

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, September 1, 2021
5:30 P.M.

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

You can dial in using your phone. Dial in at 5 p.m. for a sound check.

United States (Toll Free): 1 866 899 4679 / Access Code: 138-377-405

- One-touch: <tel:+18668994679,,138377405#>

The public may join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **PUBLIC COMMENT** **5 min.**
General public comment may be submitted prior to each Intercity Transit Authority meeting.
 - **By Email to pmessmer@intercitytransit.com by 12 noon on September 1, 2021.**
 - **By Phone** – Contact the Clerk of the Board at 360-705-5860 **by 12 noon September 1, 2021.**
 - **By USPS** - mail public comment to “Public Comments” P. O. Box 659, Olympia, WA 98507.
- 3) **INTRODUCTIONS** **15 min.**
 - A. **Introduce Operator Class 21-03** (*Cameron Crass*)
John Taylor; Ronald Bice; Shaundra Everett; Sharon Aldridge; Robert Preble; Tyler Bain; Terry Swartos
 - B. **Introduce Roshan KC, Network Systems Analyst** (*Rob Rinehart*)
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** August 18, 2021, Regular Minutes
 - B. **Payroll for August:** \$2,877,564.21
 - C. **Accounts Payable August:** Warrant numbers 32773-32804 dated August 4 in the amount of **\$582,558.24**; numbers 32812-32813 dated August 7 in the amount of **\$64,931.74**; numbers 32814-32856 dated August 10 in the amount of **\$164,301.07**; numbers 32857-32897 dated August 18 in the amount of **\$2,254,352.60**; numbers 32898-32940 dated August 24 in the amount of **\$231,168.24**; for a total amount of **\$3,297,311.89**; and Automated Clearing House Transfers in the amount of **\$6,382.05** for a monthly total of **\$3,303,693.94**.
- 5) **NEW BUSINESS**
 - A. **Dial-A-Lift Vehicle Purchase** (*Katie Cunningham*) **5 min.**
 - B. **Service Restoration Update** (*Rob Lafontaine & Steve Swan*) **15 min.**
 - C. **Resolution 03-2021 Universal Vaccination Requirement** (*Jeff Myers & Ann Freeman-Manzanares*) **15 min.**
- 6) **COMMITTEE REPORTS** – None.
- 7) **GENERAL MANAGER'S REPORT** **10 min.**

8) **AUTHORITY ISSUES**

10 min.

ADJOURNMENT

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
August 18, 2021

CALL TO ORDER

Chair Cox called the August 18, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer.

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Katie Cunningham; Tammy Ferris; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Hannah Newton; Eric Phillips; Heather Stafford; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Jihan Grettenberger and Joan O'Connell, Community Advisory Committee; Elizabeth Safsten, WSDOT.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Commissioner Mejia to adopt the agenda.

PUBLIC COMMENT: There was no general public comment.

PUBLIC HEARING:

Five-Year Vanpool Fare Demonstration Project. Vanpool Manager, Cindy Waterhouse, presented for public testimony, the proposed Five-Year Demonstration Project. Waterhouse said six members of the public submitted written testimony which was emailed to the Board and will be entered into the record. Following today's hearing, staff will request final adoption on September 1, 2021.

Chair Cox opened the public hearing at 5:35 p.m. and the Clerk of the Board confirmed there were no members of the public wishing to make public testimony.

With no one from the public giving testimony, Chair Cox closed the public hearing at 5:36 p.m.

Intercity Transit Authority Regular Meeting

August 18, 2021

Page 2 of 6

INTRODUCTIONS

Nicky Upson introduced Hannah Newton, Marketing, Communications and Outreach Representative.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Sullivan and Citizen Representative Belk to adopt the consent agenda.

- A. **Approval of Minutes:** July 21, 2021, Regular Meeting.
- B. **Payroll for July:** \$2,977,181.39.
- C. **Accounts Payable July:** Warrant numbers 32613-32638 dated July 7 in the amount of **\$861,822.61**; numbers 32640-32684 dated July 13 in the amount of **\$163,483.54**; numbers 32685-32686 dated July 20 in the amount of **\$76,375.21**; numbers 32687-32726 dated July 21 in the amount of **\$101,268.79**; numbers 32729-32732 dated July 22 in the amount of **\$1,993,137.47**; numbers 32733-32772 dated July 24 in the amount of **\$146,353.22** for a total amount of **\$3,342,440.84**; and Automated Clearing House Transfers in the amount of **\$5,569.77** for a monthly total of **\$3,348,010.61**.

NEW BUSINESS

- A. **Janitorial Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented the renewal contract for janitorial services and supplies.

In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

Under this renewal effective September 1, 2021, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station. Tasks and requirements have been updated to reflect current service and supply needs, and modifications implemented throughout the past year to increase emphasis on disinfection and overall cleanliness.

Proposed renewal rates are increased as compared to the current contract term, due to enhanced disinfection practices and adjustments to janitorial staff wages to be in closer alignment with current market rates. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service's record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities and recommends renewal of the contract.

Intercity Transit Authority Regular Meeting

August 18, 2021

Page 3 of 6

It was M/S/A by Citizen Representatives Belk and Pierce to authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$281,578, including taxes.

- B. Contract Award of OTC South Site Improvements Project.** Procurement Coordinator, Tammy Ferris, requested authorization to execute a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center.

On June 3, 2020, the Authority authorized the General Manager to amend our Interagency Agreement (IAA) with DES for project management services to include the use of DES' competitively awarded job order contracting services, on-call consulting contracts, and small works roster for Transit public works projects.

Earlier this year staff engaged MSGS Architects (MSGs) from the DES On-call Architectural and Engineering contract to provide civil engineering, landscape architecture, and project management services for design development, construction documents, and bidding and construction support for site improvements on the south side of the OTC property. Planned work will include improved site amenities including new lighting for safety, redesigned walkways to improve pedestrian flow both onsite and crossing to the main bus platform, updated landscaping, and street furniture appropriate for the use and area. The site refresh and improvements will include replacement of the sidewalks on State Avenue and on Washington Street and replace the trees that currently interfere with existing bus zones with an integrated walkway and planting plan on the site that is appropriate for the level of pedestrian use and bus activity at the Olympia Transit Center. The design is taken from and complements the previous work done with the construction of the new customer service building recently completed.

MSGs finalized the design and construction documents in mid-July. DES advertised for Request for Bids on July 22, 2021, for the construction and improvements on the south portion of the OTC property. A total of six (6) bids were received by the submittal deadline of 3:00 p.m., on August 12th. The bid submitted by Christensen, Inc. in the amount of \$364,775 was determined to be the lowest, responsive, and responsible bid. Christensen, Inc. is a reputable and competent contractor. Christensen, Inc. recently completed a project for DES for the construction of a new building for the Washington State School Directors Association in Lacey.

Accordingly, staff recommends granting approval authority to the General Manager authorizing DES to move forward with award and administration of the OTC Site Improvement project in the amount of \$435,541.35, which includes the low bid amount, sales tax, and a 10% contingency in accordance with DES's contracting processes.

It was M/S/A/ by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to approve funding in the amount of \$435,541.35 to have the Washington State Department of Enterprise Services (DES) enter into a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center (OTC) site with Christensen, Inc.

Intercity Transit Authority Regular Meeting

August 18, 2021

Page 4 of 6

- C. Schedule Special Meeting September 15, 2021, ITA/CAC Joint Meeting.** Freeman-Manzanares presented whether to schedule a remote Joint Meeting of the Intercity Transit Authority and Community Advisory Committee for Wednesday, September 15, 2021, starting at 5:30 p.m.

With the consensus from the Authority, a remote joint meeting was scheduled for 5:30 p.m., Wednesday, September 15, 2021, with the ITA and the Community Advisory Committee.

COMMITTEE REPORTS - NONE.

GENERAL MANAGER'S REPORT

- Staff just completed the interview process for the next Operator class, that is scheduled to start September 20th.
- The Operations Department will take the opportunity to introduce the current class of six Operators at the September 1, 2021, ITA meeting.
- The Pattison project is going very well. If you haven't seen the site lately, take an opportunity to swing by. It is beginning to look more and more like those design plans we have been looking at for quite some time. We are still tracking for completion around September 2022. Steve Krueger reminded us this morning at our weekly construction meeting that we issued a Notice to Proceed on August 11 of last year. It is really incredible how much has been accomplished, and we'll be close to completion this time next year.
- We are continuing to work on the design elements and budget for the south parcel, which is the remainder of the campus including the maintenance building, the existing building, the bus yard and employee parking.
- The Avail CAD/AVL project is going well. We anticipate having a presentation for the ITA the first quarter of 2022.
- We did reroute the 60 off Ensign Road for safety purposes, so it travels on Martin Way and Lilly. To our knowledge all is going well.
- Freeman-Manzanares gave a shout out to the City of Olympia staff for moving quickly and extending the green left-hand turn arrow on Martin Way to Lilly. We know that is not an easy thing and that seconds matter with light signals, so a big thank you for helping us out.
- The Transportation Security Administration extended the Federal mask mandate through January 18, 2022.
- We are starting to once again see high numbers of congregate care facilities in outbreak status meaning we are pausing Dial-A-Lift transport to/from these locations.

Intercity Transit Authority Regular Meeting

August 18, 2021

Page 5 of 6

- We are also seeing an increase of COVID-related activity amongst our staff and are having to cancel meetings like the Operator Communications and Policy Committee (OCPC) which typically meets once a week to discuss and solve service-related issues, because we are tight on Operators, and it is threatening our ability to keep service on the street.
- This is a significant health issue for our employees and passengers. We have taken many steps throughout this pandemic to keep our employees and passengers safe. Including suspending fixed-route service, relying on advanced reservation service, and providing employees with 80 hours of COVID leave to get vaccinated, get tested, or to quarantine.
- Staff has been researching issues around requiring vaccines as a condition of employment, and in response to the Governor's request that local governments follow suit, staff and legal counsel will present for the ITA's review and approval a resolution similar to the Governor's plan. We will work with our two labor unions and communicate with employees to ensure everyone is aware of how we intend to move forward.

Sullivan supports moving forward to keep service on the streets. It would become critical if IT started losing operators and staff due to an outbreak or being quarantined. We need to keep service on the street and she looks forward to seeing what will be presented.

Melnick shared that he read information about the Governor's plan and it is clear what he felt he needed to do and what he did do. Melnick is supportive of the notion that IT find a way to go along with what the Governor recommended.

Carmody supports this and said it's a good idea. She said COVID isn't going away as quickly as everybody hoped it would, so let's try to nip it in the bud.

Cox added her support. The County Commissioners are going to require it of county employees. The city and county managers are having conversations and she hopes they follow suit. Unfortunately, this isn't getting better, and she thinks we need to set an example for other employers by requiring this mandate. We can make accommodations for people who might not physically be able to get the vaccination and meet individual needs realistically.

Gilman agrees with each of the Board members that have spoken. He said the health of employees and their families is an important responsibility that we carry, as well as keeping the system up and running. He supports a resolution and understands these are "super" difficult conversations and difficult actions. He said the moment is upon us and this is a "scary wave."

Belk supported what has been stated by the other Board members and he acknowledges that IT staff is directly involved in public interaction, or in direct support of those public interactions, and to accomplish IT's mission he supports the health of IT employees and looks forward to seeing what is proposed.

Pierce stated she agrees with everything that has been stated by the other Board members.

Tischer appreciates the Board's concern for the safety of members and appreciates Freeman-Manzanares for looking out for the employees. The Union looks forward to having

Intercity Transit Authority Regular Meeting

August 18, 2021

Page 6 of 6

conversations with the management team about how to come to the best resolution that will be safe for all IT members, their families and the public as a whole. He looks forward to Freeman-Manzanares inviting the Union to be part of the conversation and come to a positive resolution that is best for everyone.

Mejia is in full support and feels it's for the safety of everyone IT serves, and she's excited that IT has decided to be a leader.

AUTHORITY ISSUES

Melnick is excited about revising the vanpool rates and once it's approved, he would like to see a presentation on the marketing plan that staff is putting together.

Gilman recognized the hailstorm of issues in which the world and individuals he is interacting with is experiencing. He appreciates everyone's leadership and is honored to serve with the IT Board.

Cox said the City of Lacey had at least nine active cases of COVID among city staff across three departments and they are tightening things up again. At City Hall, masks are now required, and unvaccinated employees will have to socially distance or preferably work from home if they can. This is a real crisis, and we all need to be responsible, not only for ourselves, but for each other.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:04 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 1, 2021

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

PERIOD DATES:		7/18/2021-7/31/2021			PAYDATE		8/6/2021		PERIOD DATES:		8/1/2021-8/14/2021			PAYDATE		8/20/2021	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT					CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT			
IRS	FIT		EFT	82,974.04					IRS	FIT		EFT	84,376.06				
	MT		EFT	29,414.76	112,388.80					MT		EFT	29,533.50	113,909.56			
					0.00									0.00			
INS	D3/DI	Disability Ins		2,536.89	0.00				INS	A2	Met Life		11,497.77				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		222,254.00	0.00				HEALTH	D3/DI	Disability Ins		2,559.26	0.00			
										HE/HI/SP/TB	Health In1stN2ND		223,665.50	0.00			
GARNISHMENT	GN	Garnish	CHECK last	427.81					GARNISHMENT	GN	Garnish	CHECK last	427.81				
CHILD SUPPORT	CS	DSHS	EFT	2,264.68	0.00				CHILD SUPPORT	CS	Child Support	EFT	2,264.68	2,264.68			
					0.00									0.00			
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,285.00	10,285.00				DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,015.00	10,015.00			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,551.73	7,551.73				DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,771.73	7,771.73			
GET	GT	G.Ed.Tult	Check every	0.00					GET	GT	G.Ed.Tult	Check every	0.00				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59				HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59			
401K	DC	Vgrd EE	Wire	58,414.14					401K	DC	Vgrd EE	Wire	59,046.33				
VANGUARD	DC	Vgrd ER	Wire	40,112.27	98,526.41				VANGUARD	DC	Vgrd ER	Wire	40,780.55	99,826.88			
LOAN	L2	401k Ln#2	Wire	3,913.30					LOAN	L2	401k Ln#2	Wire	3,895.60				
LOAN	LN	401k Ln #1	Wire	6,963.09	10,876.39				LOAN	LN	401k Ln #1	Wire	7,019.69	10,915.29			
		TTL VNGRD		109,402.80							TTL VNGRD		110,742.17				
LABOR INS	LI&LA	L&I	EFT Quarterly	36,669.50					LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	36,498.94				
ESD	CF&CL	WPFML	EFT Quarterly	4,168.10					ESD	CF&CL	WPFML	EFT Quarterly	4,187.47				
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,825.25					MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,772.12				
UNION DUES	MI	Mac.Inltlon	Check last	0.00					UNION DUES	MI	Mac.Inltlon	Check last	0.00				
	MS	Payroll Corr check		0.00						MS	Payroll Corr check		0.00				
	TF	Tx.Fr.Benefit	Employer	215.00	0.00					TF	Tx.Fr.Benefit	Employer	45.00	0.00			
PROJECT ASSIST	PA	Proj.Asslst	Check last	379.00					PROJECT ASSIST	PA	Proj.Asslst	Check last	380.00				
PENSION	PN/P3	PERS EE	EFT	64,509.32	0.00				PENSION	PN	PERS EE	EFT	64,171.74	0.00			
STATE	PN/P3	PERS ER	EFT	103,591.26	168,100.58				STATE	PN	PERS ER	EFT	102,800.59	166,972.33			
PERS		TTL PERS		168,100.58					PERS		TTL PERS		166,972.33				
ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00				ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00			
ICMA	RC	ICMA EE	WIRE	5,881.06					ICMA	RC	ICMA EE	WIRE	5,915.53				
ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00				ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00			
ICMA LON	RL	ICMA Ln#1	WIRE	352.96	477.08				ICMA LON	RL	ICMA Ln#1	WIRE	491.35	615.47			
ICMA	RR	ICMA ER	WIRE	3,024.05	8,905.11				ICMA	RR	ICMA ER	WIRE	3,021.03	8,936.56			
		TTL ICMA		9,382.19	9,832.19						TTL ICMA		9,552.03	10,002.03			
457 STATE	SD	457 ST EE	EFT	16,837.21					457 STATE	SD	457 ST EE	EFT	16,854.47				
DEFERRED	SR	457 ST ER	EFT	9,809.34	26,646.55				DEFERRED	SR	457 ST ER	EFT	9,720.99	26,575.46			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,721.23	6,721.23				AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,865.79	6,865.79			
ATU	UC	Un COPE	Check 1st	117.00					ATU	UC	Un COPE	Check 1st	-				
UNION DUES	UA	Un Assess	Check last	0.00					UNION DUES	UA	Un Assess -2ND PP	Check last	4,775.00				
	UD	Un Dues	Check last	6,339.06						UD	Un Dues-BOTH PP	Check last	6,337.93				
	UI	Un Inltlatn	Check last	0.00						UI	Un Inltlatn- 100.00 PEREE	Check last	0.00				
	UT	Un Tax	Check last	3,236.46						UT	Un Tax IST PP	Check last	0.00				
UNITED WAY	UW	United Way	Check last	273.00					UNITED WAY	UW	United Way	Check last	273.00				
WELLNESS	WF	Wellness	Check last	330.50					WELLNESS	WF	Wellness	Check last	332.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		691,843.88	691,843.88				DIRECT DEP.	NP	ACH Wire every		693,012.41	693,012.41			
LIVE CHECKS		Paychecks		11,662.56					LIVE CHECKS		Paychecks - LIVE CHECKS		0.00				
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,143,377.35						TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,148,735.75			
		TOTAL PAYROLL*:		\$1,436,076.16							TOTAL PAYROLL*:		\$1,441,488.05				
GROSS WAGE		GROSS EARNINGS:		1,041,959.34					GROSS WAGE		GROSS EARNINGS:		1,046,878.12				
ER AMOUNT		EMPR MISC DED:		379,409.44					ER AMOUNT		EMPR MISC DED:		379,843.18				
MEDICARE TAX		EMPR MEDICARE TAX:		14,707.38					MEDICARE TAX		EMPR MEDICARE TAX:		14,766.75				
												0.00					
		PP16 Total			\$1,436,076.16						PP17 Total			\$1,441,488.05			
												Total Payroll for August 2021		\$2,877,564.21			
DIRECT DEP.		ACH WIRE TOTAL		710,285.20					DIRECT DEP.		ACH WIRE TOTAL		711,403.73				

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/24/2021

Thru Date: 8/24/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32898	8/24/2021	01405	ADVANCE GLASS INC.	\$436.51	
32899	8/24/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,688.45	
32900	8/24/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$61,323.62	
32901	8/24/2021	06120	CITY OF OLYMPIA UTILITIES	\$1,539.90	
32902	8/24/2021	07220	CUMMINS INC.	\$2,609.93	
32903	8/24/2021	09961	FORMA CONSTRUCTION COMPANY	\$69,427.43	
32904	8/24/2021	10660	GILLIG LLC	\$3,449.97	
32905	8/24/2021	10759	GORDON TRUCK CENTERS INC	\$491.35	
32906	8/24/2021	11331	HOME DEPOT U.S.A. INC.	\$109.40	
32907	8/24/2021	11499	ICIMS INC.	\$28,830.07	
32908	8/24/2021	14334	MELLUM'S MOBILE SERVICE LLC	\$371.78	
32909	8/24/2021	14381	METLIFE	\$11,520.07	
32910	8/24/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32911	8/24/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$867.01	
32912	8/24/2021	14760	MUNCIE TRANSIT SUPPLY	\$62.75	
32913	8/24/2021	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$375.99	
32914	8/24/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$113.50	
32915	8/24/2021	16262	OPENSQUARE HOLDINGS	\$2,231.25	
32916	8/24/2021	16490	HAROLD LEMAY ENTERPRISES	\$681.15	
32917	8/24/2021	16969	POINT GRAPHICS LLC	\$95.18	
32918	8/24/2021	17391	QUALITY MUFFLER & BRAKE	\$903.21	
32919	8/24/2021	17420	R&R TIRE COMPANY INC.	\$1,290.65	
32920	8/24/2021	17505	RAINIER DODGE INC.	\$346.81	
32921	8/24/2021	17731	ROBINSON JERRY	\$12.00	
32922	8/24/2021	17760	ROSS AND WHITE COMPANY	\$234.18	
32923	8/24/2021	17824	S & A SYSTEMS INC	\$575.77	
32924	8/24/2021	17900	SCHETKY NORTHWEST SALES INC.	\$889.34	
32925	8/24/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$467.00	
32926	8/24/2021	18046	SHARP ELECTRONICS CORPORATION	\$926.32	
32927	8/24/2021	18052	SHEA CARR & JEWELL INC.	\$910.86	
32928	8/24/2021	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$5,865.00	
32929	8/24/2021	18470	SPORTWORKS NORTHWEST INC.	\$106.74	
32930	8/24/2021	18530	STANDARD PARTS CORP.	\$30.34	
32931	8/24/2021	18705	SUNBELT RENTALS INC.	\$1,465.52	
32932	8/24/2021	21660	THERMO KING NORTHWEST INC.	\$1,565.59	
32933	8/24/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$3,034.86	
32934	8/24/2021	21950	TITUS-WILL CHEVROLET	\$444.72	
32935	8/24/2021	22010	ROTTERS INC.	\$130.29	
32936	8/24/2021	23576	UNG CHAE	\$2,700.00	
32937	8/24/2021	23641	UNITED STATES TREASURY	\$35.50	
32938	8/24/2021	23660	UNITED WAY OF THURSTON COUNTY	\$546.00	
32939	8/24/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
32940	8/24/2021	24960	WALTER E. NELSON CO. OF CENTRAL WASHI	\$1,494.28	
Total:				\$231,168.24	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/18/2021

Thru Date: 8/18/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32857	8/18/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$851.26	
32858	8/18/2021	01405	ADVANCE GLASS INC.	\$777.83	
32859	8/18/2021	01895	ECOLUBE RECOVERY LLC	\$245.00	
32860	8/18/2021	02060	AMERISAFE INC.	\$597.87	
32861	8/18/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,229.46	
32862	8/18/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$10,255.46	
32863	8/18/2021	03250	BATTERY SYSTEMS INC.	\$765.13	
32864	8/18/2021	07640	DAY MANAGEMENT CORP	\$72.55	
32865	8/18/2021	08743	ELKHART BRASS MANUFACTURING INC	\$1,004.82	
32866	8/18/2021	09961	FORMA CONSTRUCTION COMPANY	\$2,122,358.75	
32867	8/18/2021	10477	GALLS PARENT HOLDINGS LLC	\$578.21	
32868	8/18/2021	10580	GENE'S TOWING INC	\$130.44	
32869	8/18/2021	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
32870	8/18/2021	10660	GILLIG LLC	\$10,702.46	
32871	8/18/2021	11498	IBI GROUP	\$5,180.91	
32872	8/18/2021	11810	RDAK LLC	\$83.69	
32873	8/18/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,895.18	
32874	8/18/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,341.29	
32875	8/18/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$206.00	
32876	8/18/2021	15535	REARVIEW MIRROR INC.	\$4,830.41	
32877	8/18/2021	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$679.00	
32878	8/18/2021	16654	PARKER CORPORATE SERVICES INC.	\$47,465.04	
32879	8/18/2021	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
32880	8/18/2021	16966	POINT & PAY LLC	\$571.77	
32881	8/18/2021	17290	PUGET SOUND ENERGY	\$12,307.24	
32882	8/18/2021	17391	QUALITY MUFFLER & BRAKE	\$1,286.52	
32883	8/18/2021	17505	RAINIER DODGE INC.	\$157.15	
32884	8/18/2021	17580	RECARO NORTH AMERICA INC.	\$366.52	
32885	8/18/2021	17900	SCHETKY NORTHWEST SALES INC.	\$232.71	
32886	8/18/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$408.24	
32887	8/18/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
32888	8/18/2021	18145	SIX ROBBLEES' INC.	\$1,051.37	
32889	8/18/2021	18470	SPORTWORKS NORTHWEST INC.	\$108.93	
32890	8/18/2021	18530	STANDARD PARTS CORP.	\$197.38	
32891	8/18/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,049.97	
32892	8/18/2021	21950	TITUS-WILL CHEVROLET	\$773.75	
32893	8/18/2021	22010	ROTTERS INC.	\$2,448.26	
32894	8/18/2021	22100	TRANSIT SOLUTIONS LLC	\$461.87	
32895	8/18/2021	24000	W. W. GRAINGER INC.	\$39.17	
32896	8/18/2021	24030	WA ST AUDITOR'S OFFICE	\$17,219.48	
32897	8/18/2021	26800	ZUMAR INDUSTRIES INC	\$1,241.93	
Total:				\$2,254,352.60	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/10/2021

Thru Date: 8/10/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32814	8/10/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$117.00	
32815	8/10/2021	01895	ECOLUBE RECOVERY LLC	\$313.50	
32816	8/10/2021	03023	BACKUPIFY INC.	\$828.75	
32817	8/10/2021	03890	BRIDGESTONE AMERICAS INC	\$196.01	
32818	8/10/2021	05320	CAPITOL CITY PRESS INC	\$573.86	
32819	8/10/2021	06040	CITY OF LACEY	\$2,039.31	
32820	8/10/2021	06781	COMPUNET INC.	\$9,167.43	
32821	8/10/2021	07105	CRAINS TOTAL OFFICE	\$9,891.41	
32822	8/10/2021	07220	CUMMINS INC.	\$863.69	
32823	8/10/2021	07619	DAVID S FOSTER	\$1,750.00	
32824	8/10/2021	07780	DELL MARKETING LP	\$6,253.97	
32825	8/10/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
32826	8/10/2021	10477	GALLS PARENT HOLDINGS LLC	\$1,122.35	
32827	8/10/2021	10607	GENUINE AUTO GLASS OF LACEY	\$656.84	
32828	8/10/2021	10660	GILLIG LLC	\$4,151.16	
32829	8/10/2021	10759	GORDON TRUCK CENTERS INC	\$202.87	
32830	8/10/2021	11905	JANEK CORPORATION - THE	\$957.25	
32831	8/10/2021	11943	JOANNA GRIST	\$1,750.00	
32832	8/10/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,591.10	
32833	8/10/2021	13793	MARTIN WAY COLLISION INC.	\$4,486.98	
32834	8/10/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32835	8/10/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$520.31	
32836	8/10/2021	15045	NATIONAL TESTING NETWORK INC.	\$405.00	
32837	8/10/2021	16262	OPENSQUARE HOLDINGS	\$1,551.25	
32838	8/10/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$388.45	
32839	8/10/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
32840	8/10/2021	17861	SAMBA HOLDINGS INC.	\$286.27	
32841	8/10/2021	17871	SARE ELECTRIC INC.	\$2,451.44	
32842	8/10/2021	17900	SCHETKY NORTHWEST SALES INC.	\$459.24	
32843	8/10/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$176.44	
32844	8/10/2021	18052	SHEA CARR & JEWELL INC.	\$6,862.39	
32845	8/10/2021	18066	SHI INTERNATIONAL CORP.	\$60,064.43	
32846	8/10/2021	18210	SME SOLUTIONS LLC	\$1,038.42	
32847	8/10/2021	18530	STANDARD PARTS CORP.	\$370.91	
32848	8/10/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
32849	8/10/2021	21661	THORNBURG COMPUTER SERVICES LLC	\$196.38	
32850	8/10/2021	21950	TITUS-WILL CHEVROLET	\$612.31	
32851	8/10/2021	22010	ROTTERS INC.	\$209.37	
32852	8/10/2021	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
32853	8/10/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$115.48	
32854	8/10/2021	23410	U.S. BANK NA	\$23,825.62	
32855	8/10/2021	23641	UNITED STATES TREASURY	\$35.50	
32856	8/10/2021	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$767.50	
			Total:	\$164,301.07	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/7/2021

Thru Date: 8/7/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32812	8/7/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
32813	8/7/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$64,931.74	
Total:				\$64,931.74	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/4/2021

Thru Date: 8/4/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32773	8/4/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
32774	8/4/2021	01683	ALLENBAUGH & ASSOCIATES INC	\$5,050.00	
32775	8/4/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$750.48	
32776	8/4/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,229.46	
32777	8/4/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$47,963.08	
32778	8/4/2021	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00	
32779	8/4/2021	04120	BUILDERS HARDWARE & SUPPLY	\$683.37	
32780	8/4/2021	06120	CITY OF OLYMPIA UTILITIES	\$8,670.73	
32781	8/4/2021	07220	CUMMINS INC.	\$1,576.88	
32782	8/4/2021	07350	CW JANITORIAL SERVICE LLC	\$21,706.66	
32783	8/4/2021	09662	FERRELLGAS LP	\$9,047.46	
32784	8/4/2021	09961	FORMA CONSTRUCTION COMPANY	\$23,337.99	
32785	8/4/2021	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
32786	8/4/2021	10660	GILLIG LLC	\$6,920.32	
32787	8/4/2021	10759	GORDON TRUCK CENTERS INC	\$364.70	
32788	8/4/2021	11331	HOME DEPOT U.S.A. INC.	\$197.69	
32789	8/4/2021	11800	INTERNATONAL INSTITUTE MUNICIPAL CLER	\$215.00	
32790	8/4/2021	11889	JACKSON JONATHAN	\$35.08	
32791	8/4/2021	14160	MCMASTER-CARR SUPPLY CO.	\$37.46	
32792	8/4/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$502.06	
32793	8/4/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$103.00	
32794	8/4/2021	16969	POINT GRAPHICS LLC	\$74.28	
32795	8/4/2021	17505	RAINIER DODGE INC.	\$169.79	
32796	8/4/2021	17900	SCHETKY NORTHWEST SALES INC.	\$1,279.96	
32797	8/4/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,103.25	
32798	8/4/2021	18046	SHARP ELECTRONICS CORPORATION	\$486.57	
32799	8/4/2021	18145	SIX ROBBLEES' INC.	\$894.47	
32800	8/4/2021	18530	STANDARD PARTS CORP.	\$300.43	
32801	8/4/2021	21830	THURSTON COUNTY SOLID WASTE	\$11.00	
32802	8/4/2021	21950	TITUS-WILL CHEVROLET	\$746.89	
32803	8/4/2021	24755	WA ST HEALTH CARE AUTHORITY	\$447,372.43	
32804	8/4/2021	26225	WORKS IN PROGRESS	\$320.00	
Total:				\$582,558.24	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11770 IT PROJECT ASSISTANCE										
00	2021 AUGUST	DI	8/27/2021			759.00	759.00	759.00		759.00
11775 IT WELLNESS										
00	2021 AUGUST	DI	8/27/2021			663.00	663.00	663.00		1,422.00
12013 JOHNSON ROXANNA										
00	07/19/21 REIMB.	DI	8/27/2021			7.30	7.30	7.30		1,429.30
14273 MCPHERSON KYLE										
00	08/19/21 REIMB.	DI	8/27/2021			12.00	12.00	12.00		1,441.30
15319 OBENCHAIN MARIANNE										
00	08/18 RECOG CSH OU	DI	8/27/2021			115.00	115.00	115.00		1,556.30
26626 YOW TRAVIS										
00	08/18 RECOG CSH OU	DI	8/27/2021			25.00	25.00	25.00		1,581.30

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021 AUGUST	DI	8/13/2021			3,650.75	3,650.75	3,650.75		3,650.75
12020 JOHNSON VERLIN										
00	08/03 RECOG CSH OU	DI	8/13/2021			855.00	855.00	855.00		4,505.75
15359 O'CONNOR STEVEN										
00	08/05 RECOG CSH OU	DI	8/13/2021			35.00	35.00	35.00		4,540.75
16889 PLASENCIA OLIVIA										
00	08/03 RECOG CSH OU	DI	8/13/2021			185.00	185.00	185.00		4,725.75
18072 SHOULTZ CHRISTOPHER D										
00	08/04 RECOG CSH OU	DI	8/13/2021			45.00	45.00	45.00		4,770.75

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
09995 FOSTER JUSTIN										
00	RecogCashout 072821	DI	8/6/2021			30.00	30.00	30.00		30.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: September 1, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Dial-A-Lift Vehicle Purchase

1) **The Issue:** Consideration of the purchase of twenty-eight (28) replacement Dial-A-Lift vehicles.

2) **Recommended Actions:** Authorize 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.

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

4) **Background:** Intercity Transit received a Consolidated Grant Program award from the Washington State Department of Transportation (\$2,275,344) to replace Dial-A-Lift vehicles which have reached their useful life. To utilize this award, and two prior regional awards (\$491,320), Intercity Transit seeks to purchase new propane Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift vehicles from Schetky Northwest (Schetky) under Washington State Department of Enterprise Services (DES) Contract 06719 to serve as replacement vehicles.

To meet vehicle replacement cycles, Intercity Transit planned to purchase eighteen (18) replacement Dial-A-Lift vehicles in 2021, and ten (10) additional replacement Dial-A-Lift vehicles in 2022, for a combined total of twenty-eight (28) replacement vehicles. Currently, Schetky is experiencing pandemic-related vehicle production delays. To ensure our ability to receive these within the grant period and refresh our fleet and keep vehicles on the road, Intercity Transit intends to purchase all twenty-eight (28) planned replacement Dial-A-Lift vehicles this year. The current production timeline for these vehicles from date of order placement is estimated to be at least one (1) year.

This purchase request includes replacing eighteen (18) 2011 series and ten (10) 2012 series Dial-A-Lift vehicles. Under DES Contract 06719, the total purchase price of each Dial-A-Lift vehicle is \$179,167.54, or a total of \$5,016,691.21 for twenty-eight (28) vehicles. DES competitively bid this contract awarding to the lowest responsive and responsible bidders by vehicle category, and Schetky was

selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract.

Intercity Transit concurs with DES's assessment regarding fair and reasonable pricing, and Schetky's ability to perform. Based on our experience with Schetky and their provided cutaway vehicles, staff is confident these vehicles are mechanically sound and will serve our staff and customers well for many years to come.

5) **Alternatives:**

- A. Authorize 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.
- B. Defer action. Deferring order placement would result in a delay in vehicle production and delivery.

6) **Budget Notes:** Intercity Transit received a Consolidated Grant Program award of \$2,275,344 to purchase eighteen (18) replacement Dial-A-Lift Vehicles by June 30, 2023. In addition, Intercity Transit also has \$491,320 in federal funding for use towards this purchase. The total cost to purchase twenty-eight (28) new propane Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift vehicles is \$5,016,692. Intercity Transition does not pay sales tax on Dial-A-Lift vehicles.

Intercity Transit's 2021 budget includes \$2,595,600 for eighteen (18) replacement Dial-A-Lift vehicles. The adjusted amount including recently awarded grant funding will be included in the 2022 budget.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: September 1, 2021

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 360-705-5832
Steve Swan, Senior Planner, 360-705-5834

SUBJECT: Service Restoration Update, September 2021

-
- 1) **The Issue:** Provide the ITA with an update of the ongoing restoration of fixed-route bus service during the COVID-19 pandemic.
-
- 2) **Recommended Action:** Information and discussion.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** Provide a summary of anticipated modifications to fixed-route bus service scheduled to begin September 19, 2021. Changes include the restoration of many weekday morning trips for most local routes, as well as returning *The One* to its pre-pandemic 15-minute frequency during peak hours on weekdays. The annualized fixed-route revenue service hours anticipated with the September 2021 package will raise from the current 199,361 to 214,794, or 7.7%, bringing the total restoration of fixed route service to 79.2% of pre-pandemic level.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #6:** "Encourage use of our services."
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 5-C
MEETING DATE: September 1, 2021

FOR: Intercity Transit Authority

FROM: Jeff Myers, IT Legal Counsel, 360.754.3480
Ann Freeman-Manzanares, General Manager 360.705.5838

SUBJECT: Universal Vaccination Requirement Resolution 03-2021

-
- 1) **The Issue:** Adopt resolution 03-2021
-
- 2) **Recommended Action:** Adopt Resolution 03-2021 Universal Vaccination Requirement.
-
- 3) **Policy Analysis:** The Authority is responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. Under our existing By-Laws, the General Manager is given broad authority to carry out the executive and administrative functions of the agency, implementing these policies and overseeing operation of the transit agency. The General Manager has significant discretion to act, particularly in emergency situations, whether declared or undeclared, to make necessary operational decisions consistent with existing resolutions of the Authority. The Authority retains control over budgetary matters and has the power to direct, countermand or reverse decisions of the General Manager.

In the wake of the Governor's proclamations concerning the COVID-19 emergency, the Authority recognized the COVID-19 public health emergency granting explicit rights to the General Manager to take steps to protect and safeguard public health, safety and welfare, including the health, safety and welfare of Transit passengers and employees. Recently, the Governor issued proclamations requiring state and educational system employees be vaccinated, unless there were valid disability/medical or religious exemptions approved. These proclamations are intended to promote universal vaccination of state and school workers to safeguard the health and safety of such workers and those who come into contact with them.

Intercity Transit shares many of the underlying concerns that are addressed by a universal vaccination requirement for its employees and volunteers. Intercity Transit provides essential transit services to the public and community, which is threatened by the increase in cases among its staff. To maintain staff levels necessary to provide basic services, the General Manager is requesting Board approval to follow the State's lead in implementing work rules that establish a universal vaccination requirement for employees and volunteers of Intercity Transit.

The most effective way to ensure the safety, health and availability of our staff is with a universal vaccination requirement. This will increase the level of vaccination from the current rate of 64.6%, which was achieved through voluntary programs.

Intercity Transit management has communicated these programs to its unions and recognizes that state and federal law require that exemptions be provided to accommodate those who have bona fide religious beliefs, disabilities or medical reasons for not receiving a vaccine. Such persons will

be tested frequently to reduce the potential for transmission of infection to co-workers and the public.

-
- 4) **Background:** COVID-19 has created a dynamic and fluid situation. What is known about the nature and transmission of the disease continues to unfold. Staff has studied vast amounts of materials in an attempt to stay ahead of the curve to insure we respond appropriately to this public health emergency. In the midst of all of this uncertainty, transit, as an essential service, has been front-line serving the community. Most recently, due to the highly transmissible Delta variant, the number of COVID-19 cases in our community has spiked, despite the availability of vaccines. The vaccination rate in Thurston County and among Intercity Transit employees remains relatively low, allowing ongoing transmission of COVID-19, especially with the presence of mutations such as the Delta variant.

Our primary philosophy behind every action is to protect the health and safety of our community, our passengers, and our employees as well as how to safely deliver essential transportation services within the emergency framework of this pandemic and Washington's Phased Approach to reopening businesses.

On August 9, 2021, Governor Inslee issued a proclamation that required vaccination for all state employees, subject to exemptions for medical, disability or bona fide religious beliefs. On August 20, 2021, the Governor expanded that requirement to include employees of colleges, universities and public or private schools.

Intercity Transit management and legal counsel have drafted a proposed resolution establishing a universal vaccination requirement, which is consistent with the requirements imposed by the Governor's proclamations. We have advised union representatives of this proposal, have met with them concerning its contents and will continue that process as necessary.

-
- 5) **Alternatives:**
A. Adopt Resolution 03-2021 Universal Vaccination Requirement.
B. Defer decision.
-
- 6) **Budget Notes:** Budget impacts are not fully known at this time.
-
- 7) **Goal Reference:** This issue impacts all Intercity Transit goals.
-
- 8) **References:** Resolution 03-2021 Universal Vaccination Requirement.

**INTERCITY TRANSIT
RESOLUTION NO. 03-2021
UNIVERSAL VACCINATION REQUIREMENT**

WHEREAS, on February 29, 2020, the Governor of the State of Washington issued Proclamation 20-05, and subsequent amendments, proclaiming a State of Emergency for all counties throughout Washington State as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, on March 12, 2020, the Thurston County Board of County Commissioners adopted a resolution proclaiming a state of emergency within Thurston County due to COVID-19, and adopted subsequent resolutions extending the emergency until October 31, 2021; and

WHEREAS, on December 14, 2020, the Federal Drug Administration issued an Emergency Use Authorization for the use of the Pfizer COVID-19 vaccine, and subsequent authorizations for Moderna and Johnson & Johnson vaccines; and

WHEREAS, COVID-19 vaccines are effective in reducing infection, hospitalizations, and deaths, widespread vaccination is the primary means to reduce the emergence of variants and protect everyone's health including vulnerable individuals who cannot be vaccinated for medical reasons, youth who are not yet eligible to receive a vaccine, immunocompromised individuals, our elders and persons in health care facilities, long-term care facilities and other congregate care facilities from COVID-19 infections; and

WHEREAS, on July 6, 2021, the Office of Legal Counsel of the United States Department of Justice issued a legal opinion stating that federal and state governments were not prohibited by federal law from imposing vaccination mandates, even when the only vaccines available are those authorized under the United States Food and Drug Administration Emergency Use Authorization; and

WHEREAS, on August 23, 2021, the United States Food and Drug Administration approved the Pfizer COVID-19 Vaccine for the prevention of COVID-19 disease in individuals 16 years of age and older moving it from Emergency Use Authorization to fully approved status; and

WHEREAS, after months of improving COVID-19 epidemiological conditions in Washington State, the emergence of highly contagious COVID-19 variants, including the “delta variant” that is at least twice as transmissible as the virus that emerged in late 2019, coupled with the continued significant numbers of unvaccinated people, have caused COVID-19 cases and hospitalizations to rise sharply among unvaccinated populations and have resulted in breakthrough infections in some fully vaccinated individuals; and

WHEREAS, the Washington State Department of Health defines low disease activity by having 25 cases per 100,000 population in the prior two weeks, and in the last two weeks prior to August 16, 2021, Thurston County had 360.1 cases per 100,000 population, which is considered high disease activity, with a test positivity rate of 13.4%, the highest since the beginning of the pandemic; and

WHEREAS, COVID-19 vaccinations have been available in Washington State from December 2020 to the present, and since April 15, 2021, all Washingtonians over the age of 16 have been eligible to receive free COVID-19 vaccinations from a wide variety of providers at many locations; and

WHEREAS, as of August 4, 2021, nearly 4.4 million Washingtonians, about 70% of those eligible and 58% of the total population, had initiated their vaccine series, leaving 2.1 million eligible Washingtonians who were unvaccinated; and

WHEREAS, as of August 11, 2021, the vaccination rate in Thurston County was only 50.6% of the overall population with 53.3% having initiated at least one dose; and

WHEREAS, as of August 27, 2021, only 64.6% of Intercity Transit’s workers have been vaccinated; and

WHEREAS, on August 12, 2021, due to the increasing number of COVID-19 cases and the rapid spread of new cases due to the Delta variant, the Thurston County Health Officer issued a directive mandating the use of masks for both vaccinated and unvaccinated persons in indoor public spaces; and

WHEREAS, the worldwide COVID-19 pandemic and its persistence in Washington State continues to threaten the life and health of Washingtonians as well as the economy of Washington State, and remains a public disaster affecting life, health, property and the public peace; and

WHEREAS, on August 9, 2021, the Governor issued Proclamation No. 21-14 prohibiting any worker from engaging in work for a State Agency after October 18, 2021, if the worker has not been fully vaccinated against COVID-19 and encouraging local governments to do the same; and

WHEREAS, on August 20, 2021, the Governor issued Proclamation No. 21-14.1 extending the vaccination requirements of Proclamation No. 21-14 to workers in educational settings, including employees in all public and private universities, colleges, community colleges, and technical colleges and private career/vocational schools; public and private schools; and early learning and childcare programs, and which provided additional guidance relating to the vaccination requirements; and

WHEREAS, Intercity Transit workers face COVID-19 exposures, both at work from contact with co-workers, volunteers and members of the public and away from work due to contacts with persons in the community at-large; and

WHEREAS, it is the duty of every employer to protect the health and safety of employees by establishing and maintaining a healthy and safe work environment and by requiring all employees and volunteers to comply with health and safety measures; and

WHEREAS, individuals throughout the public transportation benefit area rely on Intercity Transit to provide timely and available transit services throughout the community to reach worksites and locations where essential services, including healthcare services, access to food and basic human needs; and

WHEREAS, Intercity Transit has a commitment to work with its labor organizations to meet collective bargaining obligations; and

WHEREAS, the Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union, Local 1765 AFL-CIO ("ATU") provides the right of Intercity Transit as an employer to establish, revise, and implement standards for hiring, classifications, promotion, quality of work, safety, materials, equipment, uniforms, appearance, methods and procedures. It is jointly recognized that the Employer must retain broad authority to fulfill and implement its responsibilities and may do so by oral or written work rule, existing or future; and

WHEREAS, the Collective Bargaining Agreement between Intercity Transit and the International Association of Machinists And Aerospace Workers District Lodge 160 ("IAM") provides the right of Intercity Transit as an employer to establish rules and

regulations as may be deemed necessary by the Employer for the management of the affairs of the Employer, and the Union has agreed that the employees shall be bound by and obey such rules and regulations insofar as they do not conflict with the terms of the Agreement; and

WHEREAS, Intercity Transit has determined that a universal vaccination requirement for its employees is essential to prevent the spread of COVID-19 and variants to protect worker safety and health and assure availability of sufficient staff to provide service to the public.

NOW, THEREFORE, to further our individual and collective duty to reduce the spread of COVID-19 in our community, the Intercity Transit Authority, the governing body of a public transportation benefit area established pursuant to Ch. 36.57A RCW, hereby resolves as follows:

1. Consistent with this Resolution, the General Manager is directed to establish work rules and policies providing for and implementing a universal vaccination requirement for all employees and volunteers of Intercity Transit.
2. All Intercity Transit employees and volunteers must be fully vaccinated no later than Friday, October 29, 2021, as a condition of employment or participation.
3. "Fully vaccinated" means you have received both doses of either the Moderna or Pfizer vaccine, or the single dose Johnson & Johnson no later than Friday, October 15, 2021, to allow for the two-week period in which the vaccines achieve their full effectiveness. This requirement applies to individuals who are working remotely, new employees, temporary employees, as well as volunteers.
4. Verification of vaccination must be received no later than 4 p.m., October 18, 2021. Employees who have not submitted their official federal or state proof of vaccination, or have an approved accommodation by 4 p.m., October 18, 2021, will be placed on unpaid leave. An administrative hearing will be scheduled for the employee to be separated from service as a non-disciplinary separation for failing to meet the qualifications of the job.
5. This requirement to obtain vaccination is a condition of employment and will include any recommended COVID-19 booster vaccines.
6. Exemptions from Vaccine Requirement.

a. Workers for Intercity Transit are not required to get vaccinated against COVID-19 if they are entitled under the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964 (Title VII), the Washington Law Against Discrimination (WLAD), or any other applicable law for a disability-related reasonable accommodation or a sincerely held religious belief accommodation to the requirements of this Resolution. Nothing herein precludes Intercity Transit from providing disability-related reasonable accommodations and religious accommodations to the requirements of this order as required by the laws noted above. As provided in the ADA, Title VII, and the WLAD, Intercity Transit is not required to provide such accommodations if they would cause undue hardship.

b. To the extent permitted by law, before providing a disability-related reasonable accommodation to the requirements of this Resolution, Intercity Transit shall obtain from the individual requesting the accommodation documentation from an appropriate health care or rehabilitation professional authorized to practice in the State of Washington stating that the individual has a disability that necessitates an accommodation and the probable duration of the need for the accommodation.

c. To the extent permitted by law, before providing a sincerely held religious belief accommodation to the requirements of this Resolution, Intercity Transit shall document that the request for an accommodation has been made and such documentation must include a statement regarding the way in which the requirements of this order conflict with the religious observance, practice, or belief of the individual.

d. Any persons exempted from the vaccination requirement established by this resolution shall be subject to frequent testing for COVID-19, as determined by the General Manager, as a condition for the accommodation provided.

e. Individuals who are too young to receive any COVID-19 vaccine, as authorized for emergency use, licensed, or otherwise approved by the FDA, are exempt from this Resolution. Any individual who becomes old enough to receive any COVID-19 vaccine, as authorized for emergency use, licensed, or otherwise approved by the FDA, while this Resolution is in effect must come into compliance with the requirements of this Resolution within 60 days of the day they became eligible.

ADDITIONALLY, the specific prohibitions in this Resolution are severable and do not apply to the extent that compliance with a prohibition would violate (1) any U.S. or

Washington constitutional provision; (2) federal statutes or regulations; (3) any conditions that apply to the state's receipt of federal funding; (4) state statutes; or (5) applicable orders from any court of competent jurisdiction.

ADDITIONALLY, nothing in this Resolution limits otherwise applicable requirements related to personal protective equipment, personnel training, and infection control policies and procedures.

This Resolution shall become effective immediately.

ADOPTED: This 1st day of September 2021.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox, Chair

ATTEST:

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM:

Jeffrey S. Myers
Legal Counsel

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
Cutter Copland

City of Tumwater
Debbie Sullivan

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Alan Carr

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

North Thurston Public Schools
Gretchen Maliska

Olympia School District
Hilary Seidel

Intercity Transit
Carolyn Cox

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
EJ Zita

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Rick Kelling

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
Helen Wheatley



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, September 3, 2021

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar **ACTION**
These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.
a. Approval of Minutes – July 2, 2021
b. Approval of Vouchers – June 15, 2021 – August 13, 2021
c. Mid-year Financial Report

Budget Amendment **ACTION**
Staff will review a mid-year Budget Amendment. Council will be asked to approve the updated agency budget.

Appoint Work Program Subcommittee **ACTION**
The Chair will ask for volunteers to serve on the Agency Work Program Subcommittee. The subcommittee typically meets once or twice in October.

2022 Legislative Subcommittee **ACTION**
To facilitate the Council and Transportation Policy Board's direction, the Chair will appoint two members to serve on a subcommittee to recommend priority issues to bring to the State Legislature for the 2022 Legislative Session. The TPB will appoint two members at its September meeting.

Regional Transportation Improvement Program (RTIP) **1st REVIEW**
The Regional Transportation Improvement Program (RTIP) is a four-year plan that is updated annually. The RTIP provides a regional overview of funding secured and planned transportation projects, based on the local Transportation Improvement Programs (TIPs) developed by each jurisdiction. TRPC will be asked to take action to adopt the updated RTIP in October.

2021 Council Retreat Update **DISCUSSION**
At Council's retreat in July, Executive Director Daily was tasked with bringing Council a staff-prepared draft values, vision, and mission statement based on the retreat discussions. The Council will discuss the proposed drafts and determine next steps.

Regional Agriculture Business & Innovation Park Update **PRESENTATION**
The Thurston Economic Development Council has been working with the City of Tenino and a regional stakeholder group to develop the Regional Agriculture Business & Innovation Park that will support, promote and sustain the region's agriculture sector. The Council will receive a briefing on the goals and progress of the park.

Report from Outside Committee Assignments **INFORMATION**

Executive Director's Report **INFORMATION**

Member Check In **INFORMATION**