

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, February 3, 2021
5:30 P.M.

This meeting will be held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

Join using your phone:

United States: +1 (312) 757-3121 / Access Code: 830-010-141

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CALL TO ORDER

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

- 2) **PUBLIC COMMENT** **5 min.**
Public comment may be submitted by email to pmessmer@intercitytransit.com.
Public comments must be submitted by 12:00 p.m. on February 3, 2021.
Emailed comments will be provided to the Authority electronically prior to the meeting.

- 3) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** January 6, 2021.

 - B. **Surplus Property:** Declare Dial-A-Lift vehicles as surplus. These vehicles are surplus to our needs and will be either offered for direct purchase by other public agencies, granted as part of the surplus van grant program, or sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles is estimated at \$15,000. *(Katie Cunningham)*

- 4) **NEW BUSINESS**
 - A. **2021 Procurement Workplan Update** *(Steve Krueger)* **30 min.**
 - B. **Annual Authority Reorganizing Activities** *(Pat Messmer)* **20 min.**

- 5) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Jan. 8)** *(Carolyn Cox)* **3 min.**
 - B. **Transportation Policy Board (Jan. 13)** *(Don Melnick)* **3 min.**
 - C. **Community Advisory Committee (Jan. 11)** *(David Bonauto)* **3 min.**

- 6) **GENERAL MANAGER'S REPORT** **10 min.**

- 7) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
January 6, 2021

CALL TO ORDER

Vice Chair Cox called the January 6, 2021, 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: Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative David Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Magic Aguinaga; Sean Barrett; Emily Bergkamp; Suzanne Coit; Cameron Crass; Daniel Driscoll; Cindy Fisher-Waterhouse; Jessica Gould; Josh Jacobs; Steve Krueger; Ally McPherson; Kyle McPherson; Pat Messmer; Eric Phillips; Rob Rinehart; Heather Stafford-Smith; Brian Sutherby; Nicky Upson; Daniel Van Horn; Riley White; Kerri Wilson; Ann Xiong; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Denise Clark and Ursula Euler, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on January 6, 2021.

No public comment was received.

INTRODUCTIONS

- A. Sean Barrett, Operations Trainer** (Cameron Crass)
- B. Kyle McPherson, Vanpool Coordinator** (Cindy Fisher-Waterhouse)
- C. Daniel Driscoll, Inventory Specialist** (Brian Sutherby)
- D. Joshua Jacobs, Network Systems Analyst** (Rob Rinehart)

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E. **Ann Xiong, IS Database Developer**, (Jason Aguero)

RECOGNITION

Surplus Van Grant Recipient Recognition. Cindy Fisher-Waterhouse, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each agency provided a brief description on how their agency will use the vans:

- Laurie Tebo, Behavioral Health Resources
- Stacia Vierra, SafePlace
- Pastor Tim Ilgen, Ric Ordos, and Caroline Huber, Sacred Heart Catholic Church
- Gabe Ash and Neil Hilton, Catholic Community Services
- Jeri Moomaw, Innovations Human Trafficking Collaborative
- Judy Jones, Thurston County Food Bank
- Meg Martin, Interfaith Works

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Pierce and Commissioner Mejia to approve the consent agenda.

- A. **Approval of Minutes:** December 2, 2020, Regular Meeting.
- B. **Payroll - December 2020:** \$2,738,626.81
- C. **Accounts Payable December:** Warrant numbers 31377-31393; 31394-31437; 31441-31483; 31489-31523; and 31524-31552 for a total amount of **\$2,823,993.17**; and Automated Clearing House Transfers in the amount of **\$8,344.34** for a monthly total of **\$2,832,337.51**.

NEW BUSINESS

- A. **Youth Education Update.** Kerri Wilson provided an update on the Youth Education Program including highlights from the 2020-2021 school year and the adjustments made due to the pandemic.

Wilson said prior to the pandemic, in January, February and March, she was able to conduct the regular programming. During this time 335 youth and families were provided with education on public transit, including an opportunity to meet a bus driver. Bus Operator Steve and Wilson spent the entire day with a class of students from Mt. View Preschool, singing songs, reading stories and teaching preschool students about the Intercity Transit bus.

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Transportation was also provided through the Class Pass program to 51 Salish Middle School Orchestra students. Most of these students would not have been able to perform at their orchestra concert at North Thurston High School, if it was not for Intercity Transit.

In January, February and March the program helped schools organize 19 Walk N Roll to School events, and despite rainy and cold weather, 932 youth and families attended.

The Walk N Roll bike shop volunteers contributed 475 hours refurbishing 44 donated bikes. These volunteers included seven Bike MVP students who completed their 20 hours of required volunteer time earning a bike of their own. Unfortunately, the pandemic forced the bike shop to close in late March and it remained closed for the rest of the year.

When the pandemic arrived in March, the Walk N Roll program was forced to find new ways to engage the community. Schools moved to remote learning and in-person events and activities were no longer safe. The Walk N Roll program rose to this challenge with the help from many creative and strong partnerships.

In 2019, with the support of Thurston Regional Planning Council, Wilson formed the Healthy Kids, Safe Streets Network. The network brings together organizations and individuals in Thurston County working on increasing the number of youth safely walking and rolling for transportation. There are representatives from city government, police departments, parent volunteers, nonprofit organizations, parks and recreation, and school districts. The network provides the opportunity to learn about each other's work, share resources and build stronger partnerships. It's these partnerships that made the Walk N Roll program successful in 2020. Wilson shared the creative ways the Walk N Roll program partnered with local organizations and adapted our programming to meet the challenges of our new reality.

Safe Kids Thurston County moved their annual safety fair to a virtual platform and asked Intercity Transit to participate by providing a video on pedestrian safety. This video inspired the creation of an entire series of safety videos starring T-Rex. This was a new and fun way to reach out to youth and continue the education. Through IT's own outreach and with the help of our partners the videos received over 2,400 views and counting.

The videos provided education on:

- Crossing the street
- Fitting a helmet
- Doing a bike safety check
- Hand signaling
- Mounting a bike on the bus

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- Tips for riding the bus

Intercity Transit partnered with the City of Tumwater's Parks and Recreation program to bring a few mini-bike rodeos to their summer camp program. Because all large bike rodeo events were canceled this gave IT a chance to test out the new bike rodeo kit and put it to good use. Students learned and practiced bicycle handling and safety skills through a series of fun games and exercises. The City of Tumwater invited IT to return in 2021.

Many of the typical bike month events and activities were canceled, but IT partnered with the Bicycle Commuter Challenge to come up with some fun alternatives including a scavenger hunt, bicycle art contest and bike BINGO. Combined, these activities had over 90 participants.

Intercity Transit usually helps schools celebrate National Bike to School Day in May. This year to try and keep the spirit alive, IT partnered with the Olympia Police Department and wrote inspirational messages about walking and biking with chalk at seven schools.

To help encourage youth and families to get outside and walk and bike, Wilson organized a community scavenger hunt for the month of August, partnering with cities, local organizations and businesses to hide over 70 T-Rex images in windows, parks and community spaces around Thurston County. There were over 200 youth and families who participated in the event. Wilson received a lot of positive feedback from participants. People said it gave them something fun and safe to do as a family. It also encouraged many families to get outside and explore new places around the community.

Wilson partnered with the Wet Science Center on their Science on the Go program. The theme for the month of September was transportation. Together, they created a packet of activities that families could complete at home and teachers could use in the classroom. The activities included a neighborhood walkability survey, scavenger hunt, walk BINGO, bus coloring page, and safety word search. Participants sent a photo of their completed activity and in return we sent them a prize in the mail.

Unfortunately, the Rolling Storytime events were canceled that were planned in partnership with the Timberland Library. Instead, Wilson and the Library worked together to create a series of Virtual Rolling Story times. The videos received over 300 views and included:

- Pedestrian safety
- Bike safety
- Meeting a bus driver
- A tour Intercity Transit's maintenance facility

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In October IT usually helps schools celebrate International Walk to School Day, but this year we organized the first ever Youth Walk Challenge. The event encouraged over 300 youth to walk ten days during the month. The event was successful thanks to the many partners who helped us spread the word. Many elementary PE teachers also included the challenge as part of their curriculum. We received lots of positive feedback about the event. Many said the event encouraged the entire family to get outside and walk together. Others shared that it gave them a chance to teach and practice pedestrian safety skills.

Wilson partnered with the Olympia Police Department, Target Zero and Safe Kids to organize a youth art contest. The top traffic safety yard sign designs will be displayed in yards near school zones and neighborhoods where youth walk and roll. The signs will be printed and distributed this spring, and we will print them with a grant we received from State Farm in 2019.

It's anticipated that 2021 will be similar to 2020 and Wilson looks forward to developing new creative ways to engage youth and families while borrowing from the successes in 2020.

A few things in store for the 2021 include:

- Launching the Safe Streets Ambassador program encouraging drivers to commit to making our roads safer for youth walking and rolling.
- Working with our partners to print and distribute traffic safety yard signs.
- And partnering with Safe Kids on creating a pop-up traffic garden kit that will use for community events.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox said at the December 4 meeting:

- The Council conducted staff milestone recognitions.
- The Council appointed JW Foster, Tom Oliva, Cynthia Prat, Hilary Seidel and Joe Downing as volunteers to serve on the Executive Director's Evaluation Committee.
- Received a report on the Rural Community Support Program Call for Projects and four applications were received and approved: Rainier SR 507/Myer Street Crosswalk; Bucoda Main Street Sidewalk Replacement; Tenino North Hodgden Street Improvements and Pedestrian Improvements for the new Nisqually Indian Tribe's Elder Services Facility.
- There was a presentation by Davit Troutt, Natural Resource Director, Nisqually Indian Tribe on a recent study of I-5 and the Nisqually River Delta.
- The Council received the 2020 update on The Profile which is a compilation of statistics and data about Thurston County.

A. Transportation Policy Board. Melnick said at the December 9 meeting:

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- The Board received a presentation by Candice Bock, Government Relations Director from the Association of Washington Cities on the Tax Increment Financing (TIF) on the background and history of this and other economic development/redevelopment tools.
- Karen Parkhurst asked the Board about topics they would like to include in their 2021 Agenda Planning. Melnick asked if the TPB could get a report from Washington State DOT on their ongoing regulatory efforts regarding autonomous vehicles as well as on transportation as a service.
- Katrina Van Every and TRPC staff reviewed The Profile, and provided an interactive opportunity to look at data of the Thurston region.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares reported there have been several fires near the Pattison Street facility in the last week - to the east of the facility, in the area known as the "Jungle," and near the exit gate on Pattison Street. These fires create health risks to our employees and our community assets (our vehicles) which is very concerning.
- Since 1985, entry and exit points to provide service to the community are exclusively on Pattison Street. When construction is completed on the north parcel, there will be another entry/exit point on Martin Way, however, until then, and that will be in 2022, the possibility of having Pattison Street close down is particularly concerning in terms of our ability to provide both regular services, and if IT is called into service to respond to an emergency.
- We have been paying close attention and navigating the multitude of protests and unrest in the community. IT's focus remains on keeping staff, passengers and assets safe while ensuring people get where they need to go. People need to get to work, the grocery store, to the doctor, and dialysis despite it all, and we have amazing people working at IT ensuring we are re-routing and communicating and making it all happen. That, and so many other actions by our employees, deserve a lot of praise. **Kudos to staff!**
- In addition to those hazards, staff is forging ahead despite the heavy winds and rain to get people where they need to go. Among other things, there was an unfortunate encounter with a tree that came down on a bus as it was on route. No one was injured. Maintenance staff is dealing with the aftermath.
- Here is a link to an article in Thurston Talks about the Pattison Street construction project. <https://www.thurstontalk.com/2021/01/04/renovation-and-rehabilitation-improvements-at-intercity-transit/>. Also, Intercity Transit was mentioned in an Olympian article on December 25, 2020, about a family who moved to Olympia last

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August and are receiving services through the Family Support Center. They mentioned how the free transit system has been hugely helpful to them.

- Staff is monitoring information related to the vaccine distribution. We have frontline workers, transporting frontline workers so we, like so many, are very interested in the details and trying to be patient as this is rolled out. According to the Department of Health, our frontline staff are in groups B2 and B4, which are anticipated to receive the vaccine in February and April. We will continue to monitor and do what we can to assist staff in receiving the vaccine.
- DASH is not in the Governor's budget for the 2021-2023 biennium. We will be working with the state legislature with the goal of ensuring it is in the budget by the end of session.
- The October sales tax, which was received at the end of December was 8.4% higher than December 2019. Through October 2020 we are \$3.1M over what was anticipated for sales tax revenue in our 2020 budget.
- We are very excited to welcome two classes of new Operators starting this month. These are smaller classes than normal due to COVID-19; and these are the first classes since the pandemic struck.
- Several volunteer Bus Buddies recently returned to service to assist individuals who need personalized support for essential travel. Kudos to Scott Schoengarth and the Bus Buddies for being safe and reaching out to help individuals in need. We look forward to getting beyond COVID and welcoming back all of the Bus Buddies.
- There are 13 Dial-A-Lift vehicles with the new brand out on the streets - they are bright and colorful.
- Twelve vanpool vehicles have been delivered. These are replacement vehicles for current groups
- Multiple service plans are at the ready depending on how COVID impacts our community and frontline staff. It is a daily exercise to ensure everyone is safe and healthy, who is being tested and who needs to quarantine.
- Freeman-Manzanares shared a **BIG THANK YOU to all of IT's resilient staff**. Work looks different, and COVID added a significant amount of work on top of already full schedules, and staff have moved forward in that changed space in such creative and successful ways.
- Freeman-Manzanares indicated there is the possibility there may not be any agenda items for the January 20, 2021, meeting. She will notify the Board if that meeting needs to be canceled.

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AUTHORITY ISSUES

Gilman – Welcomed new members Belk and Mejia. Listening to Melnick’s report about the TPB makes him think about some reading and listening he did over the holidays about the rapid pace of electrification and autonomous technology coming in, and he believes there is the possibility with a new administration bringing another recovery act investment in transportation, and that it would make sense for the Board to prioritize both of those evolutions in transportation, decarbonizing transportation and the autonomous technology in our work and learning across this year. Gilman would like to elevate this.

Regarding the recent fires in Olympia, Gilman said he’s glad to have Mejia on the ITA because he believes it points to the intersection between critical transportation IT delivers and the urgent need for both housing and a safe place to be during the day for those in shelters.

Gilman said there is a lot of tension about the transition in federal power and Olympia has been coordinating closely with the surrounding jurisdictions and state patrol, and has called on surrounding jurisdiction police departments to assist through this weekend and next. Olympia is mindful of the events going on and working hard to keep people safe.

Melnick appreciated tonight’s presentations – well done.

Pierce welcomed the new Board members. She continues to see the buses and DAL vehicles and she said it’s encouraging to know there are drivers out there prepared to take care of the public needing transportation.

Sullivan thanked Intercity Transit and staff for the putting together the Jingle Bus. It was present at the Tumwater Holiday Drive at the City Hall, and it was a huge hit, and she received many positive comments.

Sullivan gave kudos to the bus driver who on December 28, 2020, assisted law enforcement capture the Target armed robbers at the Tumwater Square bus stop.

Belk appreciates the Lighted Bus appearances, and all of the work Intercity Transit accomplished the past year. He appreciates the opportunity to be on the ITA. He appreciates the bus drivers – they never know what they are going to experience or what hazards they may encounter daily. They are integral to the community. He’s amazed at the role IT plays to assist law enforcement.

Cox said the Ruddell Road street project is almost complete. She mentioned the City of Lacey is working with state patrol and the homeless encampments near the Sleater-Kinney exit off of the I-5 to manage the situation.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Cox adjourned the meeting at 7:18 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Vice Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 3, 2021

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

DRAFT

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: February 3, 2021

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Dial-A-Lift Vehicles

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- 1) **The Issue:** Whether or not to declare vehicles surplus.
-
- 2) **Recommended Action:** Declare the vehicles listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
-
- 4) **Background:** Staff is requesting the Authority declare the Dial-A-Lift (DAL) Vehicles listed in Exhibit A as surplus. These vehicles have exceeded their useful life and were replaced by new DAL vehicles in late 2020. They will first be offered for direct purchase by other public agencies, and any vehicles not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$15,000.
-
- 5) **Alternatives:**
A. Declare the items surplus. Staff has determined there is no longer a need to retain these items.
B. Declare a portion of the items surplus.
C. Defer action. Storage availability on-site and off-site storage costs are an issue.
D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Vehicles - February 2021.

EXHIBIT A
SURPLUS VEHICLES - FEBRUARY 2021

DIAL-A-LIFT VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	131	2008	FORD EL DORADO E-450	12	293,000	\$3,000.00
2	132	2008	FORD EL DORADO E-450	12	313,654	\$3,000.00
3	133	2008	FORD EL DORADO E-450	12	318,797	\$3,000.00
4	134	2008	FORD EL DORADO E-450	12	277,348	\$3,000.00
5	515	2003	FORD GOSHEN E-450DAL	15	373,584	\$1,500.00
6	516	2003	FORD GOSHEN E-450DAL	15	373,248	\$1,500.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$15,000.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: February 3, 2021

FOR: Intercity Transit Authority

FROM: Steve Krueger, 360.705.5833

SUBJECT: 2021 Procurement Project Plan

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- 1) **The Issue:** Provide an overview of planned procurement projects for 2021.
-
- 2) **Recommended Action:** This item is for information and discussion.
-
- 3) **Policy Analysis:** The Authority approves any contract over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2021.
-
- 4) **Background:** The Procurement Division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.
- Except for emergency purchases, all agency purchases in excess of \$3,500 must be competitively awarded. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.
- When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.
- Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also

significant stakeholder involvement. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2021 Procurement plan will be provided at the meeting. Many influences impact the flow of projects and the plan is adjusted as needed throughout the year.

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

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

7) **Goal Reference:** The 2021 project list represents all agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: February 3, 2021

FOR: Intercity Transit Authority

FROM: Pat Messmer, Clerk of the Board, 705-5860

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

-
2. **Recommended Action:**
- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board;
 - Intercity Transit’s Pension Committee.

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers – Chair and Vice Chair, Section 6.2 Term, states, “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.”

4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Former Board Member Ryan Warner whose position expired 12/31/20, held the position of Chair for one year, and Councilmember Carolyn Cox has held the position of Vice Chair for one year.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit’s Pension Committee.

-
5. **Alternatives:**
- A. Elect officers and approve committee assignments.

- B. Defer elections and assignments. The current Vice Chair would continue to serve until elections are finalized. If the Vice Chair is absent, the most senior member would serve as the presiding officer. The most senior member is Councilmember Debbie Sullivan.

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

7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.7 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.8 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.9 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.10 Order of Business and Agenda. The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.11 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.12 Meeting Minutes. The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

5.15 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
As of February 2020**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Carolyn Cox
(Alternate: Debbie Sullivan)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Don Melnick
(Alternate: Clark Gilman)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Ryan Warner

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
Cutter Copland

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
Gary Edwards

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



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, February 5, 2021

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 – January 8, 2021
- b. Approval of Vouchers – January 2021
- c. Ranking Projects for Consolidated Grant Applications
- d. Sustainable Thurston Greenhouse Gas Emission Targets
- e. Amendment to the Fund Balance in the Agency's 2021 Consolidated Operation Budget

TRPC Officer Elections

ACTION

Council will consider the slate of nominees to be considered for each position as well as taking nominations from the floor.

TRPC 2021 Calendar

ACTION

Staff will review the draft TRPC meeting calendar.

TRPC Retreat Subcommittee

ACTION

The Chair will appoint Council Members to the TRPC Retreat Subcommittee.

PUD Water 101

PRESENTATION

Thurston PUD Executive Director, John Weidenfeller, will provide a briefing on water resource related issues in the region, with a particular emphasis on the work of the PUD and the challenges for water purveyors.

Buildable Lands

PRESENTATION

Staff will provide an update on the Buildable Lands Report for 2021. The Buildable Lands Report is a monitoring tool to determine if growth in Thurston County is consistent with goals of the state Growth Management Act. The report is set to be brought to Council for approval in mid-2021.

2021 Legislative Session

INFORMATION

TRPC will meet on the 26th day of the 105-day 2021 State Legislative Session. Staff will provide an overview of regional priority issues and other topics of interest to the Thurston region.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

DISCUSSION

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
January 8, 2021

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

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

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

TRPC Operating Budget

Veena Tabbutt, Deputy Director, presented TRPC's annual Operating Budget and Pay and Classification Plan. TRPC has a balanced budget of 4,466,465 of revenues and expenditures. Council adopted the budget, including a 1.3 percent cost of living increase for staff.

Broadband in Washington State

Russ Elliot, WA State of Commerce, Director of Washington State Broadband Office, discussed the current status and goals around broadband in Thurston County. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/8309/A8_-WSBO-Broadband-Update.

Thurston Climate Mitigation Plan

Allison Osterberg, Senior Planner, reviewed the Thurston Climate Mitigation Plan developed for the Cities of Lacey, Olympia, and Tumwater, and Thurston County. The Plan provides a framework for action going forward to reduce greenhouse gas emissions. The Plan was recently approved by a steering committee of project partners. Plan implementation is the next step. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/8310/A9_TCMP_TRPC_01082021.

Updated Sustainable Thurston Greenhouse Gas Emission Targets

Allison Osterberg, Senior Planner, reviewed updated regional Greenhouse Gas emission targets. The new targets reflect those in the Climate Mitigation Plan and are consistent with the Sustainable Thurston 2050 targets. Differences include updated current data, and a new base year (2010). Council will take action on this item in February.

Ranking Projects for Consolidated Grant Applications

Karen Parkhurst, Planning and Policy Director, briefed Council on a suggested ranking of Thurston Region Projects submitted for the Washington State Department of Transportation Consolidated Grant program. Council will take action on this item in February. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/8311/A11_Regional-Ranking-PP-KP-010821.

2021 Legislative Session

Karen Parkhurst, Planning and Policy Director, briefed Council on the 2021 Legislative Package. The package can be found here: https://www.trpc.org/DocumentCenter/View/8312/A12_LegPacket_2021.

Council 2021 Agenda Planning

Due to time constraints, this item was included as part of the Executive Director's report.

**Transportation Policy Board
After Meeting Summary
January 13, 2021: 7:00 to 9:00 a.m. (Extended Meeting Time)**

To limit exposure to the COVID-19 (coronavirus),
The Transportation Policy Board Meeting was remote only.
The meeting was also available live at www.facebook.com/trpc.

NOTES: We anticipate that all TPB meetings will be remote at least through June 2021.

Because of a widespread power outage, some members were not able to attend the meeting.

<https://www.trpc.org/Calendar.aspx?EID=544&month=1&year=2021&day=13&calType=0>

Agenda Item	LEAD/STAFF	ACTION/NOTES
1. Introductions	Andy Ryder, Chair	Staff recorded attendance
2. Announcements and Executive Director's Report	Marc Daily, Executive Director	Executive Director's Report -Marc noted that TRPC will host a Housing Forum later this afternoon and provided information on how to participate. - Climate Mitigation Plan: The Steering Committee for the Thurston Climate Mitigation Plan unanimously approved final revisions to the plan on December 10th. The Climate Mitigation Plan will next be presented to the policymaking bodies of each of the four partner jurisdictions: Thurston County, Lacey, Olympia, and Tumwater. When jurisdictions accept the plan, they agree to its shared framework for climate mitigation, and commit to continue collaborating on climate mitigation action and implementing climate strategies through their own operations, as appropriate. The plan includes a number of strategies and actions to reduce greenhouse gas emissions from transportation, including infrastructure investments to support active modes of travel and policies to increase urban density, use of transit, telecommuting, and adoption of electric vehicles and other alternative fuels to power personal and commercial travel. The four jurisdictions also are discussing options for a formal agreement to continue coordination on climate mitigation action in the upcoming years.
3. Approval of Agenda	Andy Ryder, Chair	ACTION: Agenda approved.
4. Approval of Meeting Notes from December 9, 2020	Andy Ryder, Chair	ACTION: Meeting Notes Approved.
5. Public Comment Period (call in only)		No public comment.
6. 2021 Meeting Schedule	Karen Parkhurst, Planning & Policy Director	ACTION. The Board adopted the 2021 Meeting Schedule, noting no meeting in August and likely a change in the September date for a TPB Retreat.
7. Member Appointment	Karen Parkhurst, Planning & Policy Director	Staff reviewed the process for appointment to the TPB, asking that your organizations notify Burlina Montgomery once that is complete.

8. 2021 Election of Officers	Karen Parkhurst, Planning & Policy Director	<p>Staff reviewed the process for election of officers, which occurs annually at the February meeting. All members are eligible for Chair and Vice Chair. There are no term limits and nominations will be taken from the floor at the February meeting.</p> <p>Some discussion occurred as to the election process and turnover of officers. Staff compiled a 10+ year history of terms:</p> <p><u>Chair</u></p> <table data-bbox="820 403 1242 487"> <tr><td>Doug Mah</td><td>2005 - 2007</td></tr> <tr><td>Pete Kmet</td><td>2008 - 2011</td></tr> <tr><td>Andy Ryder</td><td>2012 - 2020</td></tr> </table> <p><u>Vice Chair</u></p> <table data-bbox="820 541 1242 655"> <tr><td>Pete Kmet</td><td>2005 - 2007</td></tr> <tr><td>Doug DeForest</td><td>2008 - 2012</td></tr> <tr><td>Ed Hildreth</td><td>2013</td></tr> <tr><td>Graeme Sackrison</td><td>2014 - 2020</td></tr> </table>	Doug Mah	2005 - 2007	Pete Kmet	2008 - 2011	Andy Ryder	2012 - 2020	Pete Kmet	2005 - 2007	Doug DeForest	2008 - 2012	Ed Hildreth	2013	Graeme Sackrison	2014 - 2020
Doug Mah	2005 - 2007															
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Andy Ryder	2012 - 2020															
Pete Kmet	2005 - 2007															
Doug DeForest	2008 - 2012															
Ed Hildreth	2013															
Graeme Sackrison	2014 - 2020															
9. Talking Trucking	Karen Parkhurst Sheri Call, Executive Vice President, Washington Trucking Associations	Associations Vice President Call provided an overview of trucking in the state of Washington and the Thurston region, touching on the industry's impact on the economy, challenges (including lack of parking locations to provide required meal/sleep for drivers), safety, COVID and impacts of telework, and current and future technology.														
10. Broadband Update	Karen Parkhurst Russ Elliott, Director of the State Broadband Office in the Department of Commerce	Director Elliott presented an overview of broadband coverage and speed in Washington, the impact of high levels of the population working and schooling from home and plans for improvement. He also encouraged people to take the test to help them gather accurate information on the state of the system.														
11. 2021 State Legislative Session	Karen Parkhurst, Planning & Policy Director	Staff discussed the region's priority issues for the 105-day session.														

NEXT MEETING:
February 10, 2021
7:00 a.m. - 8:30 a.m.

This meeting will be remote only.
Prior to the meeting, we will send instructions on how to participate remotely.

Staff Coordinator: Karen Parkhurst
parkhuk@trpc.org
360.741.2522 (direct) or 360.956.7575 (main number) or 360.790.9798
(personal cell - best during COVID-19 working from home)

TRPC Staff Contact Information: www.trpc.org/contact
Website: www.trpc.org

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
January 11, 2021 - Virtual Meeting

CALL TO ORDER

Vice-Chair Smit called the virtual January 11, 2021, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Vice-Chair Walter Smit; Ursula Euler; Marilyn Scott; Gene Angel; David Bonauto; Denise Clark; Nikki Crist, and Jihan Grettenberger.

Absent: Billie Clark; Jonah Cummings; Ty Flint; Isha Gabriel; John Gear; Marie Lewis; Jini Namboothiri; Joan O'Connell; Scott Paris; Carissa Putt, and Allison Spector.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Steve Krueger; Kerri Wilson; Cindy Fisher Waterhouse; Jessica Gould; Daniel VanHorn; Roshan KC, and Patricia Messmer.

APPROVAL OF AGENDA

It was M/S/A by DENISE CLARK and URSULA EULER to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, DON MELNICK, as the representative attending the meeting.

MEETING ATTENDANCE

- A. January 20, 2021, Work Session - Walter Smit
- B. February 3, 2021, Regular Meeting - David Bonauto
- C. February 17, 2021, Work Session - Jonah Cummings

COMMITTEE MEMBER INTRODUCTIONS - Committee members and staff provided a brief introduction.

- A. **YOUTH EDUCATION UPDATE** - *(Kerri Wilson)* Wilson remarked she was thankful for the time to share the 2020 Walk N Roll (WNR) program update. 2020 has been a little different but despite the challenges they still provided encouragement and education on biking, walking and public transit to over 6k youth and families in the community. Prior to the pandemic in January, February, and March they were able to do their regular programming. During this time they provided 335 youth and families with education on public transit including an opportunity to meet a driver. In a trip to Mt. View Preschool they spent an entire day singing songs, reading stories, and teaching the students about the bus. They also provided transportation to 51 Salish Middle School orchestra students through the Class Pass program. Most wouldn't have been able to perform if not for IT getting them there. Prior to the pandemic they helped schools organize 19 WNR events and despite the rainy and cold weather 932 youth and families participated.

Wilson indicated the WNR bike shop volunteers contributed 475 hours refurbishing 44 donated bikes. The volunteers included seven bike MVP students HS/MS students who completed 20 hours of required volunteer time earning a bike of their own. Unfortunately, the pandemic forced the bike shop to close in March and remain closed for the rest of the year.

Wilson shared that in March, the WNR program was forced to find new ways to engage the community and rose to the challenge with a lot of creativity and strong partnerships. In 2019 with the support of TRPC the Healthy Kids, Safe Streets Network brought together organizations and individuals in Thurston County working on increasing the number of youth safely walking and biking for transportation. There are representatives from city government, police departments, parent volunteers, nonprofit organizations, parks and recreation and school districts. The network provides the opportunity to learn about each other's work, share resources and build stronger resources. These partnerships made the WNR program successful in 2020. WNR adapted the programming and met challenges of the new reality.

Wilson indicated Safe Kids Thurston County moved their annual safety fair to a virtual platform and asked WNR to participate by providing a video about pedestrian safety. The video inspired them to create an entire series of safety videos starring T-Rex. It was a new and fun way to reach out to youth and continue education while remote. The videos received over 2,400 views and counting. They feature education on crossing the street, fitting a helmet, bike safety check, hand signaling, mounting a bike on the bus and tips for riding the bus. WNR partnered with the City of Tumwater Parks and Recreation to bring a few mini-bike rodeos to their summer camp program. This provided an opportunity to test out the new bike rodeo kit and put it to good use. Students practiced handling and safety skills through a series of fun games and exercises. The city invited them to return in 2021. WNR partnered with the BCC to create a fun alternative for bike month including a scavenger hunt, bike art contest, and bike bingo. Combined these activities had over 90 participants. In May they partnered with OPD at seven different school sites sharing positive messages about walking and biking to school with chalk. To encourage youth and families to get outside in August they organized a community scavenger hunt and hid over 70 T-Rex images around Thurston County. Over 200 youth and families participated in the event. They received a lot of positive feedback from participants. WNR partnered with the Wet Science Center on their Science on the Go program. The theme for September was transportation. They created a packet of activities that families could complete at home and that teachers could use in the classroom. The activities included a neighborhood walkability survey, scavenger hunt, walk bingo, bus coloring page and safety word search. Since September they adapted the activity to the website and will share it in 2021. Unfortunately, Rolling Storytime was cancelled but they created a virtual Rolling Storytime in partnership with the Timberland Library. The videos received over 300 views and included pedestrian safety, bike safety, meeting a bus driver and a tour of IT's maintenance facility. In October WNR usually helps schools celebrate International Walk to School Day, but this year they organized the first ever Youth Walk Challenge. The event encouraged over 300 youth to walk ten days during the month. The event was successful due to partners who helped spread word. Many PE teachers included it as part of their curriculum. They received a lot of positive feedback. In addition, the program partnered with OPD, Target Zero, and Safe Kids to organize a yard sign contest. Top traffic safety yard signs will be displayed in yards near school zones and neighborhoods in Olympia where youth walk and roll. The signs will be printed and distributed this spring. They are printing them with a grant they received from State Farm in 2019.

Wilson added that they anticipate 2021 will look a lot like 2020 and look forward to developing new creative ways to engage youth and families while borrowing from some of the successes in 2020 including launching a Safe Streets Ambassador program encouraging drivers to commit to making roads safer for youth walking and rolling, working with partners to print and distribute traffic safety yard signs, and partnering with Safe Kids on creating a pop-up traffic garden kit that they will use for community events allowing youth to practice safe bike handling skills while staying distant and safe during the pandemic. It provides a miniature street scape that is a car-free and fun environment for them to navigate.

Wilson answered questions.

Crist – commended Wilson on the success of the program and asked where she could find the videos.

Wilson – indicated they are available on Intercity Transit’s YouTube channel at https://youtu.be/3v_Zl5T9FUI

B. SURPLUS VAN GRANT PROGRAM - (Cindy Fisher Waterhouse) Fisher-Waterhouse introduced herself and shared an update on the 2020 Surplus Van Grant program and recipients. The surplus van grant program supports the strategic plan goals of strengthening partnerships with local agencies by assisting them in meeting their unmet transportation needs. Resolution 07-03 dedicates surplus vanpool vehicles for this use. The program makes surplus vanpool vehicles available annually to non-profit in the Thurston County PTBA. The ITA has granted 61 vans since the program began and with this year is up to 68 vans. This year the agency received 12 applications and recommendations were made for 7 vans to be awarded. In December, 2020 they approved the award of 7 vans to Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources. The budget impacts include a loss of revenue of \$4,667 per van for a total of \$32,672.

Fisher-Waterhouse indicated the vans were released to the agencies on January 8. All agencies attended the ITA board meeting that evening to share information about the great services they provide in the community. There is detailed information on each recipient in your packets.

Fisher-Waterhouse added that the applications are available in the fall and staff reaches out to agencies who have indicated an interest. Agencies must be nonprofit/community agency and located within the PTBA. They can only extend the vans out 150 miles outside of the PTBA and can only provide transportation to their clients, members, or guests not the general public. Once applications are received a review panel consisting of an internal and external team review and score the applications on metrics including demonstrated community benefit, trips provided, clarity and quality, broad community benefit, and ability to maintain and fund the van. Once the agencies are identified as eligible, a recommendation is presented to the ITA for approval and staff begins preparing the vans for delivery to the agencies. Recipients agree to provide a quarterly report for one calendar year regarding miles and hours after the van is granted.

Fisher answered questions.

Euler – inquired about how many of the of the agencies were first time recipients.

Fisher-Waterhouse – indicated this was the first van for Innovations and Sacred Heart.

Euler – added that she heard their presentation at the last ITA meeting and noted how very thankful the recipients were and how highly they spoke of the program. One noted how happy they were with the functionality of their van because the seats folded down into the floor. This was something they hadn't had before and would really help them transport large amounts of food. Euler thanked Fisher-Waterhouse for her work on this program.

Fisher-Waterhouse – remarked that it was just coincidence that the van they received had that functionality. They do transport a lot of food and also a lot of volunteers into the fields when it is raining.

Clark – noted that the agency had donated 68 vans and she was very moved by the Innovations Human Trafficking Collaborative presentation at the ITA meeting. She asked when the program started.

Fisher-Waterhouse – indicated the first year the agency granted vans was in 2004 and the program was adopted by the ITA in 2003. She added that hearing them talk about their work and share their gratitude about what a difference a van can make is amazing. Some recipients indicated their clients are not comfortable getting on a bus.

CONSUMER ISSUES

- *Euler* – stated that she would be interested in being the chair of the CAC. She shared that she has been on the committee since 2015 and has enjoyed hearing everyone's contributions, consideration, and concern. It is such an important time to be able to contribute to the community and she sees public transportation as a big issue. Everyone needs transportation and it is so important.

Euler also shared information about a program available in Tumwater called "Tumtastic." It is geared toward younger children engaged in virtual learning. Todd Anderson created the program to help children do their homework and help with virtual learning. It happens at Peter G. Schmidt elementary school. They help with the work assigned to your child. If someone finds themselves in a difficult situation balancing home, schooling, and personal obligations they can help. There is a fee for the program but there are also many scholarships available. Please share the program if you know someone who is struggling. It is important now for women to be able to balance their home life, Covid and their professional life.

- *Freeman-Manzanares* – shared that now is a good time to provide some information about the CAC officers nominations and elections. Typically, they occur in fall and because of Covid the ITA extended terms one (1) year. Justin Belk was the chair and as some of you know he was selected to the ITA. In February we will bring this to the committee and will take nominations and will vote. Walter then would remain the vice chair.
- *Clark* – shared that about 3 weeks ago she and her husband went on a road trip to the Oregon coast. They did not take an extra vehicle and tried using transit in Lincoln City.

Over the course of two days they made four different attempts to get from one end of town to the other and wasted a total of five hours and still were not able to get on a bus. She indicated it reminded her how great the service is that IT provides for the community. They ended up having to take a taxi to get back to their RV and ironically had to pick up another passenger. The driver said most of his regulars do taxis instead of the bus because it isn't a good service down there. IT provides a phenomenal service for our community.

REPORTS

- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
- Thanked the committee members for volunteering their time and indicated she is looking forward to introducing more staff members and sharing information about the programs and projects happening at the agency. She is also looking forward to gaining feedback from the committee so the agency can do what we do better.
- Some time ago the agency started to say we are not just a bus system anymore. The community needed more so the agency figured out ways to offer more. The two presentations tonight were really good examples of that. If anyone has a question that didn't come to mind tonight, please let her or Nancy know. Also, the presenter's contact information is included in the agenda items so you can get in touch with them as well. If you know anyone who could benefit from these programs, please share the information.
- Last year was like trying to outrun an avalanche. There have been a lot of challenges and opportunity and now staff is looking forward to moving forward. Staff has been paying close attention to protests and general unrest and the focus has been keeping our people, passengers, and assets safe while getting people where they need to go. The agency really has amazing people working here rerouting, communicating, and making it happen. Kudos to staff!
- In addition to those hazards, staff has been forging ahead despite the heavy winds and rain to get people where they need to go. Unfortunately, a bus had an encounter with a tree that came down on it while it was on route. Everyone is ok, shaken, but ok. Maintenance is dealing with the issue.
- There was an article on the Pattison Street Project in Thurston Talk. Steve in procurement will provide an update on projects and a look at the Pattison Street project. The ADOPS project is an \$85M rehabilitation and expansion project and is the largest project the agency has had. Staff has worked on it for a long time and it is under construction. It is also a nice economic development boost for our local economy.
- The agency received another mention in an Olympian article regarding a family who recently moved to Olympia and remarked what a great asset having free transit service was to them. Staff will have zero fare conversations with the CAC in the future.
- Staff is monitoring vaccine distribution since they are frontline workers transporting front line workers. They learned last week that they are included in Phase 1 B2 and B4 and are anticipated to receive the vaccine in February and April of this year. The remainder of staff and public are anticipated to be vaccinated between May and December. They have yet to roll out specifics about those phases.
- The Governor released the budget for the 2021-2023 biennium and Dash funding was not included. It has been funded through the Senate and House for a number of years. Staff will be working with our state advocates to ensure that the DASH is included in the budget.
- October sales tax (which is 2 months behind) received in December was 8.4% higher than in December 2019.

- A new class of 15 operators starts soon. This is the first class since Covid started. Staff is excited even though it is smaller than they are accustomed to. They will be in the new building downtown for training split between the first and second floor to provide them a lot of space. Staff is looking forward to introducing them at an ITA meeting soon.
- A few of the volunteer bus buddies have recently returned to service to assist individuals who need personalized support for essential travel. They had taken a pause during the pandemic. It is the first time in her career efforts have been focused on trying to get people off the bus, which is very unusual. The agency is thankful for those that have come back.
- There are 13 new DAL vehicles with new branding. They are bright, colorful, and beautiful.
- The agency has also received 12 new vanpool vehicles. As some become surplus it is possible because of the replacement vehicles. Staff is exchanging them now.
- Staff continues to have a multitude of service plans at the ready and it is really a daily exercise for staff. It's a balancing act of having enough drivers to provide service. Typically, service changes occur in March and September and there are additional bids in June and December (4 times per year). Staff continues to evaluate if there is enough staff in maintenance and operations to put more service out on the street. Next week staff will determine if they can put more service out in March.
- The agency began augmenting route 62 A/B along the Martin Way corridor today to better distribute ridership. In September, the agency also added 'The One' which is a limited stop service on the corridor which has the largest ridership.
- Staff is working to identify which stops need to be enhanced to better accommodate rear door boarding. This has become more important with zero fare and Covid. This will allow staff to have conversations with jurisdictions about good loading areas. Part of the benefit of zero fare is moving people faster.
- The agency heard this morning they are receiving close to \$11M in Covid support and what good news that is to hear on a Monday morning.

Clark - asked for clarification about more service.

Freeman-Manzanares - indicated service levels are detailed in the Short and Long Range Plans that the Authority has already approved a level of service. Due to COVID, service has been limited as there is not enough staff to provide previous service levels. The goal is to get back to the level of service we had in March of last year before Covid hit. Once we get back to where we were, then we can get back to our service expansion plans.

Smit- inquired about how operators are dealing with passengers who have been banned and should not be on the bus with rear-door boarding.

Freeman-Manzanares - Rear door boarding is anticipated to help us achieve the community's goals of moving people more quickly. This was part of our zero-fare demonstration program. And zero fare eliminates our largest area of conflict which was between our Operators and the public over fares. Operators and Ops Supervisors do an excellent job getting people where they need to go quickly. And for the most part, that is the intent of our passengers as well who want to travel quickly and comfortably. There are folks that have been banned for poor behavior and I don't know specifically if that necessarily has any association with entrance or exit through the rear doors. Emily- Do you have anything to add?

Bergkamp – indicated the best way that rear door boarding has been beneficial is not only in zero fare but the overarching safety during COVID and passengers not entering the vehicle so close to the Operator. Most times operators deal with exclusions at transit centers when they have the time and space to deal with it. They can always call and have an Operations Supervisor rendezvous with the bus. There are not a lot of excluded passengers.

Freeman-Manzanares – added that there are plexiglass walls around the operator to protect them from COVID. The agency drew a lot of attention nationally and internationally when we went zero fare. She wasn't aware of a single system that kept their fare system in place during COVID because it was important to keep distance between drivers and passengers, so everyone went to rear door boarding.

NEXT MEETING: February 8, 2021.

ADJOURNMENT

It was M/S/A by DENISE CLARK and URSULA EULER to adjourn the meeting at 6:37 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210111.docx