

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, November 3, 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: 499-624-813

- One-touch: <tel:+18773092073,499624813#>

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](mailto:pmessmer@intercitytransit.com) by 12 noon on November 3, 2021.
  - By Phone - Contact the Clerk of the Board at 360-705-5860 by 12 noon November 3, 2021.
  - By USPS - mail comments to "Public Comments" P. O. Box 659, Olympia, WA 98507.
- 3) **PUBLIC HEARINGS** 20 min.
  - A. 2022-2027 Draft Strategic Plan (*Ann Freeman-Manzanares*)
  - B. 2022 Draft Budget (*Suzanne Coit*)

**Public Hearing on the 2022-2027 Draft Strategic Plan and the 2022 Budget** - You may provide testimony on the public hearings remotely or by email.

Submit testimony **by email** to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com). **Emailed testimony must be submitted by 12:00 p.m. on November 3, 2021.**

**Remotely:** Register with the Clerk of the Board if you wish to testify by phone or video conference. Email your request to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) by 12:00 p.m. on November 3, 2021. **Please dial-in at least 15 minutes prior to the start of the meeting which begins at 5:30 p.m.**

For questions, please contact the Clerk of the Board at 360-705-5860.

- 4) **INTRODUCTIONS** 5 min.
  - A. Hannah Toulme, HR Specialist (*Sara Bradley*)
- 5) **APPROVAL OF CONSENT AGENDA ITEMS** 1 min.
  - A. Approval of Minutes: October 6, 2021, and October 20, 2021, Regular Meeting.

**B. Payroll for October:** \$4,332,698.35

**C. Accounts Payable October:** Warrant numbers 33148-33179 dated October 5 in the amount of **\$131,581.32**; numbers 33180-33181 dated October 11 in the amount of **\$75,054.49**; numbers 33182-33230 dated October 13 in the amount of **\$2,531,612.79**; numbers 33233-33274 dated October 19 in the amount of **\$217,026.99**; numbers 33275-33280 dated October 22 in the amount of **\$17,271.27**; numbers 33281-33311 dated October 27 in the amount of **\$393,670.46**; for a total amount of **\$3,366,217.42**; and Automated Clearing House Transfers in the amount of **\$6,517.09** for a monthly total of **\$3,372,734.51**.

6) **NEW BUSINESS - NONE**

7) **COMMITTEE REPORTS - NONE**

8) **GENERAL MANAGER'S REPORT** **5 min.**

9) **AUTHORITY ISSUES** **10 min.**

#### **ADJOURNMENT**

**CLOSED SESSION - Amalgamated Transit Union Local 1765 (ATU) -** The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss upcoming negotiations with the ATU. **No further action is expected to occur.**

*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. 3-A**  
**MEETING DATE: November 3, 2021**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** 2022-2027 Draft Strategic Plan Public Hearing

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1) **The Issue:** To conduct a public hearing on the 2022-2027 Draft Strategic Plan.

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2) **Recommended Action:** Receive comment on the Draft 2022-2027 Draft Strategic Plan.

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3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.

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4) **Background:** The Draft 2022-2027 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2022-2027 strategic plan addresses our state of growth in accordance with the long-range plan.

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

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6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.

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7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to addresses all agency goals.

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8) **References:** [2022-2027 Draft Strategic Plan](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-B**  
**MEETING DATE: November 3, 2021**

**FOR: Intercity Transit Authority**

**FROM: Suzanne Coit, 360-705-5816**

**SUBJECT: Public Hearing - 2022 Draft Budget**

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- 1) **The Issue:** To conduct a public hearing on the 2022 Draft Budget.
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- 2) **Recommended Action:** Receive comment on the proposed 2022 Budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of the proposed expenses for 2022.
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- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The proposed Operating budget for 2022 is \$78.1 million, which includes \$12.4 million of rollover projects and a \$1.6 in new projects.

The proposed Capital budget for 2022 is \$104.6 million, which includes \$38.8 million in new projects and \$65.8 million of rollover projects.

The Total proposed 2022 expenditure budget including staff recommended new projects/positions is \$182.6 million.

The major elements of Intercity Transit's 2022 budget are:

- Sales tax revenue for 2022 is projected to increase 3%.
- Assumes pre-COVID level service for Dial-A-Lift.
- Assumes pre-COVID level service for Fixed Route by Sept 2022.
- Purchase of 10 replacement coaches, which are partly grant funded.
- Purchase of 28 replacement DAL vans, which are partly grant funded.
- Purchase of 12 replacement vanpool vans, which are partly grant funded.
- Hybrid bus mid-life rebuild.
- Purchase of 2 replacement and 1 expansion staff vehicles.



- Continue construction to renovate and expand the Pattison Street facility.
- Continue replacement of the computer aided dispatch/automated vehicle locator/radio system.
- Pursue grant funded BRT and Corridor program.
- Pursue grant funded Martin Way P&R direct ramp access project.
- Add 18 new positions:  
5 vehicle cleaners, vehicle maintenance technician, 2 maintenance supervisors, facilities technician, facilities technician supervisor, DAL dispatcher, operations trainer, 2 receptionists, director of strategic programs, accounting specialist, IS technician, and senior training coordinator.

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

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

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7) **Goal Reference:** The annual budget impacts all agency goals.

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8) **References:** [2022 Draft Budget](#)

<b><i>Budget Summary - Cash Basis</i></b>	<b>2022 Budget</b>
<b><i>Beginning Cash Balance</i></b>	<b><u>\$140,000,000</u></b>
<b><i>Add:</i></b>	
Operating Revenues: Sales tax	74,478,284
Operating Revenues: VP fares	824,000
Operating Revenues: interest income, misc.	1,300,000
Grant Revenue - Operating	4,423,789
Grant Revenue - Capital	14,350,073
<b>Total Revenues</b>	<b><u>95,376,146</u></b>
<b><i>Less:</i></b>	
<b>Operating Expenditures</b>	
Operating	64,135,658
Operating - New projects	1,577,000
Operating - Rollover projects	12,353,080
<b>Total Operating Expenditures</b>	<b>78,065,738</b>
<b>Capital Expenditures</b>	
Capital - New	38,765,715
Capital - Rollover	65,809,000
<b>Total Capital Expenditures</b>	<b><u>104,574,715</u></b>
<b>Total Expenditures</b>	<b><u>182,640,453</u></b>
<b><i>Ending Cash Balance</i></b>	<b><u>52,735,693</u></b>
<b><i>Less Operating Reserve (25% of operating expenditures)</i></b>	<b><u>(19,516,435)</u></b>
<b><i>Ending Unreserved Cash Balance</i></b>	<b><u><u>\$33,219,259</u></u></b>

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**October 6, 2021**

**CALL TO ORDER**

Chair Cox called the October 6, 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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Lori Chambers.

**Members Absent:** City of Yelm Councilmember Molly Carmody; Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jason Agüero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Katie Cunningham; Jessica Gould; Steve Krueger; Pat Messmer; Matt Parker; Eric Phillips; Heather Stafford; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Ty Flint, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT:** No public comments were received.

**INTRODUCTIONS**

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

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Councilmembers Sullivan and Gilman to adopt the consent agenda.**

- A. Approval of Minutes:** September 1, 2021, Regular Meeting, and September 15, 2021, ITA/CAC Joint Meeting

## Intercity Transit Authority Regular Meeting

October 6, 2021

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- B. Payroll for September:** \$2,960,209.98
- C. Accounts Payable September:** Warrant numbers 32941-32975 dated September 2 in the amount of **\$131,887.70**; numbers 32977-33012 dated September 8 in the amount of **\$707,497.49**; numbers 33013-33014 dated September 11 in the amount of **\$67,421.04**; numbers 33015-33053 dated September 15 in the amount of **\$591,419.99**; numbers 33055-33098 dated September 21 in the amount of **\$185,932.24**; numbers 33099-33132 dated September 28 in the amount of \$108,508.83; numbers 33133-33137 dated September 29 in the amount of \$2,645,863.20; for a total amount of **\$4,438,530.49**; and Automated Clearing House Transfers in the amount of **\$8,050.08** for a monthly total of **\$4,446,580.57**.

### NEW BUSINESS

- A. Operations Uniform Contract Extension.** Procurement Coordinator, Katie Cunningham, presented a contract to purchase uniform items for Operations staff on an as-needed basis in 2022. These purchases typically include replacement garments for current staff and new uniform items for new employees. Galls has been Intercity Transit's uniform provider for the past several years.

In July 2019, the Washington State Department of Enterprise Services (DES) awarded master contract 01417 for uniforms and accessories to Galls. Intercity Transit began utilizing this contract in November 2019 and seeks to continue to purchase Operations uniform items from Galls under this contract.

Intercity Transit has been satisfied with the products and services provided by Galls and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniforms, staff is confident that this contract and vendor will continue serve our staff well.

**It was M/S/A by Citizen Representatives Belk and Pierce to authorize 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.**

- B. State Legislative Advocacy Services Contract Award.** Procurement Coordinator, Katie Cunningham, presented a contract for State Legislative Advocacy Services.

Intercity Transit released a Request for Proposals (RFP) for State Legislative Advocacy Services on August 6, 2021. One proposal from Foster Government Relations was received by the submittal deadline of August 31, 2021.

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**October 6, 2021**

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The proposal was evaluated by the General Manager, Development Director, Grants Program Administrator, and procurement staff in accordance with criteria established in the RFP. Based on the evaluation process, which consisted of review of non-cost and cost proposal factors, Intercity Transit determined that Foster Government Relations is a responsible proposer and meets all RFP requirements.

The annual contract amount reflects an increase from the previous contract rate in the amount of \$6,000 per year. This increase is commensurate with comparable transit contracts and the Consumer Price Index.

Intercity Transit has worked with Foster Government Relations under our previous contract for the past five years and has been satisfied with the firm's representation of our interests during that time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes the firm will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract award to Foster Government Relations.

**It was M/S/A by Commissioner Mejia and Councilmember Sullivan to authorize 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.**

### **C. Federal Advocacy Services Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented a contract for Federal Advocacy Services.

In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the third one-year renewal, and the annual contract amount remains the same as the previous term.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past thirteen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington D. C. continues. It remains beneficial for Intercity Transit to have an advocate in Washington D. C. to

ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates and recommends that a contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

**It was M/S/A by Councilmember Sullivan and Commissioner Mejia to authorize 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.**

- D. Surplus Vanpool Vehicles.** Procurement Coordinator, Katie Cunningham, requested the Authority declare vanpool vehicles listed in Exhibit A as surplus. These vehicles exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus these vehicles will be either offered for direct purchase by other public agencies or granted as part of the surplus van grant program. Surplus vehicles not granted or sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$228,187.

**It was M/S/A by Citizen Representatives Melnick and Pierce to declare the vanpool vehicles listed on Exhibit A as surplus.**

- E. Title VI Program Updates.** Grants Program Administrator, Jessica Gould, presented the updated Title VI Program Plan. Gould said the last Title VI Program update was in 2018, and it must be updated every three years per FTA guidelines. Having an up-to-date Title VI Program is a federal requirement to receive federal funds. Federal law requires all entities receiving federal assistance to provide all communities with equal access to these programs and to have a Title VI Program in place.

Title VI of the Civil Rights Act of 1964 was designed to ensure that no person in the United States, based on race, color, or national origin, is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program that DOT financially assists.

Gould expects a determination to be made based on the 2020 census numbers as to whether Intercity Transit will transition from a small UZA to a large UZA. Staff is preparing for that potential transition when we'll need to add additional components to the current Title VI Program.

Gould said staff did a lot of housekeeping including formatting the program, inserting updated graphics and tables and updating any outdated information.

The draft updates have been submitted to the FTA in advance of the October 1 due date. If the Authority approves the Program updates, staff will submit the final approved Title VI Program. Gould will keep the Authority updated as to any potential changes needed to meet the new requirements if/ when the agency transitions to a L-UZA.

**It was M/S/A by Commissioner Mejia and Councilmember Gilman to approve Intercity Transit's Title VI Program updates as presented and requested staff submit the updated Plan to the Federal Transit Administration.**

- F. Public Hearing 2022-2027 Draft Strategic Plan.** Freeman-Manzanares said staff is recommending the Authority conduct a public hearing on Wednesday, November 3 at 5:30 p.m. to receive comments on the 2022-2027 Draft Strategic Plan. The Authority reviewed the elements in the spring and provided staff direction in the development of the 2022 budget. This has the elements which allow us to focus on the implementation of the approved Long-Range Plan and IT Proposition 1.

The Authority directed two changes to the document:

- **Goal #5 - The Authority directed staff to include "supporting the Thurston County Regional Climate Mitigation Plan." The goal now reads:**

*"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan."*

- **Goal #7 - The Authority directed staff to add the phrase, "such as access and equity as a service provider and as an employer." The goal now reads:**

*"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community such as access and equity as a service provider and as an employer."*

The public will be notified early next week that the draft document is available for review and comment. Depending upon the outcome of the public hearing, we are on track to approve the document at the November 17, 2021, Authority meeting.

**It was M/S/A by Citizen Representative Melnick and Commissioner Mejia to schedule a public hearing at 5:30 p.m., Wednesday, November 3, 2021, to receive comments on the 2022-2027 Draft Strategic Plan.**

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**G. Public Hearing 2022 Budget.** Finance Manager, Suzanne Coit, requested to set a public hearing for November 3 to receive public comment on the Draft 2022 budget. Coit also provided updated budget numbers to reflect two additional items. The added items are:

**Security Costs** - There have been increased costs, and the original amount wasn't inclusive of all of our buildings, so that's an increase of \$175,900.

**Alternative Technology Master Planning and Detailed Design** - This is to hire consultant services to integrate alternative fuel infrastructure into the site master plan, and complete detailed design work for an additional \$650,000.

This brings a new budget total to \$182,640,453.

It was M/S/A by Citizen Representative Pierce and Councilmember Gilman to schedule a public hearing at 5:30 p.m., Wednesday, November 3, 2021, to receive comments on the 2022 Draft Budget.

### COMMITTEE REPORTS

**A. Thurston Regional Planning Council.** Cox said TRPC met October 1. The Council conducted a follow up on their summer retreat and had a conversation with the retreat facilitator, Amy Leneker, about values, vision, and mission. Cox said it was a good discussion. Leneker's presentation can be found on the TRPC website at: [https://www.trpc.org/DocumentCenter/View/8849/A6\\_60-day-Check-In](https://www.trpc.org/DocumentCenter/View/8849/A6_60-day-Check-In)

Council received a presentation from Transportation Modeler, Theresa Julius about State of our System website that TRPC hosts. The focus was on Electric Vehicles. Information can be found: <https://www.trpc.org/1082/Electric-Vehicles>

Council received an overview from GIS & Modeling Manager, Scott Carte, on the interactive map that finds the nearest AV Charging Stations in Thurston County. The map can be found here:

<https://trpc.maps.arcgis.com/apps/Directions/index.html?appid=7fb748582ab645328ff659463a3051e0>

Lastly, the Council received an update on the WRIA 13 Deschutes Watershed planning process and next steps. That's been through a couple of ups and downs in the planning process and that report can be found here:

[https://www.trpc.org/DocumentCenter/View/8848/A8\\_WRIA-13-Watershed-Update-100121](https://www.trpc.org/DocumentCenter/View/8848/A8_WRIA-13-Watershed-Update-100121)



Gilman attended the TRPC meeting, and he's excited about some things moving forward into next year. One is a priority around the Martin Way Corridor and continuing that work on the traffic signal prioritization across the region; also, our high-speed transit effort that they're helping to cross the T's and dot the I's, so that Intercity Transit's proposals for bus rapid transit will be successful. He also referred to conversations about when a school district buys property out in the urban growth area, and then expects transit to serve it and expects it to be convenient. The same conversation is beginning to happen around permanent supportive housing and services for individuals who need extra social services. Gilman thinks it's beginning to be discussed at TRPC and it's something IT would want to advocate that we want the planners to consider the reality of public transit doesn't exist today before they imagine putting people in the outlying areas to access services.

Melnick referred to the charging stations and he urges whoever does the monitoring also check on this because there's been a big problem with some of the vendors of charging stations - they don't stay in service. They need to find a way to track which ones are kept in service and which are not. Melnick referred to the notion of ensuring that IT has as an opportunity to be engaged in discussions about where there's going to be new subdivisions and transit access should be a criteria. He hopes more cities in the county will consider that to be important.

## **GENERAL MANAGER'S REPORT**

- Applications for the Community Advisory Committee are due Friday, October 8. Six applications have been submitted to date. Freeman-Manzanares said anyone interested in serving should visit the website at [www.intercitytransit.com](http://www.intercitytransit.com), or if you know of anyone interested, please share the opportunity with them and she or Nancy Trail would be happy to 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

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likely would have captured the individual(s). Camera install 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 and 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.

**AUTHORITY ISSUES - None.**

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:15p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Carolyn Cox, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: November 3, 2021**

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

**EXHIBIT A  
 SURPLUS VEHICLES - OCTOBER 2021**

<b>COACHES</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
1	2121	2011	Dodge Caravan	7	103,843	\$6,166.00
2	2170	2011	Ford Econoline E-350	15	120,852	\$9,503.00
3	2171	2011	Ford Econoline E-350	15	115,938	\$10,006.00
4	2172	2011	Ford Econoline	15	91,761	\$12,230.00
5	2201	2012	Dodge Caravan	7	97,960	\$6,868.00
6	2300	2013	Dodge Caravan	7	98,078	\$7,522.00
7	2360	2013	Chevrolet Express	15	105,584	\$13,983.00
8	2460	2014	Chevrolet Express	15	128,090	\$11,558.00
9	2461	2014	Chevrolet Express	15	107,159	\$13,956.00
10	2462	2014	Chevrolet Express	15	136,883	\$10,839.00
11	2463	2014	Chevrolet Express	15	64,792	\$19,766.00
12	2464	2014	Chevrolet Express	15	113,232	\$13,239.00
13	2465	2014	Chevrolet Express	15	119,459	\$12,561.00
14	2540	2015	Chevrolet Express	15	102,219	\$15,047.00
15	2541	2015	Chevrolet Express	15	91,222	\$16,566.00
16	2542	2015	Chevrolet Express	15	81,755	\$18,044.00
17	2543	2015	Chevrolet Express	15	131,406	\$11,830.00
18	2544	2015	Chevrolet Express	15	78,692	\$18,503.00
<b>TOTAL ESTIMATED SURPLUS VEHICLE VALUE</b>						<b>\$228,187.00</b>

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**October 20, 2021**

**CALL TO ORDER**

Chair Cox called the October 20, 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.

**Members Absent:** Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Thera Black; Mike Burnham; Suzanne Coit; Kayla Cranor; Cameron Crass; Julie DeRuwe; Beau Fahr; Lyle Gilbertson; Jessie Gould; Roshan KC; Ally McPherson; Brian Nagel; Pat Messmer; Eric Phillips; Heather Stafford; Daniel Van Horn; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Ty Flint, Community Advisory Committee.

**APPROVAL OF AGENDA**

It was M/S/A by Commissioner Mejia and Councilmember Gilman to adopt the agenda.

**PUBLIC COMMENT:** No public comment.

**INTRODUCTIONS**

- A. Cameron Crass introduced **Lyle Gilbertson**, Operations Scheduling Coordinator.
- B. Jonathon Yee introduced **Kayla Cranor**, Auto Technician.
- C. Julie DeRuwe introduced **Beau Fahr**, Facilities Specialist.

**NEW BUSINESS**

- A. Task Order 1 Iteris Thurston Smart Corridors Implementation.** Eric Philips presented Task Order 1 with Iteris, Inc. supporting implementation of Transit Signal Priority and Thurston Smart Corridor projects.

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

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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.

**It was M/S/A by Citizen Representatives Melnick and Belk to 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.**

- B. Transit Signal Priority Interlocal Agreement w/Thurston County.** Eric Phillips presented an Interlocal Agreement with Thurston County supporting Transit Signal Priority and Smart Corridor implementation, coordination, and technical support.

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,

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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. ILAs are currently in place with Olympia, Tumwater, Lacey and WSDOT where Intercity has initiated implementation work.

**It was M/S/A by Citizen Representatives Belk and Melnick to 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.**

- C. **Amend Zero Fare Demonstration Project.** Freeman-Manzanares presented for approval the extension of 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.

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 costs, 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

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service. This proposed amendment reflects a best estimate at this time allowing the Authority to review the timeframe at a later date.

**It was M/S/A by Councilmember Sullivan and Commissioner Mejia to 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.**

**D. Selection of CAC Candidates for Interviews.** Freeman-Manzanares said in response to the CAC recruitment, ten applications were received, and the Authority is asked to review and select the applications for the interview process.

The interviews will be held the afternoon of November 3. The panel is expected to make a recommendation to the Authority at the December 1, 2021, meeting.

The interview panel consists of Board members Debbie Sullivan, Don Melnick and Justin Belk and Clark Gilman volunteered as an alternate. CAC members are Allison Spector, Ty Flint and Jihan Grettenberger.

**The Authority directed staff to interview all ten applicants.**

**E. Roadmap to a Zero Emissions Fleet.** Jonathon Yee provided an update on staff's recommended path and plans toward a zero-emissions fleet. Yee started with the definition of the many acronyms he'll use throughout the presentation.

- BEB/BEV - Battery Electric Bus or Vehicle
- DAL - Intercity Transit Dial-A-Lift vehicle used for paratransit services
- DOE RFI - U.S. Department of Energy's recent Request for Information for the Hydrogen Earthshot initiative
- Electrolysis - A process of making hydrogen from water
- FCEB - Fuel Cell Electric Bus - uses an onboard hydrogen fuel cell to generate electrical energy
- H<sub>2</sub> - Hydrogen as a fuel in either liquid or gaseous form
- Non-revenue vehicles - Agency vehicles used in activities that support our transit services
- NO<sub>x</sub> - Oxides of Nitrogen - a greenhouse gas related to vehicle emissions
- P<sub>m</sub> - Particulate Matter - particles of solids or liquids contained in vehicle exhaust (soot, smoke, etc.)
- PV - Photovoltaic system (aka Solar)
- Revenue Vehicles - Agency vehicles used in providing transportation services to the community
- SMR - Steam Methane Reformation - a process for producing hydrogen from Natural Gas

**REARVIEW MIRROR - EMISSION REDUCTION CHOICES** - Yee said it's a nationwide and global initiative to remove and reduce diesel emissions. The EPA launched several initiatives to clean up diesel engine technology. When IT takes delivery of the last 10 Gillig's that were pre-ordered a few years ago, in the first quarter of next year, all IT buses and diesels in the fleet will

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be 2010 or newer. By replacing the fleet with newer technology, we reduce the amount of emissions going into the environment significantly.

Yee showed a graph of the different variations of fuel that we've either looked at or used over time as a reduction of CO2 compared to diesel as a baseline. Between 2006 and 2010, the EPA mandated the use of ultra-low sulfur, which made a significant improvement. In 2008, IT began using a biodiesel blend, which equated to about a 7% reduction in CO2 emissions. In the middle of 2020 IT changed from B10 to R10, which is the renewable diesel blend made from US based soybean content. We're not deforesting and using palm oils which is a concern in the environment and globally. This is pretty close to the same effect as biodiesel. In 2018 we introduced the first propane Dial-A-Lift vehicles and converting those from diesel to propane made an impact. In 2010 IT began buying diesel hybrids, which use less fuel. This has an impact on emissions, and just this week, IT took the first delivery of the R50 which is 50% renewable diesel and 50% ultra-low sulfur diesel. This gets IT to the next biggest jump. The next step, which doesn't require additional or significant infrastructure and vehicle costs, as we move toward better, and then zero emissions vehicles will be the R100. R100 will be another big step in emissions reductions for the fleet.

The question is why a battery electric bus isn't 100% like fuel cell. The energy coming off of our grid through PSE or locally in the region, isn't 100% green, and fuel cell we're showing as 100% reduction because the plan is on-site production, using green energy and emitting zero emissions out of the tailpipe. That's the goal to reach. We have funding in our budget to do the research and define how we might accomplish this goal.

WHERE WE ARE NOW – The last time Yee gave a presentation, he talked about studying partners throughout the industry who were early adopters and other evolving technologies. IT continues to study the pitfalls and progress of other systems and got involved with multiple industry groups:

- Zero Emissions Bus Resource Alliance (ZEBRA) is a national group hosted by CTE, which is Center for Transportation and the Environment. It's a group of transits only that are involved in the transition or thinking about the transition to zero emissions.
- WSU Green Transportation Program
- Alternative Fuels & Vehicles Technical Assistance Group (AFV-TAG)
- APTA Zero Emission Fleet Committee
- The Consortium for Hydrogen and Renewably Generated E-Fuels (CHARGE) created by the Joint Center for Deployment and Research in Earth Abundant Materials (JCDREAM)
- Outreach and ongoing communication with many transit agencies across the United States for lessons learned in ZEB deployment
- DOE RFI and two Legislative asks for future earmark funds, State Reps
- Continued partnerships on the horizon: PSE, PNNL, City of Olympia, multiple suppliers

We'll be looking at PSE and the city of Olympia, probably multiple suppliers and other local and regional stakeholders as we proceed down this path.

Yee continued with a view of what IT's fleet looks like today across the agency. On the revenue side IT has 86 large buses and he broke it down by year:



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- 10 Gillig Diesel (2007) - pending replacement
- 23 Gillig Hybrid (2010, 2012 and 2014)
- 53 Gillig Clean Diesel (2018-2021)
  - ON ORDER -- 10 Gillig Clean Diesel (Starting production in Jan 2022)

Beginning of 2022 IT plans to dispose/surplus the 2007 vehicles. Then our oldest fleet will be the 2010 hybrids.

Earlier this year the Authority approved the purchase 28 new Dial-A-Lift vehicles and those replaced the two groups of Chevy Diesel's and except for the seven unleaded vehicles, the majority of the DAL fleet will be propane.

- 18 Chevrolet Diesel (2011)
- 10 Chevrolet Diesel (2012)
- 19 Ford Propane (2018 and 2019)
  - ON ORDER - 28 Ford Propane
- 7 Ford Unleaded (2019)

NON-REVENUE FLEET - For operations support there are Explorer's and pickups used by the Operation Supervisors, and Facilities has a number of different vehicles and equipment. Village Vans are grouped into the non-revenue as well as Community Vans and Walk N Roll.

- Operations Support
  - 3 - Explorer SUV
  - 2 - F150 Pickup
- Facilities Support
  - 2 - Vans
  - 9 - Utility trucks
  - 1 - Sweeper
- Fleet Support
  - 2 - Utility Trucks
  - 5 - Staff Cars
- Village Vans - 6
- Community Vans - 8
- Walk-N-Roll - 1

Yee continued with long term goals and said IT wants to focus on green, but the vehicles and infrastructure need to be efficient, and it needs to be balanced from a financial perspective in order to fulfill our service mission. We need to consider cost because all of this is taxpayer money, whether it's local funds or grant funds we need to be good stewards. In terms of funding availability, IT will be looking for grant money as we move this forward. Looking at infrastructure requirements and available space, we hear about large transit systems much bigger than IT who are not technology agnostic. They are moving forward with fuel cell as well as battery electric and exploring some other technologies. Frequently those systems have a lot of space or multiple base locations. With our limited space we need to be cognizant of that and think about how to best use that to support any new technology that is implemented. IT needs to think about where the energy is coming from, how the vehicles are going to perform and

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how do they fit into our operations, so we don't lose sight of what we're here to do, and that's to provide transportation services the community.

Yee said earlier this year, we took advantage of an opportunity to share what we think our vision is for our path into zero emissions and specifically into hydrogen by submitting a letter of interest in response to an RFI from the Department of Energy. We thought it was a great opportunity to at least get some visibility, hopefully with DOE as well as other stakeholders and tell our story about where we want to go. Moving towards less and zero emissions, along with zero fare is a compelling plan and opportunity to serve our community well.

Yee said based on what we've learned thus far, for our revenue fleets, hydrogen fueling infrastructure and fuel cell electric vehicles, most compliment the service we provide to our community. Battery electric vehicles have a place for IT in the non-revenue fleet and support vehicles. To gain as much independence from the grid and put as much green energy into our program as possible staff is exploring the opportunity to implement solar to reduce our reliance on the grid.

Yee explained the "why" for fuel cell buses. Staff spent time researching and talking to many transit agencies about their journeys, what they learned and advice that they have for us. Yee showed a chart of the comparisons between battery electric buses and fuel cell buses. The biggest comparison point is range and the fuel cell is comparable to diesel range. The range numbers shown are an average of what we heard from peers across the country, who actually have these buses on the road versus perhaps what sales teams are advertising.

Battery life is expanding. Some are seeing pretty good range, maybe up to 190 miles on a single charge for a battery electric bus but that is under perfect conditions. During fair weather, fairly flat routes and maybe a tailwind. But on fuel cell, it shows consistently over 300 miles on a fill, which is a tank of hydrogen before they need to refuel. Battery electric buses need to charge and fuel cell buses need hydrogen. It can be purchased or produced on site, either way pumped into the cylinders, on the bus. Battery electric and fuel cell buses are similar in capital costs - fuel cell buses are a little more expensive. At small scale, battery electric bus charging is relatively inexpensive while fuel cell takes a larger investment upfront.

There are fueling considerations, not to mention reliance on the grid. A fuel cell bus fuels in about 10 minutes about what it takes to fill a diesel or a CNG bus versus a battery electric bus that has to sit on the charger for a while and even possibly require it to charge mid-route which takes time and likely requires additional infrastructure.

Regarding scalability, infrastructure to get going with fuel cell, even if you're just planning to take hydrogen deliveries, then pump it into your bus, the initial investment in infrastructure is relatively high per bus. It would be expensive versus starting with battery electric, but as you grow the fleets, and we have 86 coaches and 54 DAL's that are prime candidates for EV at some point, the initial investment really starts paying for itself and you can expand with relatively low cost versus a battery electric bus.

Yee went on to operational impacts. Staff compared the vehicle ranges to our block structure and we found the fuel cell bus, at about 300 mile range, can serve all but three of our blocks on a single fill. A battery electric bus running in perfect conditions (doesn't need air conditioning or

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heating, no hills), could cover about 50% of our requirements, otherwise would need to be swapped out or charged throughout the day and in cold weather when running heaters, even fewer than 50% of our runs could be filled. We want to be able to perform the service we provide now with minimal impact and what we've heard across the country is that folks are either deploying additional infrastructure out on the routes to be able to do charging throughout the day assuming they can hit those charge points pretty consistently or they need to increase their fleet size. It's more important to find technology that fits the needs of the people in our community for routing rather than run routes that fit the abilities of the vehicle. Operationally and from a rider/customer perspective, fuel cell fits that need. Battery electric vehicles would require we rework our entire operation around the vehicle rather than the people riding the system.

Yee explained when we talk about resiliency and emergency response, there's been a concern if we have a long-term power outage, how do you charge a battery electric bus? You either get some really big generators or you don't run the buses. This is versus hydrogen where we can continue to produce on site with a back-up generator or take deliveries of hydrogen and continue operating our vehicles the same way we do with diesel.

Why do we think battery electric vehicles fit in our non-revenue fleet? Because they run a lot fewer miles than our buses do. There are some commercially available options for most of our applications today, and there are more on the horizon. The charging demand for these smaller battery electric vehicles is much less and we could fit them into our operations without a complete retrofit. We would have to plan properly for power outages so we retain our ability to respond to emergency situations and fulfill our role as the lead transportation agency in our county emergency management plan.

Yee reviewed the proposed plan for getting there. In 2022 we want to get started with hiring a project management consultant who can help us put all the technical pieces together around a hydrogen infrastructure project, including design services so we can update our master plan and incorporate this solution into our site. Then we can get into the detailed design option so we have an accurate idea, cost wise, scope wise, and everything else that will get us ready for grant opportunities. If we come in with a well-defined scope and cost estimates, it will be very competitive in grant opportunities to bring hydrogen into the region.

Yee reviewed the bus replacement schedule based on a 12-year replacement cycle.

The per unit cost based on the diesel is based on our current order with an escalation per year. The fuel cell starts at \$1.2M per bus. That's a rough estimate - it's not our specification - that's just for what the general fuel cell electric bus would run. If we were to replace all those buses on schedule with fuel cell, we're talking \$124M versus \$67M that we would look at over those years to replace the same with diesel. We would propose as we go through these years of our bus replacement plan, we would incorporate some percentage of those replacements as zero emissions. We would start with making sure we have the infrastructure to support them.

If technology takes a major shift, we don't want to be stuck holding the bag. In 2022, we will look at developing those plans and putting that package together, so that we're ready to seek grant funding and move these plans forward and get to zero fare with zero emissions.

Yee answered questions.

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Sullivan suggested staff put into place details on how these different options recover or operate in the event of a catastrophic event such as a major earthquake. Something similar to the Emergency Management training held a few years ago. Provide information on whether these options will still operate during a natural disaster, and how IT would keep transportation up and running.

Melnick said at one time staff was talking about having solar on site. He urges staff to think about a big solar field someplace because the energy is far cheaper even with transmission cost.

Melnick also asked if staff is looking at hydrogen fuel cell for Dial-A-Lift in addition to fixed-route?

Yee said he knows several E-drive train manufacturers are looking at it in the smaller scale for both passenger vehicles as well as a cut-away type. Staff is focused on large buses first because the technology is available today and they make the larger impact. Another issue is ensuring we can fit charging for all 54 of our Dial-A-Lifts and a fuel cell plant on site.

Melnick asked if staff is considering producing hydrogen using natural gas.

Yee said that is certainly an option, but it is not one IT is really looking at. We have talked about the possibilities there.

Melnick asked if staff is tracking overall who's doing what.

Yee said that's one benefit of the Zebra Group and the fact that we as transits don't compete with one another but are helpful to one another. They have a list of their attendees and what technologies they're using. They have a collection of data that those transit agencies are providing them on a regular basis, so they can look at range trends and other kinds of key data points for each of the technologies. It's a relatively small number going to fuel cell right now. But it seems promising.

Gilman said he's excited about IT working actively towards a carbon-free future. Gilman asked about the operating expense, like fueling that electrolysis. If you're using up to three megawatts, what period of time that is and 172,000 gallons of water. How does that compare to the electricity for a battery electric, or just running diesel? What is the fuel surcharge?

Yee said he doesn't have those numbers at this time, but he said those estimates he shared for utility usage are at a 50-bus station, and that's enough to support up to 50 buses. As we look at this, because of the scalability of hydrogen, we could start much smaller and work with our utility partners and the technology to expand it. These statistics would be part of that study to share at a future date.

Melnick said if we start making hydrogen from water in this region, water is already a scarce fuel source - that's going to be an issue. Three cities struggle to keep up with their water needs. He said IT needs to talk to the other partners in the region about what we're doing. He's heard some rumbles about battery life process and he thinks what we're engaged in will help others understand we've made a lot of progress already over the years.

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Sullivan suggested IT partner with LOTT regarding potable and reclaimed water. That could be a good partnership. The City of Tumwater has the reclaimed water tank they use for irrigation for the golf course, and they won't have to use well water.

Cox asked how soon does Yee envision purchasing electric vehicles to replace SUV's?

Yee said the new vehicle market is severely impacted by the microchip shortage. In the 2022 budget, we are hoping to replace a couple of the staff cars initially with battery electric. Then as the work truck technology becomes more mature in the industries, we'll be looking at those as well. But there are certainly cars and SUVs today that are on the market, but the chip issue is causing delivery delays. Staff will explore what's available when the new budget year comes and see what options are out there, and if need be, we pause, but maybe we just place our order and get in line for whenever the delivery can be made. We're making purchases as they're available for our needs and as the funding is available.

### COMMITTEE REPORTS

- A. **Transportation Policy Board.** Melnick said TPB met October 13. The Board celebrated Emeritus Board member, Doug DeForest's many years of service on the TPB and in the community. At the age of 90, DeForest decided it was a time to step away.

Parkhurst reported on the results and lessons learned from the State Capitol Campus Transportation Demand Management Mobile Work Project Phase I. The effort is funded through a State Regional Mobility Grant with the City of Olympia. The study collected data about parking usage, traffic counts for city roads and I-5 and employee preferences. Consultant Kate Lister updated the Business Case for Telework in the region, estimating future benefits. Phase II began on July 1, 2021, and uses federal funding and focuses on "maintaining the gain." When COVID hit, state agency staff were forced to work from home. They estimated 90% were teleworking, estimating saving 153 million miles of commuting, and they were looking particularly at the I-5 interchange which during the pandemic was almost vacant. They tracked what various state agencies were doing, and other agencies around the country were also capitalizing on this. You can find the full report here: [Study](#)

- B. **Community Advisory Committee.** Ty Flint said the CAC met October 18. The CAC received the Zero Emissions presentation and were very impressed, and they are very excited about the future. Freeman-Manzanares reported service levels are back to 79% of the pre-COVID levels. The CAC were excited to hear 10 applicants applied for the open positions on the committee.

### GENERAL MANAGER'S REPORT

- Today, Authority and Community Advisory Committee members toured the new Pattison Street facility with the contractors from Forma Construction and members from the StanTech design team. The next tour is anticipated for Monday, January 31, 2022, at 3:30. An invitation has also been extended to the Thurston Regional Planning Council and members of the Transportation Policy Board.

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- Monday, October 18 was the deadline for staff to submit verification of their COVID-19 vaccination. Currently, 96% of staff meet the requirement, allowing IT to maintain current levels of service that is approximately 79% of our pre-COVID levels of service. We continue to struggle with having enough staff, as we have individuals needing to quarantine or isolate. We hope everybody in the community does their part to remain healthy so IT can get back to the pre-COVID level of service.
- Staff developed a matrix for contractors, vendors, and consultants to ensure that our staff and passengers are as safe as possible when interacting with those we hire.
- Staff conducted another outreach campaign for the Surplus Van Grant Program and received 17 surplus van grant applications. This demonstrates the need in the community and provides tremendous insight into the work that many governmental entities and non-profits are accomplishing in the community. The review process was completed yesterday, and staff intends to have a recommendation for the Authority to review at their November 17, 2021, meeting. Staff hopes the selected applicants can attend the December 1, 2021, Authority meeting to talk about their mission and how they intend to utilize the van granted to them by the Authority.
- The 2022 Budget and Strategic Plan are out on the street for public comment. The Strategic Plan and Budget are following the elements derived from the two-year public outreach process and Intercity Transit's Proposition 1, approved in November 2018.
- Freeman-Manzanares reported the Walk N Roll building was broken into, and bikes were stolen. That area has been reinforced, however, unfortunately bikes that would have been dedicated to local youth can no longer be utilized for that purpose. Staff will continue to get the Youth Education Program back up and running so bikes that are available can be given to youth to use as a transportation source.
- There continues to be interest in zero fare, and Freeman-Manzanares was asked to present at the State Conference. She continues to receive calls, the latest from Maryland. They heard what IT achieved after starting the program in January 2020. They are also interested in the process that led up to that decision by the Authority to go with the five-year zero fare demonstration program. It's exciting to know that others throughout the nation are looking at the possibility of zero fare.

### AUTHORITY ISSUES

- Sullivan thanked Freeman-Manzanares and staff for presenting Planning 101 at the City of Tumwater Council work session. The information was very useful because it's complicated and most people don't fully understand how it all works. It was helpful for her colleagues to understand and be able to speak more clearly about the process. The presentation was recorded and is available for the public to watch.
- Gilman participated in the Pattison tour, and he's appreciative and proud of IT staff for getting vaccinated and double masking around the shop and doing all things to stay safe and keep the community safe. Today on the tour, he was struck that mid-stream the design team upped the indoor air quality. There are super HEPA filter systems in the furnaces and

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a new technology of UV sterilization in each room's air handler. He appreciates that when COVID is over, cold and flu are less likely to be transmitted around the workplace. Gilman said he couldn't be happier about extending the Zero Fare project and that IT is on the path to zero emission vehicles.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:56 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Carolyn Cox, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: November 3, 2021**

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

**DRAFT**

9/12/2021-9/25/2021			PAYDATE	10/1/2021	PERIOD DATES:	9/26/2021-10/9/2021			PAYDATE	10/15/2021	PERIOD DATES:	10/10/2021-10/23/2021			PAYDATE	10/29/2021
CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
FIT		EFT	86,153.36		IRS	FIT		EFT	89,221.96		IRS	FIT		EFT	119,993.47	
MT		EFT	29,927.14	116,080.50		MT		EFT	30,458.76	119,680.72		MT		EFT	34,651.14	154,644.61
			0.00					0.00				0.00				
A2	Met Life		-45.60			A2	Met Life		11,286.87			A2	Met Life		-210.25	
AS	Allstate LTC					AS	Allstate LTC					AS	Allstate LTC		8,221.30	
D3/DI	Disability Ins		2,662.86	0.00	INS	D3/DI	Disability Ins		2,568.03	0.00	INS	D3/DI	Disability Ins		0.00	0.00
HE/HI/SP/TB	Health In1stN2ND		221,200.50	0.00	HEALTH	HE/HI/SP/TB	Health In1stN2ND		225,596.00	0.00	HEALTH	HE/HI/SP/TB	Health In1stN2ND		948.00	0.00
GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last	427.81	
CS	DSHS	EFT	2,058.84	0.00	CHILD SUPPORT	CS	Child Support	EFT	2,370.37	2,370.37	CHILD SUPPORT	CS	Child Support	EFT	2,370.37	2,370.37
			0.00					0.00				0.00				
D1	D.Dep. #1	ACH WIRE every	9,561.12	9,561.12	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,455.00	9,455.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,385.00	9,385.00
D2	D.Dep. #2 & #3	ACH WIRE every	8,626.73	8,626.73	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,946.56	7,946.56	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,064.94	8,064.94
GT	G.Ed.Tuit	Check every	0.00		GET	GT	G.Ed.Tuit	Check every	0.00		GET	GT	G.Ed.Tuit	Check every	0.00	
HS	Health Svgs	ACH Wire every	402.59	402.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every	402.59	402.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every	402.59	402.59
DC	Vgrd EE	Wire	58,027.17		401K	DC	Vgrd EE	Wire	58,236.32		401K	DC	Vgrd EE	Wire	69,444.65	
DC	Vgrd ER	Wire	40,735.93	98,763.10	YANGUARD	DC	Vgrd ER	Wire	40,812.03	99,048.35	YANGUARD	DC	Vgrd ER	Wire	46,268.91	115,713.56
L2	401k Ln#2	Wire	4,050.09		LOAN	L2	401k Ln#2	Wire	4,050.09		LOAN	L2	401k Ln#2	Wire	4,050.09	
LN	401k Ln #1	Wire	6,721.26	10,771.35	LOAN	LN	401k Ln #1	Wire	6,821.06	10,871.15	LOAN	LN	401k Ln #1	Wire	6,607.44	10,657.53
TTL VNGRD			109,534.45		TTL VNGRD			109,919.50	TTL VNGRD			126,371.09				
CF&CL	WPFML	EFT Quarterly	4,229.63		ESD	CF&CL	WPFML	EFT Quarterly	4,292.48		LABOR INS	CF&CL	WPFML	EFT Quarterly	4,708.94	
LI&LA	L&I	EFT Quarterly	35,935.93		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	37,683.49		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	37,160.11	
MD/M2	Mch.UnDues	Check last	1,719.76		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,719.99		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	0.00	
MI	Mac.Inition	Check last	0.00		UNION DUES	MI	Mac.Inition	Check last	0.00		UNION DUES	MI	Mac.Inition	Check last	0.00	
MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
TF	Tx.Fr.Benefit	Employer	0.00	0.00		TF	Tx.Fr.Benefit	Employer	175.00	0.00		TF	Tx.Fr.Benefit	Employer	1,595.00	0.00
PA	Proj.Assist	Check last	374.00		PROJECT ASSIST	PA	Proj.Assist	Check last	367.00		PROJECT ASSIST	PA	Proj.Assist	Check last	360.00	
PN	PERS EE	EFT	65,764.42	0.00	PENSION	PN	PERS EE	EFT	65,878.94	0.00	PENSION	PN	PERS EE	EFT	66,088.34	0.00
PN	PERS ER	EFT	105,363.35	171,127.77	STATE	PN	PERS ER	EFT	105,609.13	171,488.07	STATE	PN	PERS ER	EFT	105,853.50	171,941.84
TTL PERS			171,127.77		TTL PERS			171,488.07	TTL PERS			171,941.84				
R3	ICMA Ln#2	WIRE	419.58	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	419.58	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	419.58	0.00
RC	ICMA EE	WIRE	5,733.16		ICMA	RC	ICMA EE	WIRE	5,745.53		ICMA	RC	ICMA EE	WIRE	5,960.71	
RI	ICMA Roth	WIRE	450.00	450.00	ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00	ICMA ROTH	RI	ICMA Roth	WIRE	450.00	450.00
RL	ICMA Ln#1	WIRE	817.59	1,237.17	ICMA LON	RL	ICMA Ln#1	WIRE	817.59	1,237.17	ICMA LON	RL	ICMA Ln#1	WIRE	817.59	1,237.17
RR	ICMA ER	WIRE	3,232.65	8,965.81	ICMA	RR	ICMA ER	WIRE	3,252.79	8,998.32	ICMA	RR	ICMA ER	WIRE	3,404.36	9,365.07
TTL ICMA			10,202.98	10,652.98	TTL ICMA			10,235.49	10,685.49	TTL ICMA			10,602.24	11,052.24		
SD	457 ST EE	EFT	16,486.13		457 STATE	SD	457 ST EE	EFT	17,181.49		457 STATE	SD	457 ST EE	EFT	19,076.36	
SR	457 ST ER	EFT	9,680.89	26,167.02	DEFERRED	SR	457 ST ER	EFT	10,257.03	27,438.52	DEFERRED	SR	457 ST ER	EFT	10,749.06	29,825.42
ST&SS	AFLAC POST/PRE	EFT	6,729.79	6,729.79	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,528.55	6,528.55	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	0.00	0.00
UC	Un COPE	Check 1st	122.00		ATU	UC	Un COPE	Check 1st	-		ATU	UC	Un COPE	Check 1st	-	
UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	4,650.00		UNION DUES	UA	Un Assess -2ND PP	Check last	0.00	
UD	Un Dues	Check last	6,268.17			UD	Un Dues-BOTH PP	Check last	6,150.25			UD	Un Dues-BOTH PP	Check last	0.00	
UI	Un Initiatn	Check last	0.00			UI	Un Initiatn- 100.00 PEREE	Check last	0.00			UI	Un Initiatn- 100.00 PEREE	Check last	0.00	
UT	Un Tax	Check last	3,180.15			UT	Un Tax IST PP	Check last	0.00			UT	Un Tax IST PP	Check last	0.00	
UW	United Way	Check last	268.00		UNITED WAY	UW	United Way	Check last	262.00		UNITED WAY	UW	United Way	Check last	242.00	
WF	Wellness	Check last	326.50		WELLNESS	WF	Wellness	Check last	324.50		WELLNESS	WF	Wellness	Check last	319.50	
NP	NET PAY (dir. Depos ACH Wire every)		706,110.87	706,110.87	DIRECT DEP.	NP	ACH Wire every		713,043.12	713,043.12	DIRECT DEP.	NP	ACH Wire every		831,025.70	831,025.70
	Paychecks		10,784.62		LIVE CHECKS		Paychecks - LIVE CHECKS		2,778.72		LIVE CHECKS		Paychecks - LIVE CHECKS		2,094.52	
TOTAL TRANSFER (tie to Treasurer Notifications)				\$1,164,993.82	TOTAL TRANSFER (tie to Treasurer Notifications)				\$1,178,958.49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$1,345,083.80		
TOTAL PAYROLL*:			\$1,454,506.99		TOTAL PAYROLL*:			\$1,477,240.63	TOTAL PAYROLL*:			\$1,400,950.73				
GROSS EARNINGS:			1,059,891.48		GROSS EARNINGS:			1,075,547.96	GROSS EARNINGS:			1,182,857.43				
EMPR MISC DED:			379,651.94		EMPR MISC DED:			386,463.29	EMPR MISC DED:			200,767.73				
EMPR MEDICARE TAX:			14,963.57		EMPR MEDICARE TAX:			15,229.38	EMPR MEDICARE TAX:			17,325.57				
PP20 Total				\$1,454,506.99	PP21 Total			\$1,477,240.63	PP22				\$1,400,950.73			
ACH WIRE TOTAL			724,701.31		ACH WIRE TOTAL			730,847.27	ACH WIRE TOTAL			848,878.23		\$4,332,698.35		



**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/27/2021

Thru Date: 10/27/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33281	10/27/2021	01405	ADVANCE GLASS INC.	\$918.96	
33282	10/27/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,335.52	
33283	10/27/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,219.86	
33284	10/27/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$139,673.60	
33285	10/27/2021	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$19.36	
33286	10/27/2021	06120	CITY OF OLYMPIA UTILITIES	\$1,013.08	
33287	10/27/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$542.91	
33288	10/27/2021	07220	CUMMINS INC.	\$3,117.42	
33289	10/27/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,370.53	
33290	10/27/2021	10660	GILLIG LLC	\$3,647.58	
33291	10/27/2021	14334	MELLUM'S MOBILE SERVICE LLC	\$598.05	
33292	10/27/2021	14930	NATIONAL AUTO PARTS WAREHOUSE	\$69.20	
33293	10/27/2021	16490	HAROLD LEMAY ENTERPRISES	\$585.26	
33294	10/27/2021	16888	REXEL USA INC.	\$642.83	
33295	10/27/2021	17505	RAINIER DODGE INC.	\$60.24	
33296	10/27/2021	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$60.12	
33297	10/27/2021	17900	SCHETKY NORTHWEST SALES INC.	\$282.61	
33298	10/27/2021	17908	SCHINDLER ELEVATOR CORPORATION	\$2,543.55	
33299	10/27/2021	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	\$5,250.00	
33300	10/27/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,042.24	
33301	10/27/2021	18046	SHARP ELECTRONICS CORPORATION	\$498.50	
33302	10/27/2021	18145	SIX ROBBLEES' INC.	\$133.52	
33303	10/27/2021	18530	STANDARD PARTS CORP.	\$395.85	
33304	10/27/2021	18540	STANTEC CONSULTING SERVICES INC	\$212,859.82	
33305	10/27/2021	18705	SUNBELT RENTALS INC.	\$1,472.68	
33306	10/27/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,721.88	
33307	10/27/2021	21830	THURSTON COUNTY SOLID WASTE	\$63.92	
33308	10/27/2021	21950	TITUS-WILL CHEVROLET	\$594.22	
33309	10/27/2021	22420	ALLEN WALTON	\$224.27	
33310	10/27/2021	23576	UNG CHAE	\$2,700.00	
33311	10/27/2021	24000	W. W. GRAINGER INC.	\$12.88	
<b>Total:</b>				<b>\$393,670.46</b>	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/22/2021

Thru Date: 10/22/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33275	10/22/2021	09205	ERF COMPANY INC.	\$275.00	
33276	10/22/2021	12620	KEYBANK NATIONAL ASSOCIATION	\$78.08	
33277	10/22/2021	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$11,056.83	
33278	10/22/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$567.86	
33279	10/22/2021	16966	POINT & PAY LLC	\$672.84	
33280	10/22/2021	18052	SHEA CARR & JEWELL INC.	\$4,620.66	
			<b>Total:</b>	\$17,271.27	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/19/2021

Thru Date: 10/19/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33233	10/19/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,656.89	
33234	10/19/2021	01733	DOO'PS COPY TECH	\$143.15	
33235	10/19/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,248.57	
33236	10/19/2021	02060	AMERISAFE INC.	\$393.30	
33237	10/19/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,032.41	
33238	10/19/2021	03250	BATTERY SYSTEMS INC.	\$2,891.77	
33239	10/19/2021	05320	CAPITOL CITY PRESS INC	\$3,043.20	
33240	10/19/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$371.92	
33241	10/19/2021	07220	CUMMINS INC.	\$0.00	<input checked="" type="checkbox"/>
33242	10/19/2021	07220	CUMMINS INC.	\$187.03	
33243	10/19/2021	10580	GENE'S TOWING INC	\$149.48	
33244	10/19/2021	10609	GEORGE F. CICOTTE	\$562.50	
33245	10/19/2021	10660	GILLIG LLC	\$17,527.32	
33246	10/19/2021	10759	GORDON TRUCK CENTERS INC	\$204.82	
33247	10/19/2021	11909	JAYRAY ADS & PR INC	\$963.50	
33248	10/19/2021	12922	KTA-TATOR INC.	\$1,045.00	
33249	10/19/2021	13750	MAILBOX OF OLYMPIA	\$4,310.86	
33250	10/19/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33251	10/19/2021	14590	MOHAWK MFG & SUPPLY CO.	\$348.46	
33252	10/19/2021	14682	MSGS ARCHITECTS INC.	\$3,162.05	
33253	10/19/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$586.97	
33254	10/19/2021	14760	MUNCIE TRANSIT SUPPLY	\$1,839.94	
33255	10/19/2021	14930	NATIONAL AUTO PARTS WAREHOUSE	\$290.41	
33256	10/19/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$206.00	
33257	10/19/2021	16654	PARKER CORPORATE SERVICES INC.	\$46,167.37	
33258	10/19/2021	16888	REXEL USA INC.	\$251.37	
33259	10/19/2021	16969	POINT GRAPHICS LLC	\$43.76	
33260	10/19/2021	17290	PUGET SOUND ENERGY	\$14,445.67	
33261	10/19/2021	17420	R&R TIRE COMPANY INC.	\$1,275.28	
33262	10/19/2021	17871	SARE ELECTRIC INC.	\$513.09	
33263	10/19/2021	17900	SCHETKY NORTHWEST SALES INC.	\$2,415.34	
33264	10/19/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
33265	10/19/2021	18066	SHI INTERNATIONAL CORP.	\$31,671.30	
33266	10/19/2021	18530	STANDARD PARTS CORP.	\$173.86	
33267	10/19/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,617.05	
33268	10/19/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$12,610.40	
33269	10/19/2021	21950	TITUS-WILL CHEVROLET	\$373.08	
33270	10/19/2021	22235	TREW ENTERPRISE LLC	\$3,587.45	
33271	10/19/2021	23641	UNITED STATES TREASURY	\$35.50	
33272	10/19/2021	23660	UNITED WAY OF THURSTON COUNTY	\$530.00	
33273	10/19/2021	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$2,439.95	
33274	10/19/2021	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$29,139.08	
<b>Total:</b>				\$217,026.99	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/13/2021

Thru Date: 10/13/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33182	10/13/2021	01405	ADVANCE GLASS INC.	\$799.71	
33183	10/13/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$81.42	
33184	10/13/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,221.34	
33185	10/13/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$6,886.27	
33186	10/13/2021	02828	AVAIL TECHNOLOGIES INC	\$199,592.49	
33187	10/13/2021	03023	BACKUPIFY INC.	\$828.75	
33188	10/13/2021	05933	CENTER FOR TRANSPORTATION AND THE E	\$3,000.00	
33189	10/13/2021	06040	CITY OF LACEY	\$2,178.53	
33190	10/13/2021	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
33191	10/13/2021	07619	DAVID S FOSTER	\$1,750.00	
33192	10/13/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
33193	10/13/2021	08840	JEMMA INC.	\$8,859.28	
33194	10/13/2021	08885	ENVIRO-CLEAN EQUIPMENT INC	\$292.10	
33195	10/13/2021	09662	FERRELLGAS LP	\$10,846.13	
33196	10/13/2021	09961	FORMA CONSTRUCTION COMPANY	\$2,175,769.03	
33197	10/13/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
33198	10/13/2021	10477	GALLS PARENT HOLDINGS LLC	\$3,113.53	
33199	10/13/2021	10660	GILLIG LLC	\$2,676.50	
33200	10/13/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
33201	10/13/2021	10759	GORDON TRUCK CENTERS INC	\$538.58	
33202	10/13/2021	11048	HARGIS ENGINEERS INC.	\$580.00	
33203	10/13/2021	11250	HERITAGE - CRYSTAL CLEAN LLC	\$1,890.83	
33204	10/13/2021	11331	HOME DEPOT U.S.A. INC.	\$53.30	
33205	10/13/2021	11905	JANEK CORPORATION - THE	\$464.95	
33206	10/13/2021	11943	JOANNA GRIST	\$1,750.00	
33207	10/13/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,920.00	
33208	10/13/2021	13776	MARSHALL MARKETING GROUP INC.	\$6,879.51	
33209	10/13/2021	14590	MOHAWK MFG & SUPPLY CO.	\$462.24	
33210	10/13/2021	15045	NATIONAL TESTING NETWORK INC.	\$855.00	
33211	10/13/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.26	
33212	10/13/2021	15203	NORTHWEST CASCADE INC	\$7,097.85	
33213	10/13/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$21.41	
33214	10/13/2021	15430	OFFICE OF MINORITY AND WOMENS BUSINE	\$150.00	
33215	10/13/2021	16595	YACULTA COMPANIES INC.	\$1,079.68	
33216	10/13/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$570.34	
33217	10/13/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
33218	10/13/2021	17505	RAINIER DODGE INC.	\$15.53	
33219	10/13/2021	17861	SAMBA HOLDINGS INC.	\$160.80	
33220	10/13/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$640.58	
33221	10/13/2021	18046	SHARP ELECTRONICS CORPORATION	\$37.73	
33222	10/13/2021	18052	SHEA CARR & JEWELL INC.	\$8,373.44	
33223	10/13/2021	18530	STANDARD PARTS CORP.	\$79.52	
33224	10/13/2021	18705	SUNBELT RENTALS INC.	\$1,207.40	
33225	10/13/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
33226	10/13/2021	21950	TITUS-WILL CHEVROLET	\$389.59	
33227	10/13/2021	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
33228	10/13/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
33229	10/13/2021	23410	U.S. BANK NA	\$25,862.41	
33230	10/13/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$6,132.39	
<b>Total:</b>				<b>\$2,531,612.79</b>	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/11/2021

Thru Date: 10/11/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33180	10/11/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
33181	10/11/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$75,054.59	
<b>Total:</b>				\$75,054.59	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/5/2021

Thru Date: 10/5/2021

Check #	Check Date	Ref #	Name	Amount	Voided
33148	10/5/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
33149	10/5/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$122.00	
33150	10/5/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$175.44	
33151	10/5/2021	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$91,148.65	
33152	10/5/2021	03250	BATTERY SYSTEMS INC.	\$1,927.84	
33153	10/5/2021	06120	CITY OF OLYMPIA UTILITIES	\$9,105.88	
33154	10/5/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$427.15	
33155	10/5/2021	07220	CUMMINS INC.	\$2,625.13	
33156	10/5/2021	09170	EXENDINE ANTHONY	\$25.00	
33157	10/5/2021	09885	FMNA LLC	\$820.68	
33158	10/5/2021	10580	GENE'S TOWING INC	\$573.90	
33159	10/5/2021	10607	GENUINE AUTO GLASS OF LACEY	\$319.95	
33160	10/5/2021	10660	GILLIG LLC	\$4,375.34	
33161	10/5/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33162	10/5/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$6,715.39	
33163	10/5/2021	15045	NATIONAL TESTING NETWORK INC.	\$2,532.00	
33164	10/5/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
33165	10/5/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$107.90	
33166	10/5/2021	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$216.50	
33167	10/5/2021	17391	QUALITY MUFFLER & BRAKE	\$870.65	
33168	10/5/2021	17420	R&R TIRE COMPANY INC.	\$1,533.41	
33169	10/5/2021	17505	RAINIER DODGE INC.	\$568.24	
33170	10/5/2021	17760	ROSS AND WHITE COMPANY	\$1,121.74	
33171	10/5/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,089.69	
33172	10/5/2021	18046	SHARP ELECTRONICS CORPORATION	\$462.59	
33173	10/5/2021	18530	STANDARD PARTS CORP.	\$882.93	
33174	10/5/2021	18651	STORMANS INC. (LICENSING)	\$19.25	
33175	10/5/2021	18695	SUMMIT LAW GROUP PLLC	\$569.50	
33176	10/5/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$633.65	
33177	10/5/2021	21950	TITUS-WILL CHEVROLET	\$451.36	
33178	10/5/2021	22010	ROTTERS INC.	\$161.80	
33179	10/5/2021	23641	UNITED STATES TREASURY	\$35.50	
<b>Total:</b>				<b>\$131,581.32</b>	

**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
<b>03345 BELL JOE</b>										
00	10/22 RECOG CSH OU	DI	10/29/2021			30.00	30.00	30.00		30.00
<b>06510 COLON DENISECYA</b>										
00	10/21 RECOG CSH OU	DI	10/29/2021			30.00	30.00	30.00		60.00
<b>06865 COOK MARK</b>										
00	10/21 RECOG CSH OU	DI	10/29/2021			50.00	50.00	50.00		110.00
<b>10140 FRANSON GLEN</b>										
00	10/22 RECOG CSH OU	DI	10/29/2021			30.00	30.00	30.00		140.00
<b>10459 GAJEWSKI GARY</b>										
00	10/19 RECOG CSH OU	DI	10/29/2021			185.00	185.00	185.00		325.00
<b>11890 JACKSON ROBERT</b>										
00	10/21 RECOG CSH OU	DI	10/29/2021			115.00	115.00	115.00		440.00
<b>13716 LYSINGER RANDALL</b>										
00	10/19 RECOG CSH OU	DI	10/29/2021			30.00	30.00	30.00		470.00
<b>13890 MATESKI THOMAS</b>										
00	10/22 RECOG CSH OU	DI	10/29/2021			50.00	50.00	50.00		520.00
<b>14629 MORRISON BENJAMIN</b>										
00	10/21 RECOG CSH OU	DI	10/29/2021			10.00	10.00	10.00		530.00
<b>16761 PETTIT JR LEROY</b>										
00	10/19 RECOG CSH OU	DI	10/29/2021			60.00	60.00	60.00		590.00
<b>18109 SIMMONS ELIESHA</b>										
00	10/22 RECOG CSH OU	DI	10/29/2021			5.00	5.00	5.00		595.00
<b>18749 SWIDECKI GRANT</b>										
00	10/22 RECOG CSH OU	DI	10/29/2021			25.00	25.00	25.00		620.00



**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
<b>03131 BARON JAMES</b>										
00	10/13 RECOG CSH OU	DI	10/22/2021			120.00	120.00	120.00		120.00
<b>11276 HILL-RIVERA ERIK</b>										
00	10/12 RECOG CSH OU	DI	10/22/2021			260.00	260.00	260.00		380.00
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2021 OCTOBER	DI	10/22/2021			741.00	741.00	741.00		1,121.00
<b>11775 IT WELLNESS</b>										
00	2021 OCTOBER	DI	10/22/2021			651.00	651.00	651.00		1,772.00
<b>13760 MARINO ROBERT</b>										
00	10/13 RECOG CSH OU	DI	10/22/2021			90.00	90.00	90.00		1,862.00
<b>18664 STRICKLER MARC</b>										
00	10/12 RECOG CSH OU	DI	10/22/2021			95.00	95.00	95.00		1,957.00
<b>26157 WISEHART TROY</b>										
00	10/13 RECOG CSH OU	DI	10/22/2021			70.00	70.00	70.00		2,027.00



**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
	<b>15284 NYANG REGINA</b>									
00	AFLAC Refund 10/21	DI	10/18/2021			269.52	269.52	269.52		269.52

**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
<b>04175 BURNHAM MICHAEL</b>										
00	Q3 2021 MIL REIMB.	DI	10/15/2021			59.92	59.92	59.92		59.92

**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
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2021 OCTOBER	DI	10/8/2021			3,439.75	3,439.75	3,439.75		3,439.75
<b>11925 JENKINS SHANNETTE</b>										
00	09/28/21 INK REIMB.	DI	10/8/2021			86.16	86.16	86.16		3,525.91
<b>14273 MCPHERSON KYLE</b>										
00	09/21/21 REIMB.	DI	10/8/2021			14.74	14.74	14.74		3,540.65

**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, November 5, 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](http://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 – October 1, 2021
- b. Approval of Vouchers – October 2021

**TRPC 2022 Work Program** **PRESENTATION**

Staff will present the draft TRPC 2022 Work Program. Comments from Council will be incorporated into the final work program, to be adopted in December. The Work Program includes TRPC assessments and an estimate of 2022 revenues.

**Report on Broadband Action Team** **PRESENTATION**

The Thurston Region has formed a Broadband Action Team recognized by Washington Department of Commerce. The County's Jennica Machado is leading the Thurston Broadband Action Team and will provide an update to Council on the efforts.

**State of our System - Safety** **PRESENTATION**

Staff will discuss transportation safety performance measures and provide a look at recent statewide and local transportation safety data trends.

**2022 Legislative Priorities** **PRESENTATION**

The Council and Policy Board appointed a subcommittee to propose a small list of priorities for the 2022 state Legislative Session. The Council will review and finalize the list.

**Future of Logistics and Next Steps for Autonomous Vehicles** **BRIEFING**

Executive Director Daily will brief Council on the Washington State Transportation Commission's October meeting that focused exclusively on the future of logistics and what we can expect for cooperative automated transportation.

**Report from Outside Committee Assignments** **INFORMATION**

**Executive Director's Report** **INFORMATION**

**Member Check In** **INFORMATION**