

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**October 20, 2021**

**CALL TO ORDER**

Chair Cox called the October 20, 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.

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

**Staff Present:** Ann Freeman-Manzanares; Thera Black; Mike Burnham; Suzanne Coit; Kayla Cranor; Cameron Crass; Julie DeRuwe; Beau Fahr; Lyle Gilbertson; Jessie Gould; Roshan KC; Ally McPherson; Brian Nagel; Pat Messmer; Eric Phillips; Heather Stafford; Daniel Van Horn; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Ty Flint, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT: No public comment.**

**INTRODUCTIONS**

- A. Cameron Crass introduced **Lyle Gilbertson**, Operations Scheduling Coordinator.
- B. Jonathon Yee introduced **Kayla Cranor**, Auto Technician.
- C. Julie DeRuwe introduced **Beau Fahr**, Facilities Specialist.

**NEW BUSINESS**

- A. Task Order 1 Iteris Thurston Smart Corridors Implementation.** Eric Philips presented Task Order 1 with Iteris, Inc. supporting implementation of Transit Signal Priority and Thurston Smart Corridor projects.

Following a competitive consultant selection process earlier this year, Intercity Transit entered into a contract with Iteris Inc. to support Intercity Transit's Transit Signal Priority (TSP) and Thurston Smart Corridor Implementation.

Working with the Iteris team, a Scope of Work for the initial Task Order (TO1) was developed over the last month focusing on data collection, coordination with our regional

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partners and establishing baseline study and project conditions in order to develop a full plan for implementation – what we are calling the Smart Corridor “implementation road map.”

The initial Task Order with Iteris includes a budget of \$140,780 supporting data collection, scoping with the jurisdictional partners, equipment testing and field verification. Work will also look at data gaps and developing recommendations for monitoring the effectiveness and prioritization of corridor implementing strategies. Over the next six months we will be updating and building upon the prior work including confirming updated equipment and communications (hardware and software) and confirming the integration of the TSP equipment with the new CAD/AVL and TSP equipment. During this same time the consultant will be coordinating closely with our regional partners. Concurrent with the Consultant work TRPC will also be convening a project steering committee as part of the coordination (separate contracted work under our existing ILA with TRPC). We expect to bring the full project implementation scope (Task Order 2) forward in the Spring of 2022 and move forward with equipment installation, data collection, travel studies and corridor design planning. The current schedule for work is targeted at 18 to 24 months, however we anticipate the “roadmap” being developed under the initial scope will also provide a phasing plan as we look forward at how high-capacity transit is implemented along the designated corridors.

Intercity Transit is the lead agency and is providing all matching funds for the three separate grant awards related to this project. The 2022 budget, as presented for Authority consideration, includes \$1,698,000 for the TSP and Smart Corridor projects.

**It was M/S/A by Citizen Representatives Melnick and Belk to authorize the General Manager to execute Task Order 1 with Iteris, Inc. for a total not-to-exceed value of \$140,780 for engineering and consulting services supporting implementation of Transit Signal Priority and Thurston Smart Corridors.**

- B. Transit Signal Priority Interlocal Agreement w/Thurston County.** Eric Phillips presented an Interlocal Agreement with Thurston County supporting Transit Signal Priority and Smart Corridor implementation, coordination, and technical support.

Interlocal Agreements (ILA’s) are an efficient tool to support coordination between two local agencies working cooperatively. The ILA with Thurston County for Transit Signal Priority and Smart Corridor implementation provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with Federal Transit Administration (FTA) grant requirements.

Under the agreement the County staff can move forward and manage the framework for corridor implementation work including TSP deployments and technical coordination in the field at signalized intersections, equipment tracking processes consistent with grant requirements, and ongoing installation, communication, and maintenance of the system. The ILA provides that, Intercity Transit will be responsible to purchase equipment required for successful TSP implementation. The County will support the project by housing the equipment within County owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment,

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changes, and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agencies' attorneys reviewed the ILA as presented for consideration and Thurston County is scheduled to take action on this ILA at their October 19, 2021, meeting.

Staff recommends proceeding with the Interlocal Agreement with Thurston County to support the overall implementation of TSP as part of the Smart Corridors program. This is the final jurisdictional ILA needed for the project.

**Project History:** TSP deployments are part of the Smart Corridors Initiative; a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ) a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of the project and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP is being deployed to support and enhance transit speed and reliability as these corridors experience increasing traffic, congestion, and travel delay. ILAs are currently in place with Olympia, Tumwater, Lacey and WSDOT where Intercity has initiated implementation work.

**It was M/S/A by Citizen Representatives Belk and Melnick to authorize the General Manager to enter into an Interlocal Agreement with Thurston County identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.**

- C. Amend Zero Fare Demonstration Project.** Freeman-Manzanares presented for approval the extension of the five-year zero-fare demonstration project for a period of three additional years beginning on the date Fixed-Route and Dial-A-Lift services return to March 2020 service levels or January 1, 2028, whichever is later.

The community survey and IT Proposition 1, approved in November 2018 supported consideration of the existing fare collection system and creating a transformational transit system. The Authority solicited and reviewed a technical analysis of existing fare collection systems, capital and operating costs, and how best to provide a broad range of benefits desired by the community documented during the two-year public engagement process entitled "IT Road Trip." The outcome of that analysis resulted in a proposal for a five-year, zero-fare demonstration project. Public comment was solicited and heard on November 20, 2019. The Authority received 125 comments prior to the hearing and 30 during the hearing. The majority of those comments were in favor of the five-year, zero-fare demonstration project. Resolution 03-2019 was approved by the Authority on December 4, 2019.

COVID-19 has significantly impacted service and the ability to adequately collect the data necessary to conduct an analysis of the demonstration program. At this point in time, it is difficult to know the path of the pandemic or the availability of labor resources to support

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service. This proposed amendment reflects a best estimate at this time allowing the Authority to review the timeframe at a later date.

**It was M/S/A by Councilmember Sullivan and Commissioner Mejia to approve Resolution 04-2021 extending the five-year, zero-fare demonstration project for a period of three additional years beginning on the date Fixed-Route and Dial-A-Lift services return to March 2020 service levels or January 1, 2028, whichever is later.**

**D. Selection of CAC Candidates for Interviews.** Freeman-Manzanares said in response to the CAC recruitment, ten applications were received, and the Authority is asked to review and select the applications for the interview process.

The interviews will be held the afternoon of November 3. The panel is expected to make a recommendation to the Authority at the December 1, 2021, meeting.

The interview panel consists of Board members Debbie Sullivan, Don Melnick and Justin Belk and Clark Gilman volunteered as an alternate. CAC members are Allison Spector, Ty Flint and Jihan Grettenberger.

**The Authority directed staff to interview all ten applicants.**

**E. Roadmap to a Zero Emissions Fleet.** Jonathon Yee provided an update on staff's recommended path and plans toward a zero-emissions fleet. Yee started with the definition of the many acronyms he'll use throughout the presentation.

- BEB/BEV - Battery Electric Bus or Vehicle
- DAL - Intercity Transit Dial-A-Lift vehicle used for paratransit services
- DOE RFI - U.S. Department of Energy's recent Request for Information for the Hydrogen Earthshot initiative
- Electrolysis - A process of making hydrogen from water
- FCEB - Fuel Cell Electric Bus - uses an onboard hydrogen fuel cell to generate electrical energy
- H2 - Hydrogen as a fuel in either liquid or gaseous form
- Non-revenue vehicles - Agency vehicles used in activities that support our transit services
- NOx - Oxides of Nitrogen - a greenhouse gas related to vehicle emissions
- Pm - Particulate Matter - particles of solids or liquids contained in vehicle exhaust (soot, smoke, etc.)
- PV - Photovoltaic system (aka Solar)
- Revenue Vehicles - Agency vehicles used in providing transportation services to the community
- SMR - Steam Methane Reformation - a process for producing hydrogen from Natural Gas

**REARVIEW MIRROR - EMISSION REDUCTION CHOICES** - Yee said it's a nationwide and global initiative to remove and reduce diesel emissions. The EPA launched several initiatives to clean up diesel engine technology. When IT takes delivery of the last 10 Gillig's that were pre-ordered a few years ago, in the first quarter of next year, all IT buses and diesels in the fleet will

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be 2010 or newer. By replacing the fleet with newer technology, we reduce the amount of emissions going into the environment significantly.

Yee showed a graph of the different variations of fuel that we've either looked at or used over time as a reduction of CO2 compared to diesel as a baseline. Between 2006 and 2010, the EPA mandated the use of ultra-low sulfur, which made a significant improvement. In 2008, IT began using a biodiesel blend, which equated to about a 7% reduction in CO2 emissions. In the middle of 2020 IT changed from B10 to R10, which is the renewable diesel blend made from US based soybean content. We're not deforesting and using palm oils which is a concern in the environment and globally. This is pretty close to the same effect as biodiesel. In 2018 we introduced the first propane Dial-A-Lift vehicles and converting those from diesel to propane made an impact. In 2010 IT began buying diesel hybrids, which use less fuel. This has an impact on emissions, and just this week, IT took the first delivery of the R50 which is 50% renewable diesel and 50% ultra-low sulfur diesel. This gets IT to the next biggest jump. The next step, which doesn't require additional or significant infrastructure and vehicle costs, as we move toward better, and then zero emissions vehicles will be the R100. R100 will be another big step in emissions reductions for the fleet.

The question is why a battery electric bus isn't 100% like fuel cell. The energy coming off of our grid through PSE or locally in the region, isn't 100% green, and fuel cell we're showing as 100% reduction because the plan is on-site production, using green energy and emitting zero emissions out of the tailpipe. That's the goal to reach. We have funding in our budget to do the research and define how we might accomplish this goal.

WHERE WE ARE NOW - The last time Yee gave a presentation, he talked about studying partners throughout the industry who were early adopters and other evolving technologies. IT continues to study the pitfalls and progress of other systems and got involved with multiple industry groups:

- Zero Emissions Bus Resource Alliance (ZEBRA) is a national group hosted by CTE, which is Center for Transportation and the Environment. It's a group of transits only that are involved in the transition or thinking about the transition to zero emissions.
- WSU Green Transportation Program
- Alternative Fuels & Vehicles Technical Assistance Group (AFV-TAG)
- APTA Zero Emission Fleet Committee
- The Consortium for Hydrogen and Renewably Generated E-Fuels (CHARGE) created by the Joint Center for Deployment and Research in Earth Abundant Materials (JCDREAM)
- Outreach and ongoing communication with many transit agencies across the United States for lessons learned in ZEB deployment
- DOE RFI and two Legislative asks for future earmark funds, State Reps
- Continued partnerships on the horizon: PSE, PNNL, City of Olympia, multiple suppliers

We'll be looking at PSE and the city of Olympia, probably multiple suppliers and other local and regional stakeholders as we proceed down this path.

Yee continued with a view of what IT's fleet looks like today across the agency. On the revenue side IT has 86 large buses and he broke it down by year:

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- 10 Gillig Diesel (2007) - pending replacement
- 23 Gillig Hybrid (2010, 2012 and 2014)
- 53 Gillig Clean Diesel (2018-2021)
  - ON ORDER -- 10 Gillig Clean Diesel (Starting production in Jan 2022)

Beginning of 2022 IT plans to dispose/surplus the 2007 vehicles. Then our oldest fleet will be the 2010 hybrids.

Earlier this year the Authority approved the purchase 28 new Dial-A-Lift vehicles and those replaced the two groups of Chevy Diesel's and except for the seven unleaded vehicles, the majority of the DAL fleet will be propane.

- 18 Chevrolet Diesel (2011)
- 10 Chevrolet Diesel (2012)
- 19 Ford Propane (2018 and 2019)
  - ON ORDER - 28 Ford Propane
- 7 Ford Unleaded (2019)

NON-REVENUE FLEET - For operations support there are Explorer's and pickups used by the Operation Supervisors, and Facilities has a number of different vehicles and equipment. Village Vans are grouped into the non-revenue as well as Community Vans and Walk N Roll.

- Operations Support
  - 3 - Explorer SUV
  - 2 - F150 Pickup
- Facilities Support
  - 2 - Vans
  - 9 - Utility trucks
  - 1 - Sweeper
- Fleet Support
  - 2 - Utility Trucks
  - 5 - Staff Cars
- Village Vans - 6
- Community Vans - 8
- Walk-N-Roll - 1

Yee continued with long term goals and said IT wants to focus on green, but the vehicles and infrastructure need to be efficient, and it needs to be balanced from a financial perspective in order to fulfill our service mission. We need to consider cost because all of this is taxpayer money, whether it's local funds or grant funds we need to be good stewards. In terms of funding availability, IT will be looking for grant money as we move this forward. Looking at infrastructure requirements and available space, we hear about large transit systems much bigger than IT who are not technology agnostic. They are moving forward with fuel cell as well as battery electric and exploring some other technologies. Frequently those systems have a lot of space or multiple base locations. With our limited space we need to be cognizant of that and think about how to best use that to support any new technology that is implemented. IT needs to think about where the energy is coming from, how the vehicles are going to perform and

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how do they fit into our operations, so we don't lose sight of what we're here to do, and that's to provide transportation services the community.

Yee said earlier this year, we took advantage of an opportunity to share what we think our vision is for our path into zero emissions and specifically into hydrogen by submitting a letter of interest in response to an RFI from the Department of Energy. We thought it was a great opportunity to at least get some visibility, hopefully with DOE as well as other stakeholders and tell our story about where we want to go. Moving towards less and zero emissions, along with zero fare is a compelling plan and opportunity to serve our community well.

Yee said based on what we've learned thus far, for our revenue fleets, hydrogen fueling infrastructure and fuel cell electric vehicles, most compliment the service we provide to our community. Battery electric vehicles have a place for IT in the non-revenue fleet and support vehicles. To gain as much independence from the grid and put as much green energy into our program as possible staff is exploring the opportunity to implement solar to reduce our reliance on the grid.

Yee explained the "why" for fuel cell buses. Staff spent time researching and talking to many transit agencies about their journeys, what they learned and advice that they have for us. Yee showed a chart of the comparisons between battery electric buses and fuel cell buses. The biggest comparison point is range and the fuel cell is comparable to diesel range. The range numbers shown are an average of what we heard from peers across the country, who actually have these buses on the road versus perhaps what sales teams are advertising.

Battery life is expanding. Some are seeing pretty good range, maybe up to 190 miles on a single charge for a battery electric bus but that is under perfect conditions. During fair weather, fairly flat routes and maybe a tailwind. But on fuel cell, it shows consistently over 300 miles on a fill, which is a tank of hydrogen before they need to refuel. Battery electric buses need to charge and fuel cell buses need hydrogen. It can be purchased or produced on site, either way pumped into the cylinders, on the bus. Battery electric and fuel cell buses are similar in capital costs - fuel cell buses are a little more expensive. At small scale, battery electric bus charging is relatively inexpensive while fuel cell takes a larger investment upfront.

There are fueling considerations, not to mention reliance on the grid. A fuel cell bus fuels in about 10 minutes about what it takes to fill a diesel or a CNG bus versus a battery electric bus that has to sit on the charger for a while and even possibly require it to charge mid-route which takes time and likely requires additional infrastructure.

Regarding scalability, infrastructure to get going with fuel cell, even if you're just planning to take hydrogen deliveries, then pump it into your bus, the initial investment in infrastructure is relatively high per bus. It would be expensive versus starting with battery electric, but as you grow the fleets, and we have 86 coaches and 54 DAL's that are prime candidates for EV at some point, the initial investment really starts paying for itself and you can expand with relatively low cost versus a battery electric bus.

Yee went on to operational impacts. Staff compared the vehicle ranges to our block structure and we found the fuel cell bus, at about 300 mile range, can serve all but three of our blocks on a single fill. A battery electric bus running in perfect conditions (doesn't need air conditioning or

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heating, no hills), could cover about 50% of our requirements, otherwise would need to be swapped out or charged throughout the day and in cold weather when running heaters, even fewer than 50% of our runs could be filled. We want to be able to perform the service we provide now with minimal impact and what we've heard across the country is that folks are either deploying additional infrastructure out on the routes to be able to do charging throughout the day assuming they can hit those charge points pretty consistently or they need to increase their fleet size. It's more important to find technology that fits the needs of the people in our community for routing rather than run routes that fit the abilities of the vehicle. Operationally and from a rider/customer perspective, fuel cell fits that need. Battery electric vehicles would require we rework our entire operation around the vehicle rather than the people riding the system.

Yee explained when we talk about resiliency and emergency response, there's been a concern if we have a long-term power outage, how do you charge a battery electric bus? You either get some really big generators or you don't run the buses. This is versus hydrogen where we can continue to produce on site with a back-up generator or take deliveries of hydrogen and continue operating our vehicles the same way we do with diesel.

Why do we think battery electric vehicles fit in our non-revenue fleet? Because they run a lot fewer miles than our buses do. There are some commercially available options for most of our applications today, and there are more on the horizon. The charging demand for these smaller battery electric vehicles is much less and we could fit them into our operations without a complete retrofit. We would have to plan properly for power outages so we retain our ability to respond to emergency situations and fulfill our role as the lead transportation agency in our county emergency management plan.

Yee reviewed the proposed plan for getting there. In 2022 we want to get started with hiring a project management consultant who can help us put all the technical pieces together around a hydrogen infrastructure project, including design services so we can update our master plan and incorporate this solution into our site. Then we can get into the detailed design option so we have an accurate idea, cost wise, scope wise, and everything else that will get us ready for grant opportunities. If we come in with a well-defined scope and cost estimates, it will be very competitive in grant opportunities to bring hydrogen into the region.

Yee reviewed the bus replacement schedule based on a 12-year replacement cycle.

The per unit cost based on the diesel is based on our current order with an escalation per year. The fuel cell starts at \$1.2M per bus. That's a rough estimate - it's not our specification - that's just for what the general fuel cell electric bus would run. If we were to replace all those buses on schedule with fuel cell, we're talking \$124M versus \$67M that we would look at over those years to replace the same with diesel. We would propose as we go through these years of our bus replacement plan, we would incorporate some percentage of those replacements as zero emissions. We would start with making sure we have the infrastructure to support them.

If technology takes a major shift, we don't want to be stuck holding the bag. In 2022, we will look at developing those plans and putting that package together, so that we're ready to seek grant funding and move these plans forward and get to zero fare with zero emissions.

Yee answered questions.



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Sullivan suggested staff put into place details on how these different options recover or operate in the event of a catastrophic event such as a major earthquake. Something similar to the Emergency Management training held a few years ago. Provide information on whether these options will still operate during a natural disaster, and how IT would keep transportation up and running.

Melnick said at one time staff was talking about having solar on site. He urges staff to think about a big solar field someplace because the energy is far cheaper even with transmission cost.

Melnick also asked if staff is looking at hydrogen fuel cell for Dial-A-Lift in addition to fixed-route?

Yee said he knows several E-drive train manufacturers are looking at it in the smaller scale for both passenger vehicles as well as a cut-away type. Staff is focused on large buses first because the technology is available today and they make the larger impact. Another issue is ensuring we can fit charging for all 54 of our Dial-A-Lifts and a fuel cell plant on site.

Melnick asked if staff is considering producing hydrogen using natural gas.

Yee said that is certainly an option, but it is not one IT is really looking at. We have talked about the possibilities there.

Melnick asked if staff is tracking overall who's doing what.

Yee said that's one benefit of the Zebra Group and the fact that we as transits don't compete with one another but are helpful to one another. They have a list of their attendees and what technologies they're using. They have a collection of data that those transit agencies are providing them on a regular basis, so they can look at range trends and other kinds of key data points for each of the technologies. It's a relatively small number going to fuel cell right now. But it seems promising.

Gilman said he's excited about IT working actively towards a carbon-free future. Gilman asked about the operating expense, like fueling that electrolysis. If you're using up to three megawatts, what period of time that is and 172,000 gallons of water. How does that compare to the electricity for a battery electric, or just running diesel? What is the fuel surcharge?

Yee said he doesn't have those numbers at this time, but he said those estimates he shared for utility usage are at a 50-bus station, and that's enough to support up to 50 buses. As we look at this, because of the scalability of hydrogen, we could start much smaller and work with our utility partners and the technology to expand it. These statistics would be part of that study to share at a future date.

Melnick said if we start making hydrogen from water in this region, water is already a scarce fuel source - that's going to be an issue. Three cities struggle to keep up with their water needs. He said IT needs to talk to the other partners in the region about what we're doing. He's heard some rumbles about battery life process and he thinks what we're engaged in will help others understand we've made a lot of progress already over the years.

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Sullivan suggested IT partner with LOTT regarding potable and reclaimed water. That could be a good partnership. The City of Tumwater has the reclaimed water tank they use for irrigation for the golf course, and they won't have to use well water.

Cox asked how soon does Yee envision purchasing electric vehicles to replace SUV's?

Yee said the new vehicle market is severely impacted by the microchip shortage. In the 2022 budget, we are hoping to replace a couple of the staff cars initially with battery electric. Then as the work truck technology becomes more mature in the industries, we'll be looking at those as well. But there are certainly cars and SUVs today that are on the market, but the chip issue is causing delivery delays. Staff will explore what's available when the new budget year comes and see what options are out there, and if need be, we pause, but maybe we just place our order and get in line for whenever the delivery can be made. We're making purchases as they're available for our needs and as the funding is available.

### COMMITTEE REPORTS

- A. **Transportation Policy Board.** Melnick said TPB met October 13. The Board celebrated Emeritus Board member, Doug DeForest's many years of service on the TPB and in the community. At the age of 90, DeForest decided it was a time to step away.

Parkhurst reported on the results and lessons learned from the State Capitol Campus Transportation Demand Management Mobile Work Project Phase I. The effort is funded through a State Regional Mobility Grant with the City of Olympia. The study collected data about parking usage, traffic counts for city roads and I-5 and employee preferences. Consultant Kate Lister updated the Business Case for Telework in the region, estimating future benefits. Phase II began on July 1, 2021, and uses federal funding and focuses on "maintaining the gain." When COVID hit, state agency staff were forced to work from home. They estimated 90% were teleworking, estimating saving 153 million miles of commuting, and they were looking particularly at the I-5 interchange which during the pandemic was almost vacant. They tracked what various state agencies were doing, and other agencies around the country were also capitalizing on this. You can find the full report here: [Study](#)

- B. **Community Advisory Committee.** Ty Flint said the CAC met October 18. The CAC received the Zero Emissions presentation and were very impressed, and they are very excited about the future. Freeman-Manzanares reported service levels are back to 79% of the pre-COVID levels. The CAC were excited to hear 10 applicants applied for the open positions on the committee.

### GENERAL MANAGER'S REPORT

- Today, Authority and Community Advisory Committee members toured the new Pattison Street facility with the contractors from Forma Construction and members from the StanTech design team. The next tour is anticipated for Monday, January 31, 2022, at 3:30. An invitation has also been extended to the Thurston Regional Planning Council and members of the Transportation Policy Board.

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- Monday, October 18 was the deadline for staff to submit verification of their COVID-19 vaccination. Currently, 96% of staff meet the requirement, allowing IT to maintain current levels of service that is approximately 79% of our pre-COVID levels of service. We continue to struggle with having enough staff, as we have individuals needing to quarantine or isolate. We hope everybody in the community does their part to remain healthy so IT can get back to the pre-COVID level of service.
- Staff developed a matrix for contractors, vendors, and consultants to ensure that our staff and passengers are as safe as possible when interacting with those we hire.
- Staff conducted another outreach campaign for the Surplus Van Grant Program and received 17 surplus van grant applications. This demonstrates the need in the community and provides tremendous insight into the work that many governmental entities and non-profits are accomplishing in the community. The review process was completed yesterday, and staff intends to have a recommendation for the Authority to review at their November 17, 2021, meeting. Staff hopes the selected applicants can attend the December 1, 2021, Authority meeting to talk about their mission and how they intend to utilize the van granted to them by the Authority.
- The 2022 Budget and Strategic Plan are out on the street for public comment. The Strategic Plan and Budget are following the elements derived from the two-year public outreach process and Intercity Transit's Proposition 1, approved in November 2018.
- Freeman-Manzanares reported the Walk N Roll building was broken into, and bikes were stolen. That area has been reinforced, however, unfortunately bikes that would have been dedicated to local youth can no longer be utilized for that purpose. Staff will continue to get the Youth Education Program back up and running so bikes that are available can be given to youth to use as a transportation source.
- There continues to be interest in zero fare, and Freeman-Manzanares was asked to present at the State Conference. She continues to receive calls, the latest from Maryland. They heard what IT achieved after starting the program in January 2020. They are also interested in the process that led up to that decision by the Authority to go with the five-year zero fare demonstration program. It's exciting to know that others throughout the nation are looking at the possibility of zero fare.

### **AUTHORITY ISSUES**

- Sullivan thanked Freeman-Manzanares and staff for presenting Planning 101 at the City of Tumwater Council work session. The information was very useful because it's complicated and most people don't fully understand how it all works. It was helpful for her colleagues to understand and be able to speak more clearly about the process. The presentation was recorded and is available for the public to watch.
- Gilman participated in the Pattison tour, and he's appreciative and proud of IT staff for getting vaccinated and double masking around the shop and doing all things to stay safe and keep the community safe. Today on the tour, he was struck that mid-stream the design team upped the indoor air quality. There are super HEPA filter systems in the furnaces and

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a new technology of UV sterilization in each room's air handler. He appreciates that when COVID is over, cold and flu are less likely to be transmitted around the workplace. Gilman said he couldn't be happier about extending the Zero Fare project and that IT is on the path to zero emission vehicles.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:56 p.m.**

**INTERCITY TRANSIT AUTHORITY**

*Carolyn Cox*  
Carolyn Cox, Chair

**ATTEST**

*Patricia Messmer*  
Pat Messmer  
Clerk to the Authority

**Date Approved: November 3, 2021**

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