

AGENDA  
INTERCITY TRANSIT AUTHORITY  
Wednesday, October 5, 2022  
5:30 P.M.

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

[\(844\) 730-0140,428435104#](tel:(844)730-0140,428435104#) (Toll-free)

Phone Conference ID: 428 435 104#

The public may join in person at the Pattison Street Facility or view the meeting via Facebook: <https://www.facebook.com/IntercityTransit/>

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** 1 min.
- 2) **PUBLIC COMMENT** 5 min.
- 3) **PUBLIC HEARING** 15 min.
  - A. **2021 Annual Report and 2022-2027 Transit Development Plan** (*Rob LaFontaine*)
- 4) **RECOGNITION** 20 min.
  - A. **Excellence in Transit / WOF and State Grand Champions** (*Ann Freeman-Manzanares*)
- 5) **STAFF INTRODUCTIONS** 5 min.
  - A. **Claire Daniels and Drew Goffeney, Associate Planners** (*Rob LaFontaine*)
  - B. **Mandy Simons, Travel Training Coordinator** (*Kevin Karkoski*)
- 6) **APPROVAL OF CONSENT AGENDA ITEMS** 1 min.
  - A. **Approval of Minutes:** September 21, 2022, ITA/CAC Joint Meeting.
  - B. **Payroll for September:** \$4,614,887.27
  - C. **Accounts Payable September:** Warrant numbers 35382-35391 dated August 26 in the amount of **\$70,778.90**; numbers 35392-35415 dated August 30 in the amount of **\$1,050,499.06**; numbers 35419-35463 dated September 8 in the amount of **\$700,809.09**; numbers 35464-35503 dated September 14 in the amount of **\$304,922.43**; numbers 35505-35552 dated September 21 in the amount of **\$2,986,066.76**; numbers 35553-35581 dated September 26 in the amount of **\$302,930.75**; for a total amount of **\$5,416,006.99**; and Automated Clearing House Transfers in the amount of **\$9,441.07** for a monthly total of **\$5,425,448.06**.
- 7) **NEW BUSINESS**
  - A. **Schedule Public Hearing 2023-2028 Strategic Plan & Final Draft Strategic Plan Review** (*Ann Freeman-Manzanares*) 15 min.
  - B. **Schedule Public Hearing 2023 Budget & Draft Budget Review** (*Jana Brown*) 15 min.

- 8) COMMITTEE REPORTS - None.
- 9) GENERAL MANAGER'S REPORT 5 min.
- 10) AUTHORITY ISSUES 10 min.

#### ADJOURNMENT

**CLOSED SESSION** - International Association of Machinists (IAM), District Lodge 160 - The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss items related to the IAM. *No further action is expected to occur.*

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

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

*Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).*

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-A**  
**MEETING DATE: October 5, 2022**

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Manager, 705-5832

**SUBJECT:** Public Hearing: Draft 2021 Annual Report & 2022 – 2027 Transit Development Plan

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- 1) **The Issue:** Conduct a public hearing on the draft 2021 Annual Report and 2022-2027 Transit Development Plan (TDP).
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- 2) **Recommended Action:** Receive and consider public comments regarding the annual update of the Transit Development Plan.
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- 3) **Policy Analysis:** The State requires the local transit’s governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
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- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2021 Summary);
- b) Description of planned changes, if any, to services and facilities (2022-2027); and
- c) Operating and capital financing elements for the previous year (2021), budgeted for current year (2022), and planned for five years (2023 – 2027).

This year’s update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit’s “strategic plan,” which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on October 5, 2022, staff will request final adoption by the Transit Authority on November 2, 2022. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the

Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

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

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6) **Budget Notes:** This is currently covered under the 2022 Budget. The TDP simply reports on past and projected services and service levels

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7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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8) **References:** [Draft Transit Development Plan](#)

**2022 Timeline for TDP Process:**

(complete)	Aug. 17, 2022:	Present TDP update and schedule to ITA
(complete)	Sept. 12, 2022:	Draft published for public review [tentative]
	Oct. 5, 2022:	Conduct Public Hearing at ITA Meeting
	Nov 2, 2022:	Request ITA to Adopt 2021 Annual Summary & 2022-2027 TDP

**MINUTES  
INTERCITY TRANSIT AUTHORITY  
COMMUNITY ADVISORY COMMITTEE  
JOINT MEETING  
September 21, 2022**

**CALL TO ORDER**

Chair Gilman called the September 21, 2022, Joint Meeting of the Intercity Transit Authority (ITA) and Community Advisory Committee (CAC) to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

**ITA Members Present:** Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce.

**ITA Members Absent:** Thurston County Commissioner Carolina Mejia; and Labor Representative Paul Tischer.

**CAC Members Present:** David Bonauto; Nikki Crist; Ursula Euler; John Gear; Jihan Grettenberger; Walter Smit; Ty Flint; Betty Hauser; Lloyd Peterson.

**CAC Members Absent:** Gene Angel; Jonah Cummings; Allison Spector; Marie Lewis; Joan O'Connell; Marilyn Scott; Eliane Wilson; Nathan Ramos; Natalie Smith; Edwina Waehling; Rachel Weber.

**Staff Present:** Ann Freeman-Manzanares; Steve Krueger; Pat Messmer; Eric Phillips; Jonathon Yee; Alex Auty; Ramon Beltran; Heather Stafford Smith; Brian Nagel; Nicky Upson; Rob LaFontaine; Katie Cunningham; Jason Aguero; Daniel Van Horn; Michael Maverick; Cindy Waterhouse; Steve Swan; Cameron Crass; Rob Rinehart; Jeff Peterson; Emily Bergkamp; Joy Gerchak; Kyle McPherson; Riley White; Magic Aguinaga; Zach Heinemeyer; Alihaundra Borja; Andrew Scarborough; Nancy Trail.

**Others Present:** Jason Robertson from JRO & Associates and Thomas Wittmann from Nelson Nygaard.

**APPROVAL OF AGENDA**

**It was M/S/A by Sullivan and Pierce to approve the agenda.**

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

**STAFF INTRODUCTIONS**

- A. Operator Class 22-04** (*Cameron Crass*)
- B. Andrew Scarborough, Network Systems Analyst** (*Rob Rinehart*)
- C. Alihaundra Borja, Commuter Services Assistant** (*Cindy Waterhouse*)

**INTRODUCTIONS:** The Authority and CAC members provided self-introductions.

### **APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Vazquez and Pierce to approve the consent agenda items as presented.**

- A. Approval of Minutes:** August 17, 2022, Regular Meeting.
- B. Payroll for August:** \$3,151,020.32
- C. Accounts Payable August:** Warrant numbers 35208-35235 dated August 2 in the amount of **\$781,733.87**; numbers 35238-35263 dated August 6 in the amount of **\$103,639.30**; numbers 35264-35283 dated August 11 in the amount of **\$541,296.70**; numbers 35284-35314 dated August 13 in the amount of **\$558,021.39**; numbers 35326-35344 dated August 19 in the amount of **\$105,100.89**; numbers 35345-35381 dated August 24 in the amount of **\$462,123.38**; for a total amount of **\$2,551,915.53**; and Automated Clearing House Transfers in the amount of **\$13,741.26** for a monthly total of **\$2,565,656.79**.

### **NEW BUSINESS**

- A. Phase IV Early Bid Package.** Eric Phillips submitted for approval the authorization of securing the electrical equipment and system components needed to energize the Maintenance Building by the March of 2023 full construction start date.

As Forma nears completion of all North Parcel construction work, they are concurrently preparing for the Phase IV South Parcel renovation work slated to begin in March of 2023 and finish up in late 2025. The first order of business of the South Parcel will be to update the existing power service to the site and install new electrical equipment needed to energize the Maintenance Building which is currently serviced via the Administration Building which will be demolished as part of the final Phase of construction. Because of the long lead times for this electrical equipment, it's vital for orders to be placed now to better protect our schedule. The total not to exceed amount for this equipment (Main Service Disconnect, South Yard Switchboard, Breaker, and Generator Package) is \$649,400 including taxes.

Unlike the North Parcel Construction where the Maximum Allowable Construction Cost (MACC) for the entire North Parcel work was negotiated and approved in advance of construction, with today's highly volatile marketplace coupled with the lengthy product lead times and uncertainty over completion

dates, our project team is recommending an early bid package to reduce the risk of project delay and cost escalation.

Overall, under the current construction climate, we believe a better approach to the final phase of the Pattison Construction project is to negotiate a series of bid packages that coincide with the start of each of the four planned construction phases thereby ensuring pricing reflects current market conditions. We have previously referred to these as “mini” MACC’s or trade specific MACC’s. Currently the project team envisions the project utilizing four (4) MACC packages for the Phase IV South Parcel work including: 1) Electrical Equipment, 2) Site Work, 3) Auxiliary Structure, 4) Maintenance Building Renovation work.

Later this fall we’ll be providing the Authority with a high-level overview of these four different design phases as well as an updated cost estimate for the Phase IV South Parcel construction design based on our best assessment of the current market conditions. We’ll also be seeking ITA construction funding approval based on that amount and then as the construction phases progress, we’ll report back to the ITA the amount of each MACC negotiation and potentially seek additional funding, if necessary, for the final construction phase. Most immediately, staff recommend approval of the Electrical Equipment Package MACC for a total not to exceed amount of \$649,400 to better ensure the equipment that has a long lead time arrives for the March 2023 targeted construction date.

**It was M/S/A by Pierce and Melnick to authorize the General Manager to execute approvals under our existing contract for services with the Washington State Department of Enterprise Services with our GCCM contractor (Forma Construction) supporting an early bid package for the new electrical equipment and site work for the initial South Parcel Phase IV rehabilitation electrical upgrade work for a total not to exceed amount of \$649,400 including taxes.**

- B. Surplus DAL Vehicle 150.** Katie Cunningham presented Dial-A-Lift (DAL) vehicle no. 150 as surplus. DAL 150, a 2011 Chevrolet El Dorado E-450 cutaway, was involved in an accident in January of 2022. Based on an assessment provided by WSTIP, Intercity Transit’s insurance provider, the total estimated pre-accident fair market of the vehicle is \$17,865. The estimated cost to repair the damage of this vehicle exceeded the fair market value, and the vehicle has therefore been deemed a total loss. This vehicle has met useful life requirements and its replacement is currently on order. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare DAL 150 as surplus.

DAL 150 was originally purchased using local funds. No Federal or State grant funds were used in the purchase of this vehicle. The insurance remittance for the remaining value of the vehicle (\$12,865 for the value of the vehicle, less the insurance deductible) will be credited as local funds available for future agency projects.

**It was M/S/A by Vazquez and Melnick to declare Dial-A-Lift vehicle 150 as surplus.**

- C. State Advocacy Contract Renewal.** Katie Cunningham presented for renewal the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.

In October 2021, Foster Government Relations won Intercity Transit's contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal. The annual contract renewal amount remains the same as the original term.

Intercity Transit has worked with Foster Government Relations for the past six years and has been satisfied with the firm's representation of our interests during this time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

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

**It was M/S/A by Belk and Sullivan to authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.**

- D. Federal Advocacy Contract Renewal.** Katie Cunningham presented for renewal the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Affairs for an additional year.

In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the fourth one-year renewal.

The annual contract amount reflects a rate increase from the previous term in the total annual amount of \$4,200. This amounts to a 5% increase which was requested by Gordon Thomas Honeywell Governmental Affairs due to persistent inflation and is commensurate with increases identified the Consumer Price Index.

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

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

**It was M/S/A by Vazquez and Belk to authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$88,200.**

- E. Vanpool Vehicle Purchase.** Katie Cunningham presented for consideration the purchase of twelve (12) replacement vanpool vehicles.

Intercity Transit received a Vanpool Investment Program (VIP) grant award from the Washington State Department of Transportation (WSDOT) to replace vanpool vans which have reached their useful life. To utilize this award, Intercity Transit seeks to purchase twelve (12) Toyota Sienna hybrid minivans from Toyota of Yakima under Washington State Department of Enterprise Services (DES) Contract 05916 to serve as replacement vehicles. The grant funding will cover approximately 71% of the total vehicle cost.

DES competitively bid this contract awarding to the lowest, responsive and responsible bidder for each vehicle class, and Toyota of Yakima was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota of Yakima and Toyota Sienna minivans, staff is confident

these vehicles are mechanically sound and will serve our vanpool customers well. The twelve (12) replacement vans would potentially be delivered by the end of this year.

**It was M/S/A by Melnick and Sullivan to authorize the General Manager, pursuant to Washington State Contract 05916, to purchase twelve (12) replacement Toyota Sienna minivans from Toyota of Yakima in the amount of \$455,760.**

- F. Purchase TSP Equipment.** Jeff Peterson submitted for authorization the purchase of Transit Signal Prioritization Equipment utilizing an existing contract pursuant to implementation of the regional Smart Corridors program.

In July 2016 Intercity entered into a contract with ACT Traffic Solutions to provide equipment supporting the Transit Signal Prioritization implementation aspect of the regional Smart Corridor project. Equipment purchased will be installed on all Intercity Transit fixed route coaches and at approximately thirty signalized intersections along the designated corridors. More intersections may be added to the project following the initial deployments.

In October 2021 Intercity Transit onboarded Iteris Inc. to support the implementation of TSP as part of the regional Smart Corridor implementation project. Following development of a regional coordination process and completing interlocal agreements with the participating partners the project is now moving forward with implementation which includes installing TSP equipment on our entire fleet and at project intersections.

The required project equipment will be purchased utilizing our agreement with ACT Traffic Solutions Inc. which distributes the Emtrac system. Purchases will likely be made using two or more separate purchase orders in accordance with the terms and pricing under our current contract. The pricing and services proposed are fair and reasonable under this agreement.

The staff recommendation is to authorize the General Manager to purchase the required TSP equipment, components, and support from ACT Traffic Solutions Inc. for a total not to exceed cost of \$550,000 for new purchases which includes taxes and product support thru installation. The equipment purchases are supported by an FTA grant that is expected to cover the cost of the equipment at about 80%. These grant funds are specific to the TSP equipment and are separate for an additional grant award supporting the implementation support for Smart Corridors.

**It was M/S/A by Pierce and Vazquez to authorize the General Manager to purchase transit signal priority equipment utilizing an existing contract with**

**ACT Traffic Solutions Inc. for the acquisition of transit signal priority equipment for installation on busses and to be deployed at project intersections for a total cost not-to-exceed \$550,000 for new purchases, inclusive of taxes.**

**G. Road Trip Revival and Long-Range Plan Overview.** Intercity Transit engaged the services of Jason Robertson (JRO & Associates) and Thomas Wittmann (Nelson Nygaard) to work alongside the ITA, the CAC and staff to lead an intensive, multi-phased public outreach effort to engage stakeholders and the public in a community conversation, which was entitled IT Road Trip. This two-year community engagement process informed the development of IT Proposition 1 approved by voters in November 2018, as well as IT's Short and Long-Range Plan, which the Authority adopted in November 2018.

Plan implementation began immediately with a 24% increase in service between December 2018 and mid-March 2020. In addition, the Authority studied and approved a Zero-Fare Demonstration Project in 2019, which began January 2020.

Freeman-Manzanares said this joint meeting is a good opportunity to revisit that pivotal time in IT history for those who were with IT during that 2016 through early 2020 timeframe and to introduce the elements of the public engagement process, entitled "IT Road Trip" and our Long-Range Plan to new Authority, Community Advisory Committee members and staff.

Freeman-Manzanares said Robertson and Wittmann will talk about the unexpected interruption to our great progress implementing the community directed Long-Range transit enhancement plan, and how it continues to be impacted from a local and national perspective.

Freeman-Manzanares said before COVID and during the 2015-2016 timeframe, IT had significant hurdles to overcome. The federal government eliminated dollars previously dedicated to public transportation, and IT had to significantly overhaul its financial structure. At the same time, there was a call in the community for additional transit services within our Public Transportation Benefit Area, and the sense that we could provide additional service wherever and whenever it was desired, and IT couldn't afford to do that. The community had grown significantly and was expected to continue growing, which would increase the call for public transportation and only worsen our congestion issues. The cost to provide services were increasing.

Freeman-Manzanares continued that IT spent three legislative sessions, 2016-2018, requesting the state legislature allow us the opportunity to ask voters whether or not they wished to support transit at an additional 4/10<sup>th</sup> of 1 percent. Otherwise, IT needed to eliminate 40% of our services or be in the red by 2023. With the direction of our community, the leadership of our Authority

and support from the Community Advisory Committee and staff, IT will enter 2023 on a far happier note.

Freeman-Manzanares introduced Jason Robertson. Robertson reviewed the IT Road Trip process that included outreach, input, interim results and public review. Over 3,500 people shared their thoughts, with 10,000 unique ideas and Robertson/Wittmann sorted through all of them while looking at what type of efficiencies IT could make without additional funding. Robertson reviewed the different ways they engaged with the public, and the different types of events and outreach. They continued to partner goal alignment working behind the scenes with city planners, and college presidents to broaden community goals.

The road trip team went back to community with nine things the community asked for known as the nine promises made to the community:

1. **Extended Span of Service** - Service starts earlier, ends later, operates on weekends
2. **Improved Frequency** - Busy routes go to 15-minute service; all others 30-minute
3. **Service to New Areas** - Bus/Dial-A-Lift will be extended to new and growing areas
4. **On-Time Performance** - Put additional buses into service as congestion increases
5. **Enhanced Capital Facilities** - Better bus stops with shelters, benches, and lighting
6. **Bus Rapid Transit** - High-frequency, direct, comfortable and cost-effective service
7. **Night Owl Service** - On-demand, late night service to and from downtown
8. **Enhanced Commuter Service** - Express from Olympia-Lacey to Lakewood-Tacoma.
9. **Fare-Collection Efficiencies** - Easier pay options to reduce delay, simplify access

Robertson reviewed several examples of expanded service i.e., Yelm Walmart / Lacey Transit Center Express and stand-alone route to connect NE Lacey job center with the Lacey Transit Center. Robertson reviewed the Bus Rapid Transit and enhanced service costs. He reviewed the Zero-Fare transit solution and future transit scenarios.

Robertson said the team went back to the public with three future transit scenarios (service reductions, status quo system or transformation system) and conducted an informal poll that showed 67% of the public were onboard supporting a transformation system. The team hired Elway to do a scientific poll and the first question asked was if it was worth \$2-\$5 per month to make all

improvements and 67% of the public responded yes. The Elway poll asked if the public were willing to actually pay for this and the results showed 68% of the public in favor of supporting a sales tax measure. With that the ITA approved a resolution to go out for Proposition 1 Sales Tax initiative that took place on November 6, 2018.

Robertson shared that as IT gets back on the road trip, it's still tough out there with near universal labor shortages, rapidly rising rent and cost of living, persistent worker/rider trepidation and logistics and supply change uncertainty. He said due to all of this uncertainty, with what Intercity Transit offers has never been more important, especially with zero-fare transit helping people get to work reducing one aspect of their cost of living. It's critical to keep the nine promises the public is paying for and deliver the services expected.

Freeman-Manzanares said it's important to recognize from an internal administrative perspective, we have been understaffed since at least 2016. We were hesitant to bring new individuals on staff when we thought there might be the need to let them go if our ballot measure wasn't successful. Once the ballot measure passed in late 2018, our energy was focused on being responsive to our voters and getting service on the street as quickly as possible. That involved hiring over 100 individuals in 2019 primarily focused on Operators and some maintenance staff. She said it would be remiss not to recognize the tremendous efforts staff made carrying IT through the public engagement process, educating the public on IT Proposition 1, quickly implementing the first phases of expanded service, which equated to a 24% increase (in less than 16 months), then responding to an intense level of work, over a long period of time, associated with responding to the COVID-19 pandemic. She appreciates the opportunity to share how amazing the people are who work Intercity Transit. They carried us through some monumental and really difficult parts of our history, allowing us to deliver public transit services to the community.

Freeman-Manzanares said IT is making a concentrated effort to get fully staffed up. We are implementing NeoGov on our website, which is a well-known resource utilized by many public sectors and education organizations to enhance our recruitment efforts. We are fully staff in Human Resources and have a dedicated recruiter for outreach efforts, and we are utilizing additional staff members to connect with job seekers. We are attending in-person job fairs, which was a resource that was unavailable over the last several years. One of the notable sites is at JBLM where we will attend seven more job fairs between now and the end of the year, and we have connections with CDL schools.

Staff is working with Marketing and Communications consultants to produce numerous ads to connect with job seekers. Freeman-Manzanares shared samples

of what has been created and will be sharing throughout Thurston, Mason, Lewis, Grays Harbor and Pierce Counties.

Freeman-Manzanares shared a recruitment video, and advertisements, encouraging individuals to check out Intercity Transit as an employer of choice. She encouraged everyone to share these materials with friends, family, associates. Freeman-Manzanares introduced Thomas Wittmann.

Wittmann reviewed today's challenges and what's happening with other transit agencies across the country.

#### **Peer Experiences - Ridership**

- Nationwide ridership average for buses is ~60% of pre-covid numbers
- Smaller agencies are closer to pre-covid numbers - driven by a greater incidence of high need riders
- Intercity Transit is at ~60% of pre-pandemic ridership with 74% of pre-covid service
  - One of the big factors is fare free

#### **Peer Experiences - Funding**

- CARES funding has helped agencies withstand the fiscal impacts of the pandemic
- As CARES expires, many agencies, particularly larger ones, are forecasting financial shortfalls
- Intercity Transit is well positioned to account for CARES funding going away.

The Road Map created a sustainable future, even with the pandemic impacts

#### **Peer Experiences - Remote Work**

- In-office five-day workweek is not coming back anytime soon
- Nationwide, commuter routes and commuter rail have had the slowest ridership recovery, even though traffic levels are close to pre-pandemic
- Nationwide, most commuter routes are only 20-30% of pre-pandemic ridership
- Impacts for Intercity Transit
- State workers represent a market that is only slowly coming back
- Olympia Express is still significantly underperforming

#### **Peer Experiences - Post Secondary Education**

- Colleges and Universities have been seeing declining enrollment
- Community Colleges have seen even larger declines
- Impacts for Intercity Transit
  - Students have been a huge market

- Evergreen State College enrollment has dropped from ~5,000 to under 2,000

**Peer Experiences – Factors inhibiting ridership return**

- Surveys nationwide show common themes:
  - Fear of getting sick – Will I get Covid on transit?
  - Physical safety fears – Will I get assaulted on transit?
  - Reliability – Will my bus/train show up when it should?
  - Service levels aren't what they used to be (not as frequent, not late, etc.)
  - Desire to not waste time commuting – Why commute when I can work at home?
- Impacts for Intercity Transit
  - IT can control reliability and service levels, but not some of the larger trends/fears

**Peer Experiences – Staff Shortages**

- Most systems have an operator shortage and have cut service
- Most systems are not at pre-pandemic service levels

**Impacts for Intercity Transit**

- IT hired over 100 people in 2019 (mostly operators) to expand service 24%
- Today, IT has been unable to restore service due to operator shortages
- IT is executing plan to build back up operator numbers
- All staff have been pressed due to Covid impacts

**Peer Experiences – Ways to address operator shortages**

- Replace/augment commuter routes with vanpool service
  - Lower costs, even if agency gives away a van
  - Challenge – vanpools are less effective with flexible work schedules
- Operate evening service with on-demand
  - Allows for expansion of later service with smaller IT operator pool
  - More flexible service during evening times
  - Not new idea: in the Road Map, late evening service was be on-demand
  - Could be contracted
  - New service type will require set up time to successfully implement

**Peer Experiences – Bringing riders back**

- Things Intercity Transit is doing to bring back riders:
  - Zero-fare
  - Added security personnel and Operations Supervisors to provide a secure environment and act as ambassadors
  - Enhanced cleaning protocols

- Are about to improved rider information through “myStop” app that is tied to CAD/AVL roll-out
- This reflects a national playbook to bring riders back.

Wittmann shared his final thoughts and said Intercity Transit does not face a funding challenge. However, the one challenge IT has is the lack of Operators and this is a nationwide phenomenon. However, IT does have a plan to address operator shortages, which is hampering the return to pre-pandemic service levels.

*Melnick suggested finding a way to tell the public again about the things they asked for and here's the challenges IT is facing.*

*Euler asked if there are trends emerging with the post pandemic way riders are using the system, since so many of the public work from home. Wittmann said the market is still unsettled and it's difficult to see exactly what's going on and separate the correlation and causation. Around 50% of all trips pre COVID were work trips on IT. There was already a huge amount of trip making that had nothing to do with work. They are seeing a bigger emphasis on mid-day service and evening service over peek commuter service.*

*Smit is interested in more data about Operator retention and hiring, and what have Operators been saying, and how has that affected the numbers for hiring/retention. Freeman-Manzanares said we can share that information because HR has been tracking that closely and looking at what transit systems are doing throughout the state as well as the nation in terms of retention bonuses and pay and pausing to identify what's really working and not working to define what we need to do. IT has been working to be an employer of choice with happy employees.*

*Hess said IT is doing a wonderful job in reference to being one of the first systems to go zero-fare. He suggested IT reinforce to the public that zero fare isn't “free”, but it's paid with taxes and by doing so takes more cars off the road. He's looking forward to when an express type of service comes to Yelm.*

*Gilman is excited about this reboot of the IT road trip, and he's committed to the nine areas of improvement, and as we emerge from COVID there's room to refine and tweak this and able to respond to changes in the workforce. He said the Authority made a set of promises to the voters to transform the agency to provide transportation and mobility to the whole community.*

*Pierce wants to remind the public it's going to take time, but the agency is still working on making these service enhancements.*

## **COMMITTEE REPORTS**

**Thurston Regional Planning Council (Sept. 2):** Melnick attended on Mayor Sullivan's behalf. He reported:

Volunteers were appointed to the 2023 Work Program Subcommittee and the Legislative Session Subcommittee.

Paul Brewster reviewed TRPC's Revised Call for Projects Process details. The objectives for the Call for Projects Process revisions are to:

1. Provide direct ties between project selection and the region's performance goals and targets.
2. Create a fair and competitive process with clear evaluation criteria.
3. Improve the region's ability to meet annual obligation targets.
4. Improve opportunities to leverage additional federal funding.

Revisions on the Call for Projects Process include regional funding priorities, regional evaluation criteria, and funding set-asides and caps. The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11291/A12\\_TRPC-Federal-Funding-Call-for-Projects-Process](https://www.trpc.org/DocumentCenter/View/11291/A12_TRPC-Federal-Funding-Call-for-Projects-Process)

The Council approved the details and timeline for the 2022 Call for Projects, which will use the revised process. Details can be found here: [Federal Funding Call for Projects | Thurston Regional Planning Council, WA \(trpc.org\)](#)

Council was briefed on the draft Regional Transportation Improvement Program (RTIP). The draft RTIP can be found here: [Draft-RTIP 2023-2026 All \(trpc.org\)](#).

Council will take action to approve the draft RTIP at their October meeting.

**Transportation Policy Board (Sept. 14):** Melnick reported:

The Board received the same presentations as TRPC - The Call for Projects and the draft 2023-2026 Regional Transportation Improvement Program (RTIP). The Board recommended the Council adopt the RTIP at their October 7, 2022, meeting.

Karen Parkhurst provided an update on the Human Services Transportation Plan (HSTP). To qualify for certain funding, federal and state law requires the Council adopt and update a HSTP. The goals of the Plan are to:

- Increase equity in transportation services.
- Increase mobility options.
- Improve individual service.
- Increase coordination with other systems and programs.
- Improve efficiency.
- Identify and obtain sustainable funding to close gaps.
- Broadly distribute information about available transportation options.

The Plan is out for public review through October 31, 2022 and the full presentation can be found here: [Coordinated Public Transit Human Services Transportation Plan \(trpc.org\)](#)

## **GENERAL MANAGER'S REPORT**

This is the Week Without Driving Challenge sponsored by Disabilities Rights Washington. Veronica Jarvis at Thurston Regional Planning Council is cheering on all of the Employee Transportation Coordinators throughout the county, as is Disabilities Right Washington.

The Pattison construction project continues to move forward. The Admin/Ops Building is almost complete. The Fuel /Wash/Facilities and Youth Education Center is about a month behind the ADOPs building.

The Pattison Street Facility Grand Opening is tentatively scheduled for the afternoon of Thursday, November 10.

The advertisement to recruit new Community Advisory Committee members is out on the street, and applications are due October 7. If you know of anyone who might be interested in serving, please direct them to our website and complete the application.

The seven Operators from the class of 22-04 graduate Friday, September 23. The next class of Operators begin training on October 10.

October is Walk to School Month and there are a whole host of activities scheduled. Our Youth Education/Walk N Roll staff will be requesting a Proclamation from each of the respective jurisdictions.

Our COVID numbers are jumping a bit with the start of school.

Intercity Transit accepted applications from firms interested in assisting in the development of our Alternative Fuels Transition Plan. Developing and Issuing the Request for Qualifications and Proposals was a big step forward. Staff has interviewed firms and are moving through the remainder of the selection process. Staff intends to bring a contract forward to the Authority for approval in October.

At the October Authority meeting, we plan to recognize the Wall of Fame recipients and Driver and Maintenance Roadeo Teams who were honored at the Washington State Transportation Conference.

## **AUTHORITY/CAC ISSUES**

**Vazquez** is participating in the Week without Driving Challenge to raise awareness of the challenges the people in the community face when they don't drive. She and her family will be riding transit.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:42 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Clark Gilman**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: October 5, 2022**

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

**DRAFT**

**Payroll Audit Worksheet**

PayPeriod: 8/14/2022 - 8/27/2022 Paydate: 9/2/2022

PayPeriod: 8/28/2022 - 9/10/2022 Paydate:

ISSUED

<b>DIRECT DEPOSIT</b>	D1	D.Dep. #1	9,930.00		
	D2	D.Dep. #2 & #3	8,804.94		
	NP	NET PAY (dir. Deposit)	769,225.12		
			<u>787,960.06</u>	787,960.06	
<b>IRS</b>	FIT:		98,936.41		
	Total Medicare:		32,434.94		
			<u>131,371.35</u>	131,371.35	
<b>HEALTH SAVING</b>	HS		192.59		192.59
<b>VANGUARD</b>	DC	Vgrd EE	62,389.12		
	DC	Vgrd ER	44,145.50	106,534.62	
	L2	401k Ln#2	3,040.88		
	LN	401k Ln #1	6,317.76		
			<u>9,358.64</u>		
			<u>115,893.26</u>	115,893.26	
<b>PERS</b>	PN	PERS EE	65,943.15		
	P3	PERS EE	6,470.05	72,413.20	
	PN	PERS ER	106,276.27		
	P3	PERS ER	9,301.59	115,577.86	
			<u>187,991.06</u>	187,991.06	
		<i>TTL PERS</i>			
<b>DEF COMP</b>	SD	457 ST EE	17,463.35		
	SR	457 ST ER	10,561.48		
			<u>28,024.83</u>	28,024.83	
<b>ICMA</b>	RC	ICMA EE	6,469.97		
	RR	ICMA ER	3,646.50	10,116.47	
	RL	ICMA Ln#1	422.58		
	R3	ICMA Ln#2	723.35	1,145.93	
	RI	ICMA Roth	500.00	<u>500.00</u>	
			<u>11,762.40</u>	11,762.40	
<b>AFLAC</b>	ST	AFLAC POST/PRE	2,905.01		
	SS		2,613.93		
			<u>5,518.94</u>	5,518.94	
<b>Met Life</b>	A2		-		
<b>Allstate LTC</b>	AS		-		
<b>HCA</b>	D3	Disability Ins	1.54		
	DI		4,374.85	4,376.39	
	Combined	Health In1stN2ND	262,583.50		
			<u>266,959.89</u>		
<b>GARNISHMT</b>	GN	Garnish	527.81		
<b>CHILD SUPPORT</b>	CS	DSHS	1,559.66		
<b>MACHINISTS</b>	M2	Mch.UnDues	1,687.99		
<b>UNION DUES</b>	MI	Mac.Inition	120.00		
	MS	Payroll Corr check	-		
			<u>1,807.99</u>		
	TF	Tx.Fr.Benefit	-		
<b>PROJECT ASSIST</b>	PA	Proj.Assist	327.00		
<b>ATU</b>	UC	Un COPE	96.00		
<b>UNION DUES</b>	UA	Un Assess	-		
	UD	Un Dues	6,403.28		
	UI	Un Initiatn	30.00		
	UT	Un Tax	3,320.75		
			<u>9,850.03</u>		
<b>UNITED WAY</b>	UW	United Way	235.00		
<b>WELLNESS</b>	WF	Wellness	283.50		
<b>NY PFML&amp;D</b>	NY	New York PFML&D EE	16.12		
	NY	New York PFML&D ER	2.31		
			<u>18.43</u>		
<b>NEW YORK TAX</b>	NT	New York Taxes	147.26		
<b>LABOR INS</b>	LI	L&I-EE	5,581.38		
	LI	L&I-ER	22,995.70	28,577.08	
	LA	L&I-EE	474.76		
	LA	L&I-ER	642.90	<u>1,117.66</u>	
			<u>29,694.74</u>		
<b>ESD</b>	CF	WPFML-EE	5,006.04		
	CL	WPFML-ER	1,830.97		
			<u>6,837.01</u>		
<b>PAPER CHECKS</b>		Net Pay:	6,208.64		
		TOTAL TRANSFER (tie to Treasurer Notifications)		<b>1,268,714.49</b>	
		TOTAL PAYROLL*:	<u>1,593,171.45</u>		
<b>GROSS WAGE</b>		GROSS EARNINGS:	1,146,894.26		
<b>ER AMOUNT</b>		EMPR MISC DED:	430,059.72		
<b>MEDICARE TAX</b>		EMPR MEDICARE TAX:	16,217.47		
			<u>1,593,171.45</u>		

<b>DIRECT DEPOSIT</b>	D1	D.Dep. #1	9,893.43		
	D2	D.Dep. #2 & #3	9,307.70		
	NP	NET PAY (dir. Deposit)	819,410.56		
<b>IRS</b>	FIT:		113,765.68		
	Total Medicare:		35,147.34		
<b>HEALTH SAVING</b>	HS		192.59		192.59
<b>VANGUARD</b>	DC	Vgrd EE	67,238.36		
	DC	Vgrd ER	47,918.35		
	L2	401k Ln#2	3,226.25		
	LN	401k Ln #1	6,287.12		
<b>PERS</b>	PN	PERS EE	71,090.83		
	P3	PERS EE	6,601.60		
	PN	PERS ER	115,718.12		
	P3	PERS ER	9,549.23		
	P4	PERS EE	225.06		
	P4	PERS ER	365.76		
		<i>TTL PERS</i>			
<b>DEF COMP</b>	SD	457 ST EE	19,751.65		
	SR	457 ST ER	11,501.45		
<b>ICMA</b>	RC	ICMA EE	6,557.47		
	RR	ICMA ER	3,704.47		
	RL	ICMA Ln#1	432.03		
	R3	ICMA Ln#2	723.35		
	RI	ICMA Roth	500.00		
<b>AFLAC</b>	ST	AFLAC POST/PRE	2,905.01		
	SS		2,613.93		
<b>Met Life</b>	A2		12,405.41		
<b>Allstate LTC</b>	AS		6,638.46		
<b>HCA</b>	D3	Disability Ins	-		
	DI		4,342.38		
	Combined	Health In1stN2ND	261,895.00		
<b>GARNISHMT</b>	GN	Garnish	793.72		
<b>CHILD SUPPORT</b>	CS	DSHS	1,559.66		
<b>MACHINISTS</b>	M2	Mch.UnDues	1,727.99		
<b>UNION DUES</b>	MI	Mac.Inition	-		
	MS	Payroll Corr check	-		
	MD	Mch.UnDues	0.27		
	TF	Tx.Fr.Benefit	-		
<b>PROJECT ASSIST</b>	PA	Proj.Assist	327.00		
<b>ATU</b>	UC	Un COPE	-		
<b>UNION DUES</b>	UA	Un Assess	1,281.00		
	UD	Un Dues	6,368.91		
	UI	Un Initiatn	10.00		
	UT	Un Tax	-		
<b>UNITED WAY</b>	UW	United Way	235.00		
<b>WELLNESS</b>	WF	Wellness	283.50		
<b>NY PFML&amp;D</b>	NY	New York PFML&D EE	16.12		
	NY	New York PFML&D ER	2.31		
<b>NEW YORK TAX</b>	NT	New York Taxes	147.26		
<b>LABOR INS</b>	LI	L&I-EE	5,423.63		
	LI	L&I-ER	22,346.45		
	LA	L&I-EE	451.67		
	LA	L&I-ER	611.54		
<b>ESD</b>	CF	WPFML-EE	5,413.81		
	CL	WPFML-ER	1,980.10		
<b>PAPER CHECKS</b>		Net Pay:	2,208.83		
		TOTAL TRANSFER (tie to Treasurer Notifications)		<b>1,701,097.33</b>	
		TOTAL PAYROLL*:	<u>1,701,097.33</u>		
<b>GROSS WAGE</b>		GROSS EARNINGS:	1,239,716.38		
<b>ER AMOUNT</b>		EMPR MISC DED:	443,807.28		
<b>MEDICARE TAX</b>		EMPR MEDICARE TAX:	17,573.67		
			<u>1,701,097.33</u>		

ACH 788,152.65



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/26/2022

Thru Date: 9/26/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35553	9/26/2022	01855	AMERICAN HERITAGE LIFE INSURANCE COM	\$6,654.89	
35554	9/26/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$101,326.75	
35555	9/26/2022	02828	AVAIL TECHNOLOGIES INC	\$109,465.71	
35556	9/26/2022	03023	BACKUPIFY INC.	\$1,111.50	
35557	9/26/2022	06120	CITY OF OLYMPIA (UTILITIES)	\$5,775.32	
35558	9/26/2022	07220	CUMMINS INC.	\$18,227.55	
35559	9/26/2022	09662	FERRELLGAS LP	\$2,248.53	
35560	9/26/2022	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$2,062.19	
35561	9/26/2022	10660	GILLIG LLC	\$5,948.53	
35562	9/26/2022	11498	IBI GROUP	\$3,065.80	
35563	9/26/2022	11615	INDUSTRIAL HYDRAULICS INC.	\$121.95	
35564	9/26/2022	13740	MAGELLAN HEALTHCARE	\$2,381.40	
35565	9/26/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$212.67	
35566	9/26/2022	15203	NORTHWEST CASCADE INC	\$3,170.42	
35567	9/26/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$429.59	
35568	9/26/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$1,953.92	
35569	9/26/2022	16701	PEAK INDUSTRIAL INC.	\$2,592.20	
35570	9/26/2022	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
35571	9/26/2022	16966	POINT & PAY LLC	\$770.88	
35572	9/26/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,884.34	
35573	9/26/2022	18129	SINGH BENCOMO LLC	\$2,800.00	
35574	9/26/2022	18210	SME SOLUTIONS LLC	\$894.07	
35575	9/26/2022	18530	STANDARD PARTS CORP.	\$167.81	
35576	9/26/2022	21950	TITUS-WILL CHEVROLET	\$1,106.43	
35577	9/26/2022	22010	ROTTERS INC.	\$244.75	
35578	9/26/2022	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
35579	9/26/2022	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
35580	9/26/2022	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$541.10	
35581	9/26/2022	26746	ZOHO CORPORATION	\$19,870.32	
			<b>Total:</b>	<b>\$302,930.75</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/21/2022

Thru Date: 9/21/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35505	9/21/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$17,413.94	
35506	9/21/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$7,307.68	
35507	9/21/2022	02060	AMERISAFE INC.	\$502.70	
35508	9/21/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,329.22	
35509	9/21/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$115,577.86	
35510	9/21/2022	02828	AVAIL TECHNOLOGIES INC	\$1,590,981.80	
35511	9/21/2022	07220	CUMMINS INC.	\$17,792.37	
35512	9/21/2022	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,135.99	
35513	9/21/2022	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$1,147.82	
35514	9/21/2022	09180	EXPRESS SERVICES INC	\$1,049.92	
35515	9/21/2022	09580	T-N-T SIGNS INC	\$1,407.31	
35516	9/21/2022	09662	FERRELLGAS LP	\$1,968.42	
35517	9/21/2022	09961	FORMA CONSTRUCTION COMPANY	\$945,385.38	
35518	9/21/2022	10477	GALLS PARENT HOLDINGS LLC	\$1,156.91	
35519	9/21/2022	10580	GENE'S TOWING INC	\$282.62	
35520	9/21/2022	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
35521	9/21/2022	10660	GILLIG LLC	\$2,770.33	
35522	9/21/2022	10826	GRAVITEC SYSTEMS INC.	\$3,615.00	
35523	9/21/2022	13701	LUMINATOR TECHNOLOGY GROUP INC	\$727.38	
35524	9/21/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35525	9/21/2022	14457	MIDWEST BUS CORPORATION	\$131.12	
35526	9/21/2022	14681	SID TOOL CO. INC.	\$5,590.73	
35527	9/21/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$870.15	
35528	9/21/2022	14760	MUNCIE TRANSIT SUPPLY	\$4,437.75	
35529	9/21/2022	15196	NORTHLAND SAFETY SOLUTIONS LLC	\$6,017.00	
35530	9/21/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$313.67	
35531	9/21/2022	16595	PACIFIC POWER GROUP LLC	\$896.46	
35532	9/21/2022	16701	PEAK INDUSTRIAL INC.	\$923.38	
35533	9/21/2022	17290	PUGET SOUND ENERGY	\$14,747.31	
35534	9/21/2022	17420	R&R TIRE COMPANY INC.	\$1,345.35	
35535	9/21/2022	17505	RAINIER DODGE INC.	\$14.98	
35536	9/21/2022	17900	SCHETKY NORTHWEST SALES INC.	\$242.23	
35537	9/21/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$520.58	
35538	9/21/2022	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
35539	9/21/2022	18052	SHEA CARR & JEWELL INC.	\$12,702.65	
35540	9/21/2022	18530	STANDARD PARTS CORP.	\$598.71	
35541	9/21/2022	18651	STORMANS INC. (LICENSING)	\$61.75	
35542	9/21/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,278.31	
35543	9/21/2022	21950	TITUS-WILL CHEVROLET	\$1,018.46	
35544	9/21/2022	21985	TOTAL FILTRATION SERVICES INC.	\$1,404.96	
35545	9/21/2022	22010	ROTTERS INC.	\$151.07	
35546	9/21/2022	22100	TRANSIT SOLUTIONS LLC	\$50,861.17	
35547	9/21/2022	23400	U. S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
35548	9/21/2022	23400	U. S. BANK or CORPORATE PAYMENT SYSTE	\$83,691.64	
35549	9/21/2022	23405	U. S. BANK or CORPORATE PAYMENT SYSTE	\$880.55	
35550	9/21/2022	23641	UNITED STATES TREASURY	\$35.50	
35551	9/21/2022	23660	UNITED WAY OF THURSTON COUNTY	\$470.00	
35552	9/21/2022	24000	W. W. GRAINGER INC.	\$78,517.94	
<b>Total:</b>				<b>\$2,986,066.76</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/14/2022

Thru Date: 9/14/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35464	9/14/2022	06040	CITY OF LACEY	\$2,811.91	
35465	9/14/2022	06217	CHRISTENSEN INC. GENERAL CONTRACTOR	\$26,065.13	
35466	9/14/2022	07619	DAVID S FOSTER	\$2,000.00	
35467	9/14/2022	08800	EMERGENCY VEHICLE SOLUTIONS LLC	\$3,667.41	
35468	9/14/2022	09180	EXPRESS SERVICES INC	\$1,041.72	
35469	9/14/2022	09662	FERRELLGAS LP	\$3,909.59	
35470	9/14/2022	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
35471	9/14/2022	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
35472	9/14/2022	10477	GALLS PARENT HOLDINGS LLC	\$4,734.97	
35473	9/14/2022	10580	GENE'S TOWING INC	\$209.27	
35474	9/14/2022	10607	GENUINE AUTO GLASS OF LACEY	\$499.36	
35475	9/14/2022	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
35476	9/14/2022	10660	GILLIG LLC	\$8,975.89	
35477	9/14/2022	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
35478	9/14/2022	11805	ITERIS INC	\$21,919.80	
35479	9/14/2022	11892	J ROBERTSON AND COMPANY	\$1,300.00	
35480	9/14/2022	11943	JOANNA GRIST	\$2,000.00	
35481	9/14/2022	12488	KEITHLY BARBER ASSOCIATES INC.	\$24,358.00	
35482	9/14/2022	12922	KTA-TATOR INC.	\$1,463.00	
35483	9/14/2022	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$548.60	
35484	9/14/2022	13475	LEGACY TELECOMMUNICATIONS LLC	\$2,960.52	
35485	9/14/2022	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$12,441.41	
35486	9/14/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,861.44	
35487	9/14/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,382.60	
35488	9/14/2022	15203	NORTHWEST CASCADE INC	\$19,301.26	
35489	9/14/2022	16490	HAROLD LEMAY ENTERPRISES	\$760.74	
35490	9/14/2022	16623	PALAMERICAN SECURITY INC.	\$73,774.02	
35491	9/14/2022	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$564.76	
35492	9/14/2022	17290	PUGET SOUND ENERGY	\$52.15	
35493	9/14/2022	17861	SAMBA HOLDINGS INC.	\$449.38	
35494	9/14/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,387.69	
35495	9/14/2022	18052	SHEA CARR & JEWELL INC.	\$20,316.21	
35496	9/14/2022	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
35497	9/14/2022	21790	THURSTON COUNTY PUBLIC WORKS	\$1,759.00	
35498	9/14/2022	21950	TITUS-WILL CHEVROLET	\$720.98	
35499	9/14/2022	22000	TOYOTA LIFT NORTHWEST	\$548.53	
35500	9/14/2022	22462	TWIN STAR CREDIT UNION	\$1,336.46	
35501	9/14/2022	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$3,950.00	
35502	9/14/2022	25909	WEX BANK	\$41,483.13	
35503	9/14/2022	26861	WESTERN GRAPHICS INC.	\$1,367.50	
			<b>Total:</b>	<b>\$304,922.43</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/8/2022

Thru Date: 9/8/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35419	9/8/2022	01405	ADVANCE GLASS INC.	\$1,129.75	
35420	9/8/2022	01567	CANON FINANCIAL SERVICES INC.	\$1,265.23	
35421	9/8/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$96.00	
35422	9/8/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,370.12	
35423	9/8/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$12,771.03	
35424	9/8/2022	02828	AVAIL TECHNOLOGIES INC	\$5,000.00	
35425	9/8/2022	06120	CITY OF OLYMPIA (UTILITIES)	\$12,106.01	
35426	9/8/2022	06238	CLARY LONGVIEW LLC	\$51,519.54	
35427	9/8/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$60.30	
35428	9/8/2022	07220	CUMMINS INC.	\$7,509.95	
35429	9/8/2022	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
35430	9/8/2022	07780	DELL MARKETING LP	\$5,525.08	
35431	9/8/2022	09180	EXPRESS SERVICES INC	\$1,312.40	
35432	9/8/2022	09662	FERRELLGAS LP	\$1,624.44	
35433	9/8/2022	10477	GALLS PARENT HOLDINGS LLC	\$1,575.02	
35434	9/8/2022	10607	GENUINE AUTO GLASS OF LACEY	\$1,249.72	
35435	9/8/2022	10660	GILLIG LLC	\$1,021.71	
35436	9/8/2022	10759	GORDON TRUCK CENTERS INC	\$472.43	
35437	9/8/2022	11097	HART HEALTH AND SAFETY INC.	\$545.69	
35438	9/8/2022	11615	INDUSTRIAL HYDRAULICS INC.	\$147.75	
35439	9/8/2022	11971	JOHNSON CONTROLS INC.	\$1,930.53	
35440	9/8/2022	12620	KEYBANK NATIONAL ASSOCIATION	\$19.04	
35441	9/8/2022	12875	KPFF CONSULTING ENGINEERS INC	\$687.00	
35442	9/8/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35443	9/8/2022	14760	MUNCIE TRANSIT SUPPLY	\$60.72	
35444	9/8/2022	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$93.02	
35445	9/8/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.52	
35446	9/8/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$97.71	
35447	9/8/2022	16221	ONE DIVERSIFIED LLC	\$4,430.83	
35448	9/8/2022	16595	YACULTA COMPANIES INC.	\$4,704.87	
35449	9/8/2022	16701	PEAK INDUSTRIAL INC.	\$8,739.97	
35450	9/8/2022	16969	POINT GRAPHICS LLC	\$261.68	
35451	9/8/2022	17505	RAINIER DODGE INC.	\$148.08	
35452	9/8/2022	17900	SCHETKY NORTHWEST SALES INC.	\$180.54	
35453	9/8/2022	18052	SHEA CARR & JEWELL INC.	\$866.22	
35454	9/8/2022	18066	SHI INTERNATIONAL CORP.	\$853.25	
35455	9/8/2022	18145	SIX ROBBLEES' INC.	\$1,558.23	
35456	9/8/2022	18530	STANDARD PARTS CORP.	\$398.23	
35457	9/8/2022	21950	TITUS-WILL CHEVROLET	\$335.17	
35458	9/8/2022	21985	TOTAL FILTRATION SERVICES INC.	\$386.62	
35459	9/8/2022	22010	ROTTERS INC.	\$249.58	
35460	9/8/2022	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00	
35461	9/8/2022	23641	UNITED STATES TREASURY	\$35.50	
35462	9/8/2022	23715	URBAN SOLAR CORPORATION	\$295.38	
35463	9/8/2022	24755	WA ST HEALTH CARE AUTHORITY	\$544,041.10	
			<b>Total:</b>	<b>\$700,809.09</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/30/2022

Thru Date: 8/30/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35392	8/30/2022	02060	AMERISAFE INC.	\$179.96	
35393	8/30/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$10,987.67	
35394	8/30/2022	03250	BATTERY SYSTEMS INC.	\$9,880.36	
35395	8/30/2022	06120	CITY OF OLYMPIA (UTILITIES)	\$1,761.11	
35396	8/30/2022	09662	FERRELLGAS LP	\$2,634.45	
35397	8/30/2022	09961	FORMA CONSTRUCTION COMPANY	\$989,566.67	
35398	8/30/2022	10607	GENUINE AUTO GLASS OF LACEY	\$1,530.28	
35399	8/30/2022	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
35400	8/30/2022	10660	GILLIG LLC	\$9,544.55	
35401	8/30/2022	11498	IBI GROUP	\$3,054.98	
35402	8/30/2022	14590	MOHAWK MFG & SUPPLY CO.	\$486.24	
35403	8/30/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$401.41	
35404	8/30/2022	15203	NORTHWEST CASCADE INC	\$11,077.56	
35405	8/30/2022	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$714.00	
35406	8/30/2022	17871	SARE ELECTRIC INC.	\$1,476.90	
35407	8/30/2022	17900	SCHETKY NORTHWEST SALES INC.	\$2,165.73	
35408	8/30/2022	17908	SCHINDLER ELEVATOR CORPORATION	\$586.39	
35409	8/30/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$788.89	
35410	8/30/2022	18101	SIJ HOLDINGS LLC	\$1,223.63	
35411	8/30/2022	18530	STANDARD PARTS CORP.	\$585.80	
35412	8/30/2022	18711	SUNSET AIR INC.	\$1,052.98	
35413	8/30/2022	21830	THURSTON COUNTY SOLID WASTE	\$38.00	
35414	8/30/2022	21950	TITUS-WILL CHEVROLET	\$601.50	
35415	8/30/2022	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$160.00	
<b>Total:</b>				\$1,050,499.06	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/26/2022

Thru Date: 8/26/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35382	8/26/2022	07640	DAY MANAGEMENT CORP	\$4,273.16	
35383	8/26/2022	07780	DELL MARKETING LP	\$18,845.41	
35384	8/26/2022	09180	EXPRESS SERVICES INC	\$1,279.59	
35385	8/26/2022	09241	ERNST TYLER	\$158.91	
35386	8/26/2022	11499	ICIMS INC.	\$33,154.36	
35387	8/26/2022	15030	NATIONAL SAFETY COUNCIL	\$850.00	
35388	8/26/2022	17861	SAMBA HOLDINGS INC.	\$627.47	
35389	8/26/2022	21750	THURSTON COUNTY CHAMBER OF COMMER	\$5,000.00	
35390	8/26/2022	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
35391	8/26/2022	25858	WESTCARE CLINIC LLC PS	\$595.00	
<b>Total:</b>				<b>\$70,778.90</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>21988 TOULME HANNAH</b>										
00	09/21 RECOG CSH OU	DI	9/30/2022			155.00	155.00	155.00		155.00

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01471 AGUERO JASON</b>										
00	9/12/22 Travel	DI	9/27/2022			349.50	349.50	349.50		349.50
<b>07110 CRASS CAMERON</b>										
00	10/4/22 Travel ADV	DI	9/27/2022			295.50	295.50	295.50		645.00
<b>09741 WATERHOUSE CYNTHIA</b>										
00	9/29/22 Travel ADV	DI	9/27/2022			156.75	156.75	156.75		801.75
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	8/27/22 Travel	DI	9/27/2022			745.83	745.83	745.83		1,547.58
00	9/16/22 Reimbursement	DI	9/27/2022			38.27	38.27	784.10		1,585.85
<b>13719 MACMILLAN DANIEL</b>										
00	10/3/22 ADV Travel	DI	9/27/2022			88.50	88.50	88.50		1,674.35
<b>18875 TAYLOR DEAN</b>										
00	10/3/22 Travel ADV	DI	9/27/2022			88.50	88.50	88.50		1,762.85

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2022SEP	DI	9/23/2022			654.00	654.00	654.00		654.00
<b>11775 IT WELLNESS</b>										
00	2022SEP	DI	9/23/2022			567.00	567.00	567.00		1,221.00

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01471 AGUERO JASON</b>										
00	8/26/22FinalTravel	DI	9/16/2022			113.06	113.06	113.06		113.06

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>13490 LAMBERT DOUGLAS</b>										
00	9/7/22 Reimb	DI	9/16/2022			175.00	175.00	175.00		175.00

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>09667 FERRIS TAMMY</b>										
00	8/18/22 Travel	DI	9/13/2022			526.40	526.40	526.40		526.40
<b>12913 KRUEGER STEVEN J</b>										
00	8/18/22 Travel	DI	9/13/2022			1,093.01	1,093.01	1,093.01		1,619.41
<b>14273 MCPHERSON KYLE</b>										
00	9/18/22 ADV Travel	DI	9/13/2022			96.25	96.25	96.25		1,715.66
<b>16320 ORF NICHOLAS</b>										
00	9/13/22 RecogCashout	DI	9/8/2022			15.00	15.00	15.00		1,730.66
<b>16756 PETERSON JEFFREY</b>										
00	8/19/22 Travel	DI	9/13/2022			483.25	483.25	483.25		2,213.91
<b>17756 ROSS ANDREW</b>										
00	9/9/22 Recog Cashout	DI	9/13/2022			110.00	110.00	110.00		2,323.91
<b>18275 SNYDER WILLIAM</b>										
00	8/25/22 Travel	DI	9/13/2022			74.00	74.00	74.00		2,397.91

**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
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2022 SEPTEMBER	DI	9/9/2022			3,616.25	3,616.25	3,616.25		3,616.25

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 7-A

MEETING DATE: October 5, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Set the Public Hearing for the 2023-2028 Draft Strategic Plan

- 
- 1) **The Issue:** Set the public hearing date for the 2023-2028 Draft Strategic Plan.
- 
- 2) **Recommended Action:** To set the public hearing on Wednesday, November 2, 2022, at 5:30 p.m., to receive comments on the 2023-2028 Draft Strategic Plan.
- 
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides direction regarding service levels, programming and capital project which is the basis of the budget.
- 
- 4) **Background:** The Draft 2023-2028 Strategic Plan identifies policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. While there are many unknowns regarding 2023 due to uncertainty in the labor market and the economy, the strategic plan recognizes the uncertainties, allowing the agency to respond as appropriate and focuses on returning to the Authority approved long-range plan. The Authority reviewed the strategic plan in the summer of 2022 providing direction for the creation of the agency budget. Both the Strategic Plan and the budget are on track for approval at the December 7, 2022, Authority meeting.
- 
- 5) **Alternatives:**
- A) Set the public hearing for the 2023-2028 Strategic Plan for 5:30 p.m., Wednesday, November 2, 2022.
  - B) Direct staff to set the public hearing for a different date.
- 
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. There are no contractual costs associated with the development of the plan.
- 
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
- 
- 8) **References:** [2023-2028 Draft Strategic Plan](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: October 5, 2022**

**FOR:** Intercity Transit Authority  
**FROM:** Jana Brown, 705-5816  
**SUBJECT:** 2023 Draft Budget Review and Set Public Hearing

- 
- 1) **The Issue:** Introduce the Draft 2023 Budget and set the Public Hearing date.
- 
- 2) **Recommended Action:** Set the public hearing for the 2023 draft budget for 5:30 p.m., Wednesday, November 2, 2022. Final adoption is proposed for December 7, 2022.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the proposed Strategic Plan. The Strategic Plan identifies the Authority's plan regarding service levels, which is the prime driver of proposed expenses for 2023.
- 
- 4) **Background:** Staff will present elements of the draft 2023 budget to include capital projects, new projects, new staff, on-going projects from the previous budget, and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget.

The proposed Operating budget for 2023 is \$94.5 million, which includes \$15.9 million of rollover projects and \$2.5 million of new projects.

The proposed Capital budget for 2023 is \$85.8 million, which includes \$1.4 million in new projects and \$84.4 million of rollover projects.

The total proposed 2023 expenditure budget including staff recommended new projects/positions is \$180.3 million.

The major elements of Intercity Transit's 2023 budget are:

- Sales tax revenue for 2023 has been budgeted to increase 2% over what was collected in 2021 and on track to be collected in 2022.
- Assumes pre-COVID level service for Dial-A-Lift

- Assumes pre-COVID level service for Fixed Route
- Continue construction to renovate and expand the Pattison Street facility.
- Continue pursue of grant funded BRT and Corridor Program
- Bus Stop Facility Capital Improvements
- Dial-A-Lift Scheduling Software Replacement
- Continue pursue of grant funded Martin Way P&R ramp access project
- Add 9 new positions:  
Information Services Help Desk Technician, Senior Network Systems Analyst, Network Systems Analyst, Finance Manager, Marketing & Communication Coordinator, two Associate Planners, Facilities Specialist, and Maintenance Analyst.

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

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6) **Budget Notes:** The Authority will review the draft budget at their October 5, 2022, meeting. A public hearing has been scheduled for Wednesday, November 2, 2022. The Budget document will be available for public comment by October 7, 2022. The budget is scheduled for adoption at the December 7, 2022, Authority meeting.

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7) **Goal Reference:** The annual budget impacts all agency goals.

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8) **References:** Draft 2023 Budget.

<b><i>Budget Summary - Cash Basis</i></b>	<b>2023 Budget</b>
<b><i>Beginning Cash Balance</i></b>	<b><u>\$190,000,000</u></b>
<b><i>Add:</i></b>	
Operating Revenues: Sales tax	82,632,898
Operating Revenues: VP fares	510,000
Operating Revenues: interest income, misc.	1,764,500
Grant Revenue - Operating	6,142,434
Grant Revenue - Capital	48,001,008
<b>Total Revenues</b>	<b><u>139,050,840</u></b>
<b><i>Less:</i></b>	
<b>Operating Expenditures</b>	
Operating	76,024,723
Operating - New projects	2,515,000
Operating - Rollover projects	15,941,000
<b>Total Operating Expenditures</b>	<b>94,480,723</b>
<b>Capital Expenditures</b>	
Capital - New	1,410,000
Capital - Rollover	84,396,280
<b>Total Capital Expenditures</b>	<b><u>85,806,280</u></b>
<b>Total Expenditures</b>	<b><u>180,287,003</u></b>
<b><i>Ending Cash Balance</i></b>	<b><u>148,763,837</u></b>
<b><i>Less Operating Reserve (25% of operating expenditures)</i></b>	<b><u>(23,620,181)</u></b>
<b><i>Ending Unreserved Cash Balance</i></b>	<b><u><u>\$125,143,656</u></u></b>

# Draft 2023 Budget Expenditures as of 9/29/2022

<b>Project Type</b>	<b>Name</b>	<b>Description</b>	<b>Budget</b>
<b>Proposed New Projects</b>	DAL Scheduling Software Replacement	The purpose of this project is to replace our Routematch/Uber application that is used for paratransit scheduling and operations.	\$2,000,000
	Door System Assessment	Allocation for Engineering services for assessment and design of corrective actions to address recurring door system issues - OTC2.	\$20,000
	ERP Software Research and Review	This project is to bring on a consultant to assist with the effort to gather information, research options and provide recommendations on next steps to acquire a new Enterprise Resource Planning (ERP) software system or migrate existing ERP system.	\$500,000
	Facilities Trucks	Additional three (3) trucks for expanded Facilities Specialists needed due expanded workplan.	\$210,000
	NE Lacey Operation Terminal Facility	Preliminary engineering, design, environmental and ROW planning for a bus terminal facility anticipated to be located at Meridian/Martin Way (vicinity). Project includes operational analysis, preliminary design, and ROW assessment for a Roundabout (RAB) type transit supportive project to plan for frequent transit "end of line" operational staging. This project is anticipated to be partially grant funded but local funding may be used to position the project for a larger FTA competitive request. (Pending Grant Approval)	\$950,000
	OTC Pedestrian Crossing Improvement	Costs to complete final Phase of OTC site refresh project focused on replacement of the older pavers on the transit island and at transit center crossings that are trip/fall hazard at the OTC and at the pedestrian crossings on Olympia Ave and Washington corners. Amount is local funds necessary to finish the project in 2023.	\$230,000
	Translation Services	Currently, Customer service and vanpool use telephonic translation services and some agency materials are translated to other languages. This project provides dedicated resources to allow for broader translation of printed materials.	\$15,000
	<b>Total</b>		<b>\$3,925,000</b>

<b>Rollover Projects</b>	Alternative Technology Master Planning & Detail Design	\$650,000
	Alternative Technology Study Project Management/Oversight	\$400,000
	Amtrak Building Security System	\$50,000
	Amtrak parking lot drainage engineering and repair	\$55,000
	BRT and Corridor Program Capital	\$15,000,000
	BRT Modeling/Corridor Assess (federalizing project)	\$280,000
	BRT Station PE/Construction	\$860,000
	Building Condition Assessment	\$100,000
	Building Condition Assessment - Amtrak	\$10,000
	Bus Stop ADA Enhancements/Facilities	\$15,000
	Bus Stop Facility Capital Improvements/Planning	\$4,390,000
	CAD/AVL & Communication project	\$1,000,000
	Community engagement	\$145,000
	DAL vans (replacement, partly grant funded) (28)	\$5,016,704
	Driver Barriers	\$650,000
	Emergency Response - Coronavirus	\$220,000
	Facilities management software	\$40,000
	Fixed Route Promotions	\$30,000
	Fixed Route Transfer Study	\$120,000
	Fleetnet Migration to My Avail	\$40,000
	High Performance Cord (BRT The One)	\$1,600,000
	Hybrid Bus Mid-Life Rebuild	\$1,500,000
	Innovative service zones study	\$250,000
	Large Urban Area Federal updates/Title VI	\$200,000
	LTC rain gutter replacement	\$133,000
	Maintenance Truck (replacement)	\$90,000
	Maintenance tools	\$30,000
	Martin Way P&R Express Bus direct access	\$3,400,000
	Mobile Steam Cleaner	\$35,000

Monitor System Services-Planning	\$120,000
Offsite parking	\$230,500
Outreach Education Services	\$100,000
Park and Pool Project	\$500
Pattison furniture, fixtures, equip & technology	\$10,000,000
Pattison Rehab & Expansion	\$50,000,000
Pattison Safety Work Platforms	\$12,000
Satisfaction & Market Segmentation Survey	\$260,000
Service Performance & Reporting	\$85,000
Shop Floor Scrubbers (2)	\$40,000
Smart Corridor phase 2 & 3	\$600,000
Staff Car (replacement) (2004 Ford Taurus wagon)	\$30,000
Staff Car (replacement) (2004 Toyota Prius)	\$45,000
Strategic Comm/Community Engagement	\$100,000
Traffic Engineering Services	\$100,000
Transit Center and core customer info navigation	\$300,000
Transit Signal Priority	\$940,000
Vanpool Management Software	\$157,000
Vanpool Promotion	\$130,000
Vanpool vans (replacement) (12)	\$417,576
Website enhancements	\$250,000
West Olympia Service Analysis	\$110,000
<b>Total</b>	<b>\$100,337,280</b>
<b>Operational Expenses</b>	
Active Threat Management	\$20,000
Admin Serv/Finance - Operating Expenses	\$15,000
Admin Serv/Finance - Training	\$18,000
Admin Serv/HR - Operating Expenses	\$182,000
Admin Serv/HR - Training	\$41,765
Admin Serv/IS - Training	\$65,000
Admin Serv/Safety - Operating expenses	\$250

Admin Serv/Safety - Training	\$14,000
Agency Wellness Activities	\$10,500
Amtrak Background Checks	\$150
Amtrak Operational Expenses	\$100,150
Amtrak parking lot Maintenance service	\$5,000
Amtrak property taxes/insurance	\$3,500
Annual Authority Planning Session	\$13,500
Annual Recognition Banquet	\$20,600
Annual State Audit	\$70,000
Buildings/Grounds Maintenance	\$553,901
CAC/Authority Support	\$20,075
Catch Basin Cleaning Contract	\$50,000
Information Services Cloud Subscriptions	\$475,785
Credit Card Processing Fees	\$34,000
Custodial Services	\$350,000
Cut Commute Committee	\$40,000
Cybersecurity	\$100,000
Development/Dev - Operating Expenses	\$2,000
Development/Dev- Training	\$14,880
Development/Planning - Training	\$22,935
Development/Procurement - Operating Expenses	\$6,000
Development/Procurement - Training	\$36,200
Drug & Alcohol Program	\$58,860
Elevator Maintenance Contract	\$14,500
Emergency Response - Coronavirus	\$2,000
Employee Medical Programs	\$29,000
Employee/Volunteer Recognition	\$44,100
Equipment Rental (agency)	\$50,000
Executive - Operating Expenses	\$10,675
Executive - Training	\$40,718
Executive/Marketing - Training	\$20,500
Facility/Maintenance Service Contracts	\$50,000
General Agency Insurance	\$2,000,500

General Wage Increase	\$550,000
Grants Consultant	\$40,000
IAM Contract Benefits	\$28,000
Implement Bicycle Programs	\$24,500
Internal Staff Development	\$10,100
IS Communication Infrastructure	\$373,000
IS Enterprise Application Support	\$615,100
IS Infrastructure and Operations	\$485,000
IT Local Rodeo	\$6,000
ITA/CAC Training & Development	\$22,141
Landscaping Services	\$195,000
Legal Notices	\$4,000
Legal Services	\$69,140
Maintenance seasonal temp help	\$15,000
Maintain Coaches operating expenses	\$7,810,309
Maintain DAL vans operating expenses	\$1,196,984
Maintain Staff Vehicles operating expenses	\$340,976
Maintain VP operating expenses	\$1,042,085
Maintain VV operating exp	\$19,200
Maintenance/Facilities - Training	\$22,000
Maintenance/Maintenance Admin - Operating Expenses	\$6,500
Maintenance/Maint Admin - Training	\$25,000
Maintenance/Vehicle Maint - Training	\$70,000
Marketing Support for Agency Services	\$295,500
Membership Dues	\$158,000
Operations/Customer Serv - Operating Expenses	\$21,600
Operations/Customer Serv - Training	\$3,884
Operations/DAL - Operating Expenses	\$9,900
Operations/DAL - Training	\$18,125
Operations/Operations - Operating Expenses	\$6,600
Operations/Operations - Training	\$10,700
Operations/Transportation - Operating Expenses	\$29,400

Operations/Transportation - Training	\$57,200
Operations/VP - Operating Expenses	\$14,420
Operations/VP - Training	\$16,900
Operations/VV - Operating Expenses	\$5,000
Operations/VV - Tablets in Fleet	\$6,080
Operations/VV - Training	\$2,200
Operator/Supervisor uniforms	\$155,000
Organizational Development	\$25,550
Parking Lot Maintenance Services	\$5,000
Pension Committee	\$10,000
Print/distribute Planning Projects	\$4,000
Produce Agency Information	\$115,000
Recruitment & Selection	\$91,000
Safety/Accident Mitigation	\$4,500
Salaries/Wages & Benefits	\$55,210,303
Security Contract	\$1,033,260
Service and Community	\$4,500
State & Fed Advocacy Services	\$146,672
State excise/use tax Dept of Rev	\$45,000
Subscriptions	\$2,100
Technology for New FTE's	\$35,000
Transit Appreciation Day/Recognition	\$33,800
Travel Training Support	\$2,400
Tuition - ATU	\$5,000
Tuition - IAM	\$2,000
Tuition - Non-Represented	\$2,700
Utilities	\$404,400
Vanpool Incentive Program	\$26,000
Vehicle Fleet Support	\$365,750
WSTA Board meetings	\$4,200
Youth Education Programs	\$60,000
<b>Total</b>	<b>\$76,024,723</b>
<b>Grand Total</b>	<b><u>\$180,287,003</u></b>

