

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, August 18, 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: 265-632-909**

- One-touch: <tel:+18668994679,265632909#>

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

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **PUBLIC COMMENT** **5 min.**
General public comment may be submitted prior to each Intercity Transit Authority meeting.

- **By Email** to pmessmer@intercitytransit.com **by 12 noon on August 18, 2021.**
- **By Phone** – Contact the Clerk of the Board at 360-705-5860 **by 12 noon August 18, 2021.**
- **By USPS** - mail public comment to “**Public Comments**” P. O. Box 659, Olympia, WA 98507.

- 3) **PUBLIC HEARING** **20 min.**
A. Five-Year Vanpool Demonstration Project (*Cindy Waterhouse*)

The public can provide testimony on the public hearing by Email or Phone.

Submit testimony **by email** to pmessmer@intercitytransit.com. **Emailed testimony must be submitted by 12:00 p.m. on August 18, 2021.**

By Phone: Please register with the Clerk of the Board if you wish to testify by phone. **Call 360-705-5860 by 12:00 p.m. on August 18, 2021, to register.**

For questions, please contact the Clerk of the Board at 360-705-5860.

- 4) **INTRODUCTIONS** **5 min.**
A. Introduce Hannah Newton (*Nicky Upson*)
- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
A. Approval of Minutes: July 21, 2021, Regular Meeting.
- B. Payroll for July:** \$2,977,181.39.
- C. Accounts Payable July:** Warrant numbers 32613-32638 dated July 7 in the amount of **\$861,822.61**; numbers 32640-32684 dated July 13 in the amount of **\$163,483.54**; numbers 32685-32686 dated July 20 in the amount of **\$76,375.21**; numbers 32687-32726 dated July 21 in the amount of **\$101,268.79**; numbers 32729-32732 dated July 22 in the amount of **\$1,993,137.47**; numbers 32733-32772 dated July 24 in the amount of **\$146,353.22** for a total

amount of **\$3,342,440.84**; and Automated Clearing House Transfers in the amount of **\$5,569.77** for a monthly total of **\$3,348,010.61**.

- 6) **NEW BUSINESS**
 - A. **Janitorial Contract Renewal** (*Katie Cunningham*) **5 min.**
 - B. **Award Contract OTC South Site Improvements Project** (*Tammy Ferris*) **5 min.**
 - C. **Schedule Special Meeting September 15, 2021, ITA/CAC Joint Meeting** **5 min.**
(*Ann Freeman-Manzanares*)
- 7) **COMMITTEE REPORTS – None - No Meetings in August**
- 8) **GENERAL MANAGER’S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state’s toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: August 18, 2021

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing - Five-Year Vanpool Fare Demonstration Project

1) **The Issue:** Take public comment on the Five-Year Vanpool Fare Demonstration Project.

2) **Recommended Action:** Consider public comment.

3) **Policy Analysis:** A decision to change the fare structure is a policy decision of the Authority.

4) **Background:** Intercity Transit has been working to improve access to public transportation options in our community based on community support following the passage of Proposition 1 in November 2018. IT's Vanpool program, which supports access to employment throughout the region, currently has a fare structure with 2,000 price points. The cost to vanpool is currently determined by several variables and can change monthly for users. The complexity of the fare structure makes it difficult to establish and maintain riders. The linked web pages referenced under #8 below illustrate how complicated the existing fare structure is.

The proposed fare structure aligns miles traveled by an individual to a flat rate fare. In addition, a daily trip option will be offered, something that riders have requested due to changing work schedules experienced during the global pandemic. The changes are expected to make the vanpooling "experience" easy, flexible, and fast, which will allow users to easily calculate their vanpool costs. See References #8 below which summarizes the proposed changes and how it works.

Following the public hearing on the Five-Year Vanpool Fare Demonstration Project on August 18, 2021, staff will request final adoption by the Transit Authority on September 1, 2021. Any public comment about the proposal received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record.

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

6) **Budget Notes:** In 2019, direct operating expenses, which includes vanpool administration, vehicle maintenance, fuel and insurance, cost \$1,472,000.

Revenues from fares were approximately \$1,389,000. The proposed flat rate fare structure, with similar ridership, would generate approximately \$1,019,100.

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- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."
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8) **References:**

Existing Vanpool Fare Charts (Attached)

[4-Day Work Week](#)

[5-Day Work Week](#)

[6-Day Work Week](#)

[7-Day Work Week](#)

[9 x 80 Work Schedule](#)

Proposed Vanpool Fare Chart

Daily Round Trip	Monthly
Miles	Fare
0-25	\$25
26-50	\$50
51-75	\$75
76-100	\$100
101-125	\$125
126-150	\$150
151-175	\$175
176-200	\$200
Daily Trip Fare	\$10

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
July 21, 2021

CALL TO ORDER

Chair Cox called the July 21, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

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

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Jason Agüero; Mike Burnham; Suzanne Coit; Katie Cunningham; Julie DeRuwe; Tammy Ferris; Steve Krueger; Pat Messmer; Brian Nagel; Eric Phillips; Dean Taylor; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; 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 Sullivan to adopt the agenda.

PUBLIC COMMENT

One comment was received via email from Elaine Wilson commending Dial-A-Lift service to Lakewood and commending the DAL staff.

INTRODUCTIONS

Facilities Manager, Julie DeRuwe introduced Dean Taylor, Facilities Specialist Supervisor.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representatives Pierce and Melnick to approve the Consent Agenda as presented.

Intercity Transit Authority Regular Meeting

July 21, 2021

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- A. **Approval of Minutes:** May 19, 2021; June 2, 2021; June 16, 2021, Regular meetings.
- B. **Payroll for June:** \$3,053,855.34
- C. **Accounts Payable June:** Warrant numbers 32426-32453 dated June 2 in the amount of **\$76,148.11**; numbers 32454-32489 dated June 9 in the amount of **\$161,559.89**; number 32505 dated June 10 in the amount of **\$7,507,349.04**; numbers 32506-32507 dated June 12 in the amount of **\$64,435.77**; numbers 30508-32546 dated June 16 in the amount of **\$759,926.67**; numbers 32547-32583 dated June 22 in the amount of **\$2,099,453.76**; numbers 32584-32612 in the amount of **\$141,835.67**; for a total amount of **\$10,810,708.91**; and Automated Clearing House Transfers in the amount of **\$8,369.81** for a monthly total of **\$10,819,078.72**.
- D. **Surplus Vehicle Facilities Truck:** Declared the Ford F350 SuperCab Facilities truck as surplus. The total value of the vehicle listed in Exhibit A is estimated at \$13,976. (*Katie Cunningham*)

NEW BUSINESS

- A. **Adopt the 2020 Annual Report and 2021-2026 Transit Development Plan.** Mike Burnham, Associate Planner, presented for adoption the final 2020 Annual Report and 2021-2026 Transit Development Plan.

It was M/S/A by Councilmembers Gilman and Sullivan to adopt the 2020 Annual Report and 2021-2026 Transit Development Plan.

- B. **Bus Stop Pad Construction Contract Award.** Procurement Coordinator, Tammy Ferris, presented for consideration a contract award for construction of bus stop pads.

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

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

It was M/S/A by Commissioner Mejia and Citizen Representative Belk to authorize the General Manager to enter into a contract for the construction of 47 bus stop pads with Propel Construction Company, in the amount of \$133,600.

- C. Coach Purchase Change Order Authorization.** Procurement Coordinator, Katie Cunningham issued a change order to Gillig LLC to modify Intercity Transit's order of ten replacement coaches.

In January of 2019, Intercity Transit placed an order with Gillig for a total of twenty-three (23) replacement coaches. These coaches, a mix of 35-foot and 40-foot low floor diesel buses, were scheduled to be built and received during two different timeframes to align with Intercity Transit's coach replacement schedules. The first build, which included thirteen (13) coaches, was received earlier this year. The second build, including the remaining ten (10) 40-foot coaches is due to begin in January 2022.

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

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

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

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

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to authorize the General Manager to issue a change order to Gillig, LLC in an

amount not-to-exceed \$486,603, for changes to the January 2022 bus build consisting of ten (10) replacement 40-foot low floor diesel buses.

- D. Resolution 01-2021 – Pattison Base Development Authority.** Development Director, Eric Phillips, presented for approval Resolution 01-2021 authorizing the General Manager to execute easements and development instruments related to the Pattison Base Expansion and Rehabilitation project where “owner approval or consent” may be required.

Intercity Transit has been working toward completion of a multi-year redevelopment of the parcels that are consolidated and commonly referenced as the Pattison Base - Maintenance, Operations and Administrative project. The project is fully funded and permitting on the next phase of work is anticipated within the next nine months. Current construction on the north portion of the site includes new utility connections highlighting the need to grant easements the utility providers as part of the project.

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

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

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

It was M/S/A by Councilmember Sullivan and Citizen Representative Pierce to approve Resolution 01-2021 delegating approval authority to the General Manager to execute and convey incidental property interests including easements, development applications and binding conditions as required by land use regulation, permit condition, and utility providers, related to the development and rehabilitation of Intercity Transit’s Maintenance, Operations and Administrative (MOA) property.

- E. Pattison Base - South Parcel Design Services Work.** Procurement Manager, Steve Krueger, requested authorization for DES to add South Parcel design work to Stantec’s scope of work.

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

When determining an A&E design cost estimate, DES applies the Office of Financial Management (OFM) A&E Guidelines which uses a fee methodology that has been determined to be both fair and reasonable. The additional total projected design fee needed to complete the South Parcel design to include the more expansive Maintenance Building Renovation design is \$2,300,000. This amount includes contingency funds for the additional work and anticipated third party services.

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

It was M/S/A by Citizen Representatives Melnick and Belk to authorize the General Manager to have the Department of Enterprise Services (DES) approve an additional \$2,300,000 for design services with Stantec to complete the full South Parcel design work that includes all anticipated Maintenance Building and site rehabilitation design work.

- F. Five-Year Vanpool Fare Demonstration Project.** Vanpool Manager, Cindy Waterhouse, reviewed the proposed vanpool fare structure and requested a public hearing to receive comment on a five-year Vanpool Fare Demonstration Project.

Waterhouse said staff is proposing a simplified five-year solution for vanpool fares to reduce barriers related to access while supporting economic recovery in the community, as employees return to work following the pandemic.

The current vanpool structure consists of over 2,000 price points. Vanpool staff ran a lot of numbers and received feedback from the Authority and Community Advisory Committee, along with existing and prospective customers and employers, and came up with a final proposal for a new vanpool structure.

The proposed flat rate fare structure will simplify fares so staff can clearly communicate and advertise the cost. Monthly fares will remain consistent as costs will be based on miles traveled rather than factors unrelated to an individual's commute. The simplified fare structure will reduce administrative costs related to processing fares, allowing staff to focus on maintaining existing groups and growing the program. The reduced fare will provide better access to this essential public transportation service for more individuals. The flat rate fare structure is anticipated to attract essential and industrial workers whose worksite or work shift may not be well-served by fixed-route service. It also will allow those working alternative schedules at traditional worksites an opportunity to vanpool.

The new structure has eight zones; 25-mile increments; \$25 increments with a daily trip fare of \$10, to be used 10 times a month to accommodate hybrid work schedules.

Waterhouse reviewed key points of feedback received:

- It is beneficial to offer multiple fare zones to include shorter commutes.
- Encouraging employer subsidies would be advantageous in forming new vanpool groups.
- Lower income people lack transportation and employers are struggling to hire as a result.
- Vanpool demand is uncertain for State workers – this is an opportunity to attract customers from different industries.
- Very smart thinking because you can't sell something if you can't tell people the price.
- Good step in the mission and vision of the agency – the proposed fare structure is focused on getting people where they need to go – similar to zero fare.
- Makes complete sense to roll this out as people return to work and consider alternative modes of transportation.
- Goal is to increase ridership and bring vanpool back to a healthy status asap
- Current fare structure is way too complex.
- Consensus is to adopt a new fare structure and lower cost recovery rate.
- Proposed fare structure is people-centered rather than bottom line-centered, getting more cars off the road.
- Make it simple for staff and public.

Waterhouse reviewed flat rate fare benefits:

- Advertise and communicate cost of vanpool – the best marketing strategy.
- Reduce administrative costs of collecting fare by reducing staff time from 160 to 40 hours/month.
- Allow staff to focus more on outreach and recruitment, retention, attracts employers and encourages subsidies.
- Attract employers and encourage subsidies.
- Retention – the fare is not based on ridership – it's individual. Attract essential, industrial, lower-income workers with affordable consistent fares. The fares wouldn't be based on ridership or volume anymore. It's an individual by-person fare.
- Per person fare allows groups to split for social distancing without changing cost.
- Per person fare allows for hybrid or intermittent work schedules.
- For the first time in vanpool history IT will be able to tell potential customers and current customers and employers how much vanpooling costs.

In 2013, staff was directed to obtain a cost recovery of 100%. And between 2013 and 2019 IT did recover 100%. However, in 2019 cost recovery was 94%. The projected revenue based on the same 2019 data with the proposed flat rate fare would be around 69%. We are anticipating that increased ridership is expected with ability to market the program effectively by clearly stating the cost to vanpool.

Waterhouse presented this to the Community Advisory Committee (CAC), and they recommend the Authority move forward with the proposed five-year vanpool demonstration project. One member of the CAC recommended offering a 10% discount for vanpool groups with full ridership. This proposal does not include that option as it complicates the fare-structure and increasing associated administrative cost. Since this is a demonstration project, staff has the ability to make changes as appropriate as we move out of the pandemic.

Currently, customers are concerned about COVID and social distancing. A year from now ridership incentives may be useful in encouraging vanpooling. The state recognized the need to reduce the minimum ridership, which will change from five down to three effective in September 2021 – that is House Bill 1514.

It's difficult to determine what will happen as people return to work, however, a demonstration will allow flexibility.

Waterhouse said based on all she has learned, this new fare structure will have a significant impact on IT's ability to market vanpool. The new structure will require the opportunity to replace IT's home-grown software management system for the vanpool program. New software will enhance efficiency and improve the customer experience.

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IT is fortunate to have a Regional Mobility Grant, along with a very supportive team at the Washington State Department of Transportation that will fund a portion of this new management system. IT was awarded the grant effective July 1, 2021. The Authority can expect to see a request to contract for software services in the near future.

Waterhouse said if all moves forward as planned, she anticipates an implementation date the beginning of 2022.

Cox asked how the new fare structure will handle those people interested in riding a vanpool one day a week or twice a month? Waterhouse said staff needs to figure this out and expects there will be a lot of people with different schedules. Staff would encourage them to vanpool and use that daily fare at \$10 a ride.

Melnick commended the vanpool staff for their approach to dealing with the problem. He said recovery from COVID is leaving many employers with an employee shortage. For example, Panorama is short on nurses and missing about 40% of their ground staff. Perhaps there's an opportunity for them to take advantage of vanpool using the enhanced rates to find people outside of the area. Melnick encourages getting the project in place as soon as possible.

Belk applauds the vanpool staff for identifying a need to clean up something that IT's been doing for a long time. Concerning all the variables at play when trying to land a certain cost recovery he thinks staff has come up with an elegant solution that's easy to understand.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to approve a Five-Year Vanpool Demonstration Project; and scheduled a public hearing for 5:30 p.m., Wednesday, August 18, 2021.

COMMITTEE REPORTS

Thurston Regional Planning Council (July 2):

- Cox said TRPC's last meeting was part one of a two-day retreat, and they worked on their mission, vision and values. Part two will be held Monday, July 26.

Transportation Policy Board (July 14):

- Melnick said the meeting included public comment. Former Board member, Karen Messmer expressed concern about the closing of a portion of the Chehalis Western Trail during July and August. She asked the County to consider shortening the time of the closure and creating a detour route for bicycles and pedestrians.
- Paul Brewster briefed the Board on changes to the Call for Projects process, making it more sophisticated and objective.

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- Karen Parkhurst briefed the Board on the 2022 State Legislative Session. Parkhurst said it appears one of the criticisms from last year for the County was there were too many goals, and she asked the Board for input. Melnick said one item that might be high on Intercity Transit's goals is the bus rapid transit and all of the facilities for that because that's something IT is trying to get more involved in.
- Katrina Van Every provided an overview of the housing action planning process, a regional effort between the cities of Lacey, Olympia and Tumwater with support from TRPC. She walked the Board through the housing needs assessment, gap analysis and landlord survey, and a draft housing action plan. Melnick asked if their survey included anything about access to public transit, for example are there bus stops near the residential developments. How important is that to people who buy and rent. It's certainly important to Intercity Transit. Melnick said he didn't get a really clear answer. But he urges everybody to pursue that because it's critical for having the right people use residential.

Community Advisory Committee (July 19):

- Flint said the CAC received the Bicycle Commuter Challenge presentation by Duncan Green and congratulated Green on his excellent work with the program. Everyone is looking forward to the 35th anniversary next year.
- Waterhouse presented the five-year demonstration vanpool program, and the CAC is excited about this moving forward. Members thanked the Authority for allowing input from the CAC. It makes the CAC feel involved because there were a number of concerns expressed back in April that were included in the program.
- Lastly, the CAC selected members for the AD-Hoc for interviewing new candidates.

GENERAL MANAGER'S REPORT

- A new class of six operators started their training on Monday, July 19, 2021. They will graduate in eight weeks. Directly following that, staff intends to have another class in September and applications are currently being collected.
- IT was hoping to return to the pre-COVID level of service with the March 2022 service change, however, without more Operators that will not be possible. Freeman-Manzanares asked for help with recruitment by sending anyone who might make a great operator to our website where they'll find the application materials.

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- Debbie Sullivan, Don Melnick and Justin Belk volunteered to be on the Ad-Hoc panel to interview new Community Advisory Committee (CAC) candidates on Wednesday, November 3, 2021. Clark Gilman volunteered to be an alternate. Because calendars fill up quickly, an Outlook meeting invite has been sent. If you know of anyone interested in serving on the CAC, applications will be available September 1 and are due on October 8, 2021. The Ad-Hoc committee will make a recommendation to the Authority on either November 17 or December 1.
- IT restored a portion of the Olympia Express Service as of Monday, July 19, 2021. Thus far, all is going well.
- Staff continues to study alternative fuels for coaches and fueling infrastructure focusing now on hydrogen and the potential of utilizing solar power in the creation of clean hydrogen. Staff submitted a response to a U.S. Dept of Energy RFI letting them know that we are interested in green hydrogen and looking forward to partnering as the research and technology continues to evolve. Staff intends to discuss IT's alternative fuel journey in the next couple of months.
- It was nice to see several ITA and CAC members visit the Pattison construction site for a tour of the new building on July 9. There will be another opportunity to tour the new building in the future. Staff continues to work on the design for the maintenance facility and the remainder of the campus.
- Staff is working on the 2022 budget, and will present a draft in September, based on the Strategic Plan and other conversations we have had thus far.
- Freeman-Manzanares thanked the Authority for their support for the Vanpool Demonstration Program. Vanpool is growing through concentrated outreach efforts, and staff and customers are excited about the flat route fare proposal. Waterhouse mentioned that staff are jumping up and down with excitement over the possibility of offering the simplified fare program.
- WSDOT called to inquire about how we are starting vanpool groups in the midst of the pandemic. Staff has much work to do, however, the Vanpool team started seven new groups this quarter.
- Jessica Gould, Grants Administrator and Cindy Waterhouse, Vanpool Manager were accepted into the Leadership Thurston County program. The program kicks off in September and we are excited to support their participation.
- Freeman-Manzanares shared two letters of recognition. One from Operator, Dan Delaney and another from Interfaith Works.

AUTHORITY ISSUES

Melnick thanked staff for arranging the tour of the new building. He said one of the progressive approaches is using the third party, Forma, to oversee the construction. He thinks they are instrumental in helping IT find the less expensive way to build some of the concrete walls - that just proves the value of a more progressive construction approach as opposed to the old-fashioned traditional approach.

Gilman acknowledged the frustration and concerns that Intercity Transit employees are experiencing as the rowdiness on the streets continues to be a tough thing to navigate on a day-by-day basis. He briefly described some of the things that Olympia and the other regional governments are doing to address the unmet mental health and substance issues such as the lack of housing and extreme poverty. He also acknowledged it is difficult to move through life with those hard interactions.

The County, with Mejia's leadership, just began a scattered site model that has street outreach workers versus having everybody come downtown and meet at the Community Care Center. Those staff people are going out into camps, or RV's, or wherever people are living, and trying to deliver the services at that point, in a kind and friendly way to urge some policing of the area around those camps, which they hope will enhance efforts of periodically coming in with dumpsters and bulldozers and taking big loads of junk out. Olympia is increasing staffing and watching very closely as the state, through the Governor's Executive Orders, changes the rules on an eviction moratorium that extends to somebody living on the sidewalk. Ensign Road is also on the radar. Olympia purchased a piece of land with hopes of developing as an alternative safe parking, and just did another cleanup. They recognize how difficult it is to pass Ensign Road right now. He appreciates the concerns and wants everyone to know Olympia is doing everything possible to address those situations.

Cox said the Lacey City Council approved a contract with Olympic Health and Recovery Services to establish a seven day a week citywide Mobile Outreach Team that consists of four contract positions that includes two mental health crisis specialists and two peer specialists. And like the scattered site concept that Gilman just described, they will visit known encampments, particularly along the freeway and on the Department of Ecology campus and other sites. It's her hope this starts helping to build relationships and makes people more comfortable in their dealings with the city and the representatives, and to free up police officers who are not trained for supervising a homeless encampment.

Mejia attended the tour of the new building and it was great to see people in person. During the tour she learned a lot about the new site and appreciated that opportunity.

Sullivan also attended the tour and she thinks it's going to be a beautiful building and a nice anchor for the whole Martin Way corridor. And the fact that supportive housing is

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going to be across the street, it's very strategic that they put it there. This will help the Martin Way corridor develop in the future.

Pierce said Pierce Transit is not quite as easy to maneuver as far as finding the routes that will get her from 512th to downtown because she has to upload an app to figure out the trip planner instead of just going online like she can do with Intercity Transit.

Belk also attended the site tour and it was great to see everyone who had a chance to attend. He rode The One for the first time on the way over and it was everything he could have hoped for, even easier with Zero Fare.

Carmody said not much is going on in Yelm. She said the bypass got postponed because there is an early Native American site there, and of course the gophers. The City isn't sure where they are on this issue, but they trying to move up the schedule to keep it on course.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:43 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: August 18, 2021

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

SURPLUS VEHICLE - JULY 2021

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

PERIOD DATES:		6/20/2021-7/3/2021		PAYDATE		7/9/2021		PERIOD DATES:		7/4/2021-7/17/2021		PAYDATE		7/23/2021	
	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	82,551.45		IRS	FIT			EFT		94,236.33			
	MT		EFT	29,383.58	111,935.03		MT			EFT		31,561.38	125,797.71		
					0.00								0.00		
INS	D3/DI	Disability Ins		2,560.26	0.00	INS	A2	Met Life				10,715.61			
HEALTH	HE/HI/SP/TB	Health In1stN2ND		222,027.50	0.00	HEALTH	D3/DI	Disability Ins				2,517.68	0.00		
							HE/HI/SP/TB	Health In1stN2ND				221,660.50	0.00		
GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish		CHECK last		427.81			
CHILD SUPPORT	CS	DSHS	EFT	2,264.68	0.00	CHILD SUPPORT	CS	Child Support		EFT		2,264.68	2,264.68		
					0.00								0.00		
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,095.00	10,095.00	DIRECT DEPOSIT	D1	D.Dep. #1		ACH WIRE every		10,185.00	10,185.00		
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,551.73	7,551.73	DIRECT DEPOSIT	D2	D.Dep. #2 & #3		ACH WIRE every		7,558.38	7,558.38		
GET	GT	G.Ed.Tuit	Check every	0.00		GET	GT	G.Ed.Tuit		Check every		0.00			
HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59	HEALTH SAVING	HS	Health Svgs		ACH Wire every		604.59	604.59		
401K	DC	Vgrd EE	Wire	58,413.37		401K	DC	Vgrd EE		Wire		62,488.87			
VANGUARD	DC	Vgrd ER	Wire	40,409.58	98,822.95	VANGUARD	DC	Vgrd ER		Wire		43,156.10	105,644.97		
LOAN	L2	401k Ln#2	Wire	3,913.30		LOAN	L2	401k Ln#2		Wire		3,913.30			
LOAN	LN	401k Ln #1	Wire	6,991.95	10,905.25	LOAN	LN	401k Ln #1		Wire		6,917.51	10,830.81		
		TTL VNGRD		109,728.20				TTL VNGRD				116,475.78			
LABOR INS	LI&LA	L&I	EFT Quarterly	36,765.60		LABOR INS	LI&LA	L&I -LA +LI +ER		EFT Quarterly		36,164.12			
ESD	CF&CL	WPFML	EFT Quarterly	4,164.80		ESD	CF&CL	WPFML		EFT Quarterly		4,461.55			
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,825.25		MACHINISTS	MD	Mch.UnDues- 164 PEREE		Check last		1,825.50			
UNION DUES	MI	Mac.Inltlatn	Check last	0.00		UNION DUES	MI	Mac.Inltlatn		Check last		0.00			
	MS	Payroll Corr check		0.00			MS	Payroll Corr check				0.00			
	TF	Tx.Fr.Benefit	Employer	75.00	0.00		TF	Tx.Fr.Benefit		Employer		0.00	0.00		
PROJECT ASSIST	PA	Proj.Assist	Check last	387.00		PROJECT ASSIST	PA	Proj.Assist		Check last		385.00			
PENSION	PN/P3	PERS EE	EFT	75,733.30	0.00	PENSION	PN	PERS EE		EFT		69,304.25	0.00		
STATE	PN/P3	PERS ER	EFT	124,666.36	200,399.66	STATE	PN	PERS ER		EFT		111,140.93	180,445.18		
PERS		TTL PERS		200,399.66		PERS		TTL PERS				180,445.18			
ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00	ICMA LOAN	R3	ICMA Ln#2		WIRE		124.12	0.00		
ICMA	RC	ICMA EE	WIRE	6,316.25		ICMA	RC	ICMA EE		WIRE		6,715.76			
ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00	ICMA ROTH	RI	ICMA Roth		WIRE		450.00	450.00		
ICMA LON	RL	ICMA Ln#1	WIRE	657.79	781.91	ICMA LON	RL	ICMA Ln#1		WIRE		491.35	615.47		
ICMA	RR	ICMA ER	WIRE	3,130.84	9,447.09	ICMA	RR	ICMA ER		WIRE		3,339.89	10,055.65		
		TTL ICMA		10,229.00	10,679.00			TTL ICMA				10,671.12	11,121.12		
457 STATE	SD	457 ST EE	EFT	16,710.95		457 STATE	SD	457 ST EE		EFT		17,778.92			
DEFERRED	SR	457 ST ER	EFT	9,704.62	26,415.57	DEFERRED	SR	457 ST ER		EFT		10,417.07	28,195.99		
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,561.20	6,561.20	AFLAC	ST&SS	ShTrmDisab-AFLAC		EFT		6,717.39	6,717.39		
ATU	UC	Un COPE	Check 1st	127.00		ATU	UC	Un COPE		Check 1st		-			
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP		Check last		4,800.00			
	UD	Un Dues	Check last	6,443.13			UD	Un Dues-BOTH PP		Check last		6,380.74			
	UI	Un Initlatn	Check last	0.00			UI	Un Initlatn- 100.00 PEREE		Check last		0.00			
	UT	Un Tax	Check last	3,280.05			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	336.50		WELLNESS	WF	Wellness		Check last		336.50			
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		689,686.93	689,686.93	DIRECT DEP.	NP			ACH Wire every		739,882.52	739,882.52		
LIVE CHECKS		Paychecks		1,462.34		LIVE CHECKS		Paychecks - LIVE CHECKS				1,908.21			
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,173,656.91			TOTAL TRANSFER (tie to Treasurer Notifications)					1,229,248.34		
		TOTAL PAYROLL*:		1,456,076.83				TOTAL PAYROLL*:				1,521,104.56			
GROSS WAGE		GROSS EARNINGS:		1,041,166.82		GROSS WAGE		GROSS EARNINGS:				1,115,380.36			
ER AMOUNT		EMPR MISC DED:		400,218.22		ER AMOUNT		EMPR MISC DED:				389,943.51			
MEDICARE TAX		EMPR MEDICARE TAX:		14,691.79		MEDICARE TAX		EMPR MEDICARE TAX:				15,780.69			
												0.00			
		PP14 Total			1,456,076.83			PP15 Total					1,521,104.56		
								Total Payroll for July 2021					2,977,181.39		
DIRECT DEP.		ACH WIRE TOTAL		707,938.25		DIRECT DEP.		ACH WIRE TOTAL				758,230.49			

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/7/2021

Thru Date: 7/7/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32613	7/7/2021	01405	ADVANCE GLASS INC.	\$777.83	
32614	7/7/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
32615	7/7/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$2,588.40	
32616	7/7/2021	02400	ARDERY EZEKIEL	\$68.91	
32617	7/7/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$52,343.36	
32618	7/7/2021	05360	DIEU V. NGUYEN	\$257.01	
32619	7/7/2021	06120	CITY OF OLYMPIA UTILITIES	\$6,949.24	
32620	7/7/2021	07220	CUMMINS INC.	\$1,634.70	
32621	7/7/2021	07616	DAVIS DOOR SERVICE INC.	\$2,986.62	
32622	7/7/2021	07640	DAY MANAGEMENT CORP	\$8,418.33	
32623	7/7/2021	10607	GENUINE AUTO GLASS OF LACEY	\$510.72	
32624	7/7/2021	10660	GILLIG LLC	\$2,026.22	
32625	7/7/2021	11250	HERITAGE - CRYSTAL CLEAN LLC	\$131.28	
32626	7/7/2021	11498	IBI GROUP	\$8,568.78	
32627	7/7/2021	11909	JAYRAY ADS & PR INC	\$116,614.40	
32628	7/7/2021	14590	MOHAWK MFG & SUPPLY CO.	\$160.80	
32629	7/7/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$997.91	
32630	7/7/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.26	
32631	7/7/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$576.43	
32632	7/7/2021	18530	STANDARD PARTS CORP.	\$365.49	
32633	7/7/2021	18540	STANTEC CONSULTING SERVICES INC	\$193,272.67	
32634	7/7/2021	18695	SUMMIT LAW GROUP PLLC	\$268.00	
32635	7/7/2021	21950	TITUS-WILL CHEVROLET	\$215.81	
32636	7/7/2021	22010	ROTTERS INC.	\$128.87	
32637	7/7/2021	22195	SPEEDSTAR HOLDING LLC	\$24.67	
32638	7/7/2021	24755	WA ST HEALTH CARE AUTHORITY	\$460,297.15	
Total:				\$861,822.61	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/13/2021

Thru Date: 7/13/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32640	7/13/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$127.00	
32641	7/13/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$1,241.69	
32642	7/13/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,294.18	
32643	7/13/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$11,535.49	
32644	7/13/2021	03023	BACKUPIFY INC.	\$828.75	
32645	7/13/2021	05360	DIEU V. NGUYEN	\$30.00	
32646	7/13/2021	06040	CITY OF LACEY	\$997.15	
32647	7/13/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$110.41	
32648	7/13/2021	07220	CUMMINS INC.	\$1,661.51	
32649	7/13/2021	07350	CW JANITORIAL SERVICE LLC	\$21,706.66	
32650	7/13/2021	07619	DAVID S FOSTER	\$1,750.00	
32651	7/13/2021	07780	DELL MARKETING LP	\$2,102.50	
32652	7/13/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
32653	7/13/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$3,667.10	
32654	7/13/2021	09662	FERRELLGAS LP	\$9,188.17	
32655	7/13/2021	10580	GENE'S TOWING INC	\$168.49	
32656	7/13/2021	10607	GENUINE AUTO GLASS OF LACEY	\$227.76	
32657	7/13/2021	10660	GILLIG LLC	\$1,137.17	
32658	7/13/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
32659	7/13/2021	11097	HART HEALTH AND SAFETY INC.	\$219.08	
32660	7/13/2021	11943	JOANNA GRIST	\$1,750.00	
32661	7/13/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$725.25	
32662	7/13/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32663	7/13/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$336.90	
32664	7/13/2021	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$8,775.56	
32665	7/13/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$206.00	
32666	7/13/2021	16595	YACULTA COMPANIES INC.	\$2,036.81	
32667	7/13/2021	16969	POINT GRAPHICS LLC	\$219.33	
32668	7/13/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$383.40	
32669	7/13/2021	17290	PUGET SOUND ENERGY	\$12,928.28	
32670	7/13/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
32671	7/13/2021	17760	ROSS AND WHITE COMPANY	\$270.18	
32672	7/13/2021	17861	SAMBA HOLDINGS INC.	\$63.82	
32673	7/13/2021	17876	SAUERHOFF AARON	\$39.03	
32674	7/13/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$290.35	
32675	7/13/2021	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$5,865.00	
32676	7/13/2021	18470	SPORTWORKS NORTHWEST INC.	\$54.23	
32677	7/13/2021	18538	STANLEY CONVERGENT SECURITY SOLUTIO	\$300.00	
32678	7/13/2021	18705	SUNBELT RENTALS INC.	\$1,085.30	
32679	7/13/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
32680	7/13/2021	21660	THERMO KING NORTHWEST INC.	\$119.44	
32681	7/13/2021	21950	TITUS-WILL CHEVROLET	\$366.81	
32682	7/13/2021	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
32683	7/13/2021	23641	UNITED STATES TREASURY	\$35.50	
32684	7/13/2021	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$45,588.36	
Total:				\$163,483.54	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/20/2021

Thru Date: 7/20/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32685	7/20/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
32686	7/20/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$76,375.21	
			Total:	\$76,375.21	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/21/2021

Thru Date: 7/21/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32687	7/21/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,199.47	
32688	7/21/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,678.87	
32689	7/21/2021	01895	ECOLUBE RECOVERY LLC	\$236.50	
32690	7/21/2021	04131	BUREAU VERITAS COMMODITIES & TRADE IN	\$2,650.17	
32691	7/21/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$328.73	
32692	7/21/2021	07220	CUMMINS INC.	\$1,906.85	
32693	7/21/2021	07640	DAY MANAGEMENT CORP	\$2,479.97	
32694	7/21/2021	08840	JEMMA INC.	\$7,266.48	
32695	7/21/2021	10607	GENUINE AUTO GLASS OF LACEY	\$1,153.80	
32696	7/21/2021	10660	GILLIG LLC	\$5,514.60	
32697	7/21/2021	13793	MARTIN WAY COLLISION INC.	\$967.64	
32698	7/21/2021	14160	MCMASTER-CARR SUPPLY CO.	\$47.82	
32699	7/21/2021	14381	METLIFE	\$10,725.51	
32700	7/21/2021	14457	MIDWEST BUS CORPORATION	\$199.75	
32701	7/21/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$109.06	
32702	7/21/2021	14760	MUNCIE TRANSIT SUPPLY	\$62.75	
32703	7/21/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$9,177.51	
32704	7/21/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$165.40	
32705	7/21/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$206.00	
32706	7/21/2021	16490	HAROLD LEMAY ENTERPRISES	\$775.80	
32707	7/21/2021	16595	YACULTA COMPANIES INC.	\$327.33	
32708	7/21/2021	16966	POINT & PAY LLC	\$572.73	
32709	7/21/2021	17391	QUALITY MUFFLER & BRAKE	\$511.64	
32710	7/21/2021	17900	SCHETKY NORTHWEST SALES INC.	\$282.20	
32711	7/21/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$393.47	
32712	7/21/2021	18046	SHARP ELECTRONICS CORPORATION	\$428.42	
32713	7/21/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
32714	7/21/2021	18052	SHEA CARR & JEWELL INC.	\$1,918.43	
32715	7/21/2021	18530	STANDARD PARTS CORP.	\$418.54	
32716	7/21/2021	18651	STORMANS INC. (LICENSING)	\$61.25	
32717	7/21/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,000.81	
32718	7/21/2021	21830	THURSTON COUNTY SOLID WASTE	\$9.00	
32719	7/21/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$1,047.04	
32720	7/21/2021	21985	TOTAL FILTRATION SERVICES INC.	\$40.96	
32721	7/21/2021	23410	U.S. BANK NA	\$22,393.16	
32722	7/21/2021	23576	UNG CHAE	\$2,700.00	
32723	7/21/2021	24000	W. W. GRAINGER INC.	\$222.54	
32724	7/21/2021	24030	WA ST AUDITOR'S OFFICE	\$7,860.45	
32725	7/21/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
32726	7/21/2021	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$6,472.92	
Total:				\$101,268.79	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/22/2021

Thru Date: 7/22/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32729	7/22/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,947,458.67	
32730	7/22/2021	12620	KEYBANK NATIONAL ASSOCIATION	\$77.88	
32731	7/22/2021	16654	PARKER CORPORATE SERVICES INC.	\$44,927.30	
32732	7/22/2021	21950	TITUS-WILL CHEVROLET	\$673.62	
Total:				\$1,993,137.47	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/24/2021

Thru Date: 7/24/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32733	7/24/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,903.92	
32734	7/24/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$37.83	
32735	7/24/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,302.68	
32736	7/24/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$56,241.64	
32737	7/24/2021	03250	BATTERY SYSTEMS INC.	\$765.13	
32738	7/24/2021	05280	CAPITAL LAKEFAIR INC	\$4,050.00	
32739	7/24/2021	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$29.46	
32740	7/24/2021	06120	CITY OF OLYMPIA UTILITIES	\$4,086.29	
32741	7/24/2021	07220	CUMMINS INC.	\$1,476.15	
32742	7/24/2021	10017	FOX JAMES	\$300.00	
32743	7/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
32744	7/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
32745	7/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$5,121.39	
32746	7/24/2021	10580	GENE'S TOWING INC	\$130.44	
32747	7/24/2021	10607	GENUINE AUTO GLASS OF LACEY	\$437.60	
32748	7/24/2021	10660	GILLIG LLC	\$4,385.63	
32749	7/24/2021	11048	HARGIS ENGINEERS INC.	\$580.00	
32750	7/24/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$44.10	
32751	7/24/2021	13776	MARSHALL MARKETING GROUP INC.	\$431.91	
32752	7/24/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32753	7/24/2021	14590	MOHAWK MFG & SUPPLY CO.	\$65.20	
32754	7/24/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$700.89	
32755	7/24/2021	14760	MUNCIE TRANSIT SUPPLY	\$1,839.94	
32756	7/24/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$678.85	
32757	7/24/2021	17900	SCHETKY NORTHWEST SALES INC.	\$732.05	
32758	7/24/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$652.75	
32759	7/24/2021	18101	SIJ HOLDINGS LLC	\$1,221.92	
32760	7/24/2021	18145	SIX ROBBLEES' INC.	\$1,013.16	
32761	7/24/2021	18530	STANDARD PARTS CORP.	\$147.18	
32762	7/24/2021	18705	SUNBELT RENTALS INC.	\$1,506.65	
32763	7/24/2021	18940	TENNANT SALES AND SERVICE COMPANY	\$102.18	
32764	7/24/2021	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$500.00	
32765	7/24/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$10,194.15	
32766	7/24/2021	22010	ROTTERS INC.	\$174.79	
32767	7/24/2021	22100	TRANSIT SOLUTIONS LLC	\$366.22	
32768	7/24/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$115.48	
32769	7/24/2021	23641	UNITED STATES TREASURY	\$35.50	
32770	7/24/2021	23660	UNITED WAY OF THURSTON COUNTY	\$546.00	
32771	7/24/2021	24000	W. W. GRAINGER INC.	\$180.67	
32772	7/24/2021	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$24,863.16	
Total:				\$146,353.22	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021 JULY	DI	7/16/2021			3,650.75	3,650.75	3,650.75		3,650.75
11925 JENKINS SHANNETTE										
00	06/29/21 REIMB.	DI	7/16/2021			88.91	88.91	88.91		3,739.66

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
07617 DAVIS JEFF B.										
00	07/15 RECOG CSH OU	DI	7/23/2021			85.00	85.00	85.00		85.00
11233 HENDRICKS WANDA										
00	07/15 RECOG CSH OU	DI	7/23/2021			145.00	145.00	145.00		230.00
11951 JIMENEZ CLINTON										
00	07/13 RECOG CSH OU	DI	7/23/2021			65.00	65.00	65.00		295.00
18042 SHAMBURGER ANGELA										
00	07/14/21 REIMB.	DI	7/23/2021			31.31	31.31	31.31		326.31

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
04175 BURNHAM MICHAEL										
00	Q2 2021 MIL REIMB.	DI	7/30/2021			58.80	58.80	58.80		58.80
11770 IT PROJECT ASSISTANCE										
00	2021 JULY	DI	7/30/2021			772.00	772.00	772.00		830.80
11775 IT WELLNESS										
00	2021 JULY	DI	7/30/2021			673.00	673.00	673.00		1,503.80

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: August 18, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, Procurement Coordinator, 705-5837

SUBJECT: Janitorial Services and Supplies Contract Renewal

-
- 1) **The Issue:** Renew the janitorial services and supplies contract with CW Janitorial Service for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$281,578, including taxes.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

Under this renewal effective September 1, 2021, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station. Tasks and requirements have been updated to reflect current service and supply needs, and modifications implemented throughout the past year to increase emphasis on disinfection and overall cleanliness.

Proposed renewal rates are increased as compared to the current contract term, due to enhanced disinfection practices and adjustments to janitorial staff wages to be in closer alignment with current market rates. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service's record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities and recommends renewal of the contract.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$281,578, including taxes.
- B. Defer Action. This alternative may result in a lapse of janitorial services and supply coverage at Intercity Transit facilities.

6) **Budget Notes:** The 2021 budget for Janitorial Services and Supplies is \$245,000. The adjusted contract rates will not result in an overage to the 2021 budget. The 2022 budget allocation will accommodate the new contract amount, as well as consideration for a future increase in the next annual renewal to include services needed to support the new Administrative and Fuel/Wash/Facilities buildings currently under construction. Our current construction schedule anticipates our occupancy by August 2022.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal No. 3:** *"Maintain a safe and secure operating system."*

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

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: August 18, 2021

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: OTC South Site Updates Contract Award

-
- 1) **The Issue:** Authorization to execute a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center with the Washington State Department of Enterprise Services (DES).
-
- 2) **Recommended Action:** Authorize the General Manager to approve funding in the amount of \$435,541.35 to have the Washington State Department of Enterprise Services (DES) enter into a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center (OTC) site with Christensen, Inc.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
-
- 4) **Background:** On June 3, 2020, the Authority authorized the General Manager to amend our Interagency Agreement (IAA) with DES for project management services to include the use of DES' competitively awarded job order contracting services, on-call consulting contracts, and small works roster for Transit public works projects.

Earlier this year staff engaged MSGS Architects (MSGs) from the DES On-call Architectural and Engineering contract to provide civil engineering, landscape architecture, and project management services for design development, construction documents, and bidding and construction support for site improvements on the south side of the OTC property. Planned work will include improved site amenities including new lighting for safety, redesigned walkways to improve pedestrian flow both onsite and crossing to the main bus platform, updated landscaping, and street furniture appropriate for the use and area. The site refresh and improvements will include replacement of the sidewalks on State Avenue and on Washington Street and replace the trees that currently interfere with existing bus zones with an integrated walkway and planting plan on the site that is appropriate for the level of pedestrian use and bus activity at the Olympia Transit Center. The design is taken from and complements the previous work done with the construction of the new customer service building recently completed.

MSGGS finalized the design and construction documents in mid-July. DES advertised for Request for Bids on July 22, 2021, for the construction and improvements on the south portion of the OTC property. A total of six (6) bids were received by the submittal deadline of 3:00 p.m., on August 12th. The bid submitted by Christensen, Inc. in the amount of \$364,775 was determined to be the lowest, responsive, and responsible bid. Christensen, Inc. is a reputable and competent contractor. Christensen, Inc. recently completed a project for DES for the construction of a new building for the Washington State School Director's Association in Lacey.

Accordingly, staff recommends granting approval authority to the General Manager authorizing DES to move forward with award and administration of the OTC Site Improvement project in the amount of \$435,541.35, which includes the low bid amount, sales tax, and a 10% contingency in accordance with DES's contracting processes.

5) **Alternatives:**


- A. Authorize the General Manager to approve funding in the amount of \$435,541.35 to have the Washington State Department of Enterprise Services (DES) enter into a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center (OTC) site with Christensen, Inc.
- B. Defer action.

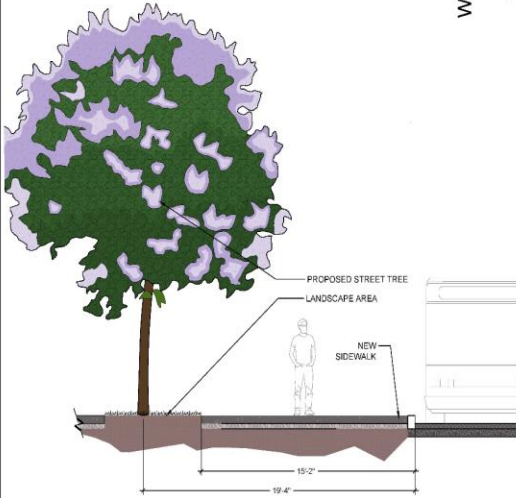
-
- 6) **Budget Notes:** The 2021 budget included an estimated project cost of \$480,000 including permit fees, design, construction, and construction support for the planned site improvements to the Olympia Transit Center. The project cost (with all costs including contingencies) is estimated at \$531,644 (includes \$90,852 in design and engineering fees and \$34,478 in contingencies). Funding beyond the budgeted amount would come from the 2021 Bus Stop Enhancement project.

-
- 7) **Goal References:** **Goal 2:** *"Provide outstanding customer service."* **Goal 3:** *"Maintain a safe and secure operating system."* **Goal 4:** *"Provide responsive transportation options within financial limitations."*






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

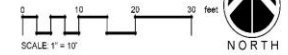
CONCEPT PLANT SCHEDULE PLAZA

	CANOPY TREE 2" CAL. B&B OR CONT., 12'-14' HT.
	EVERGREEN 3-5 GAL. CONT. @ 4' O.C.
	GRASSES 1-2 GAL. CONT. @ 3' O.C.
	DECIDUOUS 2-5 GAL. CONT. 4' O.C.
	LOW SPREADING SHRUB 1-2 GAL. CONT. @ 2.5' O.C.
	LOW GROW PLANTING 1 GAL. @ 2.5' O.C.



REFERENCE NOTES SCHEDULE PLAZA

SYMBOL	DESCRIPTION
1	SCORING
SYMBOL	DESCRIPTION
	BENCH
SYMBOL	DESCRIPTION
	SCORED STANDARD CONCRETE
	STAMPED COLORED CONCRETE
	COLORED/ SCORED CONCRETE
	TURF



BY	
DATE	
REVISIONS	
<p>SCJ ALLIANCE CONSULTING SERVICES 8750 TALON LANE NE, SUITE 300, LAKE WA, 98156 P: 360.552.1465 F: 360.552.1509 SCJALLIANCE.COM</p>	
<p>OLYMPIA TRANSIT CENTER 222 STATE ST. LAKE NE OLYMPIA, WA</p>	
<p>PROJECT NAME: OLYMPIA TRANSIT CENTER SHEET TITLE: STREET & LANDSCAPE SCALE: AS SHOWN DESIGNER: [Signature] DRAWN BY: [Signature] APPROVED BY: [Signature] DATE: APRIL 2021 JOB NO: J004-1995-012 DRAWING FILE NO: [Blank] DRAWING NO: [Blank] SHEET NO: 01 OF 1</p>	

Apr 13, 2021 4:28:08pm - User: [Blank]
N:\PROJECTS\J004-1995-012\OLYMPIA TRANSIT CENTER\2021 SITE IMPROVEMENTS\LANDSCAPE\012 K-LS.MXD

PEXISTING SITE CONDITIONS ON THE SOUTHWEST QUARTER OF THE OTC



INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: August 18, 2021

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Special Meeting - September 15, 2021

-
- 1) **The Issue:** Whether to schedule a remote special meeting for Wednesday, September 15, 2021, to conduct a joint meeting of the Intercity Transit Authority and the Community Advisory Committee (CAC).
-
- 2) **Recommended Action:** Schedule a remote special meeting for Wednesday, September 15, 2021, to conduct a joint meeting of the Authority and the Community Advisory Committee.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
-
- 4) **Background:** Staff is recommending the Authority schedule a remote special meeting for Wednesday, September 15, 2021, to conduct the annual joint meeting of the Authority and Community Advisory Committee. Staff would cancel the regularly scheduled September 20th meeting of the CAC.
-
- 5) **Alternatives:**
- A. Schedule a remote special meeting for Wednesday, September 15, 2021, to conduct a joint meeting of the Authority and CAC.
 - B. Schedule a joint meeting for a different date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Having an opportunity to learn, share ideas and look to the future of the agency meets all goals of Intercity Transit.
-
- 8) **References:** N/A.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
July 19, 2021 – Virtual Meeting

CALL TO ORDER

Vice-Chair Smit called the virtual July 19, 2021, virtual meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Vice-Chair Walter Smit; Ty Flint; Marilyn Scott; Nikki Crist; John Gear; Allison Spector; Joan O’Connell; Jihan Grettenberger; David Bonauto, and Marie Lewis.

Absent: Chair Ursula Euler; Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Scott Paris; Gene Angel; Carissa Putt, and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Duncan Green; Cindy Fisher-Waterhouse; Jessica Gould; Daniel Van Horn, and Roshan KC.

Others attending: Eliane Wilson.

APPROVAL OF AGENDA

It was M/S/A by TY FLINT and JOAN O’CONNELL to approve the meeting agenda.

APPROVAL OF MINUTES

It was M/S/A by JOAN O’CONNELL and TY FLINT to approve the minutes of the June 21, 2021, CAC Meeting.

INTRODUCTIONS

Euler introduced Authority member, SUE PIERCE, as the ITA representative attending the meeting.

ITA MEETING ATTENDANCE SCHEDULE

- A. July 21, 2021 – Ty Flint
- B. August 4, 2021 – John Gear
- C. August 18, 2021 – Jihan Grettenberger

NEW BUSINESS

- A. **2021 BICYCLE COMMUTER CHALLENGE UPDATE** – (*Duncan Green*) Green introduced himself as the coordinator of the Bicycle Commuter Challenge (BCC). The BCC is celebrating its’ 34th consecutive year this year. Green indicated he was able to keep the BCC rolling this year and persevere despite some pretty dramatic changes in people’s commuting habits. In light of the ever-evolving pandemic the BCC has had to adapt the past two years. The program continued to focus on the all-around benefits of bicycling, including individual and community health benefits, in addition to the immense advantages of bicycling as a means of

transportation. This year the program held a winter BCC in February with a record number of miles ridden and they nearly matched last year's level of participation. In April they held the bike art challenge which generated the inspiration of this year's theme, "Bicycle for Joy." In May they held an adapted Earth Day market ride, bike to work day, and the youth bike challenge. Green shared some statistics from the winter BCC which included 270 riders, representing 60 different BCC teams, that rode over 1800 days and 19,500 miles. He shared some of the art from the bicycle art challenge. The main BCC and youth bike challenge combined included 713 riders, on 70 different teams, reporting 69,000 miles, on over 6,400 days. Almost 200 of the people were doing the BCC for the first time. The average rider rode for 9.3 days for 97 miles for the month. He shared the logos of several of the sponsors. They restarted their sponsorship program after letting everyone take a break last year. This year there were over 40 sponsors. The vast majority were able to come back and support the event again this year. The local business community is still very supportive. He shared some of the prizes awarded this year with the grand prize being a gift certificate from Adventure Cycling Association for two, for a trip anywhere in the country. He also highlighted a beautiful basket provided by Alaffia filled with some of their skincare products that he was able to deliver today. There was also a full-size quilt made by a BCC participant incorporating all types of bicycle imagery and old t-shirts.

Green shared a recent testimonial:

"Thanks to you, and everyone at IT for all you do in support of making bicycling safe and popular in Thurston County. I participated in essentially every year's contest for the past 30 plus years. Most years, that meant somewhere between 4 and 7 days a week. Anyway, please know that your efforts are both appreciated and important." -D. Buster

Green added that hearing back from the community that it is making a difference is very rewarding. He is looking forward to seeing how the BCC can best serve the community next year which will be the 35th anniversary year.

Green answered questions.

Smit – asked what the average sponsor contributes.

Green – indicated it depends on the type of business contributing and they keep it very flexible. Some contribute services, coupons, or prizes.

O'Connell – shared a shout out to Green and his team for all their hard work over the years. The community obviously appreciates the work.

B. FIVE-YEAR VANPOOL FARE DEMONSTRATION PROJECT - (Cindy Fisher-Waterhouse)

Fisher-Waterhouse indicated they are proposing a simplified solution for vanpool fares to reduce barriers related to access, while supporting economic recovery in the community as employees return to work following the pandemic. She shared slides depicting the current vanpool structure with over 2,000 price points. Staff is proposing that the fares be simplified. They spoke to the CAC in April and listened to the comments concerning things that needed to be addressed and have come up with a final proposed sample fare structure. Anyone can look at it and understand it, and it's easy for staff to administer. This is done in 25 mile/dollar increments. There is a daily trip fare to accommodate those not in a group and to address hybrid work schedules.

The ITA/CAC feedback included many positive comments:

- Beneficial to offer multiple fare zones to include shorter commutes
- Incentivizing subsidy would be advantageous
- Lower income people lack transportation and employers are struggling to hire as a result
- Uncertainty for vanpool demand for State workers – this is an opportunity to adjust cost recovery to attract customers from different industries
- Very smart thinking because you can't sell something if you can't tell people the price
- Good step in the mission and vision of the agency – focused on getting people where they need to go – like zero fare
- Makes complete sense to roll this out as people return to work and consider alternative modes of transportation
- Goal to increase ridership and bring vanpool back to a healthy status asap
- Current fare structure is way too complex
- Consensus to adopt a new fare structure and lower cost recovery rate
- People centered rather than bottom line and getting more cars off the road
- Make it simple for staff and the public

Flat fare benefit include:

- Advertise and communicate cost of vanpool – best marketing strategy
- Reduce administrative costs of collecting fares by reducing staff time from 160 to 40 hours/month
- Allow more staff focus on outreach, recruitment, and retention
- Attract employers and encourage subsidies
- Attract essential, industrial, lower income workers with affordable, consistent fares
- Retention – the fare is not based on the ridership it's individual
- Per person fare allows groups to split for social distancing without changing cost
- Per person fare allows for hybrid or intermittent work schedules
- For the first time in vanpool history staff will be able to tell potential customers and employers how much vanpooling costs

Cost Recovery:

2019 Actual Revenue

- Annual Revenue - \$1,389,143 – monthly average \$115,762
- Direct Operating Costs - \$1,471,873
- 94% Direct Cost Recovery

Projected Revenue based on 2019 data implementing flat rate

- Annual Revenue - \$1,019,100 – monthly average \$84,925
- Direct Operating Costs - \$1,471,873
- 69% Direct Cost Recovery
- Increased ridership expected with ability to market program effectively by clearly stating the cost to vanpool

Staff seeks a recommendation from the CAC for the ITA to move forward with the proposed five-year vanpool fare demonstration project including a public hearing for the proposal and adopting a resolution for a five-year vanpool fare demonstration project.

Fisher-Waterhouse answered questions.

Smit – asked if there is an incentive to keep a vanpool full like 10% off.

Fisher-Waterhouse – indicated there is not in this proposal. It is difficult to administer and track, but she agreed that it is a good idea.

Freeman-Manzanares – added that Fisher-Waterhouse touched on the administrative cost and the savings from this eight step fare structure as opposed to 2,000. When you start adding things like a 10% discount it becomes more complicated. Staff has discussed the idea and how they might potentially make changes to address ridership, and the reason it is a demonstration project is to allow for changes that might be necessary to better promote the vanpool program. Your point is well taken Walter because they do want to make sure they can take as many cars off the road as possible. One of the changes in the state legislature this last session was changing the number of individuals required in a vanpool from five to three. The state recognized that sometimes it is difficult to get that many people together to vanpool from one place to another. Getting two cars off the road is still impactful. And COVID might have an impact on how many individuals one is willing to vanpool with. Vanpool staff will be looking at a wide range of possibilities in this demonstration to see if they can get the program back to 180 groups and maybe beyond. Then they will come back and have more conversations about what that looks like.

O'Connell – thanked Fisher-Waterhouse for the innovation. A lot changed due to the pandemic and with all the struggles this is definitely an improvement. Might take time to get there but it is a much easier system.

Grettenberger – added it's great that staff is moving forward with a solidified plan and she looks forward to seeing it roll out.

Freeman-Manzanares – asked if the committee wish to have a conversation first or forward a consensus to the authority to move forward with the demonstration project.

Smit – called for any dissenting opinions.

Smit – added that staff might look at some other ways to incentivize more people to be in the same vanpool.

Gear provided a motion and second was received from O'Connell to forward a recommendation to move forward with the five-year vanpool fare demonstration project to the Authority.

CONSUMER ISSUES

- *Spector* – indicated she is very excited about the return of the route to Tacoma and had the pleasure of using it today.

Grettenberger – added that it is such an important bus to assist people in moving between counties.

- *Smit* – inquired if the agency communicates with other transit agencies about what is working well and what isn't.
- *Freeman-Manzanares* – indicated WSTA has a number of groups that get together and even more so through COVID to share what works and what doesn't. There is also APTA which meets on a national/international level to check in on what is going well and what isn't including legislative matters through COVID and beyond.
- *Spector* – shared that safety at the bus stops continues to be an issue. She recently had an issue at the Safeway/Martin Way stop where she was accosted. It was possibly last Saturday.
- *Bergkamp* – indicated she would reach out to her for specifics via email to see if they can follow up on the incident.

REPORTS

- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
- A new class of 6 operators started today. Another is starting in September. If there is someone to refer the applications are available on IT's website: www.intercitytransit.com.
- Staff was hoping to be back at pre-pandemic service levels in March, 2022 but won't be able to do so without more operators. Any assistance in recruiting would be appreciated.
- Allison, Ty and Jihan volunteered to be on the CAC Ad Hoc Committee to select new members. David and Ursula volunteered to be alternates. Interviews are scheduled for November 3 and Nancy will send out a calendar invite. Applications will be available 9/1/21 and due 10/8/21 and ITA will select applicants to interview on 10/20/21. The ITA will appoint new members at either the 11/17/21 or 12/1/21 meetings.
- As was mentioned earlier, the agency restored a portion of the Olympia Express service as of today. She appreciated the nice comments on this and the agency is glad to be able to restore that service.
- Staff continues to study alternative fuels and they are focusing on hydrogen and the potential of utilizing solar power to create clean hydrogen. Staff submitted a response to the Department of Energy on a nationwide request for information to let them know the agency's interest in green hydrogen. Staff looks forward to partnering as research and technology continues to evolve. Staff intends to come chat about the alternative fuels journey in the next few months to share what they have learned.
- Several CAC members were able to make it to the construction site visit a few weeks ago. If you weren't able to make it there will be another and it will most likely be on another Friday around 3:00 pm. The site currently belongs to the contractor during construction and tours will be done when it works best for them. The project remains on schedule and within budget.
- Staff continues to work on the design for the maintenance facility and the remainder of the campus.
- The north parcel including the ops, fuel wash and facilities are anticipated to be open in late summer/fall of 2022.
- Staff is working on the 2022 budget and will provide a presentation to the CAC about the proposed budget in September with public comment later in the year and approval likely at the December 1 ITA meeting.
- *Flint* – remarked he noticed the progress on the Styrofoam and concrete walls along Martin Way since the site visit.

- She thanked the committee for such great feedback on the vanpool fare structure and noted that their comments helped staff come up with the proposal and will help better serve the broader community.

O'Connell – thanked staff and the ITA for listening, considering, and utilizing the feedback. There are a lot of CAC's out there that don't stand the test of time because they don't feel heard.

Pierce – added that despite her technical difficulties tonight she wanted to share that the ITA spends time reading the minutes and appreciates the questions and remarks shared by the CAC.

NEXT MEETING: August 16, 2021.

ADJOURNMENT

It was M/S/A by JOHN GEAR and TY FLINT to adjourn the meeting at 6:15 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210621.docx