

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, September 16, 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 20.28.9](#), participation in this meeting will be through remote access only.

Join using your phone.

United States: +1 (408) 650-3123 / Access Code 907-610-245

(For supported devices, tap a one-touch number below to join instantly.)

- One-touch: <tel:+14086503123,907610245#>

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.

Public comments must be submitted by 12:00 p.m. on September 16, 2020.

Emailed comments and public hearing testimony will be provided to the Authority electronically prior to the meeting.

3) PUBLIC HEARING 15 min.

A. Draft 2019 Annual Report and 2020-2025 Transit Development Plan (*Rob LaFontaine*)

Public Hearing on the Draft Transit Development Plan - You may provide testimony on the public hearing by Email or Phone.

Submit testimony **by email** to pmessmer@intercitytransit.com. **Emailed testimony must be submitted by 4 p.m. on September 16, 2020.**

By Phone: Please register with the Clerk of the Board if you wish to testify by phone. Email your request to pmessmer@intercitytransit.com by 12:00 p.m. on September 16, 2020. **Please dial-in at least 15 minutes prior to the start of the meeting which begins at 5:30 p.m.**

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

4) APPROVAL OF CONSENT AGENDA ITEMS 1 min.

A. **Approval of Minutes:** August 5, 2020, Regular Meeting Minutes; and August 19, 2020, Regular Meeting Minutes

B. Payroll – August 2020: \$2,687,547.05

C. Accounts Payable - August: Warrant numbers 30673-30687, 30688-30722, 30724-30725, 30726-30780, 30781-30791, 30792-30822, 30824-30863, and 30864-30868 in the amount of **\$1,713,305.88**; Automated Clearing House Transfers in the amount of **\$6,002.30** for a monthly total of **\$1,719,308.18**.

5) NEW BUSINESS

A. Federal Advocacy Report (*Dale Learn, Gordon Thomas Honeywell*) **20 min.**

B. Conduent Maintenance Contract Extension (*Jeff Peterson*) **10 min.**

C. Public Transportation Agency Safety Plan (*Jason Hanner*) **20 min.**

D. Review Draft 2021 Budget and Set Public Hearing (*Suzanne Coit*) **30 min.**

6) COMMITTEE REPORTS

A. Thurston Regional Planning Council (Sept. 4) (*Carolyn Cox*) **3 min.**

B. Transportation Policy Board (Sept. 9) (*Clark Gilman*) **3 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.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: September 16, 2020**

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Public Hearing: Draft Annual Report & Transit Development Plan

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- 1) **The Issue:** Conduct a public hearing on the Draft 2019 Annual Report and 2020-2025 Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Receive and consider public comments regarding the annual update of the Transit Development Plan.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2019 Summary);
- b) Description of planned changes, if any, to services and facilities (2020-2025); and
- c) Operating and capital financing elements for the previous year (2019), budgeted for current year (2020), and planned for five years (2021 – 2025).

This year's update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on September 16, 2020, staff will request final adoption by the Transit Authority on October 7, 2020. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record.

Following adoption, the final step in the annual process will be to update the draft to final and distribute the 2018 Annual Report and Final 2020-2025 Transit Development Plan in accordance with RCW Section 35.58.2795

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

6) **Budget Notes:** The current draft TDP reflects approved service levels and projects from the 2020 Budget and projections that are currently “draft” pending approval of the ITA’s 2021 budget. The TDP simply reports on past and projected services and service levels. The development of next year’s budget will be accomplished later in 2020, when discussions on the annual update of the agency’s Strategic Plan takes place and assumptions in the TDP may be updated and would be reflected in the 2021 update.

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Process Timeline

2020 Timeline for TDP Process:

- **August 19** – Presentation of timeline to the ITA; public hearing authorization
- **August 20** – Post online for public comment
- **September 16 – Public Hearing**
- **October 7 – ITA Adoption**
- **October 8** – Distribution to WSDOT and jurisdictions

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
August 5, 2020

CALL TO ORDER

Chair Warner called the August 5, 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 20.28.8 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; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; David Copley; Katie Cunningham; Jessica Gould; Kevin Karkoski; Steve Krueger; Ally McPherson; Pat Messmer; Jeff Peterson; Curtis Prouty; Rob Rinehart; Nicky Upson; Daniel Van Horn; Kerri Wilson; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan 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 August 5, 2020.

No public comment was received.

INTRODUCTIONS

- A. Curtis Prouty, Dial-A-Lift Supervisor** (Kevin Karkoski)
- B. Rob Rinehart, Information Systems Supervisor** (Jason Aguero)

APPROVAL OF CONSENT AGENDA ITEMS

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

- 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**.

NEW BUSINESS

A. Janitorial Services and Supplies Contract Renewal. Procurement Coordinator, Katie Cunningham, presented for renewal the janitorial services and supplies contract with CW Janitorial Service for an additional year.

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.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to 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. State Legislative Advocacy Services Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented for renewal the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.

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.

It was M/S/A by Citizen Representative Pierce and Councilmember Cox to 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.

- C. Digital Radio Solution Sole Source Contract.** Procurement Coordinator, Jeff Peterson, presented the purchase of digital radio equipment and related subscription service.

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 TRBO West 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.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to 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.

D. Walk N Roll 2019-2020 Youth Education Program Update. Kerri Wilson provided an update on the Youth Education Program including highlights from the 2019-2020 school year and the adjustments made due to the pandemic.

During the school year, 275 students participated in the Rolling Classroom field trips, which included taking the bus to Mountain View Preschool where students received a tour of the bus. Through the Class Pass program, Intercity Transit provided field trip transportation to 482 students, which includes a classroom presentation to prepare students for the bus ride.

From September 2019 through March 2020, 2,860 youth and family participated in the Walk N Roll school event at different schools, and these events are also attended by the Lacey, Tumwater, and Olympia Police and Fire Departments. Other special guests also attend (the Mayors, City Councilmembers and Superintendents).

Intercity Transit provides support to the North Thurston and Tumwater School Districts through a Safe Routes to School Grant Program, which is referred to as Bikes in P. E. All fourth and fifth grade students learn bike skills (like how to safely ride a bike) in their P. E. class.

Two new programs were introduced, and a partnership was formed with the Olympia Police, Thurston County Target Zero and Safe Kids Thurston County. A grant in the amount of \$10,000 was received from State Farm to design and print traffic safety signs, and those signs will be distributed next spring targeting neighborhoods near school walk zones, starting first with Olympia schools. The other program is a Bike Rodeo Kit that includes a "how to" manual. The kit will assist schools and community organizations with bike rodeo events. However, this year all events have been canceled, although a couple of mini bike rodeos are planned for the City of Tumwater Summer Camp.

Many Walk N Roll programs were impacted by the pandemic including the School Bike Challenge which is coordinated along with the Bicycle Commuter Challenge. To keep kids engaged, however, Wilson partnered with Duncan Green to conduct a Scavenger Hunt and a Bike Bingo – both were well received.

Part of Walk N Roll is helping schools celebrate National Bike to School Day held in May, and to keep the spirit alive this year, Wilson partnered with the Olympia Police Department. Using chalk, they wrote inspirational messages on the sidewalks around the schools about walking and biking. The Rolling Storytime program was also canceled with the Lacey and Olympia Libraries. However, it was replaced with a virtual rolling story time. These videos include a story and a song provided by the library, and a short video filmed by staff, providing information about walking, biking and riding the bus. Still to come in August is a "meet a bus driver" video, and the final video includes a tour of IT's maintenance facility.

A series of videos were created starring “T-Rex” that teach bike, pedestrian and transit safety, and those videos are shared on IT’s social media. One of the videos was part of the Safe Kids Virtual Safety Fair. To encourage families to get outside to walk and ride bikes, Wilson created the “Where is T-Rex?” activity that is running the entire month of August. It’s a partnership with the cities, local organizations and businesses to hide T-Rex in windows, parks and community spaces around Olympia, Lacey, Tumwater and Yelm. When T-Rex is found, participants take a photo and are entered into a prize drawing. It just started last Saturday, and there have been 50 submissions so far.

Planning for the 2020-2021 School Year will look different with most schools returning remotely. Starting with the **Healthy Kids, Safe Streets Network**, the goal is to look at ways to provide active transportation safety information and encouragement for students still walking and biking to school to pick up their learning packets and lunches, and also to encourage active transportation as a form of physical activity. In September, Wilson is partnering with the **WET Science Center** to create an online and printed educational activity packet and a theme of transportation. Wilson is launching the **Safe Streets Ambassador** program in the fall and this is the revitalization of the Peace Car Pledge. They are anticipating an increased amount of traffic congestion around schools with parents driving their students to school which creates a hazard for students still walking and biking.

David Copley reviewed the Earn-A-Bike Program:

Earn-a-Bike 2019-2020

- There was low attendance for the fall classes which were all at the same school throughout the calendar year – 81 graduates in 2019 with 10 grads in the fall.
- Before the pandemic, a change in the format of classes was made so that we visited three schools in a year, one from each school district we serve, instead of one for the entire calendar year. We hope this change in format will help us have fully booked classes.
- Summer classes, which is offered through Olympia Parks and Recreation, are very popular. A fourth summer class session was added in 2019, and there were still slightly overbooked classes.

Bike MVP 2019-2020

- The winter 2019/20 Bike MVP (Mechanic Volunteer Program) consisted of graduates with the bikes they overhauled. The bikes they built will go to grads of the Earn-a-Bike program.
- Each Bike MVP grad puts in 20 hours of class time and another 20 hours of volunteering in the shop.
- Six of the nine Bike MVP participants completed their 20 hours of shop time when the shop was closed due to the pandemic.

- Many of our Bike MVP participants are former Earn-a-Bike grads.
- A couple of the Bike MVP's are continuing to come into the shop after their required hours are done. Some have brought in friends. The program is helping establish a youth presence in the shop.

Adapting the Walk N Roll Program

- We are adapting the Earn-a-Bike program to a remote learning model.
- We will recruit participants through local social service agencies and others we have partnered with through the van grants program. We will prioritize outreach to those with greatest needs through this approach.
- With remote learning we can reach farther, including Yelm, to support youth throughout the entire service area.
- When we are able to do classes again in person, these remote learning tools can still act as an educational resource for the community.
- The bike shop has remained closed in order to help protect our staff and volunteers.
- We had 1,699 hours of volunteering in 2019. Because of all this work, and since we didn't hold spring and summer classes, we have 168 bikes built. This will allow us to continue to offer classes (adapted to remote learning) for a year or more without needing to open the shop. A typical program year would require a maximum of 110 bikes.

The AmeriCorps member, Kate Fauver, just completed her year of service with Intercity Transit. Fauver performed in the T-Rex suit, as well as narrating and doing the video edited for the T-Rex education videos.

- E. 2020 Thurston Climate Mitigation Plan Briefing.** Jessica Gould, Grants Program Administrator, briefed the Authority on the upcoming release of the Draft Thurston Climate Mitigation Plan. In the summer of 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. Many individuals and groups also wanted to be involved. Outreach began in the summer of 2019 with an online survey.

The online survey allowed the public to weigh in on what they thought was most important and what the Climate Mitigation Plan should focus on. The public outreach effort led to the Development of Community-Wide Action Lists. These lists were narrowed down to 71 actions based on the ability to reduce locally produced greenhouse gas emissions, using a scenario analysis tool.

This list includes all actions that received a Total Priority Score of 3.5 or higher in the multi-criteria analysis, as well as top-ranking actions that address key strategies

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August 5, 2020

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identified as important by stakeholders and Steering Committee members. Actions were analyzed based on the identified criteria and scenarios were developed based on the adoption of those actions. The analysis is complete and the draft plan is expected to be released this month. The project schedule has been delayed due to COVID-19 but is still moving forward.

Five advisory working groups were formed around the following sectors:

Group 1 - Buildings and Energy with representation from construction companies, Olympia Community Solar, the Housing Authority and more.

Group 2 - Water & Waste advisory workgroups included individuals from Lott, Thurston PUD and Thurston County Environmental Health.

Group 3 - Cross-Cutting Actions group included representation from the colleges, students from OSD, the libraries, the Nisqually Tribe and Thurston EDC.

Group 4 - Agriculture & Forests had representatives from the Thurston Conservation District and the City of Olympia as well as the Evergreen State College.

Group 5 - Transportation and Land Use Advisory Workgroup consisted of WSDOT, Washington Department of Commerce, the Port of Olympia and Intercity Transit.

The groups met six times between fall 2019 and now. The groups all wanted a Plan that would be adopted and implemented. Climate Change is directly impacted by the amount of Greenhouse Gas Emissions that are being released into the environment.

The largest source of emissions is connected to the Built Environment which includes residential energy usage, industrial energy usage and commercial energy usage. Very small portions also originate with Agriculture and Waste.

This briefing focused on the 36% of Greenhouse Gas Emissions that are from passenger vehicles, heavy duty trucks and commercial vehicles. Transit is not pulled out specifically, but Intercity Transit's vanpool fleet is included with passenger vehicles and buses/ DAL's are included with heavy duty vehicles.

Gould reviewed "Phase 1" of the Climate Mitigation planning effort. As part of Phase 1, [TRPC researched and recommended](#) that the jurisdictions use the year 2015 as a common baseline year, and adopt the emissions reduction target:

- Achieve a 45% reduction of 2015 greenhouse gas levels by 2030
- Achieve an 85% reduction of 2015 greenhouse gas levels by 2050.

What resulted from the discussion with the Advisory Workgroup is for transit to be a part of that solution. There are the seven strategies developed for the Transportation & Land Use Advisory Group. All but Strategy 4 apply to the entire Transportation System while Strategy 4 elevates increasing the use of public transit is more specific to IT. Increasing the use of public transit helps the entire transportation system to be more efficient.

The criteria were adopted by the Steering Committee in October 2019. This provided a solid way to measure and rank the many recommended actions that were introduced by the public and by the Advisory Workgroups. All of those actions were ranked using the following criteria:

- **GHG reduction potential** = the annual quantity of greenhouse gas emissions (GHG) an action will avoid or sequester as of 2030. For example, one of the highest scoring action items with the most potential to reduce GHG emissions is to increase middle-density housing.
- **Speed of deployment** = how quickly can the action be implemented. Does it require legislative action? Does the technology exist? Is there a funding mechanism in place? For example, a fareless transit system ranked very high because it was implemented in 2020.
- **Control** = These actions are under the three cities or the County's jurisdiction or they can likely influence the implementer or create the necessary regulatory structure. A good example of an action that ranks high for control is congestion mitigation.
- **Co-benefits** include ecosystem health, social equity, economic benefits, climate adaptation and supports one or more of the regional goals. For example, the 20-minute neighborhood action ranks very high and has multiple co-benefits not only for the public but also to encourage walking, biking and transit use.

The actionable list that the Plan will ask IT to implement to help to reduce GHG emissions are ranked high according to the four criteria which are:

- Greenhouse Gas Reduction Potential
- Control
- Speed of deployment
- Co-benefits

IT's Strategic Plan and forward thinking by the Board already led to the fareless system. We are actively working on T4.1 and T5.4.

The draft plan will be out for review in late August/early September. An online version of an open house will also be held in September. This plan is the first step and there will have to be many more discussions and conversations toward achieving the goals. The general feeling among stakeholders is it is more important

to get a strategy in place and work started than to have every detail exactly worked out.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

- The Maintenance staff have been experimenting with Renewable Diesel at 10% or R-10. They will share findings about their experimentation at a later date.
- The five-year Zero-Fare Demonstration Project garnered some attention nationally, and Freeman-Manzanares had the opportunity to present at a National Users Conference and at an APTA conference last week.
- Our construction contractor is expected on site at Pattison and Martin Way around August 17th. Staff has been working diligently to ensure we are prepared and can continue to provide service to the community while a portion of our site is under construction. We anticipate construction will take place over the next three years.
- A contract was signed to construct 14 bus stop pads, located throughout our service area, but focus primarily on our newer Route 65 and addressing changes at SPSCC. We anticipate the work will begin mid to late August and will be complete late September.
- There are plans to restore some additional service with the September 20, 2020, service change. We are adding service to Routes 13 and the 94 and adding The One to off-set overcrowding on Route 62.
- We received proposals for the new CAD/AVL - Computer Automated Dispatch/ Automatic Vehicle Location System and are in the review process. Staff will bring this before the Authority this Fall.
- There is a Puget Sound Passenger-Only Ferry Study Webinar on August 20, 2020, from 1:30 p.m. to 3 p.m. They will share survey results and preliminary study findings. Visit the [Passenger-Only Ferry Study webpage](#) or to [register for the webinar](#).

AUTHORITY ISSUES

Gilman said the City received another month's sales tax revenues and found the impact on City revenue is much less than anticipated although it doesn't mean the impact isn't really hard on brick and mortar retail, restaurants and bars in particular. Olympia is beginning another round of facilitation and direct assistance to those establishments, and a lot of energy is being focused on downtown.

Menser said as part of the County budget the Commissioners added in support for a Thurston Climate Action Team proposal to launch a clean energy program to coordinate programming for clean energy upgrades, and be ready for stimulus money to support climate goals, and they are asking for \$150,000 divided between four major jurisdictions. Thurston County committed their quarter of that contingent on at least

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two other jurisdictions contributing, so there is over \$100,000 collectively to launch the program.

Menser said a big piece of what's in the Climate Mitigation Plan is local land use policy, and he believes the County, more than any other jurisdiction, holds the key to that because cities will develop in their natural way, but it's the County holding the line on gross management principles that will continue to create greater density, greater transportation efficiency, and a series of other goals connected to gross management policy. He is asking for help from the jurisdictions in getting the message to the public the fundamental policy of gross management.

Pierce thanked all of the staff who work behind-the scenes to make the virtual/remote ITA meetings run smoothly.

Sullivan said the City of Tumwater is working on their Climate Mitigation Plan and on their Forest Canopy, and how to maintain and manage their tree canopy within the city.

Cox said the Exit 111 Interchange is now open. There was a delay finishing the College Street and 22nd Avenue roundabout because of staff issues and obtaining final materials due to the pandemic situation. However, construction is expected to be finished by the end of next week.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:03 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 16, 2020

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
August 19, 2020

CALL TO ORDER

Chair Warner called the August 19, 2020, meeting of the Intercity Transit Authority to order at 5:31 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 20.28.8 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; and Citizen Representative Sue Pierce.

Members Excused: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Katie Cunningham; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

It was M/S/A by Councilmembers Cox and Sullivan 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 August 19, 2020.

No public comment was received.

APPROVAL OF CONSENT AGENDA

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

- A. Surplus Dial-A-Lift Vehicle #513:** Declared Dial-A-Lift (DAL) Vehicle #513 as surplus. *(Katie Cunningham)*

NEW BUSINESS

- A. Donation of Surplus Computers.** Procurement Coordinator, Katie Cunningham, presented for approval donation of 27 surplus laptop computers for use by local school districts.

In March 2020, the Authority approved a group of surplus items which included twenty-seven laptop computers. In recent weeks, discussions with the school community and non-profit groups have revealed a need for computer equipment for students during the upcoming school year. As local school districts will begin the school year with distance learning educational models, many students are in need of computers to successfully complete their schoolwork. Together!, a local non-profit organization, currently has a laptop program in which they distribute donated laptops to local school districts. While the computers approved for surplus in March were originally planned to go to state surplus, Intercity Transit is interested in donating these computers to Together! for distribution to local students.

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to approve donation of 27 surplus laptop computers to Together! for distribution to students enrolled in local school districts.

- A. Schedule a Public Hearing on the Draft Transit Development Plan.** Freeman-Manzanares addressed the Authority and said, "There has been no trend established thus far in terms of the agency's revenue, which is primarily sales tax, during the pandemic so much is still unknown. As we report on our long-range financial plan, the Transit Development Plan, and move into developing the budget, we need to pick a course and plan based on that. For planning purposes, we are project that sales tax revenue stays the same year over year for 2021. We are looking to return to our pre-COVID service levels in March 2021. If circumstances are such that we can return earlier, we will have that conversation with the Authority and, if our finances are such that we can support that, we will certainly look to do so. Our finances thus far have been supported by Cares Act funding, and we are hoping to receive additional Cares Act funding, however, the decision on that seems pretty far away right now."

"Sales tax, thus far has remained above our budgeted figures. We recognize that our plan to return to service might be aggressive, but having it in our long-range financials and identifying that in our budget allows us flexibility in responding to this situation we find ourselves in. We, and our passengers would like us to return to service as soon as possible but that of course is dependent upon the course of the pandemic and outcomes related to that."

"Our assumption, pending our financial situation, is that we will continue to move forward with the expansion efforts, as approved in our long-range plan, beginning

in September 2021. We are acting conservatively in terms of positions and projects and are still moving forward with critical projects such as Pattison and CAD/AVL among other projects.”

Planning Manager, Rob LaFontaine, provided a background of the TDP, which is a state requirement to provide a six-year forecast of changes to service, facilities and equipment, which is usually due to WSDOT September 1, however, this year, an extension has been approved. The purpose of the TDP is to describe how a transit agency will achieve State goals for public transit service. *Statistics for 2019 include:*

- Fixed Route
 - 24 new coaches
 - 3 expansions of service (+13%)
 - Ridership was up 7%
 - Introduction of The Route One (*BRT Light*)
- OTC Expansion
- Paratransit ridership up 10%
- Vanpool remained stable with 181 organized groups
- Village Vans ridership increased to 63%
- Implemented Zero-Fare – a five-year pilot project

The six-year look ahead associated with the annual update of the TDP includes the 2020 budget year and projections for 2021 through 2025.

2020 [Budgeted Year]

- Respond to COVID-19 pandemic
- Restoration Service

2021

- March, resume 100% fixed route service
 - This assumption is contingent upon the state of the COVID-19 pandemic and available resources.
- September 2021 – expand Route 94 frequency
- DAL increase of 10%

2022

- 1st innovative service zone
- Yelm Express
- DAL increase of 5%

2023, 2024, 2025

- Night Owl
- 2nd innovative service zone – introduction of transit service into potentially huge geographic areas, particularly the zones within the PTBA that might have poor

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or limited fixed-route service. This would be looking at something along the lines of on-demand service.

- PM span – another element of the long-range plan that identifies fixed-route service running around 11 p.m. hour or later.
- DAL increase of 4% per year

The TDP Timeline:

- **August 19** – Presentation of timeline to the ITA; public hearing authorization
- **August 20** – post online for public comment
- **September 16 – Public Hearing**
- **October 7 – ITA Adoption**
- **October 8** – distribution to WSDOT and jurisdictions

LaFontaine requested to set a Public Hearing on September 16, 2020, for the purpose of receiving and considering public comments on the 2019 Annual Report and 2020-2025 Transit Development Plan (TDP).

It was M/S/A by Councilmembers Sullivan and Carmody to schedule a public hearing on September 16, 2020, for the purpose of receiving and considering public comments on the 2019 Annual Report and 2020-2025 Transit Development Plan.

B. Equal Employment Opportunity Program – Overview and Utilization Analysis.

Director of Administrative Services, Heather Stafford-Smith, briefed the Authority on the Agency's Equal Employment Opportunity (EEO) Program and recent applicant and employee utilization analysis.

Federal Transit Administration (FTA) grant recipients are required to carry out FTA's Equal Employment Opportunity requirements and prepare EEO Programs.

Intercity Transit follows the Federal Transit Laws, ensuring that its recipients do not engage in employment discrimination: *"A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age."*

An updated program plan, including an annual utilization analysis and program goals, must be submitted to FTA every four years for review and approval. Additionally, the program is evaluated as part of the FTA Triennial Review.

Stafford-Smith said Intercity Transit states our commitment to Equal Opportunity for all applicants and agency employees in agency policy: *"Intercity Transit will recruit, train, and promote into all job levels without regard to race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, the use of a*

trained dog guide or service animal, sexual orientation, gender identity, genetic information or veteran status.”

The FTA is responsible for ensuring that its recipients do not engage in employment discrimination: *“A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age.”*

The FTA requires all applicants, recipients, subrecipients, and contractors who employ 100 or more transit-related employees, and requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year to prepare and implement all of their EEO Program elements, and submit an updated EEO Program every four years.

EEO program elements include:

1. Statement of Policy.
2. Plan for dissemination both internally and externally.
3. Designation of appropriate personnel responsible for carrying out the EEO Program, including the designation of an EEO Officer.
4. Utilization analysis.
5. Goals and timetables to correct identified areas of underutilization or concentration.
6. Assessment of an agency’s employment practices.
7. Plan for monitoring and reporting on the EEO Program.

Intercity Transit’s EEO program and utilization reports are included in the Triennial Audit, in addition to preparing a new EEO Program every four years for FTA approval.

The FTA requires transit agencies to compare their internal demographics to county availability, in nine separate job categories – including categories such as laborers, craft workers, administrative support workers, and executive/senior level managers. Intercity Transit prepares these utilization reports quarterly, or in preparation for a recruitment.

Stafford-Smith shared several slides showing county, agency, and Operator data by gender. The data indicates women are under-represented in our agency. According to this data, women represent 49% of the county population, and only 27% in our agency, and the same as a percentage of operators. The county percentages given include all age ranges and includes those that are not available to work (such children and the elderly). We are not able to utilize information to compare those that are considered employable to our agency data.

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Stafford-Smith shared pie charts showing county, agency, and Operator data by race. This is the data Intercity Transit looks at as we plan each recruitment to strategize about how to attract applicants from under-represented groups.

For illustrative purposes, Stafford-Smith shared information from the 2019 Operator recruitment campaign and selection process, because it was the largest pool of hires – almost 100 new Operators were hired in 2019.

Recruiting for some of the positions can be challenging. Stafford-Smith used the Operator position as an example. Candidates are applying for positions where they will work non-traditional hours such as split shifts, early mornings, late nights, or often split days off. In the 2019 outreach and recruitment campaign, staff focused efforts on more non-traditional ways to connect with possible applicants to attract an even more diverse pool of applicants and a greater volume of applicants. Examples of traditional and non-traditional outreach efforts are:

1. CDS Driving School - CDL training school, veterans can use their GI bill at CDS, hired several from the school, including a trainer.
2. Lacey Spring Fun Fair
3. Nisqually Valley BBQ Rally
4. South Sound BBQ Festival
5. Lacey Veteran's Resource Hub
6. Partner with Yelm Rotary to deliver food to low income families in IT re-useable bags with information about how to apply for employment opportunities at IT
7. Find Work Fridays at Work Source
8. Economic Investment Initiative Job Fair (veterans, spouses, public at SPSCC)
9. Kaiser Permanente presentation to community resources group
10. Hawks Career Center Career Fair
11. Mason County Career Expo
12. Warriors and Spouses to the Workforce (Hire a GI)
13. National Armory Career Fair
14. JBLM job fairs on a special invite list for career
15. Call anyone with an incomplete application to offer help/assistance
16. Provide in-person assistance to complete the job application
17. Send personalized emails and call individuals who signed in at our booth/table
18. Employee referrals. Almost 20% of our applicants were referred by these referrals and we hired several of our security guards using this method.
19. Always recruiting – passing out our cards at restaurants, etc., and employee connections at other events (i.e. Chamber events).

Once an Operator application has been received:

- All applicants are invited to a skills assessment that includes a customer service video test produced by an industrial psychology company and has been validated (job specific) and has no disparate impact on applicants.

- Those who pass are invited to an interview and participate in a practical fit evaluation which is performed on the bus, performing job specific activities.
- From there, the finalists go through a criminal background and driving history check.
- Staff conducts reference checks with prior employers and require pre-employment drug screenings prior to hire.

Intercity Transit strives to be even better and will utilize all of the data available to make informed, strategic decisions about how to recruit and how to treat applicants and our employees.

C. Operator Training Program, Rules of Conduct Policy OP-5511 and the “Respect the Ride” Campaign. Operations Director, Emily Bergkamp, briefed the Authority on the types of training Operators receive and reviewed when and how the agency addresses prohibited passenger conduct.

Bergkamp explained Operator training focuses on safety and customer service, with customer service being a top priority.

An important training tool used when providing training to the Operators is Intercity Transit’s video system. Each bus is equipped with a video camera, and video is a tool that continuously improves the customer experience. Events on the buses trigger a review of video, and the Operations Supervisors meet with Operators to review the events as an opportunity to mentor them on what well, what didn’t go well and things they could do differently.

Newly hired Operators receive eight weeks of extensive training. Two Operations Trainers plan, develop, coordinate, promote and conduct training for the entire Operations Department. There are five core trainers who are veteran, full-time Coach Operators. Bergkamp shared and reviewed several of the 15 elements within that training program. New hires spend the first two weeks of training in the classroom going over these elements, then spend two weeks in service with a Route Instructor, and CDL testing occurs at the end of week four. There is an additional four weeks of road driving where they focus on CDL driving and the final two weeks of training the new hires actually drive in revenue with a Route Instructor.

Yearly Operator refresher training is conducted, which is one full day every year, with rotating topics which include several topics they received as new hires. This refresher training includes active threat response, communication skills, coping with stress, courtesy and sensitivity, de-escalation training focused on improving relationships with the customers, increasing confidence in handling difficult situations that arise, etc. Newly added topics include spill response and the different dynamics dealing with youth ridership. Operators appreciate these refresher trainings because it gives them a sense of rejuvenation being able to spend

time with fellow Operators – people they only see for a few minutes during the course of the normal work schedule.

Bergkamp covered the Rules of Conduct. The Operator is the first point of contact when riders step aboard either a Coach or Dial-A-Lift van. They are tasked with the responsibility of maintaining a safe operating system, therefore, Operators must be aware of the Rules of Conduct.

The Washington State Transit Insurance Pool (WSTIP) developed resource documents to assist transit agencies to enact Rules of Conduct and other transit specific policies as a best practice. WSTIP commissioned the creation of a Rules of Conduct resource document prepared by Ann Mitchell, Attorney, of the Christie Law Group in Seattle, Washington.

Intercity Transit Rules of Conduct policy provides:

- A baseline for appropriate passenger conduct.
- The basis for an effective Transit Exclusion policy.
- Governance on how a passenger would be excluded from service.
- Provisions for the basis of exclusion, and a method of appeal.
- Regulations of public communications on Intercity Transit's premises, in regard to permitting.

Article I – Introduction: The Rules of Conduct are intended to regulate conduct occurring with Transit employees, on Intercity Transit vehicles, within or upon Intercity Transit facilities and properties, and in connection with Intercity Transit's provision of public transportation services.

Article III – Regulation of Conduct: Outlines prohibited conduct on Intercity Transit vehicles, within or upon Intercity Transit facilities or property, and in connection Intercity Transit's provision of public transportation services.

Any person engaging in prohibited conduct may be restricted in the use of Intercity Transit's vehicles, facilities, or properties by Intercity Transit personnel. As an example, Bergkamp referred to A.32.a-d: Committing any act which tends to create or incite, or creates or incites, an

- (a) immediate breach of peace, including, but not limited to,
- (b) fighting,
- (c) racing,
- (d) obscene language and noisy or boisterous conduct tending to cause a breach of the peace, and
- (e) personally abusive epithets or words or language of an offensive, disgusting, or insulting nature, which epithets, words, or language when addressed to the ordinary citizen are, as a matter of common knowledge, inherently likely to provoke a violent reaction of fear, anger, or apprehension;

In order for transportation to be accessible to all, it requires making sure riders feel comfortable aboard the buses. Riders who engage in prohibitive conduct on the buses may be excluded from the system for a period of time. However, these riders have the right to an appeal. Bergkamp reviewed that process:

- Within 15 calendar days of an exclusion, an excluded person (or their representative) may appeal in writing or by phone to Director of Operations for a review of the exclusion.
- There are instances when exceptions may be made to the 15-calendar day written appeal.
- A written decision shall be rendered by the Director of Operations within 20 calendar days after Intercity Transit's receipt of the appeal.

Bergkamp explained the difference between Exclusions and Trespasses.

Exclusions: In the event of a breach of prohibited conduct, a rider may be issued an exclusion for a certain period of time (i.e. a week or month). Exclusions are issued by Operations Supervisors or the Customer Service Manager and Supervisor. They are generally responding to events reported by Operators that occurred on the bus.

Trespasses: In the circumstance of an assault, IT works with law enforcement to issue trespasses to ensure the safety of Operators and passengers. Law enforcement issues the trespasses.

Bergkamp said IT does not collect ethnicity or racial information during the exclusion or trespass process, however, there is an attempt to take photos of excluded/trespassed individuals. Staff took a close look at this when a Public Records Request was made asking for the racial make-up of those people. The results of those findings:

Those trespassed:

- 33% appeared to be non-white or people of color
- 67% appeared to be white

Those excluded:

- 38% appeared to be non-white or people of color
- 62% appeared to be white

Relevant data to include in the above numbers is related to a customer satisfaction survey completed in 2015 showed of all riders surveyed, 65% identified as white; 35% identified as non-white. Another survey conducted in 2008 showed of all riders surveyed, 73% identified as white while 27% identified as non-white.

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Bergkamp said many times there are reoccurring issues that take place on the buses and from that, the Marketing and Communications staff created the “Respect the Ride” campaign. Marketing Coordinator, Ally McPherson, attended an Operator Committee meeting and received input on what the most common issues are that Operators experience daily. From that, McPherson created six different messages made into signage and AVA announcements for use onboard the buses as reminders to riders on how to conduct themselves. Examples:

1. Be respectful and use family-friendly language while onboard.
2. Please keep your voice, music and phone conversations low.
3. Save the front seats for people who need them.
4. Have a destination when you get onboard.
5. For your safety, please don't sleep while onboard.
6. Please ensure your personal items aren't taking seats away from other passengers.

Bergkamp noted that Example 5 - sleeping onboard - is more about safety. If the bus were to make a turn or hard stop, a person sleeping could easily fall off or out of their seat.

Gilman suggested adding a message specific to this moment in history about being specifically inclusive and anti-racist. He would value an unconditional welcome to all passengers.

COMMITTEE REPORTS. No reports. Thurston Regional Planning Council and Transportation Policy Board did not meet the month of August.

GENERAL MANAGER'S REPORT

- Sales tax reported in July for May 2020 was 10.93% year-over-year. Despite negative results for March and April, we remain in the positive column having received approximately \$290,000 more than budgeted.
- Intercity Transit received an \$11,345,700 grant through the Federal Transit Administration's Bus and Bus Facilities program for the renovation and modernization of our maintenance building. Applying for grants is a team effort, however, Freeman-Manzanares recognized Eric Phillips and Jessica Gould, in particular, for their outstanding work in achieving this funding and this recognition. Intercity Transit was the highest awardee in Washington State, and one of the highest awardees in the nation. Other systems are requesting our application materials because we have been so successful. Staff continues to look for grant funding opportunities.

Intercity Transit's good news was featured on [King 5 News](#) (Password: King5)

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- Intercity Transit is in the process of developing applications for the State Regional Mobility Grant and consolidated grants to assist with the purchase of Dial-A-Lift (DAL) vehicles, and further pursuing the creation of the BRT.
- July 2020 fixed route ridership was 99,725. That is a 67.8% decrease from July 2019 ridership of 319,418 boardings. This decrease in ridership is not surprising, and we are not judging success or failure by these numbers. It is in response to COVID-19, and workplaces and social opportunities remain closed or are limited, and our ridership is reflected in those numbers.
- July 2020 DAL ridership was at 5,616. That is about 55% of what it was in July 2019 (12,405).
- Intercity Transit provided 2,439 Advanced Reservation trips in July 2020. The Advanced Reservation System was created in 2020 in response to the pandemic.
- Intercity Transit responded to the early morning fires on August 10, 2020, that are assumed to be arson. Intercity Transit provided shelter to those individuals who were displaced during that tragic event.
- The Pre-Construction Meeting with the City of Olympia for the Administration, Operations, Fuel, Wash, Facilities and Youth Education building (Pattison Street Project) was conducted on August 10, 2020, and the contractor was onsite officially as of August 17.
- The Olympia Transit Center and the Lacey Transit Center painting projects will be complete in the next two to three weeks. The painting contractor has begun work on the Amtrak Centennial station.
- The planned interior update of the original 26-year old Olympia Transit Center has begun, which includes repurposing some space, painting, installing new flooring, and ordering new furniture to match the new OTC.
- Staff completed another phase of the review, which was the initial interview phase for our CAD/AVL replacement. This is a big procurement, so staff is taking the time needed to thoroughly evaluate the solutions and will go before the Authority sometime this Fall requesting approval.
- Freeman-Manzanares shared an article from The Olympian on the T-Rex Project, which is part of IT's Walk and Roll program. Here's the link to: [Another Thing to Fear? T-Rex Offering Family Fun and Lessons Using the Bus.](#)

AUTHORITY ISSUES

Gilman said the City of Olympia continues to “grind” along trying to address the multiple crisis. He noted how much he appreciates attending the Authority meetings, and acknowledged the thorough reports presented this evening.

Melnick appreciated this evening’s presentations. It reminded him of what an impressive organization Intercity Transit is.

Sullivan reminded everyone of the multiple construction projects taking place in Tumwater, thus creating many detours within the city.

Sullivan thanked Freeman-Manzanares for the great presentation she gave to the Tumwater City Council on the COVID-19 response. It was well received.

Cox happily reported the traffic circle at 22nd Avenue and College is now complete.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

Pat Messmer
Clerk to the Authority

Date Approved: September 16, 2020

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

PERIOD DATES:		7/19/2020-8/1/2020		PAYDATE		8/7/2020		PERIOD DATES:		8/2/2020-8/15/2020		PAYDATE		8/21/2020	
	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	71,776.15		IRS	FIT			EFT		72,267.13			
	MT		EFT	26,362.98	98,139.13		MT			EFT		26,328.76	98,585.89		
					0.00								0.00		
INS	D3/DI	Disability Ins		2,662.57	0.00	INS	A2	Met Life				10,253.47			
HEALTH	HE/HI/SP/TB	Health In1stN2ND		230,606.36	0.00	HEALTH	D3/DI	Disability Ins				2,619.38	0.00		
							HE/HI/SP/TB	Health In1stN2ND				230,691.50	0.00		
GARNISHMENT	GN	Garnish	CHECK last	527.81		GARNISHMENT	GN	Garnish		CHECK last		524.07			
CHILD SUPPORT	CS	DSHS	EFT	1,583.12	0.00	CHILD SUPPORT	CS	Child Support		EFT		1,583.12	1,583.12		
					0.00								0.00		
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,086.28	10,086.28	DIRECT DEPOSIT	D1	D.Dep. #1		ACH WIRE every		10,033.48	10,033.48		
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,424.53	8,424.53	DIRECT DEPOSIT	D2	D.Dep. #2 & #3		ACH WIRE every		8,429.46	8,429.46		
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	469.00	469.00	HEALTH SAVING	HS	Health Svgs		ACH Wire every		469.00	469.00		
401K	DC	Vgrd EE	Wire	52,393.33		401K	DC	Vgrd EE		Wire		52,471.93			
VANGUARD	DC	Vgrd ER	Wire	36,471.62	88,864.96	VANGUARD	DC	Vgrd ER		Wire		36,369.67	88,841.60		
LOAN	L2	401k Ln#2	Wire	4,003.70		LOAN	L2	401k Ln#2		Wire		3,930.19			
LOAN	LN	401k Ln #1	Wire	5,560.21	9,563.91	LOAN	LN	401k Ln #1		Wire		5,663.20	9,593.39		
		TTL VNGRD		98,428.86				TTL VNGRD			98,434.99				
LABOR INS	LI&LA	L&I	EFT Quarterly	28,190.44		LABOR INS	LI&LA	L&I -LA +LI +ER		EFT Quarterly		27,490.77			
ESD	CF&CL	WPFML	EFT Quarterly	3,755.52		ESD	CF&CL	WPFML		EFT Quarterly		3,750.52			
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,809.24		MACHINISTS	MD	Mch.UnDues- 164 PEREE		Check last		1,809.51			
UNION DUES	MI	Mac.Inltlatn	Check last	0.00		UNION DUES	MI	Mac.Inltlatn		Check last		0.00			
	MS	Payroll Corr check		0.00			MS	Payroll Corr check				0.00			
	TF	Tx.Fr.Benefit	Employer	0.00	0.00		TF	Tx.Fr.Benefit		Employer		25.00	0.00		
PROJECT ASSIST	PA	Proj.Assist	Check last	422.00		PROJECT ASSIST	PA	Proj.Assist		Check last		418.00			
PENSION	PN	PERS EE	EFT	72,918.38	0.00	PENSION	PN	PERS EE		EFT		72,142.96	0.00		
STATE	PN	PERS ER	EFT	119,639.53	192,557.91	STATE	PN	PERS ER		EFT		118,413.50	190,556.46		
PERS		TTL PERS		192,557.91		PERS		TTL PERS			190,556.46				
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	6,079.09		ICMA	RC	ICMA EE		WIRE		6,069.83			
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	2,735.93	8,815.02	ICMA	RR	ICMA ER		WIRE		2,709.79	8,779.62		
		TTL ICMA		9,719.71	10,094.71			TTL ICMA			9,684.31	10,059.31			
457 STATE	SD	457 ST EE	EFT	15,778.98		457 STATE	SD	457 ST EE		EFT		15,787.99			
DEFERRED	SR	457 ST ER	EFT	9,455.39	25,234.37	DEFERRED	SR	457 ST ER		EFT		9,439.18	25,227.17		
AFLAC	ST&SS	AFLAC POST/PRE	EFT	7,163.73	7,163.73	AFLAC	ST&SS	ShTrmDisab-AFLAC		EFT		7,051.83	7,051.83		
ATU	UC	Un COPE	Check 1st	154.00		ATU	UC	Un COPE		Check 1st		-			
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP		Check last		609.00			
	UD	Un Dues	Check last	6,428.41			UD	Un Dues-BOTH PP		Check last		6,426.97			
	UI	Un Initlatn	Check last	0.00			UI	Un Initlatn- 100.00 PEREE		Check last		0.00			
	UT	Un Tax	Check last	3,411.20			UT	Un Tax IST PP		Check last		0.00			
UNITED WAY	UW	United Way	Check last	295.00		UNITED WAY	UW	United Way		Check last		277.00			
WELLNESS	WF	Wellness	Check last	354.50		WELLNESS	WF	Wellness		Check last		354.50			
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		613,039.90	613,039.90	DIRECT DEP.	NP			ACH Wire every		605,079.18	605,079.18		
LIVE CHECKS		Paychecks		1,444.41		LIVE CHECKS		Paychecks - LIVE CHECKS				1,444.47			
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,063,638.42			TOTAL TRANSFER (tie to Treasurer Notifications)					1,065,509.89		
		TOTAL PAYROLL*:		1,345,313.00				TOTAL PAYROLL*:				1,342,234.05			
GROSS WAGE		GROSS EARNINGS:		938,954.96		GROSS WAGE		GROSS EARNINGS:				937,798.22			
ER AMOUNT		EMPR MISC DED:		393,176.55		ER AMOUNT		EMPR MISC DED:				391,271.45			
MEDICARE TAX		EMPR MEDICARE TAX:		13,181.49		MEDICARE TAX		EMPR MEDICARE TAX:				13,164.38			
												0.00			
	PP16 Total				1,345,313.00		PP17 Total						1,342,234.05		
								Total Payroll for August 2020					2,687,547.05		
DIRECT DEP.		ACH WIRE TOTAL		632,019.71		DIRECT DEP.		ACH WIRE TOTAL				624,011.12			

\$0.00

\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/29/2020

Thru Date: 8/29/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30864	8/29/2020	01733	DOO'PS COPY TECH	\$157.45	
30865	8/29/2020	09961	FORMA CONSTRUCTION COMPANY	\$111,267.96	
30866	8/29/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$5,604.05	
30867	8/29/2020	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$39,270.74	
30868	8/29/2020	26405	XIOLOGIX LLC	\$95,038.26	
Total:				\$251,338.46	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/26/2020

Thru Date: 8/26/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30824	8/26/2020	01405	ADVANCE GLASS INC.	\$653.45	
30825	8/26/2020	01733	DOO'PS COPY TECH	\$2,862.45	
30826	8/26/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$16,875.58	
30827	8/26/2020	03250	BATTERY SYSTEMS INC.	\$283.70	
30828	8/26/2020	06120	CITY OF OLYMPIA UTILITIES	\$1,166.93	
30829	8/26/2020	06781	COMPUNET INC.	\$250.00	
30830	8/26/2020	07220	CUMMINS INC.	\$872.70	
30831	8/26/2020	07350	CW JANITORIAL SERVICE LLC	\$112.38	
30832	8/26/2020	09961	FORMA CONSTRUCTION COMPANY	\$18,435.30	
30833	8/26/2020	10477	GALLS PARENT HOLDINGS LLC	\$692.84	
30834	8/26/2020	10580	GENE'S TOWING INC	\$152.18	
30835	8/26/2020	10660	GILLIG LLC	\$1,397.40	
30836	8/26/2020	11887	J LINDER PAINTING LLC	\$144,613.25	
30837	8/26/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30838	8/26/2020	14682	MSG ARCHITECTS INC.	\$12,733.88	
30839	8/26/2020	14750	MULLINAX FORD OF OLYMPIA	\$13.12	
30840	8/26/2020	15140	NISQUALLY TOWING SERVICE	\$276.26	
30841	8/26/2020	15203	NORTHWEST CASCADE INC	\$6,155.17	
30842	8/26/2020	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$8,775.56	
30843	8/26/2020	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$670.00	
30844	8/26/2020	16490	HAROLD LEMAY ENTERPRISES	\$666.71	
30845	8/26/2020	16969	POINT GRAPHICS LLC	\$137.85	
30846	8/26/2020	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$20.26	
30847	8/26/2020	17580	RECARO NORTH AMERICA INC.	\$324.63	
30848	8/26/2020	17900	SCHETKY NORTHWEST SALES INC.	\$884.17	
30849	8/26/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$936.70	
30850	8/26/2020	18015	PARTNERS IN PREVENTION EDUCATION	\$80.17	
30851	8/26/2020	18066	SHI INTERNATIONAL CORP.	\$41,914.75	
30852	8/26/2020	18530	STANDARD PARTS CORP.	\$286.89	
30853	8/26/2020	18940	TENNANT SALES AND SERVICE COMPANY	\$80.63	
30854	8/26/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,368.98	
30855	8/26/2020	21660	THERMO KING NORTHWEST INC.	\$3,410.63	
30856	8/26/2020	21830	THURSTON COUNTY SOLID WASTE	\$40.80	
30857	8/26/2020	21890	THURSTON TALK INC.	\$4,000.00	
30858	8/26/2020	21950	TITUS-WILL CHEVROLET	\$421.14	
30859	8/26/2020	23641	United States Treasury	\$35.50	
30860	8/26/2020	23660	UNITED WAY OF THURSTON COUNTY	\$572.00	
30861	8/26/2020	24000	W. W. GRAINGER INC.	\$246.61	
30862	8/26/2020	24742	WA ST EMPLOYMENT SECURITY	\$96.26	
30863	8/26/2020	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$273,939.14	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/19/2020

Thru Date: 8/19/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30792	8/19/2020	01405	ADVANCE GLASS INC.	\$778.44	
30793	8/19/2020	01805	AM BRANAM TOOLS INC.	\$328.91	
30794	8/19/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$10,846.46	
30795	8/19/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,063.51	
30796	8/19/2020	07105	CRAINS TOTAL OFFICE	\$654.21	
30797	8/19/2020	07220	CUMMINS INC.	\$1,079.12	
30798	8/19/2020	09885	FMNA LLC	\$2,754.36	
30799	8/19/2020	10607	GENUINE AUTO GLASS OF LACEY	\$420.96	
30800	8/19/2020	10660	GILLIG LLC	\$2,572.98	
30801	8/19/2020	10761	GORDON AYLWORTH & TAMI PC	\$892.85	
30802	8/19/2020	13355	LAKEWOOD FORD	\$241.63	
30803	8/19/2020	13793	MARTIN WAY COLLISION INC.	\$1,407.87	
30804	8/19/2020	14275	MCP INDUSTRIES	\$2,126.00	
30805	8/19/2020	14457	MIDWEST BUS CORPORATION	\$87.41	
30806	8/19/2020	14750	MULLINAX FORD OF OLYMPIA	\$196.14	
30807	8/19/2020	15203	NORTHWEST CASCADE INC	\$25,317.27	
30808	8/19/2020	16654	PARKER CORPORATE SERVICES INC.	\$39,141.30	
30809	8/19/2020	16888	REXEL USA INC.	\$118.48	
30810	8/19/2020	16969	POINT GRAPHICS LLC	\$87.73	
30811	8/19/2020	17290	PUGET SOUND ENERGY	\$11,200.80	
30812	8/19/2020	17760	ROSS AND WHITE COMPANY	\$7,294.27	
30813	8/19/2020	17792	ROUSH CLEANTECH LLC	\$361.02	
30814	8/19/2020	17900	SCHETKY NORTHWEST SALES INC.	\$832.40	
30815	8/19/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,283.78	
30816	8/19/2020	18530	STANDARD PARTS CORP.	\$140.07	
30817	8/19/2020	18705	SUNBELT RENTALS INC.	\$1,566.23	
30818	8/19/2020	18801	TAGS AWARDS & SPECIALTIES	\$157.54	
30819	8/19/2020	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
30820	8/19/2020	21660	THERMO KING NORTHWEST INC.	\$1,888.61	
30821	8/19/2020	21950	TITUS-WILL CHEVROLET	\$2,915.11	
30822	8/19/2020	23715	URBAN SOLAR CORPORATION	\$1,083.06	
Total:				\$124,838.52	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/15/2020

Thru Date: 8/15/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30781	8/15/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
30782	8/15/2020	11800	INTERNATONAL INSTITUTE MUNICIPAL CLER	\$210.00	
30783	8/15/2020	12922	KTA-TATOR INC.	\$5,150.21	
30784	8/15/2020	13750	MAILBOX OF OLYMPIA	\$3,684.42	
30785	8/15/2020	15585	OLYMPIA FOOD CO-OP	\$260.00	
30786	8/15/2020	16654	PARKER CORPORATE SERVICES INC.	\$1,246.48	
30787	8/15/2020	16966	POINT & PAY LLC	\$111.48	
30788	8/15/2020	23576	UNG CHAE	\$2,700.00	
30789	8/15/2020	24030	WA ST AUDITOR'S OFFICE	\$23,287.29	
30790	8/15/2020	24755	WA ST HEALTH CARE AUTHORITY	\$473,019.08	
30791	8/15/2020	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$100.00	
Total:				\$515,768.96	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/12/2020

Thru Date: 8/12/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30726	8/12/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$154.00	
30727	8/12/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$399.02	
30728	8/12/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$45,445.41	
30729	8/12/2020	03023	BACKUPIFY INC.	\$390.00	
30730	8/12/2020	03890	BRIDGESTONE AMERICAS INC	\$300.65	
30731	8/12/2020	06040	CITY OF LACEY	\$890.49	
30732	8/12/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$51.97	
30733	8/12/2020	07220	CUMMINS INC.	\$3,337.51	
30734	8/12/2020	07619	DAVID S FOSTER	\$1,750.00	
30735	8/12/2020	07622	DAVIS WILLIAM	\$418.00	
30736	8/12/2020	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
30737	8/12/2020	08060	DON SMALL AND SONS OIL	\$2,528.04	
30738	8/12/2020	09662	FERRELLGAS LP	\$2,813.44	
30739	8/12/2020	09885	FMNA LLC	\$693.84	
30740	8/12/2020	10580	GENE'S TOWING INC	\$347.84	
30741	8/12/2020	10607	GENUINE AUTO GLASS OF LACEY	\$223.65	
30742	8/12/2020	10660	GILLIG LLC	\$4,807.15	
30743	8/12/2020	11924	JEFFREY STEVE	\$237.00	
30744	8/12/2020	11943	JOANNA GRIST	\$1,750.00	
30745	8/12/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,420.00	
30746	8/12/2020	14381	METLIFE	\$10,253.47	
30747	8/12/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30748	8/12/2020	14590	MOHAWK MFG & SUPPLY CO.	\$227.40	
30749	8/12/2020	14750	MULLINAX FORD OF OLYMPIA	\$199.69	
30750	8/12/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$325.40	
30751	8/12/2020	16251	ONLEY FORREST	\$10.00	
30752	8/12/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$651.92	
30753	8/12/2020	16595	PACIFIC POWER GROUP LLC	\$27.13	
30754	8/12/2020	16695	PATTISON WATER COMPANY	\$253.10	
30755	8/12/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
30756	8/12/2020	17560	ROMAINE ELECTRIC CORP.	\$125.73	
30757	8/12/2020	17760	ROSS AND WHITE COMPANY	\$49.36	
30758	8/12/2020	17792	ROUSH CLEANTECH LLC	\$360.53	
30759	8/12/2020	17795	ROUTEMATCH SOFTWARE INC	\$13,002.00	
30760	8/12/2020	17861	SAMBA HOLDINGS INC.	\$48.99	
30761	8/12/2020	17900	SCHETKY NORTHWEST SALES INC.	\$196.24	
30762	8/12/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,743.33	
30763	8/12/2020	18015	PARTNERS IN PREVENTION EDUCATION	\$59.16	
30764	8/12/2020	18052	SHEA CARR & JEWELL INC.	\$1,715.57	
30765	8/12/2020	18145	SIX ROBBLEES' INC.	\$586.33	
30766	8/12/2020	18530	STANDARD PARTS CORP.	\$252.83	
30767	8/12/2020	21660	THERMO KING NORTHWEST INC.	\$1,360.70	
30768	8/12/2020	21950	TITUS-WILL CHEVROLET	\$4,109.43	
30769	8/12/2020	22010	TOYOTA OF OLYMPIA	\$357.11	
30770	8/12/2020	22100	TRANSIT SOLUTIONS LLC	\$449.58	
30771	8/12/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
30772	8/12/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$58,782.85	
30773	8/12/2020	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$305.00	
30774	8/12/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$14,564.10	
30775	8/12/2020	23641	United States Treasury	\$35.50	
30776	8/12/2020	24000	W. W. GRAINGER INC.	\$11.42	
30777	8/12/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
30778	8/12/2020	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$880.00	
30779	8/12/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/12/2020

Thru Date: 8/12/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30780	8/12/2020	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$185,811.61	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/7/2020

Thru Date: 8/7/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30724	8/7/2020	11331	HOME DEPOT U.S.A. INC.	\$533.79	
30725	8/7/2020	11887	J LINDER PAINTING LLC	\$88,361.13	
Total:				\$88,894.92	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/5/2020

Thru Date: 8/5/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30688	8/5/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$2,140.92	
30689	8/5/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,013.08	
30690	8/5/2020	02825	IEH AUTO PARTS LLC	\$105.79	
30691	8/5/2020	05340	CAPITOL COURIER SERVICE	\$121.50	
30692	8/5/2020	06120	CITY OF OLYMPIA UTILITIES	\$4,240.20	
30693	8/5/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$428.32	
30694	8/5/2020	06760	COMMUNITY TRANSPORTATION ASSOC NW	\$550.00	
30695	8/5/2020	07220	CUMMINS INC.	\$1,549.32	
30696	8/5/2020	07350	CW JANITORIAL SERVICE LLC	\$17,351.33	
30697	8/5/2020	07520	DAILY JOURNAL OF COMMERCE	\$192.00	
30698	8/5/2020	09805	FLEET PRIDE	\$31.56	
30699	8/5/2020	10477	GALLS PARENT HOLDINGS LLC	\$467.10	
30700	8/5/2020	10580	GENE'S TOWING INC	\$130.44	
30701	8/5/2020	10607	GENUINE AUTO GLASS OF LACEY	\$223.65	
30702	8/5/2020	10660	GILLIG LLC	\$1,421.39	
30703	8/5/2020	11331	HOME DEPOT U.S.A. INC.	\$533.79	
30704	8/5/2020	11498	IBI GROUP	\$8,645.00	
30705	8/5/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$47.23	
30706	8/5/2020	11905	JANEK CORPORATION	\$328.20	
30707	8/5/2020	14750	MULLINAX FORD OF OLYMPIA	\$434.33	
30708	8/5/2020	15140	NISQUALLY TOWING SERVICE	\$828.78	
30709	8/5/2020	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$195.03	
30710	8/5/2020	16595	PACIFIC POWER GROUP LLC	\$33.68	
30711	8/5/2020	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
30712	8/5/2020	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$10.13	
30713	8/5/2020	17900	SCHETKY NORTHWEST SALES INC.	\$862.60	
30714	8/5/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$677.13	
30715	8/5/2020	18530	STANDARD PARTS CORP.	\$342.65	
30716	8/5/2020	18651	STORMANS INC. (LICENSING)	\$603.75	
30717	8/5/2020	18695	SUMMIT LAW GROUP PLLC	\$1,494.00	
30718	8/5/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$159.19	
30719	8/5/2020	21660	THERMO KING NORTHWEST INC.	\$556.53	
30720	8/5/2020	21950	TITUS-WILL CHEVROLET	\$843.16	
30721	8/5/2020	23406	U.S. BANK NATIONAL ASSOCIATION	\$220.46	
30722	8/5/2020	24000	W. W. GRAINGER INC.	\$207.09	
Total:				\$47,989.33	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/31/2020

Thru Date: 7/31/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30673	7/31/2020	02828	AVAIL TECHNOLOGIES INC.	\$1,680.22	
30674	7/31/2020	03023	BACKUPIFY INC.	\$390.00	
30675	7/31/2020	05361	CARASOFT TECHNOLOGY CORPORATION	\$9,959.61	
30676	7/31/2020	06781	COMPUNET INC.	\$17,554.54	
30677	7/31/2020	07619	DAVID S FOSTER	\$1,750.00	
30678	7/31/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$136,605.31	
30679	7/31/2020	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$3,510.98	
30680	7/31/2020	11943	JOANNA GRIST	\$1,750.00	
30681	7/31/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,790.60	
30682	7/31/2020	17716	RIGHT! SYSTEMS INC.	\$218.80	
30683	7/31/2020	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
30684	7/31/2020	18066	SHI INTERNATIONAL CORP.	\$16,299.07	
30685	7/31/2020	21661	THORNBURG COMPUTER SERVICES LLC	\$137.73	
30686	7/31/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
30687	7/31/2020	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$27,121.08	
Total:				\$224,724.94	

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 AUGUST	DI	8/28/2020			840.00	840.00	840.00		840.00
11775 IT WELLNESS										
00	2020 AUGUST	DI	8/28/2020			709.00	709.00	709.00		1,549.00

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
03842 BREWER THOMAS										
00	08/11 CSH OUT RECO	DI	8/21/2020			150.00	150.00	150.00		150.00

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
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2020 AUGUST	DI	8/14/2020			3,691.25	3,691.25	3,691.25		3,691.25
12020 JOHNSON VERLIN										
00	05/06/20 DOT REIMB.	DI	8/14/2020			85.00	85.00	85.00		3,776.25
17655 REINHARDT BRYCE										
00	01/24/20 ASE TEST	DI	8/14/2020			236.09	236.09	236.09		4,012.34

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
09741 WATERHOUSE CYNTHIA										
00	07/28 INK REIMB.	DI	8/7/2020			115.80	115.80	115.80		115.80
11760 IT IMPREST ACCOUNT										
00	08/03/20 REIMB.	DI	8/7/2020			110.00	110.00	110.00		225.80
12451 KAPLIN MELODIE										
00	07/15 DOT PHYS REM	DI	8/7/2020			50.00	50.00	50.00		275.80
23761 VANI LORI F										
00	07/05/20 REIMB.	DI	8/7/2020			15.16	15.16	15.16		290.96

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: September 16, 2020

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Update on Federal Advocacy Activity

-
- 1) **The Issue:** Our federal advocate from Gordon Thomas Honeywell Governmental Affairs will provide the Authority an update on activities affecting public transportation in Washington D.C.
-
- 2) **Recommended Action:** This is an informational item.
-
- 3) **Policy Analysis:** Intercity Transit employs the firm Gordon Thomas Honeywell to assist staff in keeping up-to-date with federal activities.
-
- 4) **Background:** Dale Learn, Vice President at Gordon Thomas Honeywell Governmental Affairs will discuss the current issues facing Congress and the Administration and how they relate to Intercity Transit. He will focus on current and future federal funding issues involving the U. S. Department of Transportation, Federal Transit Administration and other federal agencies. He will also discuss current and future federal policies that have an impact on our ability to partner with the federal government. In addition, he will briefly address how Intercity Transit can be more connected with our federal legislators outside of our annual visit to Washington, D.C.
- Intercity Transit has contracted with Gordon Thomas Honeywell since 2008. Dale Learn and Paul Hoover are our primary contacts with the firm.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** Intercity Transit's contract with Gordon Thomas Honeywell Governmental Affairs is \$72,000 a year. This amount is included in the 2020 budget.
-
- 7) **Goal Reference: Goal #4:** *"Provide responsive transportation options within financial limitations."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: September 16, 2020

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator, 705-5878

SUBJECT: Conduent Maintenance Contract Extension

-
- 1) **The Issue:** Consideration of an extension of the Conduent Transport Solutions (Conduent) Orbital CAD/AVL radio system maintenance contract.
-
- 2) **Recommended Action:** Authorize the General Manager to renew our maintenance agreement for an additional 24-months with Conduent and pay the related Orbital CAD/AVL system hardware/software maintenance invoices during this period in the amount of \$458,006, tax included.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$100,000.
-
- 4) **Background:** In 2008, Intercity Transit completed installation of the Orbital system and entered into a maintenance agreement with Conduent with the option to extend through September 25, 2023. Conduent's proprietary Orbital system provides radio communications between Dispatch and all fixed route and DAL vehicles. The Orbital system updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

The Orbital system maintenance and support services contract is crucial to ensuring that the system is performing properly at all times and therefore an extension of the hardware and software maintenance agreement is essential to our operations.

Based on review of actual maintenance needs for previous years and our current knowledge of the Orbital system, staff recommends the contract with Conduent be extended and believes the costs established within the agreement continues to be fair and reasonable.

5) **Alternatives:**

- 1) Authorize the General Manager to renew our maintenance agreement for an additional 24-months with Conduent and pay the related Orbital CAD/AVL system hardware/software maintenance invoice in the amount of \$458,006, tax included.
- 2) Defer action. Deferred action may increase the costs, delay repairs or create system-wide operational difficulties if the system were to become inoperable.

6) **Budget Notes:** The 2020 budget includes \$508,700 for Information Services related enterprise application support agreements. Maintenance and support expenses are anticipated and included in the budget and will be proposed in future budgets.

7) **Goal Reference:** **Goal #1:** *"Asses the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: September 16, 2020

FOR: Intercity Transit Authority

FROM: Jason Hanner, Chief Safety Officer/ Safety Program Manager

SUBJECT: Intercity Transit's Public Transportation Agency Safety Plan
(PTASP)

1) **The Issue:** Staff will provide an overview of Intercity Transit's Public Transportation Agency Safety Plan.

2) **Recommended Action:** Approve the Intercity Transit Public Transportation Agency Safety Plan.

3) **Policy Analysis:** Staff will provide periodic updates to the Authority on agency efforts.

4) **Background:** FTA Final Rule (49 C.F.R. Part 673) requires operators of public transportation systems that are recipients or sub-recipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS).

The management of safety is one of our core business functions. Intercity Transit is committed to developing, implementing, maintaining, and improving processes to ensure that all departments are focused on achieving the highest level of safety performance and meeting or exceeding established standards for all service activities.

5) **Alternatives:**
A. Approve the Intercity Transit Public Transportation Agency Safety Plan.
B. Defer approval. The Federal Transit Administration requires transit agencies have an approved Agency Safety Plan no later than December 31, 2020.

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

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

8) **References:** [FTA Final Rule, 49 CFR Part 673 Public Transportation Agency Safety Plans](#) and [Draft Public Transportation Agency Safety Plan](#)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: September 16, 2020

FOR: Intercity Transit Authority

FROM: Suzanne Coit, 705-5816
Ann Freeman-Manzanares, 705-5838

SUBJECT: 2021 Draft Budget

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- 1) **The Issue:** Introduce the Draft 2021 Budget and set the public hearing date.
-
- 2) **Recommended Action:** Set the public hearing for the 2021 draft budget for Wednesday, November 4, 2020. Final adoption is proposed for December 2, 2020.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the proposed Strategic Plan. The Strategic Plan identifies the Authority's plan regarding service levels, which is the prime driver of proposed expenses for 2021.
-
- 4) **Background:** Staff will present elements of the draft 2021 budget to include capital projects, new projects, new staff, on-going projects from the previous budget and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget.

The proposed Operating budget for 2021 is \$65.1 million, which includes \$5.1 million of rollover projects and a \$40,000 new project.

The proposed Capital budget for 2021 is \$113 million, which includes \$17.9 million in new projects and \$95.1 million of rollover projects.

The total proposed 2021 expenditure budget including staff recommended new projects/positions is \$178.1 million.

The major elements of Intercity Transit's 2021 budget are:

- Sales tax revenue for 2021 is projected to remain the same as 2020.
- Return to pre-COVID level service in March 2021.
- Increase the existing Dial-A-Lift service levels by 9,992 service hours.

- Increase Fixed Route service levels by 6,268 service hours.
- Purchase of 23 replacement coaches, 9 of which are grant funded.
- Purchase of 18 replacement and 3 expansion DAL vans.
- Hybrid bus mid-life rebuild.
- Purchase of 4 replacement and 3 expansion staff vehicles.
- Continue construction to renovate and expand the Pattison Street facility.
- Continue replacement of the computer aided dispatch/automated vehicle locator/radio system.
- Add 12 new operator positions.
- Add 1 new vehicle cleaner position in Maintenance.

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

6) **Budget Notes:** The Authority will review the draft budget at their September 16, 2020 meeting. The final draft budget document is anticipated to be available for public comment no later than October 15, 2020. A public hearing is anticipated on Wednesday, November 4, 2020. The budget is scheduled for adoption at the December 2, 2020, Authority meeting.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** Cash Basis Summary; Proposed Draft Budget Summary.

Budget Summary - Cash Basis		2021 Budget
Beginning Cash Balance		\$102,825,000
Add:		
Operating Revenues: Sales tax		66,476,460
Operating Revenues: VP fares		150,000
Operating Revenues: interest income, misc.		1,450,000
Grant Revenue - Operating		4,806,858
Grant Revenue - Capital		10,937,880
LT bond financing		25,000,000
Total Revenues		108,821,198
Less:		
Operating Expenditures		
Operating	59,923,901	
Operating - New projects	40,000	
Operating - Rollover projects	5,142,460	
Total Operating Expenditures		65,106,361
Capital Expenditures		
Capital - New	17,874,378	
Capital - Rollover	95,098,000	
Total Capital Expenditures		112,972,378
Total Expenditures		178,078,739
Ending Cash Balance		33,567,459
Less Operating Reserve (25% of operating expenditures)		(16,276,590)

Ending Unreserved Cash Balance

\$17,290,869

G:\Authority\HOLDING\Sept 16\Copy of 4_Cash_Basis_Summary_09.09.2020.xlsx\BUDSUM

Intercity Transit Draft 2021 Budget Expenditures

as of 9/9/2020

Project Type	Name	Description	Budget
Proposed New Project	BRT Station PE/Construction	Bus Rapid Transit Implementation Master Plan, pilot station design and construction. Pending grant approval.	\$860,000
	Buses (replacement) (14)	Purchase 14 new coaches to replace units that have met or exceeded their useful life benchmarks.	\$8,252,556
	Buses (replacement, grant funded) (9)	Purchase 9 grant funded coaches to replace units that have met or exceeded their useful life benchmarks.	\$5,328,622
	DAL vans (expansion) (3)	Purchase 3 additional DAL units for projected service expansion.	\$432,600
	DAL vans (replacement) (18)	Purchase DAL units for 18 that have met or exceeded useful life benchmarks. Pending potential state grant funding award.	\$2,595,600
	Facilities management software	Project to procure facilities management software needed to improve our Transit Asset Management (TAM) capabilities to include FTA required condition assessments, preventative maintenance and daily work management.	\$40,000
	Facilities Vehicles (2)(replacements) (2008 Fords)	Replacement vehicles (2 units) for Facilities maintenance (#1295 2008 Ford E350 van and #1296 2008 Ford F450 work truck) which have both exceeded their useful life benchmarks.	\$180,000
	LTC Rain gutter replacement	Engineering to replace original and failing building gutter system.	\$40,000
	Mobile Steam Cleaner	A pilot project was conducted in the Spring and Summer of 2020 to determine the effectiveness of using steam to clean bus stops, shelters, transit centers, trash receptacles, and outside areas around transit buildings. Staff used rented, trailer mounted equipment for the pilot. It was determined that trailer mounted equipment was not as efficient as truck mounted equipment but steam was highly effective for deep cleaning. Steam cleaning will replace pressure washing for maintenance cleaning. Pressure washing will still be appropriate for issues requiring immediate remediation.	\$35,000
	Pattison Safety Work Platforms	Install platforms to allow safe maintenance of 7 airhandlers in the Maintenance Building. The safety platforms mitigate the significant job/task risks.	\$150,000
Total			\$17,914,378

Rollover Project	Alternative Technology Study (previously \$60K)	\$150,000
	Amtrak Camera Install	\$45,000
	Amtrak Exterior Painting	\$4,500
	Amtrak parking lot drainage engineering	\$25,000
	Amtrak Tree Replacement (pending County direction)	\$21,000
	BRT Modeling/Corridor Assess (federal grant funds)	\$240,000
	Bus Stop Enhancements/Facilities	\$15,000
	Bus Stop Facility Improvements/Planning	\$260,000
	CAD/AVL & Communication project	\$9,300,000
	Community engagement	\$60,000
	DAL service review, LR plan	\$70,000
	Exterior Paint Consultant	\$17,500
	Facilities Truck (new/additional unit)	\$90,000
	Fixed Route Promotions	\$30,000
	Fixed Route Transfer Study	\$80,000
	Fleet-Net Financial Data Warehouse	\$32,000
	High Performance Cord (BRT The One)	\$1,760,000
	Hybrid Bus Mid-Life Rebuild	\$1,500,000
	Innovative service zones study	\$75,000
	LTC and OTC Ext Painting	\$35,000
	Maint Truck w/Lift (new/additional unit)	\$70,000
	Maintenance tools (capital)	\$30,000
	Martin Way P&R Express Bus (pending grant approval)	\$2,700,000
	Monitor System Services-Planning	\$85,000
	Offsite parking	\$75,000
	Ops Dispatch Repairs/Remodel	\$10,000
	Ops supervisor vehicle (new/additional unit)	\$50,000
	OTC construction & site work	\$480,000
	OTC1 Facility Remodel	\$50,000
	Outreach Education Services	\$25,000
	Park and Pool Project	\$3,000
	Parking lot sweeper	\$80,000
	Pattison Rehab & Expansion	\$80,000,000

	Satisfaction & Market Segmentation Survey	\$180,000
	Service Performance & Reporting	\$65,000
	Shop Floor Scrubbers (2)	\$40,000
	Smart Corridor phase 2 & 3	\$758,000
	Staff Car (replacement) (2004 Ford Taurus wagon)	\$30,000
	Staff Car (replacement) (2004 Toyota Prius)	\$45,000
	Strategic Comm/Community Engagement	\$100,000
	Traffic Engineering Services	\$50,000
	Transit Center and core customer info navigation	\$300,000
	Transit Signal Priority	\$600,000
	Vanpool promotion (state grant funds)	\$264,460
	Website redesign	\$230,000
	West Olympia Service Analysis	\$110,000
	Total	\$100,240,460
Operational Expenses	Active Threat Management	\$20,000
	Admin Serv/Finance - Operating Expenses	\$60,000
	Admin Serv/Finance - Training	\$15,000
	Admin Serv/HR - Operating Expenses	\$160,700
	Admin Serv/HR - Training	\$23,000
	Admin Serv/IS - Training	\$31,000
	Admin Serv/Safety - Operating expenses	\$250
	Admin Serv/Safety - Training	\$7,000
	Agency Wellness Activities	\$10,500
	Amtrak Background Checks	\$150
	Amtrak Operational Expenses	\$93,450
	Amtrak parking lot maint service	\$5,000
	Amtrak property taxes/insurance	\$3,500
	Annual Authority Planning Session	\$15,800
	Annual Recognition Banquet	\$15,000
	Annual State Audit	\$57,000
	Bond counsel services	\$50,000
	Buildings/Grounds Maintenance	\$473,500
	CAC/Authority Support	\$18,100
	Catch Basin Cleaning Contract	\$50,000

Credit Card Processing Fees	\$22,000
Custodial Services	\$250,000
Cut Commute Committee	\$40,000
Development/Dev - Operating Expenses	\$2,000
Development/Dev- Training	\$14,880
Development/Marketing - Training	\$20,500
Development/Planning - Training	\$22,935
Development/Procurement - Operating Expenses	\$6,000
Development/Procurement - Training	\$26,700
Drug & Alcohol Program	\$48,860
Elevator Maintenance Contract	\$12,000
Emergency Response - Coronavirus	\$552,000
Employee Medical Programs	\$28,500
Employee/Volunteer Recognition	\$43,000
Equipment Rental (agency)	\$65,000
Executive - Operating Expenses	\$10,600
Executive - Training	\$31,518
Facility/Maint Service Contracts	\$25,000
Financial advisor services	\$40,000
General Agency Insurance	\$1,910,500
General Wage Increase	\$992,191
Grants Consultant	\$40,000
IAM Contract Benefits	\$22,500
Implement Bicycle Programs	\$24,500
Internal Staff Development	\$10,100
IS Communication Infrastructure	\$270,000
IS Enterprise Application Support	\$654,960
IS Infrastructure and Operations	\$612,100
IS Phase 2 Switch Replacement	\$50,000
IT Local Roadeo	\$4,000
ITA/CAC Training & Development	\$22,141
Landscaping Services	\$185,000
Legal Notices	\$4,000
Legal Services	\$103,000
Loomis services	\$8,000
Maint seasonal temp help	\$15,000
Maintain Coaches operating expenses	\$4,345,276

Maintain DAL vans operating expenses	\$922,274
Maintain Staff Vehicles operating expenses	\$111,044
Maintain VP operating expenses	\$722,354
Maintain VV operating exp	\$19,200
Maintenance/Facilities - Training	\$20,000
Maintenance/Maint Admin - Operating Expenses	\$6,500
Maintenance/Maint Admin - Training	\$25,000
Maintenance/Vehicle Maint - Training	\$70,000
Marketing Support for Agency Services	\$240,500
Membership Dues	\$140,000
Miscellaneous COVID Expenses	\$2,000
Operations/Customer Serv - Operating Expenses	\$21,600
Operations/Customer Serv - Training	\$3,884
Operations/DAL - Operating Expenses	\$9,900
Operations/DAL - Training	\$18,125
Operations/Operations - Operating Expenses	\$4,600
Operations/Operations - Training	\$10,700
Operations/Transportation - Operating Expenses	\$34,400
Operations/Transportation - Training	\$57,200
Operations/VP - Operating Expenses	\$8,900
Operations/VP - Training	\$16,900
Operations/VV - Operating Expenses	\$5,000
Operations/VV - Training	\$2,200
Operator/Supervisor uniforms	\$126,000
Organizational Development	\$25,550
Parking Lot Maint Services	\$30,000
Pension Committee	\$7,500
Print/distribute Planning Projects	\$4,000
Produce Agency Information	\$115,000
Recruitment & Selection	\$53,600
Safety/Accident Mitigation	\$4,500
Salaries/Wages & Benefits	\$43,992,209
Security Contract	\$455,100
Service and Community	\$4,500
State & Fed Advocacy Services	\$120,000

Subscriptions	\$2,000
Technology for New FTE's	\$20,000
Transit Appreciation Day/Recognition	\$25,000
Travel Training Support	\$2,400
Tuition - ATU	\$5,000
Tuition - IAM	\$2,000
Tuition - Non rep	\$2,700
Utilities	\$352,000
Vanpool Incentive Program	\$26,000
Vehicle Fleet Support	\$353,700
Washington Building expenses	\$5,000
Washington Building rent	\$35,000
WSTA Board meetings	\$4,000
Youth Education Programs	\$35,150
Total	\$59,923,901
Total	\$178,078,739

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
September 4, 2020

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

Please note: In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the TRPC meeting was through remote access.

Transit Safety Performance Measures

Veena Tabbutt (Deputy Director) briefed Council on draft Transit Safety Performance Measures and Targets. Adopting performance measures are a federal requirement. Council will take action in October.

Regional Transportation Improvement Plan

Theresa Julius, Transportation Modeler, briefed Council on the draft Regional Transportation Improvement Program (RTIP). Developing and adopting the RTIP is a federal requirement. The RTIP is currently out for public comment and can be found here: <https://www.trpc.org/1031/Public-Comment--2021-2024-RTIP>. Council will take action in October. The presentation is here: https://www.trpc.org/DocumentCenter/View/8060/trpc090420_A7_DRAFT-2021-RTIP.

2020 Rural Community Support Program Call for Projects

Paul Brewster, Senior Planner, briefed Council on the Rural Community Support Program Call for Projects process. Council had three discussion points: match requirements, funding priorities, and project eligibility. Paul will brief the Transportation Policy Board, and Council will make a decision on the process in October. The presentation is here: https://www.trpc.org/DocumentCenter/View/8058/trpc090420_A8_Rural-Community-Support-Program_TRPC_09042020.

Council's Diversity Statement

Veena Tabbutt, Deputy Director, briefed Council on the update to the Diversity Statement, and the actions staff have taken to implement the existing Statement. Council provided input to staff on changes they would like to see to the document. Council will take action on the updated Statement in October. The presentation is here: https://www.trpc.org/DocumentCenter/View/8059/trpc090420_A9_2020-09-Diversity.

2020 Mid-year Program Update

Marc Daily, Executive Director, gave Council a mid-year update of some of the major projects underway at TRPC. The presentation is here: https://www.trpc.org/DocumentCenter/View/8061/trpc090420_A10_2020-Mid-Year.

2021 State Legislative Session

Karen Parkhurst, Planning and Policy Director, briefed Council on the 2020 Legislative session, and draft 2021 legislative priorities. The presentation is here: https://www.trpc.org/DocumentCenter/View/8057/trpc090420_A11_2021.