

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, February 15, 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: 414-763-902 #**

**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**

- |   |                |
|---|----------------|
| <b>1) APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2) STAFF INTRODUCTIONS</b>   | <b>10 min.</b> |
| <b>A. Zion Wooten, Vehicle Detailer (Jonathon Yee)</b>                  |                |
| <b>B. Kai Allen, Vehicle Detailer (Jonathon Yee)</b>                    |                |
| <b>3) PUBLIC COMMENT</b>  | <b>5 min.</b>  |
| <b>4) APPROVAL OF CONSENT AGENDA ITEMS</b>                              | <b>1 min.</b>  |
| <b>A. Payroll for January: \$2,909,777.19</b>                           |                |
| <b>B. Accounts Payable January: \$4,396,762.45</b>                      |                |
| <b>5) NEW BUSINESS</b>  |                |
| <b>A. 2022 Walk N Roll Program Update (Kerri Wilson)</b>                | <b>20 min.</b> |
| <b>B. 2023 Procurement Workplan (Steve Krueger)</b>                     | <b>30 min.</b> |
| <b>C. Roadmap to a Zero Emissions Fleet (Jonathon Yee)</b>              | <b>30 min</b>  |
| <b>6) COMMITTEE REPORTS</b>   |                |
| <b>A. Thurston Regional Planning Council (Feb. 3) (Debbie Sullivan)</b> | <b>5 min.</b>  |
| <b>B. Transportation Policy Board (Feb. 8) (Don Melnick)</b>            | <b>5 min.</b>  |
| <b>C. Community Advisory Committee (Feb. 13) (Marie Lewis)</b>          | <b>5 min.</b>  |
| <b>7) GENERAL MANAGER'S REPORT</b>                                      | <b>5 min.</b>  |
| <b>8) AUTHORITY ISSUES</b>  | <b>10 min.</b> |
| <b>9) EXECUTIVE SESSION in accordance with RCW 42.30.110(1)(g)</b>      | <b>30 min.</b> |

**ADJOURNMENT**

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

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

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

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

**Intercity Transit  
Payroll Disbursement List  
January 2023**

**Pay Periods:**

PP 01 (12/18/2022 - 12/31/2022)

PP 02 (1/1/2023 - 1/14/2023)

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/6/2023 ACH	PR DIRECT DEPOSIT	PP 01	837,132.44
1/6/2023 Chk# 36206 & 36207	PR PAPER CHECKS	PP 01	3,216.27
1/6/2023 ACH	IRS	PP 01	134,571.12
1/6/2023 ACH	HEALTH SAVING	PP 01	92.59
1/6/2023 ACH	VANGUARD	PP 01	120,351.86
1/6/2023 ACH	PERS	PP 01	197,295.62
1/6/2023 ACH	DEF COMP	PP 01	30,337.49
1/6/2023 ACH	ICMA	PP 01	11,246.18
1/6/2023 ACH	CHILD SUPPORT	PP 01	1,153.52
1/17/2023 ACH	North Carolina DOR	Jan	270.00
1/20/2023 ACH	PR DIRECT DEPOSIT	PP 02	857,216.14
1/20/2023 Chk# 36305 & 36306	PR PAPER CHECKS	PP 02	4,182.34
1/20/2023 ACH	IRS	PP 02	144,235.64
1/20/2023 ACH	HEALTH SAVING	PP 02	92.59
1/20/2023 ACH	VANGUARD	PP 02	125,795.94
1/20/2023 ACH	PERS	PP 02	208,249.09
1/20/2023 ACH	DEF COMP	PP 02	32,068.63
1/20/2023 ACH	ICMA	PP 02	12,546.49
1/20/2023 ACH	CHILD SUPPORT	PP 02	1,457.21
1/25/2023 ACH	New York State	Jan	55.51
1/30/2023 ACH	WA State Dept of L&I	Jan	176,163.08
1/31/2023 ACH	AFLAC	Jan	12,047.44
<b>Total Payroll Disbursements</b>			<b>2,909,777.19</b>

**ACCOUNTS PAYABLE DISBURSEMENT LIST**  
**JANUARY 2023**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor #</u>	<u>Payee</u>	<u>Amount</u>
36180	01/04/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,341.25
36181	01/04/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$90,815.70
36182	01/04/23	06120	CITY OF OLYMPIA (UTILITIES)	\$1,311.18
36183	01/04/23	07220	CUMMINS INC.	\$2,051.37
36184	01/04/23	07495	DALCO INC	\$6,007.06
36185	01/04/23	09662	FERRELLGAS LP	\$1,625.28
36186	01/04/23	10660	GILLIG LLC	\$6,694.73
36187	01/04/23	10759	GORDON TRUCK CENTERS INC	\$361.76
36188	01/04/23	11498	IBI GROUP	\$1,039.27
36189	01/04/23	13726	M & S COLLISION LLC	\$513.74
36190	01/04/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$684.07
36191	01/04/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$142.65
36192	01/04/23	17505	RAINIER DODGE INC.	\$462.07
36193	01/04/23	17580	RECARO NORTH AMERICA INC.	\$751.06
36194	01/04/23	17760	ROSS AND WHITE COMPANY	\$46.06
36195	01/04/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$757.07
36196	01/04/23	18129	SINGH BENCOMO LLC	\$4,300.00
36197	01/04/23	18210	SME SOLUTIONS LLC	\$1,201.56
36198	01/04/23	18540	STANTEC CONSULTING SERVICES INC	\$75,242.20
36199	01/04/23	18705	SUNBELT RENTALS INC.	\$91.90
36200	01/04/23	21950	TITUS-WILL CHEVROLET	\$1,587.99
36201	01/04/23	22010	ROTTERS INC.	\$295.52
36202	01/04/23	22235	TREW ENTERPRISE LLC	\$3,245.35
36203	01/04/23	24755	WA ST HEALTH CARE AUTHORITY	\$563,992.99
36204	01/04/23	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$1,225,064.00
36205	01/04/23	25858	WESTCARE CLINIC LLC PS	\$510.00
36208	01/06/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$12.25
36209	01/10/23	01624	ALLWEST TRANSPORTATION INC.	\$1,460.00
36210	01/10/23	01780	AMALGAMATED TRANSIT UNION 1765	\$96.00
36211	01/10/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,366.59
36212	01/10/23	02565	ASPHALT PATCH SYSTEMS INC	\$86,165.00
36213	01/10/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,491.48
36214	01/10/23	03023	BACKUPIFY INC.	\$1,111.50
36215	01/10/23	03705	BNSF RAILWAY COMPANY	\$5,331.50
36216	01/10/23	05995	CHILD CARE ACTION COUNCIL	\$300.00
36217	01/10/23	06120	CITY OF OLYMPIA (UTILITIES)	\$5,686.89
36218	01/10/23	06781	COMPUNET INC.	\$8,000.00
36219	01/10/23	07220	CUMMINS INC.	\$1,982.25
36220	01/10/23	07350	CW JANITORIAL SERVICE LLC	\$25,053.43

36221	01/10/23	07619	DAVID S FOSTER	\$2,000.00
36222	01/10/23	07640	DAY MANAGEMENT CORP	\$4,320.21
36223	01/10/23	08607	EDNETICS INC	\$6,003.33
36224	01/10/23	09180	EXPRESS SERVICES INC	\$2,529.00
36225	01/10/23	09205	ERF COMPANY INC.	\$275.00
36226	01/10/23	09662	FERRELLGAS LP	\$2,187.77
36227	01/10/23	10251	FRUITION GROWTH LLC	\$8,073.40
36228	01/10/23	10580	GENE'S TOWING INC	\$59.79
36229	01/10/23	10660	GILLIG LLC	\$7,491.08
36230	01/10/23	10759	GORDON TRUCK CENTERS INC	\$584.69
36231	01/10/23	11231	HERC RENTALS INC.	\$1,682.57
36232	01/10/23	11422	HUNG RIGHT DOORS LLC	\$1,883.88
36233	01/10/23	11825	INTRACOMMUNICATION NETWORK SYSTEMS INC	\$1,230.75
36234	01/10/23	11943	JOANNA GRIST	\$2,000.00
36235	01/10/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,553.65
36236	01/10/23	13465	LEADERSHIP THURSTON COUNTY	\$3.00
36237	01/10/23	13485	LEMAY MOBILE SHREDDING	\$245.25
36238	01/10/23	13726	M & S COLLISION LLC	\$513.74
36239	01/10/23	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36240	01/10/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,676.92
36241	01/10/23	15123	NEXT LOAN	\$326.74
36242	01/10/23	15127	NGUYEN BE	\$58.06
36243	01/10/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$553.04
36244	01/10/23	16490	HAROLD LEMAY ENTERPRISES	\$844.18
36245	01/10/23	16595	PACIFIC POWER GROUP LLC	\$3,394.88
36246	01/10/23	16621	PAGEFREEZER SOFTWARE INC.	\$5,794.80
36247	01/10/23	16784	PHILLIPS LEROY	\$50.00
36248	01/10/23	16841	PIONEER FIRE & SECURITY INC.	\$331.49
36249	01/10/23	16966	POINT & PAY LLC	\$777.88
36250	01/10/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$194.72
36251	01/10/23	17683	REMIX SOFTWARE INC	\$20,239.00
36252	01/10/23	17824	S & A SYSTEMS INC	\$9,083.48
36253	01/10/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$431.77
36254	01/10/23	18145	SIX ROBBLEES' INC.	\$39.49
36255	01/10/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$2,181.44
36256	01/10/23	18705	SUNBELT RENTALS INC.	\$4,213.40
36257	01/10/23	21640	THE BUS COALITION INC.	\$3,000.00
36258	01/10/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$408.86
36259	01/10/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
36260	01/10/23	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$4,167.00
36261	01/10/23	22010	ROTTERS INC.	\$525.38
36262	01/10/23	22100	TRANSIT SOLUTIONS LLC	\$386.83
36263	01/10/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$53,958.69
36264	01/10/23	23641	UNITED STATES TREASURY	\$35.50
36265	01/10/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$198.33
36266	01/10/23	25909	WEX BANK	\$33,637.74

36267	01/17/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$287.20
36268	01/17/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,536.24
36269	01/17/23	02060	AMERISAFE INC.	\$92.67
36270	01/17/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$688.82
36271	01/17/23	06040	CITY OF LACEY	\$1,138.17
36272	01/17/23	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$581.18
36273	01/17/23	07220	CUMMINS INC.	\$1,976.68
36274	01/17/23	08840	JEMMA INC.	\$7,516.09
36275	01/17/23	09180	EXPRESS SERVICES INC	\$2,321.31
36276	01/17/23	09662	FERRELLGAS LP	\$1,900.50
36277	01/17/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
36278	01/17/23	10477	GALLS PARENT HOLDINGS LLC	\$3,933.40
36279	01/17/23	10660	GILLIG LLC	\$4,304.27
36280	01/17/23	10759	GORDON TRUCK CENTERS INC	\$1,795.71
36281	01/17/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$655.91
36282	01/17/23	11865	O/A ISLAND SUPERIOR AIR FILTER	\$4,662.00
36283	01/17/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$365.68
36284	01/17/23	15045	NATIONAL TESTING NETWORK INC.	\$90.00
36285	01/17/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$388.89
36286	01/17/23	16262	OPENSQUARE HOLDINGS	\$80,570.13
36287	01/17/23	16595	PACIFIC POWER GROUP LLC	\$14,147.13
36288	01/17/23	16623	PALAMERICAN SECURITY INC.	\$68,819.96
36289	01/17/23	16974	POMP'S TIRE SERVICE INC.	\$306.03
36290	01/17/23	17290	PUGET SOUND ENERGY	\$29,834.63
36291	01/17/23	17391	QUALITY MUFFLER & BRAKE	\$1,091.26
36292	01/17/23	17861	SAMBA HOLDINGS INC.	\$703.42
36293	01/17/23	17900	SCHETKY NORTHWEST SALES INC.	\$520.44
36294	01/17/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,080.32
36295	01/17/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
36296	01/17/23	18052	SHEA CARR & JEWELL INC.	\$18,188.77
36297	01/17/23	18530	STANDARD PARTS CORP.	\$0.00
36298	01/17/23	18530	STANDARD PARTS CORP.	\$901.85
36299	01/17/23	18540	STANTEC CONSULTING SERVICES INC	\$74,401.59
36300	01/17/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$14,762.21
36301	01/17/23	21950	TITUS-WILL CHEVROLET	\$1,904.98
36302	01/17/23	21985	TOTAL FILTRATION SERVICES INC.	\$76.93
36303	01/17/23	24000	W. W. GRAINGER INC.	\$431.61
36304	01/17/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$38,832.54
36307	01/19/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
36308	01/19/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$116,089.39
36309	01/24/23	01624	ALLWEST TRANSPORTATION INC.	\$1,683.00
36310	01/24/23	01780	AMALGAMATED TRANSIT UNION 1765	\$18,731.60
36311	01/24/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$6,247.79
36312	01/24/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,366.77
36313	01/24/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$95,424.97
36314	01/24/23	02828	AVAIL TECHNOLOGIES INC	\$6,486.96

36315	01/24/23	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$129.95
36316	01/24/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,831.96
36317	01/24/23	06120	CITY OF OLYMPIA (UTILITIES)	\$1,856.12
36318	01/24/23	07220	CUMMINS INC.	\$336.60
36319	01/24/23	07350	CW JANITORIAL SERVICE LLC	\$648.00
36320	01/24/23	09550	FAIRWAY COLLECTIONS LLC	\$25.21
36321	01/24/23	09662	FERRELLGAS LP	\$2,838.28
36322	01/24/23	09961	FORMA CONSTRUCTION COMPANY	\$69,613.83
36323	01/24/23	10251	FRUITION GROWTH LLC	\$1,690.00
36324	01/24/23	10477	GALLS PARENT HOLDINGS LLC	\$7,307.40
36325	01/24/23	10660	GILLIG LLC	\$8,620.39
36326	01/24/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
36327	01/24/23	10759	GORDON TRUCK CENTERS INC	\$340.79
36328	01/24/23	10786	GOVERNMENTJOBS.COM INC.	\$31,954.86
36329	01/24/23	11892	J ROBERTSON AND COMPANY	\$475.00
36330	01/24/23	11933	JESSE ORNDORFF	\$2,485.67
36331	01/24/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36332	01/24/23	13726	M & S COLLISION LLC	\$1,381.18
36333	01/24/23	13893	MAUL FOSTER & ALONGI INC.	\$7,236.22
36334	01/24/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,822.87
36335	01/24/23	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36336	01/24/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$421.93
36337	01/24/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$466.65
36338	01/24/23	16974	POMP'S TIRE SERVICE INC.	\$3,589.82
36339	01/24/23	17505	RAINIER DODGE INC.	\$180.34
36340	01/24/23	17580	RECARO NORTH AMERICA INC.	\$483.62
36341	01/24/23	17900	SCHETKY NORTHWEST SALES INC.	\$830.22
36342	01/24/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$606.07
36343	01/24/23	18052	SHEA CARR & JEWELL INC.	\$8,707.17
36344	01/24/23	18066	SHI INTERNATIONAL CORP.	\$241.54
36345	01/24/23	18097	SIERRA FUNDING INC.	\$293.58
36346	01/24/23	18101	SIJ HOLDINGS LLC	\$1,200.36
36347	01/24/23	18145	SIX ROBBLEES' INC.	\$355.52
36348	01/24/23	18210	SME SOLUTIONS LLC	\$2,367.70
36349	01/24/23	18530	STANDARD PARTS CORP.	\$646.52
36350	01/24/23	18668	DENNIS STUMPP	\$1,125.00
36351	01/24/23	18940	TENNANT SALES AND SERVICE COMPANY	\$329.58
36352	01/24/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$720.26
36353	01/24/23	21880	THURSTON REGIONAL PLANNING COUNCIL	\$42,108.00
36354	01/24/23	21950	TITUS-WILL CHEVROLET	\$1,774.81
36355	01/24/23	22010	ROTTERS INC.	\$283.69
36356	01/24/23	22235	TREW ENTERPRISE LLC	\$2,723.51
36357	01/24/23	22420	ALLEN WALTON	\$1,338.64
36358	01/24/23	23641	UNITED STATES TREASURY	\$35.50
36359	01/24/23	23660	UNITED WAY OF THURSTON COUNTY	\$466.00
36360	01/24/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67

36361	01/24/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
36362	01/31/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$988.92
36363	01/31/23	01360	ACT TRAFFIC SOLUTIONS INC	\$33,093.50
36364	01/31/23	01683	ALLENBAUGH & ASSOCIATES INC	\$1,937.95
36365	01/31/23	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$118.22
36366	01/31/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$159,182.14
36367	01/31/23	02828	AVAIL TECHNOLOGIES INC	\$236,048.90
36368	01/31/23	03465	BICKETT GERALD	\$65.91
36369	01/31/23	05320	CAPITOL CITY PRESS INC	\$24,612.59
36370	01/31/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$11,673.00
36371	01/31/23	06045	CITY OF LACEY	\$10,855.30
36372	01/31/23	06120	CITY OF OLYMPIA (UTILITIES)	\$2,823.75
36373	01/31/23	06760	COMMUNITY TRANSPORTATION ASSOC OF THE NW	\$605.00
36374	01/31/23	07220	CUMMINS INC.	\$9,222.31
36375	01/31/23	07919	DIAL DIMETRIUS	\$12.00
36376	01/31/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$382.11
36377	01/31/23	09180	EXPRESS SERVICES INC	\$2,393.06
36378	01/31/23	09662	FERRELLGAS LP	\$2,148.03
36379	01/31/23	10476	GALLO CLAUDIA	\$161.09
36380	01/31/23	10580	GENE'S TOWING INC	\$149.48
36381	01/31/23	10660	GILLIG LLC	\$9,078.47
36382	01/31/23	10759	GORDON TRUCK CENTERS INC	\$466.53
36383	01/31/23	11097	HART HEALTH AND SAFETY INC.	\$1,646.20
36384	01/31/23	11498	IBI GROUP	\$559.29
36385	01/31/23	11805	ITERIS INC	\$31,634.08
36386	01/31/23	11933	JESSE ORNDORFF	\$1,490.31
36387	01/31/23	12490	KING COUNTY DIRECTORS ASSOCIATION	\$7,276.86
36388	01/31/23	12875	KPFF CONSULTING ENGINEERS INC	\$2,897.10
36389	01/31/23	13893	MAUL FOSTER & ALONGI INC.	\$13,305.11
36390	01/31/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$802.11
36391	01/31/23	16966	POINT & PAY LLC	\$694.13
36392	01/31/23	16974	POMP'S TIRE SERVICE INC.	\$340.95
36393	01/31/23	17290	PUGET SOUND ENERGY	\$5,629.21
36394	01/31/23	17505	RAINIER DODGE INC.	\$1,011.98
36395	01/31/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$434.25
36396	01/31/23	18210	SME SOLUTIONS LLC	\$4,104.96
36397	01/31/23	18530	STANDARD PARTS CORP.	\$854.31
36398	01/31/23	18705	SUNBELT RENTALS INC.	\$3,972.61
36399	01/31/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,503.84
36400	01/31/23	21790	THURSTON COUNTY PUBLIC WORKS	\$300.79
36401	01/31/23	21950	TITUS-WILL CHEVROLET	\$1,751.02
36402	01/31/23	22420	ALLEN WALTON	\$301.13
36403	01/31/23	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$43,745.80
36404	01/31/23	24755	WA ST HEALTH CARE AUTHORITY	\$569,106.14
	01/03/23	ACH	AUTHORIZE.NET	\$224.54
	01/06/23	ACH	NEAL ALANA	\$62.38



01/13/23	ACH	GOULD JESSICA	\$220.75
01/13/23	ACH	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,158.77
01/13/23	ACH	ROMINES ROBERT	\$130.00
01/13/23	ACH	REINHARDT MICHAEL	\$405.00
01/13/23	ACH	TURNER DOUGLAS R.	\$50.00
01/13/23	ACH	VANI LORI F	\$20.00
01/18/23	ACH	DEPARTMENT OF REVENUE	\$2,281.80
01/20/23	ACH	YEE JONATHON	\$284.50
01/27/23	ACH	IT PROJECT ASSISTANCE	\$638.00
01/27/23	ACH	IT WELLNESS	\$593.00
			<b>\$4,396,762.45</b>

INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM 5-A  
MEETING DATE: February 15, 2023

**FOR:** Intercity Transit Authority  
**FROM:** Kerri Wilson, Walk N Roll Program Supervisor, 360-705-5855  
**SUBJECT:** Walk N Roll 2022 Annual Program Report

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1) **The Issue:** To share the 2022 accomplishments of Intercity Transit’s Walk N Roll youth education program.

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2) **Recommended Action:** For information and discussion.

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3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit’s overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.

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4) **Background:** Youth education program staff would like to share 2022 accomplishments. Intercity Transit’s Walk N Roll program is part of the agency’s Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. TAP funds (\$129,000 per year) have been secured for the 2022-2023 and 2023-2024 school years. Additionally, the Walk N Roll program secured TAP funding (\$258,000 per year for 2 years) through the 2026-2027 school year and \$660,498 for additional years extending through the 2028- 2029 school year.

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

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6) **Budget Notes:** The agency’s youth education work is funded with two permanent FTE positions and one ten-month AmeriCorps Volunteer.

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7) **Goal Reference:** **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #2:** “Provide outstanding customer service.” **Goal #4:** “Provide responsive transportation options within financial 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.”

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

# WALK N ROLL Youth Education

INTERcity  
TRANSIT

## 2022 Report

Walk N Roll events and activities encourage and educate youth to walk, bike, roll and ride transit for transportation.



McKenny's Traffic Garden



Learn-To-Ride Class



Great Olympia Bike Rodeo



Great Olympia Bike Rodeo



Youth Bike Challenge



Winter Bicycle Scavenger Hunt



Tumwater summer camp bike rodeo

- ◆ In partnership with Safe Kids Thurston County and the Olympia School District, we installed a permanent traffic garden at McKenny Elementary School. The garden is used to teach students bicycle and pedestrian safety skills during physical education classes and is open to the public when school is not in session.
- ◆ In partnership with Safe Kids Thurston County we installed five temporary traffic gardens for school and community events. At the Lacey Spring Fun Fair we provided balance bikes and scooters, along with bicycle safety instruction to over 100 youth participants.
- ◆ We held our first Learn-To-Ride class at McKenny Elementary School and taught five students how to ride a bicycle. This class gives students the skills they need to participate in their school's physical education bicycle safety program.
- ◆ In partnership with Safe Kids Thurston County, Target Zero, the Olympia Police Department, and the City of Olympia, we held the first Great Olympia Bike Rodeo. Participants visited seven stations where they learned and practiced bicycle safety skills, were fitted with a free helmet and received a bicycle safety check.
- ◆ We partnered with schools and youth organizations to hold six mini bike rodeo events.
- ◆ To encourage more youth participation in the Bicycle Community Challenge, we organized a bicycle scavenger hunt in February with 36 participants. For May we organized a Youth Bike Challenge that encouraged 60 youth to bike 10 days during the month.
- ◆ The Youth Walk Challenge encouraged 37 youth to get outside and walk at least 10 days in October.
- ◆ We partners with Safe Kids Thurston County to install a Sense of Place Walk around Garfield Elementary. Fourteen stations inspire youth to move their bodies while learning about their local environment, community and history.

# WALK N ROLL Youth Education

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Avanti Bicycle Education

◆ We established a new partnership with Avanti High School to teach students bicycle safety and maintenance skills as part of their physical education curriculum. During the Spring and Fall quarters 34 students participated in the class co-taught by Avanti's Physical Education teacher and Walk N Roll staff. All students received a refurbish bicycle.

◆ Summer Earn-A-Bike classes offered through Olympia Parks and Recreation taught 58 youth essential bicycle safety and maintenance skills through a series of hands-on activities and group bicycle rides on city streets. All participants received a refurbished bicycle, new helmet and lock.



Earn-A-Bike

◆ Online Earn-A-Bike classes allowed us to reach an additional 41 Thurston County youth and provide them with bicycle safety and maintenance education through a series of videos and quizzes. All students received a refurbished bicycle.

◆ We provided physical education teachers in Olympia and North Thurston school districts with support for their bicycle safety education program. Our support included assisting with classes, bicycle fleet maintenance, transporting bikes and providing helmets and teaching materials.

◆ Walk N Roll volunteers learned and practiced bicycle mechanic skills while volunteering 297 hours rebuilding 52 donated bicycles and performing safety checks on 92 bicycles. These bikes are given to youth who participate in our bicycle education programs.



Earn-A-Bike

◆ We helped six schools in the Olympia and North Thurston school districts organize monthly Walk N Roll to School events including celebrations for national Walk and Bike to School Days. These events encourage students and their families to walk, bike and roll to school reducing traffic congestion and improving air quality around the school.

◆ We provided transit education to four schools and community groups. Youth met a bus operator, toured a bus and learned why transit is important to our community.



Rolling Classroom



Walk N Roll to School



Lacey Spring Fun Fair

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: February 15, 2023**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** 2023 Procurement Project Plan

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1) **The Issue:** Provide an overview of planned procurement projects for 2023.

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2) **Recommended Action:** This item is for information and discussion.

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3) **Policy Analysis:** The Authority approves any contract over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2023.

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4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

Except for emergency purchases, all agency purchases in excess of \$3,500 must be competitively awarded. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also

significant stakeholder involvement. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2022 Procurement plan will be provided at the meeting. Many influences impact the flow of projects and the plan is adjusted as needed throughout the year.

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**5) Alternatives:** N/A

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

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**7) Goal References:** The 2023 project list represents all agency goals.

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**8) References:** 2023 Procurement Projects.

## 2023 Procurement Project Plan

Project Code	Description	Action
DEV-018	Bus Rapid Transit	Consultant Contract
DEV-032	NE Lacey Operation Terminal Facility	Consulting Contract
DEV-016	Transit Center and core customer info navigation	Consultant Contract
PL-013	Bus Stop Facility Improvements	Bid
DEV-008	Traffic Engineering Services	Contract
DEV-015	Transit Signal Priority	Administer
DEV-023	Smart Corridor phase 2 & 3	Advance
DEV-022	Innovative service zones study	Consultant Contract
DEV-014	Pattison Rehab & Expansion	Administer
DEV-026	Offsite parking	Administer
DEV-017	Satisfaction & Market Segmentation Survey	Contract
DEV-020	Community engagement	Consulting Contract
DEV-028	Large Urban Area Federal updates/Title VI	Support
VM-010	Staff Car (replacement) (2004 Toyota Prius)	Purchase
VM-013	Staff Car (replacement) (2004 Ford Taurus wagon)	Purchase
VM-025	Hybrid Bus Mid-Life Rebuild	On-Hold
VM-038	Maint Truck (replacement)	Purchase
VM-039	Facilities Trucks	Purchase
VM-044	DAL vans (replacement, partly grant funded) (28)	Purchase
VM-049	Driver Barriers	Facilitate
MA-005	Alternative Technology Project Management	Administer
MA-006	Alternative Tech Master Planning & Detail Design	Contract
IS-042	Facilities management software	Purchase
IS-046	Fleetnet Migration to My Avail	Contract
IS-050	ERP Research and Review (Consultant)	Contract
IS-049	DAL Scheduling SW Replacement	Implement
DEV-024	Martin Way P&R Express Bus direct access	Contract
DEV-031	OTC Pedestrian Crossing replacements	Contract
PL-015	Fixed Route Transfer Study	Consultant
PL-016	West Olympia Service Analysis	Consultant
PL-017	Service Performance & Reporting	Consultant
FAC-040	Bus Stop Enhancements/Facilities	Contract
FAC-098	Catch Basin Cleaning Contract	Contract
FAC-099	Elevator Maintenance Contract	Administer
FAC-106	Amtrak parking lot drainage engineering and repair	Contract
FAC-107	Amtrak parking lot maint service	Contract
FAC-111	Mobile Steam Cleaner	Purchase
FAC-112	Custodial Services	Administer
FAC-113	Landscaping Services	Administer
FAC-114	LTC rain gutter replacement	Implement
FAC-115	Amtrak Building Security System	Contract
FAC-117	Building Condition Assessment	Task Order
FAC-118	Building Condition Assessment - Amtrak	Task Order
FAC-119	Door System Assessment	Task Order
MC-028	Translation Services	Administer

1740	1740 - General Legal Services	Rebid
1932	1932 - Avail Maintenance Software Plan	Extend
1210	1210 - Security Camera Consultant	Extend
2207	2207 - Website Management	Extend
2134	2134 - Marketing & Communications Services	Extend
2119	2119 - State Legislative Advocacy Services	Extend
1917	1917 - Janitorial Services & Supplies	Extend
1906	1906 - Operations Uniforms	Extend
1904	1904 - Landscaping Services	Extend
1811	1811 - GovDelivery	Renew
1802	1802 - Federal Advocacy Services	Rebid
1810	1810 - Vehicle Wraps	Rebid
2018	2018 - ThermoKing/Bobcat Parking Lot	Administer



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: February 15, 2023**

**FOR:** Intercity Transit Authority  
**FROM:** Jonathon Yee (360) 360.705.5884  
**SUBJECT:** Roadmap to a Zero-Emissions Fleet

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- 1) **The Issue:** Update the ITA regarding our zero-emissions fleet transition study.
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- 2) **Recommended Action:** No action is required. This presentation is for information and discussion.
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- 3) **Policy Analysis:** To keep the ITA abreast of progress toward the development of a plan for the transition of the agency fleet.
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- 4) **Background:** Staff will share information about the agency's actions, both past and present, to reduce vehicle emissions, as well as discuss recommended future steps toward a zero-emission fleet.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Multiple projects supporting the future steps are included in the 2023 budget. Staff has initiated and plans to complete some of the budgeted work in the coming months.
- 
- 7) **Goal Reference:** **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."*
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- 8) **References:** N/A.