

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, October 20, 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): 1 877 309 2073 / Access Code: 283-280-077

- One-touch: <tel:+18773092073,,283280077#>

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

**CALL TO ORDER**

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|----|---|--|
| 1) | <b>APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| 2) | <b>PUBLIC COMMENT</b><br>General public comment may be submitted prior to each Intercity Transit Authority meeting. <ul style="list-style-type: none"><li>• <b>By Email to <a href="mailto:pmessmer@intercitytransit.com">pmessmer@intercitytransit.com</a> by 12 noon on October 20, 2021.</b></li><li>• <b>By Phone</b> - Contact the Clerk of the Board at 360-705-5860 <b>by 12 noon October 20, 2021.</b></li><li>• <b>By USPS</b> - mail comments to "Public Comments" P. O. Box 659, Olympia, WA 98507.</li></ul>                              | <b>5 min.</b>  |
| 3) | <b>INTRODUCTIONS</b> <ul style="list-style-type: none"><li><b>A. Introduce Lyle Gilbertson, Operations Scheduling Coordinator</b> (<i>Cameron Crass</i>)</li><li><b>B. Introduce Kayla Cranor, Auto Technician</b> (<i>Jonathon Yee</i>)</li><li><b>C. Introduce Beau Fahr, Facilities Specialist</b> (<i>Julie DeRuwe</i>)</li></ul>   | <b>15 min.</b>   |
| 4) | <b>NEW BUSINESS</b> <ul style="list-style-type: none"><li><b>A. Task Order 1 Iteris Thurston Smart Corridors Implementation</b> (<i>Eric Phillips</i>)</li><li><b>B. Transit Signal Priority Interlocal Agreement with Thurston County</b> (<i>Eric Phillips</i>)</li><li><b>C. Amend Zero-Fare Demonstration Project Resolution</b> (<i>Ann Freeman-Manzanares</i>)</li><li><b>D. Selection of CAC Candidates for Interviews</b> (<i>Ann Freeman-Manzanares</i>)</li><li><b>E. Roadmap to a Zero-Emissions Fleet</b> (<i>Jonathon Yee</i>)</li></ul> | <b>5 min.</b><br><b>5 min.</b><br><b>5 min.</b><br><b>5 min.</b><br><b>30 min.</b> |
| 5) | <b>COMMITTEE REPORTS</b> <ul style="list-style-type: none"><li><b>A. Transportation Policy Board (Oct. 13)</b> (<i>Don Melnick</i>)</li><li><b>B. Community Advisory Committee (Oct. 18)</b> (<i>Isha Gabriel</i>)</li></ul>  | <b>5 min.</b><br><b>5 min.</b>   |
| 6) | <b>GENERAL MANAGER'S REPORT</b>   | <b>5 min.</b>  |
| 7) | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b>   |

**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](mailto: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.*

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: October 20, 2021**

**FOR: Intercity Transit Authority**

**FROM: Eric Phillips AICP, Development Director - 705-5885**

**SUBJECT: Task Order 1- Iteris - Thurston Smart Corridors Implementation**

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1) **The Issue:** Authorizing Task Order 1 with Iteris, Inc. supporting implementation of Transit Signal Priority and Thurston Smart Corridor projects.

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2) **Recommended Action:** Authorize the General Manager to execute Task Order 1 with Iteris, Inc. for a total not-to-exceed value of \$140,780 for engineering and consulting services supporting implementation of Transit Signal Priority and Thurston Smart Corridors.

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3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. This is the first of several Task Orders anticipated to be awarded under this multi-year contract which includes funding from three prior federal grant awards.

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4) **Background:** Following a competitive consultant selection process earlier this year, Intercity Transit entered into a contract with Iteris Inc. to support Intercity Transit's Transit Signal Priority (TSP) and Thurston Smart Corridor Implementation.

Working with the Iteris team, a Scope of Work for the initial Task Order (TO1) was developed over the last month focusing on data collection, coordination with our regional partners and establishing baseline study and project conditions in order to develop a full plan for implementation - what we are calling the Smart Corridor "implementation road map."

The initial Task Order with Iteris includes a budget of \$140,780 supporting data collection, scoping with the jurisdictional partners, equipment testing and field verification. Work will also look at data gaps and developing recommendations for monitoring the effectiveness and prioritization of corridor implementing strategies. Over the next six months we will be updating and building upon the prior work including confirming updated equipment and communications (hardware and software) and confirming the integration of the TSP equipment with the new CAD/AVL and TSP equipment. During this same time the consultant will be coordinating closely with our regional partners. Concurrent

with the Consultant work TRPC will also be convening a project steering committee as part of the coordination (separate contracted work under our existing ILA with TRPC). We expect to bring the full project implementation scope (Task Order 2) forward in the Spring of 2022 and move forward with equipment installation, data collection, travel studies and corridor design planning. The current schedule for work is targeted at 18 to 24 months, however we anticipate the "roadmap" being developed under the initial scope will also provide a phasing plan as we look forward at how high-capacity transit is implemented along the designated corridors.

Intercity Transit is the lead agency and is providing all matching funds for the three separate grant awards related to this project. The 2022 budget, as presented for Authority consideration, includes \$1,698,000 for the TSP and Smart Corridor projects.

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5) **Alternatives:**

- A. Authorize the General Manager to execute Task Order 1 with Iteris, Inc. for a total not-to-exceed value of \$140,779.92 for engineering and consulting services supporting implementation of Transit Signal Priority and Thurston Smart Corridors.
- B. Defer action. A decision to delay may affect the project schedule and grant funding for the TSP and the Smart Corridors projects.

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6) **Budget Notes:** The project is included in the 2021 budget. The draft 2022 budget as presented includes \$1,698,000 in federal grant and required matching funds as well as local funding for implementing tasks pertaining to Transit Signal Priority and the Smart Corridors projects. Unexpended project funds will be carried forward in future budgets until the project is completed.

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7) **Goal References:** **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."

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: October 20, 2021**

**FOR: Intercity Transit Authority**

**FROM: Eric Phillips AICP, Development Director, 705-5885**

**SUBJECT: Transit Signal Priority Interlocal Agreement with Thurston County**

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1) **The Issue:** Consideration of an Interlocal Agreement with Thurston County supporting Transit Signal Priority and Smart Corridor implementation, coordination, and technical support.

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2) **Recommended Action:** Authorize the General Manager to enter into an Interlocal Agreement with Thurston County identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.

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3) **Policy Analysis:** The Interlocal Cooperation Act (RCW 39.34) provides authority for two or more public agencies governing bodies to enter into an agreement in support of a joint project.

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4) **Background:** Interlocal Agreements (ILA's) are an efficient tool to support coordination between two local agencies working cooperatively. The ILA with Thurston County for Transit Signal Priority and Smart Corridor implementation provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with Federal Transit Administration (FTA) grant requirements.

Under the agreement the County staff can move forward and manage the framework for corridor implementation work including TSP deployments and technical coordination in the field at signalized intersections, equipment tracking processes consistent with grant requirements, and ongoing installation, communication, and maintenance of the system. The ILA provides that, Intercity Transit will be responsible to purchase equipment required for successful TSP implementation. The County will support the project by housing the equipment within County owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes, and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agencies' attorneys reviewed the ILA as presented for consideration and Thurston County is scheduled to take action on this ILA at their October 19, 2021, meeting.

Staff recommends proceeding with the Interlocal Agreement with Thurston County to support the overall implementation of TSP as part of the Smart Corridors program. This is the final jurisdictional ILA needed for the project.

**Project History:** TSP deployments are part of the Smart Corridors Initiative; a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ) a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of the project and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP is being deployed to support and enhance transit speed and reliability as these corridors experience increasing traffic, congestion, and travel delay. ILA's are currently in place with Olympia, Tumwater, Lacey and WSDOT where Intercity has initiated implementation work.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into an Interlocal Agreement with Thurston County identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.
- B. Defer action. Do not approve ILA. Without an ILA in place the project coordination and certain FTA requirements would be difficult to coordinate. The project may not proceed.

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- 6) **Budget Notes:** The ILA does not include authorization of funds beyond staff support and coordination. Separate agreements may be entered into with the County for equipment management within their control. Funds required for such agreements and planned work were previously approved as part of the TSP and Smart Corridor implementation grant projects budgeted in 2021 and proposed to be carried forward in the 2022 budget.

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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 #6:** *"Encourage use of services."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: October 20, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares

**SUBJECT:** Extending the Zero-Fare Demonstration Program  
Resolution 04-2021

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- 1) **The Issue:** Extend the five-year, zero-fare demonstration project for a period of three additional years beginning on the date Fixed-Route and Dial-A-Lift services return to March 2020 service levels or January 1, 2028, whichever is later.
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- 2) **Recommended Action:** Approve Resolution 04-2021 extending the five-year, zero-fare demonstration project for a period of three additional years beginning on the date Fixed-Route and Dial-A-Lift services return to March 2020 service levels or January 1, 2028, whichever is later.
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- 3) **Policy Analysis:** The COVID-19 pandemic disrupted the ability of Intercity Transit to provide service to the public and collect necessary data to conduct an analysis of the Zero-Fare demonstration program. Extending the program to allow collection of data is critical to the Authority's ability to define the programs outcome.
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- 4) **Background:** The community survey and IT Proposition 1, approved in November 2018 supported consideration of the existing fare collection system and creating a transformational transit system. The Authority solicited and reviewed a technical analysis of existing fare collection systems, capital and operating cost, and how best to provide a broad range of benefits desired by the community documented during the two-year public engagement process entitled "IT Road Trip." The outcome of that analysis resulted in a proposal for a five-year, zero-fare demonstration project. Public comment was solicited and heard on November 20, 2019. The Authority received 125 comments prior to the hearing and 30 during the hearing. The majority of those comments were in favor of the five-year, zero-fare demonstration project. Resolution 03-2019 was approved by the Authority on December 4, 2019.

COVID-19 has significantly impacted service and the ability to adequately collect the data necessary to conduct an analysis of the demonstration program. At this point in time it is difficult to know the path of the pandemic or the availability of labor resources to support service. This proposed amendment reflects our best estimate at this time allowing the Authority to review the timeframe at a later date.

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- 5) **Alternatives:**  
A) Approve Resolution 04-2021 extending the five-year, zero-fare demonstration project for a period of three additional years beginning on the date Fixed-Route and Dial-A-Lift services return to March 2020 service levels or January 1, 2028, whichever is later.  
  
B) Direct staff to revise the proposed resolution.
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- 6) **Budget Notes:** The proposed change in fares (Zero-Fare) is reflected in the draft 2022-2027 strategic plan and the draft 2022 budget as presented.
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- 7) **Goal Reference:** This item is consistent and supports all Authority goals.
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- 8) **References:** Resolution 04-2021.



**INTERCITY TRANSIT  
RESOLUTION NO. 04-2021**

**EXTENDING THE SUSPENSION OF FARE COLLECTION FOR FIXED-ROUTE  
AND DIAL-A-LIFT SERVICES AND EXTENDING THE “ZERO-FARE”  
DEMONSTRATION PROGRAM**

A **RESOLUTION** extending the demonstration program and suspension of fare collection for Fixed-Route and Dial-A-Lift services, implementing an interim change in fare collection policy, extending the five-year demonstration program to evaluate the benefits of “Zero-Fare,” establishing review procedures and setting the effective date as January 1, 2020.

**WHEREAS**, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

**WHEREAS**, Intercity Transit provides public transportation services to Olympia, Lacey, Tumwater, Yelm and the urban growth boundaries of Thurston County; and

**WHEREAS**, Intercity Transit’s mission is to provide and promote public transportation choices that support an accessible, sustainable, livable, healthy, prosperous community; and

**WHEREAS**, Thurston County voters approved Proposition 1, November 2018, supporting a “transformational” transit system and consideration of the current fare collection system; and

**WHEREAS**, during 2019 the Intercity Transit Authority solicited and reviewed a technical analysis of the existing fare collection system, capital and operating costs, future revenue considerations, and options to the current system that would provide a range of community benefits as documented during the two-year public engagement process - “Road Trip;” and

**WHEREAS**, Intercity Transit’s 2020 *Strategic Plan* provides policy direction to implement a “Zero-Fare” demonstration program; and

**WHEREAS**, the Authority wishes to evaluate the community benefits of a “Zero-Fare” demonstration program; and

**WHEREAS**, Resolution 03-2019 established a five-year “Zero-Fare” demonstration program effective January 1, 2020 and continuing through January 1, 2025; and

**WHEREAS**, the state of emergency declared in the United States, the State of Washington and Thurston County due to the global COVID-19 pandemic disrupted the ability of Intercity Transit to provide services to the public and collect necessary data to conduct the technical analysis of the “Zero-Fare” demonstration program; and

**WHEREAS**, it is necessary to extend the “Zero-Fare” demonstration program for a period of time to reflect the disruption to Intercity Transit’s Fixed-Route and Dial-A-Lift services;

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT  
AUTHORITY AS FOLLOWS:**

**Section 1. Five-year “Zero-Fare” demonstration extended.** Intercity Transit will continue to suspend fare collections as authorized under Resolution 03-2019 on all Fixed-Route and Dial-A-Lift in accordance with the “Zero-Fare” demonstration program policy, set forth in the agency’s *Strategic Plan* for a period of three additional years, beginning on the date that the General Manager determines such Fixed-Route and Dial-A-Lift services have returned to normal service levels existing in March 2020, or until January 1, 2028, whichever is later. The demonstration program shall be subject to annual review by the Intercity Transit Authority, as part of the *Strategic Plan* and annual Budget process.

**Section 2. Fares Suspended during “Zero-Fare” demonstration.** During the Zero-Fare demonstration period the underlying fares and fare categories established under Resolution 02-2012 will remain in place until completion of the Zero-Fare demonstration period or replaced or modified by separate action of the Authority.

**Section 3. Authority Review of “Zero-Fare” demonstration.** Annual review of the Zero-Fare demonstration policy shall continue to occur with the review and updates of the *Strategic Plan* and annual Budget process; provided, the Authority may review the “Zero-Fare” demonstration policy at any time in accordance with applicable procedures, including a public hearing as may be required in accordance with the Intercity Transit Bylaws.

**Section 4. Future Federal Compliance.** Intercity Transit is a “small” urban system with less than 200,000 population. In the event that Intercity is designated as a “large” urban system at or prior to the expiration of the “Zero-Fare” demonstration, a Fare Equity Analysis may be required to be performed prior to reinstatement or changes to the fare structure and types (reserved under Resolution 02-2012) in accordance with FTA requirements and Intercity transits current Title VI plan.

**Section 5. Excludes Vanpool.** The suspension of fare collection under the “Zero-Fare” demonstration period does not apply to Vanpool fares as established, separately, under Resolution 02-2021.

**ADOPTED:** This 20th day of October 2021

**INTERCITY TRANSIT AUTHORITY**

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**Carolyn Cox, Chair**

**ATTEST:**

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**Pat Messmer  
Executive Assistant/  
Clerk of the Board**

**APPROVED AS TO FORM**



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**Jeffrey S. Myers  
Legal Counsel**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: October 20, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares (705-5838)

**SUBJECT:** 2021 Community Advisory Committee Recruitment

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- 1) **The Issue:** To review applications and identify applicants for interviews.
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- 2) **Recommended Action:** Review and select applications received for vacancies on the CAC. Staff will schedule interviews after the Authority provides direction.
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- 3) **Policy:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment.
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- 4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are currently three vacant positions.
- Ten (10) applications were received by the submission due date of October 8, 2021. The ad hoc committee, made up of three Authority and three CAC members will conduct interviews of applicants on November 3. The committee will recommend candidates for appointment at the December 1, 2021, ITA meeting.
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- 5) **Alternatives:**
- A. Direct staff to schedule interviews for all or some of the applicants.
  - B. Direct staff to defer to a new recruitment until 2022.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal References:** Maintaining active, interested Community Advisory Committee members supports all agency goals.
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- 8) **References:** Community Advisory Committee applications.

INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-E  
MEETING DATE: October 20, 2021

**FOR:** Intercity Transit Authority  
**FROM:** Jonathon Yee (360) 705.5884  
**SUBJECT:** Roadmap to a Zero-Emissions Fleet

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- 1) **The Issue:** Update the Authority 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:** The Authority expressed interest in keeping abreast of new transit fleet technology and 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.