

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, July 1, 2020**  
**5:30 P.M.**

In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the [Governor's Proclamation 20.28.5](#), participation in this meeting will be through remote access only.

**Dial in using your phone.**

United States: +1 (872) 240-3311 / Access Code: 851-392-789

- One-touch: <tel:+18722403311,851392789#>

The general public may also join using Facebook:

<https://www.facebook.com/IntercityTransit/>

**CALL TO ORDER**

1) APPROVAL OF AGENDA 1 min.

2) PUBLIC COMMENT 5 min.

General Public comment may be submitted by email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com).

**Public comments must be submitted by 12:00 p.m. on July 1, 2020.**

Emailed comments will be provided to the Authority electronically prior to the meeting.

For questions, please contact the Clerk of the Board at 360-705-5860.

3) INTRODUCTIONS 10 min.

A. Amanda Williams, Development Assistant (*Eric Phillips*)

B. Jonathan Reynolds, Coach Technician (*Jonathon Yee*)

C. Renee Fonseca, Customer Service Rep (*Joy Gerchak*)

4) APPROVAL OF CONSENT AGENDA ITEMS 1 min.

A. Approval of Minutes: June 3, 2020, and June 17, 2020

B. Payroll - June 2020: \$2,756,032.33

C. Accounts Payable June: Warrant numbers 30360-30390; 30391-30422; 30423; 30424; 30425-30463; 30464-30489 in the amount of **\$1,387,418.63**; Automated Clearing House Transfers in the amount of **\$6,940.13** for a monthly total of **\$1,394,358.76**.

5) NEW BUSINESS

A. 2020 Bicycle Commuter Challenge Update (*Duncan Green*) 15 min.

B. Strategic Plan/Mission & Vision Statement Update 15 min.  
(*Ann Freeman-Manzanares*)

- C. Strategic Plan/Goals & End Policies Update** (*Ann Freeman-Manzanares*) **30 min.**
- D. Strategic Plan/Policy Positions** (*Ann Freeman-Manzanares*) **60 min.**
- E. CAC Recruitment Ad Hoc Committee** (*Ann Freeman-Manzanares*) **5 min.**
- F. Authority Citizen Representative Recruitment** **5 min.**  
(*Ann Freeman-Manzanares*)

- 6) COMMITTEE REPORTS - None** **0 min.**
- 7) GENERAL MANAGER’S REPORT** **10 min.**
- 8) AUTHORITY ISSUES** **10 min.**

**ADJOURNMENT**

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

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

*If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state’s toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.*

*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**  
**Held Remotely**  
**June 3, 2020**

**CALL TO ORDER**

Chair Warner called the June 3, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28.4 Open Public Meetings Act.

**Members Present:** Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Suzanne Coit; Jessica Gould; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee; Mike Burnham; Nancy Trail; Russell Gilsdorf.

**Others Present:** Legal Counsel, Jeff Myers.

**APPROVAL OF AGENDA**

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to approve the agenda.

**PUBLIC COMMENT**

*Public comment was available through email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) and the commenting period closed at 12:00 p.m. on June 3, 2020.*

**No public comment was received.**

**PUBLIC HEARINGS**

**A. 2021-2024 Transportation Improvement Program.** Grants Program Administrator, Jessica Gould, presented for public comment the 2021-2024 Transportation Improvement Program (TIP). During the public comment period between May 7, 2020, and June 3, 2020, one comment was received by email questioning the TIP process in Clallam County. Historically, the lack of public comment on the TIP is not unique.

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*Chair Warner opened the public hearing at 5:39 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.*

*With no one from the public giving comment, Chair Warner closed the public hearing at 5:40 p.m.*

- B. Proposed September 2020 Service Change.** Planning Manager, Rob LaFontaine, presented for public comment the proposed adjustments to bus service anticipated for September 20, 2020, including Route 42 at SPSCC. LaFontaine provided a recap of the proposal, which includes minor adjustments to time-points on Routes 45, 60, 62A, 62B, 67, 94, and DASH; proposal to change access to Route 42 at SPSCC; and revenue service hours remain neutral. The proposed realignment to Route 42 involves the transfer access from the campus onto Mottman Road.

To date, four written public comments were received. All four comments share a common concern with the decrease in proximity to the southern portion of the campus and the perceived decrease in safety in pedestrian activity on Mottman Road. Staff will review the concerns about accessibility and lighting. The proposed stop location on Mottman is not only accessible but decently illuminated with both street lighting and campus lighting as well as the lighted pedestrian crossing.

Carmody agrees with the concerns expressed by the four comments that Mottman Road is dangerous. She asked instead of going along Mottman Road, what about using the Community College drive that's a circle road around the campus instead of going through the U-turn, and take a right hand jog on the Community College drive and take a right onto the unnamed street and hook back up on 29th Avenue and have that going westbound and then eastbound continue the 29<sup>th</sup> Avenue to Dr. Nels Hanson Way or continue going up the unnamed road and go down Community College Circle road. Buses wouldn't be making huge U-turns and speed would be increased without forcing the public to cross Mottman Road.

LaFontaine said staff has looked at the interior campus roadways as an alternative. Mottman Road has a few favorable things – has good site distance; the speed limit is not terribly high; there's a lighted crosswalk in addition to the street light. It checks a lot of boxes in the amenities staff looks for in a safe and welcoming crossing. Staff is aware of the heavy truck traffic but the speed limit and sight distance works in our favor, and staff wouldn't propose the change if they felt it was unsafe.

LaFontaine said staff will take a second look at these suggestions; however, there are some of the limitations that stopped the use of interior campus roads, such as increased pedestrian activity where students are not paying attention, similar to a parking lot. The campus also comes with gates that have been a source of concern

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and problematic with coordination with security on site, making sure a bus doesn't have to deal with a locked gate.

Sullivan understands Carmody's concerns, and she is familiar with the campus interior road Carmody refers to. It's a very narrow road, even for a regular vehicle, and she's experienced people walking out in front of her, not paying attention. Sullivan doesn't believe the road would be safe for a bus to travel.

Menser said he is also concerned about the safety on Mottman Road, and he also concurs that roads on campus are potentially unsafe as student attention is frequently focused elsewhere.

*Chair Warner opened the public hearing at 6:02 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.*

*With no one from the public giving comment, Chair Warner closed the public hearing at 6:03 p.m.*

### APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmembers Cox and Gilman to approve the consent agenda as presented.

**A. Approval of Minutes:** May 6, 2020, and May 20, 2020

**B. Payroll - May 2020:** \$3,872,664.01

**C. Accounts Payable May:** Warrant numbers 30172-30205, 30206, 30207-30243, 30244-30294, 30297-30336, and 30337-30359 in the amount of **\$1,371,278.66**; Automated Clearing House Transfers in the amount of **\$6,115.82** for a monthly total of **\$1,377,394.48**.

### NEW BUSINESS

**A. DES Project Management Service Agreement.** Procurement Manager, Steve Krueger, presented for consideration an amendment to the DES Project Management Agreement for the Pattison Maintenance, Operations and Administrative Rehab and Expansion project. He referred to renderings of the new building. The design architect, Stantec is working to complete 100% construction design drawings to be presented to the design review board with the city on June 25.

Several years ago, Intercity Transit decided to pursue a General Contractor/Construction Manager (GC/CM) model to achieve the best value in

designing and constructing the rehabilitation and expansion of our Maintenance, Operations and Administrative (MOA) facility. A key advantage to DES Project Management Services is they have achieved State mandated approval to use the GC/CM construction methodology, which allows us to avoid the expense and delay associated with gaining approval ourselves, and we get the benefit of their expertise in leading the process. Intercity Transit also benefits from the longstanding relationships with approving authorities as well as design, construction and industry support professionals that DES has cultivated. This includes ready access to a host of DES competitively awarded on-call consultants needed to support this project. Besides having a highly experienced public works project manager at the helm, it also comes with support staff, tools, templates and state approved processes.

In February of 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to provide project management services for the Pattison MOA Project in the amount of \$282,851. Following the completion of the Pattison Base Master Plan, the total project was estimated at \$85,000,000 and that number is reflected in our 2020 Budget. Using an \$85,000,000 budget, the revised DES Project Management fee schedule is calculated at approximately 1% of the overall project costs to equal \$854,341. Included in this contract amount, Intercity Transit will have access to additional DES project management services, job order contracting services, on-call consulting contracts, and the small works roster related to public works projects with a combined total of up to \$1,000,000.

By all accounts, leveraging DES's breadth of experience and resources in the execution of this project adds considerable value and staff believes the costs of these services and their contribution to the success of our project is both fair and reasonable.

**It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to increase the DES Project Management Agreement by \$571,490 for a total not-to-exceed cost of \$854,341.**

- B. Construction Funding Pattison Base Expansion/Rehab Project.** Procurement Manager, Steve Krueger, presented for consideration the next phase of funding for the construction of the Administration/Operations (ADOPs) building and Fuel Wash Facility (FWF).

The Pattison Base Maintenance, Operations and Administration (MOA) Expansion and Rehabilitation Project has been segmented into five phases. Phase I entailed the replacement of our underground fuel storage tanks which was completed in the summer of 2018. In 2019, Phase II construction work was completed which included various frontage improvements along Pattison Street and Martin Way as well as the installation of a traffic signal. Phase III includes construction of the new

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Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF). Once Phase III is complete, we will then be positioned to renovate and rehabilitate the Maintenance Building which is Phase IV. Finally, Phase V includes the removal of the existing Administration Building and related site work as well as repair of the bus yard while increasing the south parcel storm water capacity.

In August of 2019, Forma Construction Company (Forma) was competitively awarded the General Contractor/Construction Manager (GC/CM) contract for the remaining phases of the Pattison MOA Project. Included in Forma's contract was \$273,250 for pre-construction services to provide value engineering and constructability review assistance in the Phase III design process. Including the contractor early on in the design process is a key benefit of the GC/CM construction methodology that promises improved design economies and efficiencies. Moreover, and despite COVID-19, over the last several months, the collaborative MOA design work continued unabated and stayed on track with our grant requirements and deadlines. Now that the ADOPs and FWF design work is largely complete, and the permitting process is underway, the team is ready to solicit construction bid packages and award them in time for the summer construction season.

Unlike the past several years in which the construction market was saturated and costs steadily increased, market indicators suggest increased competition and interest in this project especially now as the economy prepares to reopen and construction firms eagerly prepare to book summer construction work. Although everyone was caught off guard by the abrupt disruption of our economy, in our own way, Intercity Transit is uniquely positioned to help restart our local economy and be able to stretch our project dollars if we can begin construction this summer. Moreover, with Stantec's transit design expertise and Forma's reputation for high quality construction services together with DES' public works expertise and resources, staff is confident that we have a very strong and experienced project team poised to successfully execute the completion of this project. Therefore, staff recommends the authorization of construction funding for Phase III of the Pattison MOA project.

**It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to have the Department of Enterprise Services (DES) allocate the construction funding necessary, in an amount not-to-exceed \$47,438,466 for contracts necessary to complete the construction of both the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF).**

**COMMITTEE REPORTS - None.**

**GENERAL MANAGER'S REPORT**

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- We've been preparing to restore approximately 35% of our bus service later this month.
- The run cuts and rosters are complete and the Operator Bid was posted earlier this week. Refresher training begins next week and is anticipated to be completed in approximately two weeks.
- We are completing installation of the Plexiglas barriers around all of the drivers' compartments.
- Generally speaking, the span of service is 8:30 a.m. to 8:30 p.m. with the majority of routes operating hourly, with the exception of the 94 which will be about every 2.5 hours. We will also be operating DAL and try to fill the gaps with the Advanced Reservation System for early and late trips. The dates and the path to restoration all depend upon our available workforce.
- Our Operators are required to wear masks when transporting individuals. We are requiring our passengers to wear masks, and that is supported by the County requirement to wear a mask while in public. It is all the more important for our passengers to wear a mask to protect our Operators allowing them to keep service on the street.
- We encourage passengers to come prepared, but if individuals do not have a mask, we are offering a mask.
- I want to reiterate how very important it is to keep our Operators safe and healthy. We estimate we consistently have about 45% of our workforce available to drive.
- We are assisting Tenino with a Community Van to deliver food during the COVID-19 crisis.
- The Intercity Transit Community Vans being used by the City of Olympia have been distributing 150 meals a day/7 days a week to regional homeless camps with help from the CCS Community Kitchen at the Salvation Army. The City of Olympia says, "Thank you for allowing us to utilize the vans!" And we say "thank you" for doing the amazing work you are doing with those vans.
- Family Support Services and the Olympia Fire Department shared a huge "THANK YOU" for IT's help on Friday, May 22 responding to the fire at the Quality Inn in Olympia. The homeless families being housed at Quality Inn were evacuated with only what they could carry. Many of these families lost their EBT cards, shoes, clothing, glasses, stuffed animals and other personal items. The fire was so catastrophic that none of these lost items were retrievable. Joe Bell and Kyle Rogers from Maintenance assisted by driving two coaches transporting **13 households**,



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**equaling about 50-80 people**, to their new temporary “home.” They helped provide a warm, safe place during the chaos.

- A special “thank you” to Heather Stafford-Smith and Jonathon Yee for receiving the call for help and coordinating our response.
- “Thank you” to Curtis Prouty, DAL Supervisor, for quickly coordinating transportation for these families so they could replace some much needed items.
- Although Village Vans is currently not operating in its former capacity, they are helping with our Advanced Reservation System, and they are still helping people gain employment which is really exciting.
- At the OTC, we are replacing cracking bus lane panels and installing underground utilities in preparation of adding lighting and cameras to the bike locker area. Although the temporary shutdown of the OTC was unexpected, we have taken this opportunity to do work that would have otherwise been much more complex and costly if the OTC was operational. Painting is anticipated to begin next week and be completed by the end of June.
- The budgeted painting project began at the LTC this week. It should be completed mid-July. The painting project is anticipated to start at the Centennial Station the beginning of July and finish the beginning of August.
- We submitted two Regional Mobility Grant application concept letters to WSDOT for the 2021-2023 biennium. The first concept application was for construction funds to design and build a transit-only direct access from the NB I-5 ramp into the Martin Way Park-and-Ride (P&R) to reduce delays getting in/out of the P&R. The ability to do this was incorporated into the original design of the P&R, but Federal Highways was not interested in providing approval for what they call a “break-in access.” They have reconsidered and are willing to approve that break-in access. It will be safer and save us considerable time not having to traverse three lanes of traffic from the off-ramp to the entrance of the P&R, then having to wait on Martin Way to make a left-hand turn into the P&R.
- The second concept submitted was for funding our BRT implementation plan so the project is eligible for federal funding.
- We completed our 2019 Annual National Transportation Database Reporting, which is a significant process to go through every year.
- We’ve been working with SCJ Alliance to improve and install bus stop pads along Route 65 and on Mottman Road (near SPSCC). We anticipate advertising for the construction of the bus stop pads mid to late-June.

**Customer Comments:**

*A customer wrote, "As a long-term resident of Thurston County, I've ridden the bus well over two decades. I've seen routes change, new routes added, and remember when the transit center moved to its current location. Intercity Transit has been a part of my life for so long, I honestly don't know what I would do to get myself around without IT. When my husband and I were preparing to buy our home, proximity to a bus stop was a high priority. I consider myself very lucky to not only have found a home within four hundred feet of a bus stop, but I am also lucky to have access to a transit company that is responsive and respectful of their patron's needs and health."*

*"I have found IT's response to the pandemic to be reasonable and based on logic. It's a sad sign of these times that reasonable precautions that are proven to save lives will be received with anger and vitriol. I sincerely hope IT continues with the life-saving precautions that have been implemented. I also believe it is because of these precautions that Thurston County has not had a far more serious outbreak. Keeping bus drivers from being exposed means they can't catch or spread the virus."*

*"In short, please keep doing what you're doing. These are not precautions taken because of fear; they're precautions that are based on an assessment of the risk. Just like I'm not willing to ride in a car without a seat belt or cross a busy road without looking both ways, I am not willing to risk my life for the sake of convenience. With much appreciation and respect, Melanie Leiren."*

Freeman-Manzanares answered questions:

Gilman asked about the re-opening plan for the OTC. He's had conversations with several merchants in the area who described their hopes for coordination that the transit center, community care center, and the Olympia center would open in some coordination with each other. Freeman-Manzanares said staff are continuing to have conversations with others regarding their phased re-opening. Her understanding is the community care center doesn't yet have a re-opening plan and indications are they may be providing services in a different way. The library system is not intending to open their facilities but have curbside service. The community center didn't offer specific plans or dates other than to share access would be very limited. The senior services area did not have plans to re-open pending more information about the progression of this public health crisis. Planning and Operations are preparing to provide service for a period of time on the exterior of the transit facility because we likely will not have staff available to operate the transit center.

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Cox asked what the sales tax revenue projection is looking like. Freeman-Manzanares said for March there was a 20.55% decrease in what we were anticipating. We will have April data at the end of June.

Sharwark asked if anything is being done to protect drivers from protestors. Freeman-Manzanares said she's been in direct contact with law enforcement, and they have been proactive about informing the agency about what is going on and what areas to avoid to protect vehicles and staff. Staff are sharing that information with drivers.

Menser asked when the public will have the information regarding the opening of service on their favorite routes. Freeman-Manzanares said staff is working on the communication pieces now. Planning is finalizing service elements and we'll get that information out as soon as possible.

### **AUTHORITY ISSUES**

Gilman said in the last week the City of Olympia has seen a number of establishments reopening during Phase 2, especially downtown. He said in the last week, there have been numerous demonstrations and protests around the racial justice black lives matter. While there had been some antagonistic actions at City Hall, there hasn't been any major property damage or individuals injured. Tuesday night there was a large gathering that peacefully moved through the city and dispersed by dark.

Melnick liked Sullivan's interview on TC Media. He said TC media appears to be expanding what it does in regards to Thurston County paralleling what TCTV does for the entire state. He continues to encourage Freeman-Manzanares to set up an interview with them.

Menser said the County is carefully tracking the spread of the virus and moved to Phase 2 successfully. The County is eligible to apply on June 17 to move to Phase 3. The County will be ready as long as the numbers support it. As of today, there were no new cases, and the two outbreaks in the care facilities are being managed and under control. The County is asking the public to follow the directive to wear masks and abide with non-essential travel because this will help the County to reopen sooner and get the economy up and running faster. Menser thanks IT for providing a community van to the Tenino Food Bank, allowing them to deliver meals to the residents in Bucoda. It's a huge win for the South County.

Pierce was present in the board room tonight when a member of the public came in thinking this was an open meeting, and she appreciates how staff graciously tried to assist him. This brings up a valid point - this was an individual living out of his car, and who does not have access to a phone or a computer. As we get closer to opening up the transit center and service, she encourages the agency to post signs in as many

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places as possible, especially public service agencies, so individuals without access to technology will have access to those updates.

Sullivan said many are trying to manage through the COVID-19 situation and the cities are limited by the Governor's orders. She said there is extensive road work happening in Tumwater during the summer and several of the projects are on Capital Boulevard which will impact IT service.

Cox said the Lacey City Council will have discussions on how to allocate the \$1.5M they received from the CARES Act. They may retain some dollars to pay back the \$1M they put up for small business grants in order to keep reserves stable. Some dollars will go to social services, and to continue support to small business so jobs open up in the community.

Carmody said Yelm is in the process of selecting a new councilmember to replace Cody Colt who stepped up to the position of Public Works Director. Yelm is also deciding what to do with their CARES Act dollars, received in the amount of \$274,000. There's a proposal on the table to retain half of that for city expenses including overtime for employees and extra protection needed to institute within their building. The social service agency, TOGETHER!, has a set up a fund with ATU Credit Union that is used for the citizens of Yelm, and it has about \$30,000 which people have been tapping into to help pay water bills, etc. The fund writes checks directly to the City of Yelm so there is no overhead work. Yelm will put part of their CARES dollars into that fund to help pay for anything from childcare to utilities. Another \$93,000 will go to the business community in the form of a direct check to each business that applies for it.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:53 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Ryan Warner, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: July 1, 2020**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**June 17, 2020**

**CALL TO ORDER**

Chair Warner called the June 17, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28.4 Open Public Meetings Act.

**Members Present:** Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Suzanne Coit; Russell Gilsdorf; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Nicky Upson; Daniel Van Horn; Jonathon Yee; Nancy Trail.

**Others Present:** Legal Counsel, Jeff Myers.

**APPROVAL OF AGENDA**

**It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to approve the agenda.**

**PUBLIC COMMENT**

*Public comment was available through email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) and the commenting period closed at 12:00 p.m. on June 17, 2020.*

**No public comment was received.**

**PUBLIC HEARINGS - None.**

**NEW BUSINESS**

**A. Adopt the 2021-2024 Transportation Improvement Program.** Grants Coordinator, Jessica Gould, presented for adoption the 2021-2024 TIP projects with anticipated Federal Funding over the next four years.

**It was M/S/A by Councilmembers Cox and Sullivan to adopt the 2021-2024 Transportation Improvement Plan.**

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- B. September 20, 2020 Service Change.** Planning Manager, Rob LaFontaine, presented for adoption the September 20, 2020, service change package, which includes an adjustment of Route 42 near South Puget Sound Community College (SPSCC).

LaFontaine said Intercity Transit has reached the point of resuming a portion of fixed-route service. He provided clarity between the service restoration beginning Sunday, June 21, 2020, as compared to the proposed service package of changes discussed over the past month. The restoration is an abbreviated amount of service being implemented on Sunday. This restoration service includes 17 of the 22 active bus routes. Routes not included are: The One; DASH; Nightline service; and Olympia Express Service 612 and 620.

Service will be available between 8:30 a.m. and 8:30 p.m. with most routes operating on a 60-minute schedule. The Advance Reservation service remains as a supplement service. And it's approximately one-third of regularly scheduled weekday service.

These changes are part of the September service change package being considered regardless of the health emergency. The changes would be applicable to fixed-route service whether it's in a reduced state or a normal state. Those changes include minor adjustments to time-points for Routes 45, 60, 62A, 62B, 67, 94, and DASH. There's a change access to the Route 42 at SPSCC, which transfers access from the campus onto Mottman Road. Route 42 will continue to provide service to RW Johnson Blvd. and 29<sup>th</sup> Avenue.

**It was M/S/A by Citizen Representatives Melnick and Pierce to adopt the September 20, 2020, service change package with associated staff recommendations.**

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council.** Cox said at the June 5 meeting:
- TRPC received an update on the Commercial Aviation Coordinating Commission from David Fleckenstein, Director of the Aviation Division of WSDOT. The Commission is working to identify a location for a new primary commercial aviation facility in Washington. Locations in Thurston County are under consideration.
  - Katrina VanEvery reviewed public comment and staff responses for the draft Regional Transportation Plan.
  - The Council reviewed and discussed the list of proposed projects submitted for the 2020 Federal Transportation Call for Projects.
- B. Transportation Policy Board.** Melnick said at the June 10 meeting:

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- The Board finalized a funding recommendation on the 2020-2025 Federal Transportation Funding Call for Project. He said Intercity Transit received funding for one (out of nine) propane fueled DAL vehicle.
- The Board discussed a recommendation that TRPC adopt the What Moves You - 2045 Regional Transportation Plan (RTP).

### **GENERAL MANAGER'S REPORT**

- We are resuming approximately one-third of our bus service on Sunday, June 21, 2020, and will retain the Advanced Reservation System and maintain the Dial-A-Lift service.
- Due to personal or family COVID-19 related vulnerability or related child care issues, approximately 45% of our Operators are available to drive on a regular basis.
- Staff has been preparing and ensuring for a smooth transition. Operators have been going through a refresher training and staff has been focused on ensuring stops are clean and equipped with trash cans and information regarding our limited return of service.
- Staff has also been focused on ensuring vehicles are prepared. We are experiencing some supply chain issues; however, we are installing touchless hand sanitizers on board and face mask dispensers. We have acquired several hundred cloth masks through the United Way, which were sewn and donated locally to share with our passengers; and we just received several thousand cloth masks through the Federal Transit Administration.
- Thank you to Commissioner Menser for arranging a meeting with Schelli Slaughter and Dr. Diana Yu to insure we're moving forward providing service in a way that is consistent with advice from our Public Health Officials.
- We have provided approximately 26,000 trips thus far on the Advanced Reservation System.
- We will continue to provide the Advanced Reservation System to Pierce County and will look at reintroducing bus service to Pierce County once both counties are fully into Phase 3.
- The Transportation Policy Board (TPB) will make a recommendation to the TRPC Board for federal funding on July 10, 2020, for the following:
  - \$1,606,273 for the Pattison Street Maintenance, Operations & Administrative Facility Rehabilitation, Expansion and Modernization.
  - \$258,000 for the Walk N Roll - Youth Education Program for the 2023/2024 school years; and they are also recommending the same for the 2025/2026 school years.
  - Intercity Transit asked for nine propane-powered Dial-A-Lift vehicles, and TPB is pushing forward a recommendation for one propane-powered vehicle in the amount of \$134,950.

### **Vanpool Update:**

## Intercity Transit Authority Regular Meeting

June 17, 2020

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- As of April there are 177 active vans assigned to groups; 94 of them are commuting and 83 are parked because individuals are telecommuting.
- The state talked about suspending vanpool/carpool for their employees until they felt it was safe to allow employees to travel together. Our staff joined the conversation to offer some suggestions, which have been well-received. We are uncertain at this point on what they will decide. Currently, 412 state employees commute in 106 of our vanpools (the vans consist of employees from multiple employers).
- We have our second employer branded van ready for delivery on June 18 to Girard Wood Products (formerly Pallet Services). This employer relocated from Lakewood a year ago and we solved their transportation barrier by supporting vanpool for their employees.
- UNFI, a food wholesaler located in Lewis County made contact requesting vanpool support. They currently have 140 open positions and are recruiting in Thurston County. Transportation was identified as a barrier, and we are hopeful we are able to assist them.

### AUTHORITY ISSUES

Gilman said the City of Olympia has had robust conversations about public safety and police accountability. He said it's been peaceful the past few weeks. He said the United Way released this year's ALICE Report (Asset Limited, Income Constrained, Employed) which is a survey of individuals who are employed yet do not earn enough to afford the basic necessities of life. For Thurston County, the report shows 28% of households are at the income-constricted level. He said the many services in addition to fixed-route are so important for IT to provide. Many households in the county depend on those transportation services. You can find more information about this report at [www.UnitedforAlice.org](http://www.UnitedforAlice.org).

Melnick said he saw an Intercity Transit training bus and he cheered and is pleased to see service getting underway.

Menser said Thurston County submitted the application to move to Phase 3. There has been a slight increase in cases, but the County still meets all of the criteria to qualify. Menser said the community needs to better adhere to the protective measures, specifically the use of masks and social distancing. The economic opening can happen safely if the public is diligent with these guidelines. He said it won't work if people begin to relax their attitudes about following these guidelines.

Menser referred to the presentation by David Fleckenstein to research locations for a new commercial airport. Menser said Fleckenstein didn't present the Greenfield site location in Thurston County. It's not just about Tumwater/Olympia Regional Airport. He said Washington needs another airport the size of SeaTac by the year 2050 and they are in the process of deciding whether they are going to build a new SeaTac or expand



## **Intercity Transit Authority Regular Meeting**

**June 17, 2020**

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existing facilities, or both. The recommendation now is both – expand existing facilities short term while they figure out where to put a new site in the long term. Thurston County is on the list for both of these, possibly expanding in Tumwater. However, there is a Greenfield site in the middle of his district essentially going south from Black Lake Blvd. toward Littlerock which a few people raised concerns about. Menser said the Commissioners will be asked to decide whether or not Thurston County should remain a consideration. A list of six sites will be created, and that list will be scaled down to two sites and then down to one. Each layer of the process will have public input. He is asking for input from the jurisdictions and community members.

Menser said the Regional Transportation Plan will be up for approval by TRPC in July and he's been approached by numerous citizens regarding the extension of Log Cabin Road which is a long term project, and Menser is asking for feedback as he works through the different complaints and questions on this issue.

Pierce gave a "shout-out" to the IT maintenance and cleaning crew for their hard work behind the scenes to get the training buses on the road on June 21. She cheers and smiles when she sees those buses on the street.

Sullivan said the Tumwater City Council returns to more robust meetings soon. And she thanks all of the IT staff for the work they've done during the health crisis. She acknowledges many decisions had to be made "on the fly" and she, too, is looking forward to seeing the buses back on the road.

Cox said Lacey City Council will resume their council work sessions beginning Thursday, June 18 at 7 p.m. Cox also thanks IT staff for their forbearance and hard work during the health emergency.

Carmody said things are slow in Yelm. They had a few protestors, but otherwise it's been peaceful.

Sharwark said he appreciates that Freeman-Manzanares and her team keeps the Union up-to-date.

Myers said if the Governor doesn't extend Proclamation 20-28 beyond today, physical meetings will be required as an element of the Open Public Meetings Act, which was addressed in the ITA Bylaws amendment. It will be subject to the limit on gatherings for Phase 2 and 3. If Thurston County is approved for Phase 3, gatherings would be limited to 50 people.

## **ADJOURNMENT**

**With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:15 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Ryan Warner, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: July 1, 2020**

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

**DRAFT**

PERIOD DATES: 5/24/2020-6/6/2020				PAYDATE 6/12/2020		PERIOD DATES: 6/7/2020-6/20/2020				PAYDATE 6/26/2020	
CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	
IRS	FIT	EFT	77,531.96		IRS	FIT	EFT		72,183.71		
	MT	EFT	28,043.68	105,576.64		MT	EFT		27,006.70	99,190.41	
				0.00						0.00	
INS	D3/DI	Disability Ins	2,742.35	0.00	INS	A2	Met Life		10,767.55		
HEALTH	HE/HI/SP/TB	Health In1stN2ND	225,624.50	0.00	HEALTH	D3/DI	Disability Ins		2,835.77	0.00	
						HE/HI/SP/TB	Health In1stN2ND		227,388.82	0.00	
GARNISHMENT	GN	Garnish	CHECK last	788.21	GARNISHMENT	GN	Garnish	CHECK last	559.43		
CHILD SUPPORT	CS	DSHS	EFT	1,820.64	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,820.64	1,820.64
				0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,779.43	9,779.43	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,766.39	9,766.39
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,510.95	9,510.95	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,504.49	9,504.49
GET	GT	G.Ed.Tult	Check every	30.00		GET	GT	G.Ed.Tult	Check every	30.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	499.00	499.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	499.00	499.00
401K	DC	Vgrd EE	Wire	56,528.63		401K	DC	Vgrd EE	Wire	54,296.38	
VANGUARD	DC	Vgrd ER	Wire	38,643.61	95,172.24	VANGUARD	DC	Vgrd ER	Wire	37,056.45	91,352.83
LOAN	L2	401k Ln#2	Wire	4,426.53		LOAN	L2	401k Ln#2	Wire	4,426.53	
LOAN	LN	401k Ln #1	Wire	5,939.98	10,366.51	LOAN	LN	401k Ln #1	Wire	5,623.63	10,050.16
		TTL VNGRD		105,538.75				TTL VNGRD		101,402.99	
LABOR INS	LI&LA	L&I	EFT Quarterly	17,227.19		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	17,468.75	
ESD	CF&CL	WPFML	EFT Quarterly	3,988.48		ESD	CF&CL	WPFML	EFT Quarterly	3,851.40	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,772.99		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,773.26	
UNION DUES	MI	Mac.Inltion	Check last	0.00		UNION DUES	MI	Mac.Inltion	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	20.00	0.00		TF	Tx.Fr.Benefit	Employer	0.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	437.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	440.00	
PENSION	PN	PERS EE	EFT	76,572.38	0.00	PENSION	PN	PERS EE	EFT	73,348.70	0.00
STATE	PN	PERS ER	EFT	125,732.79	202,305.17	STATE	PN	PERS ER	EFT	120,373.28	193,721.98
PERS		TTL PERS		202,305.17		PERS		TTL PERS		193,721.98	
ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00
ICMA	RC	ICMA EE	WIRE	6,712.43		ICMA	RC	ICMA EE	WIRE	6,515.48	
ICMA ROTH	RI	ICMA Roth	WIRE	375.00	375.00	ICMA ROTH	RI	ICMA Roth	WIRE	375.00	375.00
ICMA LON	RL	ICMA Ln#1	WIRE	836.74	904.69	ICMA LON	RL	ICMA Ln#1	WIRE	836.74	904.69
ICMA	RR	ICMA ER	WIRE	2,977.85	9,690.28	ICMA	RR	ICMA ER	WIRE	2,873.80	9,389.28
		TTL ICMA		10,594.97	10,969.97			TTL ICMA		10,293.97	10,668.97
457 STATE	SD	457 ST EE	EFT	16,830.91		457 STATE	SD	457 ST EE	EFT	16,034.52	
DEFERRED	SR	457 ST ER	EFT	9,983.27	26,814.18	DEFERRED	SR	457 ST ER	EFT	9,550.24	25,584.76
AFLAC	ST&SS	AFLAC POST/PRE	EFT	7,165.83	7,165.83	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	7,288.69	7,288.69
ATU	UC	Un COPE	Check 1st	179.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	648.00	
	UD	Un Dues	Check last	6,716.51			UD	Un Dues-BOTH PP	Check last	6,704.27	
	UI	Un Inltiatn	Check last	10.00			UI	Un Inltiatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax	Check last	3,471.45			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	316.50		UNITED WAY	UW	United Way	Check last	286.00	
WELLNESS	WF	Wellness	Check last	356.50		WELLNESS	WF	Wellness	Check last	365.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		654,890.34	654,890.34	DIRECT DEP.	NP	ACH Wire every		623,401.74	623,401.74
LIVE CHECKS		Paychecks		0.00		LIVE CHECKS		Paychecks - LIVE CHECKS		1,512.94	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,133,049.26			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,082,850.06
		TOTAL PAYROLL*:		\$1,398,550.58				TOTAL PAYROLL*:		\$1,357,481.75	
GROSS WAGE		GROSS EARNINGS:		997,164.44		GROSS WAGE		GROSS EARNINGS:		963,008.19	
ER AMOUNT		EMPR MISC DED:		387,364.30		ER AMOUNT		EMPR MISC DED:		380,970.21	
MEDICARE TAX		EMPR MEDICARE TAX:		14,021.84		MEDICARE TAX		EMPR MEDICARE TAX:		13,503.35	
		PP12 Total			\$1,398,550.58			PP13 Total			\$1,357,481.75
		Total Payroll for June 2020						Total Payroll for June 2020			\$2,756,032.33
DIRECT DEP.		ACH WIRE TOTAL			674,679.72	DIRECT DEP.		ACH WIRE TOTAL			643,171.62

\$0.00

\$0.00

## Intercity Transit

### Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/3/2020

Thru Date: 6/3/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30360	6/3/2020	01885	AMERICAN LANDSCAPE SERVICES LLC	\$246.15	
30361	6/3/2020	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$35,500.00	
30362	6/3/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$13,196.09	
30363	6/3/2020	03250	BATTERY SYSTEMS INC.	\$1,405.94	
30364	6/3/2020	06120	CITY OF OLYMPIA UTILITIES	\$5,094.68	
30365	6/3/2020	06781	COMPUNET INC.	\$1,641.00	
30366	6/3/2020	07220	CUMMINS INC.	\$6,998.72	
30367	6/3/2020	07350	CW JANITORIAL SERVICE LLC	\$12,524.17	
30368	6/3/2020	07780	DELL MARKETING LP	\$3,064.20	
30369	6/3/2020	09662	FERRELLGAS	\$3,161.57	
30370	6/3/2020	10607	GENUINE AUTO GLASS OF LACEY	\$393.57	
30371	6/3/2020	10660	GILLIG LLC	\$1,448.85	
30372	6/3/2020	11040	HARDEL BUILDERS CENTER INC.	\$62.82	
30373	6/3/2020	11498	IBI GROUP	\$22,771.00	
30374	6/3/2020	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$318.06	
30375	6/3/2020	14160	MCMASTER-CARR SUPPLY CO.	\$199.49	
30376	6/3/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30377	6/3/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$433.47	
30378	6/3/2020	17760	ROSS AND WHITE COMPANY	\$231.11	
30379	6/3/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,530.93	
30380	6/3/2020	18015	PARTNERS IN PREVENTION EDUCATION	\$52.96	
30381	6/3/2020	18066	SHI INTERNATIONAL CORP.	\$9,616.70	
30382	6/3/2020	18530	STANDARD PARTS CORP.	\$200.40	
30383	6/3/2020	18540	STANTEC CONSULTING SERVICES INC	\$391,984.44	
30384	6/3/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$2,089.66	
30385	6/3/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$39.38	
30386	6/3/2020	21950	TITUS-WILL CHEVROLET	\$5,460.62	
30387	6/3/2020	21985	TOTAL FILTRATION SERVICES INC.	\$144.76	
30388	6/3/2020	23641	United States Treasury	\$35.50	
30389	6/3/2020	24742	WA ST EMPLOYMENT SECURITY	\$300.09	
30390	6/3/2020	24750	WA ST GET PROGRAM	\$30.00	
			<b>Total:</b>	\$520,568.64	

## Intercity Transit

### Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/10/2020

Thru Date: 6/10/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30391	6/10/2020	01405	ADVANCE GLASS INC.	\$89.84	
30392	6/10/2020	01733	DOO'PS COPY TECH	\$49.02	
30393	6/10/2020	02480	AGA DISTRIBUTION SPECIALISTS INC.	\$25.34	
30394	6/10/2020	06040	CITY OF LACEY	\$790.43	
30395	6/10/2020	07220	CUMMINS INC.	\$311.77	
30396	6/10/2020	07619	DAVID S FOSTER	\$1,750.00	
30397	6/10/2020	07620	DAVIS WRIGHT TREMAINE LLP	\$605.50	
30398	6/10/2020	08487	DYNAMIC COLLECTORS INC.	\$717.33	
30399	6/10/2020	09120	EXCEL SUPPLY COMPANY INC	\$1,453.21	
30400	6/10/2020	10477	GALLS PARENT HOLDINGS LLC	\$274.30	
30401	6/10/2020	10660	GILLIG LLC	\$1,975.19	
30402	6/10/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
30403	6/10/2020	11331	HOME DEPOT U.S.A. INC.	\$3,190.47	
30404	6/10/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$83.06	
30405	6/10/2020	11892	J ROBERTSON AND COMPANY	\$765.00	
30406	6/10/2020	11943	JOANNA GRIST	\$1,750.00	
30407	6/10/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$5,261.90	
30408	6/10/2020	14750	MULLINAX FORD OF OLYMPIA	\$66.02	
30409	6/10/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,211.06	
30410	6/10/2020	15535	OLYMPIA COLLISION REPAIR	\$2,938.46	
30411	6/10/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$1,064.70	
30412	6/10/2020	16654	PARKER CORPORATE SERVICES INC.	\$10,811.03	
30413	6/10/2020	16695	PATTISON WATER COMPANY	\$77.82	
30414	6/10/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,044.77	
30415	6/10/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,658.17	
30416	6/10/2020	18210	SME SOLUTIONS LLC	\$1,155.47	
30417	6/10/2020	18530	STANDARD PARTS CORP.	\$246.93	
30418	6/10/2020	18705	SUNBELT RENTALS INC.	\$580.77	
30419	6/10/2020	18755	NIKAY ENTERPRISES	\$2,633.60	
30420	6/10/2020	18940	TENNANT SALES AND SERVICE COMPANY	\$42.02	
30421	6/10/2020	21950	TITUS-WILL CHEVROLET	\$605.70	
30422	6/10/2020	24755	WA ST HEALTH CARE AUTHORITY	\$457,728.68	
			<b>Total:</b>	<b>\$507,957.56</b>	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/12/2020

Thru Date: 6/12/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30423	6/12/2020	06060	CITY OF OLYMPIA	\$43,872.44	
				<b>Total:</b>	\$43,872.44

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/16/2020

Thru Date: 6/16/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30424	6/16/2020	06060	CITY OF OLYMPIA	\$74,013.02	
				<b>Total:</b>	\$74,013.02

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/17/2020

Thru Date: 6/17/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30425	6/17/2020	01405	ADVANCE GLASS INC.	\$304.13	
30426	6/17/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
30427	6/17/2020	01885	AMERICAN LANDSCAPE SERVICES LLC	\$4,206.43	
30428	6/17/2020	01895	ECOLUBE RECOVERY LLC	\$60.50	
30429	6/17/2020	02380	ARAMARK UNIFORM SERVICES	\$1,063.21	
30430	6/17/2020	03023	BACKUPIFY INC.	\$390.00	
30431	6/17/2020	06781	COMPUNET INC.	\$820.50	
30432	6/17/2020	07220	CUMMINS INC.	\$6,901.70	
30433	6/17/2020	07350	CW JANITORIAL SERVICE LLC	\$168.57	
30434	6/17/2020	09662	FERRELLGAS LP	\$3,213.91	
30435	6/17/2020	10477	GALLS PARENT HOLDINGS LLC	\$273.45	
30436	6/17/2020	10660	GILLIG LLC	\$316.99	
30437	6/17/2020	12845	KNIGHT FIRE PROTECTION	\$317.26	
30438	6/17/2020	13740	MAGELLAN HEALTHCARE	\$1,852.20	
30439	6/17/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30440	6/17/2020	14750	MULLINAX FORD OF OLYMPIA	\$106.57	
30441	6/17/2020	14760	MUNCIE TRANSIT SUPPLY	\$78.81	
30442	6/17/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$499.19	
30443	6/17/2020	16490	HAROLD LEMAY ENTERPRISES	\$666.71	
30444	6/17/2020	16654	PARKER CORPORATE SERVICES INC.	\$32,783.09	
30445	6/17/2020	17290	PUGET SOUND ENERGY	\$11,811.46	
30446	6/17/2020	17795	ROUTEMATCH SOFTWARE INC	\$7,063.42	
30447	6/17/2020	17861	SAMBA HOLDINGS INC.	\$78.65	
30448	6/17/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$216.67	
30449	6/17/2020	18052	SHEA CARR & JEWELL INC.	\$5,235.72	
30450	6/17/2020	18530	STANDARD PARTS CORP.	\$3.84	
30451	6/17/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$1,366.37	
30452	6/17/2020	21950	TITUS-WILL CHEVROLET	\$24.55	
30453	6/17/2020	21985	TOTAL FILTRATION SERVICES INC.	\$563.06	
30454	6/17/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
30455	6/17/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$95,043.22	
30456	6/17/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$12,985.78	
30457	6/17/2020	23576	UNG CHAE	\$2,700.00	
30458	6/17/2020	24030	WA ST AUDITOR'S OFFICE	\$791.70	
30459	6/17/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
30460	6/17/2020	24640	WA ST DEPT OF TRANSPORTATION	\$1,440.03	
30461	6/17/2020	24742	WA ST EMPLOYMENT SECURITY	\$328.78	
30462	6/17/2020	24750	WA ST GET PROGRAM	\$30.00	
30463	6/17/2020	26405	XIOLOGIX LLC	\$12,597.94	
<b>Total:</b>				<b>\$207,600.72</b>	



**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/24/2020

Thru Date: 6/24/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30464	6/24/2020	02060	AMERISAFE INC.	\$966.50	
30465	6/24/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,063.21	
30466	6/24/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,382.47	
30467	6/24/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$360.52	
30468	6/24/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$31.87	
30469	6/24/2020	07220	CUMMINS INC.	\$4,205.63	
30470	6/24/2020	08607	EDNETICS INC	\$268.04	
30471	6/24/2020	09662	FERRELLGAS LP	\$1,031.63	
30472	6/24/2020	10607	GENUINE AUTO GLASS OF LACEY	\$496.35	
30473	6/24/2020	10660	GILLIG LLC	\$2,554.65	
30474	6/24/2020	11331	HOME DEPOT U.S.A. INC.	\$435.19	
30475	6/24/2020	14750	MULLINAX FORD OF OLYMPIA	\$291.10	
30476	6/24/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$5,444.99	
30477	6/24/2020	16262	OPENSQUARE HOLDINGS	\$13.68	
30478	6/24/2020	16595	PACIFIC POWER GROUP LLC	\$154.74	
30479	6/24/2020	16966	POINT & PAY LLC	\$52.75	
30480	6/24/2020	16969	POINT GRAPHICS LLC	\$327.11	
30481	6/24/2020	17900	SCHETKY NORTHWEST SALES INC.	\$627.47	
30482	6/24/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,282.28	
30483	6/24/2020	18015	PARTNERS IN PREVENTION EDUCATION	\$70.39	
30484	6/24/2020	18530	STANDARD PARTS CORP.	\$510.54	
30485	6/24/2020	18538	STANLEY CONVERGENT SECURITY SOLUTIO	\$328.20	
30486	6/24/2020	18705	SUNBELT RENTALS INC.	\$5,143.16	
30487	6/24/2020	21660	THERMO KING NORTHWEST INC.	\$2,785.38	
30488	6/24/2020	21950	TITUS-WILL CHEVROLET	\$2,206.60	
30489	6/24/2020	22010	TOYOTA OF OLYMPIA	\$371.80	
<b>Total:</b>				<b>\$33,406.25</b>	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	3/14/20 Travel	DI	6/26/2020			532.41	532.41	532.41		532.41
00	4/24/20 Travel	DI	6/26/2020			286.80	286.80	819.21		819.21
<b>26004 WHITE BRIAN</b>										
00	06/17/20 REIMB.	DI	6/26/2020			49.11	49.11	49.11		868.32

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	02/27-05/05 REIMB.	DI	6/19/2020			1,921.81	1,921.81	1,921.81		1,921.81
00	05/15-05/20 TRAVEL	DI	6/19/2020			540.00	540.00	2,461.81		2,461.81
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2020 JUNE	DI	6/19/2020			3,546.25	3,546.25	3,546.25		6,008.06
<b>26181 WOLFE JASON</b>										
00	05/09/20 REIMB.	DI	6/19/2020			43.75	43.75	43.75		6,051.81

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>10815 GRAHAM CHARLES</b>										
00	05/27 RECOG CSH OU	DI	6/5/2020			20.00	20.00	20.00		20.00

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: July 1, 2020**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** 2020 Bicycle Commuter Challenge Update

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1) **The Issue:** Brief the ITA on the results of the 2020 Bicycle Commuter Challenge.

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

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

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4) **Background:** During this year's Bicycle Commuter Challenge (BCC), which runs the full month of May, 832 people logged 8,363 rides, covering 84,415 miles, reducing air and water pollution, benefitting their own and our community's health and well-being in the midst of a global pandemic emergency.

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

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

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

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6) **Budget Notes:** The cost of the Bicycle Commuter Challenge is largely staff time for one temporary position. The annual budget for the BCC is \$25,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support.

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

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

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 5-B  
MEETING DATE: July 1, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Strategic Plan - Mission and Vision

- 
- 1) **The Issue:** Review our existing “Mission” and Vision Statements” from the 2020–2025 strategic plan to determine if they remain relevant or need updating for the 2021-2026 Strategic Plan.
- 
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
- 
- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.
- 
- 4) **Background:** This is an opportunity to review Intercity Transit’s Mission and Vision Statement and determine if they remain relevant or if they need updating for the 2021-2026 Strategic Plan.

“Vision” and “Mission” are often confused and sometimes used interchangeably. This is the definition we have utilized in the past: A Mission Statement outlines why an organization exists. A Vision Statement reflects what organizational success looks like. It serves as our guide to action. It is consistent with the organization’s values. It challenges and inspires us to achieve our mission.

The following is our existing Mission and Vision statements for your review and consideration:

**Mission Statement**

*Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.*

**Vision Statement**

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

- 
- 5) **Alternatives:**  
A. For consideration and discussion.  
B. Delay review and discussion associated with these items.
- 
- 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.
- 
- 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.
- 
- 8) **References:** [2020-2025 Strategic Plan](#).



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: July 1, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Strategic Plan – Goals and End Policies

- 
- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2020–2025 strategic plan to determine if they remain relevant or need updating for the 2021-2026 Strategic Plan.

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  - 2) **Recommended Action:** This item is for Authority consideration and discussion.

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  - 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.

---

  - 4) **Background:** This is an opportunity to review the Goals and End Policies in our current strategic plan and determine if they remain relevant or if they need updating for the 2021-2026 strategic plan.

In 2015, the Authority amended and added statements to focus on accessing transportation needs throughout the PTBA, insuring the agency was addressing needs within financial limitations, defining success based on satisfaction levels as opposed to increased ridership, and explicitly stating that a goal is to encourage youth participation.

In 2017, the Authority amended and added to the statements to focus on reflecting social and environmental sustainability impacts; and to educate, encourage and work with community members, partners and stakeholders to explore and appreciate the benefits of public transportation. Also, Goal 7 was added which focused on building community partnerships to jointly address the mobility needs and demands in our community.

In 2018, as the Authority contemplated community directed service initiatives and our financial future, we were working to gain legislative approval to increase our local sales tax option, and were moving through the final stages of the long range planning process. The Authority amended the end policy for Goal 6 to not only educate and encourage community members to explore and appreciate the benefits of our services and programs, but to utilize the use of our services.

In 2019, the Authority emphasized that to the extent feasible, efforts would be made to integrate with broader sustainability goals, that we would reduce barriers to access and increase ridership while making the system easier to use, and that we would continue to build partnerships to identify and implement innovative solutions that address mobility needs as well as educational and socio-economic opportunities in our community.

**The following are the 2020-2025 goals and end policies for your consideration:**

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

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

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

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

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

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

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

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

**Goal 5:** Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.

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

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

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

**Goal 7:** Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community.

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

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5) **Alternatives:**

- A. For consideration and discussion.
- B. Delay review and discussion associated with these items.

---

6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

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7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.

---

8) **References:** [2020-2025 Strategic Plan](#); and the [Short and Long Range Plan](#).

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-D**  
**MEETING DATE: July 1, 2020**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** 2021-2026 Strategic Plan Policy Positions

- 
- 1) **The Issue:** Review policy issues for the 2021-2026 Strategic Plan.
- 
- 2) **Recommended Action:** Discuss and provide staff direction.
- 
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The Authority reviews and updates the strategic plan on an annual basis.
- 
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2020 and points for consideration in 2021 and beyond. Authority direction on the 2021-2026 strategic plan is the basis for development of the 2021 budget.
1. **Should Intercity Transit maintain service levels in 2021 or consider new or expanded local transit services needed to serve the growing population?**  
*2020: Proceed with the implement of the Long Range Service Plan and Proposition 1 commitments.*  
*2021: Proceed with the implementation of the Long Range Service Plan and Proposition 1 commitments understanding associated delays due to COVID-19.*
  2. **What is Intercity Transit's role in providing regional mobility?**  
*2020: Proceed with the implement of the Long Range Service Plan and the implementation of expanded services as outlined in Intercity Transit Proposition 1. Continue to utilize grant funds to deliver service between Thurston and Pierce Counties and seek a return of Pierce Transit as a funding partner for inter-county services. Focus on passenger through-put, as opposed to car through-put and advocate priority movement for transit.*  
*2021: Pause in the implementation of the Long Range Service Plan pending outcomes associated with COVID-19. Position ourselves to move forward as resources allow. Utilize grant funds to deliver service between Thurston and Pierce Counties as appropriate and seek a return of Pierce Transit as a funding partner for inter-county services. Focus on passenger through-put, as opposed to car through-put and advocate priority movement for transit.*
  3. **What role should Intercity Transit play in serving the core areas of Olympia, Lacey, and Tumwater areas?**  
*2020: Proceed with the implementation of the Long Range Plan and Proposition 1 commitments. Promote strategies to remove barriers and increase ridership.*  
*2021: Pause in the implementation of the Long Range Service Plan pending outcomes associated with COVID-19. Position ourselves to move forward as resources allow.*

- 4. Is there a role for local express service in the current service area?**  
*2020: Proceed with the implement of the Long Range Service Plan and the implementation of expanded services as outlined in Intercity Transit Proposition 1. Grant funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project identified in Proposition 1 with a projected implementation date of 2026. Pursue BRT federal funding process.*  
*2021: Pause in the implementation of the Long Range Service Plan pending outcomes associated with COVID-19. Position ourselves to move forward as resources allow.*
- 5. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered?**  
*2020: Implement a pilot preemption project. Continue to work with the partnership created through the Thurston Regional Planning Council and associated jurisdictions to enhance the safety, speed and reliability of bus movement. Explore improvements to corridor travel to improve pedestrian access to transit stops.*  
*2021: Implement a pilot preemption project. Continue to work with the partnership created through the Thurston Regional Planning Council and associated jurisdictions to enhance the safety, speed and reliability of bus movement. Explore improvements to corridor travel to improve pedestrian access to transit stops.*
- 6. Should Intercity Transit pursue efforts to coordinate service with local school districts?**  
*2020: Continue and expand our coordination with local school districts. Focus on potential impacts regarding a community supported, prepaid fare system.*  
*2021: Position ourselves to move forward in ways that are supportive of good public health outcomes. Continue Youth Education programming, marketing public transportation and the use of transportation alternatives to students. Work with school districts to encourage locating schools in areas served by public transportation. Work to develop safe paths for walking, biking, and access between transit routes and school facilities and continue to focus on coordinated emergency management response.*
- 7. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?**  
*2020: Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs, as well as to stops located on major corridors.*  
*2021: Recognize the experience of riding the bus begins before one boards the bus. Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs, as well as to stops located on major corridors.*
- 8. What additional investments in technology should be made beyond the current Advanced Communications System project?**  
*2020: Replace our radio communications system and our CAD/AVL system. Upgrade our website. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.*  
*2021: Proceed with the replacement of our radio communications system and our CAD/AVL system. Upgrade our website. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.*
- 9. Should the vanpool program continue to expand to keep pace with demand?**  
*2020: Obtain grants necessary to support the program and focus on building the program.*

*2021: Focus on outreach and education. Build partnerships to support business and enhance employment opportunities. Obtain grants necessary to support the program and focus on building the program.*

**10. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

*2020: Continue to seek funding opportunities for Pattison Street, buses and other projects.*

*2021: Continue to seek funding opportunities for Pattison Street, buses and other projects. Explore and define capital facilities necessary to facilitate the delivery of service in accordance with the Long Range Plan.*

**11. Should Intercity Transit pursue additional park-and-ride facilities?**

*2020: Partner with WSDOT if an opportunity becomes available. Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services. Continue to evaluate emerging needs to support transit service.*

*2021: Encourage the creation of HOV lanes, direct highway access from park-and-rides and other alternatives to support ridesharing, express bus and local transit services. Partner with WSDOT if an opportunity becomes available. Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services. Continue to evaluate emerging needs to support transit service.*

**12. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**

*2020: Continue support for Village Van, Surplus Van Grant, Community Van, and Discounted Bus Pass program. Focus on evaluation and options for innovative service zones. Continue to seek replacement grant funding for Village Van Program.*

*2021: Continue support for Village Van, Surplus Van Grant and Community Van. Focus on evaluation and options for innovative service zones. Continue to seek replacement grant funding for Village Van Program.*

**13. Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**

*2020: Continue to pursue technology to improve productivity and service. Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities.*

*2021: Continue to pursue technology to improve productivity and service. Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities. Continue Travel Training and Bus Buddies programs. Attempt to control growth so it doesn't impact our ability to deliver all services.*

**14. Is the current fare policy appropriate?**

*2020: Actively following up on community direction provided through the IT Road Trip.*

*2021: Pursue the approved five year, zero-fare demonstration project.*

**15. Should Intercity Transit's planning for the next six years be financially constrained?**

*2020: As we implement services consistent with long range plan, continue to closely monitor revenue collections and capital programs.*

*2021: Yes. Pause in the implementation of the Long Range Service Plan pending outcomes associated with COVID-19. Position ourselves to move forward as resources allow. Implement service consistent with the long-range plan, continuing to closely monitor revenue collections, operational costs and capital programs.*

**16. What role should Intercity Transit play in local transportation projects-Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Challenge?**

*2020: Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program. Pursue relationships with private employers to educate about the benefits of commute alternatives and better serve their needs and the needs of their employees. Continue to market alternative transportation to youth and in schools, as well as in the larger community. Continue to coordinate the Bicycle Community Challenges. Aggressively market high frequency corridor service.*

*2021: Work to improve the Commute Trip Reduction Program. Pursue relationships with private employers to educate about the benefits of commute alternatives and better serve their needs and the needs of their employees. Continue to market alternative transportation to youth, seniors and the larger community. Continue to coordinate the Bicycle Community Challenges. Aggressively market high frequency corridor service.*

**17. Should Intercity Transit's current marketing approach and level of effort be continued?**

*2020: Market services. Focus on customer information technology to enhance the customer experience. Explore way-finding. Promote IT as an employer of choice.*

*2021: Continue to market services, focus on information technology and enhancing the customer experience. Promote IT as an employer of choice.*

**18. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

*2020: Boost ridership!*

*2021: Pending public health direction regarding COVID-19, boost ridership!*

**19. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

*2020: Maintain the current policy which is not to expand the PTBA.*

*2021: Maintain the current policy which is not to expand the PTBA.*

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

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6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

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7) **Goal Reference:** The Strategic Plan provides the basis for all our goals.

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8) **References:** [2020-2025 Strategic Plan](#); and the [Short and Long Range Plan](#).

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-E**  
**MEETING DATE: July 1, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** 2020 Community Advisory Committee Recruitment

- 
- 1) **The Issue:** Present timeline and process information for the 2020 CAC recruitment.
- 
- 2) **Recommended Action:** The Authority will be asked to select an ad-hoc committee to participate with the CAC in the interview and selection process.
- 
- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.
- 
- 4) **Background:** The Community Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications are proposed to be available September 14 and due on October 14. The Authority will select interviewees on October 21. Interviews are proposed for November 4 with candidate selection on November 18 or December 2.

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

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

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7) **Goal References:** An engaged Community Advisory Committee members supports all agency goals.

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-F**  
**MEETING DATE: July 1, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** ITA Citizen Representative Recruitment

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1) **The Issue:** Recruitment for an Authority Citizen Representative position.

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2) **Recommended Action:** Provide staff direction.

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3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 - Selection - Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.

---

4) **Background:** Citizen Representative Ryan Warner's term ends December 31, 2020. He is not eligible for reappointment, per the Authority Bylaws (see section IV 4.3 Selection - Citizen Representatives as attached).

Staff will advertise using available outlets including our website, Facebook, Rider Alert, The Olympian, Business Examiner, Thurston Talks and the Nisqually Valley News. We would also contact our CAC members, along with local jurisdictions, to distribute materials to any persons expressing interest.

Staff proposes the following recruitment schedule for Authority member review.

September 14, 2020: Release recruitment information

October 14, 2020: Applications Due

November 4, 2020: ITA Selects Candidates to Interview

November 18, 2020: Candidate Interviews

December 2, 2020: Select Candidate

January 6, 2021: First ITA meeting with new Citizen Representative

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5) **Alternatives:**

A) Open the position for the purpose of soliciting and receiving applications from interested citizens.

- 
- 6) **Budget Notes:** The recruitment process costs is anticipated to cost approximately \$2,000.
- 
- 7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.
- 
- 8) **References:** Authority Bylaws Section IV. AUTHORITY COMPOSITION, 4.3, Selection – Citizen Representatives.

## II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

## III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

## IV. AUTHORITY COMPOSITION

**4.1 Composition.** The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

**4.2 Selection - Elected Members.** The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

**4.3 Selection - Citizen Representatives.** The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

## V. MEETINGS

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

## TRPC Members & Representatives

**City of Lacey**  
Malcolm Miller

**City of Olympia**  
Clark Gilman

**City of Rainier**  
Dennis McVey

**City of Tenino**  
David Watterson

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
JW Foster

**Confederated Tribes of the Chehalis Reservation**  
Amy Loudermilk

**Nisqually Indian Tribe**  
David Iyall

**Town of Bucoda**  
Alan Carr

**Thurston County**  
Tye Menser

**Tumwater School District**  
Mel Murray

**North Thurston Public Schools**  
Chuck Namit

**Olympia School District**  
Hilary Seidel

**Intercity Transit**  
Carolyn Cox

**LOTT Clean Water Alliance**  
Cynthia Pratt

**Port of Olympia**  
EJ Zita

**PUD No. 1 of Thurston County**  
Chris Stearns

### Associate Members

**Economic Development Council of Thurston County**  
Michael Cade

**Lacey Fire District #3**  
Gene Dobry

**Puget Sound Regional Council**  
Josh Brown

**The Evergreen State College**  
Scott Morgan

**Timberland Regional Library**  
Cheryl Heywood

**Thurston Conservation District**  
David Iyall



REGIONAL VISION • COOPERATION • INFORMATION

## PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, July 10, 2020

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](http://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 – June 5, 2020
- b. Approval of Vouchers – June 2020
- c. Obligation Authority Review

### Appoint Work Program Subcommittee

**ACTION**

The Chair will appoint a Work Program Subcommittee to work with the Executive Director on the 2021 Work Program.

### Regional Transportation Plan (RTP) & Regional Transportation Improvement Program (RTIP) Resolution

**ACTION**

Staff will present *What Moves You - 2045 Regional Transportation Plan* for consideration of adoption. The adopting resolution also discusses re-adopting the 2020-2023 Regional Transportation Improvement Program based on the regional transportation plan.

### 2020 Federal Transportation Grant Program Call for Projects Selection

**ACTION**

The Council will consider the Transportation Policy Board's funding recommendation and take action to approve over \$15 million in federal transportation grant program awards to regional priority projects for federal fiscal years 2021-2025.

### 2020 Mid-year Program Update

**DISCUSSION**

Executive Director Daily will brief Council on staff's and partner's progress in implementing TRPC's work program for the year.

### Report from Outside Committee Assignments

**INFORMATION**

### Executive Director's Report

**INFORMATION**

### Member Check In

**DISCUSSION**