

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, November 4, 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.

Join using your phone.

United States: +1 (408) 650-3121 / **Access Code: 945-878-437**

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

One-touch: <tel:+14086503123,,945878437#>

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.

Public comments must be submitted by 12:00 p.m. on November 4, 2020.

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

3) **PUBLIC HEARINGS** **30 min.**

A. 2021 Draft Budget (*Suzanne Coit*)

B. 2021-2026 Draft Strategic Plan (*Ann Freeman-Manzanares*)

Public Hearing on the 2021 Budget and the 2021-2026 Draft Strategic Plan - You may provide testimony on the public hearings by Email or Phone.

Submit testimony **by email** to pmessmer@intercitytransit.com. **Emailed testimony must be submitted by 12:00 p.m. on November 4, 2020.**

By Phone: Please register with the Clerk of the Board if you wish to testify by phone. Email your request to pmessmer@intercitytransit.com by 12:00 p.m. on November 4, 2020. **Please dial-in at least 15 minutes prior to the start of the meeting which begins at 5:30 p.m.**

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
A. **Approval of Minutes:** October 7, 2020, and October 21, 2020, Regular Meetings

B. **Payroll – October 2020:** \$3,789,512.23.

C. **Accounts Payable October:** Warrant numbers 31041-31082; 31083-31088; 31089-31125; 31128-31169; and 31170-31209 in the amount of **\$2,848,142.27**; and Automated Clearing House Transfers in the amount of **\$14,626.87** for a monthly total of **\$2,862,769.14**.
- 5) **NEW BUSINESS**
A. **Web Support Services Agreement** (*Jeff Peterson*) **5 min.**
B. **Citizen Representative Interview Selection** (*Ann Freeman-Manzanares*) **15 min.**
- 6) **COMMITTEE REPORTS - NONE**
- 7) **GENERAL MANAGER’S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

CLOSED SESSION – Amalgamated Transit Union Local 1765 (ATU) – The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss items related to the ATU. **No further action is expected to occur.**

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

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
October 7, 2020

CALL TO ORDER

Vice Chair Cox called the October 7, 2020, meeting of the Intercity Transit Authority to order at 5:32 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 Open Public Meetings Act.

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

Members Excused: Labor Representative David Sharwark.

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

Others Present: Legal Counsel, Jeff Myers; David Bonauto, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on October 7, 2020.

No public comment was received.

INTRODUCTIONS

A. Kasey Scott, Service Worker (Jonathon Yee)

APPROVAL OF CONSENT AGENDA ITEMS

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

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**.

NEW BUSINESS

A. Adopt 2019 Annual Report and 2020-2025 Transit Development Plan. Mike Burnham, Associate Planner, presented for adoption the final 2019 Annual Report and 2020-2025 Transit Development Plan.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to adopt the 2019 Annual Report and 2020-2025 Transit Development Plan.

B. Federal Advocacy Services Contract Renewal. Procurement Coordinator, Katie Cunningham, presented for renewal the Federal Advocacy Services contract with Gordon Thomas Honeywell for an additional year.

In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's 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 over that period of time.

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.

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

- C. Pattison Street Expansion and Rehabilitation Project On-Call Support Services Contract.** Procurement Manager, Steve Krueger, presented for approval funding for three Washington State Department of Enterprise Services (DES) On-Call contracts needed to support the Pattison Expansion and Rehab project.

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.

It was M/S/A by Councilmembers Gilman and Cox to 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.

- D. Extend Community Advisory Committee (CAC) Appointments.** Freeman-Manzanares requested approval to allow CAC members to extend their commitment and participation on the Community Advisory Committee by one year. Due to the COVID-19 pandemic, staff had to cancel the CAC meetings, and the Community Advisory Committee members have not had the opportunity to share their perspective and expertise as they would under normal circumstances.

Several CAC members expressed a desire to extend the term of their commitment by a period of one year due to the COVID crisis. The CAC Chair and Vice Chair also expressed a desire to remain in their leadership positions for an additional year because their terms were significantly interrupted by the public health crisis.

It was M/S/A by Councilmember Camody and Citizen Representative Pierce to allow those serving on the Community Advisory Committee to extend their commitment by one year.

- E. 2021-2026 Draft Strategic Plan/Request to Set Public Hearing.** Freeman-Manzanares requested to set a public hearing for the 2021-2026 Draft Strategic Plan for 5:30 p.m., November 4, 2020.

The Authority reviewed the Goals as well as the 19 Policy Statements in July of this year. The Authority pointed out it would be best to delay any decisions until more was known about the impacts of the pandemic, however, they did provide direction so staff could develop a draft budget.

The plan, pending economic outcomes, is to restore service to Authority-approved levels as we are able and then continue expansion as outlined in the Long-Range and the Strategic Plan. The Goals remained the same at the Authority's direction.

Notes were added from the July 2020 conversation to engage the school districts in terms of operational endeavors and ensure that work with the school districts is focused within the PTBA. And a recognition that Intercity Transit will participate in the process as the jurisdictions finalize the Climate Mitigation Plan.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to set a public hearing for 5:30 p.m. on November 4, 2020, to receive comments on the 2021-2026 Draft Strategic Plan.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox reported the TRPC met on October 2.

- Members continued discussion of the updated Diversity Statement.
- Reviewed the Transportation Policy Board's recommendations for the 2020 Rural Community Support Program Call for Projects and took action to approve the process.
- Received an update on the 2020 census response rates for Thurston County and outreach efforts taken in the Complete Count Committee.
- Continued discussion of issues for the 2021 State Legislative Session.

Cox said the Council is proceeding on the Thurston Climate Mitigation Plan and they are in the process of a public comment period. Information can be found on the TRPC website, under "Climate" which leads to a virtual open house. The draft Plan can also be reviewed online. Once public comment ends, the steering committee will formally vote on the Plan, then it goes to each of the four participating jurisdictions for approval (Lacey, Olympia, Tumwater and Thurston County). Cox said TRPC is eager to hear from the public, and she encourages everyone to contact the individual Commissioners and city council members with comments.

GENERAL MANAGER'S REPORT

- Staff is working to open the transit island and transit lanes at the Olympia Transit Center in November. All departments are working together to define a specific date. Some areas will continue to be fenced to allow work to continue.
- IT does not anticipate the customer service office will open due to staff availability. Staffing continues to be a bit of a revolving door. Much of that continues to be related to COVID, and some of it is unrelated life circumstances
- We believe IT will be in position to take another step towards service restoration in early December. However, not yet certain if DASH or Express Service will be restored between Pierce and Thurston Counties.
- Staff is communicating with Thurston County Public Health and awaiting both Thurston and Pierce County obtain and maintain Phase 3 status before restoring service. And administrators of the House and Senate have advised they will not likely make a decision regarding the legislative session, and the number of people on campus, until after Thanksgiving.
- Operations Director, Emily Bergkamp attended the yearly coordination meeting with staff from the Capitol campus and local jurisdictions, and everyone is working together on winter plans. A La Nina winter is expected, which means a wetter, colder season and possibly "snowmagedon." Staff is taking the necessary steps to be prepared.
- Staff is paying attention to conversations about the potential resurgence and the confluence of COVID cases and the flu and making sure IT is prepared in terms of

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PPE and sanitizing products to ensure we do our part to keep our employees and passengers safe and healthy.

- The traffic signal at Martin Way and Pattison Street is complete and the Interlocal Cost Sharing Agreement for that project has been accepted by the City of Olympia.
- Sales tax has been impossible to predict. However, the July numbers, which were received at the end of September, were 18.94% higher than the year prior. In March the numbers were 20.55% lower than the year prior. In April, they were 7.13% lower than the year prior. In May and June numbers were up 10.93% and 8.6%. Note – July Sales Tax \$6,767,110.
- Applications are being accepted for the Surplus Van Grant Program through October 23. The jurisdictions are encouraged to notify governmental or non-profit organizations about the program, who are within IT's service area, and whose clients would benefit by providing transportation. Application packets are available on the IT website. Anyone needing additional information about the grant program can call 360-786-8800 or email vans@intercitytransit.com. To date, the Authority awarded 65 vehicles to meet the transportation needs of local organizations. (Coastal Community Action, Veterans for Suicide Prevention, Kokua Services and Wa-Ya Outdoor Institute).
- Applications for the ITA Citizen Representative position and the Community Advisory Committee positions are due October 14. These positions were advertised in Thurston Talks and the Olympian.
- Congress and the Trump Administration reached agreement to extend the Surface Transportation Authorization Act, securing funding for transit investments over the next year. This provides us with some certainty regarding funding in FY 2021. This does not, however, address funds that would support transit systems nationwide through the pandemic. IT will continue to work with APTA and the Bus Coalition to press that issue.
- Freeman-Manzanares congratulated Dial-A-Lift Manager, Kevin Karkoski, on his graduation from the Leadership Thurston County program. Representing IT in the upcoming year are Cameron Crass, Fixed-Route Manager and Nicky Upson, Marketing/Communications Coordinator.

AUTHORITY ISSUES

Gilman said the north/south streets (State, Franklin and Washington) in downtown Olympia are getting a makeover along with a repaving. The Public Works staff appreciates working with Intercity Transit staff, especially Eric Phillips, in figuring out how to deal with the construction and also what the best circulation patterns will be once the streets are finished. Gilman is excited to move forward with these projects, and even more excited about the remake of the intersection of Olympia Avenue and East Bay Drive, coming out of the Hands On Children's Museum, and the intersection at State Avenue to make it more friendly for walkers and bikers to make their way back into the neighborhood and out of downtown.

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Gilman said Olympia recommended six people to be Citizen Observers of the police investigation into a critical incident or a use of deadly force. They received 71 applications and any one of those could have served – it was a really strong pool of volunteers who came forward. On October 8, Olympia is interviewing firms to reinstate a law firm as a police auditor.

Melnick thanked Gilman for filling in for him at the Transportation Policy Board.

Menser said the Commissioners are working with the state and the tribe on a proposal to permanently close 188th Avenue Southwest between Moon Road Southwest and Lucky Eagle Casino's employee parking lot near Rochester. The action is aimed at improving safety. A 2012 regional transportation study, completed in response to a high number of serious-injury and fatality crashes, recommended roundabouts be installed where U.S. 12 intersects Anderson Road and Moon Road. A public hearing was held, and a vote is expected next week.

Sullivan appreciates Intercity Transit's patience during the road construction in the City of Tumwater.

Cox said the interchange at I-5 and Marvin Road is complete. That project would not have happened without support from the legislative delegation.

Carmody said Yelm received a notice of application for the Tahoma Terra Phase II Sub-division development which will consist of 234 single family residential units and 4 apartment buildings. The public comment and approval process are complete, and there will be a groundbreaking in about six months. Yelm is anticipating a significant increase in traffic. Carmody said in the next six months, Yelm is breaking ground on the Mosman Avenue side road expansion to help decrease traffic off of Yelm Avenue.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:24 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: November 4, 2020

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
October 21, 2020

CALL TO ORDER

Chair Warner called the October 21, 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 Open Public Meetings Act.

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

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Katie Cunningham; Jessica Gould; Roshan KC; Steve Krueger; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on October 21, 2020.

No public comment was received.

INTRODUCTIONS

- A. Roshan KC, Help Desk Technician (Jason Aguero)
- B. Daniel Van Horn, Information Systems Technician (Jason Aguero)

NEW BUSINESS

- A. **Operator Uniform Contract Extension.** Procurement Coordinator, Katie Cunningham, presented for approval the purchase of as-needed uniform items for Operations staff.

Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis. These items typically include replacement garments for current staff and new items for new employees.

In July 2019, the Washington State Department of Enterprise Services (DES) awarded master contract 01417 for uniforms and accessories to Galls. Intercity Transit began utilizing this contract in November 2019, and seeks to continue to purchase its Operations uniform items from Galls under this contract.

Intercity Transit has been satisfied with the products and services provided by Galls, and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniform items and related services, staff is confident that this contract and vendor will serve our staff well.

It was M/S/A by Councilmembers Cox and Sullivan to authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$126,000 per year, including sales tax.

- B. Vehicle Wraps & Graphics Contract Amendment.** Procurement Coordinator, Katie Cunningham, requested an amendment to the vehicle wraps and graphics contract with Western Graphics, Inc. to authorize additional contract authority for the remainder of the current contract term through August 29, 2021.

Intercity Transit awarded its contract for vehicle wraps and graphics to Western Graphics, Inc. in August 2018 with a not-to exceed contract amount of \$130,000. The initial contract term was for a period of one year, with four one-year renewal options. This year we are in the second contract renewal.

Under the contract, Western Graphics, Inc. installs wraps and graphics on Intercity Transit's new vanpool vehicles and completes as needed graphic repairs and maintenance. Throughout the life of this contract Intercity Transit has wrapped 70 new vanpool vehicles and fixed various damaged graphics, which has nearly exhausted the original contract authority.

Intercity Transit is due to receive a total of twelve vanpool vans this year which will need our vanpool graphics package installed. This item adds contract authority to the current contract in the not-to-exceed amount of \$50,000 to accommodate the installation of wraps and graphics on these new vanpool vehicles, and allow capacity for additional ongoing graphic repair, maintenance and incidentals for the remainder of the current contract term.

Throughout the life of this contract, Western Graphics, Inc. has provided quality products and services to Intercity Transit. Staff is confident that Western Graphics, Inc. will continue to provide valuable services at reasonable rates, and recommends that the amendment is approved.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$50,000 in contract authority for vehicle wraps and graphics for a revised total contract not-to-exceed amount of \$180,000.

- C. Warranty Extension for Vehicle Camera System.** Procurement Coordinator, Jeff Peterson, requested an extension on the warranty plan for video camera equipment on the coach and paratransit vehicles.

In 2017 Intercity Transit completed installation of our video camera system within our coach and paratransit vehicles. Our agreement included three years of standard warranty coverage and provided an option to extend up to four more years. Our three-year warranty period is concluding, and staff recommends extending coverage four more years.

The extended warranty will cover all our cameras, video recorders, software support, most software updates, and training. Intercity has filed an average of 85 warranty claims per year with an estimated \$52,501 annual value. This does not include technical assistance and training we have received that is also included within the extended warranty.

The costs have been pro-rated appropriately based on projected timelines provided to TSI. The TSI video system has been working well and TSI has provided outstanding support. Based on the review of actual warranty claims, the cost proposed is appropriate per the original agreement, and level of support required to maintain our existing system, staff recommends entering into a contract to extend warranty coverage with TSI through September 8, 2024.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to authorize the General Manager to extend an existing warranty plan agreement for our video camera equipment with Transit Solutions LLC (TSI) for an additional four-year period, in the amount of \$173,929.09, tax included.

- D. Maintenance Building GC/CM Pre-Construction Services.** Procurement Manager, Steve Krueger, requested approval to approve funding for Forma Construction Company (Forma) to provide pre-construction services related to the Maintenance building design.

In June of 2019, Forma competitively won the award to serve as the General Contractor/Construction Manager (GC/CM) for the Pattison Base Expansion and Rehabilitation Project. In the same way Forma helped Intercity Transit achieve design efficiencies and savings for the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF) by contributing their constructability and value engineering expertise during the design process, we are seeking approval for Forma to begin pre-construction service support for the Maintenance Building renovation and rehabilitation work (Phase IV and V of the overall base construction plan). Pre-construction services for the maintenance building work will be similar to those authorized to support the design of the new buildings (ADOPS and FWF) now under construction (Phase 3) on the North Parcel. Unlike the North Parcel buildings, the rehabilitation of the existing Maintenance building requires significantly more planning and coordination before and during construction since this building will remain in use throughout the duration of the project. Pre-construction services under the GC/CM model will also allow Forma to partner with their mechanical and electrical sub-contractors (Sunset Air and Sare Electric) in collaboration with the project architect (Stantec) to assist in the design, construction staging, and the logistical planning required to keep Intercity Transit operational during construction. This includes planning to maintain access to maintenance equipment, and functions throughout the construction and rehabilitation of the existing maintenance building including adjacent site work.

The partnership with the general contractor (Forma) and the design team (Stantec) through the earlier design phase of the Pattison Project have demonstrated that the GC/CM process has yielded the results we hoped for. Pre-construction services provided by Forma will play a prominent role in developing a viable maintenance building design and rehabilitation plan that meets our programing needs with minimal disruption to maintenance operations during construction. Staff recommends authorizing the General Manager to approve funding for Forma to provide the requested pre-construction services.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to have DES contract with Forma to provide pre-construction services related to the Maintenance Building Design for a total not-to-exceed amount of \$330,000.

- A. Community Advisory Committee (CAC) Application Selection.** Freeman-Manzanares said in response to the CAC recruitment, eight applications were received, and the Authority is asked to review and select the applications for the interview process.

The interviews will be held the afternoon of November 4. The panel is expected to make a recommendation to the Authority at the December 2, 2020, meeting.

The interview panel consists of Board members Debbie Sullivan, Don Melnick and Sue Pierce; and CAC members Allison Spector, Joan O'Connell and Denise Clark.

The Authority directed staff to interview all applicants who reside within Intercity Transit's PTBA as based on IT's policy.

It was M/S/A by Citizen Representatives Melnick and Pierce to interview all eight CAC applicants.

COMMITTEE REPORTS

- A. Transportation Policy Board:** Melnick reported the TPB met on October 14.
- Veena Tabbutt reviewed the updated Diversity Statement and summarized recent activities relating to implementing the Statement.
 - Allison Osterberg provided an update on the draft Climate Mitigation Plan and the Board discussed opportunities for comment.
 - Karen Parkhurst shared what she could about the 2021 State Legislative Session. Policymakers will continue discussions and tighten the list of priority issues for the 2021 Legislative Session.
 - Doug DeForest said the Puget Sound Regional Council met remotely, however, there was not much to report.

GENERAL MANAGER'S REPORT

- The Pattison Street construction project is moving right along. A lot of work has been accomplished to date under the civil permit. The building permit was just issued. There was a pre-construction meeting this week, and the construction of the Administrative/Operations foundation should begin by mid-November. Critical path still looks good, but it will be tight with the foundation work and the weather. Steve Krueger will provide an end-of-year update on the project in December.
- The bus bays and the island at the OTC will open on November 1.
- Staff continues to focus on service restoration. The next step is anticipated to occur on December 6. This is, of course, dependent upon available staffing and any direction we might receive from the state or public health officials. The next possible service change timeframe is expected March 2021.

AUTHORITY ISSUES

Gilman said the City of Olympia will launch a public conversation the first of next year about public safety and policing, and he wants that to be on Intercity Transit's radar. The agency has a strong relationship with local law enforcement across the service area

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and IT's voice should be represented in the conversation about how public safety efforts might evolve.

Menser reported the County is working on a wide range of important issues. The County is working on the 2021 budget and switched to a single-year budget for 2021; they reached a milestone on the Habitat Conservation Plan (HCP) with preliminary federal approval from USFW, and worked on Comprehensive Plan updates including mineral lands and recycled asphalt in the Nisqually subarea.

Sullivan said road construction continues in Tumwater. In her spare time, Sullivan said she's been volunteering to do inspections of the ballots.

Cox said the City of Lacey determined how to spend the second wave of CARES funds. They decided to fund Wi-Fi hotspots in the North Thurston School District. North Thurston is experiencing so many kids using Wi-Fi who can't get a good signal; or the kids live in a remote area and get no signal. This funding supports distance learning that may be around for a while.

Warner thanked staff who manage the IT website. He noticed a piece on how to get riders to voting drop boxes, which is helpful in facilitating our democracy.

Warner said he listened to the Outsider Podcast on KNKX which is their year-long study on homelessness in Olympia, and a woman being interviewed mentioned that one of the most meaningful things that happened in the last year is the free bus service. He wasn't expecting to hear that, but having heard it from someone who is homeless validates the work that Intercity Transit does for the community.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: November 4, 2020

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

PERIOD DATES:		9/13/2020-9/26/2020		PAYDATE	10/2/2020	PERIOD DATES:		9/27/2020-10/10/2020		PAYDATE	10/16/2020	PERIOD DATES:			10/11/2020-10/24/2020		PAYDATE	10/30/2020
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	
IRS	FIT		EFT	70,959.82		IRS	FIT		EFT	71,553.78		IRS	FIT		EFT	76,298.82		
	MT		EFT	25,974.10	96,933.92		MT		EFT	26,074.82	97,628.60		MT		EFT	27,016.18	103,315.00	
	0.00						0.00						0.00					
INS HEALTH	D3/DI	Disability Ins		2,629.27	0.00	INS HEALTH	A2	Mettlife		10,249.73		INS HEALTH	D3/DI	Disability Ins		10.12	0.00	
	HE/HI/SP/TB	Health In1stN2ND		229,893.00	0.00		HE/HI/SP/TB	Health In1stN2ND		2,608.04	0.00		HE/HI/SP/TB	Health In1stN2ND		308.00	0.00	
GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last	427.81		
CHILD SUPPORT	CS	DSHS	EFT	1,870.19	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,870.19	1,870.19	CHILD SUPPORT	CS	Child Support	EFT	1,870.19	1,870.19	
					0.00						0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,104.93	10,104.93	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,109.22	10,109.22	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,260.00	10,260.00	
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,379.49	8,379.49	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,479.24	8,479.24	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,777.84	7,777.84	
GET HEALTH SAVING	GT	G.Ed.Tult	Check every	30.00		GET HEALTH SAVING	GT	G.Ed.Tult	Check every	30.00		GET HEALTH SAVING	GT	G.Ed.Tult	Check every	30.00		
	HS	Health Svgs	ACH Wire every	230.00	230.00		HS	Health Svgs	ACH Wire every	230.00	230.00		HS	Health Svgs	ACH Wire every	230.00	230.00	
401K VANGUARD	DC	Vgrd EE	Wire	52,466.97		401K VANGUARD	DC	Vgrd EE	Wire	52,438.06		401K VANGUARD	DC	Vgrd EE	Wire	51,493.73		
	DC	Vgrd ER	Wire	35,992.50	88,459.47		DC	Vgrd ER	Wire	36,148.08	88,586.14		DC	Vgrd ER	Wire	35,987.86	87,481.59	
LOAN	L2	401k Ln#2	Wire	3,604.01		LOAN	L2	401k Ln#2	Wire	3,495.30		LOAN	L2	401k Ln#2	Wire	3,364.78		
LOAN	LN	401k Ln #1	Wire	5,530.41	9,134.42	LOAN	LN	401k Ln #1	Wire	5,071.25	8,566.55	LOAN	LN	401k Ln #1	Wire	5,109.42	8,474.20	
	TTL VNGRD			97,593.89			TTL VNGRD			97,152.69			TTL VNGRD			95,955.79		
LABOR INS ESD	LI&LA	L&I	EFT Quarterly	26,274.14		LABOR INS ESD	LI&LA	L&I -LA +LI +ER	EFT Quarterly	26,521.75		LABOR INS ESD	LI&LA	L&I -LA +LI +ER	EFT Quarterly	25,463.69		
	CF&CL	WPFML	EFT Quarterly	3,700.38			CF&CL	WPFML	EFT Quarterly	3,715.80			CF&CL	WPFML	EFT Quarterly	3,709.48		
MACHINISTS UNION DUES	MD/M2	Mch.UnDues	Check last	1,809.24		MACHINISTS UNION DUES	MD	Mch.UnDues- 164 PEREE	Check last	1,809.51		MACHINISTS UNION DUES	MD	Mch.UnDues- 164 PEREE	Check last	0.00		
	MI	Mac.Initlon	Check last				MI	Mac.Initlon	Check last	0.00			MI	Mac.Initlon	Check last	0.00		
	MS	Payroll Corr check					MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00		
	TF	Tx.Fr.Benefit	Employer	235.00	0.00		TF	Tx.Fr.Benefit	Employer	25.00	0.00		TF	Tx.Fr.Benefit	Employer	0.00	0.00	
PROJECT ASSIST	PA	Proj.Asslst	Check last	413.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	420.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	411.00		
PENSION STATE PERS	PN	PERS EE	EFT	71,755.58	0.00	PENSION STATE PERS	PN	PERS EE	EFT	71,957.00	0.00	PENSION STATE PERS	PN	PERS EE	EFT	72,044.83	0.00	
	PN	PERS ER	EFT	118,863.86	190,619.44		PN	PERS ER	EFT	119,120.92	191,077.92		PN	PERS ER	EFT	119,265.15	191,309.98	
	TTL PERS			190,619.44			TTL PERS			191,077.92			TTL PERS			191,309.98		
ICMA LOAN ICMA	R3	ICMA Ln#2	WIRE	67.95	0.00	ICMA LOAN ICMA	R3	ICMA Ln#2	WIRE	67.95	0.00	ICMA LOAN ICMA	R3	ICMA Ln#2	WIRE	67.95	0.00	
	RC	ICMA EE	WIRE	5,916.65			RC	ICMA EE	WIRE	5,804.69			RC	ICMA EE	WIRE	5,720.30		
ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00	ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00	ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00	
ICMA LON	RL	ICMA Ln#1	WIRE	818.57	886.52	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	2,555.35	8,472.00	ICMA	RR	ICMA ER	WIRE	2,471.40	8,276.09	ICMA	RR	ICMA ER	WIRE	2,494.19	8,214.49	
	TTL ICMA			9,358.52	9,833.52		TTL ICMA			9,130.55	9,605.55		TTL ICMA			9,068.95	9,543.95	
457 STATE DEFERRED	SD	457 ST EE	EFT	15,754.30		457 STATE DEFERRED	SD	457 ST EE	EFT	15,765.98		457 STATE DEFERRED	SD	457 ST EE	EFT	15,476.12		
	SR	457 ST ER	EFT	9,345.90	25,100.20		SR	457 ST ER	EFT	9,361.75	25,127.73		SR	457 ST ER	EFT	9,166.56	24,642.68	
AFLAC	ST&SS	AFLAC POST/PRE	EFT	7,007.20	7,007.20	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	7,004.81	7,004.81	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	0.00	0.00	
ATU UNION DUES	UC	Un COPE	Check 1st	128.00		ATU UNION DUES	UC	Un COPE	Check 1st	-		ATU UNION DUES	UC	Un COPE	Check 1st	-		
	UA	Un Assess	Check last	0.00			UA	Un Assess -2ND PP	Check last	603.00			UA	Un Assess -2ND PP	Check last	0.00		
	UD	Un Dues	Check last	6,261.63			UD	Un Dues-BOTH PP	Check last	6,274.04			UD	Un Dues-BOTH PP	Check last	0.00		
	UI	Un Initlatn	Check last	0.00			UI	Un Initlatn- 100.00 PEREE	Check last	0.00			UI	Un Initlatn- 100.00 PEREE	Check last	10.00		
	UT	Un Tax	Check last	3,312.80			UT	Un Tax IST PP	Check last	0.00			UT	Un Tax IST PP	Check last	0.00		
UNITED WAY	UW	United Way	Check last	289.00		UNITED WAY	UW	United Way	Check last	277.00		UNITED WAY	UW	United Way	Check last	272.00		
WELLNESS	WF	Wellness	Check last	350.50		WELLNESS	WF	Wellness	Check last	355.50		WELLNESS	WF	Wellness	Check last	352.50		

DIRECT DEP. LIVE CHECKS	NP	NET PAY (dir. Depos ACH Wire every	604,453.58	604,453.58	DIRECT DEP. LIVE CHECKS	NP	ACH Wire every	597,657.96	597,657.96	DIRECT DEP. LIVE CHECKS	NP	ACH Wire every	651,427.81	651,427.81
	Paychecks		0.00			Paychecks - LIVE CHECKS		2,816.35			Paychecks - LIVE CHECKS		3,136.82	
	TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,050,256.17		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,045,943.91		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,096,333.24
	TOTAL PAYROLL*:		\$1,327,880.13			TOTAL PAYROLL*:		\$1,331,167.44			TOTAL PAYROLL*:		\$1,130,464.66	
	GROSS WAGE	GROSS EARNINGS:		925,095.11			GROSS WAGE	GROSS EARNINGS:			928,971.93		GROSS WAGE	GROSS EARNINGS:
ER AMOUNT	EMPR MISC DED:		389,797.97		ER AMOUNT	EMPR MISC DED:		389,158.10		ER AMOUNT	EMPR MISC DED:		188,748.10	
MEDICARE TAX	EMPR MEDICARE TAX:		12,987.05		MEDICARE TAX	EMPR MEDICARE TAX:		13,037.41		MEDICARE TAX	EMPR MEDICARE TAX:		13,508.09	
	PP20 Total			\$1,327,880.13		PP21 Total			\$1,331,167.44		PP22		\$1,130,464.66	
											Total payroll for October 2020		\$3,789,512.23	
DIRECT DEP.	ACH WIRE TOTAL		623,168.00		DIRECT DEP.	ACH WIRE TOTAL		616,476.42		DIRECT DEP.	ACH WIRE TOTAL		669,695.65	
				\$0.00					\$0.00					\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/7/2020

Thru Date: 10/7/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31041	10/7/2020	01733	DOO'PS COPY TECH	\$106.46	
31042	10/7/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$128.00	
31043	10/7/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$472.72	
31044	10/7/2020	03023	BACKUPIFY INC.	\$390.00	
31045	10/7/2020	06060	CITY OF OLYMPIA	\$186,249.20	
31046	10/7/2020	06120	CITY OF OLYMPIA UTILITIES	\$5,745.28	
31047	10/7/2020	07220	CUMMINS INC.	\$694.50	
31048	10/7/2020	07350	CW JANITORIAL SERVICE LLC	\$19,826.85	
31049	10/7/2020	07804	ELBARBARY MOHAMED	\$657.00	
31050	10/7/2020	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,142.53	
31051	10/7/2020	09662	FERRELLGAS LP	\$3,800.29	
31052	10/7/2020	10477	GALLS PARENT HOLDINGS LLC	\$815.00	
31053	10/7/2020	10580	GENE'S TOWING INC	\$59.79	
31054	10/7/2020	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
31055	10/7/2020	10660	GILLIG LLC	\$82.52	
31056	10/7/2020	11498	IBI GROUP	\$15,116.50	
31057	10/7/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31058	10/7/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$393.42	
31059	10/7/2020	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$375.62	
31060	10/7/2020	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,741.83	
31061	10/7/2020	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$54.61	
31062	10/7/2020	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$1,095.43	
31063	10/7/2020	16695	PATTISON WATER COMPANY	\$276.49	
31064	10/7/2020	17792	ROUSH CLEANTECH LLC	\$1,542.72	
31065	10/7/2020	17795	ROUTEMATCH SOFTWARE INC	\$5,995.00	
31066	10/7/2020	17861	SAMBA HOLDINGS INC.	\$93.48	
31067	10/7/2020	17900	SCHETKY NORTHWEST SALES INC.	\$548.40	
31068	10/7/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$610.96	
31069	10/7/2020	18066	SHI INTERNATIONAL CORP.	\$41,440.72	
31070	10/7/2020	18530	STANDARD PARTS CORP.	\$123.83	
31071	10/7/2020	18540	STANTEC CONSULTING SERVICES INC	\$127,005.04	
31072	10/7/2020	18705	SUNBELT RENTALS INC.	\$2,154.60	
31073	10/7/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$107.78	
31074	10/7/2020	21660	THERMO KING NORTHWEST INC.	\$15.45	
31075	10/7/2020	21950	TITUS-WILL CHEVROLET	\$1,638.92	
31076	10/7/2020	22010	ROTTERS INC.	\$13.65	
31077	10/7/2020	22100	TRANSIT SOLUTIONS LLC	\$181.90	
31078	10/7/2020	23641	United States Treasury	\$35.50	
31079	10/7/2020	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$353.10	
31080	10/7/2020	24750	WA ST GET PROGRAM	\$30.00	
31081	10/7/2020	24755	WA ST HEALTH CARE AUTHORITY	\$468,704.59	
31082	10/7/2020	26746	ZOHO CORPORATION	\$15,316.00	
Total:				\$906,746.79	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/9/2020

Thru Date: 10/9/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31083	10/9/2020	05720	CDW GOVERNMENT INC	\$5,599.09	
31084	10/9/2020	06060	CITY OF OLYMPIA	\$5,699.13	
31085	10/9/2020	07619	DAVID S FOSTER	\$1,750.00	
31086	10/9/2020	11943	JOANNA GRIST	\$1,750.00	
31087	10/9/2020	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$780.00	
31088	10/9/2020	17900	SCHETKY NORTHWEST SALES INC.	\$694,110.00	
Total:				\$709,688.22	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/14/2020

Thru Date: 10/14/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31089	10/14/2020	01090	VIRGINIA THERA BLACK	\$10,625.00	
31090	10/14/2020	01405	ADVANCE GLASS INC.	\$778.44	
31091	10/14/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$18.58	
31092	10/14/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$60,445.60	
31093	10/14/2020	05541	CATHOLIC COMMUNITY SERVICES	\$110.42	
31094	10/14/2020	06040	CITY OF LACEY	\$1,506.04	
31095	10/14/2020	07220	CUMMINS INC.	\$826.06	
31096	10/14/2020	08840	JEMMA INC.	\$5,512.88	
31097	10/14/2020	10607	GENUINE AUTO GLASS OF LACEY	\$214.22	
31098	10/14/2020	10660	GILLIG LLC	\$1,856.03	
31099	10/14/2020	11250	HERITAGE - CRYSTAL CLEAN LLC	\$826.16	
31100	10/14/2020	11887	J LINDER PAINTING LLC	\$20,323.51	
31101	10/14/2020	11892	J ROBERTSON AND COMPANY	\$1,575.00	
31102	10/14/2020	12922	KTA-TATOR INC.	\$2,672.03	
31103	10/14/2020	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
31104	10/14/2020	14590	MOHAWK MFG & SUPPLY CO.	\$227.40	
31105	10/14/2020	14682	MSG ARCHITECTS INC.	\$16,498.01	
31106	10/14/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,011.74	
31107	10/14/2020	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$320.76	
31108	10/14/2020	16966	POINT & PAY LLC	\$66.50	
31109	10/14/2020	17290	PUGET SOUND ENERGY	\$12,011.83	
31110	10/14/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31111	10/14/2020	17560	ROMAINE ELECTRIC CORP.	\$125.73	
31112	10/14/2020	17900	SCHETKY NORTHWEST SALES INC.	\$382.08	
31113	10/14/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,148.92	
31114	10/14/2020	18145	SIX ROBBLEES' INC.	\$125.50	
31115	10/14/2020	18530	STANDARD PARTS CORP.	\$280.13	
31116	10/14/2020	18651	STORMANS INC. (LICENSING)	\$431.25	
31117	10/14/2020	21660	THERMO KING NORTHWEST INC.	\$7,550.66	
31118	10/14/2020	21950	TITUS-WILL CHEVROLET	\$1,393.82	
31119	10/14/2020	22010	ROTTERS INC.	\$362.01	
31120	10/14/2020	22100	TRANSIT SOLUTIONS LLC	\$382.01	
31121	10/14/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
31122	10/14/2020	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$80,603.73	
31123	10/14/2020	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$16,315.18	
31124	10/14/2020	24000	W. W. GRAINGER INC.	\$79.21	
31125	10/14/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$45,268.36	
Total:				\$293,663.37	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/21/2020

Thru Date: 10/21/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31128	10/21/2020	01405	ADVANCE GLASS INC.	\$778.44	
31129	10/21/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$16,451.47	
31130	10/21/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$737.10	
31131	10/21/2020	01895	ECOLUBE RECOVERY LLC	\$285.00	
31132	10/21/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,036.14	
31133	10/21/2020	03806	BRAGG LINDA	\$25.00	
31134	10/21/2020	05541	CATHOLIC COMMUNITY SERVICES	\$73.43	
31135	10/21/2020	05720	CDW GOVERNMENT INC	\$3,829.00	
31136	10/21/2020	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$103,627.00	
31137	10/21/2020	07220	CUMMINS INC.	\$11.14	
31138	10/21/2020	10477	GALLS PARENT HOLDINGS LLC	\$108.26	
31139	10/21/2020	10580	GENE'S TOWING INC	\$74.74	
31140	10/21/2020	10607	GENUINE AUTO GLASS OF LACEY	\$1,018.66	
31141	10/21/2020	10660	GILLIG LLC	\$1,309.81	
31142	10/21/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$159,248.63	
31143	10/21/2020	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$1,033.28	
31144	10/21/2020	11909	JAYRAY ADS & PR INC	\$4,886.25	
31145	10/21/2020	14381	METLIFE	\$10,249.73	
31146	10/21/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.29	
31147	10/21/2020	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,358.41	
31148	10/21/2020	16490	HAROLD LEMAY ENTERPRISES	\$667.25	
31149	10/21/2020	16654	PARKER CORPORATE SERVICES INC.	\$44,047.27	
31150	10/21/2020	16841	PIONEER FIRE & SECURITY INC.	\$490.00	
31151	10/21/2020	17505	RAINIER DODGE INC.	\$123.65	
31152	10/21/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$569.69	
31153	10/21/2020	18145	SIX ROBBLEES' INC.	\$38.73	
31154	10/21/2020	18210	SME SOLUTIONS LLC	\$1,733.44	
31155	10/21/2020	18530	STANDARD PARTS CORP.	\$171.16	
31156	10/21/2020	18705	SUNBELT RENTALS INC.	\$113.44	
31157	10/21/2020	18711	SUNSET AIR INC.	\$2,164.86	
31158	10/21/2020	18755	NIKAY ENTERPRISES	\$1,330.00	
31159	10/21/2020	21660	THERMO KING NORTHWEST INC.	\$43.91	
31160	10/21/2020	21950	TITUS-WILL CHEVROLET	\$53.06	
31161	10/21/2020	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
31162	10/21/2020	23576	UNG CHAE	\$2,700.00	
31163	10/21/2020	23641	United States Treasury	\$35.50	
31164	10/21/2020	23660	UNITED WAY OF THURSTON COUNTY	\$566.00	
31165	10/21/2020	24000	W. W. GRAINGER INC.	\$174.13	
31166	10/21/2020	24030	WA ST AUDITOR'S OFFICE	\$3,619.20	
31167	10/21/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$195.00	
31168	10/21/2020	24750	WA ST GET PROGRAM	\$30.00	
31169	10/21/2020	26800	ZUMAR INDUSTRIES INC	\$1,021.23	
Total:				\$366,526.28	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/28/2020

Thru Date: 10/28/2020

Check #	Check Date	Ref #	Name	Amount	Voided
31170	10/28/2020	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$5,044.21	
31171	10/28/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$98.35	
31172	10/28/2020	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,082.20	
31173	10/28/2020	02565	ASPHALT PATCH SYSTEMS INC	\$51,965.00	
31174	10/28/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$36,457.63	
31175	10/28/2020	03023	BACKUPIFY INC.	\$336.38	
31176	10/28/2020	06120	CITY OF OLYMPIA UTILITIES	\$977.30	
31177	10/28/2020	07220	CUMMINS INC.	\$865.15	
31178	10/28/2020	07660	DAYTECH LIMITED	\$5,825.00	
31179	10/28/2020	08765	ELTEC SYSTEMS LLC	\$1,801.76	
31180	10/28/2020	09961	FORMA CONSTRUCTION COMPANY	\$263,842.09	
31181	10/28/2020	10660	GILLIG LLC	\$1,210.17	
31182	10/28/2020	10663	GILLOTTI LISA	\$50.00	
31183	10/28/2020	12620	KEYBANK NATIONAL ASSOCIATION	\$94.26	
31184	10/28/2020	12845	KNIGHT FIRE PROTECTION INC.	\$5,136.33	
31185	10/28/2020	13355	LAKEWOOD FORD	\$477.15	
31186	10/28/2020	13793	MARTIN WAY COLLISION INC.	\$2,701.97	
31187	10/28/2020	15535	REARVIEW MIRROR INC.	\$1,227.25	
31188	10/28/2020	17290	PUGET SOUND ENERGY	\$91,347.16	
31189	10/28/2020	17505	RAINIER DODGE INC.	\$130.90	
31190	10/28/2020	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$40.53	
31191	10/28/2020	17580	RECARO NORTH AMERICA INC.	\$699.63	
31192	10/28/2020	17716	RIGHT! SYSTEMS INC.	\$218.80	
31193	10/28/2020	17900	SCHETKY NORTHWEST SALES INC.	\$1,029.72	
31194	10/28/2020	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	\$3,750.00	
31195	10/28/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,211.45	
31196	10/28/2020	18530	STANDARD PARTS CORP.	\$350.54	
31197	10/28/2020	18695	SUMMIT LAW GROUP PLLC	\$132.00	
31198	10/28/2020	18711	SUNSET AIR INC.	\$552.47	
31199	10/28/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$7,271.89	
31200	10/28/2020	21660	THERMO KING NORTHWEST INC.	\$7,904.50	
31201	10/28/2020	21830	THURSTON COUNTY SOLID WASTE	\$3,175.00	
31202	10/28/2020	21950	TITUS-WILL CHEVROLET	\$509.78	
31203	10/28/2020	22010	ROTTERS INC.	\$96.97	
31204	10/28/2020	24000	W. W. GRAINGER INC.	\$210.08	
31205	10/28/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
31206	10/28/2020	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$45,268.36	
31207	10/28/2020	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$23,025.65	
31208	10/28/2020	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$3,739.98	
31209	10/28/2020	25858	WESTCARE CLINIC LLC PS	\$935.00	
Total:				\$571,517.61	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
14611 MOODY BILL B.										
00	09/23 RECOG CSH OU	DI	10/2/2020			20.00	20.00	20.00		20.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2020 OCTOBER	DI	10/9/2020			3,566.87	3,566.87	3,566.87		3,566.87
16757 PETERSON LEE										
00	02/01/20 TUIT REIMB	DI	10/9/2020			3,225.00	3,225.00	3,225.00		6,791.87
00	08/01/19 TUIT REIMB	DI	10/9/2020			3,225.00	3,225.00	6,450.00		10,016.87

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
	07762 DELANCY ARTHUR									
00	10/14 RECOG CSH OU	DI	10/23/2020			110.00	110.00	110.00		110.00
	07837 DENINCOLA JANE									
00	10/14 RECOG CSH OU	DI	10/23/2020			20.00	20.00	20.00		130.00
	07838 DENINCOLA JOHN									
00	10/14 RECOG CSH OU	DI	10/23/2020			170.00	170.00	170.00		300.00
	09667 FERRIS TAMMY									
00	10/14 RECOG CSH	DI	10/23/2020			55.00	55.00	55.00		355.00
	09990 FOSTER BUDDY									
00	10/14 RECOG CSH OU	DI	10/23/2020			120.00	120.00	120.00		475.00
	10245 FRUEH JR. DANIEL									
00	10/14 RECOG CHS OU	DI	10/23/2020			75.00	75.00	75.00		550.00
	10704 GLASGOW AMY									
00	10/14 RECOG CSH OU	DI	10/23/2020			150.00	150.00	150.00		700.00
	10883 GRIZZLE TODD									
00	10/14 RECOG CSH OU	DI	10/23/2020			120.00	120.00	120.00		820.00
	11087 HARPER ERIN									
00	10/14 RECOG CSH OU	DI	10/23/2020			245.00	245.00	245.00		1,065.00
	11770 IT PROJECT ASSISTANCE									
00	2020 OCTOBER	DI	10/23/2020			833.00	833.00	833.00		1,898.00
	11775 IT WELLNESS									
00	2020 OCTOBER	DI	10/23/2020			706.00	706.00	706.00		2,604.00
	11925 JENKINS SHANNIE									
00	10/14 RECOG CSH OU	DI	10/23/2020			55.00	55.00	55.00		2,659.00
	12013 JOHNSON ROXANNA									
00	10/14 RECOG CSH OU	DI	10/23/2020			110.00	110.00	110.00		2,769.00
	12485 KEELAND DANA									
00	10/14 RECOG CSH OU	DI	10/23/2020			355.00	355.00	355.00		3,124.00
	12863 KOLAR DAVID									
00	10/12/20 REIMB.	DI	10/23/2020			11.00	11.00	11.00		3,135.00
	13665 LORENZO JEFFREY									
00	10/14 RECOG CSH OU	DI	10/23/2020			20.00	20.00	20.00		3,155.00
	13890 MATESKI THOMAS									
00	10/14 RECOG CSH OU	DI	10/23/2020			20.00	20.00	20.00		3,175.00
	14391 MEULBLOK DIRK M.									
00	10/14 RECOG CSH OU	DI	10/23/2020			30.00	30.00	30.00		3,205.00
	14445 Midgett Elizabeth									
00	10/14 RECOG CSH OU	DI	10/23/2020			20.00	20.00	20.00		3,225.00
	14455 MIDSTOKKE II MICHAEL									
00	10/14 RECOG CSH OU	DI	10/23/2020			215.00	215.00	215.00		3,440.00
	17717 RINEHART ROBERT									
00	10/14 RECOG CSH OU	DI	10/23/2020			265.00	265.00	265.00		3,705.00
	17835 SACHS FRANK E.									
00	10/14 RECOG CSH OU	DI	10/23/2020			250.00	250.00	250.00		3,955.00
	18537 STAIKOS JOHN									

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
18537 STAIKOS JOHN										
00	10/14 RECOG CSH OU	DI	10/23/2020			5.00	5.00	5.00		3,960.00
18616 STEVENS GRANT										
00	10/14 RECOG CSH OU	DI	10/23/2020			55.00	55.00	55.00		4,015.00
18738 SUTHERBY BRIAN										
00	10/14 RECOG CSH OU	DI	10/23/2020			60.00	60.00	60.00		4,075.00
18758 SYKES ZACKERY										
00	10/14 RECOG CSH OU	DI	10/23/2020			35.00	35.00	35.00		4,110.00
23792 Vento Jorge										
00	10/14 RECOG CSH OU	DI	10/23/2020			45.00	45.00	45.00		4,155.00
26063 WILSON KERRI										
00	10/14 RECOG CSH OU	DI	10/23/2020			40.00	40.00	40.00		4,195.00
26206 WOOD ROBERT D.										
00	10/14 RECOG CSH OU	DI	10/23/2020			120.00	120.00	120.00		4,315.00
26625 YOW GARY										
00	10/14 RECOG CSH OU	DI	10/23/2020			35.00	35.00	35.00		4,350.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11400 HUG KARL										
00	10/22 RECOG CSH OU	DI	10/30/2020			150.00	150.00	150.00		150.00
13774 MARKOWITZ CODY										
00	10/22 RECOG CSH OU	DI	10/30/2020			20.00	20.00	20.00		170.00
15142 NOEL SUZETTE										
00	10/22 RECOG CSH OU	DI	10/30/2020			20.00	20.00	20.00		190.00
22283 TRIPLETT PETER										
00	10/22 RECOG CSH OU	DI	10/30/2020			50.00	50.00	50.00		240.00

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: November 4, 2020**

FOR: Intercity Transit Authority

FROM: Suzanne Coit, 360-705-5816

SUBJECT: Public Hearing - 2021 Draft Budget

-
- 1) **The Issue:** To conduct a public hearing on the 2021 Draft Budget.
-
- 2) **Recommended Action:** Receive comment on the proposed 2021 budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of our proposed expenses for 2021.
-
- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The proposed Operating budget for 2021 is \$65.5 million, which includes \$5.3 million of rollover projects and a \$140,000 in new projects.

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

The Total proposed 2021 expenditure budget including staff recommended new projects/positions is \$178.5 million.

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

- Sales tax revenue for 2021 is projected to remain the same as 2020.
- Increase the existing Dial-A-Lift service levels by 9,992 service hours.
- Increase Fixed Route service levels by 6,268 service hours.
- Purchase of 23 replacement coaches, 9 of which are grant funded.
- Purchase of 18 replacement and 3 expansion DAL vans.
- Hybrid bus mid-life rebuild.
- Purchase of 4 replacement and 3 expansion staff vehicles.
- Continue construction to renovate and expand the Pattison Street facility.

- Continue replacement of the computer aided dispatch/automated vehicle locator/radio system.
- Add 12 new operator positions.
- Add 1 new vehicle cleaner position in Maintenance.

5) **Alternatives:**

- A) Receive comments on the proposed 2021 budget. Accept the draft budget as presented and formally adopt the 2021 budget at the December 2, 2020, Authority meeting.
- B) Direct staff to revise the proposed 2021 budget based on public comments and adopt the budget, as revised at the December 2, 2020, Authority meeting.

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

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

8) **References:** Draft 2021 Budget.

Intercity Transit Draft 2021 Budget Expenditures as of 10/7/2020

Project Type	Name	Description	Budget
Proposed New Project	BRT Station PE/Construction	Bus Rapid Transit Implementation Master Plan, pilot station design and construction. Pending grant approval.	\$860,000
	Buses (replacement) (14)	Purchase 14 new coaches to replace units that have met or exceeded their useful life benchmarks.	\$8,252,556
	Buses (replacement, grant funded) (9)	Purchase 9 grant funded coaches to replace units that have met or exceeded their useful life benchmarks.	\$5,328,622
	Cybersecurity	Expenses associated with cybersecurity projects to improve the overall security (network and technology) posture of the organization.	\$100,000
	DAL vans (expansion) (3)	Purchase 3 additional DAL units for projected service expansion.	\$432,600
	DAL vans (replacement) (18)	Purchase DAL units for 18 that have met or exceeded useful life benchmarks. Pending potential state grant funding award.	\$2,595,600
	Facilities management software	Project to procure facilities management software needed to improve our Transit Asset Management (TAM) capabilities to include FTA required condition assessments, preventative maintenance and daily work management.	\$40,000
	Facilities Vehicles (2)(replacements) (2008 Fords)	Replacement vehicles (2 units) for Facilities maintenance (#1295 2008 Ford E350 van and #1296 2008 Ford F450 work truck) which have both exceeded their useful life benchmarks.	\$180,000
	LTC Rain gutter replacement	Engineering to replace original and failing building gutter system.	\$40,000
	Mobile Steam Cleaner	A pilot project was conducted in the Spring and Summer of 2020 to	\$35,000

determine the effectiveness of using steam to clean bus stops, shelters, transit centers, trash receptacles, and outside areas around transit buildings. Staff used rented, trailer mounted equipment for the pilot. It was determined that trailer mounted equipment was not as efficient as truck mounted equipment but steam was highly effective for deep cleaning. Steam cleaning will replace pressure washing for maintenance cleaning. Pressure washing will still be appropriate for issues requiring immediate remediation.

	Pattison Safety Work Platforms	Install platforms to allow safe maintenance of 7 airhandlers in the Maintenance Building. The safety platforms mitigate the significant job/task risks.	\$200,000
	Total		\$18,064,378
Rollover Project	Alternative Technology Study (previously \$60K)		\$150,000
	Amtrak Camera Install		\$45,000
	Amtrak Exterior Painting		\$4,500
	Amtrak parking lot drainage engineering		\$25,000
	Amtrak Tree Replacement (pending County direction)		\$21,000
	BRT Modeling/Corridor Assess (federal grant funds)		\$240,000
	Bus Stop Enhancements/Facilities		\$15,000
	Bus Stop Facility Improvements/Planning		\$260,000
	CAD/AVL & Communication project		\$9,300,000
	Community engagement		\$60,000
	DAL service review, LR plan		\$70,000
	Exterior Paint Consultant		\$17,500
	Facilities Truck (new/additional unit)		\$90,000

Fixed Route Promotions	\$30,000
Fixed Route Transfer Study	\$80,000
Fleet-Net Financial Data Warehouse	\$32,000
High Performance Cord (BRT The One)	\$1,760,000
Hybrid Bus Mid-Life Rebuild	\$1,500,000
Innovative service zones study	\$75,000
LTC and OTC Ext Painting	\$35,000
Maint Truck w/Lift (new/additional unit)	\$70,000
Maintenance tools (capital)	\$30,000
Martin Way camera replacement	\$150,000
Martin Way P&R Express Bus (pending grant approval	\$2,700,000
Monitor System Services-Planning	\$85,000
Offsite parking	\$75,000
Ops Dispatch Repairs/Remodel	\$10,000
Ops supervisor vehicle (new/additional unit)	\$50,000
OTC construction & site work	\$480,000
OTC1 Facility Remodel	\$50,000
Outreach Education Services	\$25,000
Park and Pool Project	\$3,000
Parking lot sweeper	\$80,000
Pattison Rehab & Expansion	\$80,000,000
Satisfaction & Market Segmentation Survey	\$180,000
Service Performance & Reporting	\$65,000
Shop Floor Scrubbers (2)	\$40,000
Smart Corridor phase 2 & 3	\$758,000
Staff Car (replacement) (2004 Ford Taurus wagon)	\$30,000
Staff Car (replacement) (2004 Toyota Prius)	\$45,000
Strategic Comm/Community Engagement	\$100,000
Traffic Engineering Services	\$50,000

	Transit Center and core customer info navigation	\$300,000
	Transit Signal Priority	\$600,000
	Vanpool promotion (state grant funds)	\$264,460
	Website redesign	\$230,000
	West Olympia Service Analysis	\$110,000
	Total	\$100,390,460
Operational Expenses	Active Threat Management	\$20,000
	Admin Serv/Finance - Operating Expenses	\$60,000
	Admin Serv/Finance - Training	\$15,000
	Admin Serv/HR - Operating Expenses	\$160,700
	Admin Serv/HR - Training	\$23,000
	Admin Serv/IS - Training	\$31,000
	Admin Serv/Safety - Operating expenses	\$250
	Admin Serv/Safety - Training	\$7,000
	Agency Wellness Activities	\$10,500
	Amtrak Background Checks	\$150
	Amtrak Operational Expenses	\$93,450
	Amtrak parking lot maint service	\$5,000
	Amtrak property taxes/insurance	\$3,500
	Annual Authority Planning Session	\$15,800
	Annual Recognition Banquet	\$15,000
	Annual State Audit	\$57,000
	Bond counsel services	\$50,000
	Buildings/Grounds Maintenance	\$473,500
	CAC/Authority Support	\$18,100
	Catch Basin Cleaning Contract	\$50,000
	Credit Card Processing Fees	\$22,000
	Custodial Services	\$250,000
	Cut Commute Committee	\$40,000
	Development/Dev - Operating Expenses	\$2,000
	Development/Dev- Training	\$14,880

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

Maintain DAL vans operating expenses	\$922,274
Maintain Staff Vehicles operating expenses	\$111,044
Maintain VP operating expenses	\$722,354
Maintain VV operating exp	\$19,200
Maintenance/Facilities - Training	\$20,000
Maintenance/Maint Admin - Operating Expenses	\$6,500
Maintenance/Maint Admin - Training	\$25,000
Maintenance/Vehicle Maint - Training	\$70,000
Marketing Support for Agency Services	\$240,500
Membership Dues	\$140,000
Operations/Customer Serv - Operating Expenses	\$21,600
Operations/Customer Serv - Training	\$3,884
Operations/DAL - Operating Expenses	\$9,900
Operations/DAL - Training	\$18,125
Operations/Operations - Operating Expenses	\$6,600
Operations/Operations - Training	\$10,700
Operations/Transportation - Operating Expenses	\$34,400
Operations/Transportation - Training	\$57,200
Operations/VP - Operating Expenses	\$8,900
Operations/VP - Training	\$16,900
Operations/VV - Operating Expenses	\$5,000
Operations/VV - Training	\$2,200
Operator/Supervisor uniforms	\$126,000
Organizational Development	\$25,550
Parking Lot Maint Services	\$30,000
Pension Committee	\$7,500

Print/distribute Planning Projects	\$4,000
Produce Agency Information	\$115,000
Recruitment & Selection	\$53,600
Safety/Accident Mitigation	\$4,500
Salaries/Wages & Benefits	\$43,992,209
Security Contract	\$560,100
Service and Community	\$4,500
State & Fed Advocacy Services	\$120,000
Subscriptions	\$2,000
Technology for New FTE's	\$20,000
Transit Appreciation Day/Recognition	\$25,000
Travel Training Support	\$2,400
Tuition - ATU	\$5,000
Tuition - IAM	\$2,000
Tuition - Non rep	\$2,700
Utilities	\$352,000
Vanpool Incentive Program	\$26,000
Vehicle Fleet Support	\$353,700
Washington Building expenses	\$5,000
Washington Building rent	\$35,000
WSTA Board meetings	\$4,000
Youth Education Programs	\$35,150
Total	\$60,028,901
Total	\$178,483,739

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: November 4, 2020

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2021-2026 Draft Strategic Plan Public Hearing

-
- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2021-2026 Draft Strategic Plan.
-
- 2) **Recommended Action:** Conduct the public hearing to receive and consider 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 specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.
-
- 4) **Background:** The Draft 2021-2026 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2021-2026 strategic plan addresses our state of growth in accordance with the long-range plan.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
-
- 8) **References:** [Draft 2021-2026 Strategic Plan](#)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: November 4, 2020

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator, 705-5878

SUBJECT: Website Support Services

1) **The Issue:** Amending our existing Service Level Agreement (SLA) with Consolidated Technology Services (CTS), an agency of the State of Washington (known as WaTech), to add funding for website development assistance.

2) **Recommended Action:** Authorize the General Manager to add \$88,000 to our Service Level Agreement with Consolidated Technology Services, for website development support, for a total adjusted contract value not-to-exceed \$138,000.

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

4) **Background:** In November of 2016, Intercity Transit entered into a SLA with CTS to provide technical and usability assistance in upgrading our website and platform to include web hosting and support services. In June of 2018, Intercity Transit renewed our web hosting SLA with CTS for a total contract amount of \$50,000 through June 30, 2023. Included in the agreement is the option to have CTS provide additional as needed web development services at their standard hourly rate. Accordingly and in our on-going effort to achieve a more customer focused, modern, engaging, user-friendly website that can be more easily managed, we are now seeking to add \$88,000 in CTS funding to assist us in enhancing our website.

CTS has provided outstanding website support services to date providing support on the backend architecture and hosting as well as design and usability support. CTS' rates are competitive with the marketplace and we have found CTS to be a trusted business partner in the web hosting, development, and technical support. Therefore, staff recommends executing an amendment to add funding for the next phase of our website enhancement initiative.

5) Alternatives:

1. Authorize the General Manager to add \$88,000 to our Service Level Agreement with Consolidated Technology Services, for website development support, for a total adjusted contract value not-to-exceed \$138,000.

2. Defer action. Deferred action may delay enhancing website features intended to make the website more intuitive.

6) **Budget Notes:** The 2020 budget includes \$150,000 for website enhancements.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: November 4, 2020**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 360-705-583

SUBJECT: Citizen Representative Candidate Selection for Interview

-
- 1) **The Issue:** Consider applications received to date.
-
- 2) **Recommended Action:** Direct staff to schedule interviews for November 18, 2020, with the applicants selected by the Authority.
-
- 3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 Selection – Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.
-
- 4) **Background:** Citizen Representative Ryan Warner’s term expires December 31, 2020. The Authority directed staff to conduct a recruitment process to fill the position. Applications were due October 14, by 5 p.m. Copies of the letters of interest and resumes were forwarded to the Authority for their review.

The Authority will discuss and direct staff to schedule interviews with selected candidates. The Authority is expected to deliberate and make a selection at their December 2, 2020, meeting.

-
- 5) **Alternatives:**
- A. Direct staff to schedule interviews with the selected candidates on November 18, 2020.
 - B. Direct staff to continue the recruitment with the goal of soliciting additional applicants from the public.
-
- 6) **Budget Notes:** The cost of a recruitment includes production of paid advertisements.
-
- 7) **Goal References:** The appointment of a Citizen Representative supports all goals of the agency.
-
- 8) **References:** N/A.

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
TBD

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, November 6, 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.

Consent Calendar**ACTION**

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

- a. Approval of Minutes – October 2, 2020
- b. Approval of Vouchers – October 2020

Thurston Region Economic Outlook Update**BRIEFING**

Thurston Economic Outlook: Thurston Economic Development Council Executive Director, Michael Cade, will provide the Council with an update on the Thurston region's economic outlook and economic recovery efforts associated with the COVID – 19 pandemic response.

TRPC 2021 Work Program**1st REVIEW**

Staff will present the draft TRPC 2021 Work Program. Comments from Council will be incorporated into the final work program, to be adopted in December. The Work Program includes TRPC assessments and an estimate of 2021 revenues.

Modern Work Environment (Telework & Flexible Schedules), Commute Trip Reduction (CTR), and Transportation Demand Management (TDM)**PRESENTATION**

Staff will provide an overview of ongoing and new strategies that educate and encourage people to ride transit, rideshare, walk, or bicycle to work and that create a worksite culture where "work is a thing you do, rather than a place you go." Such strategies reduce congestion and greenhouse gases, provide options for people with disabilities, support active transportation to improve health outcomes, and make more efficient use of transportation infrastructure.

South County Legislative Package**PRESENTATION**

Staff will provide an overview of the proposed South Thurston County legislative package.

2021 State Legislative Session**PRESENTATION**

After discussion at TRPC and TPB and consultation with other partners, policymakers will finalize a draft regional priority packet to bring to our state legislative partners.

TRPC New Office Space**PRESENTATION**

Staff will provide a virtual introduction to TRPC's new office space. The move was completed in mid-October.

Report from Outside Committee Assignments**INFORMATION****Executive Director's Report****INFORMATION****Member Check In****DISCUSSION**