

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, October 6, 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): 1-866-899-4679 / Access Code: 922-942-829

- One-touch: <tel:+18668994679,,922942829#>

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](mailto:pmessmer@intercitytransit.com) by **12 noon on October 6, 2021.**
  - By Phone - Contact the Clerk of the Board at 360-705-5860 by **12 noon October 6, 2021.**
  - By USPS - mail comments to **"Public Comments"** P. O. Box 659, Olympia, WA 98507.
- 3) **INTRODUCTIONS** **15 min.**  
**A. Introduce Operator Class 21-04** (*Cameron Crass*)  
*Randy Chase, Molly Ennes, Arthur Wilburn, Jacob Bulut, Nolan Elias, Robert Reed, Nadia Larson, Neal Christensen*
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
  - A. Approval of Minutes:** September 1, 2021, Regular Meeting, and September 15, 2021, ITA/CAC Joint Meeting
  - B. Payroll for September:** \$2,960,209.98
  - C. Accounts Payable September:** Warrant numbers 32941-32975 dated September 2 in the amount of **\$131,887.70**; numbers 32977-33012 dated September 8 in the amount of **\$707,497.49**; numbers 33013-33014 dated September 11 in the amount of **\$67,421.04**; numbers 33015-33053 dated September 15 in the amount of **\$591,419.99**; numbers 33055-33098 dated September 21 in the amount of **\$185,932.24**; numbers 33099-33132 dated September 28 in the amount of \$108,508.83; numbers 33133-33137 dated September 29 in the amount of \$2,645,863.20; for a total amount of **\$4,438,530.49**; and Automated Clearing House Transfers in the amount of **\$8,050.08** for a monthly total of **\$4,446,580.57.**

- 5) **NEW BUSINESS**
- A. **Operations Uniform Contract Extension** (*Katie Cunningham*) **5 min.**
  - B. **State Advocacy Contract Renewal** (*Katie Cunningham*) **5 min.**
  - C. **Federal Advocacy Contract Renewal** (*Katie Cunningham*) **5 min.**
  - D. **Surplus Vanpool Vehicles** (*Katie Cunningham*) **5 min.**
  - E. **Title VI Plan Update** (*Jessica Gould*) **5 min.**
  - F. **Set Public Hearing - 2022-2027 Draft Strategic Plan** **5 min.**  
(*Ann Freeman-Manzanares*)
  - G. **Set Public Hearing - 2022 Budget** (*Suzanne Coit*) **5 min.**
- 6) **COMMITTEE REPORTS**
- A. **Thurston Regional Planning Council (Oct. 1)** (*Carolyn Cox*) **5 min.**
- 7) **GENERAL MANAGER’S REPORT** **5 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](mailto: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  
September 1, 2021**

**CALL TO ORDER**

Chair Cox called the September 1, 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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer.

**Members Absent:** Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jason Agüero; Emily Bergkamp; Suzanne Coit; Cameron Crass; Katie Cunningham; Jessica Gould; Zach Heinemeyer; Roshan KC; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Brian Nagel; Eric Phillips; Rob Rinehart; Heather Stafford; Steve Swan; Nicky Upson; Daniel Van Horn.

**Others Present:** Legal Counsel, Jeff Myers; Nikki Crist and Ursula Euler, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT:** No public comments were received.

**INTRODUCTIONS**

- A. **Cameron Crass introduced Operator Class 21-03:** *John Taylor; Ronald Bice; Shaundra Everett; Sharon Aldridge; Robert Preble; Tyler Bain; Terry Swartos*
- B. **Rob Rinehart introduced Roshan KC, Network Systems Analyst.**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. **Approval of Minutes:** August 18, 2021, Regular Minutes
- B. **Payroll for August:** \$2,877,564.21

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- C. **Accounts Payable August:** Warrant numbers 32773-32804 dated August 4 in the amount of **\$582,558.24**; numbers 32812-32813 dated August 7 in the amount of **\$64,931.74**; numbers 32814-32856 dated August 10 in the amount of **\$164,301.07**; numbers 32857-32897 dated August 18 in the amount of **\$2,254,352.60**; numbers 32898-32940 dated August 24 in the amount of **\$231,168.24**; for a total amount of **\$3,297,311.89**; and Automated Clearing House Transfers in the amount of **\$6,382.05** for a monthly total of **\$3,303,693.94**.

### NEW BUSINESS

- A. **Dial-A-Lift Vehicle Purchase.** Procurement Coordinator, Katie Cunningham, presented the purchase of twenty-eight replacement Dial-A-Lift vehicles.

Intercity Transit received a Consolidated Grant Program award from the Washington State Department of Transportation (\$2,275,344) to replace Dial-A-Lift vehicles which have reached their useful life. To utilize this award, and two prior regional awards (\$491,320), Intercity Transit seeks to purchase new propane Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift vehicles from Schetky Northwest (Schetky) under Washington State Department of Enterprise Services (DES) Contract 06719 to serve as replacement vehicles.

To meet vehicle replacement cycles, Intercity Transit planned to purchase eighteen (18) replacement Dial-A-Lift vehicles in 2021, and ten (10) additional replacement Dial-A-Lift vehicles in 2022, for a combined total of twenty-eight (28) replacement vehicles. Currently, Schetky is experiencing pandemic-related vehicle production delays. To ensure our ability to receive these within the grant period and refresh our fleet and keep vehicles on the road, Intercity Transit intends to purchase all twenty-eight (28) planned replacement Dial-A-Lift vehicles this year. The current production timeline for these vehicles from date of order placement is estimated to be at least one (1) year.

This purchase request includes replacing eighteen (18) 2011 series and ten (10) 2012 series Dial-A-Lift vehicles. Under DES Contract 06719, the total purchase price of each Dial-A-Lift vehicle is \$179,167.54, or a total of \$5,016,691.21 for twenty-eight (28) vehicles. DES competitively bid this contract awarding to the lowest responsive and responsible bidders by vehicle category, and Schetky was selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract.

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

**It was M/S/A by Commissioner Mejia and Councilmember Gilman to authorize the General Manager, pursuant to Washington State Contract 06719, to purchase twenty-eight (28) replacement Dial-A-Lift vehicles from Schetky Northwest in an amount of \$5,016,692.**

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- B. Service Restoration Update September 2021.** Planning Manager, Rob LaFontaine and Senior Planner, Steve Swan provided an update of the ongoing restoration of fixed-route bus services during the COVID-19 pandemic.

LaFontaine said pre-pandemic, IT was at approximately 247,000 annualized fixed-route service hours, with an average weekday ridership at about 13,100 passengers. After the turn of the year 2020, the zero-fare policy was in place, and ridership moved upward. Then in March 2020 the pandemic hit resulting in reductions that were made to fixed-route service and creating a decrease in fixed-route ridership. Over a period of about a month many decisions were made regarding fixed-route service.

LaFontaine reviewed the journey IT's been on to restore fixed-route service the last 15 months and IT is coming upon the seventh adjustment to routes and schedules as part of the restoration effort. Staff is preparing for service change number seven coming up September 19, however, service isn't yet at the pre-pandemic level.

The main variable driving service is Intercity Transit's supply of sustainable labor, bus operators, who can help deliver the critical service. The Planners make sure the service that we're supplying not only meets the community's expectations and desires for service, but also aligns with the supply of bus operators. At the end of August 2021 there were 208 operators available to drive, about 81% of where we would otherwise be pre-pandemic. Looking toward September service restoration, LaFontaine forecasts 210 bus drivers which is the low end of the target and headed in a healthy direction, and he hopes that trend continues so IT can continue the journey of restoring bus service. The relationship between available bus operators and the restoration of fixed-route service is tied together.

LaFontaine reviewed ridership statistics. He noted that August 27, 2021, had the highest ridership IT has seen in 2021 – 8,024 boardings. Not quite back to the 13,000 - 15,000 we've seen historically in the past. LaFontaine showed the distribution of where those rides fell by route. Route 62 had the highest number of boardings.

LaFontaine reviewed passenger loads – the number of people on the bus at a moment in time. Our technology records the load on every single bus every time it changes and when buses come back to the yard, we transfer a large volume of data back into our databases, and it gets cumbersome to try to review and present. Using August 27 as an example (the day with the highest ridership), he illustrated Routes 62A and B on the Martin Way corridor with a time set at 1:00 p.m. which shows what ridership or loads looked like on that Friday. There were eight buses in motion at 1:00 p.m. and the chart showed buses at the Olympia Transit Center downtown with 19 passengers on board. There was a bus inbound to the transit center with two passengers on board, and the remaining buses scale with 5, 12, 20 passengers. We tend to see our higher ridership periods in the afternoon from about 1 p.m. to 6 p.m.

Sullivan likes the data presented in this fashion because it shows the differences between the routes and different times of the day. Often times, the public comes back to IT saying there's no one on the bus. This data shows there's a bus with maybe five people on it, but there's also another bus somewhere on the route that has 24 people on it. This is very beneficial showing the complexity of what each bus is doing at different times.

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Senior Planner, Steve Swan, talked about the adjustments to the fixed-route service coming up on September 19. The biggest item is going to be the span of service. IT is increasing that by about an hour and a half. Typically, throughout the years, IT always had service beginning around 5:30 a.m. to 6:00 a.m. But recently during the pandemic and with the shortage of labor, most of the bus routes have been starting around 7:30 a.m. We're at a place now where we can increase that span of service by about an hour and a half. This is a good time for it because as we move into the fall, we're at a place where more workers are transitioning back to a traditional workplace, and school is starting back up. Swan went on to review the individual routes.

**The One** route is typically a commuter peak hour-based service. Originally, it started out as a 15-minute service during the morning peak and then it would be off during the day and return to 15-minute service during the evening peak. However, that changed during the pandemic, and we sometimes use that service to help supplement our service on the Martin Way corridor with the 62A and B. One of the challenges during the pandemic was there were a lot of riders on the Route 62 and it didn't allow adequate spacing between passengers. The One seemed to be very useful in helping provide that additional service and keep passengers safe by reducing the passenger loads on the bus as we were trying to socially distance during the pandemic - keeping our passenger loads at around 10 passengers at a time and The One helped out with that. The One will be moved back to how this route was designed with 15-minute service during the morning and afternoon peak times.

**Route 13** - Historically this route has been on 15-minute frequency and is one of the most frequent routes. During the pandemic we didn't have the operator strength to run the service at 15-minute levels, however, assuming there are enough operators, which all of these changes are contingent upon, the intent is to run the 15-minute service on the Route 13 beginning in September.

**Route 60** - We had to make a quick change on the fly with this route due to conditions on Ensign Road because we felt it was unsafe to operate buses in that area. We moved the 60 off of Ensign Road onto Martin Way and Lilly Road. There is uncertainty about how long this will continue and we're looking at a semi-permanent change and changed other inner workings on the bus, like the onboard, announcements. We announce the stops on Martin Way and on Lilly Road rather than the stops on Ensign Road. If in the event we need to make this a permanent change, we will follow a process to allow the public an opportunity to express their views and provide input.

**Route 65** - We're adding a bus stop on Hogum Bay Road at Campus Glen Drive. That's an area that when we implemented a year and a half ago, we didn't have a lot of activity because it wasn't well developed. However, recently, we've seen more development in that area with new warehouses like an Amazon distribution center.

Swan said all of these changes are contingent upon having the necessary number of Operators to operate the service. One thing we've done to provide that contingency is move some of the service from a biddable work for the Operators onto the extra board. Currently, the 10 Operators that it takes each day to drive The One, the 6 Operators it takes to bump

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the Route 13 frequency up from 30 minutes to 15 minutes, and the 6 Operators it takes each day to run the express service in September will come from the extra board. This allows for flexibility if things go wrong, and we lose Operators and are not able to run the service. We can pull back that service if necessary and not mess up an Operator's biddable work.

**The Dash and Nightline** – These are currently suspended, with hopes to bring them back in the future.

Swan reviewed a chart showing weekday span of service by route. He noted the changes being implemented effective September 19 will bring IT back to about 79% of pre-pandemic levels.

Swan reviewed a chart showing where there is still a lack of service in the neighborhood routes. Pre-pandemic there was half-hour frequency. Currently, Routes 21, 42, 45, 47, 60 and 64 that serve our neighborhoods are currently still only at an hour frequency. The Pierce County Express pre-pandemic was at 29 round trips daily going to Tacoma, but now that's down to 13 roundtrips.

Effective September 19, weekday service hours will be increased to 631 hours per day, about 8,775 daily miles. On weekends, that will be about 500 hours per day, 7,178 daily miles. The weekday number represents a 13% increase from our current July service level. That brings service up to about 75% of the pre-pandemic level for weekdays. The weekends have increased much faster, and with a 7% decrease in the weekend service because we're taking out The One on weekends, we're still going to be at about 95% of our pre-pandemic levels. When combining the two, the 75% weekday service and the 95% weekend service comes out to about 79% of the service that we had prior to the pandemic. That's an 8% increase from the changes that were made in July.

This represents about 215,000 in annual number of hours, a little over 3 million miles. That's about 48 buses on a weekday and 40 buses on the weekend.

LaFontaine referred to the Advance Reservation Service, in which the Dial-A-Lift vehicles were made available to the general public during the pandemic. The forthcoming increases and the earlier morning span Swan mentioned, we will have effectively absorbed all of the Advanced Reservation trips – there may be a small handful remaining in the evening. The Advance Reservation Service that's been in place since April 2020 will be retired.

Gilman referred to the changes made on Ensign Road, recognizing bus stops on Ensign are no longer in close proximity to the hospital, and he wants to know how the public will gain access to/from the hospital. He hopes that either IT or the community can figure out a solution to fill that gap.

Cox asked if physical distancing restrictions on the buses will continue. LaFontaine said IT has not been enforcing any particular distancing restriction for loads on buses. Signs are in place encouraging riders to practice social distancing from one another if possible. There are no plans to alter or change the load restrictions on the buses.

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Melnick noted that on a whole considering the circumstances of the pandemic, the Planning staff has been resilient the last 18 months and have done a “pretty darn good job.”

- C. **Universal Vaccination Requirement Resolution 03-2021.** Freeman-Manzanares presented for adoption Resolution 03-2021. The resolution directs the General Manager to establish work rules and policies providing for and implementing a universal vaccination requirement for all employees and volunteers of Intercity Transit. The primary philosophy behind every action is to protect the health and safety of employees, passengers and community. This resolution is consistent with the requirements imposed by the Governor’s proclamation.

It requires all Intercity Transit employees and volunteers be fully vaccinated against COVID-19 no later than October 29, 2021, and establishes COVID-19 vaccination as a condition of employment.

It identifies that either the two-dose series of Pfizer or Moderna or the single dose Johnson and Johnson must be completed no later than October 15, 2021, to allow for the two-week period in which the vaccines achieve their full effectiveness. It includes verification requirements, and recommended COVID-19 boosters, as well as provides for medical and religious accommodations.

To date, management has met with the IAM on three occasions and the ATU on two occasions to discuss the impacts of this resolution and will continue to work together to bring those discussions to resolution.

Intercity Transit shares many of the underlying concerns addressed by a universal vaccination requirement for its employees and volunteers. Intercity Transit provides essential transit services to the public and community, which is threatened by the increase in cases in the community and among its staff. To maintain staff levels necessary to provide basic services, the General Manager is requesting Board approval to follow the State’s lead in implementing work rules that establish a universal vaccination requirement for employees and volunteers of Intercity Transit.

Jeff Myers, Legal Counsel, said the spread of COVID-19 in our community is a fluid situation and a number of Operators have been affected by the pandemic and the spread of the Delta variant. Those who are not vaccinated are at very high risk of contracting COVID-19 and IT needs to take steps to protect their workforce and passengers. IT also recognizes that dialog with the Union is extremely important because we recognize this is a big deal – it’s a big deal for individuals who have chosen not to be vaccinated, and it’s now going to be a job requirement. IT wants to follow state and federal law as far as offering those accommodations, however, it’s necessary because voluntary programs only got us to 64.6%. In order to be effectively protective of our workforce and the public, we need to get much higher levels than that. The resolution was put together following a lot of the precepts that the Governor’s proclamation used and there’s a lot of information and it’s a fairly lengthy resolution. Myers said we tried to follow the science and the facts, and most importantly, tried to take measures that are protective of our workforce. The WTA was instrumental in providing a lot of information through the Summit Law Group, and we looked at resources that are available through MRSC. This boils down to the leadership of the Authority and



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Freeman-Manzanares as the General Manager in and setting forth this policy to be protective of our workforce as much as possible.

Chair Cox opened the floor to the Authority for comments. She started by saying that according to the number of cases for the last three weeks, the pandemic is the worse it's ever been in Thurston County along with an increased number of deaths. Cox said this is getting really serious, and we need to pay serious attention. As Chair of the Authority, her very first concern is for the care of IT employees and their safety. As good stewards of this organization, it's safety first for employees. Cox is pleased to see IT taking this step.

Sullivan said she is very much in support of this resolution and encourages everyone to get the vaccine. She understands there is a lot of resistance and fear. She has personally experienced seeing friends who have been in the hospital on ventilators, and that was before the Delta variant. She watched what their families went through. She knows of one friend who has permanent health issues, and another friend who passed away. These individuals were all friends, local within Thurston and Pierce Counties.

Sullivan said we have the vaccine now, and don't need to put our families through all of that. We all need to be taking responsibility for our family members and neighbors. Everyone she knows who had the vaccine hasn't had any adverse side effects except for an achy arm, a headache or slight fever that all went away in a day or two, which is better than the alternative of ending up in the hospital on a ventilator.

Pierce thanked Freeman-Manzanares, Myers and staff for the long hours and the great job putting together the resolution. It is very readable and that's important to her to be able to read through it and understand and see that great care was taken to be inclusive of any of the situations that may come up. She agrees it's tough, and there are some arguments and people who are concerned about this. We have to look at the greater good for the greater group. Pierce has a one-year-old grandson who is not allowed to do a lot of the things other children his age in the past have done because his parents are sheltering him. Getting more people who are medically able to be vaccinated would be wonderful and help ease the stress and illnesses that are coming up. In addition to protecting IT staff, it's important to their families because people can be asymptomatic and not realize it and risk the possibility of taking the virus home. She knows it's tough and we've been through tough things in this pandemic all along. She said this is just one more step, and everyone is going to have to step up.

Mejia agrees with what everyone else has said and is in full support. She thanked Freeman-Manzanares and Myers for looking into this and taking the time to make sure it was right. This decision doesn't come lightly. It's alarming to see those high numbers and they keep going up. It wasn't easy for the County to make the same decision for their employees. We're doing it for the protection of employees and the community, who rely on us.

Melnick votes in favor of the resolution. He believes the problem is really complicated when we talk about the light at the end of the tunnel becoming more visible. At one point it did become more visible and then suddenly it wasn't again because of the Delta variant. He believes this is the time to take this action.

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Gilman also supports the resolution. He is really proud of what Intercity Transit's employees do every day. They act in the public good to provide mobility for our community. He knows this is asking more, but we're asking that you model support for community public health and we're confident that it will reduce the level of infections and illnesses in our community. The City of Olympia made a similar decision and just put a communication out to their employees on Friday. They are going to require vaccination or weekly testing by October 31. Like Intercity Transit, Olympia is meeting with each of the employee unions to talk about whether there are impacts of this rule that need to be bargained. He appreciates that IT has had those conversations and appreciates staff stepping up. It sets a great example of leadership and putting the community first all through this pandemic, and now we're asking you to do a little bit more. He's very grateful for that.

Belk appreciates the time that everyone went through to think the resolution through and the various issues at hand. He echos everything that's been said so far. He also noted the hospitals' situation are alarming, not just for those experiencing the impact of COVID, but also for those who need the hospital services for other emergencies. Hospitals won't be as accessible or even available until we get over this hump. Belk said this is the right time to use every tool available that we can to relieve the pressure on our medical services and step up as an agency to do what's right.

Tischer said this has been a very difficult time for all of us and appreciates the meetings the Union has had with Freeman-Manzanares, Stafford-Smith and Bergkamp. The ATU had two meetings and have another one scheduled for Friday. The statement that we have, and this is challenging for him to say, but it's a statement that we have from the ATU, we're very concerned about the recall provisions that are being proposed to them in relation to our membership. Listening to everyone who talked about family members and the community, he wants the Authority to know that this is affecting many people who have invested a lot of their time and a lot of their lives working for Intercity Transit. Tischer said in the past year and a half, he has experienced personally seeing the sacrifices that his fellow members, brothers, and sisters have made. They have concerns or are very worried about the recall and how this will work in the future. He appreciates everybody's input.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to adopt Resolution 03-2021, Universal Vaccination Requirement.**

**COMMITTEE REPORTS - NONE.**

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

- The COVID pandemic, particularly the reality of the Delta variant, requires that Intercity Transit remain flexible in the work we do. As our path changes, Freeman-Manzanares will notify the Authority of possible changes.
- The Transportation Security Administration extended the Federal Mask Mandate for planes, trains, ferries, buses through January 18, 2022.

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- The State Auditor notified us this week that Intercity Transit received a perfect State Audit. Such a designation requires many talented people doing their job extremely well, and it really encompasses individuals throughout the entire organization. Freeman-Manzanares recognized, in particular, Finance Manager, Suzanne Coit, Accounting Supervisor, Angie Shamburger, and the entire Finance Team, Development Director, Eric Phillips, Grants Program Administrator, Jessica Gould, Procurement Manager, Steve Krueger, Procurement Coordinators, Katie Cunningham, Tammy Ferris, Jeff Peterson, and Inventory Supervisor, Jon Licht.

### **AUTHORITY ISSUES**

Melnick said he voted for the purchase of propane fueled Dial-A-Lift buses because they are the most viable low hydrocarbon option available right now. But hopefully, IT realizes that propane is manufactured from either natural gas or petroleum in which both are doomed hydrocarbons in the long term and one byproduct of propane combustion is carbon monoxide, a known greenhouse gas. While he's supportive of our comprehensive assessment of hydrogen fuel cell propulsion for fixed-route buses, from what he's read there is very little interest in hydrogen fuel cell propulsion for lighter weight Dial-A-Lift and vanpool buses; the emerging preference for these is battery electric.

Melnick continued that since Ford is currently marketing battery electric passenger vans and other manufacturers are soon to follow, he urges IT to seriously investigate BEV technology for these lighter weight buses.

### **ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:50 p.m.**

**INTERCITY TRANSIT AUTHORITY**

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**Carolyn Cox, Chair**

**ATTEST**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: October 6, 2021**

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

**MINUTES  
INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
Held Remotely  
September 15, 2021**

**CALL TO ORDER**

Chair Cox called the September 15, 2021, Joint Meeting of the Intercity Transit Authority (ITA) and Community Advisory Committee (CAC) 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.

**ITA 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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk.

**ITA Members Absent:** Labor Representative David Sharwark.

**CAC Members Present:** David Bonauto; Nikki Crist; Ursula Euler; Isha Gabriel; John Gear; Jihan Grettenberger; Marie Lewis; Joan O'Connell; Marilyn Scott; Walter Smit,

**CAC Members Absent:** Gene Angel; Billie Clark; Denise Clark; Jonah Cummings; Ty Flint; Jini Namboothiri; Scott Paris; Carissa Putt; Allison Spector.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Jessica Gould; Zach Heinemeyer; Steve Krueger; Ally McPherson; Pat Messmer; Brian Nagel; Jeff Peterson; Eric Phillips; Rob Rinehart; Steve Swan; Nancy Trail; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee.

**Others Present:** Jeff Myers, Legal Counsel; Dale Learn, Gordon Thomas Honeywell.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

The Authority and CAC members provided self-introductions.

**PUBLIC COMMENT:** No public comments were received.

**NEW BUSINESS**

**A. Update on Federal Advocacy Activity.** Federal Advocate, Dale Learn from Gordon Thomas Honeywell provided an update on activities affecting public transportation in Washington D. C. and provided insight on what is going on in Congress with the new Administration's intertwining with efforts on the part of Intercity Transit both last year and discuss what

## Intercity Transit Authority/Community Advisory Committee Joint Meeting

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potentially could go forward. Learn said he works with Freeman-Manzanares, Jessica Gould, Eric Phillips and others on federal issues related to transit. He engages the delegation, which remains a very powerful Federal delegation. There is a new member, Marilyn Stricklin, who sits on the House Transportation Infrastructure Committee.

The new Administration is more pro-transit than the last Administration, and there is new FTA Administrator who is also pro-public transportation. Learn said he works in D. C. with prominent national trade associations like APTA, the Bus Coalition and others. Federal issues move when there's a national push, and he brings the local perspective to bear with those groups.

Learn said generally speaking, the pandemic and its impact on health and business still dominates Washington D.C. and the pandemic hit transit particularly hard. Nationally, ridership dropped 79% from 2019 to 2020. Some ridership has come back nationally, but the figure nationally is about 65%. However, Congress, over the last couple of years has acted to help transit.

There is a new Congress and Democratic majorities, albeit they're slimmer margins, but they also seem to be more pro-transit. There are differences in how the House and Senate deal with transit based on whole states versus districts. Congress has really stepped up during the pandemic for transit. The Cares Act, which was signed in March of 2020 provided the Authority with almost \$10.5 million. The American Rescue Plan, which was signed in March 2021 provided close to \$26 million.

For grants and appropriations there is continued increase in the bus accounts and we continue to be very successful with grants. During this fiscal year, we received another \$11+ million for the Pattison Facility upgrades. Funding that was stripped from MAP 21, which was three reauthorizations ago. The last reauthorization - the one we're currently in, is under an extension, did bring some of that back, but at a much lower level. That took a lot of work from us and involving ourselves with our national trade associations. Learn said it's important to note it's very hard to increase authorized levels of funding in any area, but we were able to do that, and working hard with those groups. Those increases have also continued this year in the House and Senate bills, for fiscal year 2022. We should see the final version of the transportation appropriations bill by the end of 2021. We continue to look at and see grant funding in a lot of other areas, such as alternative fuels, transit-oriented development, and workforce.

With the Biden Administration, we've learned climate impacts and servicing underserved areas seem to be big priorities, and it's an elevated criterion, and we can probably assume that will remain at least as long as this Administration is in office.

There is a new reauthorization - The FAST Act - is under a current one-year extension and in its sixth year. It has to be re-authorized or extended by the end of this month. There is a new five-year bill in the works, and it's wrapped up in the larger infrastructure, debates at the federal level, the White House Senate and House have produced bills to reauthorize the FAST Act, all have large increases for transit, and new programs that promote public transportation.

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Currently, the Senate bipartisan infrastructure framework or the bipartisan infrastructure bill, passed the Senate recently, with 69 votes, which is amazing because we don't get 69 votes in the U. S. Senate these days. The House promised an up and down vote by September 27. The bill is approximately a 55% increase in bus accounts from the authorized Fast Act. However, it's not as large as the doubling asked for by the White House that was in the original House bill which passed in July - programs like alternative fuels, low emission programs, small starts accounts, which is IT's account funding most bus rapid transit systems also have similar increases. There is the Human Infrastructure bill that's being debated and is a larger \$3.5 trillion bill, largely on social programs. But it moves on what's called the reconciliation mechanism. That is moving on the House side and there's an additional \$10 billion in the transit title that was passed out of the Transportation Infrastructure Committee.

The House and Senate approach transit differently. The House is far more generous, more districts, especially very large, populated areas, there are a lot of districts that don't use a lot of transit. As for the Senate, smaller States would have outsized power in the Senate, and a lot of states don't have a lot of transit. Typically, smaller bills reflect the reauthorization, those that have come out of the House and Senate with the House being far more generous than the Senate. However, it's good that we're not debating like we have in the past, whether to keep a transit title in and of itself. The critics, generally from the very rural areas don't believe we should spend gas tax money on transit have realized they're not going to win that battle just because of sheer numbers.

Earmarks returned. There was a 10-year hiatus. It was very political. This year the members asked for a pretty quick turnaround, we all knew it would probably come back, and every year people debated whether it would. It did this year and, and there's a pretty quick turnaround. Freeman-Manzanares and her staff were able to request funding for a few projects and that process is still ongoing. Preliminarily, the committees have favored highway, bridge side, partially due to the amount of federal funding that a lot of members feel that came to transit agencies because of COVID but that's still remaining. Still an issue that will be debated through the reauthorization process, and the year end, fiscal year, 2022 process. We'll learn and improve ourselves, but we're fighting to have more of a traditional split this year and next.

IT staff have included preliminary toe dipping into alternative fuels infrastructure and vehicles and bus rapid transit. Learn thinks it will be successful but wanted to recognize that it takes a lot of work to achieve those funding goals. There are other capital projects and compliance issues with Buy America that we are working through. Learn said he seeks help from the delegation and works with folks on the Administration on those issues.

Learn said it's always a pleasure working with Intercity Transit and looks forward to a continued great working relationship. Learn answered questions.

Melnick asked Learn to explain reconciliation - what it is and how does it work. Learn said typically when looking for federal funding and federal budget should go through a budget process, both House and Senate, which is generally based on the President's budget request, and then you go to appropriations, appropriations allocated portion of that overall budget number. Then they deal with the details. The Senate and House have a mechanism called

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Reconciliation which is essentially policy committees like the TNI Committee, the Banking Committee for transit get to appropriate funding as long as 50% or in the case of the Democrats that's a tie by the Vice President of the Senate agree to provide funding through the policy committees called reconciliation, so sort of thwarting the filibuster potential. What happened was the President requested reconciliation be used for what's called Human Infrastructure Bill, with a lot of social programs, a large \$3.5 trillion price tag. That passed both the House and Senate, with an agreement that those policy committees that have jurisdiction over the parts of it would then provide in their jurisdiction funding in certain pots. You can't produce new programs – it has to be existing programs. The House will probably pass. There's a slim majority in the House for the Democrats but majority rules in the House and they'll probably pass whatever sort of reconciliation package they want. Senate with a 50/50 split and a couple of moderates and one of them in particular saying he won't support what the President wants, we're probably going to have to negotiate a smaller package.

Bonauto asked Learn how he coordinates with other transit systems and their lobbying for activities. There are times to coordinate with other transit systems and associations to achieve our overall goals and then there are specific asks for funding for Intercity Transit. Learn said D. C. is a big place and there are a lot of issues that both the Administration and the Congress deal with in whatever area you can consider their trade associations associated with it and we work closely with D. C. meetings for things like the Bus Coalition and APTA and others. Not only the national issues, but also regional issues. There are other transit agencies in the region that work a lot in D. C. and they know those individuals. The Bus Coalition has been a very effective way to build those bus numbers back. Oftentimes, we have a little bit of a different voice, and we try to present that. Learn said that he coordinates with Freeman-Manzanares about how to do that, and when it's relevant to engage. Learn said when Authority members visit D. C., he tries to present relevant information that affects the nation but talks about it in the case of how it affects Thurston County and Intercity Transit and the region and present that to them directly. Learn said they have local staff and members, and legislative staff come out during breaks, and members come to the Authority and talk to people about what their issues are and gives you a chance to talk to them directly.

Belk said Learn obviously deals with a lot of the legislative side trying to impact policy as it's being written. But what about the executive side of things and the FTA and other big bureaucratic bodies that play into the implementation of the law as it gets passed. He asked if Learn ever lobbies in that direction or is it all towards the Capitol Hill? Learn said his contract includes all things federal, and he does work directly with the FTA when there is a relevant issue or to simply get to know new people like the Assistant Secretary for Intergovernmental Affairs at USDOT. Learn said that has really paid off. We have arranged meetings for Authority members and Freeman-Manzanares to speak directly to FTA DC representatives regarding specific grant applications. We have been successful in those endeavors.

**B. 2022 Draft Budget.** Finance Manager, Suzanne Coit, presented the draft 2022 budget.

- The proposed Operating budget for 2022 is \$77.9 million, which includes \$12.4 million of rollover projects and \$1.6 million of new projects.

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- The proposed Capital budget for 2022 is \$103.9 million, which includes \$38.1 million in new projects and \$65.8 million of rollover projects.
- The total proposed 2022 expenditure budget including staff recommended new projects/positions is \$181.8 million.

The major elements of IT's 2022 budget are:

- Sales tax revenue is projected to increase 3%.
- Assumes pre-COVID level service for Dial-A-Lift.
- Assumes pre-COVID level service for Fixed Route by Sept 2022.
- Purchase of 10 replacement coaches, which are partly grant funded.
- Purchase of 28 replacement DAL vans, which are partly grant funded.
- Purchase of 12 replacement vanpool vans, which are partly grant funded.
- Hybrid bus mid-life rebuild.
- Purchase of 2 replacement and 1 expansion staff vehicles.
- Continue construction to renovate and expand the Pattison Street facility.
- Continue replacement of the computer aided dispatch/automated vehicle locator/radio system.
- Pursue grant funded BRT and Corridor Program
- Pursue grant funded Martin Way P&R direct ramp access project
- Add 18 new positions:  
5 vehicle cleaners, vehicle maintenance technician, 2 maintenance supervisors, facilities technician, facilities technician supervisor, DAL dispatcher, operations trainer, 2 receptionists, director of strategic programs, accounting specialist, IS technician, and senior training coordinator.

Coit reviewed the Cash Basis Summary and noted the beginning cash balance estimate total revenues are projected at \$95 million, and the operating sales tax is almost \$75 million. The total operating expenditure is near \$78 million with total capital of about \$104 million, less operating reserve of 25% leaves an ending unreserved cash balance of \$34,089,134.

Freeman-Manzanares reviewed the 2022 budget expenditures. She noted the majority of the projects in the 2022 budget are rollovers from the budget that was approved in 2021. She went on to review new projects for 2022 and then answered questions.

Sullivan asked if there is funding through the federal government for things like the plexiglass barriers and PPE supplies for COVID? Freeman-Manzanares said IT did receive COVID funding for Operations and is receiving grant funding for those activities.

Freeman-Manzanares said if the Authority feels comfortable with what has been presented thus far, a public hearing will be conducted on November 3, allowing the public an opportunity to comment on the 2022 budget, and staff will come before the Authority either November 17 or December 1 for final approval. The Authority agreed to move forward requesting a public hearing.



- C. **Website Enhancement Update.** Nicky Upson from Marketing & Communications, and Rob Rinehart from Information Services provided an update on the website enhancement project.

The Intercity Transit website is the primary communications tool for the agency. As technology changes, customers' expectations of site features continually increase. In addition, roughly 70% of our customers use a mobile device to access the website, which requires customization to display content satisfactorily on a range of mobile devices. Improving the website's accessibility and functionality to match current technology is vital to serving customers.

In November of 2016, Intercity Transit entered into a Service Level Agreement (SLA) with Consolidated Technology Services (CTS), an agency of the State of Washington (known as WaTech) to provide technical and usability assistance in upgrading the website and platform to include web hosting and support services. In June of 2018, Intercity Transit renewed the web hosting SLA with CTS through June 30, 2023. This agreement included an option to have CTS provide additional as-needed web development services at their standard hourly rate. In an ongoing effort to achieve a more customer-focused, modern, engaging, user-friendly website, Intercity Transit and CTS began working on enhancing the existing website in October 2020.

Over the last year, Intercity Transit and CTS have been designing and implementing enhancements to the website based on user input and feedback. This project is nearing completion, with an anticipated launch date of September 27, 2021. The total amount spent on this project is \$73,441.25.

Upson said the goal is to make the website more efficient for customers by making things easier to find and reducing the number of clicks it takes to get there, while also developing efficiencies for the agency. Before developing an action plan, staff needed a baseline, and consulted with Anthro-Tech to help with this process. As part of this process, they conducted stakeholder interviews with all 12 workgroups within the agency. They also conducted a customer survey to determine pain points, high priority improvements, and things that would be nice to have. From this process, they learned that the biggest user group is bus riders followed by vanpool users, Dial-A-Lift passengers, and job applicants.

Upson shared stats about the website:

- We have about 800 pages, about 350 documents.
- Over the last three years, roughly 850,000 page views per year, which translates to about 2,400 page views per day.
- Users found the labels and navigation confusing.
- Users want schedules to be front and center, and have dynamic maps.
- Users want improvements to the trip planner, as well as the ability to see real-time information about bus departures and arrivals.
- Internal audiences value the website and want to invest in making it better. They stressed the importance of having current content. They want the website to be more mobile-friendly and build internal efficiencies for the agency.

Upson said after accumulating all of this information, they developed an action plan. Over the last year, they focused efforts on making high priority improvements and designing the site with the user in mind. Next steps will focus on building in more efficiencies for both the customer and the agency, and continue to enhance the user experience, and seamlessly integrate new and existing technologies into the website.

Upson said during implementation, they worked closely with WATech and earlier with Anthro-Tech. There has been improved navigation and labeling, they added the trip planner and top tasks to the homepage and improved the employment section. In redesigning the site, they enlisted the help of three distinct sets of users in the process. Upson referred to a slide showing the outcome at the first two stages of the user input. The final stage of our user-centered design process was user testing. Participants were recruited to represent a diverse group of individuals. They completed up to eight tasks in in-depth interviews that track their movements throughout the site and documented their feedback. The tasks were designed to validate changes made based on research and understand the ease or difficulty of completing common user tasks. Tasks were completed in random order. In their initial design work, they got some things right, but also needed to spend some more time improving other aspects of the site, listening and reiterating are at the heart of user-centered design. Upson said customer and stakeholder feedback was valuable in setting the direction for the updates.

Upson introduced Rob Rinehart, who worked tirelessly throughout this update process to make this all possible. **Rinehart provided a demonstration tour of the new proposed website and answered questions.**

Mejia appreciates that staff is upgrading the website and technology and making it more user-friendly. She asked how does this translate to a mobile device or tablet?

Rinehart referred back to the homepage and simulated a mobile phone display to demonstrate what that would look like.

Mejia asked what is the timeline for getting feedback and making the final changes?

Rinehart said they did receive a lot of feedback on this site already from our users and internal stakeholders, and then they did the usability testing to validate the findings and made some corrections. He said next year, if the budget is approved, staff will do another round of user testing and improvements.

Upson added they are planning on launching the new website on September 27. She said before they start the next phase, they're hoping to gather input from internal stakeholders to get their input on what's working and what needs improvement. Throughout the process we will be doing additional gathering of input from our customers, and doing more user-testing, which is really critical to whatever we do.

Melnick asked if staff is comparing what they're doing with what other similar organizations are doing? They may be solving the same problems at some point, and perhaps the consultant could compare those findings with how others are solving the same issues.

Upson said yes, in the very initial stages of doing this, Anthro-Tech conducted a peer review of 12 different sites, and we looked at what works for them, what doesn't work for them, and compared how our site compares to those. Especially in those areas that are done really well. Throughout the entire process, she and Rinehart have been researching other sites, and looking at examples, and taking those in and a lot of what you see in the new site is reflective of all of that.

Gear referred to the homepage and suggested making the Route Finder Trip Planner more bold because it is harder to see compared to other things on the page. Perhaps a border? Gear mostly uses an iPad which looks more like the website.

Grettenberger loves the proposed website - it's clean and much more user-friendly, especially having the highlighted buttons is huge for people who are not very tech savvy. She referred to the changing banner that oftentimes has new updated information such as the CAC recruitment. This type of information won't be prominently visible for those using a mobile device.

Rinehart said they thought about that, and they had to choose what's most important. What happens on mobile devices when it goes small, is those additional items actually move down to another section. It's still showing the same information, but it gets moved around.

Belk likes the new trip planner and route finder feature. He referred to website design and bandwidth. He asked about people who don't have good access to high bandwidth internet. Is there a different version in the event the website is particularly taxing?

Rinehart said one could strip out all the graphics and strip out all the colors, and it's just almost like a black and white piece of paper. That is something that could be built-in, but so far, they haven't gotten any feedback that the website is slow. So, that's one big part of user-driven design. But if they did encounter this issue, they could build something like that into the site. It could be a button or something they click, and then go to the low fidelity mode.

Upson said if they get customer feedback about the website taking a long time to load, etc., they will take that into consideration and work on it.

Sullivan asked if there will be a list of the Authority members. Rinehart said there is a section dedicated to the Authority including a photo of each member.

Smit said for the route time stops it's hard to see a white diamond on a bright green background, compared to a white circle. For accessibility and readability Smit suggests a blue diamond or the circles be blue or some other change between those two, besides just diamonds and circles for the time stop part of that route page. Anyone with a visual impairment may have difficulty reading that section of information.

**D. Engineering Services TSP & Thurston Smart Corridors Implementation.** Jeff Peterson, Procurement Coordinator, presented a contract for engineering and consulting services to assist in the implementation of Transit Signal Priority and Thurston Smart Corridors initiatives.

Intercity Transit issued a request for qualifications to establish a contract with a qualified multidisciplinary firm with a major emphasis in traffic engineering to support implementation of the regional Smart Corridor program, including implementation of Transit Signal Prioritization (TSP). The consultant selection team consisted of technical staff representing Intercity Transit, City of Olympia, City of Lacey, City of Tumwater, and TRPC.

The related request for qualifications (RFQ) was issued June 21, 2021, a pre-proposal conference was held on July 9<sup>th</sup> and proposals were due July 16<sup>th</sup>. Intercity Transit received five responsive proposals by the due date. The results of the Phase One evaluation process determined that all responses advance to the Phase Two interview process.

Upon conclusion of the interview process, the project team concluded Iteris Inc had the most appropriate project personnel and greatest understanding of the objectives sought. Iteris has provided similar consulting services for transit agencies throughout the United States and the sub-consultant firm has substantial local experience.

The evaluation team is confident that Iteris will be successful at fulfilling our consultant needs. Iteris has been determined to be both responsive and responsible and therefore the evaluation team and Intercity Transit staff recommends awarding the project and executing a contract with Iteris Inc.

Intercity Transit is the lead agency and is providing all matching funds for the three separate grant awards related to this project. Following contract approval, staff anticipate an initial Task Order request for approval, and a project update to be presented to the ITA, later this fall.

**It was M/S/A by Councilmember Sullivan and Commissioner Mejia to authorize the General Manager to execute a consultant services contract with Iteris Inc. to perform engineering and support services for the implementation of transit signal priority and similar strategies consistent with the regional smart corridors project.**

- E. Resolution 02-2021 Adopt Five-Year Vanpool Fare Demo Project.** Cindy Waterhouse, Vanpool Manager, presented Resolution 02-2021 implementing a five-year, flat rate vanpool fare structure demonstration project.

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, currently has 133 active vanpool groups due to the pandemic, down from 183 pre-covid.

The current fare structure has more than 2,000 price points based on numerous variables which does not allow staff to easily inform potential customers or employers on the cost of vanpooling. The proposed flat rate vanpool fare structure will simplify fares so staff can clearly communicate and advertise the cost, reduce administrative costs, and attract essential and industrial workers who typically earn lower incomes.

As our community recovers from the pandemic, the flat rate vanpool 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.

Public comment was solicited and heard on August 18, 2021. All the comments were in favor of the five-year, flat rate vanpool fare structure. A resolution is now before the Authority for consideration.

**It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to adopt Resolution 02-2021 that establishes a five-year flat rate vanpool fare structure demonstration project.**

- F. Vanpool Software Program.** Jeff Peterson, Procurement Coordinator, presented the purchase of a vanpool management software program to track customer information, vanpool groups, payments, routes, employers, subsidies, ride matching, and required state and federal data reporting.

Intercity Transit's vanpool program is implementing a flat rate fare five-year demonstration project. Anticipating the Vanpool program updates, staff were able to secure grant funding that provides us the opportunity to replace our homegrown software management system with one that can better support our program. The new software system will enhance oversight, reporting, efficiency, and improve the vanpool user customer experience.

Several software solutions, including internally developed and commercially available options were considered. Staff recommends the solution provided by SHI called TripSpark (also known as RidePro) offered by Trapeze to meet our needs. Staff recommends utilizing the Department of Enterprise Services cooperative contract (NASPO) to purchase the software services solution.

The project team sought pricing from neighboring transit agencies, Pierce Transit and Ben Franklin Transit, and determined what has been proposed to Intercity is fair and reasonable. The project team supports the recommendation to proceed with the solution presented by SHI utilizing the DES cooperative agreement.

Intercity Transit was fortunate to have been awarded a Washington State Department of Transportation Regional Mobility Grant (RMG) earlier this summer that will fund the initial purchase and installation of this new vanpool program software management system. The RMG was awarded effective July 1, 2021.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Pierce to authorize the General Manager to execute a purchase order to SHI International Corp. in an amount not to exceed \$289,102.38, excluding tax, for implementation and one year of maintenance, reporting, and hosting.**

- G. CAC-ITA Check In.** Cox said this is the time each year when the ITA and CAC come together to acknowledge appreciation for one another and work on building relationships. She cannot say enough about how much she appreciates the service the CAC members do as volunteers, and how the CAC plays an invaluable role as advisors to the Authority. Cox also acknowledged the three former CAC members (Melnick, Pierce, Belk) who now serve as Authority members.

**Melnick** can't say enough good things about the CAC. As a former member of the CAC, he had no idea how important and valuable the information that the CAC goes through would be to him as an Authority member. Melnick said the CAC has the opportunity to express ideas and work with staff until they are satisfied and comfortable with an approach. He appreciates that.

**Pierce**, also a former CAC member, appreciates the CAC for "hanging in there tonight" remotely, and getting through the last year with remote meetings. Everyone can remain safe and we still can receive good input. The CAC's voices are important, and the Authority does read the CAC meeting minutes and she's always amazed at how diverse the group is with their various opinions, along with the comments and ideas that come up during discussion of agenda items. Pierce said often times this information gives her a new perspective on how to look at the topics. Pierce said the CAC is truly appreciated and to keep up the good work.

**Sullivan** appreciates the diversity of the individuals on the CAC and how that provides a holistic look at things that otherwise the Authority wouldn't be able to see. Sullivan considers the CAC the "eyes and ears" of IT, being out there in the community, which is beneficial to the Authority. The CAC can engage in a more casual conversation with the community, and she appreciates all the members being out there, and all the different ways they integrate into the community. The CAC are amazing ambassadors for Intercity Transit.

**Belk** said being a former member of the CAC helps him appreciate the kind of conversations he's had, and he's happy to see the CAC is meeting again even if it's in a virtual setting. He appreciates everyone who stuck through it, and their resiliency through this pandemic. It's more important than ever because he hasn't been riding the bus as often as he used to due to circumstances, and IT has a really big lift ahead of us trying to get people back to transit when it's safe and they are comfortable. He said let's get ridership back up. He agrees the CAC are ambassadors, and they have a big diversity of experiences, and IT needs the CAC more than ever to help build back ridership and get back on track with where we would have been if COVID hadn't happened. He can't say enough about the importance of the CAC's input.

**Gilman** said the CAC is definitely one of the things he's most proud of at Intercity Transit. Just having this body and their participation makes IT a stronger agency and makes the Authority do better work.

**Euler** said she does feel the CAC voices are heard and that's the biggest praise the Authority could give.

**O'Connell** said she's been on the CAC for nine years and with so many different people coming and going there is a constant awareness of the benefit of the CAC. Not all transit systems across America have a CAC, and the CAC has always been very respected by the Authority. It's impressive that former members of the CAC applied and have been accepted as an Authority member, and that speaks for itself. O'Connell thanked the Authority for the consistent value they place on the CAC.

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**Carmody** said there's a chance that she may not be on the Yelm City Council for very long for reasons that have nothing to do with her term and she wanted Intercity Transit to know they are quite possibly the most amazing group of people she ever had the honor to work with, both on the Authority and with the CAC, and with the staff of Intercity Transit. She said the IT staff and Authority are "beautiful people" and she is honored to have had the opportunity to work with them.

**Trail** said it was nice to see everyone and thanked the CAC for "hanging in there" during the pandemic. She realizes there is a learning curve for many that do not use remote meetings typically in their day. She appreciates the CAC for being here tonight and that they continue to contribute to and attend the CAC meetings each month.

**Scott** said she's enjoyed her time on the CAC. She also enjoys her interactions with the Operators and other staff members. She thanked everyone for being so friendly and being like a family.

### **COMMITTEE REPORTS**

#### **Thurston Regional Planning Council (Sept. 3):**

- In the interest of time, Cox referred everyone to the TRPC After Meeting Summary provided in the agenda packet.

#### **Transportation Policy Board (Sept. 8):**

- Melnick said Marc Daily reported all funding obligation targets were allocated, after developing a comprehensive approach.
- The Board recommended the Regional Planning Council adopt the Regional Transportation Improvement Program. IT's Martin Way Park and Ride direct access request was moved from not being regionally significant to being regionally significant.

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

- Freeman-Manzanares acknowledged an event that took place on September 4, 2021, resulting in a shooting at the Olympia Transit Center. Fortunately, no staff or passengers were directly involved or injured. No one should ever have to deal with individuals placing others in danger as they attempt to use public transportation. Staff responded well to this frightening event taking care of themselves and our passengers. We offered staff our Employee Assistance Program, which provides counseling services for anyone struggling with the event. There may be another event in town this weekend, and we are hoping that is not the case. However, Operations are preparing and sharing best practices just in case.
- The Pattison Project is going well, and the contractor is focusing on making sure the building is watertight as winter approaches. Freeman-Manzanares said the forecast predicts about 2" of rain this weekend.
- Staff is recruiting for the Community Advisory Committee and applications are due October 8, 2021. Please reach out to those you think might have an interest.

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- Staff is accepting applications for the Surplus Van Grant Program for non-profit organizations and agencies. Applications are due Wednesday, October 13, 2021. The program is in its 18<sup>th</sup> year and thus far the Authority has awarded 68 vehicles to meet the transportation needs of local organizations. Most recently: *Behavioral Health Resources, Catholic Community Services, Innovations Human Trafficking Collaboration, Interfaith Works, Sacred Heart, SafePlace, and Thurston County Food Bank.*

Application packets are available online at the [Intercity Transit website](#), by calling 360.786.8800, or by emailing [vans@intercitytransit.com](mailto:vans@intercitytransit.com). For more information about the Surplus Van Grant program, contact Cindy Fisher Waterhouse, Vanpool Program Manager at 360.705.5829 or Riley White, Commuter Services Assistant at 360.705.5847.

- Freeman-Manzanares recognized that Authority members had previously mentioned that the COVID-19 pandemic interrupted the Zero-Fare Demonstration Program, and she asked about their desire to extend the demonstration project beyond COVID. With direction from the Authority, staff and legal counsel would move forward to amend the original resolution to reflect this.
- **The Authority supported Freeman-Manzanares' suggestion to amend the resolution.**

### AUTHORITY/CAC ISSUES

**Sullivan** asked Gilman about the major road construction taking place on 4<sup>th</sup> and Franklin and how is that disrupting the flow of transportation and bus service?

**Gilman** said at the last ITA meeting, staff reported on the coordination between IT and the City of Olympia Engineering staff. There was work done to minimize the time impacts, but there is a major impact for cars going through downtown Olympia. A couple of blocks of 4<sup>th</sup> Avenue right at Franklin will be closed for approximately three months. It's going to be great for street parties, but not so great for moving back and forth at commute times. Gilman said all of those shops and businesses are going to remain open and detours are assigned. It would be best to take other streets to get eastbound through downtown.

**Gilman** said the City of Olympia is focused on the events where two different political groups brought weapons and engaged in a brawl downtown. The city is calling on both groups to not repeat that behavior, and the city is making additional preparations with law enforcement to respond accordingly. Gilman had a conversation with Freeman-Manzanares about the contingency plans IT is making with staff at the Olympia Transit Center and the Operators, and the city is doing the very best they can. He said it's super disappointing and frustrating to have people trying to solve political differences by shooting and hitting each other with sticks. The city is focused on giving this situation their best attention.

**Gilman** said he continues to be amazed at how IT is moving forward with the bold and unafraid motto to accomplish their mission, while adapting to COVID and getting the work of Intercity Transit done.

### ADJOURNMENT



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**With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:55 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Carolyn Cox, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: October 6, 2021**

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

**DRAFT**

PERIOD DATES:		8/15/2021-8/28/2021		PAYDATE	9/3/2021	PERIOD DATES:		8/29/2021-9/11/2021		PAYDATE	9/17/2021	
	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		83,601.02		IRS	FIT	EFT		94,088.65		
	MT	EFT		29,409.78	113,010.80		MT	EFT		31,485.52	125,574.17	
					0.00						0.00	
INS HEALTH	D3/DI	Disability Ins		2,635.45	0.00	INS HEALTH	A2	Met Life		11,376.24		
	HE/HI/SP/TB	Health In1stN2ND		225,659.00	0.00		D3/DI	Disability Ins		2,654.60	0.00	
											225,636.00	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	Chld Support	EFT	2,264.68	2,264.68	
					0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,532.11	10,532.11	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,710.00	9,710.00	
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,596.69	8,596.69	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,633.38	8,633.38	
GET HEALTH SAVING	GT	G.Ed.Tult	Check every	0.00		GET HEALTH SAVING	GT	G.Ed.Tult	Check every	0.00		
	HS	Health Svgs	ACH Wire every	402.59	402.59		HS	Health Svgs	ACH Wire every	402.59	402.59	
401K VANGUARD LOAN LOAN	DC	Vgrd EE	Wire	56,738.29		401K VANGUARD LOAN LOAN	DC	Vgrd EE	Wire	60,933.51		
	DC	Vgrd ER	Wire	39,908.21	96,646.50		DC	Vgrd ER	Wire	43,104.70	104,038.21	
	L2	401k Ln#2	Wire	3,895.60			L2	401k Ln#2	Wire	4,050.09		
	LN	401k Ln #1	Wire	6,900.88	10,796.48		LN	401k Ln #1	Wire	6,930.19	10,980.28	
			TTL VNGRD	107,442.98					TTL VNGRD	115,018.49		
LABOR INS ESD	LI&LA	L&I	EFT Quarterly	36,435.61		LABOR INS ESD	LI&LA	L&I -LA +LI +ER	EFT Quarterly	34,807.21		
	CF&CL	WPFML	EFT Quarterly	4,170.07			CF&CL	WPFML	EFT Quarterly	4,454.36		
MACHINISTS UNION DUES	MD/M2	Mch.UnDues	Check last	1,771.88		MACHINISTS UNION DUES	MD	Mch.UnDues- 164 PEREE	Check last	1,719.99		
	MI	Mac.Inltion	Check last	0.00	MI		Mac.Inltion	Check last	0.00			
	MS	Payroll Corr check		0.00	MS		Payroll Corr check		0.00			
	TF	Tx.Fr.Benefit	Employer	115.00	0.00		TF	Tx.Fr.Benefit	Employer	170.00	0.00	
PROJECT ASSIST	PA	Proj.Assist	Check last	385.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	384.00		
PENSION STATE PERS	PN/P3	PERS EE	EFT	64,966.96	0.00	PENSION STATE PERS	PN	PERS EE	EFT	69,090.99	0.00	
	PN/P3	PERS ER	EFT	104,082.18	169,049.14		PN	PERS ER	EFT	110,580.96	179,671.95	
			TTL PERS	169,049.14					TTL PERS	179,671.95		
ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3	ICMA Ln#2	WIRE	419.58	0.00	ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3	ICMA Ln#2	WIRE	419.58	0.00	
	RC	ICMA EE	WIRE	6,279.94			RC	ICMA EE	WIRE	6,546.40		
	RI	ICMA Roth	WIRE	450.00	450.00		RI	ICMA Roth	WIRE	450.00	450.00	
	RL	ICMA Ln#1	WIRE	651.15	1,070.73		RL	ICMA Ln#1	WIRE	651.15	1,070.73	
	RR	ICMA ER	WIRE	3,262.89	9,542.83		RR	ICMA ER	WIRE	3,439.51	9,985.91	
		TTL ICMA	10,613.56	11,063.56				TTL ICMA	11,056.64	11,506.64		
457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	17,023.02		457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	17,576.76		
	SR	457 ST ER	EFT	9,860.13	26,883.15		SR	457 ST ER	EFT	10,276.21	27,852.97	
	ST&SS	AFLAC POST/PRE	EFT	6,731.01	6,731.01		ST&SS	ShTrmDisab-AFLAC	EFT	6,737.91	6,737.91	
ATU UNION DUES	UC	Un COPE	Check 1st	127.00		ATU UNION DUES	UC	Un COPE	Check 1st	-		
	UA	Un Assess	Check last		UA		Un Assess -2ND PP	Check last	4,782.18			
	UD	Un Dues	Check last	6,344.76			UD	Un Dues-BOTH PP	Check last	6,310.33		
	UI	Un Initlatn	Check last	0.00	UI		Un Initlatn- 100.00 PEREE	Check last	0.00			
	UT	Un Tax	Check last	3,230.10			UT	Un Tax IST PP	Check last	0.00		
UNITED WAY	UW	United Way	Check last	273.00		UNITED WAY	UW	United Way	Check last	273.00		
WELLNESS	WF	Wellness	Check last	335.50		WELLNESS	WF	Wellness	Check last	333.50		
DIRECT DEP. LIVE CHECKS	NP	NET PAY (dir. Depos ACH Wire every		701,369.63	701,369.63	DIRECT DEP. LIVE CHECKS	NP	ACH Wire every		738,543.75	738,543.75	
	Paychecks			0.00	Paychecks - LIVE CHECKS			1,707.71				
	TOTAL TRANSFER (tie to Treasurer Notifications)			1,155,081.66	TOTAL TRANSFER (tie to Treasurer Notifications)			1,225,916.53				
	TOTAL PAYROLL*:		1,439,256.52		TOTAL PAYROLL*:		1,520,953.46					
	GROSS EARNINGS:		1,042,483.44		GROSS EARNINGS:		1,113,557.80					
GROSS WAGE ER AMOUNT MEDICARE TAX	EMPR MISC DED:		382,068.19		GROSS WAGE ER AMOUNT MEDICARE TAX	EMPR MISC DED:		391,652.90				
	EMPR MEDICARE TAX:		14,704.89			EMPR MEDICARE TAX:		15,742.76				
											0.00	
					1,439,256.52						1,520,953.46	2,960,209.98
DIRECT DEP.	ACH WIRE TOTAL			720,901.02		DIRECT DEP.	ACH WIRE TOTAL			757,289.72		

\$0.00

\$0.00

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/29/2021

Thru Date: 9/29/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33133	9/29/2021	09961	FORMA CONSTRUCTION COMPANY	\$2,050,728.01	
33134	9/29/2021	11498	IBI GROUP	\$11,341.85	
33135	9/29/2021	17290	PUGET SOUND ENERGY	\$50.90	
33136	9/29/2021	18540	STANTEC CONSULTING SERVICES INC	\$132,792.70	
33137	9/29/2021	24755	WA ST HEALTH CARE AUTHORITY	\$450,949.74	
Total:				\$2,645,863.20	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/28/2021

Thru Date: 9/28/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33099	9/28/2021	01895	ECOLUBE RECOVERY LLC	\$286.00	
33100	9/28/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,219.90	
33101	9/28/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$8,144.07	
33102	9/28/2021	03250	BATTERY SYSTEMS INC.	\$765.13	
33103	9/28/2021	03890	BRIDGESTONE AMERICAS INC	\$2,061.14	
33104	9/28/2021	05281	CAPITAL MACHINE LLC	\$2,207.69	
33105	9/28/2021	06120	CITY OF OLYMPIA UTILITIES	\$4,217.19	
33106	9/28/2021	06490	COLE GRAPHIC SOLUTIONS INC	\$1,439.30	
33107	9/28/2021	07220	CUMMINS INC.	\$1,655.35	
33108	9/28/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$4,116.89	
33109	9/28/2021	09205	ERF COMPANY INC.	\$275.00	
33110	9/28/2021	10477	GALLS PARENT HOLDINGS LLC	\$770.40	
33111	9/28/2021	10607	GENUINE AUTO GLASS OF LACEY	\$801.25	
33112	9/28/2021	10660	GILLIG LLC	\$10,475.45	
33113	9/28/2021	10759	GORDON TRUCK CENTERS INC	\$307.23	
33114	9/28/2021	11097	HART HEALTH AND SAFETY INC.	\$419.22	
33115	9/28/2021	12875	KPFF CONSULTING ENGINEERS INC	\$1,934.00	
33116	9/28/2021	14457	MIDWEST BUS CORPORATION	\$147.69	
33117	9/28/2021	14590	MOHAWK MFG & SUPPLY CO.	\$507.84	
33118	9/28/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$612.78	
33119	9/28/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$690.66	
33120	9/28/2021	15203	NORTHWEST CASCADE INC	\$11,995.38	
33121	9/28/2021	16252	ONSPOT OF NORTH AMERICA INC.	\$47.52	
33122	9/28/2021	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
33123	9/28/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,586.39	
33124	9/28/2021	18052	SHEA CARR & JEWELL INC.	\$2,499.17	
33125	9/28/2021	18066	SHI INTERNATIONAL CORP.	\$25,964.56	
33126	9/28/2021	18530	STANDARD PARTS CORP.	\$343.96	
33127	9/28/2021	18705	SUNBELT RENTALS INC.	\$1,472.31	
33128	9/28/2021	21830	THURSTON COUNTY SOLID WASTE	\$50.00	
33129	9/28/2021	21890	THURSTONTALK.COM INC.	\$5,500.00	
33130	9/28/2021	21950	TITUS-WILL CHEVROLET	\$603.76	
33131	9/28/2021	21985	TOTAL FILTRATION SERVICES INC.	\$969.24	
33132	9/28/2021	24640	WA ST DEPT OF TRANSPORTATION	\$14,090.87	
Total:				\$108,508.83	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/21/2021

Thru Date: 9/21/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33055	9/21/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,065.09	
33056	9/21/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,667.37	
33057	9/21/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$8,768.60	
33058	9/21/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$38.95	
33059	9/21/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,339.76	
33060	9/21/2021	03250	BATTERY SYSTEMS INC.	\$268.71	
33061	9/21/2021	04131	BUREAU VERITAS COMMODITIES & TRADE IN	\$1,772.71	
33062	9/21/2021	06120	CITY OF OLYMPIA UTILITIES	\$184.00	
33063	9/21/2021	06781	COMPUNET INC.	\$73,042.18	
33064	9/21/2021	07220	CUMMINS INC.	\$2,394.91	
33065	9/21/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,330.92	
33066	9/21/2021	10580	GENE'S TOWING INC	\$215.65	
33067	9/21/2021	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
33068	9/21/2021	10660	GILLIG LLC	\$9,428.36	
33069	9/21/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
33070	9/21/2021	10759	GORDON TRUCK CENTERS INC	\$429.97	
33071	9/21/2021	11331	HOME DEPOT U.S.A. INC.	\$228.25	
33072	9/21/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$211.30	
33073	9/21/2021	11651	INFRARED & INTELLIGENT SENSORS NA INC.	\$227.55	
33074	9/21/2021	11905	JANEK CORPORATION - THE	\$656.40	
33075	9/21/2021	13740	MAGELLAN HEALTHCARE	\$2,381.40	
33076	9/21/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33077	9/21/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$197.55	
33078	9/21/2021	15203	NORTHWEST CASCADE INC	\$5,591.08	
33079	9/21/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$91.25	
33080	9/21/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$546.50	
33081	9/21/2021	16490	HAROLD LEMAY ENTERPRISES	\$681.15	
33082	9/21/2021	16966	POINT & PAY LLC	\$673.85	
33083	9/21/2021	17290	PUGET SOUND ENERGY	\$13,639.62	
33084	9/21/2021	17760	ROSS AND WHITE COMPANY	\$134.89	
33085	9/21/2021	17900	SCHETKY NORTHWEST SALES INC.	\$239.27	
33086	9/21/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,532.61	
33087	9/21/2021	18530	STANDARD PARTS CORP.	\$125.77	
33088	9/21/2021	18705	SUNBELT RENTALS INC.	\$689.21	
33089	9/21/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$7,489.97	
33090	9/21/2021	21660	THERMO KING NORTHWEST INC.	\$71.37	
33091	9/21/2021	21950	TITUS-WILL CHEVROLET	\$1,587.93	
33092	9/21/2021	22235	TREW ENTERPRISE LLC	\$2,575.17	
33093	9/21/2021	23576	UNG CHAE	\$2,700.00	
33094	9/21/2021	23641	UNITED STATES TREASURY	\$35.50	
33095	9/21/2021	23660	UNITED WAY OF THURSTON COUNTY	\$546.00	
33096	9/21/2021	24000	W. W. GRAINGER INC.	\$22.46	
33097	9/21/2021	24030	WA ST AUDITOR'S OFFICE	\$13,345.80	
33098	9/21/2021	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$370.90	
Total:				\$185,932.24	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/15/2021

Thru Date: 9/15/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33015	9/15/2021	01405	ADVANCE GLASS INC.	\$1,661.79	
33016	9/15/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$49.23	
33017	9/15/2021	01899	AMERICAN PLANNING ASSOCIATION OREGO	\$150.00	
33018	9/15/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$9,104.94	
33019	9/15/2021	02828	AVAIL TECHNOLOGIES INC.	\$395,596.09	
33020	9/15/2021	03023	BACKUPIFY INC.	\$828.75	
33021	9/15/2021	05720	CDW GOVERNMENT INC	\$7,658.00	
33022	9/15/2021	06040	CITY OF LACEY	\$3,250.00	
33023	9/15/2021	07220	CUMMINS INC.	\$3,211.17	
33024	9/15/2021	07620	DAVIS WRIGHT TREMAINE LLP	\$556.50	
33025	9/15/2021	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$471.08	
33026	9/15/2021	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$2,062.19	
33027	9/15/2021	10580	GENE'S TOWING INC	\$275.84	
33028	9/15/2021	10660	GILLIG LLC	\$1,026.28	
33029	9/15/2021	10759	GORDON TRUCK CENTERS INC	\$640.53	
33030	9/15/2021	10887	GRUBER POWER SERVICES	\$12,467.24	
33031	9/15/2021	11331	HOME DEPOT U.S.A. INC.	\$630.58	
33032	9/15/2021	13485	LEMAY MOBILE SHREDDING	\$96.85	
33033	9/15/2021	14381	METLIFE	\$11,379.09	
33034	9/15/2021	14682	MSGs ARCHITECTS INC.	\$52,571.59	
33035	9/15/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$377.43	
33036	9/15/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
33037	9/15/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$330.00	
33038	9/15/2021	16654	PARKER CORPORATE SERVICES INC.	\$46,716.12	
33039	9/15/2021	16969	POINT GRAPHICS LLC	\$43.76	
33040	9/15/2021	17391	QUALITY MUFFLER & BRAKE	\$193.36	
33041	9/15/2021	17861	SAMBA HOLDINGS INC.	\$194.29	
33042	9/15/2021	17900	SCHETKY NORTHWEST SALES INC.	\$300.52	
33043	9/15/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$391.25	
33044	9/15/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
33045	9/15/2021	18530	STANDARD PARTS CORP.	\$270.88	
33046	9/15/2021	18705	SUNBELT RENTALS INC.	\$786.57	
33047	9/15/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$4,033.83	
33048	9/15/2021	21950	TITUS-WILL CHEVROLET	\$2,481.81	
33049	9/15/2021	22010	ROTTERS INC.	\$183.29	
33050	9/15/2021	22235	TREW ENTERPRISE LLC	\$1,116.76	
33051	9/15/2021	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
33052	9/15/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
33053	9/15/2021	23410	U.S. BANK NA	\$23,825.62	
Total:				\$591,419.99	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/11/2021

Thru Date: 9/11/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33013	9/11/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
33014	9/11/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$67,421.04	
Total:				\$67,421.04	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/8/2021

Thru Date: 9/8/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32977	9/8/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$127.00	
32978	9/8/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$48,723.32	
32979	9/8/2021	03250	BATTERY SYSTEMS INC.	\$537.42	
32980	9/8/2021	06120	CITY OF OLYMPIA UTILITIES	\$9,868.82	
32981	9/8/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$98.42	
32982	9/8/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$119.03	
32983	9/8/2021	07220	CUMMINS INC.	\$973.43	
32984	9/8/2021	07350	CW JANITORIAL SERVICE LLC	\$21,706.66	
32985	9/8/2021	07619	DAVID S FOSTER	\$1,750.00	
32986	9/8/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
32987	9/8/2021	09662	FERRELLGAS LP	\$10,132.07	
32988	9/8/2021	09721	FIRST TRANSIT INC.	\$10,214.96	
32989	9/8/2021	10477	GALLS PARENT HOLDINGS LLC	\$834.69	
32990	9/8/2021	10580	GENE'S TOWING INC	\$239.17	
32991	9/8/2021	10607	GENUINE AUTO GLASS OF LACEY	\$969.97	
32992	9/8/2021	10660	GILLIG LLC	\$2,405.19	
32993	9/8/2021	11331	HOME DEPOT U.S.A. INC.	\$68.05	
32994	9/8/2021	11943	JOANNA GRIST	\$1,750.00	
32995	9/8/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,026.00	
32996	9/8/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32997	9/8/2021	14760	MUNCIE TRANSIT SUPPLY	\$205.25	
32998	9/8/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
32999	9/8/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$103.00	
33000	9/8/2021	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$879.51	
33001	9/8/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$473.17	
33002	9/8/2021	17391	QUALITY MUFFLER & BRAKE	\$131.23	
33003	9/8/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
33004	9/8/2021	17505	RAINIER DODGE INC.	\$673.61	
33005	9/8/2021	17580	RECARO NORTH AMERICA INC.	\$902.41	
33006	9/8/2021	17760	ROSS AND WHITE COMPANY	\$206.18	
33007	9/8/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$964.52	
33008	9/8/2021	18052	SHEA CARR & JEWELL INC.	\$7,714.18	
33009	9/8/2021	18540	STANTEC CONSULTING SERVICES INC	\$113,157.23	
33010	9/8/2021	23641	UNITED STATES TREASURY	\$35.50	
33011	9/8/2021	24100	WA ST DEPT OF ECOLOGY 1	\$1,976.00	
33012	9/8/2021	24755	WA ST HEALTH CARE AUTHORITY	\$461,268.42	
Total:				\$707,497.49	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/2/2021

Thru Date: 9/2/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32941	9/2/2021	01405	ADVANCE GLASS INC.	\$406.97	
32942	9/2/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$629.75	
32943	9/2/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,219.90	
32944	9/2/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$54,162.34	
32945	9/2/2021	03250	BATTERY SYSTEMS INC.	\$268.71	
32946	9/2/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$1,187.00	
32947	9/2/2021	07220	CUMMINS INC.	\$1,414.35	
32948	9/2/2021	08885	ENVIRO-CLEAN EQUIPMENT INC	\$319.93	
32949	9/2/2021	09805	FLEET PRIDE INC.	\$263.26	
32950	9/2/2021	10135	FRAMPTON RICHARD	\$68.15	
32951	9/2/2021	10477	GALLS PARENT HOLDINGS LLC	\$2,938.17	
32952	9/2/2021	10580	GENE'S TOWING INC	\$59.79	
32953	9/2/2021	10660	GILLIG LLC	\$4,425.21	
32954	9/2/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
32955	9/2/2021	10759	GORDON TRUCK CENTERS INC	\$631.65	
32956	9/2/2021	10951	HA QUAN	\$49.98	
32957	9/2/2021	11097	HART HEALTH AND SAFETY INC.	\$1,072.98	
32958	9/2/2021	11498	IBI GROUP	\$7,097.22	
32959	9/2/2021	11865	ISLAND SUPERIOR AIR FILTER	\$1,292.00	
32960	9/2/2021	11909	JAYRAY ADS & PR INC	\$1,256.25	
32961	9/2/2021	13738	MACDONALD DAVID	\$62.09	
32962	9/2/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$331.55	
32963	9/2/2021	17505	RAINIER DODGE INC.	\$435.86	
32964	9/2/2021	17900	SCHETKY NORTHWEST SALES INC.	\$787.37	
32965	9/2/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$409.13	
32966	9/2/2021	18101	SIJ HOLDINGS LLC	\$515.89	
32967	9/2/2021	18145	SIX ROBBLEES' INC.	\$2,877.98	
32968	9/2/2021	18530	STANDARD PARTS CORP.	\$482.81	
32969	9/2/2021	18651	STORMANS INC. (LICENSING)	\$455.00	
32970	9/2/2021	18705	SUNBELT RENTALS INC.	\$534.50	
32971	9/2/2021	21660	THERMO KING NORTHWEST INC.	\$1,466.85	
32972	9/2/2021	21950	TITUS-WILL CHEVROLET	\$745.40	
32973	9/2/2021	21985	TOTAL FILTRATION SERVICES INC.	\$250.43	
32974	9/2/2021	22100	TRANSIT SOLUTIONS LLC	\$36,651.19	
32975	9/2/2021	24000	W. W. GRAINGER INC.	\$118.04	
<b>Total:</b>				<b>\$131,887.70</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2021 SEPTEMBER	DI	9/24/2021			769.00	769.00	769.00		769.00
<b>11775 IT WELLNESS</b>										
00	2021 SEPTEMBER	DI	9/24/2021			669.00	669.00	669.00		1,438.00
<b>14067 MCCLANAHAN MICHAEL</b>										
00	09/14 RECOG CSH OU	DI	9/24/2021			5.00	5.00	5.00		1,443.00
<b>17720 RIVERS KERRY</b>										
00	09/14 RECOG CSH OU	DI	9/24/2021			165.00	165.00	165.00		1,608.00

**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
<b>10976 HAMILTON TYLER</b>										
00	09/07 RECOG CSH OU	DI	9/17/2021			55.00	55.00	55.00		55.00

**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
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2021 SEPTEMBER	DI	9/10/2021			3,544.00	3,544.00	3,544.00		3,544.00

**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
<b>06487 COIT SUZANNE</b>										
00	8/31/21 INK REIMB	DI	9/3/2021			43.08	43.08	43.08		43.08
<b>11233 HENDRICKS WANDA</b>										
00	08/24 RECOG CSH OU	DI	9/3/2021			70.00	70.00	70.00		113.08
<b>17533 RANGEL EMILIO</b>										
00	SUMMER 2021 TUITIO	DI	9/3/2021			2,730.00	2,730.00	2,730.00		2,843.08

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: October 6, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Operations Uniforms

- 
- 1) **The Issue:** As-needed purchase of uniform items for Operations staff.
- 
- 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not-to-exceed \$115,000 per year, including sales tax.
- 
- 3) **Policy Analysis:** The Procurement Policy indicates the Authority must approve any contract over \$100,000.
- 
- 4) **Background:** Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis in 2022. These purchases typically include replacement garments for current staff and new uniform items for new employees. Galls has been Intercity Transit's uniform provider for the past several years.
- In July 2019, the Washington State Department of Enterprise Services (DES) awarded master contract 01417 for uniforms and accessories to Galls. Intercity Transit began utilizing this contract in November 2019 and seeks to continue to purchase Operations uniform items from Galls under this contract.
- Intercity Transit has been satisfied with the products and services provided by Galls and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniforms, staff is confident that this contract and vendor will continue serve our staff well.
- 
- 5) **Alternatives:**
- A. Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$115,000 per year, including sales tax.
  - B. Defer action. Deferred action would result in a lapse of contract coverage for Operations uniform items.
- 
- 6) **Budget Notes:** We anticipate the 2022 budget will include \$115,000 for standard Operations Uniform items. Orders will be placed on an as-needed basis and will not exceed the annual budgeted amount.
- 
- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: October 6, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** State Legislative Advocacy Services Contract Award

- 
- 1) **The Issue:** Award a one-year contract to Foster Government Relations for State Legislative Advocacy Services.
- 
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. While this contract represents an annual contract value of \$48,000, the total cumulative value of the contract for State Advocacy Services could exceed \$100,000.
- 
- 4) **Background:** Intercity Transit released a Request for Proposals (RFP) for State Legislative Advocacy Services on August 6, 2021. One proposal from Foster Government Relations was received by the submittal deadline of August 31, 2021.

The proposal was evaluated by the General Manager, Development Director, Grants Program Administrator, and procurement staff in accordance with criteria established in the RFP. Based on the evaluation process, which consisted of review of non-cost and cost proposal factors, Intercity Transit determined that Foster Government Relations is a responsible proposer and meets all RFP requirements.

The annual contract amount reflects an increase from the previous contract rate in the amount of \$6,000 per year. This increase is commensurate with comparable transit contracts and the Consumer Price Index.

Intercity Transit has worked with Foster Government Relations under our previous contract for the past five years and has been satisfied with the firm's representation of our interests during that time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy

rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes the firm will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract award to Foster Government Relations.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
- B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.

---

6) **Budget Notes:** The total annual contract value of \$48,000 for State Legislative Advocacy Services falls within the budgeted amount.

---

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

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: October 6, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Federal Advocacy Services Contract Renewal

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1) **The Issue:** Renew the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Affairs for an additional year.

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2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$84,000.

---

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$84,000, the total cumulative value of the contract for Federal Advocacy Services from October 2018 through October 2022 exceeds \$100,000.

---

4) **Background:** In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the third one-year renewal, and the annual contract amount remains the same as the previous term.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past thirteen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington D. C. continues. It remains beneficial for Intercity Transit to have an advocate in Washington D. C. to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates and recommends that a contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$84,000.
- B. Choose not to renew Federal Advocacy Services at this time. All monitoring and advocating would then be the responsibility of Intercity Transit staff.

---

6) **Budget Notes:** The total annual contract value of \$84,000 for Federal Advocacy Services falls within the budgeted amount.

---

7) **Goal Reference:** Securing grant funds for the development of capital projects and the purchase of vehicles supports: **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: October 6, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Surplus Vanpool Vehicles

- 
- 1) **The Issue:** Whether or not to declare vehicles surplus.
- 
- 2) **Recommended Action:** Declare the vehicles 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 Vanpool vehicles listed in Exhibit A as surplus. These vehicles exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus these vehicles will be either offered for direct purchase by other public agencies or granted as part of the surplus van grant program. Surplus vehicles not granted or sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$228,187.
- 
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items surplus.
  - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
  - D. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
- Two vehicles listed in Exhibit A were purchased using Federal funds. Intercity Transit will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds generated in excess of \$5,000 for a federally funded item can be reprogrammed toward a new eligible FTA grant project. Proceeds received of \$5,000 or more (per vehicle) not programmed would need to be returned to FTA.
- 
- 7) **Goal Reference: Goal No. 3:** *"Maintain a safe and secure operating system."*
- 
- 8) **References:** Exhibit A - Surplus Vehicles - October 2021.

**EXHIBIT A**  
**SURPLUS VEHICLES - OCTOBER 2021**

<b>COACHES</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
1	2121	2011	Dodge Caravan	7	103,843	\$6,166.00
2	2170	2011	Ford Econoline E-350	15	120,852	\$9,503.00
3	2171	2011	Ford Econoline E-350	15	115,938	\$10,006.00
4	2172	2011	Ford Econoline	15	91,761	\$12,230.00
5	2201	2012	Dodge Caravan	7	97,960	\$6,868.00
6	2300	2013	Dodge Caravan	7	98,078	\$7,522.00
7	2360	2013	Chevrolet Express	15	105,584	\$13,983.00
8	2460	2014	Chevrolet Express	15	128,090	\$11,558.00
9	2461	2014	Chevrolet Express	15	107,159	\$13,956.00
10	2462	2014	Chevrolet Express	15	136,883	\$10,839.00
11	2463	2014	Chevrolet Express	15	64,792	\$19,766.00
12	2464	2014	Chevrolet Express	15	113,232	\$13,239.00
13	2465	2014	Chevrolet Express	15	119,459	\$12,561.00
14	2540	2015	Chevrolet Express	15	102,219	\$15,047.00
15	2541	2015	Chevrolet Express	15	91,222	\$16,566.00
16	2542	2015	Chevrolet Express	15	81,755	\$18,044.00
17	2543	2015	Chevrolet Express	15	131,406	\$11,830.00
18	2544	2015	Chevrolet Express	15	78,692	\$18,503.00
<b>TOTAL ESTIMATED SURPLUS VEHICLE VALUE</b>						<b>\$228,187.00</b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-E**  
**MEETING DATE: October 6, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Jessica Gould, Grants Program Administrator, 705-5808

**SUBJECT:** Approval of the 2021 Title VI Program Updates

- 
- 1) **The Issue:** Authority review and approval of Intercity Transit's updates to the *Title VI Program*.
- 
- 2) **Recommended Action:** Approve Intercity Transit's Title VI Program updates as presented and request staff submit the updated plan to the Federal Transit Administration (FTA).
- 
- 3) **Policy Analysis:** The Federal Transit Administration (FTA) requires all transit provider's Title VI Programs to be approved by the recipient's Board of Directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to the FTA.
- 
- 4) **Background:** Intercity Transit's Title VI Program must be updated every three years to maintain eligibility to receive grant funding through the Federal Transit Administration (FTA). The FTA requires all Title VI Programs to be approved by their recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to the FTA.

This year's update continues the routine administrative process to fulfill federal requirements for a small urban agency. Intercity Transit's last Title VI Program was submitted October 1, 2018. No issues were presented related to our Title VI Program during our most recent triennial review. This year's updates are generally considered "housekeeping." As part of our updates this fall, staff are also mindful of the potential need to update the Title VI Program again if our designation shifts from small urban to large urban as part of the 2020 Census changes. It is uncertain if our designation will change at this time but a determination is possible by the Spring of 2022. If it is confirmed that IT will transition to a large UZA, additional components will need to be included in a revised Title VI Program. In anticipation of this, staff is preparing for those updates including the possibility of onboarding a consultant to assist with the additional requirements related to a federal designation change by early 2022. Here is a summary of the proposed updates to the existing Title VI Program presented this evening for Authority review and approval:

- Updates to website links and Language Assistance Line statistics over the past 3 years.
- Update of Limited English Proficiency (LEP) map and data consistent with most current U.S. Census Bureau (ACS) information.
- Updates for consistency with the agencies adopted Design Principles (included in the Strategic Plan), Service Standards, and Bus Stop Guidelines.

Following Authority approval, staff will submit the updated Title VI Program to FTA. We expect to update the Authority if we hear news regarding a large urban designation and report on how those changes affect Intercity Transit and our Title VI Program.

---

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

---

6) **Budget Notes:** Updates to the Title VI Program were prepared by staff. Funding for a more extensive update to the Title VI Program that may come with a large urban area designation will be proposed with the 2022 budget. A current Title VI Program is a requirement to maintain eligibility for use of Federal Funds.

---

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #3:** *"Maintain a safe and secure operating system."*

---

8) **References:** Current [Title VI Program](#) can be accessed on the website.

**2021 Timeline for Title VI Program:**

July-September 2021:	Staff review and prepare updates to Title VI Program
October 1, 2021:	Submit draft Title VI Program to the Federal Transit Administration
October 6, 2021:	Present updated Title VI Program to ITA for approval
October 15, 2021:	Submit Title VI program to the FTA with ITA approval

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-F**  
**MEETING DATE: October 6, 2021**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Set the Public Hearing for the 2022-2027 Draft Strategic Plan

- 
- 1) **The Issue:** Set the public hearing date for the 2022-2027 Draft Strategic Plan.
- 
- 2) **Recommended Action:** To set the public hearing on Wednesday, November 3, 2021, at 5:30 p.m., to receive comments on the 2022-2027 Draft Strategic Plan.
- 
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides direction regarding service levels, programming and capital project which is the basis of the budget.
- 
- 4) **Background:** The Draft 2022-2027 Strategic Plan identifies policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. While there are many unknowns regarding 2022 due to the existing public health crisis, the strategic plan recognizes the uncertainties, allowing the agency to respond as appropriate and focuses on returning to the Authority approved long-range plan. The Authority reviewed the strategic plan in the spring of 2021 providing direction for the creation of the agency budget. Both the Strategic Plan and the budget are on track for approval at the November 17, 2021, Authority meeting.
- 
- 5) **Alternatives:**
- A) Set the public hearing for the 2022-2027 Strategic Plan for 5:30 p.m., Wednesday, November 3, 2021.
  - B) Direct staff to set the public hearing for a different date.
- 
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. There are no contractual costs associated with the development of the plan.
- 
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
- 
- 8) **References:** [Draft 2022-2027 Strategic Plan](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-G**  
**MEETING DATE: October 6, 2021**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Set the Public Hearing for the 2022 Draft Budget

- 
- 1) **The Issue:** Set the public hearing date for the Draft 2022 Budget.
- 
- 2) **Recommended Action:** Set the public hearing for the 2022 draft budget for 5:30 p.m., Wednesday, November 3, 2021. Final adoption is proposed for November 17, 2021.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the proposed Strategic Plan. The Strategic Plan identifies the Authority's plan regarding service levels, which is the prime driver of proposed expenses for 2022.
- 
- 4) **Background:** Staff will present an update to the 2022 budget previously presented.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** The draft budget document is anticipated to be available for public comment no later than October 15, 2021. A public hearing is anticipated on Wednesday, November 3, 2021. The budget is scheduled for adoption at the November 17, 2021 Authority meeting.
- 
- 7) **Goal Reference:** The annual budget impacts all agency goals.
- 
- 8) **References:** Draft 2022 Budget.
-



2022 Budget - History of changes					Total			
Original Budget numbers presented to the Board 9/1/2021					\$ 181,814,553			
Subsequent Changes:				Comments	change	original	revised	change
1	add	TM-004	Security	increased costs	\$ 175,900	\$ 560,100	\$ 736,000	\$ 175,900
2	add	MA-006	Alternative Technology Master Planning & Detail Design	new project	\$ 650,000	\$ -	\$ 650,000	\$ 650,000
			Revised budget total		\$ 182,640,453	\$ 560,100	\$ 1,386,000	\$ 825,900
			Change		\$ 825,900			
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<b><i>Budget Summary - Cash Basis</i></b>	<b><i>2022 Budget</i></b>
<b><i>Beginning Cash Balance</i></b>	<b><i>\$140,000,000</i></b>
<b><i>Add:</i></b>	
Operating Revenues: Sales tax	74,478,284
Operating Revenues: VP fares	824,000
Operating Revenues: interest income, misc.	1,300,000
Grant Revenue - Operating	4,423,789
Grant Revenue - Capital	14,350,073
<b>Total Revenues</b>	<b><i>95,376,146</i></b>
<b><i>Less:</i></b>	
<b>Operating Expenditures</b>	
Operating	64,135,658
Operating - New projects	1,577,000
Operating - Rollover projects	12,353,080
<b>Total Operating Expenditures</b>	<b>78,065,738</b>
<b>Capital Expenditures</b>	
Capital - New	38,765,715
Capital - Rollover	65,809,000
<b>Total Capital Expenditures</b>	<b>104,574,715</b>
<b>Total Expenditures</b>	<b><i>182,640,453</i></b>
<b><i>Ending Cash Balance</i></b>	<b><i>52,735,693</i></b>
<b><i>Less Operating Reserve (25% of operating expenditures)</i></b>	<b><i>(19,516,435)</i></b>
<b><i>Ending Unreserved Cash Balance</i></b>	<b><i>\$33,219,259</i></b>

## Draft 2022 Budget Expenditures as of 9/30/2021

Project Type	Name	Description	Budget
Proposed New Project	Alternative Tech Master Planning & Detail Design	Hire consultant services to integrate alternative fuel infrastructure into the site master plan and complete detail design work.	\$650,000
	Amtrak Building Security System	The Amtrak station is in an isolated area and should provide security monitoring. The new system will allow for enhanced owner control and security features including user management, electronic access control, monitoring and access reporting.	\$25,000
	Amtrak restroom remodel design/estimate	Architecture and Engineering services will be used to prepare a preliminary design and engineering estimate for the restroom update including potential issues with underground utilities.	\$12,000
	BRT and Corridor Program Capital	Provides capital funding for the BRT Program as noted in the Long Range Plan. Funding is expected to provide the minimum 50% local share of the planned BRT/Corridor implementation as noted in the Short and Long Range Plan. May include new property, ROW and ROW capital improvements consistent with development of the full program.	\$15,000,000
	Building Condition Assessment	Utilize a qualified firm to perform a 30-year major maintenance and renewal assessment of all agency properties and buildings, except Amtrak. This professional assessment will help inform the agency Transit Asset Management (TAM) plan as well as our strategic and long-term financial forecasts.	\$100,000
	Building Condition Assessment - Amtrak	Utilize a qualified firm to perform a 30-year major maintenance and renewal assessment of the Amtrak facility. This professional assessment will help inform the agency Transit Asset Management (TAM) plan as well as our strategic and long-term financial forecasts.	\$10,000
	Buses (replacement, partly grant funded) (10)	Purchase 10 new coaches to replace units that have met or exceeded their useful life benchmarks. These are the last ten vehicles pre-ordered in 2019 on PO1909.	\$6,289,495
	DAL vans (replacement, partly grant funded) (28)	Purchase DAL units for 28 that have met or exceeded useful life benchmarks. The current order includes replacements due in 2021 (18 units) and 2022 (10 units).	\$5,016,704
	Driver Barriers/HVAC system	2022 COVID plan includes an allocation for coach driver barriers (\$650k) and the addition of an	\$1,124,940

	HVAC air purification system for the coach fleet (\$360k) for 86 coach buses.	
Emergency Response - Coronavirus	COVID related operating supplies and expenses. Includes additional supplies such as: PPE, cleaning supplies (disinfectants, sprayers), anti-microbial products, personal hygiene supplies (sanitizer), and other supplies necessary to maintain cleanliness of vehicles and facilities.	\$220,000
Facilities Truck (replacement)	Replace one (1) facilities work truck which has reached the end of its useful life.	\$80,000
Fleetnet Migration to My Avail	This is to support the migration efforts of the Fleetnet ERP system to the My Avail platform in the Avail hosted cloud. Avail has indicated that they will no longer be supporting on premise installs/versions in the near future, although no timeframe has been released.	\$32,000
Large Urban Area Federal updates/Title VI	Provides professional services and support for updates required to meet FTA reporting and data tracking related to the transition from small urban to large urban Federal designation. A major component of 2022 work will be updating the agency's required Title VI plan and tracking tools.	\$200,000
Maint Truck (replacement)	Replace one (1) fleet shop truck which has reached the end of its useful life.	\$90,000
Non-Rep comp/class study	Compensation study to be completed in 2022 by Gallagher. This project includes a job evaluation, compensation study, and a final report with recommendations for improvements and changes to be implemented.	\$40,000
Non-Rep compensation study	To provide a placeholder for the results of the Non-Rep compensation study to be done in 2022.	\$550,000
Ops supervisor vehicle (new/additional unit)	Additional Operations DAL Supervisor vehicle for increased on-road coverage and fleet depth.	\$60,000
Pattison furniture, fixtures, equip & technology	Budget for Pattison furniture, fixtures, equipment & technology.	\$10,000,000
Vanpool Management Software	This project is to support Vanpool in their effort to replace their antiquated application and to meet their needs with changing vanpool fare structures and NTD reporting. Most of this project will be covered by grant funding.	\$300,000
Vanpool Promotion	This project builds upon previous grant funded outreach to support small businesses and extends marketing to attract vanpool riders who are either working non-traditional schedules or are working in industrial or warehouse sectors. It continues development of tools to attract, retain and	\$125,000

	support small and medium sized employers, as well as CTR-affected employers in support of Intercity Transit's vanpool program.	
	Vanpool vans (replacement) (12)	\$417,576
	Purchased 12 replacement seven passenger vanpool vehicles in 2020. We received grant funding from Vanpool Investment Program (VIP) grant from WSDOT for 65% of replacement costs. This is a rollover project for 2022. Customers have requested smaller vans and we are replacing some twelve passenger vans with 12 seven passenger Toyotas.	
	Total	\$40,342,715
Rollover Project	Alternative Technology Project Management	\$400,000
	Amtrak parking lot drainage engineering	\$25,000
	Amtrak Tree Replacement (pending County direction)	\$21,000
	BRT Modeling/Corridor Assess(federalizing project)	\$280,000
	BRT Station PE/Construction	\$860,000
	Bus Stop Enhancements/Facilities	\$15,000
	Bus Stop Facility Improvements/Planning	\$780,000
	CAD/AVL & Communication project	\$6,689,000
	Community engagement	\$145,000
	Cybersecurity	\$100,000
	Exterior Paint Consultant	\$17,500
	Facilities management software	\$40,000
	Fixed Route Promotions	\$30,000
	Fixed Route Transfer Study	\$120,000
	High Performance Cord (BRT The One)	\$1,600,000
	Hybrid Bus Mid-Life Rebuild	\$1,500,000
	Innovative service zones study	\$250,000
	LTC rain gutter replacement	\$133,580
	Maintenance tools	\$30,000
	Martin Way P&R Express Bus direct access	\$3,700,000
	Mobile Steam Cleaner	\$35,000
	Monitor System Services-Planning	\$120,000
	Offsite parking	\$90,000

	OTC SW Corner site Improvement Project	\$100,000
	Outreach Education Services	\$100,000
	Park and Pool Project	\$3,000
	Pattison Rehab & Expansion	\$58,000,000
	Pattison Safety Work Platforms	\$10,000
	Satisfaction & Market Segmentation Survey	\$260,000
	Service Performance & Reporting	\$85,000
	Shop Floor Scrubbers (2)	\$40,000
	Smart Corridor phase 2 & 3	\$758,000
	Staff Car (replacement) (2004 Ford Taurus wagon)	\$30,000
	Staff Car (replacement) (2004 Toyota Prius)	\$45,000
	Strategic Comm/Community Engagement	\$100,000
	Traffic Engineering Services	\$100,000
	Transit Center and core customer info navigation	\$300,000
	Transit Signal Priority	\$940,000
	Website enhancements	\$200,000
	West Olympia Service Analysis	\$110,000
	Total	\$78,162,080
Operational Expenses	Active Threat Management	\$20,000
	Admin Serv/Finance - Operating Expenses	\$15,000
	Admin Serv/Finance - Training	\$18,000
	Admin Serv/HR - Operating Expenses	\$185,275
	Admin Serv/HR - Training	\$23,000
	Admin Serv/IS - Training	\$45,000
	Admin Serv/Safety - Operating expenses	\$250
	Admin Serv/Safety - Training	\$14,000
	Agency Wellness Activities	\$10,500
	Amtrak Background Checks	\$150
	Amtrak Operational Expenses	\$96,950
	Amtrak parking lot maint service	\$5,000
	Amtrak property taxes/insurance	\$3,500

Annual Authority Planning Session	\$15,800
Annual Recognition Banquet	\$19,000
Annual State Audit	\$57,000
Bond counsel services	\$50,000
Buildings/Grounds Maintenance	\$476,401
CAC/Authority Support	\$18,100
Catch Basin Cleaning Contract	\$50,000
Credit Card Processing Fees	\$34,000
Custodial Services	\$327,713
Cut Commute Committee	\$40,000
Development/Dev - Operating Expenses	\$2,000
Development/Dev- Training	\$14,880
Development/Planning - Training	\$22,935
Development/Procurement - Operating Expenses	\$6,000
Development/Procurement - Training	\$34,329
Drug & Alcohol Program	\$48,860
Elevator Maintenance Contract	\$13,500
Emergency Response - Coronavirus	\$5,000
Employee Medical Programs	\$28,500
Employee/Volunteer Recognition	\$43,000
Equipment Rental (agency)	\$65,000
Executive - Operating Expenses	\$10,600
Executive - Training	\$31,518
Executive/Marketing - Training	\$20,500
Facility/Maint Service Contracts	\$40,000
Financial advisor services	\$40,000
General Agency Insurance	\$2,000,500
General Wage Increase	\$1,461,093
Grants Consultant	\$40,000
IAM Contract Benefits	\$25,000
Implement Bicycle Programs	\$24,500
Internal Staff Development	\$10,100
IS Communication Infrastructure	\$377,000
IS Enterprise Application Support	\$649,000
IS Infrastructure and Operations	\$663,620
IT Local Roadeo	\$4,000

ITA/CAC Training & Development	\$22,141
Landscaping Services	\$197,800
Legal Notices	\$4,000
Legal Services	\$103,000
Loomis armored car services	\$10,000
Maint seasonal temp help	\$15,000
Maintain Coaches operating expenses	\$4,768,829
Maintain DAL vans operating expenses	\$1,051,292
Maintain Staff Vehicles operating expenses	\$131,192
Maintain VP operating expenses	\$769,795
Maintain VV operating exp	\$19,200
Maintenance/Facilities - Training	\$20,000
Maintenance/Maint Admin - Operating Expenses	\$6,500
Maintenance/Maint Admin - Training	\$25,000
Maintenance/Vehicle Maint - Training	\$70,000
Marketing Support for Agency Services	\$275,500
Membership Dues	\$140,000
Operations/Customer Serv - Operating Expenses	\$21,600
Operations/Customer Serv - Training	\$3,884
Operations/DAL - Operating Expenses	\$9,900
Operations/DAL - Training	\$18,125
Operations/Operations - Operating Expenses	\$6,600
Operations/Operations - Training	\$10,700
Operations/Transportation - Operating Expenses	\$29,400
Operations/Transportation - Training	\$57,200
Operations/VP - Operating Expenses	\$10,550
Operations/VP - Training	\$16,900
Operations/VV - Operating Expenses	\$5,000
Operations/VV - Training	\$2,200
Operator/Supervisor uniforms	\$115,000
Organizational Development	\$25,550
Parking Lot Maint Services	\$5,000
Pension Committee	\$7,500
Print/distribute Planning Projects	\$4,000



Produce Agency Information	\$115,000
Recruitment & Selection	\$74,200
Safety/Accident Mitigation	\$4,500
Salaries/Wages & Benefits	\$46,861,226
Security Contract	\$736,000
Service and Community	\$4,500
State & Fed Advocacy Services	\$142,400
State excise/use tax Dept of Rev	\$45,000
Subscriptions	\$2,000
Technology for New FTE's	\$35,000
Transit Appreciation Day/Recognition	\$30,000
Travel Training Support	\$2,400
Tuition - ATU	\$5,000
Tuition - IAM	\$2,000
Tuition - Non Represented	\$2,700
Utilities	\$404,400
Vanpool Incentive Program	\$26,000
Vehicle Fleet Support	\$365,750
Washington Building expenses	\$5,000
Washington Building rent	\$33,600
WSTA Board meetings	\$4,000
Youth Education Programs	\$50,550
Total	\$64,135,658

**Total**

**\$182,640,453**