

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
October 18, 2021 - Virtual Meeting  
5:30 PM**

**This meeting will be through remote access.** Please join the meeting from your computer, tablet, or smartphone by clicking the following link:

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<tel:+18668994679,812728397#> United States: +1 (571) 317-3116 - One-touch:

<tel:+15713173116,812728397#> Access Code: 812-728-397

**CALL TO ORDER**

- |              |                                                                     |                |
|--------------|---------------------------------------------------------------------|----------------|
| <b>I.</b>    | <b>APPROVE AGENDA</b>                                               | <b>1 min.</b>  |
| <b>II.</b>   | <b>INTRODUCTIONS</b>                                                | <b>1 min.</b>  |
|              | <b>A. Intercity Transit Authority Representative CAROLINA MEJIA</b> |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>                                           | <b>3 min.</b>  |
|              | <b>A. October 20, 2021, Work Session - (Isha Gabriel)</b>           |                |
|              | <b>B. November 3, 2021, Regular Meeting - (Denise Clark)</b>        |                |
|              | <b>C. November 17, 2021, Work Session - (Walter Smit)</b>           |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES - July 19, 2021</b>                          | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>                                                 |                |
|              | <b>A. Roadmap to a Zero Emissions Fleet - (Jonathon Yee)</b>        | <b>60 min.</b> |
|              | <b>B. Nomination of Officers (Ann Freeman-Manzanares)</b>           | <b>5 min.</b>  |
| <b>VI.</b>   | <b>CONSUMER ISSUES - All</b>                                        | <b>15 min.</b> |
| <b>VII.</b>  | <b>REPORTS</b>                                                      |                |
|              | <b>A. General Manager's Report (Ann Freeman-Manzanares)</b>         |                |
| <b>VIII.</b> | <b>NEXT MEETING - November 15, 2021</b>                             |                |
| <b>IX.</b>   | <b>ADJOURNMENT</b>                                                  |                |

**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**  
**July 19, 2021 – Virtual Meeting**

**CALL TO ORDER**

Vice-Chair Smit called the virtual July 19, 2021, virtual meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

**Members Present:** Vice-Chair Walter Smit; Ty Flint; Marilyn Scott; Nikki Crist; John Gear; Allison Spector; Joan O’Connell; Jihan Grettenberger; David Bonauto, and Marie Lewis.

**Absent:** Chair Ursula Euler; Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Scott Paris; Gene Angel; Carissa Putt, and Denise Clark.

**Staff Present:** Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Duncan Green; Cindy Fisher-Waterhouse; Jessica Gould; Daniel Van Horn, and Roshan KC.

**Others attending:** Eliane Wilson.

**APPROVAL OF AGENDA**

It was M/S/A by TY FLINT and JOAN O’CONNELL to approve the meeting agenda.

**APPROVAL OF MINUTES**

It was M/S/A by JOAN O’CONNELL and TY FLINT to approve the minutes of the June 21, 2021, CAC Meeting.

**INTRODUCTIONS**

Euler introduced Authority member, SUE PIERCE, as the ITA representative attending the meeting.

**ITA MEETING ATTENDANCE SCHEDULE**

- A. July 21, 2021 – Ty Flint
- B. August 4, 2021 – John Gear
- C. August 18, 2021 – Jihan Grettenberger

**NEW BUSINESS**

- A. **2021 BICYCLE COMMUTER CHALLENGE UPDATE** – *(Duncan Green)* Green introduced himself as the coordinator of the Bicycle Commuter Challenge (BCC). The BCC is celebrating its’ 34<sup>th</sup> consecutive year this year. Green indicated he was able to keep the BCC rolling this year and persevere despite some pretty dramatic changes in people’s commuting habits. In light of the ever-evolving pandemic the BCC has had to adapt the past two years. The program continued to focus on the all-around benefits of bicycling, including individual and community health benefits, in addition to the immense advantages of bicycling as a means of transportation. This year the program held a winter BCC in February with a record number

of miles ridden and they nearly matched last year's level of participation. In April they held the bike art challenge which generated the inspiration of this year's theme, "Bicycle for Joy." In May they held an adapted Earth Day market ride, bike to work day, and the youth bike challenge. Green shared some statistics from the winter BCC which included 270 riders, representing 60 different BCC teams, that rode over 1800 days and 19,500 miles. He shared some of the art from the bicycle art challenge. The main BCC and youth bike challenge combined included 713 riders, on 70 different teams, reporting 69,000 miles, on over 6,400 days. Almost 200 of the people were doing the BCC for the first time. The average rider rode for 9.3 days for 97 miles for the month. He shared the logos of several of the sponsors. They restarted their sponsorship program after letting everyone take a break last year. This year there were over 40 sponsors. The vast majority were able to come back and support the event again this year. The local business community is still very supportive. He shared some of the prizes awarded this year with the grand prize being a gift certificate from Adventure Cycling Association for two, for a trip anywhere in the country. He also highlighted a beautiful basket provided by Alaffia filled with some of their skincare products that he was able to deliver today. There was also a full- size quilt made by a BCC participant incorporating all types of bicycle imagery and old t-shirts.

Green shared a recent testimonial:

"Thanks to you, and everyone at IT for all you do in support of making bicycling safe and popular in Thurston County. I participated in essentially every year's contest for the past 30 plus years. Most years, that meant somewhere between 4 and 7 days a week. Anyway, please know that your efforts are both appreciated and important." -D. Buster

Green added that hearing back from the community that it is making a difference is very rewarding. He is looking forward to seeing how the BCC can best serve the community next year which will be the 35<sup>th</sup> anniversary year.

*Green answered questions.*

*Smit* – asked what the average sponsor contributes.

*Green* – indicated it depends on the type of business contributing and they keep it very flexible. Some contribute services, coupons, or prizes.

*O'Connell* – shared a shout out to Green and his team for all their hard work over the years. The community obviously appreciates the work.

**B. FIVE-YEAR VANPOOL FARE DEMONSTRATION PROJECT - (Cindy Fisher-Waterhouse)**

Fisher-Waterhouse indicated they are proposing a simplified solution for vanpool fares to reduce barriers related to access, while supporting economic recovery in the community as employees return to work following the pandemic. She shared slides depicting the current vanpool structure with over 2,000 price points. Staff is proposing that the fares be simplified. They spoke to the CAC in April and listened to the comments concerning things that needed to be addressed and have come up with a final proposed sample fare structure. Anyone can look at it and understand it, and it's easy for staff to administer. This is done in 25 mile/ dollar increments. There is a daily trip fare to accommodate those not in a group and to address hybrid work schedules.

**The ITA/CAC feedback included may positive comments:**

- Beneficial to offer multiple fare zones to include shorter commutes
- Incentivizing subsidy would be advantageous
- Lower income people lack transportation and employers are struggling to hire as a result
- Uncertainty for vanpool demand for State workers – this is an opportunity to adjust cost recovery to attract customers from different industries
- Very smart thinking because you can't sell something if you can't tell people the price
- Good step in the mission and vision of the agency – focused on getting people where they need to go – like zero fare
- Makes complete sense to roll this out as people return to work and consider alternative modes of transportation
- Goal to increase ridership and bring vanpool back to a healthy status asap
- Current fare structure is way too complex
- Consensus to adopt a new fare structure and lower cost recovery rate
- People centered rather than bottom line and getting more cars off the road
- Make it simple for staff and the public

**Flat fare benefit include:**

- Advertise and communicate cost of vanpool – best marketing strategy
- Reduce administrative costs of collecting fares by reducing staff time from 160 to 40 hours/month
- Allow more staff focus on outreach, recruitment, and retention
- Attract employers and encourage subsidies
- Attract essential, industrial, lower income workers with affordable, consistent fares
- Retention – the fare is not based on the ridership it's individual
- Per person fare allows groups to split for social distancing without changing cost
- Per person fare allows for hybrid or intermittent work schedules
- For the first time in vanpool history staff will be able to tell potential customers and employers how much vanpooling costs

**Cost Recovery:**

**2019 Actual Revenue**

- Annual Revenue - \$1,389,143 – monthly average \$115,762
- Direct Operating Costs - \$1,471,873
- 94% Direct Cost Recovery

**Projected Revenue based on 2019 data implementing flat rate**

- Annual Revenue - \$1,019,100 – monthly average \$84,925
- Direct Operating Costs - \$1,471,873
- 69% Direct Cost Recovery
- Increased ridership expected with ability to market program effectively by clearly stating the cost to vanpool

Staff seeks a recommendation from the CAC for the ITA to move forward with the proposed five-year vanpool fare demonstration project including a public hearing for the proposal and adopting a resolution for a five-year vanpool fare demonstration project.

*Fisher-Waterhouse answered questions.*

*Smit* – asked if there is an incentive to keep a vanpool full like 10% off.

*Fisher-Waterhouse* – indicated there is not in this proposal. It is difficult to administer and track, but she agreed that it is a good idea.

*Freeman-Manzanares* – added that Fisher-Waterhouse touched on the administrative cost and the savings from this eight step fare structure as opposed to 2,000. When you start adding things like a 10% discount it becomes more complicated. Staff has discussed the idea and how they might potentially make changes, and the reason it is a demonstration project is they haven't perfected the way to sell vanpool yet. Your point is well taken Walter because they do want to make sure they can take as many people off the road or as many cars off the road as possible. One of the changes in the state legislature this last session was changing the number of individuals required in a vanpool from five to three. The state recognized that sometimes it is difficult to get that many people together to vanpool from one place to another. Getting two cars off the road is still important. Vanpool staff will be looking at a wide range of possibilities in this demonstration to see if they can get the program back to 180 groups and maybe beyond. Then they will come back and have more conversations about what that looks like.

*O'Connell* – thanked Fisher-Waterhouse for the innovation. A lot changed due to the pandemic and with all the struggles this is definitely an improvement. Might take time to get there but it is a much easier system.

*Grettenberger* – added it's great that staff is moving forward with a solidified plan and she looks forward to seeing it roll out.

*Freeman-Manzanares* – asked if the committee wish to have a conversation first or forward a consensus to the authority to move forward with the demonstration project.

*Smit* – called for any dissenting opinions.

*Smit* – added that staff might look at some other ways to incentivize more people to be in the same vanpool.

Gear provided a motion and second was received from O'Connell to forward a recommendation to move forward with the five-year vanpool fare demonstration project to the Authority.

## **CONSUMER ISSUES**

- *Spector* – indicated she is very excited about the return of the route to Tacoma and had the pleasure of using it today.  
*Grettenberger* – added that it is such an important bus to assist people in moving between counties.
- *Smit* – inquired if the agency communicates with other transit agencies about what is working well and what isn't.

*Freeman-Manzanares* – indicated WSTA has a number of groups that get together and even more so through COVID to share what works and what doesn't. There is also APTA which meets on a national/international level to check in on what is going well and what isn't including legislative matters through COVID and beyond.

- *Spector* – shared that safety at the bus stops continues to be an issue. She recently had an issue at the Safeway/Martin Way stop where she was accosted. It was possibly last Saturday.
- *Bergkamp* – indicated she would reach out to her for specifics via email to see if they can follow up on the incident.

## **REPORTS**

- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
  - A new class of 6 operators started today. Another is starting in September. If there is someone to refer the applications are available on IT's website: [www.intercitytransit.com](http://www.intercitytransit.com).
  - Staff was hoping to be back at pre-pandemic service levels in March, 2022 but won't be able to do so without more operators. Any assistance in recruiting would be appreciated.
  - Allison, Ty and Jihan volunteered to be on the CAC Ad Hoc Committee to select new members. David and Ursula volunteered to be alternates. Interviews are scheduled for November 3 and Nancy will send out a calendar invite. Applications will be available 9/1/21 and due 10/8/21 and ITA will select applicants to interview on 10/20/21. The ITA will appoint new members at either the 11/17/21 or 12/1/21 meetings.
  - As was mentioned earlier, the agency restored a portion of the Olympia Express service as of today. She appreciated the nice comments on this and the agency is glad to be able to restore that service.
  - Staff continues to study alternative fuels and they are focusing on hydrogen and the potential of utilizing solar power to create clean hydrogen. Staff submitted a response to the Department of Energy on a nationwide request for information to let them know the agency's interest in green hydrogen. Staff looks forward to partnering as research and technology continues to evolve. Staff intends to come chat about the alternative fuels journey in the next few months to share what they have learned.
  - Several CAC members were able to make it to the construction site visit a few weeks ago. If you weren't able to make it there will be another and it will most likely be on another Friday around 3:00 pm. The site currently belongs to the contractor during construction and tours will be done when it works best for them. The project remains on schedule and within budget.
  - Staff continues to work on the design for the maintenance facility and the remainder of the campus.
  - The north parcel including the ops, fuel wash and facilities are anticipated to be open in late summer/fall of 2022.
  - Staff is working on the 2022 budget and will provide a presentation to the CAC about the proposed budget in September with public comment later in the year and approval likely at the December 1 ITA meeting.
- *Flint* – remarked he noticed the progress on the Styrofoam and concrete walls along Martin Way since the site visit.
- She thanked the committee for such great feedback on the vanpool fare structure and noted that their comments helped staff come up with the proposal and will help better serve the broader community.

**Intercity Transit Community Advisory Committee**

**July 19, 2021**

**Page 6 of 6**

*O'Connell* – thanked staff and the ITA for listening, considering, and utilizing the feedback. There are a lot of CAC's out there that don't stand the test of time because they don't feel heard.

*Pierce* – added that despite her technical difficulties tonight she wanted to share that the ITA spends time reading the minutes and appreciates the questions and remarks shared by the CAC.

**NEXT MEETING: August 16, 2021.**

**ADJOURNMENT**

**It was M/S/A by JOHN GEAR and TY FLINT to adjourn the meeting at 6:15 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210621.docx



**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: October 18, 2021**

**FOR:** Community Advisory Committee

**FROM:** Jonathon Yee (360) 360.705.5884

**SUBJECT:** Roadmap to a Zero-Emissions Fleet

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- 1) **The Issue:** Update the CAC regarding staff's recommended path and plans toward a zero-emissions fleet.

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  - 2) **Recommended Action:** No action is required. This presentation is for information and discussion.

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  - 3) **Policy Analysis:** To keep the CAC abreast of new transit fleet technology in the development of a plan for the transition of the agency fleet.

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  - 4) **Background:** Staff will share information about the agency's actions, both past and present, to reduce vehicle emissions, as well as discuss recommended future steps toward a zero-emission fleet.

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

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  - 6) **Budget Notes:** Multiple projects supporting the future steps are included in the 2021 budget and the proposed 2022 budget. Staff plans to initiate budgeted work in the coming months.

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  - 7) **Goal Reference:** **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:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #6:** *"Encourage use of our services."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*

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

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: October 18, 2021**

**FOR:** Community Advisory Committee

**FROM:** Ann Freeman-Manzanares, General Manager, 360.705.5838

**SUBJECT:** Nominations of Officers

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- 1) **The Issue:** To nominate members to serve one-year terms as the officers of the group (Chair and Vice Chair) for the January – December, 2022 year.
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- 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair.
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- 3) **Policy Analysis:** Per the CAC By Laws and Operating Principles, officers will be nominated in October and elected in November for one-year terms.
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- 4) **Background:** CAC Chair Ursula Euler has completed a one year term and Vice Chair Walter Smit has completed a one term in their respective positions. The By Laws and Operating Principles provide:

**OFFICERS/TERM OF OFFICE**

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in October (either self-nomination or nomination by others) and affirmation by majority vote in November.  
(Amended 07/16/01; 02/06/08; 7/6/16).

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.”

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.

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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 By Laws.

**Authority Meeting Highlights**  
***a brief recap of the September 1, 2021, Authority Meeting***

The meeting was held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

**Wednesday night, the Authority:**

- Authorized the General Manager, pursuant to Washington State Contract 06719, to purchase twenty-eight (28) replacement Dial-A-Lift vehicles from Schetky Northwest in an amount of \$5,016,692. (*Katie Cunningham*)
- Received an update on the ongoing restoration of fixed-route bus service during the COVID-19 pandemic. (*Rob LaFontaine and Steve Swan*)
- Adopted the Universal Vaccination Requirement, Resolution 03-2021. (*Ann Freeman-Manzanares*)

**Other items of interest:**

- Cameron Crass introduced Operator Class 21-03: *John Taylor, Ronald Bice, Shaundra Everett, Sharon Aldridge, Robert Preble, Tyler Bain, and Terry Swartos.*
- Rob Rinehart introduced Roshan KC, Network Systems Analyst.

**General Manager's Report:**

- The COVID pandemic, particularly the reality of the Delta variant, requires that Intercity Transit remain flexible. As our path changes, Freeman-Manzanares will notify the Authority of possible changes.
- The Transportation Security Administration extended the Federal Mask Mandate for planes, trains, ferries, buses through January 18, 2022.
- The State Auditor notified us this week that Intercity Transit received a perfect State Audit. Such a designation requires many talented people doing their job extremely well, and it really encompasses individuals throughout the entire organization. Freeman-Manzanares recognized, in particular, Finance Manager, Suzanne Coit, Accounting Supervisor, Angie Shamburger, and the entire Finance Team, Development Director, Eric Phillips, Grants Program Administrator, Jessica Gould, Procurement Manager, Steve Krueger, Procurement Coordinators, Katie Cunningham, Tammy Ferris, Jeff Peterson, and Inventory Supervisor, Jon Licht.

**Authority Meeting Highlights**  
***a brief recap of the September 15, 2021, ITA/CAC Joint Meeting***

The meeting was held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14.](#)

**Wednesday night, the Authority:**

- Hosted the first remote Joint Meeting of the Authority and the Community Advisory Committee since the start of the COVID pandemic.
- Received an introduction to the proposed 2022 Draft Budget.
- Authorized the General Manager to execute a consultant services contract with Iteris, Inc. to perform engineering and support services for the implementation of transit signal priority and similar strategies consistent with the regional smart corridors project. *(Jeff Peterson)*
- Adopted Resolution 02-2021 implementing the five-year, flat rate vanpool fare structure demonstration project. *(Cindy Waterhouse)*
- Authorized the General Manager to execute a purchase order to SHI International Corp. in an amount not-to-exceed \$289,102.38, excluding tax, for implementation and one-year of maintenance, reporting, and hosting. *(Jeff Peterson)*

**Other items of interest:**

- Intercity Transit's Federal Advocate, Dale Learn, of Gordon Thomas Honeywell Governmental Affairs, provided an update on activities affecting public transportation in Washington D. C.
- Nicky Upson and Rob Rinehart provided an update on the agency's website enhancement project.

**General Manager's Report:**

- Freeman-Manzanares acknowledged an event that took place on September 4, 2021, resulting in a shooting at the Olympia Transit Center. Fortunately, no staff or passengers were directly involved or injured. No one should ever have to deal with individuals placing others in danger as they attempt to use public transportation. Staff responded well to this frightening event taking care of themselves and our passengers. We offered staff our Employee Assistance Program, which provides counseling services for anyone struggling with the event. There may be another event in town this weekend, and we are hoping that is not the case. However, Operations are preparing and sharing best practices just in case.
- The Pattison Project is going well, and the contractor is focusing on making sure the building is watertight as winter approaches. Freeman-Manzanares said the forecast predicts about 2" of rain this weekend.

- Staff is recruiting for the Community Advisory Committee and applications are due October 8, 2021.
- Staff is accepting applications for the Surplus Van Grant Program for non-profit organizations and agencies. Applications are due Wednesday, October 13, 2021. The program is in its 18<sup>th</sup> year and thus far the Authority has awarded 68 vehicles to meet the transportation needs of local organizations. Most recently: *Behavioral Health Resources, Catholic Community Services, Innovations Human Trafficking Collaboration, Interfaith Works, Sacred Heart, SafePlace, and Thurston County Food Bank.*

Application packets are available online at the [Intercity Transit website](#), by calling 360.786.8800, or by emailing [vans@intercitytransit.com](mailto:vans@intercitytransit.com). For more information about the Surplus Van Grant program, contact Cindy Fisher Waterhouse, Vanpool Program Manager at 360.705.5829 or Riley White, Commuter Services Assistant at 360.705.5847.

- Freeman-Manzanares recognized that the COVID-19 pandemic interrupted the Zero-Fare Demonstration Program, and she asked the Authority about their desire to extend the demonstration project beyond COVID. With direction from the Authority, staff and legal counsel would move forward to amend the original resolution to reflect this. The Authority supported Freeman-Manzanares' suggestion to amend the resolution.

Prepared September 16, 2021  
Pat Messmer/Clerk of the Board

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

The meeting was held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

**Wednesday night, the Authority:**

- Authorized the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$115,000 per year, including sales tax. *(Katie Cunningham)*
- Authorized the General Manager to execute a one-year contract with four one-year renewal options with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000. *(Katie Cunningham)*
- Authorized the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$84,000. *(Katie Cunningham)*
- Declared vanpool vehicles surplus with a value estimated at \$228,187. *(Katie Cunningham)*
- Approved Intercity Transit's Title VI Program updates as presented and requested staff submit the updated plan to the Federal Transit Administration. *(Jessica Gould)*
- Scheduled a public hearing for 5:30 p.m., Wednesday, November 3, 2021, to receive comments on the 2022-2027 Draft Strategic Plan. *(Ann Freeman-Manzanares)*
- Scheduled a public hearing for 5:30 p.m., Wednesday, November 3, 2021, to receive comments on the 2022 Draft Budget. *(Suzanne Coit)*

**Other items of interest:**

- **Matt Parker introduced Operator Class 21-04:** *Randy Chase, Molly Ennes, Arthur Wilburn, Jacob Bulut, Nolan Elias, Robert Reed, Nadia Larson, Neal Christensen*

**General Manager's Report:**

- Applications for the Community Advisory Committee are due Friday, October 8. Six applications have been submitted to date, however, there are 8 positions open (7 adult and 1 student position). Freeman-Manzanares said anyone interested should visit the website at [www.intercitytransit.com](http://www.intercitytransit.com), or if you know of anyone interested in serving, share their name and she or Nancy Trail will reach out to them.
- Applications for the Surplus Van Grant program are due Wednesday, October 13. Freeman-Manzanares encourages organizations whose clients would benefit from transportation to contact Intercity Transit. The information is available on the website at

[www.intercitytransit.com](http://www.intercitytransit.com). Or if you know of anyone interested, share their information and she or Cindy Waterhouse will reach out to them.

- Sadly, the Centennial Station was broken into on September 30. The glass in the doors and some side windows were broken. These areas are boarded up; however, glass is a long lead-time item due to the pandemic so that repair work will be completed as quickly as possible. The drawers and cabinets were rummaged through, but nothing appears to be missing, and no cash is kept on site at the station. Security cameras will be installed on the building at the Centennial Station; however, they are also a long lead-time item. Had the cameras been in place, we likely would have captured the individual(s). Camera installation will occur as soon as they arrive.
- Staff, Forma Construction and StanTec are looking forward to offering the Authority and CAC members a tour of the Pattison construction site on Wednesday, October 20, 2021, before the start of the Authority meeting. Forma mentioned today they are a bit behind schedule on the Fuel, Wash Facility Building. They, like everyone else on the planet, are experiencing delivery delays and staffing issues due to the pandemic. Overall, the project is going really well (despite the pandemic) and they believe they will be able to make the time up along the way. Target completion date is the Fall of 2022.
- Ninety-five percent of staff are either fully vaccinated or have begun the process of getting vaccinated. Staff are required to receive their second dose of the Pfizer or Moderna or single dose of Johnson and Johnson by October 15.

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

= Joint meeting does not count against required meeting attendance