

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, September 6, 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: 545-382-940#

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

CALL TO ORDER

- | | | |
|-----------|---|----------------|
| 1) | STAFF INTRODUCTIONS | 20 min. |
| | A. Operator Class 23-04 (<i>Cameron Crass</i>) | |
| | B. Andrew Cathers, Vehicle Detailer (<i>David Chaffee</i>) | |
| | C. Jeremy Schwagler, Technician (<i>David Chaffee</i>) | |
| | D. Joe Bell, Technician (<i>David Chaffee</i>) | |
| 2) | APPROVAL OF AGENDA | 1 min. |
| 3) | PUBLIC COMMENT | 5 min. |
| 4) | NEW BUSINESS | |
| | A. New Facilities Work Truck Purchase (<i>Katie Cunningham</i>) | 5 min. |
| | B. 2023-2028 Transit Development Plan Adoption (<i>Rob LaFontaine</i>) | 5 min. |
| | C. Establish an On-Call Qualified Vendor List (<i>Peter Stackpole</i>) | 20 min. |
| 5) | INTERIM GENERAL MANAGER'S REPORT | 5 min. |
| 6) | 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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: September 6, 2023

FOR: Intercity Transit Authority

FROM: Katie Cunningham, Procurement Coordinator (360) 705-5837

SUBJECT: New Work Truck Purchase

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- 1) **The Issue:** Consideration of the purchase of four (4) Ford work trucks.
-
- 2) **Recommended Action:** Authorize the Interim General Manager, pursuant to Washington State Contract 05916, to purchase four (4) Ford work trucks from Bud Clary Ford in the amount not-to-exceed \$410,815 including sales tax.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** Intercity Transit seeks to purchase four (4) new Ford work trucks, with service bodies, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. Three (3) of these vehicles will expand the Facilities department fleet to accommodate additional staff added in 2023, and one (1) will replace a Fleet Maintenance shop truck which has met its useful life.

Over the last few years, ordering and production has been limited for these vehicles, and the manufacturer's order bank is only expected to be open for a short period this year. It is essential that Intercity Transit utilizes this opportunity to place this order, as it is unclear when the next opportunity will occur. The total order value for all four (4) vehicles will not exceed \$410,815. Intercity Transit expects these trucks will be substantially similar to the work trucks currently in use and staff is working diligently to finalize order details and seize this ordering opportunity.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 05916, which was competitively awarded to Bud Clary Ford for this vehicle class. Staff concurs with DES's assessment regarding fair and reasonable pricing and Bud Clary Ford's ability to perform. Based on our past experience with Bud Clary Ford and Ford work trucks, staff is confident these vehicles are mechanically sound and will serve our agency and staff well.

5) **Alternatives:**

- A. Authorize the Interim General Manager, pursuant to Washington State Contract 05916, to purchase four (4) Ford work trucks from Bud Clary Ford in the amount not-to-exceed \$410,815, including sales tax.
- B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

6) **Budget Notes:** Three (3) of the four trucks were not originally included in the 2023 budget. The additional funding needed for this vehicle order will be redirected from the project to purchase and install protective operator barriers on our buses which was approved in the 2023 budget for up to \$650,000. The barrier project will be delayed until 2024 to allow Intercity to seize this ordering opportunity, and more quickly satisfy our vehicle needs. The actual cost to purchase the four (4) work trucks, including sales tax, will not exceed \$410,815.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: September 6, 2023

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Adoption of the 2022 Annual Report & 2023-2028 Transit Development Plan

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- 1) **The Issue:** The annual update of the agency’s Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.
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- 2) **Recommended Action:** Adopt the 2022 Annual Report and 2023–2028 Transit Development Plan, as presented.
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- 3) **Policy Analysis:** Washington State requires the local transit agency to prepare an annual report and to update the agency’s six-year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website and *The Olympian* newspaper. A formal Public Hearing was properly noticed and held during the Transit Authority's August 16, 2023, regular meeting.
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- 4) **Background:** Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan each year. This year’s update is consistent with past procedural reviews, and includes assumptions related to restoration of service following the COVID-19 pandemic, as well as assumptions to future service, facilities and equipment consistent with the elements contained in the agency’s adopted Long Range Plan, Strategic Plan and annual budget.
- This year’s update to the Transit Development Plan is intended to be consistent with State, regional, and local plans and capital programs as required by statute. Copies of the approved TDP will be distributed to WSDOT, local jurisdictions, and other appropriate organizations and businesses throughout Thurston County.
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- 5) **Alternatives:**
- A. Adopt plan as recommended by staff.
 - B. Delay adoption to a later date.

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

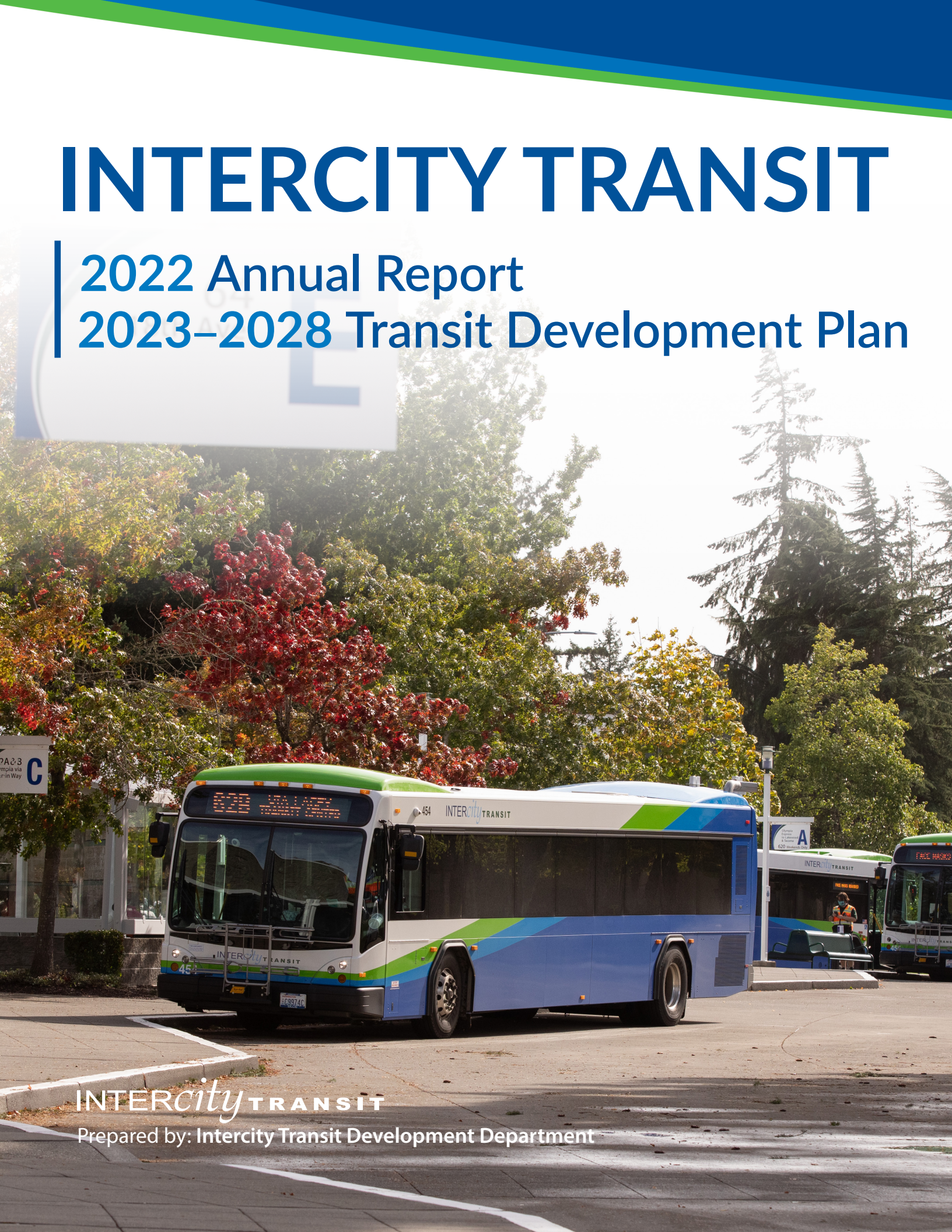
7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community.”*
This is achieved by providing clear and comprehensive information related to the transportation needs of our community.

8) **References:** [Final Draft 2023-2028 TDP](#)

INTERCITY TRANSIT

2022 Annual Report

2023–2028 Transit Development Plan



INTERcity TRANSIT

Prepared by: Intercity Transit Development Department

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Intercity Transit complies with all federal requirements under Title VI, which prohibits discrimination on the basis of race, color, or national origin.

If you have any questions concerning this policy or practice please, contact: Intercity Transit, 510 Pattison SE (physical address), PO Box 659 (mailing address), Olympia, WA 98507 or by calling the agency’s Title VI Officer, Peter Stackpole at 360-786-8585 or email at TitleVI@intercitytransit.com.

This document can be made available in other accessible formats. Please contact Customer Service at 360-786-1881 or outside Thurston County at 1-800-287-6348 TTY at 360-943-5211, Fax at 360-943-8760, or customerservice@intercitytransit.com.

Section 1 – Plan Adoption, Public Hearing, and Distribution

Plan Requirement – Conduct at least one public hearing about the transit development plan’s contents. Identify within the plan the date of the hearing and whether your governing body took and action to approve the plan.

Intercity Transit Authority Board Members (2023)

Clark Gilman — Chair, City of Olympia
Justin Belk— Vice Chair, Citizen Representative
Robin Vazquez — City of Lacey
Carolina Mejia — Thurston County
Debbie Sullivan — City of Tumwater
Brian Hess — City of Yelm
Don Melnick — Citizen Representative
Sue Pierce — Citizen Representative
Mark Neuville — Labor Representative

Ann Freeman-Manzanares – General Manager (January – March, 2023)

Emily Bergkamp – Interim General Manager (April, 2023 – present)

In accordance with RCW 35.58.2795, Intercity Transit has prepared and submitted this Annual Report for 2022 and a subsequent Transit Development Plan (TDP) for years 2023 through 2028. The purpose of the Annual Report is to summarize the major or significant events that affected delivery of transit services in the Thurston County Public Transportation Benefit Area (PTBA). Additionally, this document illustrates projected changes in local transit services during the next five years based on known facts and forecasted trends. Described in this plan are the methods and strategies proposed by Intercity Transit staff and endorsed by the Authority Board of Directors necessary to fulfill the provisions contained in our Mission and Vision statements.

Mission Statement

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy, and prosperous community.

Vision Statement

To be a leading transit system in the country, recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Public Hearing

Public comment is encouraged with each annual update of the TDP. This year’s public hearing is scheduled for Wednesday, August 16, 2023, at the Intercity Transit Authority meeting, 510 Pattison St SE, Olympia, Wash.

Distribution

Following final Authority adoption, this Plan was made be available at intercitytransit.com. Electronic copies were distributed to the Washington State Department of Transportation, Washington State Transportation Improvement Board, Thurston Regional Planning Council, Thurston County, and Cities of Lacey, Olympia, Tumwater, and Yelm.

Section 2 – Description of Service Area, Operations & Facilities

Plan Requirement – Include a broad overview of your public transportation system, including services, equipment and facilities, and intermodal connections.

Intercity Transit is the business name for the Thurston County Public Transportation Benefit Area (PTBA) that was established in September 1980, as authorized by Washington State law, RCW 36.57A. A brief history of the agency follows.

Agency History

September 1980: Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved collection of a local sales tax of 0.3 percent for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992: Further expansion of the Intercity Transit service area occurred and Thurston County voters outside of the urbanized area approved the 0.3 percent sales tax to support the expansion of the PTBA to include all of Thurston County. The expansion included several south county cities and towns as well as the rural areas of unincorporated Thurston County.

1995 – 1999: Local sales tax revenue slowed, which resulted in the gradual reduction of bus service as a way of balancing operating costs with available revenues. A local ballot measure that proposed a 0.2 percent increase in the transit sales tax necessary to preserve service as well as a modest expansion failed to pass in March 1999; the result was an 8 percent reduction in existing bus service. Moreover, the passage of statewide Initiative No. 695 in November 1999 removed Motor Vehicle Excise Tax (MVET) revenue for transit use.

2000 – 2002: The loss of MVET funding resulted in a 40 percent decrease in revenue and required a 42 percent service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference was convened of the local jurisdictions in Thurston County; the Conference resulted in the establishment of the current service boundary, which contains the urbanized areas of Olympia, Lacey, Tumwater, and Yelm. In September 2002, voters within the new boundary approved a 0.3 percent increase to the local transit sales tax, raising the rate to 0.6 percent; the new rate took effect in January 2003.

2003 – 2005: Incremental service increases began over three phases. Both Phase 1 (February 2003) and Phase 2 (September 2004) included 15 percent increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in 2004. During 2005, the focus shifted to rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops, and completing market research and ridership studies.

2006 – 2007: A three-phase increase of service hours was implemented, exceeding 15 percent in expansion. A new circulator route called “Dash” began operating between the Capitol Campus and downtown Olympia. A fixed route Short- and Long-Range Service Plan was completed in 2006, and 26 expansion vanpools were acquired. The installation of a communications system with advanced digital radio, AVL tracking, stop announcements, and auto-passenger counters were completed in 2007 as well as a new multi-year service plan. A small increase in service hours was implemented as well as upgrades

to the fleet, including 23 new buses (5 expansion), 3 Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in 2007 increased 12 percent above 2006. Intercity Transit completed a state-funded Trip Reduction program with state offices in Tumwater. Outreach efforts engaged over 1,000 participants in the annual Bicycle Commuter Contest and a new education program, "Smart Moves," for middle and high school students was launched.

2008 – 2009: An 11 percent increase in service hours brought new local service enhancements and introduced 15-minute service on major corridors. Expansion of the Martin Way Park & Ride Lot (Lacey) began and installation of on-board security cameras for the fleet was completed. System-wide ridership rose to new records, exceeding 5.1 million boardings in 2008 as fuel prices nationwide climbed to an average \$3.50 per gallon. Intercity Transit received two national awards in 2009: APTA's "Outstanding Public Transportation System" for medium-sized systems, and FTA's "Success in Enhancing Transit Ridership." The Martin Way P&R expansion was completed (138 to 319 stalls) as well as major market research and ridership studies. During this time, a master site plan for the expansion of the operations base, as well as an updated plan for the Olympia Transit Center (OTC) expansion were completed. Grants were received to construct a 300-stall Park & Ride lot at the Thurston County Waste and Recovery Center, and a Safe Routes to Schools-funded program for bicycling youth was introduced at several local schools. The base fare was increased from \$.75 to \$1.00 during this time period.

2010 – 2011: In 2010, the agency acquired six new hybrid-electric replacement buses. Local voters also approved a 0.2 percent increase in local transit sales tax, raising the rate to 0.8 percent. A discounted bus pass pilot program began intending to help local non-profit and human-service agencies with their clients' transportation needs. Commute Trip Reduction (CTR) law changes significantly increased the number of affected worksites in Thurston County, and Intercity Transit celebrated its 30th anniversary in 2011. The agency was selected by the Federal Transit Administration (FTA) to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training, which resulted in a new ESMS program. Major capital facility projects for the Olympia Transit Center (OTC), Operations Base, as well as the Hawks Prairie P&R Lot were continued. A Dial-a-Lift (paratransit) client survey was completed and the agency hit a record 5.3 million boardings, including fixed route ridership of 4.5 million. An online trip planner, as well as a regional application for "next bus" information were implemented.

2012: Intercity Transit became the first transit system in the country to be awarded "Gold Level" APTA Sustainability Commitment status. Innovative programs were continued, including Smart Moves youth outreach and Bike PARTners, a program that supports healthy commutes to schools. The Bicycle Commuter Contest celebrated its 25th anniversary, and passenger fare increased 25 percent on fixed route service (for adults) and 10 percent increase on vanpool fares. The discounted pass program, which began in 2010, was approved for future years; however, new federal legislation under MAP-21 removed important discretionary funding for buses and bus facilities. Development Director, Ann Freeman-Manzanares, was named Interim General Manager with the departure of the previous General Manager, Mike Harbour.

2013: The Authority Board selected and affirmed Ann Freeman-Manzanares as the new General Manager. The new 332-stall Hawks Prairie Park & Ride Lot officially opened in NE Lacey and received the American Public Works Association "Project of the Year" for Washington state. The agency earned ISO 14001 Certification for Sustainability and Environmental practices. At the time, IT was one of only nine transit systems in the country to have received the award. Two grant-funded demonstration Express routes were implemented to offer commuter service between Tumwater/Lakewood as well as limited Sound Transit peak service between Olympia/Seattle. Local base fare was increased from \$1.00 to \$1.25.

2014: A new youth outreach program called ‘Walk N Roll’ along with Bike PARTners continued to grow and was present in every school district within the service area. Computer servers were relocated to a state agency in Olympia as part of a technology enhancement project, which significantly reduced safety issues and on-site remodeling needs. Intercity Transit received the Thurston County Chamber of Commerce "Green Business of the Year Award," and ridership growth began to stabilize — recording a modest 1 percent annual increase in fixed route ridership. This became the agency’s third-highest ridership year.

2015: The ‘Walk N Roll’ program continued to grow; four bus shelters were installed, and 30 bus stops received ADA enhancements. Travel Trainers assisted 72 individuals, coaching them to use bus service safely and confidently, and Intercity Transit was awarded the first-ever statewide Grand Champion honor in State Public Transportation Rodeo competition.

2016-2017: In partnership with the City of Tumwater, Intercity Transit received a regional grant to improve pedestrian accessibility and safety at the Tumwater Square transfer station. In 2016, the 29th annual Bicycle Commuter Contest, sponsored by Intercity Transit, set a record of over 107,990 miles traveled by 1,853 registrants and 112 teams—an estimated 54 tons of CO2 prevention. IT's sustainability program was recertified and met the ISO 14001 – 2015 Standards, remaining one of a few public transit systems in the country to do so.

2018: A significant public outreach effort, labeled the “Road Trip,” was completed; results of the outreach were included in the completion of a Short- and Long-Range Plan. Short-range elements of the plan, which included several route restructures and timepoint changes were implemented in September, while the long-range elements of the plan were adopted by the Transit Authority Board in November. This followed the successful passage of a voter initiative to increase the local transit sales tax 0.4 percent to a total of 1.2 percent.

2019: In early 2019, Intercity Transit continued its efforts to implement the service elements approved as part of Proposition 1, including: “Change the way fares are paid.” During the late winter and spring of 2019, Intercity Transit completed a comprehensive technical evaluation of the fare policies and structure. The evaluation reviewed operational, capital, and revenue aspects of Intercity Transit’s fare policy and equipment and lifecycle, as well as access to other systems, equity, and community goals. Following review of the study and additional outreach with key stakeholders, Intercity Transit laid out a public process to present a “zero-fare” demonstration project. As part of the 2019 budget process, the Intercity Transit Authority — citing significant community benefits consistent with the approval of Proposition 1 – November 2018 — adopted a resolution suspending fare collection for fixed route and DAL service and providing for a five-year zero-fare demonstration project, effective January 1, 2020. Service expansion, consistent with the Long-Range Plan, continued in 2019 with a 13 percent expansion of fixed route service and 7 percent increase of ridership in 2019. In November, Intercity Transit implemented a bus rapid transit demonstration route called The One. The so-called “BRT-light” project runs from the Martin Way Park & Ride site, in north Lacey, to the Capital Mall station, in west Olympia. The route, which features fewer stops and shorter dwell times, takes about 30 minutes to complete; this is about half of the time it takes to cover the same area using traditional fixed-route bus service. Progress on major capital programs including fleet expansion and replacements (24 new coaches) and construction on a major expansion of the downtown Olympia Transit Center was on schedule for completion toward the end of 2019.

2020: During the first two months of 2020, Intercity Transit's ridership was up nearly 40 percent from the year-earlier period (January and February). This was likely due, in part, to Intercity Transit's elimination of bus fares ("zero-fare" demonstration project) in January 2020. On March 12, however, IT began making incremental reductions to bus service due to the COVID-19 pandemic. On April 13, IT halted its fixed-route bus service completely and instead offered advance reservation service for essential trips. The advance reservation service was supplemental to IT's Dial-A-Lift paratransit service, which continued. On June 21, IT began a gradual resumption of bus service, and required that riders must wear masks and space out physically on buses. As a result of these emergency service changes, IT's systemwide bus ridership was down 38.7 percent though the first half of 2020 compared to the year-earlier period. As of the end of 2020, IT's fixed-route bus service was about 42 percent of pre-pandemic levels (before March 2020).

2021: Services provided in 2021 remained reduced as the effects of the COVID-19 pandemic continued. Increased employee retirements and resignations, combined with unprecedented absenteeism required Intercity Transit to operate at reduced levels of service. A robust focus on recruitment and hiring new classes of Operators was initiated, however the result was a continuation of limited available staff to deliver service that extended into 2022. Gains were made compared to 2020, however fixed route service hours remained less than 79 percent of pre-pandemic levels. Most reductions in service were in late night span, as well as frequency of secondary routes serving local neighborhoods and frequency on the *Olympia Express* (inter-county) service. *DASH* and *Nightline* remained suspended indefinitely and service on *The One* (BRT demonstration route) was provided intermittently as labor resources were available. An extension of the five year "Zero-Fare" demonstration project, which began on January 1, 2020, was authorized; the revised end date was moved to either January 1, 2028, or a date three years following the full return of pre-pandemic fixed route service (i.e. 271,000 annual revenue service hours), whichever comes first.

2022: As with 2021, fixed route service in 2022 remained reduced when compared to service levels prior to the onset of the COVID-19 pandemic. Aggressive efforts to recruit, hire and train multiple classes of coach operators allowed for a modest restoration of pre-pandemic service. Intercity Transit ended the year having delivered approximately 15,000 more hours of fixed route service when compared to 2021, a net increase of 7.8 percent. Dial-A-Lift service by comparison delivered 78,956 hours of revenue service in 2022, an amount nearly identical to the 78,734 hours provided in 2021. Fixed route ridership in 2022 began to indicate a positive return as average weekday boardings grew 23 percent compared to 2021 and boardings per revenue service hour increased nearly 15 percent when compared to 2021. Despite the gains total fixed route ridership remained near 60 percent of pre-pandemic levels. Dial-A-Lift ridership in 2022 was 12.8 percent higher than 2021. Beyond service, in late 2022 Intercity Transit celebrated the long awaited completion of the new Pattison Base Administration and Operations Facility. The Pattison site remained in a transformative state as construction progressed to the South Parcel, a focused project intended to remodel the Maintenance building for continued use into the future with a particular readiness for anticipated shifts toward alternatively fueled vehicles and related fuel delivery systems.

Facilities 2022

Intercity Transit directly operates several facilities, including:

- Olympia Transit Center (OTC)
- Lacey Transit Center (LTC)
- Main base facility (510 Pattison Street SE, Olympia)

Additional facilities are administered jointly with other governmental entities:

- Centennial [Amtrak] Station (Thurston County, Port of Olympia, Cities of Lacey, Olympia, Tumwater, and Yelm)
- Martin Way Park & Ride (State of Washington)
- Hawks Prairie Park & Ride (Thurston County)

All maintenance, administration and dispatch functions are performed from the Pattison base. In 2005, Intercity Transit purchased property adjacent to the Pattison base with the intent of expanding the facility to better accommodate agency growth. In 2012, nearby office space was leased to provide necessary workspace relief. In 2017, the Pattison base expansion project (Phase 1) began with final design and replacement of existing underground fuel storage tanks. Through 2022 Intercity Transit continued to receive state/federal funding to support completion of the Intercity Transit base expansion and rehabilitation project. Construction on the north portion of the base site began in 2020 and reached substantial completion in late 2022. The Pattison campus remains under construction as rehabilitation of the existing maintenance building and final site work is anticipated to continue on the south part of the site.

Service Description 2022

During 2022, Intercity Transit provided a variety of transportation services benefiting the residents and visitors of Thurston County.

View Intercity Transit fixed route system map:

intercitytransit.com/bus/system-map

Fixed-Route Service

In response to the COVID-19 pandemic, Intercity Transit significantly decreased its systemwide fixed-route bus service during 2020; this decreased the number of routes from 22 to 18. By the end of 2022 Intercity Transit had restored roughly 78 percent of pre-pandemic service. The agency plans on gradually reinstating those routes and restoring service to pre-pandemic levels, as operational resources allow. According to the September 2022 published schedule, hours of service on weekdays were generally 7:00 a.m. to 10:00 p.m.; and 8:30 a.m. to 10:00 p.m. on Saturdays and Sundays. No service was provided on three national holidays (New Year's Day, Thanksgiving Day, and Christmas Day).

- Ridership: In 2022 Intercity Transit recorded 2,968,796 fixed route boardings, an increase of 34.7 percent from 2021.

ADA Complementary Paratransit Service

"Dial-A-Lift" is the brand name of Intercity Transit's complementary ADA Paratransit program, which provides door-to-door service for people with eligible limitations that prevent reasonable access to the fixed-route bus service. Dial-A-Lift hours of operation reflect all fixed-route service — which includes no service on three national holidays.

- Ridership: In 2022 Intercity Transit recorded 130,004 Dial-A-Lift trips, a 12.8 percent gain over 2021

The Travel Training and Bus Buddy programs also work with individuals to transition from paratransit service to fixed route or assist people with becoming comfortable riding a bus independently.

Zero-Fare Program

Intercity Transit stopped collecting fares for fixed-route and paratransit (Dial-A-Lift) trips in January 2020, the start of a multi-year “Zero-Fare” demonstration project. In 2021 an extension of the 5-year “Zero-Fare” demonstration project was authorized; the revised end date was moved to either January 1, 2028, or a date three years following the full return of pre-pandemic fixed route service (i.e. 271,000 annual revenue service hours), whichever comes first.

Vanpool Services

At the end of 2022, there were 128 Intercity Transit commuter vanpools in operation throughout the Puget Sound Region – a decrease of 1.5 percent compared to the year prior (2021 ended with 130). The average number of vanpool groups for 2022 was 133 which is a .75 percent decrease from 2021 (2021 average was 134).

Intercity Transit staff promote the vanpool program to employers and individuals as well as facilitate group formation and provide defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis and operate the vehicles independent of other Intercity Transit services; vans are generally in service weekdays, from 1:45 a.m. to 10:00 p.m.

- Fares: 28 percent of the operating costs were recovered in 2022. [NOTE: IT suspended Vanpool fare collection in March 2020 due to the COVID-19 pandemic, resuming fare collection June 2021; comparatively, 23 percent of costs were recovered during 2021.]
- Ridership: In 2022 Intercity Transit recorded 212,856 vanpool trips, which was an increase of 19 percent from 2021.
- Ride-matching: Intercity Transit is a member of the Washington/Oregon Rideshare network, which provides a computerized database of individuals interested in carpooling and vanpooling. Rideshare online is a free service to the user that was established in 1997. The service enables commuters to make contacts throughout the region either through a toll-free call, over the internet, or via a local transit system.

Service Connections 2022

In 2022, Intercity Transit provided connections with six other public transit operators, as well as Greyhound and Amtrak service:

- Grays Harbor Transit (GHT): Service between Aberdeen and west Olympia, and the Olympia Transit Center.
- Mason Transit Authority (MTA): Service between Shelton and west Olympia, and Olympia Transit Center.
- Pierce Transit (PT): Intercity Transit’s *Olympia Express* service connects with PT’s local service in Lakewood (Lakewood Station and SR 512 Park & Ride lot). Note that as of this writing Intercity Transit has indefinitely suspended fixed-route express service to Tacoma Mall and the Tacoma Dome Station.
- Sound Transit (ST): Intercity Transit’s *Olympia Express* service connects with Sound Transit service in Lakewood (Lakewood Station and SR 512 Park & Ride lot). From these locations, riders

can transfer to *Sounder* passenger rail service, or ST Express buses, with service destinations that include Tacoma, Seattle and Sea-Tac Airport.

- Amtrak: Intercity Transit Routes 64 and 94 provide regular service 7 days a week to the Olympia-Lacey Centennial Station, which offers access to 10 passenger rail trips each day.
- Greyhound: Connections to Greyhound bus service are available from the downtown Olympia Transit Center.
- FlixBus: Connections to FlixBus service are available from the downtown Olympia Transit Center. FlixBus connections were introduced in August 2022; FlixBus is a regional and international bus service with a large network of destinations throughout the Pacific Northwest.
- Rural Transit (R/T): Connections from Intercity Transit fixed route service to R/T service are available primarily at the Tumwater Square stops. R/T provides basic fixed route service throughout southern Thurston County.
- Twin Transit: Connections from Intercity Transit fixed route service to Twin Transit service are available at Olympia Transit Center and the Washington State Labor & Industries office building in Tumwater. Twin Transit provides public transit options throughout Lewis County.

Park & Rides

Intercity Transit fixed route service is available at the following park & ride lots:

- Martin Way Park & Ride
 - Routes 62A, 62B, 65, and *Olympia Express* (Note: *The One* was suspended in early 2022)
- Centennial Station (Amtrak)
 - Routes 64 and 94
- SR 512 Park & Ride (Lakewood)
 - *Olympia Express* (Currently route 620)

Educational Sites

Intercity Transit provides regular fixed route service to the Olympia and Lacey campuses of South Puget Sound Community College, Saint Martin's University, and The Evergreen State College. Additionally fixed route service is in walkable proximity to many public and private schools throughout the service area.

Activities 2022

Significant agency activity during the year continued with ongoing capital facility project reviews. The effort to limit agency use of non-renewable resources, reducing waste and pollution, promoting public stewardship, and protecting the natural environment as much as possible has been incorporated into training of all Intercity Transit staff.

Capital projects included the on-going construction of the Pattison base expansion and rehabilitation project, as well as continued bus stop enhancements intended to improve access and consistency in bus stop design and functionality. Highlights of other agency efforts during the year included:

- New Vehicles: Intercity Transit received 10 replacement coaches for fixed-route bus service in 2022.
- Fixed-Route Transit Service: As Intercity Transit continued rebuilding its transit service in 2022, fixed-route revenue service hours were increased by 7.8 percent.
- New Shelters and Amenities: Intercity Transit upgraded 124 bus stops throughout the system on a contract awarded in August 2022. Amenities included adding landing pads, solar lights, shelters, and pole-mounted benches.

- Land Use Planning Coordination: Intercity Transit is one of several local agencies involved in reviewing local land use permitting requests. Staff works with local community development and public works departments, planning commissions, as well as public and private developers to include access to public transportation through effective land use planning and urban design. During 2022, staff received and reviewed development notices and commented on several applications requesting specific transit amenities or improvements to access at existing stops. Intercity Transit continues to participate with local jurisdictions on land use development and road improvement projects, including regional projects affecting the Martin Way corridor, Interstate 5, and U.S. Highway 101. The “Smart Corridor” and related transit signal priority demonstration project is also being developed for testing.
- Village Vans: In 2002, Intercity Transit began a grant-funded service called Village Vans to operate four vans intended to help meet work-related transportation challenges for low-income families. Village Vans is an innovative program that leverages partnerships with the Washington Department of Employment Security, Thurston County Public Health and Social Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council, and other local service agencies whose programs are intended to help jobseekers and low-income families. Over the course of 17 years, Village Vans averaged 5,633 trips a year. Throughout 2020 and 2021 the program was periodically suspended from service. Village Vans staff assisted the demand-response temporary service called Advanced Reservation; an alternative transportation option provided to the community to support transportation needs during the pandemic. Village Vans service was reinstated in July 2021. In 2022, Village Vans provided nearly 2,951 rides. Four volunteers gained employment, two of which were employed at Intercity Transit.
- Innovative Programs: In 2022, Intercity Transit continued its Walk N Roll youth education program. Walk N Roll’s events and activities encourage and educate youth to walk, bike, roll, and ride transit for transportation. Walk N Roll partnered with local school districts and youth organizations to educate youth about public transportation through presentations and Rolling Classroom field trips. Refurbished donated bikes were provided to 133 youth, ages 11-18, along with bicycle safety and bike maintenance education. Walk N Roll helped six schools organize monthly walk and bike to school events encouraging families to get to school using active transportation options. Walk N Roll provides bike safety and handling skills education to elementary aged youth through the installation of traffic gardens and bike rodeo events.
- Transit Technology: Intercity Transit continues to provide online trip planning for fixed-route service and participates in the regional smart phone application “OneBusAway” for real-time bus arrival information and trip planning. In 2022 Intercity Transit completed the implementation of an upgraded Computer Aided Dispatch-Automatic Vehicle Location system (CAD-AVL); as a result passengers have a new option for web-based trip planning using the “myStop” smartphone app offered by Avail Technologies.

Section 3 – State and agency goals, objectives, and action strategies

Plan Requirement – Identify your priority goals, objectives and strategies for the current year and next five years. Identify which of your objectives and strategies support attainment of the transportation policy goals in RCW 47.04.280 and the Washington State Transportation Plan.

Intercity Transit goals, objectives and strategies are updated annually with the review and adoption of the Strategic Plan. Provided below are the specific goals and end policies (i.e. objectives and action strategies) taken from the 2023-2028 Strategic Plan and their correlation to the transportation policy goals published in the Washington State Transportation Plan.

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

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

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to **ensure a prosperous economy**.
- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State, including congestion relief and improved freight mobility.
- *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, **enhance healthy communities**, and protect the environment.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 2 – Provide outstanding customer service.

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

Relevant State Goal(s):

- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State, including congestion relief and improved freight mobility.
- *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, **enhance healthy communities**, and protect the environment.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 3 – Maintain a safe and secure operating system.

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

Relevant State Goal(s):

- *Preservation* – To **maintain**, preserve, and extend the life and utility of **prior investments** in transportation systems and services, including the state ferry system.
- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 4 – Provide responsive transportation options within financial and staffing limitations.

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

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and **enhance the movement of people** and goods to ensure a prosperous economy.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State, including congestion relief and improved freight mobility.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 5 – Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.

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

Relevant State Goal(s):

- *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, **enhance healthy communities**, and protect the environment.

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

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

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and **enhance the movement of people** and goods to ensure a prosperous economy.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State, including congestion relief and improved freight mobility.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 7 – Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity as a service provider and as an employer.

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

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and **enhance the movement of people** and goods to ensure a prosperous economy.
- *Preservation* – To **maintain**, preserve, and extend the life and utility of **prior investments** in transportation systems and services, including the state ferry system.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State, including congestion relief and improved freight mobility.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

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

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

Relevant State Goal(s):

- *Stewardship* – To continuously **improve** the quality, effectiveness, **resilience**, and efficiency of the transportation system.
- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State, including congestion relief and improved freight mobility.
- *Economic vitality* – To promote and develop **transportation** systems that stimulate, support, and enhance the movement of people and goods **to ensure a prosperous economy**.

Section 4 – Local Performance Measures and Targets

Plan Requirement – Identify performance measures and targets that you use to evaluate performance of your system.

The following safety goals were adopted and published in Intercity Transit’s *Public Transportation Agency Safety Plan* (PTASP) as of December 2022; the complete PTASP can be viewed at the following URL: intercitytransit.com/about-us/publications/Safety%20Plan

Goal 1 – Safety Management Systems (SMS) to reduce casualties/occurrences.

Use a Safety Management Systems framework to identify hazards and mitigate risk to reduce injuries and property losses.

Goal 2 – Safety Management Systems (SMS) to foster a robust safety culture.

Foster agency-wide support for transit safety by establishing a culture that holds agency leaders accountable for safety and ensures all employees take an active role in securing transit safety; and cultivating a safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of agency leaders.

Goal 3 – Safety Management Systems (SMS) to enhance system reliability.

Provide safe and reliable transit operations by assuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.

The following are the agency’s transit asset management targets, as contained in the 2021 National Transit Database (NTD):

<i>Rolling Stock – percent of revenue vehicles that have met or exceeded their useful life benchmark</i>		
Asset	2022 Performance	2023 Target
Bus	6.98%	6.98%
Cutaway	50.94%	52.00%
Minivan	32.56%	70.00%
Van	100.00%	100.00%

<i>Equipment – percent of vehicles that have met or exceeded their useful life benchmark</i>		
Asset	2022 Performance	2023 Target
Automobiles	100.00%	60.00%
Trucks and other Vehicles	40.00%	40.00%

<i>Facility – percent of facilities rated below 3 on the condition scale</i>		
Asset	2022 Performance	2023 Target
Passenger/Parking Facilities	0.00%	0.00%
Admin/Maintenance Facilities	100%	33.00%

Section 5 – Plan Consistency

Plan Requirement – Identify steps that you have taken to ensure that your transit development plan is consistent with the local comprehensive plans adopted by cities, counties, and towns within your service area.

Intercity Transit staff work closely with local and regional planners to coordinate changes to transit service. Given the extensive impact to available labor resulting from the COVID-19 pandemic, Intercity Transit remains at a reduced level of service; jurisdictional coordination on changes to transit service continue however the primary interest is the restoration of previously operated service levels. Intercity Transit’s adopted Long-Range Plan remains the primary publication and road map for changes to transit service and future transit projects. The Long-Range Plan was developed in consultation with local Cities and Counties and remains the focal point for coordinated projects, beyond service restoration.

For the years 2023 through 2028 regular jurisdictional coordination and engagement in regional transportation planning is expected to continue. Intercity Transit is represented and participates in regional transportation planning administered through the Thurston Regional Planning Council (TRPC), the Metropolitan Planning Organization (MPO) that includes the Thurston County Public Transportation Benefit Area (PTBA). Through this participation, Intercity Transit representatives coordinate transit involvement in planning efforts and construction projects receiving Federal transportation funding. Moreover, Intercity Transit staff develop working relationships with jurisdictional colleagues that allow for routine coordination on lesser projects, or projects not receiving Federal funds.

Section 6 – Planned Capital Expenses

Plan Requirement – Present your planned capital expenses for the current year and next five years, including rolling stock, facilities, equipment and infrastructure.

Type	Request Title	FY2024	FY2025	FY2026	FY2027	FY2028
Administrative Buildings (6300)						
	Pattison Rehab & Expansion	\$19,739,390.00	\$19,739,390.00	\$8,141,641.00		
Total Administrative Buildings (6300)		\$19,739,390.00	\$19,739,390.00	\$8,141,641.00	\$0.00	\$0.00
Communications & Information Systems (6800)						
	Vehicle Telematics	\$175,200.00				
	Facilities Maintenance Management System	\$50,000.00				
	Agency ERP SW System	\$3,000,000.00	\$1,000,000.00	\$1,000,000.00		
	Emergency Operations Center (EOC) Communications & Information Systems	\$75,000.00				
	Core Infrastructure and Communications	\$145,000.00	\$100,000.00	\$325,000.00	\$100,000.00	\$290,000.00
	Transit Signal Priority (TSP)	\$350,116.00	\$350,115.00			
	Transit Center and Core Customer Info Navigation	\$150,000.00	\$150,000.00			
Total Communications & Information Systems (6800)		\$3,945,316.00	\$1,600,115.00	\$1,325,000.00	\$100,000.00	\$290,000.00
Guideway (6100)						
	BRT Modeling/Corridor Assessment (federalizing project)	\$280,000.00				
	BRT and Corridor Program Capital	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00		
Total Guideway (6100)		\$5,280,000.00	\$5,000,000.00	\$5,000,000.00	\$0.00	\$0.00
Maintenance Buildings (6400)						
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	\$520,000.00				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	\$5,200,000.00				
	Electronic Line Detectors	\$36,250.00				
	UST Large Vault Repair	\$72,500.00				
Total Maintenance Buildings (6400)		\$5,828,750.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (6900)						
	Smart Corridor phase 2 & 3	\$600,000.00				
Total Other (6900)		\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (6900) Furniture & Equipment						
	Pattison Furniture, Fixtures, Equipment & Technology	\$1,871,840.00	\$2,495,787.00	\$935,920.00	\$935,920.00	
	Maintenance Shop Equipment	\$862,586.00	\$2,590,528.00	\$137,600.00		
	Centennial Station Security System	\$50,000.00				
Total Other (6900) Furniture & Equipment		\$2,784,426.00	\$5,086,315.00	\$1,073,520.00	\$935,920.00	\$0.00
Other (6900) Shelters, Signs and passenger amenities						
	Bus Stop Facility Improvements	\$2,282,438.00	\$1,514,026.00			
Total Other (6900) Shelters, Signs and passenger amenities		\$2,282,438.00	\$1,514,026.00	\$0.00	\$0.00	\$0.00
Passenger Stations (6200)						
	Amtrak Staff Room Improvements	\$12,000.00				
	Amtrak Site Stormwater Swale Restoration	\$55,084.00				
	BRT Station PE / Construction	\$650,000.00	\$206,250.00			
	Amtrak Restroom Remodel	\$50,000.00	\$206,733.00			
	LTC Restroom Remodel	\$335,000.00	\$100,000.00			
	OTC Pedestrian Crossing Replacements	\$370,000.00				
	NE Lacey Operation Terminal Facility (Roundabout design and ROW)	\$850,000.00	\$850,000.00	\$1,300,000.00		
Total Passenger Stations (6200)		\$2,322,084.00	\$1,362,983.00	\$1,300,000.00	\$0.00	\$0.00
Revenue Vehicles (6500)						
	Vanpool Replacement Vehicles	\$923,498.00	\$823,242.00	\$587,144.00	\$1,328,208.00	\$606,072.00
	Fixed Route Bus Replacement			\$12,240,000.00		\$15,912,000.00
	Zero Emission Bus purchase - Hydrogen Demonstration Project	\$5,578,261.00				
	Zero Emission Bus purchase - Hydrogen Pilot Project	\$3,372,174.00				
	Dial-A-Lift (DAL) Van Replacement	\$7,382,700.32	\$3,528,636.00		\$4,028,074.00	
Total Revenue Vehicles (6500)		\$17,256,633.32	\$4,351,878.00	\$12,827,144.00	\$5,356,282.00	\$16,518,072.00
Service Vehicles (6600)						
	Non-Revenue Vehicles and Equipment	\$759,403.00	\$617,278.00	\$353,304.00	\$100,913.00	\$53,202.00
Total Service Vehicles (6600)		\$759,403.00	\$617,278.00	\$353,304.00	\$100,913.00	\$53,202.00
Total Project All Types		\$60,798,440.32	\$39,271,985.00	\$30,020,609.00	\$6,493,115.00	\$16,861,274.00

Section 7 – Planned Operating Changes

Plan Requirement – Provide a yearly plan of changes to existing services that you have scheduled to occur within the plan horizon.

For years 2023 – 2028 Intercity Transit intends to strive toward fulfillment of commitments contained in the adopted Long-Range Plan; this includes enhancements to local transit service in accordance with the voter-approved increase to local transit sales tax in 2018. However, Intercity Transit continues to focus foremost on the restoration of services reduced or suspended as a result of the COVID-19 global pandemic, a process contingent upon the successful recruitment, hiring and training of professional coach operators. The forecast for years 2023 – 2028 reflects Intercity Transit’s expectation to restore nearly all of the fixed route (and corresponding Dial-A-Lift) service that was reduced or suspended during the pandemic. Recognizing how various influences have affected development, population and mobility, Intercity Transit anticipates some of the routes, schedules and stops being restored may be adjusted to reflect the present population and travel patterns. Beginning in 2025, Intercity Transit projects a transition from restoration of service to a state of positive growth and expansion.

The year-by-year forecast outlined below is contingent upon the following assumptions:

- The volume of operators will not decrease from current (July 2023) levels.
- Demand of unscheduled (i.e. Extra Board) operators will remain stable.
- Year-over-year increases to Operating labor will result in a sustainable net gain of approximately 33,280 labor hours (or 16 FTEs).
- Dial-A-Lift service will gradually increase and remain proportionate to the total volume of local fixed route service.

2023 (including planned service beginning September 3, 2023)

- Annualized fixed route revenue service hours: 239,314.
 - 88 percent of pre-pandemic service levels.
 - Restoration of weekday frequency on select routes (Routes 13, 21, 47 & 60).
 - Incremental restoration of evening/late night service on select routes to approximately 10:30 PM.

2024

- Increase fixed route annual revenue service hours to approximately 265,000.
 - +25,000 hours from 2023.
 - 97 percent of pre-pandemic service levels.
- Continued restoration of fixed route service resulting from the COVID-19 pandemic:
 - Anticipated restoration of commuter supported services including the *Olympia Express* and the High-Performance Corridor Service (i.e. *The One*).
 - Possible restoration of DASH service in downtown Olympia
 - Proportionate increase in Dial-A-Lift service (ADA paratransit service).

2025

- Increase fixed route annual revenue service hours to approximately 280,000.
 - +15,000 hours from 2024.
 - 103 percent of pre-pandemic service levels.
- Continued restoration of fixed route service resulting from the COVID-19 pandemic:

- Anticipated restoration of late-night service and higher frequencies during daytime hours.
- Anticipated implementation of select Long-Range Plan elements improving both the span and frequency of bus service during weekdays and weekends.
 - Proportionate increase in Dial-A-Lift service (ADA paratransit service).

2026

- Increase fixed route annual revenue service hours to approximately 304,000.
 - +20,000 hours from 2025.
 - 112 percent of pre-pandemic service levels.
- Anticipated implementation of select Long-Range Plan elements improving both the span and frequency of bus service during weekdays and weekends.
 - Proportionate increase in Dial-A-Lift service (ADA paratransit service).

2027

- Increase fixed route annual revenue service hours to approximately 320,000.
 - +15,000 hours from 2026.
 - 119 percent of pre-pandemic service levels.
- Anticipated implementation of select Long-Range Plan elements improving both the span and frequency of bus service during weekdays and weekends.
 - Proportionate increase in Dial-A-Lift service (ADA paratransit service).

2028

- Increase fixed route annual revenue service hours to approximately 340,000.
 - +20,000 hours from 2027.
 - 125 percent of pre-pandemic service levels.
- Anticipated implementation of select Long-Range Plan elements improving both the span and frequency of bus service during weekdays and weekends.
 - Proportionate increase in Dial-A-Lift service (ADA paratransit service).
 - Bus Rapid Transit project development and potential preparatory network adjustments (Note: the anticipated delivery of Bus Rapid Transit (BRT) on the major community corridors is expected to result in multiple changes to existing routes and schedules).

Section 8 – Multi-Year Financial Plan

Plan Requirement – Provide a multiyear financial plan that includes a capital investment program, operating financial plan, and cash flow analysis.

Operating Financial Plan	2023	2024	2025	2026	2027	2028
Operating Revenues						
Passenger Fares	\$500,000	\$550,000	\$605,000	\$665,500	\$732,050	\$805,255
Sales Tax	82,632,898	84,285,556	86,814,123	89,418,546	92,101,103	94,864,136
Federal/State Operating Assistance	6,142,434	6,449,556	6,772,033	7,110,635	7,466,167	7,839,475
Other Revenues	1,699,500	1,784,475	1,873,699	1,967,384	2,065,753	2,169,041
Gain (Loss) on Capital Assets	65,000	68,250	71,663	75,246	79,008	82,958
Total Operating Revenues	91,039,832	93,137,837	96,136,517	99,237,311	102,444,080	105,760,865
Operating Expenditures						
Wages and Benefits	55,210,303	56,866,612	58,572,610	60,329,789	62,139,682	64,003,873
Maintain Coach Operations	9,108,469	9,381,723	9,663,175	9,953,070	10,251,662	10,559,212
Maintain DAL Operations	1,227,409	1,264,231	1,302,158	1,341,223	1,381,460	1,422,903
Maintain Vanpool Operations	2,175,490	2,240,755	2,307,977	2,377,217	2,448,533	2,521,989
Insurance	2,004,000	2,064,120	2,126,044	2,189,825	2,255,520	2,323,185
Operating Projects	6,745,676	6,948,046	7,156,488	7,371,182	7,592,318	7,820,087
All Other Operating Expenditures	10,427,376	10,740,197	11,062,403	11,394,275	11,736,104	12,088,187
Total Operating Expenditures	86,898,723	89,505,685	93,980,969	98,680,017	103,614,018	108,794,719
Operating Surplus/(Deficit)	4,141,109	3,632,152	2,155,548	557,293	(1,169,938)	(3,033,854)
Cash Flow from Capital Activity						
Acquisition & Construction of Assets	(16,307,073)	(60,798,440)	(39,271,985)	(30,020,609)	(6,493,115)	(16,861,274)
Net Proceeds from State Grants	7,881,356	12,966,556	2,467,842	293,572	664,104	303,036
Net Proceeds from Federal Grants	524,852	14,887,933	10,278,439	8,634,122	2,014,037	7,956,000
Net Cash Flow from Capital Activity	(7,900,865)	(32,943,951)	(26,525,704)	(21,092,915)	(3,814,974)	(8,602,238)
Cash and Reserve Balances						
Beginning Cash Balance	197,410,473	213,159,377	183,847,578	159,477,422	138,941,801	133,956,889
Less: Operating Reserves	(21,724,681)	(22,376,421)	(23,495,242)	(24,670,004)	(25,903,505)	(27,198,680)
Available Unrestricted Cash	175,685,792	190,782,956	160,352,335	134,807,418	113,038,296	106,758,209
Current Year Cash Flows						
Add: Operating Surplus/(Deficit)	4,141,109	3,632,152	2,155,548	557,293	(1,169,938)	(3,033,854)
Add: Net Cash from Capital Activity	(7,900,865)	(32,943,951)	(26,525,704)	(21,092,915)	(3,814,974)	(8,602,238)
Net Current Year Cash Flow	(3,759,756)	(29,311,799)	(24,370,156)	(20,535,622)	(4,984,912)	(11,636,092)
Ending Available Unrestricted Cash	171,926,036	161,471,156	135,982,180	114,271,796	108,053,384	95,122,117
Ending Total Cash (With Reserves)	\$193,650,717	\$183,847,578	\$159,477,422	\$138,941,801	\$133,956,889	\$122,320,796

Section 9 – Projects of Regional Significance

Plan Requirement – Identify regionally significant projects for inclusion in your regional transportation improvement program maintained by your regional transportation planning organization.

2024 – 2027 Transportation Improvement Program (TIP)

Viewable at the following URL:

intercitytransit.com/sites/default/files/2023-06/IntercityTransit_2024-2027_TIP_adopted060723.pdf

Intercity Transit’s Transportation Improvement Program (TIP) or “Program of Projects” (POP) is an annually updated list of Intercity Transit’s program of funded and potentially funded projects that utilize federal funds. The TIP includes projects programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC). Projects with secured funds are incorporated into the Statewide Transportation Improvement Program (STIP).

INTERCITY TRANSIT
Final 2024 - 2027 Transportation Improvement Program
 Adopted June 7, 2023

IT #	Project	TOTAL 2024 - 2027					Federal	Type	Local	Total	Funding Source
		2024	2025	2026	2027	2027					
1	IT 1601 Capital Preventive Maintenance	\$400,000	\$0	\$0	\$0	\$400,000	\$320,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$80,000.00	\$400,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement	\$1,125,000	\$0	\$0	\$0	\$1,125,000	\$900,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$225,000.00	\$1,125,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility	\$1,825,950	\$1,211,221	\$360,000	\$360,000	\$3,557,171	\$2,845,737	Secured Federal Community Project Funding (CPF) and anticipated RMG 2023-2025 award.	\$711,434.20	\$3,557,171.00	Secured federal CPF and anticipated RMG 2023-2025 award. TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (TAP)	\$258,000	\$0	\$0	\$660,498	\$918,498	\$794,501	Federal/ Regional	\$123,997.23	\$918,498.00	TRPC Secured Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$1.2M planning for alt fuels (PSRC earned share and Direct Apportionment)	\$1,609,970	7,221,038	\$9,384,496	\$9,384,496	\$27,600,000	\$22,080,000	Sec. 5307, 5339 & PSRC Earned Share	\$5,520,000.00	\$27,600,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement Dial A Lift vehicles - \$291K	\$3,492,000	\$100,000	\$2,974,000	\$1,014,040	\$7,580,040	\$6,064,032	State consolidated funds & Future 5310 in FY25	\$1,516,008.00	\$7,580,040.00	Anticipated regional federal funds (contingency list) and anticipated State funds
7	IT1903 High Capacity Corridor Service or BRT "light"	\$5,428,000	\$12,500,000	\$6,000,000.00	\$6,072,000	\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
8	IT2001 Alternative Fuel Infrastructure (Facility & Site Improvements)	\$5,136,818	\$8,000,000	\$8,000,000	\$3,000,000	\$24,136,818	\$19,309,454	State RMG & Federal 5339 & 5307 or competitive	\$4,827,363.60	\$24,136,818.00	Unsecured, potential RMG funding
9	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$3,134,970	\$0	\$0	\$0	\$3,134,970	\$2,507,976	Federal Sec. 5307 and Sec. 5339	\$626,994.00	\$3,134,970.00	Federal 5339 & 5307
10	IT 2201 Northeast Lacey Operational Support Terminal Facility	\$860,000.00	\$735,250	\$3,784,750	\$800,000	\$6,000,000	\$4,800,000	TRPC Secured Federal Funds and potential state Bus & Bus Facilities funding	\$1,200,000.00	\$6,000,000.00	TRPC Secured Federal Funds and potential B & BF funding
Total Federal Funded Projects		\$23,090,708	\$29,767,509	\$30,403,246	\$21,191,034	\$104,452,497	\$83,621,700		\$20,830,797	\$104,452,497	Secured and Estimated Federal Funding Sources

NOTES
 Grant type: Sec. 5307 / 5339 & PSRC* 5307 / 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration.
 Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled.
 FY 24 PSRC ES amounts will shift to the Pattison project construction once approved by PSRC.
 Federal funding match requirements are typically 80/20.
 Projects with different matching requirements are noted.
 *Puget Sound Regional Council

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: September 6, 2023

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director (360) 357-1795

SUBJECT: Establish an On-Call Qualified Vendor List

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- 1) **The Issue:** Provide an overview of the establishment of an on-call qualified vendor list (QVL).
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2023.
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- 4) **Background:** Transit has over \$25 million earmarked for innovative and essential capital and operating projects to be completed over the next four (4) years which necessitates periodic needs for a variety of services to support emerging and on-going projects. Establishing a QVL gives Transit the nimbleness and flexibility to bring on professional services through task orders, as needed. A QVL provides a deep bench of prequalified technical expertise to help staff complete projects without impacting staff capacity to deliver transit services to the community. Additionally, it creates efficiencies by eliminating the need to issue multiple requests for proposals (RFPs) and saves the administrative costs of procuring and managing multiple contracts.

Through this RFQ, Transit intends to competitively solicit qualifications from consultants that meet the agency's high technical and professional qualification standards. The solicitation is slated to be released on September 6th and contracts are projected to be awarded in October. Successful submissions will establish a consultant pool for on-call services in multiple disciplines that Transit will utilize as-needed over a period of five (5) years with the option to extend annually for an additional five (5) years. These professional services will enable Transit to obtain professional and technical assistance on short notice on an on-call basis from our pool of awarded consultants.

Awarded Consultants will have expertise and provide support with, including but not limited to, the following categories of service:

- System Planning
- System Engineering and Design
- Compliance, Standards, and Reporting
- Data, Analysis, and Modeling
- Public Outreach and Observational Research
- Specialized Program Support
- Financial and Economic Analysis

From this list of qualified vendors, task order requests will be generated from Transit's Procurement Department for performance of defined Consulting Services if and as the need for such work arises. If more than one firm is listed as qualified in a category for which a need arises, Transit will have the ability to direct hire *or* issue competitive task orders. Said task orders will define in detail the scope, schedule, and budget of the work.

5) **Alternatives:** Competitively award consulting contracts for each individual work order.

6) **Budget Notes:** The resulting on-call QVL is intended to be used to support Planning and Development Projects included in the 2023 budget.

7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer." **Goal #8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

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