

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, April 7, 2021
5:30 P.M.

This meeting will be held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

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

United States: +1 (224) 501-3412 / Access code: 590-792-061

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

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **PUBLIC COMMENT** **5 min.**

General public comment may be submitted prior to each Intercity Transit Authority meeting.

 - **By Email to pmessmer@intercitytransit.com by 12 noon on April 7, 2021.**
 - **By Phone – Contact the Clerk of the Board at 360-705-5860 by 12 noon April 7, 2021.**
 - **By USPS - mail public comment to “Public Comments” P. O. Box 659, Olympia, WA 98507.**
- 3) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** March 3, 2021, Regular meeting
 - B. **Payroll for February:** \$2,883,174.69
 - C. **Payroll for March:** \$3,183,053.24
 - D. **Accounts Payable February:** Warrant numbers 31745-31776 dated February 4 in the amount of **\$530,604.86**; numbers 31777-31778 dated February 9 in the amount of **\$62,155.46**; numbers 31779-31825 dated February 10 in the amount of **\$102,892.10**; numbers 31826-31870 dated February 17 in the amount of **\$344,749.46**; numbers 31875-31879 dated February 20 in the amount of **\$5,302.97**; and numbers 31880-31911 dated February 24 in the amount of **\$1,171,780.83** for a total amount of **\$2,217,485.68**; and Automated Clearing House Transfers in the amount of **\$5,911.91** for a monthly total of **\$2,223,397.59**.
 - E. **Accounts Payable March:** Warrant numbers 31912-31944 dated March 2 in the amount of **\$220,876.71**; numbers 31945-31947 dated March 6 in the amount of **\$5,920.65**; numbers 31948-31995 dated March 11 in the amount of **\$1,959,972.32**; numbers 31996-31997 dated March 13 in the amount of **\$74,842.57**; numbers 31998-32036 dated March 17 in the amount of **\$195,777.31**; numbers 32038-32075 dated March 24 in the amount of **\$140,392.49** for a total amount of **\$2,597,782.05**; and Automated Clearing House Transfers in the amount of **\$10,210.86** for a monthly total of **\$2,607,992.91**.
- 4) **NEW BUSINESS**
 - A. **Walk N Roll Shop Lease Extension** (*Jeff Peterson*) **5 min.**
 - B. **Planning 101** (*Rob LaFontaine*) **45 min.**

- 5) **COMMITTEE REPORTS**
- A. **Thurston Regional Planning Council (Mar. 5 & Apr. 2)** (*Carolyn Cox*) **10 min.**
 - B. **Transportation Policy Board (Mar. 10)** (*Don Melnick*) **5 min.**
 - C. **Community Advisory Committee (Mar. 15)** (*Marilyn Scott*) **5 min.**
- 6) **GENERAL MANAGER'S REPORT** **10 min.**
- 7) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
March 3, 2021

CALL TO ORDER

Chair Cox called the March 3, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

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

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Cameron Crass; Katie Cunningham; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Tammy Ferris; Joy Gerchak; Jessica Gould; Kevin Karkoski; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Steve Swan; Nancy Trail; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Ursula Euler, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - No public comment was received.

INTRODUCTIONS

Fixed- Route Manager, Cameron Crass, introduced the Operator Class of 21-01: *Neil Ward; Stacy Catarina; Trenton Reid; Troy Kelly; Jameyson Miller; Mirra Merkel; Robert Andrews; Elandra Chatman; Caroline Glainyk; Carey Leanord; Nicholas Org; Kimberly Miles.*

APPROVAL OF CONSENT AGENDA ITEMS

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

Intercity Transit Authority Regular Meeting

March 3, 2021

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- A. **Approval of Minutes:** February 3, 2021, and February 17, 2021, Regular Meetings.
- B. **Surplus Property:** Declared Coach Vehicles as surplus. These vehicles have exceeded their useful life and will be replaced by new Coaches in April 2021. The total value of the vehicles is estimated at \$27,000. *(Katie Cunningham)*

NEW BUSINESS

- A. **Legal Services Contract Extension.** Procurement Coordinator, Jeff Peterson, presented an extension of the legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich.

Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2018 for as-needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the third of four one-year extension options and once approved, would extend the term to March 31, 2022.

Under the current contract Intercity Transit's primary Counsel is attorney Jeff Myers. Jeff is a Principal at the Firm and has municipal experience providing counsel to several local agencies in our area including the Olympic Region Clean Air Authority, TCOMM 911, LOTT Clean Water Alliance and City of Olympia.

Rates have remained unchanged over the last two terms. The Contract permits negotiation upon contract term extension and due to a general wage increase, the firm is requesting to increase Jeff's rate by 7.5%, as referenced herein.

Procurement reviewed the adjustment requested and determined it is fair and reasonable based on local market comparisons.

Staff values the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the proposed contract extension.

It was M/S/A by Councilmembers Carmody and Sullivan to authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich extending the term of the agreement through March 31, 2022.

- B. **Maintenance Building HVAC Platform Contract Award.** Procurement Coordinator, Tammy Ferris, presented for approval a contract for the construction of Heating, Ventilation and Air Conditioning service platforms in the Maintenance Facility.

On June 3, 2020, the Authority authorized the General Manager to amend our Interagency Agreement (IAA) with DES for project management services that included use of DES' competitively awarded job order contracting services, on-

call consulting contracts, and small works roster for Transit public works projects.

Transit has since engaged MSGS from the DES on-call Architectural and Engineering contract to provide architectural, structural engineering, and construction support for the addition of platforms to access the HVAC units safely and more efficiently in the Maintenance Facility. Maintenance Facility employees have been performing routine maintenance and repair on seven (7) of the heat recovery units throughout the Maintenance Facility using lifts and ladders. Each heat recovery unit is situated differently, some are attached to the facility ceiling and others are suspended over the vehicle maintenance bays; thereby, making it difficult to access the units to safely perform routine maintenance.

MSGS finalized the design and construction documents in mid-January. DES advertised for Request for Bids on January 29, 2021 for fabricating and installing the metal platforms around the HVAC units. A total of eight (8) bids were received by the submittal deadline of 3:00 p.m., on February 25th. The bid submitted by Forma Construction Company in the amount of \$253,676.72 was determined to be the lowest, responsive and responsible bid.

Forma Construction Company is a reputable and competent contractor. Forma was awarded the contract for the Pattison Base MOA project. In addition, they have completed numerous projects in the community, including the successful completion of the Martin Way Park and Ride concrete repairs project.

Accordingly, staff recommends award of the contract for the construction of platforms with Forma Construction Company in the amount of \$253,676.72.

It was M/S/A by Citizen Representative Melnick and Commissioner Mejia to authorize the General Manager to approve funding to have DES enter into a contract for the construction of platforms with Forma Construction Company in the amount of \$253,676.72.

- C. Service Restoration Overview.** Freeman-Manzanares and Planning Manager, Rob LaFontaine provided an overview of Intercity Transit's service levels during 2020 and the agency's March 2021 service change.

Freeman-Manzanares said it's been an incredibly interesting and challenging year. The time leading up to COVID-19 had been extremely busy and successful for Intercity Transit in terms of what the agency had accomplished meeting community goals.

- The legislature approved IT's request to allow the voters an opportunity to increase sales tax authority if they chose to do so.

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- IT focused on conducting an extensive public engagement process to understand what the community wanted their public transportation system to look like.
- The Intercity Transit Prop 1 was approved by the voters in November 2018 by nearly 66%. The Long-Range Plan was approved by the Authority in November 2018. It was a huge and successful effort establishing the long-range plan to provide the community with the service they desired. IT was determined to not only live up to the promises made to the community in terms of increased service but to exceed them, and IT did.
- While IT was doing all of that, staff was evaluating the pros and cons of providing the community with a zero-fare system, which delivered on their priorities in terms of providing access and equity and speeding up service among a whole host of other benefits.

In January 2020, IT's ridership increased by over 66,329 which was a 20% increase over 2019. In February 2020, ridership increased by over 112,062 which was a 39% increase over 2019. And then COVID hit really fast and there was no playbook. Washington was the first place in the nation to have this experience. What public health officials knew about the disease was little and evolving, but several things were clear - COVID was highly contagious, it spread when people didn't have symptoms, and it was deadly.

The majority of IT employees are directly involved in supporting service on the street and are directly exposed daily to thousands of encounters. It felt like we were trying to outrun an avalanche working 24/7, reading everything we could get our hands on trying to keep staff and passengers as safe as possible while providing access for essential travel.

Freeman-Manzanares is proud to say that IT has not had a single confirmed case of COVID transmitted at IT facilities or on vehicles for either staff or passengers. That is not to say, however, that IT hasn't had COVID positive passengers or that employees haven't had COVID or weren't potentially exposed to COVID. IT has become expert contact tracers and can quickly move to quarantine and keep everyone as safe as possible. And that is the bottom-line goal.

Now the really tough part is remembering this isn't over. There is good news about more vaccine on the way, and hopefully we are in a safer position sooner rather than later, but with low vaccination rates thus far and active variants, we must remain vigilant. If the last year has taught us anything, we need to expect the unexpected. Unlike any other time in our history, we must have three game plans ready at all times, status quo, expanding service as able and a fallback plan in case things take a turn for the worse. That has been an exhausting amount of work to create and while we have attended to that business, we are also planning

for the future – renovating and expanding Pattison Street, which was designed to support up to 80 vehicles and has been supporting over 400. We've been focused on creating our first long-range plan for our DAL program, looking at TSP, corridor study and BRT. And staff presented to the ITA last month the culmination of years of work to replace our first-generation CAD/AVL system.

IT's goal is to restore service to pre-COVID levels and continue on the path the ITA set in the Long-Range Plan and the Strategic Plan. This is dependent on the course of COVID in the community.

Staffing is a huge piece of the puzzle and hiring the right people is a huge effort and a large part of the recovery efforts. There are staff out on government mandated COVID leave, and there is a year's worth of employee attrition. That number is higher than perhaps it might have been because some individuals chose to retire earlier due to this public health emergency. Testing, hiring and training operators became a lot more complicated. The first post-COVID new operator class began in January and that application process opened when COVID rates in the community were higher than they had ever been. There is an open advertisement for a second operator class of 2021. Focus is on safely and professionally hiring staff and restoring service.

Freeman-Manzanares shared a huge "thank you" to all staff for keeping up with the rapid changes in requirements and doing what they needed to do to keep themselves, their co-workers and passengers safe.

- Operations staff is frontline on the street providing and supporting direct service.
- Maintenance is keeping facilities and vehicles in top shape and everything is cleaner than it has ever been.
- Development, Planning, Marketing and Communications, Procurement, Grants, Administration, Finance, HR, Executive, Safety and Information Services staff have performed beyond expectation. We are lucky to have such dedicated staff.

Planning Manager, Rob LaFontaine, provided an overview of Fixed-Route Revenue hours. He noted that from February 2020 to beginning of April 2020 five substantial adjustments to service were made, primarily decreases, with administrative staff working remotely from home. The following reductions were implemented in order:

1. Suspended Dash, Nightline and "The One"
2. Reduction of the Olympia Express with select trips
3. Began the Route 65; reduced Express
4. Began weekend schedule (using emergency bid)
5. Reduced span; end service at 9 p.m.

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6. Essential trips only; use Advance Reservations
7. June 2020 minimal service restored (most routes on a 60-minute frequency).
8. September 2020 more service added with an adjustment to Route 42, and along the Martin Way Corridor restored The One running every 30 minutes and added frequency to Route 94.
9. What's queued up for March '21 is what was targeted back in December '20. Beginning January '21 additional bus trips were added to Martin Way Corridor with Route 62.

Looking ahead, restored service is anticipated for March 21, 2021 to include:

- Additional trips in morning and evening (span of service)
 - Most routes beginning service between 7 and 8 a.m.
 - Busier routes operating until 9 p.m.
- Additional route frequency
- Continued suspension of Dash, Nightline and 612/620

Planned Hours, Miles and Buses (fixed-route only)

- Annualized – looking at 191,132 hours or 2,417,325 miles
- Weekday schedule = 532 daily hours
 - 6,729 daily miles
 - 46% increase from existing level
 - 63% of pre-pandemic level
- Weekend schedule = 519 daily hours
 - 6,556 daily miles
 - 47% increase from existing level
 - 99% of pre-pandemic level

Looking Ahead Beyond March 2021:

- Continual focus on safe restoration of service
- Redistribution of service to match demand
- Implementation of long-range plan

LaFontaine answered questions:

Q. Regarding where to expand service safely, is the primary driver how crowded the buses are during certain times of the day or is there another measurement?

A. Yes, paying attention to passenger activity has been the primary driver.

Q. As long as social distancing rules stay in place, is there a scenario where in order to keep buses from overcrowding you have to enter into something that was more frequent than what was planned previously?

A. In April [2020] we did supplement the Route 62 with some additional service to help distribute ridership, however it is better if we can add the service

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more formally into the schedule rather than simply adding buses onto a route, which may not be very effective if passengers are not expecting higher frequency.

Q. If the daytime weekday schedule is running two-thirds of where we were pre-pandemic how much of that is the three colleges not having on-campus activity? Can you tell how much is commuter or student and if we're meeting the needs of people who rely on transit as primary transportation?

A. We're seeing the really heavy loads on the Martin Way corridor, the Route 66 on Pacific Avenue, and Route 13 on Capital Way. Where we're not seeing the heavier loads are the routes that service the colleges/universities.

Q. Are there any learned lessons that can carry over into more normal times after COVID?

A. There are a lot of lessons learned, but the need for contingency planning is at the forefront.

Q. Do you plan on creating an after-action report when we get back to normal? Lessons learned would be great preparation for disaster emergency preparedness.

A. Management is putting together all of the documentation created since the beginning of the pandemic (i.e. internal staff communications, external community information, etc.).

GENERAL MANAGER'S REPORT

Freeman-Manzanares shared a recent photo of the construction at the Pattison Street Project, showing the steel erection that started Monday, March 1. Excavating for the fuel wash facility starts next week, and construction is humming right along. The "topping off ceremony" will take place sometime in April, and the Authority is invited to participate to sign the last beam going up.

Coaches went into production at Gillig, and seven 35' and six 40' coaches are expected to arrive later this month.

Staff is working with Thurston County Public Health to get the first group of Phase 1A employees their second COVID vaccine shot within the next two weeks and the second and last group of employees classified under Phase IA their first shot of the vaccine in two weeks.

Our state representatives submitted a Capitol Request for \$5M for the next phase of the Pattison Street Project, as well as a request to support DASH operation in the 2021-2023 biennia.

AUTHORITY ISSUES

Gilman - Last week the City of Olympia approved a bid from Sound Pacific Construction for a major rebuild of Franklin Street across from 4th and State which will include the corner the transit center is located. He's glad IT staff was involved in planning of both the construction and mitigation of the impacts of the time under construction and he's willing to "ring his bells" if there are any challenges along the way. Gilman is also glad to hear about IT's service restoration, newly ordered coaches, and new operators - it feels like things may be getting back to normal.

Melnick - Appreciates the presentation on the service restoration. It confirms that IT has fared pretty well during the pandemic.

Sullivan - Tom Oliva stepped down from the Tumwater City Council and they are looking for a new council member. Applications can be found on the City's website and are due by March 13, 2021.

Belk - Wants to raise awareness about planned construction projects on the State Capitol Campus, the Pritchard Building as well as other changes to the campus are planned in light of all the other things the campus has dealt with last year. There has been positive feedback from neighbors as well as the City of Olympia. In addition to concerns about traffic and parking - only two of the many concerns, there seems to be agreement in the idea for the need that these improvements match up with previous master planning efforts in light of everything that has happened, and there is a need to step back and look at more comprehensive planning and general public engagement about these types of improvements to campus. He thinks it's imperative that Intercity Transit tracks these efforts and if there is opportunity to engage early on in planning to do so, or find a way to inject in the conversations, especially in relation to traffic concerns.

Carmody - The Yelm City Council discussed their vision for Yelm. They talked about whether to become a federal community or stay a farming community; to include big box stores or retain small mom and pop businesses. Yelm is thinking about the structure, work and feel of the future for the community.

Mejia - Met with IT staff for the new Board member orientation and appreciates all the time staff took to walk her through the operations of the agency. Mejia said the County received 4,728 vaccines this week and public health is hosting a first-dose vaccine clinic at the Fairgrounds on March 5.

Cox - Has been serving as Chair of Lacey's Transportation Committee and the Committee voted to recommend to the full city council approval of the Interlocal Agreement with Intercity Transit for Transit Signal Prioritization.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:54 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 7, 2021

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

DRAFT

PERIOD DATES:		1/17/2021-1/30/2021			PAYDATE		2/5/2021		PERIOD DATES:		1/31/2021-2/13/2021			PAYDATE		2/19/2021	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT					CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT			
IRS	FIT		EFT	80,489.79					IRS	FIT		EFT	80,557.93				
	MT		EFT	27,887.24	108,377.03					MT		EFT	28,756.58	109,314.51			
					0.00									0.00			
INS	D3/DI	Disability Ins		2,597.40	0.00				INS	A2	Met Life		11,345.33				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		232,912.50	0.00				HEALTH	D3/DI	Disability Ins		2,630.02	0.00			
										HE/HI/SP/TB	Health In1stN2ND		237,828.47	0.00			
GARNISHMENT	GN	Garnish	CHECK last	527.81					GARNISHMENT	GN	Garnish	CHECK last	512.93				
CHILD SUPPORT	CS	DSHS	EFT	2,081.57	0.00				CHILD SUPPORT	CS	Child Support	EFT	2,081.57	2,081.57			
					0.00									0.00			
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,720.00	10,720.00				DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,578.72	10,578.72			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,541.60	8,541.60				DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,889.11	7,889.11			
GET	GT	G.Ed.Tult	Check every	0.00					GET	GT	G.Ed.Tult	Check every	0.00				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	504.59	504.59				HEALTH SAVING	HS	Health Svgs	ACH Wire every	504.59	504.59			
401K	DC	Vgrd EE	Wire	57,200.56					401K	DC	Vgrd EE	Wire	55,845.57				
VANGUARD	DC	Vgrd ER	Wire	39,256.19	96,456.75				VANGUARD	DC	Vgrd ER	Wire	38,457.19	94,302.76			
LOAN	L2	401k Ln#2	Wire	3,331.67					LOAN	L2	401k Ln#2	Wire	3,431.67				
LOAN	LN	401k Ln #1	Wire	5,791.58	9,123.25				LOAN	LN	401k Ln #1	Wire	5,943.62	9,375.29			
		TTL VNGRD		105,580.00							TTL VNGRD		103,678.05				
LABOR INS	LI&LA	L&I	EFT Quarterly	33,677.80					LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	34,448.00				
ESD	CF&CL	WPFML	EFT Quarterly	4,039.48					ESD	CF&CL	WPFML	EFT Quarterly	4,064.51				
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,825.25					MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,825.50				
UNION DUES	MI	Mac.Inltlon	Check last	0.00					UNION DUES	MI	Mac.Inltlon	Check last					
	MS	Payroll Corr check		0.00						MS	Payroll Corr check						
	TF	Tx.Fr.Benefit	Employer	35.00	0.00					TF	Tx.Fr.Benefit	Employer	225.00	0.00			
PROJECT ASSIST	PA	Proj.Asslst	Check last	402.00					PROJECT ASSIST	PA	Proj.Asslst	Check last	392.00				
PENSION	PN/P3	PERS EE	EFT	76,551.80	0.00				PENSION	PN	PERS EE	EFT	77,067.26	0.00			
STATE	PN/P3	PERS ER	EFT	126,628.95	203,180.75				STATE	PN	PERS ER	EFT	127,743.04	204,810.30			
PERS		TTL PERS		203,180.75					PERS		TTL PERS		204,810.30				
ICMA LOAN	R3	ICMA Ln#2	WIRE	192.07	0.00				ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00			
ICMA	RC	ICMA EE	WIRE	5,991.13					ICMA	RC	ICMA EE	WIRE	6,136.47				
ICMA ROTH	RI	ICMA Roth	WIRE	475.00	475.00				ICMA ROTH	RI	ICMA Roth	WIRE	500.00	500.00			
ICMA LON	RL	ICMA Ln#1	WIRE	892.36	1,084.43				ICMA LON	RL	ICMA Ln#1	WIRE	725.92	850.04			
ICMA	RR	ICMA ER	WIRE	2,755.09	8,746.22				ICMA	RR	ICMA ER	WIRE	3,056.51	9,192.98			
		TTL ICMA		9,830.65	10,305.65						TTL ICMA		10,043.02	10,543.02			
457 STATE	SD	457 ST EE	EFT	17,003.08					457 STATE	SD	457 ST EE	EFT	18,136.93				
DEFERRED	SR	457 ST ER	EFT	10,123.07	27,126.15				DEFERRED	SR	457 ST ER	EFT	10,518.86	28,655.79			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,864.69	6,864.69				AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,671.29	6,671.29			
ATU	UC	Un COPE	Check 1st	128.00					ATU	UC	Un COPE	Check 1st	-				
UNION DUES	UA	Un Assess	Check last	0.00					UNION DUES	UA	Un Assess -2ND PP	Check last	5,018.26				
	UD	Un Dues	Check last	6,680.86						UD	Un Dues-BOTH PP	Check last	6,496.66				
	UI	Un Inltlatn	Check last	10.00						UI	Un Inltlatn- 100.00 PEREE	Check last	10.00				
	UT	Un Tax	Check last	3,427.60						UT	Un Tax IST PP	Check last	0.00				
UNITED WAY	UW	United Way	Check last	284.00					UNITED WAY	UW	United Way	Check last	266.00				
WELLNESS	WF	Wellness	Check last	340.50					WELLNESS	WF	Wellness	Check last	335.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		652,347.24	652,347.24				DIRECT DEP.	NP	ACH Wire every		650,716.37	650,716.37			
LIVE CHECKS		Paychecks		11,710.60					LIVE CHECKS		Paychecks - LIVE CHECKS		8,105.12				
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,133,547.70						TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,135,443.32			
		TOTAL PAYROLL*:		\$1,434,228.07							TOTAL PAYROLL*:		\$1,448,946.62				
GROSS WAGE		GROSS EARNINGS:		1,010,823.12					GROSS WAGE		GROSS EARNINGS:		1,018,353.70				
ER AMOUNT		EMPR MISC DED:		409,461.33					ER AMOUNT		EMPR MISC DED:		416,214.63				
MEDICARE TAX		EMPR MEDICARE TAX:		13,943.62					MEDICARE TAX		EMPR MEDICARE TAX:		14,378.29				
		PP03 Total			\$1,434,228.07						PP04 Total			\$1,448,946.62			
DIRECT DEP.		ACH WIRE TOTAL		672,113.43					DIRECT DEP.		Total Payroll for February 2021			\$2,883,174.69			
											ACH WIRE TOTAL		669,688.79				

\$0.00

\$0.00

PERIOD DATES: 2/14/2021-2/27/2021				PAYDATE 3/5/2021		PERIOD DATES: 2/28/2021-3/13/2021				PAYDATE 3/19/2021	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT		EFT	81,138.16		IRS	FIT		EFT	143,968.93	
	MT		EFT	28,639.76	109,777.92		MT		EFT	36,931.14	180,900.07
					0.00						0.00
INS	D3/DI	Disability Ins		2,560.15	0.00	INS	A2	Met Life		11,020.95	
HEALTH	HE/HI/SP/TB	Health In1stN2ND		232,578.59	0.00	HEALTH	D3/DI	Disability Ins		2,532.29	0.00
							HE/HI/SP/TB	Health In1stN2ND		233,489.08	0.00
GARNISHMENT	GN	Garnish	CHECK last	427.81		GARNISHMENT	GN	Garnish	CHECK last	427.81	
CHILD SUPPORT	CS	DSHS	EFT	2,081.57	0.00	CHILD SUPPORT	CS	Child Support	EFT	2,081.57	2,081.57
					0.00						0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,345.00	10,345.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,345.00	10,345.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,891.73	7,891.73	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,641.69	7,641.69
HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59
401K	DC	Vgrd EE	Wire	56,918.44		401K	DC	Vgrd EE	Wire	71,105.52	
VANGUARD	DC	Vgrd ER	Wire	38,873.62	95,792.06	VANGUARD	DC	Vgrd ER	Wire	52,284.89	123,390.41
LOAN	L2	401k Ln#2	Wire	3,522.82		LOAN	L2	401k Ln#2	Wire	3,366.90	
LOAN	LN	401k Ln #1	Wire	5,890.85	9,413.67	LOAN	LN	401k Ln #1	Wire	5,890.85	9,257.75
		TTL VNGRD		105,205.73				TTL VNGRD		132,648.16	
LABOR INS	LI&LA	L&I	EFT Quarterly	34,295.65		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	33,940.93	
ESD	CF&CL	WPFML	EFT Quarterly	4,053.50		ESD	CF&CL	WPFML	EFT Quarterly	5,172.87	
MACHINISTS	MDM/2	Mch.UnDues	Check last	1,825.25		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,825.50	
UNION DUES	MI	Mac.Initlon	Check last	0.00		UNION DUES	MI	Mac.Initlon	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	300.00	0.00		TF	Tx.Fr.Benefit	Employer	70.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	386.00		PROJECT ASSIST	PA	Proj.Assist	Check last	383.00	
PENSION	PN/P3	PERS EE	EFT	76,958.18	0.00	PENSION	PN	PERS EE	EFT	76,193.69	0.00
STATE	PN/P3	PERS ER	EFT	127,688.39	204,646.57	STATE	PN	PERS ER	EFT	126,415.52	202,609.21
PERS		TTL PERS		204,646.57		PERS		TTL PERS		202,609.21	
ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00
ICMA	RC	ICMA EE	WIRE	6,137.72		ICMA	RC	ICMA EE	WIRE	7,821.18	
ICMA ROTH	RI	ICMA Roth	WIRE	500.00	500.00	ICMA ROTH	RI	ICMA Roth	WIRE	500.00	500.00
ICMA LON	RL	ICMA Ln#1	WIRE	657.79	781.91	ICMA LON	RL	ICMA Ln#1	WIRE	657.79	781.91
ICMA	RR	ICMA ER	WIRE	2,997.94	9,135.66	ICMA	RR	ICMA ER	WIRE	4,210.14	12,031.32
		TTL ICMA		9,917.57	10,417.57			TTL ICMA		12,813.23	13,313.23
457 STATE	SD	457 ST EE	EFT	16,554.21		457 STATE	SD	457 ST EE	EFT	18,330.18	
DEFERRED	SR	457 ST ER	EFT	9,603.17	26,157.38	DEFERRED	SR	457 ST ER	EFT	14,730.44	33,060.62
AFLAC	ST&SS	AFLAC POSTPRE	EFT	6,747.40	6,747.40	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,637.04	6,637.04
ATU	UC	Un COPE	Check 1st	128.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	4,900.00	
	UD	Un Dues	Check last	6,479.75			UD	Un Dues-BOTH PP	Check last	6,389.81	
	UI	Un Initlatn	Check last	10.00			UI	Un Initlatn- 100.00 PEREE	Check last	10.00	
	UT	Un Tax	Check last	3,296.40			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	268.00		UNITED WAY	UW	United Way	Check last	268.00	
WELLNESS	WF	Wellness	Check last	335.50		WELLNESS	WF	Wellness	Check last	330.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		669,076.61	669,076.61	DIRECT DEP.	NP	ACH Wire every		850,070.43	850,070.43
LIVE CHECKS		Paychecks		0.00		LIVE CHECKS		Paychecks - LIVE CHECKS		2,484.22	
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,150,870.50			TOTAL TRANSFER (tie to Treasurer Notifications)			1,439,911.61
		TOTAL PAYROLL*:		1,439,896.67				TOTAL PAYROLL*:		1,743,156.57	
GROSS WAGE		GROSS EARNINGS:		1,014,496.63		GROSS WAGE		GROSS EARNINGS:		1,294,250.33	
ER AMOUNT		EMPR MISC DED:		411,080.16		ER AMOUNT		EMPR MISC DED:		430,440.67	
MEDICARE TAX		EMPR MEDICARE TAX:		14,319.88		MEDICARE TAX		EMPR MEDICARE TAX:		18,465.57	
		PP06 Total			1,439,896.67			PP06 Total			1,743,156.57
DIRECT DEP.		ACH WIRE TOTAL		687,917.93		DIRECT DEP.		Total Payroll for March 2021			3,183,053.24

\$0.00

\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/4/2021

Thru Date: 2/4/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31745	2/4/2021	02161	ANDERSON BREANNE R.	\$39.60	
31746	2/4/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,337.63	
31747	2/4/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$6,489.09	
31748	2/4/2021	06120	CITY OF OLYMPIA UTILITIES	\$4,824.70	
31749	2/4/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$65.53	
31750	2/4/2021	06741	COMMUNITY YOUTH SERVICES	\$1,135.71	
31751	2/4/2021	07220	CUMMINS INC.	\$2,456.71	
31752	2/4/2021	07350	CW JANITORIAL SERVICE LLC	\$19,826.85	
31753	2/4/2021	08604	EDENRED COMMUTER BENEFIT SOLUTIONS	\$705.00	
31754	2/4/2021	10607	GENUINE AUTO GLASS OF LACEY	\$433.22	
31755	2/4/2021	10660	GILLIG LLC	\$4,999.43	
31756	2/4/2021	10663	GILLOTTI LISA	\$50.00	
31757	2/4/2021	11231	HERC RENTALS INC.	\$2,242.70	
31758	2/4/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$127.52	
31759	2/4/2021	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
31760	2/4/2021	14590	MOHAWK MFG & SUPPLY CO.	\$154.55	
31761	2/4/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$527.99	
31762	2/4/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
31763	2/4/2021	15535	REARVIEW MIRROR INC.	\$5,604.93	
31764	2/4/2021	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$330.25	
31765	2/4/2021	17760	ROSS AND WHITE COMPANY	\$444.18	
31766	2/4/2021	17900	SCHETKY NORTHWEST SALES INC.	\$144.31	
31767	2/4/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$880.70	
31768	2/4/2021	18530	STANDARD PARTS CORP.	\$206.88	
31769	2/4/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$35.17	
31770	2/4/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$10,194.15	
31771	2/4/2021	21950	TITUS-WILL CHEVROLET	\$378.38	
31772	2/4/2021	22010	ROTTERS INC.	\$16.01	
31773	2/4/2021	22100	TRANSIT SOLUTIONS LLC	\$1,931.07	
31774	2/4/2021	23621	UPS FREIGHT	\$243.38	
31775	2/4/2021	24000	W. W. GRAINGER INC.	\$14.09	
31776	2/4/2021	24755	WA ST HEALTH CARE AUTHORITY	\$464,032.93	
Total:				\$530,604.86	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/9/2021

Thru Date: 2/9/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31777	2/9/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
31778	2/9/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$62,155.46	
Total:				\$62,155.46	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/10/2021

Thru Date: 2/10/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31779	2/10/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$693.51	
31780	2/10/2021	01400	DANIEL R. VENABLE	\$215.00	
31781	2/10/2021	01405	ADVANCE GLASS INC.	\$499.30	
31782	2/10/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$128.00	
31783	2/10/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$586.83	
31784	2/10/2021	06040	CITY OF LACEY	\$893.13	
31785	2/10/2021	06365	CLOUDPWR LLC	\$3,063.20	
31786	2/10/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$76.94	
31787	2/10/2021	07220	CUMMINS INC.	\$2,390.91	
31788	2/10/2021	07619	DAVID S FOSTER	\$1,750.00	
31789	2/10/2021	07640	DAY MANAGEMENT CORP	\$10,688.91	
31790	2/10/2021	09662	FERRELLGAS LP	\$7,361.48	
31791	2/10/2021	10180	FREEDMAN SEATING COMPANY	\$838.36	
31792	2/10/2021	10477	GALLS PARENT HOLDINGS LLC	\$627.83	
31793	2/10/2021	10580	GENE'S TOWING INC	\$164.42	
31794	2/10/2021	10607	GENUINE AUTO GLASS OF LACEY	\$1,546.32	
31795	2/10/2021	10660	GILLIG LLC	\$5,412.85	
31796	2/10/2021	11331	HOME DEPOT U.S.A. INC.	\$508.45	
31797	2/10/2021	11943	JOANNA GRIST	\$1,750.00	
31798	2/10/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$780.00	
31799	2/10/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31800	2/10/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$481.57	
31801	2/10/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$1,357.27	
31802	2/10/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$956.52	
31803	2/10/2021	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$68.93	
31804	2/10/2021	16595	PACIFIC POWER GROUP LLC	\$293.69	
31805	2/10/2021	16695	PATTISON WATER COMPANY	\$80.51	
31806	2/10/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31807	2/10/2021	17420	R&R TIRE COMPANY INC.	\$2,034.29	
31808	2/10/2021	17505	RAINIER DODGE INC.	\$148.41	
31809	2/10/2021	17861	SAMBA HOLDINGS INC.	\$134.30	
31810	2/10/2021	17900	SCHETKY NORTHWEST SALES INC.	\$232.23	
31811	2/10/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,803.77	
31812	2/10/2021	18145	SIX ROBBLEES' INC.	\$422.47	
31813	2/10/2021	18530	STANDARD PARTS CORP.	\$243.46	
31814	2/10/2021	18651	STORMANS INC. (LICENSING)	\$86.25	
31815	2/10/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$16,532.27	
31816	2/10/2021	21765	THURSTON COUNTY CPED	\$100.00	
31817	2/10/2021	21950	TITUS-WILL CHEVROLET	\$318.83	
31818	2/10/2021	22010	ROTTERS INC.	\$170.02	
31819	2/10/2021	23641	United States Treasury	\$35.50	
31820	2/10/2021	23715	URBAN SOLAR CORPORATION	\$722.04	
31821	2/10/2021	23770	VANNER INC.	\$2,745.70	
31822	2/10/2021	24351	STATE OF WA DEPARTMENT OF LICENSING	\$92.75	
31823	2/10/2021	24640	WA ST DEPT OF TRANSPORTATION	\$100.00	
31824	2/10/2021	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
31825	2/10/2021	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00	
Total:				\$102,892.10	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/17/2021

Thru Date: 2/17/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31826	2/17/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
31827	2/17/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
31828	2/17/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$232.20	
31829	2/17/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,321.40	
31830	2/17/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$64,862.06	
31831	2/17/2021	03023	BACKUPIFY INC.	\$828.75	
31832	2/17/2021	03250	BATTERY SYSTEMS INC.	\$2,507.37	
31833	2/17/2021	03890	BRIDGESTONE AMERICAS INC	\$1,339.18	
31834	2/17/2021	06560	COLUMBIA FORD MERCURY LINCOLN	\$63,990.69	
31835	2/17/2021	07220	CUMMINS INC.	\$2,663.49	
31836	2/17/2021	07520	DAILY JOURNAL OF COMMERCE	\$110.25	
31837	2/17/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31838	2/17/2021	08607	EDNETICS INC	\$5,467.82	
31839	2/17/2021	10660	GILLIG LLC	\$3,770.52	
31840	2/17/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
31841	2/17/2021	11422	HUNG RIGHT DOORS LLC	\$254.90	
31842	2/17/2021	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$40,107.91	
31843	2/17/2021	11865	ISLAND SUPERIOR AIR FILTER	\$486.00	
31844	2/17/2021	11905	JANEK CORPORATION	\$328.20	
31845	2/17/2021	13447	LEE CUONG	\$117.38	
31846	2/17/2021	13793	MARTIN WAY COLLISION INC.	\$610.45	
31847	2/17/2021	14381	METLIFE	\$11,345.33	
31848	2/17/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,689.09	
31849	2/17/2021	15560	OLYMPIA DOWNTOWN ALLIANCE	\$300.00	
31850	2/17/2021	16490	HAROLD LEMAY ENTERPRISES	\$687.88	
31851	2/17/2021	16654	PARKER CORPORATE SERVICES INC.	\$45,926.21	
31852	2/17/2021	16906	PMI TRUCK BODIES INC	\$2,570.90	
31853	2/17/2021	17290	PUGET SOUND ENERGY	\$523.86	
31854	2/17/2021	17505	RAINIER DODGE INC.	\$1,440.24	
31855	2/17/2021	17760	ROSS AND WHITE COMPANY	\$236.36	
31856	2/17/2021	17795	ROUTEMATCH SOFTWARE INC	\$7,570.00	
31857	2/17/2021	17900	SCHETKY NORTHWEST SALES INC.	\$740.48	
31858	2/17/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$603.05	
31859	2/17/2021	18066	SHI INTERNATIONAL CORP.	\$3,812.37	
31860	2/17/2021	18100	SIEMENS INDUSTRY INC.	\$2,467.76	
31861	2/17/2021	18420	SOUTHGATE FENCE INC	\$2,219.75	
31862	2/17/2021	18705	SUNBELT RENTALS INC.	\$2,296.33	
31863	2/17/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31864	2/17/2021	21950	TITUS-WILL CHEVROLET	\$804.38	
31865	2/17/2021	22010	ROTTERS INC.	\$114.80	
31866	2/17/2021	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
31867	2/17/2021	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00	
31868	2/17/2021	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$15,818.01	
31869	2/17/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$10,283.75	
31870	2/17/2021	25920	WEYERHAEUSER NR COMPANY	\$16,725.00	
Total:				\$344,749.46	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/20/2021

Thru Date: 2/20/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31875	2/20/2021	09205	ERF COMPANY INC.	\$275.00	
31876	2/20/2021	13740	MAGELLAN HEALTHCARE	\$1,852.20	
31877	2/20/2021	18046	SHARP ELECTRONICS CORPORATION	\$360.29	
31878	2/20/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$115.48	
31879	2/20/2021	23576	UNG CHAE	\$2,700.00	
			Total:	\$5,302.97	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/24/2021

Thru Date: 2/24/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31880	2/24/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$21,643.38	
31881	2/24/2021	01895	ECOLUBE RECOVERY LLC	\$518.60	
31882	2/24/2021	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$36.20	
31883	2/24/2021	07220	CUMMINS INC.	\$244.48	
31884	2/24/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,057,575.43	
31885	2/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$445.19	
31886	2/24/2021	10580	GENE'S TOWING INC	\$260.88	
31887	2/24/2021	10660	GILLIG LLC	\$1,442.12	
31888	2/24/2021	11331	HOME DEPOT U.S.A. INC.	\$538.25	
31889	2/24/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$239.47	
31890	2/24/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31891	2/24/2021	14457	MIDWEST BUS CORPORATION	\$313.00	
31892	2/24/2021	14590	MOHAWK MFG & SUPPLY CO.	\$194.64	
31893	2/24/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$881.78	
31894	2/24/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$306.29	
31895	2/24/2021	16595	PACIFIC POWER GROUP LLC	\$648.11	
31896	2/24/2021	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,500.00	
31897	2/24/2021	16966	POINT & PAY LLC	\$56.55	
31898	2/24/2021	17290	PUGET SOUND ENERGY	\$13,574.12	
31899	2/24/2021	17824	S & A SYSTEMS INC	\$909.61	
31900	2/24/2021	17900	SCHETKY NORTHWEST SALES INC.	\$285.00	
31901	2/24/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,502.01	
31902	2/24/2021	18530	STANDARD PARTS CORP.	\$135.72	
31903	2/24/2021	18540	STANTEC CONSULTING SERVICES INC	\$66,039.98	
31904	2/24/2021	18651	STORMANS INC. (LICENSING)	\$61.75	
31905	2/24/2021	18705	SUNBELT RENTALS INC.	\$746.86	
31906	2/24/2021	21950	TITUS-WILL CHEVROLET	\$129.96	
31907	2/24/2021	21985	TOTAL FILTRATION SERVICES INC.	\$104.97	
31908	2/24/2021	22100	TRANSIT SOLUTIONS LLC	\$383.55	
31909	2/24/2021	23641	United States Treasury	\$35.50	
31910	2/24/2021	23660	UNITED WAY OF THURSTON COUNTY	\$550.00	
31911	2/24/2021	24742	WA ST EMPLOYMENT SECURITY	\$85.12	
Total:				\$1,171,780.83	

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
13381 LANPHEAR MICHAEL										
00	01/26 RECOG CSH OU	DI	2/5/2021			35.00	35.00	35.00		35.00
14090 MCELMEEL GREGG										
00	01/27 RECOG CSH OU	DI	2/5/2021			20.00	20.00	20.00		55.00

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
01396 ADAMSON MICHAEL										
00	02/03 RECOG CSH OU	DI	2/12/2021			85.00	85.00	85.00		85.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021 FEBRUARY	DI	2/12/2021			3,650.75	3,650.75	3,650.75		3,735.75

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11770 IT PROJECT ASSISTANCE										
00	2021 FEBRUARY	DI	2/26/2021			794.00	794.00	794.00		794.00
11775 IT WELLNESS										
00	2021 FEBRUARY	DI	2/26/2021			676.00	676.00	676.00		1,470.00
11925 JENKINS SHANNETTE										
00	02/07/21 INK REIMB.	DI	2/26/2021			86.16	86.16	86.16		1,556.16
13610 LOMEDICO BRUCE										
00	02/17 RECOG CSH OU	DI	2/26/2021			225.00	225.00	225.00		1,781.16
16656 PARDUE NORMA JEAN										
00	02/17 RECOG CSH OU	DI	2/26/2021			340.00	340.00	340.00		2,121.16

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
10999 HANNER JASON										
00	2020 TUITION REIMB.	DI	3/26/2021			705.00	705.00	705.00		705.00
11770 IT PROJECT ASSISTANCE										
00	2021 MARCH	DI	3/26/2021			769.00	769.00	769.00		1,474.00
11775 IT WELLNESS										
00	2021 MARCH	DI	3/26/2021			666.00	666.00	666.00		2,140.00
16757 PETERSON LEE										
00	10/1/20-3/31/21 TUIT	DI	3/26/2021			3,225.00	3,225.00	3,225.00		5,365.00
18218 SMITH HEATHER										
00	03/15/21 INK REIMB.	DI	3/26/2021			51.30	51.30	51.30		5,416.30

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
14385 MESSMER PATRICIA										
00	FEB 2021 EXP REIMB.	DI	3/19/2021			26.14	26.14	26.14		26.14
21968 Tomlin Nathaniel										
00	03/10 RECOG CSH OU	DI	3/19/2021			70.00	70.00	70.00		96.14

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021 MARCH	DI	3/12/2021			3,650.75	3,650.75	3,650.75		3,650.75
15284 NYANG REGINA										
00	TUIT REIMB WNTR 202	DI	3/12/2021			960.00	960.00	960.00		4,610.75

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
12020 JOHNSON VERLIN										
00	02/23/21 REIMB.	DI	3/5/2021			57.67	57.67	57.67		57.67
13610 LOMEDICO BRUCE										
00	02/23 RECOG CSH OU	DI	3/5/2021			30.00	30.00	30.00		87.67

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/2/2021

Thru Date: 3/2/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31912	3/2/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$927.45	
31913	3/2/2021	01405	ADVANCE GLASS INC.	\$723.00	
31914	3/2/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
31915	3/2/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$5,531.60	
31916	3/2/2021	02825	IEH AUTO PARTS LLC	\$120.67	
31917	3/2/2021	07220	CUMMINS INC.	\$0.00	<input checked="" type="checkbox"/>
31918	3/2/2021	07220	CUMMINS INC.	\$10,206.43	
31919	3/2/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
31920	3/2/2021	09886	FOLSOM TAWNIA	\$51.00	
31921	3/2/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
31922	3/2/2021	10477	GALLS PARENT HOLDINGS LLC	\$5,758.34	
31923	3/2/2021	10607	GENUINE AUTO GLASS OF LACEY	\$873.91	
31924	3/2/2021	10621	GERBER - BOYD GROUP US INC	\$1,242.85	
31925	3/2/2021	10660	GILLIG LLC	\$3,885.26	
31926	3/2/2021	11887	J LINDER PAINTING LLC	\$15,286.26	
31927	3/2/2021	13793	MARTIN WAY COLLISION INC.	\$2,145.01	
31928	3/2/2021	14590	MOHAWK MFG & SUPPLY CO.	\$462.24	
31929	3/2/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$832.42	
31930	3/2/2021	15055	NEHS CHRYS	\$25.00	
31931	3/2/2021	16262	OPENSQUARE HOLDINGS	\$2,250.00	
31932	3/2/2021	16595	PACIFIC POWER GROUP LLC	\$0.00	<input checked="" type="checkbox"/>
31933	3/2/2021	16595	PACIFIC POWER GROUP LLC	\$1.77	
31934	3/2/2021	17760	ROSS AND WHITE COMPANY	\$143.24	
31935	3/2/2021	17900	SCHETKY NORTHWEST SALES INC.	\$121.50	
31936	3/2/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$866.37	
31937	3/2/2021	18145	SIX ROBBLEES' INC.	\$25,859.54	
31938	3/2/2021	18470	SPORTWORKS NORTHWEST INC.	\$43.07	
31939	3/2/2021	18510	SRG PARTNERSHIP INC.	\$16,431.88	
31940	3/2/2021	18540	STANTEC CONSULTING SERVICES INC	\$114,057.03	
31941	3/2/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
31942	3/2/2021	21850	THURSTON COUNTY TREASURER	\$1,976.21	
31943	3/2/2021	21950	TITUS-WILL CHEVROLET	\$154.45	
31944	3/2/2021	22010	ROTTERS INC.	\$137.46	
Total:				\$220,876.71	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/6/2021

Thru Date: 3/6/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31945	3/6/2021	18046	SHARP ELECTRONICS CORPORATION	\$4,220.65	
31946	3/6/2021	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
31947	3/6/2021	25858	WESTCARE CLINIC LLC PS	\$1,700.00	
Total:				\$5,920.65	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/11/2021

Thru Date: 3/11/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31948	3/11/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$128.00	
31949	3/11/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$10,885.88	
31950	3/11/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,325.84	
31951	3/11/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$4,626.79	
31952	3/11/2021	03023	BACKUPIFY INC.	\$828.75	
31953	3/11/2021	04120	BUILDERS HARDWARE & SUPPLY	\$32.98	
31954	3/11/2021	06120	CITY OF OLYMPIA UTILITIES	\$7,781.47	
31955	3/11/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$91.35	
31956	3/11/2021	06781	COMPUNET INC.	\$10,931.05	
31957	3/11/2021	07220	CUMMINS INC.	\$3,694.01	
31958	3/11/2021	07350	CW JANITORIAL SERVICE LLC	\$20,807.87	
31959	3/11/2021	07619	DAVID S FOSTER	\$1,750.00	
31960	3/11/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,304,392.99	
31961	3/11/2021	10477	GALLS PARENT HOLDINGS LLC	\$701.39	
31962	3/11/2021	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
31963	3/11/2021	10660	GILLIG LLC	\$7,657.79	
31964	3/11/2021	11331	HOME DEPOT U.S.A. INC.	\$112.21	
31965	3/11/2021	11810	RDAC LLC	\$77.78	
31966	3/11/2021	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$723.30	
31967	3/11/2021	11905	JANEK CORPORATION	\$656.40	
31968	3/11/2021	11943	JOANNA GRIST	\$1,750.00	
31969	3/11/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$825.40	
31970	3/11/2021	14160	MCMASTER-CARR SUPPLY CO.	\$44.37	
31971	3/11/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
31972	3/11/2021	14930	NATIONAL AUTO PARTS WAREHOUSE	\$254.59	
31973	3/11/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$1,909.41	
31974	3/11/2021	16695	PATTISON WATER COMPANY	\$80.57	
31975	3/11/2021	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$879.51	
31976	3/11/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
31977	3/11/2021	17795	ROUTEMATCH SOFTWARE INC	\$7,138.30	
31978	3/11/2021	17900	SCHETKY NORTHWEST SALES INC.	\$375.96	
31979	3/11/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$939.01	
31980	3/11/2021	18015	PARTNERS IN PREVENTION EDUCATION	\$92.17	
31981	3/11/2021	18046	SHARP ELECTRONICS CORPORATION	\$5,783.97	
31982	3/11/2021	18066	SHI INTERNATIONAL CORP.	\$3,081.80	
31983	3/11/2021	18420	SOUTHGATE FENCE INC	\$463.77	
31984	3/11/2021	18530	STANDARD PARTS CORP.	\$95.05	
31985	3/11/2021	21660	THERMO KING NORTHWEST INC.	\$36.00	
31986	3/11/2021	21790	THURSTON COUNTY PUBLIC WORKS	\$443.61	
31987	3/11/2021	21950	TITUS-WILL CHEVROLET	\$431.26	
31988	3/11/2021	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$15,431.74	
31989	3/11/2021	23641	UNITED STATES TREASURY	\$35.50	
31990	3/11/2021	24000	W. W. GRAINGER INC.	\$131.80	
31991	3/11/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$16,901.89	
31992	3/11/2021	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$25,658.83	
31993	3/11/2021	24755	WA ST HEALTH CARE AUTHORITY	\$487,399.88	
31994	3/11/2021	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$5,000.00	
31995	3/11/2021	26405	XIOLOGIX LLC	\$5,707.40	
Total:				\$1,959,972.32	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/13/2021

Thru Date: 3/13/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31996	3/13/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
31997	3/13/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$74,842.57	
Total:				\$74,842.57	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/17/2021

Thru Date: 3/17/2021

Check #	Check Date	Ref #	Name	Amount	Voided
31998	3/17/2021	01400	DANIEL R. VENABLE	\$3,495.33	
31999	3/17/2021	01405	ADVANCE GLASS INC.	\$748.95	
32000	3/17/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
32001	3/17/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$40,418.08	
32002	3/17/2021	06040	CITY OF LACEY	\$991.65	
32003	3/17/2021	07105	CRAINS TOTAL OFFICE	\$3,403.65	
32004	3/17/2021	07220	CUMMINS INC.	\$4,460.24	
32005	3/17/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,215.96	
32006	3/17/2021	08743	ELKHART BRASS MANUFACTURING INC	\$1,147.37	
32007	3/17/2021	09662	FERRELLGAS LP	\$11,310.76	
32008	3/17/2021	09961	FORMA CONSTRUCTION COMPANY	\$16,790.71	
32009	3/17/2021	10607	GENUINE AUTO GLASS OF LACEY	\$932.46	
32010	3/17/2021	10660	GILLIG LLC	\$3,166.55	
32011	3/17/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
32012	3/17/2021	11231	HERC RENTALS INC.	\$4,485.40	
32013	3/17/2021	11702	INSPECTORATE AMERICA CORPORATION	\$1,772.79	
32014	3/17/2021	11905	JANEK CORPORATION - THE	\$218.80	
32015	3/17/2021	13485	LEMAY MOBILE SHREDDING	\$98.06	
32016	3/17/2021	14381	METLIFE	\$11,020.30	
32017	3/17/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,485.76	
32018	3/17/2021	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$164.38	
32019	3/17/2021	15535	REARVIEW MIRROR INC.	\$2,003.77	
32020	3/17/2021	16262	OPENSQUARE HOLDINGS	\$41,322.03	
32021	3/17/2021	16490	HAROLD LEMAY ENTERPRISES	\$684.15	
32022	3/17/2021	16969	POINT GRAPHICS LLC	\$82.05	
32023	3/17/2021	17290	PUGET SOUND ENERGY	\$23,403.33	
32024	3/17/2021	17420	R&R TIRE COMPANY INC.	\$774.39	
32025	3/17/2021	17580	RECARO NORTH AMERICA INC.	\$423.75	
32026	3/17/2021	17702	RIBBLE SHEILA	\$4.00	
32027	3/17/2021	17760	ROSS AND WHITE COMPANY	\$209.40	
32028	3/17/2021	17861	SAMBA HOLDINGS INC.	\$167.63	
32029	3/17/2021	17900	SCHETKY NORTHWEST SALES INC.	\$2,633.13	
32030	3/17/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$357.15	
32031	3/17/2021	18530	STANDARD PARTS CORP.	\$104.99	
32032	3/17/2021	21950	TITUS-WILL CHEVROLET	\$1,224.58	
32033	3/17/2021	21985	TOTAL FILTRATION SERVICES INC.	\$62.75	
32034	3/17/2021	22010	ROTTERS INC.	\$236.25	
32035	3/17/2021	23576	UNG CHAE	\$2,700.00	
32036	3/17/2021	23621	UPS FREIGHT	\$244.17	
Total:				\$195,777.31	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/24/2021

Thru Date: 3/24/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32038	3/24/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$693.51	
32039	3/24/2021	01405	ADVANCE GLASS INC.	\$279.63	
32040	3/24/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$21,085.96	
32041	3/24/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,322.59	
32042	3/24/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$6,846.81	
32043	3/24/2021	03250	BATTERY SYSTEMS INC.	\$717.15	
32044	3/24/2021	05320	CAPITOL CITY PRESS INC	\$2,515.85	
32045	3/24/2021	07220	CUMMINS INC.	\$877.26	
32046	3/24/2021	09885	FMNA LLC	\$6,155.13	
32047	3/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
32048	3/24/2021	10477	GALLS PARENT HOLDINGS LLC	\$2,214.43	
32049	3/24/2021	10660	GILLIG LLC	\$14,948.87	
32050	3/24/2021	11261	HERMANSON COMPANY LLP	\$816.42	
32051	3/24/2021	11886	JACKNUT APPAREL LLC	\$3,473.18	
32052	3/24/2021	13740	MAGELLAN HEALTHCARE	\$529.20	
32053	3/24/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32054	3/24/2021	14590	MOHAWK MFG & SUPPLY CO.	\$70.07	
32055	3/24/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$558.76	
32056	3/24/2021	16595	YACULTA COMPANIES, INC.	\$103.51	
32057	3/24/2021	16654	PARKER CORPORATE SERVICES INC.	\$41,385.85	
32058	3/24/2021	16966	POINT & PAY LLC	\$50.18	
32059	3/24/2021	17505	RAINIER DODGE INC.	\$267.71	
32060	3/24/2021	17580	RECARO NORTH AMERICA INC.	\$134.95	
32061	3/24/2021	17893	SCHEDULE MASTERS INC.	\$9,066.53	
32062	3/24/2021	17900	SCHETKY NORTHWEST SALES INC.	\$236.58	
32063	3/24/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,398.73	
32064	3/24/2021	18046	SHARP ELECTRONICS CORPORATION	\$527.17	
32065	3/24/2021	18066	SHI INTERNATIONAL CORP.	\$5,670.15	
32066	3/24/2021	18470	SPORTWORKS NORTHWEST INC.	\$252.33	
32067	3/24/2021	18530	STANDARD PARTS CORP.	\$116.58	
32068	3/24/2021	18705	SUNBELT RENTALS INC.	\$1,303.73	
32069	3/24/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$7,395.31	
32070	3/24/2021	21950	TITUS-WILL CHEVROLET	\$2,854.29	
32071	3/24/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
32072	3/24/2021	23641	UNITED STATES TREASURY	\$35.50	
32073	3/24/2021	23660	UNITED WAY OF THURSTON COUNTY	\$536.00	
32074	3/24/2021	24000	W. W. GRAINGER INC.	\$106.77	
32075	3/24/2021	26005	WILSON OIL INC.	\$5,348.51	
Total:				\$140,392.49	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: April 7, 2021

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator - 705-5878

SUBJECT: Walk N Roll Shop Lease Extension

1) **The Issue:** Consideration of extending the Walk N Roll facility lease through October 31, 2022, in accordance with the agreement terms.

2) **Recommended Action:** Authorize the General Manager to extend our Walk N Role lease with Chea Ung & Mi Hwa Yu effective November 1, 2021 through October 31, 2022, and increasing the total combined contract value to \$130,800.

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

4) **Background:** In 2018, the property adjacent to the Olympia Transit Center became available at which time Intercity Transit entered into a three-year term lease with Chea Ung & Mi Hwa Yu on November 1, 2018 through October 31, 2021. The lease allows for three successive one-year extension options subject to annual approval. This extension represents the first extension option and if approved, the lease would be extended through October 31, 2022.

The shop space is located at 215 Washington St NE and includes 6,140 square feet of retail/industrial space. The front office includes a cubical style environment for the Walk N Roll staff and the Bicycle Commuter Challenge program. The warehouse space supports the bike workshop program, with ample room for multiple building stations and bike parts.

The proposed extension is anticipated coincide with the completion of the Pattison Expansion new Fuel Wash Facility (FWF) which has been programed to accommodate the Walk N Roll program. The lease extension will include the option to extend on a month-to-month basis if need be.

The lease rate has remained unchanged over the initial three-year term. However, the lease permits price negotiation prior to extension and due to market conditions, the property owner is requesting a \$100 or a 3.7% increase to the monthly rate to \$2,800 per month effective November 1, 2021. Procurement market research revealed the proposed increase is both fair and reasonable.

Staff values the space, central location, and flexibility of this location and recommends extending the lease as allowed for.

5) **Alternatives:**

- A. Authorize the General Manager to extend our WalknRole lease with Chea Ung & Mi Hwa Yu effective November 1, 2021 through October 31, 2022, and increasing the total combined contract value to \$130,800.
- B. Delay or decline the extension which would likely suspend the Walk N Roll program at least until the completion of the new FWF.

6) **Budget Notes:** The 2021 budget includes funding for the Walk N Roll lease extension. The lease extension results in \$33,600 expenditure for 2021 and increases the total agreement value to \$130,800 through October 31, 2022.

7) **Goal Reference:** **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal #7:** *Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: April 7, 2021

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager

SUBJECT: Presentation - "Planning 101"

-
- 1) **The Issue:** Provide a presentation and dialog about the primary functions performed by the Intercity Transit Planning Division, including transit policies and trade-offs.
-
- 2) **Recommended Action:** Information and discussion.
-
- 3) **Policy Analysis:** An educational presentation intended to assist the ITA in better understanding transit operations, supporting technology, and related policy decisions.
-
- 4) **Background:** Provide an introduction of Planning staff and summarize the primary roles and contributions each make toward the design and implementation of public transit service.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services"*
-
- 8) **References:** N/A.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
March 15, 2021 – Virtual Meeting

CALL TO ORDER

Chair Euler called the virtual March 15, 2021, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Ursula Euler; Vice-Chair Walter Smit; Marilyn Scott; David Bonauto; Nikki Crist; Jihan Grettenberger; John Gear; Marie Lewis, and Ty Flint.

Absent: Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Joan O’Connell; Scott Paris; Gene Angel; Allison Spector; Carissa Putt, and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Rob LaFontaine; Mike Burnham; Steve Swan; Brian Nagel; Steve Krueger; Kevin Karkoski; Jessica Gould; Daniel VanHorn, and Roshan KC.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

It was M/S/A by DAVID BONAUTO and MARIE LEWIS to approve the minutes of the February 8, 2021 CAC Meeting.

INTRODUCTIONS

Euler introduced Authority member, PAUL TISCHER, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. March 17, 2021, Work Session – Cancelled
- B. April 7, 2021, Regular Meeting – Marilyn Scott
- C. April 21, 2021, Work Session – Marie Lewis
- D. May 5, 2021, Regular Meeting – Need Replacement

NEW BUSINESS

- A. **SERVICE RESTORATION OVERVIEW** – *(Ann Freeman-Manzanares & Rob LaFontaine)*
Freeman-Manzanares provided an introduction and indicated the presentation would include an overview starting with some photos of the various communications pieces along with information on the service levels over the last year. The March service change is a big step forward. It was an interesting and challenging year. The time leading up to COVID-19 was fantastic and much was accomplished. The legislature approved the agency’s request to increase sales tax authority and the agency was focused on completing an extensive public

engagement process to understand what the community wanted their transit system to look like. Intercity Transit (IT) Proposition 1 was approved by the voters in November 2018 by nearly 66%. The Long Range Plan was adopted by the Authority around the same time. It was a huge effort and staff felt they had provided the community a valuable service. Without skipping a beat the agency was off to the races and hired over 100 people in one year, being very determined to live up to the promises made to the community including increased service and the desire to exceed the expectations. While doing all of this the agency began evaluating a zero-fare system to provide access, equity and speed up service. In January 2020, the Authority approved a 5-year, zero fare demonstration project. Within one month ridership increased by over 66,000 which was a 20% increase over 2019. In February ridership increased by over 112,000 which was a 39% increase over 2019. Then COVID-19 hit really fast and there was no playbook. This was the first location in the nation to be hit with the virus. Public Health knew very little about the virus other than it was highly contagious and could be spread with no symptoms and it was deadly. The majority of our employees are directly involved in supporting service on the street and are directly exposed daily to thousands of encounters. It was like trying to outrun an avalanche. Staff was reading everything they could get their hands all while trying to provide access to safe, essential travel for customers. IT has not had a single case transmitted at IT facilities or on any vehicles for either passengers or staff. That is not to say there has not been COVID-19 positive passengers and some employees who have had it or potentially been exposed to it. Staff has become expert contact tracers to quickly move and quarantine people to keep them as safe as possible and that is the bottom line goal. The really tough part is remembering that this isn't over. It was a beautiful weather day today and there is good news about more vaccine coming. With low vaccination rates thus far, active variants, and a reminder that across the United States half a million have been lost, the agency must remain vigilant. If the last year has taught anything it is to expect the unexpected and as mentioned before unlike any other time in our history staff has had to have multiple game plans at the ready all the time with a status quo, looking at expanding service as they are able and also with a fall back plan should things take a turn for the worse. There has been an exhausting amount of work to create and while staff has attended to that business they are also planning for the future. The Pattison expansion and renovation for the facility that was designed to support 80 vehicles and has been supporting over 400 now. Staff has been focused on creating the first long range plan for Dial-A-Lift (DAL) program, Transit Signal Priority (TSP), corridor studies, and Bus Rapid Transit (BRT). Staff presented at the last Authority meeting the culmination of years of work to replace the first generation CAD/AVL system. Now that work really begins with the installation of the new system. The goal is to restore service to pre COVID-19 levels and then continue on the path that the Authority has set in the Lone Range Plan and Strategic Plan. There is no date for that yet, and part it will be dependent on the course of COVID-19 in the community. Staffing is also a huge piece of the puzzle as well as hiring and both will impact recovery efforts. Some employees are out on mandated COVID-19 leave, a year's worth of employee attrition and there are others who have chosen to retire early due to the public health emergency. Testing, hiring, and training new operators has become more complicated with COVID-19. The Authority met the first post COVID-19 class this month. The application process is open again if you know someone with great customer service please send to www.intercitytransit.com. The agency is likely to have at least two more classes in 2021. The focus is on safely and professionally hiring staff and restoring service. She shared a huge thanks to staff for keeping up with rapid changes, requirements, and doing what they needed to do to keep safe. The operators who have been front line, the maintenance staff for keeping facilities and vehicles in good shape, and everything is cleaner than it has ever been. She thanked Development, Planning, Marketing and Communications, Administration, Finance, HR, Executive, IS, who have all performed

beyond expectations and the agency is lucky to have such dedicated staff. With that she turned the presentation over to LaFontaine.

LaFontaine shared he was looking forward to covering service restoration and Planning 101 for the CAC. He indicated he was thankful for Ann and her leadership during such unprecedented times for more than a year now. Whoever would have thought that as transit professionals, staff would find themselves doing this type of work. Doing the exact opposite, trying to get loads down on buses to keep riders and employees safe. He shared a bar chart showing a year's worth of time but not distributed equally. The left side represents time leading into the pandemic beginning with 15k boardings per day on average and celebrating zero fare. As the pandemic came along and disrupted everything staff was working on and within a month the agency made several changes to bus service in an effort to align the level of service with demand. The changes were often times just days apart and happening rapidly. Amidst all of that happening, staff managed to achieve a goal they had set out which was to launch Route 65 in NE Lacey, which began a few days into the pandemic. The small increase in the hours of service in March represents Route 65's impact on the hours of service. The numbers on top of the chart represent the number of service hours that would have been available if the pandemic had not hit. The lower number is the actual hours of service. These are annualized numbers. At that point in time DASH, BRT the One, and Nightline were suspended and a few were reduced including Express service. A few weeks in there was a significant adjustment down to weekend level service. This took a few weeks and all operators participated in an emergency operator bid at the end of March. The agency has remained at some version of weekend level service to this day. On April 3rd the agency reduced span of service which is essentially the hours of operation. Then the agency moved to the advanced reservation system for essential trips only. In June of 2020 the agency was able to restore a version of fixed route service but only on about an hour frequency. This was a low level service given the agency was looking at 271k hours of bus service for the March, 2020 service change and then a few months later the annualized fixed route service is down to 77k. The right side of the chart shows 8 months worth of time restoring service gradually with safety protocols and guidelines from the state of Washington and making sure the agency has adequate resources to support services. The blue line represents ridership which has gone down with the onset of the pandemic but has been relatively stable and increasing moderately as service has been restored. Some adjustments were made in January adding some additional buses on routes 62 A/B intended to help to distribute ridership as it is a busy route. It has been quite the task to monitor ridership and meet the demand with a supply of buses. What is cued up for the March 21 service restoration provides some additional span of service adding earlier and later trips in the day. Most routes will begin at around 7:00 – 8:00 am and some of the busier routes will be running until 9:00 pm in the evening. Another exciting part is additional frequency for five routes including 12, 41, 65, 66 and 68. Frequency is a very valuable component of fixed route service. There will be a continued suspension of DASH, Nightline, and Express (612 and 620). The agency is maintaining the advanced reservation service to Pierce County. The planned hours, miles, and buses for fixed route for March is 532 daily hours and 6,729 daily miles. The weekend schedule is 519 hours and 6,556 miles. The difference is really Route 42 not operating on Sunday. This is approximately a 47% increase from the existing service levels and approximately 71% of pre-pandemic hours when it is annualized. This level requires 41 coaches for peak weekdays and 40 peak weekend coaches. The big question is when will it be back to 100%. The agency hopes once resources permit but they just don't have a date to provide yet. Planning staff continues to focus on restoration of service. Looking past March at future opportunities to change which might be June or September it could include a redistribution of service. Since there were so many adjustments

made early on in the pandemic that now they have settled in and become the new normal it's appropriate to make some adjustments as they otherwise would to make sure that the transfers are functioning the way they should and do a little clean up to make the system function better. There is a robust Long Range Plan with some exciting and fun elements they intend to continue to deploy. The focus will continue to be future oriented to get ready for innovative service zones, BRT, and some great things to focus efforts on once past the pandemic.

LaFontaine answered questions.

Euler – inquired about new coaches arriving soon and if they would help reestablish fixed route service with increased frequency and span.

LaFontaine – responded that it takes some time to get the buses and right now they have what they need to continue to restore service. The new buses are replacement buses, and the agency will retire old ones when they arrive. Fortunately, they have the resources they need now.

Bonaiuto – asked if they will modify service if there is another spike.

LaFontaine – indicated they have gotten smarter in this process and the way they are deploying service now makes it scalable. If circumstances should change it is designed to be scalable frequency that can be stopped to conserve labor resources. One trick they've learned as they find themselves in this environment is that building contingency plans is something on their radar.

Freeman-Manzanares – added that the availability of staff to drive those vehicles is the main issue. They are fortunate to have a good relationship with Thurston County Public Health (TCPH) and they have been offering vaccine access to our frontline workers. They have allowed a portion of staff to be considered Phase 1A. At the end of this week almost 200 people will have had at least 1 vaccine and half will be fully vaccinated. While looking at the number of cases and variants the most important thing is making sure staff is safe.

Bonaiuto – shared that as a public health doctor he appreciates that the agency prioritized its drivers to get vaccinated. It is an incredible service to get people to and from work. He is also happy that TCPH prioritized those folks. He tracks COVID-19 case numbers as part of his job and there are definitely cases in bus systems in Washington and he is happy IT doesn't have any that originated within the system.

Freeman-Manzanares – reiterated that it is not to say that they haven't had operators and others that have had COVID-19 but it has not originated at IT and people have been really careful.

B. SERVICE PLANNING 101 - (*Rob LaFontaine*) LaFontaine welcomed the CAC to Planning 101 class. He is well backed up with several staff on hand to make sure someone can help out if needed. He introduced the planning team Eric Phillips, Steve Swan, Mike Burnham, and Brian Nagel. The work they do is very visible to the public. Those who use the bus have ideas about the changes that need to be made. The work they do is easy for people to relate to even if they don't ride the bus they have most likely followed it in traffic. Some do it full time, some are users, supporters, and critics. He identified some fundamentals including

mode as a descriptor of service delivery. This include fixed route, being a predetermined route and schedule. Fixed route can be broken up into local service, commuter bus from one urban center to another urban center by way of highway or freeway. BRT is another mode that you will hear about. BRT is a fairly popular mode of fixed route service intended to reflect some of the elements seen in a light rail environment to get across town quickly using treatments dedicated stations with level boarding, some transit agencies have invested in dedicated bus lanes. There is a variety of treatments agencies can deploy to get through town quickly including TSP, and off-board fares, but that isn't happening at IT right now because of zero fare. By the way IT does have "The One," BRT light demonstration project. They are not deploying a high number of BRT treatments but this allows the agency to test a few of them and has been very educational. Aside from fixed route there is ADA and at IT this is branded as DAL which is a federal requirement. Anywhere there is fixed route bus service DAL must have a $\frac{3}{4}$ mile buffer outside fixed route which defines the paratransit service area. That means if there is a passenger seeking to use the bus service who can't reasonably access fixed route due to a mobility limitation they are eligible for door to door DAL service. The agency must be mindful when designing fixed route service as it must include the DAL service area. There is also vanpool, and rail. IT has a vanpool program but is not in the rail business. Only 2 transit agencies in Washington provide rail service and they are Sound Transit and WSDOT. Lastly there is on demand or micro transit. On demand service has come as a result of Uber and Lyft that allows anyone with a smart phone with reservation access to a transportation provider. There have been pilot projects around the country but IT doesn't have one. The Long Range Plan does contain innovative service zones or some type of reservation transit service.

LaFontaine indicated that when people think about transit planning they think they are the guys that draw lines on maps. The also get to set the schedule and do a variety of other projects. He shared a map detailing Route 41 running in west Olympia and going to Evergreen State College (TESC). It is designed for a 40' bus and it's running time is 60 minutes to drive from the OTC to TESC. Similarly, there is Route 13 which operates in Tumwater and is also designed for a 40' bus and requires 60 minutes from OTC to L&I. This also includes some recovery time. Route 66 operates in Olympia and into Lacey. It is also designed for a 40' bus and the total running time is 90 minutes. Now you can start to see what this might look like from a scheduling perspective. The schedule is the backbone of the service. He shared the layout of what a schedule might look like for these routes by tying service to certain buses. The three sample routes all take 40' coaches. Route 13 requires 60 minutes with one bus all day long. A trip is when a bus makes an outbound trip and then turns around and makes an inbound trip. On most routes they desire higher frequency. Then he added another set of trips starting on the half hour creating 30 minute frequency using two buses. He then displayed Route 66 which requires 90 minutes and added a second bus but noting that it takes a third bus to get the route to a 30 minute frequency on a 90 minute cycle. Another term used is block which is all of the trips assigned to a given bus. Imagine changing it to a 60 minute frequency it would make 90 minute gaps. Even with two buses there is still a 30 minute gap. Then looking at Route 12 which is also designed for a 40' bus both of those routes combined is 180 minutes and 3 buses will make that work. There is the same gap with Route 12. If they are blocked together and alternate Route 66/12 they go together like peas and carrots. The frequency is lowered and there is not dead time. This is a method of combining trips together on a block to equalize what can be unusual cycles and some buses will be running on multiple routes throughout the day. It is a bit of a puzzle. IT has not constructed blocking with greater than three routes but has heard that it has been done. It is conceivable a bus could not repeat its route for an entire day. Trips with varying

lengths of time are blocked together to equalize irregular cycles. There is a lot of math involved in putting this together to keep 66 buses moving without tripping over each other. The schedule is the backbone and is what they look at to determine if adjustments need to be made. Planners measure and monitor on-time performance and consider adjustments to keep buses and people moving. When it is not a pandemic and there is full service on the streets they are running 65/66 buses daily. If you've been on a bus that has had to stop and recover that can be frustrating because people want to keep moving. It is also important that these decisions are combined with research, public outreach and participation which are absolutely critical. Planners will look for and develop meaningful opportunities for the public to engage in the service design process. There are a few different ways that people can do that even now during these unique circumstances. Staff collects and relies on customer comments and they communicate with operators via weekly meetings with the OCPC committee. They talk with customer service employees who provide feedback. It is a very dynamic process. Every time they make adjustments they are looking in the rearview mirror to dial in what they were trying to tighten up. The public involvement is critical to this being successful. Everything discussed this far comes from the desk of Steve Swan the design and blocking guru. There are a few things he has to balance to increase service during rush hour and decrease service during the rest of the day when they don't need the frequency. Those are challenges he has to factor in along with varying cycles and bus size. Routes 62 A/B and Express have varying cycles throughout the day as a result of traffic congestion. Anyone who has experienced I-5 knows that there are better times than others to drive. The buses have to make that journey all day long and some trips must have longer cycles built into the schedule. It is important to recognize and respect departure times and meaningful connections. Obviously there are known locations where transfers are expected like transit centers, Capital Mall, MWP&R, and Tumwater Square and those are built into the schedule. There are a lot of informal connections that happen as well and that information comes from customer service and customer comments. As transit planners they like to learn as much as they can about those system nuances so they can be respectful and mindful as they are considering changes to the schedule.

LaFontaine specified once all of the blocks are assembled and they have the schedule dialed in they can quantify it by adding up start time and end time to calculate how many hours and miles each bus performs on a daily basis. They can summarize and annualize it 255 weekdays or 362 days if it runs all year long minus the three days per year they don't operate to annualize the service hours. It is important because it is how they measure the size of a transit agency. Annualized service hours is the primary metric used to measure how much service is being delivered by a public transit agency. There are a few ways to measure the agency but revenue service hours is the primary metric and that is a description of how much bus service is being delivered on the road. He shared some annual figures from the last presentation in 2019 fixed route was just shy of 236k hours of service. He also shared a snapshot out of the long range model of a weekday block schedule from the March 2020 service change. This represents the work assigned to buses.

LaFontaine then transitioned to Brian's work which is runcutting. Runcutting is defining the work for the operators. He breaks up lengths of service that operators can perform during their day. As an example run 101 contains two pieces including a portion of Route 13 and then after lunch a 66/12 block. He indicated they end up on a "paddle" that is basically a run summary of what a driver would do throughout the day. They are precise and detailed. Operators are constantly switching vehicles and rarely does a day end in 8 hours. They are working on multiple routes and buses each day. They include travel instructions and use

the bus service to get back and forth from the transit centers and the Pattison base. It is very detail oriented work. Every piece of work is cut up and assigned to a run. Scheduling software won't allow them to go on until every bit of bus work is assigned to an operator. This has to be repeated with every version of the schedule they have. If weekday service is different from Saturday and Sunday each gets its own run cut. Maintaining weekend service during the pandemic has allowed some degree of efficiency that works since it is the same all seven days of the week. This has allowed them to maintain some degree of efficiency and allows them to be a bit more nimble with service adjustments.

LaFontaine added that time and distance equals buses and operators. The number of buses required at 3:30 pm to run route 62 A/B is eight buses to maintain 15 minute frequency or headway. Headway is the amount of time between buses or the frequency. Sometimes a contingency bus is planned if it is congested. An operator is assigned to each bus but they don't run the entire route all day long. It takes 30 FTE's to run this route all day long on an annualized basis including vacation and sick time. This is a high ridership and high frequency service. Both the A/B combined is about 13.4% of the daily service value and nothing else is as resource heavy. Routes 13, 48 and 66 in west Olympia prior to the pandemic were blocked together. One bus would cover all 3 routes. Routes 48 and 66 were on a 30 minute frequency and the 15 minute frequency on Route 13. The blocking mechanisms can be used to combine the different frequencies. There are nine buses to support this level of service and annualized it takes 37 operators. This is Brian's world and his job is to make sure all the operators have a place to go. This includes an adequate supply of operators, extra board, absences and that the labor resources are being used as efficiently as possible. This level of service is 25.8% of daily service.

LaFontaine shared the service change cycle including everything discussed so far is all done inside of a software program referred to as a scheduling tool. IT uses a program called TMS that designs all the blocks and run cuts. Operators then bid the work assignments and this is done four times a year. Then that information is entered into payroll so they can track where operators are working and preassigned. Simultaneously all that scheduling information has to make its way to the buses. As is common in transit IT uses onboard technology in the form of a CAD/AVL system. Every service change all of this new scheduling information gets pushed electronically to the buses. When an operator steps on a bus and types in a block ID the bus knows where it is supposed to go and what announcements to make. It can track ridership and stops level ridership because bus stop coordinates are built into the schedule. Once that is done then they shift focus to the more public facing items including on street schedules, and printed schedule guides. The General Transit Feed Specifications (GTFS) is what makes things like OneBusAway and Google Transit ensure they get the information into the world wide web to take advantage of the technology. They have to make sure that facilities can support everything they are intending to do with bus shelters/stops, lighting, accessibility and there is quite a bit of coordination that has to happen. It takes a lot of the IT team to make a service change happen including facilities, marketing, IS, operations and paratransit. These public service changes are made twice a year. Once all of that is ready to go it is just waiting for the effective date to happen so facilities can go out and change the signs, and marketing can update the website, etc. So there is a lot of behind the scenes buildup to a service change. Once all that is done they get to look in the rear view mirror, study ridership, on-time performance, and determine if some of the objectives they set out to make happen are happening. They'll engage with the public to determine if there are there sticking points and address those and make improvements. This is a regular routine for the planning team in March and September for

the public schedule. The operators bid four times per year even though there is only two public service changes.

LaFontaine indicated everything thus far had been schedule and service change oriented and now he would share some of the other responsibilities handled by the associate planner Mike Burnham who is also a regular user of transit service. IT is a Public Transportation Benefit Area (PTBA) and is a special taxing district that provides service in the jurisdictions of Olympia, Lacey, Tumwater, Yelm, Thurston County as well as the State of Washington including the Capitol Campus and I-5. This means there are multiple jurisdictions to work with, maintain relationships and support plans and infrastructure. Mike is fortunate he has some skills in GIS mapping and IT benefits from looking at the data spatially. Bus stop development has been a big project for IT and staff can speak to that more another time, but zero fare has been a game changer in how they look at bus stop design with an emphasis on rear door activity. They have been working diligently to improve and enhance IT facilities to accommodate that activity. This is a shared process with the jurisdictions making sure their development standards are consistent with what it is that they are desiring. They provide regular updates with the planning commissions even at the policy level to make sure there is an understanding of what transit needs to be successful. They can plan but know that construction happens and other situations happen that disrupt and require them to move bus stops and detour routes including special events, festivals, parades, etc. There are other things that they must respond to including downtown activities or protests that require them to be nimble and make changes. Adjustments are something the Planning team does regularly.

LaFontaine shared that he likes Microsoft Excel and using the charts feature. He does a lot of number crunching that lends itself to forecasting and annual reporting. Some of the work he does is trying to better track and understand financially where service is expending resources and what is the cost by mode. This is beneficial in forecasting and constructing the annual budget every year as well as grant reimbursements. There are reporting requirements with the National Transit Database (NTD) that is very nuanced including certain financial and service info to be presented in a certain way. He also gets to participate in the long range financial modeling including "mock blocks" that mimic or imitate future service if they pretend what blocking structures might look like and measure how much service may or may not occur in the future and what the resources would look like for that service. They have done scenario planning based on different fuel types and changes to frequency. Annual reporting is important and IT needs the proper instruments and methods to capture important data to be responsible in reporting.

LaFontaine explained some of the basic transit planning philosophies and policy decisions they must look at when putting service together. Good transit planning is dependent on policy decisions and what it is they are trying to accomplish. If they are trying to increase ridership it could require them to make certain changes or adjustments. It is helpful to think from the passengers perspective by comparing how much time it takes to get somewhere on another mode of travel. That can be really eye opening. Service policy decisions like coverage versus frequency and the tradeoffs that come with those. How will the agency measure success. Will it be by growing ridership or greater access to those seeking service. There are different ways it can be defined. He shared coverage versus frequency information prepared by Nelson Nygaard Consulting Services. Essentially the same number of resources for either but the coverage allows more people to have access but ridership is lower versus frequency where there are more trips and ridership is higher but less service

area. As transit planners they really do see the value in frequency as one of the most powerful tools they have that improves the efficiency of the service. Imagine if everyone showed up for work and the elevator only came every 60 minutes. What a wonderful way to characterize frequency. It is all too common for service to be designed with 60 minute frequency and that can be a significant limitation for accessing and using transit. There are two routes that operate on a 60 minute frequency with a long connection window and that can be very difficult to try to make transit work for you. Span of service is the hours of operations that buses are running. Another example of the elevator only operating between 6-9 am and 3-6 pm would be a disruption but we see that in transit and it can make it difficult by not recognizing the need to travel early in the morning, midday and late at night. Transit service objective is to design direct and frequent routes through the more dense areas. Planners look at location, location, location for transit to be successful it has to be in close proximity to trip generators and likewise those trip generators if they want to use it have to be in close proximity. Transit routes aim to serve areas not specific properties. A few of these areas include high density residential, central business districts, medical district, shopping centers and colleges and universities. Regarding middle/high schools while there is a desire to bring service to them but something to be aware of looking at maximizing service they do not generate ridership like the other areas. They also consider the directness of travel. They avoid circuitous route alignment and loops and integrate with bike/pedestrian amenities. The importance of route directness positives include shorter walks for a percentage of riders; and the drawbacks are slower travel times for most riders and higher operating costs. Or the positives are faster travel times for most riders and lower cost with the drawbacks being some people have to walk farther. Responding to requests for service can cause the evolution of a bus route. In the beginning there was a well designed route that was direct and over time passengers asked for stops so they don't have to walk as far. The agency being responsive added them. It ends up not looking good even though it was an attempt to improve it. It makes the route less attractive to riders to endure the deviations. Even though a new box store increased ridership there are some down sides. Good intentioned small changes can degrade service and ultimately increase the cost of service.

LaFontaine concluded that the road ahead and considerations for effective transit service includes land use density, system integration, and service quality all coming together. It is critical that IT continues working with regional partners to make sure that transit service is accurately reflected in regional plans, corridor strategies, and coordinated public investments that IT is investing in correlates with the investments that the cities and counties are making in their right of ways and land use developments. Density is absolutely critical to support transit. Investments in passenger needs, accessibility sidewalks, bike lanes shoulders, lighting, connectivity and directness, and first and last mile connections/access. Also they must consider DAL implications and new eligibility areas. Operational considerations include turns, signals, traffic control/calming, speed limits, sight distance, etc. There can be some limitations including fowl weather, detours/deteriorating conditions, vulnerabilities, is there only one way in/out, parked cars, and emergency service vehicles. Lastly what is it going to cost, and what is it going to mean to IT's bottom line including labor, fleet and facilities.

LaFontaine answered questions.

Euler - thanked LaFontaine for the presentation and reiterated the importance.

Grettenberger – remarked that it was a wonderful presentation and as a writer she could picture the logistical side and had an aha moment as to how it all works. She inquired how the agency balances equity in providing transit to more vulnerable populations or who might not have access to cars even though it isn't going to be as beneficial or cost effective on the efficiency side.

LaFontaine – indicated they rely on data to understand where the demographics of the community are at. There is a variety of data sets they can look at to help them understand where service might be warranted. It also goes back to the community engagement piece. Their job isn't to hang out in their cubicles all day long but to engage with the public. Zero fare was a huge step to balance equity and remove the fare barrier.

Burnham – added that the Remix tool is a great spatial tool for analyzing route alignments with census data down to the census tract and block group. They can look at correlations pretty easily including households without a car and households that are below a certain poverty threshold. Fortunately a lot of the service goes through certain areas but it isn't county wide. TRPC coordinates Rural Transit that connects with south county. IT is part of the puzzle and relies on partners.

Euler – inquired if the schedule is structured so that drivers don't have to travel to their lunch locations.

Nagle – responded that it can be challenging but yes, they try to ensure reliefs are mostly at the OTC, Pattison, or Martin Way. Operators come in at an easy spot, have a break and go and take over another bus.

LaFontaine – added that they try to limit it to Pattison or the OTC, but sometimes circumstances require shuttling but mostly not.

Euler – inquired why Operators bid four times a year and what are the advantages and disadvantages.

LaFontaine – indicated that it is defined in the labor agreement. Bidding multiple times each year is pretty standard. It allows Operators to make adjustments to their schedule. They bid on a predesigned week with predefined shifts that will dictate when they work. The rebid allows them to make adjustments to their personal life with different work assignments. The bid is conducted based on seniority. They advance fairly quickly and can get more desirable pieces of work.

Tischer – added that from an Operators standpoint bidding every three months gives them a mental break from doing the same route. The fixed route drivers bid every three months and extra board shifts bid based on which days they off they want. As a fixed route Operator when it is nearing the bid he is ready for a change. He has moved up in seniority and with additional service coming back he was able to get weekends off and for some that is a really good thing. Also being able to choose the route they want mentally helps to make the change every three months. The emergency bids were a bit difficult and he is thankful service is coming back.

Crist – shared that there is a high free and reduced population service at some schools. She worked at a school that didn't have great bus service. The walk to the school was really long and there were no sidewalks so it was difficult.

LaFontaine – replied that looking at service areas and often times elementary schools are tucked back off the beaten path which can prove to be difficult for transit service to get to. They don't lend themselves to standards design for service. They try to do everything but it can be a challenge with fixed route service. From a ridership standpoint they really see higher demand in college and university levels. At the high school level there is some interest. The agency certainly respects the need but it depends on the proximity and location because they can be difficult to access.

Phillips – added that it really means getting involved in the conversation before a school site is selected for construction so it meets all those service aspects. Staff will continue reaching out to be involved in locating future schools.

CONSUMER ISSUES

- *Tabled due to time constraints.*

REPORTS

- **February 17, 2021 Authority Meeting** – Bonauto reported that the ITA affirmed a contract for the CAD/AVL system for \$7M as well as implementation contract.
- **March 3, 2021 Authority Meeting** – Euler reported they received the same service restoration presentation; and the ITA approved a contract for a one year extension with attorney Jeff Myers with a rate increase. Jeff received praise for the good work he has done. The ITA also approved a \$256k contract with Forma Construction for the HVAC platforms. They are very hard to access and this will help with that.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
 - Last week the agency received notice they would receive \$26M American Rescue Plan Act from the Federal Government. Previously they provided approximately \$17M through the Corona Aid Relief and Economic Security Act (CARES) and almost \$11M through the Corona Virus Response and Relief Supplemental Relief Act of 2021. The goal was to provide transit system with 132% of the 2018 operating expenses to manage through the public health crisis. The agency is very grateful for that assistance.
 - The Pattison Street project is going great and the steel started going up two weeks ago today. It is hard to miss if you are in the area. They also started excavating for the Fuel Wash Facility last week.
 - The coaches are in production at Gillig and are expected later this month including (7) 35' and (6) 40'.
 - Staff worked with TCPH to get Phase 1 employees (operators, operations supervisors, and maintenance employees) vaccinated. Staff is planning the second dose clinic this week. When that is completed they will have about 100 front line employees fully vaccinated and another 100 will have their first dose. By mid-April they should have approximately 200 staff vaccinated.
 - State representatives have submitted a capital request for \$5M for the next phase of the Pattison project as well as a request to support the DASH shuttle operation in the 2021-2023 Biennia. Staff also submitted information to US Senator Patty Murray on two future

projects. Looking ahead the committee will hear more as the agency moves through the planning process for the BRT and alternative fuels infrastructure and vehicles. Staff is about to release a RFQ to work with a consultant to walk the agency through a path to zero emissions and will be doing the same for congresswoman Strickland's office and hoping to have her tour the facility to get to know the agency a little better.

NEXT MEETING: April 19, 2021.

ADJOURNMENT

It was M/S/A by WALTER SMIT and DAVID BONAUTO to adjourn the meeting at 7:37 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210315.docx

DRAFT

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
March 5, 2021

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

Please note: In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the TRPC meeting was through remote access.

We need your help reducing our paper waste.

Please let Burlina Lucas (lucasb@trpc.org) know by March 15th if you'd like to continue to receive paper copies of the Council mailout. If we don't hear from you, we'll assume you are fine with the online Council package.

State of our Transportation System - Sidewalks

Scott Carte, GIS and Modeling Manager, gave Council a tour of the State of our Transportation System – Sidewalks, webpage <https://www.trpc.org/1048/Sidewalks>.

Sidewalk Policy Discussion

Veena Tabbutt (Deputy Director) and Karen Parkhurst (Planning and Program Director) led Council in a discussion on possible sidewalk priorities. The presentation can be found here:

https://www.trpc.org/DocumentCenter/View/8484/trpc030521_A8_Sidewalks.

Summary of WSDOT's 2021 State of our System

John Wynands, Washington State Department of Transportation - Olympic Region Administrator, presented an abbreviated version of Secretary Millar's annual presentation on the State of the Transportation System in Washington State. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/8483/trpc030521_A10_State-of-Trans-TRPC-3-5.

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
Dean Martinovich

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
TBD

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, April 2, 2021

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

Consent Calendar

ACTION

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – March 5, 2021
- b. Approval of Vouchers – March 2021
- c. Indirect Cost Proposal

Executive Session – Executive Director’s Evaluation

DISCUSSION

The Council will meet in executive session to discuss the annual performance evaluation of the Executive Director.

Executive Director’s Evaluation

ACTION

This item provides for the annual review and evaluation of the Executive Director’s position.

SFY 2022 Unified Planning Work Program (UPWP)

1st REVIEW

Staff will review the draft State Fiscal Year 2022 Unified Planning Work Program (UPWP). The UPWP is a document TRPC produces annually in order to receive federal transportation planning funding. State and federal partners will review the UPWP in April, prior to Council adopting the UPWP in May.

SFY 2021 Unified Planning Work Program (UPWP) Amendment

ACTION

Staff will review an amendment to the State Fiscal Year 2021 Unified Planning Work Program (UPWP). TRPC has received additional state funding as the state biennium draws to a close, and the amendment will affect the SFY UPWP budget.

Transit Safety Performance Measures

1st REVIEW

Staff will review updated Transit Safety Performance measure targets. Council will be asked to adopt the updated targets in May.

Census Appreciation

PRESENTATION

The 2020 Census was a success because of many dedicated partners. Nancy Aguilar with the Commission on Hispanic Affairs was exceptional in her contributions to the efforts in Thurston County. Amy Hatch-Winecka, Senior Planner will recognize her efforts.

Council Retreat Scoping Discussion

DISCUSSION

The Council Retreat Subcommittee met on March 5. The Subcommittee discussed retreat facilitation and basic structure. Executive Director Daily will brief Council on the discussion of the subcommittee and provide for full Council input to inform retreat planning.

Report from Outside Committee Assignments

INFORMATION

Executive Director’s Report

INFORMATION

Member Check In

DISCUSSION

**Transportation Policy Board
After Meeting Summary
March 10, 2021: 7:00 to 8:30 a.m.**

To limit exposure to the COVID-19 (coronavirus),
The Transportation Policy Board Meeting was remote only.
The meeting was also available live at www.facebook.com/trpc .
NOTES: We anticipate that all TPB meetings will be remote at least through June 2021.

Link to packet and presentations: <https://www.trpc.org/Calendar.aspx?EID=546&month=3&year=2021&day=10&calType=0>

Agenda Item	LEAD/STAFF	ACTION/NOTES
1. Introductions	Andy Ryder, Chair	Staff recorded attendance and introduced participants.
2. Announcements and Executive Director's Report	Marc Daily, Executive Director	Marc announced that: <ol style="list-style-type: none"> 1. The Trails Survey closes on Friday March 12, 2021. 2. The Federal Aviation Administration this week named Sea-Tac International Airport as one of five airports nationwide to help it develop drone detection and mitigation equipment. https://www.bizjournals.com/seattle/news/2021/03/02/faa-picks-sea-tac-airport-drones-uav-mitigation.html 3. Cross Cut article on Broadband and Russ Elliott's (Department of Commerce who presented at TPB and Council) response to federal funding: https://crosscut.com/politics/2021/03/federal-money-spacex-may-hurt-public-broadband-efforts-wa 4. Please let Burlina know – if you haven't already – if you need paper copy of meeting packet or if electronic is sufficient. 5. The region will likely have an opportunity to apply/qualify for additional transportation funds – from COVID relief and un-obligated funds. We will keep you informed as we learn more.
3. Approval of Agenda	Andy Ryder, Chair	ACTION: Agenda Approved.
4. Approval of Meeting Notes from February 10, 2021	Andy Ryder, Chair	ACTION: Meeting Notes Approved.
5. Public Comment Period (call in only)	Andy Ryder, Chair	No Public Comment
6. SFY 2022 Unified Planning Work Program (UPWP) <i>The UPWP articulates how certain state and federal funding will be used for transportation planning. Staff will provide an overview of this work program document.</i>	Veena Tabbutt	Veena reviewed the UPWP and members asked about due dates on some projects/programs and clarification on if freight mobility includes local deliveries and what the micromobility project entails.
7. Transportation Policy Board Bylaws – Terms of Office <i>Staff will review the TPB Bylaws, especially regarding election procedures. This will include contrasting to similar sections in the TRPC Bylaws.</i>	Karen Parkhurst	After discussion, the Board directed staff to draft changes to the Bylaws to: <ol style="list-style-type: none"> 1) Add the ability for written nominations in advance of the February meeting 2) Ask interested candidates to complete a short application that will ask what they bring to the table and why they are interested in the position. 3) Create a Second Vice Chair Position (elected in the same manner as the Chair and Vice Chair) 4) Do not add term limits 5) Modify the language on Emeritus Representatives to remove references to Business or Community representatives, allowing for Emeritus to also include other Board members who have served at least 10 years. Also note that Emeritus representatives do not impact quorums and that the Board will have a maximum of two (2) Emeritus Representatives at any time. 6) No changes were proposed for sections of the Bylaws referencing Business, Community, or State Agency representatives. The Board is scheduled to take action on the updated Bylaws at their April 14, 2021 meeting.

<p>8. Integrating Equity into Transportation Decision Making <i>The Board will continue to discuss ways to better integrate equity into decision making, by reviewing potential goals.</i></p>	<p>Veena Tabbutt</p>	<p>Staff presented a proposed draft policy that may be considered at the next update of the Regional Transportation Plan. The presentation included data to illustrate some different priorities for how the transportation system works across demographic sectors. Members discussed assessing needs, measuring progress, and mitigating impacts.</p> <p>Members emphasized the importance of broad outreach and measuring that response (such as percentage of responses to surveys).</p> <p>The Board also expressed interest in:</p> <ol style="list-style-type: none"> 1) Continued training/learning opportunities for staff and members. 2) Forming subcommittees/working groups on key topics such as Equity - perhaps jointly with the Regional Council.
<p>9. Legislative Update There was not time at the meeting to discuss this item.</p>	<p>Karen Parkhurst</p>	<p>This is the 59th day of the 105-day session, which adjourns on April 25. The House has introduced 502 bills, of which 220 have passed the House. The Senate has introduced 490 bills, of which 200 have passed the Senate.</p> <p>March 9 was the most recent cutoff - the last day to consider (pass) bills in their house of origin. The next cutoff is March 26, the last day for program (non-fiscal) committees to consider bills from the opposite house.</p> <p>We should see budgets in the next few weeks - still no clarity on if the Legislature will consider a large multi-year transportation package.</p> <p>We have met with the majority of our state delegates (2nd, 20th, 22nd, 35th districts) at least once and are following up as necessary.</p> <p>Karen is in the process of updating the Legislative Tracker to reflect bills still active after the 3/9/21 Cutoff. She will send out the Tracker when complete.</p> <p>We are also monitoring some federal legislation and had the opportunity to meet with Congresswoman Strickland (D, 10th) and her staff on issues of importance to the region.</p>
<p>10. Outside Committee Report</p>	<p>Doug DeForest</p>	<p>Doug noted that he will attend the PSRC TPB on Thursday March 11.</p>

NEXT MEETING:
April 14 , 2021
7:00 a.m. - 8:30 a.m.

This meeting will be remote only.
Prior to the meeting, we will send instructions on how to participate remotely.

Staff Coordinators:
Marc Daily
dailym@trpc.org
360.741.2525 (direct) or 360.956.7575 (main number)

Karen Parkhurst
parkhuk@trpc.org
360.741.2522 (direct) or 360.956.7575 (main number) or 360.790.9798
(personal cell - best during COVID-19 working from home)

TRPC Staff Contact Information: www.trpc.org/contact
Website: www.trpc.org