



INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
April 19, 2021 - Virtual Meeting  
5:30 PM

Pursuant to [SCR 8402](#) this meeting will be through remote access:

Join from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/626738629>

Dial in using your phone: United States: [+1 \(872\) 240-3212](#) Access Code: 626-738-629

CALL TO ORDER

- |       |   |         |
|-------|---|---------|
| I.    | APPROVE AGENDA  | 1 min.  |
| II.   | INTRODUCTIONS   | 1 min.  |
|       | A. Intercity Transit Authority Representative<br>(Carolyn Cox)        |         |
| III.  | MEETING ATTENDANCE  | 3 min.  |
|       | A. April 21, 2021, Work Session - (Marie Lewis)                       |         |
|       | B. May 5, 2021, Regular Meeting - (Need Volunteer)                    |         |
|       | C. May 19, 2021, Work Session - (John Gear)                           |         |
| IV.   | A. APPROVAL OF MINUTES - March 15, 2021                               | 1 min.  |
| V.    | NEW BUSINESS  |         |
|       | A. City of Olympia Transportation Master Plan Update (Sophie Stimson) | 30 min. |
|       | B. 2021 Bicycle Commuter Challenge Update (Duncan Green)              | 10 min. |
|       | C. 2022-2025 Transportation Improvement Program (Jessica Gould)       | 10 min. |
|       | D. Vanpool Fare Structure (Cindy Fisher-Waterhouse)                   | 30 min. |
| VI.   | CONSUMER ISSUES - All   | 15 min. |
| VII.  | REPORTS   |         |
|       | A. April 7, 2021, Authority Meeting (Marilyn Scott)                   |         |
|       | B. General Manager's Report (Ann Freeman-Manzanares)                  |         |
| VIII. | NEXT MEETING - May 17, 2021   |         |
| 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**  
**March 15, 2021 – Virtual Meeting**

**CALL TO ORDER**

Chair Euler called the virtual March 15, 2021, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Ursula Euler; Vice-Chair Walter Smit; Marilyn Scott; David Bonauto; Nikki Crist; Jihan Grettenberger; John Gear; Marie Lewis, and Ty Flint.

**Absent:** Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Joan O’Connell; Scott Paris; Gene Angel; Allison Spector; Carissa Putt, and Denise Clark.

**Staff Present:** Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Rob LaFontaine; Mike Burnham; Steve Swan; Brian Nagel; Steve Krueger; Kevin Karkoski; Jessica Gould; Daniel VanHorn, and Roshan KC.

**APPROVAL OF AGENDA**

It was M/S/A by WALTER SMIT and TY FLINT to approve the meeting agenda.

**APPROVAL OF MINUTES**

It was M/S/A by DAVID BONAUTO and MARIE LEWIS to approve the minutes of the February 8, 2021 CAC Meeting.

**INTRODUCTIONS**

Euler introduced Authority member, PAUL TISCHER, as the ITA representative attending the meeting.

**MEETING ATTENDANCE**

- A. March 17, 2021, Work Session – Cancelled
- B. April 7, 2021, Regular Meeting – Marilyn Scott
- C. April 21, 2021, Work Session – Marie Lewis
- D. May 5, 2021, Regular Meeting – Need Replacement

**NEW BUSINESS**

- A. **SERVICE RESTORATION OVERVIEW** – *(Ann Freeman-Manzanares & Rob LaFontaine)*  
Freeman-Manzanares provided an introduction and indicated the presentation would include an overview starting with some photos of the various communications pieces along with information on the service levels over the last year. The March service change is a big step forward. It was an interesting and challenging year. The time leading up to COVID-19 was fantastic and much was accomplished. The legislature approved the agency’s request to increase sales tax authority and the agency was focused on completing an extensive public engagement process to understand what the community wanted their transit system to look

like. Intercity Transit (IT) Proposition 1 was approved by the voters in November 2018 by nearly 66%. The Long Range Plan was adopted by the Authority around the same time. It was a huge effort and staff felt they had provided the community a valuable service. Without skipping a beat the agency was off to the races and hired over 100 people in one year, being very determined to live up to the promises made to the community including increased service and the desire to exceed the expectations. While doing all of this the agency began evaluating a zero-fare system to provide access, equity and speed up service. In January 2020, the Authority approved a 5-year, zero fare demonstration project. Within one month ridership increased by over 66,000 which was a 20% increase over 2019. In February ridership increased by over 112,000 which was a 39% increase over 2019. Then COVID-19 hit really fast and there was no playbook. This was the first location in the nation to be hit with the virus. Public Health knew very little about the virus other than it was highly contagious and could be spread with no symptoms and it was deadly. The majority of our employees are directly involved in supporting service on the street and are directly exposed daily to thousands of encounters. It was like trying to outrun an avalanche. Staff was reading everything they could get their hands all while trying to provide access to safe, essential travel for customers. IT has not had a single case transmitted at IT facilities or on any vehicles for either passengers or staff. That is not to say there has not been COVID-19 positive passengers and some employees who have had it or potentially been exposed to it. Staff has become expert contact tracers to quickly move and quarantine people to keep them as safe as possible and that is the bottom line goal. The really tough part is remembering that this isn't over. It was a beautiful weather day today and there is good news about more vaccine coming. With low vaccination rates thus far, active variants, and a reminder that across the United States half a million have been lost, the agency must remain vigilant. If the last year has taught anything it is to expect the unexpected and as mentioned before unlike any other time in our history staff has had to have multiple game plans at the ready all the time with a status quo, looking at expanding service as they are able and also with a fall back plan should things take a turn for the worse. There has been an exhausting amount of work to create and while staff has attended to that business they are also planning for the future. The Pattison expansion and renovation for the facility that was designed to support 80 vehicles and has been supporting over 400 now. Staff has been focused on creating the first long range plan for Dial-A-Lift (DAL) program, Transit Signal Priority (TSP), corridor studies, and Bus Rapid Transit (BRT). Staff presented at the last Authority meeting the culmination of years of work to replace the first generation CAD/AVL system. Now that work really begins with the installation of the new system. The goal is to restore service to pre COVID-19 levels and then continue on the path that the Authority has set in the Lone Range Plan and Strategic Plan. There is no date for that yet, and part it will be dependent on the course of COVID-19 in the community. Staffing is also a huge piece of the puzzle as well as hiring and both will impact recovery efforts. Some employees are out on mandated COVID-19 leave, a year's worth of employee attrition and there are others who have chosen to retire early due to the public health emergency. Testing, hiring, and training new operators has become more complicated with COVID-19. The Authority met the first post COVID-19 class this month. The application process is open again if you know someone with great customer service please send to [www.intercitytransit.com](http://www.intercitytransit.com). The agency is likely to have at least two more classes in 2021. The focus is on safely and professionally hiring staff and restoring service. She shared a huge thanks to staff for keeping up with rapid changes, requirements, and doing what they needed to do to keep safe. The operators who have been front line, the maintenance staff for keeping facilities and vehicles in good shape, and everything is cleaner than it has ever been. She thanked Development, Planning, Marketing and Communications, Administration, Finance, HR, Executive, IS, who have all performed

beyond expectations and the agency is lucky to have such dedicated staff. With that she turned the presentation over to LaFontaine.

LaFontaine shared he was looking forward to covering service restoration and Planning 101 for the CAC. He indicated he was thankful for Ann and her leadership during such unprecedented times for more than a year now. Whoever would have thought that as transit professionals, staff would find themselves doing this type of work. Doing the exact opposite, trying to get loads down on buses to keep riders and employees safe. He shared a bar chart showing a year's worth of time but not distributed equally. The left side represents time leading into the pandemic beginning with 15k boardings per day on average and celebrating zero fare. As the pandemic came along and disrupted everything staff was working on and within a month the agency made several changes to bus service in an effort to align the level of service with demand. The changes were often times just days apart and happening rapidly. Amidst all of that happening, staff managed to achieve a goal they had set out which was to launch Route 65 in NE Lacey, which began a few days into the pandemic. The small increase in the hours of service in March represents Route 65's impact on the hours of service. The numbers on top of the chart represent the number of service hours that would have been available if the pandemic had not hit. The lower number is the actual hours of service. These are annualized numbers. At that point in time DASH, BRT the One, and Nightline were suspended and a few were reduced including Express service. A few weeks in there was a significant adjustment down to weekend level service. This took a few weeks and all operators participated in an emergency operator bid at the end of March. The agency has remained at some version of weekend level service to this day. On April 3<sup>rd</sup> the agency reduced span of service which is essentially the hours of operation. Then the agency moved to the advanced reservation system for essential trips only. In June of 2020 the agency was able to restore a version of fixed route service but only on about an hour frequency. This was a low level service given the agency was looking at 271k hours of bus service for the March, 2020 service change and then a few months later the annualized fixed route service is down to 77k. The right side of the chart shows 8 months worth of time restoring service gradually with safety protocols and guidelines from the state of Washington and making sure the agency has adequate resources to support services. The blue line represents ridership which has gone down with the onset of the pandemic but has been relatively stable and increasing moderately as service has been restored. Some adjustments were made in January adding some additional buses on routes 62 A/B intended to help to distribute ridership as it is a busy route. It has been quite the task to monitor ridership and meet the demand with a supply of buses. What is cued up for the March 21 service restoration provides some additional span of service adding earlier and later trips in the day. Most routes will begin at around 7:00 – 8:00 am and some of the busier routes will be running until 9:00 pm in the evening. Another exciting part is additional frequency for five routes including 12, 41, 65, 66 and 68. Frequency is a very valuable component of fixed route service. There will be a continued suspension of DASH, Nightline, and Express (612 and 620). The agency is maintaining the advanced reservation service to Pierce County. The planned hours, miles, and buses for fixed route for March is 532 daily hours and 6,729 daily miles. The weekend schedule is 519 hours and 6,556 miles. The difference is really Route 42 not operating on Sunday. This is approximately a 47% increase from the existing service levels and approximately 71% of pre-pandemic hours when it is annualized. This level requires 41 coaches for peak weekdays and 40 peak weekend coaches. The big question is when will it be back to 100%. The agency hopes once resources permit but they just don't have a date to provide yet. Planning staff continues to focus on restoration of service. Looking past March at future opportunities to change which might be June or

September it could include a redistribution of service. Since there were so many adjustments made early on in the pandemic that now they have settled in and become the new normal it's appropriate to make some adjustments as they otherwise would to make sure that the transfers are functioning the way they should and do a little clean up to make the system function better. There is a robust Long Range Plan with some exciting and fun elements they intend to continue to deploy. The focus will continue to be future oriented to get ready for innovative service zones, BRT, and some great things to focus efforts on once past the pandemic.

*LaFontaine answered questions.*

*Euler* – inquired about new coaches arriving soon and if they would help reestablish fixed route service with increased frequency and span.

*LaFontaine* – responded that it takes some time to get the buses and right now they have what they need to continue to restore service. The new buses are replacement buses, and the agency will retire old ones when they arrive. Fortunately, they have the resources they need now.

*Bonaiuto* – asked if they will modify service if there is another spike.

*LaFontaine* – indicated they have gotten smarter in this process and the way they are deploying service now makes it scalable. If circumstances should change it is designed to be scalable frequency that can be stopped to conserve labor resources. One trick they've learned as they find themselves in this environment is that building contingency plans is something on their radar.

*Freeman-Manzanares* – added that the availability of staff to drive those vehicles is the main issue. They are fortunate to have a good relationship with Thurston County Public Health (TCPH) and they have been offering vaccine access to our frontline workers. They have allowed a portion of staff to be considered Phase 1A. At the end of this week almost 200 people will have had at least 1 vaccine and half will be fully vaccinated. While looking at the number of cases and variants the most important thing is making sure staff is safe.

*Bonaiuto* – shared that as a public health doctor he appreciates that the agency prioritized its drivers to get vaccinated. It is an incredible service to get people to and from work. He is also happy that TCPH prioritized those folks. He tracks COVID-19 case numbers as part of his job and there are definitely cases in bus systems in Washington and he is happy IT doesn't have any that originated within the system.

*Freeman-Manzanares* – reiterated that it is not to say that they haven't had operators and others that have had COVID-19 but it has not originated at IT and people have been really careful.

- B. SERVICE PLANNING 101** - (*Rob LaFontaine*) LaFontaine welcomed the CAC to Planning 101 class. He is well backed up with several staff on hand to make sure someone can help out if needed. He introduced the planning team Eric Phillips, Steve Swan, Mike Burnham, and Brian Nagel. The work they do is very visible to the public. Those who use the bus have ideas about the changes that need to be made. The work they do is easy for people to relate

to even if they don't ride the bus they have most likely followed it in traffic. Some do it full time, some are users, supporters, and critics. He identified some fundamentals including mode as a descriptor of service delivery. This include fixed route, being a predetermined route and schedule. Fixed route can be broken up into local service, commuter bus from one urban center to another urban center by way of highway or freeway. BRT is another mode that you will hear about. BRT is a fairly popular mode of fixed route service intended to reflect some of the elements seen in a light rail environment to get across town quickly using treatments dedicated stations with level boarding, some transit agencies have invested in dedicated bus lanes. There is a variety of treatments agencies can deploy to get through town quickly including TSP, and off-board fares, but that isn't happening at IT right now because of zero fare. By the way IT does have "The One," BRT light demonstration project. They are not deploying a high number of BRT treatments but this allows the agency to test a few of them and has been very educational. Aside from fixed route there is ADA and at IT this is branded as DAL which is a federal requirement. Anywhere there is fixed route bus service DAL must have a 3/4 mile buffer outside fixed route which defines the paratransit service area. That means if there is a passenger seeking to use the bus service who can't reasonably access fixed route due to a mobility limitation they are eligible for door to door DAL service. The agency must be mindful when designing fixed route service as it must include the DAL service area. There is also vanpool, and rail. IT has a vanpool program but is not in the rail business. Only 2 transit agencies in Washington provide rail service and they are Sound Transit and WSDOT. Lastly there is on demand or micro transit. On demand service has come as a result of Uber and Lyft that allows anyone with a smart phone with reservation access to a transportation provider. There have been pilot projects around the country but IT doesn't have one. The Long Range Plan does contain innovative service zones or some type of reservation transit service.

LaFontaine indicated that when people think about transit planning they think they are the guys that draw lines on maps. The also get to set the schedule and do a variety of other projects. He shared a map detailing Route 41 running in west Olympia and going to Evergreen State College (TESC). It is designed for a 40' bus and it's running time is 60 minutes to drive from the OTC to TESC. Similarly, there is Route 13 which operates in Tumwater and is also designed for a 40' bus and requires 60 minutes from OTC to L&I. This also includes some recovery time. Route 66 operates in Olympia and into Lacey. It is also designed for a 40' bus and the total running time is 90 minutes. Now you can start to see what this might look like from a scheduling perspective. The schedule is the backbone of the service. He shared the layout of what a schedule might look like for these routes by tying service to certain buses. The three sample routes all take 40' coaches. Route 13 requires 60 minutes with one bus all day long. A trip is when a bus makes an outbound trip and then turns around and makes an inbound trip. On most routes they desire higher frequency. Then he added another set of trips starting on the half hour creating 30 minute frequency using two buses. He then displayed Route 66 which requires 90 minutes and added a second bus but noting that it takes a third bus to get the route to a 30 minute frequency on a 90 minute cycle. Another term used is block which is all of the trips assigned to a given bus. Imagine changing it to a 60 minute frequency it would make 90 minute gaps. Even with two buses there is still a 30 minute gap. Then looking at Route 12 which is also designed for a 40' bus both of those routes combined is 180 minutes and 3 buses will make that work. There is the same gap with Route 12. If they are blocked together and alternate Route 66/12 they go together like peas and carrots. The frequency is lowered and there is not dead time. This is a method of combining trips together on a block to equalize what can be unusual cycles and

some buses will be running on multiple routes throughout the day. It is a bit of a puzzle. IT has not constructed blocking with greater than three routes but has heard that it has been done. It is conceivable a bus could not repeat its route for an entire day. Trips with varying lengths of time are blocked together to equalize irregular cycles. There is a lot of math involved in putting this together to keep 66 buses moving without tripping over each other. The schedule is the backbone and is what they look at to determine if adjustments need to be made. Planners measure and monitor on-time performance and consider adjustments to keep buses and people moving. When it is not a pandemic and there is full service on the streets they are running 65/66 buses daily. If you've been on a bus that has had to stop and recover that can be frustrating because people want to keep moving. It is also important that these decisions are combined with research, public outreach and participation which are absolutely critical. Planners will look for and develop meaningful opportunities for the public to engage in the service design process. There are a few different ways that people can do that even now during these unique circumstances. Staff collects and relies on customer comments and they communicate with operators via weekly meetings with the OCPC committee. They talk with customer service employees who provide feedback. It is a very dynamic process. Every time they make adjustments they are looking in the rearview mirror to dial in what they were trying to tighten up. The public involvement is critical to this being successful. Everything discussed this far comes from the desk of Steve Swan the design and blocking guru. There are a few things he has to balance to increase service during rush hour and decrease service during the rest of the day when they don't need the frequency. Those are challenges he has to factor in along with varying cycles and bus size. Routes 62 A/B and Express have varying cycles throughout the day as a result of traffic congestion. Anyone who has experienced I-5 knows that there are better times than others to drive. The buses have to make that journey all day long and some trips must have longer cycles built into the schedule. It is important to recognize and respect departure times and meaningful connections. Obviously there are known locations where transfers are expected like transit centers, Capital Mall, MWP&R, and Tumwater Square and those are built into the schedule. There are a lot of informal connections that happen as well and that information comes from customer service and customer comments. As transit planners they like to learn as much as they can about those system nuances so they can be respectful and mindful as they are considering changes to the schedule.

LaFontaine specified once all of the blocks are assembled and they have the schedule dialed in they can quantify it by adding up start time and end time to calculate how many hours and miles each bus performs on a daily basis. They can summarize and annualize it 255 weekdays or 362 days if it runs all year long minus the three days per year they don't operate to annualize the service hours. It is important because it is how they measure the size of a transit agency. Annualized service hours is the primary metric used to measure how much service is being delivered by a public transit agency. There are a few ways to measure the agency but revenue service hours is the primary metric and that is a description of how much bus service is being delivered on the road. He shared some annual figures from the last presentation in 2019 fixed route was just shy of 236k hours of service. He also shared a snapshot out of the long range model of a weekday block schedule from the March 2020 service change. This represents the work assigned to buses.

LaFontaine then transitioned to Brian's work which is runcutting. Runcutting is defining the work for the operators. He breaks up lengths of service that operators can perform during their day. As an example run 101 contains two pieces including a portion of Route 13 and



then after lunch a 66/12 block. He indicated they end up on a “paddle” that is basically a run summary of what a driver would do throughout the day. They are precise and detailed. Operators are constantly switching vehicles and rarely does a day end in 8 hours. They are working on multiple routes and buses each day. They include travel instructions and use the bus service to get back and forth from the transit centers and the Pattison base. It is very detail oriented work. Every piece of work is cut up and assigned to a run. Scheduling software won't allow them to go on until every bit of bus work is assigned to an operator. This has to be repeated with every version of the schedule they have. If weekday service is different from Saturday and Sunday each gets its own run cut. Maintaining weekend service during the pandemic has allowed some degree of efficiency that works since it is the same all seven days of the week. This has allowed them to maintain some degree of efficiency and allows them to be a bit more nimble with service adjustments.

LaFontaine added that time and distance equals buses and operators. The number of buses required at 3:30 pm to run route 62 A/B is eight buses to maintain 15 minute frequency or headway. Headway is the amount of time between buses or the frequency. Sometimes a contingency bus is planned if it is congested. An operator is assigned to each bus but they don't run the entire route all day long. It takes 30 FTE's to run this route all day long on an annualized basis including vacation and sick time. This is a high ridership and high frequency service. Both the A/B combined is about 13.4% of the daily service value and nothing else is as resource heavy. Routes 13, 48 and 66 in west Olympia prior to the pandemic were blocked together. One bus would cover all 3 routes. Routes 48 and 66 were on a 30 minute frequency and the 15 minute frequency on Route 13. The blocking mechanisms can be used to combine the different frequencies. There are nine buses to support this level of service and annualized it takes 37 operators. This is Brian's world and his job is to make sure all the operators have a place to go. This includes an adequate supply of operators, extra board, absences and that the labor resources are being used as efficiently as possible. This level of service is 25.8% of daily service.

LaFontaine shared the service change cycle including everything discussed so far is all done inside of a software program referred to as a scheduling tool. IT uses a program called TMS that designs all the blocks and run cuts. Operators then bid the work assignments and this is done four times a year. Then that information is entered into payroll so they can track where operators are working and preassigned. Simultaneously all that scheduling information has to make its way to the buses. As is common in transit IT uses onboard technology in the form of a CAD/AVL system. Every service change all of this new scheduling information gets pushed electronically to the buses. When an operator steps on a bus and types in a block ID the bus knows where it is supposed to go and what announcements to make. It can track ridership and stops level ridership because bus stop coordinates are built into the schedule. Once that is done then they shift focus to the more public facing items including on street schedules, and printed schedule guides. The General Transit Feed Specifications (GTFS) is what makes things like OneBusAway and Google Transit ensure they get the information into the world wide web to take advantage of the technology. They have to make sure that facilities can support everything they are intending to do with bus shelters/stops, lighting, accessibility and there is quite a bit of coordination that has to happen. It takes a lot of the IT team to make a service change happen including facilities, marketing, IS, operations and paratransit. These public service changes are made twice a year. Once all of that is ready to go it is just waiting for the effective date to happen so facilities can go out and change the signs, and marketing can update the website, etc. So

there is a lot of behind the scenes buildup to a service change. Once all that is done they get to look in the rear view mirror, study ridership, on-time performance, and determine if some of the objectives they set out to make happen are happening. They'll engage with the public to determine if there are there sticking points and address those and make improvements. This is a regular routine for the planning team in March and September for the public schedule. The operators bid four times per year even though there is only two public service changes.

LaFontaine indicated everything thus far had been schedule and service change oriented and now he would share some of the other responsibilities handled by the associate planner Mike Burnham who is also a regular user of transit service. IT is a Public Transportation Benefit Area (PTBA) and is a special taxing district that provides service in the jurisdictions of Olympia, Lacey, Tumwater, Yelm, Thurston County as well as the State of Washington including the Capitol Campus and I-5. This means there are multiple jurisdictions to work with, maintain relationships and support plans and infrastructure. Mike is fortunate he has some skills in GIS mapping and IT benefits from looking at the data spatially. Bus stop development has been a big project for IT and staff can speak to that more another time, but zero fare has been a game changer in how they look at bus stop design with an emphasis on rear door activity. They have been working diligently to improve and enhance IT facilities to accommodate that activity. This is a shared process with the jurisdictions making sure their development standards are consistent with what it is that they are desiring. They provide regular updates with the planning commissions even at the policy level to make sure there is an understanding of what transit needs to be successful. They can plan but know that construction happens and other situations happen that disrupt and require them to move bus stops and detour routes including special events, festivals, parades, etc. There are other things that they must respond to including downtown activities or protests that require them to be nimble and make changes. Adjustments are something the Planning team does regularly.

LaFontaine shared that he likes Microsoft Excel and using the charts feature. He does a lot of number crunching that lends itself to forecasting and annual reporting. Some of the work he does is trying to better track and understand financially where service is expending resources and what is the cost by mode. This is beneficial in forecasting and constructing the annual budget every year as well as grant reimbursements. There are reporting requirements with the National Transit Database (NTD) that is very nuanced including certain financial and service info to be presented in a certain way. He also gets to participate in the long range financial modeling including "mock blocks" that mimic or imitate future service if they pretend what blocking structures might look like and measure how much service may or may not occur in the future and what the resources would look like for that service. They have done scenario planning based on different fuel types and changes to frequency. Annual reporting is important and IT needs the proper instruments and methods to capture important data to be responsible in reporting.

LaFontaine explained some of the basic transit planning philosophies and policy decisions they must look at when putting service together. Good transit planning is dependent on policy decisions and what it is they are trying to accomplish. If they are trying to increase ridership it could require them to make certain changes or adjustments. It is helpful to think from the passengers perspective by comparing how much time it takes to get somewhere on another mode of travel. That can be really eye opening. Service policy decisions like

coverage versus frequency and the tradeoffs that come with those. How will the agency measure success. Will it be by growing ridership or greater access to those seeking service. There are different ways it can be defined. He shared coverage versus frequency information prepared by Nelson Nygaard Consulting Services. Essentially the same number of resources for either but the coverage allows more people to have access but ridership is lower versus frequency where there are more trips and ridership is higher but less service area. As transit planners they really do see the value in frequency as one of the most powerful tools they have that improves the efficiency of the service. Imagine if everyone showed up for work and the elevator only came every 60 minutes. What a wonderful way to characterize frequency. It is all too common for service to be designed with 60 minute frequency and that can be a significant limitation for accessing and using transit. There are two routes that operate on a 60 minute frequency with a long connection window and that can be very difficult to try to make transit work for you. Span of service is the hours of operations that buses are running. Another example of the elevator only operating between 6-9 am and 3-6 pm would be a disruption but we see that in transit and it can make it difficult by not recognizing the need to travel early in the morning, midday and late at night. Transit service objective is to design direct and frequent routes through the more dense areas. Planners look at location, location, location for transit to be successful it has to be in close proximity to trip generators and likewise those trip generators if they want to use it have to be in close proximity. Transit routes aim to serve areas not specific properties. A few of these areas include high density residential, central business districts, medical district, shopping centers and colleges and universities. Regarding middle/high schools while there is a desire to bring service to them but something to be aware of looking at maximizing service they do not generate ridership like the other areas. They also consider the directness of travel. They avoid circuitous route alignment and loops and integrate with bike/pedestrian amenities. The importance of route directness positives include shorter walks for a percentage of riders; and the drawbacks are slower travel times for most riders and higher operating costs. Or the positives are faster travel times for most riders and lower cost with the drawbacks being some people have to walk farther. Responding to requests for service can cause the evolution of a bus route. In the beginning there was a well designed route that was direct and over time passengers asked for stops so they don't have to walk as far. The agency being responsive added them. It ends up not looking good even though it was an attempt to improve it. It makes the route less attractive to riders to endure the deviations. Even though a new box store increased ridership there are some down sides. Good intentioned small changes can degrade service and ultimately increase the cost of service.

LaFontaine concluded that the road ahead and considerations for effective transit service includes land use density, system integration, and service quality all coming together. It is critical that IT continues working with regional partners to make sure that transit service is accurately reflected in regional plans, corridor strategies, and coordinated public investments that IT is investing in correlates with the investments that the cities and counties are making in their right of ways and land use developments. Density is absolutely critical to support transit. Investments in passenger needs, accessibility sidewalks, bike lanes shoulders, lighting, connectivity and directness, and first and last mile connections/access. Also they must consider DAL implications and new eligibility areas. Operational considerations include turns, signals, traffic control/calming, speed limits, sight distance, etc. There can be some limitations including fowl weather, detours/deteriorating conditions, vulnerabilities, is there only one way in/out, parked cars, and emergency

service vehicles. Lastly what is it going to cost, and what is it going to mean to IT's bottom line including labor, fleet and facilities.

*LaFontaine answered questions.*

*Euler* – thanked LaFontaine for the presentation and reiterated the importance.

*Grettenberger* – remarked that it was a wonderful presentation and as a writer she could picture the logistical side and had an aha moment as to how it all works. She inquired how the agency balances equity in providing transit to more vulnerable populations or who might not have access to cars even though it isn't going to be as beneficial or cost effective on the efficiency side.

*LaFontaine* – indicated they rely on data to understand where the demographics of the community are at. There is a variety of data sets they can look at to help them understand where service might be warranted. It also goes back to the community engagement piece. Their job isn't to hang out in their cubicles all day long but to engage with the public. Zero fare was a huge step to balance equity and remove the fare barrier.

*Burnham* – added that the Remix tool is a great spatial tool for analyzing route alignments with census data down to the census tract and block group. They can look at correlations pretty easily including households without a car and households that are below a certain poverty threshold. Fortunately a lot of the service goes through certain areas but it isn't county wide. TRPC coordinates Rural Transit that connects with south county. IT is part of the puzzle and relies on partners.

*Euler* – inquired if the schedule is structured so that drivers don't have to travel to their lunch locations.

*Nagle* – responded that it can be challenging but yes, they try to ensure reliefs are mostly at the OTC, Pattison, or Martin Way. Operators come in at an easy spot, have a break and go and take over another bus.

*LaFontaine* – added that they try to limit it to Pattison or the OTC, but sometimes circumstances require shuttling but mostly not.

*Euler* – inquired why Operators bid four times a year and what are the advantages and disadvantages.

*LaFontaine* – indicated that it is defined in the labor agreement. Bidding multiple times each year is pretty standard. It allows Operators to make adjustments to their schedule. They bid on a predesigned week with predefined shifts that will dictate when they work. The rebid allows them to make adjustments to their personal life with different work assignments. The bid is conducted based on seniority. They advance fairly quickly and can get more desirable pieces of work.

*Tischer* – added that from an Operators standpoint bidding every three months gives them a mental break from doing the same route. The fixed route drivers bid every three months and extra board shifts bid based on which days they off they want. As a fixed route

Operator when it is nearing the bid he is ready for a change. He has moved up in seniority and with additional service coming back he was able to get weekends off and for some that is a really good thing. Also being able to choose the route they want mentally helps to make the change every three months. The emergency bids were a bit difficult and he is thankful service is coming back.

*Crist* - shared that there is a high free and reduced population service at some schools. She worked at a school that didn't have great bus service. The walk to the school was really long and there were no sidewalks so it was difficult.

*LaFontaine* - replied that looking at service areas and often times elementary schools are tucked back off the beaten path which can prove to be difficult for transit service to get to. They don't lend themselves to standards design for service. They try to do everything but it can be a challenge with fixed route service. From a ridership standpoint they really see higher demand in college and university levels. At the high school level there is some interest. The agency certainly respects the need but it depends on the proximity and location because they can be difficult to access.

*Phillips* - added that it really means getting involved in the conversation before a school site is selected for construction so it meets all those service aspects. Staff will continue reaching out to be involved in locating future schools.

## **CONSUMER ISSUES**

- *Tabled due to time constraints.*

## **REPORTS**

- **February 17, 2021 Authority Meeting** - Bonauto reported that the ITA affirmed a contract for the CAD/AVL system for \$7M as well as implementation contract.
- **March 3, 2021 Authority Meeting** - Euler reported they received the same service restoration presentation; and the ITA approved a contract for a one year extension with attorney Jeff Myers with a rate increase. Jeff received praise for the good work he has done. The ITA also approved a \$256k contract with Forma Construction for the HVAC platforms. They are very hard to access and this will help with that.
- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report including:
  - Last week the agency received notice they would receive \$26M American Rescue Plan Act from the Federal Government. Previously they provided approximately \$17M through the Corona Aid Relief and Economic Security Act (CARES) and almost \$11M through the Corona Virus Response and Relief Supplemental Relief Act of 2021. The goal was to provide transit system with 132% of the 2018 operating expenses to manage through the public health crisis. The agency is very grateful for that assistance.
  - The Pattison Street project is going great and the steel started going up two weeks ago today. It is hard to miss if you are in the area. They also started excavating for the Fuel Wash Facility last week.
  - The coaches are in production at Gillig and are expected later this month including (7) 35' and (6) 40'.

## **Intercity Transit Community Advisory Committee**

**March 15, 2021**

**Page 12 of 12**

- Staff worked with TCPH to get Phase 1 employees (operators, operations supervisors, and maintenance employees) vaccinated. Staff is planning the second dose clinic this week. When that is completed they will have about 100 front line employees fully vaccinated and another 100 will have their first dose. By mid-April they should have approximately 200 staff vaccinated.
- State representatives have submitted a capital request for \$5M for the next phase of the Pattison project as well as a request to support the DASH shuttle operation in the 2021-2023 Biennia. Staff also submitted information to US Senator Patty Murray on two future projects. Looking ahead the committee will hear more as the agency moves through the planning process for the BRT and alternative fuels infrastructure and vehicles. Staff is about to release a RFQ to work with a consultant to walk the agency through a path to zero emissions and will be doing the same for congresswoman Strickland's office and hoping to have her tour the facility to get to know the agency a little better.

**NEXT MEETING: April 19, 2021.**

### **ADJOURNMENT**

**It was M/S/A by WALTER SMIT and DAVID BONAUTO to adjourn the meeting at 7:37 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210315.docx

INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: April 19, 2021

**FOR:** Community Advisory Committee

**FROM:** Sophie Stimson, City of Olympia [sstimson@ci.olympia.wa.us](mailto:sstimson@ci.olympia.wa.us)

**SUBJECT:** City of Olympia Transportation Master Plan Update

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1) **The Issue:** Provide an update on the Transportation Master Plan adopted by the city of Olympia on February 23, 2021

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2) **Recommended Action:** Presentation and discussion only.

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3) **Policy Analysis:** Jurisdictional coordination of transportation planning, and transportation service investments are supported in IT's adopted [Strategic Plan](#) as well as [Short and Long Range Plan](#).

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4) **Background:** The City of Olympia will provide an update and overview of the recently adopted Transportation Master Plan (TMP). The TMP process was kicked off in 2018 and included a robust public outreach effort. The TMP is Olympia's first-ever Transportation Master Plan (TMP) and moves several transportation plans, policies, programs and funding forecasts under one umbrella. The TMP helps Olympia build upon the vision for transportation described in the City's Comprehensive Plan and guides Olympia towards a transportation system that increases the number of trips by walking, biking and transit. The plan includes sections on:

- **Upcoming projects:** projects Olympia plans to build in the next 20 years and how they are prioritized.
- **Funding:** where Olympia gets revenue and what they can afford to build.
- **Maintenance:** a review of how Olympia maintains the transportation system.

The TMP was adopted by the City Council on February 23<sup>rd</sup> of this year. It's important to note that the City's process included Intercity Transit as part of their project Steering Committee. For more information on the TMP and City of Olympia process visit [olympiawa.gov/tmp](http://olympiawa.gov/tmp) to learn more.

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5) **Alternatives:** N/A

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

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7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*

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8) **References:** N/A

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: April 19, 2021**

**FOR:** Community Advisory Committee

**FROM:** Duncan Green, BCC Specialist, 705-5874

**SUBJECT:** 2021 Bicycle Commuter Challenge Update

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1) **The Issue:** Brief the CAC on the results of the 2021 Winter BCC, and progress on the 34<sup>th</sup> Annual Bicycle Commuter Challenge coming up in May.

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2) **Recommended Action:** For information and discussion.

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3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

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4) **Background:** The Winter Bicycle Commuter Challenge (WBCC), which runs the full month of February, was a success again in 2021. This year, 270 people participated in the event. Together we rode an all-time record 19,571 miles on 1,827 days, resulting in a significant reduction of CO2 emissions for the month, and adding to participants' health and well-being. 25 people won prizes in random drawings and a Winter Bike Art Contest. The winning art submission is the inspiration for this year's Bicycle Commuter Challenge theme, "Bicycle for Joy!"

Registration is now open for the 34<sup>th</sup> Annual Bicycle Commuter Challenge and public outreach is ongoing. Items of note include the continuation of the "All Rides Count" policy for at least this year, and the reintroduction of the sponsor coupon program, after a hiatus in 2020 due to the pandemic. 42 local and regional sponsors will offer discount coupons or donate prize items for the BCC this year.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.



This is Intercity Transit's sixteenth year administering this countywide event. For the thirteenth consecutive year, Duncan Green is directing the BCC and related efforts. He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

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6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one position. The annual budget for the BCC is \$25,000.

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7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-C  
MEETING DATE: April 19, 2021**

**FOR:** Community Advisory Committee  
**FROM:** Jessica Gould, Grants Program Administrator, 360.705.5808  
**SUBJECT:** Schedule 2022-2025 TIP Public Hearing

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1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and scheduling a public hearing on the draft 2022-2025 Transportation Improvement Program (TIP).

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2) **Recommended Action:** Schedule a public hearing for May 19, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2022-2025 TIP.

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3) **Policy Analysis:** Federal regulations require Intercity Transit (grantee) to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2022-2025 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing, Intercity Transit provides information on the process and solicits public input via *Rider News* (onboard buses) and by posting information on the agency website.

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4) **Background:** The draft 2022-2025 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning model (an internal planning document), the *2020- 2025 Transit Development Plan*, and the *2021- 2026 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2022-2025 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2022- 2025.
- Construction of Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.
- Acquisition of heavy-duty coaches to replace ones that have been in service at or beyond their expected useful life.
- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
- Purchasing of replacement vanpool vans.

- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long-Range Plan.
- Planning, design, and capital improvements to provide High Capacity or “BRT Light” corridor service consistent with the adopted Long-Range Plan.
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle-Tacoma-Everett metropolitan area.
- Planning, design and construction of Alternative Fuel Infrastructure and fleets.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 21, 2021** – Brief ITA on schedule and request Public Hearing Date
- **April 22, 2021 – May 19, 2021** –Public Comment accepted
- **May 19, 2021** – Public Hearing on Draft TIP
- **June 2, 2021** – Consideration of 2022-2025 TIP for adoption
- **June 3, 2021** – Submit Approved TIP to MPO and State. Update Projects in STIP.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 3, 2021. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following adoption of the schedule and will be reviewed with the ITA at the May 19 regular meeting.

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5) **Alternatives:**

- A. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.
- B. Defer action.

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6) **Budget Notes:** The TIP reflects projects that will be or may be considered in the 2022 through 2025 annual Intercity Transit budgets.

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7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options within financial limitations.”

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8) **References:** N/A

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-D  
MEETING DATE: April 19, 2021**

**FOR:** Community Advisory Committee

**FROM:** Cindy Waterhouse, Vanpool Manager, 360.705.5829

**SUBJECT:** Vanpool Fares

- 
- 1) **The Issue:** Whether to adopt a flat rate fare structure for vanpool or continue with the current fare structure implemented in 2013.
- 
- 2) **Recommended Action:** There is no recommended action at this time. The purpose of the agenda item is to discuss how the current vanpool fare structure is a barrier to access and promotion of the program.
- 
- 3) **Policy Analysis:** A decision to change the fare structure is a policy decision of the Authority.
- 
- 4) **Background:** Intercity Transit's vanpool program serves commuters who have at least one end of their trip in Thurston County. The program, which started in 1982 with 2 vans, currently has 62 active vanpool groups due to the pandemic, down from 183 pre-covid. 35 additional groups are commuting very intermittently, and 33 groups are teleworking.

In 2013, staff was directed to collect 100% of direct operating expenses, which includes vanpool division expenses, vehicle maintenance, fuel, and insurance. In 2019, vanpool direct operating costs were approximately \$1,472,000. Revenues from 2019 fares were approximately \$1,389,000. In 2019, fare cost recovery was at 94%. Adopting the proposed flat rate fare structure, based on 2019 fare recovery costs, is projected to generate \$1,124,000, which is 76% recovery of direct operating costs.

The current fare structure has more than 2,000 price points based on numerous variables which does not allow staff to inform potential customers or employers on the cost of vanpooling. The proposed flat rate fare structure will simplify fares so staff can clearly communicate and advertise the cost, reduce administrative costs, and attract essential and industrial workers who typically earn lower incomes.

As our community recovers from the pandemic, the flat rate fare structure provides a simplified solution to better support employees and employers. Increasing ridership and access is good for the community and is anticipated to help rebuild the program.

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5) **Alternatives:**

- A) Adopt flat rate fare structure
- B) Consider other fare structure options
- C) Continue with current fare structure

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6) **Budget Notes:** Using 2019 data, the proposed flat rate fare would decrease revenue by \$265,043 annually or \$22,087 monthly. At the lowest flat rate fare cost (\$75), 294 additional vanpool participants would need to participate to make up this revenue decrease.

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7) **Goal Reference:** Goal #4 - *“Provide responsive transportation options.”* Goal #2 - *“Assess the transportation needs of our community.”*

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8) **References:** Attachment - Vanpool Fare Charts.

- [4-Day Work Week](#)
- [5-Day Work Week](#)
- [6-Day Work Week](#)
- [7-Day Work Week](#)
- [9 x 80 Work Schedule](#)

**4-Day Work Week**

Effective:  
**January 1, 2013**

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$65	\$55	\$48	\$43	\$42	\$41	\$40	\$39	\$38	\$36	\$35
21-25	\$73	\$61	\$53	\$48	\$45	\$44	\$43	\$42	\$41	\$38	\$36
26-30	\$81	\$67	\$59	\$52	\$49	\$48	\$46	\$43	\$42	\$40	\$37
31-35	\$88	\$73	\$64	\$57	\$52	\$51	\$49	\$45	\$44	\$42	\$39
36-40	\$94	\$78	\$70	\$62	\$57	\$55	\$53	\$49	\$48	\$45	\$42
41-45	\$98	\$82	\$73	\$67	\$61	\$60	\$57	\$52	\$51	\$48	\$45
46-50	\$103	\$86	\$77	\$73	\$67	\$65	\$62	\$57	\$55	\$51	\$49
51-55	\$107	\$89	\$80	\$78	\$72	\$70	\$66	\$62	\$58	\$55	\$52
56-60	\$112	\$93	\$83	\$81	\$75	\$73	\$70	\$65	\$61	\$58	\$55
61-65	\$117	\$97	\$87	\$85	\$78	\$76	\$74	\$68	\$63	\$60	\$58
66-70	\$122	\$102	\$91	\$89	\$82	\$80	\$77	\$72	\$66	\$64	\$61
71-75	\$127	\$106	\$94	\$91	\$85	\$83	\$80	\$76	\$69	\$66	\$63
76-80	\$129	\$108	\$96	\$93	\$87	\$85	\$83	\$78	\$71	\$68	\$66
81-85	\$133	\$111	\$99	\$96	\$89	\$88	\$85	\$80	\$73	\$70	\$67
86-90	\$137	\$114	\$102	\$99	\$93	\$91	\$88	\$83	\$75	\$71	\$68
91-95	\$139	\$116	\$105	\$102	\$96	\$94	\$90	\$85	\$77	\$73	\$71
96-100	\$146	\$122	\$108	\$106	\$100	\$98	\$93	\$88	\$80	\$77	\$74
101-105	\$151	\$126	\$111	\$109	\$103	\$101	\$95	\$92	\$83	\$80	\$76
106-110	\$154	\$129	\$114	\$111	\$105	\$103	\$98	\$94	\$86	\$81	\$78
111-115	\$158	\$132	\$117	\$114	\$108	\$106	\$102	\$96	\$87	\$82	\$79
116-120	\$162	\$135	\$120	\$117	\$111	\$109	\$105	\$99	\$89	\$85	\$81
121-125	\$166	\$138	\$122	\$120	\$114	\$112	\$108	\$102	\$92	\$88	\$85
126-130	\$168	\$140	\$124	\$122	\$116	\$114	\$109	\$104	\$95	\$90	\$88
131-135	\$174	\$145	\$128	\$126	\$120	\$118	\$112	\$106	\$97	\$93	\$89
136-140	\$177	\$148	\$131	\$128	\$123	\$121	\$115	\$108	\$99	\$95	\$91
141-145	\$181	\$151	\$133	\$131	\$125	\$123	\$118	\$111	\$101	\$97	\$93
146-150	\$185	\$154	\$136	\$134	\$128	\$126	\$121	\$114	\$104	\$101	\$97
151-155	\$188	\$157	\$138	\$136	\$131	\$129	\$124	\$116	\$107	\$103	\$100
156-160	\$192	\$160	\$141	\$139	\$133	\$132	\$126	\$119	\$109	\$105	\$101
161-165	\$196	\$164	\$144	\$142	\$136	\$134	\$129	\$122	\$111	\$107	\$103
166-170	\$199	\$166	\$146	\$144	\$139	\$137	\$132	\$124	\$113	\$109	\$105
171-175	\$204	\$170	\$149	\$147	\$142	\$140	\$135	\$126	\$115	\$111	\$106
176-180	\$208	\$173	\$152	\$150	\$145	\$143	\$138	\$129	\$117	\$113	\$108
181-185	\$210	\$175	\$154	\$152	\$147	\$145	\$140	\$131	\$119	\$114	\$110
186-190	\$212	\$177	\$155	\$153	\$149	\$147	\$142	\$133	\$122	\$116	\$112
191-195	\$214	\$178	\$157	\$155	\$151	\$149	\$143	\$134	\$123	\$118	\$113
196-200	\$217	\$181	\$158	\$156	\$153	\$151	\$145	\$135	\$125	\$120	\$115

Fares based on a typical 4-day work week or an average of 17 work days per month.

**Daily Fares**

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

Vanpool | your Commute. only Better.

## 5-Day Work Week

Effective:  
**January 1, 2013**

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$69	\$58	\$50	\$44	\$43	\$42	\$40	\$37	\$36	\$35	\$33
21-25	\$79	\$66	\$58	\$51	\$47	\$46	\$45	\$41	\$40	\$39	\$36
26-30	\$88	\$73	\$64	\$57	\$52	\$51	\$49	\$45	\$43	\$42	\$39
31-35	\$95	\$79	\$71	\$64	\$58	\$56	\$54	\$49	\$47	\$46	\$43
36-40	\$100	\$83	\$74	\$69	\$63	\$61	\$58	\$53	\$52	\$49	\$46
41-45	\$105	\$87	\$78	\$76	\$68	\$66	\$64	\$59	\$56	\$53	\$50
46-50	\$110	\$92	\$82	\$81	\$74	\$72	\$68	\$64	\$60	\$57	\$53
51-55	\$116	\$96	\$86	\$85	\$77	\$75	\$73	\$68	\$62	\$59	\$57
56-60	\$122	\$102	\$91	\$89	\$82	\$80	\$77	\$72	\$66	\$64	\$61
61-65	\$128	\$106	\$94	\$91	\$85	\$83	\$81	\$77	\$70	\$66	\$64
66-70	\$130	\$108	\$96	\$93	\$87	\$85	\$84	\$79	\$72	\$69	\$67
71-75	\$136	\$114	\$101	\$98	\$92	\$90	\$87	\$82	\$74	\$70	\$68
76-80	\$140	\$117	\$104	\$102	\$96	\$94	\$89	\$85	\$76	\$73	\$70
81-85	\$146	\$122	\$108	\$106	\$100	\$98	\$93	\$88	\$80	\$77	\$74
86-90	\$151	\$126	\$111	\$109	\$103	\$101	\$95	\$92	\$83	\$80	\$76
91-95	\$155	\$129	\$114	\$112	\$106	\$104	\$99	\$95	\$86	\$82	\$78
96-100	\$160	\$133	\$118	\$116	\$110	\$108	\$103	\$97	\$87	\$83	\$79
101-105	\$165	\$138	\$122	\$119	\$113	\$110	\$107	\$101	\$91	\$87	\$83
106-110	\$167	\$139	\$124	\$121	\$115	\$112	\$109	\$104	\$94	\$90	\$87
111-115	\$174	\$145	\$128	\$126	\$120	\$118	\$112	\$106	\$97	\$93	\$89
116-120	\$178	\$149	\$131	\$129	\$123	\$120	\$116	\$109	\$100	\$95	\$91
121-125	\$183	\$152	\$134	\$132	\$126	\$123	\$119	\$112	\$102	\$98	\$94
126-130	\$186	\$155	\$137	\$135	\$129	\$125	\$122	\$115	\$106	\$102	\$99
131-135	\$190	\$159	\$140	\$138	\$132	\$129	\$125	\$118	\$108	\$104	\$101
136-140	\$196	\$163	\$143	\$141	\$136	\$133	\$129	\$121	\$111	\$106	\$103
141-145	\$199	\$166	\$146	\$144	\$139	\$136	\$132	\$124	\$113	\$109	\$105
146-150	\$205	\$171	\$150	\$148	\$143	\$139	\$135	\$126	\$116	\$111	\$107
151-155	\$209	\$174	\$153	\$151	\$146	\$142	\$139	\$130	\$118	\$113	\$109
156-160	\$211	\$176	\$155	\$153	\$149	\$145	\$141	\$132	\$121	\$115	\$111
161-165	\$213	\$178	\$157	\$155	\$151	\$147	\$143	\$134	\$123	\$117	\$113
166-170	\$217	\$181	\$158	\$156	\$153	\$149	\$145	\$135	\$125	\$120	\$115
171-175	\$219	\$182	\$160	\$158	\$154	\$150	\$147	\$137	\$127	\$122	\$117
176-180	\$221	\$185	\$162	\$160	\$157	\$153	\$149	\$139	\$129	\$124	\$119
181-185	\$223	\$187	\$165	\$163	\$159	\$155	\$151	\$142	\$131	\$126	\$121
186-190	\$226	\$189	\$167	\$165	\$161	\$157	\$154	\$144	\$134	\$128	\$124
191-195	\$228	\$191	\$169	\$167	\$163	\$160	\$156	\$146	\$136	\$130	\$126
196-200	\$230	\$193	\$171	\$169	\$165	\$161	\$158	\$148	\$138	\$133	\$128

Fares based on a typical 5-day work week or an average of 20 work days per month.

### Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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## 6-Day Work Week

Effective:  
**January 1, 2013**

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$79	\$66	\$58	\$51	\$48	\$47	\$45	\$42	\$40	\$39	\$36
21-25	\$90	\$75	\$66	\$58	\$54	\$52	\$50	\$46	\$45	\$43	\$40
26-30	\$97	\$81	\$73	\$66	\$61	\$59	\$56	\$51	\$50	\$47	\$45
31-35	\$103	\$86	\$77	\$74	\$68	\$66	\$62	\$58	\$55	\$52	\$49
36-40	\$110	\$92	\$82	\$80	\$75	\$72	\$68	\$64	\$60	\$57	\$53
41-45	\$117	\$98	\$87	\$85	\$79	\$77	\$74	\$69	\$63	\$61	\$58
46-50	\$125	\$104	\$92	\$90	\$84	\$82	\$79	\$74	\$68	\$65	\$62
51-55	\$129	\$108	\$96	\$93	\$87	\$85	\$83	\$78	\$72	\$69	\$66
56-60	\$136	\$114	\$101	\$98	\$92	\$90	\$87	\$82	\$74	\$70	\$68
61-65	\$140	\$116	\$105	\$102	\$96	\$94	\$90	\$85	\$77	\$74	\$71
66-70	\$149	\$124	\$110	\$107	\$101	\$99	\$94	\$90	\$82	\$78	\$75
71-75	\$154	\$128	\$113	\$111	\$105	\$103	\$98	\$94	\$86	\$81	\$78
76-80	\$160	\$133	\$118	\$116	\$110	\$108	\$103	\$97	\$87	\$83	\$79
81-85	\$166	\$138	\$122	\$120	\$114	\$112	\$107	\$102	\$92	\$88	\$84
86-90	\$171	\$142	\$126	\$124	\$118	\$116	\$111	\$105	\$96	\$91	\$88
91-95	\$177	\$148	\$130	\$128	\$122	\$120	\$115	\$108	\$99	\$94	\$91
96-100	\$183	\$152	\$134	\$132	\$126	\$124	\$119	\$112	\$102	\$98	\$94
101-105	\$187	\$156	\$137	\$135	\$130	\$128	\$123	\$116	\$106	\$103	\$99
106-110	\$193	\$161	\$141	\$139	\$135	\$133	\$127	\$119	\$109	\$105	\$102
111-115	\$198	\$165	\$145	\$143	\$139	\$137	\$131	\$123	\$112	\$109	\$104
116-120	\$205	\$171	\$150	\$148	\$144	\$142	\$135	\$126	\$116	\$111	\$107
121-125	\$210	\$175	\$153	\$151	\$147	\$145	\$139	\$131	\$119	\$114	\$109
126-130	\$212	\$177	\$156	\$154	\$150	\$148	\$142	\$133	\$122	\$116	\$112
131-135	\$216	\$180	\$158	\$156	\$153	\$151	\$145	\$135	\$124	\$119	\$114
136-140	\$219	\$182	\$160	\$158	\$155	\$153	\$147	\$137	\$127	\$122	\$117
141-145	\$221	\$185	\$162	\$160	\$157	\$155	\$149	\$139	\$129	\$124	\$119
146-150	\$223	\$187	\$165	\$163	\$159	\$157	\$151	\$142	\$131	\$126	\$121
151-155	\$226	\$189	\$167	\$165	\$161	\$160	\$154	\$144	\$134	\$128	\$124
156-160	\$228	\$191	\$169	\$167	\$163	\$161	\$156	\$146	\$136	\$130	\$126
161-165	\$230	\$193	\$171	\$169	\$165	\$163	\$158	\$148	\$138	\$133	\$128
166-170	\$232	\$195	\$173	\$171	\$167	\$165	\$160	\$150	\$140	\$135	\$130
171-175	\$234	\$197	\$175	\$173	\$169	\$167	\$162	\$152	\$142	\$137	\$132
176-180	\$236	\$199	\$177	\$175	\$171	\$169	\$164	\$154	\$144	\$139	\$134
181-185	\$238	\$201	\$179	\$177	\$173	\$171	\$166	\$156	\$146	\$141	\$136
186-190	\$240	\$203	\$181	\$179	\$175	\$173	\$168	\$158	\$148	\$143	\$138
191-195	\$242	\$205	\$183	\$181	\$177	\$175	\$170	\$160	\$150	\$145	\$140
196-200	\$244	\$207	\$185	\$183	\$179	\$177	\$172	\$162	\$152	\$147	\$142

Fares based on a typical 6-day work week or an average of 25 work days per month.

### Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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## 7-Day Work Week

Effective:  
**January 1, 2013**

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$88	\$73	\$64	\$57	\$52	\$51	\$49	\$45	\$44	\$42	\$39
21-25	\$96	\$80	\$72	\$65	\$60	\$58	\$55	\$51	\$50	\$47	\$44
26-30	\$103	\$86	\$77	\$74	\$68	\$66	\$62	\$58	\$55	\$52	\$49
31-35	\$112	\$93	\$83	\$82	\$75	\$73	\$70	\$65	\$61	\$58	\$55
36-40	\$120	\$100	\$89	\$88	\$81	\$79	\$76	\$71	\$65	\$63	\$60
41-45	\$128	\$107	\$95	\$92	\$86	\$84	\$82	\$77	\$71	\$67	\$64
46-50	\$134	\$112	\$99	\$97	\$90	\$88	\$86	\$81	\$73	\$70	\$67
51-55	\$138	\$115	\$104	\$101	\$95	\$93	\$89	\$85	\$76	\$73	\$70
56-60	\$149	\$124	\$110	\$107	\$101	\$99	\$94	\$90	\$82	\$78	\$75
61-65	\$155	\$129	\$114	\$112	\$106	\$104	\$99	\$95	\$86	\$82	\$78
66-70	\$162	\$135	\$120	\$117	\$111	\$109	\$105	\$99	\$89	\$85	\$81
71-75	\$167	\$139	\$124	\$121	\$115	\$113	\$109	\$104	\$94	\$90	\$87
76-80	\$175	\$146	\$129	\$127	\$121	\$119	\$113	\$107	\$98	\$94	\$90
81-85	\$182	\$151	\$133	\$131	\$125	\$123	\$118	\$111	\$101	\$97	\$94
86-90	\$187	\$156	\$137	\$135	\$130	\$128	\$123	\$116	\$106	\$103	\$99
91-95	\$194	\$162	\$142	\$140	\$135	\$133	\$128	\$120	\$110	\$106	\$102
96-100	\$199	\$166	\$146	\$144	\$140	\$138	\$132	\$124	\$113	\$109	\$105
101-105	\$208	\$173	\$152	\$150	\$146	\$144	\$138	\$129	\$117	\$113	\$108
106-110	\$211	\$176	\$155	\$153	\$149	\$147	\$141	\$132	\$121	\$115	\$111
111-115	\$215	\$179	\$157	\$155	\$152	\$150	\$144	\$135	\$124	\$118	\$114
116-120	\$219	\$182	\$160	\$158	\$155	\$153	\$147	\$137	\$127	\$122	\$117
121-125	\$221	\$185	\$162	\$160	\$157	\$155	\$149	\$139	\$129	\$124	\$119
126-130	\$223	\$187	\$165	\$163	\$159	\$157	\$151	\$142	\$131	\$126	\$121
131-135	\$226	\$189	\$167	\$165	\$161	\$160	\$154	\$144	\$134	\$128	\$124
136-140	\$228	\$191	\$169	\$167	\$163	\$161	\$156	\$146	\$136	\$130	\$126
141-145	\$230	\$193	\$171	\$169	\$165	\$163	\$158	\$148	\$138	\$133	\$128
146-150	\$232	\$195	\$173	\$171	\$167	\$165	\$160	\$150	\$140	\$135	\$130
151-155	\$234	\$197	\$175	\$173	\$169	\$167	\$162	\$152	\$142	\$137	\$132
156-160	\$236	\$199	\$177	\$175	\$171	\$169	\$164	\$154	\$144	\$139	\$134
161-165	\$238	\$201	\$179	\$177	\$173	\$171	\$166	\$156	\$146	\$141	\$136
166-170	\$240	\$203	\$181	\$179	\$175	\$173	\$168	\$158	\$148	\$143	\$138
171-175	\$242	\$205	\$183	\$181	\$177	\$175	\$170	\$160	\$150	\$145	\$140
176-180	\$244	\$207	\$185	\$183	\$179	\$177	\$172	\$162	\$152	\$147	\$142
181-185	\$246	\$209	\$187	\$185	\$181	\$179	\$174	\$164	\$154	\$149	\$144
186-190	\$248	\$211	\$189	\$187	\$183	\$181	\$176	\$166	\$156	\$151	\$146
191-195	\$250	\$213	\$191	\$189	\$185	\$183	\$178	\$168	\$158	\$153	\$148
196-200	\$252	\$215	\$193	\$191	\$187	\$185	\$180	\$170	\$160	\$155	\$150

Fares based on a typical 7-day work week or an average of 30 work days per month.

### Daily Fares

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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**9/80 Work Week**

Effective:  
**January 1, 2013**

Daily Round-trip Miles	Monthly Fare (per person)										
	Number of people:										
	5	6	7	8	9	10	11	12	13	14	15
20 or less	\$68	\$57	\$49	\$44	\$41	\$40	\$39	\$38	\$36	\$35	\$32
21-25	\$77	\$64	\$56	\$50	\$46	\$45	\$43	\$42	\$41	\$38	\$35
26-30	\$86	\$72	\$63	\$56	\$51	\$50	\$48	\$45	\$44	\$41	\$38
31-35	\$93	\$78	\$69	\$62	\$57	\$55	\$53	\$49	\$48	\$45	\$42
36-40	\$98	\$82	\$73	\$67	\$62	\$60	\$57	\$52	\$51	\$48	\$45
41-45	\$103	\$86	\$77	\$73	\$67	\$65	\$62	\$57	\$55	\$51	\$49
46-50	\$108	\$90	\$81	\$79	\$72	\$70	\$66	\$62	\$58	\$56	\$52
51-55	\$113	\$94	\$84	\$82	\$77	\$75	\$71	\$66	\$61	\$58	\$56
56-60	\$119	\$99	\$88	\$86	\$80	\$78	\$75	\$70	\$64	\$62	\$59
61-65	\$124	\$104	\$92	\$90	\$83	\$81	\$79	\$74	\$68	\$65	\$62
66-70	\$128	\$107	\$95	\$92	\$86	\$84	\$82	\$77	\$71	\$68	\$65
71-75	\$132	\$110	\$98	\$95	\$89	\$87	\$85	\$80	\$73	\$70	\$67
76-80	\$137	\$114	\$102	\$99	\$93	\$91	\$88	\$83	\$75	\$71	\$68
81-85	\$139	\$116	\$105	\$102	\$96	\$94	\$90	\$85	\$77	\$73	\$71
86-90	\$147	\$123	\$109	\$106	\$100	\$98	\$93	\$89	\$81	\$77	\$74
91-95	\$151	\$126	\$112	\$109	\$103	\$101	\$96	\$92	\$84	\$80	\$76
96-100	\$155	\$129	\$114	\$112	\$106	\$104	\$99	\$95	\$86	\$82	\$78
101-105	\$160	\$133	\$118	\$116	\$110	\$108	\$103	\$97	\$87	\$83	\$79
106-110	\$165	\$138	\$122	\$119	\$113	\$111	\$107	\$101	\$91	\$87	\$83
111-115	\$167	\$139	\$124	\$121	\$115	\$113	\$109	\$104	\$94	\$90	\$87
116-120	\$173	\$144	\$127	\$125	\$119	\$117	\$112	\$106	\$97	\$92	\$89
121-125	\$177	\$148	\$130	\$128	\$123	\$121	\$115	\$108	\$99	\$95	\$91
126-130	\$182	\$151	\$133	\$131	\$126	\$124	\$118	\$111	\$101	\$97	\$94
131-135	\$185	\$154	\$136	\$134	\$128	\$126	\$121	\$114	\$105	\$101	\$98
136-140	\$189	\$157	\$139	\$137	\$131	\$129	\$124	\$117	\$107	\$104	\$100
141-145	\$194	\$161	\$142	\$140	\$135	\$133	\$127	\$120	\$109	\$105	\$102
146-150	\$198	\$165	\$145	\$143	\$138	\$136	\$131	\$123	\$112	\$108	\$104
151-155	\$202	\$169	\$148	\$146	\$142	\$140	\$134	\$125	\$115	\$111	\$106
156-160	\$207	\$172	\$151	\$149	\$145	\$143	\$137	\$128	\$117	\$112	\$108
161-165	\$210	\$175	\$153	\$151	\$148	\$146	\$140	\$131	\$119	\$114	\$110
166-170	\$212	\$177	\$155	\$153	\$150	\$148	\$142	\$133	\$122	\$116	\$112
171-175	\$215	\$179	\$157	\$155	\$152	\$150	\$144	\$135	\$124	\$118	\$114
176-180	\$217	\$181	\$159	\$157	\$154	\$152	\$146	\$136	\$125	\$120	\$116
181-185	\$219	\$182	\$160	\$158	\$154	\$153	\$147	\$137	\$127	\$122	\$117
186-190	\$221	\$185	\$162	\$160	\$157	\$155	\$149	\$139	\$129	\$124	\$119
191-195	\$223	\$187	\$165	\$163	\$159	\$157	\$151	\$142	\$131	\$126	\$121
196-200	\$226	\$189	\$167	\$165	\$161	\$159	\$154	\$144	\$134	\$128	\$124

Fares based on a typical 9/80 work week or an average of 19 work days per month.

**Daily Fares**

daily round-trip miles	daily fare
1-55	\$8
56-95	\$10
95+	\$12

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## **Authority Meeting Highlights** *a brief recap of the April 7, 2021 Authority Meeting*

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

### **Action Items:**

- Authorized the General Manager to extend the Walk N Roll lease with Chea Ung & Mi Hwa Yu effective November 1, 2021 through October 31, 2022 and increasing the total combined contract value to \$130,800. *(Jeff Peterson)*

### **Other Items of Interest**

- Rob LaFontaine, Planning Manager, introduced the Planning staff and provided a presentation and dialog about the primary functions performed by the Intercity Transit Planning Division, including transit policies and trade-offs.

### **General Manager's Report:**

Freeman-Manzanares announced that Rob LaFontaine, Planning Manager took on the role of Chair for TRPC's Technical Advisory Committee and will serve in that role for one year.

Intercity Transit continues to navigate all things COVID, internally and externally, as well as a variety of detours. Freeman-Manzanares gave IT staff a "shout-out" for their professionalism and resiliency. While the situation continues to be taxing, they respond amazing well under the circumstances.

The March 21, 2021, service change went well. Along with the expanded service, some of the Advanced Reservation rides were eliminated, and we started to see increases in ridership. Staff will continue to monitor this.

We continue to transport individuals to vaccination sites. Other counties and transit systems are working to define how to provide equal access and free transportation so individuals who wish to receive the vaccine can do so. By approving a 5-year zero-fare demonstration project, IT is already in position to offer that access.

The January sales tax information came in at the end of March. It was an increase of 7.4% over 2020 – received \$5,505,167 in sales tax.

IT's Zero-Fare has sparked a lot of interest:

- Recently, Councilmember Gilman and Freeman-Manzanares participated in a radio interview called, "Cool Solutions." Cool Solutions is a nationally syndicated radio show/podcast telling stories about climate action from the bottom up. Targeting communities throughout the nation and how they raise money by doing things like zero-fare and looking at different climate solutions. Their website is <https://www.cool-solutions.org/>
- IT is participating in a study with the Transportation Research Cooperative Program to help develop a framework for evaluating fare-free transit; and
- IT was asked to participate in a doctoral thesis.

Operator candidates are being interviewed over the next two weeks. It is an open recruitment and anyone who wants to join our team and would be a great fit are encouraged to apply at [www.intercitytransit.com](http://www.intercitytransit.com).

Staff is gearing up for the May Bicycle Commuter Challenge. Cycling has taken on a new importance during the pandemic. To adapt to the evolving circumstances COVID presents, Thurston County residents are encouraged to get outside and bike for any reason – not just commuting to work. Duncan Green will present to the ITA on April 21, 2021, to provide an update.

The Pattison Street construction project is progressing well and is on schedule and within budget. Staff is looking forward to welcoming the ITA and Congresswoman Strickland onsite Monday, April 12, 2021 at 2:30 p.m. for the “topping off” ceremony.

Four of the thirteen new coaches are onsite undergoing new vehicle inspections. The date they go into service is uncertain as we install the new Computer Automated Dispatch/Automated Vehicle Location system. These vehicles will be the “pilot” vehicles.

The Hydrogen Fuel Cell Electric Bus demonstration held March 25, 2021 onsite went well. Regional Correspondent, Tom Banse, who reports for NPR, was onsite and interviewed Intercity Transit. IT is featured in the following news articles from U. S. News and NW News Network:

<https://www.usnews.com/news/best-states/washington/articles/2021-04-02/pacific-northwest-officials-consider-hydrogen-fuel>

<https://www.nwnewsnetwork.org/post/interest-hydrogen-fuel-growing-pacific-northwest-and-tax-dollars-following>

In terms of the State Legislative Session, thus far, IT has half of what was requested for DASH funding in both the Senate and the House, transportation budget, all three of the Regional Mobility Grant projects are in both budgets, that includes \$5M for Pattison Street project. As LaFontaine, mentioned, IT completed the 2020 reporting to the National Transit Database which is a heavy lift and everyone did a fantastic job.

Intercity Transit completed the Federal Transit Administration Triennial Review which was a two-year process. The Triennial Review is a management tool for examining IT’s performance and adherence to FTA requirements and policies. It examines 21 areas that includes procurement, drug and alcohol, safety, maintenance, Americans with Disabilities, Equal Employment, etc. It is a tremendous effort and Intercity Transit emerged triumphant. The reviewers were very impressed – typically, the highest praise is to say we were not deficient. However, the reviewers said IT’s review was “perfect.”

Freeman-Manzanares gave a special “shout-out” to Grants Coordinator, Jessica Gould, for coordinating the Triennial Review process. And a “shout-out” to the team: Eric Phillips, Jonathon Yee, Heather Stafford-Smith, Emily Bergkamp, Suzanne Coit, Rob LaFontaine, Steve Krueger, Kevin Karkoski, Tammy Ferris, Katie Cunningham, Sara Bradley, Claudia Green, Nancy Trail and Pat Messmer.

Prepared April 8, 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		Absent	Absent									
David	Bonauto												
Billie	Clark	Absent	Absent	Absent									
Denise	Clark		Absent	Absent									
Nikki	Crist												
Jonah	Cummings	Absent	Absent	Absent									
Ursula	Euler												
Ty	Flint	Absent											
Isha	Gabriel	Absent	Absent	Absent									
John	Gear	Absent											
Jihan	Grettenberger												
Marie	Lewis	Absent	Absent										
Jini	Namboothiri	Absent	Absent	Absent									
Joan	O'Connell	Absent	Absent	Absent									
Scott	Paris	Absent	Absent	Absent									
Carissa	Putt	Absent	Absent	Absent									
Marilyn	Scott												
Walter	Smit												
Allison	Spector			Absent									

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