

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, October 7, 2020**  
**5:30 P.M.**

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

**You can dial in using your phone.**

United States: +1 (872) 240-3212 / Access Code: 732-028-893

- One-touch: <tel:+18722403212,,732028893#>

The public may also join using Facebook:

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

**CALL TO ORDER**

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

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

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

**Public comments must be submitted by 12:00 p.m. on October 7, 2020.**

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

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

3) **INTRODUCTIONS** **5 min.**

A. **Kasey Scott, Service Worker** (*Jonathon Yee*)

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

A. **Approval of Minutes:** September 16, 2020, Regular Meeting

B. **Payroll - September 2020:** \$2,704,939.68

C. **Accounts Payable September:** Warrant numbers 30869-30897; 30900-30938; 30939-30977; 30978-31013; and 31014-31040 in the amount of **\$1,261,999.00**; and Automated Clearing House Transfers in the amount of **\$8,542.79** for a monthly total of **\$1,270,541.79**.

5) **NEW BUSINESS**

A. **Adopt Transit Development Plan** (*Rob LaFontaine*) **5 min.**

B. **Federal Advocacy Contract Renewal** (*Katie Cunningham*) **5 min.**

C. **DES On-Call Support Services Contract** (*Steve Krueger*) **5 min.**

D. **Extend Community Advisory Committee Terms** **5 min.**

(*Ann Freeman-Manzanares*)

**E. 2021-2026 Strategic Plan and Schedule a Public Hearing** **20 min.**  
*(Ann Freeman-Manzanares)*

**6) COMMITTEE REPORTS**  
**A. Thurston Regional Planning Council (Oct. 2)** *(Carolyn Cox)* **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](mailto:TitleVI@intercitytransit.com).*

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**September 16, 2020**

**CALL TO ORDER**

Chair Warner called the September 16, 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 20.28.9 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 Sue Pierce; and Alternate Labor Representative Paul Tischer.

**Members Excused:** City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; and Labor Representative David Sharwark.

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

**Others Present:** Legal Counsel, Jeff Myers and Dale Learn, Gordon Thomas Honeywell Governmental Affairs.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

*Public comment was available through email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) and the commenting period closed at 12:00 p.m. on September 16, 2020.*

**No public comment was received.**

**PUBLIC HEARING**

**A. 2020-2025 Transportation Development Plan (TDP).** Planning Manager, Rob LaFontaine, reminded everyone the TDP is a rolling document reviewed/updated annually, and a draft of the TDP has been available on the website for viewing. This year's TDP does not include any major announcements, however, it does provide a recap of 2019 that included the Zero-Fare public outreach process, implementation

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of the long-range plan, and the launch of The One BRT demonstration project. It also includes a comprehensive summary of the 2019 operating statistics. The theme of this year's TDP is a continued path towards implementation of the elements contained within the long-range plan.

LaFontaine said four individuals submitted public comment/testimony specifically addressed to the draft TDP, and those comments all shared an inquiry about the restoration of the Olympia Express Service, the commuter service between Thurston and Pierce counties. LaFontaine notified those individuals about Intercity Transit's current situation as well as the intent to restore the express service as soon as policy and resources permit. A Summary of these comments were forwarded to the Board, and a copy will be retained on file.

*Chair Warner opened the public hearing at 5:42 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.*

*With no one from the public present to give testimony, Chair Warner closed the public hearing at 5:43 p.m.*

### APPROVAL OF CONSENT AGENDA ITEMS

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

- 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**.

### NEW BUSINESS

- A. **Update on Federal Advocacy Activity.** Federal Advocate, Dale Learn from Gordon Thomas Honeywell provided an update on activities affecting public transportation in Washington D. C. Learn said his job is to do all things Federal, working with Intercity Transit, trade associations like APTA and the Bus Coalition, keep in close contact with the Federal Transit Association, Congress including committees and delegations.

Learn started off with Appropriations.

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Fiscal Year 2021 is typical and the House approved the Transportation Housing and Urban Development bill (July 31, 2020)

- Bus Programs @ \$1.307 billion
  - On the Competitive side (5339b) – \$374 million above the 2020 Fast Act authorization level plus-up, for a total \$663 million (\$514 million FY2020), House bill - 100% federal. Our ask was a \$485 million plus-up.
  - Low and No Emissions (5339c) – \$125 million plus-up, total \$180 million (\$130 million FY2020).
  - MAP-21, in 2012, eliminated the competitive program and overall went from \$984 million to \$422 million – Made substantial progress in eight years!

Fiscal Year 2021 – not much Senate Action. Will have a budget for 2021 after the election.

Bus and Bus Facilities Program Success –

- Pattison Project aggressive advocacy – Meeting with Members, FTA, and a lot of letters of support.
- \$27.38 million with award each of the last four years, with \$11.345 million in FY2020 (August 6, 2020).

Reauthorization of the FAST Act –

- \$48.7 billion for FTA programs in the 5 years (FYY2016-20)
- House INVEST Act \$105 billion for 5 years; Senate Highway Committee action moved with a 30% increase.
- Ask is \$7.14 billion for core Bus Programs for 5 years (\$3.75 billion in the FAST Act).

COVID Response Actions –

- CARES Act (March 27, 2020)
  - \$25 billion for transit (our apportionment was \$10,465,977)
- House HEROES Act passed (May 15, 2020)
  - Additional \$15.75 billion for transit, but \$11.75 billion for those agencies of 3 million population – 14 largest agencies, so only \$4 billion for competitive for all agencies.
- \$32 billion similar to the CARES Act, focusing on traditional formula programs.

Other Funding –

- BUILD/TIGER Grants (FY2020 - \$118 million, 1/3), Infrastructure Packages have been discussed.

Other Issues –

- Always multiple issues involving Buy America and rules associated with that, as well as technology and energy issues.

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- Most of the delegation was interested in attending the OTC Grand Opening in March but was canceled due to the pandemic.
- Politics – There will be a new House member of Congress from the 10<sup>th</sup> congressional district. There's the outcome of the election, and possibly a new President. The former Vice President was a big advocate for transit. Current President has done well with the Department of Transportation and FTA and core bus programs.

### **B. Conduent Maintenance Contract Extension.** Procurement Coordinator, Jeff Peterson, presented an extension of the Conduent Transport Solutions (Conduent) Orbital CAD/AVL radio system maintenance contract.

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.

**It was M/S/A by Councilmembers Gilman and Sullivan to authorize the General Manager to renew the 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.**

### **C. Intercity Transit's Public Transportation Agency Safety Plan (PTASP).** Chief Safety Officer and Safety Program Manager, Jason Hanner, provided an overview of the agency's Public Transportation Safety Plan.

The PTASP is required by the Federal Transportation Association (FTA). Final Rule of 49 Code of Regulations Part 673 requires operators of public transportation systems who are recipients or sub-recipients of FTA grant funds to develop a safety Plan that includes the processes and procedures necessary for implementing Safety Management Systems (SMS). Intercity Transit will self-certify it has a Plan that meets the requirements set by the FTA. Important dates regarding the PTASP are:

- July 19, 2019 is the date the final rule from the FTA became effective. This started the clock for the compliance deadline.
- July 20, 2020 was the initial deadline that transit agencies were given to have a completed Plan. However, due to COVID-19, the deadline was extended to December 31, 2020.

Once completed, the draft Plan went through an external review process. The FTA's Technical Assistance Center (TAC) reviewed the Plan to ensure all requirements were met. IT's Plan was reviewed twice by the Technical Assistance Center, and they had only one minor recommended edit. From there the Plan was reviewed internally by the Senior Management Team. This ensured the Plan would work for Intercity Transit. Finally, each department's leadership staff reviewed the Plan and made recommended edits. This process allowed leadership staff to become familiar with the document and make the responsibility clear.

Hanner went on to explain the Safety Management Systems (SMS) is a formal, top down, organization-wide, data driven approach to managing safety risk and assuring the effectiveness of safety risk mitigations. It's a process to identify risks and make sure the mitigations that are put in place are effective and do not create new risks. Being a top-down, organization-wide approach helps create a safety culture with shared values, actions, and behaviors that demonstrate a commitment to safety over competing goals and demands. For example, when a new class of operators is hired, the first thing they are taught are the three S's (Safety, Service, and Schedule). Safety is always first because it is a core value at Intercity Transit.

The four components of an SMS are:

1. **Safety Policy:** This is Senior Management's commitment to continually improve safety. It defines the methods, processes, and organizational structure needed to meet safety goals.
2. **Safety Risk Management:** This determines the need for and adequacy of, new or revised risk controls based on the assessment of acceptable risks.
3. **Safety Assurance:** This evaluates the effectiveness of implemented risk control strategies and supports the identification of new hazards.
4. **Safety Promotion:** This includes training, communication, and other actions to create a positive safety culture within all levels of the workforce.

Hanner reviewed the most notable requirements of the PTASP:

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1. The agency's Accountable Executive and Authority Board must approve and sign the plan.
2. A Chief Safety Officer (CSO) must be designated. The FTA defines a CSO as an adequately trained individual who has responsibility for safety and reports directly to a transit agency's General Manager. A Chief Safety Officer may not serve in other operational or maintenance capacities.
3. The documented processes of an agency's SMS.
4. An employee reporting program must be created. Intercity Transit has a fantastic site where employees can scan a QR code or enter a web address in their web browser and report their safety concerns.

<https://trackitnearmiss.com/3925423432423-2/>

Performance targets consist of four main categories with a total of seven targets for each mode of service IT operates. The categories are fatalities, injuries, safety events, and system reliability. For fatalities, injuries, and safety events, IT must show the total number and the number per 100,000 vehicle revenue miles (VRM). IT has a To Be Determined in system reliability. With the way the FTA defined "Major Mechanical Failure," IT discovered additional data needed to be tracked. Maintenance and Information Systems are working together to capture this data. IT's plan is to capture data beginning in 2021 and report on it in 2022. Safety performance and targets will be shared each year with the Thurston Regional Planning Council and Washington State Department of Transportation.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Pierce to approve the Intercity Transit Public Transportation Agency Safety Plan.**

**D. 2021 Draft Budget.** Finance Manager, Suzanne Coit, presented the draft 2021 budget which is similar to the 2020 budget. The 2021 budget is a fiscally conservative budget consistent with the TDP.

In terms of sales tax, which is our major revenue source, the agency is in a relatively good place. Sales tax has, thus far, come in slightly above our budget projection. IT is aware of the potential for decreases due to COVID-19 and the resultant economic impacts. If sales tax revenue decreases, IT will pause and re-evaluate expenditures.

Revenue for May/June was \$1.4M under what was budgeted; July/ August revenue was over \$1.3M. Currently, IT is above our budget projection by \$900,000. Sales tax in the 2021 budget is projected to be the same as 2020. It is assumed there will be a return to pre-COVID level service in March 2021, and an increase in service in September 2021.

The budget anticipates an increase in the existing Dial-A-Lift service levels by almost 10,000 hours; an increase in fixed route service levels by 6,200 service hours; the purchase of 23 replacement coaches, 9 of which are grant funded; the purchase

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18 replacement and 3 expansion Dial-A-Lift vans. The hybrid bus mid-life rebuild will happen only if needed. Purchase 4 replacement and 3 expansion staff vehicles, two of which may be delayed until 2022. Continue construction to renovate and expand the Pattison Street Facility and continue the CAD/AVL. Adding 12 new operator positions, but only if needed for an increase in service; and adding one new vehicle cleaner.

The proposed Operating Budget is \$65,106,361; the total Capital Budget is \$112,972,378 for a total of \$178,078,739.

Coit reviewed 2021 Budget Expenditures starting with proposed new projects totaling \$17,914,378; rollover projects totaled \$100,240,460; and operational expenses total \$59,923,901.

**It was M/S/A by Commissioner Menser and Councilmember Cox to schedule a public hearing on the 2021 Draft Budget on November 4, 2020.**

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council.** Cox said at the September 4 meeting:
- The Council was briefed on the draft Transit Safety Performance Measures and Targets and the Council will take formal action in October.
  - The Council reviewed the draft 2021-2024 Regional Transportation Improvement Plan also scheduled for final adoption in October. If the Plan is approved in its present form, Intercity Transit will fair pretty well with funding (for the Walk N Roll Youth Education Program, for 8 new coaches, 4 new propane powered Dial-A-Lift vans, and \$10.3M over four years to help with the Pattison Street project).
  - Paul Brewster briefed the Council on the 2020 Rural Community Support Program Call for Projects process.
  - Marc Daily provided a mid-year update of some of the major projects underway at TRPC.
  - Karen Parkhurst provided an update on the 2020 State Legislative Session and draft 2021 legislative priorities.
  - **Transportation Policy Board.** Gilman filled in for Melnick and said at the September 9 meeting the Board received the same information as that of TRPC. Gilman said in the Legislative Session early priorities discussion, the I-5 work definitely includes thinking about Intercity Transit, specifically around the Martin Way Park-and-Ride and how access might be improved. Also, facilitating express buses.

**GENERAL MANAGER'S REPORT**

- Intercity Transit received the state audit results, and to quote the auditors, it was a “very clean audit report.” The auditors appreciated how responsive and prepared the IT team was through the audit process, particularly under a different set of circumstances due to the pandemic. The auditors:
  - Track and monitor theft of sensitive assets such as computers, tools and equipment.
  - Review accounts payable, payroll, our financial condition (they said IT was in great financial health in 2019) and open public meetings laws and requirements.
  - Gave IT a very clean audit opinion on grant requirements, and IT is in full compliance.
- Freeman-Manzanares shared that everyone’s state audit was to include a note that a state of emergency was declared and it could have a negative financial effect on the entity. Freeman-Manzanares stated that it takes a village of individuals doing things right every day to get a great audit report. There are so many individuals at IT that make it happen daily and so many that worked very hard to ensure the audit went well.
- **Freeman-Manzanares recognized the following staff for their contribution to this year’s successful audit:**
  - Finance (*Suzanne Coit, Angie Shamburger, Kiera Maryott, Brian White, Lori Vani, Bill Nevue and Heather Smith*).
  - Grants Program and Procurement (*Eric Phillips, Jessica Gould, Steve Krueger, Katie Cunningham, Jeff Peterson, Tammy Ferris*)
  - Inventory (*Jon Licht, Brian Sutherby, Becky Nygard*)
  - Maintenance and Facilities (*Jonathon Yee, Tyler Huey, William Snyder, David Hartmann, Karl Hug, Chris Shoultz, Steve Owsley, Dean Taylor, Jayson Click, Mel Zepp*)
  - Information Systems (*Jason Aguero, Kathy Miller, Daniel Van Horn*)
  - Operations (*Emily Bergkamp, Cameron Crass, Kevin Karkoski, Joy Gerchak, Cindy Waterhouse*)
  - *Pat Messmer and Legal Counsel, Jeff Myers, for ensuring IT is in compliance with the Open Public Meetings Act*
- The Annual Flu Shot Clinic is canceled due to the logistical challenge to keep everyone safe on-site. The nurse who regularly provides our clinic shared that this year’s strains of the flu are purported to be more dangerous than previous years, including one that apparently hasn’t been seen before, and there is no immunity to it. Employees are encouraged to get their flu shot from their doctor or pharmacy.
- Suzanne Coit mentioned the agency is approximately \$900,000 over what was budgeted, and the sales tax report for June was good, but baffling. It was 8.6% higher year over year. August sales tax revenue was \$7,113,734.
- IT applied for two state regional mobility grants for the 2021-2023 legislative session. One is for the BRT Project Development and Station Construction. The project is for

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\$856,000 and the local match is \$171,200. The second grant application is for the Martin Way Park-and-Ride for the I-5 northbound ramp access. This was a goal when the park-and-ride was expanded, but IT didn't have the funding or the Federal Highway's approval to pursue what they call a break-in-access coming from a park-and-ride directly onto the freeway. Eric Phillips is working with WSDOT and Federal Highways, and they are supportive, so we are working through the process. Freeman-Manzanares thanked the City of Lacey, WSDOT, TRPC and the City of Olympia for writing letters of recommendation for those grant projects.

- The bus stop project which focused on SPSCC and in northeast Lacey for the Route 65 is now complete. The project was completed on schedule for the September Service Change, which takes place September 20, 2020. It's a good tribute to our team's adaptive productivity during the COVID crisis and keeping on track.
- A press release went out September 14, 2020, in search of an Authority Citizen Representative on the ITA and Community Advisory Committee members. Thurston Talks released an article entitled, "Intercity Transit Recruiting Volunteers to Help Shape Public Transportation." Intercity Transit is the only public transit authority in the state to allow Citizen Representatives full voting membership on the governing Board, which provides our community with a unique opportunity for people to get involved. Freeman-Manzanares hopes The Olympian will publish an article to help inform the community about this unique opportunity. Outreach also includes the IT website, social media, gov delivery, and sharing through our jurisdictions to help get the word out. Application materials are due by 5 p.m., October 14, 2020.

### AUTHORITY ISSUES

Cox said a lawsuit has been filed against the City of Lacey challenging the city's ordinance involving the restrictions and requirements for recreational vehicle parking. In September of 2019, Lacey City Council approved an ordinance which shortened the amount of time RVs could park and extended the rule to cover city-owned lots. The ordinance was aimed at curbing the growing number of recreational vehicles parked in the city-owned lot behind the Lacey City Council and library building.

Menser said the Board of County Commissioners passed a resolution recognizing the hard work of the Public Health Department. The Department was not receiving hazard pay when the Board was granting it to other County employees, and they have been dealing with the health pandemic, helping businesses reopen safely and reconfiguring businesses reopening requirements, plus dealing with a sewage spill and now the air quality due to the wildfires.

Menser said that a big "chunk" of the Cares Act funding that came to the County was held by the state, and now the state is releasing it. However, the County has been given a limited amount of time to get the money allocated. The County has until the end of November to allocate the remaining dollars. During the first round of funding only a

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small amount of money was given to the Thurston Strong Program, and then the United Way and Community Foundation, working on social service needs. The County can now provide bigger chunks of money to these groups (\$5.5M to Thurston Strong and \$2M to the United Way).

Pierce said the Community Advisory Committee (CAC) has not had the opportunity to attend their monthly meetings remotely, and she is concerned about the CAC members feeling left out. Freeman-Manzanares said the CAC receives the Authority meeting materials and they are invited and encouraged to attend the ITA meetings virtually either listening by phone or through Facebook.

Sullivan said construction is wrapping up on Capital Blvd. and this should help with Route 13.

Gilman said City of Olympia has made the decision to not go back to large in-person meetings anytime soon. They've been able to refine their remote capabilities to hold meetings successfully. They are gearing up to return to public processes and some of the bigger decision-making that was stalled at the beginning of the pandemic.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:07 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Ryan Warner, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: October 7, 2020**

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

PERIOD DATES: 8/16/2020-8/29/2020				PAYDATE 9/4/2020		PERIOD DATES: 8/30/2020-9/12/2020				PAYDATE 9/18/2020	
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	69,989.75		IRS	FIT	EFT		78,008.13		
	MT	EFT	25,675.74	95,665.49		MT	EFT		27,584.12	105,592.25	
				0.00						0.00	
INS	D3/DI	Disability Ins	2,562.42	0.00	INS	A2	Met Life		10,094.07		
HEALTH	HE/HI/SP/TB	Health In1stN2ND	228,891.00	0.00	HEALTH	D3/DI	Disability Ins		2,583.69	0.00	
						HE/HI/SP/TB	Health In1stN2ND		229,010.00	0.00	
GARNISHMENT	GN	Garnish	CHECK last	427.81	GARNISHMENT	GN	Garnish	CHECK last	427.81		
CHILD SUPPORT	CS	DSHS	EFT	1,583.12	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,870.19	1,870.19
				0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,676.60	9,676.60	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,536.49	9,536.49
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,429.49	8,429.49	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,398.86	8,398.86
GET	GT	G.Ed.Tult	Check every	30.00		GET	GT	G.Ed.Tult	Check every	30.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	230.00	230.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	230.00	230.00
401K	DC	Vgrd EE	Wire	50,540.44		401K	DC	Vgrd EE	Wire	54,421.24	
VANGUARD	DC	Vgrd ER	Wire	35,278.16	85,818.60	VANGUARD	DC	Vgrd ER	Wire	37,905.10	92,326.34
LOAN	L2	401k Ln#2	Wire	3,903.08		LOAN	L2	401k Ln#2	Wire	3,604.01	
LOAN	LN	401k Ln #1	Wire	5,530.41	9,433.49	LOAN	LN	401k Ln #1	Wire	5,530.41	9,134.42
		TTL VNGRD		95,252.09				TTL VNGRD		101,460.76	
LABOR INS	LI&LA	L&I	EFT Quarterly	26,598.24		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	25,681.75	
ESD	CF&CL	WPFML	EFT Quarterly	3,657.48		ESD	CF&CL	WPFML	EFT Quarterly	3,910.16	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,757.37		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,757.63	
UNION DUES	MI	Mac.Inltion	Check last	0.00		UNION DUES	MI	Mac.Inltion	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	0.00	0.00		TF	Tx.Fr.Benefit	Employer	2,215.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	410.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	410.00	
PENSION	PN	PERS EE	EFT	71,013.00	0.00	PENSION	PN	PERS EE	EFT	76,033.45	0.00
STATE	PN	PERS ER	EFT	116,405.78	187,418.78	STATE	PN	PERS ER	EFT	125,566.02	201,599.47
PERS		TTL PERS		187,418.78		PERS		TTL PERS		201,599.47	
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	5,936.22		ICMA	RC	ICMA EE	WIRE	6,214.46	
ICMA ROTH	RI	ICMA Roth	WIRE	425.00	425.00	ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00
ICMA LON	RL	ICMA Ln#1	WIRE	786.51	854.46	ICMA LON	RL	ICMA Ln#1	WIRE	786.51	854.46
ICMA	RR	ICMA ER	WIRE	2,572.59	8,508.81	ICMA	RR	ICMA ER	WIRE	2,783.13	8,997.59
		TTL ICMA		9,363.27	9,788.27			TTL ICMA		9,852.05	10,327.05
457 STATE	SD	457 ST EE	EFT	15,750.35		457 STATE	SD	457 ST EE	EFT	16,702.25	
DEFERRED	SR	457 ST ER	EFT	9,313.04	25,063.39	DEFERRED	SR	457 ST ER	EFT	9,820.51	26,522.76
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,907.49	6,907.49	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,982.82	6,982.82
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	597.00	
	UD	Un Dues	Check last	6,255.71			UD	Un Dues-BOTH PP	Check last	6,254.25	
	UI	Un Inltiatn	Check last	0.00			UI	Un Inltiatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax	Check last	3,280.00			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	292.00		UNITED WAY	UW	United Way	Check last	268.00	
WELLNESS	WF	Wellness	Check last	350.50		WELLNESS	WF	Wellness	Check last	350.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		595,367.94	595,367.94	DIRECT DEP.	NP	ACH Wire every		635,454.15	635,454.15
LIVE CHECKS		Paychecks		3,325.83		LIVE CHECKS		Paychecks - LIVE CHECKS		0.00	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,033,799.54			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,107,974.80
		TOTAL PAYROLL*:		\$1,313,375.02				TOTAL PAYROLL*:		\$1,391,564.66	
GROSS WAGE		GROSS EARNINGS:		914,415.60		GROSS WAGE		GROSS EARNINGS:		977,554.83	
ER AMOUNT		EMPR MISC DED:		386,121.55		ER AMOUNT		EMPR MISC DED:		400,217.77	
MEDICARE TAX		EMPR MEDICARE TAX:		12,837.87		MEDICARE TAX		EMPR MEDICARE TAX:		13,792.06	
		PP18 Total			\$1,313,375.02			PP19 Total			\$1,391,564.66
								Total Payroll for September 2020			\$2,704,939.68
DIRECT DEP.		ACH WIRE TOTAL			613,704.03	DIRECT DEP.		ACH WIRE TOTAL			653,619.50

\$0.00

\$0.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/1/2020

Thru Date: 9/1/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30869	9/1/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$175.74	
30870	9/1/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,063.21	
30871	9/1/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$590.02	
30872	9/1/2020	03023	BACKUPIFY INC.	\$390.00	
30873	9/1/2020	03890	BRIDGESTONE AMERICAS INC	\$1,472.24	
30874	9/1/2020	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00	
30875	9/1/2020	05995	CHILD CARE ACTION COUNCIL	\$200.00	
30876	9/1/2020	08607	EDNETICS INC	\$47.86	
30877	9/1/2020	10477	GALLS PARENT HOLDINGS LLC	\$1,075.50	
30878	9/1/2020	10517	GARDNER MIKE	\$148.00	
30879	9/1/2020	10580	GENE'S TOWING INC	\$260.88	
30880	9/1/2020	10660	GILLIG LLC	\$3,390.59	
30881	9/1/2020	10884	GRUB	\$250.00	
30882	9/1/2020	11499	ICIMS INC	\$27,198.18	
30883	9/1/2020	11905	JANEK CORPORATION	\$815.03	
30884	9/1/2020	14750	MULLINAX FORD OF OLYMPIA	\$125.90	
30885	9/1/2020	15140	NISQUALLY TOWING SERVICE	\$276.26	
30886	9/1/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,349.31	
30887	9/1/2020	16969	POINT GRAPHICS LLC	\$382.55	
30888	9/1/2020	17505	RAINIER DODGE INC.	\$18.97	
30889	9/1/2020	17560	ROMAINE ELECTRIC CORP.	\$469.87	
30890	9/1/2020	17900	SCHETKY NORTHWEST SALES INC.	\$628.16	
30891	9/1/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$290.99	
30892	9/1/2020	18066	SHI INTERNATIONAL CORP.	\$1,032.30	
30893	9/1/2020	18530	STANDARD PARTS CORP.	\$34.20	
30894	9/1/2020	21660	THERMO KING NORTHWEST INC.	\$1,140.50	
30895	9/1/2020	21870	THURSTON COUNTY COUNCIL ON AGING	\$114.00	
30896	9/1/2020	21950	TITUS-WILL CHEVROLET	\$812.60	
30897	9/1/2020	22010	TOYOTA OF OLYMPIA	\$178.34	
			<b>Total:</b>	<b>\$43,976.20</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/9/2020

Thru Date: 9/9/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30900	9/9/2020	01405	ADVANCE GLASS INC.	\$778.44	
30901	9/9/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$154.00	
30902	9/9/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$1,816.87	
30903	9/9/2020	04120	BUILDERS HARDWARE & SUPPLY	\$605.36	
30904	9/9/2020	05320	CAPITOL CITY PRESS INC	\$79.20	
30905	9/9/2020	05340	CAPITOL COURIER SERVICE	\$54.00	
30906	9/9/2020	06120	CITY OF OLYMPIA UTILITIES	\$5,032.34	
30907	9/9/2020	07220	CUMMINS INC.	\$1,244.13	
30908	9/9/2020	07619	DAVID S FOSTER	\$1,750.00	
30909	9/9/2020	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
30910	9/9/2020	09662	FERRELLGAS LP	\$4,241.73	
30911	9/9/2020	10607	GENUINE AUTO GLASS OF LACEY	\$435.06	
30912	9/9/2020	10660	GILLIG LLC	\$1,154.60	
30913	9/9/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$140,435.75	
30914	9/9/2020	11887	J LINDER PAINTING LLC	\$23,186.89	
30915	9/9/2020	11943	JOANNA GRIST	\$1,750.00	
30916	9/9/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$926.75	
30917	9/9/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30918	9/9/2020	15140	NISQUALLY TOWING SERVICE	\$344.57	
30919	9/9/2020	16695	PATTISON WATER COMPANY	\$262.40	
30920	9/9/2020	17580	RECARO NORTH AMERICA INC.	\$781.80	
30921	9/9/2020	17861	SAMBA HOLDINGS INC.	\$154.63	
30922	9/9/2020	17900	SCHETKY NORTHWEST SALES INC.	\$0.55	
30923	9/9/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$568.23	
30924	9/9/2020	18470	SPORTWORKS NORTHWEST INC.	\$219.57	
30925	9/9/2020	18530	STANDARD PARTS CORP.	\$204.68	
30926	9/9/2020	18540	STANTEC CONSULTING SERVICES INC	\$89,792.75	
30927	9/9/2020	18705	SUNBELT RENTALS INC.	\$1,713.45	
30928	9/9/2020	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
30929	9/9/2020	21660	THERMO KING NORTHWEST INC.	\$2,357.84	
30930	9/9/2020	21950	TITUS-WILL CHEVROLET	\$334.86	
30931	9/9/2020	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$85.00	
30932	9/9/2020	23406	U.S. BANK NATIONAL ASSOCIATION	\$103.85	
30933	9/9/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$16,197.43	
30934	9/9/2020	23641	United States Treasury	\$35.50	
30935	9/9/2020	24750	WA ST GET PROGRAM	\$30.00	
30936	9/9/2020	24755	WA ST HEALTH CARE AUTHORITY	\$465,780.24	
30937	9/9/2020	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
30938	9/9/2020	25858	WESTCARE CLINIC LLC PS	\$1,530.00	
<b>Total:</b>				<b>\$773,934.78</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/15/2020

Thru Date: 9/15/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30939	9/15/2020	01895	ECOLUBE RECOVERY LLC	\$590.40	
30940	9/15/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,003.34	
30941	9/15/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$50,009.29	
30942	9/15/2020	03890	BRIDGESTONE AMERICAS INC	\$419.68	
30943	9/15/2020	06040	CITY OF LACEY	\$1,480.13	
30944	9/15/2020	07220	CUMMINS INC.	\$776.70	
30945	9/15/2020	07350	CW JANITORIAL SERVICE LLC	\$17,351.33	
30946	9/15/2020	08765	ELTEC SYSTEMS LLC	\$1,777.25	
30947	9/15/2020	10660	GILLIG LLC	\$2,815.63	
30948	9/15/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
30949	9/15/2020	11887	J LINDER PAINTING LLC	\$36,407.53	
30950	9/15/2020	11892	J ROBERTSON AND COMPANY	\$1,400.00	
30951	9/15/2020	12845	KNIGHT FIRE PROTECTION INC.	\$317.26	
30952	9/15/2020	14160	MCMASTER-CARR SUPPLY CO.	\$59.67	
30953	9/15/2020	14381	METLIFE	\$10,094.07	
30954	9/15/2020	14590	MOHAWK MFG & SUPPLY CO.	\$152.84	
30955	9/15/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$168.48	
30956	9/15/2020	15203	NORTHWEST CASCADE INC	\$2,866.93	
30957	9/15/2020	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$346.35	
30958	9/15/2020	16490	HAROLD LEMAY ENTERPRISES	\$667.25	
30959	9/15/2020	16654	PARKER CORPORATE SERVICES INC.	\$2,767.60	
30960	9/15/2020	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$1,759.02	
30961	9/15/2020	17290	PUGET SOUND ENERGY	\$10,917.70	
30962	9/15/2020	17760	ROSS AND WHITE COMPANY	\$268.61	
30963	9/15/2020	17900	SCHETKY NORTHWEST SALES INC.	\$167.14	
30964	9/15/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,786.81	
30965	9/15/2020	18530	STANDARD PARTS CORP.	\$58.57	
30966	9/15/2020	18538	STANLEY CONVERGENT SECURITY Solutio	\$328.20	
30967	9/15/2020	18540	STANTEC CONSULTING SERVICES INC	\$5,000.00	
30968	9/15/2020	18611	STERTIL-KONI USA INCORPORATED	\$52,602.39	
30969	9/15/2020	18705	SUNBELT RENTALS INC.	\$267.34	
30970	9/15/2020	21660	THERMO KING NORTHWEST INC.	\$186.58	
30971	9/15/2020	21870	THURSTON COUNTY COUNCIL ON AGING	\$114.00	
30972	9/15/2020	21950	TITUS-WILL CHEVROLET	\$1,007.75	
30973	9/15/2020	22010	TOYOTA OF OLYMPIA	\$12.72	
30974	9/15/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
30975	9/15/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$75,592.64	
30976	9/15/2020	24000	W. W. GRAINGER INC.	\$101.15	
30977	9/15/2020	24030	WA ST AUDITOR'S OFFICE	\$10,020.66	
<b>Total:</b>				<b>\$297,663.01</b>	

## Intercity Transit

### Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/23/2020

Thru Date: 9/23/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30978	9/23/2020	01405	ADVANCE GLASS INC.	\$471.30	
30979	9/23/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$16,396.96	
30980	9/23/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$2,924.92	
30981	9/23/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$652.02	
30982	9/23/2020	06140	CITY OF TUMWATER	\$330.00	
30983	9/23/2020	07220	CUMMINS INC.	\$1,629.07	
30984	9/23/2020	09120	EXCEL SUPPLY COMPANY INC	\$2,152.34	
30985	9/23/2020	10477	GALLS PARENT HOLDINGS LLC	\$329.53	
30986	9/23/2020	10580	GENE'S TOWING INC	\$89.69	
30987	9/23/2020	10660	GILLIG LLC	\$1,871.60	
30988	9/23/2020	10887	GRUBER POWER SERVICES	\$3,068.67	
30989	9/23/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$161.07	
30990	9/23/2020	11702	INSPECTORATE AMERICA CORPORATION	\$2,648.55	
30991	9/23/2020	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$318.35	
30992	9/23/2020	13740	MAGELLAN HEALTHCARE	\$1,852.20	
30993	9/23/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30994	9/23/2020	14750	MULLINAX FORD OF OLYMPIA	\$0.00	<input checked="" type="checkbox"/>
30995	9/23/2020	14750	MULLINAX FORD OF OLYMPIA	\$792.02	
30996	9/23/2020	15535	OLYMPIA COLLISION REPAIR	\$1,422.42	
30997	9/23/2020	16654	PARKER CORPORATE SERVICES INC.	\$38,771.84	
30998	9/23/2020	16888	REXEL USA INC.	\$261.25	
30999	9/23/2020	16966	POINT & PAY LLC	\$68.18	
31000	9/23/2020	17505	RAINIER DODGE INC.	\$197.09	
31001	9/23/2020	17795	ROUTEMATCH SOFTWARE INC	\$5,995.00	
31002	9/23/2020	17900	SCHETKY NORTHWEST SALES INC.	\$438.87	
31003	9/23/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,635.22	
31004	9/23/2020	18145	SIX ROBBLEES' INC.	\$159.32	
31005	9/23/2020	18530	STANDARD PARTS CORP.	\$224.71	
31006	9/23/2020	21660	THERMO KING NORTHWEST INC.	\$449.34	
31007	9/23/2020	21950	TITUS-WILL CHEVROLET	\$1,981.46	
31008	9/23/2020	22010	TOYOTA OF OLYMPIA	\$80.85	
31009	9/23/2020	23576	UNG CHAE	\$2,700.00	
31010	9/23/2020	23641	United States Treasury	\$60.50	
31011	9/23/2020	23660	UNITED WAY OF THURSTON COUNTY	\$560.00	
31012	9/23/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
31013	9/23/2020	24750	WA ST GET PROGRAM	\$30.00	
<b>Total:</b>				\$91,841.65	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/30/2020

Thru Date: 9/30/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31014	9/30/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,063.21	
31015	9/30/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$11,560.63	
31016	9/30/2020	03250	BATTERY SYSTEMS INC.	\$1,673.35	
31017	9/30/2020	06120	CITY OF OLYMPIA UTILITIES	\$1,638.97	
31018	9/30/2020	07220	CUMMINS INC.	\$680.76	
31019	9/30/2020	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31020	9/30/2020	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$6,456.51	
31021	9/30/2020	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
31022	9/30/2020	09660	WOLSELEY INVESTMENTS INC.	\$81.15	
31023	9/30/2020	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$2,062.19	
31024	9/30/2020	10660	GILLIG LLC	\$715.72	
31025	9/30/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$59.60	
31026	9/30/2020	11909	JAYRAY ADS & PR INC	\$1,413.75	
31027	9/30/2020	13513	LEVINE RILEY	\$80.41	
31028	9/30/2020	14750	MULLINAX FORD OF OLYMPIA	\$949.59	
31029	9/30/2020	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
31030	9/30/2020	16969	POINT GRAPHICS LLC	\$745.01	
31031	9/30/2020	17580	RECARO NORTH AMERICA INC.	\$37.32	
31032	9/30/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$674.67	
31033	9/30/2020	18066	SHI INTERNATIONAL CORP.	\$5,205.25	
31034	9/30/2020	18530	STANDARD PARTS CORP.	\$101.24	
31035	9/30/2020	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31036	9/30/2020	21830	THURSTON COUNTY SOLID WASTE	\$3,175.00	
31037	9/30/2020	21950	TITUS-WILL CHEVROLET	\$3,910.26	
31038	9/30/2020	24130	WA ST DEPARTMENT OF ECOLOGY 2	\$55.00	
31039	9/30/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$145.00	
31040	9/30/2020	26405	XIOLOGIX LLC	\$2,092.28	
<b>Total:</b>				<b>\$54,583.36</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2020SEP	DI	9/11/2020			3,566.88	3,566.88	3,566.88		3,566.88
<b>13786 MARTIN JAMIE</b>										
00	EMP RECOG 09/20	DI	9/11/2020			220.00	220.00	220.00		3,786.88

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>02541 ASMUS JAMES</b>										
00	SPRING 2020 REIMB.	DI	9/25/2020			2,335.00	2,335.00	2,335.00		2,335.00
<b>06487 COIT SUZANNE</b>										
00	AUG. 2020 REIMB.	DI	9/25/2020			54.91	54.91	54.91		2,389.91
00	MAY 2020 TRLV REIMB	DI	9/25/2020			630.00	630.00	684.91		3,019.91
<b>08044 DOENITZ THOMAS</b>										
00	09/17 RECOG CSH OU	DI	9/25/2020			215.00	215.00	215.00		3,234.91
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2020 SEPTEMBER	DI	9/25/2020			820.00	820.00	820.00		4,054.91
<b>11775 IT WELLNESS</b>										
00	2020 SEPTEMBER	DI	9/25/2020			701.00	701.00	701.00		4,755.91

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: October 7, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Manager, 705-5832

**SUBJECT:** Adoption of the 2019 Annual Report & 2020-2025 Transit Development Plan

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1) **The Issue:** The annual update of the agency’s Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.

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2) **Recommended Action:** Adopt the 2019 Annual Report and 2020–2025 Transit Development Plan, as presented.

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3) **Policy Analysis:** Washington State requires the local transit agency to prepare an annual report and to update the agency’s six-year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website and *The Olympian* newspaper. A formal Public Hearing was properly noticed and held during the Transit Authority's September 16, 2020, regular meeting.

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4) **Background:** Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan during September (note: as a result of the COVID-19 pandemic, Intercity Transit requested and received approval from WSDOT to submit submit our updated TDP after the September requirement). This year’s update is consistent with past procedural reviews, and includes assumptions related to future service, facilities and equipment that are consistent with the elements contained in the agency’s adopted Long Range Plan.

This year’s update to the Transit Development Plan is intended to be consistent with State, regional, and local plans and capital programs as required by statute. Copies of the approved TDP will be distributed to WSDOT, local jurisdictions, and other appropriate organizations and businesses throughout Thurston County.

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5) **Alternatives:**  
A. Adopt plan as recommended by staff.

B. Delay adoption to a later date – this would require notification to the State requesting additional time.

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

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

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8) **References:** [Final Draft](#) of the Transit Development Plan as presented at the September 16, 2020, public hearing including minor corrections.

# INTERCITY TRANSIT

2019 Annual Report

2020–2025 Transit Development Plan



INTERcity TRANSIT

Prepared by: Intercity Transit Development Department

Approved by: Intercity Transit Authority

October 2020

## **Intercity Transit Authority:**

**Ryan Warner - Chair, Citizen Representative**  
**Carolyn Cox - Vice Chair, City of Lacey**  
**Molly Carmody- City of Yelm**  
**Clark Gilman - City of Olympia**  
**Don Melnick - Citizen Representative**  
**Tye Menser - Thurston County**  
**Sue Pierce- Citizen Representative**  
**David Sharwark - Labor Representative**  
**Debbie Sullivan -City of Tumwater**

**Ann Freeman-Manzanares - General Manager:**

## **Intercity Transit Address & Phone:**

**526 Pattison SE**  
**PO Box 659**  
**Olympia, WA 98507**

**360-786-8585**

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

If you have any questions concerning this policy or practice please, contact: Intercity Transit, 526 Pattison SE, PO Box 659, Olympia, WA 98507 or by calling the agency's Title VI Officer at: 360-705-5885 or [ephillips@intercitytransit.com](mailto:ephillips@intercitytransit.com)

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

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## Introduction

In accordance with RCW 35.58.2795, Intercity Transit has prepared and submitted this Annual Report for 2019 and a subsequent Transit Development Plan (TDP) for years 2020 through 2025. The purpose of the Annual Report is to summarize the major or significant events that affected delivery of transit services in the Thurston County Public Transportation Benefit Area (PTBA). Additionally, this document illustrates projected changes in local transit services during the next five years based on known facts and forecasted trends. Described in this plan are the methods and strategies proposed by Intercity Transit staff and endorsed by the Authority Board of Directors necessary to fulfill the provisions contained in our Mission and Vision statements.

### **Mission Statement**

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

### **Vision Statement**

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

### **Public Hearing**

Public comment is encouraged with each annual update of the TDP. This year's public hearing is on Wednesday, Sept. 16, 5:30 PM, at the Transit Authority meeting, 526 Pattison St SE, Olympia, Wash. Following final Authority adoption, this Plan will be available at [www.intercitytransit.com](http://www.intercitytransit.com) and distributed to the Washington State Department of Transportation, Washington State Transportation Improvement Board, Thurston Regional Planning Council, Thurston County, and cities of Lacey, Olympia, Tumwater, and Yelm.

### **Plan Consistency**

This Transit Development Plan is a complementary document to Intercity Transit's adopted Long Range Plan and Strategic Plan, which consider and guide the expansion of service as well as future service designs, capital facilities, equipment, agency policies, and other key business strategies. Intercity Transit involves the public, agency staff, our Community Advisory Committee (CAC), and Transit Authority in annually reviewing and updating our Strategic Plan and the Long Range Plan in a similar but separate process. The Long Range Plan provides the roadmap for future service expansion as approved under Proposition 1 in November 2018. The Strategic Plan contains components of the TDP, but it provides the more in-depth analysis and discussions for

developing the annual budget (2021) and provides annual policy review and guidance for the future direction of the agency.

## Section 1: Organization, 2019

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

### Agency History

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

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

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

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

2003 – 2005: Incremental service increases began over three phases. Both Phase 1 (February 2003) and Phase 2 (September 2004) included 15% increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in 2004.

During 2005, the focus shifted to rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops, and completing market research and ridership studies.

2006 – 2007: A three-phase increase of service hours was implemented, exceeding 15% in expansion. A new circulator route called “Dash” began operating between the Capitol Campus and downtown Olympia. A fixed route Short- and Long-Range Service Plan was completed in 2006, and 26 expansion vanpools were acquired. The installation of a communications system with advanced digital radio, AVL tracking, stop announcements, and auto-passenger counters were completed in 2007 as well as a new multi-year service plan. A small increase in service hours was implemented as well as upgrades to the fleet, including 23 new buses (5 expansion), 3 Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in 2007 increased 12% above 2006. Intercity Transit completed a state-funded Trip Reduction program with state offices in Tumwater. Outreach efforts engaged over 1,000 participants in the annual Bicycle Commuter Contest and a new education program, “Smart Moves,” for middle and high school students was launched.

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

2010 – 2011: In 2010, the agency acquired six new hybrid-electric replacement buses. Local voters also approved a 0.2% increase in local transit sales tax, raising the rate to 0.8%. A discounted bus pass pilot program began intending to help local non-profit and human-service agencies with their clients' transportation needs. Commute Trip Reduction (CTR) law changes significantly increased the number of affected worksites in Thurston County, and Intercity Transit celebrated its 30th anniversary in 2011. The agency was selected by the Federal Transit Administration (FTA) to receive ISO 14001-

certified Environmental and Sustainability Management System (ESMS) training, which resulted in a new ESMS program. Major capital facility projects for the Olympia Transit Center (OTC), Operations Base, as well as the Hawks Prairie P&R Lot were continued. A Dial-a-Lift (paratransit) client survey was completed and the agency hit a record 5.3 million boardings, including fixed route ridership of 4.5 million. An online trip planner, as well as a regional application for "next bus" information were implemented.

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

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

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

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

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

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

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

## Section 2: Facilities, 2019

Intercity Transit owns several facilities:

- Olympia Transit Center (OTC)
- Lacey Transit Center (LTC)
- Centennial [Amtrak] Station (Thurston County)
- Main base facility (526 Pattison Street SE, Olympia)

All maintenance, administration, and dispatch functions are performed from the Pattison Base. In 2005, Intercity Transit purchased property adjacent to the Pattison Base with the intent of expanding the facility to better accommodate agency growth. In 2012, nearby office space was leased to provide necessary workspace relief. In 2017, the Pattison base expansion project (Phase 1) began with final design and replacement of existing underground fuel storage tanks. Intercity Transit has received State/Federal funding to support completion of the Intercity Transit base expansion and rehabilitation project and continues to seek funding for the remaining phases. Construction of the project's frontage and a new traffic signal began in 2019, and a GCCM contractor was selected and full design work was completed in 2019. Construction on the north portion of the base site work is slated for fall of 2020. Construction of the north site and rehabilitation of the existing maintenance building and final site work is anticipated to continue through 2024.

## Section 3: Service Description, 2019

During 2019, Intercity Transit provided a variety of transportation services benefiting the residents and visitors of Thurston County (See Appendix B for service area map):

### Fixed Route Service

A significant restructuring of service — primarily on weekends and the beginning/end of the service day — occurred in March, September, and November 2019; this increased the total number of routes from 21 to 22. Hours of service on weekdays were generally 4:30 a.m. to 12:25 a.m. (next day); Saturdays, generally 7:15 a.m. to 12:25 a.m. (next day); and Sundays between 7:15 a.m. to 12:25 a.m. (next day); no service was provided on three national holidays (New Year’s Day, Thanksgiving, and Christmas).

- **Fares:** 8.2% of operating expenses for local service was recovered through fare collection, and 6.8% for Express service was recovered (See fare table, below).
- **Total Boardings:** In 2019, Intercity Transit recorded 4,029,885 fixed route boardings, which is an increase of 7.1% from 2018 boardings.

### ADA Complementary Paratransit Service

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

- **Fares:** Recovered about 1.7% of operating costs.
- **Total Boardings:** 209,227, an increase of 10.4% above 2018.

### 2019 Fare Structure for Fixed Route and Dial-A-Lift Service

Local Service				Express Service	
Fixed Route	Per Ride	Daily Pass	Monthly Pass	Olympia/Tacoma Per Ride	Monthly Pass
Regular Adult	\$1.25	\$2.50	\$36.00	\$3.00	\$90.00
Youth (6-17 yrs.) [5 & under free]	\$1.25	\$2.50	\$15.00	\$3.00	\$90.00
Reduced*	\$0.50	\$1.00	\$15.00	\$1.25	\$37.50
<b>Dial-A-Lift</b> Reduced*	\$1.00	\$2.00	\$36.00 \$15.00*	N/A	N/A

\* Reduced Fare Permit required. Eligibility based on age, disability, or possession of a Medicare card.

### **Vanpool Services Operation**

At the end of 2019, there were 181 Intercity Transit commuter vanpools in operation throughout the Puget Sound region – an increase of 1 compared to the year prior. Intercity Transit staff promote the vanpool program to employers and individuals as well as facilitate group formation and provide defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis and operate the vehicles independent of other Intercity Transit services; vans are generally in service weekdays, from 5 a.m. to 6:30 p.m.

- **Fares:** 94% of the operating costs were recovered in 2019.
- **Total Boardings:** 491,090 trips were recorded in 2019, which was a decrease of 5.7% from 2018.

**Ridematching:** Intercity Transit is a member of the Washington/Oregon Rideshare network, which provides a computerized database of individuals interested in carpooling and vanpooling. Rideshare online is a free service to the user that was established in 1997. The service enables commuters to make contacts throughout the region either through a toll-free call, over the internet, or via a local transit system.

### **Village Vans**

In 2002, Intercity Transit began a grant-funded service to operate four vans intended to help meet work-related transportation challenges for low-income families. In 2019, the program provided employment support transportation totaling 6,425 rides, which was an increase of 63% compared to 2018. The program allows vans to be driven by eligible job-seekers participating in the Customized Job Skills Training Program, volunteering a total of 4,505 hours in 2019. During 2020, 21 volunteer drivers secured employment, as did dozens of passengers. Village Vans is an innovative program that includes representatives from the Washington Department of Employment Security, Thurston County Public Health and Social Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council, and other local service agencies whose programs are intended to help job-seekers or low-income families.

## Section 4: Service Connections, 2019

In 2019, Intercity Transit provided connections with five other public transit operators, as well as Greyhound and Amtrak service:

- **Grays Harbor Transit:** Service between Aberdeen and Olympia's Capital Mall, Greyhound terminal, and the Olympia Transit Center.
- **Mason Transit Authority:** Service connections between Shelton and Olympia's Capital Mall and Olympia Transit Center.
- **Pierce Transit (PT):** IT's Express service connects with PT's local service in Lakewood (Lakewood Station and SR 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma).
- **Sound Transit (ST):** In 2019, IT's Express routes connected with ST service in Lakewood (Lakewood Station and SR 512 P&R Lot), Tacoma Dome Station, and downtown Tacoma. From these locations, riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport or to Sounder passenger rail to stations between Lakewood and Seattle.
- **AMTRAK:** Intercity Transit Routes 64 and 94 provide half-hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey Centennial Station, which offers access to 10 passenger rail trips each day.
- **Greyhound:** Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound terminal.
- **Rural Transportation (R/T):** This transportation system, which is funded by a WSDOT grant, provides limited service throughout southern Thurston County. R/T buses connect with IT routes in a number of locations, including Tumwater Square.
- **Park & Ride Lots (P&R):** Fixed route service is available at two park & ride lots:
  - Martin Way P&R (Local & Express and BRT light)
  - Centennial [Amtrak] rail station (Local)
- **Educational Facilities:** Fixed route service is available to many public and private schools throughout the service area. Of four school districts that exist within Intercity Transit's service area, 43 of the 50 public schools are served by local transit routes. A number of the routes maintain schedules that coincide with the school's opening and closing hours of operation. Intercity Transit provides service to the Olympia and Lacey campuses of South Puget Sound Community College and The Evergreen State College. The colleges participate in local Commute Trip Reduction incentives and had transit pass programs for students, faculty, and staff through 2019. Service is also available to Saint Martin's

University, which also had a student pass program for undergraduates through 2019.

## Section 5: Activities, 2019

Significant agency activity during the year continued with ongoing capital facility project reviews and work to implement the service expansion approved under Proposition 1. The effort to limit agency use of non-renewable resources, reducing waste and pollution, promoting public stewardship, and protecting the natural environment as much as possible has been incorporated into training of all Intercity Transit staff.

Capital projects involved the continuing effort to accommodate needed growth with a major expansion of the Olympia Transit Center and on-going efforts to secure additional funds for the development of the Pattison base expansion and rehabilitation project which was fully budgeted in 2019. Highlights of other agency efforts during the year included:

- **Transit Service:** Service hours increased (12.2%) with increased service levels on all routes.
- **New Shelters and Amenities:** Intercity Transit upgraded more than 50 bus stops throughout the system. Amenities included adding solar lights, shelters, and pole-mounted benches.
- **Land Use Planning coordination:** Intercity Transit is one of a number of local agencies involved in reviewing local land use permitting requests. Staff works with local community development and public works departments, planning commissions, as well as public and private developers to include access to public transportation through effective land use planning and urban design. During 2019, staff received and reviewed development notices and commented on several applications requesting specific transit amenities, including a new bus stop, shelter, or improved ADA access to an existing stop. There remains on-going participation with local jurisdictions on road improvement projects, including regional projects for I-5 (JBLM, various interchanges) and U.S. 101. The “Smart Corridor” transit signal priority demonstration project is also ongoing, with testing of six intersections.
- **Village Vans:** Village Vans service began in 2002, helping meet work-related transportation challenges for individuals of low incomes who are seeking or sustaining employment. The focus of the program is to assist in transitioning these individuals from public assistance to financial independence where transportation is a common barrier. Village Vans operates with six vans, which provided 6,425 trips in 2019 and traveled 35,720 miles. Thirty-three eligible drivers volunteered 4,505 hours to provide this service as they participated in the Customized Job Skills Training program. Most volunteer drivers are seeking employment as they gain skills and experience in the transit industry. Twenty-

one of 33 volunteers were successfully employed in 2019. The participating passengers and volunteer drivers are frequently referred to Village Vans from community partners such as Pacific Mountain WorkForce Development Council, DSHS, Department of Vocational Rehab, and South Puget Sound Community College.

- **Vanpool Program:** Groups increased from 180 in 2018 to 181 in 2019. The 491,090 passenger trips recorded during 2019 was a decrease of 5.7% from the previous year. Vans operate throughout an eight-county region (King, Pierce, Grays Harbor, Lewis, Thurston, Mason, and Kitsap counties) with certified and trained volunteer drivers and remove hundreds of vehicles from congested roadways each weekday.
- **Innovative Programs:** Intercity Transit continued the growth of its “Walk N Roll” youth education program throughout 2019, reaching an estimated 9,282 youth and families in 36 schools. This was done through 15 Rolling Classroom field trips, 21 classroom presentations on public and active transportation, 17 outreach events, and 70 Walk N Roll to School events. The program also included after-school Earn-A-Bike classes that provided eight hours of bike safety education and basic mechanic instruction to 81 students; 67 of those students received a refurbished bike. Volunteers contributed a total of 1,574 hours rebuilding bikes and assisting with classes. Intercity Transit also coordinates the Bicycle Commuter Challenge (BCC) events, which run from early winter through early summer each year.

Intercity Transit continues to provide online trip planning for fixed route service and participation in regional smart phone applications using “One Bus Away” for real-time bus arrival information and trip planning. The Travel Training and Bus Buddy programs also work with individuals to transition from paratransit service to fixed route, or assist people with becoming comfortable riding a bus independently.

## Section 6: Proposed Action Strategies, 2020-2025

The Washington State Department of Transportation (WSDOT) requires transit agencies to report how they are accomplishing the state's public transportation objectives as identified in Transportation System Policy Goals (RCW 47.04.280).

### **1. ECONOMIC VITALITY**

*To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.*

#### **2019 Activities**

- Invested in public transportation that had a significant multiplier effect in creating jobs, personal wealth, and tax revenues.
- Provided reliable transportation and connections to employers and commercial shopping centers.
- Provided living-wage jobs and encouraged local spending.
- Supported local business by purchasing many goods and services from within the community and region.
- Expanded Sunday bus service to include more routes operating at higher frequencies with a greater span of service throughout the day

#### **2020-2025 Action Strategies**

- Assess the fixed route system for ways to improve on-time performance and general reliability.
- Continue the incremental expansions of service identified in the adopted Long-Range Plan (2018).
- Explore expanded service to new commercial and residential developments.

### **2. PRESERVATION**

*To maintain, preserve and extend the life and utility of prior investments in existing transportation systems and services.*

#### **2019 Activities**

- Provided regular and reliable bus service in and around the cities of Olympia, Tumwater, Lacey, and Yelm.
- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.
- Replaced Vanpool fleet vehicles to preserve service reliability.
- Initiated construction on the expansion of the Olympia Transit Center for fixed route service and an interstate private carrier (Greyhound).

- Maintained a WSDOT Regional Mobility Grant for service enhancements of Express bus service on I-5 between Thurston and Pierce counties; this includes weekday service between Olympia and Tacoma.

### **2020-2025 Action Strategies**

- Use existing resources and eligible grants to maintain the same level of service.
- Continue to participate in eligible grant programs to replace aging fleet vehicles and maintain adequate depth and spare ratio.
- Continue to work on capital facility projects including the expansion and remodel of the Pattison Maintenance and Operations Base in Olympia.
- Complete an expansion of the Olympia Transit Center to better serve the community as a transportation hub, including accommodating Greyhound service.
- Continue to implement the fixed route Short- and Long-Range Plan.

### **3. SAFETY**

*To provide for and improve the safety and security of transportation customers and the transportation system.*

#### **2019 Activities**

- An internal Safety Committee met regularly and conferred on major events. The Committee reviewed monthly safety reports, maintained ongoing safety records, and made recommendations to the General Manager on issues involving employee and customer safety.
- Maintained an outreach program to local schools for “Bike and Walk to School Days.” Other sponsored programs included classes where students received a recycled bike and learn maintenance and traffic skills as well as PE classes where students learned how to walk and bike to stay healthy and safe.
- Provided regular and ongoing training of Operations and Maintenance staff as well as other agency support staff.
- Participated in local and regional efforts to increase safety and improve security components within the service district and improve coordination between agencies, particularly with local emergency services.
- Continued participation in the regional coordination of the Puget Sound Transportation Recovery Plan for major disruptions to vital transportation facilities and links at both the local and regional level.
- Responded to numerous customer comments, suggestions, and complaints.
- Improved several bus stops for accessibility and lighting.

## **2020-2025 Action Strategies**

- Continue to review and develop programs for agency staff intended to improve safety and security.
- Continue to work and make improvements with other public agencies and school districts regarding safety and emergency response on both local and regional level.
- Provide training to ensure understanding and integration of National Incident Management System, All Hazards Emergency Response Plan, and Continuity of Operations Plan. Implement priorities in Hazards Mitigation Plan. Continue to acquire and implement modifications to facilities and vehicles to increase safety and security for customers and employees.
- Replace aging office equipment and continue to invest in adequate network security protections.
- Adhere to State-directed mandates and implement selected industry best practices intended to slow and prevent the spread of COVID-19 (coronavirus)

## **4. MOBILITY**

*To improve the predictable movement of goods and people throughout the state of Washington, including congestion relief and improved freight mobility.*

### **2019 Activities**

- Continued to participate in local and state planning efforts to develop and improve alternatives to single-occupant vehicles. The agency also continued to take an active role with regional long-range transportation planning activities intended to relieve congestion and associated environmental impacts.
- Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service.
- Continued fixed route and Dial-A-Lift (paratransit) services and a commuter Vanpool program as well as a Village Vans program for qualified low-income recipients.
- Continued fare-integration partnerships with public agency employers and colleges that supported employee and student use of transit; this included ongoing work with WSDOT on state employees' transit STAR Pass program, which was available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, The Evergreen State College, and St. Martin's University continued. Pass agreements with Thurston County, the Thurston Regional Planning Council and City of Olympia also continued.
- Participated regularly in local and regional meetings and with local, regional, state, and tribal staff members. In 2019, as part of the TSP/Smart Corridors program, Intercity coordinated with the City of Olympia and installed the region's first queue jump on State Avenue with a dedicated transit signal. The improvements also

included an in-lane portable bulb-out at the 4<sup>th</sup> Avenue and Washington Street intersection to support the new BRT light service – “The One,” which began in November 2019.

- Continued a WSDOT Regional Mobility Grant for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties.

### **2020-2025 Action Strategies**

- Continue to support health and equity in IT's service area by providing access and mobility for all people.
- Continue to work with local jurisdictions to further integrate transit-oriented development intended to enhance transportation options, improve walkability and connections to transit resulting in enhanced access to jobs and housing.
- Continue to work with the other regional transportation providers to maintain and improve existing service connections.
- Continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.
- Continue to work with local jurisdictions, state, and tribal organizations to improve public transportation in the region for services along state roads and federal interstate.
- Continue to integrate improvements in information technology and transportation services. This includes web-based information, mobile phone applications, on-street displays, and other information materials that encourage and promote transportation alternatives.
- Continue to monitor and report the results of the “zero-fare” policy that eliminated fare collection on fixed-route buses. The five-year demonstration policy was adopted as part of the 2019 budget with an effective date of January 1, 2020.
- Identify under-served areas and explore coordination between other contemporary ride-sharing services to leverage access to public transportation.

## **5. ENVIRONMENT**

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

### **2019 Activities**

- Provided several million trips that may have otherwise been taken in a single-occupant vehicle.
- Intercity Transit and Thurston Regional Planning Council participated cooperatively in local commute trip reduction (CTR) efforts including promotional marketing efforts with employers around Thurston County. Intercity Transit continued to

provide significant education and outreach program efforts to public schools, and the transit agency also coordinated annual county-wide Bicycle Commuting Challenge (May of each year).

- Intercity Transit continued to use biodiesel fuel of a 5-to-20 percent blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water quality standards, including recycling antifreeze, engine oil, office paper, cardboard, and printer inks.
- In-house Environmental and Sustainability Management continued to review and analyze existing conditions for improving the agency's continuing sustainability practices, and continued to provide in-house training of agency staff.
- Continued integration of sustainability practices into a variety of transportation-related programs and projects around Intercity Transit's service area and the broader region, per Sustainable Thurston and Thurston Thrives goals and policies.

### **2020-2025 Action Strategies**

- Continue to provide and promote ride-sharing services that help produce significant environmental benefits.
- Continue work on Environmental and Sustainability Management Systems as a certified agency. Continue the audit and reporting process that "analyzes controls and reduces the environmental impact of the agency's activities, products and services and to operate with greater efficiency and control."
- Continue to review and integrate better fixed route coach replacement technologies that can provide cleaner diesel engine and lower costs replacement parts than the current fleet of hybrid buses.
- Continue to use biodiesel and ultra-low sulfur diesel as well as test synthetic oil for diesel engines, which anticipates a cost savings in total oil consumption and improved vehicle mileage.
- Continue growth of the "Walk N Roll" youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit.
- Continue to support healthy choices year-round for biking, walking and riding transit, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites affected by state and local Commute Trip Reduction requirements.
- Continue to engage in land use and development decisions that promote higher density and facilitate safe and convenient access to public transportation.

## **6. STEWARDSHIP**

*To continuously improve the quality, effectiveness, and efficiency of the transportation system.*

### **2019 Activities**

- Participated in local jurisdictional land use reviews, development of community design components (land and roads) and commented on transportation/transit integration and ADA accessibility.
- Worked with local jurisdictions and employers to promote the use of alternative transportation modes as well as Transportation Demand Management and Commute Trip Reduction efforts.
- Participated in local and regional partnerships that regularly review, plan, coordinate, and implement improvements to the local transportation network of roads, technology, and services.
- Attended regularly community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network.
- Participated in a coordination network of human service organizations to improve mobility for those challenged by income, age, and/or disabilities.

### **2020-2025 Action Strategies**

- Update performance measurement reports that provide summaries to the public of the attributes, costs, and use of the existing system services.
- Continue to work with and participate in community-based efforts to improve transportation efficiency in both the technical and service fields.
- Participate in continuing partnerships that address transportation issues locally and regionally, including updates of local comprehensive plans, Joint Base Lewis McChord/I-5 impacts, Inter-change Justification Reports (I-5), and Regional Transportation Plan updates.
- Continue to work proactively on a range of transportation planning activities on the local and state level, in particular the projected population growth for Thurston County over the next 20 years.

## Section 7: Summary of Proposed Changes, 2020-2025

2020	Preserve/Maintain	Expansion
Services & Ridership	Reduction and restoration of service in response to the COVID-19 pandemic	Postpone planned expansions
Facilities	Bus stop accessibility Facility maintenance	Completion of the Olympia Transit Center expansion  Initiate construction of the Pattison base expansion
Equipment		
	<i>Coaches</i> 16	0
	<i>DAL Vans</i> 7	14
	<i>Vanpool Vans</i> 0	0
2021	Preserve/Maintain	Expansion
Services & Ridership	Restoration of service in response to the COVID-19 pandemic	Potential increase in service identified within the Long-Range Plan
Facilities	Bus stop accessibility Facility maintenance	Increase Dial-a-Lift by 10% Pattison base construction
Equipment		
	<i>Coaches</i> 16	0
	<i>DAL Vans</i> 18	0
	<i>Vanpool Vans</i> 49	0
2022	Preserve/Maintain	Expansion
Services & Ridership	No anticipated reductions	Potential increase in service identified within the Long-Range Plan
Facilities	Bus stop accessibility Facility maintenance	Increase Dial-a-Lift by 5% Pattison base construction
Equipment		
	<i>Coaches</i> 6	0
	<i>DAL Vans</i> 0	0
	<i>Vanpool Vans</i> 49	8

<b>2023</b>	<b>Preserve/Maintain</b>	<b>Expansion</b>
Services & Ridership	No anticipated reductions	Potential increase in service identified within the Long-Range Plan
		Increase Dial-a-Lift by 4%
Facilities	Bus stop accessibility	Pattison base construction
	Facility maintenance	
Equipment		
	<i>Coaches</i>	0
	<i>DAL Vans</i>	12
	<i>Vanpool Vans</i>	33
		0
		0
		0
<b>2024</b>	<b>Preserve/Maintain</b>	<b>Expansion</b>
Services & Ridership	No anticipated reductions	Potential increase in service identified within the Long-Range Plan
		Increase Dial-a-Lift by 4%
Facilities	Bus stop accessibility	
	Facility maintenance	
Equipment		
	<i>Coaches</i>	7
	<i>DAL Vans</i>	0
	<i>Vanpool Vans</i>	20
		0
		0
		0
<b>2025</b>	<b>Preserve/Maintain</b>	<b>Expansion</b>
Services & Ridership	No anticipated reductions	Potential increase in service identified within the Long-Range Plan
		Increase Dial-a-Lift by 4%
Facilities	Bus stop accessibility	
	Facility maintenance	
Equipment		
	<i>Coaches</i>	0
	<i>DAL Vans</i>	14
	<i>Vanpool Vans</i>	40
		0
		0
		0

## Section 8: Capital Improvement Program, 2020-2025

<b>Coaches</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Beg. Yr. # of Vehicles in Fleet	86	86	86	86	86	86
Replacement 40' Hybrid/Electric	0	0	0	0	0	0
Replacement 40' Diesel	0	16	6	0	7	0
Replacement 35' Diesel	16	7	0	0	0	0
Replacement 29' Diesel	0	0	0	0	0	0
<b>Total # of Replacement Coaches</b>	<b>16</b>	<b>23</b>	<b>6</b>	<b>0</b>	<b>7</b>	<b>0</b>
Expansion 40' Hybrid/Electric	0	0	0	0	0	0
Expansion 40' Diesel	0	0	0	0	0	0
Expansion 35' Diesel	0	0	0	0	0	0
Expansion 29' Diesel	0	0	0	0	0	0
<b>Total # of Expansion Coaches</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>End of Year Fleet Size</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>
<b>Dial-A-Lift Vans</b>						
Beg. Yr. # of Vehicles in Fleet	47	61	67	67	74	74
Replacement Diesel	0	18	10	0	0	0
Replacement Gasoline	0	0	0	0	0	7
Replacement Propane	7	0	0	12	0	7
<b>Total # of Replacement Cutaways</b>	<b>7</b>	<b>18</b>	<b>10</b>	<b>12</b>	<b>0</b>	<b>14</b>
Expansion Diesel	0	0	0	0	0	0
Expansion Gasoline	7	0	0	0	0	0
Expansion Propane	7	6	0	7	0	0
<b>Total # of Expansion Vans</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>
<b>End of Year Fleet Size</b>	<b>61</b>	<b>67</b>	<b>67</b>	<b>74</b>	<b>74</b>	<b>74</b>
<b>Vanpool Vans</b>						
Beg. Yr. # of Vehicles in Fleet	222	222	222	222	222	222
Replacement Vehicles	12	49	49	33	20	40
Expansion Vehicles	0	0	0	0	0	0
<b>End of Year Fleet Size</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>222</b>
<b>Total Vanpool Purchases</b>	<b>12</b>	<b>49</b>	<b>49</b>	<b>33</b>	<b>20</b>	<b>40</b>
<b>Village Vans</b>						
Beg. Yr. # of Vehicles in Fleet	6	6	6	6	6	6
Replacement Vehicles	0	2	0	0	0	0
Expansion Vehicles	0	0	0	0	0	0
<b>End of Year Fleet Size</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Total Village Van Purchases</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Vehicles at Year-end</b>	<b>375</b>	<b>381</b>	<b>381</b>	<b>388</b>	<b>388</b>	<b>388</b>
Total Vehicles Purchased by Year	49	98	65	52	27	54
Revenue Vehicle Expenses	\$14,809,415	\$19,734,574	\$7,443,046	\$4,039,860	\$5,568,002	\$2,619,183
Other Capital Expenses	\$36,626,000	\$39,777,100	\$33,033,200	\$4,198,000	\$1,567,875	\$2,161,960
<b>Total Capital Expenses</b>	<b>\$51,435,415</b>	<b>\$59,511,674</b>	<b>\$40,476,246</b>	<b>\$8,237,860</b>	<b>\$7,135,877</b>	<b>\$4,781,143</b>

## Section 9: Operating Revenues & Expenditures, 2020-2025

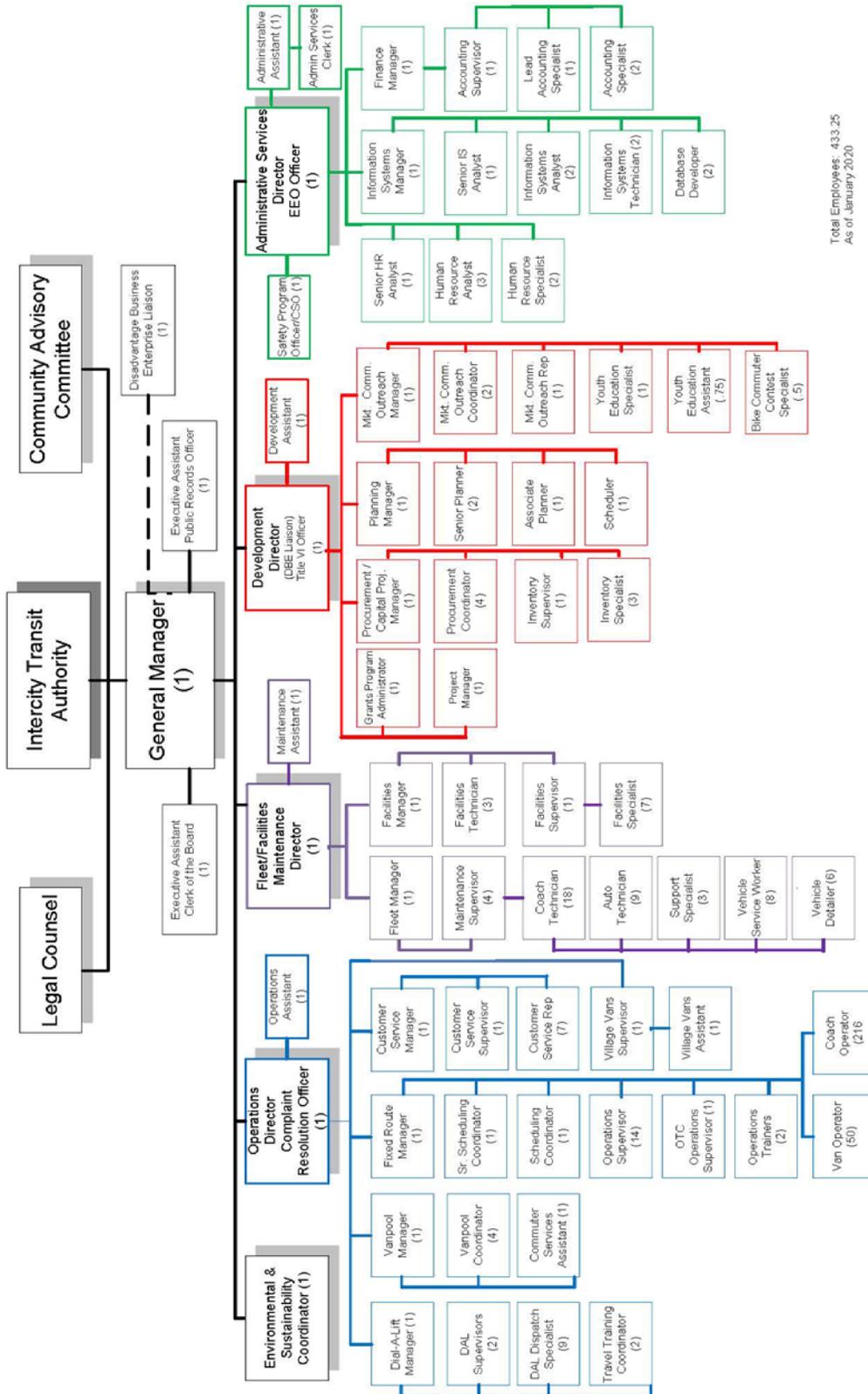
	2020 (budgeted)	2021	2022	2023	2024	2025
<b>Operating Revenue</b>	\$74,716,856	\$73,534,941	\$72,874,254	\$73,921,325	\$75,349,388	\$77,172,035
<b>Total Operating Expenses</b>	\$61,616,816	\$61,173,779	\$64,304,728	\$67,503,212	\$71,065,395	\$73,686,525

## Appendices

**Appendix A:** IT Organizational Chart, January 2020

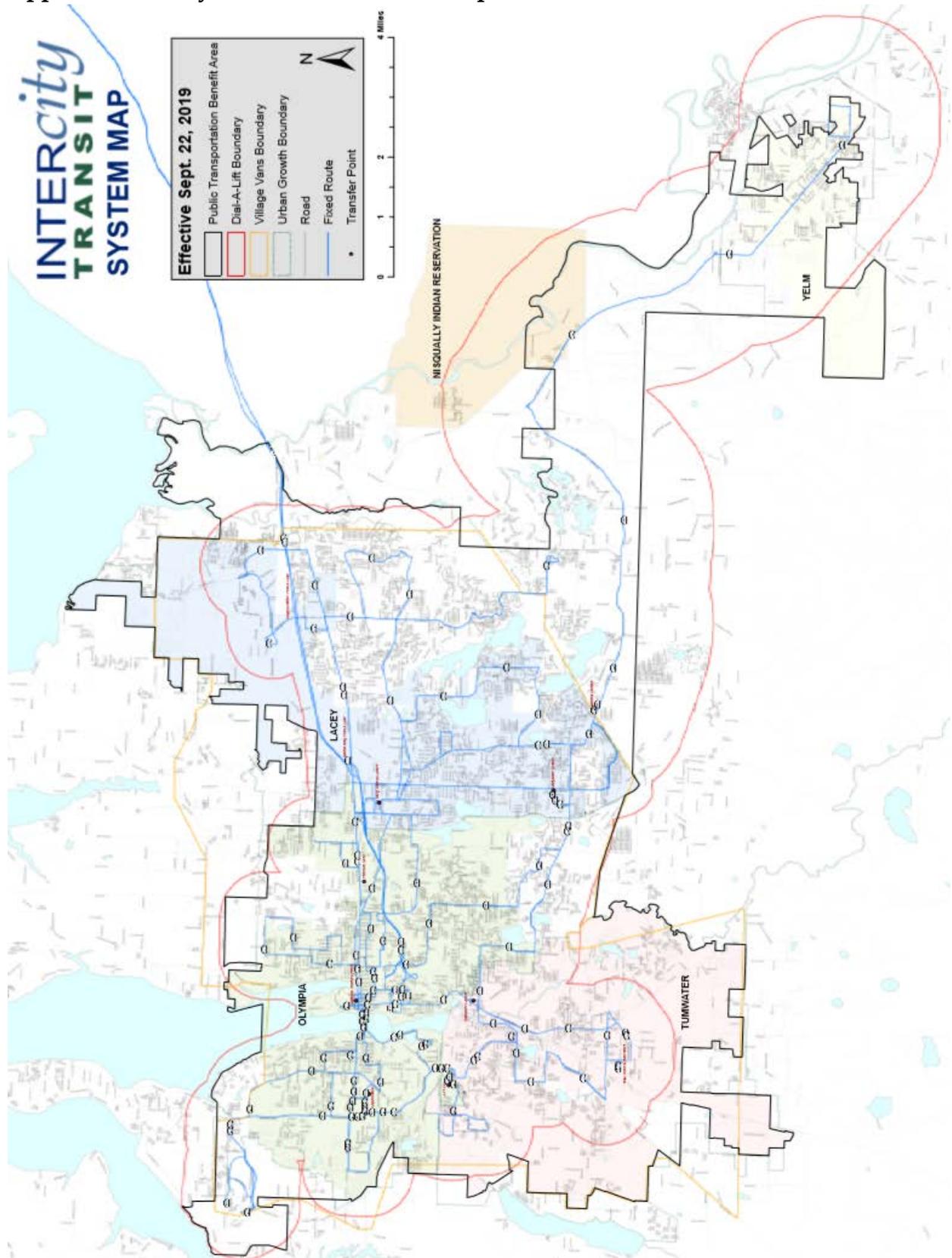
**Appendix B:** IT System & Service Area Map, 2019

# Appendix A: IT Organizational Chart, January 2020



Total Employees: 433.25  
As of January 2020

# Appendix B: IT System & Service Area Map, 2019



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: October 7, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Federal Advocacy Services Contract Renewal

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1) **The Issue:** Renew the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Affairs for an additional year.

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2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$84,000.

---

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$84,000, the total cumulative value of the contract for Federal Advocacy Services from October 2018 through October 2021 exceeds \$100,000.

---

4) **Background:** In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

The annual contract amount reflects a rate increase from the previous term in the amount of \$12,000. This is the first rate increase that Gordon Thomas Honeywell Governmental Affairs has requested from Intercity Transit in twelve years. The rate increase is commensurate with comparable transit contracts and the Consumer Price Index.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past twelve years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates and recommends that a contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

---

**5) Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$84,000.
  - B. Choose not to renew Federal Advocacy Services at this time. All monitoring and advocating would then be the responsibility of Intercity Transit staff.
- 

**6) Budget Notes:** The total annual contract value of \$84,000 for Federal Advocacy Services falls within the budgeted amount.

---

**7) Goal Reference:** Securing grant funds for the development of capital projects and the purchase of vehicles supports: **Goal #2:** *“Provide outstanding customer service.”* It also supports **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: October 7, 2020**

**FOR:** Intercity Transit Authority

**FROM:** Steve Krueger, 705-5838

**SUBJECT:** Pattison Street Expansion and Rehabilitation Project  
On-Call Support Services Contracts

- 
- 1) **The Issue:** Authorize the General Manager to approve funding for three Washington State Department of Enterprise Services (DES) On-Call contracts needed to support the Pattison Expansion and Rehabilitation Project.
- 
- 2) **Recommended Action:** Authorize the General Manager to approve funding for DES On-Call Contracts with GeoEngineers, for a total not-to-exceed amount of \$198,400; Keithly Barber Associates (KBA), for a total not-to-exceed amount of \$269,330; and Material Testing and Consulting Inc. (MTC), for a total not-to-exceed amount of \$196,891.
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve contracts over \$100,000.
- 
- 4) **Background:** In February of 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to lead the Pattison Base Expansion and Rehabilitation Project using State standard contracting processes, practices, and templates. Besides gaining their expertise, we also have access to the DES competitively awarded suite of On-Call consulting services contracts covering an array of disciplines needed to support public works projects.

Intercity Transit authorized DES to execute an On-Call contract with GeoEngineers on March 28, 2019, for a total contract value of \$75,300 to conduct a geotechnical study needed for the north parcel design. Now, geotechnical studies are needed for the south parcel requiring an additional \$123,100 in funding for a total revised GeoEngineers contract amount of \$198,400.

Intercity Transit authorized DES to execute into an On-Call contract with Keithly Barber Associates (KBA) on June 9, 2020, for a total contract value of \$24,330 to validate compliance with the Washington State Energy Code. Now certified commissioning services are needed to finalize construction of the north parcel requiring an additional \$245,000 for a total revised KBA contract amount of \$269,330.

In addition, vibration monitoring and other special testing services will be needed throughout the north parcel construction work. Staff are recommending Intercity Transit authorize DES to execute an On-Call contract with Material Testing and Consulting Inc. (MTC) for a total amount of \$196,891.

DES and Intercity Transit's experience working with these firms has been very positive. The fee structure for DES On-Call contracts align with the Office of Financial Management (OFM) Architectural & Engineering Guidelines and has been determined to be fair and reasonable. Therefore, staff is recommending the Authority authorize the General Manager to approve funding for these DES On-Call contracts.

---

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

---

6) **Budget Notes:** These project expenses were anticipated within the \$85 million budget for Pattison Base Expansion and Rehabilitation Project.

---

7) **Goal References:** **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-D**  
**MEETING DATE: October 7, 2020**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Extend Community Advisory Committee (CAC) Appointments

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1) **The Issue:** Allow CAC members to extend their commitment and participation by one year.

---

2) **Recommended Action:** Allow those serving on the CAC to extend their commitment by one year.

---

3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.

---

4) **Background:** Community Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position, which is a one-year term. The youth member can apply for a three-year position if they wish.

Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment. Currently, applications are being accepted through October 14, 2020. Three members have confirmed they will leave the committee at the end of the year. Seventeen members expressed a desire to extend their term by a period of one year because of the COVID crisis. The Chair and Vice Chair both expressed a desire to remain in those positions for an additional year as their terms were significantly interrupted by the public health crisis.

---

5) **Alternatives:**  
A) Allow those serving on the CAC to extend their commitment by one year.  
B) Do not allow the CAC to extend their commitment by one year.

---

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

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

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-E**  
**MEETING DATE: October 7, 2020**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** 2021-2026 Draft Strategic Plan – Request to Set Public Hearing

---

1) **The Issue:** To set a public hearing to receive comments on the 2021-2026 Draft Strategic Plan.

---

2) **Recommended Action:** To set the public hearing on November 4, 2020, to receive comments on the 2021-2026 Draft Strategic Plan.

---

3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides direction regarding service levels, programming and capital project which is the basis of the budget.

---

4) **Background:** The Draft 2021-2026 Strategic Plan identifies policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. While there are many unknowns regarding 2021 due to the existing public health crisis, the strategic plan recognizes the uncertainties, allowing the agency to respond as appropriate and focuses on returning to the Authority approved long range plan.

---

5) **Alternatives:**

- A) Set the public hearing for the 2021-2026 Strategic Plan for Wednesday, November 4, 2020.
- B) Direct staff to set the public hearing for a different date.

---

6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. There are no contractual costs associated with the development of the plan.

---

7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.

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8) **References:** [Draft 2021-2026 Strategic Plan](#)

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# **DRAFT INTERCITY TRANSIT STRATEGIC PLAN 2021–2026**

**Intercity Transit Authority:**

**Ryan Warner, Chair – Citizen Representative  
Carolyn Cox, Vice-Chair – City of Lacey  
Molly Carmody – City of Yelm  
Clark Gilman – City of Olympia  
Don Melnick – Citizen Representative  
Tye Menser - Thurston County Commissioner  
Sue Pierce – Citizen Representative  
David Sharwark - Labor Representative  
Debbie Sullivan – City of Tumwater**

**Intercity Transit General Manager:**

**Ann Freeman-Manzanares**

**Proposed Public Hearing: November 4, 2020  
Proposed Approval: December 2, 2020**

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## **Section 1: Purpose and Background**

### **INTRODUCTION**

The purpose of our Strategic Plan is to define levels and types of public transportation services offered to the citizens of Thurston County over the next six years and to determine the amount and sources of the revenue to finance the services. The 2021-2026 Strategic Plan represents the outcome of a multi-year short-and long-range planning process, which included a significant public engagement process, and was adopted in November 2018 and approval of the November 6, 2018, vote on Intercity Transit Proposition 1. Goals and policy positions, capital program and services have been outlined for the six-year period.

This is the second strategic plan where the maximum allowable sales tax for Intercity Transit is 1.2%. A 0.4% increase in sales tax is a tax of four cents on a ten-dollar purchase. It is expected to generate approximately \$16 to \$20 million per year in revenue but that is, of course, dependent upon the economy.

While the economy and sales tax revenue had recovered from the 2008 recession, it is still important to note the loss of approximately \$14 million dollars in sales tax revenue between 2008 and 2014. Sales tax revenues in 2009 were 10% below 2008 levels and 13% below 2007 levels. Both 2010 and 2011 sales tax revenues were essentially equal to the 2009 level. Sales tax recovered moderately in 2012 with sales tax revenues approximately 1% above the level of the previous year. We saw sales tax growth in 2013 (3.8%), 2014 (4.1%), 2015 (9%), 2016 (9.36%), 2017 (5.71%), 2018 (6.77%) and 2019 (40.56% - this represents the November 2018 voter approved increase of .04%.) While the economy became more stable, there remained the threat of another economic recession. And now the reality of a worldwide pandemic and the potential for an economic downturn looms large for the remainder of 2020 and 2021. It is difficult to forecast future sales tax revenue which makes long-term planning a challenge as sales tax represents the majority of our budget. In addition to the volatility of sales tax, fuel pricing, the elimination of the federal bus and bus facility program for four-years and the return of the program but at a significantly reduced rate in late 2015, along with the potential loss of state funds associated with I-976 makes replacing vehicles, pursuing capital projects and maintaining service levels a challenge.

The first Strategic Plan adopted by the Intercity Transit Authority was the 2002-2007 Strategic Plan adopted in late 2001. The goal of the 2002-2007 Strategic Plan was to define and implement a set of routes and services that would be implemented by 2006, and which could be maintained with the proposed level of sales tax and other revenues.

The 2002-2007 Strategic Plan required several bold initiatives including reducing the boundaries of the Public Transportation Benefit Area (PTBA) and doubling the level of sales tax

devoted to public transportation. The boundaries were reduced in early 2002 to an area approximating the boundaries of the cities of Lacey, Olympia, Tumwater, and Yelm and their Urban Growth Areas. In September 2002, voters within the new PTBA approved an increase in the sales tax from .3% to .6%. This allowed the adoption of the service plan that expanded service over a 3-year period.

Growth in sales tax revenue and lower than expected expenses in the 2003 to 2006 time-period combined to allow an additional service expansion in 2008. An expansion of approximately 12% was implemented in February 2008. This was in addition to the service expansion identified in the 2002-2007 Strategic Plan. The major capital projects outlined in the plan were also completed.

In 2002, the need for additional funding was driven by the passage of I-695 and the loss of Motor Vehicle Excise Tax (MVET) funding. The increase in sales tax essentially replaced this funding and allowed for a restoration of services. In 2009, the Authority again faced a significant reduction in sales tax revenue due to the steep economic downturn. Fares were increased 33% in January 2009, and the Authority requested voters consider a 0.2% increase in the sales tax in August 2010. This increase was approved by 64% of voters and allowed Intercity Transit to implement a modest service increase in February 2010 and to continue major capital projects.

With the passage of the Federal FAST Act, there was more certainty regarding federal support through 2020 but the levels of funding remained below the previous funded levels. And there continues to be uncertainty about the level of state funding that will be dedicated to public transportation. Intercity Transit was awarded \$1,134,680 for Route 612 Express Service Operating Funds, \$3,084,000 for “The One” BRT Demonstration Project, \$2,280,850 for Special Needs/DAL Operating Funds, \$698,942 for the purchase of six DAL vehicles, \$750,000 to operate DASH Service and \$220,000 for our Regional Vanpool Program.

Construction at the Olympia Transit Center was completed in early 2020. Bringing a regional carrier, such as Greyhound, on site was envisioned with the construction of the original OTC facility almost 25 years ago but was beyond our financial means. Over the last 24 years, the number of passengers moving through the transit center has outstripped its ability to serve its customer’s needs. The accumulation of state and federal grants, and the dedication of local funds will allow for additional bus bays, covered passenger waiting areas, restroom facilities and space to support staff.

A major challenge facing Intercity Transit is the cost to address significant capacity and aging concerns at the Operations/Maintenance/Administrative base facility so we can continue to provide service as well as address the growing needs of our community. The rehabilitation and expansion of the Pattison Street maintenance and operations facility has been delayed twice. Once due to the passage of I-695 which eliminated approximately 40% of Intercity Transits funding and the second time due to the elimination of the federal Bus and Bus Facility funding under the 2012

federal transportation legislation. One of the unfortunate results of the elimination of funding is the need to individually pursue needed rehabilitation work with local dollars. Doing so has been necessary but it is, unfortunately, more expensive to pursue projects individually rather than mobilize one effort. An approximately eight million-dollar project to replace old underground storage tanks (UST), which did not meet environmental standards, move the location of the vanpool fueling station to enhance site safety and increase the capacity of the bus yard was completed in 2018. Two federal competitive grant award of \$9.7 million dollars in 2018 and \$11.3 million-dollars in 2020 were incredibly helpful, and we feel so fortunate to have received them, however the soaring cost of construction means more local dollars are required to keep up with inflation. For the first time in its history, Intercity Transit is considering bonding for capital construction.

The community has expressed the need to provide fixed-route and Dial-A-Lift services within our current boundaries to areas currently unserved. In addition, the community has requested we start service earlier, end later and increase frequency. The need for express service connecting Thurston, Pierce and King Counties continues to grow. The elimination of all Pierce Transit express service in the highly congested I-5 corridor resulted in Intercity Transit adding additional trips starting in 2011. This additional service significantly impacted Intercity Transit budget. It was hoped that Pierce Transit would resume service but to date there is no indication they will do so.

## **PLAN ORGANIZATION**

The plan is structured as follows:

- **Section 1** describes Intercity Transit's Strategic Plan efforts beginning in 2001 and continuing with the development of this plan covering the period 2021 through 2026.
- **Section 2** defines Intercity Transit's role in our community, and the Mission and Vision Statements. Key principles defining the levels and types of service needed by the community are also presented.
- **Section 3** identifies policy issues facing Intercity Transit today and over the next six years. Specific actions are stated for each issue. These actions include actions to take place in 2021 and actions for the 2022 to 2026 time-period.
- **Sections 4, 5 and 6** are addressed in the Long-Range Plan approved in November 2018.

## **BACKGROUND**

In January 2000, the funds Intercity Transit received from the Motor Vehicle Excise Tax (MVET) were eliminated. Intercity Transit received approximately \$8 million per year or 42% of its revenues from this source prior to 2000. Intercity Transit acted quickly to respond to this loss of revenue. In March 2000, Intercity Transit reduced the amount of service by over 40% and reduced its workforce by the same level. In May 2000, the Washington State Legislature provided a one-time allocation of funding to help transit systems adjust to the loss of MVET funds. Intercity Transit used this funding, approximately \$2.8 million, to reinstate Sunday service and some other services. The net reduction in service after this restoration was 35%.

The level of service restored in May 2000 required expenditures above the revenue provided by the local sales tax and other sources. The Intercity Transit Authority elected to operate a level of service that could be maintained for three years by drawing from reserve funds. This three-year period would be used to determine if the Legislature would restore some level of funding and to work with the community to determine the appropriate levels of service and funding for Intercity Transit.

Intercity Transit worked with the Thurston Regional Planning Council, the Transportation Policy Board, the Intercity Transit Community Advisory Committee, and the Intercity Transit Authority to develop a Strategic Plan for Public Transportation service in Thurston County. This Strategic Plan was adopted in early 2002. It addressed the role Intercity Transit should play in the community, and the levels and types of services that should be provided. The service improvement and capital programs included in this plan were implemented in three phases with the third phase completed in February 2006.

The Authority updated the Strategic Plan in 2006 and included additional service improvements in February 2008. This was possible due to the significant increases in sales tax revenue and ridership between 2003 and 2008. The need for an additional service change was anticipated in 2010 or 2011; however, it was recognized this would be dependent on the state of the local economy and growth in sales tax revenue. In 2008 there were sharp increases in fuel prices to over \$4.00 per gallon. This increased ridership by over 18% in 2008 while also sharply increasing the cost of fuel in terms of our expenditures. The Authority reacted to this cost increase by increasing fares 33% on January 1, 2009. The economy saw a significant downturn in 2009 with sales tax revenue dropping over 12% in a single year.

The reduction in sales tax revenue resulted in Intercity Transit facing a 22% reduction in service without an increase in revenue. The Authority considered a sales tax increase as part of the 2009–2014 Strategic Plan but delayed the election until a later date. The issue was considered again as part of the 2010-2015 Strategic Plan, and the Authority elected to place a 0.2% sales tax increase on the August 2010 ballot. The measure was approved by the voters with a 64% positive vote. This allowed current service to be maintained and a 3% service increase in February 2011. Additional service changes occurred in 2011 to address the elimination of express service to Thurston County by Pierce Transit, to eliminate unproductive Dash service and to revise several routes to address on-time performance issues. The net result of these additional service changes was a very small increase in revenue hours.

In July 2012, MAP-21, the federal transportation authorization bill, provided formula allocated funding for Intercity Transit but eliminated discretionary funding for major capital projects and revenue vehicles. Previous Strategic Plans assumed the Pattison Street Maintenance, Operations and Administrative facility renovation and expansion as well as new buses would be primarily funded at 80% with federal discretionary funding. That was totally disruptive to our historical funding model requiring we dedicate significantly more local dollars to capital expenses. In December 2015, the federal FAST Act restored a portion of the bus and bus facilities dollars but at a far reduced level.

Even with limited federal bus and bus facility funding, the Authority directed staff to seek both state and federal funding to pursue the completion of the Pattison Street facility renovation and expansion; a project for which initial planning began in 1998. In the 2017 legislative session, Intercity Transit was awarded \$2 million through the Regional Mobility Grant competitive process to complete final design. As part of our 4-year grant application, and with the approval of the 2019-2021 state legislature, Intercity Transit is slated to receive \$3.9 million for construction of the \$27 million Pattison Street facility renovation and expansion project. In addition, many years after the state and the City of Olympia ended our funding partnership for DASH services, the state legislature approved a one-year grant in the amount of \$375,000 to operate the service in 2016/2017. The state legislature renewed that funding partnership in the 2017/2018 legislative session.

Intercity Transit submitted a \$12 million request for federal Bus and Bus Facility funding in August 2017. This is an extremely competitive grant with \$201 million dollars available nationwide. Intercity Transit was granted \$1,375,000 through this process. Intercity Transit submitted another grant in 2018 and received one of the largest grants in the nation at \$9.7 million dollars. Again in 2020, Intercity Transit received one of the largest grants in the nation at \$11.3 million dollars.

In the 2018 Washington State Legislative Session, Intercity Transit received authority to request an additional 3/10<sup>th</sup> of 1% in sales tax with a vote of the people. After a two-year community conversation to ascertain the desires of the community in regards to what they wanted their public transportation system to look like, the Authority authorized the remaining 1/10<sup>th</sup> and the newly acquired 3/10<sup>th</sup> on the November 2018 ballot. The measure was approved by 65.54% of the voters. Service enhancements began in December 2018.

## Section 2: Intercity Transit Mission and Vision

### MISSION STATEMENT

The completion of the 2002 Strategic Plan led the Intercity Transit Authority to review the agency's mission and vision statements, originally adopted in 1996.

The Authority discussed key ideas that should be included in the mission statement, and in August 2006, adopted a draft statement for review by employees and the Community Advisory Committee. Following their review and comments, the Authority adopted a final statement in September 2006, with revisions in May 2010:

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

## VISION STATEMENT

“Vision” and “Mission” are often confused and sometimes used interchangeably. However, there are important differences. The Mission Statement outlines why an organization exists. The Vision Statement reflects what organizational success looks like. It serves as our guide to action. It is consistent with the organization’s values. It challenges and inspires us to achieve our mission.

The Authority, in tandem with the revision of the mission statement, drafted a new Vision Statement, and sought review from the Community Advisory Committee and employees, and subsequently adopted the following Vision Statement for Intercity Transit:

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

## GOALS AND END POLICIES

The Intercity Transit Authority adopts a new set of goals each year. These goals continue to be clarified and the list expanded upon. These goals are listed below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **INTERCITY TRANSIT’S ROLE IN THURSTON COUNTY**

The 2002 Strategic Plan included the following summary of the role that Intercity Transit should play in Thurston County. This statement remains valid today and for the six-year period of this Strategic Plan.

Intercity Transit is the leader, major advocate, and prime source of information for public transportation in Thurston County. In this capacity, we are charged to balance several important functions:

- Providing primary transportation for people without access to a single-occupant vehicle or the ability to operate a single-occupant vehicle, including those with a physical or mental disability;
- Offering high-quality transportation choices for people with multiple options, including those with access to one or more single-occupant vehicles, or the ability to walk or bicycle;
- Facilitating access to employment and stimulating economic growth;
- Serving as a partner in building livable communities; and,
- Being a ready resource able to respond to community emergencies.

We do this by providing effective and efficient services maximizing the public benefit from invested resources. This is done by:

- Regularly evaluating the performance of all services and balancing life-line services with the allocation of resources to those that generate the greatest number of riders per unit of

invested resources;

- Pursuing new investments in community resources including capital facilities and intelligent transportation systems that will allow better use of transportation resources;
- Supporting efforts by local jurisdictions that encourage transit supportive development; and,
- Striving to expand services to keep pace with the community's growth and to address unmet transportation needs in the community.

## **INTERCITY TRANSIT'S FOCUS ON PERFORMANCE**

Major housing and commercial developments are occurring on the edges of our service area and "infill" development is occurring. This places increasing demands upon Intercity Transit. Residents of developing neighborhoods and commercial areas request new bus routes. Those in established neighborhoods want existing services to operate more frequently and increase the span of services, starting earlier in the morning and ending later at night. Regional commuters increasingly look to Intercity Transit as a way to avoid having to drive on the region's crowded freeways. Ridership, on the other hand, initially slowed in 2009, grew again in 2011 as local and national economies continued to decline and set a new annual record in 2012. Since then, with a 25% increase in fares in 2013, lower fuel costs and lower enrollment at local colleges, ridership has declined. By the end of 2016 fixed route ridership dropped (3.96%).

Even with additional revenues, demands for service will likely outstrip our ability to provide them, forcing difficult choices. Intercity Transit focuses on productivity, measured by the passengers per revenue hour on a route, as the best way of determining service effectiveness and for allocating available resources. This focus on performance forms the basis for numerous established policies and is continued by this plan. However, there is recognition by the Authority that this focus on productivity must be balanced with the issue of coverage and life-line services.

There are some areas of the PTBA that are difficult to serve, and routes serving these areas may never reach the productivity level of other Intercity Transit services. The Authority must continually determine if certain portions of the PTBA will receive service regardless of productivity of the route serving the area.

## **DESIGN PRINCIPLES FOR THE NEXT SIX YEARS**

In developing recommendations for the Thurston County Public Transportation Benefit Area (PTBA), we identified seven general design principles. These principles guide development of a public transportation system appropriate for our PTBA over the next six years. These principles provided guidance to the development of a Short and Long-Range Service Plan.

### **Design Principle #1**

***Operate a range of services, each designed to meet the needs and capabilities of the neighborhoods it serves.***

Intercity Transit traditionally employed a route classification scheme that matches service levels to the characteristics of the neighborhoods being served. In the past, local fixed-route services were divided into five general groups – trunk, primary, secondary, rural, and circulator routes. Circulator routes are those routes designed to serve major activity centers or downtown areas such as the “Dash,” which serves downtown Olympia and the Capitol Campus.

### **Design Principle #2**

#### ***Strengthen service operating along major corridors.***

Over two-thirds of Intercity Transit’s fixed-route patronage is recorded on the system’s seven trunk routes. This fact reflects the high concentrations of housing, employment, and commercial activity along the corridors they serve. Our goal is to provide more frequent service, later night service and expanded weekend service along the key corridors. This is designed to make transit easy and convenient to use, and competitive with automobile usage when traveling in the major corridors.

### **Design Principle #3**

#### ***Reduce customer travel times.***

It is very difficult for public transportation to compete with auto travel times. Whether they ride local fixed-route service or use vanpools or express buses, patrons must typically go to a centralized pickup point, wait for a prearranged departure time, and are then further delayed whenever other patrons get on or off. This all affects the competitiveness of public transportation.

Strategies to reduce travel time include:

- Express services;
- More frequent service;
- Priority treatments for transit vehicles;
- More direct services linking major points of origin and destination; and,
- Fare policies that speed boarding times.

Each is a valid strategy for reducing public transportation’s travel time disadvantage. The potential of each of these strategies is discussed in Chapter 3.

### **Design Principle #4**

#### ***Keep pace with development.***

New development is taking place outside Intercity Transit’s core of urban services. Developments in the Northeast Lacey, Hawks Prairie, South Tumwater, Briggs Nursery, and Kaiser Road areas hold special challenges for Intercity Transit, because bus travel times tend to

be long and service levels are low. If Intercity Transit does not effectively serve these major developments, we will reduce the number of residents who can realistically use public transportation. Intercity Transit should continue to support quality infill projects, and the strengthening of existing downtown and employment areas that take advantage of existing public transportation services. At the same time, system plans should provide for new services

that reach out to major new developments outside our traditional service area. To date, lack of equipment and operating funds have limited our ability to provide service. With the passage of Proposition 1, Intercity Transit can begin to explore effective and innovative ways to deliver service.

### **Design Principle #5**

#### ***Expand regional express routes.***

Thurston County is becoming more closely linked to the Central Puget Sound region. Citizens have suggested commuter rail service be established between Tacoma and Thurston County, or that Thurston County join Sound Transit. While both projects are outside the six-year timeframe of this plan, Intercity Transit recognizes the need to improve inter-county travel opportunities. For now, that need is most appropriately addressed through expanded express bus, vanpool and ridesharing services. The Lakewood Center Park-and-Ride facility, the Martin Way Park-and-Ride lot and the Hawks Prairie facility significantly increased available parking for these services.

### **Design Principle #6**

#### ***Support a range of transportation choices.***

Because fixed-route transit services consume the largest part of Intercity Transit's budget, that segment of our overall operations receives the most attention in Agency plans. At the same time, fixed-route service represents only one part of Intercity Transit's overall product mix. Greater opportunities to use transportation options like walking and bicycling helps Intercity Transit provide better public transportation services by offering more means for customers to reach its routes and facilities. Increased use of transportation options also serves two of the major purposes of public transportation, reducing traffic congestion and air pollution. Initiatives include:

- Intercity Transit will continue to support and expand its vanpool and ridesharing programs. Together, these services already support significant reductions in travel by single-occupant vehicles at a modest public cost per passenger trip.
- Intercity Transit will continue to promote bicycling, walking, ridesharing, vanpooling and telecommuting as better options to driving alone. All of these modes complement public transportation use and can help Intercity Transit pursue its mission and fulfill community goals.
- Intercity Transit will continue to support public and private sector initiatives that

encourage multiple mode usages. Intercity Transit should continue to review and comment on community plans and proposed developments, highlighting ways both can better support all transportation modes, instead of solely single-occupant vehicles.

- We should also support ongoing Commute Trip Reduction and Transportation Demand Management efforts being pursued by the state and local jurisdictions. Additionally, Intercity Transit should demonstrate its commitment to these efforts by advocating the importance of commute trip reduction to our own employees.
- Intercity Transit will monitor potential benefits and risks associated with ride share programs, autonomous vehicles and other changing technology that could impact ridership or provide new opportunities for implementing first and last-mile strategies.
- Intercity Transit will work diligently to remove barriers to transit access and encourage use. This includes offering faster service in high-density corridors, increasing frequency on high-use routes, adding service to growing neighborhoods and employment centers, simplifying the fare structure, and other measures as appropriate.

### **Design Principle #7**

***Provide fixed facilities and equipment that support the region's public transit infrastructure.***

Effective public transportation demands an investment in capital facilities that promotes customer comfort, speeds travel and increases safety. To succeed, express services need adequate park-and-ride capacity, equipment and technology that allow integration with regional transit systems. And local services need ADA compliant stops, shelters and customer information. The entire system needs reliable, safe and efficient equipment. The capital improvements that are identified in Chapter 5 attempt to fulfill these needs.

## **Section 3: Intercity Transit Policy Positions**

The Intercity Transit staff worked with the Intercity Transit Authority to develop a list of policy issues that face Intercity Transit during this six-year plan. These issues fall into five general categories:

- Fixed Route Service and Service Design
- Capital Investments
- Financial
- Other Intercity Transit Services
- General Policy Issues

The issues and list of actions are presented below. These actions are reviewed on a yearly basis. This year the Authority directed staff to develop a work plan and budget recognizing that flexibility would be necessary to respond as the COVID-19 situation evolves. COVID-19 has already delayed actions contained in our long-range plan and very well might impact those plans into 2021. The Authority directed staff to take a more conservative approach

until more is known regarding public health and economic outcomes.

**1. Should Intercity Transit maintain service levels in 2021 or consider new or expanded local transit services needed to serve the growing population?**

- Continue to evaluate restoration of service to pre-COVID-19 levels.
- Dependent upon the status of COVID-19, public health and economic outcomes, proceed with the implementation of the Long-Range Plan.

**2. What is Intercity Transit's role in providing regional mobility?**

- Continue to evaluate restoration of service to pre-COVID-19 levels in consultation with our public health officials.
- Continue to seek a return of Pierce Transit as a funding partner for inter-county services.
- Continue to seek and utilize grant funds to deliver service between Thurston and Pierce Counties. It should be noted that State Regional Mobility Grant funds for this service expire June 30, 2021. Staff is seeking funding through the State Consolidated Grant program to continue this service. If funds are not available to support this service, the Authority should consider whether or not to pay for continued service between Thurston and Pierce County.
- Focus on priority movement for transit which promotes "passenger" or "people" through-put as opposed to "car" through-put.
- Consider streamlining service to but not within Pierce County. This would eliminate duplicative regionally provided trips and eliminate Intercity Transit operating zero-fare service within Pierce County.

**3. What role should Intercity Transit play in serving the core areas of the Olympia, Lacey, and Tumwater?**

- Continue to evaluate restoration of service to pre-COVID-19 levels.
- Dependent upon the status of COVID-19, public health and economic outcomes, proceed with the implementation of the Long-Range Plan.
- Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.

**4. Is there a role for local express service in the current service area?**

- Continue to evaluate restoration of service to pre-COVID-19 levels.
- Dependent upon the status of COVID-19, public health and economic outcomes, proceed with the implementation of the Long-Range Plan.
- Continue to seek and utilize grant funds to support the implementation of the Martin Way-Harrison high-density demonstration project.

- Pursue project planning and funding for bus rapid transit.
- Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.

**5. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered?**

- Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices.
- Partner with local jurisdictions to implement signal preemption to enhance the safety, speed and reliability of bus movement.
- Partner with Thurston Regional Planning Council and our local jurisdictions to develop our high-density corridors into “smart corridors.”
- Explore improvements to corridor travel to improve access to transit stops.
- Focus on coordinated emergency management response.

**6. Should Intercity Transit pursue efforts to coordinate service with local school districts?**

- Continue the Youth Education Program within the guidelines of public health and school district directives.
- Expand our creativity and coordination with school districts, youth and our community as a whole to teach skills for safe walking, biking and transit use.
- Partner with districts to identify any and all potential coordination opportunities.
- Continue to focus our programmed activities to areas within our PTBA.

**7. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?**

- Recognize the experience of riding the bus begins before one boards the bus.
- Prioritize bus stop improvements by the level of passenger activity.
- Emphasize stops located on major corridors as well as stops located near facilities serving elderly persons and those with special transportation needs.

**8. What additional investments in technology should be made beyond the current Advanced Communications System project?**

- Complete the installation and testing of our new radio communications system.
- Pursue installation and testing of our new CAD/AVL system.
- Monitor and focus on improvements to the website, gov.delivery, and other customer communication tools.
- Continue to evaluate our Information Systems function.
- Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.
- Focus on emergency management response and continuity of operations.

**9. Should the vanpool program continue to expand to keep pace with demand?**

- Focus on outreach and education.
- Build partnerships to support business and enhanced employment opportunities.
- Pursue grants as appropriate.
- Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.

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

- Continue to finalize design, pursue permitting and construct the Pattison Street Facility Rehabilitation and Expansion project.
- Continue to pursue grant funding for the Pattison Street project, replacement and expansion vehicles, operational expenses and other projects.
- Explore and define capital facilities necessary to facilitate the delivery of service in accordance with the Long-Range Plan.
- Develop a long-term capital funding plan.

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

- Continue to partner with local jurisdictions and the Washington State Department of Transportation regarding potential locations for a park-and-ride facility.
- Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services.
- While additional park-and-ride locations are likely needed, this plan urges caution in dedicating capital funds for additional park-and-ride facilities at this time.
- Encouraging the creation of HOV lanes, seek funding to support direct highway access from Park-and-Rides and other alternatives to support ridesharing, express bus and local transit services.

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

- Continue support for the Village Vans, Surplus Van Grant and the Community Van programs.
- In conjunction with the zero-fare demonstration project, discontinue the Discounted Bus Pass Program.
- Seek replacement funding for the continuation of the Village Vans Program.

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

- Continue to focus on the Travel Training and the Bus Buddies program.
- Explore alternative service delivery methods to enhance productivity and reduce program costs.
- Pursue improvements in scheduling software and use of technology to improve productivity and service.
- Attempt to control growth so it doesn't impact our ability to deliver all services.
- Focus on obtaining grant funds to ensure adequate resources to serve this growing population.
- Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities.
- Apply the principles of Universal Design to all capital purchases and projects, and explicitly consider accessibility and usability for the widest range of individuals when evaluating equipment and technology.

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

- Continue to implement our five-year, zero-fare demonstration program.
- Defer capital investment for new fare collection systems to replace old, obsolete systems pending assessment of zero-fare demonstration.
- Use zero-fare demonstration to promote our mission to support an accessible, sustainable, livable, healthy and prosperous community.
- Track internal and external results associated with the zero-fare demonstration.
- While our focus has, from necessity, been altered by the COVID-19 public health crisis, we will continue to focus on removing barriers to accessing Intercity Transit services to increase ridership (when appropriate), improve speed and reliability of service, attenuate increasing congestion, improve the environment, enhance community health, improve equity and access, retain and recruit business, and enhance educational opportunities.
- Enhance community resiliency by reducing personal transportation expenses to address other needs.
- Monitor regional fare collection system replacement (ORCA) during the zero-fare demonstration project.
- Evaluate and promote system viability and user safety.

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

- Yes. Monitor and evaluate economic outcomes and how that might impact our finances.
- Implement service consistent with the long-range plan, continuing to closely monitor revenue collections, operational costs and capital programs.
- Consider financing mechanisms.

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

- Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program.
- Pursue relationships with private employers to educate about the benefit of transit and other active transportation options to better serve their needs and the needs of their employees.
- Pursue grants to assist in implementing youth and senior programming.
- Continue to support cycling safety, bike maintenance, the Bicycle Commuter Challenge and find additional sources for bike donations.
- With the new location and additional space for Walk N Roll in downtown Olympia, find ways to be of more benefit to the community through our outreach programs.
- Market active transportation to youth and our senior population.

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

- Focus on strategic community outreach, engagement, messaging and use of available channels to educate and develop our markets.
- Improve the website to better serve our various constituents and be a relevant business and communications tool for the agency.
- Intercity Transit should continue to pursue customer information technology to enhance the customer experience and support service.

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

- Dependent upon public health directives, promote strategies increase ridership.
- Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices.
- Deliver robust and connected service in support of the long-range service plan.
- Replace older, less efficient equipment and facilities when practicable.
- Continue to research and pursue equipment, facilities, and process improvements in light of their social, economic and environmental impacts as practicable.
- Utilize environmentally friendly materials and chemicals, and require vendors and contractors to do the same, to the maximum extent possible.
- Seek to reduce waste production as well as energy and water usage.
- Continue to partner with Thurston Green Business and Puget Sound Energy’s Green Power program.
- Pursue an alternative fuels study addressing vehicles and infrastructure.
- Participate in planning activities, as appropriate, and embrace regional efforts to develop and implement climate mitigation actions.

**19. What is Intercity Transit’s policy related to expansion of the Public Transportation Benefit Area?**

- Maintain the current policy which is not to expand the PTBA.
- Focus on delivering enhanced service within the existing boundaries and serving areas currently not served within the existing PTBA.
- Consider annexation of new areas only if it doesn't negatively impact existing services and only if representatives of these new areas request the Authority take steps to hold an annexation election and can demonstrate support in the area to be annexed.

#### **Section 4: Recommended Service Plan**

##### **SERVICE RECOMMENDATIONS**

The November 2018 Authority approved Short and Long-Range Plan identifies service principles and priorities for the future. COVID-19 has required the agency to pause in our expansion plans, respond to the best of our ability during this public health crisis and keep our eye on restoration and the continuation of those long-range plans. Specific timeframes are difficult to identify due to the unpredictable nature of current events.

#### **Section 5: Capital Plan and Other Plan Elements**

Intercity Transit will continue to pursue the rehabilitation and expansion of the Pattison Street Facility, enhancements at bus stops, transit centers, and park-and-rides and the technical advancements identified in this plan and in the 2021 budget.

#### **Section 6: Financial Plan**

##### **FINANCING THE STRATEGIC PLAN**

The potential long-term economic realities related to COVID-19 loom large in every conversation regarding funding. While our intent is to move forward cautiously, the goal of the 2021-2026 Strategic Plan is to implement capital improvements and a level of service which can be sustained for the foreseeable future. While Proposition 1 allowed for substantial growth in fixed-route service, the unprecedented growth rate in DAL will eventually challenge our ability to deliver both services. Studying our existing circumstances and developing a Long-Range DAL plan is possible is essential.

Another significant expense is the replacement of our failing radio communications, computer automated dispatch, vehicle location, automated passenger counters and on-board announcement systems. Communications between dispatch and our vehicles is critically important and expensive to replace. A new radio system has been procured and is pending installation and testing

The approval of Proposition 1 has allowed us to replace vehicles that were beyond their expected life cycle and purchase expansion vehicles to deliver expanded services. The challenge is supporting the cost of significant vehicle purchases in a short period of time. The agency will again face this challenge and need to be prepared to pay for these vehicles when they meet their replacement lifecycle. One of our 2021 coach builds has been delayed by several months allowing us to better define economic outcomes. Our 2021 DAL purchase will be postponed pending available grant funds and the results of sales tax returns.

Another challenge for Intercity Transit is the expense associated with the renovation, expansion and replacement of the original Pattison Street operations, maintenance and administration facilities. Ensuring they are built to meet the needs of our growing community, as well as supporting the county-wide emergency response and continuity of operations plans is an expensive but necessary venture. Bond financing may be sought to address the spike in needed revenue to support capital facility and vehicles.

An unknown at this time is the potential financial impacts of I-976 on the Washington State multi-modal account. The case has been heard by the Washington State Supreme Court and we await the outcome. The initiative was estimated to have a \$12 million dollar impact to Intercity Transit in the 2019-2021 biennium and would impact every biennium thereafter.

## TRPC Members & Representatives

**City of Lacey**  
Malcolm Miller

**City of Olympia**  
Clark Gilman

**City of Rainier**  
Dennis McVey

**City of Tenino**  
David Watterson

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
JW Foster

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

**Nisqually Indian Tribe**  
David Iyall

**Town of Bucoda**  
Alan Carr

**Thurston County**  
Tye Menser

**Tumwater School District**  
Mel Murray

**North Thurston Public Schools**  
Chuck Namit

**Olympia School District**  
Hilary Seidel

**Intercity Transit**  
Carolyn Cox

**LOTT Clean Water Alliance**  
Cynthia Pratt

**Port of Olympia**  
Joe Downing

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

### Associate Members

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

**Lacey Fire District #3**  
Gene Dobry

**Puget Sound Regional Council**  
Josh Brown

**The Evergreen State College**  
Scott Morgan

**Timberland Regional Library**  
Cheryl Heywood

**Thurston Conservation District**  
David Iyall



REGIONAL VISION • COOPERATION • INFORMATION

## PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, October 2, 2020

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

### Consent Calendar

**ACTION**

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

- Approval of Minutes – September 4, 2020
- Approval of Vouchers – September 2020
- Traffic Safety Performance Measures
- 2021-2024 Regional Transportation Improvement Program (RTIP) Resolution

### City of Olympia Homeless Plan

**BRIEFING**

Created through a community process, the City of Olympia's One Community: Healthy, Safe and Housed plan focuses both on the immediate homelessness crisis and long-term prevention strategies. The City recognizes that addressing homelessness requires strong and committed regional partnerships. City staff will provide an overview of the plan and some current action items.

### Update of Council's Diversity Statement

**ACTION**

Council will continue their discussion of the updated Diversity Statement.

### 2020 Rural Community Support Program

#### Call for Projects Process

**ACTION**

TRPC will review the Transportation Policy Board's recommendations for the 2020 Rural Community Support Program Call for Projects and take action to approve the process.

### 2020 Census Update

**PRESENTATION**

Staff will update Council on the current 2020 census response rates for Thurston County and the outreach efforts undertaken by the partners in the Complete Count Committee.

### 2021 State Legislative Session

**PRESENTATION**

The Council will continue its discussion of issues for the 2021 State Legislative Session, moving toward a shorter, prioritized list with specific requests (funding and/or policy).

### Report from Outside Committee Assignments

**INFORMATION**

### Executive Director's Report

**INFORMATION**

### Member Check In

**DISCUSSION**