

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, August 5, 2020
5:30 P.M.

To comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28, participation in this meeting will be through remote access.

The public may attend the meeting remotely by one of the following means:

Dial in using your phone.

United States: +1 (872) 240-3412 / Access Code: 491-262-285

- One-touch: <tel:+18722403412,491262285#>

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CALL TO ORDER

1) **APPROVAL OF AGENDA** **1 min.**

2) **PUBLIC COMMENT** **5 min.**

Public comment may be submitted by email to pmessmer@intercitytransit.com.

Public comments must be submitted by 12:00 p.m. on August 5, 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. **Curtis Prouty, Dial-A-Lift Supervisor** (*Kevin Karkoski*)

B. **Rob Rinehart, Information Systems Supervisor** (*Jason Aguero*)

4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**

A. **Approval of Minutes:** July 1, 2020, and July 15, 2020 Regular Meetings

B. **Payroll – July 2020:** \$2,818,648.52

C. **Accounts Payable July:** Warrant numbers 30491-30526; 30528-30561; 30562-20593; 30594-30624; 30626-30627; and 30628-30672 in the amount of **\$2,376,950.55**; Automated Clearing House Transfers in the amount of **\$7,341.14** for a monthly total of **\$2,384,291.69**.

5) **NEW BUSINESS**

A. **Janitorial Contract Extension** (*Katie Cunningham*) **5 min.**

B. **State Legislative Advocacy Services Contract Renewal** (*Katie Cunningham*) **5 min.**

C. **Digital Radio Equipment Purchase** (*Jeff Peterson*) **5 min.**

D. **Walk N Roll 2019-2020 Year End Report** (*Kerri Wilson & David Coppley*) **30 min.**

E. **Climate Mitigation Plan** (*Jessica Gould*) **30 min.**

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| 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.

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.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
July 1, 2020

CALL TO ORDER

Chair Warner called the July 1, 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 20.28.6 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 Alternate Labor Representative Lori Chambers.

Members Excused: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Joy Gerchak; Jessica Gould; Duncan Green; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee; Mike Burnham.

Others Present: Legal Counsel, Jeff Myers; Jini Namboothiri, Community Advisory Committee.

APPROVAL OF AGENDA

It was M/S/A by Councilmembers Sullivan and Cox to approve the agenda.

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on July 1, 2020.

No public comment was received.

INTRODUCTIONS

- A. Amanda Williams, Development Assistant (Eric Phillips)
- B. Jonathan Reynolds, Coach Technician (Jonathon Yee)
- C. Renee Fonseca, Customer Service Rep (Joy Gerchak)

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representatives Melnick and Pierce to approve the consent agenda.

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**.

NEW BUSINESS

A. **2020 Bicycle Commuter Challenge Update.** Duncan Green, BCC Specialist, provided an update on the 33-year old Bicycle Commuter Challenge (BCC). The BCC had to adapt to the rapidly changing circumstances brought on by the COVID-19 pandemic, and a plan was set in motion to keep the wheels rolling. Adapting changes included:

- Canceled all in-person events
- Canceled sponsor coupon program
- Allowed all types of bike rides to be counted
- Collaborated with Walk N Roll staff to add online events in April and May
- Focused outreach on social media and BCC email list
- Encouraged all ages to bicycle for transportation and health

BCC included a calendar of events to keep the community engaged through winter and spring:

- **February – Winter BCC** (a stripped down, fast-moving version of the BCC to encourage riders throughout the year). The pre-pandemic winter BCC broke all previous records for participation and by a wide margin signaling broad community interest in year-round practical cycling.
 - 290 Riders
 - 2,356 Total Days
 - 19,541 Miles/lbs CO2 Prevented
- **April – Social Media and Bike Art Challenges** – In place of the traditional kick-off event (Earth Day Market Ride), people were encouraged to send in selfies on their bike rides and create art for prizes.
 - Over 40 bike selfies and 10 bike art submissions
- **May – BCC and Scavenger Hunts** – The school bike challenge was canceled due to schools being closed, however, in collaboration with the Walk N Roll staff, a scavenger hunt was created and 80 participants submitted hunt cards

and photos of themselves with their treasures. There was a lot of positive feedback on this event.

The main event in May is the Bicycle Commuter Challenge (adapted for the pandemic). In spite of the circumstances, BCC results are:

- 832 Riders
- 84,415 Miles
- 8,363 Days Ridden
- 71 Teams Reported Miles
- 264 First Time Riders (32% of all riders)
- 10.1 Average Days per Rider
- 101 Average Miles per Rider

There were over thirty BCC Sponsors that included many from previous years who had already signed up and were ready to go in January, and who fully or partially fulfilled their commitment to the BCC in terms of donating prizes. Due to the pandemic, many sponsors had to close their business, but due to those who were signed up by January, the BCC was able to move forward. We'll work next year with the sponsors who weren't able to participate and get them fully engaged in a way that works for them and the BCC.

B. Strategic Plan Mission and Vision. Freeman-Manzanares said although there is no requirement, it is IT's practice to revisit the strategic plan on an annual basis. We have come a long way over the last several years meeting our strategic goals, and that has been based on the significant amount of work the Authority has accomplished defining policy and our strategic direction. From petitioning the state legislature for additional taxing authority; commissioning a significant public engagement effort to define what the community wanted their public transit system to look like; to the development and approval of a short and long range plan; and the approval of Intercity Transit Proposition 1 in November of 2018. This included significant expansion of service as well as the exploration and eventual approval and implementation of zero-fare.

Staff has been moving quickly to implement those policy decisions. We were two months into the implementation of this year's strategic plan when we encountered the effects of COVID-19. For the foreseeable future, that will likely continue to have operational and financial impacts. Time will tell if it will potentially impact previous policy level decisions and goals or if it will simply delay implementation.

Barring an economic situation which doesn't allow us to move forward, our goal is to return to the policy level of service the Authority approved in the strategic plan, and although delayed, and at this point we don't know how long that delay might be, we will continue to make progress as the Authority directed in our long range plan and strategic plan.

Freeman-Manzanares brought forward three components of the Strategic Plan starting with the Mission and Vision statements. She reviewed the 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.

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.

The Authority concurred they see no reason to change the Mission and Vision statements.

- C. Strategic Plan Goals and End Policies.** Freeman-Manzanares reviewed the existing Goals and End Policies from the 2020-2025 strategic plan to determine if they remain relevant or need updating for the 2021-2026 strategic plan.

Menser asked for an explanation of the goals and end policies versus the next agenda item touching on policy positions.

Freeman-Manzanares said the Goals and End Policies were established by the Authority to be tied/linked to every project to ensure our action items are in alignment. The Policy Positions are more program or specific project related. Knowing the desires of the Authority provides direction for the staff work plan.

Freeman-Manzanares reviewed each of the goals and the Authority provided their comments:

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.

Carmody asked if the Authority ever defined the broader sustainability goals. Does broader goals mean in relation to other institutions like Thurston County or the state of Washington, or is it broader within our own organization. Freeman-Manzanares said “broader sustainability goals” relates to IT’s internal operations. We do have goals tied to percentages but have a commitment to move towards more sustainable solutions whether developing new or remodeled facilities, landscaping, packaging, and fuels among a whole host of other things. There is a commitment to determine the most efficient way to meet environmental and financial 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.

Sullivan said the current Goals and End Policies work and allow the flexibility during situations like the current pandemic allowing the agency to make decisions without violating any of the goals and policies.

The Authority concurred that no changes are needed to the Goals and End Policies.

D. 2021-2026 Strategic Plan Policy Positions. Freeman-Manzanares said the Policy Positions define critical policy issues and establishes the direction for staff and the future of Intercity Transit, and is the basis for the budget development for the following year.

The Authority pointed out it would be best to delay any decisions right now until more is known about the impact of the COVID-19 pandemic. The Authority instructed Freeman-Manzanares to tentatively review these positions tonight to give staff something to work with from a budget and work plan preparation perspective and as the COVID situation evolves, the Authority can re-evaluate.

Freeman-Manzanares said she will recognize and document that the COVID-19 situation will likely delay the actions contained in the policy positions and that staff will look at a more conservative approach.

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 implementation 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 implementation 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 on roadways and in particular on the interstate, 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.

Melnick encourages staff to engage the school district on the operational end. That IT and the school districts operate the two largest transportation agencies in the County.

Sullivan said the Tumwater School District is very broad and it takes in Black Lake, Rochester and other areas outside of the PTBA. When talking about

school districts broadly be aware we're not talking about areas outside IT's normal routes.

Freeman-Manzanares said she would include a statement identifying our work is focused inside the PTBA.

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, 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!

Melnick said there should be a place within the strategic plan that addresses the Thurston County Climate Mitigation Plan. IT is a key resource and we should acknowledge this is going on and that we'll do what we can to support it.

Menser said IT should try to align a strategy with the Thurston County Climate Mitigation Plan.

Menser said to add a sentence that says IT will continue to move forward and evaluate the feasibility of electric buses and alternative fuel options.

Cox says it makes sense to wait for the list of actions within the Climate Mitigation Plan. She encourages the Authority and staff to get familiar with the work of that group and look at the options being talked about now.

Freeman-Manzanares proposed including a broader statement about embracing this regional perspective and will include the exploration of alternative fuels.

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.

Carmody would like IT to consider looking at how feasible this would be because there are a lot of people in Tenino, Bucoda and Rochester/Little Rock area that need transportation. Perhaps start a study.

Freeman-Manzanares said those jurisdictions would have to make a request to the County to be included in the PTBA. The financial analysis that was done prior to Proposition 1, and the resulting service expansion did not include expanding the PTBA. The policy direction from the Authority was that IT focus on mass transit in the more heavily populated areas which was more in tune with providing good transit service. So while there was the understanding that everyone needs transportation, IT was going to ask the existing PTBA community to define what they wanted their system to look like and accomplish and we would define what it was going to cost to provide those services.

Sullivan said she recalls when transportation was provided county-wide and the firestorm that resulted when service had to be reduced due to the significant reduction of funding due to the car tab initiative in the late 90's early 2000's. Those areas were not interested in providing additional funding to off-set the funds lost so they were not included in the PTBA. The agency must insure that service would be attainable for a long-term basis to those areas to avoid that happening again. And the communities would have to support the financial side of that equation.

Gilman offered to assist Carmody in following up with TRPC about the demand and get a good description of the current rural transit service. He's not in favor of putting the time and effort into expanding the PTBA, but he thinks IT should be clear about where TRPC is at in terms of understanding the service they provide now.

Warner said the Rural Transit service provides a key service for the county and it's important for IT to be able to link up with them, which they do.

- E. 2020 Community Advisory Committee Recruitment.** Freeman-Manzanares presented the process for recruiting new members for the Community Advisory Committee. The CAC 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.

There are four members who have served their two three-year terms. Five members have served a three-year term and are eligible to renew. The number of openings will be better defined as we move towards the fall.

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The proposed timeframe for recruitment and the selection process is:

- Recruitment is scheduled for September 14, 2020 through October 14, 2020.
- The Authority selects those to be interviewed at the October 21, 2020, Board meeting.
- Interviews are proposed for November 4, 2020.
- Candidate selection is proposed for November 18, 2020, with December 2 as a back-up date. The new members would begin their term on January 1, 2021.

There is a six-member ad-hoc committee, consisting of three Authority members and three CAC members who interview and make a recommendation to the full Authority for consideration. Staff is requesting the Authority identify three members and an alternate for the ad-hoc selection committee.

Don Melnick, Sue Pierce, and Debbie Sullivan volunteered and were selected to be on the committee. Clark Gilman volunteered and was selected as the alternate if a selected member is unable to serve.

F. ITA Citizen Representative Recruitment. Board member and current Authority Chair, Ryan Warner will fulfill his three three-year terms on December 31, 2020, and Freeman-Manzanares presented the timeline and process for the Citizen Representative Recruitment.

September 14 – Release recruitment information

October 14 – Applications due

November 4 – ITA selects candidates to interview

November 18 – A special meeting to be held to interview candidates

December 2 – Select candidate

January 6, 2021 – First ITA meeting for new member

The interview process includes all Authority members, so depending upon the number of candidates chosen to be interviewed, members need to dedicate a portion of their day, prior to the Authority meeting that evening, to participate in interviews.

COMMITTEE REPORTS – None.

GENERAL MANAGER’S REPORT

- The Washington State Supreme Court heard oral arguments on I-976 on Tuesday, June 30. The arguments lasted one hour. The virtual oral arguments can be found here: <https://www.tvw.org/watch/?clientID=9375922947&eventID=2020061188&autoStartStream=true>. We are now awaiting their decision.

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- IT bus service resumed on Sunday, June 21, 2020. Things are calm and the public seems to be very happy that some bus service is restored. We have even been the recipient of some clapping around town which makes us feel really good.
- Masking became a state requirement on Friday, June 26, and staff is handing masks out on the islands at the OTC. The mask dispensers arrived today and Maintenance will start installing those on board for passengers use.
- The CAD/AVL Request for Proposals is out on the street. Proposals are due Thursday, July 16, and staff anticipates having a vendor selected and bringing the recommendation to the Authority in September. The project should be fully operational within a two-year timeframe.
- We are in the process of acquiring a backup digital radio system, and looking at bringing this to the ITA at the mid-July or August meeting. The Authority awarded the consulting contract to IBI approximately a year ago and we are on target. We anticipate bringing a contract extension for project implementation for IBI in August.
- The State Audit is scheduled to begin the week of July 13, and the auditors plan on doing as much as possible remotely.
- The Pattison Street project was reviewed by the City of Olympia Design Review Board on Thursday, June 25, and the presentation went well. We received project approval of our design earlier this week, so another major milestone is complete. We continue to move forward and intend to be in the ground in late August.
- The June sales tax (which is actually for April) was 7.13% less than anticipated. Because we saw a little more than anticipated in January and February, even with the 20.55% less than anticipated in March, we are approximately \$1M less than our anticipated revenue. It's going to take more time to ascertain a possible future trend.
- The Lacey Transit Center (LTC) and Olympia Transit Center (OTC) painting projects are moving along nicely. The painting contractor, J Linder, completed the prep work at the LTC and began painting the shelters and light poles. To date, they have completed priming and painting the north shelter and three of the light poles. Completion is anticipated mid-July.
- They have prepped approximately half of the Olympia Transit Center, and painting is anticipated to begin mid-July and be completed mid-August.
- Prep work at the Centennial Station is anticipated to start on July 8 and 9. Painting will begin on August 12 and is anticipated to be completed on August 20.
- We prepared two new co-branded Vanpools for Girard (which was formally pallet services) in NE Lacey. They were located in Pierce County and looking for a way to ensure their employees could get to their new job site. They pay the fares for the drivers of the vans and the riders pay their own fare. They are utilizing this as an employee benefit, and it's good advertising for them, and for us, and they are allowing us to share their experience with other employers.

AUTHORITY ISSUES

Gilman – In addition to all of his attention being taken up between the pandemic and issues of racial equity and racism, he hopes we come out of this with a different “normal” that rearranges things in terms of both racial and economic equality. Gilman would like the Authority to consider a conversation following up on a public comment issue that came before the Authority in December of 2017 involving an individual who had a negative racist experience on a fixed-route bus and how we address such things. And he would like to have a conversation about how to address diversity, equity and inclusion internally.

Melnick – Thanked the agency for repainting the Lacey Transit Center and making it look like new again.

Melnick said there’s a large firm in Seattle that designs aircraft interiors and they came up with a way to alter the air flow entering the cabin from the top of the plane with airflow moving away from the passengers and going out through a filtering system on the floor. It would be interesting to see if this concept would be applicable to buses.

Menser – Thurston County applied and was approved for Phase 3 of the Governor’s reopening plan. Menser noted there has been an increase in daily cases, which is concerning.

The County welcomed new Health Officer, Dr. Dimyana Abdelmalek.

Menser said the County received zero input from the community regarding the building of an airport, therefore, the County voted not to move forward with the proposal. However, after the vote was made, the media picked up on the story, and then the County got bombarded with hundreds of comments about a proposed airport.

The County has been consumed with budget decisions. The process has been difficult due to the complexity of dealing with elected offices versus the county’s internal departments. The Commissioners are deeply divided about how to move forward.

Menser is very happy to see the buses back on the road.

Pierce – Is thrilled to see the buses running again, and it’s her goal to thank the Operators every opportunity she gets.

Sullivan – Road construction begins in a few weeks, which significantly impacts traffic on Capital Boulevard, especially around Cleveland.

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Cox – She observed one of IT’s new buses making a right turn onto Ruddell Road and was impressed with the accuracy of the turn, and impressed with the skill of the Operator.

The City of Lacey is reopening City Hall three days a week from 10 a.m. to 5 p.m. and they will gradually move to a five-day schedule. The council meetings will continue to be held remotely, however, they are looking at ways to improve public access to those meetings because of the complexity of providing public comments.

The Lacey Council will receive an update on the Civil Leadership Group on Equity. This has been an ad-hoc leadership group that’s been meeting off and on for the past year and is being revived to assist in a community-driven process to address diversity, equity and accountability in the City of Lacey.

The Community Based Committee on Homelessness Selection Council discussed various methods to select the 30-member committee. Six will be selected to represent the business community, homeowners association, faith-based community, non-profit agency, and the homeless population. Councilmembers will make the final selection of committee members at the July 2, 2020 work session. Councilmembers were asked to create a list of their top 30 applicants with a diverse opinion and geography.

Carmody – There is not a lot going on in Yelm. Council is still meeting virtually.

Warner –The Secretary of Transportation, Roger Millar, has spoken out a number of times about issues of race and equality which shows a lot about the level of transportation leadership in Washington, and a commitment to equity within transportation in our state. Those statements can be found on the WSDOT website.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:25 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: August 5, 2020

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
July 15, 2020

CALL TO ORDER

Chair Warner called the July 15, 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 20.28.7 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; Tammy Ferris; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Nicky Upson; Daniel Van Horn; Cindy Fisher Waterhouse; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on July 15, 2020.

No public comment was received.

NEW BUSINESS

A. Pattison MOA Project Update. Procurement Manager, Steve Krueger, said in May 2018, Stantec began collaborating with internal stakeholders to devise a plan and design for Intercity Transit's Pattison Base Campus with the goal of anticipating and addressing our programming needs through 2045. In August of 2019, Forma was competitively awarded the General Contractor/Construction Manager (GC/CM) contract for this project and began providing value engineering and constructability recommendations in collaboration with Stantec. On June 25, 2020, the City of Olympia Design Review Board unanimously approved the design for the North

Intercity Transit Authority Regular Meeting

July 15, 2020

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Parcel work that includes the construction of both the ADOPs building and the FWF. The permitting process is underway and the civil construction work is targeted to begin this August. Intercity Transit is confident that we have a strong and experienced team poised and in place to successfully execute the construction work on the North Parcel, but before proceeding, staff would like to introduce the key players on the team to the ITA and provide an updated overview of the design and plan.

This evening Stantec provided an encore of their presentation to the Design Review Board and Forma shared an overview of their structure plan. Krueger proceeded to introduce staff from the Department of Enterprise Services, Stantec and Forma:

- **Jonathan Martin** from Department of Enterprise Services is the Project Manager coordinating the design services with Stantec and Forma.
- **Merlin Maley** from Stantec is Project Principle and Architect of Record.
- **Eric Wood** from Stantec is Project Manager.
- **Barb Berastegui** from Stantec is leading the design effort on the project.
- **Molly Wesmantel** from Stantec is Transportation Architect and supporting Eric Wood on the project.
- **Kody Helm** from Forma is Senior Project Manager and GC/PM lead.
- **Drew Phillips** from Forma is Principle.

Barb Berastegui proceeded with the presentation she gave to the Design Review Board, focusing on the north parcel building. As part of the urban design principles, Stantec was given the task to design the master plan and all buildings per the new commercial corridor requirements, fronting all of the buildings on Martin Way, with a majority of the buildings on the north property line. This creates an elegant buffer between the public side of the project and the internal bus storage site.

Stantec created a clear focal point / front door image with the entry of the building located on the corner of Martin Way and Pattison Street, with Dispatch overlooking the bus yard.

Stantec's Design 2 Thrive Process involves the design team and stakeholders working together on four primary goals (referring to the Rose Diagram): Promote employee happiness and inclusivity; make employee health and safety a top priority; embrace resiliency as a characteristic of IT's culture; and provide visionary leadership for the future.

Stantec came up with three strong architectural elements: Welcoming and Inviting representing IT as a strong supporter of the community and showing transparency; Responsive to IT's Environment showing architecture that speaks to the natural elements of Washington that is contemporary and of a time and place; and

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appropriate materials using natural elements and materials to be resilient, not requiring heavy maintenance.

Berastegui proceeded with building structure and elevations, exterior and interior concepts and specific materials to be used including landscaping.

Merlin Maley from Stantec addressed planning Stantec has done for Zero Emission Buses (ZEB), that include hydrogen or battery-electric buses.

Maley said Stantec has developed facilities for battery-electric and for hydrogen. Future studies will identify what the ideal fleet is for IT.

Kody Helms shared site logistics are challenging due to existing tight conditions with both bus and employee parking onsite, sidewalks on Martin Way and Pattison, and an existing fueling station. There has been a lot of coordination between IT, Stantec and the City of Olympia trying to find the best fit, being efficient and still allowing IT to continue operating without interruption. Helms reviewed the work in three phases. Phase 1 (Early Civil) runs from August through October 2020; Phase 2 runs from October 5th to November 17, 2020 and is the split between the north and south parcels; Phase 3 runs November 17, 2020 to April 22, 2021 – the bus yard work should be completed and construction on the main building begins.

Drew Phillips said the design phase has been a collaborative process. Forma is very familiar with, and will follow all federal and state laws to publicly bid all the packages. They have already bid four packages and three of those will be awarded to local firms. The final bid phases, which included approximately 20 additional bid packages, are anticipated to run through August.

Phillips said contractor trailers are anticipated to be onsite early to mid-August.

B. Surplus Property Resolution. Procurement Manager, Steve Krueger, presented for consideration repealing and replacing Surplus Resolution No. 23-81 with Resolution No. 04-2020.

On October 16, 1981, the Thurston County Public Transportation Benefit Area Authority (now Intercity Transit Authority) passed Resolution No. 23-81 which details how surplus property is to be disposed. Section 1 requires all surplus items be declared as surplus by the Authority prior to disposal regardless of its estimated value. In practice, all surplus items including low and no value items must be stored and may not be disposed of until a determination is made by the Authority which often occurs as a consent agenda item. Except for surplus vehicles, the proposed Surplus Resolution would delegate authority to the General Manager to dispose of surplus personal property with an estimated value of \$5,000 or less. By adopting the updated Resolution No. 04-2020, all surplus personal property, regardless of its

assessed value will be disposed of in an ethical manner using established procedures and practices that exemplify sound stewardship (e.g. sell to government agency, auction, recycle, trade-in, trash, or other means). Accordingly, the recommended action is to replace Resolution No. 23-81 with the updated Resolution No. 04-2020.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to adopt Resolution No. 04-2020 related to surplus property.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Cox said at the July 10 meeting:

- Katrina Van Every reviewed public comment and final process for the Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan. The RTP includes extending Log Cabin Road from Boulevard Road east to Wiggins Road, and six of the members opposed the project. The objections centered on the City of Olympia's plan to build this road through the heavily forested LBA Woods which is a popular spot for hikers and nature lovers. After much discussion by TRPC members, the council was reminded that its role is to determine whether proposed projects were of regional significance and it would be highly unusual for the council to try to second-guess a jurisdiction's decision. Ultimately, the council did approve the RTP and adopted the Regional Transportation Improvement Plan as put forward by the Transportation Policy Board (TPB).
- The council received a briefing on the 2020 Federal Transportation Call for Projects awards. The council awarded funding consistent with the TPB's recommendation.
- TRPC will not meet in August.

B. Transportation Policy Board (TPB). Melnick said at the July 8 meeting:

- Marc Daily introduced new staff members: TRPC Associate Planners Aidan Dixon and Veronica Jarvis. The TPB is still looking for a business representative, and Melnick said if the Authority knows of any qualified candidates have them contact Daily.
- TRPC accepted TPB's recommendations and adopted the Regional Transportation Plan and accepted the TPB recommendations and approved the federal funding distribution.
- Freeman-Manzanares provided an overview of Intercity Transit's return to limited fixed-route service, service changes for the fall, vanpooling and coping with COVID-19.
- The Board received a review on the Main Street Rochester and Grand Mound Transportation Study. These are rural projects that were funded through TRPC's Call for Projects with matching funds provided by Thurston County and Washington State. The Rochester project is complete, and the Grand

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Mound project is ongoing. TRPC is drafting a rural county transportation legislative package for consideration by TPB and Council later in the year.

- The TPB will not meet in August. The next meeting is September 9, 2020.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares gave a presentation at a National Users Conference on Zero-Fare, and she is preparing for another presentation at an APTA conference. She had the opportunity to present to the Transportation Policy Board on July 8, 2020, about Intercity Transit's COVID experience.
- On July 8, 2020, Freeman-Manzanares and City of Lacey Councilmember, Carolyn Cox, appeared on TCTV's [Stay Safe Thurston County](#) to talk about IT's return to service.
- Approximately a third of IT's pre-COVID service is on the street, and ridership numbers are between 3,000 and 4,000 a day. Ridership numbers are reported on a daily bases to the Governor's office using February 2020 numbers as a baseline.
- February 2020 was IT's second month of the Zero Fare demonstration project. Ridership increased 39% and that equaled more than 112,000 additional boardings over February 2019. IT's average daily ridership was 16,600. Utilizing those numbers as our base, the fact that we have a third of service on the street, and the whole stay home, stay safe COVID situation, particularly with much of our community workforce telecommuting, our ridership is down about 78%.
- The number of Operators available to work hasn't changed, and many of these individuals meet the definition of a vulnerable employee or they have a family member who is vulnerable. There is continued uncertainty regarding child care and these employees are in protected leave status due to COVID.
- We are doing the work necessary to plan for additional service now. As soon as our employee base can support additional service consistently, we will add service. We are not anticipating a lot of changes between now and the end of the year in terms of service, and perhaps beyond.
- The number of individuals testing positive for COVID in our community is increasing. We have employees impacted by contact tracing because someone in their family tested positive or their family member was exposed. In those cases, employees need to be quarantined in order to protect other staff members.
- Intercity Transit has an intense employee outreach program monitoring everyone's status, and we are actively engaged in helping employees return if they are able. If they are not, we are helping them navigate the system.

Carmody asked if there has been thought towards providing space in the new building for childcare for employees. Freeman-Manzanares said staff had given thought to that initially during the space planning phase and early in the design it was found that space on site was fairly tight so we were unable to accomplish that. She appreciates that line of thought, always and particularly now as employees are addressing childcare issues in this time of COVID.

Intercity Transit Authority Regular Meeting

July 15, 2020

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Melnick said it's important to convey to the public what is happening with the construction of the new building and that IT is doing everything possible to do what the public asked for when they voted for Prop 1. Also emphasize that we are using local contractors whenever possible. Freeman-Manzanares said management will see about getting the word out both internally to staff so they understand where we are as well as informing the public. This includes placing public notice at the job site.

AUTHORITY ISSUES

Cox said Lacey is closing in on finishing the 22nd Avenue Roundabout on College Street and it's going faster than originally thought. She recommends avoiding the Marvin Road Overpass at Hawk's Prairie because it's causing a lot of delays and that will continue through the end of July.

Gilman said the past six weeks has been an amazing journey of learning and questioning what he understands about race, white supremacy and about public safety. The City of Olympia is hosting four virtual town hall presentations around racial justice and the topics include Racial Justice and the Justice System; Racial Justice and Economic Opportunity; Racial Justice and the Healthcare System; and Racial Justice and the Education System. Gilman suggested the Authority include a conversation about equity, diversity, and inclusion at the next retreat.

Menser said the County Commissioners have had "excruciating" conversations centered on the budget. They made decisions, and then were threatened by elected officials into backtracking on some of those decisions, and completely stalemated on how to respond to that backtracking. The position between the three Commissioners is currently irreconcilable, and he predicts more severe and difficult funding cuts come fall and winter.

Sullivan said Tumwater is working through budget issues. The council reviewed the clinic plan and she is pleased to see all transportation items were already complete.

Carmody said Yelm is also working on budget items. She pointed out to the Yelm council that if the moratorium on evictions lifts we might be facing a lot of homelessness, and IT could see an increase in ridership.

Warner said there is a podcast entitled [The Olympia Standard](#) that includes a discussion about homeless issues from the side of both the landlord as well as someone who represents people being evicted.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:25 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

Pat Messmer
Clerk to the Authority

Date Approved: August 5, 2020

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

DRAFT

PERIOD DATES:		6/21/2020-7/4/2020		PAYDATE	7/10/2020	PERIOD DATES:		7/5/2020-7/18/2020		PAYDATE	7/24/2020
	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	83,018.03		IRS	FIT		EFT	72,436.37	
	MT		EFT	29,211.78	112,226.81		MT		EFT	26,645.58	99,081.95
					0.00						0.00
INS	D3/DI	Disability Ins		2,774.54	0.00	INS	A2	Met Life		10,420.54	
HEALTH	HE/HI/SP/TB	Health In1stN2ND		232,816.95	0.00	HEALTH	D3/DI	Disability Ins		2,784.08	0.00
							HE/HI/SP/TB	Health In1stN2ND		232,580.51	0.00
GARNISHMENT	GN	Garnish	CHECK last	559.43		GARNISHMENT	GN	Garnish	CHECK last	559.37	
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	10,310.00	10,310.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,103.11	10,103.11
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,504.49	9,504.49	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,682.54	8,682.54
GET	GT	G.Ed.Tuit	Check every	30.00		GET	GT	G.Ed.Tuit	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	57,842.99		401K	DC	Vgrd EE	Wire	52,616.52	
VANGUARD	DC	Vgrd ER	Wire	39,639.44	97,482.43	VANGUARD	DC	Vgrd ER	Wire	36,466.75	89,083.27
LOAN	L2	401k Ln#2	Wire	4,153.67		LOAN	L2	401k Ln#2	Wire	4,003.70	
LOAN	LN	401k Ln #1	Wire	5,716.63	9,870.30	LOAN	LN	401k Ln #1	Wire	5,788.32	9,792.02
		TTL VNGRD		107,352.73				TTL VNGRD		98,875.29	
LABOR INS	LI&LA	L&I	EFT Quarterly	27,290.68		LABOR INS	LI&LA	L&I - LA +LI +ER	EFT Quarterly	27,478.57	
ESD	CF&CL	WPFML	EFT Quarterly	4,151.12		ESD	CF&CL	WPFML	EFT Quarterly	3,798.93	
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.Inltlatn	Check last	108.75		UNION DUES	MI	Mac.Inltlatn	Check last	108.75	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	25.00	0.00		TF	Tx.Fr.Benefit	Employer	0.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	437.00		PROJECT ASSIST	PA	Proj.Assist	Check last	428.00	
PENSION	PN	PERS EE	EFT	78,966.15	0.00	PENSION	PN	PERS EE	EFT	73,654.28	0.00
STATE	PN	PERS ER	EFT	129,600.04	208,566.19	STATE	PN	PERS ER	EFT	120,860.63	194,514.91
PERS		TTL PERS		208,566.19		PERS		TTL PERS		194,514.91	
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	7,154.65		ICMA	RC	ICMA EE	WIRE	6,157.16	
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	3,446.72	10,601.37	ICMA	RR	ICMA ER	WIRE	2,738.04	8,895.20
		TTL ICMA		11,506.06	11,881.06			TTL ICMA		9,799.89	10,174.89
457 STATE	SD	457 ST EE	EFT	17,137.94		457 STATE	SD	457 ST EE	EFT	15,786.52	
DEFERRED	SR	457 ST ER	EFT	10,245.25	27,383.19	DEFERRED	SR	457 ST ER	EFT	9,549.87	25,336.39
AFLAC	ST&SS	AFLAC POST/PRE	EFT	7,521.70	7,521.70	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	7,508.94	7,508.94
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	642.00	
	UD	Un Dues	Check last	6,709.22			UD	Un Dues-BOTH PP	Check last	6,569.39	
	UI	Un Initlatn	Check last	0.00			UI	Un Initlatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax	Check last	3,608.00			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	304.00		UNITED WAY	UW	United Way	Check last	286.00	
WELLNESS	WF	Wellness	Check last	361.50		WELLNESS	WF	Wellness	Check last	360.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		680,773.53	680,773.53	DIRECT DEP.	NP	ACH Wire every		612,255.09	612,255.09
LIVE CHECKS		Paychecks		1,516.28		LIVE CHECKS		Paychecks - LIVE CHECKS		1,493.07	
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,176,018.70			TOTAL TRANSFER (tie to Treasurer Notifications)			1,068,852.75
		TOTAL PAYROLL*:		1,460,482.80				TOTAL PAYROLL*:		1,358,166.72	
GROSS WAGE		GROSS EARNINGS:		1,037,776.86		GROSS WAGE		GROSS EARNINGS:		949,912.78	
ER AMOUNT		EMPR MISC DED:		408,100.05		ER AMOUNT		EMPR MISC DED:		394,930.15	
MEDICARE TAX		EMPR MEDICARE TAX:		14,605.89		MEDICARE TAX		EMPR MEDICARE TAX:		13,322.79	
										0.00	
		PP14 Total			1,460,482.80			PP15 Total			1,358,166.72
								Total Payroll for July 2020			2,818,648.52
DIRECT DEP.		ACH WIRE TOTAL			701,087.02	DIRECT DEP.		ACH WIRE TOTAL		631,539.74	

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/1/2020

Thru Date: 7/1/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30491	7/1/2020	01624	ALLWEST TRANSPORTATION INC.	\$1,045.28	
30492	7/1/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$17,550.23	
30493	7/1/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$319.81	
30494	7/1/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$5,546.71	
30495	7/1/2020	05340	CAPITOL COURIER SERVICE	\$54.00	
30496	7/1/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$28.33	
30497	7/1/2020	07220	CUMMINS INC.	\$1,323.07	
30498	7/1/2020	10660	GILLIG LLC	\$1,569.15	
30499	7/1/2020	11250	HERITAGE - CRYSTAL CLEAN LLC	\$352.94	
30500	7/1/2020	11765	IT PETTY CASH	\$130.94	
30501	7/1/2020	12922	KTA-TATOR INC.	\$5,299.34	
30502	7/1/2020	13475	LEGACY TELECOMMUNICATIONS LLC	\$4,867.21	
30503	7/1/2020	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
30504	7/1/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30505	7/1/2020	14750	MULLINAX FORD OF OLYMPIA	\$615.70	
30506	7/1/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$112.93	
30507	7/1/2020	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
30508	7/1/2020	16888	REXEL USA INC.	\$295.38	
30509	7/1/2020	17505	RAINIER DODGE INC.	\$98.98	
30510	7/1/2020	17900	SCHETKY NORTHWEST SALES INC.	\$430.21	
30511	7/1/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,452.25	
30512	7/1/2020	18052	SHEA CARR & JEWELL INC.	\$2,812.00	
30513	7/1/2020	18530	STANDARD PARTS CORP.	\$35.52	
30514	7/1/2020	18651	STORMANS (LICENSING)	\$39.75	
30515	7/1/2020	18695	SUMMIT LAW GROUP PLLC	\$1,291.00	
30516	7/1/2020	18705	SUNBELT RENTALS INC.	\$3,569.36	
30517	7/1/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$14,976.65	
30518	7/1/2020	21660	THERMO KING NORTHWEST INC.	\$1,616.78	
30519	7/1/2020	21950	TITUS-WILL CHEVROLET	\$1,623.16	
30520	7/1/2020	22010	TOYOTA OF OLYMPIA	\$123.02	
30521	7/1/2020	23406	U.S. BANK NATIONAL ASSOCIATION	\$115.48	
30522	7/1/2020	23641	United States Treasury	\$71.00	
30523	7/1/2020	23660	UNITED WAY OF THURSTON COUNTY	\$602.50	
30524	7/1/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$21,507.07	
30525	7/1/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
30526	7/1/2020	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$90,854.55	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/10/2020

Thru Date: 7/10/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30528	7/10/2020	01905	AMERICAN PRODUCTS LTD	\$5,828.18	
30529	7/10/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,063.21	
30530	7/10/2020	03250	BATTERY SYSTEMS INC.	\$4,962.10	
30531	7/10/2020	06120	CITY OF OLYMPIA UTILITIES	\$4,672.27	
30532	7/10/2020	07350	CW JANITORIAL SERVICE LLC	\$15,462.54	
30533	7/10/2020	07620	DAVIS WRIGHT TREMAINE LLP	\$776.00	
30534	7/10/2020	09662	FERRELLGAS LP	\$1,670.60	
30535	7/10/2020	10477	GALLS PARENT HOLDINGS LLC	\$45.74	
30536	7/10/2020	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
30537	7/10/2020	10660	GILLIG LLC	\$540.39	
30538	7/10/2020	11048	HARGIS ENGINEERS INC.	\$435.00	
30539	7/10/2020	11331	HOME DEPOT U.S.A. INC.	\$113.45	
30540	7/10/2020	13373	LANG CAITLIN	\$123.00	
30541	7/10/2020	13475	LEGACY TELECOMMUNICATIONS LLC	\$748.30	
30542	7/10/2020	13601	LOCKE DIANN	\$110.00	
30543	7/10/2020	14160	MCMASTER-CARR SUPPLY CO.	\$198.12	
30544	7/10/2020	14590	MOHAWK MFG & SUPPLY CO.	\$292.72	
30545	7/10/2020	14750	MULLINAX FORD OF OLYMPIA	\$798.39	
30546	7/10/2020	15131	NGUYEN VAN	\$25.00	
30547	7/10/2020	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$709.14	
30548	7/10/2020	16595	PACIFIC POWER GROUP LLC	\$34.61	
30549	7/10/2020	16695	PATTISON WATER COMPANY	\$154.67	
30550	7/10/2020	16888	REXEL USA INC.	\$180.27	
30551	7/10/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,044.77	
30552	7/10/2020	17580	RECARO NORTH AMERICA INC.	\$428.57	
30553	7/10/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,150.97	
30554	7/10/2020	18530	STANDARD PARTS CORP.	\$257.99	
30555	7/10/2020	18651	STORMANS INC. (LICENSING)	\$66.00	
30556	7/10/2020	18940	TENNANT SALES AND SERVICE COMPANY	\$14.55	
30557	7/10/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$43.96	
30558	7/10/2020	21660	THERMO KING NORTHWEST INC.	\$3,300.04	
30559	7/10/2020	21950	TITUS-WILL CHEVROLET	\$1,019.13	
30560	7/10/2020	22010	TOYOTA OF OLYMPIA	\$123.54	
30561	7/10/2020	23576	UNG CHAE	\$2,700.00	
Total:				\$50,312.02	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/16/2020

Thru Date: 7/16/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30562	7/16/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
30563	7/16/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$58.49	
30564	7/16/2020	06040	CITY OF LACEY	\$1,029.69	
30565	7/16/2020	09662	FERRELLGAS LP	\$1,024.22	
30566	7/16/2020	10290	FUSION GRAPHIX	\$1,372.47	
30567	7/16/2020	10477	GALLS PARENT HOLDINGS LLC	\$211.49	
30568	7/16/2020	10580	GENE'S TOWING INC	\$108.70	
30569	7/16/2020	10607	GENUINE AUTO GLASS OF LACEY	\$312.02	
30570	7/16/2020	10660	GILLIG LLC	\$2,849.16	
30571	7/16/2020	11331	HOME DEPOT U.S.A. INC.	\$30.09	
30572	7/16/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$33.87	
30573	7/16/2020	13355	LAKEWOOD FORD	\$723.25	
30574	7/16/2020	14275	MCP INDUSTRIES	\$1,393.00	
30575	7/16/2020	14381	METLIFE	\$10,767.55	
30576	7/16/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30577	7/16/2020	14750	MULLINAX FORD OF OLYMPIA	\$816.64	
30578	7/16/2020	16654	PARKER CORPORATE SERVICES INC.	\$37,916.94	
30579	7/16/2020	17290	PUGET SOUND ENERGY	\$10,615.87	
30580	7/16/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,573.49	
30581	7/16/2020	18015	PARTNERS IN PREVENTION EDUCATION	\$59.90	
30582	7/16/2020	18530	STANDARD PARTS CORP.	\$367.36	
30583	7/16/2020	21660	THERMO KING NORTHWEST INC.	\$3,420.34	
30584	7/16/2020	21950	TITUS-WILL CHEVROLET	\$693.13	
30585	7/16/2020	22010	TOYOTA OF OLYMPIA	\$48.84	
30586	7/16/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
30587	7/16/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$64,932.26	
30588	7/16/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$13,984.81	
30589	7/16/2020	23641	United States Treasury	\$35.50	
30590	7/16/2020	24000	W. W. GRAINGER INC.	\$12.47	
30591	7/16/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
30592	7/16/2020	24750	WA ST GET PROGRAM	\$30.00	
30593	7/16/2020	24755	WA ST HEALTH CARE AUTHORITY	\$470,580.30	
Total:				\$625,673.16	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/22/2020

Thru Date: 7/22/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30594	7/22/2020	02060	AMERISAFE INC.	\$154.75	
30595	7/22/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$2,386.40	
30596	7/22/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$835.72	
30597	7/22/2020	04120	BUILDERS HARDWARE & SUPPLY	\$103.02	
30598	7/22/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$41.00	
30599	7/22/2020	06060	CITY OF OLYMPIA	\$29,123.78	
30600	7/22/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$98.30	
30601	7/22/2020	07220	CUMMINS INC.	\$698.85	
30602	7/22/2020	08765	ELTEC SYSTEMS LLC	\$1,787.06	
30603	7/22/2020	09862	FOREVER POWDER COATING	\$191.45	
30604	7/22/2020	10477	GALLS PARENT HOLDINGS LLC	\$858.45	
30605	7/22/2020	10607	GENUINE AUTO GLASS OF LACEY	\$202.16	
30606	7/22/2020	10660	GILLIG LLC	\$1,155.06	
30607	7/22/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
30608	7/22/2020	11331	HOME DEPOT U.S.A. INC.	\$119.52	
30609	7/22/2020	14750	MULLINAX FORD OF OLYMPIA	\$199.95	
30610	7/22/2020	15140	NISQUALLY TOWING SERVICE	\$382.86	
30611	7/22/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,184.20	
30612	7/22/2020	16490	HAROLD LEMAY ENTERPRISES	\$666.51	
30613	7/22/2020	17505	RAINIER DODGE INC.	\$433.59	
30614	7/22/2020	17760	ROSS AND WHITE COMPANY	\$228.14	
30615	7/22/2020	17900	SCHETKY NORTHWEST SALES INC.	\$478.83	
30616	7/22/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,468.77	
30617	7/22/2020	18530	STANDARD PARTS CORP.	\$530.18	
30618	7/22/2020	18540	STANTEC CONSULTING SERVICES INC	\$371,088.53	
30619	7/22/2020	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$500.00	
30620	7/22/2020	21880	THURSTON REGIONAL PLANNING COUNCIL	\$10,012.00	
30621	7/22/2020	21950	TITUS-WILL CHEVROLET	\$304.84	
30622	7/22/2020	21985	TOTAL FILTRATION SERVICES INC.	\$17.50	
30623	7/22/2020	22010	TOYOTA OF OLYMPIA	\$111.14	
30624	7/22/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$21,782.07	
Total:				\$453,144.63	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/23/2020

Thru Date: 7/23/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30626	7/23/2020	06045	CITY OF LACEY	\$216.00	
Total:				\$216.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/24/2020

Thru Date: 7/24/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30627	7/24/2020	06105	CITY OF OLYMPIA COMMUNITY PLANNING &	\$115,593.58	
Total:				\$115,593.58	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/29/2020

Thru Date: 7/29/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30628	7/29/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$17,528.61	
30629	7/29/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$4,053.83	
30630	7/29/2020	03250	BATTERY SYSTEMS INC.	\$451.10	
30631	7/29/2020	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$38.99	
30632	7/29/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$27.66	
30633	7/29/2020	07220	CUMMINS INC.	\$0.00	<input checked="" type="checkbox"/>
30634	7/29/2020	07534	DAMNEUM CHAR	\$399.00	
30635	7/29/2020	10660	GILLIG LLC	\$3,568.05	
30636	7/29/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$124,826.90	
30637	7/29/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$130.89	
30638	7/29/2020	11905	JANEK CORPORATION	\$164.10	
30639	7/29/2020	12620	KEYBANK NATIONAL ASSOCIATION	\$93.12	
30640	7/29/2020	12922	KTA-TATOR INC.	\$11,479.63	
30641	7/29/2020	14381	METLIFE	\$10,590.14	
30642	7/29/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30643	7/29/2020	14590	MOHAWK MFG & SUPPLY CO.	\$342.52	
30644	7/29/2020	14750	MULLINAX FORD OF OLYMPIA	\$449.23	
30645	7/29/2020	14760	MUNCIE TRANSIT SUPPLY	\$95.63	
30646	7/29/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$6,606.68	
30647	7/29/2020	16888	REXEL USA INC.	\$270.40	
30648	7/29/2020	16966	POINT & PAY LLC	\$99.35	
30649	7/29/2020	17861	SAMBA HOLDINGS INC.	\$116.14	
30650	7/29/2020	17900	SCHETKY NORTHWEST SALES INC.	\$833,984.52	
30651	7/29/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$436.00	
30652	7/29/2020	18530	STANDARD PARTS CORP.	\$99.69	
30653	7/29/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,963.28	
30654	7/29/2020	21660	THERMO KING NORTHWEST INC.	\$832.60	
30655	7/29/2020	21870	THURSTON COUNTY COUNCIL ON AGING	\$114.00	
30656	7/29/2020	21950	TITUS-WILL CHEVROLET	\$550.53	
30657	7/29/2020	21985	TOTAL FILTRATION SERVICES INC.	\$212.02	
30658	7/29/2020	22010	TOYOTA OF OLYMPIA	\$64.02	
30659	7/29/2020	23641	United States Treasury	\$35.50	
30660	7/29/2020	23660	UNITED WAY OF THURSTON COUNTY	\$590.00	
30661	7/29/2020	24030	WA ST AUDITOR'S OFFICE	\$3,901.95	
30662	7/29/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
30663	7/29/2020	24750	WA ST GET PROGRAM	\$30.00	
30664	7/29/2020	01805	AM BRANAM TOOLS INC.	\$1,085.08	
30665	7/29/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
30666	7/29/2020	01895	ECOLUBE RECOVERY LLC	\$765.35	
30667	7/29/2020	06120	CITY OF OLYMPIA UTILITIES	\$2,964.46	
30668	7/29/2020	07220	CUMMINS INC.	\$236.67	
30669	7/29/2020	10607	GENUINE AUTO GLASS OF LACEY	\$704.63	
30670	7/29/2020	11331	HOME DEPOT U.S.A. INC.	\$21.85	
30671	7/29/2020	18705	SUNBELT RENTALS INC.	\$1,951.59	
30672	7/29/2020	24100	WA ST DEPT OF ECOLOGY 1	\$1,976.00	
Total:				\$1,041,156.61	

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
11770 IT PROJECT ASSISTANCE										
00	2020 JUNE	DI	7/3/2020			877.00	877.00	877.00		877.00
11775 IT WELLNESS										
00	2020 JUNE	DI	7/3/2020			722.00	722.00	722.00		1,599.00

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
03927 Brown George										
00	06/30 RECOG CSH OU	DI	7/10/2020			20.00	20.00	20.00		20.00
14385 MESSMER PATRICIA										
00	JUNE 2020 REIMB.	DI	7/10/2020			10.40	10.40	10.40		30.40

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
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2020JUL	DI	7/17/2020			3,655.00	3,655.00	3,655.00		3,655.00
11925 JENKINS SHANNIE										
00	7/8/20 Reimb.	DI	7/17/2020			63.97	63.97	63.97		3,718.97
21901 TIMM GARY										
00	7/17/20 RecogCashOut	DI	7/17/2020			200.00	200.00	200.00		3,918.97

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
26181 WOLFE JASON										
00	07/24/20 Reimb	DI	7/24/2020			34.19	34.19	34.19		34.19

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
04175 Burnham Michael										
00	07/17/20 MIL REIMB.	DI	7/31/2020			46.58	46.58	46.58		46.58
11770 IT PROJECT ASSISTANCE										
00	2020 JULY	DI	7/31/2020			865.00	865.00	865.00		911.58
11775 IT WELLNESS										
00	2020 JULY	DI	7/31/2020			722.00	722.00	722.00		1,633.58
18198 Smart Richard										
00	SAFE DRIV PYMT	DI	7/31/2020			125.00	125.00	125.00		1,758.58

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: August 5, 2020

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Janitorial Services and Supplies Contract Renewal

-
- 1) **The Issue:** Renew the Janitorial Services and Supplies contract with CW Janitorial Service for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$234,948, including taxes.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In August 2019, CW Janitorial Service won Intercity Transit's contract for Janitorial Services and Supplies. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective September 1, 2020, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, and Amtrak Station. Tasks and requirements have been updated to reflect recent occupancy changes and significantly increase emphasis on disinfection of touchpoints, restrooms, and common areas.

In accordance with the contract terms, proposed renewal rates are increased as compared to the current contract term. This rate increase is due to increased cleaning product and disinfectant usage and costs, increased emphasis on disinfection due to Covid-19, increased paper product usage and costs, and a 12% increase in prevailing wage rates. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service's record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities, and recommends that the contract be renewed.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$234,948, including taxes.
- B. Defer Action. This alternative may result in a lapse of janitorial services and supply coverage at Intercity Transit facilities.

6) **Budget Notes:** The 2020 budget for Janitorial Services and Supplies is \$240,000. The adjusted contract rates will not result in an overage to the 2020 budget. The proposed 2021 budget allocation will accommodate the new contract amount.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal No. 3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: August 5, 2020

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: State Legislative Advocacy Services Contract Renewal

-
- 1) **The Issue:** Renew the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Foster Government Relations to renew the contract for State Legislative Advocacy Services for a period of one year in the amount of \$42,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. While this item represents an annual contract value of \$42,000, the total cumulative value of the contract for State Legislative Advocacy Services from September 2016 through September 2021 exceeds \$100,000.
-
- 4) **Background:** In September 2016, Foster Government Relations won Intercity Transit's contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the fourth one-year renewal. The annual contract amount remains the same as the original term.

Intercity Transit has been satisfied with Foster Government Relations' representation of its interests during the life of this contract. The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Foster Government Relations is approved.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to execute a contract amendment with Foster Government Relations to renew the contract for State Legislative Advocacy Services for a period of one year in the amount of \$42,000.
 - B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.
-
- 6) **Budget Notes:** The total annual contract value of \$42,000 for State Legislative Advocacy Services falls within the budgeted amount.
-
- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #4**
"Provide responsive transportation options within financial limitations."
-
- 8) **References:** N/A.
-

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: August 5, 2020

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Digital Radio Solution Sole Source Contract

-
- 1) **The Issue:** Purchase of digital radio equipment and related subscription service.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a sole source contract with Day Wireless to provide and install digital radio equipment on all coaches, DAL vans, maintenance vehicles, supervisor vehicles, and dispatch centers for a not-to-exceed cost of \$456,341 (excluding tax) as well as enter into a three year term contract for digital radio support services at a cost of \$3,906 per month.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve expenditures over \$100,000.
-
- 4) **Background:** Transit's CAD/AVL system installed in 2008 uses analog radio technology together with two leased radio towers to support our primary system for voice communications. The existing system has exceeded its useful life. Equipment for new vehicles is not available and the parts needed to service the equipment are no longer readily available. While our primary CAD/AVL communications project will use internet-based voice and data communications, Intercity desires to maintain a cost-effective communications option for redundancy and emergency use. This request would allow replacement of the existing analog radio system equipment and allow the agency to move forward with executing a communications service agreement that would provide desired communications redundancy without the need to maintain separate capital assets associated with traditional radio systems.

Communications technology has evolved significantly over the past decade. A subscription-based radio service, much like a cellular carrier agreement, is the preferred replacement strategy. It is a significantly more efficient approach as a redundant communications system. The opportunity to move toward this type of arrangement allows Intercity Transit to make the switch from owning and maintaining our radio network coverage infrastructure and instead utilize services provided by a firm that focuses on developing, maintaining and supporting a viable and workable digital radio solution for subscribers.

Intercity Transit field tested two different radio communication support systems for coverage and connection strength within our service area (including

Lakewood and Tacoma) and found that the service package offered by Day Wireless was superior. Our CAD/AVL consultant, IBI, also reviewed the proposed options and determined the Day Wireless solution would best satisfy our needs. Moreover, Transit received positive references from Labor and Industries and King County Metro confirming that the Day Wireless solution, coverage, service and equipment has worked successfully for them.

Technical analysis of service options available that meet our requirements revealed Day Wireless is the only solution provider capable of adequately servicing our PTBA. Transit advertised an intent to sole source this procurement, and although two inquiries were received, neither firm had the coverage or resources currently in place to compete with Day Wireless. The WA State Department of Health, Labor, and Industries similarly entered into a sole source agreement with Day Wireless.

The sole source service package Day Wireless offers is TRBOWest digital network access that uses Motorola hardware programed specifically for this network. The proposed turnkey solution includes 20 portable radios, 156 mobile radios, 4 workstations, and support equipment that will be installed, configured and tested on the Day Wireless network to ensure the entire system is operational and supported by a 3-year service agreement. The hardware comes with a five-year factory warranty. Useful life is considered 7 to 10 years. Staff has concluded the equipment and service package offered by Day Wireless will meet the communication needs of Intercity Transit and represents the best value in securing digital radio coverage.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a sole source contract with Day Wireless to provide and install digital radio equipment on all coaches, DAL vans, maintenance vehicles, supervisor vehicles, and dispatch centers for a not-to-exceed cost of \$456,341 (excluding tax) as well as enter into a three year term contract for digital radio support services at a cost of \$3,906 per month.
- B. Defer action and continue with existing analog radio infrastructure. Pursuing this alternative risks equipment failure eliminating our ability to communicate with our vehicles and staff in the field.

-
- 6) **Budget Notes:** Transit has budgeted \$10,000,000 for the CAD/AVL and communications enhancement project. The project anticipated the need for both a primary and secondary communications system as part of our system replacement. This expense falls within this budget.

-
- 7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 5-D
MEETING DATE: August 5, 2020

FOR: Intercity Transit Authority

FROM: Kerri Wilson and David Copley, Youth Program, 705-5855

SUBJECT: Walk N Roll Report

-
- 1) **The Issue:** To share the accomplishments of Intercity Transit's Walk N Roll Youth Education Program for the 2019-20 School Year and provide an overview of how the program adapted during the spring and summer due to COVID-19.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
-
- 4) **Background:** Youth education program staff would like to share their accomplishments from the 2019-20 school year, highlighting how the program adapted due to COVID-19. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. TAP funds (\$109,000 per year) have been secured for the 2021-2022 and 2022-2023 school year. Additionally, the Walk N Roll program secured TAP funding (\$129,000 per year for 4 years) through the 2026-2027 school year:
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The agency's youth education work is funded with one and three quarter's permanent FTE positions.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."
-
- 8) **References:** N/A.
-

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: August 5, 2020

FOR: Intercity Transit Authority

FROM: Jessica Gould, Grants Program Administrator, 360-705-5808

SUBJECT: 2020 Thurston Climate Mitigation Plan briefing

1) **The Issue:** Brief the ITA on the upcoming release of the *draft Thurston Climate Mitigation Plan*.

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

3) **Policy Analysis:** Intercity Transit is a stakeholder for implementation of the Thurston Climate Mitigation Plan (scheduled for adoption in the fall 2020).

4) **Background:** In Summer 2019, Thurston County and the cities of Lacey, Olympia and Tumwater began working with the Thurston Regional Planning Council to create a strategic roadmap for reducing climate polluting greenhouse gases. Intercity Transit staff was asked to participate in one of the five working groups that were formed of subject matter experts.

This briefing will give an overview of the soon-to-be released draft plan, explain the role of the working group that Intercity Transit staff was involved in (Transportation & Land Use), and identify what actions will likely be recommended for implementation by Intercity Transit. Staff wants to ensure all Authority members are aware of the plan and prepared for the draft release and public comment period.

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

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

7) **Goal Reference:** **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."*

8) **References:** [Thurston Climate Mitigation Plan webpage.](#)
