

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
February 8, 2021 - Virtual Meeting  
5:30 PM**

Pursuant to **SCR 8402** passed by the Washington Legislature extending certain gubernatorial orders issued in response to the COVID-19 state of emergency this meeting will be through remote access:

Please join from your computer, tablet, or smartphone:  
<https://global.gotomeeting.com/join/176354509>

You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.) United States: +1 (571) 317-3122 - One-touch:  
<tel:+15713173122,,176354509#> Access Code: 176-354-509

**CALL TO ORDER**

- |              |   |  |
|--------------|---|--|
| <b>I.</b>    | <b>APPROVE AGENDA</b>   | <b>1 min.</b>                                      |
| <b>II.</b>   | <b>INTRODUCTIONS</b><br>A. Intercity Transit Authority Representative<br><i>(Justin Belk)</i>   | <b>1 min.</b>                                      |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b><br>A. February 17, 2021, Work Session - <i>(Jonah Cummings)</i><br>B. March 3, 2021, Regular Meeting - <i>(Joan O'Connell)</i><br>C. March 17, 2021, Work Session - <i>(Ursula Euler)</i><br>D. April 7, 2021, Regular Meeting - <i>(Marilyn Scott)</i> | <b>3 min.</b>                                      |
| <b>IV.</b>   | <b>A. APPROVAL OF MINUTES - January 11, 2021</b>  | <b>1 min.</b>                                      |
| <b>V.</b>    | <b>NEW BUSINESS</b><br><br>A. Nomination and Election of Chair <i>(Nancy Trail)</i><br>B. 2021 Procurement Plan <i>(Steve Krueger)</i><br>C. Pattison Rehabilitation and Expansion Project Update<br><i>(Steve Krueger)</i>   | <b>10 min.</b><br><b>30 min.</b><br><b>30 min.</b> |
| <b>VI.</b>   | <b>CONSUMER ISSUES - All</b>  | <b>15 min.</b>                                     |
| <b>VII.</b>  | <b>REPORTS</b><br>A. General Manager's Report <i>(Ann Freeman-Manzanares)</i>   |  |
| <b>VIII.</b> | <b>NEXT MEETING - March 15, 2021</b>  |  |

## IX. ADJOURNMENT

### **Attendance report is attached.**

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

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.*

*Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).*

**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\\_ZI5T9FUI](https://youtu.be/3v_ZI5T9FUI)

**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-19-19 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-19-19 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.

## Intercity Transit Community Advisory Committee

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- 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-19-19 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 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-19-19. 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-19-19 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-19, 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-19-19 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



## **Intercity Transit Community Advisory Committee**

**January 11, 2021**

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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-19 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-19. 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-19 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

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: February 8, 2021**

**FOR:** Community Advisory Committee

**FROM:** Nancy Trail, 705-5857

**SUBJECT:** Nomination and Election of Chair

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1) **The Issue:** To nominate a member to serve a one-year term as the Chair of the CAC for the remainder of 2021.

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2) **Recommended Action:** Nominate interested and willing CAC members for Chair.

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3) **Policy Analysis:** Per the CAC Operating Principles, officers will be nominated in October and elected in November for one-year terms. Due to the COVID-19 pandemic this was not possible last fall. The CAC is now meeting remotely and will nominate and elect a Chair to fill the vacancy for the remainder of the term.

Once nominations have been made an election will be held unless only one member is nominated and in that case they will be appointed by the CAC to serve as Chair for the term ending December 31, 2021.

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4) **Background:** The current CAC Chair Justin Belk was selected to the Citizen Representative position on the Intercity Transit Authority in December, 2020. Prior to his selection to the Authority, Belk's term was extended by the Authority to December 2021. As such a replacement Chair must be nominated and elected by the CAC for the duration of the term.

Members may nominate other members who are willing to accept the nomination, and members may self-nominate. If you wish to nominate someone, it is best to contact the member ahead of the meeting to ensure they will accept the nomination.

Once nominations are complete an election will be held unless only one member is nominated. If only one member is nominated they will be appointed by the CAC to fill the vacancy for the remainder of the term ending December 31, 2021.

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5) **Alternatives:** N/A

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

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7) **Goal Reference:** N/A

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8) **Reference:** CAC Operating Principles

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: February 8, 2021**

**FOR:** Community Advisory Committee

**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.

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2) **Recommended Action:** This item is for information and discussion.

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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 2020.

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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.

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

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

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

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

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-C  
MEETING DATE: February 8, 2021**

**FOR:** Community Advisory Committee

**FROM:** Steve Krueger, 360.705.5833

**SUBJECT:** Pattison Rehabilitation and Expansion Update

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- 1) **The Issue:** Update the CAC on the Pattison Facility construction project.
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- 2) **Recommended Actions:** This item is for information only.
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- 3) **Policy Analysis:** The Authority authorizes the budget for design and construction projects.
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- 4) **Background:** Despite the worldwide havoc caused by Covid-19 this past year, the Pattison Base Rehabilitation and Expansion Project has continued to forge ahead with minimal disruption to the schedule. In this update staff will provide a brief high-level overview of the overall project, a construction update of the Phase III North Parcel, and the status of the Phase IV and V South Parcel design. Afterwards, staff will be happy to respond to any questions.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal References:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Align best practices and support agency sustainable technologies and activities.”*
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- 8) **References:** N/A.

**Authority Meeting Highlights**  
**a brief recap of the Authority Meeting January 6, 2021**

*In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20-28 Open Public Meetings Act, this meeting was held remotely.*

**Items of Interest**

- Welcomed new Board members ***Citizen Representative Justin Belk and Thurston County Commissioner Carolina Mejia.***
- Welcomed ***Sean Barrett, Operations Trainer; Kyle McPherson, Vanpool Coordinator; Daniel Driscoll, Inventory Specialist; Josh Jacobs, Network Systems Analyst; and Ann Xiong, IS Database Developer.***
- Welcomed the recipients of the Surplus Van Grant Program: ***Innovations Human Trafficking Collaborative, Catholic Community Services of Western Washington, Thurston County Food Bank, Interfaith Works, Safe Place, Sacred Heart Catholic Church and Behavioral Health Resources.***
- Received an update on the Youth Education Program presented by Kerri Wilson.

**General Manager's Report:**

- Freeman-Manzanas 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 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 general 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 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.

Prepared January 7, 2021

Pat Messmer/Clerk of the Board



## COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12
CAC	Members	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Gene	Angel												
David	Bonauto												
Billie	Clark	<b>Absent</b>											
Denise	Clark												
Nikki	Crist												
Jonah	Cummings	<b>Absent</b>											
Ursula	Euler												
Ty	Flint	<b>Absent</b>											
Isha	Gabriel	<b>Absent</b>											
John	Gear	<b>Absent</b>											
Jihan	Grettenberger												
Marie	Lewis	<b>Absent</b>											
Jini	Namboothiri	<b>Absent</b>											
Joan	O'Connell	<b>Absent</b>											
Scott	Paris	<b>Absent</b>											
Carissa	Putt	<b>Absent</b>											
Marilyn	Scott												
Walter	Smit												
Allison	Spector												

**=** Joint meeting does not count against required meeting attendance