

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, February 1, 2023**  
**5:30 P.M.**

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

Toll Free: (844) 730-0140 / Phone Conference ID: 994 306 402#

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) **STAFF INTRODUCTIONS** **30 min.**
  - A. **New Operator Class 22-06** (*Cameron Crass*)
  - B. **Peter Stackpole, Development Director** (*Ann Freeman-Manzanares*)
  - C. **Nick Demerice, Chief M&C Outreach Officer** (*Ann Freeman-Manzanares*)
  - D. **Amanda Brown, Vehicle Detailer** (*Jonathon Yee*)
  - E. **Dylan AINU'U, Service Worker** (*Jonathon Yee*)
  - F. **Harwinder Chokar, Support Specialist** (*Jonathon Yee*)
  - G. **Jackson Madison, Technician 1** (*Jonathon Yee*)
  - H. **Lucas Sampson, Service Worker** (*Jonathon Yee*)
  - I. **Jeremy Hale, DAL Dispatch Specialist** (*Kevin Karkoski*)
  
- 3) **PUBLIC COMMENT** **5 min.**
  
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
  - A. **Approval of Minutes:** December 7, 2022, Regular Meeting
  
  - B. **Payroll for December:** \$3,668,845.36
  
  - C. **Accounts Payable December:** Warrant numbers 35994-36033; numbers 36038-36133; and numbers 36143-36179 for a total amount of **\$4646,197.74**; and Automated Clearing House Transfers in the amount of **\$8,099.54** for a monthly total of **\$4,654,297.28**.
  
- 5) **NEW BUSINESS**
  - A. **Pattison South Parcel Project Presentation and Contract Award** (*Steve Krueger*)
  - B. **Marketing & Communication Services Contract Amendment** (*Katie Cunningham*)
  - C. **Surplus Vehicles** (*Katie Cunningham*)
  - D. **Vehicle Graphics Contract Amendment** (*Katie Cunningham*)
  - E. **Janitorial Contract Amendment** (*Katie Cunningham*)
  - F. **Martin Way Park & Ride Improvements Construction Contract Award** (*Tammy Ferris*)
  - G. **Annual Authority Reorganizing & Committee Assignments** (*Pat Messmer*)
  
- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council (Jan. 13)** (*Don Melnick*) **5 min.**

- |    |  |                |
|----|--|----------------|
| B. | <b>Transportation Policy Board (Jan. 11)</b> ( <i>Don Melnick</i> )    | <b>5 min.</b>  |
| C. | <b>Community Advisory Committee (Jan. 9)</b> ( <i>Harrison Ashby</i> ) | <b>5 min.</b>  |
| 7) | <b>GENERAL MANAGER'S REPORT</b>  | <b>5 min.</b>  |
| 8) | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |
| 9) | <b>ADJOURNMENT</b>   |                |

*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).*

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**December 7, 2022**

**CALL TO ORDER**

Chair Gilman called the December 7, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

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

**Staff Present:** Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Emily Bergkamp; Brian Nagel; Daniel Van Horn; Michael Maverick; Jessica Gould; Steve Krueger; Jana Brown; Katie Cunningham; Rob LaFontaine; Heather Stafford Smith; Nicky Upson; Jeff Peterson; Jason Hanner; Matt Parker; Sean Barrett; Julie DeRuwe; Sean Lindemeier; Larry Ingram; Jay Lance; Larry Smathers; Dena Withrow; Staci Revel; Joy Gerchak; Cindy Waterhouse; Tammy Ferris; Ramon Beltran.

**Others Present:** Jeff Myers, Legal Counsel; Walter Smit, Ursula Euler, and Edwina Waehling, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**STAFF INTRODUCTIONS**

- A. **New Operator Class 22-05** (*Sean Barrett*)
- B. **Larry Smathers, Fleet Maintenance Supervisor** (*Jonathon Yee*)
- C. **Sean Lindemeier, Larry Ingram, Jay Lance, Vehicle Detailers** (*Jonathon Yee*)
- D. **Dena Withrow, Operations Deputy Director** (*Emily Bergkamp*)
- E. **Staci Revel, Facilities Tech 3** (*Julie DeRuwe*)

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. **Approval of Minutes:** November 2, 2022, Regular Meeting
- B. **Payroll for November:** \$3,215,407.97
- C. **Accounts Payable November:** Warrant numbers 35778-35845; numbers 35848-35951; and numbers 35956-35993 for a total amount of **\$3,148,699.83**; and

## Intercity Transit Authority Regular Meeting

December 7, 2022

Page 2 of 12

Automated Clearing House Transfers in the amount of **\$9,193.96** for a monthly total of **\$3,157,893.79**.

### NEW BUSINESS

- A. Approval of Public Transportation Agency Safety Plan (PTASP).** Jason Hanner, CSO/Safety Program Manager presented for approval an updated PTASP. The Intercity Transit Authority Board approved the original Public Transportation Agency Safety Plan on September 16, 2020. On November 15, 2021, the Bipartisan Infrastructure Law was signed into law. The Bipartisan Infrastructure Law amends FTA's safety program at 49 U.S.C. § 5329(d) by adding to the Public Transportation Agency Safety Plan (PTASP) requirements. Staff has incorporated these changes into IT's Agency Safety Plan.

The requirements are an update to our safety committee to include reviewing and approving the agency safety plan and any updates. Includes a section on infectious Disease Control outlining what strategies we use to mitigate exposure. Included in this section is all the work Intercity Transit has done to mitigate COVID. It also requires us to create a risk reduction program, which was already included in the old plan, however, it was not labeled as a risk reduction plan, so we added a title to it. Staff was also required to include a de-escalation training for maintenance, operations and any personnel responsible for safety. Staff took it this one step further and will require it for all employees.

After the Plan was amended it was reviewed and approved by IT's 15-member Safety Committee (Director of Administrative Services, Director of Operations, Director of Fleet and Facilities, Deputy Director of Information Systems, Chief Safety Officer, Facilities Manager, Training and Safety Coordinator, one non-represented employee, one customer service representative and one operations trainer, two ATU operator representatives, one IAM maintenance representative, one fueler and one facility specialist.

**It was M/S/A by Sullivan and Mejia to approve the updated Intercity Transit Public Transportation Agency Safety Plan.**

- B. Dial-A-Lift Purchase Change Order.** Katie Cunningham, Procurement Coordinator submitted a change order issued to Schetky Northwest to modify Intercity Transit's order of 28 replacement Dial-A-Lift vehicles.

In September of 2021, Intercity Transit placed an order with Schetky for a total of twenty-eight (28) propane Aerotech Light Duty Ford (E-450) replacement Dial-A-Lift vehicles under Washington State Department of Enterprise Services (DES) Contract 06719.

Shortly after the order was placed, production on the Aerotech model was discontinued as a result of supply chain issues and chassis shortages. Therefore, Intercity Transit worked with Schetky to review and evaluate a substantially similar vehicle model from the same manufacturer, the Advantage propane Light Duty Ford E-450 cutaway, which has been determined will meet our requirements.

Concurrently, the vehicle manufacturer, Forest River, requested a price increase under DES Contract 06719 based on increased manufacturing, goods, and labor costs. DES reviewed the request and approved a 50.08% price increase for this vehicle category under Contract 06719.

Therefore, a change order is needed to modify the vehicle and options from the Aerotech model to the Advantage model and incorporate the new DES contract pricing. These changes will result in an approximate 46.2% increase in the amount of \$82,900 to the price of each vehicle. The amended purchase price per vehicle will be \$262,067 which represents an overall increase of \$2,322,000 to the order. The new total for twenty-eight (28) vehicles will be \$7,337,866.

Intercity Transit has reviewed the new vehicle model and pricing and concurs with DES's assessment that it is fair and reasonable. While Schetky continues to experience pandemic-related vehicle production delays, the issuance of this change order will hold Intercity Transit's pricing through 2023, and our place in the production line in an effort to remain in alignment with our vehicle replacement schedules. Accordingly, staff recommends approval of the change order to the Dial-A-Lift vehicle order of twenty-eight (28) vehicles in the amount of \$2,322,000.

**It was M/S/A by Melnick and Sullivan to authorize the General Manager to issue a change order to Schetky in the amount of \$2,322,000, for changes to the Dial-A-Lift order consisting of twenty-eight (28) replacement vehicles.**

- C. DAL Route Scheduling & Management Software.** Jeff Peterson, Procurement Coordinator, submitted a request to purchase a route scheduling and management software program to support the Dial-A-Lift paratransit service.

Intercity Transit has been utilizing the Routematch scheduling platform to manage our DAL services since 2006. Implementation of our new Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) solution included integrating the Routematch solution into the hardware provided by our CAD/AVL provider. Unfortunately, and following recent acquisitions by another firm, Routematch has elected not to integrate or enhance their program to meet our needs, therefore an alternative solution was sought.

On June 22, 2022, the project team released a request for proposal seeking a new route scheduling solution. Intercity Transit received five responsive proposals on the due date of August 15<sup>th</sup>. The project team concluded upon their initial review

## **Intercity Transit Authority Regular Meeting**

**December 7, 2022**

**Page 4 of 12**

that all five proposers could potentially meet our objectives and elected to pursue interviews and demonstrations from all firms. Upon conclusion of the interview process, the project team narrowed their focus to two firms. Based on the feedback from the references, the evaluation team is recommending Via Mobility LLC be awarded the contract.

**It was M/S/A by Sullivan and Melnick to authorize the General Manager to execute a contract with Via Mobility LLC in an amount of \$1,380,000, for a new platform to manage our DAL paratransit services.**

**D. Adopt 2023-2028 Strategic Plan.** Freeman-Manzanares explained the strategic plan is IT's primary policy document, and through it, the Authority defines the level of resources and priorities devoted to services and projects and in essence allows staff to develop the following year's budget as well as a work program.

The Authority and Community Advisory Committee reviewed and enhanced the document throughout the year and presented it to the public for comment.

**It was M/S/A by Vazquez and Pierce to adopt the 2023-2028 Strategic Plan.**

**E. Adopt 2023 Budget.** Chief Financial Officer, Jana Brown, presented the final 2023 budget and Resolution 04-2022 for approval. Brown said the draft budget was posted on the website and a public hearing was conducted. Brown indicated there were a few changes made to the draft version of the budget presented to the Authority in October. Those changes are:

1. Increase the Olympia Transit Center Improvement Project by \$100,000, due to the rising costs.
2. Increase the cost of 28 Dial-A-Lift Vans to \$7.3 million.
3. Lastly, Brown noted a clerical error was made in the allocation between capitalized and operational costs. The bottom-line budget did not change - just the categorization of those costs.

**It was M/S/A by Mejia and Vazquez to adopt Resolution 04-2022 that establishes the 2023 Budget.**

**F. Cancel the December 21, 2022, ITA Meeting.** Freeman-Manzanares said staff does not anticipate any agenda items scheduled for the December 21, 2022, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

**It was M/S/A by Melnick and Belk to cancel the Wednesday, December 21, 2022, Authority meeting.**

**G. CAC Recommendations/Appointments** Freeman-Manzanares presented the Community Advisory Committee (CAC) candidate recommendations.

At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Ten applications were received, and interviews took place on November 2, 2022. The ad-hoc committee consisted of Don Melnick, Sue Pierce, Ty Flint, Eliane Wilson and Walter Smit. The Authority expressed their appreciation regarding the caliber of candidates. The candidates were all very impressive and it was with regret that an invitation couldn't be extended to everyone.

Upon conclusion of the interviews the ad-hoc committees' recommendation is to appoint Harrison Ashby, Clair Bourgeois, Jeremy Mott, Doug Riddels, and Trina Primm to three-year terms; and appoint Alejandro Garcia to a one-year youth position with all terms beginning January 1, 2023.

***It was M/S/A by Melnick and Pierce to appoint Harrison Ashby, Clair Bourgeois, Jeremy Mott, Doug Riddels, and Trina Primm to three-year terms beginning January 1, 2023; and appoint Alejandro Garcia to a one-year youth position beginning on January 1, 2023.***

**H. Thurston Regional Planning Council Advisory Vote - Potential Airport Siting.**

Freeman-Manzanares said on November 9, 2022, the Transportation Policy Board voted to recommend that the TRPC Council formally oppose the potential airport siting in Thurston County. TRPC discussed the matter at their December 2, 2022, meeting and decided to delay a formal motion until their January 2023 meeting to allow member organizations the opportunity to discuss the issue and seek direction. This meeting provides an opportunity for the Authority to discuss and direct the TRPC representative to authorize, reject or abstain from an action that would authorize the TRPC Chair and Transportation Policy Board Chair to sign a letter of opposition to siting a new airport in Thurston County.

Gilman said it sends a clear message about the specific challenges about the site being proposed and why it's not a good fit for Thurston County and the immediate impact it would have on people who are living where they might be displaced.

Vazquez said there's value in outlining not just our concerns about the siting, but also the reasons why we think the process may not have been complete and that's what this letter does. It highlights a lot of the different concerns that we've heard from different parts of our community.

Hess said as a Councilmember in Yelm, he's been receiving a lot of emails in opposition to this, and one of the challenges we face is there are a lot of people who are misinformed about what is being proposed. He said the majority of the time he

## **Intercity Transit Authority Regular Meeting**

**December 7, 2022**

**Page 6 of 12**

hears someone complaining about an international airport competing with SeaTac, which is incorrect. It is a two-runway regional airport.

Hess said we need to understand the completion of the site is looking out 20 years from now. It's not going to be built next year or within the next five years, and he believes the ITA needs to be cautious about digging in their heels and being a strong no, because the moment we start presenting that opinion of a strong no, we start losing access to the table of the discussion when it starts being presented, and that the higher ups will say Pierce County and Thurston County said no, and we have nowhere else to go, and these are the best plans and so they will start working on it.

Hess understands it's going to displace people, and that people say, well, the roads aren't in place, but 20 years from now, they can build the roads. We need to look at the pros and cons of all sides and not just say no for the sake of saying no. There are many valid concerns, but there are other things we need to look at.

Mejia said the County has been discussing this for a while, and were originally told of a different location and the Commissioners are on board with our opposition towards this, so she's in support of saying no. Mejia said we have over a two-year history with the CACC and the different locations that have been proposed around Thurston County and the fact that they let us know Thurston County was not going to be considered after the Black Lake proposal did not go through and then to be included at the last minute without any input from the County was a shock. We have a long history with the CACC, and the county is not on board with how their process has gone thus far. We understand they have a job to do, but the County is not in favor of the location that's been chosen for various reasons. The Commissioners are working on a more detailed letter, going into the reasons why we oppose this.

Sullivan said the impact it has on where we do mitigation for endangered species. We are in a bind on land that we can mitigate, for example the pocket Gopher and other endangered species, and this will take up such a huge area. We're having enough problems with just the Port of Olympia with the lark, the Sparrow, the pocket Gopher, etc., and getting things through US, Fish and Wildlife, if we start getting that area tied up with that kind of requirement and restrictions, then the amount of area where we can do those mitigations gets smaller and smaller. In addition to uprooting people's homes and livelihood, she can't think of one positive impact an airport would bring to this area.

Melnick is in favor of this no recommendation. He feels the County and other cities have had contact with the CACC about what the results were, but he's found very little is known about the process they went through to narrow the selection.

**It was M/S by Sullivan and Melnick to authorize Intercity Transit's TRPC Representative to vote to authorize the TRPC Chair and Transportation Policy**



**Board Chair to sign a letter of opposition to siting a new airport in Thurston County.**

**Motion carried 7-1. Hess voted no.**

## **COMMITTEE REPORTS**

**Thurston Regional Planning Council (Nov. 4).** Melnick attended on behalf of Sullivan. Marc Daily reviewed the draft 2022 TRPC Work Program. The program consists of TRPC projects and programs for the coming year and council will consider it for adoption at the December meeting.

Karen Parkhurst reviewed the updates to the Human Services Transportation Plan (HSTP). To qualify for certain federal funding, federal and state law requires that TRPC adopt and update the plan every four years.

Karen Parkhurst reviewed the Legislative Priorities Subcommittee recommendations for the 2023 State Legislative Session and asked that the Council adopt it. The priority list consists of:

- I-5 Mounts Road to Tumwater and Nisqually River Delta,
- Rural State Highways as Main Street,
- Regional Airport,
- Broadband, and
- Regional Mobility Grants.

Paul Brewster reviewed the 2022 Call for Projects grant proposals. The grant proposals include 14 Surface Transportation Block Grant's (STBG) applications, and two Transportation Alternatives (TA) applications. TRPC also received five STBG applications for TRPC's Contingency List. The Transportation Policy Board (TPB) will review the proposals at their November 9, 2022, meeting and forward a funding recommendation to the Council to approve and take action at their December 2, 2022, meeting. Melnick was impressed because TRPC received criticism that the process for doling out money had become too politicized, and so they worked very hard to install a very objective, rational process. He said the fact that Council adopted unanimously acknowledges that everybody's more comfortable in how the money is being dealt with.

**Transportation Policy Board (Nov. 9).** Melnick said a lot of discussion involved concerns about the airport and Marc Daily provided an update on the Commercial Aviation Coordinating Commission's (CACC) decision to move forward with evaluation of three potential locations for a new airport in Washington State. The sites include one in Thurston County and two in Pierce County. The Transportation Policy Board (TPB) recommends the Thurston Regional Planning Council take a formal position of opposing the Thurston County site.

## Intercity Transit Authority Regular Meeting

December 7, 2022

Page 8 of 12

Paul Brewster reviewed the 2022 Call for Projects grant proposals and requested that TPB approve a funding recommendation to the Council. The Council will consider action on the funding recommendation at their December 2, 2022, meeting.

Staff presented a funding recommendation for the Policy Board to review and approve:

- Fully fund the Transportation Alternatives (TA) proposals including \$660,408 to Intercity Transit's Walk N Roll Program and \$225,000 to the City of Tenino's Trail Design project.
- Award \$1,079,000 in Surface Transportation Block Grant (STBG) funds to Thurston County's Old Hwy 99 & Tilley Rd. Project. Add the City of Tumwater's I-5 and SR121 & 93<sup>rd</sup> Ave Study project, the Nisqually Indian Tribe's Fleet Electrification project, and the City of Tenino's Old Highway 99 Repaving project to the Contingency List.
- Award \$864,00 in combined STBG and TA funds to Thurston County's Old Hwy 99 at Sargent Rd & 201<sup>st</sup> Ave project. Award \$850,000 in combined TA and STBG funds to the City of Yelm's Rhoton Road NW PE phase, and add the Rhoton Road ROW phase to the Contingency List.
- Award \$2,941,000 in combined STBG and TA funds to the City of Tumwater's X St. Roundabout project, \$3,941,742 in combined TA and STBG funds to the City of Lacey's College St. Corridor Phase 3 project, and \$735,250 in STBG funds to Intercity Transit's East Martin Way Gateway PE phase project. Add the unfunded portions of Tumwater's and Lacey's projects and Intercity Transit's ROW phase to the Contingency List.
- Add the following unfunded STBG Urban Medium proposals to the Contingency List: City of Olympia's Elliot Avenue Sidewalk project, Olympia's Martin Way Scoping Study, and Thurston County's Yelm Hwy and Spurgeon Creek Rd. Intersection Improvements and Old Pacific Hwy and Kuhlman Rd. Intersection Improvements.
- Add the following contingency proposals to the Contingency List: City of Lacey Pacific Avenue Depot District Plan, City of Olympia Citywide Street Repair and Reconstruction Project, City of Tenino Park Avenue Repaving Project, TRPC Countywide Active Transportation, Bicycle, and Micromobility Strategy, and the TRPC Freight Goods and Services Mobility Strategy.

**Thurston Regional Planning Council (Dec. 2).** Melnick attended on behalf of Sullivan. Chair Seidel recognized Executive Director Marc Daily for his five years of service with TRPC.

Paul Brewster reviewed the Transportation Policy Board's (TPB) 2022 Call for Projects funding recommendation to Council. The Council approved the Surface Transportation Block Grant (STB) and Transportation Alternatives (TA) grants awards to priority transportation projects for a total of about \$11.3 million to be obligated between 2025 and 2027.

## Intercity Transit Authority Regular Meeting

December 7, 2022

Page 9 of 12

Marc Daily provided an update on the Potential Airport Siting in Central Thurston County. He advised that at the TPB's November 9, 2022, meeting, the Policy Board recommended the Council take a formal position of opposition to the airport. Staff drafted a letter for Council's consideration. After much discussion, the Council decided to not take action on the letter but to bring it back for discussion at their January 13, 2023, meeting.

Karen Parkhurst reviewed the state legislative priority issues for the 2023 State Legislative Session. At the November 4, 2022, meeting, the Council adopted the following priorities:

- I-5 Mounts Road to Tumwater and Nisqually River Delta,
- Rural State Highways as Main Street,
- Regional Airport,
- Broadband, and
- Regional Mobility Grants.

### GENERAL MANAGER'S REPORT

Freeman-Manzanares recognized the outgoing Community Advisory Committee members. The Authority and staff appreciate *Naythan Raymos, Natalie Smith, Gene Angel, David Bonauto, Jonah Cummings and Joan O'Connell* for their dedication and contributions to the organization. And welcomes all of the new members joining in January.

Intercity Transit received maximum points on their federal grant applications through TRPC. The IT projects approved for funding last week were \$660,408 for Transportation Alternatives Urban Medium for the WalkNRoll program; \$735,250 for the East Martin Way Gateway Project. IT did not receive funding for the right-of-way portion of that work, however, will continue to seek funding to be able to move forward.

In addition, IT received the prioritized lists for state funding, however, we will not know if they are funded likely until the end of session. We have \$5,046M for the 2023-2025 biennium for Pattison Rehabilitation; \$1.2M for rear-door boarding and real-time passenger information; and hoping for funding for a Zero Emission Demonstration Project. IT is working with CTE on an alternative fuels transition plan.

IT honored Rosa Parks' Day last week with a poster and a rose on the front seats of all buses.

Vanpool went live December 1 with the new payment software system. Vanpool staff have been implementing the new fare structure manually, so this is an exciting step forward for customers and staff. Vanpool staff will provide an update of the program in 2023.

## Intercity Transit Authority Regular Meeting

December 7, 2022

Page 10 of 12

The three Jingle Buses (two coaches and one DAL vehicle) are out on the street. Also, the lighted bus turned out beautiful. IT participated in the Lacey Lighted Parade on Monday, December 5. We will continue to show the lighted bus off by taking it out on loops throughout the community and finding areas, such as the transit centers and a few other places in an attempt to share the joy with the community for the remainder of the month. While gorgeous, the lighted bus is more delicate than our average heavy-duty coach, so it won't be out in heavy rain, snow or wind and we need to keep the speed relatively low. But IT will do its best to spread the joy when and where we can.

Freeman-Manzanares shared a customer comment. *A caller gave a BIG commendation to one of our new Operators, Walter Hunt who was driving Bus #411, on Route #68 on Saturday, November 5, 2022, when he came upon a gentleman walking on the sidewalk near Lacey Collision, who fell to the ground with an apparent seizure. The caller was directly in front of the bus and just pulled his car into an area opposite Lacey Collision when he looked up to see an IT bus pull to the curb. The caller says the Operator carefully pulled to the curb, set the brakes, and turned on his 4-ways and then flew off the bus running towards the man having the seizure. By this time the caller was also on the scene and together they helped the man remain safe. A Lacey police officer drove by, and they were able to flag him down and the officer took over from there. The caller couldn't stop talking about the professionalism of the Operator and how he managed to quickly and efficiently help this man. The caller was grateful for the Operator's conduct, and he said it renewed his "hope for humanity." The caller hopes this commendation will reach Walter's Supervisor because he deserves to be recognized for going way above his duties as an Operator.*

Freeman-Manzanares also gave a shout out to IT's Operator hiring team – Human Resources, Emily Bergkamp, Cameron Crass and Kevin Karkoski for hiring the best of the best and ensuring we continue to go above and beyond and provide this community with the outstanding service they deserve.

### AUTHORITY ISSUES

Hess said he appreciates the meetings and hopes the Board understands his objection to the airport vote. He's neither for nor against the airport, but he believes the Board needs to be open, listen and be part of the discussion and not make decisions at this time before we sit down and look at everything as a whole.

Pierce said she was on the Olympia Express due to the terrible weather at the beginning of the month. When the weather gets icy, she's on the Olympia Express. She had a chance to do a little education and have a conversation with a few people while waiting for the connection while at the park and ride at the 512. She said it will be wonderful when we can get back to pre-covid levels of service and the connections between Pierce and Thurston fit together more easily. There are a lot of people who really need services between Pierce and Thurston. Hopefully IT and Pierce can find a way as things progress toward normal to encourage better connections, or maybe work with us so we can get Olympia Express up at least into the Tacoma Dome Center stop.

## Intercity Transit Authority Regular Meeting

December 7, 2022

Page 11 of 12

Melnick has a good friend at Panorama who just started using Dial-A-Lift and she was so effusive in her compliments about how the driver was very caring, how she got to where she had to go, and how the operator helped her get out of the van and get in the door of the healthcare facility. She couldn't say enough about the DAL service.

Melnick said he spoke to a fellow resident of Panorama who has been a volunteer at the Amtrak station for a very long time who said they've lost about 20% of their volunteers because of COVID. They are having trouble meeting their staffing needs, particularly when the northbound train from the South is late. If there is any way this could be validated and then perhaps the cities and the county could help promote the notion that we need more volunteers. Melnick would hate for some sort of incident to occur at the station.

Freeman Manzanares said the Centennial Station is entirely run by volunteers and it may be the only station in the United States that is entirely run by an amazing group of volunteers. IT is working on social media ads and looking at putting this in the Rider News to drum up volunteers for the Station and we are hoping to do some outreach with the jurisdictions and other social service agencies and nonprofits. If there are individuals out there that are looking at volunteering, it's a wonderful organization, and they do great work for our communities.

Belk said regarding the discussion about the airport, he totally supports IT's representative to vote accordingly at TRPC, and he wants to address Hess' concerns. Belk applauds all of the representatives here and how they're trying to best capture the groundswell of responses and respond accordingly. There is a lot of opposition, and he sees all of the local agencies trying to address that concern. However, he thinks there may be reality where a democracy at a different level decides to put something into law, provide and fund this to be implemented, there could be a reality where we are faced with the possibility of whether it's Pierce County's location or our own county that are trying to make the best of some kind of project that will have huge impacts on everyone. While he personally doesn't want to see his neighbors in Thurston County impacted and to the extent that Pierce County doesn't want it either, he sees there being a case where the ball rolls and the legislature makes it so in that instance kind of echoing and acknowledging some of Hess' points.

If Belk is serving on ITA in several years, he thinks the ITA will as an agency need to engage in good faith and that there will be a budget and state agencies will have to carry out some things and we do want to be at the table to make the best outcome possible, because we cannot accept an outcome where an airport exists and there's not good transit connections. And while they talk a lot of about what the airport of the future looks like in low carbon elements, connections to that airport needs to be sustainable and thought through with all the progressive intent, and IT is looking at providing the best service possible to reduce car trips to said airport even if it's in Pierce County.

**Intercity Transit Authority Regular Meeting**

**December 7, 2022**

**Page 12 of 12**

Vazquez said if an airport happens in our community or near our community, we should still have a seat at the table.

Vazquez said there is a volunteer opportunity coming up - Thurston County Public Health and Social Services are looking for volunteers to assist with the point in time homeless census taking place the end of January. They are asking people to sign up for volunteer slots for the 27th, 28th and 29th of January. Basic things like directing people where they need to go during the coordination phase, running the site, collecting names, making sure people have snacks, there's all kinds of different opportunities.

Mejia clarified the volunteers for the homeless census is being handled through the United Way. United Way also partnered with Public Health to get volunteers for the vaccine clinics. If interested sign up through the United Way.

Mejia said starting January 1 County offices will be fully moved into the 3000 Pacific location. Board meetings and all county business will be conducted at this new site.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:53 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Clark Gilman, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: February 1, 2023**

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

Payroll Audit Worksheet

PayPeriod:	PP 25 (11/20/2022 - 12/3/2022)	Paydate:	12/9/2022	ISSUED
<b>DIRECT DEPOSIT</b>	D1 D.Dep. #1 D2 D.Dep. #2 & #3 NP NET PAY (dir. Deposit)	9,265.12 9,048.22 775,650.00	793,963.34	793,963.34
<b>IRS</b>	FIT: Total Medicare:	100,267.20 32,820.69	133,087.89	133,087.89
<b>HEALTH SAVING</b>	HS	92.59		92.59
<b>VANGUARD</b>	DC Vgrd EE DC Vgrd ER L2 401k Ln#2 LN 401k Ln #1	61,460.76 44,627.02 3,189.22 7,688.55	106,087.78 10,877.77	116,965.55
<b>PERS</b>	PN PERS EE P3 PERS EE PN PERS ER P3 PERS ER TTL PERS	66,201.10 6,315.40 108,149.20 9,027.50	72,516.50 117,176.70 189,693.20	189,693.20
<b>DEF COMP</b>	SD 457 ST EE SR 457 ST ER	18,346.15 10,984.04	29,330.19	29,330.19
<b>ICMA</b>	RC ICMA EE RR ICMA ER RL ICMA Ln#1 R3 ICMA Ln#2 RI ICMA Roth	6,501.50 3,518.58 541.78 616.58 250.00	10,020.08 1,158.36 250.00 11,428.44	11,428.44
<b>AFLAC</b>	ST AFLAC POST/PRE SS	2,894.74 2,463.64	5,358.38	5,358.38
<b>Met Life</b>	A2	21.60		
<b>Allstate LTC</b>	AS	48.54		
<b>HCA</b>	D3 Disability Ins DI Combined Health In1stN2ND	1.67 4,670.56 280,295.50	4,672.23 284,967.73	
<b>GARNISHMT</b>	GN Garnish	245.12		
<b>CHILD SUPPORT</b>	CS DSHS	1,153.52		
<b>MACHINISTS UNION DUES</b>	M2 Mch.UnDues MI Mac.Initiation MS Payroll Corr check MD (0.01)	1,523.63 - - 0.01	1,523.62	
<b>PROJECT ASSIST</b>	PA Proj.Assist	324.00		
<b>ATU UNION DUES</b>	UC Un COPE UA Un Assess UD Un Dues UI Un Initiati UT Un Tax	96.00 - 6,387.55 60.00 3,338.70	9,882.25	
<b>UNITED WAY</b>	UW United Way	233.00		
<b>WELLNESS</b>	WF Wellness	290.50		
<b>NY PFML&amp;D</b>	NY New York PFML&D EE NY New York PFML&D ER	16.12 2.31	18.43	
<b>NEW YORK TAX</b>	NT New York Taxes	147.26		
<b>NORTH CAROLINA TAX</b>	NC North Carolina Income Tax	135.00		
<b>LABOR INS</b>	LI L&I-EE LI L&I-ER LA L&I-EE LA L&I-ER	5,041.35 20,771.76 444.86 602.49	25,813.11 1,047.35 26,860.46	
<b>ESD</b>	CF WPFML-EE CL WPFML-ER	4,995.44 1,827.10	6,822.54	
<b>PAPER CHECKS</b>	Net Pay: TOTAL TRANSFER (tie to Treasurer Notifications)	9,286.84	1,279,919.58	
<b>GROSS WAGE</b>	GROSS EARNINGS:	1,160,361.05		
<b>ER AMOUNT</b>	EMPR MISC DED:	445,143.00		
<b>MEDICARE TAX</b>	EMPR MEDICARE TAX	16,375.94		
<b>PP21 Total</b>		1,621,879.99		

ACH 794,055.93

PayPeriod:	PP 26 (12/4/2022 - 12/17/2022)	Paydate:	12/23/2022	ISSUED	ISSUED
<b>DIRECT DEPOSIT</b>	D1 D.Dep. #1 D2 D.Dep. #2 & #3 NP NET PAY (dir. Deposit)	9,930.00 8,483.21 1,053,601.69	1,072,014.90	1,072,014.90	-
<b>IRS</b>	FIT: Total Medicare:	169,651.12 44,717.58	214,368.70	214,368.70	-
<b>HEALTH SAVING</b>	HS	92.59		92.59	-
<b>VANGUARD</b>	DC Vgrd EE DC Vgrd ER L2 401k Ln#2 LN 401k Ln #1	76,886.21 58,411.86 3,252.76 7,803.75	135,298.07 11,056.51 146,354.58	146,354.58	-
<b>PERS</b>	PN PERS EE P3 PERS EE PN PERS ER P3 PERS ER TTL PERS	66,395.31 6,353.98 108,466.40 9,413.14	72,749.29 117,879.54 190,628.83	190,628.83	-
<b>DEF COMP</b>	SD 457 ST EE SR 457 ST ER	24,004.53 14,182.07	38,186.60	38,186.60	-
<b>ICMA</b>	RC ICMA EE RR ICMA ER RL ICMA Ln#1 R3 ICMA Ln#2 RI ICMA Roth	7,225.34 4,398.23 541.78 616.58 250.00	11,623.57 1,158.36 250.00 13,031.93	13,031.93	-
<b>AFLAC</b>	ST AFLAC POST/PRE SS	2,819.08 2,418.44	5,237.52	5,237.52	-
<b>Met Life</b>	A2	12,523.30			
<b>Allstate LTC</b>	AS	6,284.63			
<b>HCA</b>	D3 Disability Ins DI Combined Health In1stN2ND	- 4,389.18 268,047.00	4,389.18 272,436.18		
<b>GARNISHMT</b>	GN Garnish	571.86			
<b>CHILD SUPPORT</b>	CS DSHS	1,153.52		1,153.52	-
<b>MACHINISTS UNION DUES</b>	M2 Mch.UnDues MI Mac.Initiation MS Payroll Corr check MD Mch.UnDues	1,633.59 - - 0.09	1,633.68		
<b>PROJECT ASSIST</b>	PA Proj.Assist	318.00			
<b>ATU UNION DUES</b>	UC Un COPE UA Un Assess UD Un Dues UI Un Initiati UT Un Tax	- 1,358.00 6,692.41 60.00 -	8,110.41		
<b>UNITED WAY</b>	UW United Way	233.00			
<b>WELLNESS</b>	WF Wellness	293.50			
<b>NY PFML&amp;D</b>	NY New York PFML&D EE NY New York PFML&D ER	16.12 2.31	18.43		
<b>NEW YORK TAX</b>	NT New York Taxes	147.26			
<b>NORTH CAROLINA TAX</b>	NC North Carolina Income Tax	135.00			
<b>LABOR INS</b>	LI L&I-EE LI L&I-ER LA L&I-EE LA L&I-ER	5,679.17 23,398.47 533.07 721.94	29,077.64 1,255.01 30,332.65		
<b>ESD</b>	CF WPFML-EE CL WPFML-ER	6,687.35 2,445.82	9,133.17		
<b>PAPER CHECKS</b>	Net Pay: TOTAL TRANSFER (tie to Treasurer Notifications)	23,725.13	1,681,069.17		
<b>GROSS WAGE</b>	GROSS EARNINGS:	1,567,887.84			
<b>ER AMOUNT</b>	EMPR MISC DED:	456,718.74			
<b>MEDICARE TAX</b>	EMPR MEDICARE TAX	22,358.79			
<b>PP22 Total</b>		2,046,965.37			

ACH 1,072,107.49

**TOTAL PAYROLL FOR THE MONTH 3,668,845.36**

**ACCOUNTS PAYABLE DISBURSEMENT LIST  
DECEMBER 2022**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor #</u>	<u>Payee</u>	<u>Amount</u>
35994	12/06/22	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,939.13
35995	12/06/22	01567	CANON FINANCIAL SERVICES INC.	\$2,626.70
35996	12/06/22	01624	ALLWEST TRANSPORTATION INC.	\$1,120.00
35997	12/06/22	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$8,700.43
35998	12/06/22	02605	ASSOCIATION FOR COMMUTER TRANSPORTATION	\$575.00
35999	12/06/22	03021	BABAUTA LEONARD	\$9.93
36000	12/06/22	06120	CITY OF OLYMPIA (UTILITIES)	\$12,050.80
36001	12/06/22	07220	CUMMINS INC.	\$11,285.30
36002	12/06/22	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$184.87
36003	12/06/22	09180	EXPRESS SERVICES INC	\$2,263.89
36004	12/06/22	09575	FASTENAL COMPANY	\$5.95
36005	12/06/22	09662	FERRELLGAS LP	\$2,144.02
36006	12/06/22	10580	GENE'S TOWING INC	\$217.40
36007	12/06/22	10610	GEO. HEISER BODY CO. LLC	\$25,135.74
36008	12/06/22	10660	GILLIG LLC	\$3,932.34
36009	12/06/22	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
36010	12/06/22	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$4,422.32
36011	12/06/22	11805	ITERIS INC	\$13,238.95
36012	12/06/22	11933	JESSE ORNDORFF	\$1,319.36
36013	12/06/22	12490	KING COUNTY DIRECTORS ASSOCIATION	\$2,735.00
36014	12/06/22	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,140.31
36015	12/06/22	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.39
36016	12/06/22	16595	PACIFIC POWER GROUP LLC	\$10,365.45
36017	12/06/22	16701	PEAK INDUSTRIAL INC.	\$518.39
36018	12/06/22	16966	POINT & PAY LLC	\$731.38
36019	12/06/22	16969	POINT GRAPHICS LLC	\$360.04
36020	12/06/22	17391	QUALITY MUFFLER & BRAKE	\$581.20
36021	12/06/22	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$558.63
36022	12/06/22	18052	SHEA CARR & JEWELL INC.	\$33,267.35
36023	12/06/22	18101	SIJ HOLDINGS LLC	\$179.89
36024	12/06/22	18210	SME SOLUTIONS LLC	\$860.71
36025	12/06/22	18390	SOUTH PUGET SOUND COMMUNITY COLLEGE	\$4,375.70
36026	12/06/22	18705	SUNBELT RENTALS INC.	\$1,941.99
36027	12/06/22	18940	TENNANT SALES AND SERVICE COMPANY	\$43.27
36028	12/06/22	21950	TITUS-WILL CHEVROLET	\$2,684.51
36029	12/06/22	22010	ROTTERS INC.	\$320.14
36030	12/06/22	23621	TFORCE FREIGHT INC.	\$327.99
36031	12/06/22	24000	W. W. GRAINGER INC.	\$148.56
36032	12/06/22	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$3,920.37
36033	12/06/22	24755	WA ST HEALTH CARE AUTHORITY	\$572,126.69



36038	12/13/22	01780	AMALGAMATED TRANSIT UNION 1765	\$96.00
36039	12/13/22	02060	AMERISAFE INC.	\$243.85
36040	12/13/22	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,387.07
36041	12/13/22	02565	ASPHALT PATCH SYSTEMS INC	\$115,900.00
36042	12/13/22	02828	AVAIL TECHNOLOGIES INC	\$1,113.36
36043	12/13/22	03023	BACKUPIFY INC.	\$1,111.50
36044	12/13/22	03250	BATTERY SYSTEMS INC.	\$2,449.25
36045	12/13/22	06040	CITY OF LACEY	\$1,116.38
36046	12/13/22	07220	CUMMINS INC.	\$6,739.36
36047	12/13/22	07350	CW JANITORIAL SERVICE LLC	\$25,606.73
36048	12/13/22	07619	DAVID S FOSTER	\$2,000.00
36049	12/13/22	07640	DAY MANAGEMENT CORP	\$4,413.27
36050	12/13/22	09235	ERGOFIT CONSULTING INC.	\$983.75
36051	12/13/22	09662	FERRELLGAS LP	\$4,914.79
36052	12/13/22	10660	GILLIG LLC	\$1,314.06
36053	12/13/22	10759	GORDON TRUCK CENTERS INC	\$2,492.22
36054	12/13/22	11231	HERC RENTALS INC.	\$1,819.32
36055	12/13/22	11933	JESSE ORNDORFF	\$1,106.03
36056	12/13/22	11943	JOANNA GRIST	\$2,000.00
36057	12/13/22	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$752.50
36058	12/13/22	13485	LEMAY MOBILE SHREDDING	\$105.30
36059	12/13/22	13726	M & S COLLISION LLC	\$3,700.14
36060	12/13/22	13886	MATERIALS TESTING & CONSULTING INC.	\$1,222.50
36061	12/13/22	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$12,546.80
36062	12/13/22	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36063	12/13/22	14750	MULLINAX FORD OF OLYMPIA LLC	\$711.06
36064	12/13/22	16252	ONSPOT OF NORTH AMERICA INC.	\$16,686.73
36065	12/13/22	16262	OPENSQUARE HOLDINGS	\$1,612,786.33
36066	12/13/22	16490	HAROLD LEMAY ENTERPRISES	\$796.50
36067	12/13/22	16630	PANORAMA	\$490.00
36068	12/13/22	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	\$879.51
36069	12/13/22	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$199.60
36070	12/13/22	17861	SAMBA HOLDINGS INC.	\$569.61
36071	12/13/22	17900	SCHETKY NORTHWEST SALES INC.	\$420.14
36072	12/13/22	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$183.67
36073	12/13/22	18066	SHI INTERNATIONAL CORP.	\$3,301.13
36074	12/13/22	18530	STANDARD PARTS CORP.	\$496.17
36075	12/13/22	18705	SUNBELT RENTALS INC.	\$6,650.24
36076	12/13/22	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$643.77
36077	12/13/22	21659	THERMO KING NORTHWEST INC.	\$5,000.00
36078	12/13/22	21880	THURSTON REGIONAL PLANNING COUNCIL	\$1,585.97
36079	12/13/22	21950	TITUS-WILL CHEVROLET	\$457.31
36080	12/13/22	21985	TOTAL FILTRATION SERVICES INC.	\$67.90
36081	12/13/22	22181	TRAPEZE SOFTWARE GROUP INC.	\$11,990.00
36082	12/13/22	22235	TREW ENTERPRISE LLC	\$10,641.89
36083	12/13/22	23641	UNITED STATES TREASURY	\$35.50

36084	12/13/22	23770	VANNER INC.	\$2,479.78
36085	12/13/22	25909	WEX BANK	\$37,228.23
36086	12/14/22	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$737.32
36087	12/17/22	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
36088	12/17/22	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$91,635.24
36089	12/20/22	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$687.38
36090	12/20/22	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$7,037.61
36091	12/20/22	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$194,809.41
36092	12/20/22	02605	ASSOCIATION FOR COMMUTER TRANSPORTATION	\$2,250.00
36093	12/20/22	03250	BATTERY SYSTEMS INC.	\$3,477.26
36094	12/20/22	05320	CAPITOL CITY PRESS INC	\$6,387.73
36095	12/20/22	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$20,000.00
36096	12/20/22	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$214.16
36097	12/20/22	07220	CUMMINS INC.	\$5,525.48
36098	12/20/22	09180	EXPRESS SERVICES INC	\$2,485.36
36099	12/20/22	09662	FERRELLGAS LP	\$2,950.89
36100	12/20/22	10660	GILLIG LLC	\$4,333.53
36101	12/20/22	11805	ITERIS INC	\$76,459.37
36102	12/20/22	12845	KNIGHT FIRE PROTECTION INC.	\$5,588.16
36103	12/20/22	13726	M & S COLLISION LLC	\$4,549.53
36104	12/20/22	13893	MAUL FOSTER & ALONGI INC.	\$36,857.30
36105	12/20/22	14590	MOHAWK MFG & SUPPLY CO.	\$108.73
36106	12/20/22	14750	MULLINAX FORD OF OLYMPIA LLC	\$126.63
36107	12/20/22	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,085.65
36108	12/20/22	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,554.61
36109	12/20/22	16262	OPENSQUARE HOLDINGS	\$28,190.91
36110	12/20/22	16623	PALAMERICAN SECURITY INC.	\$69,937.23
36111	12/20/22	16888	REXEL USA INC.	\$241.56
36112	12/20/22	17290	PUGET SOUND ENERGY	\$37,064.64
36113	12/20/22	17505	RAINIER DODGE INC.	\$377.77
36114	12/20/22	17580	RECARO NORTH AMERICA INC.	\$949.08
36115	12/20/22	17900	SCHETKY NORTHWEST SALES INC.	\$343.96
36116	12/20/22	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$596.17
36117	12/20/22	18047	SHARP ELECTRONICS CORPORATION	\$179.58
36118	12/20/22	18052	SHEA CARR & JEWELL INC.	\$8,272.01
36119	12/20/22	18210	SME SOLUTIONS LLC	\$1,785.48
36120	12/20/22	18297	SOLID WASTE SYSTEMS INC.	\$879.81
36121	12/20/22	18390	SOUTH PUGET SOUND COMMUNITY COLLEGE	\$5,865.00
36122	12/20/22	18530	STANDARD PARTS CORP.	\$2,155.94
36123	12/20/22	18705	SUNBELT RENTALS INC.	\$1,681.56
36124	12/20/22	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,569.51
36125	12/20/22	21830	THURSTON COUNTY SOLID WASTE	\$9.00
36126	12/20/22	21880	THURSTON REGIONAL PLANNING COUNCIL	\$1,585.97
36127	12/20/22	21950	TITUS-WILL CHEVROLET	\$484.75
36128	12/20/22	22010	ROTTERS INC.	\$651.79
36129	12/20/22	22100	TRANSIT SOLUTIONS LLC	\$387.14

36130	12/20/22	22420	ALLEN WALTON	\$1,177.13
36131	12/20/22	23715	URBAN SOLAR CORPORATION	\$1,444.08
36132	12/20/22	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$200.00
36133	12/20/22	25858	WESTCARE CLINIC LLC PS	\$765.00
36143	12/28/22	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$4,177.50
36144	12/28/22	01360	ACT TRAFFIC SOLUTIONS INC	\$374,411.09
36145	12/28/22	01780	AMALGAMATED TRANSIT UNION 1765	\$17,896.66
36146	12/28/22	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$6,333.17
36147	12/28/22	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$22,558.62
36148	12/28/22	03250	BATTERY SYSTEMS INC.	\$3,673.87
36149	12/28/22	07220	CUMMINS INC.	\$2,811.18
36150	12/28/22	09662	FERRELLGAS LP	\$2,523.20
36151	12/28/22	09961	FORMA CONSTRUCTION COMPANY	\$880,618.26
36152	12/28/22	10477	GALLS PARENT HOLDINGS LLC	\$0.00
36153	12/28/22	10477	GALLS PARENT HOLDINGS LLC	\$2,375.24
36154	12/28/22	10608	GEOENGINEERS INC.	\$1,892.28
36155	12/28/22	10660	GILLIG LLC	\$3,815.62
36156	12/28/22	10865	GREAT FLOORS LLC	\$12,275.55
36157	12/28/22	11615	INDUSTRIAL HYDRAULICS INC.	\$110.52
36158	12/28/22	11905	JANEK CORPORATION - THE	\$492.30
36159	12/28/22	11933	JESSE ORNDORFF	\$1,217.62
36160	12/28/22	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36161	12/28/22	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,382.91
36162	12/28/22	15123	NEXT LOAN	\$326.74
36163	12/28/22	16595	PACIFIC POWER GROUP LLC	\$9,425.20
36164	12/28/22	16969	POINT GRAPHICS LLC	\$227.58
36165	12/28/22	17391	QUALITY MUFFLER & BRAKE	\$533.76
36166	12/28/22	17505	RAINIER DODGE INC.	\$775.60
36167	12/28/22	17560	ROMAINE ELECTRIC CORP.	\$557.89
36168	12/28/22	17580	RECARO NORTH AMERICA INC.	\$360.20
36169	12/28/22	17900	SCHETKY NORTHWEST SALES INC.	\$713.81
36170	12/28/22	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$630.41
36171	12/28/22	18530	STANDARD PARTS CORP.	\$1,093.32
36172	12/28/22	21653	THE TRAVELERS INDEMNITY COMPANY	\$189.00
36173	12/28/22	21659	THERMO KING NORTHWEST INC.	\$3,381.11
36174	12/28/22	21950	TITUS-WILL CHEVROLET	\$1,504.43
36175	12/28/22	22100	TRANSIT SOLUTIONS LLC	\$244.75
36176	12/28/22	23641	UNITED STATES TREASURY	\$35.50
36177	12/28/22	23660	UNITED WAY OF THURSTON COUNTY	\$466.00
36178	12/28/22	23741	USSC ACQUISITION CORP.	\$2,738.88
36179	12/28/22	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
ACH	12/02/22		IT PROJECT ASSISTANCE	\$641.00
ACH	12/02/22		IT WELLNESS	\$575.00
ACH	12/02/22		LAFFEY RANDY	\$130.00
ACH	12/02/22		NYANG REGINA	\$200.00
ACH	12/02/22		PASSARETTI ROBERT	\$150.00

ACH	12/09/22	RANDALL ZION T.	\$45.00
ACH	12/16/22	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,251.88
ACH	12/16/22	MEIERHOFF AMY	\$315.25
ACH	12/23/22	DEPARTMENT OF REVENUE	\$1,565.41
ACH	12/30/22	IT PROJECT ASSISTANCE	\$642.00
ACH	12/30/22	IT WELLNESS	\$584.00
			<u><u>\$4,654,297.28</u></u>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5A**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Steve Krueger, 705-5833

**SUBJECT:** Pattison South Parcel Project Presentation and Contract Award

- 
- 1) **The Issue:** Authorize funding for Phase IV Pattison South Parcel construction.
- 
- 2) **Recommended Action:** Authorize the General Manager to have the Department of Enterprise Services (DES) allocate funding for a Maximum Allowable Construction Cost (MACC) in the amount of \$39,408,367 to complete the Phase IV Pattison South Parcel construction.
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** With the recent completion of the Phase III Pattison North Parcel construction that included a new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF), we're now poised to proceed with the Phase IV South Parcel work which includes the renovation of our Maintenance Building, demolition of the old Administration Building, expansion of the employee parking lot, rehabilitation of the bus yard and related sitework which will close out the Pattison Expansion and Rehabilitation Project. Now that the South Parcel design work is complete, cost estimates updated, a viable logistic plan formulated, and permitting nearing completion, we are now ready to lock in the Phase IV South Parcel MACC with our General Contractor/Construction Manager (GCCM) Forma Construction (Forma). Like the North Parcel construction work, once the MACC is authorized, Forma will be committed to complete the South Parcel construction work at or below the agreed upon MACC price and any savings will be retained by Intercity Transit.

Despite the many challenges caused by the pandemic, use of the GCCM alternative procurement methodology on the Phase III North Parcel construction has not only allowed operations to continue unabated but also produced high quality results on schedule while also yielding approximately \$2.5M in savings. Consequently, we are confident that the Forma and Stantec team are sure to deliver similar results with the

Phase IV South Parcel work and therefore, staff recommend the ITA authorize the General Manager to have DES allocate funding for a MACC in the amount of \$39,408,367 which includes sales tax and contingencies necessary to complete the Phase IV South Parcel construction.

---

**5) Alternatives:**

- A. Authorize the General Manager to have DES allocate funding for a MACC in the amount of \$39,408,367 to complete the Phase IV Pattison South Parcel construction.
  - B. Defer action. Doing so will delay the project and likely result in increased costs and changes to the assigned design and construction teams.
- 

**6) Budget Notes:** The 2023 Budget includes the full project carry-over funding necessary to complete all remaining work including design and construction work. Phase IV construction is anticipated to conclude in the summer of 2025.

---

**7) Goal References:** **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer." **Goal #8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Marketing and Communication Services Contract Renewal

---

1) **The Issue:** Renew the marketing and communication services contract with Maul Foster and Alongi (MFA) for an additional year.

---

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with MFA to renew the contract for marketing and communication services for a period of one year in the amount of \$350,000.

---

3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.

---

4) **Background:** In March 2022, MFA competitively won Intercity Transit's contract for supplemental marketing and communication services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal and adds contract authority in the amount of \$350,000 for projects planned as part of the 2023 Marketing, Communications and Outreach work program. All work assigned to MFA under the contract is by task order and subject to Intercity Transit staff approval.

During the first contract term, MFA provided valuable marketing and communications support for Intercity Transit's Going Digital Campaign, Operator Recruitment Campaign, and Vanpool Marketing Campaign. During the next contract term, Intercity Transit expects to partner with MFA for continued recruitment efforts, vanpool marketing, and strategic community communications.

Intercity Transit has already cultivated a sound working relationship with MFA and is pleased with the firm's performance throughout the initial contract term, and staff is confident that MFA will continue to provide valuable marketing and communications support services throughout the next term. Accordingly, Staff recommends approval of the contract renewal with MFA.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with MFA to renew the contract for marketing and communication services for a period of one year in the amount of \$350,000.
- B. Defer action. This alternative would result in a lapse of supplemental marketing and communications services.

---

6) **Budget Notes:** The contract amendment value of \$350,000 for marketing and communication services falls within the 2023 budgeted amount. Intercity Transit will finalize actual costs with MFA on a project-by-project basis, ensuring that project costs do not exceed the total authorized amount.

---

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*

---

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Surplus Vehicles

- 
- 1) **The Issue:** Whether or not to declare vehicles surplus.
- 
- 2) **Recommended Action:** Declare the vehicles listed in Exhibit A as surplus.
- 
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
- 
- 4) **Background:** Staff is requesting the Authority declare the Vanpool, Facilities, and Staff vehicles listed in Exhibit A as surplus. Intercity Transit has received or is due to receive replacements for these vehicles which have exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus the non-federally funded vehicles will be offered for direct purchase by other public agencies. Surplus vehicles not sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$179,835.
- 
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items surplus.
  - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
  - D. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
- Twelve of the vanpool vehicles listed in Exhibit A were purchased using Federal funds. Intercity Transit will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. A portion of any proceeds received of \$5,000 or more (per vehicle) will need to be returned to FTA.
- 
- 7) **Goal Reference:** **Goal No. 3:** *"Maintain a safe and secure operating system."*
- 
- 8) **References:** Exhibit A - Surplus Vehicles - February 2023.

**EXHIBIT A**  
**SURPLUS VEHICLES - FEBRUARY 2023**

<b>VANPOOL VANS</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
1	2446	2014	CHEVROLET EXPRESS	12	140,125	\$10,963.00
2	2435	2014	CHEVROLET EXPRESS	12	155,066	\$10,145.00
3	2421	2014	CHEVROLET EXPRESS	12	142,720	\$10,963.00
4	2341	2013	FORD ECONOLINE E350	12	113,475	\$12,549.00
5	2445	2014	CHEVROLET EXPRESS	12	131,923	\$11,865.00
6	2509	2015	CHEVROLET EXPRESS	12	124,286	\$13,391.00
7	2439	2014	CHEVROLET EXPRESS	12	116,799	\$12,105.00
8	2336	2013	FORD ECONOLINE E350	12	105,100	\$13,439.00
9	2448	2014	CHEVROLET EXPRESS	12	104,891	\$14,787.00
10	2438	2014	CHEVROLET EXPRESS	12	118,553	\$13,321.00
11	2433	2014	CHEVROLET EXPRESS	12	114,599	\$13,793.00
12	2451	2014	CHEVROLET EXPRESS	12	109,855	\$14,282.00
13	2204	2012	DODGE CARAVAN	7	76,134	\$8,384.00
14	2124	2011	DODGE CARAVAN	7	77,148	\$6,255.00
<b>SUBTOTAL</b>						<b>\$166,242.00</b>
<b>FACILITIES VEHICLE</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
1	1296	2008	FORD E350 SD VAN	2	90,279	\$11,757.00
<b>SUBTOTAL</b>						<b>\$11,757.00</b>
<b>STAFF CARS</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
1	1215	2004	FORD TAURUS WAGON	5	89,824	\$1,836.00
<b>SUBTOTAL</b>						<b>\$1,836.00</b>
<b>TOTAL ESTIMATED SURPLUS VEHICLE VALUE</b>						<b>\$179,835.00</b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-D**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Vehicle Wraps and Graphics Contract Amendment

- 
- 1) **The Issue:** Amend the vehicle wraps and graphics contract with Western Graphics, Inc. to authorize additional contract authority for the remainder of the current contract term through August 29, 2023.
- 
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$35,000 in contract authority for vehicle wraps and graphics for a revised total contract amount of \$215,000.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. While this item represents a contract amendment value of \$35,000, the total cumulative value of the contract for vehicle wraps and graphics exceeds \$100,000.
- 
- 4) **Background:** Intercity Transit awarded its contract for vehicle wraps and graphics to Western Graphics, Inc. in August 2018 with a not-to exceed contract amount of \$130,000, which was subsequently amended to \$180,000 in the year 2020. The initial contract term was for a period of one year, with four one-year renewal options. We are currently in the fourth and final contract renewal term.

Under the contract, Western Graphics, Inc. installs wraps and graphics on Intercity Transit's new vanpool vehicles and completes as needed graphic repairs and maintenance. Throughout the life of this contract Intercity Transit has wrapped 82 new vanpool vehicles and fixed various damaged graphics, which has nearly exhausted the current contract authority.

Intercity Transit is due to receive a total of twelve new hybrid vanpool vans and two new electric staff cars this year which will need graphics packages installed. This item adds contract authority to the current contract in the amount of \$35,000 to accommodate the installation of wraps and graphics on these new vehicles, and

allow capacity for additional ongoing graphic repair, maintenance and incidentals for the remainder of the current contract term.

Throughout the life of this contract, Western Graphics, Inc. has provided quality products and services to Intercity Transit. Staff is confident that Western Graphics, Inc. will continue to provide valuable services at reasonable rates, and recommends that the amendment is approved.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$35,000 in contract authority for vehicle wraps and graphics for a revised total contract amount of \$215,000.
- B. Defer action. This alternative would result in a delay in placing and repairing graphics on Intercity Transit's vanpool vehicles.

---

6) **Budget Notes:** The contract amendment amount of \$35,000 anticipates planned work and work that may need to be completed during the term of the contract. The initial work under the amendment will be installation of wraps on twelve replacement vanpool vehicles and two new staff cars. The task order for this work will be approximately \$32,000. Intercity Transit will finalize actual costs with Western Graphics, Inc. on a project-by-project basis, to better ensure that project costs do not exceed the total amount authorized.

---

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-E**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Janitorial Services and Supplies Contract Amendment

- 
- 1) **The Issue:** Amend the janitorial services and supplies contract with CW Janitorial Service to incorporate services and supplies at the new Administration and Operations (ADOPS) and Fuel Wash Facilities (FWF) Buildings.
- 
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with CW Janitorial Service to incorporate janitorial services and supplies at new ADOPS and FWF Buildings in the amount of \$120,213, including taxes.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The firm currently provides daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station.

Intercity Transit recently began utilizing the new ADOPS building and expects to transition to the new FWF building this month. As such, our current contract with CW Janitorial Service requires an amendment to add janitorial services and supplies at these new locations. Tasks and requirements have been determined to reflect anticipated service and supply needs, including special attention to maintain the new finishes and surfaces in the buildings.

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

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with CW Janitorial Service to incorporate janitorial services and supplies at new ADOPS and FWF Buildings in the amount of \$120,213, including taxes.
- B. Defer Action. This alternative may result in a delay of janitorial services and supply coverage at Intercity Transit's new ADOPS and FWF facilities.

---

6) **Budget Notes:** The 2023 budget for Janitorial Services and Supplies is \$350,000. The adjusted contract amount may slightly exceed the 2023 Janitorial Services and Supplies budget depending on when the Administration Building no longer needs services. However, we understand the overall agency budget will be able to accommodate the potential shortfall.

---

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

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-F**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, 705-5818  
**SUBJECT:** Martin Way Park & Ride Improvements / Construction Contract Award

- 
- 1) **The Issue:** Authorization to execute a contract with Tapani, Inc., to construct facility improvements at the Martin Way Park-and-Ride.

---

  - 2) **Recommended Action:** Authorize the General Manager to enter into a contract with Tapani, Inc., in the amount of \$1,731,000 to construct access and facility improvements at the Martin Way Park-and-Ride.

---

  - 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.

---

  - 4) **Background:** In early 2021, Intercity Transit was awarded a WSDOT Regional Mobility Grant (RMG) to construct improvements at the Martin Way Park-and-Ride. The RMG agreement requires completion of the grant project by the end of the 2021-2023 biennium or June 30, 2023. The improvements include a “bus only” direct access from the northbound I-5 on-ramp into the Park-and-Ride, a new bus stop placed adjacent to the on-ramp, and related facility updates to improve operational safety and speed up service.

As a result of the fast schedule for the project a Task Order under our existing contract with SCJ Alliance was approved (June 2021) to support the technical coordination, submittal package, and documentation requirements to obtain the direct access approvals from WSDOT. SCJ also provided services to complete the design of the facility improvements, provide permitting support, prepare the bid package, and provide construction management support through completion of the project. Local agency land use permitting (Lacey) and environmental review were completed in the fall of 2022. With design completed and official approval of the access break request confirmed by FHWA, WSDOT confirmed support for Intercity Transit to put the project out to bid just before the holidays.

Procurement issued a Request for Bids on December 19, 2022, for the construction and improvements at the Martin Way Park-and-Ride. We received seven (7) bids by the submittal deadline of January 19, 2023. The bid submitted by Tapani, Inc., in the amount of \$1,731,000 was determined to be the lowest, responsive and

responsible bid. Bids ranged from a high of \$2,133,133 to a low of \$1,731,000. The low bid is \$34,496 or 2.03% above the Engineer's estimate.

Tapani, Inc., has successfully completed numerous projects in Washington and Oregon, along with similar projects with C-Tran. Staff is confident in their ability to complete this project and recommends the award of the contract to Tapani, Inc., for access and facility improvements at the Martin Way Park-and-Ride.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Tapani, Inc., in the amount of \$1,731,000 to construct access and facility improvements at the Martin Way Park-and-Ride.
- B. Defer action for further review. Deferring action may jeopardize State grant funding and our ability to complete the project within established grant agreement timelines.

---

6) **Budget Notes:** The 2023 budget includes the full project funding reflecting the State grant award and local matching funds (20 percent) for the grant.

---

7) **Goal References:** **Goal #2:** *"Providing outstanding customer service,"* **Goal #3:** *"Maintain a safe and secure operating system,"* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations,"* and **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

---

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-G**  
**MEETING DATE: February 1, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Pat Messmer, Clerk of the Board

**SUBJECT:** Annual Authority Reorganizing Activities

---

1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

---

2. **Recommended Action:**
- A. Election of the Intercity Transit Chair
  - B. Election of the Intercity Transit Vice Chair
  - C. Identify Committee Assignments:
    - Thurston Regional Planning Council
    - Transportation Policy Board
    - Intercity Transit's Pension Committee
- 

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

---

4. **Background:** Officers serve a one-year term. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year. The Chair selects members to represent Intercity Transit on several committees.

Clark Gilman has held the position of Chair for one year, and Citizen Representative Justin Belk has held the position of Vice Chair for one year.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

---

5. **Alternatives:**
- A. Elect officers and identify committee assignments.
  - B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice

Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as presiding officer. The most senior member is Mayor Debbie Sullivan.

---

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

---

7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

---

8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**INTERCITY TRANSIT AUTHORITY  
COMMITTEE ASSIGNMENTS  
As of February 2022**

**Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:**

***Thurston Regional Planning Council:*** General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

***Debbie Sullivan***  
*(Alternate: Don Melnick)*

***Transportation Policy Board:*** General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the second Wednesday of the month.

***Don Melnick***  
*(Alternate: Justin Belk)*

***Pension Committee:*** The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

***Sue Pierce***  
*(Alternate: N/A)*

***Ad Hoc Committees:*** The Authority Chair may form ad hoc committees to address specific issues.

***Committee of the Whole:*** The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.7 Quorum.** At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

**5.8 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

**5.9 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

**5.10 Order of Business and Agenda.** The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

**5.11 Voting/Authority Decisions.** Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

**5.12 Meeting Minutes.** The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

**5.13 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.14 Compensation.** Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

**5.15 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

## **VI. OFFICERS - CHAIR AND VICE CHAIR**

**6.1 Election.** The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

**6.2 Term.** The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

**6.3 Duties.** In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

# Thurston Regional Planning Council (TRPC)

## AFTER MEETING SUMMARY

January 13, 2023

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

**PLEASE NOTE:** Participation in the February 3, 2023, Council meeting will be remote with an option for members to attend in person if they cannot attend remotely.

### Call for Written Nominations

Chair Seidel reviewed the process by which officers are elected each year and called for written nominations be sent to Burlina Lucas, Executive Assistant by January 23, 2023. Nominations will also be taken from the floor at the February 3, 2023, Council meeting.

### Human Services Transportation Plan (HSTP) – Prioritized Project List

Planning & Policy Director Karen Parkhurst advised that Council adopted the Human Services Transportation Plan (HSTP) at their November 4, 2022, meeting. The HSTP includes a Prioritized Project List, which in order to qualify for the WA State Department of Transportation's (WSDOT) Consolidated Grant Program, projects must be a part of that list.

Staff is requested that the following projects be included in the Prioritized Project List:

- rural Transit (rT) – continuing services for 4 years and was submitted by TRPC.
- rT expansion services – 2 years and was submitted by TRPC.
- Thurston County Bus Buddies – 4 years and was submitted by Catholic Community Services.

Council unanimously approved the Prioritized Project List.

### Regional Transportation Plan (RTP) – 2022 Amendment Cycle

Transportation Manager Katrina Van Every reviewed six proposed amendments to the Regional Transportation Plan (RTP). They include:

- **City of Olympia's Log Cabin Road Connection.** Olympia has decided that the connection is not needed now or within the next 20 years. Olympia requests removal of this project and intends to reevaluate long-term transportation needs in Southeast Olympia.
- **5-year Plan Cycle** – TRPC staff is requesting to remove reference to a 4-year plan cycle and update it to a 5-year plan cycle to meet state and federal requirements.
- **Transit Safety Performance Measures.** TRPC staff is requesting to add Transit Safety Performance Measures to the RTP to meet state and federal requirements.
- **Northeast Lacey Operational Terminal Facility.** Intercity Transit is requesting that this roundabout, which has already received federal funding, be included as a project in the RTP.
- **Alternative Fuel Infrastructure Project.** Intercity Transit is requesting that this project, which would help IT become a zero-emissions agency, be included as a project in the RTP.
- **SE Olympia Street Connectivity Study.** The Transportation Policy Board (TBP) discussed the importance of the Log Cabin Road connection to regional mobility and that its removal from the RTP does not reflect this. Ms. Van Every suggested adding an amendment for the Southeast Olympia Street Connectivity Study, which is replacing the Log Cabin Road Connection.

Council will be asked to take action on the RTP amendments at their April 7, 2023, meeting.

The full presentation can be found here: <https://www.trpc.org/DocumentCenter/View/11567/2023-01-13-TRPC-Meeting>.

### Report from Outside Committee Assignments

Council member Wheatley provided an update on the last Puget Sound Regional Council (PSRC) Growth Management Policy Board meeting.

The written report can be found here: <https://www.trpc.org/DocumentCenter/View/11569/GMPB-Report-11323>.

Transportation Policy Board (TPB)  
**AFTER MEETING SUMMARY**  
January 11, 2023

Please use this after meeting summary to update your fellow board, council, commission members, and others, on what took place at the TPB meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

Please note: Participation in the TPB meeting was remote with an in-person option.

### 2023 Meeting Schedule

Programs & Policy Director Karen Parkhurst presented the proposed 2023 meeting calendar for approval by the Board. The Board approved the calendar.

In approving the calendar, the Board also set a new meeting time of 7:30 a.m. to 9:00 a.m. and agreed that all meetings in 2023 will be remote with an in-person option for members and the public. If TRPC hosts a call for projects process for distributing federal funding, the Board may request a longer in-person meeting.

The 2023 Meeting Schedule can be found here: [https://www.trpc.org/DocumentCenter/View/11563/A6\\_2023calendar](https://www.trpc.org/DocumentCenter/View/11563/A6_2023calendar).

### 2023 Election of Officers

Programs & Policy Director Karen Parkhurst reviewed the process for the election of officers which will occur at TPB's February meeting. Nominations can be sent in advance to Burlina Lucas at <mailto:lucasb@trpc.org> and will also be taken from the floor at the February 8, 2023, meeting.

Ms. Parkhurst reported that Chair Ryder, First Vice Chair Madrone, and Second Vice Chair Radcliff Sinclair, are willing to continue to serve

### Proposed Amendments to the 2023-2026 Regional Transportation Improvement Program (RTIP)

Transportation Modeler and Senior Planner Theresa Julius advised that the City of Olympia requested an amendment to the 2023-2026 Regional Transportation Improvement Program (RTIP) so funding for construction can be released. The amendment to the RTIP would include the *Olympia Westside Pavement Preservation Project*.

### Regional Transportation Plan (RTP) Amendments

Transportation Manager Katrina Van Every reviewed five proposed amendments to the Regional Transportation Plan (RT). They include:

- **City of Olympia's Log Cabin Road Connection.** Olympia has decided that the connection is not needed now or in the near term. They would like to remove the project to re-evaluate and look at doing a study of connectivity in that area.
- **5-year Plan Cycle** – TRPC staff is requesting to remove reference to a 4-year plan cycle and update it to a 5-year plan cycle to meet state and federal requirements.
- **Transit Safety Performance Measures.** TRPC staff is requesting to add Transit Safety Performance Measures to the RTP to meet state and federal requirements.
- **Northeast Lacey Operational Terminal Facility.** Intercity Transit is requesting that this roundabout, which has already received federal funding, be included as a project in the RTP.
- **Alternative Fuel Infrastructure Project.** Intercity Transit is requesting that this project, which would help IT become a zero-emissions agency, be included as a project in the RTP.

The TBP discussed the importance of the Log Cabin Road connection to regional mobility and that its removal from the RTP does not reflect this. Ms. Van Every suggested adding an amendment for the Southeast Olympia Street Connectivity Study, which is replacing the Log Cabin Road Connection. With this addition, **a total of six RTP amendments will be considered during the public comment period January 20 through February 3, 2023.**



The RTP will come back before the Board at their March 2023 meeting for consideration and recommendation to the Council. Council will be asked to take action to approve the RTP at their April meeting.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11564/A9 RTP-Amendments](https://www.trpc.org/DocumentCenter/View/11564/A9_RTP-Amendments).

### **Household Travel Survey**

Transportation Modeler and Senior Planner Theresa Julius provided an introduction to the Regional Transportation Model. The model is being updated in preparation for the update to the Regional Transportation Plan (RTP). The model is a tool to help planners study the impacts of alternate transportation scenarios, such as new highways, transit route changes, or parking restrictions on future travel demand, in order to make informed policy decisions.

Abigail Rosenson, RSG, updated the Board on the 2022 Household Travel Survey results. The survey was conducted to collect day-to-day travel information in the South Sound Region. The goal of the project was to collect data from at least 2,000 resident households in Grays Harbor, Lewis, Thurston, and the southwest part of Pierce Counties to provide a foundation for travel demand model updates, useful insights into current travel patterns, and a benchmark for subsequent analysis.

The full presentations can be found here:

[https://www.trpc.org/DocumentCenter/View/11565/A10a Model-Presentation-TPB-Jan-2023](https://www.trpc.org/DocumentCenter/View/11565/A10a_Model-Presentation-TPB-Jan-2023).

[https://www.trpc.org/DocumentCenter/View/11568/A10b TRPC HTS Policy Board Meeting 011123 FINAL](https://www.trpc.org/DocumentCenter/View/11568/A10b_TRPC_HTS_Policy_Board_Meeting_011123_FINAL).

### **The 2022 Profile Update**

Senior Planner Michael Ambrogio and Associate Planner Casey Mauck provided an update to the 2022 Profile.

A link to the Profile can be found on the TRPC website at: <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>.

### **2023 State Legislative Session**

Programs & Policy Director Karen Parkhurst provided an update to the 2023 State Legislative Session.

**TRPC Members & Representatives**

**City of Lacey**  
*Robin Vazquez*

**City of Olympia**  
*Clark Gilman*

**City of Rainier**  
*Dennis McVey*

**City of Tenino**  
*John O'Callahan*

**City of Tumwater**  
*Eileen Swarhout*

**City of Yelm**  
*Joe DePinto*

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

**Nisqually Indian Tribe**  
*David Iyall*

**Town of Bucoda**  
*Robert Gordon*

**Thurston County**  
*Gary Edwards*

**Tumwater School District**  
*Mel Murray*

**North Thurston Public Schools**  
*Graeme Sackrison*

**Olympia School District**  
*Hilary Seidel*

**Intercity Transit**  
*Debbie Sullivan*

**LOTT Clean Water Alliance**  
*Carolyn Cox*

**Port of Olympia**  
*Bob Iyall*

**PUD No. 1 of Thurston County**  
*Chris Stearns*

**Associate Members**

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

**Lacey Fire District #3**  
*Rick Kelling*

**Puget Sound Regional Council**  
*Josh Brown*

**The Evergreen State College**  
*Scott Morgan*

**Timberland Regional Library**  
*Cheryl Heywood*

**Thurston Conservation District**  
*Helen Wheatley*



**PRE-AGENDA**  
**8:30 a.m. – 11:00 a.m.**  
**Friday, February 3, 2023**  
**NOTE: Remote Meeting.**

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

**Consent Calendar** **ACTION**  
These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.  
a. Approval of Minutes – January 13, 2023  
b. Approval of Vouchers – January 2023  
c. Amendment to the Fund Balance in the Agency's 2023 Consolidated Operating Budget

**TRPC 2023 Calendar** **ACTION**  
Staff will review the draft TRPC 2023 meeting calendar.

**TRPC Officer Elections** **ACTION**  
Council will consider the slate of nominees to be considered for each position as well as taking nominations from the floor.

**TRPC Executive Directors Evaluation Subcommittee Appointment** **ACTION**  
The Chair will ask for volunteers to serve on the Executive Director Evaluation Committee.

**Deschutes Estuary** **PRESENTATION**  
Sarah Reich from ECONorthwest will be presenting on the next steps in implementing Deschutes River estuary restoration.

**2023-2025 Strategic Plan kickoff** **DISCUSSION**  
Executive Director Daily will provide an overview of the current 2020-2022 Strategic Plan and discuss with Council their preferred process for developing a 2023-2025 Strategic Plan update

**Legislative Update** **UPDATE**  
Staff will provide an update on the 2023 Legislative Session.

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

**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**January 9, 2022 – Virtual Meeting**

**CALL TO ORDER**

Vice-Chair Grettenberger called the virtual January 9, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

**Members Present:** Chair Nicole Smit; Vice-Chair Jihan Grettenberger; Harrison Ashby; Clair Bourgeois; Nikki Crist; Ty Flint; John Gear; Betty Hauser; Jeremy Mott; Trina Primm; Doug Riddels, and Eliane Wilson.

**Absent:** Ursula Euler; Alejandro Garcia; Marie Lewis; Lloyd Peterson; Marilyn Scott; Allison Spector; Edwina Waehling, and Rachel Weber.

**Staff Present:** Ann Freeman-Manzanares; Nancy Trail; Peter Stackpole; Emily Bergkamp; Jonathon Yee; Eric Phillips; Michael Maverick; Nick Demerice; Jessica Gould; Alex Auty, and Ramon Beltran.

**Others Present:** Tim Payne, Nelson Nygaard.

**APPROVAL OF AGENDA**

It was M/S/A by JOHN GEAR and DOUG RIDDELS to approve the agenda.

**INTRODUCTIONS**

Grettenberger introduced Authority member, DON MELNICK, as the representative attending the meeting.

**MEETING ATTENDANCE**

- A. January 18, 2023, ITA Meeting – Ursula Euler
- B. February 1, 2023, ITA Meeting – Harrison Ashby
- C. February 15, 2021, ITA Meeting – Marie Lewis

**MOTION TO APPROVE MINUTES**

It was M/S/A by TY FLINT and CLAIR BOURGEOIS to approve the October 17, 2022, minutes. Eliane Wilson noted the poem quoted is modified from the original.

**COMMITTEE MEMBER INTRODUCTIONS** – Committee members and staff provided a brief introduction.

- A. **ROADMAP TO A ZERO EMISSIONS FLEET** – (*Jonathon Yee*) Yee introduced himself as the Director of Fleet and Facilities. He shared a department overview including the Facilities Maintenance staff includes 15 FTE’s and they are almost fully staffed. The team has a lot of work on their plate. They are just about to get the certificate of occupancy in the next day or so for the new Administration and Operations (ADOPS) building. The agency has over 1,000

bus stops they maintain, and 291 have shelters. They maintain four buildings, and the maintenance building will be remodeled over the next few years. The current administration building will disappear and become parking for staff. There are two transit centers, two park and ride lots that we don't own but are responsible for. They also manage and maintain the Centennial Station (Amtrak) and is staffed by volunteers. On the fleet side they are budgeted for 58 FTE's and are responsible for just under 400 vehicles. Covid caused a lot of supply chain issues making it difficult to get vehicles. Fortunately, IT kicked off a multi-year bus procurement when the ballot measure passed that set them up for success. Staff remains very busy maintaining all the vehicles.

Yee shared information on the project overview including that they began speaking with other transit agencies who had started their transition to zero emissions when he first started working at IT. Some were successful, and some not. Last October he presented a vision about what the path might look like going forward. They had a solicitation for a vendor to do feasibility for Zero Emissions Analysis. Through the RFP process they selected the Center for Transportation and the Environment (CTE) along with Nelson Nygaard and Tim Payne who is attending the meeting tonight. He has been with IT for other projects over the years and is very familiar with the agency's operations. They also selected Hatch LTK. He indicated CTE is very well known, and their primary mission is helping fleets transition to cleaner technologies. The agency is in good hands with them. Yee outlined the goals to perform an analysis of current and emerging zero emission vehicle technology to assist the agency with what will be the best fit for the fleet. They will be looking at barriers, constraints, and risks along with costs which is a big one. One of the things they want to keep at the forefront is that IT is a transit agency, and in the end needs to provide services that meet the needs of the community they serve. Yee has heard some of the limitations have made it difficult for agencies to provide the services they were providing before changing technologies. CTE will also focus on the full lifecycle emissions of all solutions also known as well-to-wheels or cradle-to-grave. They are very early in the project planning and held the kick-off just before the Thanksgiving holiday. Right now CTE is in the requirement and data collection gathering phase and the consultants are starting to look at IT's service. The goal is to finish a nearly complete assessment by this summer and wrap up by end of July, 2023. The first phase is to get through the analysis, so the agency has enough information to make a decision on the path for the fleet transition for all fixed route, DAL, vanpool and non-revenue vehicles used day to day. They will then move into the creation of the zero emissions transition plan. This will be a working document. They have learned from others that as technology changes transition plans are a work in progress. The plan will map out the course so the agency can get on the way and as things change over the years they will continue to revisit. Staff is looking forward to receiving the report on the state of the industry next week to complete the next milestone.

Yee indicated the biggest chunk of the transition will be the buses. Technology wise it is the most developed segment of the fleet. There are two primary technologies the agency is looking at including fuel cell electric and battery electric, both are considered electric vehicles. The battery electrics store the energy using some type of charger and it is used to drive the electric motors to move the vehicle. On the fuel cell side, it is still an electric drive train and batteries that store energy but the advantage with the range is they store hydrogen on board and have a device called the fuel cell that turns the hydrogen into energy. It is an electric vehicle with an on-board charger. Across the industry they are seeing a significant range benefit running fuel cell. Another benefit fitting into IT's system is they are fueled much in the same way the agency fuels vehicles now. The fuel cell vehicles fuel in the same type of

timeframe versus a battery electric bus taking quite a bit longer to charge. IT wants to contribute to the reduction of greenhouse gasses and both technologies have zero tailpipe emissions. Battery-electric buses don't have a tailpipe. Most fuel cell buses do but the only thing that comes out is water. Depending on where you get the energy to power either of those technologies, they have much lower source emissions than fossil fuels. He shared some of the benefits that fleets across the country and around the world have seen including being more efficient as far as energy consumption goes, especially battery electric. They're quieter and have significantly lower maintenance costs. Depending on where they get the energy could see lower fuel costs. This is a constantly changing market and there are new vehicles coming on the market in all sizes all the time.

Yee shared the consultants have toured the site and looked at the space the agency has set aside in the master plan for the extra infrastructure that is going to come with either transition. The team has continued to meet bi-weekly and have provided consultants with the initial data starting with fixed route, and then to DAL. Staff is looking forward to the next project milestone of the state of the industry presentation.

Yee added that while the agency has been working on this longer term path, they have been making changes in fuel choices as a result of technology changes in the diesel market. In the 2023 approved budget they planned for a full transition to R99 which is renewable diesel. For the past year and a half, they have been using R50 which is a 50% renewable diesel and 50% ultra-low sulfur diesel to make sure they didn't see any negative side effects in the fleet. They just received their first delivery of R99. Last year the agency secured some grant funding and was able to order some hybrids for the vanpool program and expect to see those sometime this month. They also ordered two Chevy Bolt EV replacement staff cars and expect to see those in the next month as well. They are moving slowly and deliberately making sure new technologies in place that fit within the community. One of the questions they get is when are they going to move vanpool vehicles to battery electric. There is a huge challenge there because they have to make sure that all customers have access to fuel their vehicles. Hybrids are a good choice and they get some benefit in fuel savings and less emissions. Going way back prior to 2010, diesels were very dirty. In the last multi-year bus replacement procurement that wrapped up in early 2022 they removed the last of the 2010 diesel buses in the fleet. Going forward everything is at least a 2010 hybrid or newer. In fact, 63 of the 86 buses are 2019 or newer which are considered very clean diesels. He shared a chart that indicates how the agency has contributed to emissions reduction based on the fuel choices across the fleet for several years. On the fixed route or heavy bus side they have gone from B10. They introduced their diesel hybrid electric and then in 2021 went to R50 and now to R99/R100. They have gone about as far as they can with emissions reduction with fuel choices and the obvious next step is moving into the zero emissions world. As part of the analysis project, they have asked the team to help quantify what their emissions have been beginning with 2010 looking at the actual emissions based on those fuel choices, the mix of the fleet and the miles driven. Then they will have a good baseline for any progress they make in emissions reduction going forward. He looks forward to getting the analysis done and sharing those results and using the information to make a decision. They have also asked that the tool be turned over to the agency so it can be used going forward to continue to track the progress based on their activities and choices.

Yee indicated their next steps are staying focused on their priorities and that is providing transit services that are focused on the communities needs and making sure when considering new technologies, they are looking at full life cycle emissions not just what's coming out of

the tailpipe. They will remain engaged with WSU Green Transportation Program, The Consortium for Hydrogen and Renewably Generated E-Fuels; Renewable Hydrogen Alliance, PNW Hydrogen Hub Association, Zero Emissions Bus Resource Alliance (ZEBRA), and APTA Zero Emission Fleet Committee. They will continue to monitor state and federal grant programs to help fund the future zero emissions project once they have defined their transition plan. Locally and nationally they have built a strong partnership with their utility provider PSE. Staff has expanded their conversations across the transit industry and is excited about where they're headed.

*Yee answered questions.*

*Ty Flint* - inquired about the cost difference between electric and hydrogen fuel buses and the makeup of Pierce Transit's fleet.

*Yee* - indicated the agency paid roughly \$600k per bus for the latest build and the last time he checked the battery electric were around \$850-\$900k or more depending on the options. Fuel cell are a little over a million per bus.

*Clair Bourgeois* - asked about the safety of hydrogen fuel cell and if there have been any studies.

*Yee* - responded that hydrogen is lighter than air and if there is a leak it goes up and away quickly. There are transits in CA that have been running hydrogen buses for about 20 years and he isn't aware of any accidents. Many think of the Hindenburg when talking about hydrogen, but what actually burned there is the fabric. Once hydrogen is released it goes up and away.

*John Gear* - indicated he is really interested in the graphic that shows the percent reduction compared to diesel and how it plots on a cost per mile and expected life cycle. The law of engineering is the more the benefit probably the more it costs. He asked if it is an inverse curve down and to the right or is there a step change once you get away from the liquid fuel. He assumes that with all the experience there is a figure for a cost per mile for a conventional bus in those modes. He asked *Yee* to pass that to Ann or Nancy and have them share that.

*Yee* - remarked that he didn't have that at his fingertips, but they have that information from their industry partners for a cost per mile for other technologies as well. Staff will look at an overall lifecycle cost for the different technologies. He will provide the information in a future project update. One of the struggles and considerations in this is that it is going to be a costly move and is part of why they have waited until the technology and price come down. The agency also needs to be able to maintain service. They want to be very deliberate going forward. It is about providing service to the community and reducing emissions as much as they can along the way.

*Nicole Smit* - asked *Yee* to speak to what refueling looks like for each of the technologies.

*Yee* - shared that battery electric once depleted takes multiple hours depending on what the state of charge is. With the hydrogen it can be determined by the equipment purchased and it is about 10 minutes to fuel the bus and the range is about 300 miles and some even more. For comparison purposes on pre-covid service the longest route is 330-350 miles,

but most now are right in the 300 mile range. Proterra is talking about getting closer with battery electric technology but most are at about 200.

*Jeremy Mott* – inquired if there are big differences in overall service life between the two routes and also if there is any degree of modularity to shift from one to the other and how future proof or modular these technologies are.

*Yee* – responded on the infrastructure side they are not super modular. Most are now considering mixed fleet because they are bumping up against the range limitations and looking at hydrogen for their longer routes. Some of that is also dependent on how much space they have. IT has very little space and is being very deliberate to be as future proof as possible, so they don't have to rebuild the bus yard in 20 years when technology changes. It is hard to do because no one has a crystal ball. The way technology has been changing it is very difficult but feels pretty stable at the moment. Regarding life cycle considerations nobody really knows, but they do degrade over time and capacity is lost. How much is difficult to tell. There is an anticipation of battery pack replacement that could be about \$20k per bus. Some of the bigger more advanced batteries are considerably more, but there are options for warranties and such. On the hydrogen fuel cell side there is a mid-life at about 6-7 years for a fuel cell rebuild. There will be less oils, and things that go along with that.

*Jeremy Mott* – added that with a network the size of IT does it make sense to go all one or all the other.

*Yee* – indicated that is an agency choice. With the last several bus purchases they have gotten the fleet to the point where it is kind of universal so they can use almost any bus on any route. One of the fears he has with a mixed fleet or range capacities that is a big consideration as well. It could be done but makes it logistically harder to keep service on the road.

*Harrison Ashby* – asked *Yee* to speak about ethical sourcing and issues with recycling.

*Yee* – shared that when it comes to manufacturing buses there are a lot of choices out there. In general, when speaking of alternative fuels, there are many questions about ethical social and environmental sourcing. Another question is the question of battery recycling. It is of definite concern is a conversation brewing in the industry. There are a lot of conversations about reuse. So IT buys a new battery and the old one goes into some other use that's not as critical as transportation. Recycling and disposal of the materials that are in a battery are a major concern. That is all part of the well to wheels discussion.

*John Gear* – indicated that his experience with hydrogen goes back to the 70's when his father worked with the Post Office and he was looking at hydrogen for their vehicles. They worried about tank embrittlement and the weight of the tanks and the problem with breakthrough is that physics problems aren't easy to solve. He is concerned that getting married to a hydrogen system is like getting married to the mob. He added it would be nice if every individual system didn't have to become a hydrogen capable system. If there was one fleet provider that could buy, maintain and service the vehicles they could be leased on contracts. They could specialize in the average vehicle and a few could be loners for the

longer routes. He urged the agency to understand once people get married to a particular system it could be an inferior technology.

*Yee* - indicated that it was an interesting business venture but he wasn't aware of any that exist. And yes it would be a major investment and deserves a full evaluation.

*Don Melnick* - shared that he is an EV geek and he really admires the agency for their cautious approach to this project. Staff and Authority members have heard the issues of other transit agencies that have spent a lot of money and haven't had success. IT isn't a very big agency and doesn't have money like some of the bigger agencies in Seattle. He appreciates all the agency has learned even before hiring a consultant.

*Yee* indicated he would be back to update everyone with more detailed information as the project moves forward.

## **CONSUMER ISSUES**

- *Clair Bourgeois* - shared that she is looking forward to getting nightline service out to the neighborhoods. She shared that before going to the expense of running buses perhaps a subscription service where people call in advance like DAL. They meet at the transit center and know how many people are going to need transportation out of the downtown area.

*Freeman-Manzanares* - indicated the agency ran a subscription service earlier in the Covid period and it was successful at the time and in particular the focus was keeping passengers and employees as safe as possible. You'll find as an organization and between the CAC and ITA that they have a lot of passion around trying new things and seeing what might work. It was a difficult time to run that service in that way and we know how to do it. Really what we're focusing on now are the challenges of the labor market and attempting to attract more employees to IT to get back to pre-Covid levels of service because they are at 74%. They interviewed for more operators last week. The next class starts February 6. Staff is focusing on doing community outreach and the CAC can help by encouraging as many people as possible to apply. This will allow the agency to return that service particularly the early morning and late evening service. They are looking at adding a little bit of service in March but haven't made as much progress as we would like in terms of the number of operators.

- *Jihan Grettenberger* - inquired about the status of the new app.

*Freeman-Manzanares* - indicated the app is up and running and asked everyone to give it a try and please provide feedback. The new CAD/AVL system is a major installation for us and our riders. There is still some work to do. Let staff know what is working well and what isn't.

- *Clair Bourgeois* - shared that she tried to use the app unsuccessfully and asked that the agency please keep onebusaway.

## **REPORTS**

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



## Intercity Transit Community Advisory Committee

January 9, 2023

Page 7 of 8

- Welcoming new members and is glad to have everyone here after the holiday break. The agency accomplished a lot last year and that feels really good and there is a full year ahead. Since the CAC last met staff held the grand opening for the new administration, operations and fuel wash facilities. They are very close to receiving occupancy and finalizing all the technology. Staff will begin moving in over the next several months which is a big process. Staff will be focused on all of the work associated with getting out of the old building because as Jonathon mentioned they will be demolishing that building. The next phase includes remodeling the maintenance building, installing stormwater facilities, replacing the bus yard parking and a number of other things. The current completion timeframe is around July, 2025. The project consultants will have a presentation at the February Authority meeting along with a contract for approval of the next phase. This is another major milestone. CAC is welcome to attend the meeting, and there will be a staff presentation at the February CAC meeting.
- At the December 7 meeting the Authority approved the strategic plan and budget. She thanked the CAC for their feedback in getting those documents finalized.
- Procurement staff will present a 2023 project framework for the coming year at the February CAC meeting.
- An early head's up in February they have plans to further improve the website to enhance use of bus schedules. The project team will be reaching out to the CAC to do some usability testing. This is not a requirement but staff would appreciate the CAC's assistance. She added that staff may reach out to Clair to get her experience with the app.
- She is thrilled to welcome Peter and Nick to the organization and glad to see them at the meeting this evening. It has been a long time coming.
- Staff looks forward to welcoming a new class of operators on February 6.
  - *Ty Flint* – inquired about the retention rate of new drivers.
  - *Freeman-Manzanares* – indicated they haven't made a lot of headway because so many have retired. This issue is happening nationwide and likely world-wide. She will ask the HR group to come in and talk about DEI and outreach efforts in the coming months.
  - *Doug Riddels* – inquired about a tour of the new facility prior to everyone moving in.
  - *Freeman-Manzanares* – responded that they would love to show them the new facility. They will work on a few different dates.
  - *Nikki Crist* – asked if there was something CAC can do to help get the word out.
  - *Freeman-Manzanares* – indicated they could share postings on social media. IT has been including job postings in the CAC's packets as they become available. Staff is interested in hearing ways they might be able to do more outreach in the community. As in-person job fairs start to happen they will bring operators and maintenance staff to chat with folks and always do better face to face. They also have a new recruiter on staff.
  - *Jihan Grettenberger* – asked who people should contact about what it takes to be a driver.
  - *Freeman-Manzanares* – shared they can reach out to Ann or Nancy and they will get them in touch with someone in operations or maintenance.
  - *Eliane Wilson* – asked if the CAC could get some information on ridership to see how the system is doing.
  - *Freeman-Manzanares* – indicated they can certainly do that and some of that information comes out during the Planning 101 presentation. Staff can focus on both DAL and fixed route. She recently discussed with Emily about having Kevin and his team come update the CAC on DAL and what is going on there. Last time she spoke with Kevin they were at about 80% of pre-Covid levels. It will be good to get an update from both sides.

**NEXT MEETING: February 13, 2023.**

**ADJOURNMENT**

**It was M/S/A by TY FLINT and DOUG RIDDELS to adjourn the meeting at 7:04 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210111.docx