

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, July 21, 2021
5:30 P.M.

This meeting will be held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

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

United States (Toll Free): 1 877 309 2073 / Access Code: 708-934-485

- One-touch: <tel:+18773092073,708934485#>

The public may join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **PUBLIC COMMENT** **5 min.**
General public comment may be submitted prior to each Intercity Transit Authority meeting.
 - By Email to pmessmer@intercitytransit.com by 12 noon on July 21, 2021.
 - By Phone – Contact the Clerk of the Board at 360-705-5860 by 12 noon July 21, 2021.
 - By USPS - mail public comment to “Public Comments” P. O. Box 659, Olympia, WA 98507.
- 3) **INTRODUCTIONS** **5 min.**
 - A. **Dean Taylor, Facilities Specialist Supervisor** (*Julie DeRuwe*)
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** May 19, 2021; June 2, 2021; June 16, 2021, Regular meetings.
 - B. **Payroll for June:** \$3,053,855.34
 - C. **Accounts Payable June:** Warrant numbers 32426-32453 dated June 2 in the amount of **\$76,148.11**; numbers 32454-32489 dated June 9 in the amount of **\$161,559.89**; number 32505 dated June 10 in the amount of **\$7,507,349.04**; numbers 32506-32507 dated June 12 in the amount of **\$64,435.77**; numbers 30508-32546 dated June 16 in the amount of **\$759,926.67**; numbers 32547-32583 dated June 22 in the amount of **\$2,099,453.76**; numbers 32584-32612 in the amount of **\$141,835.67**; for a total amount of **\$10,810,708.91**; and Automated Clearing House Transfers in the amount of **\$8,369.81** for a monthly total of **\$10,819,078.72**.
 - D. **Surplus Vehicle Facilities Truck:** Declare the Ford F350 SuperCab Facilities truck as surplus. The total value of the vehicle listed in Exhibit A is estimated at \$13,976.
(*Katie Cunningham*)
- 5) **NEW BUSINESS**
 - A. **Adopt the 2021-2026 TDP** (*Mike Burnham*) **5 min.**
 - B. **Bus Stop Pad Construction Contract Award** (*Tammy Ferris*) **5 min.**
 - C. **Coach Purchase Change Order Authorization** (*Katie Cunningham*) **5 min.**
 - D. **Resolution 01-2021 – Pattison Base Development Authority** (*Eric Phillips*) **10 min.**

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|-----------|--|----------------|
| | E. Pattison Base - South Parcel Design Services Work (<i>Steve Krueger</i>) | 10 min. |
| | F. Five-Year Vanpool Fare Demonstration Project (<i>Cindy Waterhouse</i>) | 20 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (July 2) (<i>Carolyn Cox</i>) | 5 min. |
| | B. Transportation Policy Board (July 14) (<i>Don Melnick</i>) | 5 min. |
| | C. Community Advisory Committee (July 19) (<i>Ty Flint</i>) | 5 min. |
| 7) | GENERAL MANAGER'S REPORT | 10 min. |
| 8) | 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
May 19, 2021

CALL TO ORDER

Chair Cox called the May 19, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Jason Aguero; Cameron Crass; Suzanne Coit; Julie DeRuwe; Joy Gerchak; Tim Houdyshell; Kevin Karkoski; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Brian Nagel; Jeff Peterson; Eric Phillips; Nick Redmond; Art Snyder; Heather Stafford Smith; Steve Swan; Nicky Upson; Daniel Van Horn; Amanda Williams; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Ursula Euler, Community Advisory Committee; Elizabeth Safsten from WSDOT; Tim Payne, Kyle Taniguchi and Ashankh Jaishankar from Nelson Nygaard.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to adopt the agenda.

PUBLIC COMMENT - No public comment was received.

PUBLIC HEARING

A. 2022-2025 Transportation Improvement Program. Development Director, Eric Phillips presented for public testimony the 2022-2025 Transportation Improvement Program (TIP). During the public comment period between April 22, 2021 and May 19, 2021, one comment was received by email questioning the TIP process. The email has been entered into the record.

Chair Cox opened the public hearing at 5:35 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public testimony.

With no one from the public giving testimony, Chair Cox closed the public hearing at 5:36 p.m.

NEW BUSINESS

- A. Dial-A-Lift Study.** Eric Phillips, Development Director, reminded the Authority that in January 2019, after the passage of Proposition 1, the Authority approved several tasks with the consultant, Nelson Nygaard, to support implementation of the long-range plan. This included a comprehensive analysis of our fare system that led to the 2020 implementation of the zero-fare demonstration project, and it also included a comprehensive study of our Dial-A-Lift (DAL) service. During the development of the short and long-range plan it was observed that fixed-route ridership between 2013 and 2017 dropped by close to 10%, however, during the same period, DAL service increased by over 12%. Following the approval of Proposition 1, Intercity Transit wanted to quickly check on the data, and pay closer attention to those data drivers that will be guiding the agency in the future.

The project kicked off the summer of 2019, and staff started with an extensive data review going back to 2005. During the project, there was also an internal project team that provided support. Phillips gave a big shout out to Emily Bergkamp and the DAL staff for their support of the process. In 2020, we were nearing completion of the study and then the pandemic hit. We were fully occupied developing a variety of contingency plans and by necessity had to pause the project. This turned into a unique opportunity to pause the study so that we could handle the contingency work that was done in the background, but also gave us some time to look at potentially putting together some data that supports post-pandemic considerations. Phillips introduced Tim Payne from Nelson Nygaard.

Payne introduced two of his colleagues - Kyle Taniguchi and Ashankh Jaishankar who were instrumental in the completion of this study.

Payne provided an overview of the DAL program and the issues his team was trying to accomplish as a result of the project. Payne said Nelson Nygaard does many paratransit studies and during this study they had a very unusual opportunity to examine a very long period of history of data and explore in great depth.

The key questions they looked at were:

- Why is ridership continuing to increase DAL when there are reductions in fixed-route ridership?
- What is the long-term outlook?
- What is service quality and how does DAL compare to other agencies?
- Is IT in compliance with ADA regulations and guidelines?
- How do DAL's costs compare to other agencies?
- What are the long-term capital implications?

Payne said, currently, there are no issues, and Intercity Transit is doing a fantastic job with their DAL service.

Payne started with the question of how does Intercity Transit's DAL costs compare to other agencies, and are there approaches and strategies that can be used to help contain costs? Payne said when talking about costs and containing costs, those are not the same

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as reducing costs. Nelson Nygaard is looking to the future at ways to take the edge off the growth and costs, over the long term. There is no realistic strategy where Intercity Transit could continue to meet its goals, providing mobility to citizens with disabilities, and reducing costs.

Payne made it clear that he's talking about cost control, not cost reduction, and there is a very substantial difference. Finally, what are the long-term capital implications for ADA paratransit? Payne turned it over to Kyle Taniguchi for a brief overview of the data and go through the beginning part of the ridership analysis.

Taniguchi said the study covered data from 2006 to 2019 and included over 1.5 million DAL trips. The DAL project started in late 2019, and the ridership data he's sharing doesn't have the COVID impacts baked into it. They did manage to obtain during COVID volume numbers, and that's included in the ridership estimate that Payne talks about later in this presentation.

Data included details on trips taken as well as attributes of the rider and included what time the trip started, what time the trip ended, the origin and destination, and what was the eligibility status of the individual.

Taniguchi reviewed the Ridership Assessment. DAL ridership has been increasing for some time, and his chart showed an upward trajectory since 2006. Historical data matches closely with the linear trend line, and that means the probability of that continuing into the future, barring any kind of external influence, and COVID was one of them, we would have expected this linear trend to continue forward.

Nelson Nygaard looked at the number of riders who were taking trips on DAL and they are talking about certified individuals who took at least one trip on the system each year. The trend line matches closely with the historical data, and barring COVID we would have expected this trend to continue forward. The key takeaway is that the addition of new riders is partially driving the increased ridership that we're seeing on DAL.

The next logical question was could population growth be causing some of this increase? They pulled up Census data from 2007 to 2017 for Thurston County and during that time-period, the population of Thurston County grew by 16%. However, if you look at the senior population and in particular, the 65 to 74-year-old age cohort, you will see that it grew a lot more substantially. Age alone doesn't qualify an individual for DAL, however, there is some correlation between age and having some kind of disability that would then make the person eligible for DAL. So as the senior population increases there's a greater likelihood they'll be utilizing DAL.

The increase in senior population could be due to the natural progression of aging within the county, but it could also be some end migration from other parts of Washington state, or other parts of the United States. Age is really driving some of the ridership gains that we're seeing since 2006 on DAL. Seniors make up the predominant group of riders on DAL since 2006, and that number has increased slightly from 60% to 64% of all riders. Nygaard examined trip rates or the average number of trips that an individual takes in a given year, and that trip rate has been remarkably steady since

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2006, hovering at about 80 trips per year per rider. This indicates in concert with some of the other data, that the increase in Trip Activity that we're seeing on DAL is influenced more by new riders getting added to the system, rather than any kind of change in trip making frequency of existing riders.

Nygaard looked at Rider Tenure. The chart showed most users are with DAL for only one year. This finding is consistent with other paratransit agencies they work with throughout the country, where roughly half of the ridership base turns over every year. They looked at rider tenure and frequency of trip making and as tenure increases, the likelihood of a rider being a frequent rider also increases. Taking a look at year one you see the vast majority of riders are pretty infrequent users taking 20 trips or less on DAL per year. However, going from years 1 to 2, 2 to 3, 3 to 4, and so on, that portion starts to shrink dramatically. A new rider may not necessarily be familiar with the system and may be hesitant to take a lot of trips. But as they start to use the system more, they get more comfortable.

There was a geographical element to this analysis, and the top destinations served by DAL included shopping locations or medical facilities, or adult day health locations that inherently generate and attract large numbers of people. The Lacey Senior Center was the largest generator of trips in the last full year of data. In 2018 there were almost 6,000 trips destined for that center in that one year alone. Putting that into perspective, a lot of the other top destinations were in the 1 to 3,000 trip range. **Key takeaways are:**

- Ridership on Dial-A-Lift is predominantly seniors
- Dial-A-Lift ridership is increasing faster than the population of Thurston County, partially due to the increase in the senior population
- The average annual trips taken per rider has been consistent
- Rider turnover has remained constant
- The “population pool” of potential riders is substantially larger than the pool of actual riders, growth has two parts:
 - Attracting people out of the pool
 - Increase in size of the pool

Payne returned to the presentation to review Quality of Service - DAL Standards. Customer expectations include:

- **Pick-Up Window:** 30-minute window (+/- 15 minutes from scheduled time)
- **On-Time Performance:** 95% (picked up early or in-window)
- **Missed Trips:** 0% (due to the fault of the agency)
- **Trip Denials:** 0% (provided trip reserved day prior)
- **Excessively Long Trips:** DAL trips should not be longer than fixed route

Payne reviewed where other agencies are across the country with respect to some of their standards they adopted to see how closely DAL mirrors or is outside of those and that is probably the on-time performance goal if we had an even larger sample, it's on the high side for ADA paratransit type services. Only, Ann Arbor, Michigan at this point was higher. There are a couple others in the country that are also higher than 95%, but 95% is among the higher up on-time performance goals in the country.

How does Intercity Transit compare against those standards? IT's DAL service was compared to many systems in the country and is consistently very high quality. Intercity Transit has the right to be proud of the quality of DAL service it provides. The actual performance is 93% in the mid-teens that the on-type performance had drifted down into the high eighties, 87, 88, 89%. What we saw is that, into the late teen years, up into 2019, the staff at DAL worked very hard, and have gotten that performance back up into the mid-nineties, still not to the goal of 95%, but a very respectable standard of service is being provided to citizens of Thurston County.

Payne moved on to discuss Eligibility Analysis Findings. Nygaard looked at the makeup of eligibility over this entire dataset, so from 2006 through 2018, he explained the three types of eligibility are.

Full eligibility - when a person applies for eligibility and it is very clear that it is impossible for that person by reason of their disability to be able to use fixed route service, they're fully eligible for DAL.

Conditionally eligible - a case where the interaction of their disability, with their abilities to be mobile, creates a situation where sometimes they can use fixed route service, and sometimes they cannot. Example is someone who has night blindness, so during the daytime they have adequate visual acuity to be able to navigate and use quite successfully the fixed route system. But as soon as it gets dark, they're legally or effectively blind and can no longer navigate in the fixed route system.

Temporary full eligibility - someone who has an unfortunate life incident that causes them to become temporarily unable to use a fixed route bus. Example is someone has some kind of an accident that creates a major inability for their mobility like a hip replacement or a broken leg or two broken legs or something along that line, where through medical treatment and rehabilitation, they're able to regain their mobility and be able to go back to using a fixed route bus.

The number of trips tends to be proportional to the types of eligibility that we've seen, although the temporary full eligibility tend to take a lot fewer trips than people with full eligibility. People that have conditional eligibility tend to be a lot more active than people with full eligibility because the interaction of their disability with their ability to be mobile is not as limiting as a person whose disability keeps them from using the fixed route system in particular completely. What's important to understand is the reason the conditional eligibility is bestowed is so that the transit agency can work with the individual, to find the trips that best meet their abilities and train them and help them to use the fixed route system, because it's more convenient for them, and allows them to be more spontaneous.

Intercity Transit recently revised their eligibility procedures and are now going back and seriously looking at applying conditional eligibility where it is appropriate to do so, providing the potential for a tool that could help long term cost control - not cost reduction.

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Payne went on to discuss cost effectiveness and noted the difficult thing with ADA paratransit nationwide is it is an expensive service and a very needed service. It is a civil right, so this isn't a complaint – it's an observation of the fact that it is an expensive service to provide. Another important reason to keep eyes on this is unlike fixed route service, where you put a bus on the street and put it out there for 16 hours, put it on a schedule. The more people on that bus means ridership increases, and the cost per rider goes down and cost remains stable. With DAL service for every new rider that is booked, costs go up because the resource requirements for providing DAL are directly proportional to the demand.

The cost per passenger trip is going up about 4.1% per year. Cost per revenue hour is about 5.3% and has continued to rise in parallel with each other. The costs are rising quicker than inflation, which means in the very long term the accommodation of people with disabilities on a DAL service has the potential to mean that Intercity Transit as an agency may not be able to fulfill other programs, other important capital and fixed route service programs to the community because the first thing that has to be done is DAL requirements have to be met. That's a federal law.

To deal with cost effectiveness, Nygaard took a look at what's going on with other fare free systems. They took a look at comparisons to Washington state systems and took a really careful look at what some alternatives to traditional paratransit service that other agencies are piloting and providing, that have a dual benefit. They potentially have significant rider benefit, and they also help the agency to control costs.

There are not a lot of agencies in the United States that are operating ADA paratransit service fare free. Passenger trips per revenue are very comparable across the board and our cost expense per passenger trip is substantially higher. Different agencies take a different approach to allocation of overhead costs. Typically, overhead costs in a transit agency are between 20% and 25% of the overall cost of providing a revenue hour of service.

Most agencies in Washington State have decent cost allocation models and are fairly uniform in the way they allocate costs because WSDOT worked a lot on this, and it's been given a lot of attention. If we compare what's going on at Intercity Transit with what's going on across the state and look at agencies that are of somewhat similar size, Intercity Transit is head and shoulders with everybody else. We live in an area that is highly competitive for the skills needed to run a vehicle in Washington State and there's a lot of options that people have.

Nygaard looked at alternative services to DAL as a way to benefit riders and help control costs. This is hitting some highlights in the overall operating expense per passenger trip at \$53.21/per trip at IT (2018). Island Transit is \$49.77, but Missoula MT where the labor rates are a lot lower is \$28.51, and AppalCart in NC is \$17.17.

They looked at several pilot programs for alternative services going on in the country. The one thing to emphasize is they are not ADA paratransit service but they are offered as a supplement to paratransit services and the idea is they offer benefits to riders that attract riders to the point they say they want to use the supplemental service instead.

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Riders get benefits as does the agency and they cost less to operate. In every single case the vehicles and the operators are shared across multiple services, and examples include partnerships with Lyft and Uber. There is the economy of a shared vehicle not dedicated solely to ADA paratransit service.

Payne reviewed ADA Alternative Service Provision - Agencies examined:

MBTA: Boston, MA

- The on-demand pilot started in Sept 2016 and has been extended to May 2021
- There are plans to make pilot permanent
- Customers able to book trips on-demand (rather than the day before) and can have their own vehicle (no shared ride)
- Service instituted caps after customers started taking more trips than with traditional paratransit

	Traditional Paratransit MBTA (The Ride)	On-Demand Service MBTA (On-Demand)
Cost to the Passenger	\$3.35 or \$5.60 for premium trips	Max subsidy of \$40. Passengers pay first \$2 (\$1 for Uber Pool) and then anything over \$42
Cost per Trip for Agency	\$45.00	\$17.00

JTA: Jacksonville, FL

- Connexion Plus started on April 1, 2019
- Customers able to book trip two hours in advance (rather than the day before) and can have their own vehicle (no shared ride)
- JTA pays contractor pays per mile + booking fee to operate Connexion Plus

	Traditional Paratransit JTA (Connexion)	On-Demand Service JTA (Connexion Plus)
Cost to the Passenger	\$3 (ADA Fare), \$3.50 (Transportation Disadvantaged), \$6 Out-of-County Fare	\$6 per passenger one way
Cost per Trip for Agency	\$38.40	\$22.09

Big Blue Bus: Santa Monica, CA

- Overhauled paratransit program on July 1, 2018
 - Ambulatory trips on Lyft

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- Non-Ambulatory trips on wheelchair accessible vehicle
- New program reduced the number of trip denials and allowed customers to book on-demand (rather than the day before)
- Complementary ADA paratransit service is provided by LA County Access
- Motivation for changing service was cost and concentrated demand during peak periods

Mobility On-Demand Every Day Program	
Cost to the Passenger	Low-Income Fare: \$0.75, Regular Fare: \$1.50
Cost per Trip for Agency	\$12.06 per TNC trip \$22.45 per wheelchair van trip

GRTC: Richmond, VA

- The CARE On-Demand service started on August 1, 2017
- Motivation for new service was to give customers another option for travel
- Customers able to book trip on-demand (rather than the day before) and can have their own vehicle (no shared ride)
- On-demand service is cheaper and has freed up resources on traditional paratransit service

	Traditional Paratransit CARE	Traditional Paratransit CARE Plus	On-Demand Service CARE On-Demand
Cost to the Passenger	\$3 (City of Richmond & Henrico County residents)	\$6 (City of Richmond residents) \$3 (Henrico County residents)	Initial \$6 for passenger and anything above \$21
Cost per Trip for Agency	\$28.19	\$28.19	\$26.05

These are supplemental programs that were either piloted or put in place, piloted, and then put in place permanently, as a way to both potentially provide ADA paratransit riders with some benefit and most of that benefit is being able to be more spontaneous with their trips. All of these services are same day reservation. Some have much faster response time than others, but it allows people to be more spontaneous in their trip making.

Alternative Service Provisions Review – Microtransit examples:

- King County, WA
 - On-demand service to transit centers

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- Salem, OR
 - Shopper shuttle
 - On-demand service within service area (discontinued)
- Marin County, CA
 - On-demand service within service area
- Sacramento, CA
 - On-demand service within service area
- Tri-Valley, CA
 - Uber and Lyft subsidy (50% off up to \$5)

Alternative Service Provisions Review – Key Findings

- Challenges adapting to ADA-type service have been:
 - Non smart-phone/app access to the service
 - Most substantial – availability of WAV vehicles for those who need them
- Best way to test feasibility in Thurston County would be to do a pilot service
- Pilot service needs to be set up very carefully to firmly establish what it is trying to achieve and how to measure it. Otherwise, all pilot services look like either successes or failures.

Ridership Forecast – We came into the very beginning of 2020 making these forecasts. We had a great deal of confidence that we could forecast the future of DAL simply based on the population and the shift in age demographic that was going on at Intercity Transit in Thurston County. The only difference between the high and the low is the growth in the size of the pool versus attracting people out of the pool. Nygaard looked at what happens if simply the population increases and if we simultaneously bring more people from that pool into DAL is the difference that you'll see over the long term.

In March 2020 the pandemic hit and all of a sudden our certainty about what is going to happen with DAL service has widened very substantially. The only thing we are relatively confident of is to say that since we're starting from a much lower base, it is unlikely that drawing the line at 20/40 that we will reach either of the pre-COVID forecast because we're starting from a much lower point. One of the things we know nationally about ADA paratransit services is there are certain segments of ADA paratransit that either never declined or returned very quickly like dialysis trips three times a week taking a person to kidney dialysis, it's literally the difference between life and death for many individuals not surprisingly those things either never went away at all or they very quickly returned back to normal. In some communities that have actually gone a little bit above normal for COVID reasons, people found that public transit might have been a better way for them to get to dialysis.

The three big typical drivers of ADA paratransit are Area Agency on Aging as we call it in the State of Washington - funded congregate meal inactivity sites. Another is adult day health. And then finally, the other thing that has significant impact are supported employment locations - these are places where people with disabilities were given an opportunity to be employed, but in order to make that possible, they needed supervision typically on the job site.

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O&M Cost Estimates - There are many internal dynamics going on right now that are probably not relevant to the long term but are relevant to adaptation to the current environment and being able to continue to provide services to people who depend on Intercity Transit. One of the things the agency did was plugged up some gaps in some of the fixed route reductions that were necessary just because there weren't enough operators to be able to run everything that was needed. It created some gaps in the fixed route system. Intercity Transit brought in capacity that was available on the DAL system and offer people the ability to book a trip to make up for that gap.

Payne went on to review how best to manage costs. If there were supplemental programs put into place as a way to help control costs to encourage people to use the supplemental Program.

Estimated Vehicle Requirements - What happens to the vehicle fleet? Before the pandemic the vehicle fleet requirement was at about 47. Where they are now the DAL vehicle fleet could shrink and still be able to meet the needs of individuals that are using the system.

Estimated Vehicle Requirements

- Ridership projections and certainty have dramatically changed due to COVID-19
- Some ridership lost due to COVID-19 may not come back, unknown how much
- Most significant variables - What happens to adult day health, senior programs, and supported employment; these trends must be monitored

Key Findings - Costs

- O&M and capital costs are expected to continue to rise
- Long-term financial forecasts need to be for high cost/high fleet scenario. Six-year plan expenditures need to be reviewed every year to adjust to actual conditions
- Shifting trips to alternative services and/or use of conditional eligibility has the potential to reduce growth in costs and future fleet requirements
- Adjusting scheduling and operating practices to allow more vehicle sharing could marginally reduce capital costs/fleet size (two to three vehicles)

Nygaard expects operation and maintenance costs and capital costs to continue to rise. Their recommendation is that in the long term, IT continue to look at the long term costs of providing service as if the higher scenario of ridership continues to occur. As the six year plans are adopted which would involve the capital element, but you also have the operating six year plan as the annual budgets are adopted the assessment of the current situation be done at that level so that you're not caught off guard in the long term, but are able to adjust in the short term.

Intercity Transit staff is doing a fantastic job of operating DAL service. Nygaard found some places where there are small opportunities to reduce the capital costs, and the fleet size, and the growth in the fleet. They're talking about two or three vehicles out of 50. It's not like we're going to save half the fleet by doing this. But there are continuing opportunities. The staff is very attuned to looking for those opportunities and continues to explore those going forward. The Authority needs to have every confidence that will continue to happen because IT's staff are extremely competent and dedicated people.

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Gilman offered three observations staff might consider:

The growth in the percentage of seniors within our population. Is getting a sense of how much is in migration of our cording retirees to come live here, and how much is the aging baby boom? Gilman said he's on the tail end of the baby boom and we're moving through that group - so think about that.

The next is on the high wash out rate of first year users that more than 50% understanding how much is a false start. How many of those first year people never rode or only rode one or two times versus people who use the system substantially for a year and dropped off.

And lastly about the cost increasing 5% annually. Just to be clear about whether that's per trip or for the program, and to think about what's driving the costs increasing more quickly than the rate of inflation. If it's a growth in trips and it's an overall program cost, he can totally understand that. If it's an increase in the cost per trip, then he thinks the Authority has to think about what elements are increasing our costs at a rate above the rate of inflation.

Melnick thanked Nelson Nygaard for the comprehensive thought process showing options on what other agencies are doing. Referencing Carmody's observation about how could people's quality of life be enhanced - and speaking as an immigrant senior who moved to Thurston Count to live in Panorama, that's a real issue, but he doesn't know how that's all ADA, or what it is, but anyway, he recognized the ethical problems of hiring private services like Uber because of pay and that kind of issue. He would like to see what alternatives we could do that would help contain costs, reduce costs, and provide more responsive service. Not to take away from anything we're doing now. Melnick thinks they're worth looking at.

Carmody asked where do we go from here? She said this was an amazing report, and it gives the Authority a lot to think about. While attending the Community Advisory Committee meeting, someone asked about labor costs and asked about equity and labor when dealing with Lyft and Uber. She said Payne mentioned different contracts that different cities have with those companies or other companies specifically that would provide for equal labor costs for those people. And we have to think about our own drivers, where do we don't want to step on union toes. How does that work with other companies in other cities?

Payne said they are union represented. There are companies who created a partnership with Lyft and Uber to provide vehicles into the Lyft and Uber pool, but the employees stay employees of the company. The arrangement is between the contracting company and Lyft and Uber, rather than between the driver and Lyft and Uber. The other part of the time, they are going to be providing this supplemental ADA service for the agency. These are creative solutions to two of the issues. Making sure that the people are paid fairly for their time and also being able to get lift equipped vehicles into the WAV - wheelchair accessible vehicle. That's being able to put WAVs into the Lyft and Uber fleet in those communities as well, so that we can accommodate needs for people who travel with mobility devices.

Belk commented about how these other delivery platforms can lower the threshold, and increase people's accessibility, and part of that is the ability have a more on demand trip than a day in advance or more. He also wants to keep in mind something he's heard during his past experience on the Community Advisory Committee that at least one member and others have expressed about self-limiting themselves because they are aware of the extra cost per trip of DAL and there can be a tendency, especially with self-aware community members, that they're limiting themselves and they feel like they are a burden on the system. How can IT find ways to unlock additional ridership, not only because it's more on demand and there's a lower threshold or lower barrier, but also helping to communicate to people who legitimately need DAL that it is their right to have this service access, and help them to not feel bad about the circumstance that it does cost more per trip.

Payne said some people who use DAL absolutely feel guilty because they know they've been told how much the trip costs or they've experienced themselves having to get a cab. It's difficult to reduce that burden - some of the folks will never get past that. Other folks may be able to get to the point to say, it's okay that your mobility costs more money. Payne noted that's an excellent point, because he knows for a fact that having worked in this field for over 40 years, there's a significant number of people that looked at it exactly that way.

B. Planning Consultant Contract Amendment Nelson Nygaard. Procurement Coordinator, Jeff Peterson, presented for consideration an amendment to an existing contract for the provision of planning services.

A request for proposals for the provision of the existing planning services contract was originally released on June 20, 2012. Nelson/Nygaard was selected and the ITA authorized a contract in 2012 for short and long-range planning work. In early 2017 the contract was amended to include market research, public outreach, review of service, develop a short-term plan, define mobility options, land use scenarios, and develop a long term plan. This body of work increased the contract value to \$168,592. In the fall of 2017, the contract was amended to include the assessment of planning and scheduling functions supporting anticipated service changes. In January 2019 the contract was amended to include implementation assistance following passage of IT Proposition 1, including a comprehensive study evaluating the current fare payment system and alternatives (our Zero-Fare project) as well as completion of a paratransit (DAL) study/long-range plan. The 2019 amendment increased the total contract value to \$346,862. Our existing contract expires June 30, 2021.

The proposed scope of work for additional tasks supported with this increase includes technical support for the following: 1) annually required NTD reporting. 2) Implementation and technical support related to the new APC system implementation and reporting including calculating methodologies and procedures related to federal reporting requirements. The resulting amendment (\$55,000 increase) will increase the total contract value to \$401,862. Implementation of these tasks and associated project management is anticipated to last through December 30, 2022.

Nelson Nygaard has conducted quality studies and detailed reports for Intercity Transit. Staff appreciates their analysis and guidance to help steer the future of our operations and therefore recommends proceeding with the contract amendment.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to Authorize the General Manager to execute an amendment to the contract with Nelson Nygaard Consulting Associates adding an additional \$55,000 to the contract for a revised not-to-exceed total contract amount of \$401,862 and extending the contract through December 31, 2022.

- C. TDP Overview / Request for Public Hearing.** Planning Manager, Rob LaFontaine requested a public hearing to receive public testimony on the Draft 2020 Annual Report and 2021-2026 Transit Development Plan (TDP). The State of Washington requires public transit systems provide an annual status report and update of its Transit Development Plan (TDP).

The update must include:

- a) Description of the system from the previous year (a 2020 Summary);
- b) Description of planned changes, if any, to services and facilities (2021-2026); and
- c) Operating and capital financing elements for the previous year (2020), budgeted for current year (2021), and planned for five years (2022 – 2026).

This year's update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on June 16, 2021, staff will seek final adoption by the Transit Authority on July 21, 2021. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation on or before September 1, 2021.

It was M/S/A by Councilmember Sullivan and Citizen Representative Pierce to authorize a public hearing on June 16, 2021 at 5:30 p.m. to receive public testimony on the draft 2020 Annual Report and 2021-2026 Transit Development Plan.

- D. WSDOT Agreements Smart Corridors/Martin Way Park-&-Ride Direct Access Projects.** Development Director, Eric Phillips, presented for consideration two project agreements with the Washington State Department of Transportation.

The two separate WSDOT project agreements proposed will support two important grant funded projects and provide a similar structure during the project development and implementation as an Interlocal Agreement. Following completion of each project it is anticipated that an operation and maintenance agreement will be put in place between Intercity Transit and WSDOT that would address any ongoing coordination and facility related tracking.

Agreement JC 1487: Smart Corridors. This agreement provides the supportive framework for project implementation while also providing support related to tracking and managing the

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project in accordance with Federal Transit Administration (FTA) grant requirements. Initial estimate for support is \$5,000.

Agreement JC 1486: Martin Way P&R. This agreement provides project support and a reimbursable agreement to allow WSDOT to work with Intercity Transit to plan and construct the direct access and transit related improvements at the Martin Way Park-and-Ride lot. The facility is currently under a separate maintenance and operating agreement which is expected to be amended following implementation of this project. The initial estimated cost for this project is \$15,000.

Staff recommends proceeding with the approval of these two project agreements with WSDOT to support completion of the Smart Corridors project and the Martin Way Park-and-Ride Direct Access project. Both projects are grant funded and are included in the 2021 budget. Any change in the anticipated total cost under each of these project agreements would be reviewed in accordance with Intercity Transit policies.

It was M/S/A by Councilmember Sullivan and Commissioner Mejia to authorize the General Manager to execute project agreements with the Washington State Department of Transportation supporting the Martin Way Park-and-Ride Direct Access Project (JC-1486) and the Smart Corridors Project (JC-1487).

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (May 7)** - In the interest of time, Cox did not provide a report.
- B. **Transportation Policy Board (May 12)** - Melnick said the Board received a report from Karen Parkhurst on the I-5/US 101 Practical Solutions: State Capitol Campus Transportation Demand Management - Mobile Work Project. The City of Olympia contracted with TRPC on a Regional Mobility Grant to find ways to increase telework and flexible work schedules for state worksites on the Capitol Campus. Consultant Kate Lister, Global Workplace Analytics, provided a report on local and national adoption of telework. The report was data driven and really interesting in terms of what the organization has learned based on hard data regarding people wanting to work from home. The observation provided the opportunity locally to see how that will affect things.
- C. **Community Advisory Committee (May 17):** Ursula Euler reported the CAC received the DAL Study presentation. She noted as Carmody mentioned, there were fair labor practices and fair pay concerns with alternative services. The presentation was well received and very much appreciated. Euler said having been a Finance Director for a city, many businesses provide business licenses. She knows when the transportation networks became very widespread and common, cities got together to figure out how to license something like that, and it was sort of a new animal. And there might be an opportunity to build into a licensing system through the cities a licensing process that might require certain transportation networks to also provide, perhaps certain ADA service at a prevailing wage or with certain responsibilities written into the business licensing process that might give them an incentive to get a really good, responsible foothold on community services.

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GENERAL MANAGER'S REPORT

- The State Audit begins in June and is expected to last about seven weeks.
- Freeman-Manzanares shared a correction on the state grant award. Intercity Transit applied for funds to help support the Olympia Express Service to Pierce County starting July 1, 2021, at the conclusion of our Regional Mobility Grant which ends June 30, 2021. There was some question as to whether or not IT would qualify under the consolidated grant program. We didn't think they found room for us within the program, however, we received a letter of award this week for \$1,301,607 of the \$3,254,017 that we requested. Intercity Transit was requesting a 50% match - this is a 20% match.

AUTHORITY ISSUES

Sullivan attended the APTA Virtual Legislative Conference on May 18, and found it to be very interesting, and definitely different than going to D. C. in person. One topic that was of interest was discussion about Infrastructure and Fast Act Authorization. She thought addressing race and equity through infrastructure and investments was very timely.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:49 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 21, 2021

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
June 2, 2021

CALL TO ORDER

Chair Cox called the June 2, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer.

Members Absent: Thurston County Commissioner Carolina Mejia; Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Mike Burnham; Suzanne Coit; Julie DeRuwe; Jessica Gould; Roshan KC; Steve Krueger; Ally McPherson; Pat Messmer; Brian Nagel; Eric Phillips; Nicky Upson; Daniel Van Horn; Amanda Williams; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Ursula Euler, Community Advisory Committee; Elizabeth Safsten, WSDOT; Thomasina Cooper, Thurston County.

APPROVAL OF AGENDA

It was M/S/A by Councilmembers Gilman and Sullivan to adopt the agenda.

PUBLIC COMMENT:

Chad Walters (via email) asked that route 612 from Olympia to Tacoma be reinstated.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Carmody and Citizen Representative Pierce to adopt the consent agenda.

- A. Approval of Minutes:** May 5, 2021, Regular meeting.
- B. Payroll for May:** \$2,871,874.29
- C. Accounts Payable May:** Warrant numbers 32287-32313 dated May 5 in the amount of **\$628,505.77**; numbers 32314-32315 dated May 8 in the amount of **\$46,351.17**; numbers 32316-32360 dated May 12 in the amount of **\$2,275,357.04**;

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June 2, 2021

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numbers 32362-32389 dated May 18 in the amount of **\$118,831.57**; numbers 32390-32395 dated May 20 in the amount of **\$16,522.45**; numbers 32396-32425 dated May 25 in the amount of **\$72,475.51** for a total amount of **\$3,158,043.51**; and Automated Clearing House Transfers in the amount of **\$4,355.75** for a monthly total of **\$3,162,399.26**.

NEW BUSINESS

- A. Adopt the 2022-2025 TIP.** Grants Coordinator, Jessica Gould, presented for adoption the 2022-2025 TIP projects with anticipated Federal Funding over the next four years.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to adopt the 2022-2025 Transportation Improvement Plan.

- B. Coach Replacement Seat Pads.** Procurement Coordinator, Katie Cunningham, presented for approval a contract with Gillig, LLC for Coach replacement seat pads.

Intercity Transit currently owns twenty-three (23) hybrid coaches which are not yet due for replacement. The cloth passenger seat pads in these coaches are becoming worn, are difficult to clean and disinfect, and therefore are in need of replacement. The seat pads and material requested are specified to match the seats in Intercity Transit's new coaches.

A Request for Bids (RFB) for Coach Replacement Seat Pads was issued on May 5, 2021. The RFB specified replacement seat pads for all passenger seats in twenty-three (23) thirty-seven (37) passenger hybrid coaches.

A total of three (3) bids were received by the submittal deadline of 11:00 a.m. on May 20, 2021. Based on the RFB evaluation process, which consisted of review of responsiveness, responsibility, and pricing factors, Intercity Transit determined that Gillig is the lowest responsive and responsible bidder.

Gillig is a reputable and competent vendor. Intercity Transit works with Gillig on a frequent basis for parts ordering and receipt. In addition, Gillig has recently built and provided Intercity Transit with several new 35-foot and 40-foot coaches over the last two years. Accordingly, staff recommends award of the contract for coach replacement seat pads with Gillig in an amount not to exceed \$150,000, including sales tax.

It was M/S/A/ by Councilmember Carmody and Citizen Representative Melnick to authorize the General Manager to enter into a contract with Gillig to provide coach replacement seat pads in an amount not-to-exceed \$150,000, including sales tax.

- C. Landscaping and Grounds Maintenance Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented for renewal the Landscaping and Grounds Maintenance Services contract with American Landscape Services for an additional year.

In June 2019, ALS won Intercity Transit's contract for Landscaping and Grounds Maintenance Services at Intercity Transit facilities, including Pattison Street, Olympia Transit Center, Lacey Transit Center, Martin Way Park- and-Ride, Hawks Prairie Park-and-Ride, and the Centennial Station. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

Under the renewal, ALS will continue to provide monthly scheduled landscaping and grounds maintenance services at Intercity Transit facilities. The renewal rates for the monthly services will remain the same as the current term. In addition, ALS provides mutually agreed upon as needed services, including but not limited to winter services, such as snowplowing and deicing, installation and maintenance of water bladders for the trees at the Martin Way Park-and-Ride, and any additional as needed non-scheduled services such as irrigation repair.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition while encouraging environmentally sensitive maintenance practices. ALS is a reputable and experienced local firm that is committed to ensuring our properties continually look presentable.

Intercity Transit has been satisfied with ALS performance under the contract for the past two years, and staff is confident that ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates. Accordingly, staff recommends extension of the contract for Landscaping and Grounds Maintenance Services with ALS in an amount not to exceed \$75,940, including sales tax.

It was M/S/A by Councilmembers Gilman and Sullivan to authorize the General Manager to execute a contract amendment with ALS to renew the contract for Landscaping and Grounds Maintenance Services for a period of one year in an amount not-to-exceed \$75,940, including sales tax.

- D. CAC Recruitment Ad-Hoc Committee.** Freeman-Manzanares presented the process for recruiting new members for the Community Advisory Committee. The CAC members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term.

The proposed timeframe for recruitment and the selection process is:

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- Recruitment is scheduled for September 1, 2021, through October 8, 2021.
- The Authority selects those to be interviewed at the October 20, 2021, Board meeting.
- Interviews are proposed for November 3, 2021.
- Candidate selection is proposed for November 17, 2021, with December 1 as a back-up date. The new members would begin their term on January 1, 2022.

This is a six-member ad-hoc committee, consisting of three Authority members and three CAC members who interview and make recommendations to the full Authority for consideration. Staff requested the Authority identify three members and an alternate for the ad-hoc selection committee.

Don Melnick, Justin Belk, and Debbie Sullivan volunteered to be on the committee. Clark Gilman volunteered as the alternate if a selected member is unable to serve.

E. Engineering Services for Martin Way Park-and-Ride Access Improvements.

Development Director, Eric Phillips, presented a Task Order from the existing On-Call Engineering Services Contract with SCJ Alliance for traffic and civil engineering support services for improvements at the Martin Way Park-and-Ride.

The Martin Way Park-and-Ride is currently Intercity Transit's main connection point for express bus service, vanpool commuters, and is considered a key location for the future management of high-capacity transit service (what we have been calling "BRT light"). In 2015, H.W. Lochner and SCJ Alliance prepared an Interchange Justification Report (IJR) for the City of Lacey which included a "transit-only" direct access into the Martin Way Park-and-Ride. The project is also identified as a regionally significant project in *What Moves You* - the Regional Transportation Plan.

To advance the direct access project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) to design and construct improvements at the Martin Way Park-and-Ride. The primary goal of this project is to seek formal approval and construct the "bus only" direct access into the existing facility from the 1-5 NB ramp. In addition, the project would seek WSDOT review and approval for a new bus loading area that would allow northbound express buses to stop adjacent to the on-ramp. Additional improvements are also being scoped for the site including a layout and internal design that considers future additional parking, circulation changes, and transit operations support facilities at the facility within the supported grant project budget.

Intercity Transit executed a contract with SCJ Alliance on February 21, 2020. Based on SCJ Alliance's qualifications, experience, and capacity, and in accordance with Transit's On-Call Engineering Services contract terms, staff is recommending the Authority authorize the General Manager to execute a Task Order with SCJ Alliance

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to provide planning and engineering, design coordination, and construction support for the access and facility improvements proposed at the Martin Way Park-and-Ride. The initial scope of work will include coordination for the WSDOT approvals, development of the design concepts, full cost estimates, environmental review, and final design. Following completion of Task One work staff will recommend a second Task that would include remaining work including construction support services thru the end of the project. Staff have negotiated an initial Task Order scope and fee with SCJ Alliance in accordance with the terms of the existing On-Call Services Agreement and based on the scope and proposed hours, staff is confident the proposed pricing is both fair and reasonable.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$242,000.

GENERAL MANAGER'S REPORT

The OTC-2 building in downtown Olympia opened to the public on June 1, 2021. Greyhound continues serving the site and sales are anticipated to begin onsite September 13, 2021.

The current new Operator class graduates in mid-July, and we anticipate having enough staff to reintroduce the Olympia Express service on July 19, 2021.

Reminder - Intercity Transit is under the Federal mask mandate at all of our public facilities as well as all employee areas through September 13, 2021.

The Washington State Health Care Authority honored 34 agencies statewide recognizing outstanding Wellness Programs, and Intercity Transit was again a recipient of the Zo8 Award.

It's been a challenge during this time of COVID, however, our Wellness Committee has been creative, focusing on the physical and emotional well-being of staff. The Wellness Committee adapted their programs to include social distancing by adding virtual events, such as:

- The Summer Walking Challenge
- Two Self-Care Challenges
- March Into Motion - Movement Challenge
- Heart Healthy Virtual Walks on Teams
- Provided Healthy Snacks for our front-line workers
- Created a Facebook page to keep people connected
- Hosted a Virtual Healthy Cooking Class

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- Provided Farmer's Market tokens for those who contribute to the Wellness program.

We are really proud of the work the Wellness Committee does to support employees and to gain this recognition. **Let's congratulate them! A big shout-out to the Wellness Committee members: Shannie Jenkins, Chair; Nancy Trail, Vice Chair; Katie Cunningham, Treasurer; Ally McPherson, Secretary; Joy Gerchak, Jessica Gould, Brian Nagel, and Larry Smathers.**

Everyone is invited to attend the **Mountain View Elementary Traffic Garden Grand Opening** being held **June 9, 2021, from 2:30 to 3:00 p.m., located at 1900 College Street SE in Lacey.**

The miniature streetscape is a safe and fun place for youth to learn and practice bicycle and pedestrian safety skills. Mountain View's physical education teacher will use the Traffic Garden for the 4th and 5th grade bike unit and will be open to the public during non-school hours. The Traffic Garden is a partnership between Child Care Action Council's Safe Kids Thurston County, Intercity Transit's Walk N Roll Program, North Thurston Public Schools, and Alliance for a Healthier Generation. The project is being funded by a grant from State Farm. This is the first Traffic Garden in Thurston County, and we hope this project will inspire more in the future.

Attached are photos of various stages of development for the Traffic Garden at Mountain View. It's not complete as of this meeting date but will be soon.

AUTHORITY ISSUES

Gilman referred to the Federal Transportation Package that's working its way through the jurisdictions and the letter Lakewood sent to each of the cities asking if for support to help Representative Larsen advocate for a carve out of the transportation funding for mid-sized cities. Gilman hopes that as that transportation packet winds its way through, that there be another check in about what Intercity Transit might be advocating for in terms of Federal opportunities coming up. He's hoping there will be an abundance of stimulus money and that IT will be competing for it.

Pierce said she was the recipient of a scam email sent to her Intercity Transit e-mail. The heading referred to COVID and she immediately alerted the Information Systems staff who confirmed it was a scam. She wants to make sure everyone stays aware of these types of scam emails.

Tischer thanked the Authority for approving the new coach seat pads. The ATU appreciates staff and the Board for taking care of the Union members' physical well-being and safety. Tischer reported the ATU conducted a labor management meeting - their first in a couple of months, and it went well. He said the ATU continues to have

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an outstanding relationship with Senior Management, Cameron Crass and his staff as they work through different issues.

Cox said the Lacey City Council formally approved the creation and appointment of members to the new Commission on Equity. The Commission will look into racial and social equity throughout the City of Lacey's operations from stem to stern, including hiring practices, access, transparency, language translations, and anything else that they can do to remove barriers for people of color, or who are differently abled who may not feel included. She said this is a serious undertaking and she's happy be part of these social changes and a part of this history.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:10 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 21, 2021

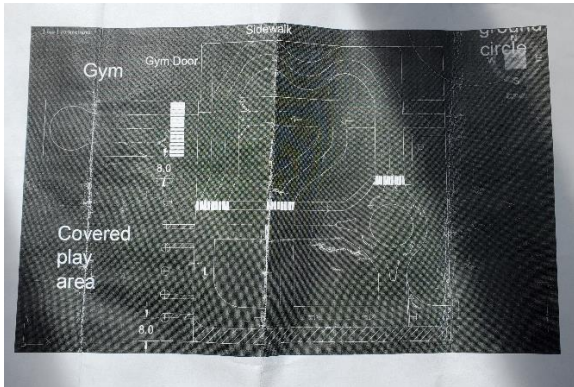
Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit

Mountain View Elementary School's Traffic Garden

The final traffic garden was inspired by a design created by a 5th grade student at Mountain View.



Two North Thurston High School students worked with their teacher to create the design in CAD.



Led by a volunteer Engineer, the team created the traffic garden using chalk.



Mountain View Elementary School's Traffic Garden

Volunteers painted the background green.



Facilities staff from North Thurston Public Schools painted the lines.



Mountain View teachers added an artistic touch.



Come out to Mountain View to see the final traffic garden!

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
June 16, 2021

CALL TO ORDER

Chair Cox called the June 16, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk.

Members Absent: City of Yelm Councilmember Molly Carmody; Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Mike Burnham; Jason Aguero; Cameron Crass; Suzanne Coit; Jessica Gould; Duncan Green; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Brian Nagel; Eric Phillips; Heather Stafford Smith; Steve Swan; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

It was M/S/A by Commissioner Mejia and Councilmember Sullivan to adopt the agenda.

PUBLIC COMMENT - No public comment was received.

PUBLIC HEARING

A. 2020 Annual Report and 2021-2026 Transit Development Plan. Planning Manager, Rob LaFontaine, presented for public testimony the draft 2020 Annual Report and 2021-2026 TDP. During the public comment period between May 19, 2021, and June 16, 2021, five comments were received. Those comments were provided to the Authority prior to the meeting and entered into the official record.

Chair Cox opened the public hearing at 5:44.

Mr. Joe Kunzler was present to give comments. Mr. Kunzler asked that Intercity Transit prioritize restoring bus service from Olympia to Tacoma.

Intercity Transit Authority Regular Meeting

June 16, 2021

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With no one else from the public giving testimony, Chair Cox closed the public hearing at 5:47 p.m.

LaFontaine announced staff recently revisited resources and determined that IT will be able to offer a partial restoration of the Olympia Express service with a target date of Monday, July 19, 2021, and it will run seven days a week. It will be somewhat limited in the sense that buses will be hourly, roughly, from 6 a.m. to about 9 p.m. The route will terminate at the 512 Park-and-Ride in Lakewood and will not serve downtown. Pierce Transit provides service from the 512 Park-and-Ride to downtown.

INTRODUCTIONS

Fixed- Route Manager, Cameron Crass, introduced the Operator Class of 21-02:

Craig Mugartegui; Mark Linthicum; Christ Morris; Sarah Ruffini; Eliesha Simmons; Caleb Gillaspie; James Chambers; Thomas Demi; Michael Bodnar; Emily Reynolds; Lawrence Sherman, Jr.

NEW BUSINESS

A. Bicycle Commuter Challenge (BCC) Update. Duncan Green, BCC Specialist provided the results of the 2021 Bicycle Commuter Challenge (BCC). Green noted this was the BCC's 34th consecutive year. The BCC continued to adapt to changing circumstances due to the pandemic, and focused on the all-around benefits of bicycling, including the individual and community health benefits in addition to bicycling's immense advantages as a means of transportation. In person events were either adapted differently or canceled.

The Sponsor Coupon Program was restarted minus the local bike shop coupons which were always a favorite. However, local bike shops are in a tight spot with a spike in demand for bikes, bike repair and supply chain issues.

All types of bike rides counted in the BCC, and Green collaborated with the Walk N Roll staff to add events in April/May and focused outreach on social media advertising and an extensive mailing list.

The 2021 BCC events included:

- February - Winter BCC
 - A bright spot again was the 2021 Winter BCC, which broke previous records for the number of miles ridden, and maintained a high level of participation, in spite of snowy days and gloomy weather.
- April - Bike Art Challenge & Adapted Earth Day Market Ride

- The spring biking season kicked off with the April Bike Art Challenge and the Adapted Earth Day Market Ride, which were both well received and appreciated.
- For Earth Day Market Ride, Green did an adapted version where he took some prizes down to the Farmer's Market and put out the word. He had some shopping totes from last year's BCC and water bottles to give away. The Farmer's Market gave away free plant starts to anybody who showed up on foot or on bike.
- May – BCC, Adapted Bike to Work Day and Youth Bike Challenge
 - In May, along with the Bicycle Commuter Challenge and Youth Bike Challenge, staff pulled off an impromptu adapted version of Bike to Work Day, organized within a week, in cooperation with two local bike shops. Overall participation in the 2021 Bicycle Commuter Challenge was down somewhat from 2020. The percentage of first-time riders was 28% this year.

2021 Bicycle Commuter Challenge & Youth Bike Challenge Statistics:

- 713 Riders
- 69,000 Miles
- 6,400 Days Ridden
- 70 Teams Reported Miles
- 198 First Time Riders
- 9.3 Average Days per Rider
- 97 Average Miles per Rider

The Sponsorship program was restarted and there were over 40 sponsors who supported the 2021 BCC with prizes, event support and discount coupons. Support for the BCC in our local business community is still robust and enthusiastic in spite of the many challenges facing local businesses. This year's Grand Prize was a bike vacation and a one-of-a-kind quilt, made by a long-time BCC participant.

- B. Bus Stop and Service Development Standards Presentation.** Associate Planner, Mike Burnham, presented the purpose, process and desired outcomes of the Planning Department's Bus Stop and Service Development standards which guide the design and placement of bus stops and their surrounding zones.

Overview of Bus Stop Standards:

Think of this as a reference guide for Intercity Transit and its five PTBA jurisdictions (Olympia, Lacey, Tumwater, Yelm, Thurston County). The core purpose of the bus stop standards, which were last updated in 2016, is to guide the design and placement of bus stops and their surroundings zones. Surrounding zones are the sidewalks and planting strips, the bike lanes and the lanes of travel for vehicles adjacent to bus stops.

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June 16, 2021

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The 30-page standards document includes everything from technical language to photo illustrations, and standard engineering drawings, that illustrate our desired measurements for everything from the bus shelters and landing pads to pedestrian buildouts and vehicle pullouts. It's being updated in two phases. Local codes and standards have already been reviewed that include standards from all the jurisdictions.

Staff also reviewed the updated state and federal guidance and integrated some of those best practices into the document. As the document is revised over the summer, staff plans to send it out to jurisdictional staff, so planners and public work staff can give their feedback. Staff will bring back a final version of the bus stop standards to the Authority in the fall for adoption.

The IT Road Trip conducted in 2016 indicated riders want better bus stops. Voters approved Proposition 1 to help make that happen. In 2018 the short-and long-range plan was adopted. That Plan identified about \$260,000 annually for passenger capital facilities. In 2020 the Zero-fare policy was adopted. That eliminated farebox's and enables all-door boarding so riders can get on and off the bus from front and rear doors. The upshot of all-door boarding is that it necessitates the need for larger landing pads at bus stops, essentially more concrete along the road edge so riders can get on and off of buses safely and efficiently.

Challenges:

A key challenge to enhancing bus stops is that IT operates a large and diverse transit system. IT serves about a thousand active bus stops along 20 routes within approximately a 100 square mile service area. Surrounding land use density and transportation infrastructure really matter greatly. For example, some stops lack sidewalk connection and nearby streetlights and are very rural in nature while other stops are urban in nature. They're sandwiched between driveways, power poles and street trees and other infrastructure within the public right-of-way. The takeaway is there is no one size fits all approach to bus stop design. Staff works with what they have and try to improve it.

Other challenges staff deals with exists on the regulatory front. The bus stop requirements put together in the bus stop guidelines are found in local development codes and transportation design standards. These vary widely in terms of depth, and specificity between jurisdictions. These jurisdictions permit processes for installing new bus stops and enhancing existing bus stops vary widely in terms of review time, complexity and cost.

Desired Outcomes:

IT wants safe and accessible bus stops and zones, and enhance the rider experience, and speedup transit service. IT also wants clear, concise, and

consistent bus stop standards that effectively guide jurisdictional codes, permit processes and development projects, in hopes for more smooth and efficient coordination between jurisdictions, developers, and IT. Burnham showed slides of what two enhanced bus stops look like at Cooper Point Road and Capital Mall Drive and Fir at Bigelow.

Process and Content:

Staff drafted a change to the standards and began by reviewing transit related language currently in jurisdictions' codes and standards. Staff also reviewed and integrated the latest bus stop practices recommended by the state and federal governments. Resources referenced included updated standards, such as the American with Disabilities Act and the WSDOT design manual. A lot of the illustrations from the WSDOT design manual are in the appendix of the updated bus stop standards.

In terms of content, staff did a major re-organization of the document, and organized it by streetside and curbside characteristics. Streetside is everything outside the curb, curbside is everything inside of the curb.

Streetsides are roadway features such as traffic speeds, travel lanes, intersection designs which influence the look and location of the bus stops. Curbsides are off-street infrastructure such as landing pads, bus shelters, benches, sidewalks, streetlights - all of these affect access experience for bus riders.

In terms of space, we want our bus stops about one thousand feet apart, however, in downtown Olympia and surrounding neighborhoods stops are closer together. In rural areas such as Yelm the stops are farther apart and that's intentional because we factor in surrounding job and housing density and type in making that decision. We also look for connectivity of routes.

In terms of location of stops along the street, we generally want stops on the far side or after intersections, but sometimes they need to be on the near side or mid-block. The decision is based on things such as maximizing safety, optimizing operational efficiency, or minimizing impacts to adjacent properties, and finally, compatibility with those other right-of-way uses. In terms of design, we want buses to generally dwell in lane to pick up and drop off passengers. We don't want our buses deviating out of lane travel and trying to get back in, especially during peak commute hours. Sometimes bus pullouts are warranted. Burnham showed slides with examples of streetside characteristics.

Curbside Characteristics:

Staff interacts with developers and cities and the county, and how they identify spots for new bus stops, along new bus routes and the frontages of new development projects. There is a lot of construction happening throughout the

region and every time a project comes in, we'll get it for that transit nexus. Is it near a bus line or on a bus line? Do they need a new stop? Does it have an existing stop, and how could we enhance it? Staff looks at those site plans very closely, and try to make a determination about what, if anything, needs to be done.

There are a range of amenities that may be installed and maintained at the bus stop, such as landing pads, and their dimensions, and the slope needed to ensure those stops are safe and accessible for riders. Looking back to ADA language for the slope of the sidewalk and the landing pad area and the dimensions of that area so riders with mobility devices can safely get on and off the bus.

What's Different - Key Changes:

Establishing Zero-fare in 2020, we enhanced bus stops to enable all-door boarding. This can take the form of larger pads about 24 feet for our 40-foot buses or dual pads. Working around some of those obstacles within the public right-of-way. For new bus stops, the standards request clear zones, so places that are free of trees on the approach of the bus stop clear zones make it so that we can access the bus stop, have visibility of the shelter, and passengers can safely access the bus.

Another key change of the updated standards deals with process. We have a more robust description of the process we use in the documents we provide to jurisdictions when seeking to enhance an existing stop or request bus stops at new development sites. So, less spending time and money on process, more spending on infrastructure.

Next Steps:

Over the summer months, staff is going to share this document in its draft form with local jurisdictional staff, solicit their input via survey, and edit the document, and will educate the public using outreach channels. They'll know what we're doing, why we're doing it, and how these changes could enhance the rider experience.

In the fall, staff will come back to the Authority to seek adoption of the updated standards. In the winter into 2022, staff will work with the jurisdictions to integrate these updated bus stop standards into their local codes and standards. In 2022 we'll enhance the document with a whole other section - surface development standards, that will cover things such as bus frequency, route connectivity, and span of service.

Burnham answered questions.

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Belk asked if the document addresses issues like when ADA curb ramp improvements might be triggered if we're in the vicinity of a corner?

Burnham said they don't talk about that triggering because those are standards that a city might already have in its codes. We do talk about having about a 50-foot clear zone on the approach to a stop. And we want the ADA standards for the pad dimensions about six feet wide minimum by eight feet deep maximum, and the slope has to be no more than 2%. That's a standard approach we've had and will continue to have for bus pads, but we really don't get into curb cuts or things outside of that.

Sullivan said she knows when street trees are installed and then removed again for whatever reason, it always creates a few calls to city hall. Is that something that Planning works with proactively so we're not adding and taking out trees? She said there were a bunch of trees removed from Capital Boulevard in front of the state buildings and she doesn't think that had anything to do with this, but it is also in the same area. Is that something that's part of the group?

Burnham said removing trees is always the option of last resort. When we enhanced bus stops we look to see if there are existing street trees around the stop, and we look for ways we can work around the street trees. It is helpful to have the jurisdictions work with us on their street plans so we can proactively plan to serve our community well rather than having to adjust plans after the fact. We want to drive home the point that with good planning trees and transit have an environmental benefit. Those trees create shade, cool the urban heat island, they're attractive, and they sequester carbon gases, and bus service gets people off the road and it has a climate benefit, too. We want to look at this holistically and say if we work together we can provide a bigger benefit to the community.

Melnick said IT went fare-free to enhance ridership, and he's wondering what Planning is thinking about in terms of enhancing ridership. He thinks bus stops, particularly shelters, have a lot to do with ridership enhancement. What is Planning thinking about in that context? And what could we do to work with cities to improve access?

Burnham said during the presentation he talked about land use, density and type, and that's really something they pay attention to when reviewing new projects. If a large subdivision is coming in such as the one outside the Lacey city limits, which is a five-hundred-unit development, it's a great opportunity to add a bus stop. If we can get at least some of those residents to hop on the bus and leave their car at home, that's great. Planning wants to look at the size and type of development if it's on or adjacent to a bus line, and look for ways to add a bus stop.

Melnick said he thinks property developers should be asked to participate in the cost of getting access. But in other cases where the development is started and has been there for years, is there any way Planning can work with cities to see if they would be willing to add sidewalks or some way to provide access to that bus stop?

Burnham said yes. Existing bus stop standards request that if a new development is going in and there's a transit nexus, and we want to shelter, that the developer pay for the cost of the shelter, will install it and maintain it. That's already baked into Olympia's engineering street design standards. If a stop is on an undeveloped part of a road where there's not an existing sidewalk, new development is going in with frontage along that road we want to make sure that there's sidewalk there, where we can put a shelter. We want to work with the jurisdictions and the developers to try and make sure there's pedestrian connections to and from bus stops.

Melnick said regarding conducting a survey of the cities to see how they respond - he hopes Planning staff is going to meet with them, too. The opportunity to have a face-to-face with Planning staff is probably very valuable, and maybe have a survey to summarize what happened.

Gilman is impressed with this presentation and the work being done. He thinks it would really help IT keep bus stop improvements in front of both the Regional Planning Council and at each of the cities. Transit-oriented development is such a focus right now and the notion of transit corridors, and we want to assert ourselves that this is what a transit corridor looks like, this is our piece of a complete street model. If Planning presents just like Burnham told the story to the ITA, Gilman thinks that's going to go a long way to elevate the visibility of this need. Gilman said he and the other members of the Authority would be glad to assist, if it's helpful to have them along to help advocate for this as the topic is brought before the jurisdictions. He thinks it will help to make real all of this transit-oriented development hope.

Cox hopes that Planning can get this presentation on a future agenda at TRPC.

- C. Citizen Representative Reappointment-Recruitment.** Freeman-Manzanares presented whether to reappoint Citizen Representative Don Melnick to a third three-year term or conduct a recruitment for the position which expires December 31, 2021. Melnick is eligible for another three-year term and has expressed a desire to remain on the Authority. If reappointed, his third term begins January 1, 2022.

Melnick said he's been a public transit "geek" since 1974 and is an avid transit

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supporter and advocate and has been very involved in progressing forward. Melnick retired in 2005, and he and his wife moved to Panorama. Melnick served on the Lacey Planning Commission for two terms. He was then selected for the Intercity Transit CAC and after serving several years, volunteered to serve on the ITA. He appreciated the opportunity to play a strategic role in preparations for the public adoption of Proposition 1, and looks forward to helping deliver on those promises made to our community. He wholeheartedly supported the milestone decision to go fare-free, and supports the careful study of the transition to alternatively fueled vehicles. He's proud how IT responded to COVID-19 and other challenges. He would very much like to continue serving on the Authority.

Gilman supports a motion to reappoint Melnick. Gilman said besides his resume and the long involvement, he has highly valued Melnick's commitment to the work to interview CAC members, showing up to holiday events and recognition events for employees and applying his professional engineer expertise to questions about repainting the Amtrak Depot, etc. It's useful to have someone who understands IT is making large contracts. Gilman values sitting alongside Melnick and welcomes his continuing on for another term.

Cox said when she first joined the ITA, Melnick took her under his wing and explained many things, and she's enjoyed working with him. She has never seen anyone more committed to the work of the Authority, the future of IT and the smooth functioning of this Board.

Belk said from the perspective of being a former CAC member, he's observed Melnick's passion for Intercity Transit, and transit in general.

Mejia said she serves with Melnick on the Transportation Policy Board and appreciates his insight, and she is happy he is willing to serve another term on the ITA. His expertise is always appreciated.

It was M/S/A by Commissioner Mejia and Councilmember Sullivan to reappoint Citizen Representative Don Melnick to a third three-year term of the Intercity Transit Authority, effective January 1, 2022.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (June 4)** – Cox said TRPC heard from Kate Lister of Global Workforce Analytics who presented on The Business Case for Telework in Washington State. Lister has been working on the I-5/US 101 Practical Solutions: State Capitol Campus Transportation Demand Management – Mobile Work Project for TRPC and brings national expertise to the table. This

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was a timely update as agencies consider whether to bring workers back to the workplace or incorporate a work-from-home model.

The Council received a 2021 Mid-Year program update from Marc Daily.

Senior Planners, Allison Osterberg and Katrina Van Every, presented an update on the Martin Way Corridor Study, outlining goals and current conditions. TRPC is conducting the project on behalf of project partners, the Cities of Lacey and Olympia, Thurston County and Intercity Transit.

Transportation Policy Board (June 9) – Melnick said Marc Daly provided an update on what was happening with rural transit. TRPC used some of their surplus money to do a rider's guide in Spanish, and they are testing an outreach process to figure out if the people they are serving think they are doing the right thing.

North Thurston reported they just took delivery of three battery electric buses, and they're trying to figure out what to do with them, probably charge them in some way.

The TPB decided to have two Vice Chairs, and Councilmember Dani Madrone from the City of Olympia was elected Second Vice Chair.

The Board discussed whether to delete a City of Tumwater project from the RTIP per their request. They merged two different projects, saving money and time.

Veena Tabutt briefed the Board on the Regional Freight Strategy Application the TRPC is submitting for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program and wanted TPB input.

Melnick said he cautioned that COVID may have accelerated reliance on online services such as Amazon and he wondered what effects that would have on transportation needs.

Staff presented an update on the Martin Way Corridor Study, a joint planning project between Thurston Regional Planning Council, Thurston County, City of Olympia, City of Lacey, and Intercity Transit. The study is examining options for multimodal safety and mobility, land use, and economic development on the portion of the corridor between Pacific Avenue and Marvin Road. A current conditions report identified key needs along the corridor, as well as priorities among residents, businesses, and other users.

The Board was briefed on TRPC planning for modeling the effects of increased telework through the year 2045 planning threshold and Melnick said he had questioned if it was also going to be possible to model the potential effects that

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increased use of “Uber-like” autonomous vehicles might have since they could reduce traffic congestion and parking demands. He noted that much is currently being written about this phenomenon. Marc Daily responded they were working with their modeling consultant to see if there was a way to simulate this.

GENERAL MANAGER’S REPORT

- The June 13 Service Change went well.
- Upon the graduation of the newest class of Operators, it’s anticipated there will be enough staff to resume partial service for the Olympia-Tacoma route on July 19, 2021.
- Staff is in the process of planning for the September service change.
- The Transportation Security Administration removed the requirement that masks be worn outdoors at transit facilities, and Intercity Transit is conveying that to customers and staff.
- The construction of the Pattison Street Project Phase 3 is going well. It’s on time and within budget. Staff is working towards the completion of the design of Phase IV which includes the maintenance facility, the existing admin/ops building and parking areas. Staff will provide an update on the project to the Authority in July.
- Congratulations to Nicky Upson, Marketing, Communications and Outreach Coordinator, and Cameron Crass, Fixed-Route Manager who graduated from the Leadership Thurston County program on June 9, 2021. We look forward to continuing great work and involvement in the community.

AUTHORITY ISSUES

Pierce is concerned about the low number of Community Advisory Committee (CAC) members attending their monthly meeting and how the Board may be missing out on a lot of opinions and missing out on their participation to stay involved and excited about offering advice. She asked if staff or Board members should reach out to those members not attending and determine how to find out if they are experiencing any barriers to attending the meetings. Freeman-Manzanares responded that staff continues to reach out and encourage participation. COVID has impacted many in a variety of ways. Several members noted that changes in schedules, health and other things have occurred during the pandemic. Staff will continue efforts to encourage members to attend and share comments about items under discussion and issues that concern IT.

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Gilman said the City of Olympia recently purchased a big portion of land known as the “jungle” which is the parcel to the east of Intercity Transit between Martin Way and Pacific Avenue. The land was purchased with plans to make a future road connection to extend Ensign Road to run between Martin Way and Pacific Avenue. Purchasing the property gives the City ownership control and they may be able to assist Intercity Transit with issues currently connected with the property.

Gilman said the presentation about Bus Stop Standards shows IT is committed to staying the course and continuing to implement the long-range plan and Prop 1 vision. That’s been lost on people having a difficult time with reduced bus service. He said two community members reached out to him saying they thought it was harder to ride the bus, and Gilman tried to explain that was a temporary situation, and IT is working towards making things more convenient. He believes there’s room for more outreach to keep telling IT’s story about Proposition 1 and the agency is headed in that direction even though current circumstances don’t appear like they are right now.

Gilman said Juneteenth becomes a state holiday effective Saturday, June 19 and all jurisdictions are holding events.

Melnick agrees with Gilman’s assessment of the bus stop standards presentation. Proposition 1 passed because IT talked about what it’s doing and the struggles, and now the agency is in the middle of finding the way out of COVID. He thinks there is something the agency should be doing to share with the public the struggles IT’s been going through, to help them understand why things aren’t the way they used to be but we are working our way back.

Cox said the four finalists for the Police Chief position were introduced to the public and she’s happy to see diversity among the candidates. A candidate should be selected soon. Cox said the Commission on Equity begins work this month.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 21, 2021

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

PERIOD DATES: 5/23/2021-6/5/2021				PAYDATE 6/11/2021		PERIOD DATES: 6/6/2021-6/19/2021				PAYDATE 6/25/2021	
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	94,837.34		IRS	FIT	EFT		82,791.22		
	MT	EFT	31,657.22	126,494.56		MT	EFT		29,585.54	112,376.76	
				0.00						0.00	
INS	D3/DI	Disability Ins	2,501.15	0.00	INS	A2	Met Life		10,816.50		
HEALTH	HE/HI/SP/TB	Health In1stN2ND	234,592.50	0.00	HEALTH	D3/DI	Disability Ins		2,543.13	0.00	
						HE/HI/SP/TB	Health In1stN2ND		240,681.00	0.00	
GARNISHMENT	GN	Garnish	CHECK last	427.81	GARNISHMENT	GN	Garnish	CHECK last	427.81		
CHILD SUPPORT	CS	DSHS	EFT	2,264.68	0.00	CHILD SUPPORT	CS	Child Support	EFT	2,264.68	2,264.68
				0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,095.00	10,095.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,095.00	10,095.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,498.38	7,498.38	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,551.73	7,551.73
GET	GT	G.Ed.Tult	Check every	0.00		GET	GT	G.Ed.Tult	Check every	0.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59
401K	DC	Vgrd EE	Wire	63,625.89		401K	DC	Vgrd EE	Wire	58,977.18	
VANGUARD	DC	Vgrd ER	Wire	43,491.17	107,117.06	VANGUARD	DC	Vgrd ER	Wire	40,517.78	99,494.96
LOAN	L2	401k Ln#2	Wire	3,593.27		LOAN	L2	401k Ln#2	Wire	3,913.30	
LOAN	LN	401k Ln #1	Wire	6,332.99	9,926.26	LOAN	LN	401k Ln #1	Wire	6,706.74	10,620.04
		TTL VNGRD		117,043.32				TTL VNGRD		110,115.00	
LABOR INS	LI&LA	L&I	EFT Quarterly	35,213.29		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	36,992.96	
ESD	CF&CL	WPFML	EFT Quarterly	4,470.80		ESD	CF&CL	WPFML	EFT Quarterly	4,193.46	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,825.25		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,825.50	
UNION DUES	MI	Mac.Inltlon	Check last	0.00		UNION DUES	MI	Mac.Inltlon	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	795.00	0.00		TF	Tx.Fr.Benefit	Employer	40.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	381.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	385.00	
PENSION	PN/P3	PERS EE	EFT	84,133.24	0.00	PENSION	PN	PERS EE	EFT	79,132.14	0.00
STATE	PN/P3	PERS ER	EFT	139,519.75	223,652.99	STATE	PN	PERS ER	EFT	131,245.10	210,377.24
PERS		TTL PERS		223,652.99		PERS		TTL PERS		210,377.24	
ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00
ICMA	RC	ICMA EE	WIRE	6,360.98		ICMA	RC	ICMA EE	WIRE	6,457.34	
ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00	ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00
ICMA LON	RL	ICMA Ln#1	WIRE	707.49	831.61	ICMA LON	RL	ICMA Ln#1	WIRE	657.79	781.91
ICMA	RR	ICMA ER	WIRE	3,071.43	9,432.41	ICMA	RR	ICMA ER	WIRE	3,222.21	9,679.55
		TTL ICMA		10,264.02	10,714.02			TTL ICMA		10,461.46	10,911.46
457 STATE	SD	457 ST EE	EFT	17,436.33		457 STATE	SD	457 ST EE	EFT	16,807.49	
DEFERRED	SR	457 ST ER	EFT	10,209.65	27,645.98	DEFERRED	SR	457 ST ER	EFT	9,686.86	26,494.35
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,267.65	6,267.65	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,563.66	6,563.66
ATU	UC	Un COPE	Check 1st	127.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	4,841.22	
	UD	Un Dues	Check last	6,267.30			UD	Un Dues-BOTH PP	Check last	6,314.66	
	UI	Un Inltlatn	Check last	0.00			UI	Un Inltlatn- 100.00 PEREE	Check last	10.00	
	UT	Un Tax	Check last	3,165.20			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	268.00		UNITED WAY	UW	United Way	Check last	273.00	
WELLNESS	WF	Wellness	Check last	332.50		WELLNESS	WF	Wellness	Check last	336.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		715,770.08	715,770.08	DIRECT DEP.	NP	ACH Wire every		681,661.34	681,661.34
LIVE CHECKS		Paychecks		26,740.74		LIVE CHECKS		Paychecks - LIVE CHECKS		0.00	
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,245,786.57			TOTAL TRANSFER (tie to Treasurer Notifications)			1,179,015.81
		TOTAL PAYROLL*:		1,565,158.79				TOTAL PAYROLL*:		1,488,696.55	
GROSS WAGE		GROSS EARNINGS:		1,117,701.07		GROSS WAGE		GROSS EARNINGS:		1,048,361.00	
ER AMOUNT		EMPR MISC DED:		431,629.11		ER AMOUNT		EMPR MISC DED:		425,542.78	
MEDICARE TAX		EMPR MEDICARE TAX:		15,828.61		MEDICARE TAX		EMPR MEDICARE TAX:		14,792.77	
		PP12 Total			1,565,158.79			PP13 Total			1,488,696.55
								Total Payroll for June 2021			3,053,855.34
DIRECT DEP.		ACH WIRE TOTAL			733,968.05		DIRECT DEP.		ACH WIRE TOTAL		699,912.66

\$0.00

\$0.00

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
03142 BARRETT BRIANA										
00	06/17 RECOG CSH OU	DI	7/2/2021			15.00	15.00	15.00		15.00
06487 COIT SUZANNE										
00	05/10/21 INK REIMB.	DI	7/2/2021			22.56	22.56	22.56		37.56
07245 CUSSEAU MEREDITH										
00	06/17 RECOG CSH OU	DI	7/2/2021			40.00	40.00	40.00		77.56
11770 IT PROJECT ASSISTANCE										
00	2021 JUNE	DI	7/2/2021			766.00	766.00	766.00		843.56
11775 IT WELLNESS										
00	2021 JUNE	DI	7/2/2021			669.00	669.00	669.00		1,512.56

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
07698 DEAN-STOKES HEATHER										
00	06/17 RECOG CSH OU	DI	6/25/2021			40.00	40.00	40.00		40.00

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	2021 JUNE	DI	6/18/2021			3,650.75	3,650.75	3,650.75		3,650.75

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
12868 KOMSAK DAVID										
00	06/01 RECOG CSH OU	DI	6/11/2021			65.00	65.00	65.00		65.00
15284 NYANG REGINA										
00	TUIT REIMB SPR 2021	DI	6/11/2021			960.00	960.00	960.00		1,025.00

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
11770 IT PROJECT ASSISTANCE										
00	2021 MAY	DI	6/4/2021			1,153.00	1,153.00	1,153.00		1,153.00
11775 IT WELLNESS										
00	2021 MAY	DI	6/4/2021			988.50	988.50	988.50		2,141.50

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/2/2021

Thru Date: 6/2/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32426	6/2/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,401.90	
32427	6/2/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,913.99	
32428	6/2/2021	02400	ARDERY EZEKIEL	\$39.83	
32429	6/2/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$7,697.73	
32430	6/2/2021	03890	BRIDGESTONE AMERICAS INC	\$450.97	
32431	6/2/2021	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$86.32	
32432	6/2/2021	06120	CITY OF OLYMPIA UTILITIES	\$2,327.96	
32433	6/2/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$91.35	
32434	6/2/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$503.89	
32435	6/2/2021	07350	CW JANITORIAL SERVICE LLC	\$20,807.87	
32436	6/2/2021	10660	GILLIG LLC	\$3,671.54	
32437	6/2/2021	11498	IBI GROUP	\$3,247.08	
32438	6/2/2021	14160	MCMASTER-CARR SUPPLY CO.	\$239.85	
32439	6/2/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32440	6/2/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$710.29	
32441	6/2/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$2,675.84	
32442	6/2/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$345.33	
32443	6/2/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,199.04	
32444	6/2/2021	16595	YACULTA COMPANIES INC.	\$1,296.98	
32445	6/2/2021	17810	RR DONNELLEY COMPANY	\$802.25	
32446	6/2/2021	17876	SAUERHOFF AARON	\$150.00	
32447	6/2/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$788.43	
32448	6/2/2021	21660	THERMO KING NORTHWEST INC.	\$86.65	
32449	6/2/2021	21950	TITUS-WILL CHEVROLET	\$2,008.01	
32450	6/2/2021	22010	ROTTERS INC.	\$1,204.07	
32451	6/2/2021	23641	UNITED STATES TREASURY	\$35.50	
32452	6/2/2021	23660	UNITED WAY OF THURSTON COUNTY	\$799.00	
32453	6/2/2021	24000	W. W. GRAINGER INC.	\$174.13	
			Total:	\$76,148.11	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/9/2021

Thru Date: 6/9/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32454	6/9/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
32455	6/9/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$1,388.29	
32456	6/9/2021	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$35,500.00	
32457	6/9/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$481.07	
32458	6/9/2021	03250	BATTERY SYSTEMS INC.	\$765.13	
32459	6/9/2021	06060	CITY OF OLYMPIA	\$73.05	
32460	6/9/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$154.17	
32461	6/9/2021	07220	CUMMINS INC.	\$1,905.09	
32462	6/9/2021	07350	CW JANITORIAL SERVICE LLC	\$150.00	
32463	6/9/2021	07616	DAVIS DOOR SERVICE INC.	\$10,859.04	
32464	6/9/2021	07619	DAVID S FOSTER	\$1,750.00	
32465	6/9/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
32466	6/9/2021	09662	FERRELLGAS LP	\$7,973.65	
32467	6/9/2021	10290	FUSION GRAPHIX LLC	\$76.30	
32468	6/9/2021	10477	GALLS PARENT HOLDINGS LLC	\$755.04	
32469	6/9/2021	10607	GENUINE AUTO GLASS OF LACEY	\$413.10	
32470	6/9/2021	10660	GILLIG LLC	\$1,195.55	
32471	6/9/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
32472	6/9/2021	11943	JOANNA GRIST	\$1,750.00	
32473	6/9/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,220.00	
32474	6/9/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$232.99	
32475	6/9/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$637.38	
32476	6/9/2021	15439	OGDEN MURPHY WALLACE P.L.L.C.	\$3,184.50	
32477	6/9/2021	16595	YACULTA COMPANIES INC.	\$115.16	
32478	6/9/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
32479	6/9/2021	17505	RAINIER DODGE INC.	\$1,053.80	
32480	6/9/2021	17900	SCHETKY NORTHWEST SALES INC.	\$252.87	
32481	6/9/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,257.01	
32482	6/9/2021	18046	SHARP ELECTRONICS CORPORATION	\$436.94	
32483	6/9/2021	18530	STANDARD PARTS CORP.	\$216.59	
32484	6/9/2021	18540	STANTEC CONSULTING SERVICES INC	\$10,724.83	
32485	6/9/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$14,650.37	
32486	6/9/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
32487	6/9/2021	21830	THURSTON COUNTY SOLID WASTE	\$18.00	
32488	6/9/2021	22010	ROTTERS INC.	\$112.28	
32489	6/9/2021	23410	U.S. BANK NA	\$43,231.37	
			Total:	\$161,559.89	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/10/2021

Thru Date: 6/10/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32505	6/10/2021	10660	GILLIG LLC	\$7,507,349.04	
				Total:	
				\$7,507,349.04	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/12/2021

Thru Date: 6/12/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32506	6/12/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
32507	6/12/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$64,435.77	
Total:				\$64,435.77	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/16/2021

Thru Date: 6/16/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32508	6/16/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$127.00	
32509	6/16/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
32510	6/16/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$2,012.86	
32511	6/16/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$104,978.41	
32512	6/16/2021	03023	BACKUPIFY INC.	\$828.75	
32513	6/16/2021	03250	BATTERY SYSTEMS INC.	\$1,557.59	
32514	6/16/2021	06040	CITY OF LACEY	\$1,019.35	
32515	6/16/2021	06120	CITY OF OLYMPIA UTILITIES	\$7,631.71	
32516	6/16/2021	07220	CUMMINS INC.	\$1,992.05	
32517	6/16/2021	07350	CW JANITORIAL SERVICE LLC	\$624.64	
32518	6/16/2021	10477	GALLS PARENT HOLDINGS LLC	\$1,272.60	
32519	6/16/2021	10580	GENE'S TOWING INC	\$326.10	
32520	6/16/2021	10660	GILLIG LLC	\$3,681.13	
32521	6/16/2021	11048	HARGIS ENGINEERS INC.	\$1,667.50	
32522	6/16/2021	11909	JAYRAY ADS & PR INC	\$9,090.00	
32523	6/16/2021	14381	METLIFE	\$10,826.00	
32524	6/16/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32525	6/16/2021	14682	MSGS ARCHITECTS INC.	\$17,321.44	
32526	6/16/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,994.29	
32527	6/16/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$409.37	
32528	6/16/2021	16490	HAROLD LEMAY ENTERPRISES	\$584.30	
32529	6/16/2021	16654	PARKER CORPORATE SERVICES INC.	\$47,677.01	
32530	6/16/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$315.64	
32531	6/16/2021	17290	PUGET SOUND ENERGY	\$13,484.14	
32532	6/16/2021	17580	RECARO NORTH AMERICA INC.	\$141.92	
32533	6/16/2021	17861	SAMBA HOLDINGS INC.	\$152.80	
32534	6/16/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$297.00	
32535	6/16/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
32536	6/16/2021	18066	SHI INTERNATIONAL CORP.	\$15,779.53	
32537	6/16/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$885.96	
32538	6/16/2021	21950	TITUS-WILL CHEVROLET	\$137.01	
32539	6/16/2021	21985	TOTAL FILTRATION SERVICES INC.	\$49.15	
32540	6/16/2021	22465	UBER TECHNOLOGIES INC.	\$9,127.53	
32541	6/16/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
32542	6/16/2021	23641	UNITED STATES TREASURY	\$35.50	
32543	6/16/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$24,754.39	
32544	6/16/2021	24755	WA ST HEALTH CARE AUTHORITY	\$472,277.05	
32545	6/16/2021	26405	XIOLOGIX LLC	\$1,524.17	
32546	6/16/2021	26861	WESTERN GRAPHICS INC.	\$853.32	
Total:				\$759,926.67	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/22/2021

Thru Date: 6/22/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32547	6/22/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,230.23	
32548	6/22/2021	02060	AMERISAFE INC.	\$1,172.80	
32549	6/22/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$8,905.03	
32550	6/22/2021	05360	DIEU V. NGUYEN	\$465.64	
32551	6/22/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$32.75	
32552	6/22/2021	07220	CUMMINS INC.	\$2,141.45	
32553	6/22/2021	09961	FORMA CONSTRUCTION COMPANY	\$2,034,701.08	
32554	6/22/2021	10607	GENUINE AUTO GLASS OF LACEY	\$422.33	
32555	6/22/2021	10660	GILLIG LLC	\$2,814.59	
32556	6/22/2021	10663	GILLOTTI LISA	\$75.00	
32557	6/22/2021	11048	HARGIS ENGINEERS INC.	\$2,845.00	
32558	6/22/2021	13555	LIBBY ENVIRONMENTAL LLC	\$175.00	
32559	6/22/2021	13740	MAGELLAN HEALTHCARE	\$2,381.40	
32560	6/22/2021	13776	MARSHALL MARKETING GROUP INC.	\$2,352.43	
32561	6/22/2021	13886	MATERIALS TESTING & CONSULTING INC.	\$16,733.75	
32562	6/22/2021	14590	MOHAWK MFG & SUPPLY CO.	\$142.62	
32563	6/22/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$819.10	
32564	6/22/2021	15045	NATIONAL TESTING NETWORK INC.	\$3,623.00	
32565	6/22/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$103.00	
32566	6/22/2021	15535	REARVIEW MIRROR INC.	\$635.83	
32567	6/22/2021	16262	OPENSQUARE HOLDINGS	\$467.50	
32568	6/22/2021	16490	HAROLD LEMAY ENTERPRISES	\$96.85	
32569	6/22/2021	16966	POINT & PAY LLC	\$218.70	
32570	6/22/2021	16969	POINT GRAPHICS LLC	\$2,163.82	
32571	6/22/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$411.19	
32572	6/22/2021	18047	SHARP ELECTRONICS CORPORATION	\$650.75	
32573	6/22/2021	18052	SHEA CARR & JEWELL INC.	\$5,281.98	
32574	6/22/2021	18101	SIJ HOLDINGS LLC	\$565.49	
32575	6/22/2021	18530	STANDARD PARTS CORP.	\$352.66	
32576	6/22/2021	18651	STORMANS INC. (LICENSING)	\$796.25	
32577	6/22/2021	18705	SUNBELT RENTALS INC.	\$1,447.10	
32578	6/22/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$80.96	
32579	6/22/2021	21660	THERMO KING NORTHWEST INC.	\$547.28	
32580	6/22/2021	21950	TITUS-WILL CHEVROLET	\$529.81	
32581	6/22/2021	23576	UNG CHAE	\$2,700.00	
32582	6/22/2021	24000	W. W. GRAINGER INC.	\$70.74	
32583	6/22/2021	24030	WA ST AUDITOR'S OFFICE	\$1,300.65	
Total:				\$2,099,453.76	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/29/2021

Thru Date: 6/29/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32584	6/29/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,598.38	
32585	6/29/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,262.00	
32586	6/29/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$58,341.52	
32587	6/29/2021	03250	BATTERY SYSTEMS INC.	\$4,478.27	
32588	6/29/2021	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$10,656.78	
32589	6/29/2021	06120	CITY OF OLYMPIA UTILITIES	\$1,001.16	
32590	6/29/2021	07220	CUMMINS INC.	\$4,886.01	
32591	6/29/2021	08461	DYCUS DIONNE	\$67.00	
32592	6/29/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
32593	6/29/2021	10477	GALLS PARENT HOLDINGS LLC	\$5,001.59	
32594	6/29/2021	10660	GILLIG LLC	\$1,340.53	
32595	6/29/2021	11327	PERFORMANCE DISTRIBUTING	\$129.91	
32596	6/29/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32597	6/29/2021	14590	MOHAWK MFG & SUPPLY CO.	\$432.80	
32598	6/29/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$71.73	
32599	6/29/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$483.46	
32600	6/29/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$412.00	
32601	6/29/2021	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
32602	6/29/2021	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$879.51	
32603	6/29/2021	17505	RAINIER DODGE INC.	\$134.18	
32604	6/29/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$992.65	
32605	6/29/2021	18530	STANDARD PARTS CORP.	\$125.31	
32606	6/29/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$1,636.87	
32607	6/29/2021	21830	THURSTON COUNTY SOLID WASTE	\$36.00	
32608	6/29/2021	23641	UNITED STATES TREASURY	\$35.50	
32609	6/29/2021	23660	UNITED WAY OF THURSTON COUNTY	\$541.00	
32610	6/29/2021	24000	W. W. GRAINGER INC.	\$167.71	
32611	6/29/2021	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$25,000.00	
32612	6/29/2021	24351	STATE OF WA DEPARTMENT OF LICENSING	\$2,400.00	
Total:				\$141,835.67	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Vehicle - Facilities Truck

-
- 1) **The Issue:** Whether or not to declare our 2008 Ford F350 SuperCab truck surplus.
-
- 2) **Recommended Action:** Declare the vehicle listed in Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
-
- 4) **Background:** Staff is requesting the Authority declare the Ford F350 SuperCab Facilities truck as described in Exhibit A as surplus. This truck has exceeded its useful life and has been replaced by a new Facilities truck received in 2020. This vehicle will first be offered for direct purchase by other public agencies, and if not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicle listed in Exhibit A is estimated at \$13,976.
-
- 5) **Alternatives:**
A. Declare the item surplus. Staff determined there is no longer a need to retain this item.
B. Defer action. Storage availability on-site and off-site storage costs are an issue.
C. Retain item. Storage availability on-site and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*
-
- 8) **References:** Exhibit A - Surplus Vehicle - July 2021.

EXHIBIT A
SURPLUS VEHICLE - JULY 2021

DIAL-A-LIFT VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	1294	2008	Ford F350 SuperCab	2	112,854	\$13,976.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$13,976.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority

FROM: Mike Burnham, Associate Planner, 705-5877
Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Adoption of the 2020 Annual Report & 2021-2026 Transit Development Plan

-
- 1) **The Issue:** The annual update of the agency's Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.
-
- 2) **Recommended Action:** Adopt the 2020 Annual Report and 2021-2026 Transit Development Plan, as presented.
-
- 3) **Policy Analysis:** Washington State requires the local transit agency to prepare an annual report and to update the agency's six-year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website and *The Olympian* newspaper. A formal Public Hearing was properly noticed and held during the Transit Authority's June 16, 2021, regular meeting.
-
- 4) **Background:** Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan each September. This year's update is consistent with past procedural reviews, and includes assumptions related to future service, facilities and equipment that are consistent with the elements contained in the agency's adopted Long Range Plan.
- This year's update to the Transit Development Plan is intended to be consistent with State, regional, and local plans and capital programs as required by statute. Copies of the approved TDP will be distributed to WSDOT, local jurisdictions, and other appropriate organizations and businesses throughout Thurston County.
-
- 5) **Alternatives:**
- A. Adopt plan as recommended by staff.
 - B. Delay adoption to a later date.

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

7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community.”*
This is achieved by providing clear and comprehensive information related to the transportation needs of our community.

8) **References:** ["Final Draft"](#) of the Transit Development Plan as presented at the June 16, 2021 public hearing, including minor corrections.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Bus Stop Pad Construction Contract Award

1) **The Issue:** Consideration of a contract award for construction of bus stop pads.

2) **Recommended Action:** Authorize the General Manager to enter into a contract for the construction of 47 bus stop pads with Propel Construction Company, in the amount of \$133,600.

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

4) **Background:** On February 17, 2021, the Authority authorized the General Manager to execute a Task Order with SCJ Alliance from the On-Call Engineering Services Contract for the design and construction support for bus stop enhancements to support rear-door boarding. During that meeting, staff shared the subsequent contract would lead to a construction contract this summer. SCJ Alliance has since completed the bus stop pad designs and Transit issued a Request for Bids on May 28, 2021, for construction. We received three (3) bids by the submittal deadline of June 15, 2021. The bid submitted by Propel Construction Company in the amount of \$133,600 was determined to be the lowest, responsive and responsible bid.

Propel Construction Company has successfully completed the construction of bus pads for Intercity Transit in 2017, along with numerous other projects with the City of Olympia. Staff is confident in their ability to complete this project and recommends award of the contract for the construction of the rear-landing bus pads to Propel Construction Company.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract for the construction of 47 bus stop pads with Propel Construction Company, in the amount of \$133,600.

B. Defer action. Deferring action may result in missing the ideal weather for bus stop pad construction.

6) **Budget Notes:** The 2021 budget includes \$260,000 for bus stop enhancements as identified in our Long-Range Plan and is within the budget programmed for this project.

7) **Goal References:** **Goal #2:** *“Providing outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Coach Purchase Change Order Authorization

-
- 1) **The Issue:** Issue a change order to Gillig, LLC (Gillig) to modify Intercity Transit's order of ten (10) replacement coaches.
-
- 2) **Recommended Action:** Authorize the General Manager to issue a change order to Gillig, LLC in an amount not-to-exceed \$486,603, for changes to the January 2022 bus build consisting of ten (10) replacement 40-foot low floor diesel buses.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In January of 2019, Intercity Transit placed an order with Gillig for a total of twenty-three (23) replacement coaches. These coaches, a mix of 35-foot and 40-foot low floor diesel buses, were scheduled to be built and received during two different timeframes to align with Intercity Transit's coach replacement schedules. The first build, which included thirteen (13) coaches, was received earlier this year. The second build, including the remaining ten (10) 40-foot coaches is due to begin in January 2022.

A change order to update requirements of the January 2022 bus build is needed to incorporate the components and installation of the new Computer Assisted Dispatching /Automatic Vehicle Location (CAD/AVL) system, and to incorporate new 2021 engine emissions requirements as mandated by the Environmental Protection Agency (EPA).

Earlier this year, Intercity Transit awarded a contract for a new CAD/AVL system. Intercity Transit now has the opportunity to include the new CAD/AVL system components and installation in the second build of ten (10) 40-foot coaches through Gillig. Typically, our bus builds include factory pre-wiring only, requiring Intercity Transit to transfer and integrate the necessary equipment from the replacement buses. However, having Gillig install the CAD/AVL system and related components at the factory will result in broader warranty coverage, cost and process efficiencies while also ensuring a successful integration.

The addition of the CAD/AVL full system installation and EPA mandated engine emission change, will result in a combined \$44,398 increase to the price of each coach, prior to sales tax. The new total purchase price for each coach, including sales tax, will be \$628,949.46, or a total of \$6,289,494.64 for ten (10) coaches. This represents an increase of \$486,603 to the order.

Intercity Transit staff has reviewed the additional component and installation pricing and has determined it to be fair and reasonable. Accordingly, staff recommends approval of the change order for the January 2022 build of ten (10) 40-foot coaches in the amount not to exceed \$486,603, including sales tax.

5) **Alternatives:**

- A. Authorize the General Manager to issue a change order to Gillig, LLC in an amount not-to-exceed \$486,603, for changes to the January 2022 bus build consisting of ten (10) replacement 40-foot low floor diesel buses.
- B. Defer action. The scheduled bus build could be significantly delayed.

6) **Budget Notes:** The total cost to purchase the remaining ten (10) replacement coaches originally ordered in January 2019 is \$6,289,494.64, including sales tax.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal # 4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 360-705-5885

SUBJECT: Resolution 01-2021 – Pattison Base Development Authority

-
- 1) **The Issue:** Provide authority to the General Manager to execute easements and development instruments related to the Pattison Base expansion and Rehabilitation project where “owner approval or consent” may be required.
-
- 2) **Recommended Action:** Approval of Resolution 01-2021 delegating approval authority to the General Manager to execute and convey incidental property interests including easements, development applications and binding conditions as required by land use regulation, permit condition, and utility providers, related to the development and rehabilitation of Intercity Transit’s Maintenance, Operations and Administrative (MOA) property.
-
- 3) **Policy Analysis:** Authority to grant or change any interest in real property owned by a Municipal Corporation lies with the governing body unless such authority is specifically authorized or delegated by the governing body. The Pattison Base expansion and redevelopment project includes several requirements for granting of easements, permitting, and changes to the underlying parcels that make up the Pattison Base. Resolution 01-2021 provides delegation authority to the General Manager to ensure timely decisions related to the redevelopment and expansion project are met and ensure compliance with local land use regulations and utility service requirements.
-
- 4) **Background:** Intercity Transit has been working toward completion of a multi-year redevelopment of the parcels that are consolidated and commonly referenced as the Pattison Base - Maintenance, Operations and Administrative project. The project is fully funded and permitting on the next phase of work is anticipated within the next nine months. Current construction on the north portion of the site includes new utility connections highlighting the need to grant easements the utility providers as part of the project.

Current permitting and utility provider requirements necessitate the granting of easements and incidental ROW dedications related to access and local development and land use regulations. In addition, the project will require a quasi-judicial review of the land use request which may result in “owner accepted” conditions related to the re-development request.

Accordingly, staff have prepared a Resolution providing delegation authority to the General Manager for the duration of the Pattison Base project to ensure timely permitting approval and to execute any conveyance or interest in real property, including utility easements and dedications, necessary to accomplish the development and rehabilitation of the parcels which are collectively referenced as Intercity Transit's Pattison Base project.

The Resolution includes a sunset clause tied to the completion of the project and limits the authority of approvals to the specific area of the Pattison Base project.

-
- 5) **Alternatives:** Individual Resolutions for each approval would otherwise need to be brought forward to the Transit Authority for approval. This could result in some project delays, including permit approvals; and is a less efficient approach.
-
- 6) **Budget Notes:** Resolution 01-2021 as presented does not have an impact on or result in any change to the project budget which is fully funded in the 2021 budget.
-
- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal 4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage use of our services."*
-
- 8) **References:** Resolution 01-2021 as presented for consideration for adoption.

**INTERCITY TRANSIT
RESOLUTION NO. 01-2021
PATTISON BASE EXPANSION DEVELOPMENT AUTHORITY**

A **RESOLUTION** delegating approval authority to the General Manager to execute and convey incidental property interests including easements, development applications and binding conditions as required by land use regulation, permit condition, and utility providers, related to the development and rehabilitation of Intercity Transit's Maintenance, Operations and Administrative (MOA) property; including authority to submit, accept, approve, and execute development related instruments required to meet local, State, and federal requirements as the duly authorized representative, or "owner".

WHEREAS, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

WHEREAS, Intercity Transit provides public transportation services to Olympia, Lacey, Tumwater, Yelm and the urban growth boundaries of Thurston County; and

WHEREAS, Intercity Transit owns several parcels which are collectively known as the Pattison Base property addressed at 526 Pattison St SE, in Olympia Washington; and

WHEREAS, The Intercity Transit Authority has approved a plan for expansion and redevelopment of the Pattison Base property, which is currently fully funded in the 2021 budget; and

WHEREAS, the development process requires numerous approvals including conveyance of easements and real property interests, both public and private, to provide for utility services, access, and public health and safety regulations to conform with development regulations and permit requirements; and

WHEREAS, the Intercity Transit Authority wishes to provide for a timely and orderly response to these incidental development approvals and requirements to maintain project delivery schedules; and

WHEREAS, the Intercity Transit Authority desires to delegate authority to the General Manager to accept, approve, and execute all documents, including conveyances of any real property interest necessary for completion of the Pattison Base development project through the completion of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

Section 1. Pattison Base Property Modifications. The General Manager is hereby delegated full authority to approve and execute any conveyance or interest in real property, including utility easements and dedications, necessary to accomplish the development and rehabilitation of the parcels which are collectively referenced as Intercity Transit's Pattison Base as depicted in Exhibit 1.

Section 2. Pattison Base Development and Permitting. The General Manager is hereby authorized to submit land use, development, and building applications and permits, as required to obtain approvals necessary to accomplish the redevelopment and rehabilitation of the Pattison Base which authority shall include acceptance and/or appeal of any administrative or quasi-judicial decisions; acceptance, modification, and negotiation of conditions of approval with regulatory agencies and service providers; and, providing for any services necessary to support the development process and procedures.

Section 3. Limited Authority Granted. This Resolution does not provide any new budget authority or otherwise modify existing agency policies or requirements including Federal Transit Administration requirements related to federal funding.

Section 4. Term. The authority provided to the General Manager under this Resolution shall sunset upon completion of the project or no later than September 30, 2026, unless extended by formal amendment to this Section by the Intercity Transit Authority.

Adopted this 21st day of July 2021.

INTERCITY TRANSIT AUTHORITY

ATTEST:

Carolyn Cox
Chair

Pat Messmer
Executive Assistant/Clerk to the Authority

APPROVED AS TO FORM:

Jeffrey S. Myers
Legal Counsel

Resolution 01-2021
Exhibit 1

Intercity Transit Pattison Base Property



INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Pattison Base - South Parcel Design Services Work

1) **The Issue:** Authorizing DES to add South Parcel design work to Stantec’s scope of work.

2) **Recommended Action:** Authorize the General Manager to have the Department of Enterprise Services (DES) approve an additional \$2,300,000 for design services with Stantec to complete the full South Parcel design work that includes all anticipated Maintenance Building and site rehabilitation design work.

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

4) **Background:** In February of 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to serve as our Project Manager for the \$85M Pattison Expansion and Rehabilitation Project. In May of 2018, DES competitively awarded a contract with Stantec to serve as the Project Architect. In July of 2019, the ITA authorized a not-to-exceed amount of \$6,873,231 to Stantec for the North Parcel design services which also included a portion of the design fees anticipated for the renovation of the Maintenance Building on the South (existing) portion of the base. Several design options were considered before settling on the current “maintenance right” program. To complete the Pattison Expansion and Rehabilitation Project within the total \$85M project budget, what remains for design services is the additional South Parcel site design work to include a more expansive Maintenance Building renovation design that best satisfies our programing needs. This work also includes the remaining property updates including the existing bus lot replacement, new stormwater system, revised access points and frontage on Pattison, code required landscaping, and redeveloped parking areas.

When determining an A&E design cost estimate, DES applies the Office of Financial Management (OFM) A&E Guidelines which uses a fee methodology that has been

determined to be both fair and reasonable. The additional total projected design fee needed to complete the South Parcel design to include the more expansive Maintenance Building Renovation design is \$2,300,000. This amount includes contingency funds for the additional work and anticipated third party services.

From the onset, Stantec's design services work has not only been within budget but has also been praised by the City of Olympia, our General Contractor/Construction Manager (GC/CM) Forma Construction Company (Forma) and the Intercity Transit project team as a whole. Accordingly, the recommended action is to authorize the General Manager, through our IAA with DES to increase the design services contract with Stantec by an additional \$2,300,000 to complete the remaining design work necessary to finish the Pattison Expansion and Rehabilitation Project.

5) Alternatives:

- A. Authorize the General Manager to have the Department of Enterprise Services (DES) approve an additional \$2,300,000 for design services with Stantec to complete the full South Parcel design work that includes additional Maintenance Building and site rehabilitation design work.
- B. Defer action. Doing so will delay the project and likely result in increased costs.

6) Budget Notes: With the approval of the additional \$2.3 million for design services the total amount for the project to date for design services (including the \$6,873,231 previously approved) will be \$9,173,231. The total budget for the Pattison Expansion and Rehabilitation project is \$85M. Thus far, both the design and construction work remain on track for completing the North Parcel work within budget and all indicators suggest we are on target to complete the overall project within the \$85M budget.

7) Goal References: **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: July 21, 2021

FOR: Intercity Transit Authority

FROM: Cindy Waterhouse, Vanpool Manager, 360-705-5829

SUBJECT: Five-Year Vanpool Fare Demonstration Project / Schedule a Public Hearing

-
- 1) **The Issue:** Review the proposed vanpool fare structure and schedule a public hearing to receive public comment.

 - 2) **Recommended Action:** Set the public hearing for the proposed Five-Year Vanpool Fare Demonstration Project for 5:30 p.m., Wednesday, August 18, 2021.

 - 3) **Policy Analysis:** It is the policy of the Authority to hold a public hearing and adopt a resolution for a change to any transit fare.

 - 4) **Background:** Intercity Transit's vanpool program serves commuters who have at least one end of their trip in Thurston County. The program, which started in 1982 with 2 vans, had 183 active vanpool groups pre-COVID-19. Currently, due to a variety of pandemic-related outcomes, the program has been reduced to 153 active vanpool groups; many of which are commuting intermittently.

Through our two-year public engagement process entitled I.T. Road Trip, the community shared their goals for our system. The goals included increasing access, equity, livability, and ridership. They also included making it easier to ride, increasing access to jobs, reducing congestion, and improving the environment. These community goals align with the Authority's mission to support an accessible, sustainable, livable, healthy and prosperous community.

The current vanpool fare structure has more than 2,000 price points based on numerous variables. The fare structure is complicated, and it can change monthly which does not allow staff to identify the monthly cost for potential customers or employers. Staff has collected feedback from existing and prospective customers, employers, the Community Advisory Committee, and the Authority. The proposed flat rate fare structure reflects that feedback. It will simplify fares so staff can clearly communicate and advertise the cost. Monthly fares will remain consistent as costs will be based on miles traveled rather than factors unrelated to an individual's commute. The simplified fare structure will reduce administrative costs related to processing fares allowing staff to focus on maintaining existing groups and growing the program. The reduced fare will provide better access to this essential public transportation service for more individuals. This flat rate fare structure is anticipated to attract essential and industrial workers whose worksite or work shift may not be well-served by

fixed-route bus service. It will also allow those working alternative schedules at traditional worksites an opportunity to vanpool.

As our community recovers from the pandemic, the flat rate fare structure provides a simplified solution to better support employees and employers. Increasing ridership and access is beneficial for the community and is anticipated to help rebuild the program.

5) Alternatives:

A) Set a public hearing for the proposed Vanpool Fare Structure Demonstration Project for 5:30 p.m., Wednesday, August 18, 2021.

B) Direct staff to continue to study possible proposals to rebuild the vanpool program.

6) Budget Notes: In 2019, direct operating expenses, which includes vanpool administration, vehicle maintenance, fuel and insurance, cost \$1,472,000. Revenues from fares were approximately \$1,389,000. The proposed flat rate fare structure, with similar ridership, would generate approximately \$1,019,100.

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 #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."

8) References:

Existing Vanpool Fare Charts (Attached)

- [4-Day Work Week](#)
- [5-Day Work Week](#)
- [6-Day Work Week](#)
- [7-Day Work Week](#)
- [9 x 80 Work Schedule](#)

Proposed Vanpool Fare Chart

Daily Round Trip Miles	Monthly Fare
0-25	\$25
26-50	\$50
51-75	\$75
76-100	\$100
101-125	\$125
126-150	\$150
151-175	\$175
176-200	\$200

Daily Trip Fare \$10
Allowable up to 10 days/month

**PROPOSED
VANPOOL FARE CHART**

Daily Round Trip Miles	Monthly Fare
0-25	\$25
26-50	\$50
51-75	\$75
76-100	\$100
101-125	\$125
126-150	\$150
151-175	\$175
176-200	\$200

Daily Trip Fare \$10
Allowable up to 10 days/month

4-Day Work Week

Effective:
January 1, 2013

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$65	\$55	\$48	\$43	\$42	\$41	\$40	\$39	\$38	\$36	\$35
21-25	\$73	\$61	\$53	\$48	\$45	\$44	\$43	\$42	\$41	\$38	\$36
26-30	\$81	\$67	\$59	\$52	\$49	\$48	\$46	\$43	\$42	\$40	\$37
31-35	\$88	\$73	\$64	\$57	\$52	\$51	\$49	\$45	\$44	\$42	\$39
36-40	\$94	\$78	\$70	\$62	\$57	\$55	\$53	\$49	\$48	\$45	\$42
41-45	\$98	\$82	\$73	\$67	\$61	\$60	\$57	\$52	\$51	\$48	\$45
46-50	\$103	\$86	\$77	\$73	\$67	\$65	\$62	\$57	\$55	\$51	\$49
51-55	\$107	\$89	\$80	\$78	\$72	\$70	\$66	\$62	\$58	\$55	\$52
56-60	\$112	\$93	\$83	\$81	\$75	\$73	\$70	\$65	\$61	\$58	\$55
61-65	\$117	\$97	\$87	\$85	\$78	\$76	\$74	\$68	\$63	\$60	\$58
66-70	\$122	\$102	\$91	\$89	\$82	\$80	\$77	\$72	\$66	\$64	\$61
71-75	\$127	\$106	\$94	\$91	\$85	\$83	\$80	\$76	\$69	\$66	\$63
76-80	\$129	\$108	\$96	\$93	\$87	\$85	\$83	\$78	\$71	\$68	\$66
81-85	\$133	\$111	\$99	\$96	\$89	\$88	\$85	\$80	\$73	\$70	\$67
86-90	\$137	\$114	\$102	\$99	\$93	\$91	\$88	\$83	\$75	\$71	\$68
91-95	\$139	\$116	\$105	\$102	\$96	\$94	\$90	\$85	\$77	\$73	\$71
96-100	\$146	\$122	\$108	\$106	\$100	\$98	\$93	\$88	\$80	\$77	\$74
101-105	\$151	\$126	\$111	\$109	\$103	\$101	\$95	\$92	\$83	\$80	\$76
106-110	\$154	\$129	\$114	\$111	\$105	\$103	\$98	\$94	\$86	\$81	\$78
111-115	\$158	\$132	\$117	\$114	\$108	\$106	\$102	\$96	\$87	\$82	\$79
116-120	\$162	\$135	\$120	\$117	\$111	\$109	\$105	\$99	\$89	\$85	\$81
121-125	\$166	\$138	\$122	\$120	\$114	\$112	\$108	\$102	\$92	\$88	\$85
126-130	\$168	\$140	\$124	\$122	\$116	\$114	\$109	\$104	\$95	\$90	\$88
131-135	\$174	\$145	\$128	\$126	\$120	\$118	\$112	\$106	\$97	\$93	\$89
136-140	\$177	\$148	\$131	\$128	\$123	\$121	\$115	\$108	\$99	\$95	\$91
141-145	\$181	\$151	\$133	\$131	\$125	\$123	\$118	\$111	\$101	\$97	\$93
146-150	\$185	\$154	\$136	\$134	\$128	\$126	\$121	\$114	\$104	\$101	\$97
151-155	\$188	\$157	\$138	\$136	\$131	\$129	\$124	\$116	\$107	\$103	\$100
156-160	\$192	\$160	\$141	\$139	\$133	\$132	\$126	\$119	\$109	\$105	\$101
161-165	\$196	\$164	\$144	\$142	\$136	\$134	\$129	\$122	\$111	\$107	\$103
166-170	\$199	\$166	\$146	\$144	\$139	\$137	\$132	\$124	\$113	\$109	\$105
171-175	\$204	\$170	\$149	\$147	\$142	\$140	\$135	\$126	\$115	\$111	\$106
176-180	\$208	\$173	\$152	\$150	\$145	\$143	\$138	\$129	\$117	\$113	\$108
181-185	\$210	\$175	\$154	\$152	\$147	\$145	\$140	\$131	\$119	\$114	\$110
186-190	\$212	\$177	\$155	\$153	\$149	\$147	\$142	\$133	\$122	\$116	\$112
191-195	\$214	\$178	\$157	\$155	\$151	\$149	\$143	\$134	\$123	\$118	\$113
196-200	\$217	\$181	\$158	\$156	\$153	\$151	\$145	\$135	\$125	\$120	\$115

Fares based on a typical 4-day work week or an average of 17 work days per month.

Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

Vanpool | your Commute. only Better.

5-Day Work Week

Effective:
January 1, 2013

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$69	\$58	\$50	\$44	\$43	\$42	\$40	\$37	\$36	\$35	\$33
21-25	\$79	\$66	\$58	\$51	\$47	\$46	\$45	\$41	\$40	\$39	\$36
26-30	\$88	\$73	\$64	\$57	\$52	\$51	\$49	\$45	\$43	\$42	\$39
31-35	\$95	\$79	\$71	\$64	\$58	\$56	\$54	\$49	\$47	\$46	\$43
36-40	\$100	\$83	\$74	\$69	\$63	\$61	\$58	\$53	\$52	\$49	\$46
41-45	\$105	\$87	\$78	\$76	\$68	\$66	\$64	\$59	\$56	\$53	\$50
46-50	\$110	\$92	\$82	\$81	\$74	\$72	\$68	\$64	\$60	\$57	\$53
51-55	\$116	\$96	\$86	\$85	\$77	\$75	\$73	\$68	\$62	\$59	\$57
56-60	\$122	\$102	\$91	\$89	\$82	\$80	\$77	\$72	\$66	\$64	\$61
61-65	\$128	\$106	\$94	\$91	\$85	\$83	\$81	\$77	\$70	\$66	\$64
66-70	\$130	\$108	\$96	\$93	\$87	\$85	\$84	\$79	\$72	\$69	\$67
71-75	\$136	\$114	\$101	\$98	\$92	\$90	\$87	\$82	\$74	\$70	\$68
76-80	\$140	\$117	\$104	\$102	\$96	\$94	\$89	\$85	\$76	\$73	\$70
81-85	\$146	\$122	\$108	\$106	\$100	\$98	\$93	\$88	\$80	\$77	\$74
86-90	\$151	\$126	\$111	\$109	\$103	\$101	\$95	\$92	\$83	\$80	\$76
91-95	\$155	\$129	\$114	\$112	\$106	\$104	\$99	\$95	\$86	\$82	\$78
96-100	\$160	\$133	\$118	\$116	\$110	\$108	\$103	\$97	\$87	\$83	\$79
101-105	\$165	\$138	\$122	\$119	\$113	\$110	\$107	\$101	\$91	\$87	\$83
106-110	\$167	\$139	\$124	\$121	\$115	\$112	\$109	\$104	\$94	\$90	\$87
111-115	\$174	\$145	\$128	\$126	\$120	\$118	\$112	\$106	\$97	\$93	\$89
116-120	\$178	\$149	\$131	\$129	\$123	\$120	\$116	\$109	\$100	\$95	\$91
121-125	\$183	\$152	\$134	\$132	\$126	\$123	\$119	\$112	\$102	\$98	\$94
126-130	\$186	\$155	\$137	\$135	\$129	\$125	\$122	\$115	\$106	\$102	\$99
131-135	\$190	\$159	\$140	\$138	\$132	\$129	\$125	\$118	\$108	\$104	\$101
136-140	\$196	\$163	\$143	\$141	\$136	\$133	\$129	\$121	\$111	\$106	\$103
141-145	\$199	\$166	\$146	\$144	\$139	\$136	\$132	\$124	\$113	\$109	\$105
146-150	\$205	\$171	\$150	\$148	\$143	\$139	\$135	\$126	\$116	\$111	\$107
151-155	\$209	\$174	\$153	\$151	\$146	\$142	\$139	\$130	\$118	\$113	\$109
156-160	\$211	\$176	\$155	\$153	\$149	\$145	\$141	\$132	\$121	\$115	\$111
161-165	\$213	\$178	\$157	\$155	\$151	\$147	\$143	\$134	\$123	\$117	\$113
166-170	\$217	\$181	\$158	\$156	\$153	\$149	\$145	\$135	\$125	\$120	\$115
171-175	\$219	\$182	\$160	\$158	\$154	\$150	\$147	\$137	\$127	\$122	\$117
176-180	\$221	\$185	\$162	\$160	\$157	\$153	\$149	\$139	\$129	\$124	\$119
181-185	\$223	\$187	\$165	\$163	\$159	\$155	\$151	\$142	\$131	\$126	\$121
186-190	\$226	\$189	\$167	\$165	\$161	\$157	\$154	\$144	\$134	\$128	\$124
191-195	\$228	\$191	\$169	\$167	\$163	\$160	\$156	\$146	\$136	\$130	\$126
196-200	\$230	\$193	\$171	\$169	\$165	\$161	\$158	\$148	\$138	\$133	\$128

Fares based on a typical 5-day work week or an average of 20 work days per month.

Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

Vanpool | your Commute. only Better.

6-Day Work Week

Effective:
January 1, 2013

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$79	\$66	\$58	\$51	\$48	\$47	\$45	\$42	\$40	\$39	\$36
21-25	\$90	\$75	\$66	\$58	\$54	\$52	\$50	\$46	\$45	\$43	\$40
26-30	\$97	\$81	\$73	\$66	\$61	\$59	\$56	\$51	\$50	\$47	\$45
31-35	\$103	\$86	\$77	\$74	\$68	\$66	\$62	\$58	\$55	\$52	\$49
36-40	\$110	\$92	\$82	\$80	\$75	\$72	\$68	\$64	\$60	\$57	\$53
41-45	\$117	\$98	\$87	\$85	\$79	\$77	\$74	\$69	\$63	\$61	\$58
46-50	\$125	\$104	\$92	\$90	\$84	\$82	\$79	\$74	\$68	\$65	\$62
51-55	\$129	\$108	\$96	\$93	\$87	\$85	\$83	\$78	\$72	\$69	\$66
56-60	\$136	\$114	\$101	\$98	\$92	\$90	\$87	\$82	\$74	\$70	\$68
61-65	\$140	\$116	\$105	\$102	\$96	\$94	\$90	\$85	\$77	\$74	\$71
66-70	\$149	\$124	\$110	\$107	\$101	\$99	\$94	\$90	\$82	\$78	\$75
71-75	\$154	\$128	\$113	\$111	\$105	\$103	\$98	\$94	\$86	\$81	\$78
76-80	\$160	\$133	\$118	\$116	\$110	\$108	\$103	\$97	\$87	\$83	\$79
81-85	\$166	\$138	\$122	\$120	\$114	\$112	\$107	\$102	\$92	\$88	\$84
86-90	\$171	\$142	\$126	\$124	\$118	\$116	\$111	\$105	\$96	\$91	\$88
91-95	\$177	\$148	\$130	\$128	\$122	\$120	\$115	\$108	\$99	\$94	\$91
96-100	\$183	\$152	\$134	\$132	\$126	\$124	\$119	\$112	\$102	\$98	\$94
101-105	\$187	\$156	\$137	\$135	\$130	\$128	\$123	\$116	\$106	\$103	\$99
106-110	\$193	\$161	\$141	\$139	\$135	\$133	\$127	\$119	\$109	\$105	\$102
111-115	\$198	\$165	\$145	\$143	\$139	\$137	\$131	\$123	\$112	\$109	\$104
116-120	\$205	\$171	\$150	\$148	\$144	\$142	\$135	\$126	\$116	\$111	\$107
121-125	\$210	\$175	\$153	\$151	\$147	\$145	\$139	\$131	\$119	\$114	\$109
126-130	\$212	\$177	\$156	\$154	\$150	\$148	\$142	\$133	\$122	\$116	\$112
131-135	\$216	\$180	\$158	\$156	\$153	\$151	\$145	\$135	\$124	\$119	\$114
136-140	\$219	\$182	\$160	\$158	\$155	\$153	\$147	\$137	\$127	\$122	\$117
141-145	\$221	\$185	\$162	\$160	\$157	\$155	\$149	\$139	\$129	\$124	\$119
146-150	\$223	\$187	\$165	\$163	\$159	\$157	\$151	\$142	\$131	\$126	\$121
151-155	\$226	\$189	\$167	\$165	\$161	\$160	\$154	\$144	\$134	\$128	\$124
156-160	\$228	\$191	\$169	\$167	\$163	\$161	\$156	\$146	\$136	\$130	\$126
161-165	\$230	\$193	\$171	\$169	\$165	\$163	\$158	\$148	\$138	\$133	\$128
166-170	\$232	\$195	\$173	\$171	\$167	\$165	\$160	\$150	\$140	\$135	\$130
171-175	\$234	\$197	\$175	\$173	\$169	\$167	\$162	\$152	\$142	\$137	\$132
176-180	\$236	\$199	\$177	\$175	\$171	\$169	\$164	\$154	\$144	\$139	\$134
181-185	\$238	\$201	\$179	\$177	\$173	\$171	\$166	\$156	\$146	\$141	\$136
186-190	\$240	\$203	\$181	\$179	\$175	\$173	\$168	\$158	\$148	\$143	\$138
191-195	\$242	\$205	\$183	\$181	\$177	\$175	\$170	\$160	\$150	\$145	\$140
196-200	\$244	\$207	\$185	\$183	\$179	\$177	\$172	\$162	\$152	\$147	\$142

Fares based on a typical 6-day work week or an average of 25 work days per month.

Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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7-Day Work Week

Effective:
January 1, 2013

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$88	\$73	\$64	\$57	\$52	\$51	\$49	\$45	\$44	\$42	\$39
21-25	\$96	\$80	\$72	\$65	\$60	\$58	\$55	\$51	\$50	\$47	\$44
26-30	\$103	\$86	\$77	\$74	\$68	\$66	\$62	\$58	\$55	\$52	\$49
31-35	\$112	\$93	\$83	\$82	\$75	\$73	\$70	\$65	\$61	\$58	\$55
36-40	\$120	\$100	\$89	\$88	\$81	\$79	\$76	\$71	\$65	\$63	\$60
41-45	\$128	\$107	\$95	\$92	\$86	\$84	\$82	\$77	\$71	\$67	\$64
46-50	\$134	\$112	\$99	\$97	\$90	\$88	\$86	\$81	\$73	\$70	\$67
51-55	\$138	\$115	\$104	\$101	\$95	\$93	\$89	\$85	\$76	\$73	\$70
56-60	\$149	\$124	\$110	\$107	\$101	\$99	\$94	\$90	\$82	\$78	\$75
61-65	\$155	\$129	\$114	\$112	\$106	\$104	\$99	\$95	\$86	\$82	\$78
66-70	\$162	\$135	\$120	\$117	\$111	\$109	\$105	\$99	\$89	\$85	\$81
71-75	\$167	\$139	\$124	\$121	\$115	\$113	\$109	\$104	\$94	\$90	\$87
76-80	\$175	\$146	\$129	\$127	\$121	\$119	\$113	\$107	\$98	\$94	\$90
81-85	\$182	\$151	\$133	\$131	\$125	\$123	\$118	\$111	\$101	\$97	\$94
86-90	\$187	\$156	\$137	\$135	\$130	\$128	\$123	\$116	\$106	\$103	\$99
91-95	\$194	\$162	\$142	\$140	\$135	\$133	\$128	\$120	\$110	\$106	\$102
96-100	\$199	\$166	\$146	\$144	\$140	\$138	\$132	\$124	\$113	\$109	\$105
101-105	\$208	\$173	\$152	\$150	\$146	\$144	\$138	\$129	\$117	\$113	\$108
106-110	\$211	\$176	\$155	\$153	\$149	\$147	\$141	\$132	\$121	\$115	\$111
111-115	\$215	\$179	\$157	\$155	\$152	\$150	\$144	\$135	\$124	\$118	\$114
116-120	\$219	\$182	\$160	\$158	\$155	\$153	\$147	\$137	\$127	\$122	\$117
121-125	\$221	\$185	\$162	\$160	\$157	\$155	\$149	\$139	\$129	\$124	\$119
126-130	\$223	\$187	\$165	\$163	\$159	\$157	\$151	\$142	\$131	\$126	\$121
131-135	\$226	\$189	\$167	\$165	\$161	\$160	\$154	\$144	\$134	\$128	\$124
136-140	\$228	\$191	\$169	\$167	\$163	\$161	\$156	\$146	\$136	\$130	\$126
141-145	\$230	\$193	\$171	\$169	\$165	\$163	\$158	\$148	\$138	\$133	\$128
146-150	\$232	\$195	\$173	\$171	\$167	\$165	\$160	\$150	\$140	\$135	\$130
151-155	\$234	\$197	\$175	\$173	\$169	\$167	\$162	\$152	\$142	\$137	\$132
156-160	\$236	\$199	\$177	\$175	\$171	\$169	\$164	\$154	\$144	\$139	\$134
161-165	\$238	\$201	\$179	\$177	\$173	\$171	\$166	\$156	\$146	\$141	\$136
166-170	\$240	\$203	\$181	\$179	\$175	\$173	\$168	\$158	\$148	\$143	\$138
171-175	\$242	\$205	\$183	\$181	\$177	\$175	\$170	\$160	\$150	\$145	\$140
176-180	\$244	\$207	\$185	\$183	\$179	\$177	\$172	\$162	\$152	\$147	\$142
181-185	\$246	\$209	\$187	\$185	\$181	\$179	\$174	\$164	\$154	\$149	\$144
186-190	\$248	\$211	\$189	\$187	\$183	\$181	\$176	\$166	\$156	\$151	\$146
191-195	\$250	\$213	\$191	\$189	\$185	\$183	\$178	\$168	\$158	\$153	\$148
196-200	\$252	\$215	\$193	\$191	\$187	\$185	\$180	\$170	\$160	\$155	\$150

Fares based on a typical 7-day work week or an average of 30 work days per month.

Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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9/80 Work Week

Effective:
January 1, 2013

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$68	\$57	\$49	\$44	\$41	\$40	\$39	\$38	\$36	\$35	\$32
21-25	\$77	\$64	\$56	\$50	\$46	\$45	\$43	\$42	\$41	\$38	\$35
26-30	\$86	\$72	\$63	\$56	\$51	\$50	\$48	\$45	\$44	\$41	\$38
31-35	\$93	\$78	\$69	\$62	\$57	\$55	\$53	\$49	\$48	\$45	\$42
36-40	\$98	\$82	\$73	\$67	\$62	\$60	\$57	\$52	\$51	\$48	\$45
41-45	\$103	\$86	\$77	\$73	\$67	\$65	\$62	\$57	\$55	\$51	\$49
46-50	\$108	\$90	\$81	\$79	\$72	\$70	\$66	\$62	\$58	\$56	\$52
51-55	\$113	\$94	\$84	\$82	\$77	\$75	\$71	\$66	\$61	\$58	\$56
56-60	\$119	\$99	\$88	\$86	\$80	\$78	\$75	\$70	\$64	\$62	\$59
61-65	\$124	\$104	\$92	\$90	\$83	\$81	\$79	\$74	\$68	\$65	\$62
66-70	\$128	\$107	\$95	\$92	\$86	\$84	\$82	\$77	\$71	\$68	\$65
71-75	\$132	\$110	\$98	\$95	\$89	\$87	\$85	\$80	\$73	\$70	\$67
76-80	\$137	\$114	\$102	\$99	\$93	\$91	\$88	\$83	\$75	\$71	\$68
81-85	\$139	\$116	\$105	\$102	\$96	\$94	\$90	\$85	\$77	\$73	\$71
86-90	\$147	\$123	\$109	\$106	\$100	\$98	\$93	\$89	\$81	\$77	\$74
91-95	\$151	\$126	\$112	\$109	\$103	\$101	\$96	\$92	\$84	\$80	\$76
96-100	\$155	\$129	\$114	\$112	\$106	\$104	\$99	\$95	\$86	\$82	\$78
101-105	\$160	\$133	\$118	\$116	\$110	\$108	\$103	\$97	\$87	\$83	\$79
106-110	\$165	\$138	\$122	\$119	\$113	\$111	\$107	\$101	\$91	\$87	\$83
111-115	\$167	\$139	\$124	\$121	\$115	\$113	\$109	\$104	\$94	\$90	\$87
116-120	\$173	\$144	\$127	\$125	\$119	\$117	\$112	\$106	\$97	\$92	\$89
121-125	\$177	\$148	\$130	\$128	\$123	\$121	\$115	\$108	\$99	\$95	\$91
126-130	\$182	\$151	\$133	\$131	\$126	\$124	\$118	\$111	\$101	\$97	\$94
131-135	\$185	\$154	\$136	\$134	\$128	\$126	\$121	\$114	\$105	\$101	\$98
136-140	\$189	\$157	\$139	\$137	\$131	\$129	\$124	\$117	\$107	\$104	\$100
141-145	\$194	\$161	\$142	\$140	\$135	\$133	\$127	\$120	\$109	\$105	\$102
146-150	\$198	\$165	\$145	\$143	\$138	\$136	\$131	\$123	\$112	\$108	\$104
151-155	\$202	\$169	\$148	\$146	\$142	\$140	\$134	\$125	\$115	\$111	\$106
156-160	\$207	\$172	\$151	\$149	\$145	\$143	\$137	\$128	\$117	\$112	\$108
161-165	\$210	\$175	\$153	\$151	\$148	\$146	\$140	\$131	\$119	\$114	\$110
166-170	\$212	\$177	\$155	\$153	\$150	\$148	\$142	\$133	\$122	\$116	\$112
171-175	\$215	\$179	\$157	\$155	\$152	\$150	\$144	\$135	\$124	\$118	\$114
176-180	\$217	\$181	\$159	\$157	\$154	\$152	\$146	\$136	\$125	\$120	\$116
181-185	\$219	\$182	\$160	\$158	\$154	\$153	\$147	\$137	\$127	\$122	\$117
186-190	\$221	\$185	\$162	\$160	\$157	\$155	\$149	\$139	\$129	\$124	\$119
191-195	\$223	\$187	\$165	\$163	\$159	\$157	\$151	\$142	\$131	\$126	\$121
196-200	\$226	\$189	\$167	\$165	\$161	\$159	\$154	\$144	\$134	\$128	\$124

Fares based on a typical 9/80 work week or an average of 19 work days per month.

Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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