

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, January 6, 2021
5:30 P.M.

To comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28, participation in this meeting will be through remote access.

Join using your phone:

United States: +1 (646) 749-3122 / **Access Code: 251-643-605**

- One-touch: <tel:+16467493122,,251643605#>

Join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **WELCOME NEW BOARD MEMBER JUSTIN BELK** *(Carolyn Cox)* **5 min.**
- 3) **WELCOME NEW COUNTY COMMISSIONER CAROLINA MEJIA** *(Cox)* **5 min.**
- 4) **PUBLIC COMMENT** **5 min.**
Public comment may be submitted by email to pmessmer@intercitytransit.com.
Public comments must be submitted by 12:00 p.m. on January 6, 2021.
Emailed comments will be provided to the Authority electronically prior to the meeting.
- 5) **INTRODUCTIONS** **15 min.**
 - A. **Sean Barrett, Operations Trainer** *(Cameron Crass)*
 - B. **Kyle McPherson, Vanpool Coordinator** *(Cindy Fisher-Waterhouse)*
 - C. **Daniel Driscoll, Inventory Specialist** *(Brian Sutherby)*
 - D. **Joshua Jacobs, Network Systems Analyst** *(Rob Rinehart)*
 - E. **Ann Xiong, IS Database Developer,** *(Jason Aguero)*
- 6) **RECOGNITION** **60 min.**
 - A. **Surplus Van Grant Recipient Recognition** *(Cindy Fisher-Waterhouse)*
Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources.
- 7) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** December 2, 2020, Regular Meeting.
 - B. **Payroll - December 2020:** \$2,738,626.81

C. **Accounts Payable December:** Warrant numbers 31377-31393; 31394-31437; 31441-31483; 31489-31523; and 31524-31552 for a total amount of **\$2,823,993.17**; and Automated Clearing House Transfers in the amount of **\$8,344.34** for a monthly total of **\$2,832,337.51**.

8) **NEW BUSINESS**

A. Youth Education Update (Kerri Wilson) 30 min.

9) **COMMITTEE REPORTS**

Thurston Regional Planning Council (Dec. 4) (Carolyn Cox) 3 min.

Transportation Policy Board (Dec. 9) (Don Melnick) 3 min.

10) **GENERAL MANAGER'S REPORT**

10 min.

11) **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) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
December 2, 2020

CALL TO ORDER

Chair Warner called the December 2, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28 Open Public Meetings Act.

Members Present: Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative Paul Tischer.

Members Excused: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Suzanne Coit; Cameron Crass; Katie Cunningham; Tammy Ferris; Cindy Fisher-Waterhouse; Joy Gerchak; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Ron Parker; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Jonathan Martin, Department of Enterprise Services; Merlin Maley, Eric Wood, and Barb Berastegui from Stantec; Kody Helm and Drew Phillips from Forma.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Melnick and Pierce to approve the agenda.

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on December 2, 2020.

No public comment was received.

INTRODUCTIONS

A. Ron Parker, Operations Supervisor (*Cameron Crass*)

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmembers Sullivan and Cox to approve the consent agenda.

Intercity Transit Authority Regular Meeting

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- A. **Approval of Minutes:** November 4, 2020, and November 18, 2020, Regular Meetings; November 18, 2020, Special Meeting.
- B. **Payroll – November 2020:** \$2,677,712.53
- C. **Accounts Payable November:** Warrant numbers 31212-31250; 31251-31300; 31302-31340; and 31341-31374 in the amount of **\$2,151,588.58**; and Automated Clearing House Transfers in the amount of **\$8,889.06** for a monthly total of **\$2,160,477.71**.
- D. **Surplus Property:** Declared Vanpool Vans as surplus. These vehicles are surplus to our needs and will be either offered for direct purchase by other public agencies, granted as part of the surplus van grant program, or sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles is estimated at \$116,597. (*Katie Cunningham*)

NEW BUSINESS

Pattison Expansion Update. Procurement Manager, Steve Krueger, provided an update on the Pattison Expansion and Rehab project. Krueger introduced staff from the Department of Enterprise Services, Stantec and Forma:

- **Kody Helm** from Forma is Senior Project Manager and GC/PM lead.
- **Drew Phillips** from Forma is Principle.
- **Eric Wood** from Stantec is Project Manager.
- **Merlin Maley** from Stantec is Project Principle and Architect of Record.
- **Barb Berastegui** from Stantec is leading the design effort on the project.
- **Jonathan Martin** from Department of Enterprise Services is the Project Manager coordinating the design services with Stantec and Forma.

Krueger provided a brief history of the project noting the facility opened in 1985 when construction of the original Pattison Maintenance Operations and Administration facility was completed. IT quickly outgrew the facility and 13 years later a master plan was developed in 1998. In 2005 IT acquired the north parcel and a revised master plan was completed in 2010.

From the 2010 Master Plan, IT was able to complete Phase I of the plan which included the replacement of the fuel storage tanks as well as adding the stormwater gallery on the north parcel. Tammy Ferris spearheaded this project which was completed in the summer of 2018.

In May of 2018, Stantec was competitively awarded the contract to update the 2010 master plan and lead the Phase II frontage improvement project. This included adding a

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traffic signal along Martin Way and Pattison street as well as the site improvements along the north parcel. This work was completed in the Fall of 2019.

In August of 2019, Forma was competitively awarded the GCCM contract and immediately began contributing their constructability and value engineering expertise to the design process. Despite all the restrictions and uncertainty resulting from COVID-19, using virtual meetings, the project team was able to forge ahead with the design and permitting process. IT broke ground on August 17, 2020.

Kody Helm provided a FORMA - Phase II ADOPs & FWF Project Update. He said with great collaboration with Stantec and all other parties involved, they were able to add \$3.1M to contingency funds from project buyout to hold close to \$4.5M in Project Contingency protection. Helm said they are currently working with one Disadvantaged Business Enterprise (DBE) and one Veteran Owned Business and he feels confident they are going to exceed Intercity Transit's DBE goal. Helm noted they are on track to meet the State's 15% apprentice participation goal.

Helm said Phase III started in August and they are on schedule at roughly 7% complete. They expect Administration/Operations (ADOPS) building substantial completion in June 2022, with Fuel, Wash Facilities building (FWF) substantial completion September 2022. Helm said during COVID-19, all workers are following CDC guidelines and have had no issues or potential outbreaks, and nothing affecting material procurement. This is being monitored frequently with the trade partners.

Helm said during Phase III they have set up a system for monitoring site progress with:

- High level drone images capturing site progress weekly.
- QC level photos to capture details of work performed at ground level.
- Truelook camera system to capture project progress through time-lapse views.

Phase IV Preconstruction consists of updating the south parcel maintenance facility. Preconstruction technology is being used during the pandemic. Helm showed a building scan of the existing Maintenance structure to help coordinate with design team and trade partners.

Wood said the COVID situation hindered the design efforts and forced the entire team to adapt to other strategies to stay on schedule. Due to innovative technology, work has been done virtually to complete this phase on time.

Berastegui said a detailed design review board meeting was held on June 15, 2020, with the City of Olympia that included Stantec's Design 2 Thrive process. With the design team and stakeholders working together, four primary goals were developed:

- Promote employee happiness & inclusivity
- Make employee health and safety a top priority
- Embrace resiliency as a characteristic of IT's culture

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- Provide visionary leadership for the future

Berastegui showed slides of exterior views which were detailed and true to the materials being used.

Wood said moving forward, design endeavors will be focused on the south parcel scope of work which includes secured employee access in and around the campus, additional employee parking, stormwater, sustainable upgrades, and a revamped maintenance building. Wood answered questions.

Gilman said in light of the new pandemic guidelines he asked what flexibility or contingencies are in place for rethinking the original open office floor plan. How will that be accommodated in a future workplace environment? Krueger said the floor plan is flexible and IT is working with a state contractor, Open Square, who provided the furniture package for the Olympia Transit Center, and there are new innovations being implemented, and staff will explore those options. That includes a new air filtration system.

Melnick asked about adding solar technology to the roof. Wood said a good majority of the roof is solar-ready and there are pathways in the building that will allow for the expansion of solar energy for both the admin and fuel wash buildings.

Councilmember Carmody arrived.

Surplus Van Grant Recommendations. Cindy Fisher-Waterhouse, Vanpool Manager, presented the recommendation to award up to seven surplus vanpool vehicles to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not well met by Intercity Transit's fixed-route services. The Authority has granted 61 vans to community groups since the program began.

A review team consisting of the General Manager Ann Freeman-Manzanares, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, DSHS Supervisor Carson Moore, Commuter Services Assistant Riley White, and Vanpool Manager Cindy Fisher Waterhouse evaluated 12 applications received. Utilizing selection criteria including community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources. All have worthy programs, demonstrate community benefits, and have the ability to comply with the requirements of the grant.

It was M/S/A by Councilmembers Cox and Sullivan to authorize the General Manager to grant seven surplus vanpool vehicles to Innovations Human Trafficking

Collaborative, Catholic Community Services of Western Washington, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Hearth Catholic Church, and Behavioral Health Resources.

Security Services Contract Extension. Procurement Coordinator, Katie Cunningham, presented for approval a contract renewal for security services with Pacific Security for an additional year.

In May 2019, Pacific Security won Intercity Transit's contract for Security Services. The initial contract term was for a period of seventeen months, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective January 1, 2021, Pacific Security will continue to provide daily security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, and Pattison Street facilities. In accordance with the contract terms, the proposed renewal reflects a 1.6% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase of 1.6% for services over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on Pacific Security's record of performance throughout the initial contract term, staff remains confident that the firm will continue to provide high quality services at our facilities with a professional and valuable presence, and recommends that the contract is renewed.

It was M/S/A by Citizen Representative Pierce and Councilmember Sullivan to authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$560,100.

Adopt 2021-2026 Strategic Plan. Freeman-Manzanares said the strategic plan provides the framework for the budget, the transportation improvement program, and projects over the course of the next six years. It's not a required document the Authority needs to have or approve, but the Authority and staff finds it a valuable tool to confirm Intercity Transit's direction as an agency or to make course corrections as needed. A draft was made available to public in October and a public hearing was held on November 4. The strategic plan reflects the outcome of the IT Road Trip, public outreach work for the Long-Range planning process and Proposition 1.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to adopt the 2021-2026 Strategic Plan.

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Adopt Resolution 05-2020 the 2021 Budget. Finance Manager, Suzanne Coit, said the draft budget was made available to the public in October and a public hearing was held in November.

It was M/S/A by Councilmembers Sullivan and Cox to adopt Resolution 05-2020 that establishes the 2021 Budget.

ITA Citizen Representative Recommendation. Citizen Representative Ryan Warner's term expires December 31, 2020. He will have served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Eight applications were received by the deadline of October 14, 2020, and the Authority conducted interviews at a special meeting held on Wednesday, November 18, 2020.

Chair Warner brought forward the Authority's recommendation to appoint current Community Advisory Committee member, Justin Belk, to fill this position for a term to begin January 1, 2021, through December 31, 2023.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to appoint Justin Belk to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2021, through December 31, 2023.

Community Advisory Committee Appointments. Chair Warner presented the Community Advisory Committee (CAC) recommendations.

At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Eight applications were received and interviews took place on November 4, 2020. The ad-hoc committee consisted of *Debbie Sullivan, Don Melnick, Sue Pierce, Justin Belk, Allison Spector and Joan O'Connell*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

It was M/S/A by Councilmembers Cox and Sullivan to appoint the following individuals to the Community Advisory Committee for a three-year term beginning January 1, 2021: Isha Gabriel, Jihan Grettenberger, Nikki Crist, and Tom Mull.

Cancel December 16, 2020, Authority Meeting. Freeman-Manzanares said staff does not anticipate any agenda items scheduled for the December 16, 2020, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to cancel the Wednesday, December 16, 2020, Authority meeting.

COMMITTEE REPORTS - NONE.

GENERAL MANAGER'S REPORT

Intercity Transit continues to have multiple service plans at the ready, and was hopeful of providing additional service starting December 6, however, IT has been affected by the surge in COVID cases, and as a result IT does not have the staffing to expand service at this time. Intercity Transit will continue to monitor the situation, and how the holidays through New Year's will have an impact on COVID rates, our staff and passengers.

There are approximately 176 Operators available today, however, that number changes daily. We were budgeted to end 2020 with 266 Operators. At the beginning of COVID we had 236 Operators. Currently, it takes 110 to run service. The new service would have taken 191 Operators.

HR staff has been hiring to fill vacant positions throughout the year. The last Operator new hire class started driving right as the pandemic was declared. Interviews for new Operators begins next week. COVID restrictions have complicated things in terms of administering testing. A big shout out to Human Resources and Operations for figuring out how to move through the hiring process and develop a training program where we can accomplish what we need to and do so safely. We will continue to advertise and recruit and look forward to bringing new Operators onboard.

Freeman-Manzanares highlighted some of the wonderful work Nicky Upson and Ally McPherson from the Marketing/Communications group have accomplished in addition to Passenger Information, Rider Alerts, the website, social media, GovDelivery, and how they gather and incorporate input internally and externally to improve communication channels.

Upson and McPherson are looking for community input via a survey to improve IT's website and to make it more intuitive. The survey will help define where people expect to find information. The survey takes about 10 minutes and is located at www.intercitytransit.com.

Upson and McPherson are also releasing the "**Respect the Ride**" campaign. Everyone has a responsibility to Respect the Ride when onboard Intercity Transit. IT strives to make everyone's trip as safe and as comfortable as possible. When you Respect the Ride, you ensure everyone onboard enjoys their journey. While riding, please remember to *Respect the diversity of your fellow passengers. Being considerate and kind to other riders makes the ride better for everyone.* To Respect the Ride means you:

1. Keep your voice, music and phone conversations low.
2. For your safety, please don't sleep while onboard.
3. Have a destination when you get onboard.
4. Save the front seats for people that need them.
5. Be respectful and use family-friendly language while onboard.

6. Ensure your personal items aren't taking seats away from other passengers.

Freeman-Manzanares gave a **big thank you** to all frontline employees and those working behind the scenes. Staff have been nimble, hard-working and resilient. This has been a really challenging year and they have done an outstanding job. Our world and our work looks different, and COVID has added a significant amount of work on top of already full schedules. Staff have moved forward remarkably well in that changed space. And have found the year full of opportunity as well moving projects forward and improving upon what we do.

Freeman-Manzanares also extended a **big thank you** to the Authority, IT passengers, all of our partners, including the Thurston County Public Health, for supporting us to get through this year.

AUTHORITY ISSUES

Gilman said he took Intercity Transit's online communications survey and thought it was useful. He hopes for a lot of feedback. He wishes everyone a blessed holiday.

Menser said the Board of Commissioners will meet January 5, 2021, to reset Board assignments as there is a new Commissioner and Board Chair coming in. Menser said it is likely he will not be the County's Representative on the Intercity Transit's Board, however, he will try to remain as an alternate. It's been an honor to work with Intercity Transit and learn about the organization. Commissioner Elect Mejia is likely to be selected to represent the County on the Authority.

Pierce said she hopes when Intercity Transit is able to meet in person, she concurs with Councilmember Carmody – there should be cake. Pierce also thanked the Board members and staff for their help and patience with her as she's gotten acclimated to being a Citizen Representative on the Board.

Sullivan said Tumwater canceled their holiday events due to the pandemic. She also expressed her gratitude and appreciation to the Board, staff and leadership for how well Intercity Transit has done to keep everything moving forward in this unprecedented year.

Tischer gave a special thanks to Freeman-Manzanares, Heather Stafford Smith, Emily Bergkamp and Cameron Crass for their support and work with the ATU. Great strides have been made to establish a strong relationship between Management and the Union, and he and the ATU look forward to this in the future.

RECOGNITION

A. Proclamation and Recognition for Citizen Representative Ryan Warner. Clerk of the Board, Pat Messmer, read a Proclamation of Appreciation to Warner, who served on the Authority from January 2012 through December 2020.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Cox adjourned the meeting at 7:02 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Vice Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 6, 2021

Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit

DRAFT

PERIOD DATES:		11/22/2020-12/5/2020			PAYDATE		12/11/2020		PERIOD DATES:		12/6/2020-12/19/2020			PAYDATE		12/24/2020	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT					CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT			
IRS	FIT		EFT	85,428.03		IRS	FIT		EFT			EFT	75,356.99				
	MT		EFT	27,769.00	113,197.03		MT		EFT			EFT	26,782.00	102,138.99			
					0.00									0.00			
INS	D3/DI	Disability Ins		2,629.61	0.00	INS	A2	Met Life					10,010.56				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		227,084.50	0.00	HEALTH	D3/DI	Disability Ins					2,544.62	0.00			
							HE/HI/SP/TB	Health In1stN2ND					219,410.50	0.00			
GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last				427.81				
CHILD SUPPORT	CS	DSHS	EFT	1,870.19	0.00	CHILD SUPPORT	CS	Child Support	EFT				1,870.19	1,870.19			
					0.00									0.00			
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,216.16	10,216.16	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every				10,027.39	10,027.39			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,470.35	8,470.35	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every				8,479.49	8,479.49			
GET	GT	G.Ed.Tult	Check every	30.00		GET	GT	G.Ed.Tult	Check every				30.00				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	230.00	230.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every				230.00	230.00			
401K	DC	Vgrd EE	Wire	52,746.60		401K	DC	Vgrd EE	Wire				52,065.66				
VANGUARD	DC	Vgrd ER	Wire	36,912.49	89,659.09	VANGUARD	DC	Vgrd ER	Wire				36,411.20	88,476.86			
LOAN	L2	401k Ln#2	Wire	3,206.62		LOAN	L2	401k Ln#2	Wire				3,106.62				
LOAN	LN	401k Ln #1	Wire	5,122.98	8,329.60	LOAN	LN	401k Ln #1	Wire				5,888.44	8,995.06			
		TTL VNGRD		97,988.69				TTL VNGRD				97,471.92					
LABOR INS	LI&LA	L&I	EFT Quarterly	24,087.31		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly				28,965.61				
ESD	CF&CL	WPFML	EFT Quarterly	3,903.86		ESD	CF&CL	WPFML	EFT Quarterly				3,788.04				
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,809.24		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last				1,825.49				
UNION DUES	MI	Mac.Inltion	Check last	0.00		UNION DUES	MI	Mac.Inltion	Check last				0.00				
	MS	Payroll Corr check		0.00			MS	Payroll Corr check					0.00				
	TF	Tx.Fr.Benefit	Employer	5,465.00	0.00		TF	Tx.Fr.Benefit	Employer				220.00	0.00			
PROJECT ASSIST	PA	Proj.Asslst	Check last	414.00		PROJECT ASSIST	PA	Proj.Asslst	Check last				404.00				
PENSION	PN/P3	PERS EE	EFT	73,404.21	0.00	PENSION	PN	PERS EE	EFT				72,235.07	0.00			
STATE	PN/P3	PERS ER	EFT	121,628.35	195,032.56	STATE	PN	PERS ER	EFT				119,609.54	191,844.61			
PERS		TTL PERS		195,032.56		PERS		TTL PERS				191,844.61					
ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE				67.95	0.00			
ICMA	RC	ICMA EE	WIRE	5,702.88		ICMA	RC	ICMA EE	WIRE				5,716.06				
ICMA ROTH	RI	ICMA Roth	WIRE	425.00	425.00	ICMA ROTH	RI	ICMA Roth	WIRE				475.00	475.00			
ICMA LON	RL	ICMA Ln#1	WIRE	786.51	854.46	ICMA LON	RL	ICMA Ln#1	WIRE				786.51	854.46			
ICMA	RR	ICMA ER	WIRE	2,470.88	8,173.76	ICMA	RR	ICMA ER	WIRE				2,483.17	8,199.23			
		TTL ICMA		9,028.22	9,453.22			TTL ICMA				9,053.69	9,528.69				
457 STATE	SD	457 ST EE	EFT	14,889.07		457 STATE	SD	457 ST EE	EFT				14,754.47				
DEFERRED	SR	457 ST ER	EFT	8,566.39	23,455.46	DEFERRED	SR	457 ST ER	EFT				8,502.53	23,257.00			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,476.49	6,476.49	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT				6,640.02	6,640.02			
ATU	UC	Un COPE	Check 1st	128.00		ATU	UC	Un COPE	Check 1st				-				
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last				5,100.00				
	UD	Un Dues	Check last	6,482.12			UD	Un Dues-BOTH PP	Check last				6,465.49				
	UI	Un Inltiatn	Check last	10.00			UI	Un Inltiatn- 100.00 PEREE	Check last				10.00				
	UT	Un Tax	Check last	3,454.21			UT	Un Tax IST PP	Check last				0.00				
UNITED WAY	UW	United Way	Check last	289.00		UNITED WAY	UW	United Way	Check last				266.00				
WELLNESS	WF	Wellness	Check last	345.50		WELLNESS	WF	Wellness	Check last				338.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		645,060.52	645,060.52	DIRECT DEP.	NP		ACH Wire every				611,911.95	611,911.95			
LIVE CHECKS		Paychecks		1,722.52		LIVE CHECKS		Paychecks - LIVE CHECKS					5,686.59				
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,109,580.48			TOTAL TRANSFER (tie to Treasurer Notifications)						\$1,063,400.25			
		TOTAL PAYROLL*:		\$1,389,733.35				TOTAL PAYROLL*:				\$1,348,893.46					
GROSS WAGE		GROSS EARNINGS:		982,635.54		GROSS WAGE		GROSS EARNINGS:				953,606.76					
ER AMOUNT		EMPR MISC DED:		393,213.31		ER AMOUNT		EMPR MISC DED:				381,895.70					
MEDICARE TAX		EMPR MEDICARE TAX:		13,884.50		MEDICARE TAX		EMPR MEDICARE TAX:				13,391.00					
		PP25 Total			\$1,389,733.35			PP26 Total					\$1,348,893.46				
DIRECT DEP.		ACH WIRE TOTAL			663,977.03		DIRECT DEP.		ACH WIRE TOTAL				630,648.83				
														\$2,738,626.81			

\$0.00

\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/3/2020

Thru Date: 12/3/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31377	12/3/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$20,943.44	
31378	12/3/2020	05541	CATHOLIC COMMUNITY SERVICES	\$70.55	
31379	12/3/2020	06060	CITY OF OLYMPIA	\$195,925.66	
31380	12/3/2020	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31381	12/3/2020	08840	JEMMA INC.	\$1,875.00	
31382	12/3/2020	09205	ERF COMPANY INC.	\$275.00	
31383	12/3/2020	11498	IBI GROUP	\$2,370.00	
31384	12/3/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31385	12/3/2020	16262	OPENSQUARE HOLDINGS	\$9,825.00	
31386	12/3/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$188.72	
31387	12/3/2020	18695	SUMMIT LAW GROUP PLLC	\$5,299.50	
31388	12/3/2020	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31389	12/3/2020	21750	THURSTON COUNTY CHAMBER OF COMMER	\$2,200.00	
31390	12/3/2020	23641	United States Treasury	\$35.50	
31391	12/3/2020	23660	UNITED WAY OF THURSTON COUNTY	\$838.00	
31392	12/3/2020	24750	WA ST GET PROGRAM	\$30.00	
31393	12/3/2020	26861	WESTERN GRAPHICS INC.	\$8,547.26	
Total:				\$258,215.94	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/9/2020

Thru Date: 12/9/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31394	12/9/2020	01567	CANON FINANCIAL SERVICES INC.	\$1,362.76	
31395	12/9/2020	01895	ECOLUBE RECOVERY LLC	\$830.30	
31396	12/9/2020	01905	OBCON INC.	\$846.35	
31397	12/9/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,169.14	
31398	12/9/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$521.62	
31399	12/9/2020	03250	BATTERY SYSTEMS INC.	\$717.15	
31400	12/9/2020	04040	BUD CLARY CHEVROLET CADILLAC INC.	\$802.97	
31401	12/9/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$62.30	
31402	12/9/2020	06120	CITY OF OLYMPIA UTILITIES	\$7,581.27	
31403	12/9/2020	07220	CUMMINS INC.	\$2,108.07	
31404	12/9/2020	07619	DAVID S FOSTER	\$1,750.00	
31405	12/9/2020	09662	FERRELLGAS LP	\$4,377.15	
31406	12/9/2020	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
31407	12/9/2020	10477	GALLS PARENT HOLDINGS LLC	\$2,515.96	
31408	12/9/2020	10660	GILLIG LLC	\$6,602.04	
31409	12/9/2020	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
31410	12/9/2020	11331	HOME DEPOT U.S.A. INC.	\$601.92	
31411	12/9/2020	11943	JOANNA GRIST	\$1,750.00	
31412	12/9/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$525.25	
31413	12/9/2020	13776	MARSHALL MARKETING GROUP INC.	\$6,651.64	
31414	12/9/2020	13793	MARTIN WAY COLLISION INC.	\$649.84	
31415	12/9/2020	14590	MOHAWK MFG & SUPPLY CO.	\$693.36	
31416	12/9/2020	14760	MUNCIE TRANSIT SUPPLY	\$78.81	
31417	12/9/2020	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$429.41	
31418	12/9/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,408.79	
31419	12/9/2020	16595	PACIFIC POWER GROUP LLC	\$25.27	
31420	12/9/2020	16695	PATTISON WATER COMPANY	\$80.61	
31421	12/9/2020	16841	PIONEER FIRE & SECURITY INC.	\$25.00	
31422	12/9/2020	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$879.51	
31423	12/9/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31424	12/9/2020	17505	RAINIER DODGE INC.	\$541.54	
31425	12/9/2020	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$10.13	
31426	12/9/2020	17760	ROSS AND WHITE COMPANY	\$209.86	
31427	12/9/2020	17900	SCHETKY NORTHWEST SALES INC.	\$679.79	
31428	12/9/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,338.10	
31429	12/9/2020	18046	SHARP ELECTRONICS CORPORATION	\$2,956.55	
31430	12/9/2020	18530	STANDARD PARTS CORP.	\$156.19	
31431	12/9/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,570.74	
31432	12/9/2020	21659	THERMO KING NORTHWEST INC.	\$3,103.37	
31433	12/9/2020	21950	TITUS-WILL CHEVROLET	\$1,242.32	
31434	12/9/2020	22010	ROTTERS INC.	\$195.28	
31435	12/9/2020	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
31436	12/9/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$15,132.13	
31437	12/9/2020	24755	WA ST HEALTH CARE AUTHORITY	\$463,096.21	
Total:				\$544,647.25	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/16/2020

Thru Date: 12/16/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31441	12/16/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$128.00	
31442	12/16/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$3,950.67	
31443	12/16/2020	03023	BACKUPIFY INC.	\$828.75	
31444	12/16/2020	05541	CATHOLIC COMMUNITY SERVICES	\$64.67	
31445	12/16/2020	06040	CITY OF LACEY	\$978.87	
31446	12/16/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$394.26	
31447	12/16/2020	07220	CUMMINS INC.	\$3,057.07	
31448	12/16/2020	07350	CW JANITORIAL SERVICE LLC	\$19,826.85	
31449	12/16/2020	10580	GENE'S TOWING INC	\$130.44	
31450	12/16/2020	10607	GENUINE AUTO GLASS OF LACEY	\$528.62	
31451	12/16/2020	10660	GILLIG LLC	\$1,173.47	
31452	12/16/2020	11331	HOME DEPOT U.S.A. INC.	\$11,822.60	
31453	12/16/2020	12488	KEITHLY BARBER ASSOCIATES INC.	\$1,425.00	
31454	12/16/2020	14337	MENA KIMBERLY	\$4.83	
31455	12/16/2020	14381	METLIFE	\$10,234.62	
31456	12/16/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31457	12/16/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$187.77	
31458	12/16/2020	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$552.52	
31459	12/16/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$590.00	
31460	12/16/2020	16595	PACIFIC POWER GROUP LLC	\$33.68	
31461	12/16/2020	16654	PARKER CORPORATE SERVICES INC.	\$43,784.41	
31462	12/16/2020	16888	REXEL USA INC.	\$73.85	
31463	12/16/2020	16969	POINT GRAPHICS LLC	\$43.76	
31464	12/16/2020	17505	RAINIER DODGE INC.	\$148.72	
31465	12/16/2020	17795	ROUTEMATCH SOFTWARE INC	\$6,920.00	
31466	12/16/2020	17861	SAMBA HOLDINGS INC.	\$44.01	
31467	12/16/2020	17871	SARE ELECTRIC INC.	\$5,087.10	
31468	12/16/2020	17900	SCHETKY NORTHWEST SALES INC.	\$1,076.72	
31469	12/16/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,100.22	
31470	12/16/2020	18145	SIX ROBBLEES' INC.	\$295.59	
31471	12/16/2020	18530	STANDARD PARTS CORP.	\$592.39	
31472	12/16/2020	18651	STORMANS INC. (LICENSING)	\$213.00	
31473	12/16/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,296.87	
31474	12/16/2020	21950	TITUS-WILL CHEVROLET	\$1,026.41	
31475	12/16/2020	22010	ROTTERS INC.	\$244.94	
31476	12/16/2020	22045	TRACKIT LLC	\$15,500.00	
31477	12/16/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
31478	12/16/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$72,571.81	
31479	12/16/2020	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$275.00	
31480	12/16/2020	23576	UNG CHAE	\$2,700.00	
31481	12/16/2020	23641	United States Treasury	\$35.50	
31482	12/16/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
31483	12/16/2020	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$219,090.30	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/23/2020

Thru Date: 12/23/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31489	12/23/2020	09961	FORMA CONSTRUCTION COMPANY	\$1,470,160.82	
			Total:	\$1,470,160.82	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/28/2020

Thru Date: 12/28/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31490	12/28/2020	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$693.51	
31491	12/28/2020	01661	ALL STAR RENT A FENCE INC.	\$5,669.56	
31492	12/28/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,321.40	
31493	12/28/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$456.42	
31494	12/28/2020	05541	CATHOLIC COMMUNITY SERVICES	\$50.00	
31495	12/28/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$24.13	
31496	12/28/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$131.06	
31497	12/28/2020	07220	CUMMINS INC.	\$3,893.35	
31498	12/28/2020	10660	GILLIG LLC	\$1,625.48	
31499	12/28/2020	11231	HERC RENTALS INC.	\$2,379.45	
31500	12/28/2020	11422	HUNG RIGHT DOORS LLC	\$317.29	
31501	12/28/2020	14457	MIDWEST BUS CORPORATION	\$167.31	
31502	12/28/2020	14590	MOHAWK MFG & SUPPLY CO.	\$185.46	
31503	12/28/2020	15203	NORTHWEST CASCADE INC	\$4,702.28	
31504	12/28/2020	16490	HAROLD LEMAY ENTERPRISES	\$982.69	
31505	12/28/2020	16841	PIONEER FIRE & SECURITY INC.	\$116.24	
31506	12/28/2020	16969	POINT GRAPHICS LLC	\$59.08	
31507	12/28/2020	17290	PUGET SOUND ENERGY	\$20,753.09	
31508	12/28/2020	17420	R&R TIRE COMPANY INC.	\$1,734.50	
31509	12/28/2020	17505	RAINIER DODGE INC.	\$63.91	
31510	12/28/2020	17760	ROSS AND WHITE COMPANY	\$5,230.36	
31511	12/28/2020	17900	SCHETKY NORTHWEST SALES INC.	\$346.77	
31512	12/28/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$508.12	
31513	12/28/2020	18046	SHARP ELECTRONICS CORPORATION	\$2,290.97	
31514	12/28/2020	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
31515	12/28/2020	18530	STANDARD PARTS CORP.	\$200.16	
31516	12/28/2020	18540	STANTEC CONSULTING SERVICES INC	\$47,834.20	
31517	12/28/2020	18705	SUNBELT RENTALS INC.	\$2,687.16	
31518	12/28/2020	18761	SZYMONIAK TOM	\$59.65	
31519	12/28/2020	21950	TITUS-WILL CHEVROLET	\$1,528.73	
31520	12/28/2020	21980	MURPHY AND DAD INC.	\$140.60	
31521	12/28/2020	21985	TOTAL FILTRATION SERVICES INC.	\$67.28	
31522	12/28/2020	22420	ALLEN WALTON	\$787.68	
31523	12/28/2020	25858	WESTCARE CLINIC LLC PS	\$935.00	
Total:				\$108,122.47	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2020

Thru Date: 12/31/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31524	12/31/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$21,521.82	
31525	12/31/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
31526	12/31/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$4,725.43	
31527	12/31/2020	02825	IEH AUTO PARTS LLC	\$68.57	
31528	12/31/2020	07220	CUMMINS INC.	\$1,414.75	
31529	12/31/2020	09205	ERF COMPANY INC.	\$275.00	
31530	12/31/2020	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$6,621.98	
31531	12/31/2020	09829	FLESNER JEFF	\$44.01	
31532	12/31/2020	10477	GALLS PARENT HOLDINGS LLC	\$1,035.29	
31533	12/31/2020	10580	GENE'S TOWING INC	\$254.11	
31534	12/31/2020	10660	GILLIG LLC	\$3,723.84	
31535	12/31/2020	11909	JAYRAY ADS & PR INC	\$2,879.55	
31536	12/31/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.33	
31537	12/31/2020	14590	MOHAWK MFG & SUPPLY CO.	\$324.60	
31538	12/31/2020	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
31539	12/31/2020	17580	RECARO NORTH AMERICA INC.	\$2,484.46	
31540	12/31/2020	17900	SCHETKY NORTHWEST SALES INC.	\$96.45	
31541	12/31/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,989.85	
31542	12/31/2020	18066	SHI INTERNATIONAL CORP.	\$1,033.83	
31543	12/31/2020	18530	STANDARD PARTS CORP.	\$194.18	
31544	12/31/2020	18540	STANTEC CONSULTING SERVICES INC	\$164,423.70	
31545	12/31/2020	18695	SUMMIT LAW GROUP PLLC	\$198.00	
31546	12/31/2020	21640	THE BUS COALITION INC.	\$3,000.00	
31547	12/31/2020	21660	THERMO KING NORTHWEST INC.	\$1,587.87	
31548	12/31/2020	21950	TITUS-WILL CHEVROLET	\$606.16	
31549	12/31/2020	22010	ROTTERS INC.	\$96.03	
31550	12/31/2020	23641	United States Treasury	\$35.50	
31551	12/31/2020	23660	UNITED WAY OF THURSTON COUNTY	\$555.00	
31552	12/31/2020	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$223,756.39	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11770 IT PROJECT ASSISTANCE										
00	2020 NOVEMBER	DI	12/4/2020			1,221.00	1,221.00	1,221.00		1,221.00
11775 IT WELLNESS										
00	2020 NOVEMBER	DI	12/4/2020			1,044.50	1,044.50	1,044.50		2,265.50
13480 LEGRAND JOSEPH										
00	11/16 RECOG CSH OU	DI	12/4/2020			20.00	20.00	20.00		2,285.50

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06492 COLES KEVIN										
00	12/03 RECOG CSH OU	DI	12/11/2020			75.00	75.00	75.00		75.00
16338 ORTIZ RALPH										
00	12/03 RECOG CSH OU	DI	12/11/2020			120.00	120.00	120.00		195.00

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
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2020 DECEMBER	DI	12/18/2020			3,618.75	3,618.75	3,618.75		3,618.75
11925 JENKINS SHANNETTE										
00	11/30/20 INK REIMB.	DI	12/18/2020			79.78	79.78	79.78		3,698.53
18042 SHAMBURGER ANGELA										
00	11/20/20 INK REIMB.	DI	12/18/2020			50.75	50.75	50.75		3,749.28

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
03886 BROCK ANNETT										
00	12/17 RECOG CSH OU	DI	12/21/2020			140.00	140.00	140.00		140.00

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
01476 AHMED MANZOOR										
00	12/17 RECOG CSH OU	DI	12/25/2020			10.00	10.00	10.00		10.00
03220 BATES RONALD H.										
00	12/17 RECOG CSH OU	DI	12/25/2020			30.00	30.00	30.00		40.00
04231 BUSH JAMES C.										
00	12/17 RECOG CSH OU	DI	12/25/2020			125.00	125.00	125.00		165.00
06487 COIT SUZANNE										
00	12/15/20 INK REIMB.	DI	12/25/2020			22.56	22.56	22.56		187.56
07689 DEAN STEVE A.										
00	12/15 RECOG CSH OU	DI	12/25/2020			20.00	20.00	20.00		207.56
09750 FISKNESS SCOTT										
00	12/15 RECOG CSH OU	DI	12/25/2020			80.00	80.00	80.00		287.56
10209 FREDERICKSON BRAD M.										
00	12/16 VP FUEL REIMB.	DI	12/25/2020			40.00	40.00	40.00		327.56
11409 HUGHES RONNY LEE										
00	12/15 RECOG CSH OU	DI	12/25/2020			55.00	55.00	55.00		382.56
13890 MATESKI THOMAS										
00	12/17 RECOG CSH OU	DI	12/25/2020			5.00	5.00	5.00		387.56

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
07762 DELANCY ARTHUR										
00	12/02/20 DOT RECERT	DI	12/31/2020			85.00	85.00	85.00		85.00
11770 IT PROJECT ASSISTANCE										
00	2020 DECEMBER	DI	12/31/2020			818.00	818.00	818.00		903.00
11775 IT WELLNESS										
00	2020 DECEMBER	DI	12/31/2020			684.00	684.00	684.00		1,587.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 8-A
MEETING DATE: January 6, 2021

FOR: Intercity Transit Authority

FROM: Kerri Wilson, Youth Education Specialist, 360-705-5855

SUBJECT: Walk N Roll 2020 Annual Program Report

-
- 1) **The Issue:** To share the 2020 accomplishments of Intercity Transit's Walk N Roll youth education program and provide an overview of how the program adapted due to COVID-19.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
-
- 4) **Background:** Youth education program staff would like to share 2020 accomplishments, highlighting how the program adapted due to COVID-19. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. TAP funds (\$109,000 per year) have been secured for the 2021-2022 and 2022-2023 school year. Additionally, the Walk N Roll program secured TAP funding (\$129,000 per year for 4 years) through the 2026-2027 school year:
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The agency's youth education work is funded with one and three quarter's permanent FTE positions.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."
-
- 8) **References:** Walk N Roll Update.

WALK N ROLL Youth Education

INTERcity
TRANSIT

2020 Report

The Walk N Roll program looked a little different this year. Despite the impacts of COVID-19, Walk N Roll found new and creative ways to provide education and encouragement on walking, biking and riding public transit to 6,026 youth and families in our community.



Rolling Storytime

January through March -

- ◆ Educated 75 elementary students about riding the bus followed by a Rolling Classroom field trip and tour of Intercity Transit's maintenance facility.
- ◆ Partnered with the Olympia Timberland Library to host a Rolling Storytime. Seventy youth and caregivers enjoyed a bus adventure filled with songs, games and storytelling.
- ◆ 190 students at Mountain View Preschool met a bus driver, toured a bus and enjoyed a song and story-filled presentation.
- ◆ Provided transportation for 51 Salish Middle School students to attend their orchestra performance at North Thurston High School.
- ◆ Held 19 Walk N Roll to School events with 932 youth and family participants. The events were attended by local police departments, fire departments and elected officials.
- ◆ Attended two school outreach events where we shared pedestrian, bicycle and transit education to 135 youth and families.
- ◆ Volunteers contributed 475 hours working in the bike shop. They rebuilt 44 bikes.
- ◆ Seven youth graduated from the Bike MVP program and earned a refurbish bike.



Mt. View Preschool



Walk N Roll to School



Outreach event

April through December - During the pandemic, Walk N Roll found new and creative ways to engage and educate youth and families while staying safe.

- ◆ **T-Rex Videos** - We filmed a series of videos starring T-Rex! In the videos T-Rex teaches bike, pedestrian and transit safety skills. We shared the videos through social media and community partnerships. One of the videos was featured as part of the Safe Kids Thurston County Safety Fair. The videos had over 2,465 combined views.
- ◆ **Mini Bike Rodeos** - We took our new bike rodeo kit to the City of Tumwater's summer camp program. Eighteen students learned and practiced bicycle safety skills.
- ◆ **Bike Month** - We partnered with the Thurston Bicycle Commuter Challenge to offer a variety of youth and family activities including a bicycle art contest, Walk N Roll scavenger hunt and bicycle BINGO. Over 98 youth and families participated and received a prize in the mail.



T-Rex safety video

WALK N ROLL Youth Education

INTERcity
TRANSIT



OPD at Roosevelt



T-Rex scavenger hunt



Meet a bus driver video



Youth Walk Challenge



Yard sign art contest

- ◆ **Words of Encouragement** - To celebrate National Bike to School Day, we visited seven schools and wrote chalk messages on sidewalks around the schools encouraging students to keep walking and rolling. The Olympia Police Department and Principle Shaughnessy helped write messages at Roosevelt Elementary.
- ◆ **Where is T-Rex?** - During the month of July we organized a community scavenger hunt called "Where is T-Rex?" We partnered with city parks, libraries, and local organizations and businesses to hide over 70 T-Rex images throughout the community. The event encouraged over 200 youth and families to explore their community while walking and rolling.
- ◆ **Science on the Go** - We partnered with the Wet Science Center by providing youth activities for their Science on the Go program. The activities could be completed by youth at home and included a neighborhood walkability survey, scavenger hunt, walk BINGO, bus coloring page, and safety word search.
- ◆ **Building Through Play** - We partnered with the Child Care Action Council by providing a pedestrian safety video and a scavenger hunt activity for their virtual Building Through Play event.
- ◆ **Virtual Rolling Storytimes** - We partnered with the Olympia Timberland Library on a series of four virtual Rolling Storytime videos. The videos included bike and pedestrian safety, a tour of Intercity Transit, and an opportunity to meet a bus driver. The videos were viewed by over 306 people.
- ◆ **Youth Walk Challenge** - 306 youth completed the challenge by walking 10 days in October. Each participant received a prize in the mail.
- ◆ **Yard Sign Art Contest** - We partnered with the Olympia Police Department, Target Zero and Safe Kids to organize a youth art contest. The top traffic safety yard sign designs will be displayed in yards near school zones and neighborhoods where youth walk and roll.
- ◆ **Safety Calendar** - We provided a scavenger hunt activity and sponsorship for the Safe Kids interactive calendar. The calendar is distributed to 750 families.



Bike shop volunteers



Mini bike rodeo



Class Pass

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
December 4, 2020

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

Please note: In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the TRPC meeting was through remote access.

The full meeting can be found on TRPC's facebook page: <https://www.facebook.com/trpc.org>.

Staff Recognition

Council recognized staff for the following milestones:

- Katrina Van Every, Senior Planner – 5 years
- Karen Parkhurst, Planning and Policy Director – 20 years
- Paul Brewster, Senior Planner – 20 years

Executive Director's Evaluation Committee

JW Foster, Tom Oliva, Cynthia Pratt, Hillary Seidel, and Joe Downing volunteered to serve on the Executive Director's evaluation committee.

Rural Community Support Program Call for Projects

Paul Brewster, Senior Planner briefed Council on four applications for the Rural Community Support Program. Council approved funding for:

- Rainier SR 507/Myer Street Crosswalk
- Bucoda Main Street Sidewalk Replacement
- Tenino North Hodgden Street Improvements
- Pedestrian Improvements for the new Nisqually Indian Tribe's Elder Services Facility

Paul's presentation can be found here:

https://www.trpc.org/DocumentCenter/View/8260/A8_TRPC_RCSP_Proposals_120420

I-5 and the Nisqually River Delta

David Troutt, Natural Resource Director, Nisqually Indian Tribe, presented on a recent study of Interstate 5 and the Nisqually River Delta. David's presentation can be found here:

<https://www.trpc.org/DocumentCenter/View/8249/David-Troutt---trpc-presentation> or through the Facebook link above.

The Profile

Katrina Van Every, Senior Planner, presented the 2020 update of The Profile, a compilation of statistics and data. The Profile is available on TRPC's website: <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>.

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
TBD

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Alan Carr

Thurston County
Tye Menser

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Hilary Seidel

Intercity Transit
Carolyn Cox

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Joe Downing

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, January 8, 2021

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – December 4, 2020
- b. Approval of Vouchers – December 2020

TRPC Operating Budget

ACTION

The 2021 Operating Budget will be presented for adoption. This will include a recommendation on the cost of living adjustment. The budget is based on the previously approved 2021 Work Program. The core work elements outlined in that document will be included in the operating budget as well as estimates for expenditures and revenues.

Call for Written Nominations

INFORMATION

As called for in the TRPC by-laws, the Chair will solicit nominations for office in writing from all voting member representatives. At the February meeting, as part of the election process, the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor.

Broadband in Washington State

PRESENTATION

Russ Elliott, state Broadband Director, WA State Dept. of Commerce, will provide an overview of efforts to map and expand Broadband in Washington state.

Thurston Climate Mitigation Plan

PRESENTATION

Staff will provide an update on the *Thurston Climate Mitigation Plan*, which was developed for Thurston County and the cities of Lacey, Olympia, and Tumwater. The plan was presented for public review in September 2020 and approved by the Steering Committee in December.

Ranking Projects for Consolidated Grant Applications

1st REVIEW

TRPC ranks Thurston region projects submitted in the WSDOT Consolidated Grants Process, which adds extra points to the application. The Council will consider rankings for two Intercity Transit Projects (one operating and one capital) and one TRPC project (mobility management).

2021 Legislative Session

INFORMATION

Staff will review the regional priorities and discuss prefilled bills and budgets.

Council 2021 Agenda Planning

DISCUSSION

As we enter 2021, staff seek Council's input on subjects of particular regional interest that members would like to have presentations on over the course of the year. When there is room on the agenda, these would be informational/discussion focused presentations, in addition to the planned 2021 work program, addressing specific areas of Council interest (e.g., water availability/quality).

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

DISCUSSION