

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, January 3, 2024
5:30 P.M.

This is a hybrid meeting. Attend in person or join the meeting remotely. Log on from your computer, tablet or smartphone at 5 p.m. for the audio/visual check via Microsoft Teams

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Or telephone at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID 517 065 680#

CALL TO ORDER

STAFF INTRODUCTION

5 min.

A. **Dena Withrow, Operations Director** (*Emily Bergkamp*)

1) APPROVAL OF AGENDA

1 min.

2) PUBLIC COMMENT

3 min.

3) APPROVAL OF CONSENT AGENDA

1 min.

A. **Minutes** – November 15, 2023; December 6, 2023, Minutes

B. **Payroll November:** \$3,093,136.76

C. **Accounts Payable November:** \$2,782,395.20

- Warrants: \$2,726,346.32
- ACH Payments: \$56,048.88

D. **Surplus Property Vanpool Van #2624** – Declare the Van as surplus.
(*Noelle Gordon*)

4) NEW BUSINESS

A. **New Work Truck Change Order Authorization** (*Katie Cunningham*)

5 min.

B. **Real-Time Information Signage Contract Award** (*Tammy Ferris*)

5 min.

C. **Resolution Amending Community Van Program** (*Lynne Cunningham*)

10 min.

D. **Zero Emissions Transition Recommendations** (*Jonathon Yee*)

20 min.

5) COMMITTEE REPORTS

A. **Transportation Policy Board (Dec. 13.)** (*Justin Belk*)

5 min.

6) GENERAL MANAGER'S REPORT

5 min.

7) AUTHORITY ISSUES

5 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
November 15, 2023

CALL TO ORDER

Chair Gilman called the November 15, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Community Representative Justin Belk; City of Lacey Councilmember Carolyn Cox (Alternate); City of Tumwater Mayor Debbie Sullivan; Community Representative Sue Pierce; Community Representative Don Melnick; Labor Representative Alternate Kierstin Price.

Members Excused: City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; Thurston County Commissioner Carolina Mejia; Labor Representative Mark Neuville.

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Brian Nagel; Jason Aguero; Ramon Beltran; Katie Cunningham; Jonathon Yee; Jessica Gould; Heather Smith; Michael Maverick; Matt Kenney; Thera Black; Rob LaFontaine; Tunisia Price; Peter Stackpole; Dena Withrow; Izi LeMay; Drew Goffeney; Kevin Karkoski; Noelle Gordon; Jana Brown.

Others Present: Jeff Myers, Legal Counsel; Clair Bourgeois and Betty Hauser, Community Advisory Committee; Kylie McChord and Yeshasvi Mahadev from CTE.

APPROVAL OF AGENDA

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

PUBLIC HEARING

A. 2024-2029 Draft Strategic Plan. Bergkamp presented the draft strategic plan for comment which is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects in the following year's budget.

The Draft 2024-2029 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2024-2029 strategic plan addresses our state of growth in accordance with the long-range plan.

Chair Gilman opened the public hearing at 5:33 p.m.

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With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:34 p.m.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

It was M/S/A by Cox and Pierce to adopt the consent agenda as presented.

- A. Minutes** – October 4, 2023, October 18, 2023, and October 26, 2023, Minutes
- B. Payroll October:** \$3,219,857.07
- C. Accounts Payable October:** \$3,275,627.83
 - Warrants: \$3,258,726.25
 - ACH Payments: \$16,901.58

NEW BUSINESS

- A. Surplus Dial-A-Lift Vehicles.** Procurement Coordinator, Noelle Gordon, presented Dial-A-Lift vehicles for surplus. Staff is requesting the Authority declare the Dial-A-Lift (DAL) vehicles listed in Exhibit A as surplus. These vehicles have exceeded their useful life, have been fully depreciated, and will be replaced by new DAL vehicles due to arrive in early 2024. Due to space constraints on the property, we are beginning the surplus process in advance. This will allow us to offer the vehicles for direct purchase by other public agencies as soon as possible. Any vehicles not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total estimated fair market value of the vehicles listed in Exhibit A is estimated at \$135,000.

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

- B. Village Vans Update.** Village Vans Supervisor, Izi LeMay presented an update on the Village Vans Program. Village Vans was founded in 2002 in partnership with 30+ community organizations, such as DSHS, DVR and WorkSource. Village Vans is a demand-response service established to target transportation and employment barriers. Transportation barriers are specific to time and geography. The work-related trip must be “difficult” on fixed route; not safe to walk within 15 minutes, walk to the bus stop takes longer than 15 minutes, and/or one-way trip takes one hour or more.

This transportation service is most impactful to the working families in the area. Certified Car Seat Technicians install/maintain car seats in the vans, enabling parents to commute and take their children to school or childcare.

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LeMay provided an overview of the service area which is central around Olympia, Lacey, and Tumwater urban areas. Utilizing the data available on Remix software LeMay is able to overlay some of the data. LeMay said the information was data collected by a survey in 2012 to 2017 about workers 16 years and older who have a commute that is more than 60 minutes by public transit. LeMay presented a slide showing the 2020 census data centered around poverty. It ranges from a few areas to heavily impacted areas and these are the individuals being served by Village Vans. The program keeps a low barrier and doesn't require proof of low income.

LeMay reviewed the 2023 Passenger Breakdown, there were 2,666 passengers documented by unlinked passenger trips (UPT), the official term for individuals who were picked up and dropped off and guest count includes children. Children are provided with a car seat. Both LeMay and Eric Wells are Certified Car Seat Technicians. Intercity Transit has a partnership with Safe Kids Thurston County who provides the car seats in kind. The UPT shows 77% of passengers were individuals and 23% were children accompanying those individuals.

LeMay said it's been a challenging year soliciting volunteer drivers. 95% of vehicle revenue hours represents the hours a vehicle has had a passenger on board and the service was performed by an IT staff member. IT has a Worksite agreement signed with Coastal Community Action Program: WorkFirst program signed in November 2023. LeMay showed a slide compiled from current NTD (January-October), showing the breakdown of revenue hours completed by each type of driver.

LeMay shared information about the community partners which include Safe Kids Thurston; Coastal Community Action Program - Driven to Opportunity and WorkFirst; WorkSource; and ASHHO Cultural Community Center.

Driven to Opportunity is our service counterpart and the service area includes all of Thurston County with a focus on rural residents. We often share passengers with them and refer passengers that live outside of our service area. WorkSource remains a partner and main point of interest for our passengers. LeMay attended three in person Hiring Events/Resource Fairs in 2023. ASHHO Cultural Community Center hosts Resource Fairs. LeMay attended three in person outreach events at ASHHO so far this year.

LeMay explained the improvements to child passenger safety. LeMay was certified in February and Eric Wells was recertified in November. LeMay and Wells made improvements to the family onboarding process. The process also includes a child passenger liability statement. We were also a subrecipient of a grant to purchase adjustable car seats.

LeMay shared a slide showing passenger testimony and then answered questions. She noted the Village Vans hours of operation are Monday through Friday from 7 a.m. to 6 p.m. and staffed by LeMay, Wells and interns who oversee the program,

handle dispatching and scheduling. LeMay defers to management to consider extending the hours because not everyone works traditional hours. Melnick asked if LeMay has looked to the senior community for volunteers. LeMay said Village Vans partners with Senior Community Service Employment Program.

C. Zero Emissions Analysis – Final Report. Director of Fleet, Facilities and Maintenance, Jonathon Yee, introduced Senior Project Manager, Kylie McCord from CTE. McCord said the project goal was to perform an analysis of current and emerging zero emission vehicle technology to assist Intercity Transit in preparing for the development of a long-term zero emissions fleet transition plan; and to understand the barriers, constraints, risks associated with transitioning to zero emission.

McCord provided a quick background on zero emission technology. They are specifically looking at the two primary technologies available which are battery electric or hydrogen fuel cell technology – they are similar, and both zero emissions and driven by a battery. The difference between a battery electric and fuel cell vehicle is all energy storage is in the form of a battery whereas the fuel cell energy is stored in the form of a small battery that helps drive the vehicle, but there is also a hydrogen fuel cell that converts hydrogen to energy onboard. There is no combustion, and the only emissions from a hydrogen vehicle are water from the tailpipe.

McCord explained one of the issues that affect the ability to deploy these vehicles is scalability of the infrastructure. It's easier to deploy small numbers of battery electric vehicles, and it's harder to scale the fuel cell vehicles. It's more costly for small vehicles on a fuel cell deployment. With electric it can get costly the more buses the more chargers and more infrastructure.

McCord shared the various manufacturers of the battery electric options and fuel cell options. There are more manufactures for the battery electric option.

McCord said the ZEB transition approach and methodology is to collect data on the service Intercity Transit operated to understand what could be used in service, what could be used to operate the routes, and did detailed modeling to support that data. They look at several scenarios to transition the fleet using battery electric vehicles only, using a combination of battery electric and hydrogen fuel cell, or using hydrogen fuel cell only. There are other intricacies that go into how and where vehicles are charged. They look at the cost of the fleet, the fuel necessary to make calculations, potential maintenance costs and facilities. As part of this analysis, they also did change management looking at the changes necessary within IT to support these zero emission technologies. This is an analysis based on the work IT staff will do and CTE will come back after decisions are made and develop what that plan looks like moving forward in the implementation approach. ZEB Technology Scenarios they looked at included the fixed route fleet – heavy duty buses.

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- BEB Depot Only Charging
- BEB Depot and On Route Charging
- Mixed Fleet (BEB and FCEB)
- FCEB only

Buses were charged overnight plugged into high-capacity chargers. Looked at scenario where they charge a portion of buses overnight and remainder with a single charge at different transit centers throughout the day. That comes with challenges in terms of route planning and timing and loss of potential recovery time. They looked at fixed fleet using battery electric where it's well suited and using hydrogen fuel cell where routes are longer. What they see today, hydrogen fuel is much closer from one-to-one replacement for existing combustion vehicles. You can get the same range from hydrogen fuel cell as that of a diesel. There are still range limitations on battery electric. Then there's the fuel cell electric bus scenario where the entire fleet is transitioned into two hydrogen cell vehicles. McCord showed several graphic slides to support this data.

McCord said the first thing they looked at is the fleet itself and developed costs. Today, whether battery electric or fuel cell, vehicles are more expensive than traditional diesel vehicles, but fuel is a big piece of the this and when doing a fuel analysis they compare it to the cost of diesel fuel, looking at the cost in 2022 and project that out using an EIA projection to 2050. For electricity they worked with Puget Sound Energy to understand the rate structures. McCord reviewed data on fuel assessment assumptions:

Fuel Costs

- Diesel:
 - Fluctuating inflation rate applied through 2050, based on the EIA's projection for diesel (transportation) fuel.
 - 2022 price for diesel: \$4.80/DGE, as reported by Intercity Transit
- Electricity:
 - Fluctuating inflation rate applied through 2050, based on the EIA's projection for electricity as a transportation fuel.
 - Electricity costs assumed to be driven by Puget Sound Energy's (PSE) Schedule 26 for Large Demand General Service (>350 kW) (see Appendix for detailed charges).
 - Charger maintenance costs of \$3,000 applied per depot and on-route charger.
- Hydrogen:
 - Fluctuating inflation rate applied through 2050, based on the EIA's projection for compressed natural gas (transportation) fuel.
 - Additional sensitivity analysis provided for the *Mixed* and *FCEB-Only* ZEB scenarios, to project a reduction in hydrogen costs by 3% YOY beginning in 2026 - assuming infrastructure has been built out for regional hydrogen production.

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- 2023 price for hydrogen: \$8.61/kg, based on the average Year 1 and Year 2 costs outlined in the GETBus + PlugPower temporary hydrogen fueling contract, dated March '23.

McCord reviewed cumulative fuel cost scenarios 2023-2050 for fixed route service.

Infrastructure Assessment Assumptions for fixed route service include:

- CTE and Hatch assumed Intercity Transit's *Baseline* fleet is a continuation of today's operations, and therefore infrastructure costs are not considered for this business-as-usual scenario.
- No land acquisition costs are included in the project costs.
- An inflationary rate of 3% YOY was applied to the infrastructure costs through 2050, based on the historical CPI for labor.

McCord reviewed slides of various charging infrastructure layouts and scenarios for how to build out infrastructure, for how the bus yard would be configured and all of the infrastructure necessary to support the zero-emission technology. They also looked at locations for on-route charging which is typically done at a higher power – three times as fast of a charge going into the vehicle. They determined the OTC and LTC would be the most feasible locations. If this is desired, a more detailed analysis is required. They did a mix of battery electric and fuel cell scenarios, and the storage system would be placed in the middle of the property. There are setback requirements that come into play with hydrogen.

McCord reviewed a summary cost evaluation for all fixed route service ZEB Scenarios 2023-2050.

Total Cost of Ownership	Baseline	BEB Depot Charging Only	BEB Depot and On-Route Charging	Mixed Fleet (BEB/FCEB)	FCEB Only
Fleet	\$270.3M	\$408.8M	\$468.6M	\$477.5M	\$493.5M
Fuel	\$109.3M	\$71.2M	\$50.5M	\$71.3M	\$102M
Maintenance	\$95.7M	\$81.5M	\$74M	\$78M	\$88.2M

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Infrastructure	\$-	\$10.6M	\$21.6M	\$17.7M	\$11.6M
Total	\$475.3M	\$572M	\$614.8M	\$646.5M	\$695.4M
Compared to Baseline	\$-	+\$96.7M	+\$139.5M	+\$171.2M	+\$220.1M
% of ZEB Blocks Achievable with ZEBs by 2050	0%	83%	100%	100%	100%

McCord reviewed cumulative emissions – all scenarios of the different types of hydrogen. As part of the analysis, they looked at emissions impact of transitioning and that includes many different analysis because there are different grades of hydrogen, for example green hydrogen which is produced using electrolysis with renewable resources and gray hydrogen produced using natural gas. Those emissions for production are similar to what you see with diesel if just using hydrogen produced from natural gas. You still get the benefit on route, still zero emission but there are emission impacts associated with producing the hydrogen and significant for gray hydrogen.

McCord said this wraps up everything they did on the fixed route side. They took this forward to look at the Dial-A-Lift analysis using the same approach. He reviewed slides showing DAL baseline fleet composition, and other scenarios like what they did with fixed route. Vehicles used to serve DAL are cut away vehicles, smaller passenger load and they have limitations as it relates to zero emission technology today to the battery configuration and the range they are able to deliver. They can be impacted by weather conditions as they don't have as large of a battery capacity. They looked at DAL, an on-demand service. They had to use average distances they might operate in a day and maximum distances. They made the determination to start the transition when they felt 50% of the fleet could be feasibly replaced with battery electric vehicles.

McCord showed a slide with DAL cumulative fuel costs, noting hydrogen is more expensive than the fuel they are comparing it to which is propane. They looked at DAL infrastructure. They identified whether it is battery electric vehicles charging or hydrogen fuel cell vehicles that could be stored in the area where the new canopy is for the maintenance rebuild (showed slide). The charging infrastructure is less robust for these vehicles than heavy-duty transit vehicles.

DAL Summary Cost Evaluation

	Baseline	BEB Overnight Charging Only	BEB Overnight and Midday Charging	Mixed Fleet	FCEB Only Fleet
Fleet	\$75.3M	\$79.2M	\$79.3M	\$80.3M	\$111.7M
Fuel	\$13.9M	\$8.9M	\$8.7M	\$9.1M	\$16.3M
Maintenance	\$38.6M	\$32.8M	\$32.6M	\$32.7M	\$34.0M
Infrastructure	\$-	\$2.5M	\$2.6M	\$4.8M	\$1.9M
Total	\$127.8M	\$123.4M	\$123.1M	\$126.8M	\$163.9M
Compared to Baseline	\$-	-\$4.4M	-\$4.6M	-\$951k	+\$36.1M
% of Blocks Achievable with ZEBs by 2050	0%	96%	100%	100%	100%

McCord said battery electric is similar to what you're looking at with current vehicles because the electricity is cheaper – the fuel cost makes a big difference. And there are expected savings in maintenance too. Battery electric is likely to be a replacement for DAL in the future. McCord said the infrastructure costs identified for battery electric service don't include upgrades that Puget Sound Energy may have to make. Those are all onsite infrastructure needs. CTE works with PSE, but they couldn't provide any type of response on what it would cost to increase capacity by 7 megawatts because that's the power draw they're talking about. It's a study PSE would have to complete and were unable to provide at this time. We're likely talking about new generation or new distribution from a new substation potentially. McCord wanted to be clear those costs are not included in this analysis.

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McCord moved on to Vanpool Service in which they didn't do a lot of analysis in terms of cost - it was more high level looking at how the fleet operates. On average they get 47 miles a day but there are some commutes up to 200 miles. Vanpool is made up of minivans and 12 passenger vans. There is a challenge with zero emission today there because there are no battery electric mini vans on the market in the U. S. There are hybrid options in service today. There are battery electric passenger vans available. There are no fuel cell options. It's not so much the vehicle that's a challenge with vanpool, but more about how service operates with the majority of those vehicles being parked at private residences overnight. You'd need a utility program with PSE to help build out the necessary charging infrastructure at residences and that comes with challenges because you may have a vanpool driver who eventually leaves the vanpool program. There are park-and-ride lots that would be more ideal for charging vehicles. The Community Vans and Village Vans program are reasonable to operate with vehicles available today on the market because those vehicles could be charged at the IT depot with level two chargers.

McCord said they did a market analysis of other vehicles that were available that IT operates to support non-revenue service (see table below).

	Quantity	Fuel Type	Production Zero-Emission Replacement Vehicle Available?
SUV/Sedans	2	Hybrid	Yes
	16	Gasoline	
	1	Electric	
Light-Duty Trucks	8	Diesel	Yes
	2	Gasoline	
Medium-Duty Trucks	2	Diesel	Yes
	4	Gasoline	
Street Sweepers	1	Diesel	Yes
Minivans	2	Gasoline	No
Medium-Duty Van	1	Diesel	Yes
	2	Gasoline	
Forklift	1	Propane	Yes

Utility Vehicle	1	Electric	Yes
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- Several all-electric pickup truck, sedan, and SUV options are available.
- Two fuel cell passenger car options available (only in California)
- Both battery electric and fuel cell electric street sweepers available
- Electric forklifts and utility vehicles are widely available.
- No zero emission minivan options available (only hybrid)

D. General Manager Employment Contract. Chair Gilman presented an employment contract negotiated with the new General Manager, Emily Bergkamp. Gilman said the contract is similar to the one made with the previous General Manager, Ann Freeman-Manzanares with the exception of a few changes. The Deferred Compensation percentage was increased and there is a starting salary of \$200,000. Bergkamp will receive the same salary increases as other exempt employees on an annual basis. Also added to the contract is an annual General Manager’s evaluation by the Authority Board to consider whether there will be other compensation as part of that annual review. Legal Counsel, Jeff Myers said the Authority discussed including performance measures as part of that evaluation process. The next step in the contract after it’s executed is to develop and bring those performance measures back before the Authority within 90 days.

It was M/S/A by Sullivan and Melnick to approve a contract of employment with Emily Bergkamp for the position of General Manager.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (Nov. 3). Sullivan said Taylor Whitaker and Chris Breiland, Fehr & Peers, updated the Council on the High-Capacity Transportation (HCT) Project Phase 2. The purpose of the project is to explore options that the region can take to enhance High-Capacity Transportation between Thurston and Pierce Counties. Some of the key takeaways from the study are:

- Express bus and vanpool are existing HCT options that can be further enhanced.
- There is not enough density for the foreseeable future to support light rail.
- Household and employment densities are marginal for commuter rail.

Any HCT expansion will require additional transportation revenue and more collaboration between agencies in Pierce and Thurston County. The full presentation can be found here: [TRPC-High-Capacity-Transportation-Findings](#).

Senior Planner Veronica Jarvis reviewed the proposed legislative priorities for the 2024 Legislative Session and the Council approved:

- Continue to prioritize funded projects. I-5 Mounts Road through Marvin Road, Yelm Bypass, and roundabouts on Highway 507 near Yelm.

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- To account for inflation since 1990 and expanded duties – double state funding to Regional Transportation Planning Organizations.
- Permanently make Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Organizations (RTPO) eligible for regional mobility grants through WSDOT.

The full presentation can be found here: [Thurston County Bicycle Map \(trpc.org\)](https://trpc.org)

Executive Director Marc Daily reviewed the draft 2024 TRPC Work Program. The program consists of TRPC projects and programs for the coming year. The Council will consider it for adoption at the December meeting. The full presentation can be found here: [Rochester/Grand Mound Trail Feasibility \(trpc.org\)](https://trpc.org).

Transportation Manager Katrina Van Every provided an overview of updates to TRPC's Obligation Authority (AO) policy. The proposed changes in the policy are to update WSDOT's timeline and critical target dates, and to add contingency list development documents. Staff recommends adding the Regional Transportation Improvement Program (RTIP) Appendix A projects to the contingency list to provide the region greater flexibility in meeting its AO targets and utilizing redistributed funds when they become available. The Transportation Policy Board (TPB) will review and make a recommendation to the Council at their November 8, 2023, meeting. The Council will be asked to take action at their December 1, 2023, meeting. The full presentation can be found here: [PowerPoint Presentation \(trpc.org\)](https://trpc.org).

Transportation Manager Katrina Van Every provided an overview of the upcoming Regional Transportation Plan (RTP) which is required to be updated every five years. Proposed changes to the RTP include:

- Incorporate the required congestion management process into the RTP.
- Integrate new information from the work TRPC's completed since 2016.
- Housekeeping tasks which include updating the project list, and financial forecast.

TRPC staff will provide updates to the Council at upcoming meetings and will be asked to adopt the plan in July 2025. The full presentation can be found here: [How does the RTP currently guide us? Does this structure help us? \(trpc.org\)](https://trpc.org).

- B. Transportation Policy Board (Nov. 8).** Belk said TPB received a presentation on the High-Capacity Transportation Phase 2 project and there are things that can be done to increase connections between Thurston and Pierce Counties. WSDOT is committed to the high occupancy vehicle programs, HOV lanes and those will eventually extend down to Thurston County.

Belk said TPB also received an overview on the Obligation Authority Policy and the Board made a recommendation that the Council accept the Obligation Authority

policy update and one thing that was different is they received a presentation on the Regional Trails Plan recommendation. There was a lot of outreach to the community about the trails system around Thurston County.

GENERAL MANAGER'S REPORT

Class 23-05 took their test to achieve their Commercial Driver's License and all twelve new Operators passed. Congratulations to these Operators, and a big kudos to Operations, Core and Route and Revenue Trainers, to ensure the class was successful in achieving their status as professional drivers.

The construction work on the new employee parking lot is paused indefinitely because the infiltration gallery in that area, a structure that collects groundwater from subsurface water levels, is not allowing water to drain at a rate needed to maintain the structural integrity of the parking lot. Further engineering is needed to resolve the issue. To avoid needless costs from a pause in work staff worked tirelessly over the past two weeks to plan to pivot to allow contractor FORMA to start on other work earlier than planned, beginning with demolition and excavation of a large portion of the southeast bus yard. This will cause significant disruption to normal activities within the bus yard and unfortunately, one of the major impacts is the elimination of employee parking within the bus yard.

To ensure all frontline staff in Operations and Maintenance have access to parking nearest the building, other staff are asked to park at the Martin Way Park-and-Ride and take the 62 buses to get to/from Pattison or use the temporary employee shuttle. Staff are coming up with creative ways to get to Pattison - Facilities staff formed a vanpool, many, including Bergkamp are taking the bus, and others are walking, biking, or carpooling to work. It's a good opportunity for all of us as transit professionals to walk the walk and leave our cars at home. Frontline staff have the parking they need, and administrative staff are learning new habits for commute trip reduction.

Key staff received an overview of the Enterprise Resource Planning (ERP) software market and options from consultants, Intueor. This work will aid Intercity Transit in researching ERP products that best meet our needs.

Bergkamp attended the fourth quarter Washington State Transit Association (WSTA) Board meeting along with other General Managers of Transit Systems from around the state. State Representative Rick Larsen, from the 2nd Congressional District, and the ranking minority member on the Transportation and Infrastructure Committee and co-chair of the Congressional Bus Caucus, and Dave Paul from the 10th Legislative District, and vice chair of the House Transportation Committee & Deputy Majority Floor Leader attended the meeting. The Board received a Federal update by Simon and Co., and a presentation on Washington State Transit's Hydrogen Future by Twin Transit Executive Director, Joe Clark. Justin Leighton WSTA Executive Director shared WSTA's 2024 Legislative Priorities, which include preserving, maintaining, and increasing public

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transit investments, addressing transit workforce challenges, incentivize transition to zero-emission fleets, support efforts for behavioral health treatment funding and services, and protecting the effective and efficient delivery of public transit. Susan Fletcher, FTA Region 10 Administrator provided an FTA Region 10 update, and Firas Makhoul - Capital Projects and Funding Manager, provided a WSDOT update.

Intercity Transit, the City of Olympia, Waunch Construction and Department of Enterprise Services were part of a \$90,000 settlement agreement related to alleged property damages to adjacent business Aztec Lanes during and following construction to install the traffic signal at Martin Way and Pattison. Intercity Transit entered into the settlement agreement without any admission of fault. The settlement amount was agreed upon and distributed as follows: \$25,000 from the City of Olympia, \$20,000 from Intercity Transit through our insurance carrier WSTIP, and \$45,000 from Waunch/DES. Intercity Transit's Legal Counsel, Jeff Myers, assisted with the settlement process, and Intercity Transit is thankful this issue is resolved, so we can return to more productive interactions with our neighbors moving forward.

Intercity Transit leadership is participating in positive and productive contract negotiations with International Association of Machinists District Lodge 160.

Fleet, Facilities and Maintenance Director, Jonathon Yee and Bergkamp met with LOTT Executive Director Matt Kennelly to discuss areas of partnership and took a tour of LOTT's incredible facility.

AUTHORITY ISSUES

Melnick thanked the Authority and TRPC for giving him the opportunity to represent Intercity Transit on the Transportation Policy Board. It's been an honor for him to serve.

Melnick appreciated the Zero Emissions final report, and he started thinking about zero fare and how the Authority needs to begin thinking about what this is going to cost and the numbers are pretty iffy at this time, but the sooner the Authority begins to think about that and know what we're going to need to continue to do zero fare, the better off it be.

Cox said the City of Lacey council meetings will move to Tuesday nights starting in January, which will put them in alignment with neighboring cities.

Sullivan said asphalt was going in on the roundabout on Trospen Road in Tumwater, making a total of two roundabouts.

Pierce, who sits on the Pension Committee, said there have been a few meetings headed up by Jana Brown, CFO. The committee is still in the formation, identity and education stages and there are two or three different pension plans that employees can contribute

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to, and the committee is getting an education about those, and Brown is working on the plan so that she can get the information out to the employees to help further their investment and retirement plans.

Belk is excited about the zero emissions effort and the possibilities from the hydrogen hub and what we might do internally to make progress in this area is really exciting. Belk said Melnick mentioned zero fare and Belk said IT is doubling down on the zeros, and whenever IT gets there, and if we're able to do zero emissions, he's going to coin the phrase "zero fare, zero squared."

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:48 p.m.

CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160 - The Intercity Transit Authority conducted a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss strategies and positions to be taken by the Authority and review proposals related to collective bargaining. **No action was taken.**

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 3, 2024

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

**EXHIBIT A
SURPLUS VEHICLES - NOVEMBER 2023**

DIAL-A-LIFT VEHICLES							
ITEM	VEHICLE #	YEAR	VEHICLE MAKE/MODEL	# SEATS	MILEAGE	IT BOOK VALUE	EST. FAIR MARKET VALUE
1	151	2011	Chevrolet Eldorado	12	285746	\$0.00	\$5,000.00
2	152	2011	Chevrolet Eldorado	12	284599	\$0.00	\$5,000.00
3	153	2011	Chevrolet Eldorado	12	292366	\$0.00	\$5,000.00
4	154	2011	Chevrolet Eldorado	12	307285	\$0.00	\$5,000.00
5	155	2011	Chevrolet Eldorado	12	300387	\$0.00	\$5,000.00
6	156	2011	Chevrolet Eldorado	12	283242	\$0.00	\$5,000.00
7	157	2011	Chevrolet Eldorado	12	298454	\$0.00	\$5,000.00
8	158	2011	Chevrolet Eldorado	12	293606	\$0.00	\$5,000.00
9	159	2011	Chevrolet Eldorado	12	307158	\$0.00	\$5,000.00
10	160	2011	Chevrolet Eldorado	12	271696	\$0.00	\$5,000.00
11	161	2011	Chevrolet Eldorado	12	297169	\$0.00	\$5,000.00
12	162	2011	Chevrolet Eldorado	12	313013	\$0.00	\$5,000.00
13	163	2011	Chevrolet Eldorado	12	300008	\$0.00	\$5,000.00
14	164	2011	Chevrolet Eldorado	12	304046	\$0.00	\$5,000.00
15	165	2011	Chevrolet Eldorado	12	307320	\$0.00	\$5,000.00
16	166	2011	Chevrolet Eldorado	12	322407	\$0.00	\$5,000.00
17	167	2011	Chevrolet Eldorado	12	306141	\$0.00	\$5,000.00
18	170	2012	Chevrolet Eldorado	12	294704	\$0.00	\$5,000.00
19	171	2012	Chevrolet Eldorado	12	309456	\$0.00	\$5,000.00
20	172	2012	Chevrolet Eldorado	12	311061	\$0.00	\$5,000.00
21	173	2012	Chevrolet Eldorado	12	317062	\$0.00	\$5,000.00
22	174	2012	Chevrolet Eldorado	12	282729	\$0.00	\$5,000.00
23	175	2012	Chevrolet Eldorado	12	318224	\$0.00	\$5,000.00
24	176	2012	Chevrolet Eldorado	12	315343	\$0.00	\$5,000.00
25	177	2012	Chevrolet Eldorado	12	289883	\$0.00	\$5,000.00
26	178	2012	Chevrolet Eldorado	12	303493	\$0.00	\$5,000.00
27	179	2012	Chevrolet Eldorado	12	303433	\$0.00	\$5,000.00
TOTAL ESTIMATED SURPLUS VEHICLE FAIR MARKET VALUE							\$135,000.00

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 6, 2023

CALL TO ORDER

Chair Gilman called the December 6, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

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

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Jana Brown; Brian Nagel; Jason Aguero; Zach Heinemeyer; Tammy Ferris; Jonathon Yee; Heather Smith; Michael Maverick; Joy Gerchak; Dena Withrow; Matt Kenney; Thera Black; Peter Stackpole; Tunisia Price; Noelle Gordon; Katie Cunningham.

Others Present: Jeff Myers, Legal Counsel; Nicole Smit and Betty Hauser, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

A. Minutes - July 12, 2023, Special Meeting; November 1, 2023, Regular Meeting.

NEW BUSINESS

A. Approve and Adopt 2024 Budget. CFO, Jana Brown, presented the final 2024 Budget. The preliminary budget was presented and available to the public in October with a public hearing held in November.

The proposed Operating budget for 2024 is \$89.6 million, which includes \$7 million for rollover projects.

The proposed Capital budget for 2024 is \$65.3 million, which includes \$32 million in new projects and \$33.2 million for rollover projects.

The total proposed 2024 expenditure budget including staff recommended new projects/positions is \$154.8 million.

Intercity Transit Authority Regular Meeting

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The changes implemented from the draft budget presented to the Authority Board and the public on October 4 resulted in an overall increase of \$549,277 for the following items:

- Reduction in the costs for the consultant providing professional services for the Enterprise Resource Planning (ERP) Software Project
- Increase for the Downtown Improvement District Assessment
- Increase in Security Services Contract
- Reduction of the General Wage Increase; leaving remaining contingency for retirement cash out obligations
- Increase in Salaries and Wages due to IAM labor agreement, pending ratification by the board and General Wage Increase for ATU and Non- Represented employees.

It was M/S/A by Sullivan and Melnick to adopt Resolution 05-2023 that establishes the 2024 Budget.

- B. Approve and Adopt Capital Improvement Plan 2024-2028.** CFO, Jana Brown, presented the final 2024-2028 Capital Improvement Plan (CIP). Brown noted the CIP represents five years of forecasting for capital infrastructure, and includes 2024 budget that was just approved, and there have been no changes since October/November.

It was M/S/A by Sullivan and Vazquez to adopt the 2024-2028 Capital Improvement Plan.

- C. Approve and Adopt 2024 Strategic Plan.** Bergkamp presented the final 2024 Strategic Plan. Bergkamp said she did not receive any comments as a result of the public hearing. Bergkamp, however, did incorporate a change to the End Policy of Goal 7 to include language around diversity and equity as follows:

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

End Policy – Work with governmental entities, educational institutions, businesses, not-for-profit community partners and customers to facilitate great mobility options as well as educational and socio-economic opportunities in our community, *including removing barriers to mobility for historically marginalized individuals while accounting for diversity.*

It was M/S/A by Vazquez and Melnick to adopt the 2024-2029 Strategic Plan.

- D. Security Services Contract Extension.** Procurement Coordinator, Katie Cunningham, presented a contract extension for security services. In June 2022, PalAmerican was awarded Intercity Transit's contract for unarmed security services at Intercity Transit's facilities. The initial contract term was for a period of eighteen (18) months, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective January 1, 2024, PalAmerican will continue to provide daily unarmed security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, Pattison campus including the leased Bobcat parking lot, and patrols of the Martin Way Park and Ride. Under this renewal, PalAmerican will provide approximately 3,260 hours of security services each month. The Olympia Transit Center will be staffed with two (2) security guards 24 hours per day, the Pattison Street Facility will be staffed with one (1) security guard 24 hours per day, the leased Bobcat parking lot will be staffed with one (1) security guard up to 19 hours per day, and the Lacey Transit Center will

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December 6, 2023

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be staffed with one (1) security guard 17 hours per day on weekdays and sixteen 16 hours per day on weekends.

In accordance with the contract terms, the proposed renewal reflects a 5% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on PalAmerican's record of performance throughout the initial contract term, staff remains confident that the firm will continue to provide necessary services at our facilities with a professional and valuable presence and recommends that the contract is renewed.

It was M/S/A by Pierce and Vazquez to authorize the General Manager to execute a contract amendment with PalAmerican to renew the contract for transit center security services for a period of one year in the amount of \$1,386,000.

- E. Update Procurement Competitive Thresholds.** Procurement Capital Projects Manager, Michael Maverick, presented for consideration an update to the procurement policy competitive thresholds to align with federal procurement competitive thresholds.

When making a purchase, Intercity Transit strives to utilize existing contracts that have already satisfied competitive requirements such as Department of Enterprise Services (DES) Master Contracts, Cooperative Contracts, or other eligible governmental contracts through an interlocal agreement to better leverage our collective buying power and to expedite the acquisition. Otherwise, and consistent with our current Micro Purchase threshold set forth in Intercity Transit's Procurement Policy DV-1705, purchases may be made without competition up to \$3,500 and purchases more than \$3,500 and up to \$10,000 require informal competition by soliciting a minimum of three quotes. Policy DV-1705 further specifies that all other procurements more than \$10,000 require formal competition which typically takes 10-16 weeks depending upon the commodity, complexity, and a multitude of other factors.

To better cope with inflation and streamline government purchasing, the Federal Government periodically increases their micro-purchase and simplified competitive purchase thresholds. The last increase occurred on June 20, 2018 whereby the Micro-Purchase Threshold increased from \$3,500 to \$10,000 and the Simplified Acquisition threshold increased from \$100,000 to \$250,000 (See Office of Federal Financial Management Memorandum [M-18-18](#)). A recent survey of other Washington PTBA's reveals that Intercity Transit's micro-purchase and simplified purchase thresholds have lagged behind others (see Exhibit A). Because Intercity Transit was recently redesignated as a large urban area (UZA) transit agency effective October 1, 2023, staff believe now is a fitting time to update and align our competitive thresholds with the Federal Government thresholds.

It was M/S/A by Mejia and Melnick to authorize the General Manager to revise the Procurement Policy DV-1705 competitive requirements to align with the Federal Procurement Micro-Purchase Threshold (currently \$10,000) and Simplified Acquisitions Threshold (currently \$250,000) and realign should those change.

- F. CAC Self-Assessment.** Bergkamp reviewed the results of the Community Advisory Committee self-assessment and how the CAC interacts and advises the Authority. Normally, the CAC conducts a self-assessment annually and presents the results to the Authority at the September joint meeting. Owing to a pause in CAC meetings in 2020 and

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December 6, 2023

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the implementation of remote meetings, the last self-assessment was completed in 2019. As the CAC transitioned to hybrid meetings, the group made the decision to complete a self-assessment outside of the normal timeline to provide the group a benchmark assessment, with the goal to return to standard self-assessment timeline in 2024.

In November, the Community Advisory Committee conducted a self-assessment and shared the results with the committee at their November 20 meeting. Seventeen members were eligible to complete the assessment and eight members participated before the survey closed. Discussion at the CAC meeting and sharing the outcome with the ITA provides a perfect opportunity to discuss what is working well and what could work better. Bergkamp read through each of the self-assessment questions and responses.

- G. CAC Recommendation/Appointments.** Bergkamp said at the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 1, 2023. The committee consisted of *Debbie Sullivan, Sue Pierce, Ty Flint, Clair Bourgeois, and Nicole Smit*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration. Recommendations are to appoint *David Payton, Selena Kilmoyer, Tony Mealy-Chapman, Robert Vanderpool, Rachel Wilson, JoAnn Scott* to three-year terms effective January 1, 2024; and appoint *John Paul Fox Seidel and Avis Dealan-de* to youth positions for a term of one year beginning January 1, 2024.

It was M/S/A by Sullivan and Vazquez to appoint the following individuals to three-year terms beginning January 1, 2024: *David Payton, Selena Kilmoyer, Tony Mealy-Chapman, Robert Vanderpool Rachel Wilson, and JoAnn Scott*. And appointed the following individuals to a one-year youth position beginning January 1, 2024: *John-Paul Fox Seidel and Avis Dealan-de*.

- H. Cancel December 20, 2023, ITA Meeting.** Bergkamp said staff does not anticipate any agenda items scheduled for the December 20, 2023, meeting. Given the lack of agenda items, staff is recommending canceling the meeting.

It was M/S/A by Mejia and Melnick to cancel the December 20, 2023, ITA meeting.

COMMITTEE NEWS

- A. Thurston Regional Planning Council (Dec. 1).** Sullivan said TRPC members recognized outgoing Councilmember Graeme Sackrison who has been a long-time member of TRPC. Members reviewed the Regional Trails Plan and approved Resolution 2023-08, and it included a presentation. Marc Daily reviewed changes made to the draft TRPC 2024-2028 Strategic Plan based on Council's feedback, which was approved; and there was an update of the 2023 edition of The Profile.
- B. Community Advisory Committee (Nov. 20).** Nicole Smit said there was a Village Vans Program update; a presentation from Jonathon Yee on the Zero Emissions project; the CAC reviewed their self-assessment results; and conducted officer elections. The new Chair is Eliane Wilson, and the Vice Chair is Ty Flint. Also, the December 18 CAC meeting was canceled.

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December 6, 2023

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GENERAL MANAGER'S REPORT

The class of 23-05 graduated on December 1, and 15 new Operators hit the road on their own this week.

Intercity Transit participated in the Christmas in the Park Parade in Yelm Saturday, December 2 and the Lacey Lighted Vehicle Parade, Monday, December 4 and won the "brightest display" award.

Intercity Transit ends service early on Christmas Eve, and there is no service Christmas Day or New Years Day.

Bergkamp encourages everyone to volunteer to salvage and recycle bikes at the Walk N Roll Bike Shop. Staff and volunteers will take apart bikes to salvage parts, recycle metal and divert as much as possible from the landfill. Volunteers will learn about tools, work stands, and the parts of a bicycle. This is a great opportunity for people new to bike mechanics and for experienced mechanics too. No experience is needed. New volunteers should fill out a volunteer application. You can find the Walk N Roll Bike Shop address and vehicle parking information on our website. The first Friday Salvage Parties are 10 a.m. to 3 p.m. on: January 5; February 2; March 1; April 5; May 3.

Intercity Transit Pattison Maintenance Operations Administration Expansion was selected by the 2023 Northwest Construction Consumer Council and won a Distinguished Project Award for Safety Excellence. Congrats!

In honor of November as Native American Heritage Month, our Diversity, Equity, and Inclusion committee invited Chairman Willie Frank III from the Nisqually Tribe to Intercity Transit on November 30, where he shared a presentation about their unique history, culture, and experiences in the community. The event was well attended, and IT is enjoying interactions with the tribe.

Intercity Transit began issuing agency cell phones to staff who utilize cell phones for work purposes.

Bergkamp reminded everyone the Holiday Banquet is being held Friday, December 8 from 10 a.m. to 4 p.m. at both Pattison and the OTC.

AUTHORITY ISSUES

Melnick is excited that Yee will present the Zero Emissions information to Thurston Regional Planning Council and the Transportation Policy Board scheduled for the first quarter of 2024.

Sullivan said Tumwater ran into unforeseen issues, including hitting another gas line which created the evacuation of the high school. Due to old infrastructure, contractors are finding multiple interesting discoveries. Hopefully, construction will be complete by December 15. The construction is interrupting the Route 13 Bus, which is getting stopped by flaggers. By summer all underground work will be complete there will be new resurfacing and repaving before the July 4 parade.

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Gilman said Clerk of the Board, Messmer sent out an email asking for members' interest in attending the APTA Legislative Conference and Gilman, Sullivan and Mejia expressed interest in attending. If other members have a strong interest to attend, the Board will come up with a democratic way of deciding who will attend.

Gilman said he's hoping to have representation from the City of Yelm beginning 2024. Perhaps send a letter to the mayor asking him to designate a councilmember to begin participating on the Board or wait until the new committee assignments are conducted in February and then check in with the mayor about whomever is appointed.

CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160. The Intercity Transit Authority conducted a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss strategies and positions to be taken by the Authority and review proposals related to collective bargaining.

Chair Gilman recessed to a closed session at 6:51 p.m. for approximately 30 minutes.

Chair Gilman reconvened to a regular meeting at 7:21 p.m.

International Association of Machinists (IAM), District Lodge 160. Heather Stafford-Smith, Administrative Services Director, presented for consideration a proposed recommendation to approve the tentative agreement with the International Association of Machinists (IAM). The IAM represents over 50 employees in the position of technicians, support specialists, service workers and vehicle detailers, and the current collective bargaining agreement will expire at the end of this year, December 31, 2023.

The parties mutually agreed to a three-year contract that would cover the periods of January 1, 2024, through December 31, 2026. The membership approved this tentative agreement and authorized their business agent to sign the Labor Agreement.

It was M/S/A by Sullivan and Melnick to approve the proposed collective bargaining agreement between Intercity Transit and the International Association of Machinists for the contract period January 1, 2024, through December 31, 2026.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:23 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 3, 2024

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

**Intercity Transit
Payroll Disbursement List
November 2023**

Pay Periods:

PP 23 (Oct 22 - Nov 4)

PP 24 (Nov 5 - 18)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
11/9/2023 ACH	PR DIRECT DEPOSIT	964,811.50
11/9/2023 38435 - 38437	PR PAPER CHECKS	7,179.48
11/9/2023 ACH	IRS	170,709.45
11/9/2023 ACH	HEALTH SAVING	92.59
11/9/2023 ACH	VANGUARD	127,809.92
11/9/2023 ACH	PERS	218,810.20
11/9/2023 ACH	DEF COMP	36,697.75
11/9/2023 ACH	ICMA	13,873.56
11/9/2023 ACH	CHILD SUPPORT	2,457.36
11/24/2023 ACH	PR DIRECT DEPOSIT	972,692.69
11/24/2023 38530 - 38533	PR PAPER CHECKS	4,420.45
11/24/2023 ACH	IRS	166,655.80
11/24/2023 ACH	HEALTH SAVING	92.59
11/24/2023 ACH	VANGUARD	129,566.97
11/24/2023 ACH	PERS	213,021.05
11/24/2023 ACH	DEF COMP	36,486.36
11/24/2023 ACH	ICMA	14,183.92
11/24/2023 ACH	CHILD SUPPORT	2,457.36
11/30/2023 ACH	AFLAC	11,517.76
11/27/2023 ACH return	L Brinkley direct deposit return	(400.00)
	Total Payroll Disbursements	3,093,136.76

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
NOVEMBER 2023**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor No.</u>	<u>Payee</u>	<u>Amount</u>
38388	11/06/23	01567	CANON FINANCIAL SERVICES INC.	\$4,111.06
38389	11/06/23	01805	AM BRANAM TOOLS INC.	\$120.40
38390	11/06/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,576.49
38391	11/06/23	03773	BOURGAULT LINDA	\$280.00
38392	11/06/23	06836	CONTINENTAL BATTERY SYSTEMS	\$2,424.08
38393	11/06/23	07220	CUMMINS INC.	\$3,465.48
38394	11/06/23	07511	DIAL KENNETH M.	\$190.00
38395	11/06/23	07799	JANA DEMAS	\$122.20
38396	11/06/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$356.60
38397	11/06/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$494.35
38398	11/06/23	09180	EXPRESS SERVICES INC	\$1,668.80
38399	11/06/23	09550	FAIRWAY COLLECTIONS LLC	\$444.98
38400	11/06/23	09662	FERRELLGAS LP	\$2,838.31
38401	11/06/23	10180	FREEDMAN SEATING COMPANY	\$226.49
38402	11/06/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38403	11/06/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38404	11/06/23	10477	GALLS PARENT HOLDINGS LLC	\$4,927.90
38405	11/06/23	10580	GENE'S TOWING INC	\$173.92
38406	11/06/23	10660	GILLIG LLC	\$6,378.13
38407	11/06/23	10759	GORDON TRUCK CENTERS INC	\$320.98
38408	11/06/23	11615	INDUSTRIAL HYDRAULICS INC.	\$115.61
38409	11/06/23	11831	INTRADO LIFE & SAFETY INC.	\$273.75
38410	11/06/23	11933	JESSE ORNDORFF	\$1,526.44
38411	11/06/23	13726	M & S COLLISION LLC	\$1,038.21
38412	11/06/23	13893	MAUL FOSTER & ALONGI INC.	\$3,650.00
38413	11/06/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$372.64
38414	11/06/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,481.06
38415	11/06/23	15358	O'CONNOR RYAN	\$18.96
38416	11/06/23	16701	PEAK INDUSTRIAL INC.	\$101.62
38417	11/06/23	16765	PETROCARD INC.	\$77,595.12
38418	11/06/23	16969	POINT GRAPHICS LLC	\$100.74
38419	11/06/23	17083	PREBLE ROBERT	\$50.00
38420	11/06/23	17810	RR DONNELLEY COMPANY	\$814.90
38421	11/06/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,316.48
38422	11/06/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$116.60
38423	11/06/23	18047	SHARP ELECTRONICS CORPORATION	\$183.01
38424	11/06/23	18052	SHEA CARR & JEWELL INC.	\$4,412.73
38425	11/06/23	18530	STANDARD PARTS CORP.	\$4,020.70
38426	11/06/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$216.70

38427	11/06/23	21950	TITUS-WILL CHEVROLET	\$33.51
38428	11/06/23	22000	TOYOTA TSUSHO MATERIAL HANDLING AMERICA	\$684.35
38429	11/06/23	22100	TRANSIT SOLUTIONS LLC	\$133.01
38430	11/06/23	22235	TREW ENTERPRISE LLC	\$1,175.48
38431	11/06/23	22420	ALLEN WALTON	\$136.88
38432	11/06/23	23891	CHLOE VITUMS	\$2.00
38433	11/06/23	24755	WA ST HEALTH CARE AUTHORITY	\$615,610.71
38434	11/06/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$300.00
38438	11/13/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,606.20
38439	11/13/23	01405	ADVANCE GLASS INC.	\$1,211.82
38440	11/13/23	02060	AMERISAFE INC.	\$82.89
38441	11/13/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$5,421.98
38442	11/13/23	06040	CITY OF LACEY	\$4,805.16
38443	11/13/23	06120	CITY OF OLYMPIA (UTILITIES)	\$8,811.83
38444	11/13/23	07220	CUMMINS INC.	\$4,042.01
38445	11/13/23	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
38446	11/13/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$170.56
38447	11/13/23	09180	EXPRESS SERVICES INC	\$1,460.20
38448	11/13/23	09662	FERRELLGAS LP	\$2,589.06
38449	11/13/23	09961	FORMA CONSTRUCTION COMPANY	\$584,650.66
38450	11/13/23	10251	FRUITION GROWTH LLC	\$6,741.45
38451	11/13/23	10580	GENE'S TOWING INC	\$130.44
38452	11/13/23	10660	GILLIG LLC	\$2,928.31
38453	11/13/23	10759	GORDON TRUCK CENTERS INC	\$4,439.61
38454	11/13/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$636.89
38455	11/13/23	11805	ITERIS INC	\$25,067.77
38456	11/13/23	11933	JESSE ORNDORFF	\$2,480.18
38457	11/13/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$5,042.40
38458	11/13/23	13893	MAUL FOSTER & ALONGI INC.	\$11,606.35
38459	11/13/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,450.41
38460	11/13/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38461	11/13/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$23.78
38462	11/13/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
38463	11/13/23	16490	HAROLD LEMAY ENTERPRISES	\$1,051.73
38464	11/13/23	16623	PALAMERICAN SECURITY INC.	\$91,513.78
38465	11/13/23	16765	PETROCARD INC.	\$74,540.75
38466	11/13/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$310.33
38467	11/13/23	17290	PUGET SOUND ENERGY	\$16,350.62
38468	11/13/23	17560	ROMAINE ELECTRIC CORP.	\$4,206.43
38469	11/13/23	17792	ROUSH CLEANTECH LLC	\$360.86
38470	11/13/23	17861	SAMBA HOLDINGS INC.	\$1,069.22
38471	11/13/23	17900	SCHETKY NORTHWEST SALES INC.	\$272.39
38472	11/13/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$523.91
38473	11/13/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
38474	11/13/23	18052	SHEA CARR & JEWELL INC.	\$3,589.53
38475	11/13/23	18101	SIJ HOLDINGS LLC	\$318.70
38476	11/13/23	18530	STANDARD PARTS CORP.	\$580.18

38477	11/13/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,467.96
38478	11/13/23	21659	THERMO KING NORTHWEST INC.	\$6,000.00
38479	11/13/23	21950	TITUS-WILL CHEVROLET	\$2,481.83
38480	11/13/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38481	11/13/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38482	11/13/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$104,709.29
38483	11/13/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38484	11/13/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$20,946.12
38485	11/13/23	23835	VIA TRANSPORTATION INC.	\$352,732.35
38486	11/13/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$419.00
38487	11/13/23	24000	W. W. GRAINGER INC.	\$267.96
38488	11/13/23	24030	WA ST AUDITOR'S OFFICE	\$4,483.50
38489	11/13/23	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$4,116.53
38490	11/13/23	25909	WEX BANK	\$51,136.06
38491	11/13/23	26800	ZUMAR INDUSTRIES INC	\$2,212.36
38492	11/20/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$5,321.85
38493	11/20/23	02060	AMERISAFE INC.	\$996.45
38494	11/20/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,442.58
38495	11/20/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,977.47
38496	11/20/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$10,556.00
38497	11/20/23	06781	COMPUNET INC.	\$62,549.77
38498	11/20/23	07116	CREATIVE BRANDING LLC	\$5,131.64
38499	11/20/23	09180	EXPRESS SERVICES INC	\$1,460.20
38500	11/20/23	09662	FERRELLGAS LP	\$1,667.93
38501	11/20/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38502	11/20/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38503	11/20/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38504	11/20/23	10477	GALLS PARENT HOLDINGS LLC	\$4,588.32
38505	11/20/23	10481	GALVEZ VICTOR	\$2.00
38506	11/20/23	10580	GENE'S TOWING INC	\$590.23
38507	11/20/23	10660	GILLIG LLC	\$2,898.16
38508	11/20/23	10759	GORDON TRUCK CENTERS INC	\$3,741.44
38509	11/20/23	13726	M & S COLLISION LLC	\$1,265.76
38510	11/20/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,132.54
38511	11/20/23	17290	PUGET SOUND ENERGY	\$6,784.46
38512	11/20/23	17505	RAINIER DODGE INC.	\$63.60
38513	11/20/23	17580	RECARO NORTH AMERICA INC.	\$1,573.33
38514	11/20/23	17792	ROUSH CLEANTECH LLC	\$1,141.69
38515	11/20/23	17900	SCHETKY NORTHWEST SALES INC.	\$187.63
38516	11/20/23	17934	SCOTT BOYD	\$606.98
38517	11/20/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$154.77
38518	11/20/23	18052	SHEA CARR & JEWELL INC.	\$1,335.00
38519	11/20/23	18066	SHI INTERNATIONAL CORP.	\$0.00
38520	11/20/23	18066	SHI INTERNATIONAL CORP.	\$138,367.79
38521	11/20/23	18530	STANDARD PARTS CORP.	\$205.11
38522	11/20/23	18940	TENNANT SALES AND SERVICE COMPANY	\$799.35
38523	11/20/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$957.21

38524	11/20/23	21950	TITUS-WILL CHEVROLET	\$55.78
38525	11/20/23	21985	TOTAL FILTRATION SERVICES INC.	\$792.80
38526	11/20/23	22000	TOYOTA TSUSHO MATERIAL HANDLING AMERICA	\$756.09
38527	11/20/23	22010	ROTTERS INC.	\$430.17
38528	11/20/23	22420	ALLEN WALTON	\$380.51
38529	11/20/23	24000	W. W. GRAINGER INC.	\$164.74
38498	11/21/23	07116	CREATIVE BRANDING LLC - VOID	(\$5,131.64)
38534	11/28/23	01405	ADVANCE GLASS INC.	\$1,284.98
38535	11/28/23	01780	AMALGAMATED TRANSIT UNION 1765	\$22,411.33
38536	11/28/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,830.53
38537	11/28/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$115.25
38538	11/28/23	01895	ECOLUBE RECOVERY LLC	\$639.00
38539	11/28/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,449.89
38540	11/28/23	02565	ASPHALT PATCH SYSTEMS INC	\$2,850.00
38541	11/28/23	06120	CITY OF OLYMPIA (UTILITIES)	\$13,716.27
38542	11/28/23	06836	CONTINENTAL BATTERY SYSTEMS	\$548.66
38543	11/28/23	07120	GORDON PRODUCTS INC.	\$2,966.69
38544	11/28/23	07220	CUMMINS INC.	\$0.00
38545	11/28/23	07220	CUMMINS INC.	\$4,610.48
38546	11/28/23	07660	DAYTECH LIMITED	\$8,208.00
38547	11/28/23	08060	DON SMALL & SONS OIL DIST CO INC.	\$1,294.23
38548	11/28/23	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$2,444.26
38549	11/28/23	09180	EXPRESS SERVICES INC	\$1,168.16
38550	11/28/23	09205	ERF COMPANY INC.	\$275.00
38551	11/28/23	09662	FERRELLGAS LP	\$809.25
38552	11/28/23	10251	FRUITION GROWTH LLC	\$5,899.80
38553	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38554	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38555	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38556	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38557	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38558	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38559	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38560	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38561	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38562	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38563	11/28/23	10477	GALLS PARENT HOLDINGS LLC	\$9,674.45
38564	11/28/23	10660	GILLIG LLC	\$12,776.05
38565	11/28/23	10759	GORDON TRUCK CENTERS INC	\$1,719.66
38566	11/28/23	11048	HARGIS ENGINEERS INC.	\$1,595.00
38567	11/28/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$3,391.98
38568	11/28/23	11933	JESSE ORNDORFF	\$255.96
38569	11/28/23	11952	JLG PROMOTIONS INC.	\$5,131.64
38570	11/28/23	12845	KNIGHT FIRE PROTECTION INC.	\$2,299.50
38571	11/28/23	12856	KNOWBE4 INC.	\$264.44
38572	11/28/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,863.61
38573	11/28/23	13726	M & S COLLISION LLC	\$1,592.75

38574	11/28/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38575	11/28/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,335.92
38576	11/28/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
38577	11/28/23	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$706.28
38578	11/28/23	16252	ONSPOT OF NORTH AMERICA INC.	\$771.00
38579	11/28/23	16765	PETROCARD INC.	\$96,455.38
38580	11/28/23	16841	PIONEER FIRE & SECURITY INC.	\$131.16
38581	11/28/23	16974	POMP'S TIRE SERVICE INC.	\$1,918.26
38582	11/28/23	17505	RAINIER DODGE INC.	\$132.76
38583	11/28/23	17580	RECARO NORTH AMERICA INC.	\$789.87
38584	11/28/23	17900	SCHETKY NORTHWEST SALES INC.	\$235.48
38585	11/28/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$311.38
38586	11/28/23	18469	SPORTWORKS GLOBAL LLC	\$424.77
38587	11/28/23	18530	STANDARD PARTS CORP.	\$961.39
38588	11/28/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$15,768.87
38589	11/28/23	21950	TITUS-WILL CHEVROLET	\$104.37
38590	11/28/23	22000	TOYOTA TSUSHO MATERIAL HANDLING AMERICA	\$588.02
38591	11/28/23	22010	ROTTERS INC.	\$94.44
38592	11/28/23	23660	UNITED WAY OF THURSTON COUNTY	\$445.00
38593	11/28/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$450.73
38594	11/28/23	24000	W. W. GRAINGER INC.	\$492.01
38595	11/28/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
38596	11/28/23	25670	WAXIE'S ENTERPRISES INC.	\$2,518.50
38537	11/29/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC - VOID	(\$115.25)
ACH	11/02/23		AUTHORIZE.NET	\$213.52
ACH	11/09/23		AGUERO JASON	\$310.00
ACH	11/09/23		AHMED MANZOOR	\$245.00
ACH	11/09/23		AINUU FILIPO	\$305.00
ACH	11/09/23		ALDRIDGE SHARON	\$35.00
ACH	11/09/23		ALEXANDER NICOLE	\$280.00
ACH	11/09/23		ALFONSO CHRISTOPHER	\$195.00
ACH	11/09/23		ALLEN JEANA	\$170.00
ACH	11/09/23		ALLEN KAI	\$30.00
ACH	11/09/23		ALLISON LISA	\$160.00
ACH	11/09/23		AMMANN KARL	\$325.00
ACH	11/09/23		ANDERSON WILLIAM	\$90.00
ACH	11/09/23		ANDREWS III ROBERT L.	\$90.00
ACH	11/09/23		ANDREWS ROBERT F.	\$25.00
ACH	11/09/23		BAILEY ANDREW	\$5.00
ACH	11/09/23		BAIN TYLER	\$25.00
ACH	11/09/23		BARLOW STEPHEN W.	\$505.00
ACH	11/09/23		BARNETT MIKE	\$25.00
ACH	11/09/23		BARRETT SEAN	\$103.20
ACH	11/09/23		BARRY SEAN	\$95.00
ACH	11/09/23		BATTEN STEVEN	\$105.00
ACH	11/09/23		BEDFORD PAUL	\$105.00
ACH	11/09/23		BELL RACHAEL	\$195.00

ACH	11/09/23	BELTRAN RAMON	\$40.00
ACH	11/09/23	BERGEN MINDY	\$20.00
ACH	11/09/23	BERGKAMP EMILY	\$25.00
ACH	11/09/23	BJORK ERIC	\$100.00
ACH	11/09/23	BLACKSTAD TONY	\$125.00
ACH	11/09/23	BORJA ALIHAUNDRA	\$60.00
ACH	11/09/23	BRINKLEY LINDA	\$340.00
ACH	11/09/23	BROADNAX KURTIS	\$75.00
ACH	11/09/23	BROCK ANNETT	\$75.00
ACH	11/09/23	BROWN CARMEN	\$175.00
ACH	11/09/23	BROWN DAVID	\$60.00
ACH	11/09/23	BROWN JANA	\$30.00
ACH	11/09/23	BROWN LAURIE A.	\$325.00
ACH	11/09/23	BROWN MARK	\$235.00
ACH	11/09/23	BRYANT JASON	\$120.00
ACH	11/09/23	BULUT JACOB	\$15.00
ACH	11/09/23	BURKE JAROD	\$95.00
ACH	11/09/23	BURNS TRACI	\$105.00
ACH	11/09/23	BUSH JAMES C.	\$300.00
ACH	11/09/23	BUTTERTON DAVID	\$140.00
ACH	11/09/23	BYRD DENNIS	\$135.00
ACH	11/09/23	CABE DAVID	\$170.00
ACH	11/09/23	CAMUS-GUZMAN PATRICIA	\$80.00
ACH	11/09/23	CARRANZA CRISTOBAL	\$145.00
ACH	11/09/23	CASKIN AMANDA	\$10.00
ACH	11/09/23	CATARINA STACY	\$60.00
ACH	11/09/23	CHAMBERS JAMES	\$75.00
ACH	11/09/23	CHAMBERS LORI	\$160.00
ACH	11/09/23	CHASE JEFFERSON	\$160.00
ACH	11/09/23	CHIRHART AMELIA	\$25.00
ACH	11/09/23	CHOKAR HARWINDER	\$20.00
ACH	11/09/23	CHRISTENSEN SOMER	\$110.00
ACH	11/09/23	CHURCHES LORINDA	\$245.00
ACH	11/09/23	CITES MICHAEL	\$110.00
ACH	11/09/23	CLAUSON JOHN	\$5.00
ACH	11/09/23	CLAUSSEN JEREMY	\$125.00
ACH	11/09/23	CLAY AARON	\$115.00
ACH	11/09/23	CLICK JAYSON	\$140.00
ACH	11/09/23	COFFMAN ROBERT	\$120.00
ACH	11/09/23	COLLINS AMANDA	\$172.26
ACH	11/09/23	COMBS JAMES	\$110.00
ACH	11/09/23	CONAT NATHENIEL	\$5.00
ACH	11/09/23	CONRAD JULIE	\$65.00
ACH	11/09/23	CRANOR KAYLA R.	\$40.00
ACH	11/09/23	CRASS CAMERON	\$45.00
ACH	11/09/23	CROW TOMMY	\$175.00
ACH	11/09/23	CUNNINGHAM KATIE	\$165.00

ACH	11/09/23	CURTIN KYLE	\$35.00
ACH	11/09/23	DANIELS CLAIRE	\$10.00
ACH	11/09/23	DAPRANO SHAWN	\$60.00
ACH	11/09/23	DAVES MICHAEL R.	\$120.00
ACH	11/09/23	DAVIDSON DONOVAN	\$160.00
ACH	11/09/23	DAVIS MONTY	\$100.00
ACH	11/09/23	DEAN STEVE A.	\$460.00
ACH	11/09/23	DELANCY ARTHUR	\$95.00
ACH	11/09/23	DEMERICE NICOLAS	\$55.00
ACH	11/09/23	DEMI THOMAS	\$60.00
ACH	11/09/23	DENICOLA JANE	\$35.00
ACH	11/09/23	DENICOLA JOHN	\$245.00
ACH	11/09/23	DEPOE JANET	\$50.00
ACH	11/09/23	DEPOE THEODORE	\$120.00
ACH	11/09/23	DERUWE JULIE	\$145.00
ACH	11/09/23	DOANE PETER	\$100.00
ACH	11/09/23	DOWNEY CHERIE	\$255.00
ACH	11/09/23	DOWNS MARVIN LEE	\$150.00
ACH	11/09/23	DREYER GLENN	\$45.00
ACH	11/09/23	DUDEK DAVID	\$135.00
ACH	11/09/23	DUNBAR DAVID	\$200.00
ACH	11/09/23	DUNCAN JARED	\$150.00
ACH	11/09/23	DUVALL KIERRA	\$90.00
ACH	11/09/23	EAGLES KIP	\$5.00
ACH	11/09/23	EATON JEREMY	\$55.00
ACH	11/09/23	EDWARDS CHAD	\$160.00
ACH	11/09/23	EIKUM DAVID	\$25.00
ACH	11/09/23	ELIAS NOLAN	\$25.00
ACH	11/09/23	ELLIS HUNTER	\$5.00
ACH	11/09/23	ELLISON VICTOR	\$335.00
ACH	11/09/23	ELY CRISTY	\$45.00
ACH	11/09/23	ENNES MOLLY	\$40.00
ACH	11/09/23	FABER DANIEL	\$190.00
ACH	11/09/23	FAHR BEAU	\$55.00
ACH	11/09/23	FARRELL DANIEL	\$90.00
ACH	11/09/23	FEDOROCKO JOHN C	\$210.00
ACH	11/09/23	FENNER REBECCA	\$5.00
ACH	11/09/23	FERRIS TAMMY	\$70.00
ACH	11/09/23	FISKNESS SCOTT	\$25.00
ACH	11/09/23	FLYNN JOHN P.	\$170.00
ACH	11/09/23	FONSECA RENEE E.	\$5.00
ACH	11/09/23	FOSTER BUDDY	\$130.00
ACH	11/09/23	FRANZ WARREN	\$125.00
ACH	11/09/23	FREDERICKSON BRAD M.	\$195.00
ACH	11/09/23	FRUEH JR. DANIEL	\$65.00
ACH	11/09/23	FULLER MICHAEL	\$75.00
ACH	11/09/23	GAMBOA JOSE	\$50.00

ACH	11/09/23	GANIE SADIQ	\$115.00
ACH	11/09/23	GARCIA JOSE ANTONIO	\$120.00
ACH	11/09/23	GARNER JOHN	\$40.00
ACH	11/09/23	GEORGE ROBERT	\$20.00
ACH	11/09/23	GERCHAK AMANDA JOY	\$25.00
ACH	11/09/23	GESE TINA	\$25.00
ACH	11/09/23	GILBERTSON LYLE	\$70.00
ACH	11/09/23	GILLASPIE CALEB	\$35.00
ACH	11/09/23	GILPIN JASON	\$135.00
ACH	11/09/23	GILSDORF RUSSELL	\$85.00
ACH	11/09/23	GLAINYK CAROLINE	\$20.00
ACH	11/09/23	GLASGOW AMY	\$180.00
ACH	11/09/23	GLAVE TERRENCE A.	\$170.00
ACH	11/09/23	GORDON DANIEL	\$120.00
ACH	11/09/23	GOULD JESSICA	\$40.00
ACH	11/09/23	GREEN CLAUDIA	\$45.00
ACH	11/09/23	GREGORY ERIK	\$125.00
ACH	11/09/23	GRIZZLE TODD	\$80.00
ACH	11/09/23	HAGQUIST MORGAN	\$110.00
ACH	11/09/23	HALE JEREMY E.	\$250.00
ACH	11/09/23	HALL EDWARD S.	\$315.00
ACH	11/09/23	HALL EDWARD S. - VOID	(\$315.00)
ACH	11/09/23	HALVERSON ARIEL	\$5.00
ACH	11/09/23	HANNER JASON	\$120.00
ACH	11/09/23	HARPER ERIN	\$80.00
ACH	11/09/23	HARPER RICHARD	\$285.00
ACH	11/09/23	HARPER RYAN	\$195.00
ACH	11/09/23	HARTMANN DAVID	\$185.00
ACH	11/09/23	HATCHER MEGAN	\$100.00
ACH	11/09/23	HAZLE CLARK	\$165.00
ACH	11/09/23	HEINEMEYER ZACHARY R.	\$79.00
ACH	11/09/23	HEINEMEYER ALLEN	\$110.00
ACH	11/09/23	HEMPHILL GREGORY	\$135.00
ACH	11/09/23	HEREDIA RUBEN	\$100.00
ACH	11/09/23	HOLLINGSWORTH JAMES	\$135.00
ACH	11/09/23	HOLSEID LIANE	\$170.00
ACH	11/09/23	HOUDYSHELL ANTHONY	\$45.00
ACH	11/09/23	HOWELL JR. CARL	\$205.00
ACH	11/09/23	HOWELL THOMAS	\$155.00
ACH	11/09/23	HUEY TYLER	\$150.00
ACH	11/09/23	HUG KARL	\$50.00
ACH	11/09/23	HUGHES RONNY LEE	\$65.00
ACH	11/09/23	HUMMELL APRIL	\$55.00
ACH	11/09/23	HUNT JONATHAN JEFF	\$335.00
ACH	11/09/23	HUNT WALTER	\$45.00
ACH	11/09/23	INGRAM LARRY	\$35.00
ACH	11/09/23	JACOBS JOSHUA	\$235.00

ACH	11/09/23	JAMES COREY	\$60.00
ACH	11/09/23	JANEWAY SUSAN	\$120.00
ACH	11/09/23	JARVIS ROBERT	\$110.00
ACH	11/09/23	JIMENEZ CLINTON	\$170.00
ACH	11/09/23	JOHNSON JEFFREY J.	\$60.00
ACH	11/09/23	JOHNSON LORA	\$25.00
ACH	11/09/23	JOHNSON ROXANNA	\$210.00
ACH	11/09/23	JOHNSON STACEY	\$130.00
ACH	11/09/23	JOHNSON VERLIN	\$25.00
ACH	11/09/23	JONES DIANE	\$25.00
ACH	11/09/23	JONES JAMES DALTON	\$215.00
ACH	11/09/23	JONES JUSTIN	\$250.00
ACH	11/09/23	JONES NICOLE	\$140.00
ACH	11/09/23	JONES RANDI	\$160.00
ACH	11/09/23	JOY MARGARET	\$55.00
ACH	11/09/23	KARKOSKI KEVIN	\$75.00
ACH	11/09/23	KAYLOR MARK	\$35.00
ACH	11/09/23	KC ROSHAN	\$175.00
ACH	11/09/23	KEARNEY DAVID	\$130.00
ACH	11/09/23	KEELAND DANA	\$50.00
ACH	11/09/23	KELLIN KING	\$49.98
ACH	11/09/23	KELLY TROY	\$70.00
ACH	11/09/23	KIATTIPAT-AGUINAGA SUTARAT	\$53.00
ACH	11/09/23	KING CHRISTOPHER MIKE	\$5.00
ACH	11/09/23	KIRBY CATHY	\$280.00
ACH	11/09/23	KRAMER GAVIN	\$175.00
ACH	11/09/23	KRAMER GAVIN - VOID	(\$175.00)
ACH	11/09/23	KRUEGER STEVEN J	\$245.00
ACH	11/09/23	KUENSTLER MASON	\$100.00
ACH	11/09/23	KUHNLE ALBERT	\$95.00
ACH	11/09/23	KURBEGOVIC NARCIS E.	\$605.00
ACH	11/09/23	LAFONTAINE ROBERT	\$200.00
ACH	11/09/23	LAMBERT DOUGLAS	\$15.00
ACH	11/09/23	LAMONTAGNE JOHN	\$140.00
ACH	11/09/23	LANCE JAY	\$5.00
ACH	11/09/23	LANCE RUBY	\$505.00
ACH	11/09/23	LARITZ BENJAMIN	\$30.00
ACH	11/09/23	LASLIE CRAIG	\$30.00
ACH	11/09/23	LAUCKHART STEVEN	\$85.00
ACH	11/09/23	LEANORD CAREY	\$90.00
ACH	11/09/23	LEIENDECKER BAILEY	\$20.00
ACH	11/09/23	LEMAY IZABEL	\$85.00
ACH	11/09/23	LEMONS VERLE RICHARD	\$10.00
ACH	11/09/23	LICHT JONATHAN	\$60.00
ACH	11/09/23	LICHT ZACHARY	\$120.00
ACH	11/09/23	LINT JOHN	\$20.00
ACH	11/09/23	LOKEN RICHELLE	\$40.00

ACH	11/09/23	LOMEDICO BRUCE	\$120.00
ACH	11/09/23	LOOMIS CHRISTINA	\$75.00
ACH	11/09/23	LOPEZ RICARDO	\$65.00
ACH	11/09/23	LORENZO JEFFREY	\$135.00
ACH	11/09/23	MACMILLAN DANIEL	\$70.00
ACH	11/09/23	MADDEN GARRETT	\$125.00
ACH	11/09/23	MADISON JACKSON J.	\$85.00
ACH	11/09/23	MALAY SEAN	\$250.00
ACH	11/09/23	MARKOWITZ CODY	\$60.00
ACH	11/09/23	MARYOTT KIERA	\$130.00
ACH	11/09/23	MASSON MARK	\$60.00
ACH	11/09/23	MAVERICK MICHAEL	\$75.00
ACH	11/09/23	MAX ROGER	\$450.00
ACH	11/09/23	MCCHRISTIAN ARTHUR	\$205.00
ACH	11/09/23	McCLURE SHAWN	\$90.00
ACH	11/09/23	McLEES COURTNEY	\$15.00
ACH	11/09/23	MCMULLAN MICHAEL	\$55.00
ACH	11/09/23	MCPHERSON ALEXANDRA J.	\$155.00
ACH	11/09/23	MCPHERSON KYLE	\$37.00
ACH	11/09/23	MEIERHOFF AMY	\$55.00
ACH	11/09/23	MERCIER SUMMER	\$60.00
ACH	11/09/23	MERITHEW JONATHAN	\$5.00
ACH	11/09/23	MESSMER PATRICIA	\$80.00
ACH	11/09/23	MEULBLOK DIRK M.	\$215.00
ACH	11/09/23	MICKELSON MARTIN	\$175.00
ACH	11/09/23	MIDSTOKKE II MICHAEL	\$320.00
ACH	11/09/23	MILES KIMBERLY	\$75.00
ACH	11/09/23	MILLER WILLIAM	\$440.00
ACH	11/09/23	MILLER JAMEYSON	\$120.00
ACH	11/09/23	MILLER JOE	\$30.00
ACH	11/09/23	MOBLEY MARK	\$215.00
ACH	11/09/23	MONOHON DWIGHT	\$100.00
ACH	11/09/23	MORRIS JR. CHRIST	\$55.00
ACH	11/09/23	MORRISON COREY	\$160.00
ACH	11/09/23	MOSSO KODY	\$135.00
ACH	11/09/23	MUGARTEGUI CRAIG	\$65.00
ACH	11/09/23	MYERS SHAWN	\$110.00
ACH	11/09/23	NAGEL BRIAN	\$110.00
ACH	11/09/23	NAYEMI RAUF	\$230.00
ACH	11/09/23	NEAL ALANA	\$50.00
ACH	11/09/23	NEUVILLE MARK	\$70.00
ACH	11/09/23	NEVUE WILLIAM	\$130.00
ACH	11/09/23	NEVEUE WILLIAM - VOID	(\$130.00)
ACH	11/09/23	NGUYEN HAI	\$115.00
ACH	11/09/23	NICCOLOCCI ANDRETTI	\$70.00
ACH	11/09/23	NICCOLOCCI ANDRETTI - VOID	(\$70.00)
ACH	11/09/23	NUNN LISA	\$125.00

ACH	11/09/23	NYANG REGINA	\$10.00
ACH	11/09/23	OLIVER ROBERT	\$105.00
ACH	11/09/23	ORTIZ RALPH	\$705.00
ACH	11/09/23	OSBORN SHELDON	\$70.00
ACH	11/09/23	OWSLEY STEVEN	\$135.00
ACH	11/09/23	PARDUE NORMA JEAN	\$20.00
ACH	11/09/23	PARENT BRIDGET	\$90.00
ACH	11/09/23	PARENT JAMES	\$40.00
ACH	11/09/23	PARKER MATTHEW	\$30.00
ACH	11/09/23	PARKER RONALD	\$140.00
ACH	11/09/23	PARRIS ROBIN	\$105.00
ACH	11/09/23	PASSARETTI DEBORA	\$105.00
ACH	11/09/23	PASSARETTI ROBERT	\$95.00
ACH	11/09/23	PAUL DENISE	\$90.00
ACH	11/09/23	PETERSON JEFFREY	\$155.00
ACH	11/09/23	PETERSON LEE	\$210.00
ACH	11/09/23	PHILLIPS ERIC	\$60.00
ACH	11/09/23	PHILLIPS SONJA	\$70.00
ACH	11/09/23	POESCHEL FRED	\$85.00
ACH	11/09/23	PRICE KIERSTIN G.	\$90.00
ACH	11/09/23	PRICE TUNISIA	\$5.00
ACH	11/09/23	PROUTY CURTIS	\$100.00
ACH	11/09/23	PUETZ KATHLEEN	\$105.00
ACH	11/09/23	PULLING THOMAS	\$175.00
ACH	11/09/23	PURI AARON	\$25.00
ACH	11/09/23	QUAMME MARK S.	\$15.00
ACH	11/09/23	RANDALL DAVID	\$255.00
ACH	11/09/23	RANGEL CELSO	\$70.00
ACH	11/09/23	RANGEL EMILIO	\$110.00
ACH	11/09/23	RAPHAEL MICHAEL	\$5.00
ACH	11/09/23	REID TRENTON	\$65.00
ACH	11/09/23	REINHARDT BRYCE	\$315.00
ACH	11/09/23	REINHARDT MICHAEL	\$30.00
ACH	11/09/23	REVEL STACI A.	\$55.00
ACH	11/09/23	REYNOLDS JONATHAN	\$280.00
ACH	11/09/23	RIKER KATHLEEN LOIS	\$55.00
ACH	11/09/23	RILEY SHERYL	\$115.00
ACH	11/09/23	RINEHART ROBERT	\$275.00
ACH	11/09/23	RIVERA DANIEL	\$120.00
ACH	11/09/23	RIVERA JAMES	\$130.00
ACH	11/09/23	ROBERTS LEATA	\$250.00
ACH	11/09/23	ROBINSON DONLEE	\$45.00
ACH	11/09/23	ROGERS KYLE	\$100.00
ACH	11/09/23	ROMINES ROBERT	\$5.00
ACH	11/09/23	ROOD DAVID A.	\$610.00
ACH	11/09/23	ROSE ZACHARY	\$40.00
ACH	11/09/23	ROTHWELL SEAN	\$155.00

ACH	11/09/23	RUFFINI SARAH	\$60.00
ACH	11/09/23	RUIZ JOSHUA	\$55.00
ACH	11/09/23	SACHS FRANK E.	\$115.00
ACH	11/09/23	SAMBRANO FREDERICK	\$130.00
ACH	11/09/23	SAMPSON LUCAS	\$5.00
ACH	11/09/23	SANDERS DAVID	\$15.00
ACH	11/09/23	SANDY GLENROY	\$5.00
ACH	11/09/23	SAVAGE DANIEL	\$570.00
ACH	11/09/23	SCARBOROUGH ANDREW	\$20.00
ACH	11/09/23	SCHERZ KRAIG	\$155.00
ACH	11/09/23	SERRIANNE MICHAEL	\$150.00
ACH	11/09/23	SEYDEL LISA	\$135.00
ACH	11/09/23	SHAIRULLA AFZAL	\$40.00
ACH	11/09/23	SHARP DANIEL	\$115.00
ACH	11/09/23	SIGMON JR RAY	\$145.00
ACH	11/09/23	SLAVIN RICHARD	\$315.00
ACH	11/09/23	SLOBOJAN TAYLOR M.	\$15.00
ACH	11/09/23	SMART RICHARD	\$540.00
ACH	11/09/23	SMATHERS LARRY J	\$25.00
ACH	11/09/23	SMITH HEATHER	\$442.31
ACH	11/09/23	SMITH JEREMY	\$130.00
ACH	11/09/23	SMITH SCOTT	\$265.00
ACH	11/09/23	SMITH SPENCER	\$85.00
ACH	11/09/23	SMITH WILLIAM	\$55.00
ACH	11/09/23	SNYDER ART	\$80.00
ACH	11/09/23	SNYDER WILLIAM	\$85.00
ACH	11/09/23	SNYDER-CHAVEZ GRYFFEN	\$5.00
ACH	11/09/23	SOLOMON DEBRA	\$620.00
ACH	11/09/23	SORIAGA ULYSSES	\$310.00
ACH	11/09/23	SPOLTMAN JEROME	\$20.00
ACH	11/09/23	STAIKOS JOHN	\$50.00
ACH	11/09/23	STEENERSON SETH	\$45.00
ACH	11/09/23	STEVENS DRAKE	\$180.00
ACH	11/09/23	STEVENS GRANT	\$5.00
ACH	11/09/23	STEVENS MICHELLE	\$65.00
ACH	11/09/23	STONEHOCKER EUGENE	\$250.00
ACH	11/09/23	STORBECK GLENN	\$25.00
ACH	11/09/23	SUJA MICHAEL	\$60.00
ACH	11/09/23	SUMMERLIN ALLEN	\$5.00
ACH	11/09/23	SUTHERBY BRIAN	\$70.00
ACH	11/09/23	SWAN STEPHEN	\$35.00
ACH	11/09/23	SWAN TAWN	\$100.00
ACH	11/09/23	SWANSON KRISTA	\$415.00
ACH	11/09/23	SWARTOS TERRY	\$45.00
ACH	11/09/23	SYKES ZACKERY	\$165.00
ACH	11/09/23	TAYLOR DEAN	\$170.00
ACH	11/09/23	TERHAAR MARK	\$75.00

ACH	11/09/23	TERRELL MATTHEW	\$115.00
ACH	11/09/23	THETFORD ROBERT	\$210.00
ACH	11/09/23	THOMAS HENRIETTA	\$315.00
ACH	11/09/23	THORNE JEFFREY	\$25.00
ACH	11/09/23	TILLMON JESSIE	\$70.00
ACH	11/09/23	TIPPEN JR. DENZIL	\$85.00
ACH	11/09/23	TISCHER PAUL	\$155.00
ACH	11/09/23	TORRES MARIANO	\$30.00
ACH	11/09/23	TOULME HANNAH	\$50.00
ACH	11/09/23	TREFSGAR ERIC	\$515.00
ACH	11/09/23	TRIPLETT PETER	\$230.00
ACH	11/09/23	TURNER DOUGLAS R.	\$120.00
ACH	11/09/23	TWIGGS CHRISTOPHER	\$40.00
ACH	11/09/23	TYLER MICHAEL CONRADS	\$95.00
ACH	11/09/23	UPSON NICOLA J	\$255.00
ACH	11/09/23	VAN HORN DANIEL	\$140.00
ACH	11/09/23	VANI LORI F	\$25.00
ACH	11/09/23	VANMANSART CARMEN	\$45.00
ACH	11/09/23	VAUGHN JUSTIN	\$290.00
ACH	11/09/23	VAY TINA	\$20.00
ACH	11/09/23	VIESCA SALVADOR	\$310.00
ACH	11/09/23	WALTER KEVIN	\$90.00
ACH	11/09/23	WANCHA JAMES	\$190.00
ACH	11/09/23	WARD NEIL	\$90.00
ACH	11/09/23	WATERHOUSE CYNTHIA	\$20.00
ACH	11/09/23	WELLS ERIC	\$30.00
ACH	11/09/23	WHITE BRIAN	\$60.00
ACH	11/09/23	WHITE RILEY	\$61.00
ACH	11/09/23	WILBURN ARTHUR	\$70.00
ACH	11/09/23	WILBURN BENJAMIN	\$95.00
ACH	11/09/23	WILLIAMS AMANDA	\$10.00
ACH	11/09/23	WILSON JOSEPH S.	\$125.00
ACH	11/09/23	WILSON KERRI	\$95.00
ACH	11/09/23	WITHROW DENA	\$30.00
ACH	11/09/23	WOLFE JASON	\$75.00
ACH	11/09/23	WOLFE ROBERT	\$20.00
ACH	11/09/23	WOOD ROBERT D.	\$260.00
ACH	11/09/23	WORMAN SCOTT	\$40.00
ACH	11/09/23	WYNN QUINCY	\$180.00
ACH	11/09/23	XIONG HONGBO	\$70.00
ACH	11/09/23	YARBER ANTHONY E.	\$560.00
ACH	11/09/23	YASIN AYUB	\$235.00
ACH	11/09/23	YEE JONATHON	\$165.00
ACH	11/09/23	ZEPP MELVIN	\$640.00
ACH	11/09/23	ZURFLUH AMY	\$715.30
ACH	11/13/23	DEPARTMENT OF REVENUE	\$185.15
ACH	11/16/23	DEPARTMENT OF REVENUE	\$868.50

ACH	11/17/23	DUDEK DAVID	\$242.31
ACH	11/17/23	HALL EDWARD S.	\$315.00
ACH	11/17/23	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,825.00
ACH	11/17/23	KRAMER GAVIN	\$175.00
ACH	11/17/23	KRUEGER STEVEN J	\$98.25
ACH	11/17/23	NEVUE WILLIAM	\$130.00
ACH	11/17/23	NICCOLOCCI ANDRETTI	\$70.00
ACH	11/17/23	SMITH HEATHER	\$566.81
ACH	11/24/23	BERGKAMP EMILY	\$34.35
ACH	11/24/23	BROWN JANA	\$298.26
ACH	11/24/23	GOULD JESSICA	\$369.50
ACH	11/24/23	THETFORD ROBERT	\$30.00
ACH	11/24/23	WILSON KERRI	\$837.50
ACH	11/24/23	YEE JONATHON	\$36.68

\$2,782,395.20

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-D
MEETING DATE: January 3, 2024

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement Coordinator, 360-705-5857

SUBJECT: Surplus Vanpool 2624

-
- 1) **The Issue:** Whether or not to declare Vanpool 2624 as surplus.
-
- 2) **Recommended Action:** Declare Vanpool 2624 as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale or disposal.
-
- 4) **Background:** Vanpool 2624, a 2016 Chevrolet Express 12-passenger van was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market value of the vehicle is \$17,681. The estimated cost to repair the damage to this vehicle is \$27,071, which exceeds its fair market value, and the vehicle has therefore been deemed a total loss. This vehicle has met useful life requirements. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare Vanpool 2624 as surplus.
-
- 5) **Alternatives:**
- A. Declare the item surplus. The vehicle met its useful life, has been totaled and will cost more than its fair market value to repair.
 - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - C. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Vanpool 2624 was originally purchased using local funds. No Federal or State grant funds were used in the purchase of this vehicle. The insurance remittance for the remaining value of the vehicle (\$17,681 for the value of the vehicle, less the insurance deductible) will be credited as local funds available for future agency projects.
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- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: January 3, 2024

FOR: Intercity Transit Authority

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

SUBJECT: New Work Truck Change Order Authorization

1) **The Issue:** Consideration of a change order issued to Bud Clary Ford to modify Intercity Transit's order of four (4) Ford work trucks.

2) **Recommended Action:** Authorize the General Manager to issue a change order to Bud Clary Ford in the amount of \$6,100, including sales tax, for changes to its order of four (4) Ford work trucks.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. Although this change order value is under \$100,000, it exceeds the original Authority authorized amount.

4) **Background:** In September 2023, Intercity Transit ordered 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 was only open for a short period of time. To ensure Intercity Transit met the vehicle ordering deadline, staff finalized and submitted the work truck order, which included the majority of vehicle components, while continuing to work to finalize remaining service body details.

In September 2023, Intercity Transit sought approval for the original order in the amount of \$410,815, including sales tax, which included our best estimate of the cost for the remaining service body components. The service body details have since been finalized, and the amended total cost of the order with the additional service body details will be \$416,915, including sales tax. Therefore, a change order and additional authorization in the amount of \$6,100 is needed to amend the order.

Intercity Transit has reviewed the additional service body component pricing and finds it to be fair and reasonable. 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 and recommends approval of the change order.

5) Alternatives:

- A. Authorize the General Manager to issue a change order to Bud Clary Ford in the amount of \$6,100, including sales tax, for changes to the order consisting of four (4) Ford work trucks.
 - B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.
-

6) Budget Notes: The total cost to purchase the four (4) work trucks will now be \$416,915, representing an increase of \$6,100, including sales tax. The amended total cost of this order falls within the 2024 budgeted amount for non-revenue vehicles and equipment.

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

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: January 3, 2024

FOR: Intercity Transit Authority
FROM: Tammy Ferris, Procurement Coordinator, 360-705-5818
SUBJECT: Real-Time Information Signage Contract Award

- 1) **The Issue:** Authorization to execute a Task Order from the On-call Engineering Services Contract with KPFF to provide technical support for new digital real-time information signs.

- 2) **Recommended Action:** Authorize the General Manager to execute a Task Order with KPFF in the amount of \$171,457.

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

- 4) **Background:** Intercity Transit applied for and received a Regional Mobility Grant (\$1,211,221) for the 2023-2025 biennium to deploy real-time traveler information signage at various Intercity Transit facilities. The primary goal of this project is to deploy real-time system information that helps travelers make informed and timely decisions about route options, departure and arrival times, and other area information.

In October of 2023, staff interviewed three (3) firms from the existing On-call Engineering Services contract to determine the best-qualified and experienced firm to support and advance the Real-Time Information Signage project. KPFF and their sub-consultant Concord were selected to advance this project for Intercity Transit. Based on KPFF and Concord's qualifications, experience, and capacity, and in accordance with Transit's On-Call Engineering Services contract terms, staff is recommending the Authority authorize the General Manager to execute a Task Order with KPFF to provide the initial systems engineering, site evaluation and feasibility assessment for the Real-Time Information Signage project.

The scope of work for this phase is for the initial systems engineering process to prepare a concept of operations and requirements for new digital real-time information signs for use at the Transit Centers, park and rides, and select bus stops. The scope also includes the initial site evaluation and feasibility assessment of 32 initial bus stop locations at five (5) sites identified for real-time information signs. Current funding may not allow for the full deployment at all sites, so the assessment will be used to prioritize the locations for initial deployment.

Staff negotiated the Task Order scope and fee with KPFF in accordance with the terms of the existing On-call Engineering Services Agreement. Based on the scope and proposed hours, staff are confident the pricing is both fair and reasonable.

5) **Alternatives:**

- A. Authorize the General Manager to execute a Task Order with KPFF in the amount of \$171,457.
 - B. Defer action.
-

6) **Budget Notes:** Intercity Transit budgeted this as a grant-funded project in the 2024 budget and there is sufficient funding to cover this work effort.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: January 3, 2024

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889
Lynne Cunningham, Vanpool Program Manager, 360-705-5809

SUBJECT: Amending the Resolution, "Adopting a Community Van Program"

1) **The Issue:** Amend Resolution 06-2003, Adopting a Community Van Program to align with the recently updated community van contract.

2) **Recommended Action:** Adopt Resolution 01-2024 providing clarifying language that organizations using Intercity Transit's Community Van Program will assume the risk for their drivers; these entities will assume the risk and responsibility for drivers they approve.

3) **Policy Analysis:** The Intercity Transit Authority typically adopts resolutions directing the General Manager to take certain designated action, in this case, requiring organizations using Intercity Transit's Community Van Program to assume the risk for their drivers.

4) **Background:** When the Community Van Program was established in 2003, Intercity Transit assumed the risk for the service, including risk for the vehicle and the drivers, who are largely unknown to us. While this practice helped promote the program and was appropriate 20 years ago, since then Washington State has seen an increase in the number of accidents and uninsured motorists. As a result, the insurance pool's appetite for retaining this risk has changed. The member transit agencies in our insurance pool, the Washington State Transit Insurance Pool (WSTIP), would like Intercity Transit to share some of the risk exposure with the customer, who previously assumed zero risk.

Effective January 2024, we are requiring the Community Van Program customers to demonstrate their investment in our service by taking an active role in vetting their drivers and assuming the risk for their driving behavior. Intercity Transit will retain the risk for the vehicle, which will continue to be insured by WSTIP. Of the 25 transit agency members of WSTIP, only six have community van programs and only one of those has chosen to retain all the risk for this program. WSTIP requires transit agencies who decide to retain all risk to install cameras on all community van vehicles.

-
- 5) **Alternatives:**
- A) Adopt Resolution 01-2024 providing clarifying language that Intercity Transit is transferring the risk for drivers to the entities using the Community Van Program; these entities will assume the risk and responsibility for drivers they approve.
 - B) Retain an increased exposure to risk for Community Van Program customers. Install cameras on all community van vehicles (a WSTIP requirement if we choose not to transfer risk).
-
- 6) **Budget Notes:** Approval of this process, and amended resolution, will support Intercity Transit's mission to promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community, while also continuing our role as responsible partners in risk management and sharing the exposure to risk with our community customers.
-
- 7) **Goal Reference:** This item is consistent and supports all Authority goals.
-
- 8) **References:** Resolution 01-2024 and Exhibit "A."
-

**INTERCITY TRANSIT
RESOLUTION NO. 01-2024
Providing for the Community Van Program**

RESOLUTION 06-03, which established the Community Van program through which Intercity Transit leases vans to qualifying organizations which meet public transportation needs, is hereby amended as follows:

WHEREAS, Intercity Transit is a public transportation benefit area (PTBA), operating under the authority of Chap. 36.57A RCW. The central purpose and authority of a PTBA is to provide public transportation services within its area. See RCW 36.57A.020 and 080. The area of Intercity Transit includes the cities of Olympia, Lacey, Tumwater and Yelm, most of the urban growth areas around those cities, and a corridor between Lacey and Yelm.

WHEREAS, even with its recent increase in tax revenues, Intercity Transit does not have the means or revenue to meet all the public transportation needs within its area. A significant part of these unmet public transportation needs is found in the members, clients, or other users of the services supplied by many nonprofit organizations and community groups in areas not served by fixed routes, as well as users of services provided by local governments.

WHEREAS, the leasing of vans to these organizations and to certain governmental agencies would fulfill many of these unmet public transportation needs and would thus provide better public transportation services within Intercity Transit's area. This program would increase the mobility, access and transportation options of residents of the PTBA and would tend to reduce the use of private vehicles.

WHEREAS, Intercity Transit has surplus vanpool vans which are suited to this purpose.

WHEREAS, to ensure that this program serves public, not private transportation needs, only government agencies and private nonprofit organizations qualifying under 26 USC 501(c)(3) will be eligible to participate. To ensure that the benefits to public transportation are both tangible and accountable, applicants will be required to describe the population and area to be served, the purpose of the transportation provided, the extent of vehicle use, the expected number of passenger trips, how the transportation will be coordinated with other community programs and with Intercity Transit and how the public transportation needs of the organization are presently not met. Only those applicants which the General Manager deems to serve

an unmet public transportation need will be allowed to participate in the program.

WHEREAS, to further ensure that the program provides tangible benefits to public transportation, the staff shall also develop a set of monitoring requirements to ensure that participants continue to serve these purposes.

WHEREAS, the public transportation function of Intercity Transit is served by providing trips within its area and trips that originate within its area. This purpose is not served by a participant providing trips which originate outside its area and thus serve a population outside Intercity Transit. For this reason, all participants must demonstrate that they would provide trips originating within Intercity Transit's area.

WHEREAS, to further ensure that this program is used to meet a public transportation need of Intercity Transit, and not serve predominantly private purposes, trips supplied through this program must remain within a 150-mile radius of the Intercity Transit PTBA.

WHEREAS, this program is not intended to make gifts or donations to any person or organization. Intercity Transit will charge participants a rate per mile which is sufficient to cover maintenance, fuel, insurance and other operating costs. The purposes of this program will ensure that a participant in this program supplies tangible and valuable services to Intercity Transit through the provision of public transportation. These services, together with the mile rate paid to Intercity Transit, constitute payment of true and full value for the leased vans.

WHEREAS, to ensure compliance with RCW 42.17A.555, the vans should not be made available to political organizations or for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

1. The General Manager or designee shall implement a program in which Intercity Transit leases or rents surplus vanpool vans to eligible organizations (“User Groups”) for uses which will help satisfy unmet public transportation needs in Intercity Transit's area. Eligible organizations are limited to government agencies and private nonprofit organizations qualifying under 26 USC 501(c)(3).
2. The General Manager or designee shall require qualified agencies to sign a contract whereby the User Group agrees to assume risk for their drivers and

agrees to Intercity Transit's terms of service before reserving a van.

3. The General Manager or designee shall provide potential users of Community Van service with an application form which requires applicants to describe the population and area to be served, the purpose of the transportation provided, the extent of vehicle use, the expected number of passenger trips, how the transportation will be coordinated with other community programs and with Intercity Transit, how the public transportation needs of the organization are presently not met, and any other relevant information.
4. Based on the information described in Sec. 2, above, the General Manager or designee will select participants which will serve unmet public transportation needs in the Intercity Transit PTBA. Qualified participants will be chosen on a first come, first served basis. The General Manager or designee shall also verify that User Groups develop a set of monitoring requirements to ensure that participants continue to serve these purposes.
5. Participating organizations shall be charged a rate per mile which will reimburse Intercity Transit for maintenance, fuel, insurance and other operating costs.
6. Participating organizations are responsible for providing drivers, publicizing the program, scheduling trips, and submitting required reports. Only individuals who have completed training and have been verified as trained by Intercity Transit are eligible to serve as drivers. Intercity Transit will provide training. User Groups will review the driving records of potential drivers and provide those records to Intercity Transit for review. Intercity Transit reserves the right to deny driving privileges to any driver applicant, by providing written notice thereof to the User Group..
7. Intercity Transit will provide insurance for the vehicle through the Washington State Transit Insurance Pool. Participating organizations will be required to sign a hold harmless agreement and provide liability insurance acceptable to Intercity Transit.
8. Vans under this program may only be used to provide trips which originate within the Intercity Transit PTBA. In addition, trips under this program must remain within a 150-mile radius of the Intercity Transit PTBA.

9. To ensure compliance with Chap. 36.57A and to ensure that charter services are not authorized, participating organizations shall only provide transportation to their clients, members, guests or other similar users with vans supplied under this program. They shall not provide transportation to the general public.

ADOPTED: This 3rd day of January 2024


INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM



Jeffrey S. Myers
Legal Counsel

Intercity Transit:
User Group:

Expiration Date: 12/31/2027

**Limited-Mode Special Purpose (LMSP) Contract
COMMUNITY VAN PROGRAM**

Transit Agency Contact Information

Name: Lynne Cunningham
Title: Vanpool Manager
Email: lcunningham@intercitytransit.com
Phone: 360.705.5809

User Group Contact Information

Name
Title
Email
Phone

This Agreement is made and entered into this 1st day of January, 2024 by and between Intercity Transit (hereafter called **Transit Agency**), a municipal corporation of the State of Washington providing public transportation services located at 510 Pattison Street SE Olympia WA 98501 and providing public transportation in Thurston County; AND [User Group] (hereafter called **User Group**), a [nature of corporate entity] located at [Address]. **Transit Agency** and **User Group** may be referred to herein individually as "Party" and collectively as "Parties."

Transit Agency is a member of the Washington State Transit Insurance Pool (hereafter called **WSTIP**) from which automobile liability coverage is provided in accordance with the conditions established in the applicable **WSTIP** coverage documents and any amendments thereto.

Now, therefore, in consideration of the terms and conditions set forth herein, the parties agree to the following:

1. SERVICES PROVIDED

The **User Group** may utilize **Transit Agency** vehicle intermittently to transport their clients in accordance with the rules of the **Transit Agency's** Board-adopted Community Van Program. In general, "intermittent" means a member of the **User Group** operates a vehicle designated by the **Transit Agency**, as needed by the **User Group**, and then returns the vehicle to the **Transit Agency** until needed again. **Transit Agency** determines the availability and scheduling of the vehicle. Any **User Group** may be restricted from using the van.

Commented [LC1]: This language was in old contract. I'd like to keep it.

Commented [JK2R1]: That's fine.

2. TRANSIT AGENCY RESPONSIBILITIES

2.1 General Responsibilities

The **Transit Agency** will:

- A. Work with the User Group to set guidelines for the use of **Transit Agency's** vehicles.
- B. Provide a vehicle or vehicle(s) (with or without wheelchair lifts and bicycle racks), perform routine and preventive maintenance and repair, provide fuel, and pay for all licensing of the vehicle(s).
- C. Provide accident investigation for any reported accident involving the vehicle(s).
- D. Establish an account for fueling and car wash locations. Such services shall only be used for the vehicles provided under this Agreement. Fueling at other locations will not be reimbursed.

2.2 Driver Training & Driver Record Monitoring

The **Transit Agency** will verify that the User Group:

- A. Implements s driver training and driver record monitoring standards.

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Deleted: and requirements as established by **WSTIP**. If the standards change, the **Transit Agency** will implement such changes within a reasonable time period and will communicate those changes to the **User Group** (as applicable). ...The **Transit Agency** will p
The **Transit Agency** will p

Intercity Transit:
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- B. Provides refresher training for **User Group's** drivers annually or at any time the driver has not driven under the Community Van Program within a 12-month period.
- C. Conducts an annual review/approval of the **User Group's** driver's driving records.

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Deleted: <#>Provide the **User Group** with information from WSTIP's driver record monitoring system to the extent that WSTIP makes it available and requires its use by the **User Group.** ¶

3. USER GROUP RESPONSIBILITIES

3.1 General Responsibilities

The **User Group** will:

- A. Ensure all transportation is consistent with the services and guidelines required under this Agreement.
- B. Appoint a **User Group Coordinator** to coordinate with the use of the Community Van Program with the **Transit Agency**. This includes coordinating vehicle use, approval of drivers, accepting commendations, investigating complaints, and coordinating the driver's training with the **Transit Agency, (if applicable)**.
- C. Reserve the vehicle in advance, and disclose driver, destination, route and passenger information prior to the pickup of the vehicle.
- D. Seek and receive pre-approval for routes and travel times. Travel should generally occur between 5:00 am and 8:00 pm. Travel outside of these times requires express approval from the **Transit Agency**.
- E. Seek and receive approval for overnight parking locations.
- F. Cancel or delay trip due to severe weather.
- G. Solicit and obtain adequate numbers of drivers to operate the vehicle(s).
- H. Conduct initial screening of drivers including conducting criminal background checks in accordance with RCW 43.43 if the **User Group** is transporting children or vulnerable adults as defined by RCW 43.43.830.
- I. Depending on the **User Group's** clientele, and in coordination with the Transit Agency, provide additional training to drivers. This additional training shall include, but is not limited to:
 - a. Unlawful discrimination, including disability awareness,
 - b. Wheelchair securement,
 - c. Emergency and accident protocols,
 - d. Installing and securing car and booster seats if being performed by **User Group**.
- J. Oversee the distribution of vehicle keys and ensure all issued keys are returned to the **Transit Agency** after use.
- K. Ensure only approved drivers will operate **Transit Agency** vehicles.
- L. Immediately report the following to the **Transit Agency**:
 - a. Vehicle accidents, passenger injuries, or vehicle damage on notification or discovery,
 - b. Report of vehicle not operating properly, or
 - c. If the **User Group** becomes aware the vehicle is not being operated in accordance with **User Group** established policies or procedures, or policies and procedures established by this Agreement.
- M. Establish, publish, and distribute guidelines for appropriate ridership behavior. These guidelines must be approved by the **Transit Agency** and shall include language that addresses the following:
 - a. Proper use of seat belts,
 - b. Being courteous to other passengers and the driver,
 - c. Proper use and care of Transit Agency property,

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Intercity Transit:
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- d. No smoking, vaping or eating while in the vehicle,
 - e. No open or closed containers containing alcohol, marijuana, illegal drugs, or weapons to the extent allowed by law,
 - f. Ways to notify the **User Group** and/or the **Transit Agency** regarding any unsafe operation of the vehicle or to provide commendations to the driver,
 - g. Removal of personal items, garbage, or other materials brought into the vehicle,
 - h. Service animals,
 - i. Disruptive passengers may be requested to depart vehicles.
- N.** Establish policies and procedures regarding the transportation of children, including under what age the child needs an adult or guardian, and addressing car seats and booster seats.
- O.** Establish policies regarding compliance with the state law for seat belt usage. Such policies shall include excluding participants for non-compliance.
- P.** Establish policies or procedures to investigate and respond to grievances or complaints by passengers concerning the vehicle's operation.
- Q.** Provide proof to the **Transit Agency** that the **User Group** has reviewed the **User Groups** driver's driving record abstracts at least annually. Alternatively, the **Transit Agency** may require **User Group** to submit the following information on all drivers: driver's full legal name, birthdate, and driver license number for the purposes of verifying the driver's license is valid. If this information is requested, **User Group** will maintain this list with current drivers and current driver information with the **Transit Agency**.

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3.2 Conditions of Use

The **User Group** will ensure that:

- A.** Vehicle(s) are only used within Washington State. **Transit Agency** further limits usage to the following service area(s):
Within 150 miles extending from 510 Pattison Street SE, Olympia, WA 98501.
- B.** Vehicle(s) are only used to the capacity established by manufacturer guidelines. There may be no more people allowed in the vehicle than available seat belts or the load capacity of the vehicle, whichever is lower.
- C.** Vehicle(s) are not used for personal use, or any other use not contemplated in this Agreement.
- D.** Vehicle(s) are used for passenger transportation only.
- E.** Transit Agency is notified of any potential mechanical defects as soon as reasonable under the circumstances.
- F.** No items are removed from or added to vehicle(s) without prior permission of the **Transit Agency**.

3.3 Responsibilities of the User Group's Drivers

The **User Group's** drivers will:

- A.** Comply with all **Transit Agency's** guidelines, criteria, standards, and requirements for the selection and retention of drivers.
- B.** Conduct themselves in a manner complimentary to the public nature of the **Transit Agency**.
- C.** Be well-rested and ready to drive. If the driver is ill, tired, or on any medication (over the counter, prescribed, or herbal) that will affect their concentration, stamina, and/or ability to drive, then the backup driver shall take over. If no backup driver is available, the reservation will be cancelled.

Commented [JK3]: If no authorized backup.....

- D. Operate the vehicle in a safe and legal manner, complying with rules/regulations of the road.
- E. Operate the vehicle on paved streets, improved or maintained roads, and highways. Driving on the beach, into the mountains in winter, or in fields is prohibited.
- F. Inspect the vehicle daily to make sure all the vehicle equipment is in good working order.
- G. ~~Observe~~ all width and height restrictions or clearances.
- H. Return the vehicle to its parking place at 510 Pattison St. SE, Olympia, WA 98501 (or approved alternate location) after each use.
- I. Lock the vehicle when not in use.
- J. Keep the inside and outside of the vehicle clean.
- K. Load vehicle from front to back.
- L. Report any incidences of disruptive, illegal, or unsafe behavior in the vehicle to the **User Group**.
- M. Immediately report any vehicle accidents, passenger injuries, or vehicle damage immediately to the **User Group**. **User Group** shall report same to the **Transit Agency**.
- N. Always maintain in their possession their own personal items. Personal items are not covered under the **Transit Agency's** insurance.

Deleted: <#>Fill out a pre-trip inspection form for each day, sign the form, and return it to the **Transit Agency**.
Monitor and maintain the vehicle's tire pressure.

The **User Group's** drivers will not:

- O. Take the vehicle outside of Washington State or outside of 150-mile distance from 510 Pattison Street SE, Olympia, WA 98501.
- P. Use any hands-free devices, including cell phone, ~~speaker~~, ~~Bluetooth device~~, ~~smart watch~~, etc. while operating the vehicle.
- Q. Park for extended periods of time (e.g. during breaks) by a tavern, adult entertainment establishment, or any other inappropriate locale, including gambling facilities and marijuana dispensaries.
- R. Use the vehicle for hire, to haul garbage/debris, tow anything, or remove any of the seats.
- S. Place any loads on top of the vehicle, or anywhere else not designed to carry such loads.
- T. Take the vehicle through or use any drive-thru lanes (e.g. Starbucks, McDonalds, Walgreens).

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4. HOLD HARMLESS BY USER GROUP

The **User Group** and any successor entity shall defend, indemnify and hold harmless the **Transit Agency**, its officers, directors, agents, servants, employees, or representatives from any and all losses, claims or suits at law or equity, costs, demands or liabilities of any sort, including attorney fees and court costs, arising out of or related to this contract or any use by the User Group of any vehicle or vehicles covered by this Contract, including but not limited to death, bodily injury or property damage resulting from the User Group's use of the vehicle, work operation and business. However, this duty shall not extend to any liabilities to the extent they are caused by the negligence of Intercity Transit, its officers, directors, agents, servants, employees, or representatives. from any and all losses, claims or suits of law or equity, costs, demands or liabilities of any sort, including attorney's fees and court costs, arising out of any negligence by such person in operating any vehicle or vehicles covered by this Contract. In addition, any person driving for or on behalf of the **User Group** shall defend, indemnify and hold harmless Intercity Transit, its officers, directors, agents, servants, employees, or representatives from any and all losses, claims or suits of law or equity, costs, demands or liabilities of any sort, including attorney's fees and court costs, arising out of any negligence by such person in operating any vehicle or vehicles covered by this Contract. The **Transit Agency's** inspection or acceptance of the **User Group's** work when completed shall not be grounds to void any of these covenants of indemnification.

Commented [LC4]: Joanne: The word "indemnify" was removed here. ??

Commented [JK5R4]: IT is not indemnifying the User, the language here states that the user group is responsible for any damages and will hold IT harmless.

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Deleted: , together with attorney fees and court costs, resulting from the **User Group's** use of the vehicle, work, operation and business.

Intercity Transit:
User Group:

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It is further specifically and expressly understood that the indemnification provided herein constitutes the **User Group's** waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The parties mutually negotiated this waiver. The provisions of this section shall survive the expiration of termination of this Agreement.

5. INSURANCE REQUIREMENTS OF TRANSIT AGENCY

The **Transit Agency** will maintain auto physical damage coverage on the vehicle at its own expense. The **Transit Agency** may ask for contribution to the deductible for any auto physical damage loss associated with the vehicle while it was in the care, custody or control of the **User Group**. Such an amount, if any, is indicated in Section 7 of this agreement.

6. INSURANCE REQUIREMENTS OF USER GROUP

The **User Group** shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damage to property that may arise from or in connection with all aspects of the **User Group's** work including the work of the **User Group's** volunteers, employees, agents, representatives, and subcontractors, except for the automobile liability exposures associated with this Agreement. The **User Group** shall provide adequate proof of the following:

Commercial general liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employer's liability.

Business auto liability for non-owned automobiles at \$1 million per occurrence.

Workers Compensation coverage as required by the industrial insurance laws of the State of Washington.

User Group shall provide adequate proof, as determined by the Transit Agency, of the required insurance coverage under this Agreement, to the **Transit Agency**. **User Group** will immediately notify the **Transit Agency** of any lapses in coverage.

7. DEDUCTIBLE AND CONDITIONAL LIMIT OF LIABILITY

The **User Group** will be solely responsible for the first **\$5,000** per occurrence for repairs to the vehicle(s) provided by the Transit Agency, whether caused by comprehensive or collision-type perils.

8. OBLIGATIONS IN EVENT OF CLAIM OR LOSS

In the event of a claim or loss against the **User Group**, the **User Group** shall promptly notify the **Transit Agency** and jointly, their own business auto liability insurance carrier. It will be the **Transit Agency's** responsibility to provide notice to **WSTIP** in the event of damage to the vehicle provided under this Agreement. The **User Group** is obligated to cooperate in the investigation, defense or settlement of any claim or lawsuit associated with this Agreement.

9. COMPLIANCE WITH LAWS

The parties to this Agreement shall comply with all local, state, and federal laws, rules, and regulations.

10. MEDIATION AND ARBITRATION

WSTIP LMSP Contract Template 2024-2027 COMMUNITY VAN – Risk Transferred to User Group
As modified by Transit Agency on 01-01-2024

Intercity Transit:
User Group:

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In the event of a dispute between **Transit Agency** and **User Group** with respect to this Agreement, the parties shall be obliged to first seek resolution through mediation on terms and conditions agreed to in writing or, in the event the parties do not reach such agreement, through the Washington Arbitration and Mediation Service (WAMS) in Seattle, in accordance with WAMS' applicable rules. Each party will bear its own costs and fees for mediation, including one half of the mediation **User Group** cost. If the parties cannot come to resolution through mediation, the parties shall submit to binding arbitration on terms and conditions agreed to in writing or, in the event the parties do not reach such agreement, through WAMS, with fees and costs awarded to the prevailing party as determined by the arbitrator.

11. NO ASSIGNMENT

This Agreement may not be assigned without the written Agreement of the parties and, if any assignment contemplates the transfer of **WSTIP's** coverage obligations, the concurrence of **WSTIP**.

12. THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either **Transit Agency** or the **User Group**.

13. TERMINATION

User Group may terminate this Agreement, with or without cause, upon delivery of 60 days written notice to the **Transit Agency**. **Transit Agency** may terminate this Agreement, with or without cause, or suspend rather than terminate this Agreement, if it determines suspension is in the best interest of the Agency, upon delivery of written notice to **User Group**. Any suspension of this Agreement does not affect the **Transit Agency's** right to terminate. Upon termination, the vehicle associated with this Agreement shall be returned immediately to the **Transit Agency** in the same condition as existed when **User Group** first took possession of the vehicle, less normal wear and tear.

14. ADMINISTRATOR OF THE AGREEMENT

The **Transit Agency** appoints **Vanpool Manager** or designee as the **Transit Agency's** representative for the purpose of administering this Agreement. The **User Group** appoints **NAME** or designee for the purpose of administering this Agreement.

15. TERM

This Agreement shall commence **January 1, 2024** and shall terminate December 31, 2027,

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16. ELECTRONIC SIGNATURES

A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of any original executed copy of this Agreement or such other ancillary agreement for all purposes.

17. SIGNATURES

The Parties affirm the individuals signing this Agreement have been granted the authority to do so and by their signature affirm the Parties will comply with the terms and conditions of this Agreement.

Intercity Transit:
User Group:

Expiration Date: 12/31/2027

Dated this ____ of _____, 20__.

Dated this ____ of _____, 20__.

Signature of **Transit Agency**

Signature of **User Group**

Emily Bergkamp
Printed Name of **Transit Agency** Signatory

Printed Name of **User Group** Signatory

General Manager/CEO
Title of **Transit Agency** Signatory

Title of **User Group** Signatory

Intercity Transit
Transit Agency

User Group

The **Transit Agency** can email contracts@wstip.org with questions about, or for proposed modifications to, the contractual language of this Agreement. **Transit Agency** is responsible to email executed contract to contracts@wstip.org.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: January 3, 2024

FOR: Intercity Transit Authority

FROM: Jonathon Yee, Fleet & Facilities Maintenance Director
360-705-5884

SUBJECT: Zero Emissions Transition Recommendations

-
- 1) **The Issue:** Staff will share recommendations for fleet transition based on the recent Zero Emissions Analysis completed by the Center for Transportation and the Environment (CTE).
-
- 2) **Recommended Action:** No action is required. This presentation is for information and discussion.
-
- 3) **Policy:** The Authority expressed interest in keeping abreast of the progress of the zero-emissions analysis and fleet transition planning.
-
- 4) **Background:** CTE was awarded the contract for the full analysis of our fleet to gain an in-depth understanding of the impacts and costs related to transitioning Intercity Transit's fleet to zero-emissions technology. The results of this initial analysis have provided information for the development of our zero-emissions fleet transition plan which will include short- and long-term plans for implementation of emission-free technology for the agency. The transition plan will be finalized in 2024 and include project information related to grant funding awarded in 2023 by the Washington State Department of Transportation for hydrogen fuel-cell demonstration projects.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** Multiple projects supporting the future steps are included in the 2024 budget. Specifically related to this update, staff plans to initiate or continue planned, budgeted work on the agency fleet transition plan as well as planning and implementation of the grant funded hydrogen fuel-cell demonstration projects.
-
- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #5:** *"Integrate*

sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan..” **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal #7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer.”*

8) References: N/A.

TRPC Members & Representatives

City of Lacey
Robin Vazquez

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
John O'Callahan

City of Tumwater
Eileen Swarhout

City of Yelm
Joe DePinto

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Robert Gordon

Thurston County
Carolina Mejia

Tumwater School District
Mel Murray

North Thurston Public Schools
TBD

Olympia School District
Hilary Seidel

Intercity Transit
Debbie Sullivan

LOTT Clean Water Alliance
Carolyn Cox

Port of Olympia
Amy Evans Harding

PUD No. 1 of Thurston County
Russ Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Liberty Hetzler

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, January 12, 2024

NOTE: Remote meeting with an in-person option.

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

Consent Calendar

ACTION

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes (Attachment) – December 1, 2023
- b. Approval of Vouchers (Attachment) - December 2023
- c. 2024-2028 Strategic Plan (Attachment) - Marc Daily, TRPC

TRPC Operating Budget

ACTION

The 2024 Operating Budget will be presented for adoption. This will include a recommendation on the cost of living adjustment. The budget is based on the previously approved Work Program. The core work elements outlined in the Work Program are included in the operating budget as well as estimates for expenditures and revenues.

Call for Written Nominations

INFORMATION

Each year, the Council elects a Chair, Vice Chair, and Secretary. Chair, Hilary Seidel, will ask for written officer nominations to be submitted by January 19, 2023, to Burlina Lucas at lucasb@trpc.org. Officer elections will occur in February, at which time nominations from the floor will also be accepted.

Intercity Transit's Zero Emissions Analysis

PRESENTATION

Staff from Intercity Transit will present on their Zero Emissions Analysis.

Unified Planning Work Program (UPWP) Amendment

1st REVIEW

Staff will provide a first review of proposed amendments to the SFY 2024 Unified Planning Work Program.

Growth Management Act (GMA) Housing Allocations

1st REVIEW

Staff will present proposed housing need allocations by income for Thurston County jurisdictions to use in upcoming Comprehensive Plan Updates. These housing allocations are a new requirement in the state Growth Management Act and build on planning information TRPC currently provides to jurisdictions through the population and employment forecast. This will be the first review of this request, and Council will take action on this agenda item in February.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION