



**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
November 15, 2021 - Virtual Meeting  
5:30 PM**

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**CALL TO ORDER**

- |              |   |                |
|--------------|---|----------------|
| <b>I.</b>    | <b>APPROVE AGENDA</b>   | <b>1 min.</b>  |
| <b>II.</b>   | <b>INTRODUCTIONS</b>  | <b>1 min.</b>  |
|              | <b>A. Intercity Transit Authority Representative DEBBIE SULLIVAN.</b> |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>   | <b>3 min.</b>  |
|              | <b>A. November 17, 2021, Work Session - (Walter Smit)</b>             |                |
|              | <b>B. December 1, 2021, Regular Meeting - (David Bonauto)</b>         |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES - October 18, 2021</b>                         | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>   |                |
|              | <b>A. Surplus Van Grant Program - (Cindy Fisher-Waterhouse)</b>       | <b>20 min.</b> |
|              | <b>B. Election of Officer - (Ursula Euler)</b>                        | <b>5 min.</b>  |
|              | <b>C. Cancel December Meeting - (Ann Freeman-Manzanares)</b>          | <b>5 min.</b>  |
|              | <b>D. Agenda Collaboration - Topics of Interest</b>                   | <b>20 min.</b> |
|              | <i>(Ann Freeman-Manzanares)</i>                                       |                |
| <b>VI.</b>   | <b>CONSUMER ISSUES - All</b>  | <b>15 min.</b> |
| <b>VII.</b>  | <b>REPORTS</b>  |                |
|              | <b>A. October 20, 2021 - Authority Work Session (Ty Flint)</b>        |                |
|              | <b>B. November 3, 2021 - Authority Meeting (Jihan Grettenberger)</b>  |                |
|              | <b>C. General Manager's Report (Ann Freeman-Manzanares)</b>           |                |
| <b>VIII.</b> | <b>NEXT MEETING - January 10, 2022</b>                                |                |
| <b>IX.</b>   | <b>ADJOURNMENT</b>  |                |

**Attendance report is attached.**

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**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**October 18, 2021 - Virtual Meeting**

**CALL TO ORDER**

Chair Euler called the October 18, 2021, virtual meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

**Members Present:** Chair Ursula Euler; Vice-Chair Walter Smit; Ty Flint; John Gear; Allison Spector; Jihan Grettenberger, and Marie Lewis.

**Absent:** Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Scott Paris; Gene Angel; Carissa Putt; Denise Clark; Joan O'Connell; Marilyn Scott; David Bonauto, and Nikki Crist.

**Staff Present:** Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Jonathon Yee; Michael Burnham; Daniel Van Horn, and Roshan KC.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

It was M/S/A by WALTER SMIT and JIHAN GRETTEMBERGER to approve the minutes of the July 19, 2021, CAC Meeting.

**INTRODUCTIONS**

Euler introduced Authority member, CAROLINA MEJIA as the ITA representative attending the meeting.

**ITA MEETING ATTENDANCE SCHEDULE**

- A. October 20, 2021 - Ty Flint
- B. November 3, 2021 - Need Volunteer - Jihan Grettenberger backup
- C. November 17, 2021 - Walter Smit

**NEW BUSINESS**

A. **ROADMAP TO A ZERO EMISSIONS FLEET** - (*Jonathon Yee*) Yee introduced himself as the Director of Fleet and Facilities indicating he joined Intercity Transit (IT) in June of 2019 just prior to the pandemic. He shared he has heard the CAC provides valuable feedback. Yee provided a guide for his presentation including a rearview mirror; current location; destination; and turn by turn for the next steps. He also shared some definitions for the acronyms that he would use during the presentation.

Yee shared the rearview mirror section and indicated the agency currently has one (1) fully electric vehicle a Nissan Leaf in the staff vehicle fleet. The old version of a diesel truck or bus with smoke billowing out of the tailpipe is gone and in the rearview mirror. This is a result of

the EPA mandating that diesel engine manufacturers clean up their act to reduce tailpipe emissions. Currently the agency still has a handful of 2007 vehicles in the fleet, but they will be leaving at the beginning of 2022 when the agency receives 10 new clean diesel busses from Gillig. Diesel technology engines have gotten cleaner and our vehicles are newer as indicated on the graphic. By replacing the fleet with newer diesels they will have significantly reduced pollutants into the air. On top of replacing the fleet the agency has also made some fuel choices. He shared a disclaimer that the figures come from many different sources. No one place tells how to compare the relative emissions or life cycle emissions from different fuels to diesel. He thanked Mike Burnham who was able to gather these numbers and help quantify and visually show the progress the agency is making. From 2006-2010 the EPA mandated suppliers begin to provide ultra-low sulfur diesel and by 2010 most were running that. IT still runs ultra-low sulfur. In 2008 IT began using biodiesel. There was a series of blends but primarily what IT has been using up until 2020 was a B10 blend which is 10% biodiesel and 90% ultra-low sulfur. From 2010 to 2014 the agency purchased 23 hybrid buses. In 2018 they introduced the first propane DAL vehicles. In 2020 they started running a renewable diesel blend of R10 which is 10% renewable and 90% ultra-low sulfur. He shared a graphic showing diesel as a baseline and what the different fuels have achieved in their lifecycle emissions. He indicated that they are speaking only to the Co2 emissions, another one of the greenhouse gases. The diesel hybrids gain a 17% reduction over running straight diesel. The agency is taking the next step to the renewable R50 blend in the last quarter of 2021 which gets to about the 32% compared to a diesel baseline.

*John Gear* – indicated he is concerned about the greenwashing of so-called biofuels and the use of native palm generated biodiesel from Indonesia or the Pacific Rim. People are deforesting priceless places and driving species like the Orangutang to extinction in order to supply biodiesel. He inquired if any of the biodiesel or diesel supplements the agency uses is derived from anything other than waste stream in the US. He also inquired about the existing contracts. He would like to see the agency not using any native palm or palm derived or other vegetation derived biodiesel. It is a horrible, horrible thing. He would like to know about the 100% reduction on the hydrogen fuel cell if it is derived from natural gas it is not reducing fossil fuel emissions at all and is just laundering natural gas.

*Yee* – responded that he does not know what the source feedstock for the bios was, but what he does know is that the renewable diesel today is coming from US based soybean plants, not palm oil. The agency is not directly contributing to the deforestation. He added that he hadn't gotten to the last two bars on the graph but they are not concrete numbers, but are estimates based on the best information that could be found. The reason a battery electric bus doesn't show as 100% was based on current grid energy not being 100% green. Then they do show hydrogen which may seem slightly misleading but the theory and the concept that they have talked about is on-site production, using an electrolysis system, making it from water versus natural gas. Having 100% green energy coming in is solar or other green sources of that energy.

Yee shared the next section of the current location and indicated the agency would receive its' first delivery of R50 fuel tonight. Biodiesel in blends any higher than 10 or 20 caused a lot of problems in diesel engines. Renewable is not exactly the same but it is considered a replacement for ultra-low sulfur diesel. Industry-wide they have seen fewer problems with it. In the last few years that he worked at PG&E before coming to IT they ran R99 with virtually no problems. Much of the filter clogging issues were resolved when they made the switch. When he spoke to the ITA in the first 9 months he was with the agency he had done

outreach to other transit systems in WA that were running battery electric buses at the time and heard a variety of issues and delays. The approach they took at the time was to pause and wait but get involved in different communities around the zero emissions movement to learn more about the technologies out there. They would meet industry partners and gain some peer partners of other fleet businesses making the transition to zero emissions. Over the last 18 months they have gotten involved in several groups including ZEBRA or Zero Emissions Bus Resource Alliance – who is completely focused on transit and all the big players and they are sharing their stories and data to make sure the information is out there and available to help other transit agencies make the transition. Locally they are involved with WSU’s Green Transportation Program; and attend the AFV-TAG which is the Alternative Fuels & Technical Assistance Group; APTA Zero Emissions Fleet Committee; and CHARGE the Consortium for Hydrogen and Renewably Generated E-Fuels created by the Joint Center for Deployment and Research in Earth Abundant Materials (JCDREAM). The agency had an intern who was a Captain in the Army they put to work on this project. He participated in conversations across the country about what has been learned through ZEB deployment. The Department of Energy (DOE) launched an RFI and while it was really focused on large scale projects staff felt that their vision for IT could fit and it would be a major move in this region and in this state. Staff submitted a summary of IT’s vision to get on the radar with the DOE and others so that people would know what the agency envisions. The agency is committed to continued partnerships with PSE, PNNL, City of Olympia and multiple suppliers. It will benefit the agency and the broader industry locally and nationally. One thing staff heard from partners across the country that have implemented ZEB and specifically hydrogen was that their involvement with the national laboratories across the country was important because they have the scientific expertise and knowledge and have been good partners. Staff has made some outreach and want them to be part of the agency’s story as well.

Yee provided a fleet composition including 86 large buses; 54 DAL vehicles (19 propane and ordered another 28 propane vehicles earlier this year). Shortly the majority of the DAL vehicles will be propane. The non-revenue vehicles for operations support includes 5 supervisor vehicles; 12 facilities support vehicles including a sweeper acquired through the federal surplus program; 7 fleet support vehicles; 6 Village Van vehicles; 8 Community Vans, and 1 Walk N Roll van and trailer.

Yee shared the exciting part of his presentation which is the destination. He provided some of the questions about the long term goal of Zero-Fare/Zero-Emissions and where the agency should go for zero emissions efforts. Focusing on green, efficiency, and cost to make best use of taxpayer dollars. They are looking at the funding and the ability to secure grants, and the ability to provide space for the infrastructure. Many of the larger transit systems are choosing not to be technology agnostic and using many different types. They have the advantage of many bases, more vehicles, and far more space which allows them the ability to be flexible. IT has one base and doesn’t have the space to have many different solutions to support the coach fleet. This means a more narrow focus for the agency. Staff will examine where the fuel or energy will come from, how the vehicles will perform, and how they fit into existing operations. They will remain focused on the fact that the agency is here to provide transportation services to the community and there needs to be a balance between the costs of achieving goals. He shared the opening paragraph staff provided in the response to DOE’s RFI, “We are committed to pursuing zero emissions transit service in support of environmental and social stewardship, economic responsibility, and fulfilling the vision for our community. That vision also includes providing fare-free transit which Intercity Transit began in January 2020. Our goal is Zero-Fare and Zero Emissions to achieve equity and access

for all.” That statement talks about the fun and exciting stuff but is also grounding. The long-term goal of Zero-Fare/Zero-Emissions will focus on primary, long-term solutions while remaining open to technology advancements. Staff feels it is important to narrow the scope to what can fit on site for all the infrastructure and what they can support and sustain long term. Starting with the coach fleet and extending into the DAL fleet is the hydrogen for fuel cell vehicles. For the non-revenue vehicle we will look to BEV for the support/non-revenue fleet. They are more purpose built and the infrastructure needed to recharge them is reasonable in the grand scheme of things. Implementing solar or PV for some independence from the grid would be beneficial because the common thing is that they all require more energy than is being used today. The more independent the agency can be for the extra energy the better it is for the agency. The revenue fleet solution of hydrogen fuel cell electric buses will include outreach and research results from others engaged in the pursuit. Considerations for minimal operational/service impacts and how to provide/plan along with resiliency and emergency response. Assuring the agency run service as an emergency transportation provider.

*Gear* - indicated he has been following hydrogen since 1975 when the postal service started looking at it for their fleet. The biggest question he has is trying to maintain a combustion paradigm in an electrified world. The complexity of maintaining the entire combustion engine and then trying to add reformers or distillers to create a giant pool of hydrogen to fuel this fleet. A much simpler answer is going to an all-electric fleet. There can be catenary systems on the routes throughout the community. It seems that trying to maintain two complete systems, an electrifying world and the hydrogen world, and given the hydrogen embrittlement problems, the hydrogen storage problems at super high pressure, the weight of the hydrogen, and the costs of the reforming all lead to a lot of questions. The natural gas industry is pumping huge amounts of money into trying to get everybody committed to hydrogen but there are no hydrogen mines and there is no hydrogen source. There are a lot of ways to get grid electricity that are not available with hydrogen. He inquired about how much it costs to own a hydrogen vehicle, not just buy it but how much it costs to keep maintenance staff dedicated to hydrogen combustion vehicles versus an all-electric fleet.

*Yee* - indicated those comparisons are being conducted at other transit agencies right now. They are watching AC Transit in Oakland because they just finished and rolled out some preliminary information from a comparison that they did called 5 by 5. They looked at several different technologies, compared their maintenance costs, uptime, and fueling costs for all the different modes. He shared that he isn't as concerned about maintaining them. A fuel cell electric bus is the same as a battery other than the one extra piece of the fuel cell, so they are still electric but because of the fuel they are able to get more distance. There will be many conversations about the costs and how they benefit operations down the road. Staff feels comfortable learning from other fleets that are bearing the expense of experimentation. AC Transit has been running fuel cell for about 20 years and they are expanding that. They are larger and have more space. They are also expanding battery electric, but again they are bigger and have more bases and space. Sunline Transit has been running fuel cell for almost 20 years and having the same success are expanding. Staff is closely watching them and others and basically stating what the agency's direction is and moving into those next steps.

Yee shared the benefits of fuel cell buses versus battery electric buses including that they have a longer range without additional charging, they are more consistent regardless of temperature or environment, and have no need for mid-day or on-route charging. Others have indicated that they need anywhere from 1.5 to 2 battery electric buses to serve their communities as compare to a single diesel bus. Battery electric and hydrogen fuel cell are more expensive than diesel buses. A fuel cell electric bus gets similar range to a diesel bus without having to charge for an extended period of time. A fuel cell electric bus has fewer battery packs because of the on-board charger in the fuel cell.

Yee provided a comparison chart from the ZEB deployment guidebook published by ZEBRA. The range for battery electric is approximately 130-190 and the range for fuel cell buses is approximately 300 plus miles. The chart identifies the necessary infrastructure for the different technologies. Both bus types are similarly priced and more expensive than diesel. The upfront cost for fuel cell infrastructure requires a large initial investment but adding capability for more vehicles is considerably less expensive. (AC Transit expanded to fuel an additional 20 buses for \$2M.) Battery charging equipment can be implemented relatively inexpensively, in terms of alternative fuels, in the beginning but adding additional vehicles becomes more expensive.

*Smit* - asked if there was a major difference in the training required for the maintenance team for the two technologies and also as far as things that could go wrong is one of them more prone to catching on fire or are there other concerns with the hydrogen.

*Yee* - Maintaining or troubleshooting the technology on board is very similar. They would have to do training for whatever new technology is used. Sunline is doing it now and is part of the West Coast Center for Excellence where they help fleets build their training programs and train their technicians for either of the technologies. It is a major initiative either way which is why it makes sense to pick a path and go down it. Hydrogen is newer to transit but some have been using it for many years. Those that have been running say that it has been safe and very reliable. Hydrogen has been used for many years in industry and it has been reliable.

*Euler* - remarked that the previous slide indicated onsite production of hydrogen or at least storage and dispensing onsite and she wondered if that is a prerequisite for IT to be able to do it rather than obtaining fuel elsewhere. Since the initial investment seems quite high Euler asked if there was a sweet spot where it becomes more affordable.

*Yee* - indicated yes, and when he spoke about operational impacts he indicated all vehicles are fueled onsite. It is not operationally efficient to fuel elsewhere. A bus runs all day and the driver comes back and parks it. Then staff fuels, cleans, and preps the bus for next morning. As you can imagine moving 86 buses to an offsite fuel station would be quite the effort. So to him it is a prerequisite. Right now staff has been dealing with offsite unleaded and propane and it takes a tremendous amount of resources to move them every night. As to the sweet spot, that needs to be studied. AC Transit indicated their sweet spot or break-even spot was 40 buses, but that will be different for each agency.

Yee discussed the operational impacts on the service provided to the community. On a fuel cell bus the range is 300+ miles and the fueling time is about 10 minutes. They took the ranges they heard from their peers and compared them to the agency's current service blocks before COVID-19. The chart provided indicates out of the 66 blocks with the fuel there were only 3 that they could not cover with the published range versus a battery electric with no on-route charging

which would be about 50%. They would have to swap out and charge and in cold weather assuming heat is pulled from the electrical system you see even less range. Being able to run all day with how the routes are put together with the blocks and time points swapping or charging for 10 minutes to get a partial charge turns into quite a significant planning and financial effort. Staff was focusing on finding a technology for the way the agency does business today without having to flip it upside down. This means providing the service the community needs and wants as opposed to providing service the bus can perform. Running battery electric on the DASH route would work but on the majority of the other routes on-board charging or a bus swap would be required. Some agencies are building smaller blocks which means more drivers, more buses, and more down time to charge buses. This is a major point looking at fuel cell versus battery electric. With regard to resiliency and emergency response if there is a big power outage hydrogen infrastructure would allow the agency to receive and produce onsite. Full fleet scale would require less energy to fuel the entire fleet than it would to charge the entire fleet. Implementing solar would also gain some independence from the power grid and then possibly using hydrogen to generate electricity. Potentially down the road it could mean if the agency is producing or storing hydrogen on site using it to generate electricity for backup power needs for facilities. That could possibly mean the agency could eliminate diesel backup generators and be self-sustaining onsite. Even PSE is looking at implementing hydrogen into their portfolio for green energy. Again, with regard to resiliency and emergency response if there is a large power outage to charge a fleet of electric vehicles overnight would require huge generators. By building the hydrogen infrastructure properly the agency can receive deliveries as well as produce onsite. It is really the same as running diesel because the agency can get deliveries and fill buses to provide service. For the non-revenue fleet solution because there is a limited range for those vehicles BEF is a good option and the charging demand would be significantly less than a large bus.

Yee shared a turn-by-turn guide to moving forward. In the 2022 budget there is a project for a consultant firm experienced with implementing zero emissions bus technologies, preferably with hydrogen experience. This will help the agency put the project together and also initiate some design services to look at the site plan to incorporate hydrogen into the masterplan. Then they can assist with the technical specs to find the right firm to help with the design services. This will include a complete long term financial impact and formal transition plan. The focus will always be on providing services to the community. He shared some of the of the preliminary cost estimates of the solutions with energy, water, and space. These figures were provided by a supplier for ballpark figures only. For the liquid storage solution it includes storage tanks where the agency could receive hydrogen deliveries. Then the infrastructure to dispense that fuel into vehicles. The energy usage, and no water because the agency isn't producing anything and a very limited space shows a fairly small project budget. Then there is the electrolysis solution with production and liquid storage because it is the greener of the two. This solution includes the tanks to receive deliveries and produce onsite so that when the station has to go down for maintenance the agency could still receive deliveries and keep the fleet running. The energy usage is much higher and uses water to produce electrolysis. It needs quite a bit more space, and of course the cost is more. They provided a comparison of the production with natural gas but aren't sure that the agency is leaning this direction because it is not the greenest way to get there, but it is one of the ways to produce hydrogen onsite. A few years ago the agency replaced the underground fuel tanks and that project was probably in the range of \$5-10M. This cost is very similar to what the agency is looking at for the liquid storage. It is really with the onsite production that the numbers and concept get so big. This has scared many away from the idea because they are not looking at it as a long term investment. They then move to the battery option and start with 5 buses and then the scalability requires more of the chargers. With hydrogen the investment is up front and scalable.



Yee shared a bus replacement schedule and indicated California has a requirement that by 2023 25% of their buses must be zero emissions. That is not the case here right now. He shared the schedule and costs for diesel versus fuel cell replacements. The fuel cells are about \$1.2M. The agency will focus on getting as much grant money for the process and they will be phased in as annual replacements. The costs show escalations by the year. If the agency is ready by 2023, but he does not think it will be, they won't buy hydrogen buses before they have a way to fuel them. Instead, they will transition slowly and methodically ensuring everything is in place to serve the community well.

Yee shared a summary about the progress the agency has made over the years. There is perhaps a tendency to overlook the significant progress made by modernizing the buses and utilizing cleaner fuel sources. Moving to R50 will again lessen our impacts on the environment. Moving from R50 to R100 fuel reduces a bit more emissions and would double the cost of fuels. There are many factors to consider. Staff will continue to incorporate green strategies and stay active in the forums shared to stay informed with best practices and other emerging technologies. Looking at where the agency is headed includes being as green as they can be while focusing on providing service to the community. Staff will focus on hydrogen being primarily for the coach fleet but if something significant changes down the road they can pivot and do what is responsible. In the turn by turn continuing to develop plans and financial capacity to advance the necessary plans that support upcoming grant opportunities and transition toward to Zero Fare with Zero Emissions.

*Yee answered questions.*

*Spector* - inquired if there are already grants in existence or if that is dependent on the current infrastructure bill.

*Yee* - responded that there are some grant opportunities now and we anticipate there will be more. The agency is doing the work necessary to ensure this is the right decision for us and put us in position to be competitive. The current administration indicates there is money coming to green the country for these types of projects. With all the movement for creating the hydrogen economy there will be grant opportunities for new fleet technologies and fueling infrastructure. He feels confident that there will continue to be those opportunities coming forward.

*Euler* - asked with respect to hydrogen fuel and trying to be greener but is it really. What she is hearing is that 90% of hydrogen is still generated from fossil fuels. That is why John started using the word greenwashing. Are we not just shifting from one material to the other but it still has the same impact on the environment. She inquired if you get more energy out of hydrogen in terms of vehicle distance and knows it can be quantified but she isn't sure how to do that. Is there a rule of thumb that maybe it has to do with how many more miles per tank versus battery. Could it be twice the amount of energy then when you do biodiesel.

*Yee* - indicated yes and no and that he doesn't know it off the top of his head. There is a term called gasoline gallon equivalence that compares energy capacity and that will come in further analysis. AC Transit released cost per mile and different measures like that and what they are getting from different technologies. The other thing is that the agency is looking at making hydrogen from water not natural gas. There are different ways to derive the hydrogen. Some are taking the ammonia and splitting it apart and pull off the hydrogen. It

is the same way you pull hydrogen off water. There are multiple ways to get there and the focus is on the greenest way. Making it from water and using as much solar as possible so they are relying as minimally as possible on the grid.

*Spector* – inquired about the possibility of using solar to mitigate some of the energy costs and what a solar project produce on average.

*Yee* – shared that he didn't have the costs in front of him but some initial estimates show we would need approximately 1-3 megawatts of energy and given IT's real estate and covering the bus yard with solar they might be able to get 1 megawatt. It wouldn't cover the entire production but augment what they are buying.

*Grettenberger* – thanked *Yee* for the presentation and inquired how the agency will get access to that much water because some areas are in a water crisis now. Also, she was curious if this fits in with the Thurston Climate Action Plan and does it include reclaimed water.

*Yee* – responded that this fits within the spirit of the Thurston Climate Action Plan but it is conceptual right now. Issues such as water and power need to evolve with the utility partners, the City and regulator agencies. The funding in the proposed budget will allow us to tap professionals in the field, as well as incorporate the realistic "in use" information we are seeking and receiving from the industry. We need to get from concept, with more study, to identify the realities of how the agency might move forward and in what scale.

*Freeman-Manzanares* – shared that *Grettenberger* works for LOTT and knows that they will play an important role in how we move forward. She thanked *Yee* for all the research done to date and the informative presentation. She also wanted to note the role that *Mike Burnham*, *Jessica Gould* and *Thera Black* has played pulling information together and seeking partnerships. One of the things she would like us to remember is there are many elements to being green. Making the move to zero fare was a big step in the right direction for the environment as well as providing access for all. Many individuals do not think of this move as environmental but more people sharing the ride, walking and cycling make our community greener and cleaner. Encouraging people to ride transit has a positive impact.

*Flint* – inquired if *Yee* knew what *Twin Transit* doing and if IT can work with them.

*Yee* – As we understand it, in partnership with others in Lewis County, they are building a storage and dispensing station and will get the hydrogen delivered from Douglas County PUD hydrogen project. We believe there are plans for a retail station as well. They have some hydrogen buses they are planning to receive and fuel from the station but not produce it on their property. Vehicle manufacturers cannot sell passenger vehicles in this area without a fuel source. There is a lot of interest in Washington State regarding hydrogen for public and private fueling.

*Grettenberger* – remarked that images describing the technologies would be very helpful.

*Yee* – responded he will see what he can find.

**B. NOMINATION OF OFFICERS** – (*Nancy Trail*) *Trail* indicated the CAC elects a Chair and Vice-Chair annually. *Ursula Euler* has served one term as Chair and her second term on the

CAC ends on December 31, 2021. She has applied for one of the open positions. Vice-Chair Walter Smit has served one term. The Bylaws allow for two consecutive terms for each position. Members may nominate other members who are willing to accept the nomination, and members may self-nominate. Members may raise their hands to be recognized to share their nomination.

Trail opened the floor for nominations for Chair. Walter Smit was nominated by Ursula Euler. Trail called for additional nominations and receiving none closed the floor for nominations for Chair.

Trail opened the floor for nominations for Vice-Chair. Ursula Euler nominated Jihan Grettenberger as Vice-Chair. Trail called for additional nominations and receiving none closed the floor for nominations for Vice-Chair.

Trail indicated since only one person was nominated for each position candidates will be appointed at the November meeting since they are uncontested.

## **CONSUMER ISSUES**

- *Grettenberger* – shared that she was downtown on October 3<sup>rd</sup> or 2<sup>nd</sup> and whoever was driving coach 410 at 9:40 am did an amazing job making that turn in the construction and she wanted to give a shout out to that driver.
- *Spector* – inquired about how long the OTC downtown construction that is blocking the sidewalk is expected to last.
- *Phillips* – indicated there are many parts to the project and currently they are forming new sidewalks. The closure on State Avenue will include some other work in the middle of the old plaza area between State and the transit island. It is supposed to go through early winter-ish. It depends on the weather and working days and if they run into things not expected. They hope to have it buttoned up and back to normal by late winter. Then there will be more disruption when the city starts the Franklin Street project which will close the other side.

## **REPORTS**

- *Flint* – provided the report from the October 6 ITA meeting including the highlight of introduction when the fourth class of drivers this year. There is nothing worse than a bus driver who doesn't like people. So many of the new class had customer service experience and they were all very excited to join IT. They also set public hearings for the budget and strategic plan.

**General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:

- Today was the deadline for staff to submit vaccine verification. The agency is not part of the state mandate but decided to pursue it to support public health, employees and passenger health. Staff was notified on August 27<sup>th</sup> and the ITA approved a resolution on September 1, 2021. As of this evening 96% of staff have met the requirement and the agency can maintain the current level of service which is approximately 79% of pre-pandemic service. If you know of anyone who would like to be an Operator with Intercity Transit please let us know.

## **Intercity Transit Community Advisory Committee**

**October 18, 2021**

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We are happy to reach out to folks. We have our eye on getting back to pre-covid service and then being able to move forward with the ballot initiative service enhancements..

- The agency continues to struggle having enough staff with people needing to quarantine or isolate. Hoping everyone in our community does their part to remain healthy.  
*Spector* – inquired about how recruitment is going noting that so many are struggling.  
*Freeman-Manzanares* – Recruiting is tough all over with more jobs than candidates. The candidates we are receiving are great candidates.  
*Bergkamp* – shared there is a lot of competition with private business offering hiring bonuses. What she appreciates and agreed with Ty’s assessment on the last class. You can teach people how to drive but can’t teach people to be nice to others. She added that she is impressed with the people that have come on board because they are looking for a career and others can offer signing bonuses but they are more about the short game. When folks spend time looking at all the benefits that IT has to offer the agency stands out. And we do a lot of promoting from within. They are doing more recruitment in November for the January class and she would be happy to come back and report on that. It has been a bit of a mixed bag. The people coming are interested in a career and enjoy helping people.
- Staff is developing a matrix for contractors, vendors and consultants to ensure that staff and passengers are as safe as possible for vaccine requirements.
- For the November CAC meeting staff is changing the virtual platform from Gotomeeting to Microsoft Teams. Nancy will be in touch for training and it looks different but it is easy to use. IT transitioned to it months ago and Daniel and Roshan will help as well. Nancy will reach out.
- IT received 10 applications for the CAC.
- IT received 17 Surplus Van Grant applications and this really shows the need in the community and that people recognize how great the program is.
- The budget and strategic plan are set for public hearing in November and they are out on the street for review.
- Staff has scheduled a tour of the Pattison construction site at 3:30 pm on October 20, 2021. If attending please try to meet a bit earlier than that because there is an ITA meeting that night. The architect team and contractor will be onsite that day. If you haven’t been by it in a while the progress has been amazing. Please wear sturdy shoes.

**NEXT MEETING: November 15, 2021.**

### **ADJOURNMENT**

**It was M/S/A by WALTER SMIT and JIHAN GRETTEMBERGER to adjourn the meeting at 7:15 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20211018.docx

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: November 15, 2021**

**FOR:** Community Advisory Committee

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

**SUBJECT:** Surplus Van Grant Program

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1) **The Issue:** For information and discussion on the Surplus Van Grant Program and the 2021 program grants including fifteen surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).

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

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3) **Policy Analysis:** The Surplus Van Grant program supports the Strategic Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet transportation needs. Resolution 07-03 dedicates surplus vanpool vehicles for this use.

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4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted Resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not met by Intercity Transit's fixed-route services. The Authority has granted 68 vans to community groups since the program began.

A review team consisting of, General Manager Ann Freeman-Manzanares, DSHS Supervisor Carson Moore, Phil Prietto of City Gates Ministries, Vanpool Coordinator Riley White, and Vanpool Manager Cindy Waterhouse evaluated 17 applications received. Utilizing selection criteria including community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association -Elite Boxing Academy.

All have worthy programs, demonstrate community benefits, and have the ability to comply with the requirements of the grant.

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5) **Alternatives:**

A) Grant fifteen (15) surplus vanpool vehicles to Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans

Services Hub City of Lacey, Homeless Response Team City and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association -Elite Boxing Academy.

B) Don't make surplus vans available for the program in 2021.

C) Delay action until a future date.

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6) **Budget Notes:** The surplus van grant program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated average of \$12,789 per vehicle or a total of \$191,834 for fifteen vehicles.

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7) **Goal Reference: Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."

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8) **References:**

#### Proposed 2021 Van Grant Recipients

**Innovations Human Trafficking Collaborative (IHTC)** mission is to engage first responders, tribes, and other stakeholders in eliminating human trafficking through solution-based knowledge and trauma-informed strategies, and to empower survivors to heal and build self-sufficient, affirming lives. IHTC is the only Indigenous and survivor-lead human trafficking services organization in Washington, and the only organization in the South Sound serving Indigenous survivors of human trafficking. Currently IHTC staff uses their person cars for transportation. A surplus van from Intercity Transit would allow staff to transport clients and other stakeholders throughout Thurston County.

**Interfaith Works** Homeless Services Program currently operates 61 shelter beds which provided 22,265 bed nights in 2020 for 205 adults. Their Navigation Team reaches 300 unsheltered people each month. In 2021 they will complete construction of a new facility, titled Unity Commons. This will be a 60-bed shelter along with 65 apartments and will provide 140 adults with a place to live and thrive. Their transportation needs will increase dramatically with this expansion. They will use a surplus van to provide trips to DSHS, Social Security, medical appointments, and the Food Bank.

**SafePlace** - There are number of transportation problems that would be alleviated at SafePlace if awarded a Surplus Van, so they thank Intercity Transit for this opportunity. SafePlace provides services for survivors of domestic violence and sexual assault in this county and is celebrating its 40<sup>th</sup> year serving Thurston County. With over 30 employees covering services in six programs - Emergency Shelter, Supportive Housing, Legal Advocacy, Sexual Assault Services, 24/7 Crisis Helpline and Prevention Programs. The

agency currently has only one vehicle. Having another van would be instrumental to SafePlace improving service options within these program areas.

**Veterans Service Hub - City of Lacey** - Lacey Veterans Service Hub is a one-stop location for Veterans Services. Services include Benefits and Financial Eligibility Screening, Military Service Verification and Documentation, Education and Academic Eligibility Screening, Veterans Administration Claims Assistance, Mental and Physical Health Benefits and Referral, Substance Abuse Referral, Rural Veteran Program Access and Outreach, Housing and Food Assistance, Employment and Training Opportunities, and Peer to Peer Training. Many Vets cannot financially afford a vehicle, fuel, or other modes of transportation. Many have disabilities that prevent them from driving or walking alone. The surplus van will be utilized to assist transportation needs with an expected 7200 trips annually.

**City of Olympia Homeless Response Team and Scattered Site Program** - The Homeless Response Team responds to issues and concerns related to people experiencing homelessness. This program will dedicate the surplus van to responding to situations efficiently and effectively, offering needed supplies such as water, food, hygiene items, socks, hand warmers, and garbage bags. They plan to transport 1300 people to needed resources in the community next year to include access to mental and medical services. The Scattered Site Program works with three homeless sites. Their mission is Together, Safe and Clean for All. There are an estimated 150 individuals who reside in these scattered sites. This program expects to provide 780 trips next year, connecting to housing services and other resources. They do not currently own a vehicle and are Community Vans users. These two programs will share a van.

**Coastal Community Action Program** is dedicated to enhancing the quality of life of families, the elderly, children and youth, and people with disabilities. The transportation problem they are proposing to solve with a surplus van is to provide reliable transportation for developmentally disabled participants that do not have access to public transportation. This will allow the opportunity to gain independence and work toward self-sufficiency. They currently work closely with our Village Vans program to provide transportation outside the Village Vans service hours and service area. They are currently unable to accommodate 70-80 trips each month for current clients. The surplus van award will allow them to expand services throughout Thurston County.

**OlyMAP** provides services to individuals experiencing homelessness. They work with a population with many barriers. Having a van of their own would allow them important flexibility in transporting participants to appointments, job interviews, and community resources. They anticipate 1,938 trips next year to the Food Bank, to work, field trips, and summer camps. OlyMAP is an active Community Vans user.

**Peer Washington** - Peer Olympia is the newest service location for Peer Washington. They opened their doors to provide a full array of peer support services to adults in Thurston County, particularly for individuals experiencing homelessness and veterans.

They do not currently have transportation support to access services. They do not own any vehicles. They will use a van to bring people from places such as SafePlace, Camp Quixote, Plum Street tiny houses, and Lacey Veterans Hub for weekly support meetings with peer coaches or employment and housing Peer Services Specialists. 1200 trips are planned for this upcoming year.

**Partners in Prevention Education (PiPE)** works with unhoused survivors of violence, prioritizing BIPOC and transgender survivors. They provide outreach, survivor advocacy, and trauma-informed therapy and support groups. With the support of Community Vans, they provide outreach to 12-15 encampments of unhoused people, transporting them to appointments and providing survival goods. Receiving a van would support their program by providing a consistent way of transporting more people to safety confidentially and allow them to expand their program.

**Senior Services for South Sound's** mission is to improve the quality of life for people as they age. They provide Transportation, Senior Nutrition, Brighter Days Adult Day Care, Care Connection, Senior Center Activities, Resource Advocates, State Health Insurance Benefits Advisors, Trips & Tours, and Budd Bay Bargains. These programs all support the organization's mission to fulfill the needs of seniors. They provide transportation to those without access. They partner with Catholic Community Services and Volunteer Services and own a 2002 Chrysler Town & Country vans with just under 200,000 miles which has become unreliable, and the surplus van would replace this vehicle.

**The Bridge Music Project** teaches youth how music, writing and community can be used as tools to deal with life's challenges. Most of the youth who participate have experienced major life challenges such as foster care, homelessness, and incarceration. The Bridge partners with the City of Olympia, Olympia School District, Olympia Juvenile and Family Court, and Together. They face a consistent challenge - transportation.

**The River Walkers** has limited vehicle access to transport youth to activities such as school activities, and field trips, indigenous cultural experiences, and tribal canoe journeys. They are a supplemental program for Camp Wa-Ya. They plan for 1740 trips with a surplus van.

**TOGETHER** has a vision that all young people are supported, healthy, safe, and valued. They mobilize families, schools, and the community to solve community problems. They would benefit if awarded a van due to the need to transport youth, supplies, and distribute assistance to the community they serve. They currently have one van and use North Thurston School District for transportation, which is not enough. A second van would allow for expansion of services. They expect 862 added trips with a surplus van.

**Thurston County Food Bank** - now in their thirteenth year, they have continuously run a gleaning program to ensure that surplus fresh fruits and vegetables produced on local farms and community gardens make it to community members in need. Intercity Transit has been an integral partner in that work, providing them with a surplus van to transport hundreds of volunteers and 277,000 pounds of food since 2010. With a new



van they expect to add 448 trips with the added benefit of transporting 300-400 pounds of fresh produce.

**Thurston County Police Academy Athletic Association -Elite Boxing Academy** anticipates 2024 trips for at-risk youth, providing them with life skills by deescalating situations and maintaining self-control. They are the Elite Boxing Academy and serve 70 members who attend training sessions, tournaments, assist with homework, tutoring, and provide transportation to and from school. Providing this organization with a van will help the youth fulfill their goals and objectives.

<b>Year</b>	<b>Grantee</b>
2020	Innovations Human Trafficking Collaboration
2020	Interfaith Works
2020	SafePlace
2020	Behavioral Health Resources
2020	Catholic Community Services
2020	Thurston County Food Bank
2020	Sacred Heart Catholic Church
2019	WA YA Outdoor Institute
2019	Kokua
2019	Veterans for Peace
2019	Coastal Community Action Program
2018	Catholic Community Services
2018	Senior Services for South Sound
2018	Family Education & Support Services
2018	Kokua Services
2018	BHR
2018	Community Youth Services
2018	Nature Nurtures Farm
2017	Lacey Veterans HUB
2017	Senior Services for South Sound
2017	Yelm Senior Center
2017	Community Youth Services
2017	TOGETHER
2017	Wa-Ya Outdoor Institute
2017	Thurston County Food Bank
2016	Community Youth Services
2016	Center for Natural Lands Management

2016	City Gates Ministries
2016	Senior Services for the South Sound
2016	Community Action Council
2016	Boys and Girls Club
2015	Community Youth Services
2015	Interfaith Works
2015	CCS/Drexel House
2015	YWCA
2013-14	Thurston County Food Bank
2013-14	GRuB
2013-14	Panza for Quixote Village
2013-14	Boys & Girls Clubs of Thurston Co
2012-13	Catholic Community Services
2012-13	Boys & Girls Clubs of Thurston Co
2012-13	Wee Love Learning Early Learning Center
2012-13	Thurston County Police Athletic League
2011-12	Olympia Union Gospel Mission
2011-12	Senior Services for South Sound
2011-12	Olympia Christian School
2010-11	Olympia Early Learning Center ( <b>returned when center closed</b> )
2010-11	Senior Services for South Sound
2009-10	Community Youth Services
2009-10	Capital Clubhouse
2009-10	Thurston County Food Bank
2009-10	Yelm Senior Community Center
2008-09	<b>No vans</b>
2008-09	<b>granted</b>
2008-09	<b>in</b>
2008-09	<b>2008-9</b>
2007-08	Behavioral Health Resources
2007-08	Partners in Prevention
2007-08	Senior Services for South Sound
2007-08	Bread & Roses

2006-07 Behavioral Health Resources  
2006-07 Morningside  
2006-07 Catholic Community Services  
2006-07 Senior Services for South Sound

2005-06 Boys & Girls Clubs of Thurston Co  
2005-06 Pacific Peak Girl Scout Council  
2005-06 Behavioral Health Resources  
2005-06 Olympia Union Gospel Mission

2004-05 Behavioral Health Resources  
2004-05 Senior Services for South Sound  
2004-05 Habitat for Humanity  
2004-05 Bread & Roses

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: November 15, 2021**

**FOR:** Community Advisory Committee

**FROM:** Ursula Euler, Chair CAC

**SUBJECT:** Election of Officers

- 
- 1) **The Issue:** The Community Advisory Committee will conduct elections for their officers.
- 
- 2) **Recommended Action:** Elect a Chair and Vice-Chair.
- 
- 3) **Policy Analysis:** Per the Operating Procedures, nominations are made in October and elections conducted in November.
- 
- 4) **Background:** Only one person was nominated for each position so ballot votes are not required. The Chair can simply declare that the nominee is elected. Therefore, Chair Euler declares Walter Smit Chair and Jihan Grettenberger Vice Chair, effective at the January 2022 meeting serving for one (1) year terms.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** N/A
- 
- 7) **Goal References:** N/A
- 
- 8) **References:** Operating Procedures.

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-C  
MEETING DATE: November 15, 2021**

**FOR:** Community Advisory Committee

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

**SUBJECT:** Cancel December 20, 2021, CAC Meeting

- 
- 1) **The Issue:** Whether to cancel the December 20, 2021, CAC meeting.
- 
- 2) **Recommended Action:** Cancel the December 20, 2021, CAC meeting.
- 
- 3) **Policy Analysis:** The CAC must take action to cancel a regularly scheduled meeting.
- 
- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the December 20, 2021, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
- 
- 5) **Alternatives:**
- A. Cancel the December 20, 2021, CAC meeting.
  - B. Maintain the schedule as it stands, and meet on December 20, 2021.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** N/A.
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-D  
MEETING DATE: November 15, 2021**

**FOR:** Community Advisory Committee

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

**SUBJECT:** Agenda Collaboration - Topics of Interest

- 
- 1) **The Issue:** Ensure there are meaningful agendas in 2022.
- 
- 2) **Recommended Action:** This item is for discussion only.
- 
- 3) **Policy Analysis:** The CAC serves as an advisory committee to the Intercity Transit Authority. As such, staff wants to ensure the CAC has their needs met in terms of understanding programs, policies and projects.
- 
- 4) **Background:** The CAC provides important feedback to staff and advises the Authority. As we on-board new members in January and serve existing members with varying levels of experience on the committee, it is important to understand what information is of interest to you. Staff will continue to target discussions to coincide within decision points for the Authority. This is an opportunity for committee members to share their interests regarding programs, policies and projects.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** There are no anticipated budgetary impacts.
- 
- 7) **Goal Reference:** As an advisory committee, this work encompasses all agency goals.
- 
- 8) **References:** [Draft Budget Summary](#) and [Draft Strategic Plan](#).

**Authority Meeting Highlights**  
*a brief recap of the October 20, 2021, Authority Meeting*

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

**Wednesday night, the Authority:**

- Approved 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. *(Ann Freeman-Manzanares)*
- Authorized 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. *(Eric Phillips)*
- Authorized 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. *(Eric Phillips)*
- Directed staff to interview all ten applicants who applied for the Community Advisory Committee open positions.

**Other items of interest:**

- Cameron Crass introduced **Lyle Gilbertson, Operations Scheduling Coordinator**
- Jonathon Yee introduced **Kayla Cranor, Auto Technician**
- Julie DeRuwe introduced **Beau Fahr, Facilities Specialist**
- The Authority received an update from Jonathon Yee about staff's recommended path and plans toward a zero-emission fleet.

**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.
- 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, due to 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 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 bring a recommendation to the Authority for review at their November 3, 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 the 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.

Prepared October 21, 2021

Pat Messmer/Clerk of the Board



**Authority Meeting Highlights**  
*a brief recap of the November 3, 2021, Authority Meeting*

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

**Wednesday night, the Authority:**

- Conducted a Public Hearing on the 2022 Draft Budget.
- Conducted a Public Hearing on the Draft 2022-2027 Strategic Plan.

**Other items of interest:**

- Sara Bradley introduced **Hannah Toulme, HR Specialist**

**General Manager's Report:**

- Freeman-Manzanares reported the CAD/AVL project is moving right along. Staff is implementing the pilot phase on the test fleet, which is a test group of four vehicles, which officially starts on November 11. There are about 20 operators trained to use those vehicles and report in. Coach installation is planned to begin November 29 and be completed by the end of the year. Dial-A-Lift is tentatively planned for testing and installation in February 2022. IT is losing the communication system through T-COMM in March 2022, so there are a lot of reasons to move through this as quickly as possible. The contractor, Avail, is doing a fantastic job making sure we can meet our goals. Staff have dedicated a lot of time to this project making sure that everything flows smoothly. Freeman-Manzanares gave a big shout out to staff for making it happen.
- Staff participated in an intake meeting with the City of Olympia for the final land use permit for the next phase of the Patterson Street project. That process is anticipated to take approximately four to six months to complete.
- The bus stop improvement construction project will be suspended at the end of this week due to the weather. The contractor hopes to start it back up about mid-February. A little less than half of the 47 sites the Authority approved have been completed. The Marketing and Communications staff, Operations Supervisors, and surely our customers are ready for a break because that's a lot of activity at the bus stops.
- Staff is making great progress with the downtown Olympia Transit Center final site updates even in the midst of the work being facilitated by the City of Olympia downtown. The Smart Corridor consultant has been interviewing our partner jurisdictions, so the work is underway on that project.
- Eric Phillips gives a big shout out to WSDOT Olympic Region and headquarters staff who have been supporting the work to get approvals in place for the Martin Way Park-and-Ride direct access project.

- Previously, Freeman-Manzanares reported a break-in and theft at the Walk N Roll Facility downtown Olympia and a break-in at the Centennial Station. This week, she is reporting a theft of a transport vehicle from the gated construction site on Patterson Street. Issues continue with individuals repeatedly cutting through or going over the fence to get onsite. We've installed lighting sensors, cameras, and have security staff onsite, and we're looking to add more security at our headquarters and construction sites. Besides all of that, the glazing has been delivered and installed, and construction is on schedule and within budget.
- This afternoon, the Authority/CAC ad-hoc panel interviewed 10 candidates for the open CAC positions. Thank you to Justin Belk, Don Melnick and Debbie Sullivan for representing the Authority, and Jihan Grettenberger, Ty Flint and Allison Spector from the CAC. They will make a candidate recommendation to the Authority at the December 1 meeting.

Prepared November 4, 2021  
Pat Messmer/Clerk of the Board

## COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12	
CAC	Members	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
Gene	Angel		Absent	Absent	Absent	Absent	Absent	Absent	MEETING CANCELLED	Absent	Absen			
David	Bonauto						Absent					Absent		
Billie	Clark	Absent	Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
Denise	Clark		Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
Nikki	Crist					Absent						Absent		
Jonah	Cummings	Absent	Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
Ursula	Euler							Absent						
Ty	Flint	Absent			Absent						Absent			
Isha	Gabriel	Absent	Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
John	Gear	Absent				Absent								
Jihan	Grettenberger						Absent							
Marie	Lewis	Absent	Absent											
Jini	Namboothiri	Absent	Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
Joan	O'Connell	Absent	Absent	Absent			Absent					Absent		
Scott	Paris	Absent	Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
Carissa	Putt	Absent	Absent	Absent	Absent	Absent	Absent	Absent			Absent	Absent		
Marilyn	Scott				Absent							Absent		
Walter	Smit						Absent							
Allison	Spector			Absent		Absent				Absent				

= Joint meeting does not count against required meeting attendance