

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 15, 2022

CALL TO ORDER

Chair Gilman called the June 15, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person option at the Pattison Street facility.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

Members Absent: Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Daniel Van Horn; Jonathon Yee; Alex Auty; Tammy Ferris; Katie Cunningham; Heather Stafford Smith; Suzanne Coit; Steve Krueger; Russell Gilsdorf; Brian Nagel; Jessica Gould; Nicky Upson; Duncan Green; Jeff Peterson; Kristen Wilson; Jana Brown; Craig Laslie.

Others Present: Jihan Greetingberger, Community Advisory Committee; Erik Henry-Smetana, and August Zhu from Gallagher Human Resources & Compensation Consulting; Sara Develle, Executive Aide to Carolina Mejia.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: None.

INTRODUCTIONS

- A. **Kristen Wilson, Vehicle Detailer** (*Jonathon Yee*)
- B. **Craig Laslie, HR Analyst** (*Heather Stafford Smith*)
- C. **Jana Brown, CFO** (*Heather Stafford Smith*)

APPROVAL OF CONSENT AGENDA

It was M/S/A by Mayor Sullivan and Citizen Representative Melnick to approve the consent agenda.

- A. **Approval of Minutes:** May 18, 2022, Regular Meeting; and May 18, 2022, Interjurisdictional Conference.
- B. **Payroll for May:** \$3,009,289.66

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- C. **Accounts Payable May:** Warrant numbers 34634 dated April 27 in the amount of **\$14,139.42**; numbers 34636-34670 dated May 3 in the amount of **\$147,216.66**; numbers 34671-34672 dated May 7 in the amount of **\$372.33**; numbers 34673-34715 dated May 11 in the amount of **\$646,014.41**; numbers 34716-34718 dated May 12 in the amount of **\$72,088.25**; numbers 34722-34777 dated May 18 in the amount of **\$3,085,830.87**; numbers 34778-34812 dated May 24 in the amount of **\$86,845.51**; for a total amount of **\$4,052,507.45**; and Automated Clearing House Transfers in the amount of **\$7,742.21** for a monthly total of **\$4,060,250.16**.

NEW BUSINESS

- A. **Salary Survey/Compensation Study.** Intercity Transit's classification/compensation system for non-represented employees was adopted in 2004 and is called the Decision Band Method (DBM). Compensation experts recommend classification/compensation systems be reviewed, verified, and updated every two to three years. Represented employees, such as ATU and IAM members, have their compensation reviewed every three years as part of the labor negotiation process. The last non-represented compensation review occurred in 2017. Staff anticipated pursuing a non-represented compensation review in 2020 but did not anticipate COVID which altered our work plan.

Gallagher Human Resources and Compensation Consulting, who is the proprietary firm/owner of the DBM classification and compensation system, was engaged for our 2022 review. Freeman-Manzanares introduced Erik Henry-Smetana, and August Zhufrom Gallagher. They provided an overview of the study, findings and recommendation for the DBM structural adjustment.

It was M/S/A by Mayor Sullivan and Councilmember Vazquez to approve the structure adjustment of 4.24% as recommended in the 2022 Non-Represented Employee Compensation Review.

- B. **Bicycle Community Challenge Update.** Duncan Green, BCC Specialist, provided the results of the 2022 Bicycle Community Challenge (BCC). Green noted this was the BCC's 35th consecutive year, encouraging community members to ride their bikes for public health and well-being. Green shared photos of past BCC themes/logos from the last 35 years. A version of these images has been incorporated into this year's BCC prize quilt.

Green said the BCC had to continue adapting to changing circumstances in this third year of COVID-19. Fortunately, the BCC is in the habit of adapting and evolving in a changing world, and the BCC has kept the wheels rolling again in 2022.

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We continued our focus on the all-around benefits of bicycling, including the individual and community health benefits in addition to bicycling's immense advantages as a means of transportation, and we changed our name to reflect that.

Bringing the BCC forward into the future, Green:

- Restarted some in-person events.
- Re-grew community sponsor program.
- Made "All Rides Count" philosophy permanent and changed the name to the Bicycle Community Challenge.
- Collaborated with Walk N Roll staff to present the Youth Bike Challenge and Winter Bicycle Scavenger Hunt.
- Focused outreach on social media advertising and the BCC email list.
- Encouraged all ages to bicycle for transportation, well-being and health.

BCC 2022 events to keep the community engaged through winter and spring included:

- February: Winter BCC, supported Walk N Roll Scavenger Hunt
 - 362 Participated
 - 48 Teams
 - Rode 2,800 total days and 28,800 miles
 - Received 36 completed winter bike scavenger hunt submissions
- April: Earth Day Market Ride
 - More than 100 people participated.
- May: Bicycle Community Challenge, Bike to Work Day, Youth Bike Challenge, "Lunch Outside" bike picnics for the Crank IT! team, plus supported WSDOT's Inter-Agency Bike Ride.

All metrics in the 2022 BCC were up from last year:

- 758 Riders
- 72,111 Miles
- 7,233 Days Ridden
- 70 Teams Reported Miles
- 215 First Time Riders (29 percent of all riders)
- 9.5 Average Days per Rider
- 95 Average Miles per Rider

Youth Bike Challenge - In a collaboration with the BCC and Walk N Roll, young riders took to their wheels, whether on balance bikes, tag-a-longs, or their own two wheels, and pedaled up a storm, rain or shine. Sixty riders up to 18 years filled out and returned a form showing rides on at least ten days in May, about 2,188 miles and collective total of 780 days ridden.

The community sponsorship program is in full swing this year, and Green showed the over 40 sponsors who supported the 2022 BCC with prizes, event support and

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discount coupons. Support for the BCC in our local business community is still robust and enthusiastic in spite of the many challenges facing local businesses.

Green showed some of the many prizes sponsors make possible that are awarded including the Grand Prize bike vacation worth \$4,500, also a new bike, and a one-of-a-kind quilt, made by a long-time BCC participant.

The dedication and enthusiasm of the BCC's many volunteers make the events not just possible, but so much fun! A special thanks to Intercity Transit's Board Chair, Clark Gilman, who has always been a great supporter of the BCC, but he went the extra mile this year and loaned us his PA system for the Earth Day Market Ride, and supported our newest Bike to Work Day Station.

Green shared a few of the many testimonials he received with thanks for continuing the BCC in difficult times.

C. Landscaping & Grounds Maintenance Contract Renewal. Procurement Coordinator, Katie Cunningham, presented for renewal the Landscaping and Grounds Maintenance Services contract with American Landscape Services for one year.

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

The annual contract amount reflects a rate increase from the previous term in the approximate amount of \$7,700. This is the first-rate increase that ALS has requested from Intercity Transit under this contract. The rate increase is commensurate with the Consumer Price Index and current market rates.

Under the renewal, ALS will continue to provide monthly scheduled landscaping and grounds maintenance services at the Intercity Transit facilities listed above, with the addition of the lot that Intercity Transit leases from Bobcat of Olympia. ALS also provides Intercity Transit with mutually agreed upon as-needed services, including but not limited to winter services, such as snowplowing and deicing, installation and maintenance of water bladders for the trees at the Martin Way Park and Ride, and any additional as-needed non-scheduled services such as irrigation system repair.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition. ALS has proven to be a reputable and experienced local firm that is committed to ensuring our properties are continually maintained and look

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presentable. Intercity Transit has been satisfied with ALS' performance under the contract for the past three years. Staff is confident that ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates and recommends that the contract is renewed.

It was M/S/A by Vazquez and Sullivan to authorize the General Manager to execute a contract amendment with ALS for landscaping and grounds maintenance services at Intercity Transit facilities for a period of one year in the amount of \$88,025, including sales tax.

D. CAD/AVL Consulting Services Contract Amendment. Procurement Coordinator, Jeff Peterson, presented an amendment to the CAD/AVL Consulting Services Contract.

In July of 2019, IBI was awarded a consulting contract to provide technical expertise and guidance needed to overhaul Intercity Transit's outdated and obsolete CAD/AVL solution. With IBI's assistance, in April of 2021, Avail Technologies (Avail) was awarded the contract to upgrade our CAD/AVL system with Avail's solution. In March of 2022, Avail successfully completed the integration of our coaches and is now coordinating efforts to support implementation on our DAL fleet. The request is to increase the contract not to exceed amount by \$115,438. If approved by the Authority the revised total not to exceed amount of the contract will be \$478,583.

The original project anticipated the integration of the CAD/AVL solution with our existing DAL scheduling system (Routematch) software on our DAL fleet. Shortly after our CAD/AVL project started Intercity Transit learned that Routematch was purchased by Uber. Intercity Transit staff have since learned that Uber does not intend to integrate with Avails technology, a requirement for the project. Accordingly, additional assistance from IBI is needed to support the procurement of new DAL software that best satisfies our DAL needs and can also integrate with Avails technology as originally planned.

Additionally, the agreement with IBI Group is currently set to expire July 9, 2022. An extension of the contract term is also requested with this action to ensure time to complete the remaining tasks associated with our CAD/AVL implementation including the requested DAL software support scope.

The project team has found IBI's technical knowledge, experience implementing similar programs, and guidance has been invaluable to Intercity Transit throughout this project. The proposed pricing structure is similar to our original agreement and has been determined to be fair and reasonable. Therefore, the project team recommends proceeding with the extension of the IBI consulting services contract.

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It was M/S/A by Melnick and Pierce to approve an increase in the total not-to-exceed amount of the contract for services supporting the CAD/AVL implementation with IBI Group to \$478,583.00 and authorize the General Manager to execute an amendment to extend the contract with the IBI Group through July 9, 2023.

- E. TSP & Smart Corridors Implementation Contract.** Development Director, Eric Phillips, presented an additional contract to continue work under contract with Iteris, Inc. supporting implementation of the Transit Signal Priority and the Thurston Smart Corridors projects.

Intercity Transit entered into a contract with Iteris Inc. to support Intercity Transit's Transit Signal Priority (TSP) and Thurston Smart Corridor Implementation in late 2021. The Authority approved the initial phase of work for Task Order 1 in October 2021, with a budget of \$140,780. The focus of initial work was coordination with project partners in the development of an implementation "Roadmap" for Transit Signal Priority, bench testing of traffic signal equipment, developing a data collection approach and updating other information related to the Smart Corridors project.

Task Order 1 work is now wrapping up and we are moving forward with the implementation phase. Working with the Iteris team, a Scope of Work was developed to support a multi-year project for data collection as well as a scope of work to address anticipated implementation work thru what we are calling the project "Roadmap". These two additional tasks provide for the additional technical support through the initial implementation phase of the project which is expected to last into early 2023. The data task (Task Order 2) is anticipated to run a minimum of three years and includes an automated web-based program (data as a service model) that can track intersection operations as well as integrate data from the corridor with reporting that can be accessed by the project partners. This Task Order is budgeted at \$186,828.75 which includes a three-year term for the service and includes a 25% contingency. The implementation Task (Task Order 3) is budgeted for \$340,033.58 and provides engineering support services to complete field testing and design work, implementation coordination and development of the implementation strategy (Roadmap). Since many aspects of the project will need to be adjusted as we work through the site-specific implementation tasks with our partners, we have structured the scope of work for this task to provide maximum flexibility so we can shift resources and hours if needed to other areas of the project. A 20% contingency for hours is also included in the Task Order 3 amount. A phasing plan, including recommendations for funding additional work consistent with the Smart Corridor program is considered in the current scope of work hours as well.

Intercity Transit is the lead agency and is providing all matching funds for the three separate grant awards related to this project. The 2022 budget, as presented for

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Authority consideration, includes \$1,698,000 for the TSP and Smart Corridor projects.

It was M/S/A by Vazquez and Melnick to authorize the General Manager to execute Task Orders 2 and 3 with Iteris, Inc. providing additional contract authority of \$526,862.33 for a revised total not-to-exceed contract value of \$667,642.33 supporting engineering and consulting services for implementation of Transit Signal Priority and Thurston Smart Corridors.

- F. Amend Resolutions 03-2017 and 05-2017.** Freeman-Manzanares presented two amended resolutions to reflect current position titles. This is an organizational housekeeping item to ensure we are properly identifying staff to receive claims for damages and appointing an Auditing Officer.

Resolution 01-2022 covers Chapter 225, Laws of 2015, codified at RCW 4.96.020, requiring the governing body of a municipal corporation to appoint an agent to receive claims for damages under Chap. 4.96 RCW.

Resolution 02-2022 appoints an Audit Officer who is permitted to issue warrants and checks prior to action by the Board.

This action amends both resolutions to reflect current position titles of "Chief Financial Officer" and "Finance Manager."

It was M/S/A by Sullivan and Pierce to adopt Resolution 01-2022 (Appoint Agent to Receive Claims for Damages) and Resolution 02-2022 (Appoint Auditing Officer) to reflect current position titles within the Administrative Services Department.

- G. Schedule a Public Hearing to Amend Vanpool Fare Resolution.** Freeman-Manzanares requested a public hearing on July 20, 2022, at 5:30 p.m. to receive public comment on proposed changes to the vanpool fare policy.

Intercity Transit will need to amend Resolution 02-2021 Flat Rate Vanpool Fare Structure to align with the recently enacted Washington State Transit Support Grant (ESSB 5974 Sec. 422(3)) to be eligible to receive new state grant funds.

To be eligible to receive state transit support grant funds, transit agencies must adopt, at a minimum, a zero-fare policy that allows passengers 18 years of age and younger to ride free of charge on all modes provided by the agency. Intercity Transit Resolution 03-2019 suspended fare collection for Fixed-Route and Dial-A-Lift services. The remaining piece for Intercity Transit to qualify for state transit support grant funds is to amend the Vanpool Fare Policy, allowing those 18 and under to utilize vanpool services with no associated fare. Currently, Intercity Transit does not have any vanpool participants under the age of 18.

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Because this is a change to our adopted fare structure, this action requires a public hearing as part of the process to amend the resolution adopting van pool fares. Staff is requesting a public hearing date of July 20, 2022, with an anticipated date to approve an amendment to the vanpool fare structure on August 17, 2022. Intercity Transit must submit confirmation of the implementing measures approved by the Authority to WSDOT no later than October 1, 2022, to be eligible for the 2023-2025 biennium funds for the new State Transit Support Grants.

It was M/S/A by Vazquez and Pierce to schedule a public hearing for July 20, 2022, at 5:30 p.m. to receive public comment on proposed changes to our vanpool fare policy providing clarifying language that passengers 18 years of age and younger can ride vanpool free of charge.

H. 2022 Community Advisory Committee Recruitment. Freeman-Manzanares presented the process for recruiting new members for the Community Advisory Committee. The CAC members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term.

The proposed timeframe for recruitment and the selection process is:

- Recruitment is scheduled for September 1, 2022, through October 7, 2022.
- The Authority selects those to be interviewed at the October 19, 2022, Board meeting.
- Interviews are proposed for November 2, 2022.
- Candidate selection is proposed for November 16, 2022, with December 7 as a back-up date. The new members would begin their term on January 1, 2023.

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

The Authority deferred this selection to the next Authority meeting to allow absent members an opportunity to volunteer.

I. Citizen Representative Reappointment/Recruitment. Freeman-Manzanares presented whether to reappoint Citizen Representative Sue Pierce to a second three-year term or conduct a recruitment for the position which expires December 31, 2022. Pierce is eligible for another three-year term and has expressed a desire to remain on the Authority. If reappointed, her second term begins January 1, 2023.

It was M/S/A by Sullivan and Vazquez to reappoint Citizen Representative Sue Pierce to a second three-year term of the Intercity Transit Authority, effective January 1, 2023.

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COMMITTEE REPORTS

- A. **Thurston Regional Planning Council met June 3, 2022.** Sullivan was unable to attend the Council meeting, however, she referred to the TRPC After Meeting Summary included in the agenda packet. The full meeting can be found on the TRPC's Facebook page at: <https://www.facebook.com/trpc.org>
- B. **Transportation Policy Board met June 8, 2022.** Melnick said Veena Tabbutt provided an overview of the Regional Transportation Improvement Program Amendment 22-06 and the Contingency Project List. Melnick said the state was made aware that they have additional funds, but they don't yet know how much, but the contingency list has been updated and IT has three projects on that list that didn't make the last approval (Pattison MOA Rehab; Propane Fueled Vans for DAL Service, and Bus Stop Enhancements). The TPB recommended to TRPC they be approved. Here's the link to that presentation: [Buildable Lands Update \(trpc.org\)](#)

There was additional discussion on the Call for Projects Update. TRPC staff and the Technical Advisory Committee have been coordinating to clarify and resolve issues on the new Call for Projects process. Veena Tabbutt reviewed several issues, including suggesting the Sustainable Thurston regional priority not be used in evaluating rural small and urban projects; policymaker consideration of a multi-year approach to support geographic equity; funding caps; policymakers consider if applicants who qualify for Rural Community Support Program can receive funding from that and the overall Call for Projects; and how the region should deal with projects that tie in points. Staff will continue working with TAC and the TPB will devote most of their agenda to this topic on July 13. The presentation can be found here: [Buildable Lands Update \(trpc.org\)](#)

Karen Parkhurst reviewed early findings and recommendations of the Human Services Transportation Plan, pointing out in order to qualify for certain funding we have to make sure our plan is workable, and she provided the TPB with an overview of some early outreach on this effort. The presentation can be found here: [Coordinated Public Transit Human Services Transportation Plan \(trpc.org\)](#).

At the last Authority meeting, Melnick talked about how Mayor Ryder had earlier spoken about how there may be an urgency to look at how the federal funding would be doled out for the most recent massive infrastructure bill, and he had a sense from the League of Cities it was going to be much more important to show a regional consensus for what was being applied for, and he warned the TPB earlier there could be some really disappointed characters if they don't understand that. It's been recommended to the TPB to add another part time staff person and that was recommended to TRPC, but Melnick doesn't think it received a very good reception. Ryder is bent on recommending that the TPB meet in July and develop an action plan that might be palatable. Melnick is not sure that's workable and told

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Ryder that and he will tell them again before the meeting because they're talking about a different approach. It is important that all the key actors in the county agree on what's best for the county. Melnick doesn't see having a meeting in a Robert's Rules process as being a solution that is workable because we're talking about a term consensus that everyone have a thorough discussion and they have to understand each other really well and they have to come to some solution they can all accept. He doesn't see that happening in one meeting.

Melnick is going to recommend they take August off and plan such a gathering in September. He thinks it should involve the TPB and TRPC and key staff persons because at the end of the day everyone has to own and accept whatever solution it is if it's as critical as Ryder says it is.

- C. Community Advisory Committee met May 16, 2022.** Grettenberger said the CAC received a presentation on the Martin Way Corridor Study, the Walk N Roll 2021 Annual Program Report and Youth Education Update. These were high quality presentations and valued by all of the CAC members.

GENERAL MANAGER'S REPORT

At the May 18, 2022, Authority meeting, through public comment, several members of the community requested Intercity Transit reinstate the mask mandate on the buses and the Authority requested staff address the issue. On April 18, 2022, the Transportation Security Administration released a statement that they would no longer enforce its Security Directives and Emergency Amendment requiring mask use on public transportation and transportation hubs. They did include in that statement that the Centers for Disease Control and Prevention (CDC) continue to recommend that people wear masks in indoor public transportation settings.

Requiring all passengers to wear masks in order to ride is something that IT likely has the ability to do. However, this would place our Operations staff in harm's way. At one time, it would have been fair to say that fare collection was the number one source of conflict between passengers and Operators, until the mask mandate took effect. This has been a tremendously difficult directive to enforce. Throughout the pandemic Intercity Transit has followed all public health orders. Freeman-Manzanares spoke to the Thurston County Public Health Officer, and she is not looking to issue an order around mandatory masking at this time. We are following public health directives as issued from the CDC. That could change for the CDC, TSA and our Public Health Officer as this, or other situations involving public health evolve, but mandatory masking is not recommended at this time.

Intercity Transit follows the CDC's statement encouraging the use of masks on public transportation in our promotional materials. IT encourages staff to wear masks but is not mandating it. The Department of Justice filed an appeal challenging the federal judges' April order that overturned the mandate. Intercity Transit will stay tuned and

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share information as it becomes available. However, the current recommendation is to continue to follow the public health's officers and the CDC's direction.

The Pattison Construction Team is preparing to review 50% construction documents for the next phase of the South Parcel, which includes the maintenance building and the remainder of the site, in anticipation of submitting permits at the end of September or beginning of October. Permitting could take three to six months and staff is under some pressure to pull things together.

The Pattison Street North Parcel Construction tours are scheduled for Monday, June 20 starting at 3 p.m. and Wednesday June 22, starting at 2:30 p.m.

Intercity Transit held a virtual audit again this year. Suzanne Coit requested an early audit to ensure it was completed prior to her retirement. The audit was very successful and finished in a really short period of time due to the prompt response by IT staff.

The state auditor completed their review of Intercity Transit with no findings. Audit Highlights included:

- *Transit responded promptly to requests and provided all of the documents necessary to complete the audit in a timely manner.*
- *Transit has good processes in place to ensure its financial data is fairly presented in all material respects.*

Freeman-Manzanares thanked staff for their work, day in and day out to ensure IT completed a clean audit. Freeman-Manzanares gave a shout out to Suzanne Coit and her finance team (*Kiera Maryott, Brian White, Bill Nevue and Lori Vani*). This also includes *Jessica Gould (Grants)* and Procurement staff (*Steve Krueger, Tammy Ferris, Jeff Peterson and Katie Cunningham*) for their hard work on the 2021 audit.

Intercity Transit is pleased to welcome the City of Olympia Familiar Faces folks downtown in the Olympia Transit Center office. That is a great benefit to IT and the City of Olympia.

Intercity Transit had 24 confirmed cases of COVID between June 1 and June 13. This is more positive cases than experienced between January 1 and January 13, 2022. Prior to COVID, Intercity Transit had 255 Operators and currently there are 195 active Operators. IT is focused on enhancing recruitment efforts for positions throughout the organization. If anyone knows of someone who would like to join Intercity Transit, please have them contact us or visit our website at www.intercitytransit.com.

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AUTHORITY ISSUES

Vazquez said she looks forward to IT being fully staffed and embraces all of the goals in terms of providing more service. She is experiencing some of the same issues in her workplace, with an increase in COVID cases.

Pierce gave a shout out to the construction and design team who will be conducting the tour of the new Pattison facility and appreciates how the tour has been split up into two days.

Gilman said on June 11, 2022, the City of Olympia celebrated the completion of the Franklin Street project with a new concrete paved road that includes changing the way that buses come in and out of the Olympia Transit Center. It appears to be flowing well.

Gilman said a bus rider contacted him about the possibility of IT publishing a plan as to when more frequent service will resume. Gilman said it's difficult as a rider and a community member to not be made aware of the efforts being made to get back to more normal service. Freeman-Manzanares said it's difficult to project a timeline due to the increase in COVID related staff shortages.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:21 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

Pat Messmer
Clerk to the Authority

Date Approved: July 6, 2022

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