

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, May 3, 2023
5:30 P.M.

You can dial in using your phone. Dial in at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID: 104 812 148#

The public may join in person at the Pattison Street Facility or view the meeting via Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

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|-----------|---|----------------|
| 1) | STAFF INTRODUCTIONS | 5 min. |
| | A. Alysia Bean, HR Specialist (Alana Neal) | |
| 2) | APPROVAL OF AGENDA | 1 min. |
| 3) | PUBLIC COMMENT | 5 min. |
| 4) | NEW BUSINESS | |
| | A. Capital Asset Surplus Property (Katie Cunningham) | 5 min. |
| | B. Cybersecurity Update (Jason Aguero) | 20 min. |
| 5) | INTERIM GENERAL MANAGER'S REPORT | 5 min. |
| 6) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

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

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: May 3, 2023

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Capital Asset Surplus

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- 1) **The Issue:** Whether or not to declare capital assets as surplus.
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- 2) **Recommended Action:** Declare the items listed in Exhibit A as surplus.
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- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare property valued over \$5,000 as surplus to our needs prior to disposition.
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- 4) **Background:** Staff is requesting the Authority declare the capital assets listed in Exhibit A as surplus. As Intercity Transit enters the next phase of construction staff will soon begin to decommission and recycle or dispose of several Maintenance facility components which are surplus to our needs. For items that are feasible for use by others, Intercity Transit will work with Ehli Auctions, our contracted auctioneer, to conduct a competitive on-line public auction to achieve the highest rate of return. The total value of the items listed in Exhibit A is estimated at \$8,300.
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- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
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- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
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- 7) **Goal Reference:** **Goal No. 3:** *“Maintain a safe and secure operating system.”*
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- 8) **References:** Exhibit A - Capital Asset Surplus - May 2023.

EXHIBIT A
CAPITAL ASSET SURPLUS - MAY 2023

MAINTENANCE BUILDING - FIXED ASSETS				
ITEM	DESCRIPTION	MODEL # / SERIAL #	QTY	EST. FAIR MARKET VALUE
1	MEZZANINE EQUIPMENT	STORAGE AREA STRUCTURE	1	\$200
2	GROUNDS SWEEPER - TENNANT	385-7515	1	\$2,000
3	POSI-LOCK TRAMWAY	NA	1	\$300
4	POSI-LOCK TRAMWAY	NA	1	\$300
5	VEHICLE WASHER	NA	1	\$1,500
6	VEHICLE WASHER	NA	1	\$1,500
7	REVERSE OSMOSIS UNIT	NA	1	\$500
8	AIR CONDITIONER (SERVER ROOM)	MISTUBISHI M-SERIES	1	\$2,000
TOTAL ESTIMATED SURPLUS VALUE				\$8,300

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: May 3, 2023

FOR: Intercity Transit Authority
FROM: Jason Aguero 360-705-5807
SUBJECT: Agency Cybersecurity Update

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- 1) **The Issue:** Update the ITA regarding the progress we have been making around improving the agency's cybersecurity posture.
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- 2) **Recommended Action:** No action is required. This is for information purposes.
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- 3) **Policy Analysis:** To keep the ITA abreast of progress toward securing the agency's technical assets and data.
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- 4) **Background:** Staff will share information about the agency's actions, both past and present, to increase the agency's cyber resiliency.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Multiple projects supporting the future steps are included in the 2023 budget. Staff has initiated and plans to complete some of the budgeted work in the coming months.
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- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*
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- 8) **References:** N/A.