. **Schedule Special Meeting:** Scheduled a special meeting for Wednesday, September 18, 2019, to conduct a joint meeting of the Authority and the Community Advisory Committee. (*Ann Freeman-Manzanares*)

## NEW BUSINESS

A. **Janitorial Services and Supplies.** Procurement Coordinator, Katie Cunningham, presented a proposed one-year contract award to CW Janitorial Service for Janitorial Services and Supplies at Intercity Transit facilities.

Intercity Transit's current Janitorial Services and Supplies contract is scheduled to expire on August 31, 2019. To ensure our facilities are consistently cleaned to Intercity Transit standards, a Request for Proposals (RFP) for Janitorial Services and Supplies was advertised on June 10, 2019. The RFP specified required Janitorial Services and Supplies at the following Transit facilities: Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Amtrak Depot, Pacific Avenue Office, and Bike Shop.

A total of four (4) proposals were received by the submittal deadline of July 1, 2019. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that CW Janitorial Service is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Janitorial Services and Supplies.

Through the evaluation process, CW Janitorial Service was identified as the top-ranked firm, through a combination of cost and non-cost proposal scoring, which included experience, qualifications, and project approach factors. The firm has been in business since 2008, and currently provides Janitorial Services for Bonneville Power Administration, the US Embassy in Manila, Philippines, a private engineering firm, as well as other public and private entities. Staff is confident that CW Janitorial Service will provide high quality services at our facilities and recommends award of the contract.

**It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with CW Janitorial Service to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$194,000, excluding taxes on supplies, for the initial term.**

**B. Olympia Transit Center Construction Update.** Steve Krueger, Procurement/Capital Projects Manager, provided an update on the construction taking place at the Olympia Transit Center. Krueger showed a series of slides showing progression of the construction.

- Two years ago staff met with the new design team SRG to restart the program and design a more efficient and cost-effective building. This new team has been amazing in getting this far along in two years.
- Exterior brick and windows are installed.
- Mechanical, electrical and plumbing are complete; sheetrock is up and doors are hung.
- 1<sup>st</sup> floor has been painted and ceiling grid is almost complete.
- Tile in the bathrooms downstairs are installed.

The team continues to face several challenges:

- During the water connection on Franklin Street they encountered a huge pipe which delayed connection and impacted the stormwater connection with an eight week delay. Staff came up with an agreeable and viable plan with the City of Olympia to address the issue. However, this slowed work on the hardscape (sidewalks).

- Puget Sound Energy said now is a good time to update the transformer, which is another new unexpected charge to incur. There was another issue with the permanent electrical connection, and Krueger doesn't know what impact that will have.
- We have exhausted the 5% contingency budget used for the unexpected changes, and will exceed the authorized amount to complete the project. Staff will come before the Authority with detailed line items and a cost breakdown.
- A gas line was severed last week but it was quickly resolved without incident.
- There has only been one injury during construction involving a worker who sprained his ankle.
- Completion of the project is still set for November 2019.

**C. September 2019 Service Change Update.** Rob LaFontaine, Planning Manager, provided an update on the service changes taking place in September.

**Weekday Changes and Highlights:**

- There is an increase of approximately 13,603 annual revenue hours which includes the Route One demonstration project.
- Mid-day frequency added to Routes 21, 45, 60, 64 going from 60-minute headways to 30-minute all day.
- Adjustments to span & frequency on Route 612 Olympia Express, responding to passenger feedback and supporting data to distribute am/pm peak trips to meet ridership demand. New access to the 5:01 a.m. Sounder train departing Lakewood Station.
  - A year ago significant changes were made to the express service and staff had an opportunity to determine how the route is performing and collect passenger feedback. Two months ago a survey was conducted of passengers on Route 612 on proposed changes and the responses came back favorable. There are 29 trips per day on this route with an earlier morning start.

**Weekend Changes and Highlights:**

- There is an increase of approximately 4,257 annual revenue service hours; 2,977 a.m. span and 1,280 for remaining expansions.
- AM Span Increases – inbound buses arriving at OTC during 8 o'clock hour – improved connections. Not specifically identified in the Long Range Plan.
- Added frequency Routes 94, 41 (Sunday night) – comparable to weekday frequency; partial fulfillment of a Long Range Plan element; Partial 62B trip added to be consistent with weekday service.

**In Summary:**

- Increase of 17,860 annual revenue service hours

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- 13,603 weekday; 4,257 weekend; estimated 252,175 Annual Revenue Service Hours for fixed route.
- Increase in Fixed Route Operators
  - +15 biddable jobs (130 total)
  - +9 extra board jobs (69 total)
- Modest Dial-A-Lift impact resulting from added a.m. weekend span. Shift of two operator weekend runs; no increase from March (44 total)
- Coach peak pull-out to increase from 57 to 60. First pull-out at 4:19 a.m.

Cox asked if there has been a gain in ridership since last September. LaFontaine said some routes like the 62A and B are strong and stable and growing; other routes/ridership are adjusting from the changes made to address the short-range plan. We altered some routes fairly significantly and that will have impacts on not only those routes but others as well. Prior to September 2018 we noticed a decrease in overall ridership, but there's evidence that the decrease is slowing down is slowing down.

Messmer said there should be a public hearing about the alternative fare changes, and allow the public to comment and have their say. Freeman-Manzanares said tentatively the strategic plan approval is scheduled for the first meeting in November but that may change. The fare conversation is part of the strategic plan conversation. Staff is hoping to have a conversation with the jurisdictions, planning commissions and other partners about how the Authority arrived at the alternative fare proposal along with the continued implementation of the long-range plan.

Rollins asked if there is a budget for continuing outreach. Freeman-Manzanares said Intercity Transit has dedicated dollars for marketing and communications but there may be more to do with outreach and messaging that could be beneficial. The short and long range plan, along with the "Road Trip" effort was budgeted for specifically. Staff can propose additional outreach and messaging work in the 2020 budget.

**D. High Performance Corridor Demonstration Project.** Eric Phillips, Development Director, provided an update on the High Performance Corridor Demonstration route including background, planning and deployment.

This project is being branded as "The One" and is anticipated to begin this fall. The demonstration period is four years. The project received Regional Mobility Grant funds for both capital and operations for the 2019-2023 bienniums. The 2019 budget included a placeholder anticipating a favorable award. The current award for the total project is \$4,524,000 in State funding which requires a 22% match by Intercity Transit. The grant provides funding for four new expansion buses.

The demonstration goals include:

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- Identify/confirm options to reduce travel delay.
- Test travel time/operating assumptions.
- Confirm operational strategy (stop spacing 0- skip stop service, no fare barrier, front/rear door loading, no deviation from corridor, etc.).
- Assess passenger loads and route segments.
- Test market for “Choice” riders.

### High Performance Corridor Service Goal:

- Successful proof of concept, so IT can expand High Performance or “BRT Light” network within 6 years – Long Range Plan
- Use data and experience to support application for Federal Funding support for program.

### Demonstration Route:

- **Alignment:**
  - Follows Martin Way, State/4<sup>th</sup> Ave. and Harrison Ave.
- **Schedule:**
  - M-F, between 5:30 a.m. to 9:30 a.m. and 3 p.m. to 6 p.m. (a.m. and p.m. peak only)
- **Timing:**
  - A bus stop at every station, every 15 minutes in each direction
- **Annual Hours:**
  - Currently set at about 6,885
- **Buses:**
  - 5 a.m. and p.m. peak hours only
- **Operators:**
  - About 5 FTE’s assigned initially from the extra board
- **Operating Costs:**
  - About \$900,000 annually

### Project Snapshot:

- **First:** Marks IT’s initial effort to implement a route designed to significantly reduce travel times.
- **Focused:** Travels linearly along urban corridor, and makes fewer stops (eight) between terminuses.
- **Fast:** Takes 30 minutes to travel 12.5 miles.
- **Frequency:** Arrives at every stop, every 15 minutes during peak periods.
- **Removes barriers:** No bus fare needed, front and rear door use, no out of direction travel
- **Market:** 5,300 people live and 21,500 people work within 1/4-mile (5 minute walk) of the *One*.

### The Look:

- *One* stops will be easy to identify by a distinctive logo.
- *One* information will be introduced via a printed guide and online initially.

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- Riders may still access a timetable online at [www.intercitytransit.com](http://www.intercitytransit.com) or use the [OneBusAway](#) app.
- *One* buses will not be dedicated exclusively to the route nor feature special branding like the agency's *Dash* buses.
- New head signs on new buses will help to market the difference in the route as the bus approaches a stop.

### The Infrastructure:

#### • **New Stops & Signal Queue for Buses:**

- The new eastbound bus stop located at 4<sup>th</sup> and Washington will feature an **in lane stop using a temporary bulb-out**.
- The new bulb-out platform will align with the parking lane's outer edge, enabling buses to board passengers without leaving the travel lane.
- The westbound bus stop will feature a **queue jump lane and dedicated signal phase**— which will provide buses exclusive access to the rightmost lane and bus stop prior to Washington on State adjacent to the OTC.
- **Painted** pavement with "**Bus Only**" markings will discourage other vehicles from accessing the bus land and stop area.
- **A separate signal** will detect buses at the stop and provides **priority bus access** through the intersection.
- The new bus stops will **save riders travel time** by eliminating the need for buses to pull into the busy Olympia Transit Center.

### Schedule:

- **Weekday Morning:** First morning westbound bus leaves Martin Way P&R at 5:27 – **15 trips** in a.m. First eastbound bus leaves Capital mall at 5:36 a.m. – **15 trips** in a.m.
- **Weekday Afternoon:** First afternoon westbound trip leaves Martin Way P&R at 2:57 p.m. – **12 trips** in p.m. First afternoon eastbound trip leaves Capital Mall at 3:06 p.m. – **12 trips** in p.m.
- **Frequent:** Arrives at every stop, every 15 minutes during peak periods.
- **Fast:** 30 minute travel time

### The Ride:

- **Boarding:**
  - Riders may board via front or rear doors at most stops, with a few notable exceptions.
  - Riders with wheelchairs and other mobility devices should always board through the front door, where drivers can provide any needed assistance.
  - Only front-door boarding is available at the westbound State at Eastside the eastbound 4<sup>th</sup> at Eastside stops.
- **De-boarding:**
  - Buses will pull over at every stop, so passengers won't need to pull a stop cord.

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- Each stop location will be announced earlier (1/4-mile before the stop) since stop spacing is different.

### Customer Experience:

- **Existing Service:**

- Riders traveling between the park-and-ride and mall must now take two buses (Routes 48 and 62A/B) and transfer at the OTC.
- 30+ possible stops
- Takes 55 to 70 minutes
- Additional Delay “Features” more bus stops, fare box/payment, single door loading, bike loading, out of direction travel

- **Demonstration Project – “One”**

- One bus, no transfers
- Just 8 stops between terminuses
- Takes 30 minutes
- No fare
- No bicycles on bus to save time
- Multi-door access (on/off)
- No out of direction travel (LTC,OTC)
- Intersection treatments

### Connections:

- **One bus, many connections:**

- The *One* route offers many connections for people who want to walk to work, run an errand, or connect to another route.
- The new downtown stops (eastbound and westbound) are adjacent to or within eye shot of the Olympia Transit Center, which provides connections to buses operated by IT, Mason Transit, Grays Harbor Transit, and Greyhound.
- The Martin Way Park-and-Ride offers a connection to Olympia Express service (Route 612) to/from Tacoma and options for downtown parking challenges for local commuters.
- Stops on Martin Way support a transfer and are close to the Lacey Transit Center, including connections to the Amtrak train station (Route 64) via College.

### The Challenges:

- **Potential Bus Bunching:**

- Factors such as traffic, construction, and weather, may cause buses to bunch up, so coordination between drivers will be key.
- The Harrison Avenue and Martin Way corridors have a large number of buses on them during traditional peak hours.
- The Martin Way Corridor (portions) includes Routes 21, 62A, 62B, and 66 (2 buses/hour each).

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- At full service, there will be up to 14 buses per hour going past some interior time points.

### **Bus Stops**

- Traditional bus stop placement is about 1/4 to 1/3 mile apart. Limited stop service has stops 1/2 to 3/4 mile apart. This will be new to local riders.
- Local riders will need to adjust to the concept of using both front and rear doors at stops.
- We anticipate there will be riders who want to add stops but maintaining limited stops speeds up service.
- Existing bus stops will be served by multiple routes. Rider information and onboard announcements will need to reinforce this aspect of service.

## **GENERAL MANAGER'S REPORT**

The substantial completion date for the Olympia Transit Center is in early November. Tentatively, a Grand Opening is being scheduled for Friday, November 22, 2019, sometime between 11 a.m. and 1 p.m. Our Federal delegation and funding partners as well as State delegation will be invited to attend.

The Pattison Street Design is moving forward. There are a series of meetings with staff from Maintenance, Inventory and Facilities starting at 6:30 a.m. to insure we get input from all the shifts.

GC/CM interviews are taking place Thursday, August 8, 2019.

The Conditional Use Permit Hearing with the City of Olympia will take place the evening of September 23, 2019.

A telephone conference call is scheduled on August 21, 2019, at 2 p.m. with Karl Gnadt from the Champaign Urbana Mass Transit District out of Illinois. Their system decided not to purchase electric buses, and will share their experience with hydrogen fuel cell technology.

Representatives from Gillig will be onsite at Intercity Transit on August 23, 2019, between 9 a.m. and 2 p.m. to demonstrate their electric bus.

The Gillig Build for 16 new vehicles is starting this month.

Thomas Wittmann from Nelson Nygaard is confirmed to present the Transit 101 at the September 18, 2019, ITA/CAC Joint meeting.

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The Washington State Roadeo is Sunday, August 18, 2019, in Seattle. The State conference begins Monday, August 19 through August 20. The Wall of Fame banquet is Tuesday, August 20.

Everyone is welcome to attend Transit Appreciation Day Friday, August 9 between 10 a.m. and 4 p.m. on the bus yard. The awards program begins at 12:04 p.m.

### **AUTHORITY ISSUES**

Menser said Commissioner Hutchings will attend the August 21 Authority meeting. Menser had a conversation with Representative Doglio and she is all for moving forward with electric buses. She would be supportive of any state incentives or packages. Menser attended the APTA Sustainability and Multimodal conference and suggested sharing information about that conference at a future authority meeting.

Cox said construction on College Street from 7<sup>th</sup> Street to Yelm Highway is complete. They will begin work on Yelm Highway between the Chehalis Western Trail and Ruddell Road.

Messmer said she would like to conduct the General Manager's performance evaluation sometime soon.

Melnick also attended the APTA Sustainability and Multimodal conference and he thought it was a fantastic conference, and he was excited to learn more about electric buses. He thanked staff for arranging the ongoing conversations about electric buses.

Warner said the Washington State Department of Transportation Public Transportation Division is continuing electrification conversations. They are working with a sub-group to continue the conversation, and Jacob Brett is heading that up.

Warner said the ITA Citizen Representatives have the same power as the elected officials; however, do not have alternates to attend meetings. He would like the Authority to consider assigning CAC members who could act as an alternate to the Citizen Reps in their absence.

Sullivan reminded the Authority not reply to group text messages or alerts because doing so could violate the Open Public Meetings Act, and it also creates a public record.

Messmer said text messages the Authority receives should be public records that are accessible. She said any text is considered a public record and those need to be archived.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:40 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: September 18, 2019.**

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

**DRAFT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**August 21, 2019**

**CALL TO ORDER**

Chair Sullivan called the August 21, 2019, 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; Thurston County Commissioner John Hutchings; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative David Claus-Sharwark.

**Members Excused:** Thurston County Commissioner Tye Menser; City of Olympia Councilmember Clark Gilman.

**Staff Present:** Ann Freeman-Manzanares; Mike Burnham; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Brian Nagel; Eric Phillips; Nicky Upson; Jonathon Yee.

**Others Present:** Community Advisory Committee Member, David Bonauto; Community Advisory Committee member, Sue Pierce.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

**A. Daniel Van Horn, IS Help Desk Technician** (Jason Aguero)

**B. Zion Randall, Vehicle Detailer** (Jonathon Yee)

**C. Victor Ellison, Operations Supervisor** (Cameron Crass)

**D. Operators - Class 19-04** (Cameron Crass)

*Marcos Carranza; Jordan Williams; Sean Rothwell; Bill Moody; Ben Morrison; Ruben Heredia; Jimmy Hollingsworth; Meredith; Summer Mercier; Mark Kaylor; Somer Christensen; Kimberly Wiseman; Robert Jarvis; Jason Bryant; Eugene Blake; Gavin Kramer; Cristy Ely; Steve Batten*

**PUBLIC COMMENT**

**Chris Chapman, Olympia, WA** – Ms. Chapman asked the Authority to include on a future Board meeting agenda a proposal to consider including the Olympia Friends Meeting House in the Dial-A-Lift service area. This house is located at 3201 Boston Harbor Road NE in Olympia. This location is approximately 300 feet outside of the Dial-A-Lift service area. Ms. Chapman said the Quakers use this house as a place to

worship. Currently, they have three members who would qualify for DAL service. One individual has MS; one with ALS; and the other with an advanced case of Parkinson disease. In addition, the meeting house is used by people in the community on a frequent basis, including the Olympia Mountaineers and other churches and community organizations, as well as individuals for weddings, birthday parties and memorials. The building is in the PTBA, but is 300 feet shy of being within the  $\frac{3}{4}$  mile (3,960 ft.) shadow of the Route 21 when measured from the corner of 26<sup>th</sup> Ave NE and Bethel St NE. The issue is getting to the building. There are no sidewalks in front of the building and the parking lot is gravel; however, the building is ADA compliant.

## **NEW BUSINESS**

**A. Stantec Master Plan & Emerging Technologies Presentation.** Procurement Manager, Steve Krueger, introduced Merlin Maley from Stantec, who provided an overview of the Pattison Base Maintenance, Operations and Administration (MOA) master planning effort that also included a discussion on emerging technologies.

Maley noted the community asked IT to increase services significantly, and the new facility will allow the agency to provide that service and future-proof the site for at least the next 25 years. Keys to the Plan include:

1. Construct new fuel, wash, facilities and bike shop building
2. Construct a new admin and operations building
3. Remodel the existing maintenance building
4. Implement off-site improvements to Martin Way and Pattison Street
5. Reserve space for future ZEB infrastructure

Findings and recommendations include the Martin Way Frontage Concept which avoids a new application for CUP and thus potentially two-year delay; maintains close proximity between Operations and Maintenance to the fleet; and avoids south parcel work. There will be a new public face for transit in the community, and integrates public use programs like vanpool and the bike shop. There will be minimal impact to existing operations during construction; and uses buildings to shield bus storage and service cycle from public view.

Maley reviewed Zero Emission Buses (ZEB):

1. Battery Electric Bus – Propulsion occurs from electricity directly stored in batteries and fueling occurs by recharging batteries.
2. Hydrogen-Electric Bus – Propulsion occurs from hydrogen stored in fuel cells that is converted into electricity for propulsion and fueling occurs by refilling hydrogen.

Maley said there are no experts in ZEB facility planning, currently as alternatively fueled technology is evolving. It's all brand new and evolving technology.

Challenges include infrastructure and on-site spatial requirements. Conversations need to begin early on regarding the amount of electrical grids, and thinking of two substation transmission feeds is a seven figure discussion. Can the utility provider implement in a short amount of time or will it take five or more years. Also providing grid resiliency; getting on-street infrastructure set up to enable operations; finding available land for large substations; respecting land-use planning; retrofitting existing garages not programmed for ZEBs; and lack of power supply drives up operation costs. Another challenge is transition of the fleet, and may need to increase your spare ratio for alternatively fueled vehicles. It's not a one-for-one replacement with alternatively fueled vehicles as it is for existing technology. It may be a requirement to align the route requirements with propulsion technology, and you need to have plans in place should buses run out of power on the road or there is an emergency and electrical power is not available. In addition, charging mechanisms are currently not the same but manufacturer specific and those might change in the future.

Maley said it's not just about the bus or the battery. It's about power storage, and facility upgrades. How do you charge the bus on site? If using hydrogen, it comes from a truck and you'd have hydrogen delivered on a daily basis. That technology is also growing.

Service Planning and Operations includes:

- New service plans
- On-street charging vs. base charging?
- Increased labor costs
- Operator training
- On time performance issues – more recovery time to keep schedule
- Work rules & collective bargaining agreements – can we align them with new operating needs?

Capital Improvements and Training includes:

- Start-up investment costs
- Life cycle cost analysis
- Maintenance and Repair Requirements
- Life cycle, preventative maintenance and repair estimates
- Retraining maintenance and operations staff
- Retooling garages
- Maintain operations while under construction

Where does the funding come from?

**Establish the financial model and business case**

- Potentially increased operational costs

- Full life cycle cost of each vehicle
- Planning and Capital Improvement costs
- Include training in the planning costs (ops and maint)

**Evaluate potential funding sources**

- Local government
- Current or potential for carbon taxes?
- Potential utility agreements
- State government
- Federal government

Maley said plan to succeed by taking the wait and see approach for now, observing and learning from other agencies who are using this new technology. There are still a lot of unknowns about this technology; and peer lessons-learned will inform our approach. Plan now and plan for the unknown, and be patient because technology is constantly changing.

Maley said the Pattison facility needs to meet the 15% impervious surface requirement and in the future he doesn't recommend subdividing the lot anymore, but make it one big parcel allowing for more green space. He said space can be made on site for charging cabinets or hydrogen fueling. There is no room however, for a substation – that would have to go offsite. Plan on owning all equipment from the substation in. He suggests planning to feed overhead. It's going to take additional phases of construction and affect bus storage to construction. And south parcel storm water improvements will be required.

- B. Adoption of 2018 Annual Report/Transit Development Plan.** Planning Manager, Rob LaFontaine, presented the Plan for adoption. He noted that except for a few minor grammatical errors, there were no other significant changes.

**It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to adopt the 2018 Annual Report and 2019-2024 Transit Development plan as presented.**

- C. Intercity Transit's Role in Emergency Management.** Operations Director, Emily Bergkamp, provided an overview of the agency's role in Emergency Management, specifically with the recent activities in the integrated emergency management course, which focused on recovery.

Bergkamp said staff spends a lot of time considering mitigation and preparedness efforts. In other words, the Emergency Management Cycle (Mitigate, Prepare, Respond, Recover). Knowing what the risks are for this community and how to respond. Being prepared is also important, and making sure that everyone has an understanding of their personal preparedness. As employees of IT, in order to

continue to deliver service during emergencies everyone has to be prepared on a personal level and in their own homes.

On an agency level, staff created a foul-weather plan, an active threat response plan, an all-hazards emergency plan, emergency response plan, evacuation plan, fire prevention and response plan, spill prevention and emergency clean-up plan as well as a newly purchased mass notification system to help get the word out through text messages and pop-ups on computer screens through Operations Supervisors' sending notifications over MDT's.

The Thurston Regional Planning Council identified these Thurston County Natural Hazards: Earthquakes; storms; flooding; landslides; wildland fires; and volcanic events. Bergkamp provided a link to a Hazards Assessment Map located on the TRPC website that shows what actual hazards are in a given area:

<http://www.trpc.org/790/hazards-assessment-map>.

IT is connected with others in the area who focus on preparing for national disasters, such as the Thurston Emergency Management Council; the Disaster Assistance Council; Local Emergency Planning Council; Thurston Area PIO Emergency Network; Thurston/Mason Local Emergency; Communications Committee and the school districts and other municipalities.

The agency also helps with large and small emergencies now, such as assisting in transporting a large groups of public safety personnel; or evacuating individuals in case of fire or toxic emissions. The agency helps to coordinate whenever and wherever possible. Intercity Transit is actually named within the Thurston County Comprehensive Emergency Management Plan as the lead emergency transportation provider.

#### **Under Emergency Support Function #1 - Transportation:**

*"Coordinate with Thurston County Public Works and Emergency Coordination Center in providing initial "windshield" damage assessments of road networks; coordinate the use of available equipment and personnel resources to assist with evacuations as appropriate; and provide appropriate transportation as needed for doctor and medical appointments."*

IT is out in the community daily so we know where the potholes and construction projects are; we know where the latest automobile accidents are and the conditions of the roads after a major earthquake or other natural disaster. And our primary responsibility/ goal is to serve the community as best as we can.

#### **Under Emergency Support Function #6 - Mass Care, Emergency Assistance, Housing and Human Services, Intercity Transit:**

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- A. *"Provide transportation resources to transport special needs or isolated populations to shelters as needed."*
- B. *"Provide buses for use as temporary shelters as coordinated with the ECC."*

Bergkamp touched on the topic of Recovery and provided this sample exercise scenario from the Emergency Management Course, involving a magnitude 9.0 earthquake that lasts for five minutes and 30 seconds, with 12 to 30 aftershocks ranging from 4.0 to 7.2 for the first thirty days; there's substantial damage to dwellings to require shelter for 40,000 people. Electrical facilities would likely be out for 6 to 9 months and after that a 90% restoration. There were 160,000 people without water, only 5% fueling stations have generator power and 7% of underground fuel tanks have leaks. Substantial sewer damage; LOTT and Yelm are down; significant damage to St. Peter's Hospital functioning at 40% capacity; Capital Medical is at 86% capacity; 50% of fatalities will come from schools and no school will be fully functional after the earthquake. Bergkamp said what came out of this exercise was substantial hope because Paul Brewster from TRPC created the Thurston Region Disaster Recovery Framework, and the intent of this exercise was the ability to "kick the tires" of this framework. Intercity Transit is in the "Ongoing Planning & Preparedness" phase. It's really important work and it's necessary to get things in line now. Brewster said Intercity Transit will "have a seat at the table" on the Regional Recovery Taskforce.

There are different levels of support: Federal, State, NGO, Tribes and Local Governments; and there's the Local Disaster Recovery Manager (LDRM). The LDRM is appointed by the Regional Recovery Task Force to start leading the effort of recovery. The Task Forces functions on a policy and decision-making level. There are many subcommittees like healthcare, jobs and economy, infrastructure and utilities, natural and cultural resources, housing, schools, and planning and capacity building. Intercity Transit may have a seat at one of these tables on an operational level.

The Regional Recovery Task Force (RRTF) ... *is a multi-jurisdictional committee composed of representatives from each of the incorporated communities in Thurston County including the tribes, county, cities, towns, Intercity Transit, LOTT, Port of Olympia, TCOMM 9-1-1. Representatives will be appointed by each jurisdiction's governing body.*

Next steps:

- Appoint Intercity Transit General Manager or designee for future service on the Regional Recovery Task Force
- Anticipate a role for Intercity Transit on a Recovery Support Function Subcommittee
- Continued staff attendance at monthly Emergency Management Council meetings

- Continued participation in regional exercises such as the Integrated Emergency Management Course

**It was M/S/A by Councilmembers Cox and Carmody to appoint the General Manager or designee to serve on the Regional Recovery Task Force as detailed in the Thurston Region Disaster Recovery Framework.**

**D. APTA Sustainability Multimodal Planning Workshop.** Don Melnick provided a debrief of his experience from the APTA Sustainability & Multimodal Planning Workshop. He said although his main focus at the conference centered on electric bus technology, he also attended several tours: MBTA Sustainability & Transit Oriented Development Tour in which they visited three sites: Green Line Rail Transit tunnel portal; Boston Landing Station; and the under construction New Commuter Rail Line and Station.

His overall impression was that other attendees felt good about their decision to get into the BEB business, and they felt obligated to do their part in response to global warming.

Melnick was pleased to learn more about BRT and the other measures agencies were taking to improve access to outlying areas and to speed up bus transit in congested city settings. It made him feel more comfortable about IT's steps to improve service.

*Commissioner Hutchings left the meeting.*

**E. Status of Alternative Vehicle Power Technology.** Director of Fleet and Facilities, Jonathon Yee, provided an update on the experience of other systems implementing electric and other alternatively fueled buses.

**Yee recapped from those discussions:**

- Not much has changed since the last update in April
- Manufacturer challenges
  - Parts and technical support, Delayed delivery, Utility challenges
- Range experience
  - KCM: short range / fast charge currently under 30
  - Pierce Transit: Slow charge (6-hours) currently ~100
  - Valley Transit: Not yet in service
  - Effects of hot and cold weather
  - Range is dependent on driver habits and finesse
- Costs
  - Utility rates and capacity
  - Vehicles (acquisition, battery replacement/disposal)

**Yee said peer recommendations include:**

- Wait – or - Do your research and proceed cautiously

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- Start with small scale
- Published range from manufacturers is optimistic.
- Partner with the utilities early.
- Emergency Planning and Response
  - Consider transit's role in local and regional emergency response and ensure the mission can be carried out
  - Plan for appropriate backup power for charging during emergencies.

### **Intercity Transit's Strategy:**

- Continue to explore and track evolution of new low/zero emission technologies
  - Continue to learn from peer agencies
  - Get involved in industry groups to stay current with technology and trends
- Keep our goals in mind (planning service based on the needs of the community rather than based on what the technology can support, providing a good level of service which encourages ridership and being good stewards of public funds) as we consider integration of new technologies.

Messmer said we need to begin participating in the solution sooner than later, and hopes technology moves more quickly.

Carmody said IT needs to start moving on this new technology – and not just observe our peers. We should begin investing in electric vans for vanpool, and look at infrastructure for the parking garage (i.e. roof garage you can plug buses into). These things could be built now while we wait for technology to catch up. She said this is the opportune time with the construction of a new building.

Melnick said he hasn't heard any of the agencies who are using this new technology say they resent their decision.

Yee said IT isn't going to take a wait a see approach for another five or ten years and not do anything until it's all been proven. However, IT isn't ready today or in the next six to twelve months to initiate a major purchase. The technology is evolving and the agency is trying to enter into this smartly and responsibly with the goal of using the public funds wisely. In the meantime, IT will continue to learn from its peers, and get involved in the community. Yee said he's received offers to get involved with hydrogen and battery communities while learning the process.

Messmer recommended including in the 2020 budget funding to hire an outside consultant to research this new technology and bring calculations to the Authority.

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Sullivan said this requires further discussion to determine the scope the Authority is looking for, and it will require being put out for bid, etc. Sullivan said this could be discussed at a future meeting.

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

The Washington State Transportation Conference and Roadeo was held August 18 – 20 in Seattle. It was an amazing conference with over 50 sessions. Intercity Transit celebrated their Excellence in Transit recipients (*Finance Team: Suzanne Coit, Angie Shamburger, Lori Vani and Kiera Maryott; Mike Reinhardt in Maintenance and Randy Laffey in Operations*). And for the fifth year in a row, we brought home the Grand Champion Award. Dan Savage took 1st Place Body on Chassis and 1st Place Mobility Device Securement; David Randall took 2nd Place 35'; and Rob Wood took 1st Place 40' with a record setting perfect score on the course; Maintenance Team came in 1st Place - Joe Bell, Grant Swidecki and James Bush.

Former Intercity Transit General Manager, Mike Harbor, is retiring from Sound Transit effective December 5, 2019, and at the WSTA 3<sup>rd</sup> quarter Board meeting, as the WSTA President, Freeman-Manzanares had the honor of recognizing him for his many years of leadership.

Lewis County is focused on Economic Development and currently does not have a vanpool program, so staff is exploring the possibility of providing vanpool opportunities in Lewis County. Currently, we are addressing some legal questions.

Staff will provide an update on the 2019 budget at either the October 16 or November 6 Authority meeting. We started the year with 327 employees, and as of August 25 payroll, we have 393 employees. We've hired 90 employees in the past seven months. Staff is working on the proposed budget based on the Long Range Plan and the Strategic Plan.

### **AUTHORITY ISSUES**

Messmer asked there be a future discussion based on this meeting's public comment regarding the Dial-A-Lift service area. She'd like to discuss how these types of things are decided, and is it possible for the public to appeal to the Authority on the PTBA boundaries. She recommends discussing what an appeal process would require.

Messmer appreciates that Kerri Wilson from the Walk N Roll program is participating on the Thurston Thrives Community Design Action Team and talked about the combination of the programs she's involved in and the interaction with school walking routes and infrastructure that is needed for the kids to walk safely to school.

### **ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 8:25 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: September 18, 2019.**

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

**DRAFT**

PERIOD DATES:		7/21/2019-8/3/2019		PAYDATE	8/9/2019	PERIOD DATES:		8/4/2019-8/17/2019		PAYDATE	8/23/2019
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	MT		EFT	26,834.12	103,522.19		MT		EFT	27,761.42	113,819.40
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INS HEALTH	D3/DI	Disability Ins		2,985.56	0.00	INS HEALTH	A2	Met Life		8,559.09	
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							HE/HI/SP/TB	Health In1stN2ND		215,060.31	0.00
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DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,516.80	12,516.80	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,512.16	12,512.16
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	HS	Health Svgs	ACH Wire every	275.00	275.00		HS	Health Svgs	ACH Wire every	275.00	275.00
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	DC	Vgrd ER	Wire	37,569.99	91,137.26		DC	Vgrd ER	Wire	39,863.51	97,182.03
	L2	401k Ln#2	Wire	4,732.77			L2	401k Ln#2	Wire	5,037.58	
	LN	401k Ln #1	Wire	7,513.82	12,246.59		LN	401k Ln #1	Wire	7,513.82	12,551.40
		TTL VNGRD		103,383.85				TTL VNGRD		109,733.43	
LABOR INS ESD	LI&LA	L&I	EFT Quarterly	37,681.47		LABOR INS ESD	LI&LA	L&I -LA +LI +ER	EFT Quarterly	38,473.01	
	CF&CL	WPFML	EFT Quarterly	3,484.00			CF&CL	WPFML	EFT Quarterly	3,592.83	
MACHINISTS UNION DUES	MD/M2	Mch.UnDues	Check last	1,626.35		MACHINISTS UNION DUES	MD	Mch.UnDues- 164 PEREE	Check last	1,674.28	
	MI	Mac.Initltn	Check last	131.62			MI	Mac.Initltn	Check last	11.25	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	25.00	0.00		TF	Tx.Fr.Benefit	Employer	70.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	450.00		PROJECT ASSIST	PA	Proj.Assist	Check last	448.00	
PENSION STATE PERS	PN	PERS EE	EFT	73,638.83	0.00	PENSION STATE PERS	PN	PERS EE	EFT	73,991.70	0.00
	PN	PERS ER	EFT	121,172.94	194,811.77		PN	PERS ER	EFT	121,863.00	195,854.70
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	RC	ICMA EE	WIRE	5,574.15			RC	ICMA EE	WIRE	5,568.12	
	RI	ICMA Roth	WIRE	380.76	380.76		RI	ICMA Roth	WIRE	157.43	157.43
	RL	ICMA Ln#1	WIRE	678.36	921.97		RL	ICMA Ln#1	WIRE	678.36	921.97
	RR	ICMA ER	WIRE	2,606.23	8,180.38		RR	ICMA ER	WIRE	2,625.95	8,194.07
		TTL ICMA		9,102.35	9,483.11			TTL ICMA		9,116.04	9,273.47
457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	16,221.48		457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	15,897.93	
	SR	457 ST ER	EFT	9,476.20	25,697.68		SR	457 ST ER	EFT	9,140.15	25,038.08
	ST&SS	AFLAC POST/PRE	EFT	6,138.70	6,138.70		ST&SS	ShTrmDisab-AFLAC	EFT	6,114.00	6,114.00
ATU UNION DUES	UC	Un COPE	Check 1st	167.00		ATU UNION DUES	UC	Un COPE	Check 1st	-	
	UA	Un Assess	Check last	0.00			UA	Un Assess -2ND PP	Check last	588.00	
	UD	Un Dues	Check last	6,110.09			UD	Un Dues-BOTH PP	Check last	6,013.46	
	UI	Un Initltn	Check last	160.00			UI	Un Initltn- 100.00 PEREE	Check last	160.00	
	UT	Un Tax	Check last	3,210.00			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	277.00		UNITED WAY	UW	United Way	Check last	259.00	
WELLNESS	WF	Wellness	Check last	369.00		WELLNESS	WF	Wellness	Check last	367.00	
DIRECT DEP. LIVE CHECKS	NP	NET PAY (dir. Depos ACH Wire every		608,578.17	608,578.17	DIRECT DEP. LIVE CHECKS	NP	ACH Wire every		623,663.11	623,663.11
		Paychecks		3,788.63				Paychecks - LIVE CHECKS		1,472.80	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,078,283.04			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,111,777.77
		TOTAL PAYROLL*:		\$1,356,544.72				TOTAL PAYROLL*:		\$1,392,270.73	
GROSS WAGE ER AMOUNT MEDICARE TAX		GROSS EARNINGS:		954,223.67		GROSS WAGE ER AMOUNT MEDICARE TAX		GROSS EARNINGS:		986,554.44	
		EMPR MISC DED:		388,903.99				EMPR MISC DED:		391,835.58	
		EMPR MEDICARE TAX:		13,417.06				EMPR MEDICARE TAX:		13,880.71	
										0.00	
		PP16 Total			\$1,356,544.72			PP17 Total			\$1,392,270.73
								Total Payroll for August 2019			\$2,748,815.45
DIRECT DEP.		ACH WIRE TOTAL		635,245.74		DIRECT DEP.		ACH WIRE TOTAL		650,482.02	

\$0.00

\$0.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/2/2019

Thru Date: 8/2/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28194	8/2/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$16,515.06	
28195	8/2/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
28196	8/2/2019	02380	ARAMARK UNIFORM SERVICES	\$1,106.43	
28197	8/2/2019	02425	ARONSON SECURITY GROUP INC	\$140,648.27	
28198	8/2/2019	02580	ASSOCIATED PETROLEUM	\$82,847.84	
28199	8/2/2019	03950	BRUCE TITUS AUTOMOTIVE GROUP	\$90.17	
28200	8/2/2019	04120	BUILDERS HARDWARE & SUPPLY	\$586.13	
28201	8/2/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$683.58	
28202	8/2/2019	07220	CUMMINS INC.	\$429.86	
28203	8/2/2019	09662	FERRELLGAS	\$708.63	
28204	8/2/2019	10607	GENUINE AUTO GLASS OF LACEY	\$465.46	
28205	8/2/2019	10660	GILLIG LLC	\$6,436.78	
28206	8/2/2019	10759	GORDON TRUCK CENTERS INC	\$396.50	
28207	8/2/2019	11615	INDUSTRIAL HYDRAULICS INC	\$94.99	
28208	8/2/2019	11702	INSPECTORATE AMERICA CORPORATION	\$2,095.67	
28209	8/2/2019	11895	J&I POWER EQUIPMENT INC	\$349.16	
28210	8/2/2019	11905	JANEK CORPORATION	\$568.36	
28211	8/2/2019	12875	KPFF CONSULTING ENGINEERS INC	\$277.37	
28212	8/2/2019	14381	METLIFE	\$8,696.37	
28213	8/2/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.39	
28214	8/2/2019	14750	MULLINAX FORD	\$350.64	
28215	8/2/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$159.68	
28216	8/2/2019	16626	Pan, Lisa	\$40.00	
28217	8/2/2019	16969	POINT GRAPHICS LLC	\$152.48	
28218	8/2/2019	17505	RAINIER DODGE INC	\$39.57	
28219	8/2/2019	17560	RE AUTO ELECTRIC INC	\$454.57	
28220	8/2/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$722.68	
28221	8/2/2019	18145	SIX ROBBLEES INC	\$431.02	
28222	8/2/2019	18530	STANDARD PARTS CORP	\$391.65	
28223	8/2/2019	18705	SUNBELT RENTALS	\$3,693.95	
28224	8/2/2019	18711	SUNSET AIR INC.	\$1,942.75	
28225	8/2/2019	18940	TENNANT COMPANY	\$634.76	
28226	8/2/2019	21660	THERMO KING NORTHWEST	\$360.31	
28227	8/2/2019	21950	TITUS-WILL CHEVROLET	\$5,506.19	
28228	8/2/2019	22010	TOYOTA OF OLYMPIA	\$44.93	
28229	8/2/2019	23660	UNITED WAY OF THURSTON COUNTY	\$536.00	
28230	8/2/2019	23740	USSC ACQUISITION CORP	\$239.10	
28231	8/2/2019	24750	WA ST GET PROGRAM	\$30.00	
28232	8/2/2019	24905	WA ST SCHOOL FOR THE BLIND	\$786.76	
28233	8/2/2019	26225	WORKS IN PROGRESS	\$320.00	
28234	8/2/2019	26861	WESTERN GRAPHICS INC.	\$1,038.36	
Total:				\$284,991.28	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/9/2019

Thru Date: 8/9/2019

Check #	Check Date	Ref #	Name	Amount	Voided
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28240	8/9/2019	01895	ECOLUBE RECOVERY LLC	\$628.48	
28241	8/9/2019	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$39,250.00	
28242	8/9/2019	02580	ASSOCIATED PETROLEUM	\$40,330.43	
28243	8/9/2019	02825	AUTO PLUS - OLYMPIA 10364	\$63.61	
28244	8/9/2019	05280	CAPITAL LAKEFAIR INC	\$3,136.00	
28245	8/9/2019	05940	CENTURYLINK	\$967.03	
28246	8/9/2019	06120	CITY OF OLYMPIA UTILITIES	\$8,075.56	
28247	8/9/2019	07220	CUMMINS INC.	\$4,515.43	
28248	8/9/2019	09662	FERRELLGAS	\$3,981.10	
28249	8/9/2019	10477	GALLS LLC	\$549.76	
28250	8/9/2019	10605	GENFARE	\$103.50	
28251	8/9/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28252	8/9/2019	10660	GILLIG LLC	\$9,289.24	
28253	8/9/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
28254	8/9/2019	10759	GORDON TRUCK CENTERS INC	\$70.22	
28255	8/9/2019	10863	GRAYS HARBOR TRANSIT	\$63.00	
28256	8/9/2019	11615	INDUSTRIAL HYDRAULICS INC	\$138.82	
28257	8/9/2019	11800	INTERNATONAL INSTITUTE MUNICIPAL CLER	\$210.00	
28258	8/9/2019	11865	ISLAND SUPERIOR AIR FILTER	\$373.35	
28259	8/9/2019	13485	LEMAY MOBILE SHREDDING	\$71.51	
28260	8/9/2019	13750	MAILBOX OF OLYMPIA	\$800.00	
28261	8/9/2019	13793	MARTIN WAY COLLISION INC.	\$1,126.01	
28262	8/9/2019	14590	MOHAWK MFG & SUPPLY	\$534.34	
28263	8/9/2019	14750	MULLINAX FORD	\$846.76	
28264	8/9/2019	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$1,606.26	
28265	8/9/2019	15220	NORTHWEST HANDLING SYSTEMS INC.	\$2,767.48	
28266	8/9/2019	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$47.83	
28267	8/9/2019	16490	HAROLD LEMAY ENTERPRISES	\$650.35	
28268	8/9/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$119.75	
28269	8/9/2019	16595	PACIFIC POWER GROUP LLC	\$262.01	
28270	8/9/2019	16695	PATTISON WATER COMPANY	\$95.90	
28271	8/9/2019	16969	POINT GRAPHICS LLC	\$193.46	
28272	8/9/2019	17560	RE AUTO ELECTRIC INC	\$137.78	
28273	8/9/2019	17900	SCHETKY NORTHWEST SALES INC.	\$257.50	
28274	8/9/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$154.28	
28275	8/9/2019	18052	SHEA CARR & JEWELL INC	\$2,475.00	
28276	8/9/2019	18530	STANDARD PARTS CORP	\$767.50	
28277	8/9/2019	18651	STORMANS (LICENSING)	\$14.75	
28278	8/9/2019	18711	SUNSET AIR INC.	\$575.19	
28279	8/9/2019	21660	THERMO KING NORTHWEST	\$109.16	
28280	8/9/2019	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$500.00	
28281	8/9/2019	21930	TIRES INC	\$18,031.15	
28282	8/9/2019	21950	TITUS-WILL CHEVROLET	\$643.37	
28283	8/9/2019	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$70.24	
28284	8/9/2019	22010	TOYOTA OF OLYMPIA	\$121.35	
28285	8/9/2019	22100	TRANSIT SOLUTIONS LLC	\$274.87	
28286	8/9/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$40,568.60	
28287	8/9/2019	23621	UPS FREIGHT	\$233.36	
28288	8/9/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
28289	8/9/2019	24755	WA ST HEALTH CARE AUTHORITY	\$430,305.95	
28290	8/9/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$960.00	
28291	8/9/2019	25580	WASHINGTON STATE TRANSIT INSURANCE	\$5,000.00	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/15/2019

Thru Date: 8/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28354	8/15/2019	17505	RAINIER DODGE INC	\$2,747.77	
28355	8/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
28356	8/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$74,676.34	
28357	8/15/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$1,395.34	
Total:				\$78,819.45	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/16/2019

Thru Date: 8/16/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28292	8/16/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$167.00	
28293	8/16/2019	01820	AMERICAN DRIVING RECORDS INC	\$531.88	
28294	8/16/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$195.65	
28295	8/16/2019	02580	ASSOCIATED PETROLEUM	\$5,531.94	
28296	8/16/2019	02825	AUTO PLUS - OLYMPIA 10364	\$301.83	
28297	8/16/2019	03250	BATTERY SYSTEMS INC	\$5,408.25	
28298	8/16/2019	05940	CENTURYLINK	\$1,522.69	
28299	8/16/2019	05995	CHILD CARE ACTION COUNCIL	\$200.00	
28300	8/16/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$579.88	
28301	8/16/2019	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$31,920.42	
28302	8/16/2019	07220	CUMMINS INC.	\$1,477.46	
28303	8/16/2019	07619	DAVID S FOSTER	\$1,750.00	
28304	8/16/2019	09660	FERGUSON ENTERPRISES INC	\$15.81	
28305	8/16/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28306	8/16/2019	10477	GALLS LLC	\$4,119.26	
28307	8/16/2019	10605	GENFARE	\$268.71	
28308	8/16/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28309	8/16/2019	10660	GILLIG LLC	\$11,342.96	
28310	8/16/2019	10759	GORDON TRUCK CENTERS INC	\$158.66	
28311	8/16/2019	11615	INDUSTRIAL HYDRAULICS INC	\$177.36	
28312	8/16/2019	11892	J ROBERTSON AND COMPANY	\$3,062.50	
28313	8/16/2019	11943	JOANNA GRIST	\$1,750.00	
28314	8/16/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$620.00	
28315	8/16/2019	13555	LIBBY ENVIRONMENTAL LLC	\$75.00	
28316	8/16/2019	13850	MASON TRANSIT AUTHORITY	\$306.00	
28317	8/16/2019	14336	MENSER SAMUEL	\$357.16	
28318	8/16/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.39	
28319	8/16/2019	14590	MOHAWK MFG & SUPPLY	\$312.60	
28320	8/16/2019	14750	MULLINAX FORD	\$2,043.53	
28321	8/16/2019	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$661.32	
28322	8/16/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,757.48	
28323	8/16/2019	16654	PARKER CORPORATE SERVICES INC.	\$31,863.63	
28324	8/16/2019	17420	R&R TIRE COMPANY INC.	\$2,596.13	
28325	8/16/2019	17505	RAINIER DODGE INC	\$3,840.77	
28326	8/16/2019	17560	RE AUTO ELECTRIC INC	\$368.99	
28327	8/16/2019	17900	SCHETKY NORTHWEST SALES INC.	\$493.16	
28328	8/16/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,003.55	
28329	8/16/2019	18145	SIX ROBBLEES INC	\$154.46	
28330	8/16/2019	18470	SPORTWORKS NORTHWEST INC	\$2,319.96	
28331	8/16/2019	18530	STANDARD PARTS CORP	\$252.51	
28332	8/16/2019	21660	THERMO KING NORTHWEST	\$123.13	
28333	8/16/2019	21930	TIRES INC	\$3,414.06	
28334	8/16/2019	21950	TITUS-WILL CHEVROLET	\$2,538.79	
28335	8/16/2019	22010	TOYOTA OF OLYMPIA	\$84.04	
28336	8/16/2019	22420	TUMWATER PRINTING	\$87.44	
28337	8/16/2019	23576	UNG CHAE	\$2,700.00	
28338	8/16/2019	23770	VANNER INC.	\$2,659.35	
28339	8/16/2019	24030	WA ST AUDITORS OFFICE	\$17,667.65	
28340	8/16/2019	24100	WA ST DEPT OF ECOLOGY 1	\$1,874.00	
28341	8/16/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28342	8/16/2019	24750	WA ST GET PROGRAM	\$30.00	
28343	8/16/2019	25858	WESTCARE CLINIC LLC PS	\$1,190.00	
28344	8/16/2019	26405	XIOLOGIX LLC	\$21,817.72	
28345	8/16/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$1,073.91	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/16/2019

Thru Date: 8/16/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28346	8/16/2019	02380	ARAMARK UNIFORM SERVICES	\$1,104.96	
28347	8/16/2019	10580	GENE'S TOWING INC	\$89.69	
28348	8/16/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,069.67	
28349	8/16/2019	12845	KNIGHT FIRE PROTECTION	\$1,083.73	
28350	8/16/2019	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$660.00	
28351	8/16/2019	17290	PUGET SOUND ENERGY	\$12,213.20	
28352	8/16/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
28353	8/16/2019	25380	WASHINGTON GARDENS	\$316.97	
Total:				\$193,252.63	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/23/2019

Thru Date: 8/23/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28359	8/23/2019	01960	AMERICAN SEATING COMPANY	\$279.48	
28360	8/23/2019	02580	ASSOCIATED PETROLEUM	\$5,715.73	
28361	8/23/2019	03250	BATTERY SYSTEMS INC	\$716.49	
28362	8/23/2019	04100	BUENAVISTA SERVICES INC.	\$10,982.60	
28363	8/23/2019	05340	CAPITOL COURIER SERVICE	\$428.45	
28364	8/23/2019	05940	CENTURYLINK	\$307.23	
28365	8/23/2019	06120	CITY OF OLYMPIA UTILITIES	\$1,319.20	
28366	8/23/2019	06781	COMPUNET INC.	\$20,840.94	
28367	8/23/2019	07220	CUMMINS INC.	\$3,965.13	
28368	8/23/2019	08006	DK BOOS GLASS INC.	\$19,001.80	
28369	8/23/2019	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$1,114.86	
28370	8/23/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28371	8/23/2019	10660	GILLIG LLC	\$7,966.45	
28372	8/23/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$982,780.15	
28373	8/23/2019	11261	HERMANSON COMPANY LLP	\$7,432.40	
28374	8/23/2019	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$4,361.42	
28375	8/23/2019	11909	JAYRAY ADS & PR INC	\$1,962.50	
28376	8/23/2019	13661	LOOMIS	\$3,998.53	
28377	8/23/2019	14590	MOHAWK MFG & SUPPLY	\$382.24	
28378	8/23/2019	14750	MULLINAX FORD	\$41.45	
28379	8/23/2019	15140	NISQUALLY TOWING SERVICE	\$276.01	
28380	8/23/2019	15535	OLYMPIA COLLISION REPAIR	\$380.94	
28381	8/23/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$72.56	
28382	8/23/2019	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
28383	8/23/2019	16969	POINT GRAPHICS LLC	\$231.44	
28384	8/23/2019	17290	PUGET SOUND ENERGY	\$225.72	
28385	8/23/2019	17505	RAINIER DODGE INC	\$450.09	
28386	8/23/2019	17560	RE AUTO ELECTRIC INC	\$215.79	
28387	8/23/2019	17742	ROOFTOP ANCHOR INC.	\$4,261.77	
28388	8/23/2019	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
28389	8/23/2019	17900	SCHETKY NORTHWEST SALES INC.	\$209.59	
28390	8/23/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,155.72	
28391	8/23/2019	18145	SIX ROBBLEES INC	\$1,786.97	
28392	8/23/2019	18420	SOUTHGATE FENCE INC	\$674.29	
28393	8/23/2019	18530	STANDARD PARTS CORP	\$78.55	
28394	8/23/2019	21765	THURSTON COUNTY CPED	\$100.00	
28395	8/23/2019	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$2,000.00	
28396	8/23/2019	21950	TITUS-WILL CHEVROLET	\$724.65	
28397	8/23/2019	22325	TTL PARTNERS LLC	\$3,433.00	
28398	8/23/2019	26005	WILCOX AND FLEGEL	\$7,639.41	
28399	8/23/2019	26405	XIOLOGIX LLC	\$4,788.36	
<b>Total:</b>				<b>\$1,108,533.91</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/30/2019

Thru Date: 8/30/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28400	8/30/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$16,241.55	
28401	8/30/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
28402	8/30/2019	01895	ECOLUBE RECOVERY LLC	\$232.81	
28403	8/30/2019	02380	ARAMARK UNIFORM SERVICES	\$1,130.41	
28404	8/30/2019	02580	ASSOCIATED PETROLEUM	\$58,112.02	
28405	8/30/2019	02825	AUTO PLUS - OLYMPIA 10364	\$77.01	
28406	8/30/2019	05280	CAPITAL LAKEFAIR INC	\$658.00	
28407	8/30/2019	06120	CITY OF OLYMPIA UTILITIES	\$6,097.35	
28408	8/30/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$545.12	
28409	8/30/2019	07220	CUMMINS INC.	\$29,278.51	
28410	8/30/2019	09660	FERGUSON ENTERPRISES INC	\$338.66	
28411	8/30/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28412	8/30/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28413	8/30/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28414	8/30/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28415	8/30/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28416	8/30/2019	10477	GALLS LLC	\$14,333.47	
28417	8/30/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,387.43	
28418	8/30/2019	10608	GEOENGINEERS INC	\$2,290.30	
28419	8/30/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28420	8/30/2019	10660	GILLIG LLC	\$9,498.42	
28421	8/30/2019	11905	JANEK CORPORATION	\$327.90	
28422	8/30/2019	11930	JERRYS AUTOMOTIVE TOWING	\$326.70	
28423	8/30/2019	12845	KNIGHT FIRE PROTECTION	\$1,887.56	
28424	8/30/2019	13793	MARTIN WAY COLLISION INC.	\$801.17	
28425	8/30/2019	13886	MATERIALS TESTING & CONSULTING INC.	\$5,783.00	
28426	8/30/2019	14335	MELNICK DONALD	\$454.00	
28427	8/30/2019	14381	METLIFE	\$8,559.09	
28428	8/30/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$606.46	
28429	8/30/2019	15140	NISQUALLY TOWING SERVICE	\$276.00	
28430	8/30/2019	15561	OLYMPIA ENGRAVING & SIGN COMPANY	\$7,820.42	
28431	8/30/2019	16966	POINT & PAY	\$1,527.72	
28432	8/30/2019	17505	RAINIER DODGE INC	\$112.81	
28433	8/30/2019	17560	RE AUTO ELECTRIC INC	\$216.29	
28434	8/30/2019	17580	RECARO NORTH AMERICA INC	\$323.57	
28435	8/30/2019	17900	SCHETKY NORTHWEST SALES INC.	\$1,657.76	
28436	8/30/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,133.08	
28437	8/30/2019	18145	SIX ROBBLEES INC	\$98.11	
28438	8/30/2019	18510	SRG PARTNERSHIP INC.	\$86,226.49	
28439	8/30/2019	18530	STANDARD PARTS CORP	\$351.32	
28440	8/30/2019	18705	SUNBELT RENTALS	\$3,693.95	
28441	8/30/2019	21950	TITUS-WILL CHEVROLET	\$2,045.15	
28442	8/30/2019	22010	TOYOTA OF OLYMPIA	\$129.27	
28443	8/30/2019	23660	UNITED WAY OF THURSTON COUNTY	\$536.00	
28444	8/30/2019	23740	USSC ACQUISITION CORP	\$1,108.89	
28445	8/30/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28446	8/30/2019	24750	WA ST GET PROGRAM	\$30.00	
28447	8/30/2019	24755	WA ST HEALTH CARE AUTHORITY	\$439,467.30	
Total:				\$709,356.93	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>06270 CLAUS-SHARWARK DIANA</b>										
00	07/22/19 REIMB.	DI	8/2/2019			25.00	25.00	25.00		25.00
00	07/30/19 REIMB.	DI	8/2/2019			71.22	71.22	96.22		96.22
00	08/06-08/10 ADV TRVL	DI	8/2/2019			291.16	291.16	387.38		387.38
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2019JUL	DI	8/2/2019			888.00	888.00	888.00		1,275.38
<b>11775 IT WELLNESS</b>										
00	2019JUL	DI	8/2/2019			731.00	731.00	731.00		2,006.38

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>03804 BRADLEY SARA</b>										
00	080919SB	DI	8/9/2019			176.45	176.45	176.45		176.45

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	<b>02541 ASMUS JAMES</b>									
00	2019 TUITION REIMB.	DI	8/16/2019			1,820.00	1,820.00	1,820.00		1,820.00
	<b>03345 BELL JOE</b>									
00	08/16-08/19 ADV TRVL	DI	8/16/2019			190.00	190.00	190.00		2,010.00
	<b>04232 BUSH JAMES L</b>									
00	08/16-08/19 ADV TRVL	DI	8/16/2019			190.00	190.00	190.00		2,200.00
	<b>08430 DUDEK DAVID</b>									
00	08/14-08/21 ADV TRVL	DI	8/16/2019			315.00	315.00	315.00		2,515.00
	<b>10205 FREEMAN-MANZANARES ANN</b>									
00	07/27-08/01 TRAVEL	DI	8/16/2019			2,753.45	2,753.45	2,753.45		5,268.45
	<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>									
00	2019AUGUST	DI	8/16/2019			3,516.25	3,516.25	3,516.25		8,784.70
	<b>14497 MILLER WILLIAM</b>									
00	08/14-08/19 ADV TRVL	DI	8/16/2019			300.00	300.00	300.00		9,084.70
	<b>14875 NAGEL BRIAN</b>									
00	07/20-07/25 TRAVEL	DI	8/16/2019			31.99	31.99	31.99		9,116.69
	<b>16756 PETERSON JEFF</b>									
00	08/24-08/28 ADV TRVL	DI	8/16/2019			226.00	226.00	226.00		9,342.69
	<b>16757 PETERSON LEE</b>									
00	2019 TUIT REIMB #1	DI	8/16/2019			1,612.50	1,612.50	1,612.50		10,955.19
00	2019 TUIT REIMB #2	DI	8/16/2019			1,612.50	1,612.50	3,225.00		12,567.69
	<b>17528 RANDALL DAVID</b>									
00	08/14-08/19 ADV TRVL	DI	8/16/2019			206.58	206.58	206.58		12,774.27
	<b>17655 REINHARDT BRYCE</b>									
00	08/16-08/19 ADV TRVL	DI	8/16/2019			190.00	190.00	190.00		12,964.27
	<b>17657 REINHARDT MICHAEL</b>									
00	08/18-08/21 ADV TRVL	DI	8/16/2019			105.90	105.90	105.90		13,070.17
	<b>17878 SAVAGE DANIEL</b>									
00	08/14-08/19 ADV TRVL	DI	8/16/2019			206.58	206.58	206.58		13,276.75
	<b>18200 SMATHERS LARRY J</b>									
00	08/18-08/30 ADV TRVL	DI	8/16/2019			1,091.60	1,091.60	1,091.60		14,368.35
	<b>18275 SNYDER WILLIAM</b>									
00	08/16-08/21 ADV TRVL	DI	8/16/2019			224.00	224.00	224.00		14,592.35
	<b>18749 SWIDECKI GRANT</b>									
00	08/16-08/19 ADV TRVL	DI	8/16/2019			190.00	190.00	190.00		14,782.35
	<b>26206 WOOD ROBERT D.</b>									
00	08/14-08/19 ADV TRVL	DI	8/16/2019			206.58	206.58	206.58		14,988.93
	<b>26501 YEE JONATHON</b>									
00	08/17-08/21 ADV TRVL	DI	8/16/2019			106.00	106.00	106.00		15,094.93

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>06487 COIT SUZANNE</b>										
00	08/12-08/15 TRAVEL	DI	8/23/2019			61.00	61.00	61.00		61.00
<b>09667 FERRIS TAMMY</b>										
00	08/24-08/28 ADV TRVL	DI	8/23/2019			285.16	285.16	285.16		346.16
<b>11086 HARTE REMEL</b>										
00	08/15 RECOG CASH O	DI	8/23/2019			130.00	130.00	130.00		476.16
<b>13486 LAMBERSON REUBEN</b>										
00	08/19 RECOG CASH O	DI	8/23/2019			70.00	70.00	70.00		546.16
<b>14292 MEADOR STEPHANIE C.</b>										
00	08/12-08/15 TRAVEL	DI	8/23/2019			115.64	115.64	115.64		661.80
<b>17895 SCHEEL RONALD</b>										
00	08/15 RECOG CASH O	DI	8/23/2019			1,005.00	1,005.00	1,005.00		1,666.80
<b>18042 SHAMBURGER ANGIE</b>										
00	08/12-08/15 TRAVEL	DI	8/23/2019			61.00	61.00	61.00		1,727.80

# Intercity Transit

## Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01471 AGUERO JASON</b>										
00	8/12-8/15 ADDL TRVL	DI	8/30/2019			822.36	822.36	822.36		822.36
<b>04232 BUSH JAMES L</b>										
00	09/15-09/27 ADV TRVL	DI	8/30/2019			822.00	822.00	822.00		1,644.36
<b>07110 CRASS CAMERON</b>										
00	08/17-08/21 TRAVEL	DI	8/30/2019			88.16	88.16	88.16		1,732.52
<b>07621 DAVIS MONTY</b>										
00	09/15-09/20 ADV TRVL	DI	8/30/2019			345.00	345.00	345.00		2,077.52
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	08/17-08/21 TRAVEL	DI	8/30/2019			1,106.62	1,106.62	1,106.62		3,184.14
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2019AUG	DI	8/30/2019			898.00	898.00	898.00		4,082.14
<b>11775 IT WELLNESS</b>										
00	2019AUG	DI	8/30/2019			736.00	736.00	736.00		4,818.14
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2019AUG SLAVIN, R.	DI	8/30/2019			160.00	160.00	160.00		4,978.14
<b>12020 JOHNSON VERLIN</b>										
00	09/15-09/20 ADV TRVL	DI	8/30/2019			700.60	700.60	700.60		5,678.74
<b>12111 JOY MARGARET</b>										
00	08/22 RECOG CASH O	DI	8/30/2019			335.00	335.00	335.00		6,013.74
<b>12866 KOLEBER PAUL</b>										
00	09/03-09/05 ADV TRVL	DI	8/30/2019			198.00	198.00	198.00		6,211.74
<b>13751 MALAY SEAN</b>										
00	09/15-09/20 ADV TRVL	DI	8/30/2019			345.00	345.00	345.00		6,556.74
<b>13774 MARKOWITZ CODY</b>										
00	09/15-09/20 ADV TRVL	DI	8/30/2019			345.00	345.00	345.00		6,901.74
<b>17655 REINHARDT BRYCE</b>										
00	09/03-09/13 ADV TRVL	DI	8/30/2019			726.00	726.00	726.00		7,627.74
<b>17657 REINHARDT MICHAEL</b>										
00	08/18-08/21 TRAVEL	DI	8/30/2019			47.86	47.86	47.86		7,675.60
<b>18738 SUTHERBY BRIAN</b>										
00	09/03-09/05 ADV TRVL	DI	8/30/2019			198.00	198.00	198.00		7,873.60
<b>26501 YEE JONATHON</b>										
00	08/17-08/21 TRAVEL	DI	8/30/2019			53.94	53.94	53.94		7,927.54
00	09/03-09/05 ADV TRVL	DI	8/30/2019			198.00	198.00	251.94		8,125.54

**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM 3-D  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 360-705-5838

**SUBJECT:** Request to Set Public Hearing for the 2020-2025 Strategic Plan

- 
- 1) **The Issue:** Set a public hearing to receive comment on the 2020-2025 Strategic Plan.
- 
- 2) **Recommended Action:** Set the public hearing for the 2020-2025 Strategic Plan for Wednesday, November 20, 2019.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the strategic plan. The Strategic Plan states the Agency's direction for 2020 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2020.
- 
- 4) **Background:** Staff will finalize the draft documents with the Authority at the October 16, 2019, ITA meeting, incorporate changes then release for public consideration. Formal comment will be accepted through the November 20, 2019, Authority meeting. Final adoption is proposed for December 4, 2019.
- 
- 5) **Alternatives:**  
A) Set the public hearing for the 2020-2025 Strategic Plan for Wednesday, November 20, 2019.  
B) Direct staff to set the public hearing for a different date.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM NO. 3-E  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority and Community Advisory Committee

**FROM:** Suzanne Coit, 705-5816

**SUBJECT:** Request to Set Public Hearing for the 2020 Draft Budget

- 
- 1) **The Issue:** Set a public hearing to receive comment on the 2020 Draft Budget.
- 
- 2) **Recommended Action:** Set the public hearing for the 2020 draft budget for Wednesday, November 20, 2019. Final adoption is proposed for December 4, 2019.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2020.
- 
- 4) **Background:** The Authority will review the draft budget at their October 2, 2019, Meeting, with a potential follow-up on October 16 if necessary. The budget document will be released to the public on October 21, 2019, with a proposed public hearing scheduled for November 20. Staff will finalize the draft budget with the Authority at the November 6, 2019, meeting. The budget is scheduled for adoption at the December 4, 2019, Authority meeting.
- 
- 5) **Alternatives:**
- A) Set the public hearing for the 2020 draft budget for Wednesday, November 20, 2019, with subsequent adoption proposed for December 4, 2019.
  - B) Direct staff to revise the proposed 2020 budget calendar and set the public hearing for a different date.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** The annual budget impacts all agency goals.
-

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8)      **References:** N/A.

**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM NO. 3-F  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, Procurement Coordinator, 705-5878  
**SUBJECT:** Annual Conduent Maintenance Contract Extension

- 
- 1) **The Issue:** Consideration of extension of maintenance contract and payment for the Orbital CAD/AVL radio system.
- 
- 2) **Recommended Action:** Authorize the General Manager to enter into a six-month term contract, with seven more optional six-month renewal periods, with Conduent Transport Solutions (Conduent) and pay the invoice for the Conduent Orbital CAD/AVL system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$101,595.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$100,000.
- 
- 4) **Background:** Conduent's proprietary Orbital system provides radio communications between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

In 2008, Intercity Transit completed installation of the Orbital system and entered into a maintenance agreement with Conduent that can be extended through September 25, 2023.

The Orbital system maintenance and support services are crucial to ensuring that the system is performing properly at all times and therefore an extension of the hardware and software maintenance agreement is essential to our operations.

The extension represents a 2% annual increase, as specified in the original agreement.

Based on review of actual maintenance needs for previous years and our current knowledge of the Orbital system, staff recommends the contract with Conduent be extended and believes the cost established within the agreement continues to be fair and reasonable.

---

5) **Alternatives:**

1) Authorize the General Manager to enter into a six-month term contract, with seven more optional six-month renewal periods, with Conduent Transport Solutions (Conduent) and pay the invoice for the Conduent Orbital CAD/AVL system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$101,595.

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

---

6) **Budget Notes:** The 2019 budget includes \$489,000 for Information Systems related maintenance agreements. This is an anticipated expense and is within budget.

---

7) **Goal Reference:** **Goal #1:** *"Asses the transportation needs of our community through the Public Transportation Benefit Area;"* **Goal #2:** *"Provide outstanding customer service;"* and **Goal #3:** *"Maintain a safe and secure operating system."*

---

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

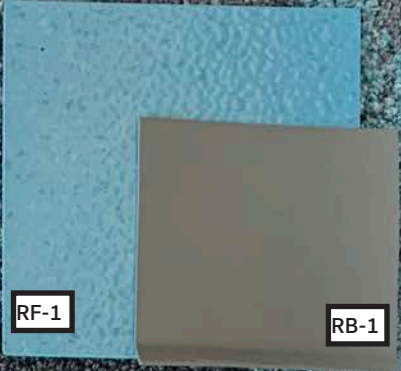
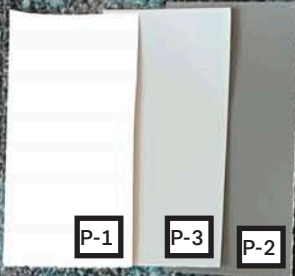
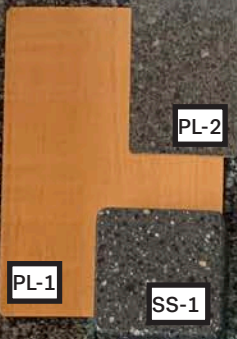
**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM 4  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority  
**FROM:** Steve Krueger, 705-5833  
**SUBJECT:** New Olympia Transit Center Office Furniture Package

- 
- 1) **The Issue:** Consideration of authorizing the General Manager to issue purchase orders for the new Olympia Transit Center (OTC) office furniture package in preparation for occupancy.
- 
- 2) **Recommended Action:** Authorize the General Manager to issue purchase orders for the new Olympia Transit Center (OTC) office furniture package in an amount to be specified upon completion of negotiations.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve purchases over \$100,000 for which the OTC office furniture package applies.
- 
- 4) **Background:** The new OTC building is expected to be substantially complete by November 7, 2019. In preparation for occupancy, the building Architect, SRG Partnership (SRG), has been collaborating with internal stakeholders in the selection of commercial grade furniture that not only complements the interior space but is also highly adjustable for individual use while best serving its intended function. This office furniture package will outfit all individual workstations, conference/training rooms, the operator breakroom and more. Moreover, every effort was made to select pieces that maximize versatility.

All of the recommended office furniture is available for purchase using existing competitively awarded government furniture contracts. With an approximate six-week lead-time, issuing purchase orders now will allow us to have the furniture delivered directly to the new building and begin installation. Accordingly, staff recommends the authorization of the purchase of the OTC office furniture package and orders issued at this time. Staff is finalizing negotiations and anticipates having final pricing for Authority consideration no later than Wednesday, September 18.

- 
- 5) **Alternatives:**
- A) Authorize the General Manager to issue purchase orders for the new OTC office furniture package (exact amounts to be announced at the September 18 meeting).
  - B) Defer action. Deferring action may delay occupancy of the new OTC building.
- 
- 6) **Budget Notes:** The 2019 budget anticipated and included \$600,000 for OTC Furniture, Fixtures and Equipment.
- 
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #6:** *"Encourage use of our services."*
- 
- 8) **References:** Color samples for the new building.
-



MAHARAM, KVADRAT,  
DIVINA 460730, COLOR 826



STEELCASE, CLASSICS COLLECTION,  
JACK 5J08, NEW BLACK



DESIGNTEX, LUSTER 3701-804,  
COLOR AFFINITY



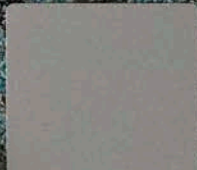
DESIGNTEX, TACK CLOTH 3749-802,  
COLOR CHAR



AMQ TIZU CHAIR, MESH BACK,  
COLOR GREY

AMQ TIZU CHAIR, SEAT FABRIC,  
COLOR GRAPHITE G1RD03

PAINT, MATTE  
BRASS 4B22



PAINT, PLATINUM  
MATTE 4141



WHITE MDF

PLASTIC, ARTIC  
WHITE 6009



LAMINATE, WOODGRAIN,  
ACACIA 2LAT



LAMINATE, ARTIC  
WHITE 2L30



DESIGNTEX, TACK CLOTH 3749-802,  
COLOR CHAR

**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM 6  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority and Community Advisory Committee

**FROM:** Justin Leighton, Washington State Transit Association

**SUBJECT:** Briefing on Initiative 976 – Concerning Motor Vehicle Taxes & Fees

---

1) **The Issue:** Provide a review of the I-976, concerning motor vehicle taxes and fees.

---

2) **Recommended Action:** Information purposes only.

---

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

---

4) **Background:** Initiative Measure No. 976 concerns motor vehicle taxes and fees. This measure would repeal or remove authority to impose certain vehicle taxes and fees; limit state and local license fees to \$30 for motor vehicles weighting 10,000 pounds or less, except charges approved by voters after the measure's effective date; base vehicle taxes on Kelley Blue Book value; require regional transit authorities to retire bonds early where allowed; and either reduce or repeal taxes pledged to bonds depending on whether bonds are retired by 2020.

The fiscal impact statement for I-976, prepared by the Washington Office of Financial Management, estimates that I-976 would result in a revenue loss to the state of \$1.9 billion and a loss to local governments of \$2.3 billion over the next 6 years following the measure's implementation. The departments of Licensing and Revenue have estimated implementation costs of \$2,846,800 in the 2019 – 21 biennium.

---

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

---

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

---

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

---

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

**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM NO. 7  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority and Community Advisory Committee

**FROM:** Thomas Wittmann, Nelson Nygaard Consulting  
Eric Phillips, Development Director  
Ann Freeman-Manzanares, General Manager

**SUBJECT:** "Transit 101" – Transit Planning and Implications for future Intercity Transit Service Implementation

- 
- 1) **The Issue:** Provide the Intercity Transit Authority and Community Advisory Committee with a "refresher" and opportunity for active discussion on transit planning considerations including the policy framework (including tradeoffs) with focus on the challenges and opportunities as we move forward with implementing our Long Range Plan in alignment with the Community support of Proposition 1 last fall.
- 
- 2) **Recommended Action:** This item is for information and discussion.
- 
- 3) **Policy Analysis:** Regular review of service and policy considerations related to service design and implantation support the agency's annual goals.
- 
- 4) **Background:** Members of the Authority and the Community Advisory Committee requested a presentation on elements of good service planning and an opportunity to discuss the challenges we might face as we move forward with the implementation of our approved Long Range Plan. This is an opportunity to explore technical and policy considerations for new service and service change recommendations. Challenges include external forces, such as changing land use, housing and employment in the service area; meeting future paratransit demand, which have seen double digit growth over the past couple years. This exercise is intended to educate, raise questions, provide discussion opportunities, and also help understand the complex policy issues we should be planning for as we expand services in our changing community.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** This discussion relates to future service and policy review but has no direct impact on program or service budgets.

- 
- 7) **Goal Reference:** This item addresses and should be reviewed in consideration of all of the 2019 Goals and End Policies as adopted by the Intercity Transit Authority.
- 
- 8) **References:** Intercity Transit [Short/Long Range Plan](#); and 2019 Intercity Transit Authority Goals.

# INTERCITY TRANSIT AUTHORITY GOALS

**Goal 1: Assess the transportation needs of our community throughout the Public Transportation Benefit Area.**

*Ends Policy: Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.*

**Goal 2: Provide outstanding customer service.**

*Ends Policy: Customers and the community will report a high level of satisfaction.*

**Goal 3: Maintain a safe and secure operating system.**

*Ends Policy: Focus on continual improvement for the safety and security of all customers, employees, and facilities.*

**Goal 4: Provide responsive transportation options within financial limitations.**

*Ends Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability focused on serving the mobility needs and demands of our community.*

**Goal 5: Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.**

*Ends Policy: Resources will be used efficiently with minimal negative impact on the environment and the community.*

**Goal 6: Encourage use of our services.**

*Ends Policy: Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs.*

**Goal 7: Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.**

*Ends Policy: Work with governmental, private, for profit and not-for-profit community partners to understand our joint responsibility to insure great mobility options and opportunities in our community.*

**INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
AGENDA ITEM 8  
MEETING DATE: September 18, 2019**

**FOR:** Intercity Transit Authority and Community Advisory Committee

**FROM:** Debbie Sullivan and Sue Pierce

**SUBJECT:** CAC Self-Assessment

- 
- 1) **The Issue:** Review the results of the Community Advisory Committee yearly self-assessment and discuss how the CAC interacts and advises the Authority.
- 
- 2) **Recommended Action:** Discuss the results of the assessment and how the CAC interacts and advises the Authority.
- 
- 3) **Policy Analysis:** The CAC conducts a self-assessment annually and presents the results to the Authority at the September joint meeting.
- 
- 4) **Background:** Each May, the Community Advisory Committee conducts a self-assessment and shared the results with the committee at their August meeting, and now with the Authority at the joint meeting held in September.

Twenty members were eligible to complete the assessment and eleven members participated before the survey closed. Since that time, an additional three members shared their feedback, which will be added to the conversation.

This joint meeting provides a perfect opportunity to discuss what is working well and what could work better.

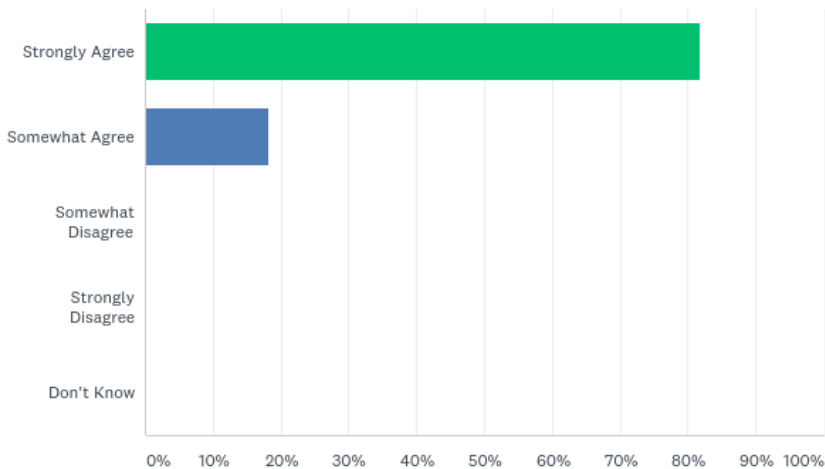
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** Supporting a positive working relationship and open communications between the CAC and the Authority helps the agency achieve all goals.
- 
- 8) **References:** 2019 CAC Self-Assessment Results.
-

# CAC Self-Assessment Survey 2019

Wednesday, July 03, 2019

# Q1: We remained faithful to our purpose.

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	81.82%	9
Somewhat Agree	18.18%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

- I believe we did. We tackled the issues at hand at each meeting and asked questions to those who presented data/updated information to us. We also reported on issues we experienced or heard about from the community.

6/30/2019 5:00 PM

[View respondent's answers](#)

[Add tags](#) ▼
- As I understand the purpose, we're supposed to provide input before ITA makes their decisions. There is some use to giving feedback to the ITA after a decision, but the feedback to the ITA has changed very little.

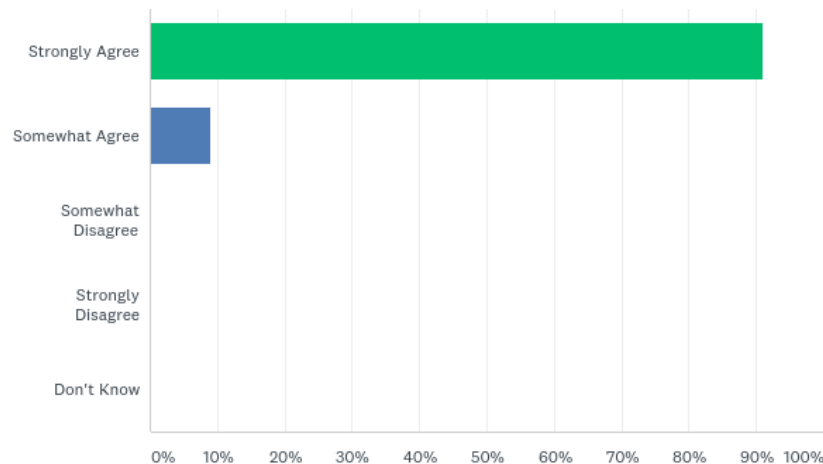
6/26/2019 11:40 AM

[View respondent's answers](#)

[Add tags](#) ▼

## Q2: The Community Advisory Committee represents the community.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	90.91%	10
Somewhat Agree	9.09%	1
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

**Yes. We are widely diverse and represent our community well.**

6/30/2019 5:00 PM

[View respondent's answers](#)

[Add tags](#) ▼

**It reflects the diversity of the community and IT riders. I am not sure it reflects the views of all elements of the community. But that is probably not possible.**

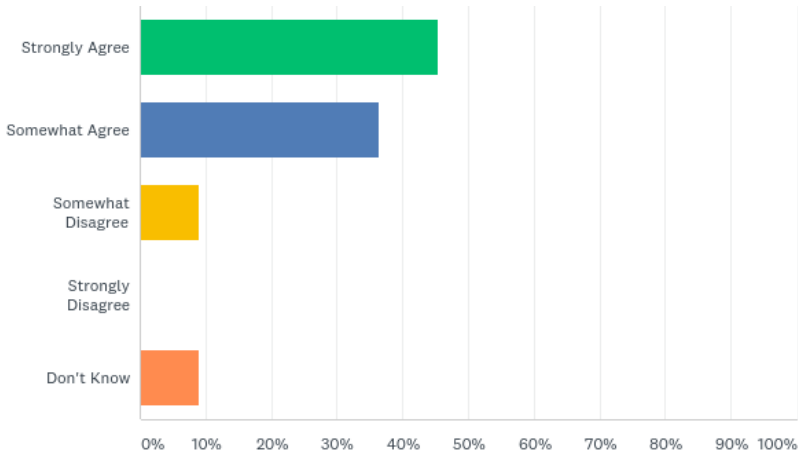
6/3/2019 4:40 PM

[View respondent's answers](#)

[Add tags](#) ▼

# Q3: Intercity Transit and the community benefited from our input.

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	45.45%	5
Somewhat Agree	36.36%	4
Somewhat Disagree	9.09%	1
Strongly Disagree	0.00%	0
Don't Know	9.09%	1
TOTAL		11

**Definitely. We provide information that can affect change when there is an issue affecting people who ride the bus (or DAL, etc).**

6/30/2019 5:00 PM

[View respondent's answers](#)    [Add tags](#) ▼

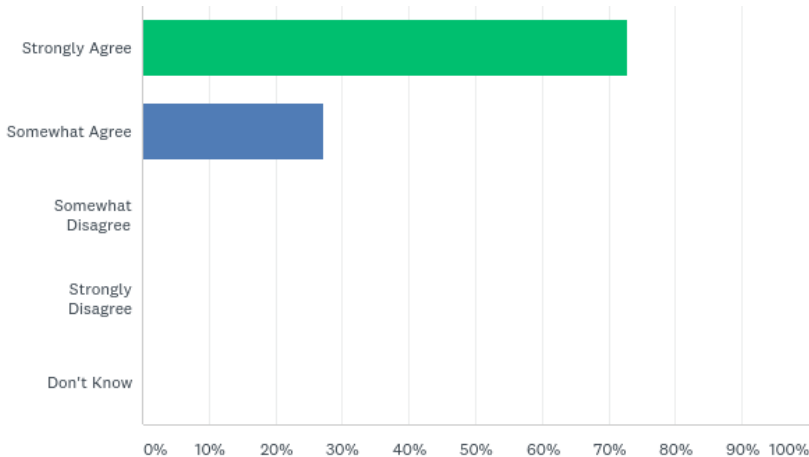
**Our input would be more useful if the CAC provides input on a topic before the ITA takes action on the topic. There appear to be many decisions in which this is not the case. Topics, presentations, and decisions requiring ITA votes should come to the CAC first, then the CAC advises the ITA for which action they should take.**

6/26/2019 11:40 AM

[View respondent's answers](#)    [Add tags](#) ▼

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

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	72.73%	8
Somewhat Agree	27.27%	3
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

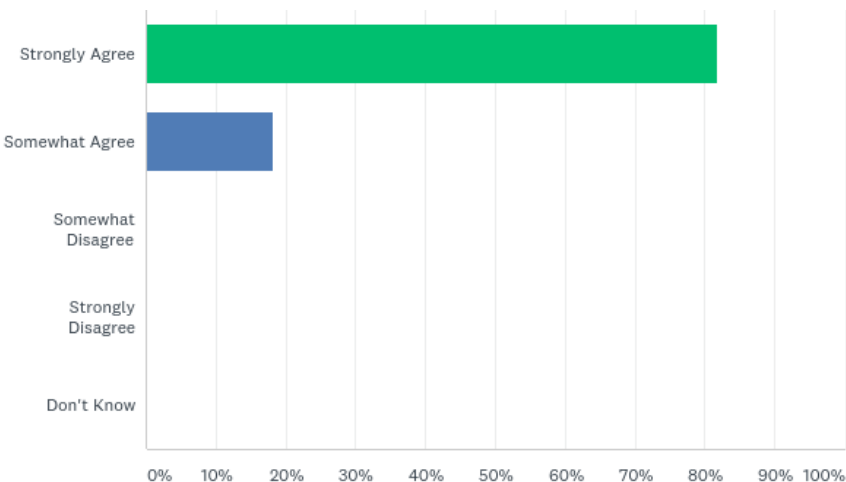
I definitely feel we are ‘heard’ by the ITA when it comes to ideas we have or sharing what we hear from the community.

6/30/2019 5:00 PM

[View respondent’s answers](#)    [Add tags](#) ▼

# Q5: Our meetings are run well.

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	81.82%	9
Somewhat Agree	18.18%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

Appreciate that we are doing better at sticking to the agenda and staying on time. This helps us to stay focused.

6/30/2019 5:00 PM

[View respondent's answers](#)    [Add tags](#)

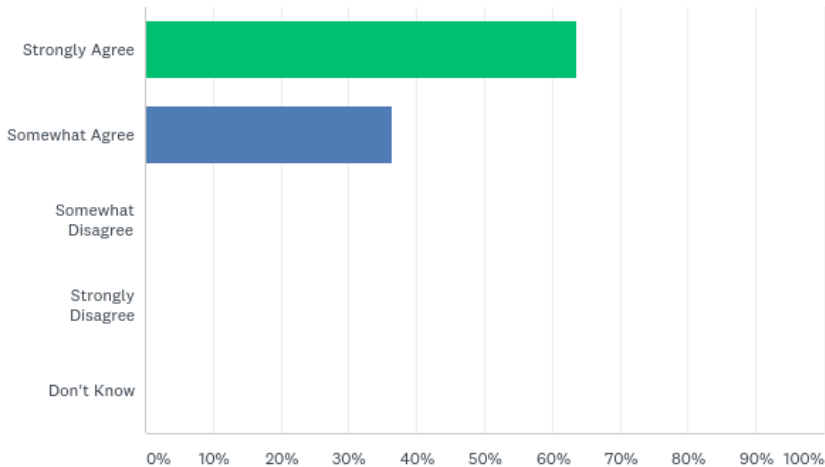
The structure of our meetings could be more explicit about what we are advising the ITA to do. "For this agenda item, the ITA will vote on it later this month. They want your input." My hope is that this will encourage more robust feedback for the ITA.

6/26/2019 11:40 AM

[View respondent's answers](#)    [Add tags](#)

# Q6: I feel satisfied with my participation level within the Community Advisory Committee.

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	63.64%	7
Somewhat Agree	36.36%	4
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

There is always room for improvement here but I also count participation in other things we do such as helping on the 3rd of July, helping with the rodeo, helping on the election, etc.

6/30/2019 5:00 PM

[View respondent's answers](#)    [Add tags](#) ▼

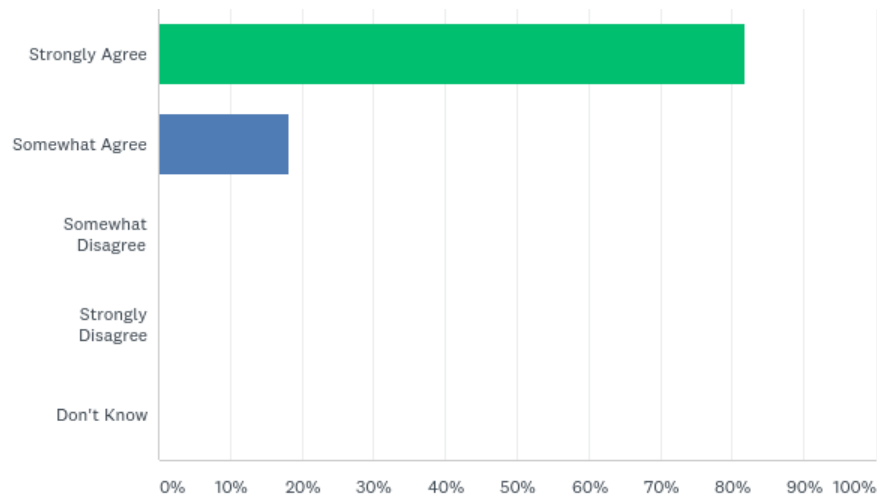
I always feel I should be doing more. But life is imperfect.

6/3/2019 4:40 PM

[View respondent's answers](#)    [Add tags](#) ▼

# Q7: I am prepared for meetings.

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	81.82%	9
Somewhat Agree	18.18%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

It is very rare that I am NOT ready. I always take the time to read the agenda and all the pages before the meeting. I also try to make the time to read the previous ITA meeting notes. Helps to give me the indication of the current direction of issues/plans.

6/30/2019 5:00 PM

[View respondent's answers](#)    [Add tags](#)

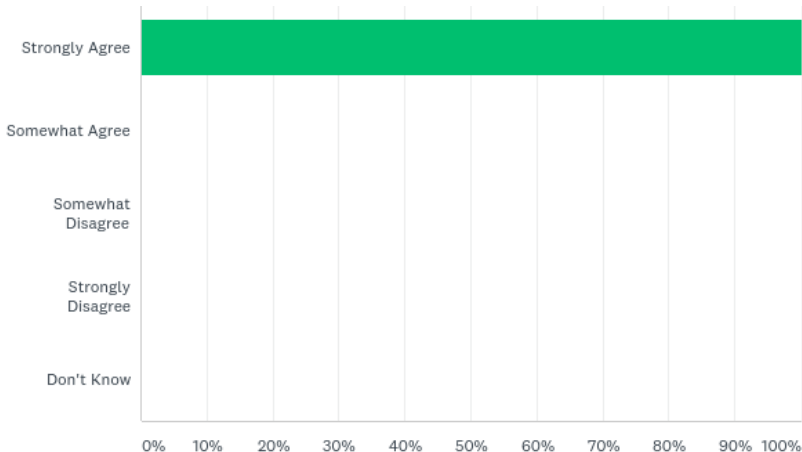
Putting the agenda AND presentations on line has been very helpful.

6/3/2019 4:40 PM

[View respondent's answers](#)    [Add tags](#)

# Q8: I feel comfortable contributing at meetings.

Answered: 11    Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	100.00%	11
Somewhat Agree	0.00%	0
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

Yes. Thankfully the IT staff who frequently do presentations for us, are very approachable and no one hesitates to speak up.

6/30/2019 5:00 PM

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## Q9: Additional comments.

My comments together are: 1) As I understand the purpose, we're supposed to provide input before ITA makes their decisions. There is some use to giving feedback to the ITA after a decision, but the feedback to the ITA has changed very little. 3) Our input would be more useful if the CAC provides input on a topic before the ITA takes action on the topic. There appear to be many decisions in which this is not the case. Topics, presentations, and decisions requiring ITA votes should come to the CAC first, then the CAC advises the ITA for which action they should take. 5) The structure of our meetings could be more explicit about what we are advising the ITA to do. "For this agenda item, the ITA will vote on it later this month. They want your input." My hope is that this will encourage more robust feedback for the ITA.

6/26/2019 11:40 AM

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The new members bring a lot to the table.

6/10/2019 11:03 PM

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I'm wondering if we should each commit to doing two actions a month to improve IT.

6/3/2019 9:00 PM

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I am very proud to serve on this committee! I have been able to share with my friends some of the achievement of the service to our community. Thank you!

6/3/2019 5:57 PM

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Enjoy being part of the organization. I have learned alot by being able to participate. Thank you

6/3/2019 2:53 PM

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Thurston Regional Planning Council (TRPC)  
**AFTER MEETING SUMMARY**  
September 6, 2019

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

**Draft 2020-2023 Regional Transportation Improvement Program**

Holly Gilbert, Senior Planner, presented the draft Regional Transportation Improvement Program (RTIP). The RTIP is a four-year programming document derived from local six-year Transportation Improvement Programs (TIPs). It identifies projects to be included in the State Transportation Improvement Program (STIP), which is an essential step necessary to make federal funding available for projects. Council will be asked to take action on the RTIP at their October meeting. The draft RTIP is open for public comment: <https://www.trpc.org/994/Public-Comment---2020-2023-RTIP>

**Regional Trails Plan Update**

Paul Brewster, Senior Planner, provided Council with an overview of the Regional Trails Plan update. Paul reviewed the history of bicycle and trail planning in the region, highlighted progress towards implementing the existing Regional Trails Plan (adopted in 2007) and engaged council in a discussion of the proposed scope of work for the Trails Plan update. Paul anticipates the update process to take two years and conclude in 2020.

**Thurston Here to There**

Sarah Selstrom, Communications and Outreach Specialist II, gave Council a demonstration of the updated Agency HeretoThere website ([www.thurstonheretothere.org](http://www.thurstonheretothere.org)). The website update aimed to make the site more accessible, usable, and broaden the focus to serve more of the region's residents and travelers. Staff would like Council's assistance in getting the word out about this website.

**Vision 2050 Port of Olympia**

Karen Parkhurst, Planning and Program Director, gave Council an overview of the Port of Olympia's Vision 2050 Action Plan. TRPC staff assisted with outreach for the Plan, which included interviews, focus groups, online surveys, contests, presentations, and intercept surveys at community events. The community was asked to share their ideas to help shape the way the Port looks, feels, and functions in the future. More information can be found here: <https://www.portolympia2050.org/>.