

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, March 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: 443-163-795#

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) | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| 2) | <b>STAFF INTRODUCTIONS</b>   | <b>10 min.</b> |
|    | A. <b>Operator Class 23-01</b> ( <i>Cameron Crass</i> )                          |                |
|    | B. <b>Jane Denicola, Customer Service Supervisor</b> ( <i>Joy Gerchak</i> )      |                |
| 3) | <b>PUBLIC COMMENT</b>  | <b>5 min.</b>  |
| 4) | <b>APPROVAL OF CONSENT AGENDA ITEMS</b>  | <b>1 min.</b>  |
|    | A. <b>Payroll for February: \$2,733,987.56</b>                                   |                |
|    | B. <b>Accounts Payable February: \$1,766,809.08</b>                              |                |
|    | • Warrants: \$1,751,195.93   |                |
|    | • ACH Payments: \$15,613.15  |                |
| 5) | <b>NEW BUSINESS</b>  |                |
|    | A. <b>Admin Building Surplus</b> ( <i>Katie Cunningham</i> )                     | <b>5 min.</b>  |
|    | B. <b>Driver Appreciation Video</b> ( <i>Cameron Crass</i> )                     | <b>20 min.</b> |
|    | C. <b>Vanpool Fare Structure Program Update</b> ( <i>Cindy Waterhouse</i> )      | <b>30 min.</b> |
|    | D. <b>Winter BCC Update and May BCC Event</b> ( <i>Duncan Green</i> )            | <b>20 min.</b> |
| 6) | <b>COMMITTEE REPORTS</b>   |                |
|    | A. <b>Thurston Regional Planning Council (Mar. 3)</b> ( <i>Debbie Sullivan</i> ) | <b>5 min.</b>  |
|    | B. <b>Transportation Policy Board (Mar. 8)</b> ( <i>Don Melnick</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> |

**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  
February 2023**

**Pay Periods:**

PP 03 (1/15/2023 - 1/28/2023)

PP 04 (1/29/2023 - 2/11/2023)

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/1/2023 ACH	New York Sate Q4	Q4	883.56
2/3/2023 ACH	PR DIRECT DEPOSIT	PP 03	853,813.15
2/3/2023 Chk# 36405	PR PAPER CHECKS	PP 03	1,927.30
2/3/2023 ACH	IRS	PP 03	139,372.92
2/3/2023 ACH	HEALTH SAVING	PP 03	92.59
2/3/2023 ACH	VANGUARD	PP 03	122,887.95
2/3/2023 ACH	PERS	PP 03	204,130.24
2/3/2023 ACH	DEF COMP	PP 03	31,347.56
2/3/2023 ACH	ICMA	PP 03	12,471.92
2/3/2023 ACH	CHILD SUPPORT	PP 03	1,457.21
2/17/2023 ACH	PR DIRECT DEPOSIT	PP 04	822,653.47
2/17/2023 Chk# 36512 - 36524	PR PAPER CHECKS	PP 04	19,460.56
2/17/2023 ACH	IRS	PP 04	136,862.50
2/17/2023 ACH	HEALTH SAVING	PP 04	92.59
2/17/2023 ACH	VANGUARD	PP 04	122,820.55
2/17/2023 ACH	PERS	PP 04	205,266.40
2/17/2023 ACH	DEF COMP	PP 04	32,337.93
2/17/2023 ACH	ICMA	PP 04	12,399.87
2/17/2023 ACH	CHILD SUPPORT	PP 04	1,457.21
2/28/2023 ACH	AFLAC	PP 04	12,252.08
<b>Total Payroll Disbursements</b>			<b>2,733,987.56</b>

**ACCOUNTS PAYABLE DISBURSEMENT LIST**  
**FEBRUARY 2023**

<b>Check No.</b>	<b>Reference Date</b>	<b>Vendor #</b>	<b>Payee</b>	<b>Amount</b>
36406	02/02/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$4,070.85
36407	02/07/23	01567	CANON FINANCIAL SERVICES INC.	\$5,255.80
36408	02/07/23	01624	ALLWEST TRANSPORTATION INC.	\$1,120.00
36409	02/07/23	01780	AMALGAMATED TRANSIT UNION 1765	\$96.00
36410	02/07/23	01895	ECOLUBE RECOVERY LLC	\$538.50
36411	02/07/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,529.01
36412	02/07/23	06120	CITY OF OLYMPIA (UTILITIES)	\$8,740.86
36413	02/07/23	07220	CUMMINS INC.	\$6,968.61
36414	02/07/23	07350	CW JANITORIAL SERVICE LLC	\$25,053.43
36415	02/07/23	09205	ERF COMPANY INC.	\$275.00
36416	02/07/23	09550	FAIRWAY COLLECTIONS LLC	\$25.21
36417	02/07/23	09662	FERRELLGAS LP	\$2,262.96
36418	02/07/23	10477	GALLS PARENT HOLDINGS LLC	\$1,795.28
36419	02/07/23	10580	GENE'S TOWING INC	\$173.92
36420	02/07/23	10660	GILLIG LLC	\$0.00
36421	02/07/23	10660	GILLIG LLC	\$8,291.46
36422	02/07/23	10759	GORDON TRUCK CENTERS INC	\$2,229.39
36423	02/07/23	10865	GREAT FLOORS LLC	\$9,628.95
36424	02/07/23	11100	HARTFORD LIFE AND ACCIDENT INSURANCE CO	\$137.35
36425	02/07/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,070.25
36426	02/07/23	11231	HERC RENTALS INC.	\$1,684.11
36427	02/07/23	11933	JESSE ORNDORFF	\$1,879.04
36428	02/07/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36429	02/07/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$2,770.93
36430	02/07/23	13726	M & S COLLISION LLC	\$4,217.36
36431	02/07/23	14334	MELLUM'S MOBILE SERVICE LLC	\$116.34
36432	02/07/23	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36433	02/07/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$626.90
36434	02/07/23	15123	NEXT LOAN	\$326.74
36435	02/07/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$306.57
36436	02/07/23	16699	PBS ENGINEERING & ENVIRONMENTAL INC.	\$13,334.66
36437	02/07/23	16969	POINT GRAPHICS LLC	\$450.73
36438	02/07/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$278.28
36439	02/07/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,340.86
36440	02/07/23	18097	SIERRA FUNDING INC.	\$293.58
36441	02/07/23	18210	SME SOLUTIONS LLC	\$6,862.92
36442	02/07/23	18530	STANDARD PARTS CORP.	\$1,628.31
36443	02/07/23	18540	STANTEC CONSULTING SERVICES INC	\$51,846.49
36444	02/07/23	18705	SUNBELT RENTALS INC.	\$908.44
36445	02/07/23	21950	TITUS-WILL CHEVROLET	\$2,138.92
36446	02/07/23	21985	TOTAL FILTRATION SERVICES INC.	\$504.07
36447	02/07/23	22010	ROTTERS INC.	\$376.56
36448	02/07/23	23641	UNITED STATES TREASURY	\$35.50

36449	02/07/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67
36450	02/07/23	24000	W. W. GRAINGER INC.	\$78.28
36451	02/07/23	24100	WA ST DEPT OF ECOLOGY 1	\$333.37
36452	02/15/23	16874	PITNEY BOWES RESERVE ACCOUNT	\$4,500.00
36453	02/15/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,224.28
36454	02/15/23	01405	ADVANCE GLASS INC.	\$1,540.57
36455	02/15/23	02060	AMERISAFE INC.	\$195.46
36456	02/15/23	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$59.11
36457	02/15/23	02565	ASPHALT PATCH SYSTEMS INC	\$141,265.00
36458	02/15/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$128,248.43
36459	02/15/23	03023	BACKUPIFY INC.	\$1,111.50
36460	02/15/23	03250	BATTERY SYSTEMS INC.	\$2,642.24
36461	02/15/23	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$141.75
36462	02/15/23	06040	CITY OF LACEY	\$1,221.29
36463	02/15/23	06365	CLOUDPWR LLC	\$3,066.00
36464	02/15/23	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,003.20
36465	02/15/23	06781	COMPUNET INC.	\$10,295.65
36466	02/15/23	07220	CUMMINS INC.	\$0.00
36467	02/15/23	07220	CUMMINS INC.	\$275.75
36468	02/15/23	07350	CW JANITORIAL SERVICE LLC	\$2,164.32
36469	02/15/23	07520	DAILY JOURNAL OF COMMERCE	\$192.50
36470	02/15/23	07619	DAVID S FOSTER	\$2,000.00
36471	02/15/23	07640	DAY MANAGEMENT CORP	\$4,330.12
36472	02/15/23	08060	DON SMALL & SONS OIL DIST CO INC.	\$3,521.46
36473	02/15/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$220.53
36474	02/15/23	09180	EXPRESS SERVICES INC	\$2,560.40
36475	02/15/23	09662	FERRELLGAS LP	\$2,819.60
36476	02/15/23	10251	FRUITION GROWTH LLC	\$13,141.40
36477	02/15/23	10580	GENE'S TOWING INC	\$630.00
36478	02/15/23	10660	GILLIG LLC	\$4,818.11
36479	02/15/23	10759	GORDON TRUCK CENTERS INC	\$815.43
36480	02/15/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,683.56
36481	02/15/23	11892	J ROBERTSON AND COMPANY	\$1,330.00
36482	02/15/23	11933	JESSE ORNDORFF	\$773.08
36483	02/15/23	11943	JOANNA GRIST	\$2,000.00
36484	02/15/23	12845	KNIGHT FIRE PROTECTION INC.	\$2,425.95
36485	02/15/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,428.00
36486	02/15/23	13485	LEMAY MOBILE SHREDDING	\$228.00
36487	02/15/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,264.02
36488	02/15/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,304.85
36489	02/15/23	15203	NORTHWEST CASCADE INC	\$13,415.20
36490	02/15/23	15560	OLYMPIA DOWNTOWN ALLIANCE	\$300.00
36491	02/15/23	16490	HAROLD LEMAY ENTERPRISES	\$925.25
36492	02/15/23	16595	PACIFIC POWER GROUP LLC	\$574.16
36493	02/15/23	16623	PALAMERICAN SECURITY INC.	\$74,294.93
36494	02/15/23	16966	POINT & PAY LLC	\$10.88
36495	02/15/23	17290	PUGET SOUND ENERGY	\$31,898.66
36496	02/15/23	17505	RAINIER DODGE INC.	\$508.05
36497	02/15/23	17580	RECARO NORTH AMERICA INC.	\$166.48

36498	02/15/23	17861	SAMBA HOLDINGS INC.	\$893.20
36499	02/15/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,001.08
36500	02/15/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$979.43
36501	02/15/23	18016	SENIOR ACTION NETWORK	\$300.00
36502	02/15/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
36503	02/15/23	18052	SHEA CARR & JEWELL INC.	\$34,805.46
36504	02/15/23	18066	SHI INTERNATIONAL CORP.	\$603.96
36505	02/15/23	18530	STANDARD PARTS CORP.	\$1,548.34
36506	02/15/23	18705	SUNBELT RENTALS INC.	\$646.65
36507	02/15/23	21950	TITUS-WILL CHEVROLET	\$1,806.39
36508	02/15/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$5,995.00
36509	02/15/23	22235	TREW ENTERPRISE LLC	\$5,315.20
36510	02/15/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00
36511	02/15/23	25909	WEX BANK	\$35,509.32
36525	02/16/23	21653	THE TRAVELERS INDEMNITY COMPANY	\$790.00
36526	02/16/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
36527	02/17/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
36528	02/17/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$121,244.93
36529	02/24/23	01624	ALLWEST TRANSPORTATION INC.	\$1,548.00
36530	02/24/23	01780	AMALGAMATED TRANSIT UNION 1765	\$18,872.75
36531	02/24/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,536.24
36532	02/24/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,381.37
36533	02/24/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$139,073.88
36534	02/24/23	02828	AVAIL TECHNOLOGIES INC	\$26,931.81
36535	02/24/23	04060	BUD CLARY OF YAKIMA INC	\$0.00
36536	02/24/23	04060	BUD CLARY OF YAKIMA INC	\$339,480.00
36537	02/24/23	05320	CAPITOL CITY PRESS INC	\$8,238.56
36538	02/24/23	06120	CITY OF OLYMPIA (UTILITIES)	\$64.04
36539	02/24/23	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$224.70
36540	02/24/23	07220	CUMMINS INC.	\$4,052.26
36541	02/24/23	09180	EXPRESS SERVICES INC	\$1,280.20
36542	02/24/23	09550	FAIRWAY COLLECTIONS LLC	\$25.21
36543	02/24/23	09662	FERRELLGAS LP	\$2,129.46
36544	02/24/23	09789	FLEETGENIUS LLC	\$82.33
36545	02/24/23	09961	FORMA CONSTRUCTION COMPANY	\$260,802.70
36546	02/24/23	10477	GALLS PARENT HOLDINGS LLC	\$509.83
36547	02/24/23	10660	GILLIG LLC	\$9,297.33
36548	02/24/23	10759	GORDON TRUCK CENTERS INC	\$478.25
36549	02/24/23	11933	JESSE ORNDORFF	\$1,034.78
36550	02/24/23	13484	LAMB AUDREY	\$49.42
36551	02/24/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36552	02/24/23	13726	M & S COLLISION LLC	\$3,508.90
36553	02/24/23	13893	MAUL FOSTER & ALONGI INC.	\$2,710.81
36554	02/24/23	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36555	02/24/23	14590	MOHAWK MFG & SUPPLY CO.	\$113.55
36556	02/24/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,311.23
36557	02/24/23	15123	NEXT LOAN	\$326.74
36558	02/24/23	16252	ONSPOT OF NORTH AMERICA INC.	\$1,538.32
36559	02/24/23	16595	PACIFIC POWER GROUP LLC	\$6.52

36560	02/24/23	16974	POMP'S TIRE SERVICE INC.	\$450.63
36561	02/24/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,455.24
36562	02/24/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,779.95
36563	02/24/23	18097	SIERRA FUNDING INC.	\$293.58
36564	02/24/23	18101	SIJ HOLDINGS LLC	\$233.54
36565	02/24/23	18210	SME SOLUTIONS LLC	\$2,089.82
36566	02/24/23	18530	STANDARD PARTS CORP.	\$760.24
36567	02/24/23	18668	DENNIS STUMPP	\$1,350.00
36568	02/24/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,893.66
36569	02/24/23	21950	TITUS-WILL CHEVROLET	\$1,411.48
36570	02/24/23	22420	ALLEN WALTON	\$1,259.25
36571	02/24/23	23641	UNITED STATES TREASURY	\$35.50
36572	02/24/23	23660	UNITED WAY OF THURSTON COUNTY	\$468.00
36573	02/24/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67
36574	02/24/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
36575	02/24/23	25858	WESTCARE CLINIC LLC PS	\$340.00
	02/01/23	ACH	AUTHORIZE.NET	\$175.77
	02/03/23	ACH	GOULD JESSICA	\$184.34
	02/03/23	ACH	KIATTIPAT-AGUINAGA SUTARAT	\$227.25
	02/03/23	ACH	MACMILLAN DANIEL	\$220.75
	02/10/23	ACH	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,886.88
	02/16/23	ACH	DEPARTMENT OF REVENUE	\$6,935.35
	02/24/23	ACH	ALLEN JEANA	\$10.00
	02/24/23	ACH	ALFONSO CHRISTOPHER	\$280.00
	02/24/23	ACH	BERGKAMP EMILY	\$25.00
	02/24/23	ACH	BROWN LAURIE A.	\$30.00
	02/24/23	ACH	CARRANZA MARCOS	\$55.00
	02/24/23	ACH	CRASS CAMERON	\$290.00
	02/24/23	ACH	CROW TOMMY	\$35.00
	02/24/23	ACH	DEAN STEVE A.	\$40.00
	02/24/23	ACH	DICKENS GEORGE E.	\$20.00
	02/24/23	ACH	WATERHOUSE CYNTHIA	\$190.00
	02/24/23	ACH	FONSECA RENEE E.	\$20.00
	02/24/23	ACH	FREEMAN-MANZANARES ANN	\$68.81
	02/24/23	ACH	GERCHAK AMANDA JOY	\$285.00
	02/24/23	ACH	GILPIN JASON	\$275.00
	02/24/23	ACH	GREEN DUNCAN	\$50.00
	02/24/23	ACH	HEINEMEYER ZACHARY R.	\$10.00
	02/24/23	ACH	IT PROJECT ASSISTANCE	\$646.00
	02/24/23	ACH	IT WELLNESS	\$605.00
	02/24/23	ACH	JONES JUSTIN	\$5.00
	02/24/23	ACH	KURBEGOVIC NARCIS E.	\$70.00
	02/24/23	ACH	LARITZ BENJAMIN	\$265.00
	02/24/23	ACH	LINDEMEIER SEAN	\$15.00
	02/24/23	ACH	NUNN LISA	\$395.00
	02/24/23	ACH	ORTIZ RALPH	\$30.00
	02/24/23	ACH	PAUL DENISE	\$120.00
	02/24/23	ACH	SAVAGE DANIEL	\$25.00
	02/24/23	ACH	SHAIRULLA AFZAL	\$10.00

02/24/23	ACH	SOLOMON DEBRA	\$30.00
02/24/23	ACH	SPOLTMAN JEROME	\$130.00
02/24/23	ACH	STEVENS GRANT	\$100.00
02/24/23	ACH	THOMAS HENRIETTA	\$5.00
02/24/23	ACH	THORNE JEFFREY	\$325.00
02/24/23	ACH	YARBER ANTHONY E.	\$20.00
02/27/23	ACH	MCPHERSON ALEXANDRA J.	\$251.50
02/27/23	ACH	UPSON NICOLA J	\$251.50
			<b><u><u>\$1,766,809.08</u></u></b>



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

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Administration Building Surplus

- 
- 1) **The Issue:** Whether or not to declare items remaining in the Administration Building as surplus.
- 
- 2) **Recommended Action:** Declare the items listed in Exhibit A as surplus.
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- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare property valued over \$5,000 as surplus to our needs prior to disposition.
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- 4) **Background:** Intercity Transit staff will soon be completely moved out of the current Administration Building and into the new fully furnished Administration and Operations (AdOps) facility. Staff is requesting the Authority declare the building, building components, and any remaining Administration Building contents as described in Exhibit A as surplus. Any items left in the Administration building following completion of the move will be surplus to our needs. Intercity Transit will work with Ehli Auctions, our contracted auctioneer, to conduct a competitive on-line public auction of all remaining items to achieve the highest rate of return. Any items not sold in this manner will be appropriately disposed of and the building will be demolished. The total value of the items listed in Exhibit A is estimated at \$3,424,621.
- 
- 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.
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- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
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- 7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*
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- 8) **References:** Exhibit A – Administration Building Surplus – March 2023.

**EXHIBIT A**  
**ADMINISTRATION BUILDING SURPLUS - MARCH 2023**

<b>ADMINISTRATION BUILDING ITEMS - FIXED ASSETS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL #/ SERIAL #</b>	<b>QTY</b>	<b>EST. FAIR MRKT UNIT VALUE</b>	<b>EST. TOTAL VALUE</b>
1	PATTISON STREET FACILITY	NA	1	\$3,415,330	\$3,415,330
2	BOARDROOM DESK UNIT	NA	1	\$500	\$500
3	PATTISON MEZZANINE ADDITION	NA	1	\$2,500	\$2,500
4	HVAC SYSTEM @ PATTISON	NA	1	\$2,500	\$2,500
5	HVAC FOR SERVER ROOM	NA	1	\$250	\$250
6	AMPLIFICATION EQUIPMENT	NA	1	\$5	\$5
7	COIN COUNTER JET SORT W/LIFT TRAY	14601067604215-4601 EBS	1	\$5	\$5
8	2006 HVAC UNITS	NA	1	\$500	\$500
9	EMERGENCY GENERATOR	NA	1	\$2,500	\$2,500
10	SERVER ROOM	NA	1	\$5	\$5
11	MOBILE OFFICE (12X48)	6240	1	\$500	\$500
12	GEO EXPLORER XH 2008 SERIES	4843483242	1	\$5	\$5
13	ADA RAMP ENHANCEMENT @ PATTISON	NA	1	\$5	\$5
14	CONCRETE AGENCY SIGN AT PATTISON	NA	1	\$1	\$1
15	FAREBOX ROOM	NA	1	\$5	\$5
16	DAL OFFICE IMPROVMTS	NA	1	\$5	\$5
17	CASH DISPENSING SAFE/AUTOBANK-OTC	NKL D8C/V1-SP2012014067	1	\$5	\$5
<b>ANY ADDITIONAL BUILDING ITEMS</b>					
14	Any and all building contents and items not included on the fixed asset list, which may include but is not limited to: doors, door hardware, filing cabinets, shelving units, tables, chairs, office supplies, cubical partitions, desks, various bins, etc.	NA	NA	To be determined via auction.	To be determined via auction.
<b>TOTAL ESTIMATED SURPLUS VALUE</b>					<b>\$3,424,621</b>

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

**FOR:** Intercity Transit Authority

**FROM:** Cameron Crass

**SUBJECT:** Transit Driver Appreciation Day - Bus Camera Overview

- 
- 1) **The Issue:** Staff will provide an overview of Intercity Transit’s mobile camera systems and share footage highlighting “a day in the life” of an Operator.
- 
- 2) **Recommended Action:** This item is for your information.
- 
- 3) **Policy Analysis:** It is our privilege to highlight the talents of our Operators.
- 
- 4) **Background:** Over the years, the Authority authorized the purchase and installation of cameras on all buses and DAL vehicles. Staff will provide an overview of the existing systems and highlight some footage to show “a day in the life” of an Operator.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** This item is for information only.
- 
- 7) **Goal Reference:** **Goal #3:** *“Maintain a safe and secure operating system.”*
- 
- 8) **References:** N/A.

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

**FOR:** Intercity Transit Authority

**FROM:** Cindy Waterhouse, Vanpool Manager, 705-5829

**SUBJECT:** Vanpool Program Update

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- 1) **The Issue:** Provide an update on Vanpool Services.

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  - 2) **Recommended Action:** This is an informational item. No action is required.

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  - 3) **Policy Analysis:** The Vanpool Manager provides updates to the ITA at least once a year, and more often as requested.

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  - 4) **Background:** Intercity Transit's vanpool program is 41 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT). We currently have 133 active vanpool groups, with a goal of 181 active vanpool groups, which matches the pre-pandemic number of active groups in 2019.

Our vanpool program serves 1,057 commuters and includes 343 volunteer drivers. The program removes more than 795 cars off our congested roadways each commute day. The average vanpooler saves \$9,000 annually over driving alone, and our marketing efforts are highlighting save money, stress less and Ride Share.

In 2021, we were awarded a WSDOT Regional Mobility Grant (Business to Business Vanpool Marketing) in the amount of \$220,000 with required local match of \$55,000. This funding was used to purchase Vanpool Management software. The total software cost was \$298,102. The software was implemented in 2022.

In 2022 we had 212,856 passenger trips, a 16% increase over 2021. Commuters traveled 2,230,425 miles in our program in 2022, a 36% increase over 2021. Vanpool programs nationwide have been impacted by the pandemic.

Retired vanpool vans support our Community Van and Surplus Van Grant programs, removing cars off the road and supporting non-profits in our community, providing transportation for their programs.

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

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6) **Budget Notes:** Passenger fares for 2022 totaled \$441,965. Direct costs for the vanpool program were \$1,602,526 (vanpool division expenses, salaries and wages, fuel, and maintenance). In 2022, passenger fares recovered 28% of direct operating costs.

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7) **Goal Reference:** **Goal #1:** *“Assess the transportation need of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*

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

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

**FOR: Intercity Transit Authority**

**FROM: Duncan Green, BCC Specialist, 705-5874**

**SUBJECT: 2023 Winter Bicycle Challenge and BCC Update**

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1) **The Issue:** Brief the ITA on the results of the 2023 Winter Bicycle Challenge, and progress on the 36<sup>th</sup> Annual Bicycle Commuter Challenge coming up in May.

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

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3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

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4) **Background:** The Winter Bicycle Challenge (WBC), which runs the full month of February, set records again in 2023, despite some seriously wintry weather! This year, a record 379 people participated in the event. We rode 27,756 miles (a little shy of last year's 28,800) on a record total of 2,854 days, introducing many people to the benefits of bicycling even in winter, and adding to participants' and our community's health and well-being. Thirty people won prizes in random drawings held each week during the event.

Preparations are ongoing for the 36<sup>th</sup> Annual BCC in May, including our kick-off event, the Earth Day Market Ride, on April 22 (Earth Day) this year, and Bike to Work Day on Thursday, May 18. This year's theme for the BCC will be a little more whimsical in hopes of lightening peoples' mood: The image will be a great horned owl (photographed in my front yard), with the theme "Whoooo is Going to Ride Today??"

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's eighteenth year administering this countywide event. For the fifteenth consecutive year, Duncan Green is directing the BCC and related efforts. He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

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6) **Budget Notes:** The cost of the Bicycle Community Challenge is largely staff time for one position. The annual budget for the BCC is \$25,000.

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7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

# Thurston Regional Planning Council (TRPC)

## AFTER MEETING SUMMARY

March 3, 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 April 7, 2023, Council meeting will be remote with an option for members to attend in person if they cannot attend remotely.

### Federal Transportation Funding Update

Brittney Kohler and Kyle Funk, National League of Cities, presented on opportunities and strategies for potential funding since the Bipartisan Infrastructure Law (BIL) was signed by President Biden on November 15, 2021

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11653/A6\\_NLC-TIS-2023-March-Meeting-Notes](https://www.trpc.org/DocumentCenter/View/11653/A6_NLC-TIS-2023-March-Meeting-Notes).

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

Transportation Manager Katrina Van Every updated the Council on six proposed amendments to the Regional Transportation Plan (RTP). The proposed amendments include the following:

- Remove Log Cabin Road Connection (City of Olympia)
- Add SE Olympia Street Connectivity Study (City of Olympia)
- Add NE Lacey Operation Terminal Facility (Intercity Transit)
- Add Alternative Fuel Infrastructure Project (Intercity Transit)
- Update to a five-year plan cycle (TRPC staff)
- Add Transit safety performance measures (TRPC staff)

Staff recommends adopting all proposed amendments except removing the Log Cabin Road Connection until such time as the Southeast Olympia Street Connectivity Study or some other study demonstrates that the project is not needed, or a viable alternative warrants its removal.

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

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11654/A7\\_-RTP-TRPC-Presentation](https://www.trpc.org/DocumentCenter/View/11654/A7_-RTP-TRPC-Presentation).

### Climate Mitigation Update

Senior Planner Allison Osterberg provided an update on the implementation of the Thurston Climate Mitigation Plan. The Plan looks at ways our region can reduce local contributions to climate change through greenhouse gas emissions. TRPC partnered with Thurston County, and the cities of Lacey, Olympia, and Tumwater, to develop the Plan.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11652/A9\\_Climate\\_TRPC-Presentation\\_03032023](https://www.trpc.org/DocumentCenter/View/11652/A9_Climate_TRPC-Presentation_03032023).

### Report from Outside Committee Assignments

Council member Wheatley was unable to attend the meeting but provided a written report 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/11655/PSRC-GMPB-3-2-23>.

**Other attachments:** [Senate Bill Report SB 5002](#)

[Virtual Meeting in March Regarding State's Next Airport – Online Open House March 1 – March 22, 2023](#)



**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**February 13, 2023 – Virtual Meeting**

**CALL TO ORDER**

Chair Smit called the virtual February 13, 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; Ursula Euler; Betty Hauser; Jeremy Mott; Lloyd Peterson; Doug Riddels; Edwina Waehling; Rachel Weber, and Eliane Wilson.

**Absent:** Trina Bell; Ty Flint; Alejandro Garcia; John Gear; Marie Lewis; Marilyn Scott, and Allison Spector.

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

**APPROVAL OF AGENDA**

It was M/S/A by LLOYD PETERSON and CLAIR BOURGEOIS to approve the agenda.

**INTRODUCTIONS**

Smit introduced Authority member, JUSTIN BELK, as the ITA representative attending the meeting.

**MEETING ATTENDANCE**

- A. February 15, 2023, ITA Meeting – Clair Bourgeois
- B. March 1, 2023, ITA Meeting – Marilyn Scott/Jeremy Mott
- C. March 15, 2023, ITA Meeting – Allison Spector/Nicole Smit

**MOTION TO APPROVE MINUTES**

It was M/S/A by DOUG RIDDELS and CLAIR BOURGEOIS to approve the January 9, 2023, minutes.

- A. **PATTISON REHABILITATION AND EXPANTION PROJECT UPDATE** – *(Steve Krueger & Jonathon Yee)* Krueger introduced himself as the Deputy Director of Procurement and Capital Development. After many years the completion of the Pattison Expansion and Rehabilitation project is now within sight. In procurement they are often told to begin with the end in mind and so he shared a rendering of the finished project once the south parcel construction is complete. Now that the south parcel design is complete, a logistics plan formulated, and construction funding approved they are now poised to kick off the phase IV south parcel construction to close out the project. In 2018 IT entered into an interagency agreement with DES to serve as the project manager. DES is authorized to lead a General Contractor Construction Manager (GCCM) process and the methodology is ideal for projects

that require operations to continue during construction. Stantec was awarded the Architectural and Engineering (A & E) contract in May 2018 to refresh the Master Plan. That contract included the option to execute the Master Plan which was exercised. Forma was contracted to serve as GCCM in 2019. The GCCM collaborates with the A & E firm and provides value engineering and constructability review. When they got to 90% design a maximum allowable construction cost contract is negotiated with the GCCM. They are agreeing to build the building at not more than that amount. If there is any savings as a result it is retained by the agency. IT got over \$2M in savings on the north parcel as a result of this process. In 2020 Forma broke ground and despite all the challenges with Covid, IT received occupancy in January of 2023. From the onset they knew the existing maintenance building was not adequately sized for the current or future fleet. They decided to relocate the fueling, bus wash and facilities functions so that it would free up space and allow the facility to be modernized. Throughout the process they worked to incorporate the Fuel Wash Facility (FWF) and the Walk N Roll (WNR) program that had been downtown for a few years. The Master Planning process revealed a new administration building would be more cost effective than remodeling the old building. The new building satisfies programming needs for the next 40 years. Prior to this construction phase we had completed the fuel storage tank project. That construction work was done in 2018 along with some stormwater galleries. The project included frontage improvements along Pattison and Martin Way in 2019 including a new traffic signal. The WNR program was included in the FWF, and they have moved into the building. The old building is anticipated to be vacated in March and we will hand it off to Forma so they can begin the south parcel project work.

Jonathon Yee introduced himself as the Director of Fleet and Facilities and indicated he would speak to the south parcel remodel and rehabilitation. The property is split into two parcels. He shared that although the site is small considering all of the activity required to take place on it, construction impacts as they built the new building were fairly moderate using the GCCM process to maintain operations and the partnerships formed with the contractors and design firm working together during that process. IT hasn't missed a day of service and they hope to move that success forward into the next phase. The next portion is the remodel and rehabilitation of the south parcel will be more complicated in terms of site usage supporting our operations and supporting construction. They will complete a remodel of the existing maintenance facility and replace the concrete for the south parcel along with new stormwater facilities. The work will begin spring 2023 and is anticipated to go until mid to late 2025. They will be demolishing the current administration building. Currently all of the electrical comes through that building so they will need a new feed for the maintenance building. It will come off Pattison and will include a new back-up generator. This will involve some trenching and underground work. They will switch over to that feed before any other work continues. Staff was just notified that it will be impacting parking on the west side of the maintenance building to accommodate some of PSE's work. Once the new electrical service is in, they will move over to the hill where the current admin building sits. Forma will begin prepping for demo of the building and sky bridge. In the end the area where the current admin/ops facility sits will be staff parking. There will be a new retaining wall (gravity wall) placed alongside the old admin building. The blocks sit on each other and are locked together by gravity. On the west side, where the visitor parking lot is currently located, will become a new storm water infiltration gallery. They will then resurface the entire parking lot and will also be laying the groundwork for EV charging in the employee lot. The lot will be surrounded by fences with an access gate on Pattison. While doing all that work, they intend to start some work within the maintenance building. There will also be another stormwater gallery in the employee parking lot to the west side of the maintenance building. Once they have approval

from the City employees can begin parking onsite again. Our ability to provide parking for Operations and Maintenance staff that must work on site is extremely tight, especially at shift change. Our focus is attempting to support those employees to the greatest extent possible. Once they are done on the hill they move to the east side of the property and replace all the concrete on the SE side as well as install another stormwater infiltration gallery. It is a large 18' to 20' deep hole while they put in the stormwater structures to allow the water to flow in and then settle into the ground. He pointed out a red square in the middle of the presentation where they will have a metal structure. They will be setting footings for a temporary structure to be used while they remodel the old building. Once done with the east side then they move techs, fleet staff and inventory into the metal structure. It will have walls and doors. Then the maintenance building will be turned over to the construction crews, and they will be replacing all electrical, plumbing and repurposing current bays and the bus washes into work bays. Then the last phase is landscaping and the final bits of paving which are slated to last another 40 years. That is what the next few years of our lives will look like. It will be a lot of teamwork to move buses around the property to keep service on the street. He shared a quick look at some calculations on increased usable square footage. The initial square footage reflected the initial building design, which was constructed to support 80 vehicles.

Departments	Current SQFT	Proposed SQFT	Percentage Growth	Current Work Bays	Proposed Work Bays
Facilities	935	4,395	470%	1	5
Automotive	2,350	8,037	342%	2	6
Coach	6,350	8,935	141%	5	7
Inventory	2,900	5,165	178%	350 = 700 SQFT	235 = 705 SQFT
Fuel & Wash	6,320	7,680	122%	2 F & 2 W	2F & 2 W
Detailing	0	5030		0	3

Yee shared some highlights including they are adding seven additional lifts so almost all bays will have a lift, a high-capacity inventory storage, high-capacity tire storage and repurposing the current facilities maintenance bays into dedicated training/rebuild space. The metal shop will be used for about a year. There will be a handful of bay doors and the inventory team will also be in there. It will be about 140' x 170' and they might have a little bit more workspace than before. At the end of the project they will strip the skin off and the doors and will have the ability to cover the whole surface with solar panels.

*Krueger and Yee answered questions.*

*Jeremy Mott – asked if there was an option for any pervious paving.*

*Yee – shared that they have maximized their use of pervious surface and they can't have the surface failing under the buses, but there are several pervious spaces throughout the project.*

*Eliane Wilson – inquired if they provided for future adaptation to electric or fuel cell.*

Yee – responded that we are currently in the midst of an alternative fuels study to provide information regarding the most effective and practical path. There is a cast in place utility trench where they have space set aside for future technology. Either way they will need it near the fueling bays. They will be able to pull the lids off and lay it in there. In addition there is some space on the east side of the property for future technology. There is space to handle one or the other but he doesn't know if they can incorporate both. The agency is working with PSE to evaluate the grid in the area to get an idea of the electrical capacity available to IT and what their plans are for the future. This allows staff to build in costs for any substations over and above what is available today. Inside the shop they are redoing the electrical and if we end up with hydrogen electric the fueling system will be accommodated. They're incorporating some of those changes now so it won't impact them in the future. They are bringing down all electrical 18" from the roof. They are trying to prep for some of the other ventilation requirements but they are not incorporated in this design because they haven't made a decision as of yet.

*Nicole Smit* – asked if the hydrogen is delivered into tanks or if it would be made onsite.

Yee – indicated there are different ways to do that. Some are producing on site and some are getting it delivered. The majority that need small amounts are producing it onsite. Staff has visited some agencies in CA that have larger liquid storage onsite with massive tanks to fuel their fleet. They visited Sunline Transit and they are almost exactly the same size as IT's coach fleet and a little smaller on DAL and they are making it work producing onsite. They are also adding onsite storage tanks.

**B. 2023 PROCUREMENT PLAN UPDATE** – (*Steve Krueger*) Krueger shared that his procurement team was with him tonight including Michael Maverick, Tammy Ferris, Katie Cunningham and Jeff Peterson. Each year procurement provides a high-level overview of projects of interest and shares how they connect to the Strategic Plan and agency Goals.

**Goal 1** - Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

*End Policy* - Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

Ready access to consulting services contracts and staff will work to award a suite of consultant contracts to assist Development and Planning with such budgeted projects as the BRT Project; Innovative Service Zones Study, Fixed Route Transfer Study, West Olympia Service Analysis, and Service Performance Reporting.

Most immediately they will start by rebidding the Nelson Nygaard short and long-term strategic planning contract that includes other consultants for various disciplines that Development and Planning can pull from.

Wayfinding which is the art, science and technology needed to better help the ridership more efficiently and intuitively navigate a transportation network. This year they expect to award a consultant contract to assess the transportation network and formulate a Wayfinding

solution specific to the agency's system and afterwards they will contract with a systems integrator to implement the solution.

**Goal 2** - Provide outstanding customer service.

*End Policy* – Customers, staff and the broader community will report a high level of satisfaction.

Adding more bus stops and enhancing bus stops to support rear door boarding certainly speaks to outstanding customer service. The 2023 budget includes includes \$4M+ to accommodate rear door boarding. Procurement is also working to award a new bus shelter contract as well.

Last year the agency refreshed the landscaping at the OTC to harmonize with the new building. This year will include replacement of the old pavers on the transit island and at transit center crossings that are trip and fall hazards, as well as the pedestrian crossing on the NW corner of Olympia Avenue and Washington Street.

With the recent pandemic the importance of high-quality cleaning and sanitation have proven to be important. The janitorial service provider continues to shine and this year staff will ask to extend the contract with CW Janitorial for the final year of their contract.

Making sure facilities are inviting and the community can take pride in their use involves landscape services. Staff has been pleased with the current supplier and looks to extend the contract with American Landscape Services for the final year.

**Goal 3** – Maintain a safe and secure operating system.

*End Policy* – Focus on the continual improvement for the safety and security of all customers, employees and facilities.

The north parcel work is now complete and staff is now turning their attention to the south parcel which is the last phase of the Pattison Expansion and Rehabilitation project. This involves renovating and modernizing the existing maintenance building and demolish the old administration building to make way for additional employee parking as well as complete other related site work on the south parcel. The work is scheduled to start this spring and finish by late summer of 2025.

To better protect drivers, staff will assist to get protective barriers in coaches.

Maintaining safe and secure operations requires the assistance of security guard services. Last year they expanded coverage and awarded a new contract to PalAmerica which will be up for renewal in the fourth quarter of this year.

Various catch basin cleanings throughout the enterprise need to be cleaned regularly and this year procurement is developing a replacement contract with access to a variety of service providers to satisfy this need.

A number of repairs and improvements are planned for the Centennial Station this year and staff will be providing contracting services to achieve them including parking lot engineering

and draining repair, restroom remodel and repairs, and adding access control and monitoring technology.

**Goal 4** – Provide responsive transportation options within financial limitations.

*End Policy* - Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our community.

Last December, Via Mobility's scheduling technology was selected to replace the RouteMatch software the DAL program has used since 2006. The Via Mobility solution complements the newly implemented CAD/AVL technology and the migration to this new platform is expected to be complete over the next several months.

Smart Corridors aims to implement infrastructure improvements and efficiencies to alleviate congestion and the Transit Signal Priority project serves as a great example whereby collaborating with our government partners will enable our buses to have passage through the busiest and most congested corridors to help buses stay on schedule. Procurement contracted with Traffic Engineering Consultant Iteris who is assisting with the project and is available to assist with advancement of other Smart Corridor projects.

A gateway roundabout proposed for NE Lacey will support the operation terminal facility for future BRT service on the eastern end of the Martin Way corridor. Procurement's role will be working to onboard an Architectural and Engineering firm to provide preliminary engineering, analysis and design, environmental right-of-way planning for a bus terminal facility anticipated to be located at Meridian/Martin Way vicinity. This project is anticipated to be partially grant funded but local funding may be used to position the project for a larger FTA competitive request.

**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.

*End Policy* - Resources will be used efficiently to minimize the negative impact on the environment and the community and, to the extent possible efforts will be pursued that integrate or otherwise align with broader sustainability goals.

Last fall Procurement competitively awarded a consulting contract to widely recognized industry leader CTE which is the acronym for the Center for Transportation and the Environment. CTE is tasked with studying IT's system and to formulate a roadmap to zero emissions. The result of their analysis is targeted for completion this summer, after which Procurement expects to contract with an architectural and engineering consultant to design an alternative fuel infrastructure for the Pattison site Master Plan.

**Goal 6** – Encourage use of our services, reduce barriers to access and increase ridership.

*End Policy* – Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.

Included in the Long Range Plan is the goal to incorporate a BRT, or bus rapid transit. The One is the four-year demonstration project that launched in November 2019 and provides limited stop, high performance bus service between the Martin Way Park and Ride to the Capital Mall. A BRT is designed to reduce travel time along the most heavily traveled corridors during weekday peak commute hours. During peak times buses will serve the corridor at established stops every 15 minutes with nearly 30 daily trips in each direction. Next is to conduct a high performance BRT Light program implementation study. This preliminary corridor review includes alternatives evaluation/analysis, environmental analysis, preliminary engineering and cost estimates and programmatic plan for federalizing the project which is expected to be a multi-year study. Most immediately they endeavor to hire a consultant to help in preparing a road map for funding and implementation and contingencies.

**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.

*End Policy* – Work with governmental entities, educational institutions, businesses, not-for-profit community partners and customers to facilitate great mobility options as well as educational and socio-economic opportunities in our community.

In early 2021 IT was awarded a WSDOT Regional Mobility Grant (RMG) to construct improvements at the Martin Way Park and Ride. The improvements include a “bus only” direct access from the northbound I-5 on-ramp into the Park and Ride, a new bus stop that’s placed adjacent to the on-ramp, and related facility updates to improve operational safety and speed up service. The construction contract award recommendation was approved by the ITA on February 1 and work is targeted for completion by this summer.

**Goal 8** – Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.

*End Policy* – Promote community, organizational and individual resiliency.

Since 1986 IT has been using the FleetNet software platform to manage the administration systems. FleetNet was acquired by Avail Technologies in 2017 and the agency recently implemented Avail’s CAD/AVL solution. The FleetNet user interface is outdated and Avail recently announced they are terminating support of the FleetNet platform effective July 1, 2023. Consequently, this year the agency will be migrating to Avail’s Enterprise Transit Management software. Along the way, the agency seeks to partner with a highly qualified and experienced consultant to help determine if the agency should stay the course with MyAvail or if it would be better served to migrate to a completely different Enterprise Resource Planning (ERP) solution.

The existing general legal services contract will reach the end of its life in March. They expect the replacement contract will be awarded prior to expiration of the existing contract.

Keeping all agency properties in good working order is a challenge. This year staff will work with facilities to obtain a qualified consulting firm to perform a 30 year major maintenance assessment for all properties and buildings to help inform and devise an asset management plan.

Facilities is also looking to acquire a related facility management software solution to assist with their maintenance work.

Last year Maul Foster & Alongi was awarded a contract to support Marketing and Communications efforts and the agency will be extending the contract another year. The ITA recently authorized an additional \$350k in funding for continued recruitment efforts, vanpool marketing, and strategic communications.

To help promote the vanpool program staff has contracted with Western Graphics to install and maintain vehicle wraps and the ITA recently authorized additional funding for the existing contract but it will reach the end of its life this summer so they will be rebidding later this year.

Kruger added that they find their work fascinating. He gave a shout out to his team and shared that he is thankful and grateful to be working with them and IT as a whole.

*Krueger answered questions.*

*Doug Riddels* – shared that he is new to the committee so doesn't have a good sense but his initial impression is that he was surprised at how many of the functions are being handled by contracted third parties. He asked if there was a regular process or policy for periodic reevaluation of those that are best kept in house versus contracted out.

*Krueger* – indicated a good example would be security guard services. There are many pressures to outsource the work. It is typically what most agencies try to do as much as possible is farm out the work.

*Freeman-Manzanares* – added that the agency evaluates if the work is best done internally or if it is best to contract out. There are many factors to consider in the evaluation process. Expertise, coverage or duration of activities, financial impacts. We have experimenting bringing services such as landscaping in-house and realized that contracting was a better option. The interest is also looking at how to responsibly deliver service to the community.

*Jeremy Mott* – had nearly the exact same question and added that he is curious when a contract is inked and signed and that is what the contractor adheres to if the CAC input in any way is fed into the contract specifications.

*Krueger* – shared that the ITA listens to the feedback that the CAC provides and has input in everything the agency does. A lot of the feedback is in the strategic plan and as well as the agency goals. They then incorporate those elements into the contracts just like they would when looking for FTE's. If they are looking to accomplish something they are not currently accomplishing, then they have the conversation about what that would take and if that is a full time employee or contracted services. They are often specialists like engineers, designers, or architects. The agency doesn't have enough work for an FTE. When they have projects and need those specialists they contract. For bus stops they have conversations about what makes sense around planning, and they talk about access and equity. The desire to have a bus stop as close to someone's business or home and how that may negatively impact moving people through the community. They look at how all of those things balance and then make good decisions that go into planning policies or



directives that then trickle down to how the bus stop program comes together. Many staff attend the CAC and ITA meetings to listen to comments and suggestions.

*Nicole Smit* – asked if those contracts are subject to public records requests.

*Krueger* – indicated they are.

## **CONSUMER ISSUES**

- *Clair Bourgeois* – indicated she has noticed a lot of promotion on the vans. She asked if there are plans in place to support van drivers in the event of an emergency when they can't take the van back home. She also inquired about the status of the Olympia Transit Center building that looks abandoned and what the plan is for it going forward. Some people suggested it be used as a store so folks can get something to eat.

*Bergkamp* – shared that vanpool program has a guaranteed ride home. Sometimes it is provided by their employer or they use an Uber or Lyft and get reimbursed. Employers offer it as a benefit and vanpool works with them if they don't have it as a benefit. The original OTC building is still being utilized. The operations supervisors have an office upstairs and are looking at converting space for training functionality. There is an office that is only accessible from the outside being used by the Familiar Faces crisis response team. They work with the houseless population and work to help connect them to services.

- *Doug Riddels* – shared that the old building may feel old and tired but it is in fact a lovely building and that façade is the welcome that most people see walking up to the space. The welcome sign is not out right now. Another idea might be to repurpose it to one of those non-profit agencies that deal with the homeless population. It would just seem from his naïve perspective that it is not being adequately utilized as a public facing façade that looks like a missed opportunity or one that is not being realized.

*Freeman-Manzanares* – shared that the facility opened in 1994. It was remodeled during Covid so staff could utilize the space and make sure they have adequate space for Operations Supervisors, Security, and Customer Service staff. It is a beautiful facility and was a great spot to highlight community art during Artswalk. Staff and our design team did have conversation about supporting a coffee shop or someone activity to further support our customers but that the site is tight and our workspace and the ability to service regional bus service providers and their customers was the focus. We also want to respect existing local business, but the bottom line was the lack of space.

- *Eliane Wilson* – shared that she was on the bus a week ago at the OTC and unfortunately a fight erupted in the back of the bus. She was impressed by how calm the driver was. The only thing that wasn't clear was what they should be doing as customers. She got out and waited for the next bus. It was apparent he wasn't going to leave. The situation demonstrated the need for crisis response.

*Bergkamp* – added that she will let driver know. Also, she indicated she would like to follow up and get a sense of how that situation went so they can improve their process.

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- *Jeremy Mott* – inquired about a plan to remove the bike boxes at the transit center and what went into that. He also shared a compliment that over the MLK weekend he was riding another system and their buses were dirty. The wash and detail people at IT do a great job.

*Freeman-Manzanares* – indicated one of the directions they got from the FTA was not allowing there to be opportunities for people to hide things that might be harmful in our older style bike storage. Making sure that the facility is as safe as possible for both employees and customers who use it daily. That means good lines of site. There is a lot of glass at the facility so they have that kind of transparency and there are always eyes on the property. There is lighting and there are cameras in our new bike locker area.

*Clair Bourgeois* - seconded that their buses are the cheapest and the cleanest. The community needs to be proud of the bus system.

*Yee* – added that he will pass the compliment along to staff.

*Edwina Waehling* – thanked staff for all their hard work. She inquired about getting regional transportation across the Nisqually onto JBLM and hopes the agency can work with others regionally.

*Freeman-Manzanares* – indicated there are so many pieces to this and asked if vanpool might be something that would work for some individuals needing access to the base. She shared that they built the OTC to be a regional mobility site hoping to bring regional services in and we are fulfilling that purpose with Greyhound and Flixbus. That is exciting as it was the goal. There is a bigger conversation that needs to happen with the CAC and the ITA on how the agency provides regional service. Planning will likely have a deeper conversation about how the agency delivers service to Pierce and how people connect from there to King County and beyond. Time is money for everybody, and the more time spent in traffic back-ups on I-5 means less time they can spend getting people back and forth or delivering local service and that is a real concern.

*Edwina Waehling* – added that the Flixbus being at the OTC with the security guards makes people feel safe. She has shared that information with several people for regional travel.

*Freeman-Manzanares* – shared that Steve worked on those contracts and maybe he can reach out to see what they are doing to advertise their own service since they are a private contractor. In addition, the agency is working with WSDOT regarding HOV lanes and the work they are doing to enhance I-5 and they continue to have conversations about what IT can do to provide benefit on I-5.

*Doug Riddels* – indicated his wife used to commute to the VA hospital at American Lake and was there when the Amtrak train went off the rails. Traffic was diverted through Ft. Lewis. Maybe transit could work on getting access to those roads.

*Freeman-Manzanares* – that would be more in Pierce Transit's wheelhouse since the base is in their service area. It is our understanding that providing service on base was not a great model but perhaps delivering individuals close then having a shuttle service of those with access might work better. It has been tried in the past with not much success but there is always the possibility.

*Stackpole* – shared that it was something that Pierce looked to in the past. There were difficulties coordinating with the Department of Defense and everyone riding the bus had to have military ID. There were issues with speed and reliability for people who didn't have ID because they had to get off the bus and it created difficulties. They did work with JBLM and were funded for a shuttle that could operate at the gate and provide transportation.

*Clair Bourgeois* – shared that she rode the bus to JBLM to the hospital from Olympia and it took two hours and three buses to get there and another two hours to get back home. If it was a little more functional that would be great.

*Nicole Smit* – indicated that he emailed customer service about stop #313 at Jefferson because the stop is on the south side of the shelter and it's not one of IT's shelters. It is opaque and the bus comes from the north side of the shelter and he got a response from Rob. Nice to be able to communicate with staff that way too.

## **REPORTS**

- **February 1, 2023, ITA Meeting** – Harrison Ashby shared the ITA completed committee assignments and elected a chair and vice-chair. They authorized contracts for marketing and communications, graphic design, vehicle wraps, janitorial services and supplies, and construction access and facility improvements at the Martin Way Park and Ride. They also authorized funding to complete Phase IV Pattison south parcel construction.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
  - The Winter Bicycle Challenge is happening now with 273 riders logging miles and they have already ridden 11k miles in first 2 weeks in February. Contact us if you need to reach Duncan who coordinates the BCC. The program provides support and prizes for those that use their bikes for any trips replacing a trip in a vehicle. He is an artist and wonderful photographer and is just about done with this year's theme.
  - Youth Education is hosting an Open House at their new facility March 7 from 3-6 pm. Come explore the bike shop and learn about bicycling as a practical form of transportation. They are expanding to some high school programming and are excited about that. They are always looking for volunteers. Nancy will send out the official invitation once it is complete.
  - The agency is forever on the hunt for new operators to join IT. Class 2206 graduated February 3<sup>rd</sup> and the agency is happy to have five new operators on the road. They have 11 new operators who started their eight week training class last Monday. They are just about breaking even with operators and it is a lot of work. They are hoping to have some larger classes they just need more candidates.
  - Staff held a graduation ceremony for class 2001 who graduated in 2020 and couldn't have a celebration due to the pandemic. They let it go almost 3 years but figured out how to keep everyone safe and paused our celebrations. They finally held a celebration to acknowledge those 13 individuals.
  - Staff is working diligently to get fully moved into the new Pattison facility. They are still waiting for some equipment to move operations, and DAL into the new building. They have a lot of folks working hard to get everything packed and into new facility. They will be out in the spring and it will be turned over to Ehli's Auction house and then to Forma so they can demolish the facility. Everyone is looking forward to getting through the next two and a half years to have a facility to support the community for the next 40 years.
  - State Legislature is in session and they are monitoring several 2023-2025 biennium projects. They have several projects recommended with high scoring through WSDOT. At

this point they need to ensure that they remain in the budget. They have a little over \$5M in the budget for the maintenance facility rehabilitation project that will complete the funding package for that project; RMG prioritization project list for rear door boarding, and real time passenger information deployment that's upgrading 55 additional bus stops to facilitate rear door access and deploying real time travel information devices at 17 locations. Also rehabilitating three critical bus zones at the Olympia Transit Center for \$1.2M, and then zero emissions alternative fuels demonstration project that is scheduled to follow our work with CTE to purchase three alternatively powered buses to use on selected routes along with fueling facility infrastructure that is a total of \$10.3M for a four year period so that is two biennium. It is a project they applied for under the WSDOT Green Transportation grant program. They are looking at alternative fuel as a demonstration project again. This one would be for two alternatively fueled vehicles and they have \$6.8M in project funding. They also have one more for bus and bus facilities project that is for the E. Martin Way roundabout preliminary engineering to prepare for right-of-way and then construction at that facility to prepare for BRT along with improved access for walkers, bikers and transit users for \$850k.

- There is a lot going on in vanpool right now too. In January they formed 10 new vanpool groups. They are starting to get their legs underneath them post-covid and seeing what shakes out for employers and their employees. There are four vans going to the new Costco south of Tumwater. Also vanpool coordinator Magic was accepted into the ACT Impact Leadership program that recognizes, supports, and develops leaders in Transportation Demand Management. There are only 15 people selected nationwide for the program. Vanpool staff sent 138k mailers out to every business and resident in Thurston County that includes the new fare structure the CAC helped get to the ITA. It helps make the service available to a broader audience. The goal is to get people to work and reduce congestion.
- They are looking for creative ways to reach out to folks to let them know that this is a fantastic career opportunity including benefits with the state retirement system, 6.2% matching 401k and 457 program, along with great sick and vacation benefits. They are partnering with WorkSource in a consolidated hiring effort conducting interviews and testing. There will be staff from human resources, and operations and hopefully get them into the process quickly.
- There was another hero moment on Friday January 20<sup>th</sup> when operator Ted Depoe was notified that there was an unresponsive individual, he jumped out of the bus, and did compressions until the paramedics arrived. He then went right back to driving the bus. We praise him for his efforts and are so proud of the amazing group of people who work at IT!

Nicole Smit - inquired about Dash funding.

Freeman-Manzanares - indicated don't have the number of operators to support the service at this time.

Clair Bourgeois - shared kudos for the agency adding some service in the March service change.

Freeman-Manzanares - responded that it is inching in the right direction. Our focus is to get back to pre-covid levels of service and then move beyond in fulfillment of our long range plan. It is important to us to only advertise the service we can fully support as opposed to having to cancel service. That is not a good way to serve customers. Definitely need to balance

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that with what we can do reliably. Planning recently shared they have 74% of pre-covid service on the street and they are at 76% of pre-covid ridership.

Justin Belk – asked if that is 76% of pre-covid ridership of the nice little boosted number in 2020 when they went fare free.

Freeman-Manzanares – indicated it is. It is a very good number considering that we added 24% service in 2019, adding service in NE Lacey in March 2020. It would likely be a much larger number if we didn't count the expansion to NE Lacey, and then Zero Fare. It is all moving in the right direction just slower than anticipated due to the impacts of COVID, the economy and workforce realities.

**NEXT MEETING: March 20, 2023.**

**ADJOURNMENT at 7:16 pm.**

Prepared by Nancy Trail [https://intercitytransitwamy.sharepoint.com/personal/ntrail\\_intercitytransit\\_com/Documents/CAC/Packets 2023/February 13/February 2023 CAC Minutes.docx](https://intercitytransitwamy.sharepoint.com/personal/ntrail_intercitytransit_com/Documents/CAC/Packets%2023/February%2023%20CAC%20Minutes.docx)