

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, April 19, 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: 698 545 383#

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) | STAFF INTRODUCTIONS | 15 min. |
| | A. Operator Class 23-02 (<i>Cameron Crass</i>) | |
| | B. Noelle Gordon, Development Assistant (<i>Peter Stackpole</i>) | |
| | C. Jennifer Houk, Finance Manager (<i>Jana Brown</i>) | |
| | D. Morgan Hagquist, DAL Travel Training Coordinator (<i>Kevin Karkoski</i>) | |
| 2) | APPROVAL OF AGENDA | 1 min. |
| 3) | PUBLIC COMMENT | 5 min. |
| 4) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
| | A. Minutes – March 1, 2023, and March 15, 2023, Regular Meetings | |
| | B. Payroll March: \$4,285,727.83 | |
| | C. Accounts Payable March: \$2,817,396.40 | |
| | • Warrants: \$2,809,363.24 | |
| | • ACH Payments: \$8,033.16 | |
| 5) | NEW BUSINESS | |
| | A. Schedule 2024-2027 TIP Public Hearing (<i>Jessica Gould</i>) | 5 min. |
| | B. On-Call Engineering Services Support Authorization Martin Way
Park & Ride Construction (<i>Eric Phillips</i>) | 15 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (Apr. 7) (<i>Debbie Sullivan</i>) | 5 min. |
| | B. Transportation Policy Board (Apr. 12) (<i>Don Melnick</i>) | 5 min. |
| | C. Community Advisory Committee (Apr. 17) (<i>Nicole Smit</i>) | 5 min. |
| 7) | INTERIM GENERAL MANAGER’S REPORT | 5 min. |
| 8) | AUTHORITY ISSUES | 10 min. |

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.

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 1, 2023

CALL TO ORDER

Chair Gilman called the March 1, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

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

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jonathon Yee; Emily Bergkamp; Heather Stafford Smith; Peter Stackpole; Dena Withrow; Steve Krueger; Cindy Waterhouse; Pat Messmer; Jessica Gould; Jeff Peterson; Ramon Beltran; Daniel Van Horn; Zach Heinemeyer; Kyle McPherson; Tammy Ferris; Steve Swan; Michael Maverick; Jason Aguero; Joy Gerchak; Amanda Collins; Drew Goffeney; Brian Nagel; Jana Brown; Kevin Karkoski; Taylor Slobojan; Amy Meierhoff.

Others Present: Jeff Myers, Legal Counsel; Jeremy Mott, Community Advisory Committee.

APPROVAL OF AGENDA

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

STAFF INTRODUCTIONS

- 1) **Amanda Collins, Executive Assistant** (*Ann Freeman-Manzanares*)
- 2) **Taylor Slobojan, HR Assistant** (*Heather Stafford*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: February 1, 2023, and February 15, 2023

NEW BUSINESS

A. General Legal Services Contract. Procurement Coordinator, Jeff Peterson presented a contract award for General Legal Services. The current general legal

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services contract expires March 31, 2023. Staff released a request for proposal for general legal services on January 20, 2023. A single response was submitted by the due date of February 13, 2023. The submittal is determined to be responsive. The evaluation team reviewed the response and recommended proceeding with a contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich.

The firm is our current general legal services provider. The firm was founded in the early 1980's and focuses on representing cities, counties, and special purpose districts throughout Washington State. The principal attorney proposed, Jeff Myers, has represented Intercity for the past four years. Mr. Myers is also counsel to other local agencies, including Olympic Region Clean Air Agency, LOTT Clean Water Alliance, and TCOMM 911.

Based on the positive interactions with Intercity over the past several years a fair and reasonable rate of \$235 per hour for the primary Partner representative and \$200 for a Senior Associate, staff recommends awarding a contract for general legal services to this firm as it will maintain continuity and avoid disruption on any open case.

It was M/S/A by Sullivan and Pierce to authorize the General Manager to execute a contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to represent Intercity Transit for a period of one year, with options to renew annually for a total contract period not-to-exceed March 31, 2028.

- B. DAL/Bus Buddy/Travel Training Update.** Dial-A-Lift Manager, Kevin Karkoski, provided an update on the DAL services, Travel Training and Bus Buddy Program. DAL, Travel Training and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

Karkoski provided statistics on Fixed-Route:

- All buses have wheelchair ramps and kneel for each of boarding.
- All buses have on-bus voice and text announcement for each stop.
- IT is committed to ongoing bus stop accessibility improvements.
- Operators are Passenger Service and Safety Certified to provide quality customer service for all.

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Karkoski reported on Public Transportation and our aging population:

- 10,000 people turn 65 per day and one third has a disability.
- We outlive our ability to drive by 7 to 10 years.
- Non-drivers seek out transportation options, many unfamiliar with public transportation which poses a transportation quandary.

Karkoski reported on the Travel Training Program:

- Travel Training teaches independent bus travel.
- Individualized, origin to destination trip planning and training on Fixed-Route.
- Orientation to all aspects of bus travel.
- Mobility device training.
- Creates relationships with bus riders for continued assistance as needs change.

Karkoski reviewed the Bus Buddy Program:

- Bus Buddy is an experienced or trained bus rider.
- The program provides free support to seniors, people with disabilities, fixed income and others riding public transportation.
- The program assists individuals by enhancing their mobility, increasing their independence and maintaining their independent living.
- Individuals are matched with an experienced or travel trained Bus Buddy.
- Bus Buddy travels with the individual on single trips or on a continual basis.
- Bus Buddy Program partners with Catholic Community Services and Washington Department of Transportation.

Karkoski reported on the Dial-A-Lift program:

- DAL is an ADA mandated service for people whose disability prevents them from riding Fixed Route.
- Clients apply for eligibility and recertify every three years.
- Services $\frac{3}{4}$ of a mile beyond the boundaries of Fixed Route.
- Is a shared ride service.
- DAL eligibility requirements are:
 - Client is unable to board, ride or exit a ramp-equipped bus without assistance.
 - Needs to use a ramp but it cannot be deployed safely at their bus stop.
 - Has a disability that prevents travel to/from a bus stop under certain conditions.
 - Categories of eligibility are Unconditional, Conditional or Temporary.
- 2022 Eligibility Statistics:
 - Total clients: 3,485

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- Total DAL Applications: 1,122
- Full eligibility: 48%
- Conditional: 12%
- Temporary: 35%
- Ineligible: 5%
- Recertification: 50%
- Functional assessments: 225
- Recertifications: 559
- 2022 DAL by the numbers:
 - Trips: 126,952 – 10% increase from 2021
 - On time performance – 96%
 - Total phone calls – 67,851 – 8% increase from 2021
 - 95% customer satisfaction rating
- 2021 Travel Training Cost Avoidance
 - Approximately 650 DAL trips diverted to Fixed Route through travel training.
 - \$50 Average cost of 1-way ADA trip
 - -\$6 Average cost of 1-way Fixed Route trip
 - \$44 Cost difference between ADA and Fixed Route
 - \$28,600 Approximate cost avoidance

Karkoski answered questions.

- C. **Martin Way Park-and-Ride Project Update.** Eric Phillips provided an update on the Martin Way Park-and-Ride Direct Access Regional Mobility Grant Project. The Martin Way Park-and-Ride is a key location for transit service. The need for a direct access connection for buses to enter the facility more efficiently is an identified project in the agencies' adopted Transportation Improvement Program and is listed as a regionally significant project in *What Moves You* – the Regional Transportation Plan. The Martin Way Park-and-Ride facility updates will improve the safety of our operations by eliminating unsignalized left turns and reduce scheduled trip times eliminating circuitous routing getting into and out of the Park-and-Ride. The changes will result in more direct service and a reduction in schedule times for Olympia Express trips.

To advance this direct access construction project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) from WSDOT to design and construct improvements at the Martin Way Park-and-Ride including a “bus only” direct access into the existing facility and a new “flyer” bus stop that would allow buses to stop on the NB on-ramp to board riders rather than deviate into the Park-and-Ride. Additional improvements are also designed and part of the site changes proposed with the current grant project. This project update will review overall progress, construction schedule, and final steps. Improvements are scheduled for completion later this year and expected to be operational by this fall (September 2023).

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- D. Purchase Additional Transit Signal Priority Equipment.** Eric Phillips presented the purchase of additional transit signal priority equipment. In July 2016 Intercity entered into a contract with ACT Traffic Solutions to provide equipment supporting the Transit Signal Prioritization implementation aspect of the regional Smart Corridor project. Equipment purchased will be installed on all Intercity Transit fixed route coaches and at project intersections along the designated corridors.

In October 2021 Intercity Transit onboarded Iteris Inc. to support the implementation of TSP as part of the regional Smart Corridor implementation project. The project is moving forward with support from our regional partners which includes installing TSP equipment on our entire fleet and at project intersections.

The required project equipment will be purchased utilizing our agreement with ACT Traffic Solutions Inc. which distributes the Emtrac system. Purchases continue to be made using multiple purchase orders in accordance with the terms and pricing under our current contract and in coordination with our partner agencies.

The staff recommendation is to increase the total approved contract authority by an additional \$140,000 so Intercity Transit may purchase the remaining TSP equipment, components, and support from ACT Traffic Solutions Inc. The equipment purchases for this project are supported by an FTA grant up to the 80/20 share and local funds. Some of the grant funds are specific to the TSP equipment and are separate from an additional grant award supporting the implementation support for Smart Corridors.

It was M/S/A by Melnick and Belk to authorize the General Manager to purchase additional transit signal priority equipment utilizing the existing contract with ACT Traffic Solutions Inc., providing an additional \$140,000 for new purchases, inclusive of taxes, to the previously approved contract authority.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

Nicky Upson and Ally McPherson attended the American Public Transit Association Marketing and Communications Conference and shared that the keynote speaker highlighted Intercity Transit in his presentation sharing a photo of a bus at the Olympia Transit Center and the Zero Fare Just Get On and Go head sign. It is a compliment when others share good words about positive things happening at Intercity Transit and in our community.

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Staff successfully navigated the snowy and icy days. There were zero vehicular accidents, however, there were some slips and falls and we don't want to minimize that. Snow and ice are tricky, and frequently presents differently from one event to another. Freeman-Manzanares expressed thanks to the Operations and Fleet and Facilities Maintenance groups for their outstanding response.

Intercity Transit has been asked to participate in a video highlighting the benefits of L&I's "Stay at Work Program." This Program reimburses employers for some of their costs when they provide temporary, light-duty jobs for workers while they heal. Research shows that the longer an injured employee remains away from work, the longer their healing process and the harder it is for them to return. We are happy to be recognized by the Department of Labor and Industries as great partners in this program and look forward to seeing the promotional video about their Stay at Work program featuring IT employees filmed onsite at IT.

IT participated in the WorkSource for a Coach Operator Recruitment last week and we are very pleased with the outcome. IT advertised the event via radio, at movie theaters and in print ads. Freeman-Manzanares gave a big shout out to the Human Resources team: Amy Zurfluh, Hannah Toulme, Amy Meierhoff, Alana Neal, Pam Hayes, Taylor Slobojan and Heather Smith; and the Operations team: Emily Bergkamp, Dena Withrow, Cameron Crass, Kevin Karkoski, Benny Sandberg and Gavin Kramer for working so hard to make this event happen. With this event and direct applications, there were 70 candidates.

Classes are scheduled in April and June, and the more Operators we can hire, the sooner we return to pre-COVID levels of service and move forward with the expansion of service the community desired as part of Proposition 1. If you know of anyone looking for a terrific job serving the community, with good pay and benefits, refer them to www.intercitytransit.com.

February 28 was the last day of the Winter Bicycle Challenge, and now staff prepares for the Bicycle Community Challenge in May.

The Youth Education Walk N Roll Open House is on March 7 from 3:30 to 6 p.m. at our Walk N Roll Education Center located on Martin Way near Pattison Street.

Freeman-Manzanares had the opportunity to meet with Congresswoman Strickland's staff March 1 and we are thankful for her and her staff's support. IT is receiving a \$1.8M grant to enhance rear door bus stop access. This project will enhance accessibility and safety for everyone and has the benefit of increasing the speed and reliability of our service.

AUTHORITY ISSUES - None.

EXECUTIVE SESSION:

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Chair Gilman recessed the meeting at 7:01 p.m. to go into an Executive Session to discuss the qualifications of an applicant for public employment as allowed by RCW 42.30.110(1)(g).

Attending Executive Session: Clark Gilman, Justin Belk, Debbie Sullivan, Carolina Mejia, Sue Pierce, Don Melnick, Mark Neuville, Ann Freeman-Manzanares, Heather Stafford, Jeff Myers, Pat Messmer.

The Authority came out of Executive Session at 7:30 p.m. and reconvened into regular session.

Select GM Recruitment Committee and Interim General Manager. General Manager Ann Freeman-Manzanares shared her intent to retire and her last day serving as General Manager is March 31, 2023. The Authority is responsible to appoint a new General Manager, and until such time, select an Interim General Manager. Pursuant to Section VII, 7.1 of the Authority Bylaws, the Authority Chair may designate an ad hoc committee, subject to confirmation by the Authority, to work with human resources to develop a recruitment process to recommend candidates for appointment as the next General Manager to the full Authority Board.

Chair Gilman led the Authority in selecting an ad hoc committee of the Authority to serve as a GM Recruitment Committee and to select an Interim General Manager.

Gilman appointed Melnick, Sullivan, Vazquez and Belk to the GM Recruitment Committee and each agreed to serve. Gilman said the recruitment and hiring process will be conducted by Intercity Transit's internal Human Resources Division. The hiring process will include a national search, and a search within the transit industry emphasizing the values of equity, opportunity and access.

Vazquez said the Authority conducted a robust discussion about conducting a fair process that provides equal access to the opportunity to lead this organization for internal and external candidates who want it to be inclusive, equitable, and fair. The selection committee will ensure this is a process that will result in the most qualified candidate to lead Intercity Transit.

It was M/S/A by Pierce and Mejia to appoint Melnick, Sullivan, Vazquez and Belk to the GM Recruitment Committee.

Gilman appointed Operations Director, Emily Bergkamp, as Interim General Manager for an eight-month period beginning April 1, 2023. The appointment includes a 10% out-of-class pay increase during this timeframe.

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It was M/S/A by Melnick and Sullivan to appoint Emily Bergkamp as Interim General Manager for an eight-month period beginning April 1, 2023. This appointment includes a 10% out-of-class pay increase.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:55 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 19, 2023

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 15, 2023

CALL TO ORDER

Vice Chair Belk called the March 15, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

Members Present: Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce.

Members Excused: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Yelm Councilmember Brian Hess; Labor Representative Mark Neuville.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jonathon Yee; Emily Bergkamp; Peter Stackpole; Dena Withrow; Steve Krueger; Cindy Waterhouse; Pat Messmer; Jessica Gould; Ramon Beltran; Daniel Van Horn; Steve Swan; Joy Gerchak; Brian Nagel; Jana Brown; Nick Demerice; Katie Cunningham; Cameron Crass; Jane Denicola; Duncan Green; Nancy Trail.

Others Present: Jeff Myers, Legal Counsel.

Vice Chair Belk moved to staff introductions until a quorum of the Authority was in place.

STAFF INTRODUCTIONS

- A. **Operator Class 23-01** (*Cameron Crass*)
- B. **Jane Denicola, Customer Service Supervisor** (*Joy Gerchak*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Payroll for February: \$2,733,987.56**
- B. **Accounts Payable February: \$1,766,809.08**

NEW BUSINESS

- A. Admin Building Surplus.** Procurement Coordinator, Katie Cunningham, presented items for surplus. 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.

It was M/S/A by Melnick and Mejia to declare the items listed in Exhibit A as surplus.

- B. Driver Appreciation Video.** Fixed-Route Manager, Cameron Crass, provided a series of videos taken from the buses highlighting four instances where Operators went above and beyond driving a bus, and displaying Operators' quick response in some situations that prevented a fatal outcome.

Video 1 showed an Operator avoided colliding with a cyclist that was thrown into the road immediately in front of a traveling bus.

Video 2 showed an Operator avoiding colliding with a cyclist who was crossing the road, not within a designated crossing area, and fell off their bike.

Video 3 showed an Operator responding to a toddler who wandered into the middle of a busy road, while parents chased after them.

Video 4 showed the response of an Operator who was out of service and returning to the bus yard when she noticed a pedestrian on a bridge, climbing the rails, and getting ready to jump. The Operator stopped her bus and immediately assisted the person and detaining them until law enforcement could assist, ultimately saving the life of a person in crisis.

- C. Vanpool Fare Structure Program Update.** Vanpool Manager, Cindy Waterhouse, provided an update on the Vanpool Program. Vanpools, Community Vans and the Surplus Van Grant Program are supported by Vanpool Coordinators Riley White and Magic Aguinaga, Vanpool Outreach Coordinators Kyle McPherson and Zach Heinemeyer, and the team is supported by Commuter Services Assistant Alihaundra Borja.

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Vanpools consist of three or more people who share a similar commute to work or school, pay a low monthly fare based on individual daily round trip miles traveled or a daily trip fare, whichever fare is the lesser amount. Daily trip fares are not calculated based on miles traveled but by the trip. Often times employers choose to subsidize vanpool and pay all or a portion of their employees' fares. Intercity Transit provides the van, fuel, insurance and maintenance.

At the end of 2021, the ITA approved a simplified fare structure offering eight price points and a daily trip fare to encourage employees working hybrid work schedules to start or continue to Vanpool. Flat rate fares began in January 2022. Staff manually calculated and processed invoices for our customers. Then the ITA approved the purchase of Vanpool Management Software to support the fare structure and the implementation was completed in December 2022. Fare payments are received electronically through a payment portal which integrates with the software. Automatic payments are an option for customers. Employer subsidy payments are accepted through the payment portal or by direct transfer to IT's bank.

In 2022, there were 65 new vanpool groups, 337 new riders and 4,351 daily trips. The daily trips are a significant indicator of the success of the fare change. These trips are traveled by employees who work hybrid work schedules.

Waterhouse shared work data related to the trips in the miles and the groups with comparisons between 2019 and 2022.

- 2021-2022 Trips increased 16%
- 2021-2022 Miles Traveled increased 36%
- 2021-2022 Groups - slight change (134-133)
- 2019-2022 Trips decreased 57%
- 2019-2022 Miles Traveled decreased 28%
- 2019-2022 Groups decreased 27%
- Summary - Vanpool groups are at 74% of pre-pandemic stats

Prior to the fare structure change in 2021, the ITA Directive was to recover 100% of costs. From 2013 to 2018 the cost recovery was at 100% and it dropped to about 94% in 2019. The decreased revenue in the cost recovery is directly related to the pandemic and the simplified fare structure. There was also an 8% increase in expenses between 2019 and 2022, and this is related to increased expenses for maintenance, fuel, salaries and vanpool incentives.

Waterhouse shared the features of Trip Spark, the new vanpool software. The vanpool staff has worked over the past year to update customer information and prepare for complete implementation to include customer and employer education to use the required software. This software has improved our customer experience, improving the overall administration of the program and provided effective data for ongoing success.

Potential customers can explore the right matching features to find a vanpool without any commitment or entering personal information. Waterhouse showed a few examples. If someone is interested in joining or starting a vanpool group they need to sign into the software and provide information, more details about their own commute and some personal information.

The sign-up screen is the beginning of starting up a profile, but also allows somebody to explore and they can start entering some of their personal information and get more specific information about routes that are available. They can explore without feeling like they're making a commitment. Once signed up, they can sign in and complete a user profile. People interested are required to sign a participation agreement.

Customers can store their payment methods, their routing number for an electronic check, or their information about their credit card. They can also enable the automatic payment option. This is especially useful for soldiers, working on Joint Base Lewis McCord. Waterhouse shared different views of the statement and emails sent to participants.

Waterhouse showed what monthly ridership looks like. Every group has a vanpool leader, and they complete a form along with odometer readings for the month, and this data is used to calculate the fares for each individual. The fare calculations are programmed into the software, which also generates statements. IT offers incentives to vanpool riders - the first month of vanpool commuting is always free for every customer.

- Recruitment incentives are offered for referrals to Vanpool
- Person referring receives \$100 Amazon gift card/referral
- In 2022 there were 216 referrals, totaling \$21,600
- Subsidize 1st Month Free, totaling \$15,945
- Subsidy and incentives applied to matching fund expenditures for WSDOT RMG Business to Business - \$55,000 local match
- There were 216 referrals in 2022.

Vanpool customers are required to commute to or from Thurston County, and sometimes this requirement is connected to the vanpool route instead of to each customer. There's an exception to the rule - A vanpool route can begin or end outside of Thurston County but still qualify for service because they have a pickup or a drop off within Thurston County. An example of this would be someone who works at JBLM, but they live in Mason County, and they leave Mason County, and they pick somebody up in Thurston County and they all continue on to the base.

- Thurston-Thurston County commute = 15%
- Thurston - Other County commute = 43%
- Other County - Thurston commute = 26%

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- Other = 16% that technically touches in the middle

We also serve eight counties: Grays Harbor, Lewis, Thurston, King, Pierce, Mason, Kitsap and Cowlitz.

Top Ten Employers:

- 1,057 vanpoolers participated in 2022
- 129 different employers
- 36 employers are Washington State Agencies
- 258 employees Washington State agencies combined
 - 175 employees JBLM
 - 120 employees Hardel Plywood
 - 56 employees Boeing
 - 55 employees Lacey Fire Department
 - 32 employees Costco Corporate and Distribution Center
 - 25 employees Bates Technical College
 - 21 employees Pierce County
 - 20 employees Intercity Transit
 - 18 employees Federal Detention Center
 - 16 employees Hands on Children's Museum

Subsidizing Employers:

Bangor Trident Base, Boeing, Centralia Physical Therapy, Chang Thai Cuisine City of Tacoma, Corwin Health Physics, Costco, Fairway Mortgage, Federal Detention Center, FEMA, Hands on Children's Museum, Intercity Transit, JBLM, Kaiser Permanente, Kenworth, Lacey Fire Department, Madigan, MultiCare, PACCAR, Pace Edwards, Pierce County, Puget Sound Naval Shipyard, SeaTac international Airport, Setina Manufacturing, Tacoma Public Utilities, Transportation Security Administration.

Invoicing for employers is processed differently. The software does not process that for us, so once the vanpool group submits their monthly report, the vanpool staff manually calculates the subsidy due from the employer and prepares the statements. The employer receives the statements through an email which includes the payment portal link along with instructions to access the software TripSpark. Waterhouse showed what a statement looks like for one of our employers.

Waterhouse shared that six cobranded vanpools started in 2022. A cobranded vanpool has somebody else's logo on it, and this promotes by encouraging employers to subsidize. Our customers like that the company they work for is noted on the side of their van. *Cheng Thai Cuisine; Centralia Physical Therapy; Centralia College; Fairway Mortgage; Hands-On Children's Museum; Corwin Health Physics.*

Waterhouse gave a shout out to WSDOT for allowing IT to use the regional mobility grant funds to purchase vanpool management software. The total software cost was \$289,102 and the grant funding was for \$220,000. In 2022, IT was awarded a vanpool investment program marketing grant for \$55,000. This is a new part of the VIP grant in 2022 and we use this funding for a promotional mailer. IT was also awarded the DOT VIP grant for 12 replacement vans, and we have 12 Toyota Sienna hybrids that were recently received and will be in service in spring/summer and the grant funding covers about 71% of the total cost or \$2,700 per vehicle.

The outreach staff has been very successful this year promoting vanpool as we continue to recover from the pandemic, while many are still working remotely or working hybrid schedules. This has been challenging and yet we formed 65 new vanpool groups that included 337 new vanpoolers. The outreach staff is responsible for promoting vanpool, recruiting new participants and working with employers to encourage subsidizing fares. They perform ride matching services and orientations to our new vanpoolers as they go into service. Waterhouse shared various comments from customers like Boeing, Washington Patriot Construction, Pacific Welding and DSHS. Waterhouse shared various outreach events held at Amazon, Madigan Army Medical Center, and Bates Technical College to name a few.

Waterhouse reviewed the Community Vans Program that consists of eight vans offered to nonprofit agencies who qualify under 501C3 or government agencies in our community. Interested agencies complete an application and they must meet our insurance qualifiers and engage in a contract with Intercity Transit. They must meet eligibility requirements and complete a defensive driving course. Daily reservations are accepted, and the fare is \$0.84 a mile. They must travel within 150 miles of Intercity Transit. Currently, 26 agencies use the vans totaling 542 trips and they traveled 197,889 miles in 2022. We collected \$15,288.00 in fares.

Waterhouse reviewed the Surplus Van Grant Program that was adopted in 2003. This program has granted 83 vans over the years. Each year, if qualified vans are available, IT grants vehicles to eligible nonprofit or community organizations in our service district through a competitive review process.

- D. Winter BCC Update and May BCC Event.** Duncan Green coordinates Intercity Transit's Thurston County Bicycle Commuter Challenge, which is celebrating its 36th consecutive year! The Winter Bicycle Challenge (WBC) runs the full month of February, and set records again in 2023, despite serious 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 36th 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 Green's 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.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (March 3).** Sullivan said the Council received an update on Federal Transportation Funding, and one of the programs was reconnecting a neighborhood pilot program and using transit development grants, and the presentation was conducted by the National League of Cities.

Link to presentation:

https://www.trpc.org/DocumentCenter/View/11653/A6_NLC-TIS-2023-March-Meeting-Notes.

Next was an update on the Regional Transportation Plan proposed amendment cycles. There are six of them in which the Council will take action at the April 7 meeting:

1. Remove Log Cabin Road Connection – City of Olympia
2. Add SE Olympia Street Connectivity Study
3. Add NE Lacey Operation Terminal Facility – Intercity Transit
4. Add Alternative Fuel Infrastructure Project – Intercity Transit
5. Update to a five-year plan Cycle – TRPC Staff
6. Add Transit safety performance measures – TRPC Staff

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Link to presentation:

https://www.trpc.org/DocumentCenter/View/11654/A7_-RTP-TRPC-Presentation.

Senior Planner, Allison Osterberg provided an update on the implementation of the Thurston Climate Mitigation Plan. Link to presentation:

https://www.trpc.org/DocumentCenter/View/11652/A9_Climate_TRPC-Presentation_03032023.

- B. Transportation Policy Board (March 8).** Melnick said Marc Daily reported TRPC is submitting a RAISE (Rebuilding America's Infrastructure) grant in the amount of \$988,000. The TPB were encouraged to provide feedback.

Warren Hendrickson from the Commercial Aviation Coordination Commission (CAC) updated the Board on the efforts to evaluate locations for a new commercial airport. They're proceeding on track to make recommendations. Melnick said many Legislators concluded that the CAC effort was ill directed due to negative public outcry and no effort was made to engage the public and there was a draft bill that passed the House.

Sara Porter briefed the Board on proposed amendment 23-03 to the 2023-2026 Regional Transportation Improvement Program and the update includes the Thurston County Action Plan Project. The Board approved the RTIP amendment.

Katrina Van Every updated the Board on six proposed amendments to the Regional Transportation Plan (RTP) and staff recommended the Policy Board recommend that Council adopt all proposed amendments except removing the Log Cabin Road Connection, which should remain in the Regional Transportation Plan until such time as the Southeast Olympia Street Connectivity Study or other regional mobility study is performed that may eliminate the need for this connection and/or identify a viable alternative. The Board took action to adopt the staff recommendation, recommending that Council adopt all proposed amendments except removal of the Log Cabin Road Connection.

GENERAL MANAGER'S REPORT

The Washington State Transit Association is hosting a statewide leadership program for its third year entitled, "Transit's Next Leader Institute" and the kick-off for the class of 2023 was held today. Participating in the program are Katie Cunningham, Procurement Coordinator, Dan MacMillan, Maintenance Supervisor and Kiera Maryott, Finance Supervisor. Intercity Transit has been fortunate to have multiple individuals participate in the first two years of the program: Jason Aguero, Chief Information Officer, Joy Gerchak, Customer Service Manager graduated in 2021; Nicky Upson, Senior MC&O Coordinator and Cameron Crass, Fixed-Route Manager are 2022 graduates.

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There is a service change effective on March 19, and IT is adding about 11,000 hours, which is an increase of about 5 ½ %. We will be at approximately 78% of pre-COVID levels of service. Route 64 is increasing service from 60 minutes to 30 minutes. The new schedule will also include evening enhancements, and we are returning Route 60 to Ensign Road given the improved safety conditions. This service change also involves many adjustments to timepoints to enhance accuracy.

We are still seeing the positive results of zero fare and speeding up our routes, and also seeing the results of changed usage based on COVID ridership changes which also impacts travel times. Staff continues to monitor those activities to enhance accuracy.

Our online trip planner is only partially working. We uploaded the GTFS feed for the new March schedule, and it unexpectedly interrupted the feed. Staff re-entered the March schedule and now waiting Google to grab it and go live.

Transit Driver Appreciation Day is Saturday, March 18 and we took the opportunity to highlight our Operators through the videos presented this evening. Beginning Thursday morning, the Operators, along with our Maintenance and Facilities staff, will be greeted with chocolate treats, e-cards of appreciation and social media ads.

Expect to see a press release in the coming weeks regarding the \$1.8M federal grant Intercity Transit received for the Zero Fare Bus Stop Access Improvement Project. This includes renovating 145 frequently used bus stops to increase operating efficiency, reduce passenger travel times and increase passenger safety and access. Thank you to Congresswoman Marilyn Strickland for her assistance throughout this process and her support.

There is a lot going on with the next phase of the Pattison project. We hope to be cleared out of the old admin building by mid-April and have everyone settled into the ADOPS and new Fuel and Wash facility building by the end of April. We hope to have permits the beginning of April and construction is targeted mid to late April.

Phase 1 includes trenching and getting power and utilities to their permanent location, currently attached to our existing building. That will take about three months.

Phase II includes building and bridge demolition, stormwater and building out the employee parking lot. This is expected to take approximately six months and carry through to the beginning of 2024.

Phase III includes adding more stormwater detention in the yard and building a metal structure for the temporary maintenance shop, anticipated to take approximately eight months through the Fall of 2024.

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Last Phase includes the full remodel of the maintenance building and remainder of site concrete work, with completion by the end of 2025.

Intercity Transit finally received the Redesignation Letter from the feds designating Intercity Transit as a large urban transit system come FFY 2024. We've been trying to get ahead of the curve but there is a lot of work that needs to be accomplished in terms of policy and procedures, and staff is prepared and will continue to be educated and share information with the Authority as it becomes available.

The Department of Labor and Industries' filming crew were on site last week to feature Intercity Transit in their video highlighting the benefits of L&I's "Stay at Work Program." Thank you to Operator, David Dunbar and Emily Bergkamp for their participation. It will make a great recruiting video for IT.

IT finally received notice of Dial-A-Lift production dates for 28 DAL vehicles. We've been waiting for two years due to a supply chain issue. The first vehicles are expected to go into production in July 2023, and the last one starting on the line mid-August, and hopefully by the end of the year there will be 28 new DAL vehicles.

AUTHORITY ISSUES - None.

The Authority bid farewell to Ann Freeman-Manzanares, who will retire effective March 31, 2023, after 30 years of service with Intercity Transit.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 19, 2023

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

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

ADMINISTRATION BUILDING ITEMS - FIXED ASSETS					
ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	EST. FAIR MRKT UNIT VALUE	EST. TOTAL VALUE
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
ANY ADDITIONAL BUILDING ITEMS					
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.
TOTAL ESTIMATED SURPLUS VALUE					\$3,424,621

**Intercity Transit
Payroll Disbursement List
March 2023**

Pay Periods:

PP 05 (2/12/2023 - 2/25/2023)

PP 06 (2/26/2023 - 3/11/2023)

PP 07 (3/12/2023 - 3/25/2023)

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
3/3/2023 ACH	PR DIRECT DEPOSIT	PP 05	870,270.36
3/3/2023 Chk# 36576 - 36581	PR PAPER CHECKS	PP 05	9,594.99
3/3/2023 ACH	IRS	PP 05	139,389.32
3/3/2023 ACH	HEALTH SAVING	PP 05	92.59
3/3/2023 ACH	VANGUARD	PP 05	123,892.18
3/3/2023 ACH	PERS	PP 05	208,916.04
3/3/2023 ACH	DEF COMP	PP 05	32,941.72
3/3/2023 ACH	ICMA	PP 05	12,601.37
3/3/2023 ACH	CHILD SUPPORT	PP 05	1,457.21
3/8/2023 ACH	NYS1 Filing	PP 05	147.26
3/17/2023 ACH	PR DIRECT DEPOSIT	PP 06	859,513.75
3/17/2023 Chk# 36754 - 36756	PR PAPER CHECKS	PP 06	4,970.23
3/17/2023 ACH	IRS	PP 06	140,625.78
3/17/2023 ACH	HEALTH SAVING	PP 06	92.59
3/17/2023 ACH	VANGUARD	PP 06	124,226.01
3/17/2023 ACH	PERS	PP 06	209,895.65
3/17/2023 ACH	DEF COMP	PP 06	34,030.54
3/17/2023 ACH	ICMA	PP 06	12,497.83
3/17/2023 ACH	CHILD SUPPORT	PP 06	1,457.21
3/22/2023 ACH	NYS1 Filing	PP 06	147.26
3/31/2023 ACH	PR DIRECT DEPOSIT	PP 07	941,364.36
3/30/2023 ACH	AFLAC	MAR	12,120.12
3/31/2023 Chk# 36863 - 36865	PR PAPER CHECKS	PP 08	5,006.84
3/31/2023 ACH	IRS	PP 09	152,440.44
3/31/2023 ACH	HEALTH SAVING	PP 10	92.59
3/31/2023 ACH	VANGUARD	PP 11	127,400.99
3/31/2023 ACH	PERS	PP 12	212,929.16
3/31/2023 ACH	DEF COMP	PP 13	33,351.03
3/31/2023 ACH	ICMA	PP 14	12,805.20
3/31/2023 ACH	CHILD SUPPORT	PP 16	1,457.21
Total Payroll Disbursements			4,285,727.83

ACCOUNTS PAYABLE DISBURSEMENT LIST
MARCH 2023

Check No.	Reference Date	Vendor #	Payee	Amount
36582	03/02/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$904.13
36583	03/02/23	01397	BILLY JAMES ADAMSKI	\$1,570.00
36584	03/02/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$6,061.52
36585	03/02/23	02060	AMERISAFE INC.	\$591.30
36586	03/02/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,240.28
36587	03/02/23	02826	Automotive Service Association of WA	\$5,560.00
36588	03/02/23	02833	AUTO GLASS PROFESSIONALS LLC	\$1,036.97
36589	03/02/23	04060	BUD CLARY OF YAKIMA INC	\$113,760.00
36590	03/02/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$16,769.00
36591	03/02/23	06120	CITY OF OLYMPIA (UTILITIES)	\$1,638.86
36592	03/02/23	07220	CUMMINS INC.	\$4,762.89
36593	03/02/23	09180	EXPRESS SERVICES INC	\$1,280.20
36594	03/02/23	09205	ERF COMPANY INC.	\$275.00
36595	03/02/23	09662	FERRELLGAS LP	\$2,325.34
36596	03/02/23	10477	GALLS PARENT HOLDINGS LLC	\$607.93
36597	03/02/23	10608	GEOENGINEERS INC.	\$1,355.20
36598	03/02/23	10660	GILLIG LLC	\$7,110.18
36599	03/02/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
36600	03/02/23	10759	GORDON TRUCK CENTERS INC	\$1,500.06
36601	03/02/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$4,517.45
36602	03/02/23	11805	ITERIS INC	\$26,736.28
36603	03/02/23	11933	JESSE ORNDORFF	\$386.54
36604	03/02/23	11971	JOHNSON CONTROLS INC.	\$6,679.50
36605	03/02/23	13442	Lawson Products, Inc.	\$796.76
36606	03/02/23	13726	M & S COLLISION LLC	\$4,388.45
36607	03/02/23	13893	MAUL FOSTER & ALONGI INC.	\$10,017.55
36608	03/02/23	14457	MIDWEST BUS CORPORATION	\$1,356.60
36609	03/02/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,271.53
36610	03/02/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$5,980.01
36611	03/02/23	16250	ON-HOLD CONCEPTS INC	\$3,036.00
36612	03/02/23	16262	OPENSQUARE HOLDINGS	\$93,401.73
36613	03/02/23	16595	PACIFIC POWER GROUP LLC	\$1,499.38
36614	03/02/23	16645	THE PAPE GROUP INC	\$26,156.80
36615	03/02/23	16969	POINT GRAPHICS LLC	\$390.86
36616	03/02/23	16974	POMP'S TIRE SERVICE INC.	\$681.89
36617	03/02/23	17580	RECARO NORTH AMERICA INC.	\$141.62
36618	03/02/23	17792	ROUSH CLEANTECH LLC	\$402.69
36619	03/02/23	17900	SCHETKY NORTHWEST SALES INC.	\$104.84
36620	03/02/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,501.30
36621	03/02/23	18420	SOUTHGATE FENCING INC.	\$602.25
36622	03/02/23	18530	STANDARD PARTS CORP.	\$1,220.59
36623	03/02/23	18540	STANTEC CONSULTING SERVICES INC	\$96,743.19
36624	03/02/23	18651	STORMANS INC. (LICENSING)	\$780.75
36625	03/02/23	18705	SUNBELT RENTALS INC.	\$2,923.73
36626	03/02/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,396.27
36627	03/02/23	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,800.00
36628	03/02/23	21830	THURSTON COUNTY SOLID WASTE	\$18.00
36629	03/02/23	21850	THURSTON COUNTY TREASURER	\$1,976.18
36630	03/02/23	21950	TITUS-WILL CHEVROLET	\$878.72
36631	03/02/23	22010	ROTTERS INC.	\$1,152.20
36632	03/02/23	22420	ALLEN WALTON	\$312.08
36633	03/02/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$785.00
36634	03/02/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$125.00

36635	03/02/23	26861	WESTERN GRAPHICS INC.	\$1,701.18
36636	03/07/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$199.22
36637	03/07/23	01567	CANON FINANCIAL SERVICES INC.	\$2,629.10
36638	03/07/23	01733	DOO'PS COPY TECH	\$521.57
36639	03/07/23	01780	AMALGAMATED TRANSIT UNION 1765	\$98.50
36640	03/07/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,378.86
36641	03/07/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$147,265.50
36642	03/07/23	02828	AVAIL TECHNOLOGIES INC	\$15,684.51
36643	03/07/23	03023	BACKUPIFY INC.	\$1,111.50
36644	03/07/23	03250	BATTERY SYSTEMS INC.	\$614.56
36645	03/07/23	05320	CAPITOL CITY PRESS INC	\$1,212.17
36646	03/07/23	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$228.17
36647	03/07/23	06120	CITY OF OLYMPIA (UTILITIES)	\$8,680.26
36648	03/07/23	06217	CHRISTENSEN INC. GENERAL CONTRACTOR	\$1,690.41
36649	03/07/23	07220	CUMMINS INC.	\$1,549.37
36650	03/07/23	07350	CW JANITORIAL SERVICE LLC	\$24,800.08
36651	03/07/23	07619	DAVID S FOSTER	\$2,000.00
36652	03/07/23	07640	DAY MANAGEMENT CORP	\$4,324.16
36653	03/07/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$263.16
36654	03/07/23	09180	EXPRESS SERVICES INC	\$1,280.20
36655	03/07/23	09550	FAIRWAY COLLECTIONS LLC	\$25.21
36656	03/07/23	09662	FERRELLGAS LP	\$2,570.66
36657	03/07/23	09805	FLEET PRIDE INC.	\$204.77
36658	03/07/23	10660	GILLIG LLC	\$0.00
36659	03/07/23	10660	GILLIG LLC	\$9,572.28
36660	03/07/23	10749	GOODBY NATHANIEL	\$2.00
36661	03/07/23	10957	HAGQUIST MORGAN	\$101.00
36662	03/07/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$37,721.24
36663	03/07/23	11776	INTERCLEAN EQUIPMENT LLC	\$34,933.96
36664	03/07/23	11892	J ROBERTSON AND COMPANY	\$285.00
36665	03/07/23	11933	JESSE ORNDORFF	\$715.04
36666	03/07/23	11943	JOANNA GRIST	\$2,000.00
36667	03/07/23	12856	KNOWBE4 INC.	\$8,411.79
36668	03/07/23	13334	LACEY SOUTH SOUND CHAMBER OF COMMERCE	\$705.00
36669	03/07/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36670	03/07/23	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
36671	03/07/23	14590	MOHAWK MFG & SUPPLY CO.	\$693.36
36672	03/07/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$710.70
36673	03/07/23	15045	NATIONAL TESTING NETWORK INC.	\$500.00
36674	03/07/23	15123	NEXT LOAN	\$33.43
36675	03/07/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$505.55
36676	03/07/23	16252	ONSPOT OF NORTH AMERICA INC.	\$874.36
36677	03/07/23	16974	POMP'S TIRE SERVICE INC.	\$1,351.89
36678	03/07/23	17345	PURI AARON	\$116.25
36679	03/07/23	17391	QUALITY MUFFLER & BRAKE	\$471.72
36680	03/07/23	17505	RAINIER DODGE INC.	\$54.71
36681	03/07/23	17792	ROUSH CLEANTECH LLC	\$457.74
36682	03/07/23	17871	SARE ELECTRIC INC.	\$3,914.94
36683	03/07/23	17900	SCHETKY NORTHWEST SALES INC.	\$961.85
36684	03/07/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$300.82
36685	03/07/23	18066	SHI INTERNATIONAL CORP.	\$143.26
36686	03/07/23	18097	SIERRA FUNDING INC.	\$293.58
36687	03/07/23	18530	STANDARD PARTS CORP.	\$1,298.39
36688	03/07/23	18539	STALEY MARIE	\$15.00
36689	03/07/23	18651	STORMANS INC. (LICENSING)	\$260.25
36690	03/07/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
36691	03/07/23	21950	TITUS-WILL CHEVROLET	\$299.13
36692	03/07/23	21985	TOTAL FILTRATION SERVICES INC.	\$1,045.07
36693	03/07/23	22010	ROTTERS INC.	\$300.82

36694	03/07/23	23641	UNITED STATES TREASURY	\$35.50
36695	03/07/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67
36696	03/07/23	24755	WA ST HEALTH CARE AUTHORITY	\$566,829.13
36697	03/07/23	26861	WESTERN GRAPHICS INC.	\$1,192.46
36386	03/08/23	11933	JESSE ORNDORFF - VOID	(\$1,490.31)
36698	03/14/23	01397	BILLY JAMES ADAMSKI	\$2,635.00
34339	03/13/23	13373	LANG, CAITLIN -VOID	(\$246.00)
34508	03/13/23	18034	SESSIONS, CAROLINE - VOID	(\$75.00)
34513	03/13/23	18517	SRINIVAAS, DEEPA - VOID	(\$135.00)
36699	03/14/23	01399	ADT SECURITY CORPORATION - THE	\$2,238.54
36700	03/14/23	02060	AMERISAFE INC.	\$132.98
36701	03/14/23	02158	ANDERSON JOANNA	\$20.01
36702	03/14/23	02565	ASPHALT PATCH SYSTEMS INC	\$125,685.00
36703	03/14/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$950.66
36704	03/14/23	02833	AUTO GLASS PROFESSIONALS LLC	\$1,812.40
36705	03/14/23	03250	BATTERY SYSTEMS INC.	\$537.91
36706	03/14/23	04060	BUD CLARY OF YAKIMA INC	\$2,800.00
36707	03/14/23	05340	CAPITOL COURIER SERVICE	\$186.36
36708	03/14/23	06040	CITY OF LACEY	\$1,111.65
36709	03/14/23	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$224.69
36710	03/14/23	07220	CUMMINS INC.	\$10,742.49
36711	03/14/23	07350	CW JANITORIAL SERVICE LLC	\$4,338.38
36712	03/14/23	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$4,016.11
36713	03/14/23	09662	FERRELLGAS LP	\$1,901.02
36714	03/14/23	10477	GALLS PARENT HOLDINGS LLC	\$299.16
36715	03/14/23	10580	GENE'S TOWING INC	\$173.92
36716	03/14/23	10660	GILLIG LLC	\$1,928.52
36717	03/14/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
36718	03/14/23	10759	GORDON TRUCK CENTERS INC	\$1,567.24
36719	03/14/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$35,474.08
36720	03/14/23	11231	HERC RENTALS INC.	\$1,684.11
36721	03/14/23	11299	HO DIEN	\$100.00
36722	03/14/23	11933	JESSE ORNDORFF	\$1,490.31
36723	03/14/23	11936	JMB CONTRACTING INC	\$11,965.07
36724	03/14/23	12875	KPFF CONSULTING ENGINEERS INC	\$602.50
36725	03/14/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,952.05
36726	03/14/23	13485	LEMAY MOBILE SHREDDING	\$588.00
36727	03/14/23	13893	MAUL FOSTER & ALONGI INC.	\$7,751.74
36728	03/14/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,240.52
36729	03/14/23	14586	MOE JOSEFINA	\$20.00
36730	03/14/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,008.54
36731	03/14/23	16490	HAROLD LEMAY ENTERPRISES	\$885.19
36732	03/14/23	16595	PACIFIC POWER GROUP LLC	\$181.27
36733	03/14/23	16623	PALAMERICAN SECURITY INC.	\$69,542.06
36734	03/14/23	16974	POMP'S TIRE SERVICE INC.	\$450.63
36735	03/14/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$288.91
36736	03/14/23	17580	RECARO NORTH AMERICA INC.	\$1,410.43
36737	03/14/23	17861	SAMBA HOLDINGS INC.	\$544.34
36738	03/14/23	17900	SCHETKY NORTHWEST SALES INC.	\$177.31
36739	03/14/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$590.30
36740	03/14/23	18052	SHEA CARR & JEWELL INC.	\$21,337.85
36741	03/14/23	18101	SIJ HOLDINGS LLC	\$277.78
36742	03/14/23	18210	SME SOLUTIONS LLC	\$1,461.28
36743	03/14/23	18530	STANDARD PARTS CORP.	\$26.69
36744	03/14/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$14,437.42
36745	03/14/23	21790	THURSTON COUNTY PUBLIC WORKS	\$85.94
36746	03/14/23	21950	TITUS-WILL CHEVROLET	\$2,776.17
36747	03/14/23	22000	TOYOTA TSUSHO MATERIAL HANDLING AMERICA	\$3,235.75
36748	03/14/23	22010	ROTTERS INC.	\$159.36

36749	03/14/23	22235	TREW ENTERPRISE LLC	\$3,502.44
36750	03/14/23	24000	W. W. GRAINGER INC.	\$97.86
36751	03/14/23	25909	WEX BANK	\$33,184.38
36752	03/14/23	26710	ZILLA CORPORATION	\$3,411.80
36753	03/15/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$4,252.55
36757	03/21/23	01490	AIRE PRO INC.	\$2,687.53
36758	03/21/23	01624	ALLWEST TRANSPORTATION INC.	\$1,120.00
36759	03/21/23	01780	AMALGAMATED TRANSIT UNION 1765	\$21,477.78
36760	03/21/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,457.37
36761	03/21/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$127,359.19
36762	03/21/23	02680	ASSOCIATION OF WASHINGTON CITIES	\$500.00
36763	03/21/23	02833	AUTO GLASS PROFESSIONALS LLC	\$219.00
36764	03/21/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,833.22
36765	03/21/23	06060	CITY OF OLYMPIA	\$193,477.08
36766	03/21/23	07125	CREDIT INTERNATIONAL CORPORATION	\$279.66
36767	03/21/23	07220	CUMMINS INC.	\$3,781.38
36768	03/21/23	07520	DAILY JOURNAL OF COMMERCE	\$101.75
36769	03/21/23	08607	EDNETICS INC	\$2,651.85
36770	03/21/23	09180	EXPRESS SERVICES INC	\$2,318.20
36771	03/21/23	09550	FAIRWAY COLLECTIONS LLC	\$25.21
36772	03/21/23	09662	FERRELLGAS LP	\$3,294.68
36773	03/21/23	10465	GACAD-COWIN SAMUEL	\$120.00
36774	03/21/23	10660	GILLIG LLC	\$12,352.71
36775	03/21/23	11165	HCM.MECHANICS.LLC	\$1,050.89
36776	03/21/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$9,443.08
36777	03/21/23	12665	KGY INC.	\$1,200.00
36778	03/21/23	12845	KNIGHT FIRE PROTECTION INC.	\$3,210.89
36779	03/21/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36780	03/21/23	13726	M & S COLLISION LLC	\$513.74
36781	03/21/23	13886	MATERIALS TESTING & CONSULTING INC.	\$35,012.77
36782	03/21/23	13893	MAUL FOSTER & ALONGI INC.	\$9,205.88
36783	03/21/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
36784	03/21/23	14457	MIDWEST BUS CORPORATION	\$878.74
36785	03/21/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$540.76
36786	03/21/23	15620	VISITOR & CONVENTION BUREAU OF THURSTON	\$1,986.00
36787	03/21/23	16701	PEAK INDUSTRIAL INC.	\$42.97
36788	03/21/23	16841	PIONEER FIRE & SECURITY INC.	\$256.86
36789	03/21/23	16969	POINT GRAPHICS LLC	\$153.30
36790	03/21/23	16974	POMP'S TIRE SERVICE INC.	\$1,132.53
36791	03/21/23	17290	PUGET SOUND ENERGY	\$44,844.81
36792	03/21/23	17391	QUALITY MUFFLER & BRAKE	\$578.07
36793	03/21/23	17536	RANKIN LYNETTE	\$17.01
36794	03/21/23	17900	SCHETKY NORTHWEST SALES INC.	\$2,300.13
36795	03/21/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$648.26
36796	03/21/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
36797	03/21/23	18097	SIERRA FUNDING INC.	\$293.58
36798	03/21/23	18530	STANDARD PARTS CORP.	\$174.02
36799	03/21/23	18711	SUNSET AIR INC.	\$484.54
36800	03/21/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$1,720.72
36801	03/21/23	21830	THURSTON COUNTY SOLID WASTE	\$397.00
36802	03/21/23	21950	TITUS-WILL CHEVROLET	\$463.30
36803	03/21/23	22010	ROTTERS INC.	\$600.61
36804	03/21/23	23641	UNITED STATES TREASURY	\$35.50
36805	03/21/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67
36806	03/21/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
36807	03/21/23	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$100.00
36808	03/21/23	26560	YELM AREA CHAMBER OF COMMERCE	\$500.00
36809	03/22/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
36810	03/22/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$117,588.24

36811	03/27/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,361.05
36812	03/27/23	01405	ADVANCE GLASS INC.	\$1,027.05
36813	03/27/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,979.05
36814	03/27/23	02167	ANTHONY R. TAING	\$790.00
36815	03/27/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$867.99
36816	03/27/23	02833	AUTO GLASS PROFESSIONALS LLC	\$454.27
36817	03/27/23	03250	BATTERY SYSTEMS INC.	\$2,113.79
36818	03/27/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$36,750.00
36819	03/27/23	06120	CITY OF OLYMPIA (UTILITIES)	\$4,597.27
36820	03/27/23	06781	COMPUNET INC.	\$400.00
36821	03/27/23	07220	CUMMINS INC.	\$6,893.30
36822	03/27/23	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$92.24
36823	03/27/23	09662	FERRELLGAS LP	\$1,787.02
36824	03/27/23	09961	FORMA CONSTRUCTION COMPANY	\$46,405.02
36825	03/27/23	10251	FRUITION GROWTH LLC	\$23,033.50
36826	03/27/23	10477	GALLS PARENT HOLDINGS LLC	\$623.35
36827	03/27/23	10580	GENE'S TOWING INC	\$549.66
36828	03/27/23	10660	GILLIG LLC	\$0.00
36829	03/27/23	10660	GILLIG LLC	\$14,489.39
36830	03/27/23	10759	GORDON TRUCK CENTERS INC	\$476.16
36831	03/27/23	11805	ITERIS INC	\$13,217.01
36832	03/27/23	11905	JANEK CORPORATION - THE	\$438.00
36833	03/27/23	12488	KEITHLY BARBER ASSOCIATES INC.	\$73,299.25
36834	03/27/23	12490	KING COUNTY DIRECTORS ASSOCIATION	\$12,751.86
36835	03/27/23	13404	LASTPASS US LP	\$4,868.37
36836	03/27/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$2,175.19
36837	03/27/23	14590	MOHAWK MFG & SUPPLY CO.	\$84.75
36838	03/27/23	14670	MNS MARKETING LLC	\$6,220.04
36839	03/27/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$317.58
36840	03/27/23	14930	NATIONAL AUTO PARTS WAREHOUSE	\$32.69
36841	03/27/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$687.28
36842	03/27/23	16841	PIONEER FIRE & SECURITY INC.	\$361.35
36843	03/27/23	16974	POMP'S TIRE SERVICE INC.	\$2,144.75
36844	03/27/23	17420	R&R TIRE COMPANY INC.	\$1,883.49
36845	03/27/23	17505	RAINIER DODGE INC.	\$669.90
36846	03/27/23	17893	SCHEDULE MASTERS INC.	\$9,074.82
36847	03/27/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$3,052.15
36848	03/27/23	18046	SHARP ELECTRONICS CORPORATION	\$283.34
36849	03/27/23	18145	SIX ROBBLEES' INC.	\$137.69
36850	03/27/23	18530	STANDARD PARTS CORP.	\$2,213.55
36851	03/27/23	18540	STANTEC CONSULTING SERVICES INC	\$105,001.55
36852	03/27/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$3,309.88
36853	03/27/23	18705	SUNBELT RENTALS INC.	\$3,097.46
36854	03/27/23	21830	THURSTON COUNTY SOLID WASTE	\$85.68
36855	03/27/23	21950	TITUS-WILL CHEVROLET	\$1,191.38
36856	03/27/23	21985	TOTAL FILTRATION SERVICES INC.	\$292.76
36857	03/27/23	22010	ROTTERS INC.	\$221.64
36858	03/27/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$7,711.75
36859	03/27/23	22420	ALLEN WALTON	\$547.51
36860	03/27/23	23660	UNITED WAY OF THURSTON COUNTY	\$470.00
36861	03/27/23	24000	W. W. GRAINGER INC.	\$188.89
36862	03/30/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$2,911.84
	03/01/23	ACH	AUTHORIZE.NET	\$178.89
	03/10/23	ACH	BARRETT SEAN	\$30.96
	03/10/23	ACH	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,721.00
	03/10/23	ACH	PROUTY CURTIS	\$112.00
	03/10/23	ACH	KARKOSKI KEVIN	\$112.00
	03/10/23	ACH	LOOMIS CHRISTINA	\$101.00
	03/10/23	ACH	SMITH SCOTT	\$145.00

03/10/23	ACH	WILSON KERRI	\$317.38
03/17/23	ACH	COFFMAN ROBERT	\$85.00
03/17/23	ACH	YEE JONATHON	\$174.75
03/21/23	ACH	DEPARTMENT OF REVENUE	\$1,141.93
03/24/23	ACH	ALFONSO CHRISTOPHER	\$129.50
03/24/23	ACH	CRANOR KAYLA R.	\$111.50
03/24/23	ACH	IT PROJECT ASSISTANCE	\$646.00
03/24/23	ACH	IT WELLNESS	\$607.00
03/24/23	ACH	LORENZO JEFFREY	\$111.50
03/24/23	ACH	MADISON JACKSON J.	\$111.50
03/24/23	ACH	PURI AARON	\$120.00
03/24/23	ACH	REINHARDT BRYCE	\$111.50
03/24/23	ACH	REYNOLDS JONATHAN	\$85.00
03/24/23	ACH	SMATHERS LARRY J	\$129.50
03/24/23	ACH	SUTHERBY BRIAN	\$147.00
03/31/23	ACH	BROWN JANA	\$84.92
03/31/23	ACH	HANNER JASON	\$300.00
03/31/23	ACH	PURI AARON	\$140.00
03/31/23	ACH	UPSON NICOLA J	\$78.33
			<u>\$2,817,396.40</u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: April 19, 2023

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Manager, 360.705.5808
SUBJECT: Schedule 2024-2027 TIP Public Hearing

1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and schedule a public hearing on the draft 2024-2027 Transportation Improvement Program (TIP).

2) **Recommended Action:** Schedule a public hearing for May 17, 2023, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2024-2027 TIP.

3) **Policy Analysis:** Federal regulations require Intercity Transit to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2024-2027 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing, Intercity Transit provides information on the process and solicits public input via *Rider News* and by posting information on the agency's website.

4) **Background:** The draft 2024-2027 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the *2022-2027 Transit Development Plan*, and the *2023-2028 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation in the programming of federally funded projects.

Program elements in the draft 2024-2027 TIP include:

- Preventive maintenance of vehicles in IT's fleet.
- Purchase of replacement vanpool vans.
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
- Planning, design, and capital improvements to provide High Capacity or "BRT Light" corridor service consistent with the adopted Long-Range Plan.

- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Funding for capital replacement of vehicles utilizing “earned share” formula funds for approved projects via the PSRC/Seattle-Tacoma-Everett metropolitan area.
- Planning, design, and construction of the Northeast Lacey Operational Support Terminal Facility.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 19, 2023** – Brief ITA on schedule and request Public Hearing Date
- **April 20, 2023 – May 16, 2023** – Publish Draft TIP & Public Comment period.
- **May 17, 2023** – Public Hearing on Draft TIP
- **June 7, 2023** – Consideration of 2024-2027 TIP for adoption by the Authority
- **June 8, 2023** – Submit Approved TIP to MPO and State. Update Projects in STIP

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on May 17, 2023. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following the adoption of the schedule and will be reviewed with the ITA at the April 19th regular meeting.

5) **Alternatives:**

- A. Take additional time to further review and discuss the draft TIP. This will delay the TIP review and adoption process and potentially delay federal grant funding programs.
- B. Defer action. This will delay the TIP review and adoption process and potentially delay federal grant funding programs.

6) **Budget Notes:** The TIP reflects projects and funding targets that may be considered when developing the 2024 through 2027 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process is consistent with **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options within financial and staffing limitations.”

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: April 19, 2023

FOR: Intercity Transit Authority
FROM: Eric Phillips, Director of Strategic Programs, 705-5885
SUBJECT: On-Call Engineering Services Support Authorization
Martin Way Park & Ride Construction

1) **The Issue:** Authorization of additional contract authority for On-Call Engineering Services with SCJ Alliance for engineering and construction management support services assisting completion of the Martin Way Park-and-Ride Direct Access Project.

2) **Recommended Action:** Authorize the General Manager to execute an amendment to the existing Task Order with SCJ Alliance increasing the total project budget by \$60,000 for a revised total not-to-exceed amount of \$302,000 for the Martin Way Park-and-Ride project.

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

4) **Background:** In June of 2021, the Intercity Transit Authority approved a new Task Order for \$242,000 for engineering services work with SCJ Alliance under our existing contract for on-call engineering services. With this request staff is asking to increase the total authorized contract amount by adding an additional \$60,000 of authority to the Task Order with SCJ for a revised total not-to-exceed amount of \$302,000 to complete the Martin Way Park & Ride Direct Access Project.

The initial Task Order with SCJ Alliance was to provide planning, engineering, design coordination, bidding and construction support for the access and facility improvements proposed at the Martin Way Park-and-Ride. The initial scope of work included significant coordination to obtain the WSDOT and FHWA approvals, development of the design concepts, full cost estimates, environmental review, and final design. It was anticipated that additional scope would be necessary to carry the project through completion, including construction management services. The additional contract authority adds \$60,000 to the overall Task budget authority and provides the supplemental project funds to pay for the owner required third party testing, inspection services and project documentation necessary to complete construction and close out the project. Staff are

confident the proposed hours and level of effort for the remaining work can be accomplished with the proposed increase.

Project History: The Martin Way Park-and-Ride is currently Intercity Transit's main connection point for express bus service, rideshare and vanpool commuters, and is considered a key location for the future management of high-capacity transit service.

To advance the direct access project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) to design and construct improvements at the Martin Way Park-and-Ride. The primary goal of this project is to seek formal approval and construct the "bus only" direct access into the existing facility from the 1-5 NB ramp. The Transit Authority approved a construction bid in February 2023. Construction on the project is currently proceeding on schedule and is expected to be completed mid-summer 2023 with a new shelter being added as a final element of the project before July of 2025.

5) **Alternatives:**

- A. Authorize the General Manager to execute an amendment to the existing Task Order with SCJ Alliance increasing the total project budget by \$60,000 for a revised total not-to-exceed amount of \$302,000 for the Martin Way Park-and-Ride project.
- B. Defer authorization and reduce contracted CM support services. Due to the compressed schedule for construction, any delays could jeopardize our ability to provide the required inspection and engineering support through the end of the project.

6) **Budget Notes:** This grant-funded project is included in the 2023 budget.

7) **Goal References** **Goal 1:** "Assess the transportation needs 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 and staffing limitations." **Goal 6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal 7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity as a service provider and as an employer" **Goal 8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

8) **References:** Prior ITA action: June 2, 2021 - *Engineering Services for Martin Way Park-and-Ride Access*. February 1, 2023 - *Martin Way Park-and-Ride Construction Award*.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
March 20, 2023 – Virtual Meeting

CALL TO ORDER

Chair Smit called the virtual March 20, 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; Ursula Euler; Ty Flint; Betty Hauser; Doug Riddels, Marilyn Scott; Rachel Weber, and Eliane Wilson.

Absent: Nikki Crist; Alejandro Garcia; John Gear; Marie Lewis; Jeremy Mott; Lloyd Peterson; Trina Primm; Allison Spector; Edwina Waehling.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Amanda Collins; Emily Bergkamp; Cindy Fisher-Waterhouse; Cameron Crass; Zach Heinemeyer; Eric Phillips; Peter Stackpole; and Ramon Beltran.

APPROVAL OF AGENDA

Under New Business, Agenda Item 5-A, which includes the Dial-a-Lift, Bus Buddy, and Travel Training Program Update, will be stricken from tonight's meeting because of presenter availability.

It was M/S/A by JIHAN GRETTEBERGER and DOUG RIDDELS to approve the modified agenda.

INTRODUCTIONS

Smit introduced Authority member, MARK NEUVILLE, as the representative scheduled to attend the meeting.

MEETING ATTENDANCE

- A. April 5, 2023, ITA Meeting – Ty Flint**
- B. April 19, 2023, ITA Meeting – Nicole Smit**
- C. May 3, 2023, ITA Meeting – Clair Bourgeois**

MOTION TO APPROVE MINUTES

It was M/S/A by TY FLINT and CLAIR BOURGEOIS to approve the February 13, 2023, minutes.

- A. VANPOOL PROGRAM UPDATE – (Cindy Fisher-Waterhouse)** Fisher introduced herself as Vanpool Program Manager with Intercity Transit. She presented the 2022 Review of Intercity Transit's Vanpool, Community Vans, and Surplus Van programs. Fisher began by introducing the Vanpool team to include Vanpool Coordinators: Riley White and Magic Aguinaga; Outreach Coordinators: Kyle McPherson and Zach Heinemeyer; and Commuter

Services Assistant Alihaundra Borja. Fisher shared that a vanpool is defined as a group of three or more people who share a similar commute and ride together. Intercity Transit provides each group with a van, fuel, insurance, and maintenance while riders pay a low monthly fare.

Fisher expressed that 2022 was a significant year of change for the Vanpool Program. The Intercity Transit Authority Board (ITA) approved a simplified flat rate fare structure that was implemented in January 2022. To assist in the transition of flat rate fares, the Vanpool Program also purchased software to improve the customer experience. Fare calculations, invoicing, employer subsidy invoices, and payments – including the option of automatic payment set-up, are available electronically through the new software. Full implementation of the new software was completed in December 2022. Fisher announced Vanpool Program growth in 2022 of 65 new Vanpool groups and 337 new riders. This growth was supported by the implementation of the new fare structure to better accommodate hybrid work schedules and part-time ridership. The new fare structure was shared and has only eight price points based on miles commuted and a daily trip fee.

The Flat Rate Vanpool Fare **is simple and affordable**. In addition, we have a daily trip option for those with hybrid work schedules. The Flat Rate Vanpool fare is summarized below.

Daily Round Trip Miles	Monthly per Person Fare*
0-25	\$25
26-50	\$50
51-75	\$75
76-100	\$100
101-125	\$125
126-150	\$150
151-175	\$175
176-200	\$200
Daily Trip Fare	\$10

* Zero fare for eligible youth riders 18 years or younger.

Fisher provided a visual representation of average monthly groups, average monthly miles, and average monthly trips for the years 2019-2022. While the number of Vanpool groups remained flat between 2021 and 2022, the number of monthly miles increased from 119,626 miles to 185,869 miles indicating increased ridership which indicates good recovery towards pre-pandemic usage. When HB1514 passed in 2021, the minimum riders decreased from five to three and we are seeing the average number of riders per group decrease from 5.86 riders/van in 2019 to 3.76 riders/van in 2022. The number of trips increased 16% from 2021 to 2022 and miles traveled increased 36%. Compared to pre-pandemic numbers in 2019: number of trips traveled decreased 57%, miles traveled has decreased 28% and number of monthly groups decreased 27%. Overall, vanpool groups are performing at 74% of pre-pandemic statistics.

Fisher shared that prior to the flat fare structure, the directive was to recover 100% of costs between 2013-2018, which was achieved until 2019 when cost recovery dropped to 94%. With the 2021 resolution, there is no longer a directive for cost recovery and the program

has seen decreased revenue related to both the pandemic and simplified fare structure. Expenses have also increased 8% between 2019 and 2022 for maintenance, fuel, salaries, and vanpool incentives.

The ITA's approval of the fixed fare schedule included resources for program management software. Trip Spark was selected, and its features include interactive queries to "find a vanpool" and options to request staff contact following registration. Participants can research potential vanpool match options based on their commute without having to submit personal information to Intercity Transit. Once riders are ready to move forward, they establish an online account that includes their participant agreement, vanpool statements, payment history, and ridership reports.

In 2022, Intercity Transit utilized matching funds from WSDOT grants to subsidize first month rider fees in the amount of \$15,945 and \$100 gift cards for current riders who refer new riders to the program in the amount of \$21,600. To be eligible for IT's Vanpool Program, riders must commute either to or from Thurston County, or be along an existing route. Fisher shared that Vanpool currently serves commuters touching Grays Harbor, Lewis, Thurston, King, Pierce, Mason, Kitsap, and Cowlitz counties. Outreach Coordinators work with employers to promote vanpool, over 129 employers are represented by IT Vanpool riders. Many employers also subsidize their employees rideshare and Trip Spark has assisted the Vanpool program with streamlining the payment process. Co-branding is another tool to promote ridership and provide marketing to local businesses. Fisher announced that 6 employers cobranding with Vanpool in 2022.

Vanpool was also awarded multiple grants to support program upgrades. Grants included \$220,000 through the 2021-2023 WSDOT RMG with a \$55,000 local match that was used to support the purchase of Trip Spark software which cost \$289,102. Another grant that was utilized includes the WSDOT Vanpool Investment Program Marketing Grant of \$55,000 for promotional mailers and marketing materials launched in 2023. Finally, IT was awarded an additional grant from WSDOT Vanpool Investment Program of \$324,000 which was used to purchase 12 Model Year 2023 Toyota Sienna Hybrids. The grant funding covered 71% of the cost per vehicle.

To promote pandemic program recovery, Fisher shared the history behind the additions of Outreach Coordinator positions for the program: Kyle McPherson in December 2020 and Zach Heinemeyer in March 2022. Both McPherson and Heinemeyer provide ride match services, orientations, and promote Vanpool at community events. The Vanpool Program attended numerous outreach events in 2022, including events on JBLM. In 2023, the Vanpool Program will be focusing on rider recruitment efforts that utilize updated marketing materials that highlight the new fare structure and Trip Spark's "Find a Vanpool" route match services. Fisher was also excited to deploy Spanish-translated marketing materials.

In addition to the Vanpool Program, Fisher reviewed Intercity Transit's Community Vans program, which is offered to nonprofit and government agencies. Agencies who apply describe their populations served and transportation needs. Drivers must be approved and attend the Defensive Driving Course prior to being accepted in the program. Fisher reported that the program currently has 26 approved groups, utilizing 8 vans. In 2022, the groups took 542 trips and traveled 197,889 miles resulting in \$15,288 in fares. Fisher added that each year, certain vans are referred to the Surplus Van Grant program to be awarded to eligible nonprofit or community organizations. In 2021, 15 vans were granted, but in 2022 no

surplused vans were available for the program. Intercity Transit expects to open applications for the 2023 grant period in early fall.

Fisher concluded her presentation by sharing her gratitude for the Vanpool staff who celebrated milestone accomplishments including:

- Riley White's promotion to Vanpool Coordinator,
- Hauna Borja's promotion to Commuter Services Assistant,
- Magic Aguinaga's leadership in the Trip Spark implementation project and acceptance to ACT ImpACT Leadership Training,
- Kyle McPherson's ACT 40 Under 40 award, and
- Zach Heinemeyer's promotion to Outreach Coordinator.

Fisher and Freeman answered questions.

Clair Bourgeois – asked if any of the Vanpool applicants have disabilities and if any vans can accommodate disabled riders.

Fisher-Waterhouse – clarified that Bourgeois was referring to mobility and shared that there is one van in the fleet that is equipped to accommodate riders with physically diverse abilities. Currently, no riders are in need of the van and it is being utilized for other purposes.

Freeman-Manzanares – shared that prior to Fisher taking over management of the program, IT did serve a Vanpool group that utilized the van.

Clair Bourgeois – asked if the program was affected by requirements under the Americans with Disabilities Act.

Fisher-Waterhouse – answered that IT often refers those in need of services to the Dial-a-Lift program for mobility accommodations. The Vanpool program has many riders with disabilities who travel in vans, but currently no riders with mobility needs. The program has also had inquiries from those with sight impairments. All rider applications are considered and matched based on routes and schedules of existing Vanpool groups.

Eliane Wilson – inquired about the cost per trip statistic and wanted to clarify if that was the cost for the rider or the cost for the agency. She also asked how the program is funded given that rider fares do not recover 100% of program costs.

Fisher-Waterhouse – answered that the cost per trip is the cost incurred by Intercity Transit to provide the service after deducting the fares received from passengers. Additional funding is obtained through federal and local grants. The grant funds are used for a variety of program needs, such as marketing and to purchasing vehicles for the fleet.

Freeman-Manzanares – responded that when the ITA discussed the zero fare initiative, it also discussed Vanpool program values and the flat rate fee schedule. Encouraging Vanpool ridership contributes to many regional transportation goals, including reducing I-5 congestion. The ITA also recognizes that Vanpool riders often step outside a comfort zone to begin ridesharing. Recovering operating costs is no longer the focus and Vanpool is now supported by the General Fund.

Doug Riddels – asked about options for short-term rider needs, such as an organization that has a specific event or activity that requires transportation and if IT has a service option available.

Fisher-Waterhouse – answered that the Vanpool program is not designed for this type of service, but Community Vans offers day-to-day reservations for local nonprofit, 501C(3) organizations. Vanpool services are specific to riders commuting to and from work or school.

Ursula Euler – inquired about employers subsidizing and cobranding, and how it relates to overall support of the Vanpool program by participating employers.

Fisher-Waterhouse – elaborated that employers who subsidize tend to continue subsidizing and with the addition of the flat rate fee schedule, employers are more likely to subsidize because there is predictability in costs. Approximately 80% of employers subsidize, including all state agencies. In 2022, new employers who are subsidizing and cobranding were private sector employers, which is encouraging for overall program performance.

B. Driver Appreciation Videos – (Cameron Crass) Crass introduced himself as the Fixed Route Transportation Manager and shared that he was excited to extend his gratitude for IT’s operators, facilities, and maintenance staff on Transit Driver’s Appreciation Day that occurred March 18th. Intercity Transit very much appreciates its operators that are on the road every day and helping people in the community go to and from work, appointments, grocery shopping, and so much more. Crass then shared his screen and stated that he wanted to highlight four instances of drivers going above and beyond during their day-to-day tasks. The following videos were selected to highlight the skill and care of IT’s operators:

Video 1: Shows an Operator avoided colliding with a cyclist that was thrown into the road immediately in front of a traveling bus. Due to the Operator’s attentiveness and high level of training, they were able to successfully maneuver and avoid what could have been a catastrophic or life-ending injury.

Crass expanded on the attentiveness of Operators, we also work in partnership with local agencies and law enforcement. On any given day, there are about 54 buses on the road, traveling thousands of miles and keeping eyes on the road. IT Operators look out for accidents, incidents, and even missing persons. IT has assisted in recovering a lot of missing people in the community including vulnerable people who are runaways or subjects of a Silver Alert.

Video 2: Shows an Operator avoided colliding with a cyclist that was crossing the road, not within a designated crossing area, and fell off their bike. The Operator was able to recognize the cyclist on the ground and maneuver to prevent what could have been another catastrophic or life-ending injury.

Crass explained that this is another instance of IT’s Operators being well-trained, paying attention, and helping serve the community. With the Operators caring actions, the cyclist was able to ride away with no further assistance. IT’s Operators are compassionate and care about the community they serve.

Video 3: Shows an Operator responding to a toddler who wandered into the middle of a busy road, while parents chased after. With quick thinking and action, the Operator was able to block the roadway to prevent other cars from traveling in the toddler’s path.

Soon after, the parents were able to recover their child and the Operator went on about their day.

Crass highlighted that this is another way Operators serve their community and keep others safe. On occasion, our Operators have responded to or witnessed emergencies such as traffic accidents and with bus surveillance, community members can gather additional evidence to determine what happened. Operators have also responded to medical incidents onboard their buses and have provided emergency care such as first aid and CPR.

Video 4: Shows the response of an Operator who was out of service and returning to the bus yard. The Operator noticed a pedestrian on a bridge, climbing the rails, and getting ready to jump. She stopped her bus and immediately assisted the person with climbing down and holding them until law enforcement could assist, ultimately saving the life of a person in crisis.

Crass commented that of all the videos, this is the most impactful for him. This Operator was later recognized with a life-saving award by the Olympia Police Department, as well as commendations from the Washington State Department of Transportation and the Washington State Transit Association.

Crass encouraged the Community Advisory Committee to join IT in celebrating Transit Driver's Appreciation Day, which occurs annually in March.

Crass answered questions.

Ty Flint – commented that the videos are amazing and inquired about posting them to IT's website periodically to show the public what the Operator's face every day. He also suggested bringing back Operator of the Month.

Crass – responded that -the idea of sharing the videos hasn't been considered before and he can talk internally to discuss options.

Clair Bourgeois – commented that Operators are more than just drivers, they are like community ambassadors.

Jihan Grettenberger – asked about what type of support drivers receive following a critical or traumatic incident.

Crass – responded that one of his roles as a manager is to provide whatever resources are needed and there is an emphasis on providing excellent support to Operators. IT has a comprehensive employee assistance program that allows access to counselors and other support. Additionally, management has an open-door policy if an Operator needs to talk about an incident to debrief. IT emphasizes allowing Operators to inform management what they need as far as resources or support.

Nicole Smit – shared that those videos deserve very, very big kudos.

- C. Martin Way Park-and-Ride - (Eric Phillips)** Phillips introduced himself as the Director of Strategic Programs and began presenting an update to the Martin Way Park-and-Ride Direct Access Project. Phillips shared that the CAC was last updated on the project about a year ago, so he planned to review some of the project history and then proceed with current developments. The facility was previously renovated and was originally built in 2006 with 138 parking spaces, in 2009 it was

expanded to include 310 parking spaces and it has not been renovated since 2013. During the last renovation period, the area was seeing market changes including higher gas prices, which caused people to look for different commute options and ultimately led to the highest ridership growth that peaked in 2013.

In 2015, planning for direct access began and an interstate survey was ultimately reviewed and accepted by the USDOT Federal Highways Association as an Interchange Justification Report (IJR). The IJR gave IT the footwork to move forward with its Direct Access Project. The current project considered forward compatibility with the larger interchange footprint, such as a new northbound bridge in addition to the ramp that is currently under construction.

The Direct Access Project is particularly important now to focus on improved safety and service. Current difficulties include Operators needing to make an unprotected left turn into the current Martin Way Park-and-Ride across three lanes of traffic; this causes delays due to signal congestion and leads to unpredictability of route schedules. These delays account for 15% of the total travel time between Olympia and Lakewood and discourage potential ridership growth. The Park-and-Ride improvements will allow for shorter and more direct northbound trips; reliable schedules yielding a projected overtime savings of \$350,000 per year that can be reinvested into service; and additional operator facilities, 11 more parking spaces, enhanced lighting, added security cameras, and designated walkways for rider safety.

Clair Bourgeois – asked if the 620 bus would stop at the Lacey Transit Center, get on I-5 at the Sleater Kinney onramp, and then proceed to the Martin Way Park-and-Ride pickup.

Phillips – responded that IT is prepared to engage the public for input before implementing route changes and that process will begin this coming fall. With the Zero Fare initiative IT has elected not to continue deeper into Pierce Transit's area and that likely the 512 Park-and-Ride and the Sounder Station will be the furthest points of service to the north. Additional plans to engage the public and enhance fixed route services trips is forthcoming.

Phillips briefed the CAC on project milestones reached over the past year, including:

- WSDOT access break request was completed April 2023.
 - Intercity Transit was the first application under the new process, which took about two years to complete.
- NEPA and Sec. 106 environmental review was completed July 2022.
- FHWA review was completed December 2022 and confirmed final WSDOT approval.
- City of Lacey permitting, engineering, and SEPA review completed.
- Design and engineering plans prepared for project bidding complete November 2022.
- Bid proceed and construction award completed in February 2023.
- Construction Approval for I-5 ROW from WSDOT complete end of February 2023.
- Construction started March 8, 2023.

Progress is ongoing and many items are still being worked on, including:

- Completion of construction.
- Review and approval of the Property Use Agreement with WSDOT.
- Confirming the reappropriation request for the RMG Grant.
- Coordinate with WSDOT on possible air space lease for shelter placement at the new flyer stop.
- Develop and procure a new shelter for the main Park-and-Ride platform.
- Update Olympia Express service and schedules.

Phillips shared that the flyer stop, and main platform shelter will be constructed in a second phase. Overall, the project is coming in under budget with \$3,400,000 budgeted including \$2,152,800 WSDOT Regional Mobility Grants funds and \$1,547,200 Local Funds. The total estimated project cost is \$2,618,087, which reserves funding for the future shelter projects. IT has requested partial reappropriation to carry the project forward and allow use of a portion of the grant funds during the 2024-2025 biennium.

The future construction schedule includes a substantial completion date of June 2023 and current phase completion date of August 2023. Phillips shared that the procurement team has successfully navigated submittals and supply chain issues to ensure it does not impact future completion dates. Several renderings were shown highlighting the new one-way flow of travel, new pedestrian access and lighting, new operations support building, additional area with new parking spaces, and the location of a future platform shelter. The pedestrian pathway with lighting is connected to the parking lot and meets ADA standards.

Phillips expressed his appreciation for the project support team, including WSDOT staff, IT Facilities, IT Operations, IT Information Services, IT Planning, IT Procurement staff - with a special recognition to Tammy Ferris, Procurement Coordinator, SCJ Alliance, and MSG Architects.

Phillips answered questions.

Nicole Smit – asked if the Flyer Stop would have a shelter and if the new building creates any blind spots that would be problematic for security cameras.

Phillips – answered that the hope is for a shelter to be added in the second phase of construction. WSDOT would not allow IT to plan for a shelter until the improvement related to the access break were completed. There are additional approval requirements to install a structure in the highway ramp area and IT followed WSDOT recommendations to complete the construction in a two-step phase. Phillips also answered that the new building has new camera positions to cover both new areas and to cover existing areas so overall visibility is improved. There will also be cameras to allow operators to view the exterior of the staff building from the inside to promote staff safety.

Nicole Smit – asked if the Flyer Stop would be used only at peak times for northbound or all northbound?

Phillips – answered that it would be used during every stop. However, use during peak times will help reduce the delays and allow for a more reliable schedule.

Eliane Wilson – inquired about local routes and if any changes would be made to those too.

Phillips – answered that there may be potential for changes in the future to use partial freeway running, but there are no specific plans at this time.

Clair Bourgeois – asked about the other local buses because getting to the Park-and-Ride as a pedestrian crossing Martin Way is difficult, many riders do not like crossing that roadway and board at the Lacey Transit Center instead.

Phillips – acknowledged that the stop is not pedestrian friendly and answered that he hopes improvements would be in place before any change or consideration of change was made. With the addition of the northbound ramp bus stop it will be slightly improved.

Ty Flint commented that he appreciated the update.

Betty Hauser commented that she appreciated the presentation and had been looking forward to an update.

CONSUMER ISSUES

- *Clair Bourgeois - inquired about funding available for CAC members to attend Transit conventions.*

Freeman-Manzanares - shared that there are funds budgeted for CAC to attend the WA State conference. IT has not sent CAC members over the last several years due to COVID, but it should be resuming. The state conference is planned for August in Vancouver, WA.

- *Ursula Euler - inquired if the Martin Way Park-and-Ride bus service would experience even better usage if there was an HOV lane from Martin Way to Tacoma.*

Phillips - indicated that improved southbound access would increase ridership. He stated that IT is committed to providing the pipeline for service. The Olympia Express route is very important to link people up to access medical facilities and other services.

Euler - offered to assist in advocating for funding, particularly from the Climate Commitment Act.

Freeman-Manzanares - expressed her deep appreciation for the work the CAC does in jumping into these conversations and advocating for more efficient service.

Euler – replied that there needs to be more out of the box thinking and that state legislators need to know there is a community interest for improved transit routes.

- *Rachel Weber - inquired about flyers that she saw around downtown that are asking for the return of late-night service for the Westside. She also asked if a partnership with Evergreen State College is a possibility.*

Freeman-Manzanares - answered that IT had an agreement with Evergreen, but following the shift to a zero-fare model the agreement was stopped in favor of providing additional service. The lack of operators is the biggest hurdle to returning to that increased service schedule. IT is moving in that direction, effective Sunday, March 19th over 11,000 hours were added to the service schedule which is an increase of about 5.5%. IT is currently at 78% of pre-covid service levels at 211,000 hours. With this service change, route 64 is increasing from 60 minutes to 30 minutes. Future schedules will include evening enhancements, such as service going until 9:30pm or 9:50pm in some areas. Given the improved conditions on Ensign Rd., route 60 will be returning to serve that location. Many adjustments will be made to the time points of the schedules as new service rolls out to improve accuracy. IT is monitoring zero-fare impacts, as well as post-COVID ridership changes to improve route

accuracy and service. Finally, IT is focusing on Operator recruitment and updates will be shared during the GM report.

- *Clair Bourgeois* - shared that she appreciated the improved service on route 64. Riders are excited for later service to return and have experienced getting stuck with early evening cutoffs.

Freeman-Manzanares - commented that she is looking forward to returning to pre-covid levels of service and providing the increased service demands that were voted on by the community.

REPORTS

- **February 15, 2023, ITA Meeting** - Clair Bourgeois shared that the ITA discussed the Pattison project construction update, including demolition of the old Pattison building for additional parking.
- **March 1, 2023, ITA Meeting** - Jeremy Mott was not in attendance to provide the report.

Nicole Smit - encouraged the CAC to review the meeting highlights that are included in the monthly packets for additional notes about ITA meetings.

- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report including:
 - A special request for assistance was made for 4-5 members of the CAC to perform beta testing March 27-31 to help make the fixed route website more user friendly. Testing will take place on a recorded ZOOM session and last about 30 minutes, please contact Nicky Upson or Amanda Collins for more information.
 - Hats off to Cindy, Kyle, Zach, Magic, and Riley. They have continually looked for ways to support existing Vanpool groups, educate the community, and attract new community members to the program. While the Vanpool program has been in a state of flux, the CAC has been instrumental in helping define IT's commitment to the program.
 - Transit Drivers Appreciation Day was March 18th. IT was excited to highlight our Operators who support community safety. The impact is immeasurable between the number of lost children, run-aways, and adults with dementia or Alzheimer's that Operators have located, and the number of accidents they have avoided and the passengers and travelers on the road they have protected. Treats and cards were provided in the days leading up to TDAD and social media ads were posted highlighting our Operators. Facilities and Maintenance staff were also acknowledged for their service to IT.
 - Kudos to Eric Phillips for his commitment to the Martin Way Project. He is appreciated for his fortitude and commitment to the project.
 - March 20th marked the kick-off for the WA State Transit Association's Transits Next Leader Institute class of 2023! This year's cohort includes IT's Katie Cunningham (Procurement Coordinator), Dan MacMillian (Maintenance Supervisor), and Kiera Maryott (Finance Supervisor). Past Institute graduates include Jason Aguero (Chief Information Officer), Joy Gerchak (Customer Service Manager), Nicky Upson (Senior Marketing, Communications, and Outreach Coordinator), and Cameron Crass (Fixed Route Manager).

- Service changes effective March 19th include: 11,000 hours of increased service, route 64 increasing from 60 minutes to 30 minutes, evening enhancements to route 12 to 9:30 pm and route 41 to 9:50 pm, and route 60 returning to Ensign Rd.
- Next phase of the Pattison St. project is underway. Staff will be cleared out of the old admin building by mid-April and relocated in new buildings by end of April, including the new fuel and wash facility.
- Permits and construction are targeted for beginning of April. The first phase will be moving utilities, next phase is demolition, third phase is adding stormwater retention which will last through Fall of 2024, fourth and final phase is to renovate the existing maintenance building which will last through the end of 2025. During all the phases there will be very limited parking which will be a challenge.
- The much anticipated redesignation letter that identifies IT is a large urban transit system was finally received! This will be effective FFY 2024. A lot of work to be done for policies and procedures, staff education is underway. More information will be shared throughout the transition as it becomes available.
- WA L&I is featuring IT in a promotional video highlighting the benefits of the “stay at work” program. Research shows that the longer an injured employee is away from work, the longer it takes for them to make a full return to work. IT is thankful to be recognized by Labor and Industries as great partners. The promotion will feature IT employees Operator David Dunbar and Operations Director/Interim GM Emily Bergkamp.
- Dial a Lift vehicles will finally be going into production. 28 new vehicles are on order and vehicles will be received by end of year. IT has been waiting two years for the vehicles due to supply chain issues.
- Nicky Upson and Ally McPherson attended the American Public Transit Association Marketing and Communications Conference last week. IT was highlighted by the Keynote speaker who shared a photo of a bus at the Olympia Transit Center and the Zero Fare Just Get On and Go head sign.
- The area experienced severe weather and staff navigated snowy and icy days very well. There were no vehicular accidents, but there were some slip and falls. Ann expressed her thanks to the Operations staff for navigating these tricky weather systems that resulted in rain, freeze cycles.
- IT partnered with WorkSource for a coach/operator recruitment event which was advertised both in print and radio marketing. Huge shoutout to HR and Operations staff, including Amy Z., Hannah, Amy M., Alana, Pam, Taylor, Heather, Emily, Dena, Cameron, Kevin, Benny, and Gavin who attended the event.
- The event yielded 70 candidates and will ultimately assist us with expanding service as desired by the community in Proposition 1. A new Operator class is scheduled to begin in April and another in June.
- February was the Winter Bicycle Challenge and we are preparing for the Bicycle Community Challenge in May.
- The youth education Walk n’ Roll Open House was a big success with lots of folks attending, including new individuals and potential volunteers.
- IT met with Congresswoman Strickland’s staff last week and we will be receiving a total of \$1.8 million in federal grants for the Zero Fare Bus Stop Access Improvement Project. IT will be renovating 145 frequently used stops to improve operating efficiency, reduce passenger travel time, and enhance passenger safety and access.

Intercity Transit Community Advisory Committee

March 20, 2023

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NEXT MEETING: April 17, 2023.

ADJOURNMENT at 7:49pm.

Prepared by Amanda Collins

<https://intercitytransitwa.sharepoint.com/sites/ExecutiveServices/Shared Documents/General/CAC/2023/2023 Minutes/March 2023 CAC Minutes.docx>

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