

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, December 1, 2021
5:30 P.M.

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

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

United States (Toll Free): 1 877-309-2073 / Access Code: 301-367-277

- One-touch: <tel:+18773092073,,301367277#>

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 December 1, 2021.
 - By Phone – Contact the Clerk of the Board at 360-705-5860 by 12 noon December 1, 2021.
 - By USPS - mail comments to “Public Comments” P. O. Box 659, Olympia, WA 98507.
- 3) **RECOGNITION** **60 min.**

A. Surplus Van Grant Recipient Recognition (*Cindy Fisher-Waterhouse*)
Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association - Elite Boxing Academy.
- 4) **INTRODUCTIONS** **15 min.**

A. Alexander Auty, Information Systems Tech (*Jason Aguero*)
B. Alihaundra Borja, Jeremy Eaton, and Zachary Rose, Vehicle Detailers (*Jonathon Yee*)
- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**

A. Approval of Minutes: November 3, 2021, and November 17, 2021, Regular Meeting.

B. Payroll for November: \$2,963,011.60

C. Accounts Payable November: Warrant numbers 33313-33343 dated November 2 in the amount of **\$639,988.91**; numbers 33344-33381 dated November 9 in the amount of **\$1,254,302.87**; numbers 33382-33397 dated November 13 in the amount of **\$2,088,355.17**; numbers 33398-33440 dated November 18 in the amount of **\$121,748.18**; numbers 33441-33469 dated November 24 in the amount of **\$295,674.43**;

for a total amount of **\$4,400,069.56**; and Automated Clearing House Transfers in the amount of **\$14,873.19** for a monthly total of **\$4,414,942.75**.

6) NEW BUSINESS

- | | | |
|-----------|--|---------------|
| A. | Surplus Property - Coaches (<i>Katie Cunningham</i>) | 5 min. |
| B. | Security Services Contract Extension (<i>Katie Cunningham</i>) | 5 min. |
| C. | CAC Recommendation/Appointments (<i>Ann Freeman-Manzanares</i>) | 5 min. |

7) COMMITTEE REPORTS - NONE

8) GENERAL MANAGER'S REPORT **5 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.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
November 3, 2021

CALL TO ORDER

Chair Cox called the November 3, 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; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer.

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Sara Bradley; Suzanne Coit; Jessica Gould; Steve Krueger; Amy Meierhoff; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford; Hannah Toulme; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Jihan Grettenberger, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: No public comments were received.

PUBLIC HEARINGS

A. Draft 2022-2027 Strategic Plan. Freeman-Manzanares presented the 2022-2027 Draft Strategic Plan for a public hearing. Freeman-Manzanares said two written public comments were received (attached) and those were forwarded to the Authority prior to the meeting.

The Authority reviewed the elements of the strategic plan in the spring to provide direction in creating the 2022 budget proposal. The plan has the elements which allow IT to focus on the implementation of the approval of the long-range plan, as well as IT's Proposition 1. The Authority directed two changes to the document before release as follows:

Intercity Transit Authority Regular Meeting

November 3, 2021

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- Goal 5 - the Authority directed staff to include supporting the Thurston County Regional Climate Mitigation Plan. Goal 5 now reads: "Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan."
- Goal 7 - The Authority directed staff to add the phrase, "such as access and equity as a service provider, and as an employer." Goal 7 now reads: "Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in the community, such as access and equity as a service provider and as an employer."

Chair Cox opened the public hearing at 5:34 p.m. Clerk of the Board confirmed there was no one from the public wishing to make public comment.

With no one from the public giving comment, Chair Cox closed the public hearing at 5:34 p.m.

- B. Draft 2022 Budget.** Finance Manager, Suzanne Coit, presented the draft 2022 Budget for a public hearing. No written comments were received for the draft budget.

Chair Cox opened the public hearing at 5:35 p.m. Clerk of the Board confirmed there was no one from the public wishing to make public comment.

With no one from the public giving comment, Chair Cox closed the public hearing at 5:35 p.m.

INTRODUCTIONS

- A.** Sara Bradley introduced **Hannah Toulme, HR Specialist.**

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** October 6, 2021, and October 20, 2021, Regular Meetings
- B. Payroll for October:** \$4,332,698.35
- C. Accounts Payable October:** Warrant numbers 33148-33179 dated October 5 in the amount of **\$131,581.32**; numbers 33180-33181 dated October 11 in the amount of **\$75,054.49**; numbers 33182-33230 dated October 13 in the amount of **\$2,531,612.79**; numbers 33233-33274 dated October 19 in the amount of **\$217,026.99**; numbers 33275-33280 dated October 22 in the amount of **\$17,271.27**; numbers 33281-33311 dated October 27 in the amount of **\$393,670.46**; for a total

Intercity Transit Authority Regular Meeting

November 3, 2021

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amount of **\$3,366,217.42**; and Automated Clearing House Transfers in the amount of **\$6,517.09** for a monthly total of **\$3,372,734.51**.

NEW BUSINESS - NONE

COMMITTEE REPORTS - NONE

GENERAL MANAGER'S REPORT

- Freeman-Manzanares reported the CAD/AVL project is moving right along. Staff is implementing the pilot phase on the test fleet, which is a test group of four vehicles, which officially starts on November 11. There are about 20 operators trained to use those vehicles and report in. Coach installation is planned to begin November 29 and be completed by the end of the year. Dial-A-Lift is tentatively planned for testing and installation in February 2022. IT is losing the communication system through T-COMM in March 2022, so there are a lot of reasons to move through this as quickly as possible. The contractor, Avail, is doing a fantastic job making sure we can meet our goals. Staff have dedicated a lot of time to this project making sure that everything flows smoothly. Freeman-Manzanares gave a big shout out to staff for making it happen.
- Staff participated in an intake meeting with the City of Olympia for the final land use permit for the next phase of the Patterson Street project. That process is anticipated to take approximately four to six months to complete.
- The bus stop improvement construction project will be suspended at the end of this week due to the weather. The contractor hopes to start it back up about mid-February. A little less than half of the 47 sites the Authority approved have been completed. The Marketing and Communications staff, Operations Supervisors, and surely our customers are ready for a break because that's a lot of activity at the bus stops.
- Staff is making great progress with the downtown Olympia Transit Center final site updates even in the midst of the work being facilitated by the City of Olympia downtown. The Smart Corridor consultant has been interviewing our partner jurisdictions, so the work is underway on that project.
- Eric Phillips gives a big shout out to WSDOT Olympic Region and headquarters staff who have been supporting the work to get approvals in place for the Martin Way Park-and-Ride direct access project.
- Previously, Freeman-Manzanares reported a break-in and theft at the Walk N Roll Facility downtown Olympia and a break-in at the Centennial Station. This week, she is reporting a theft of a transport vehicle from the gated construction site on Pattison

Intercity Transit Authority Regular Meeting

November 3, 2021

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Street. Issues continue with individuals repeatedly cutting through or going over the fence to get onsite. We've installed lighting sensors, cameras, and have security staff onsite, and we're looking to add more security at our headquarters and construction sites. Besides all of that, the glazing has been delivered and installed, and construction is on schedule and within budget.

- This afternoon, the Authority/CAC ad-hoc panel interviewed 10 candidates for the open CAC positions. Thank you to Justin Belk, Don Melnick and Debbie Sullivan for representing the Authority, and Jihan Grettenberger, Ty Flint and Allison Spector from the CAC. They will make a candidate recommendation to the Authority at the December 1 meeting.

AUTHORITY ISSUES

The Authority congratulated Debbie Sullivan, Clark Gilman and Carolyn Cox on their victory running for public office positions. Sullivan for the Mayor of Tumwater; Gilman for Olympia City Council; and Cox for Lacey City Council.

CLOSED SESSION

Chair Cox announced once the meeting is adjourned, the Authority will convene to a Closed Session pursuant to RCW 42.30.140 (4) (b), to conduct a discussion related to the ATU Lodge 1765. No further action will be taken.

Attending the Closed Session: General Manager Freeman-Manzanares; Administrative Services Director Stafford-Smith; Authority members Cox, Sullivan, Melnick, Gilman, Pierce, Mejia, Belk and Carmody.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 5:55 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk to the Authority

Date Approved: December 1, 2021

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

**PUBLIC HEARINGS
DRAFT 2022 BUDGET
DRAFT 2022-2027 STRATEGIC PLAN
NOVEMBER 3, 2021
Public Comments**

TicketID	Ticket	Contact Info	Date
Via email and Customer Comments	<p>I strongly urge Intercity Transit to focus on electrification of the fleet through modern battery electric buses.</p> <p>The continued consideration of hydrogen fuel-cell buses is a distraction that should be put aside. Hydrogen fuel cell buses are failing in the marketplace. There are fewer than 100 hydrogen fuel cell buses operating in the US, and thousands of battery electric buses, and hundreds of thousands of battery electric buses worldwide.</p> <p>Two issues that IT should be concerned about are the sources of supply for hydrogen, and the reliability of supply for both hydrogen and electricity as transit fuels.</p> <p>Obtaining "Green" hydrogen will be difficult and expensive.</p> <p>Types of Hydrogen</p> <p>Hydrogen comes in several flavors.</p> <p>“Gray” hydrogen is currently about 99% of the market in the US, produce by steam reformation of natural gas; huge amounts of CO2 are released into the atmosphere, making gray hydrogen much worse than diesel fuel from a climate mitigation perspective.</p> <p>“Blue” hydrogen is made the same way, but the carbon is captured and stored; this is very expensive, and the technology is not yet commercially viable.</p> <p>“Green” hydrogen is produced by using electricity from renewable sources (wind, solar, hydro) to separate hydrogen from water. This is the only viable hydrogen option that truly and reliably mitigates carbon emissions. It is currently expensive, expected to get cheaper, but unlikely to ever be competitive with battery electric buses, simply because the process of converting electricity to hydrogen and then back to electricity is only about 25% efficient measured by the electricity received from the utility grid relative to the electricity delivered to the wheels of the bus. Battery electric buses deliver about 80% of the electricity they receive from the utility grid to the wheels of the bus.</p>	<p>Jim Lazar 1907 Lakehurst Dr. SE Olympia, WA 98501 360-786-1822 Jim Lazar jim@jimplazar.com</p>	<p>11/3/21 @ 11:30 a.m.</p>

**PUBLIC HEARINGS
DRAFT 2022 BUDGET
DRAFT 2022-2027 STRATEGIC PLAN
NOVEMBER 3, 2021
Public Comments**

	<p>There is one producer of green hydrogen in the Pacific Northwest, Douglas County PUD, and it is a very small facility. Trucking hydrogen 200 miles in a specialized tanker is expensive, and runs the risk of disruption of supply in winter when mountain passes may be snowy. While there may be additional producers in the future, the focus of their effort is on industrial processes that require very high temperatures, not transportation fuel. Betting on hydrogen would be very risky from a supply and cost perspective.</p> <p>Assuring Reliability During Power Outages.</p> <p>Intercity Transit should be very concerned about reliability of its system during power outages. Here, again, battery electric buses have an advantage over hydrogen fuel cell buses, simply because the electric transmission system is almost flawlessly reliable. Our home power outages are caused almost entirely by distribution grid failures (tree branches falling on lines). The IT electric bus facility would likely need to be connected directly to the high-voltage transmission system, bypassing the distribution grid entirely.</p> <p>To assure reliability with a battery electric bus fleet, IT may need to invest in an on-site generator for times when the power grid is down. While it would be used less than 1% of the time (3 days a year would be highly unusual for outages on the transmission system), and therefore would add little to the IT carbon footprint, it would assure that IT could maintain service continuously when the transmission or local connection to the grid is down. The generator could power the IT offices during the day, and power the recharging equipment during non-working hours, thus providing both office staff reliability and vehicle reliability. This is not a huge cost, but should be examined. The existing diesel storage tank could supply such a generator for weeks, not just days, so that part of the investment is not a new cost.</p> <p>Power outages are most likely to occur during severe winter weather. This is the same time that the highway system from eastern Washington, where Green hydrogen is being produced, are likely to be closed due to ice and snow. Storing enough hydrogen on-site to assure reliability during an outage of the hydrogen supply network will likely be at least as expensive as a backup generator. Hydrogen is difficult to store – those tiny molecules can find their way out of most holding tanks. Hydrogen is an appropriate fuel for industrial processes where a few days of production disruption are not a crisis. It is not a reliable fuel for transit operation.</p>		
Via email and customer comments	<p>Comments from Karen Messmer on the Intercity Transit Draft 2022 Budget and 2022-2027 Strategic Plan November 3, 2021</p> <p>Authority Board Members,</p>	<p>Karen Messmer karen@karenmessmer.com</p>	<p>11/3/21 @ 11:30 a.m.</p>

**PUBLIC HEARINGS
DRAFT 2022 BUDGET
DRAFT 2022-2027 STRATEGIC PLAN
NOVEMBER 3, 2021
Public Comments**

	<p>While I see strong commitment to sustainability expressed by the strategic plan, the actions and budget need to be more specific regarding emissions reductions. The climate crisis is looming on us and our time to take action is now.</p> <p>The budget contains a \$650,000 study to address ‘alternative fuels’ at the Pattison facility. This implies that Intercity Transit has not yet committed to electrifying the bus fleet. It is time to go beyond alternative analysis and move to making plans for emissions reductions. I assume that hydrogen remains a potential fuel choice. This is a mistake for our climate future.</p> <p><u>One of the problems with hydrogen is that it requires at least three times as much electricity as battery electric.</u></p> <p>Hydrogen is much less efficient than battery electric buses. The electrolysis process to separate hydrogen from water is about 50% efficient. The fuel cell process to produce electricity from hydrogen is about 50% efficient. This means that only about 25% of the electricity that is used in the process ultimately finds its way to the bus wheels. By contrast, battery electric buses have charging losses, but about 80% of the electricity put into the bus reaches the wheels.</p> <p><u>Electricity is Cheaper</u></p> <p>Electricity is getting cheaper in real terms, as low-cost wind and solar become increasingly dominant in the wholesale power market. One can contract for a long-term supply of wind or solar electricity for less than \$.05/kWh, which is \$0.60/gallon of diesel equivalent. The delivery costs for that electricity, in our case paid to Puget Sound Energy, add another \$.03 - \$.05/kWh, meaning the delivered electricity costs about \$1.00/gallon equivalent. Because Intercity Transit would likely be charging overnight, when electricity prices are low, the electric distribution grid is lightly loaded, and wind production is high, IT may be able to charge for less than the costs above.</p> <p>By contrast, the most optimistic projection of hydrogen costs, assuming huge reductions in both the cost of electrolysis and electricity, is about \$2/kg, or \$2.50/gallon of diesel equivalent. https://www.spglobal.com/platts/en/market-insights/latest-news/coal/033020-green-hydrogen-costs-can-hit-2kg-benchmark-by-2030-bnef</p> <p><u>Experience with hydrogen is limited while experience with electric is massive because North America and especially because of international use.</u></p>		
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**PUBLIC HEARINGS
DRAFT 2022 BUDGET
DRAFT 2022-2027 STRATEGIC PLAN
NOVEMBER 3, 2021
Public Comments**

	<p>As of December 2020, there are:</p> <table><tr><td>Total U.S. Zero-Emission Transit Buses (ZEBs)</td><td>2,790</td></tr><tr><td>U.S. Transit Battery Electric Buses (BEBs)</td><td>2,703</td></tr><tr><td>U.S. Transit Hydrogen Fuel Cell Buses (FCEBs)</td><td>87</td></tr><tr><td>U.S. Zero-Emissions Small Buses</td><td>617</td></tr><tr><td>Active U.S. Zero-Emissions Transit Buses</td><td>1015</td></tr><tr><td>Canadian Zero-Emissions Transit Buses</td><td>249</td></tr></table> <p>source: CALSTART</p> <p>The level of experience in the US and internationally is ‘working out the kinks’ with electric busses while hydrogen is lagging. IT needs to be making specific plans to make the needed changes to reduce fleet emissions now, even though the first bus may not be in service for several years. Moving to hydrogen before it is proven is risky. Waiting until hydrogen has been proven does not move specific infrastructure plans ahead quickly enough.</p> <p><u>Make more specific plans for electrification</u></p> <p>Intercity Transit should be making specific plans to move to electric battery busses. There are a number of important steps that need to be developed. Since IT will become a large user of electricity, the approach to the purchase of electricity can present options. An expert in electric utility services should be consulted to assure that IT is achieving maximum savings and benefits when purchasing electric power.</p> <p>The Authority should modify the Strategic Plan and Budget to move Intercity Transit more affirmatively towards fleet electrification and stop spending funds on studying alternative fuels. The climate crisis is looming on us and requires bolder, faster action.</p> <p>Thank you for your consideration of my comments.</p> <p>Karen Messmer</p>	Total U.S. Zero-Emission Transit Buses (ZEBs)	2,790	U.S. Transit Battery Electric Buses (BEBs)	2,703	U.S. Transit Hydrogen Fuel Cell Buses (FCEBs)	87	U.S. Zero-Emissions Small Buses	617	Active U.S. Zero-Emissions Transit Buses	1015	Canadian Zero-Emissions Transit Buses	249		
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**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
November 17, 2021**

CALL TO ORDER

Chair Cox called the November 17, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

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

Members Absent: Thurston County Commissioner Carolina Mejia.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Magic Aguinaga; Suzanne Coit; Jessie Gould; Steve Krueger; Ally McPherson; Kyle McPherson; Pat Messmer; Eric Phillips; Heather Stafford; Daniel Van Horn; Cindy Waterhouse; Riley White.

Others Present: Legal Counsel, Jeff Myers; Sara Develle, Executive Aide to Commissioner Mejia.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: No public comment.

INTRODUCTIONS

A. Cindy Waterhouse introduced **Riley White, Vanpool Coordinator.**

NEW BUSINESS

A. **Surplus Van Grant Program.** Vanpool Manager, Cindy Waterhouse, presented 15 recommended recipients for the surplus van grant program. On September 3, 2003, the Intercity Transit Authority adopted Resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not met by Intercity Transit's fixed-route services. The Authority has granted 68 vans to community groups since the program began.

A review team consisting of, General Manager Ann Freeman-Manzanares, DSHS Supervisor Carson Moore, Phil Prietto of City Gates Ministries, Vanpool Coordinator Riley White, and Vanpool Manager Cindy Waterhouse evaluated 17 applications received. Utilizing selection criteria including community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association - Elite Boxing Academy.

All have worthy programs, demonstrate community benefits, and have the ability to comply with the requirements of the grant.

It was M/S/A by Councilmembers Gilman and Sullivan to authorize the General Manager to grant surplus vanpool vehicles to Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association - Elite Boxing Academy.

- B. Adopt 2022-2027 Strategic Plan.** Freeman-Manzanares presented the final 2022-2027 Strategic Plan for adoption.

It was M/S/A by Councilmembers Carmody and Sullivan to adopt the 2022-2027 Strategic Plan.

- C. Adopt 2022 Budget.** Suzanne Coit, Finance Manager, presented the final 2022 Budget for adoption.

It was M/S/A by Citizen Representatives Melnick and Pierce to adopt Resolution 05-2021 that establishes the 2022 Budget.

- D. InterClean Bus Wash Systems.** Procurement Manager, Steve Krueger, presented for approval the acquisition of two new InterClean bus Wash Systems for the new Fuel Wash Facility.

The new FWF has been designed to house two new bus wash systems. In January 2020, Transit met with bus wash system manufacturers Westmatic, NS Wash Systems, and InterClean to determine which best meets Transit's needs. Internal stakeholders

conducted follow-on market research and surveyed transit peers to capture and consider their bus wash experience and recommendations. The market research favored InterClean and to further validate, the stakeholder team toured Kitsap Transit to experience firsthand the quality of wash performance and construction as well as assess reliability and serviceability of their InterClean system before concluding it is best suited to meet Transit needs.

Because the InterClean Bus Wash system is available for purchase through the National Cooperative Purchasing Alliance (NCPA) competitively awarded cooperative contract (#06-17), the design team was able to collaborate with InterClean early on to design the FWF to best accommodate the InterClean Bus Wash systems. Each InterClean Bus Wash system itself is made to order and although the two systems are not slated to be installed until April of 2022, due to supply chain constraints, InterClean is recommending we lock in our order now to allow ample time for InterClean to secure all the materials and begin construction to minimize potential for delivery delays.

From the onset, InterClean has been very responsive and helpful in assisting the team in the design and configuration process. The contract price quoted includes all the necessary components and options although we won't know the actual shipping cost until the units arrive, so the requested approval amount includes a 2% contingency to cover shipping and any other unforeseen expense. Based on our market research and our experience working with InterClean, staff recommend issuing the purchase order for the two needed bus wash systems.

It was M/S/A by Councilmembers Carmody and Sullivan to authorize the General Manager to issue a Purchase Order for two InterClean Bus Wash Systems for the new FWF in an amount not-to-exceed \$744,833 which includes estimated shipping cost, sales tax and a 2% contingency.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox said TRPC met November 5. Jennica Machado, the Thurston County Economic Development Manager, updated the Council on the Thurston Broadband Action Team. Cox said this is a community-driven effort that identifies connectivity and accessibility needs for the communities. There are black holes in Thurston County where people have a terrible time getting broadband service. This team is looking to identify those places and work to try to do all they can to get them service. It will be a big benefit for students who need broadband for distance learning, and employees telecommuting for work.

Aidan Dixon provided new state safety targets and reviewed transportation data for Thurston County.

Karen Parkhurst reviewed the 2022 Legislative Priorities Subcommittee recommendations.

Marc Daily briefed the Council on the Washington State Transportation Commission's October meeting on logistics and next steps for autonomous vehicles.

- B. Transportation Policy Board.** Melnick said TPB met November 10, and the Board reviewed many of the same item as TPRC except for the report on autonomous vehicles.

John Wynands from WSDOT discussed the agency's aggressive goals for remote work/flexible schedules and provided a visual tour of the new Olympic Regional Offices, which is designed to support modern ways of working. Wynands talked about the changes in culture that were necessary to work through. He estimated 30% to 40% of the positions are suitable for telework. They budgeted \$70M for the new facility. There are no assigned workstations. Employees are assigned lockers, and workstation eating is banned. It's driven by the newer technology, which enables people to work together in ways that we didn't envision years ago. Tours of the facility are encouraged with a reservation.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares said the Federal Infrastructure Bill passed, and IT is excited to see the possibilities for transit in our community.
- Interviews are in progress for the next class of Operators. That class starts January 2022.
- Staff submitted the Conditional Use Permit to the City of Olympia for the remainder of the Pattison Street Facility development.
- We continue to deal with unlawful activity at the Pattison Street Facility. There has been a rash of catalytic converter thefts on our vehicles. Last week an employee had their catalytic converter stolen from the parking lot and another employee had their window smashed and items stolen. We hired security for the Pattison facility for the first time toward the beginning of COVID and have since approved additional hours for 24/7 coverage. Our contractor, Forma, is also hiring security personnel to enhance the protection of the construction site.
- The recipients of the Surplus Van Grant will attend the December 1, 2021, ITA meeting, and the Authority will also have the opportunity to finalize the candidate selection for the Community Advisory Committee.

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November 17, 2021

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- The Jingle Bus design selection is complete and the designs receiving the highest votes were Artic World, Gnomes, and Elves. The first vehicle was sent out to receive some cheer today. The other two vehicles will follow over the next week, so they are ready to go into service after the Thanksgiving holiday.

RECOGNITION

A. Proclamation and Recognition for Councilmember Molly Carmody. Chair Cox read a Proclamation of Appreciation to Carmody, who served on the Authority from January 2016 through November 2021, and the Authority members bid Carmody farewell.

AUTHORITY ISSUES

- Melnick said he was watching television when the new Vanpool service advertisement came on. He said it was “way cool” and thanked Marketing for making that happen.
- Cox noted the Lacey Veterans Services Hub is a recipient of one of the surplus vans. Currently 18 different organizations offer programs, assistance, and training at the 4,500-square-foot facility. The City of Lacey expects a total of two dozen partners by year’s end, with services encompassing housing, education, employment, nutrition, healthcare screening, counseling, federal benefits, and other assistance. There was a Grand Reopening on November 16 attended by representatives from Patty Murray's and Maria Cantwell's office, Denny Heck and Marilyn Strickland sent Representatives and there were several mayors.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:15 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 1, 2021

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

PERIOD DATES:		10/24/2021-11/6/2021		PAYDATE		11/12/2021		PERIOD DATES:		11/7/2021-11/20/2021		PAYDATE		11/26/2021	
	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	101,726.04		IRS	FIT		EFT		90,986.56				
	MT		EFT	31,631.36	133,357.40		MT		EFT		30,129.78	121,116.34			
					0.00						0.00				
INS HEALTH	AS	Allstate LTC		0.00		INS HEALTH	A2	Met Life			10,823.44				
	D3/DI	Disability Ins		2,494.30	0.00		AS	Allstate LTC			7,967.70				
	HE/HI/SP/TB	Health In1stN2ND		216,529.50	0.00		D3/DI	Disability Ins			2,526.44	0.00			
							HE/HI/SP/TB	Health In1stN2ND			215,734.50	0.00			
GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last		427.81				
CHILD SUPPORT	CS	DSHS	EFT	2,359.84	0.00	CHILD SUPPORT	CS	Child Support	EFT		2,176.73	2,176.73			
					0.00						0.00				
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,451.61	9,451.61	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every		10,803.21	10,803.21			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,019.18	8,019.18	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every		8,495.03	8,495.03			
GET	GT	G.Ed.Tult	Check every	0.00		GET	GT	G.Ed.Tult	Check every		0.00				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	402.59	402.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every		402.59	402.59			
401K VANGUARD LOAN	DC	Vgrd EE	Wire	60,829.62		401K VANGUARD LOAN	DC	Vgrd EE	Wire		57,399.04				
	DC	Vgrd ER	Wire	44,087.35	104,916.97		DC	Vgrd ER	Wire		41,304.92	98,703.96			
	L2	401k Ln#2	Wire	3,946.75			L2	401k Ln#2	Wire		3,974.85				
	LN	401k Ln #1	Wire	5,982.22	9,928.97		LN	401k Ln #1	Wire		5,590.60	9,565.45			
			TTL VNGRD	114,845.94					TTL VNGRD	108,269.41					
LABOR INS	LI&LA	L&I	EFT Quarterly	37,215.49		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly		36,183.29				
ESD	CF&CL	WPFML	EFT Quarterly	4,417.44		ESD	CF&CL	WPFML	EFT Quarterly		4,062.67				
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,538.77		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last		1,538.98				
UNION DUES	MI	Mac.Initltn	Check last	0.00		UNION DUES	MI	Mac.Initltn	Check last		0.00				
	MS	Payroll Corr check		0.00			MS	Payroll Corr check			0.00				
	TF	Tx.Fr.Benefit	Employer	175.00	0.00		TF	Tx.Fr.Benefit	Employer		5.00	0.00			
PROJECT ASSIST	PA	Proj.Assist	Check last	350.00		PROJECT ASSIST	PA	Proj.Assist	Check last		348.00				
PENSION	PN/P3	PERS EE	EFT	63,985.85	0.00	PENSION	PN	PERS EE	EFT		63,997.00	0.00			
STATE	PN/P3	PERS ER	EFT	102,438.77	166,424.62	STATE	PN	PERS ER	EFT		102,537.43	166,534.43			
PERS		TTL PERS		166,424.62		PERS		TTL PERS		166,534.43					
ICMA LOAN	R3	ICMA Ln#2	WIRE	419.58	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE		419.58	0.00			
ICMA	RC	ICMA EE	WIRE	6,088.97		ICMA	RC	ICMA EE	WIRE		5,714.96				
ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00	ICMA ROTH	RI	ICMA Roth	WIRE		500.00	500.00			
ICMA LON	RL	ICMA Ln#1	WIRE	817.59	1,237.17	ICMA LON	RL	ICMA Ln#1	WIRE		817.59	1,237.17			
ICMA	RR	ICMA ER	WIRE	3,568.02	9,656.99	ICMA	RR	ICMA ER	WIRE		3,240.89	8,955.85			
			TTL ICMA	10,894.16	11,344.16				TTL ICMA	10,193.02	10,693.02				
457 STATE	SD	457 ST EE	EFT	16,069.45		457 STATE	SD	457 ST EE	EFT		16,318.04				
DEFERRED	SR	457 ST ER	EFT	9,098.51	25,167.96	DEFERRED	SR	457 ST ER	EFT		9,660.80	25,978.84			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,083.53	6,083.53	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT		6,415.40	6,415.40			
ATU	UC	Un COPE	Check 1st	122.00		ATU	UC	Un COPE	Check 1st		-				
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last		0.00				
	UD	Un Dues	Check last	5,887.37			UD	Un Dues-BOTH PP	Check last		5,818.81				
	UI	Un Initltn	Check last	0.00			UI	Un Initltn- 100.00 PEREE	Check last		0.00				
	UT	Un Tax	Check last	2,980.35			UT	Un Tax IST PP	Check last		0.00				
UNITED WAY	UW	United Way	Check last	245.00		UNITED WAY	UW	United Way	Check last		251.00				
WELLNESS	WF	Wellness	Check last	299.50		WELLNESS	WF	Wellness	Check last		299.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		759,309.79	759,309.79	DIRECT DEP.	NP		ACH Wire every		705,581.90	705,581.90			
LIVE CHECKS		Paychecks		0.00		LIVE CHECKS		Paychecks - LIVE CHECKS			1,108.41				
			TOTAL TRANSFER (tie to Treasurer Notifications)		1,234,406.78				TOTAL TRANSFER (tie to Treasurer Notifications)			1,166,466.90			
			TOTAL PAYROLL*:	1,509,449.15					TOTAL PAYROLL*:	1,453,562.45					
GROSS WAGE	GROSS EARNINGS:			1,115,898.61		GROSS WAGE	GROSS EARNINGS:			1,065,317.65					
ER AMOUNT	EMPR MISC DED:			377,734.86		ER AMOUNT	EMPR MISC DED:			373,179.91					
MEDICARE TAX	EMPR MEDICARE TAX:			15,815.68		MEDICARE TAX	EMPR MEDICARE TAX:			15,064.89					
											0.00				
					1,509,449.15						1,453,562.45				
												2,963,011.60			
DIRECT DEP.	ACH WIRE TOTAL			777,183.17		DIRECT DEP.	ACH WIRE TOTAL			725,282.73					

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/24/2021

Thru Date: 11/24/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33441	11/24/2021	01855	AMERICAN HERITAGE LIFE INSURANCE COM	\$8,389.45	
33442	11/24/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,138.60	
33443	11/24/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,272.43	
33444	11/24/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$115,630.87	
33445	11/24/2021	06120	CITY OF OLYMPIA UTILITIES	\$2,433.51	
33446	11/24/2021	06217	CHRISTENSEN INC. GENERAL CONTRACTOR	\$73,423.83	
33447	11/24/2021	07220	CUMMINS INC.	\$1,361.91	
33448	11/24/2021	09585	FEDERAL TRANSIT ADMINISTRATION	\$131.00	
33449	11/24/2021	09662	FERRELLGAS LP	\$3,510.36	
33450	11/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$459.02	
33451	11/24/2021	10607	GENUINE AUTO GLASS OF LACEY	\$807.86	
33452	11/24/2021	10660	GILLIG LLC	\$7,111.71	
33453	11/24/2021	11097	HART HEALTH AND SAFETY INC.	\$615.06	
33454	11/24/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$110.46	
33455	11/24/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$941.80	
33456	11/24/2021	14160	MCMASTER-CARR SUPPLY CO.	\$31.31	
33457	11/24/2021	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$10,822.14	
33458	11/24/2021	14682	MSGs ARCHITECTS INC.	\$6,765.87	
33459	11/24/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$359.38	
33460	11/24/2021	16966	POINT & PAY LLC	\$597.10	
33461	11/24/2021	16969	POINT GRAPHICS LLC	\$92.29	
33462	11/24/2021	18052	SHEA CARR & JEWELL INC.	\$1,561.45	
33463	11/24/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,864.05	
33464	11/24/2021	21830	THURSTON COUNTY SOLID WASTE	\$57.12	
33465	11/24/2021	22100	TRANSIT SOLUTIONS LLC	\$1,329.64	
33466	11/24/2021	22235	TREW ENTERPRISE LLC	\$14,324.18	
33467	11/24/2021	22462	TWIN STAR CREDIT UNION	\$3,620.75	
33468	11/24/2021	23576	UNG CHAE	\$2,900.00	
33469	11/24/2021	23715	URBAN SOLAR CORPORATION	\$22,011.28	
Total:				\$295,674.43	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/18/2021

Thru Date: 11/18/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33398	11/18/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$122.00	
33399	11/18/2021	01895	ECOLUBE RECOVERY LLC	\$783.00	
33400	11/18/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$8,031.61	
33401	11/18/2021	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$60.91	
33402	11/18/2021	05995	CHILD CARE ACTION COUNCIL	\$300.00	
33403	11/18/2021	07220	CUMMINS INC.	\$2,793.30	
33404	11/18/2021	09205	ERF COMPANY INC.	\$275.00	
33405	11/18/2021	09662	FERRELLGAS LP	\$1,988.91	
33406	11/18/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
33407	11/18/2021	10477	GALLS PARENT HOLDINGS LLC	\$8,119.43	
33408	11/18/2021	10607	GENUINE AUTO GLASS OF LACEY	\$1,368.24	
33409	11/18/2021	10660	GILLIG LLC	\$2,241.38	
33410	11/18/2021	10759	GORDON TRUCK CENTERS INC	\$368.24	
33411	11/18/2021	10762	GORDON DAVE	\$71.06	
33412	11/18/2021	11331	HOME DEPOT U.S.A. INC.	\$236.70	
33413	11/18/2021	12488	KEITHLY BARBER ASSOCIATES INC.	\$1,600.00	
33414	11/18/2021	13485	LEMAY MOBILE SHREDDING	\$94.65	
33415	11/18/2021	13793	MARTIN WAY COLLISION INC.	\$4,007.95	
33416	11/18/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33417	11/18/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,158.90	
33418	11/18/2021	15045	NATIONAL TESTING NETWORK INC.	\$180.00	
33419	11/18/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$409.62	
33420	11/18/2021	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$1,025.99	
33421	11/18/2021	16490	HAROLD LEMAY ENTERPRISES	\$687.96	
33422	11/18/2021	16595	YACULTA COMPANIES INC.	\$148.14	
33423	11/18/2021	16654	PARKER CORPORATE SERVICES INC.	\$47,233.12	
33424	11/18/2021	17290	PUGET SOUND ENERGY	\$19,860.37	
33425	11/18/2021	17505	RAINIER DODGE INC.	\$130.40	
33426	11/18/2021	17900	SCHETKY NORTHWEST SALES INC.	\$397.17	
33427	11/18/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,176.92	
33428	11/18/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
33429	11/18/2021	18052	SHEA CARR & JEWELL INC.	\$9,799.55	
33430	11/18/2021	18145	SIX ROBBLEES' INC.	\$519.27	
33431	11/18/2021	18420	SOUTHGATE FENCING INC.	\$273.50	
33432	11/18/2021	18530	STANDARD PARTS CORP.	\$156.01	
33433	11/18/2021	18705	SUNBELT RENTALS INC.	\$678.17	
33434	11/18/2021	21950	TITUS-WILL CHEVROLET	\$2,500.83	
33435	11/18/2021	22010	ROTTERS INC.	\$374.55	
33436	11/18/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
33437	11/18/2021	23641	UNITED STATES TREASURY	\$35.50	
33438	11/18/2021	24000	W. W. GRAINGER INC.	\$227.59	
33439	11/18/2021	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$399.15	
33440	11/18/2021	26861	WESTERN GRAPHICS INC.	\$1,236.22	
Total:				\$121,748.18	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/13/2021

Thru Date: 11/13/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33382	11/13/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
33383	11/13/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$64,672.90	
33384	11/13/2021	06060	CITY OF OLYMPIA	\$13,633.60	
33385	11/13/2021	06781	COMPUNET INC.	\$2,671.58	
33386	11/13/2021	07780	DELL MARKETING LP	\$3,112.65	
33387	11/13/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
33388	11/13/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,975,280.30	
33389	11/13/2021	10786	GOVERNMENTJOBS.COM INC.	\$6,017.00	
33390	11/13/2021	10969	HALL JEDIDIAH	\$9.00	
33391	11/13/2021	12856	KNOWBE4 INC.	\$8,333.65	
33392	11/13/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$103.00	
33393	11/13/2021	17861	SAMBA HOLDINGS INC.	\$141.55	
33394	11/13/2021	18101	SIJ HOLDINGS LLC	\$351.92	
33395	11/13/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
33396	11/13/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$2,899.50	
33397	11/13/2021	22420	ALLEN WALTON	\$1,728.52	
Total:				\$2,088,355.17	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/9/2021

Thru Date: 11/9/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33344	11/9/2021	01399	ADT SECURITY CORPORATION - THE	\$870.82	
33345	11/9/2021	01895	ECOLUBE RECOVERY LLC	\$399.00	
33346	11/9/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,314.45	
33347	11/9/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$83,417.57	
33348	11/9/2021	02828	AVAIL TECHNOLOGIES INC	\$997,962.45	
33349	11/9/2021	03023	BACKUPIFY INC.	\$828.75	
33350	11/9/2021	03890	BRIDGESTONE AMERICAS INC	\$392.02	
33351	11/9/2021	06040	CITY OF LACEY	\$1,191.27	
33352	11/9/2021	07220	CUMMINS INC.	\$3,235.26	
33353	11/9/2021	09662	FERRELLGAS LP	\$17,614.61	
33354	11/9/2021	09885	FMNA LLC	\$3,319.51	
33355	11/9/2021	10607	GENUINE AUTO GLASS OF LACEY	\$1,201.98	
33356	11/9/2021	10660	GILLIG LLC	\$12,559.51	
33357	11/9/2021	11048	HARGIS ENGINEERS INC.	\$870.00	
33358	11/9/2021	11498	IBI GROUP	\$16,748.32	
33359	11/9/2021	12845	KNIGHT FIRE PROTECTION INC.	\$3,927.46	
33360	11/9/2021	13793	MARTIN WAY COLLISION INC.	\$1,742.20	
33361	11/9/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,380.96	
33362	11/9/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$481.73	
33363	11/9/2021	15203	NORTHWEST CASCADE INC	\$2,400.83	
33364	11/9/2021	16425	PACIFIC AIR HEATING & AIR CONDITIONING	\$273.50	
33365	11/9/2021	16595	YACULTA COMPANIES INC.	\$13,230.02	
33366	11/9/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$350.70	
33367	11/9/2021	17391	QUALITY MUFFLER & BRAKE	\$625.95	
33368	11/9/2021	17505	RAINIER DODGE INC.	\$108.74	
33369	11/9/2021	17580	RECARO NORTH AMERICA INC.	\$818.58	
33370	11/9/2021	17900	SCHETKY NORTHWEST SALES INC.	\$338.31	
33371	11/9/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,155.69	
33372	11/9/2021	18066	SHI INTERNATIONAL CORP.	\$5,004.43	
33373	11/9/2021	18145	SIX ROBBLEES' INC.	\$355.50	
33374	11/9/2021	18297	SOLID WASTE SYSTEMS INC.	\$447.25	
33375	11/9/2021	18470	SPORTWORKS NORTHWEST INC.	\$93.09	
33376	11/9/2021	18530	STANDARD PARTS CORP.	\$982.86	
33377	11/9/2021	21950	TITUS-WILL CHEVROLET	\$1,347.08	
33378	11/9/2021	21985	TOTAL FILTRATION SERVICES INC.	\$45.92	
33379	11/9/2021	22465	UBER TECHNOLOGIES INC.	\$49,045.63	
33380	11/9/2021	23410	U.S. BANK NA	\$27,170.92	
33381	11/9/2021	23758	VANGUARD GROUP INC THE	\$50.00	
Total:				\$1,254,302.87	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/2/2021

Thru Date: 11/2/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33313	11/2/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
33314	11/2/2021	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$131.46	
33315	11/2/2021	04131	BUREAU VERITAS COMMODITIES & TRADE IN	\$2,695.04	
33316	11/2/2021	05995	CHILD CARE ACTION COUNCIL	\$100.00	
33317	11/2/2021	06120	CITY OF OLYMPIA UTILITIES	\$9,918.33	
33318	11/2/2021	07220	CUMMINS INC.	\$2,480.09	
33319	11/2/2021	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
33320	11/2/2021	09011	ESKILL CORPORATION	\$2,500.00	
33321	11/2/2021	09961	FORMA CONSTRUCTION COMPANY	\$140,831.01	
33322	11/2/2021	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
33323	11/2/2021	10660	GILLIG LLC	\$4,157.39	
33324	11/2/2021	11331	HOME DEPOT U.S.A. INC.	\$213.79	
33325	11/2/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$150.30	
33326	11/2/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33327	11/2/2021	14760	MUNCIE TRANSIT SUPPLY	\$1,839.94	
33328	11/2/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$320.76	
33329	11/2/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$2,437.52	
33330	11/2/2021	16841	PIONEER FIRE & SECURITY INC.	\$540.00	
33331	11/2/2021	16969	POINT GRAPHICS LLC	\$263.11	
33332	11/2/2021	17580	RECARO NORTH AMERICA INC.	\$208.30	
33333	11/2/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$483.15	
33334	11/2/2021	18046	SHARP ELECTRONICS CORPORATION	\$5.23	
33335	11/2/2021	18052	SHEA CARR & JEWELL INC.	\$438.21	
33336	11/2/2021	18101	SIJ HOLDINGS LLC	\$105.99	
33337	11/2/2021	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$5,865.00	
33338	11/2/2021	18530	STANDARD PARTS CORP.	\$274.48	
33339	11/2/2021	18695	SUMMIT LAW GROUP PLLC	\$636.50	
33340	11/2/2021	22010	ROTTERS INC.	\$169.38	
33341	11/2/2021	23641	UNITED STATES TREASURY	\$35.50	
33342	11/2/2021	23740	USSC ACQUISITION CORP	\$1,104.92	
33343	11/2/2021	24755	WA ST HEALTH CARE AUTHORITY	\$437,644.83	
Total:				\$639,988.91	

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
03335 BEECROFT DARLENE R.										
00	11/11 RECOG CSH OU	DI	11/26/2021			50.00	50.00	50.00		50.00
09889 FONSECA RENEE E.										
00	11/11 RECOG CSH OU	DI	11/26/2021			145.00	145.00	145.00		195.00
14583 MOBLEY MARK										
00	11/11 RECOG CSH OU	DI	11/26/2021			515.00	515.00	515.00		710.00
18625 STEVENS MICHELLE										
00	11/11 RECOG CSH OU	DI	11/26/2021			130.00	130.00	130.00		840.00
21664 THOMAS HENRIETTA										
00	11/11 RECOG CSH OU	DI	11/26/2021			100.00	100.00	100.00		940.00
21897 TILLMON JESSIE										
00	11/11 RECOG CSH OU	DI	11/26/2021			150.00	150.00	150.00		1,090.00
23765 VANMANSART CARMEN										
00	11/11 RECOG CSH OU	DI	11/26/2021			370.00	370.00	370.00		1,460.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
01557 ALLEN JEANA										
00	11/03 RECOG CSH OU	DI	11/12/2021			140.00	140.00	140.00		140.00
04175 BURNHAM MICHAEL										
00	11/03 RECOG CSH OU	DI	11/12/2021			5.00	5.00	5.00		145.00
04232 BUSH JAMES L										
00	11/03 RECOG CSH OU	DI	11/12/2021			105.00	105.00	105.00		250.00
05953 CHAMBERS LORI										
00	11/03 RECOG CSH OU	DI	11/12/2021			170.00	170.00	170.00		420.00
06827 CONRAD JULIE										
00	11/03 RECOG CSH OU	DI	11/12/2021			175.00	175.00	175.00		595.00
07935 DICKENS GEORGE E.										
00	11/03 RECOG CSH OU	DI	11/12/2021			85.00	85.00	85.00		680.00
08430 DUDEK DAVID										
00	11/03 RECOG CSH OU	DI	11/12/2021			475.00	475.00	475.00		1,155.00
09667 FERRIS TAMMY										
00	11/03 RECOG CSH OU	DI	11/12/2021			30.00	30.00	30.00		1,185.00
10245 FRUEH JR. DANIEL										
00	11/03 RECOG CSH OU	DI	11/12/2021			145.00	145.00	145.00		1,330.00
10288 FULLER MICHAEL										
00	11/03 RECOG CSH OU	DI	11/12/2021			60.00	60.00	60.00		1,390.00
10775 GOULD JESSICA										
00	11/03 RECOG CSH OU	DI	11/12/2021			80.00	80.00	80.00		1,470.00
10873 GREEN CLAUDIA										
00	11/03 RECOG CSH OU	DI	11/12/2021			185.00	185.00	185.00		1,655.00
11368 HOUDYSHELL TIMOTHY										
00	11/03 RECOG CSH OU	DI	11/12/2021			130.00	130.00	130.00		1,785.00
11937 PROUTY CURTIS										
00	11/03 RECOG CSH OU	DI	11/12/2021			150.00	150.00	150.00		1,935.00
12111 JOY MARGARET										
00	11/03 RECOG CSH OU	DI	11/12/2021			50.00	50.00	50.00		1,985.00
12459 KAYLOR MARK										
00	11/03 RECOG CSH OU	DI	11/12/2021			45.00	45.00	45.00		2,030.00
13557 LICHT JONATHAN										
00	11/03 RECOG CSH OU	DI	11/12/2021			155.00	155.00	155.00		2,185.00
13774 MARKOWITZ CODY										
00	11/03 RECOG CSH OU	DI	11/12/2021			35.00	35.00	35.00		2,220.00
14277 MCMULLAN MICHAEL										
00	11/03 RECOG CSH OU	DI	11/12/2021			150.00	150.00	150.00		2,370.00
14385 MESSMER PATRICIA										
00	11/03 RECOG CSH OU	DI	11/12/2021			195.00	195.00	195.00		2,565.00
16656 PARDUE NORMA JEAN										
00	11/03 RECOG CSH OU	DI	11/12/2021			20.00	20.00	20.00		2,585.00
17260 PUETZ KATHLEEN										
00	11/03 RECOG CSH OU	DI	11/12/2021			125.00	125.00	125.00		2,710.00
17386 QUAMME MARK S.										

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
17386 QUAMME MARK S.										
00	11/03 RECOG CSH OU	DI	11/12/2021			65.00	65.00	65.00		2,775.00
17528 RANDALL DAVID										
00	11/03 RECOG CSH OU	DI	11/12/2021			200.00	200.00	200.00		2,975.00
17734 ROGERS KYLE										
00	11/03 RECOG CSH OU	DI	11/12/2021			300.00	300.00	300.00		3,275.00
18042 SHAMBURGER ANGELA										
00	11/03 RECOG CSH OU	DI	11/12/2021			65.00	65.00	65.00		3,340.00
18059 SHERMAN JR. LAWRENCE										
00	11/02 RECOG CSH OU	DI	11/12/2021			5.00	5.00	5.00		3,345.00
18200 SMATHERS LARRY J										
00	11/03 RECOG CSH OU	DI	11/12/2021			1,025.00	1,025.00	1,025.00		4,370.00
18537 STAIKOS JOHN										
00	11/03 RECOG CSH OU	DI	11/12/2021			15.00	15.00	15.00		4,385.00
18616 STEVENS GRANT										
00	11/03 RECOG CSH OU	DI	11/12/2021			75.00	75.00	75.00		4,460.00
18738 SUTHERBY BRIAN										
00	11/03 RECOG CSH OU	DI	11/12/2021			35.00	35.00	35.00		4,495.00
18741 SWAN STEPHEN										
00	11/03 RECOG CSH OU	DI	11/12/2021			140.00	140.00	140.00		4,635.00
18758 SYKES ZACKERY										
00	11/03 RECOG CSH OU	DI	11/12/2021			85.00	85.00	85.00		4,720.00
23761 VANI LORI F										
00	11/03 RECOG CHS OU	DI	11/12/2021			25.00	25.00	25.00		4,745.00
26004 WHITE BRIAN										
00	11/03 RECOG CSH OU	DI	11/12/2021			60.00	60.00	60.00		4,805.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
02541 ASMUS JAMES										
00	11/09 RECOG CSH OU	DI	11/12/2021			25.00	25.00	25.00		25.00
06912 COPPOLA ANGELO										
00	11/02 RECOG CSH OU	DI	11/12/2021			35.00	35.00	35.00		60.00
21665 THOVSEN ROBERT										
00	11/09 RECOG CSH OU	DI	11/12/2021			60.00	60.00	60.00		120.00
26157 WISEHART TROY										
00	METLIFE PP21 REIMB	DI	11/12/2021			19.79	19.79	19.79		139.79

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
17533 RANGEL EMILIO										
00	FALL 2021 TUITION	DI	11/5/2021			2,730.00	2,730.00	2,730.00		2,730.00

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
02541 ASMUS JAMES										
00	SPR 2021 QTR TUITIO	DI	11/19/2021			350.00	350.00	350.00		350.00
03141 BARRY SEAN										
00	11/11 RECOG CSH OU	DI	11/19/2021			250.00	250.00	250.00		600.00
03607 BLACKSTAD TONY										
00	11/11 RECOG CSH OU	DI	11/19/2021			165.00	165.00	165.00		765.00
04175 BURNHAM MICHAEL										
00	Q4 2021 MIL REIMB.	DI	11/19/2021			24.64	24.64	24.64		789.64
06487 COIT SUZANNE										
00	11/11 RECOG CSH OU	DI	11/19/2021			195.00	195.00	195.00		984.64
07153 CROW TOMMY										
00	11/11 RECOG CSH OU	DI	11/19/2021			15.00	15.00	15.00		999.64
07689 DEAN STEVE A.										
00	11/11 RECOG CSH OU	DI	11/19/2021			40.00	40.00	40.00		1,039.64
11125 HARTMANN DAVID										
00	11/11/21 CASH OUT	DI	11/19/2021			30.00	30.00	30.00		1,069.64
11370 HOWELL JR. CARL										
00	11/11 RECOG CSH OU	DI	11/19/2021			90.00	90.00	90.00		1,159.64
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021 NOVEMBER	DI	11/19/2021			3,258.76	3,258.76	3,258.76		4,418.40
12455 KARKOSKI KEVIN										
00	11/11 RECOG CSH OU	DI	11/19/2021			125.00	125.00	125.00		4,543.40
12918 KURBEGOVIC NARCIS E.										
00	11/11 RECOG CSH OU	DI	11/19/2021			50.00	50.00	50.00		4,593.40
16338 ORTIZ RALPH										
00	11/11 RECOG CSH OU	DI	11/19/2021			180.00	180.00	180.00		4,773.40
17576 ROMINES ROBERT										
00	11/11 RECOG CSH OU	DI	11/19/2021			105.00	105.00	105.00		4,878.40
17655 REINHARDT BRYCE										
00	11/11 RECOG CSH OU	DI	11/19/2021			225.00	225.00	225.00		5,103.40
18218 SMITH HEATHER										
00	11/11 RECOG CSH OU	DI	11/19/2021			170.00	170.00	170.00		5,273.40
18275 SNYDER WILLIAM										
00	11/11 RECOG CSH OU	DI	11/19/2021			435.00	435.00	435.00		5,708.40
26215 WORMAN SCOTT										
00	11/11 RECOG CSH OU	DI	11/19/2021			30.00	30.00	30.00		5,738.40

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: December 1, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Vehicles (Coaches)

-
- 1) **The Issue:** Whether or not to declare vehicles surplus.
-
- 2) **Recommended Action:** Declare the vehicles listed in Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
-
- 4) **Background:** Staff is requesting the Authority declare the Coaches listed in Exhibit A as surplus. These vehicles exceeded their useful life and will be replaced by new Coaches in January 2022. In accordance with Intercity Transit's process, once declared surplus these vehicles will first be offered for direct purchase by other public agencies. Surplus vehicles not sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$46,000.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
- Two vehicles listed in Exhibit A were purchased using Federal funds. Intercity Transit will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds generated in excess of \$5,000 for a federally funded item can be reprogrammed toward a new eligible FTA grant project. Proceeds received of \$5,000 or more (per vehicle) not programmed would need to be returned to FTA.
-
- 7) **Goal Reference:** Goal No. 3: *"Maintain a safe and secure operating system."*
-
- 8) **References:** Exhibit A - Surplus Vehicles - December 2021.

EXHIBIT A
SURPLUS VEHICLES - DECEMBER 2021

COACHES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	950	2005	GILLIG LOWFLOOR 29' COACH	23	232,375	\$4,000.00
2	951	2005	GILLIG LOWFLOOR 29' COACH	23	215,600	\$4,000.00
3	952	2005	GILLIG LOWFLOOR 29' COACH	23	222,164	\$4,000.00
4	953	2005	GILLIG LOWFLOOR 29' COACH	23	232,585	\$4,000.00
5	980	2007	GILLIG LOWFLOOR 35' COACH	32	478,078	\$3,000.00
6	981	2007	GILLIG LOWFLOOR 35' COACH	32	448,009	\$3,000.00
7	982	2007	GILLIG LOWFLOOR 35' COACH	32	453,781	\$3,000.00
8	983	2007	GILLIG LOWFLOOR 35' COACH	32	320,659	\$3,000.00
9	984	2007	GILLIG LOWFLOOR 35' COACH	32	588,988	\$3,000.00
10	990	2007	GILLIG LOWFLOOR 40' COACH	37	731,252	\$3,000.00
11	991	2007	GILLIG LOWFLOOR 40' COACH	37	673,248	\$3,000.00
12	992	2007	GILLIG LOWFLOOR 40' COACH	37	688,441	\$3,000.00
13	993	2007	GILLIG LOWFLOOR 40' COACH	37	339,881	\$3,000.00
14	994	2007	GILLIG LOWFLOOR 40' COACH	37	749,178	\$3,000.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$46,000.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: December 1, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Security Services Contract Renewal

-
- 1) **The Issue:** Renew the Security Services contract with Pacific Security for an additional six months.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of six months in an amount not-to-exceed \$360,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In May 2019, Pacific Security won Intercity Transit's contract for Security Services. The initial contract term was for a period of seventeen months, with renewal options of up to four additional years, or portions thereof, until December 31, 2024. This item represents the second contract renewal.

Under this renewal effective January 1, 2022, through June 30, 2022, Pacific Security will continue to provide daily security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, and Pattison Street facilities. Due to increased activity in our area and properties, service requirements have increased since the original award of the contract. Pacific Security will provide 24-hour security at the Olympia Transit Center and Pattison Street facilities and continue to provide security during Intercity Transit's service hours at the Lacey Transit Center. This six-month renewal will allow Intercity Transit the time needed to better understand our security needs profile, assess market conditions, and develop a plan best suits our needs.

At the end of this renewal term, Intercity Transit will have partnered with Pacific Security for its security needs for a total of three years. Staff remains confident that the firm will continue to provide valuable services at our facilities and recommends that the contract is renewed.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of six months in an amount not-to-exceed \$360,000.
- B. Defer action. This alternative may result in a lapse in security guard coverage at the Lacey and Olympia Transit Centers and Pattison Street facilities, as the current contract is due to expire on December 31, 2021.

6) **Budget Notes:** The not-to-exceed contract value of \$360,000, for services from January through June 2022, falls within the 2022 budget allocation for security services. Intercity Transit will ensure that security services implemented from July through December 2022 do not exceed the 2022 budgeted amount.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: December 1, 2021

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager

SUBJECT: Community Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc selection committee for Community Advisory Committee appointments.

2) **Recommended Action:**

A. Appoint the following individuals to three-year terms beginning January 1, 2022: *Edwina Waehling, Lloyd Peterson, Natalie Smith, Betty Hauser, Eliane Wilson, Rachel Weber, and Ursula Euler.*

B. Appoint *Naythan Ramos* to a one-year youth position beginning January 1, 2022.

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 3, 2021. The committee consisted of *Debbie Sullivan, Don Melnick, Justin Belk, Jihan Grettenberger, Ty Flint and Allison Spector.* Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

5) **Alternatives:**

A. Appoint the following individuals to three-year terms beginning January 1, 2022: *Edwina Waehling, Lloyd Peterson, Natalie Smith, Betty Hauser, Eliane Wilson, Rachel Weber and Ursula Euler.* And appoint *Naythan Ramos* to a one-year youth position beginning January 1, 2022.

B. Defer appointments.

C. Recommend staff conduct another recruitment.

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

7) **Goal References:** Appointment of new members to the CAC meets all Authority goals.

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

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
November 15, 2021 – Virtual Meeting

CALL TO ORDER

Vice-Chair Smit called the November 15, 2021, virtual meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Vice-Chair Walter Smit; David Bonauto; Nikki Crist; Ty Flint; John Gear; Jihan Grettenberger, and Marilyn Scott.

Absent: Chair Ursula Euler; Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Scott Paris; Gene Angel; Carissa Putt; Allison Spector; Denise Clark; Joan O’Connell, and Marie Lewis.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Daniel Van Horn, and Roshan KC.

APPROVAL OF AGENDA

It was M/S/A by JOHN GEAR and TY FLINT to approve the meeting agenda.

APPROVAL OF MINUTES

It was M/S/A by JOHN GEAR and TY FLINT to approve the minutes of the October 18, 2021, CAC Meeting.

INTRODUCTIONS

Euler introduced Authority member, DEBBIE SULLIVAN as the ITA representative attending the meeting.

ITA MEETING ATTENDANCE SCHEDULE

- A. November 17, 2021 – Walter Smit
- B. December 1, 2021 – David Bonauto

NEW BUSINESS

- A. **SURPLUS VAN GRANT PROGRAM** – (*Cindy Fisher-Waterhouse*) Fisher-Waterhouse introduced herself indicating she is the vanpool manager and was excited to share about the Surplus Van Grant 2021 Program. Staff is proposing to grant 15 surplus vans to nonprofit or public agencies within the PTBA. She provided some background on the process indicating the agency adopted Resolution 07-03 on September 3, 2003, creating the program. The program makes surplus van vehicles available annually to nonprofit groups within the PTBA to meet transportation needs of customers not met by Intercity Transit fixed route service. The Authority has granted 68 vans. This year a review team included Ann Freeman-Manzanares; DSHS Supervisor Carson Moore; Phil Prietto of City Gates Ministries; Vanpool

Coordinator Riley White; and Vanpool Manager Cindy Waterhouse. The team evaluated 17 applications. Utilizing the selection criteria including community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service. The team recommends award of vehicles to Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association -Elite Boxing Academy. All have worthy programs, demonstrate community benefits, and have the ability to comply with the requirements of the grant. She will present to the ITA on Wednesday recommending the award of 17 vans. There is a summary of the work by each agency attached to the agenda item. The estimated average value of each vehicle is \$12,789 resulting in a total loss of revenue to the agency of \$191,834.

Fisher-Waterhouse answered questions.

Gear – indicated it is a very nice program and inquired about the criteria for putting the van in the program and what percentage that is of the total fleet, what the annual maintenance costs are and if there is a hard and fast rule to qualify.

Fisher-Waterhouse – responded that the vehicle ranges were from 2015. All but one is a 15-passenger van and one is a 7-passenger van. Most have over 100k miles. They look at a combination of miles, years and condition. This year one of the goals was to eliminate the 15 passenger vans from the fleet. That size vehicle has not been a customer favorite. The vanpool fleet includes 220 vans and eight of those are community vans. The typical useful life is 4 years and 100k miles.

Sullivan – added that from the Authorities perspective the agency used to give out four or five to non-profits and recognizing the value to them and how great their need is it will be great to grant all the vans if possible. They are no longer going to be in the vanpool fleet and are extremely valuable to the organizations that receive them.

Fisher – agreed that this is a win-win and this is the most they have ever granted. She is really happy that the agency is able to do this.

- B. CANCEL DECEMBER MEETING** – (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated staff doesn't have anything pressing for the December 20, 2021 meeting. It is sometimes difficult for members to make the meeting. Staff and members appreciate a little break for the holidays.

Flint suggested the committee accept the recommendation and cancel the meeting. All members present were in agreement.

Vice-Chair Smit remarked he heard no opposition and indicated the December 20, 2021, CAC meeting should be cancelled.

- C. AGENDA COLLABORATION - TOPICS OF INTEREST** – (*Ann Freeman-Manzanares*) Freeman-Manzanares shared that staff wants to ensure meaningful agendas for 2022 and to provide the committee an opportunity to check in and see what they would like to hear or

learn about in the new year. In addition, what might be helpful to the eight new members joining the committee in January, 2022. They will be appointed at the December 1, 2021, ITA meeting. Staff seeks to keep meetings within the 2 hour timeframe. In the past year staff provided presentations on a wide variety of things including an overview of the annual procurement plan; service changes, and the Pattison Expansion and Rehabilitation Project. Staff will continue to invite the CAC to join tours. The next tour is scheduled for Monday, January 31 at 3:30 pm. The committee also received updates from DAL; Bus Buddies; Travel Training; Vanpool; Village Vans; Youth Education; Walk N Roll, and the Bicycle Commuter Challenge. Each year staff provides a review of the Strategic Plan and Budget. Staff also shared presentations on the alternative fuels study and the Vanpool Fare Change Demonstration Project providing CAC recommendations to the ITA.

Freeman-Manzanares indicated some of the new 2022 or projects to share will include the new CAD/AVL system after years of planning and going through the procurement process it is now in implementation and staff looks forward to sharing the benefits of that with the CAC. The committee will receive an update on the Vanpool software to compliment the new fare structure. There will be an update on the Martin Way Park and Ride direct highway access, BRT and corridor program from Eric who is working on these projects. There will continue to be updates on the Pattison project as construction proceeds and the agency will hopefully have a grand opening in the fall of 2022. The agency will move forward with the design of south parcel and maintenance facility and the rest of the property and will receive new vehicles in 2022. She asked for anyone to share items of interest.

Smit – indicated it is important to continue to receive presentations before the ITA votes so the committee can provide feedback. He added that it is really helpful that new members receive an orientation from staff.

Flint – remarked it is great to get background before the ITA meetings and also keeping the CAC up to date on the activities of the agency. So, keep doing what you're doing.

Gear – added that he is really interested in the basics of quality measurement for the whole system. He wants to know how the transit system is functioning as a whole. He would like to know how many trips within the served area, and what is the cost of those trips. He would also like to know what the prospects are for increasing service hours and coverage.

Smit – indicated he would like to have some presentation on the collaboration between transit agencies.

Grettenberger – remarked that she is curious about where the bus lines and frequency are compared to communities that are the most dependent on the bus, have less access to cars and how that plays into the whole system. She added that she is always interested in sustainability and how organizations run including clean fuels and the savings provided by the new buildings.

Crist – shared her curiosity about how drivers, staffs and passengers are doing and how they are dealing with COVID-19. People have struggled the last two years. Does staff have the tools they need for de-escalation?

Gear – inquired about the process to establish salaries and how we attract and retain qualified candidates. There is a lot of work to be done and it seems we cannot hire people fast enough.

Bonauto – indicated he is interested in the types of complaints the agency receives from riders and those that praise IT service. He inquired if there is a role for the CAC to help address those concerns or some way the CAC can be involved.

Freeman-Manzanares thanked the committee for their feedback.

CONSUMER ISSUES

- *Flint* – inquired about the funds the agency would receive from the infrastructure bill that recently passed.

Freeman-Manzanares – indicated initial word through FTA is that the application process will roll-out sometime next spring.

REPORTS

- *Flint* – provided the report from the October 20 ITA meeting which included Yee's presentation on alternative fuels and their future. Everyone on the board was excited about that. They talked about the CAC selection committee and the new members. It was nice to hear that the new members were all interested in alternative forms of energy. Eric provided an update on the Martin Way project.
- *Grettenberger* – provided the report from the November 3 ITA meeting including they referenced sustainability and access being built into the Strategic Plan. There was also a look at budget and various updates.

General Manager's Report – Freeman-Manzanares provided the General Manager's report including:

- Final review and approval of the Strategic Plan and Budget are scheduled on Wednesday night.
- Cindy mention the ITA will review the recommendations for the Surplus Van Grant organizations. The recipients will be sharing information about their programs. This typically falls in the December/January timeframe. It's a powerful reminder of how important transportation is and the amazing things these organizations intend to accomplish with these vehicles. If anyone on the committee is able to join please do so it is eye opening and heartwarming.

D. ELECTION OF OFFICER – (*Nancy Trail*) Trail indicated that since only one member was nominated for each office Walter Smit is declared the Chair, and Jihan Grettenberger is the Vice-Chair. Both will begin in those capacities in January, 2022.

NEXT MEETING: January 10, 2022.

ADJOURNMENT

It was M/S/A by TY FLINT and DAVID BONAUTO to adjourn the meeting at 6:04 pm.
Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20211018.docx

DRAFT

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
Cutter Copland

City of Tumwater
Debbie Sullivan

City of Yelm
JW Foster

**Confederated Tribes of the
Chehalis Reservation**
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Alan Carr

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

**North Thurston Public
Schools**
Gretchen Maliska

Olympia School District
Hilary Seidel

Intercity Transit
Carolyn Cox

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
EJ Zita

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

**Economic Development
Council of Thurston County**
Michael Cade

Lacey Fire District #3
Rick Kelling

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
Helen Wheatley



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, December 3, 2021

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

Consent Calendar**ACTION**

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

- Approval of Minutes – November 5, 2021
- Approval of Vouchers – November 2021
- Work Program and Legislative Priorities

Recognition & Staff Anniversaries**RECOGNITION**

Council recognizes staff service anniversaries in five-year increments at the December meeting.

WSDOT Olympic Region: New Facility & HQ Remote Work Policy PRESENTATION

WSDOT set forth aggressive goals for remote work and flexible schedules for its employees. Board member John Wynands will give members a tour of their new facility, which is designed to support "modern" ways of working.

The 2021 Profile**PRESENTATION**

Staff will provide Council an update on the 2021 edition of The Profile, a compilation of statistics, trends, analyses and comparisons for Thurston County and its jurisdictions.

Outgoing Councilmember Recognition**RECOGNITION**

Council wishes to recognize and thank members leaving Council service.

Report from Outside Committee Assignments**INFORMATION****Executive Director's Report****INFORMATION****Member Check In****INFORMATION**