

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, May 5, 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.

**Listen to the meeting using your phone. Dial in at 5 p.m. for a sound check.**

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- One-touch: <tel:+15713173122,423739885#>

Access Code: 423-739-885

View the meeting live on Facebook: <https://www.facebook.com/IntercityTransit/>

**CALL TO ORDER**

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

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

  - **By Email** to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) **by 12 noon on May 5, 2021.**
  - **By Phone** – Contact the Clerk of the Board at 360-705-5860 **by 12 noon May 5, 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:** April 7, 2021, and April 21, 2021, Regular meetings.
  - B. **Payroll for April:** \$4,090,363.24.
  - C. **Accounts Payable April:** Warrant numbers 32076-32105 dated March 31 in the amount of **\$85,837.35**; numbers 32106-32156 dated April 6 in the amount of **\$319,308.13**; numbers 32157-32158 dated April 15 in the amount of **\$56,039.04**; numbers 32159-32200 dated April 14 in the amount of **\$2,837,620.97**; numbers 32203-32252 dated April 21 in the amount of **\$220,781.56**; numbers 32253-32282 dated April 27 in the amount of **\$88,628.11**; number 32286 in the amount of **\$25,399.55** for a total amount of **\$3,633,614.71**; and Automated Clearing House Transfers in the amount of **\$7,058.49** for a monthly total of **\$3,640,673.20**.
- 4) **NEW BUSINESS**
  - A. **Strategic Plan/Mission & Vision Statement Update** **30 min.**  
*(Ann Freeman-Manzanares)*
  - B. **Strategic Plan/Goals & End Policies Update** *(Ann Freeman-Manzanares)* **30 min.**
  - C. **Strategic Plan/Policy Positions** *(Ann Freeman-Manzanares)* **60 min.**
- 5) **COMMITTEE REPORTS** – None.
- 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](mailto:TitleVI@intercitytransit.com).*

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**April 7, 2021**

**CALL TO ORDER**

Chair Cox called the April 7, 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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative David Sharwark.

**Members Absent:** City of Yelm Councilmember Molly Carmody

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Cindy Fisher-Waterhouse; Joy Gerchak; Jessica Gould; Steve Krueger; Rob LaFontaine; Pat Messmer; Brian Nagel; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Steve Swan; Nancy Trail; Nicky Upson; Daniel Van Horn.

**Others Present:** Legal Counsel, Jeff Myers; Marilyn Scott, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT** - No public comment was received.

**APPROVAL OF CONSENT AGENDA ITEMS**

It was M/S/A by Citizen Representatives Pierce and Melnick to adopt the consent agenda.

- 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**;

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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**.

### NEW BUSINESS

- A. **Walk N Roll Shop Lease Extension.** Procurement Coordinator, Jeff Peterson, presented an extension of the Walk N Roll facility lease through October 31, 2022.

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.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to authorize the General Manager to extend the Walk N Roll lease with Chea Ung & Mi Hwa Yu effective November 1, 2021 through October 31, 2022, increasing the total combined contract value to \$130,800.**

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**B. Planning 101.** Planning Manager, Rob LaFontaine, introduced the Planning staff: *Eric Phillips, Development Director; Steve Swan, Senior Planner; Brian Nagel, Planning Scheduler; and Mike Burnham, Associate Planner.* LaFontaine proceeded to delve into the basics of transit planning, the concepts that are in place, and some of the important policy discussions. LaFontaine said transit is one of those very visible industries where citizens can see the work that we do. Everybody has ideas about what good transit service should look like, whether they ride it, or follow behind a transit bus in their car – everyone has some sort of interaction with a transit bus. LaFontaine reviewed the fundamentals:

### Mode:

- The different services Intercity Transit offers.
- Fixed-Route Bus - the most common or recognizable mode when someone thinks about a bus, which can be presented as a local bus, which are the buses running around the local street network.
- Commuter Bus - buses running in between other jurisdictions such as the Olympia Express with service to Pierce County.
- Bus Rapid Transit (BRT) - The One is a demonstration project going on right now that is a bus rapid transit concept being tested. It's a much more elaborate infrastructure dependent service of a fixed-route that's intended to travel rapidly.
- ADA Paratransit - The federal government requires transit systems that offer fixed-route transit must offer complimentary paratransit. Intercity Transit brands this as Dial-A-Lift. Those vans provide ADA paratransit service, which means they are serving passengers who, due to mobility limitations, cannot regularly or reasonably access a fixed-route bus. That service area defined and federal regulation for ADA paratransit is within three quarters of a mile of the fixed-route bus service.
- Other Modes include:
  - Vanpool
  - Rail (IT does not offer rail)
  - On-Demand (micro-transit) is a product like Uber and Lyft.

**Constructing Fixed-Route Service:** Swan and Nagel are the “puzzle masters” of putting service out on the road. When you think about planning transit service, you might think about drawing a line on a map, and that is oftentimes where it begins - lines on a map, serving a particular area. LaFontaine explained the process for planning the various routes.

Trips are assigned to “blocks” which means a single bus may spend its day on 1 – 2 – 3+ routes. Trips with varying lengths of time are blocked together to equalize irregular cycles. The schedule is everything – Planners’ measure and monitor on-time performance and consider adjustments to keep buses (and people) moving.

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Public outreach & participation - Planners look for and develop meaningful opportunities for the public to engage in the service design process. The Planners measure and monitor on time performance, consider adjustments to our schedules to keep buses and people moving. When we're operating under normal conditions, we have over 60 buses dancing around the community. And it's important that those buses keep moving because that keeps people moving.

Public outreach and participation are critical to a successful transit plan, and the Planner looks for and develops meaningful opportunities for the public to engage in the service design process. The Planners go out observing the service, talking with the public, talking with the Operators, with Customer Service and passengers on the bus. The Planners ride the buses trying to find ways to maximize the efficiency of the work they do.

LaFontaine explained the process of the Planning Scheduler involving run-cutting and rostering. Run-cutting is the process of dividing up all of our blocks into smaller pieces of work that the Operators can bid on and then perform.

LaFontaine talked about the Paddles. He said Paddles have a rail origin, and the word "paddle" refers to a summary of what the bus operator is doing on a particular day. It's a rundown of their time points, their total paid time, travel instructions, and a few other key pieces of information for them to be able to navigate their day. LaFontaine reviewed Frequency and Resources.

Sullivan said the information being presented today would make for an amazing public education, and perhaps it could be made into a video that the jurisdictions could direct people to so they can better understand how many buses it takes to make a route. Anything that helps educate the public about how transit works would make it easier for the jurisdictions to educate their citizens.

LaFontaine went on to talk about the service change process. There is an important program called Schedule Masters or TMS and it is the software program that assembles those most important trip blocks and the run-cut. Then that shifts to the operator bid, which then feeds into our payroll system, every time the operators bid on work, and it sets a new standard for payroll. All of that important information, including the schedule, the bus stops, has to get fed into the buses themselves. The buses are smart, in the sense that they have onboard technology with their CAD/AVL system. This important schedule information gets fed into the buses when an operator steps on the bus and they enter a block ID, they've given that bus a sense of where it's going, a list of its bus stops, announcements that can now track ridership by location, and all of those key pieces of information that came out of the schedule just placed on the bus is very important for the work that the Planners do.

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LaFontaine went on to explain transit planning basics which included productivity vs. coverage trade-off; importance of frequency; and importance of span of service.

The transit service objective is to design direct and frequent routes through the more-dense areas. Transit routes aim to serve areas, not specific properties, and to consider the directness of travel. When designing transit routes, the Planners aren't thinking as much about specific properties, as much as about geographic areas, neighborhoods, central business districts, high density, and high-density residential areas.

The Planners also consider the directness of travel. Alignments are really what they are getting out, it's loops and a lot of turning. The Planners follow that same principle with transit routing. LaFontaine went on to explain the evolution of a bus route.

LaFontaine answered questions.

Melnick referred to micro transit - Maybe ultimately IT could be involved in the last mile. Many people are believing the autonomous micro-transit will be here soon, and that would be less expensive, and that is what will work if you begin to think about something like that.

LaFontaine said we've scratched our heads a little bit on this topic. It's something we're certainly aware of and not quite sure exactly how it's going to manifest itself. He doesn't have anything particularly captured in the modeling except he's dedicated some resources toward it. There's a lot to unravel like infrastructure and labor.

Gilman said this presentation made him think about five years ago when IT was starting to work with Nelson-Nygaard about the road trip vision, and learning how difficult it is to change the population's transportation habits or practices. Gilman is wondering where is IT at in the balance of thinking about micro-mobility and the last mile - are we imagining more people giving up their cars or imagining a better way to serve the populations who currently are transit users or both?

LaFontaine said one of the first things that comes to mind is the zero-fare policy, and the huge step that was. As transit planners, we feel successful when we're feeling like there's mode shift in the community; that folks are making those choices to park their car, hop on the bus, or whatever it might be. It's going to take some time to work its way through. But certainly, the more we can get excited about mode shift and do what we can to shift mode, directness to travel are those fundamentals. Zero-fare is a big step forward for incentivizing transit.

Freeman-Manzanares said we still have much to do on that long-range plan, and we're still doing that planning. We're just doing it in the midst of a pandemic and once we're able to sprint again, we will definitely do that. Part of that long-range plan, and Proposition 1 was innovative service zones, and we were honest with the community, that we didn't know exactly what that looks like, still don't know what that looks like

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yet, but that's part of the game plan to study what works well for the community. BRT is probably next on our list.

Mejia said she's more interested in how we get to rail, and how does IT get to the rural areas - a lot of people are heading towards more rural areas. She wants to make sure they have public transportation to the main transit areas. How does IT continue to serve the rural areas making sure they have transportation, too, especially in a post-pandemic world?

Freeman-Manzanares said IT works closely with the rural transportation from TRPC to make sure we're addressing concerns in the rural parts of the community that are outside of the public transportation benefit area. One of the things the Authority has been really conscientious about identifying is providing really good service within the public transportation benefit area, not expanding the boundaries beyond that and Proposition 1 included that limitation. IT is focused on the Vanpool Program because vanpool can be very helpful to those who are in more rural areas to provide good transportation. In terms of rail - rail is really expensive. Thurston County has Amtrak, and that is rail going North and South, and it's more expensive than general public transportation, and certainly more expensive since running zero-fare. We have regionally talked about rail, and from a Sound Transit perspective, in the past, they haven't been interested in expanding the area in which they serve, and if that were to occur, she thinks they're moving to Dupont in 2036. And typically buses lead to rail and you need the density in order to have a good mass transit system. You need even more density than that to properly serve rail, and if Sound Transit were to consider expanding their boundaries, IT would need to take on all of that tax obligation as well as the obligation for public transit.

Sullivan said Tumwater is looking at doing density in affordable housing, so they aren't pushing those individuals away from the city centers in the main areas. They are looking at a lot of different densities, and ways of building housing so that people are not required to move outside of the city, and into the more rural areas for affordable housing, and really putting transit at the forefront of what we're looking at, as far as our densities and affordable housing. It has to be a partnership.

Cox said there's the observation that cities are really trying hard to have more dense development in urban areas that would complement transit and make it easier for transit, but there are some things we've seen during the pandemic. A good percent of the population became telecommuters and not everyone will go back to the brick-and-mortar buildings including state employees. How does this affect IT's strategy going forward?

LaFontaine said as transit staff, during the pandemic, we were tasked with something we never thought we'd ever be tasked with - reduce ridership and try to get people off of the bus, and that's still seems to be out there and showing itself. Even as we come



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out of it, it has left its mark. We're hearing maybe that mode shift my swing in directions not favorable for transit, but at the same time we're also hearing anecdotally about the number of folks who are moving into the area from up north.

Freeman-Manzanares said it will be interesting to see how this unfolds. This has given us an opportunity to look at those essential workers and talk about access and equity being equally important to high ridership. We really focused on high ridership, but we learned through this process how important it was to make sure we can get essential workers to their places of work and we can get individuals to their essential appointments. It will be interesting to see what actually happens in terms of how people return to work.

Belk said we need to be mindful of the opportunities but with this change of a paradigm, and he might be the stereotypical person who won't have to commute as often as he used to, as long as there's housing at his price range in an area that has a good transit - if he's only going to work a couple of days a week and teleworking three, then that provides an opportunity for him to be even less car dependent because he doesn't have to go to the brick and mortar location as often, and he might find opportunities while at home that are more flexible and on the weekends to use the good transit system that he has access to. The Board needs to keep an open mind about that, there's also going to be opportunities that never would have presented themselves before.

### **COMMITTEE REPORTS**

#### **A. Thurston Regional Planning Council.**

- a. **March 5, 2021** - Cox reported Scott Carte, GIS and Modeling Manager gave Council a tour of the State of our Transportation System regarding "sidewalks." He reported everything from sidewalks on two sides of a street, one side of the street, partial sidewalks and no sidewalks. It brings up safety questions for kids trying to walk or ride bikes to school, etc.

John Wynands, WSDOT Olympic Region Administrator presented an abbreviated version of Secretary Millar's annual presentation on the State of the Transportation System in Washington state. There are challenges with population growth with the ferry system and its implications, whether to widen I-5.

- b. **April 2, 2021** - Cox reported Council approved the Evaluation Subcommittee's recommendation for Executive Director Marc Daily's evaluation and approved 40 hours of alternative leave in lieu of merit pay.

Council received a presentation on the Unified Planning Work Program (UPWP) which is the primary part of their body of work.

Council received an update on the Transit Safety Performance Measures and there was recognition for the work done on the 2020 Census, and Thurston County scored well with about 75% participation overall.

The Council discussed plans for their 2021 Retreat coming this summer.

Gilman referred to the Unified Planning Work Program, and said it was especially significant that a lot of the conversation related to Intercity Transit's vision and plan.

Gilman also referred to Mejia's comment about her colleague talking about urban flight and should we be putting more energy towards adjusting to urban flight. That conversation happened during the TRPC meeting and the planner's response was that as a region, we've made a decision through the Sustainable Thurston process and subsequent planning efforts to focus on the micro mobility, completing the bike and walking networks, high-capacity transit corridors and supporting the bus rapid transit, neighborhood centers as a focus of development and trying to create 20-minute walkable neighborhoods. He said the unfunded piece is worth Intercity Transit leading into determining regional multimodal low levels of service and taking the Transportation Master Plan work that Olympia just completed and trying to get a sense of what is our Multimodal network across the county.

Sullivan added she mentioned during that meeting that they needed to be expanded to be more than just electric vehicles. It needs to include new technologies, including hydrogen vehicles and other emerging technologies and not just be very focused on electric vehicles. And she would like Intercity Transit to make sure to keep bringing that up and ensure we're not tied into just electric vehicles.

**B. Transportation Policy Board.** Melnick said at the March 10 meeting:

- Marc Daily said the region will likely have an opportunity to apply for additional transportation funds from COVID relief and un-obligated funds.
- The Board received the presentation on the Unified Planning Work Program.
- The Board reviewed and drafted changes to their Bylaws and focused on a more formal approach for electing officers.

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- There was a discussion about integrating equity into transportation decision making. The Board will continue to discuss ways to better integrate equity into decision making by reviewing potential goals.
- Karen Parkhurst provided a Legislative update.

C. **Community Advisory Committee.** Scott said the CAC met on March 15 and the CAC received the same presentation the ITA received tonight, and she found it all very interesting.

### GENERAL MANAGER'S REPORT

Freeman-Manzanares announced that Rob LaFontaine, Planning Manager took on the role of Chair for TRPC's Technical Advisory Committee and will serve in that role for one year.

Intercity Transit continues to navigate all things COVID, internally and externally, as well as a variety of detours. Freeman-Manzanares gave IT staff a "shout-out" for their professionalism and resiliency. While the situation continues to be taxing, they respond amazing well under the circumstances.

The March 21, 2021, service change went well. Along with the expanded service, some of the Advanced Reservation rides were eliminated, and we started to see increases in ridership. Staff will continue to monitor this.

We continue to transport individuals to vaccination sites. Other counties and transit systems are working to define how to provide equal access and free transportation so individuals who wish to receive the vaccine can do so. By approving a 5-year zero-fare demonstration project, IT is already in position to offer that access.

The January sales tax information came in at the end of March. It was an increase of 7.4% over 2020 – received \$5,505,167 in sales tax.

IT's Zero-Fare has sparked a lot of interest:

- Recently, Councilmember Gilman and Freeman-Manzanares participated in a radio interview called, "Cool Solutions." Cool Solutions is a nationally syndicated radio show/podcast telling stories about climate action from the bottom up. Targeting communities throughout the nation and how they raise money by doing things like zero-fare and looking at different climate solutions. Their website is <https://www.cool-solutions.org/>
- IT is participating in a study with the Transportation Research Cooperative Program to help develop a framework for evaluating fare-free transit; and
- IT was asked to participate in a doctoral thesis.

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Operator candidates are being interviewed over the next two weeks. It is an open recruitment and anyone who wants to join our team and would be a great fit are encouraged to apply at [www.intercitytransit.com](http://www.intercitytransit.com).

Staff is gearing up for the May Bicycle Commuter Challenge. Cycling has taken on a new importance during the pandemic. To adapt to the evolving circumstances COVID presents, Thurston County residents are encouraged to get outside and bike for any reason – not just commuting to work. Duncan Green will present to the ITA on April 21, 2021, to provide an update.

The Pattison Street construction project is progressing well and is on schedule and within budget. Staff is looking forward to welcoming the ITA and Congresswoman Strickland onsite Monday, April 12, 2021 at 2:30 p.m. for the “topping off” ceremony.

Four of the thirteen new coaches are onsite undergoing new vehicle inspections. The date they go into service is uncertain as we install the new Computer Automated Dispatch/Automated Vehicle Location system. These vehicles will be the “pilot” vehicles.

The Hydrogen Fuel Cell Electric Bus demonstration held March 25, 2021 onsite went well. Regional Correspondent, Tom Banse, who reports for NPR, was onsite and interviewed Intercity Transit. IT is featured in the following news articles from U. S. News and NW News Network:

<https://www.usnews.com/news/best-states/washington/articles/2021-04-02/pacific-northwest-officials-consider-hydrogen-fuel>

<https://www.nwnewsnetwork.org/post/interest-hydrogen-fuel-growing-pacific-northwest-and-tax-dollars-following>

In terms of the State Legislative Session, thus far, IT has half of what was requested for DASH funding in both the Senate and the House, transportation budget, all three of the Regional Mobility Grant projects are in both budgets, that includes \$5M for Pattison Street project. As LaFontaine, mentioned, IT completed the 2020 reporting to the National Transit Database which is a heavy lift and everyone did a fantastic job.

Intercity Transit completed the Federal Transit Administration Triennial Review which was a two-year process. The Triennial Review is a management tool for examining IT's performance and adherence to FTA requirements and policies. It examines 21 areas that includes procurement, drug and alcohol, safety, maintenance, Americans with Disabilities, Equal Employment, etc. It is a tremendous effort and Intercity Transit emerged triumphant. The reviewers were very impressed – typically, the highest praise is to say we were not deficient. However, the reviewers said IT's review was “perfect.”

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Freeman-Manzanares gave a special “shout-out” to Grants Program Administrator, Jessica Gould, for coordinating the Triennial Review process. And a “shout-out” to the team: Eric Phillips, Jonathon Yee, Heather Stafford-Smith, Emily Bergkamp, Suzanne Coit, Rob LaFontaine, Steve Krueger, Kevin Karkoski, Tammy Ferris, Katie Cunningham, Sara Bradley, Claudia Green, Nancy Trail and Pat Messmer.

### **AUTHORITY ISSUES**

**Mejia** said on March 31, 2021, the Commissioners had an interesting discussion about the Thurston County Disaster Recovery Council Interlocal Agreement, which resulted from a four-day Integrated Emergency Management Course (IEMC) held back in February 2019. Over 80 federal, state, tribal, local government, and private and non-profit organization representatives and stakeholders, including Intercity Transit, attended the event. The training consisted of conference-style sessions and interactive group exercises to simulate a multi-jurisdictional approach to recovery activation, organization, planning, and operations for an extended recovery period.

The discussion included whether there should be a regional approach just with the cities, or should it include organizations that would be at the forefront. The conversation is still ongoing on what the interlocal agreement will look like and hopefully it will be completed sometime this year.

**Sullivan** said she attended the IEMC in 2019 that Mejia just mentioned and it was an amazing four-day event. She believes the participants walked away with the framework to start the interlocal agreement.

**Sullivan** said she enjoyed the demonstration about the hydrogen fuel cell bus held at IT on March 25. She got a “kick” seeing all of the mechanics interested in the bus. She said this was a great opportunity to get a real worldview of what this bus is all about and will help the Board in making future decisions.

**Belk** thanked staff for the putting together the demonstration on the hydrogen fuel cell bus. He supports continued tracking of this as an alternative fuel option. He also appreciates the roll out of the expanded service.

**Sharwark** appreciates the Planning Department’s work, and he also appreciates everything Freeman-Manzanares has done for the ATU during the pandemic.

**Pierce** attended the hydrogen fuel cell bus demo and said it was encouraging to see that it was a real bus. She had an opportunity to talk with bus driver, Rob Wood, who had the opportunity to drive the bus. Piece said it was real smooth sitting in the back of the bus and didn’t notice any big differences when Rob went from street traffic to freeway traffic. She said it will be interesting as IT moves forward and doesn’t think IT is ready to jump into it just yet, but should continue to keep an eye on how things progress.

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**Gilman** said the major rework of Franklin Street in downtown Olympia is underway, and he is available if any challenges arise during construction. He said there were a number of agreements made to keep transit flowing.

**Gilman** received a phone call from a business owner near the Olympia Transit Center who asked if IT is going to coordinate with the Olympia Center, Hands On Children's Museum, and the library about opening the lobby, restrooms, etc. at the OTC. Gilman hopes public spaces begin opening up soon.

**Melnick** thanked Freeman-Manzanares for her hard work during the past year and getting the agency through the pandemic and keeping the Board informed. He's also grateful to staff for their dedication to keeping service on the streets

**Cox** said the City of Lacey launched the Lacey Cares Community Engagement Initiative and Jason Robertson is leading this project. Lacey Cares is an initiative to engage community members on what they want Lacey to look like, feel like, and be in the future. They want to learn what matters most about how Lacey can become an even better place to live, work, learn, and play. You don't need to be a Lacey resident to participate in the open-ended survey. The survey is available in Spanish, Korean, Vietnamese and simplified Chinese in addition to English. Cox encourages everyone to go to the City of Lacey website at <https://www.laceycares.org/> and take the survey.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:26 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Carolyn Cox, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: May 5, 2021**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**April 21, 2021**

**CALL TO ORDER**

Chair Cox called the April 21, 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; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer.

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

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Cindy Fisher-Waterhouse; Jessica Gould; Duncan Green; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Nicky Upson; Daniel Van Horn; Kerri Wilson; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Marie Lewis and Ursula Euler, Community Advisory Committee; Sophie Stimson, City of Olympia.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT** - No public comment was received.

**NEW BUSINESS**

- A. City of Olympia Transportation Master Plan Update.** Development Director, Eric Phillips, who participated on the Plan's steering committee, introduced Sophie Stimson, Transportation Planning Supervisor for the City of Olympia.

Stimson explained the Transportation Master Plan is a unified approach to building our streets system and the goal is to advance the comprehensive plan vision and that vision is grounded in increasing the number of trips in the community in Olympia made by walking, biking, and transit. The main outcome of this planning process is a long-term set of prioritized project lists, that includes

the ideal complete system identified as a 20-year list. Stimpson provided an overview of the contents of the Plan.

An important feature looked at is funding, particularly capital funding. Now that there is a transportation plan, the transportation concurrency and impact fees can be updated.

The Growth Management Act is a requirement of the city and impact fees are a way that new transportation improvements can be funded. The Olympia City Council is very interested in updating these programs.

The Plan includes a chapter on Policy Considerations that are issues to talk about further in the future. The best example is the role and impact of autonomous vehicles on our system. This is just one example of a topic the committee will spend more time on in the future. Also identified were geographic areas of the city where the committee needs to spend more time understanding the issues and identifying improvements.

Stimson pointed out the Maintenance and Operations chapter is more than just building new things out of concrete and asphalt. A person's day-to-day experience on our streets system is often very influenced by how it's operated and maintained.

Stimson continued with Public Input. She said as the committee develops this Plan, they use two online story maps to share ideas with the public and seek input. The story maps are an online tool where they can present text, graphics, and maps made using GIS geographic information services. In the story maps they embedded surveys, to ask people for feedback, and each time they created a story map and used a survey, they received over 300 responses. Through the surveys they were able to hear from the public about the types of projects to include in the Plan, and how they might prioritize the projects, and they shared some of the criteria with the public and received feedback. They also talked to the public about funding and asked for their priorities for future. These were valuable tools for informing the public about the whole plan development process.

Types of projects in the Plan include: *Sidewalk; pathways; enhanced crosswalks; bicycle corridors; enhanced bike lanes; roundabouts; resurfacing; street reconstruction; safety improvements and transit treatments.* These projects will improve the street system for people walking, biking, riding the bus and driving. They used methodologies that allowed them to prioritize most of the project class. Stimson pointed out that for many of the pedestrian projects, like sidewalks and enhanced crosswalks, they made proximity to bus stops a very high priority.



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Transit and access to transit was an important part of how they prioritized many of these projects and were strategic about where improvements are needed.

They recognized that not all streets need all types of improvements. To do this, they established system targets for the different types of projects. The system target is a metric that describes what an adequate level of service is. They wanted these types of improvements on the major streets and 300 feet of major common pedestrian destination.

People should be no more than a quarter mile from a low stress bike route and a low stress that is one that serves more people of broader age and ability who are interested in bicycling, so that might be a protected bike lane or a bike corridor through a neighborhood. Another metric is sidewalks to be on at least one side of all of our major streets. This is a data-driven approach, and by doing this, they can be more predictable and more equitable in how to plan for improvement.

Stimson reviewed funding. Typically, there is about \$6.5M in revenue per year for transportation capital projects, which is different from the operations and maintenance budget. This was the first time they took a comprehensive look at capital funding, and it helped set the stage for what they could accomplish in this transportation master plan. Any possible new revenue would be applied to the prioritized Project list that is contained in the Plan. While we will make progress building the needs we have identified it became clear that new revenues are going to be important. Stimson shared a chart showing the funding gap for a few of the projects.

The committee was strategic with these metrics and identified the full network need. She showed a chart that shows what we can afford to build in 20 years based on typical annual funding of \$6.5M. The safety projects and transit projects are not types of projects identified or secured by a funding source. This is a finite need. At some point they will be done making improvements to the streets system, but not everything is a finite need. Safety projects would be categorized as something that they will have to address on an ongoing basis, as behaviors change and population grows. Safety will change on the streets system and they will address it then.

Another big funding consideration is pavement management. Street resurfacing needs are also not finite. They are ongoing as streets continue to deteriorate and to keep everyone safe and in good condition, a more secure ongoing funding source is needed.

Stimson reviewed what is new and what they learned from doing the Transportation Master Plan. It's the first comprehensive look at future transportation needs. Many new challenges were identified. The prioritized

project list is exciting and definitely a new approach, because they're more formal and data driven than past practices, and they are proposing a whole new approach to bike facilities. Standard bike lanes are not enough to encourage a wide margin of the community to bicycle. They are placing greater emphasis on improving intersections with roundabouts because they've shown to be safer, and they effectively slow traffic. And placing greater emphasis on making better use of the street space that we have two lane reconfigurations, so modifying or removing lanes and using the space to serve more people, more types of modes on our streets with them. They also heard a lot from the public about equity, and as a community. The role that transportation plays in serving our community more equitably.

The committee addressed distinct transit improvements in the Plan. The Plan is not prescriptive about transit, about where these improvements are needed. Intercity Transit does a great job understanding what the system needs are. The Plan is showing a commitment to help Intercity Transit operate on the streets system. We identified working with Intercity Transit in a range of different types of transit improvements. Some improvements were made outside of the Olympia Transit Center in order for The One to operate. In addition, some improvements are on Fourth Avenue right in the downtown core. The city is interested in helping resolve route circulation issues on the streets in Olympia.

There are several reconstruction projects in the Transportation Master Plan that are the biggest, most comprehensive projects, and they only come around every few years, really dependent on how successful we are with grants. Several of these are on transit routes. All but Fones Road on this list is a transit route. Intercity Transit will be consulted as the city scopes and designs these projects. Olympia will work with Intercity Transit's staff as these projects move forward.

- B. 2021 Bicycle Commuter Challenge Update.** Duncan Green, BCC Specialist, provided an update on the Winter Bicycle Commuter Challenge (BCC). Green shared this year's poster entitled, "Bicycle for Joy!" The poster was adapted by a drawing created by the daughter of an Intercity Transit employee for the Bike Art Contest.

The Winter Bike Challenge began in February 2021 and ran the entire month. It included weekly prize drawings and a bike art contest. The event was well attended in spite of really bad weather.

**Event statistics include:**

- 270 Riders – 20 less than 2020
- 60 Teams
- 1,827 Total Days
- 19,571 Miles – more than 2020

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- 25 Prizes distributed

Future Events Coming in 2021:

- **April 22 – Earth Day Market Ride:** The event runs from 10 a.m. to 3 p.m. at the Olympia Farmer’s Market. The Farmer’s Market will offer a gift and the BCC will offer a gift to the first 50 people who arrive by bike or on foot. The first 50 people who arrive by bike will receive a gift bag from the BCC.
- **May – 2021 Bicycle Commuter Challenge:** Participants can count miles for any type of bike ride which coincides with this year’s motto: Fitness, transportation and fun – all rides count in 2021! Everyone enjoys the many prizes up for grabs and there are a lot again this year, like bike gear and coffee mugs. Also, a hand-made quilt is being donated by a long-time BCC participant.

All participants, whether on a team or not, need to create an account on the BCC website or log into an existing account. They must also:

- Log at least one ride in May and receive valuable coupons.
- Log at least one ride in a given week and be entered in that week’s prize drawing for bike gear.
- Log 10 days or more and get an extra page of coupons.
- Log 15 days or more and be entered to win the Grand Prize bike vacation with Adventure Cycling.

T-shirts should be available by May 1. Selling the t-shirts could be a challenge because there is no physical location to sell them, but Green is working with a local vendor who will print them and place them in an e-store where folks can purchase and pick them up from the printer or have them shipped.

The sponsorship program is also restarting. It’s a really great part of the BCC – a great way to connect with the local business community. Green also mentioned the Youth Bike Challenge which is running concurrently with the BCC. Youth can participate in both programs.

Belk suggested keeping the BCC open to all kinds of rides to encourage people to replace any type of short trip with their bike. Carmody suggested running the BCC year-round with an ongoing awards program. Mejia asked if IT has partnered with Olympia Experience Beyond – they have nice bike maps associated with local businesses.

- C. **Schedule 2022-2025 TIP Public Hearing.** Grants Program Administrator, Jessica Gould, provided an overview of the Transportation Improvement Program (TIP) for 2022- 2025.

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The TIP is Intercity Transit's complete program of anticipated federally funded projects for the next four years. All transit systems are required to have a TIP to be used as a guide for future projects and programs. The TIP:

- Helps identify and reprioritize projects based on funding changes and project priorities. An example is a project that you'll see in the TIP such as the Alternative Fuels Infrastructure project, which doesn't have federal funding yet. Once funding is secured, we'll be able to move more quickly because the project is in the TIP.
- The FTA requires a review of all potentially federally funded projects publicly. The TIP is the first step in the annual cycle that we do of reviewing and updating IT's planning documents and identifying projects that need to be programmed in the STIP, which is the Statewide Transportation Improvement Program. Projects that have funding need to be in the STIP so we can obligate them and then actually utilize the funding.

Could reviewed the TIP projects:

- Capital Preventive Maintenance - We can use federal funds for Operating Costs associated with maintaining our fleet which includes many vehicles that are federally funded.
- Replacement Vanpools - Vanpools have a useful life of four years though IT keeps them longer because of how well we maintain our fleet. Using federal funds for Vanpools helps to off-set some of the local costs for the agency.
- Bus Stop Enhancements and Accessibility - This is a project we especially want to pursue federal funding on because of the need for more stops that are accessible for rear-door boarding. The catalyst for this is the zero-fare demonstration project and the effects of COVID-19. Rear-door boarding is faster and safer for operators and customers. Enhancements also include shelters, solar lights, benches and bus signals.
- Walk N Roll Program - We are always pursuing regional federal funding for this program. IT's been successful for years and has secured funding up to 2025, but having this in the TIP positions us for other opportunities.
- Replacement Coaches - We expect the need for 23 replacement coaches in the timeframe of 2022-2025. The number reflects the expected increased cost of coaches that may incorporate alternative fuel. We will aggressively

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look for external funding for this project and hope to get at least half if not more federally funded.

- Dial-A-Lift Vehicles - We are positioning ourselves for external funding for DAL vehicles. We'll have a need for 28 replacements in the next four years.
- Pattison Street Project - The Pattison project is moving along well. We still have a chance to apply some additional federal funding if we get the opportunity, but from a funding perspective, the window on getting more outside funding for this project is closing. We've been accumulating funds both from our direct apportionments and from competitive applications and we've done quite well with piecing that quilt of funding together from state and federal sources.
- Regional Mobility Grant Program - We are working to get transit-only access either into the park-and-ride or with an inline station to the side of the park-and-ride. This project is critical for the BRT project and allows IT quicker in and out access which equals faster service for customers.
- State's Regional Mobility Grant Program for BRT station construction and we have a significant legislative ask out with Senator Murray's office and Congresswoman Strickland's office. This project needs significant federal funding and we're definitely looking for it wherever we can.
- Alternative Fuels Infrastructure Project - Will be informed by the study that is currently underway. This is another project we are requesting a significant federal investment and we're optimistic particularly with the Administration change and the emphasis on transit and alternatively fueled vehicles that we're seeing in the new legislation.

### **TIP Timeline -**

April 19 - Presented an overview of the TIP to the CAC.

April 21 - Requesting to set a public hearing May 19.

April 22- May 19 - Soliciting public comment in the following ways:

- Article in the Rider News
- Legal Notice in the Olympian
- News Release to media outlets
- Social media including IT's Facebook and Twitter accounts

After the public hearing, the ITA has two weeks to consider public comment. On June 2, the ITA will decide whether to adopt and finalize the TIP or modify it. If adopted, we will share the TIP with Thurston Regional Planning Council and

Puget Sound Regional Council so they can include it in their Regional TIPs. From there, it rolls forward to the Statewide TIP, which is expected to be adopted in January 2022.

- D. Vanpool Fares.** Vanpool Manager, Cindy Fisher Waterhouse, presented whether to adopt a flat rate fare structure for vanpool, or continue with the current fare structure that was implemented in 2013. She believes the current fare structure is a barrier to accessing vanpool for many citizens.

Intercity Transit's vanpool program serves commuters who have at least one end of their trip in Thurston County. The program, which started in 1982 with 2 vans, currently has 62 active vanpool groups due to the pandemic, down from 183 pre-covid. Thirty-five (35) additional groups are commuting very intermittently, and 33 groups are teleworking.

In 2013, staff was directed to collect 100% of direct operating expenses, which includes vanpool division expenses, vehicle maintenance, fuel, and insurance. In 2019, vanpool direct operating costs were approximately \$1,472,000. Revenues from 2019 fares were approximately \$1,389,000. In 2019, fare cost recovery was at 94%. Adopting the proposed flat rate fare structure, based on 2019 fare recovery costs, is projected to generate \$1,124,000, which is 76% recovery of direct operating costs.

The current fare structure has more than 2,000 price points based on numerous variables which does not allow staff to inform potential customers or employers on the cost of vanpooling. The proposed flat rate fare structure will simplify fares so staff can clearly communicate and advertise the cost, reduce administrative costs, and attract essential and industrial workers who typically earn lower incomes.

As our community recovers from the pandemic, the flat rate fare structure provides a simplified solution to better support employees and employers. Increasing ridership and access is good for the community and is anticipated to help rebuild the program.

**Challenges with Current Fare Structure:**

- Fares Vary Month to Month
  - Number of participants
  - Roundtrip length of commute
  - # of days traveled
  - Mileage adjustments for detours, incentives for full ridership, van wash credit
  - Pre-paying fare for next month based on last month's data
- Administering Fare Collection

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- Complex administration of program
- 2 FTEs 50% of time calculating, collecting, and discussing fares
- Potential customers do not know the cost of participation
  - Difficult to engage employers or potential customers if we can't tell them the cost
  - How much does it cost - well, it depends!

### Flat Rate Fare Benefits:

- Advertise and communicate cost of vanpool - best marketing strategy
- Reduce administrative costs of collecting fare by reducing staff time from 160 to 40 hours/month
- Allow more staff focus on Outreach and retention
- Attract employers and encourage subsidies
- Attract essential, industrial, lower income workers with affordable consistent fares
- Autopay option for fare through website for timely payment
- Retention - the fare is not based on ridership - it's individual
- Per person fare allows groups to split for social distancing without changing cost
- For the first time in vanpool history, we will be able to tell potential customers and employers how much vanpooling costs.

### Proposed Vanpool Fare Structure:

Zone 1: Daily Round Trip Miles - up to 75 miles - \$75/month

- 120 groups affected - 659 vanpool participants - 4 groups slight fare increase

Zone 2: Daily Round Trip Miles - 76 up to 100 miles - \$100/month

- 34 groups affected - 186 vanpool participants - 3 groups slight fare increase

Zone 3: Daily Round Trip Miles - 101 up to 200 miles - \$150/month

- 26 groups affected - 171 vanpool participants - 13 groups slight fare increase

### Cost Recovery:

- 2019
  - Annual Revenue - \$1,389,143 - monthly average \$115,762
  - Direct Operating Costs - \$1,471,873
  - 94 % Direct Cost Recovery
- Projected revenue based on 2019 data implementing flat rate
  - Revenue - \$1,124,100
  - Reduction of \$265,043 annually/\$22,087 monthly
  - At \$75 rate, 294 additional riders needed to make up revenue loss
  - Increased ridership expected with ability to market program effectively by clearly stating the cost to vanpool.

**Current Status:**

- Pre-covid - 180
- Currently 130 groups
- 62 groups currently active
- 35 groups commuting intermittently
- 33 groups teleworking
- Fares were suspended March 2020
- 62 active groups resume fares May 2021

**The Authority directed staff to move forward to adopt a flat rate fare structure.**

Carmody suggested reducing the requirements and citing that IT could cover much of the costs since the implementation of the sales tax increase. She said IT also needs to consider that housing prices have skyrocketed, and people are moving away from the city and that means more will be telecommuting.

Sullivan said IT's philosophy is to make it simple, for staff and the public, especially since zero-fare. She's in favor of the three-tiered process citing it's easier to sell.

**COMMITTEE REPORTS**

**A. Transportation Policy Board.** Melnick said at the April 14 meeting:

- Tumwater Mayor Kmet gave a presentation on the new segment of the Tumwater Deschutes Valley Trail that connects Tumwater Historical Park with the Brewery Park at Tumwater Falls. With TPB's recommendation, TRPC provided federal funding for this project.
- The Board received an update and draft timeline on evolving to a new process for the Call for Projects. It appears it's going to involve a more substantive role for the Technical Advisory Committee, because they plan to initiate this project for the 2022 Call for Projects and want to move on to making decisions based on established criteria.
- The Board received the results and key findings of the Trails Survey conducted by TRPC. The survey collected input on the update to the Thurston Regional Trails Plan - 1,200 people participated in the online survey.

**B. Community Advisory Committee.** Lewis said the CAC met on April 19 and the members received the same presentations as the ITA this evening.

**Traffic Safety Campaign.** Kerri Wilson shared information about a new grant funded Walk N Roll event. Walk N Roll is partnering with the Olympia Police Department,



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Safe Kids Thurston County, and Target zero, and there is funding through State Farm to distribute yard signs with traffic safety messages. These signs were designed by Thurston County youth through an art contest. The goal of the project is to encourage drivers to slow down making the roads safer for people who are walking and rolling. All Olympia residents are invited to pick up a yard sign at one of the distribution events. Everyone who lives in Olympia is encouraged to pick up a sign for their yard. Wilson asks everyone to help spread the word about this project. If the project is successful and more funding is received, she hopes to expand to other parts of Thurston County. The distribution dates and sites are:

- Jefferson Middle School, May 11, 4:00-6:00 PM
- Garfield Elementary School, May 13, 4:00-6:00 PM
- Reeves Middle School, May 18, 4:00-6:00 PM
- Roosevelt Elementary School, May 19, 4:00-6:00 PM

### **GENERAL MANAGER'S REPORT**

- The agency held a topping off ceremony on Monday, April 12 at the Pattison construction site, and Congresswoman Strickland addressed the audience. Staff had the opportunity to discuss with Strickland the possibility of future grants, specifically funding for bus rapid transit and alternative fuel infrastructure and vehicles.
- The Marketing and Communications staff along with Information Systems staff are working to advance the IT website, and improvements include using the state's usability lab. They are recruiting individuals to participate and extended an invitation to the Community Advisory Committee. Staff will present the results at a future ITA meeting.
- The CAD/AVL system contract is completed and approved. Staff is looking forward to the kick-off meeting and hopes to have the system in test mode later in the year and fully accepted in 2022.
- All fourteen new Gillig buses are onsite. These vehicles are part of the pilot group for the new CAD/AVL system.
- The pre-submission meeting was held today with the City of Olympia for the development of the next phases of the Pattison Street Master Plan project which includes the renovation of the Maintenance Facility, bus yard and demolition of the existing administrative/operations building.
- There is continued interest in zero-fares. Posted on the IT Facebook page is the radio interview Cool Solutions conducted with Councilmember Gilman and

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Freeman-Manzanares. To view click here: <https://soundcloud.com/cool-solutions/the-stone-soup-recipe-for>. The interview starts around 6:44.

- Freeman-Manzanares gave a “shout-out” to Cindy Waterhouse and all of the Vanpool staff for all of the research that has gone into the vanpool fare proposal. They have been working with a consultant, AECOM, through a grant received from the state to educate staff on how to process and sell vanpool. It’s called Persuasion and Behavioral Change training. The vanpool staff has been reaching out and doing a lot of reading and experimenting on how to expand selling skills.
- The APTA Legislative Conference will be held virtually on May 18 from 11 a.m. to 5 p.m. This conference provides education on important federal legislation and policy initiatives. Board members interested in attending can contact Pat Messmer.
- Nick Redmond joined IT for a six-week internship through the WorkEx program. This program is designed to provide civilian work experience for soldiers planning to exit the military. He will be helping IT research and gather information on the alternative fuel study. Nick is a West Point graduate with a degree in economics and has spent his military career as a commissioned Army officer in Korea, Texas, Virginia and Washington.
- Thera Black, who is familiar to many for her work with TRPC and SCJ Alliance, joined the Development Department as a part-time Project Coordinator. Thera will provide much needed support for several new projects in Development that support full implementation of the adopted Long-Range Plan including many of the corridor-based service programs such as High-Capacity Transit (BRT Light).
- Freeman-Manzanares gave a “shout-out” to the Human Resources team for thinking outside of the box on how to recruit new employees. Anyone who has visited the SPSCC campus lately will have noticed when exiting the facility signage indicating that IT is hiring. It must be working because applications are coming in. The message is also posted on the front of the buses.
- The last three days, Operations staff has been conducting interviews for the next Operator class. Training is scheduled to begin at the end of May.

### AUTHORITY ISSUES

Tischer thanks Maintenance for the great job of keeping the buses clean. He’s received a lot of positive input about how well the buses are being sanitized. The buses are extremely clean, and he’s heard a lot of encouraging comments from the riders as well. He wanted to again thank Freeman-Manzanares and her staff for their continued support and leadership throughout this public health crisis

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Mejia, Pierce and Belk enjoyed the “topping off” ceremony and tour of the new building and gave “kudos” to staff for planning a successful event.

Carmody gave a presentation to the Yelm Rotary Club about Intercity Transit’s Zero-Fare program and the sales tax initiative Prop 1.

Carmody said Yelm has to postpone their planned bypass for another two years, for several reasons. For example, the state money going towards COVID, and pocket gopher holes were found at that site and more mitigation needs to be conducted. And they also found a hunters’ gathering site at the same location.

Gilman referred to the interest in IT’s zero-fare, and shared that he has an acquaintance who’s a Boston area city councilman, and he had a t-shirt made that he wears to the council meetings that say’s “Free the “T” that stands for Massachusetts Bay Transit Authority in support of the zero-fare program.

Gilman recognized Eric Phillips for keeping the IT strategic plan vision as one of the planks of the Olympia Transportation Master Plan and appreciates Phillips’ for his work going above and beyond. He hopes each of the jurisdictions have had a really strong relationship between their planning, staff, and Intercity Transit’s planning staff, which is essential to implementing the vision.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:48 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Carolyn Cox, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: May 5, 2021**

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

PERIOD DATES:		3/14/2021-3/27/2021			PAYDATE		4/2/2021		PERIOD DATES:		3/28/2021-4/10/2021			PAYDATE		4/16/2021	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT							PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT			
IRS	FIT		EFT	77,544.80		IRS	FIT		EFT			EFT	79,212.30				
	MT		EFT	28,046.98	105,591.78		MT		EFT			EFT	28,457.24	107,669.54			
					0.00									0.00			
INS	D3/DI	Disability Ins		2,536.38	0.00	INS	A2	Metlife					10,789.20				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		232,352.00	0.00	HEALTH	D3/DI	Disability Ins					2,533.22	0.00			
							HE/HI/SP/TB	Health In1stN2ND					233,164.50	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	7,640.07	7,640.07	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every				7,642.94	7,642.94			
GET	GT	G.Ed.Tult	Check every	0.00		GET	GT	G.Ed.Tult	Check every				0.00				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every				604.59	604.59			
401K	DC	Vgrd EE	Wire	56,702.29		401K	DC	Vgrd EE	Wire				57,343.81				
VANGUARD	DC	Vgrd ER	Wire	38,790.52	95,492.81	VANGUARD	DC	Vgrd ER	Wire				39,453.41	96,797.22			
LOAN	L2	401k Ln#2	Wire	3,366.90		LOAN	L2	401k Ln#2	Wire				3,366.90				
LOAN	LN	401k Ln #1	Wire	5,771.75	9,138.65	LOAN	LN	401k Ln #1	Wire				6,380.06	9,746.96			
		TTL VNGRD		104,631.46				TTL VNGRD				106,544.18					
LABOR INS	LI&LA	L&i	EFT Quarterly	34,390.16		LABOR INS	LI&LA	L&i -LA +LI +ER	EFT Quarterly				33,430.13				
ESD	CF&CL	WPFML	EFT Quarterly	3,971.34		ESD	CF&CL	WPFML	EFT Quarterly				4,027.48				
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.Initlatn	Check last	0.00		UNION DUES	MI	Mac.Initlatn	Check last				0.00				
	MS	Payroll Corr check		0.00			MS	Payroll Corr check					0.00				
	TF	Tx.Fr.Benefit	Employer	0.00	0.00		TF	Tx.Fr.Benefit	Employer				155.00	0.00			
PROJECT ASSIST	PA	Proj.Assist	Check last	383.00		PROJECT ASSIST	PA	Proj.Assist	Check last				386.00				
PENSION	PN	PERS EE	EFT	75,553.73	0.00	PENSION	PN	PERS EE	EFT				76,383.44	0.00			
STATE	PN	PERS ER	EFT	125,337.99	200,891.72	STATE	PN	PERS ER	EFT				126,714.88	203,098.32			
PERS		TTL PERS		200,891.72		PERS		TTL PERS				203,098.32					
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	6,255.85		ICMA	RC	ICMA EE	WIRE				6,178.56				
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	2,951.74	9,207.59	ICMA	RR	ICMA ER	WIRE				2,931.55	9,110.11			
		TTL ICMA		9,989.50	10,489.50			TTL ICMA				9,892.02	10,392.02				
457 STATE	SD	457 ST EE	EFT	16,146.97		457 STATE	SD	457 ST EE	EFT				16,163.59				
DEFERRED	SR	457 ST ER	EFT	9,474.73	25,621.70	DEFERRED	SR	457 ST ER	EFT				9,546.42	25,710.01			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,603.11	6,603.11	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT				6,403.23	6,403.23			
ATU	UC	Un COPE	Check 1st	127.00		ATU	UC	Un COPE	Check 1st				-				
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last				4,850.00				
	UD	Un Dues	Check last	6,341.87			UD	Un Dues-BOTH PP	Check last				6,366.94				
	UI	Un Initlatn	Check last	0.00			UI	Un Initlatn- 100.00 PEREE	Check last				10.00				
	UT	Un Tax	Check last	3,230.80			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	330.50		WELLNESS	WF	Wellness	Check last				329.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		655,887.83	655,887.83	DIRECT DEP.	NP		ACH Wire every				647,480.71	647,480.71			
LIVE CHECKS		Paychecks		0.00		LIVE CHECKS		Paychecks - LIVE CHECKS					6,288.90				
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,128,306.76			TOTAL TRANSFER (tie to Treasurer Notifications)					\$1,127,972.11				
		TOTAL PAYROLL*:		\$1,416,572.44				TOTAL PAYROLL*:				\$1,432,824.29					
GROSS WAGE		GROSS EARNINGS:		993,830.04		GROSS WAGE		GROSS EARNINGS:				1,007,897.14					
EB AMOUNT		EMPR MISC DED:		408,718.91		EB AMOUNT		EMPR MISC DED:				410,698.53					
MEDICARE TAX		EMPR MEDICARE TAX:		14,023.49		MEDICARE TAX		EMPR MEDICARE TAX:				14,228.62					
		PP7 Total			\$1,416,572.44			PP8 Total				0.00		\$1,432,824.29			
DIRECT DEP.		ACH WIRE TOTAL			674,477.49		DIRECT DEP.		ACH WIRE TOTAL				666,073.24				

\$0.00

\$0.00

PERIOD DATES:	4/11/2021-4/24/2021		PAYDATE	4/30/2021	
	CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT		EFT	86,949.36	
	MT		EFT	29,720.94	116,670.29
					0.00
INS	D3/DI	Disability Ins		0.00	0.00
HEALTH	HE/HI/SP/TB	Health In 1st N2ND		0.00	0.00
GARNISHMENT	GN	Garnish	CHECK last	427.81	
CHILD SUPPORT	CS	Child Support	EFT	2,081.57	2,081.57
					0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,995.00	9,995.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	6,789.94	6,789.94
GET	GT	G.Ed.Tult	Check every	0.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	604.59	604.59
401K	DC	Vgrd EE	Wire	58,436.81	
VANGUARD	DC	Vgrd ER	Wire	40,084.38	98,521.19
LOAN	L2	401k Ln#2	Wire	3,600.20	
LOAN	LN	401k Ln #1	Wire	6,292.69	9,892.89
		TTL VNGRD		108,414.08	
LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	33,036.35	
ESD	CF&CL	WPFML	EFT Quarterly	4,064.54	
MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	0.00	
UNION DUES	MI	Mac.Initlon	Check last	0.00	
	MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	180.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	386.00	
PENSION	PN	PERS EE	EFT	76,710.97	0.00
STATE	PN	PERS ER	EFT	127,248.60	203,959.57
PERS		TTL PERS		203,959.57	
ICMA LOAN	R3	ICMA Ln#2	WIRE	124.12	0.00
ICMA	RC	ICMA EE	WIRE	6,287.44	
ICMA ROTH	RI	ICMA Roth	WIRE	500.00	500.00
ICMA LON	RL	ICMA Ln#1	WIRE	667.79	781.91
ICMA	RR	ICMA ER	WIRE	3,013.61	9,301.05
		TTL ICMA		10,082.96	10,582.96
457 STATE	SD	457 ST EE	EFT	16,094.36	
DEFERRED	SR	457 ST ER	EFT	9,935.39	26,029.75
AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	0.00	0.00
ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess -2ND PP	Check last	0.00	
	UD	Un Dues-BOTH PP	Check last	0.00	
	UI	Un Initiatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	263.00	
WELLNESS	WF	Wellness	Check last	329.50	
DIRECT DEP.	NP		ACH Wire every	713,410.95	713,410.95
LIVE CHECKS		Paychecks - LIVE CHECKS		3,740.61	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,198,538.70
		TOTAL PAYROLL*:		\$1,240,966.51	
GROSS WAGE		GROSS EARNINGS:		1,017,321.93	
ER AMOUNT		EMPR MISC DED:		208,784.11	
MEDICARE TAX		EMPR MEDICARE TAX:		14,860.47	
				0.00	
	PP9				\$1,240,966.51
		Total payroll for April 2021			\$4,090,363.24
DIRECT DEP.		ACH WIRE TOTAL		730,800.48	

\$0.00

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/29/2021

Thru Date: 4/29/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32286	4/29/2021	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$25,399.55	
			Total:	\$25,399.55	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/27/2021

Thru Date: 4/27/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32253	4/27/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$199.83	
32254	4/27/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$54,400.16	
32255	4/27/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,022.87	
32256	4/27/2021	07220	CUMMINS INC.	\$1,357.21	
32257	4/27/2021	10580	GENE'S TOWING INC	\$260.88	
32258	4/27/2021	10607	GENUINE AUTO GLASS OF LACEY	\$218.37	
32259	4/27/2021	10660	GILLIG LLC	\$2,758.66	
32260	4/27/2021	11892	J ROBERTSON AND COMPANY	\$525.00	
32261	4/27/2021	12620	KEYBANK NATIONAL ASSOCIATION	\$77.89	
32262	4/27/2021	13475	LEGACY TELECOMMUNICATIONS LLC	\$1,967.67	
32263	4/27/2021	14590	MOHAWK MFG & SUPPLY CO.	\$462.24	
32264	4/27/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$311.70	
32265	4/27/2021	14760	MUNCIE TRANSIT SUPPLY	\$672.37	
32266	4/27/2021	14930	NATIONAL AUTO PARTS WAREHOUSE	\$214.95	
32267	4/27/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.26	
32268	4/27/2021	16969	POINT GRAPHICS LLC	\$91.90	
32269	4/27/2021	17505	RAINIER DODGE INC.	\$260.26	
32270	4/27/2021	17760	ROSS AND WHITE COMPANY	\$935.51	
32271	4/27/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$754.18	
32272	4/27/2021	18015	PARTNERS IN PREVENTION EDUCATION	\$96.58	
32273	4/27/2021	18052	SHEA CARR & JEWELL INC.	\$6,214.53	
32274	4/27/2021	18530	STANDARD PARTS CORP.	\$95.91	
32275	4/27/2021	18672	SUBIA GERONIMO	\$104.00	
32276	4/27/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,570.87	
32277	4/27/2021	21950	TITUS-WILL CHEVROLET	\$3,277.10	
32278	4/27/2021	21985	TOTAL FILTRATION SERVICES INC.	\$52.86	
32279	4/27/2021	22010	ROTTERS INC.	\$194.77	
32280	4/27/2021	22195	TRANSTAR INDUSTRIES INC.	\$41.27	
32281	4/27/2021	23740	USSC ACQUISITION CORP	\$1,157.07	
32282	4/27/2021	24000	W. W. GRAINGER INC.	\$55.24	
			<b>Total:</b>	<b>\$88,628.11</b>	

## Intercity Transit

### Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/21/2021

Thru Date: 4/21/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32203	4/21/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,303.01	
32204	4/21/2021	01405	ADVANCE GLASS INC.	\$723.90	
32205	4/21/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$20,799.61	
32206	4/21/2021	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$3,812.59	
32207	4/21/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,265.62	
32208	4/21/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$38,927.84	
32209	4/21/2021	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$24.13	
32210	4/21/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$390.89	
32211	4/21/2021	07220	CUMMINS INC.	\$2,077.86	
32212	4/21/2021	07640	DAY MANAGEMENT CORP	\$2,476.80	
32213	4/21/2021	08765	ELTEC SYSTEMS LLC	\$2,533.89	
32214	4/21/2021	08840	JEMMA INC.	\$6,778.89	
32215	4/21/2021	09662	FERRELLGAS LP	\$10,927.44	
32216	4/21/2021	10477	GALLS PARENT HOLDINGS LLC	\$5,622.32	
32217	4/21/2021	10660	GILLIG LLC	\$5,956.56	
32218	4/21/2021	10663	GILLOTTI LISA	\$64.24	
32219	4/21/2021	10700	NATIONAL WASTE LP	\$541.28	
32220	4/21/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
32221	4/21/2021	10759	GORDON TRUCK CENTERS INC	\$692.35	
32222	4/21/2021	11909	JAYRAY ADS & PR INC	\$36,828.34	
32223	4/21/2021	13793	MARTIN WAY COLLISION INC.	\$1,117.52	
32224	4/21/2021	13886	MATERIALS TESTING & CONSULTING INC.	\$21,478.75	
32225	4/21/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32226	4/21/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,261.13	
32227	4/21/2021	14760	MUNCIE TRANSIT SUPPLY	\$336.19	
32228	4/21/2021	16490	HAROLD LEMAY ENTERPRISES	\$681.15	
32229	4/21/2021	16966	POINT & PAY LLC	\$50.18	
32230	4/21/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$155.20	
32231	4/21/2021	17391	QUALITY MUFFLER & BRAKE	\$508.60	
32232	4/21/2021	17560	ROMAINE ELECTRIC CORP.	\$855.16	
32233	4/21/2021	17760	ROSS AND WHITE COMPANY	\$361.48	
32234	4/21/2021	17900	SCHETKY NORTHWEST SALES INC.	\$3,084.99	
32235	4/21/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$475.19	
32236	4/21/2021	18046	SHARP ELECTRONICS CORPORATION	\$399.99	
32237	4/21/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
32238	4/21/2021	18210	SME SOLUTIONS LLC	\$1,774.16	
32239	4/21/2021	18530	STANDARD PARTS CORP.	\$53.36	
32240	4/21/2021	18651	STORMANS INC. (LICENSING)	\$85.25	
32241	4/21/2021	21790	THURSTON COUNTY PUBLIC WORKS	\$114.48	
32242	4/21/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$10,194.15	
32243	4/21/2021	21950	TITUS-WILL CHEVROLET	\$810.49	
32244	4/21/2021	22100	TRANSIT SOLUTIONS LLC	\$383.71	
32245	4/21/2021	23576	UNG CHAE	\$2,700.00	
32246	4/21/2021	23641	UNITED STATES TREASURY	\$35.50	
32247	4/21/2021	23660	UNITED WAY OF THURSTON COUNTY	\$536.00	
32248	4/21/2021	23770	VANNER INC.	\$5,282.16	
32249	4/21/2021	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$16,301.82	
32250	4/21/2021	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
32251	4/21/2021	25858	WESTCARE CLINIC LLC PS	\$1,445.00	
32252	4/21/2021	26861	WESTERN GRAPHICS INC.	\$980.50	
<b>Total:</b>				<b>\$220,781.56</b>	



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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/14/2021

Thru Date: 4/14/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32159	4/14/2021	01399	ADT SECURITY CORPORATION - THE	\$23,887.33	
32160	4/14/2021	01689	ALLIANCEONE RECEIVABLES MANAGEMENT	\$167.91	
32161	4/14/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$29,029.02	
32162	4/14/2021	03023	BACKUPIFY INC.	\$828.75	
32163	4/14/2021	05062	CADE KAREN	\$20.00	
32164	4/14/2021	06040	CITY OF LACEY	\$946.87	
32165	4/14/2021	06781	COMPUNET INC.	\$5,352.64	
32166	4/14/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$104,166.89	
32167	4/14/2021	07220	CUMMINS INC.	\$619.45	
32168	4/14/2021	07619	DAVID S FOSTER	\$1,750.00	
32169	4/14/2021	07640	DAY MANAGEMENT CORP	\$1,879.33	
32170	4/14/2021	09961	FORMA CONSTRUCTION COMPANY	\$2,036,609.19	
32171	4/14/2021	10477	GALLS PARENT HOLDINGS LLC	\$858.00	
32172	4/14/2021	10607	GENUINE AUTO GLASS OF LACEY	\$1,093.57	
32173	4/14/2021	10660	GILLIG LLC	\$1,127.29	
32174	4/14/2021	11048	HARGIS ENGINEERS INC.	\$1,160.00	
32175	4/14/2021	11943	JOANNA GRIST	\$1,750.00	
32176	4/14/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,691.65	
32177	4/14/2021	14381	METLIFE	\$10,789.20	
32178	4/14/2021	14682	MSG ARCHITECTS INC.	\$10,153.00	
32179	4/14/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$231.15	
32180	4/14/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$450.12	
32181	4/14/2021	16262	OPENSQUARE HOLDINGS	\$1,912.50	
32182	4/14/2021	16654	PARKER CORPORATE SERVICES INC.	\$46,116.40	
32183	4/14/2021	17290	PUGET SOUND ENERGY	\$22,836.44	
32184	4/14/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
32185	4/14/2021	17505	RAINIER DODGE INC.	\$1,308.31	
32186	4/14/2021	17861	SAMBA HOLDINGS INC.	\$118.14	
32187	4/14/2021	17900	SCHETKY NORTHWEST SALES INC.	\$1,029.19	
32188	4/14/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,696.74	
32189	4/14/2021	18015	PARTNERS IN PREVENTION EDUCATION	\$90.10	
32190	4/14/2021	18066	SHI INTERNATIONAL CORP.	\$14,289.36	
32191	4/14/2021	18145	SIX ROBBLEES' INC.	\$222.20	
32192	4/14/2021	18530	STANDARD PARTS CORP.	\$134.05	
32193	4/14/2021	21950	TITUS-WILL CHEVROLET	\$770.69	
32194	4/14/2021	21985	TOTAL FILTRATION SERVICES INC.	\$164.10	
32195	4/14/2021	22100	TRANSIT SOLUTIONS LLC	\$554.66	
32196	4/14/2021	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
32197	4/14/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$125.98	
32198	4/14/2021	23410	U.S. BANK VOYAGER FLEET SYSTEMS	\$21,724.84	
32199	4/14/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$5,062.64	
32200	4/14/2021	24755	WA ST HEALTH CARE AUTHORITY	\$476,644.70	
			<b>Total:</b>	\$2,837,620.97	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/15/2021

Thru Date: 4/15/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32157	4/15/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
32158	4/15/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$56,039.04	
			<b>Total:</b>	\$56,039.04	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/6/2021

Thru Date: 4/6/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32106	4/6/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
32107	4/6/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$127.00	
32108	4/6/2021	01895	ECOLUBE RECOVERY LLC	\$336.00	
32109	4/6/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,322.59	
32110	4/6/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$1,720.42	
32111	4/6/2021	03250	BATTERY SYSTEMS INC.	\$451.10	
32112	4/6/2021	06120	CITY OF OLYMPIA UTILITIES	\$5,799.56	
32113	4/6/2021	07220	CUMMINS INC.	\$2,254.64	
32114	4/6/2021	07350	CW JANITORIAL SERVICE LLC	\$20,807.87	
32115	4/6/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
32116	4/6/2021	09885	FMNA LLC	\$815.06	
32117	4/6/2021	10607	GENUINE AUTO GLASS OF LACEY	\$218.80	
32118	4/6/2021	10660	GILLIG LLC	\$5,267.34	
32119	4/6/2021	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$7,049.65	
32120	4/6/2021	10826	GRAVITEC SYSTEMS INC.	\$5,323.23	
32121	4/6/2021	11250	HERITAGE - CRYSTAL CLEAN LLC	\$1,674.30	
32122	4/6/2021	11498	IBI GROUP	\$14,645.72	
32123	4/6/2021	11905	JANEK CORPORATION - THE	\$656.40	
32124	4/6/2021	12488	KEITHLY BARBER ASSOCIATES INC.	\$400.00	
32125	4/6/2021	13475	LEGACY TELECOMMUNICATIONS LLC	\$4,965.67	
32126	4/6/2021	13740	MAGELLAN HEALTHCARE	\$2,381.40	
32127	4/6/2021	13776	MARSHALL MARKETING GROUP INC.	\$1,420.84	
32128	4/6/2021	13886	MATERIALS TESTING & CONSULTING INC.	\$52,794.85	
32129	4/6/2021	14160	MCMASTER-CARR SUPPLY CO.	\$38.31	
32130	4/6/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32131	4/6/2021	14682	MSGS ARCHITECTS INC.	\$17,763.20	
32132	4/6/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,626.46	
32133	4/6/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$3,709.25	
32134	4/6/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
32135	4/6/2021	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$7,038.86	
32136	4/6/2021	15535	REARVIEW MIRROR INC.	\$1,551.18	
32137	4/6/2021	16888	REXEL USA INC.	\$241.06	
32138	4/6/2021	17505	RAINIER DODGE INC.	\$329.84	
32139	4/6/2021	17900	SCHETKY NORTHWEST SALES INC.	\$68.68	
32140	4/6/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,796.54	
32141	4/6/2021	18052	SHEA CARR & JEWELL INC.	\$1,044.80	
32142	4/6/2021	18104	SILVERSTONE GROUP INC	\$7,300.00	
32143	4/6/2021	18510	SRG PARTNERSHIP INC.	\$16,489.34	
32144	4/6/2021	18530	STANDARD PARTS CORP.	\$110.15	
32145	4/6/2021	18540	STANTEC CONSULTING SERVICES INC	\$63,438.93	
32146	4/6/2021	18651	STORMANS INC. (LICENSING)	\$85.50	
32147	4/6/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
32148	4/6/2021	21660	THERMO KING NORTHWEST INC.	\$279.78	
32149	4/6/2021	21750	THURSTON COUNTY CHAMBER OF COMMER	\$2,000.00	
32150	4/6/2021	21790	THURSTON COUNTY PUBLIC WORKS	\$5,867.95	
32151	4/6/2021	21950	TITUS-WILL CHEVROLET	\$717.65	
32152	4/6/2021	22010	ROTTERS INC.	\$98.42	
32153	4/6/2021	23641	UNITED STATES TREASURY	\$35.50	
32154	4/6/2021	24000	W. W. GRAINGER INC.	\$113.67	
32155	4/6/2021	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$45,268.36	
32156	4/6/2021	26560	YELM AREA CHAMBER OF COMMERCE	\$500.00	
<b>Total:</b>				<b>\$319,308.13</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/31/2021

Thru Date: 3/31/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32076	3/31/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$53.62	
32077	3/31/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$26,904.71	
32078	3/31/2021	03890	BRIDGESTONE AMERICAS INC	\$1,766.69	
32079	3/31/2021	06120	CITY OF OLYMPIA UTILITIES	\$4,731.74	
32080	3/31/2021	07220	CUMMINS INC.	\$4,009.94	
32081	3/31/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$4,048.07	
32082	3/31/2021	08765	ELTEC SYSTEMS LLC	\$2,543.55	
32083	3/31/2021	10580	GENE'S TOWING INC	\$149.48	
32084	3/31/2021	10610	GEO. HEISER BODY CO. LLC	\$18,045.50	
32085	3/31/2021	10660	GILLIG LLC	\$6,056.14	
32086	3/31/2021	11231	HERC RENTALS INC.	\$2,105.68	
32087	3/31/2021	11615	INDUSTRIAL HYDRAULICS INC.	\$65.97	
32088	3/31/2021	11905	JANEK CORPORATION - THE	\$601.70	
32089	3/31/2021	11909	JAYRAY ADS & PR INC	\$2,365.00	
32090	3/31/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$466.21	
32091	3/31/2021	14930	NATIONAL AUTO PARTS WAREHOUSE	\$44.17	
32092	3/31/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
32093	3/31/2021	15203	NORTHWEST CASCADE INC	\$4,392.69	
32094	3/31/2021	15535	REARVIEW MIRROR INC.	\$2,953.36	
32095	3/31/2021	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
32096	3/31/2021	17505	RAINIER DODGE INC.	\$68.59	
32097	3/31/2021	17560	ROMAINE ELECTRIC CORP.	\$34.02	
32098	3/31/2021	17580	RECARO NORTH AMERICA INC.	\$711.81	
32099	3/31/2021	17900	SCHETKY NORTHWEST SALES INC.	\$84.70	
32100	3/31/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,486.72	
32101	3/31/2021	18145	SIX ROBBLEES' INC.	\$126.62	
32102	3/31/2021	18530	STANDARD PARTS CORP.	\$173.32	
32103	3/31/2021	18705	SUNBELT RENTALS INC.	\$669.77	
32104	3/31/2021	21950	TITUS-WILL CHEVROLET	\$557.15	
32105	3/31/2021	22010	ROTTERS INC.	\$81.74	
<b>Total:</b>				<b>\$85,837.35</b>	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>26320 WRIGHT PATRICK</b>										
00	04/22 RECOG CSH OU	DI	4/30/2021			180.00	180.00	180.00		180.00

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2021 APRIL	DI	4/23/2021			769.00	769.00	769.00		769.00
<b>11775 IT WELLNESS</b>										
00	2021 APRIL	DI	4/23/2021			660.00	660.00	660.00		1,429.00
<b>14629 MORRISON BENJAMIN</b>										
00	04/14 RECOG CSH OU	DI	4/23/2021			20.00	20.00	20.00		1,449.00

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>01471 AGUERO JASON</b>										
00	04/06 IS EQUIP REIMB	DI	4/16/2021			1,509.62	1,509.62	1,509.62		1,509.62
<b>06487 COIT SUZANNE</b>										
00	04/01 INK REIMB.	DI	4/16/2021			22.56	22.56	22.56		1,532.18
<b>17816 RUIZ JOHN L.</b>										
00	04/07 RECOG CSH OU	DI	4/16/2021			25.00	25.00	25.00		1,557.18

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>04175 Burnham Michael</b>										
00	Q1 2021 MIL REIMB.	DI	4/9/2021			56.56	56.56	56.56		56.56
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2021 APRIL	DI	4/9/2021			3,650.75	3,650.75	3,650.75		3,707.31
<b>13580 LIRETTE ANTHONY</b>										
00	03/30 RECOG CSH OU	DI	4/9/2021			55.00	55.00	55.00		3,762.31
<b>13719 MACMILLAN DANIEL</b>										
00	03/30 RECOG CSH OU	DI	4/9/2021			110.00	110.00	110.00		3,872.31



**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-A  
MEETING DATE: May 5, 2021**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** 2022-2027 Strategic Plan - Mission and Vision

- 
- 1) **The Issue:** Review our existing “Mission” and “Vision Statements” from the 2021-2026 Strategic Plan to determine if they remain relevant or need updating for the 2022-2027 Strategic Plan.
- 
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
- 
- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document and is updated annually. The Authority’s direction provides the level of resources and priorities devoted to services and projects. The strategic plan defines the basis of our annual budget and workplan.
- 
- 4) **Background:** This is an opportunity to review Intercity Transit’s Mission and Vision Statement and determine if they remain relevant or if they need updating for the 2022-2027 Strategic Plan.

“Mission” and “Vision” are sometimes used interchangeably. Intercity Transit has utilized this definition in the past: A Mission Statement outlines why an organization exists. A Vision Statement reflects what organizational success looks like. It serves as our guide to action. It is consistent with the organization’s goals. It challenges and inspires us to achieve our mission.

The following is our existing Mission and Vision statements for your review and consideration:

**Mission Statement**

*Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.*

**Vision Statement**

*Our vision is to be a leading transit system in the country, recognized for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.*

- 
- 5) **Alternatives:**  
A. For consideration and discussion.  
B. Delay review and discussion associated with these items.
- 
- 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.
- 
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority's goals.
- 
- 8) **References:** [2021-2026 Strategic Plan](#); and the [Short and Long Range Plan](#).

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: May 5, 2021**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** 2022-2027 Strategic Plan – Goals and End Policies

- 
- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2021–2026 Strategic Plan to determine if they remain relevant or need updating for the 2022-2027 Strategic Plan.
- 
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
- 
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and is updated annually. The Authority’s direction provides the level of resources and priorities devoted to services and projects. The Strategic Plan defines the basis of our annual budget and workplan.
- 
- 4) **Background:** This is an opportunity to review the Goals and End Policies in our current Strategic Plan and determine if they remain relevant or if they need updating for the 2022-2027 Strategic Plan.

In 2015, the Authority amended and added statements to focus on accessing transportation needs throughout the PTBA, ensuring the agency was addressing needs within financial limitations, defining success based on satisfaction levels as opposed to increased ridership, and explicitly stating that a goal is to encourage youth participation.

In 2017, the Authority amended and added to the statements to focus on reflecting social and environmental sustainability impacts; and to educate, encourage and work with community members, partners and stakeholders to explore and appreciate the benefits of public transportation. Also, Goal 7 was added which focused on building community partnerships to jointly address the mobility needs and demands in our community.

In 2018, as the Authority contemplated community directed service initiatives and our financial future, we were working to gain legislative approval to increase our local sales tax option and were moving through the final stages of the long-range planning process. The Authority amended the end policy for Goal 6 to not only educate and encourage community members to explore and appreciate the benefits of our services and programs, but to utilize the use of our services.

In 2019, the Authority emphasized to the extent feasible, efforts would be made to integrate with broader sustainability goals, that we would reduce barriers to access and increase ridership while making the system easier to use, and that we would continue to build partnerships to identify and implement innovative solutions that address mobility needs as well as educational and socio-economic opportunities in our community.

**The following are the 2021-2026 goals and end policies for your consideration:**

**Goal 1:** Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

**End Policy:** Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

**Goal 2:** Provide outstanding customer service.

**End Policy:** Customers, staff and the broader community will report a high level of satisfaction.

**Goal 3:** Maintain a safe and secure operating system.

**End Policy:** Focus on the continual improvement for the safety and security of all customers, employees and facilities.

**Goal 4:** Provide responsive transportation options within financial limitations.

**End Policy:** Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our community.

**Goal 5:** Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.

**End Policy:** Resources will be used efficiently to minimize the negative impact on the environment and the community and, to the extent feasible, efforts will be pursued that integrate or otherwise align with broader sustainability goals.

**Goal 6:** Encourage use of our services, reduce barriers to access and increase ridership.

**End Policy:** Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.

**Goal 7:** Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community.

**End Policy:** Work with governmental entities, educational institutions, businesses and not-for-profit community partners to understand our joint responsibility to facilitate great mobility options as well as educational and socio-economic opportunities in our community.

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5) **Alternatives:**

- A. For consideration and discussion.
- B. Delay review and discussion associated with these items.

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6) **Budget Notes:** The Strategic Plan provides the basis for the development of our annual budget. The costs associated with development of the Strategic Plan are in terms of Authority and staff time.

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7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority's goals.

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8) **References:** [2021-2026 Strategic Plan](#); and the [Short and Long Range Plan](#).

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: May 5, 2021**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** 2022-2027 Strategic Plan Policy Positions

- 
- 1) **The Issue:** Review our existing policy issues for the 2021-2026 Strategic Plan to determine if they remain relevant or need updating for the 2022-2027 Strategic Plan.

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  - 2) **Recommended Action:** This item is for Authority consideration and discussion.

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  - 3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and is updated annually. The Authority’s direction provides the level of resources and priorities devoted to services and projects. The strategic plan defines the basis of our annual budget and workplan.

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  - 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. In 2021, the Authority directed staff to develop a work plan and budget recognizing that flexibility would be necessary to respond as the COVID-19 situation evolved. COVID-19 had already delayed action contained in our long-range plan and there was an understanding that it might impact plans for 2021 as well. The Authority directed staff to take a more conservative approach until more was known regarding public health and economic outcomes.

Below is a list of policy issues to consider. Included with each is a short note regarding Authority direction for 2021 and points for consideration in 2022 and beyond.

**1. Should Intercity Transit maintain service levels in 2021 or consider new or expanded local transit services needed to serve the growing population?**

**2021:** Continue to evaluate restoration of service to pre-COVID-19 levels. Dependent upon the status of COVID-19, public health and economic outcomes, proceed with the implementation of the Long-Range Plan.

**2022:** Continue to restore service to pre-COVID-19 levels. Proceed with the implementation of the Long-Range Plan recognizing COVID-19 delayed our forward momentum by at least 24 months.

**2. What is Intercity Transit’s role in providing regional mobility?**

**2021:** Continue to evaluate restoration of service to pre-COVID-19 levels in consultation with our public health officials. Continue to seek a return of Pierce Transit as a funding partner for inter-county services. Continue to seek and utilize grant funds to deliver service between Thurston and Pierce Counties. It should be noted that State Regional Mobility Grant funds for this service expire June 30, 2021. If funds are not available to support this service, the Authority should consider whether or not to pay for continued service between Thurston and Pierce County. Focus on priority movement for transit which promotes “passenger” or “people” through-put as opposed to “car” through-put. Consider streamlining service to, but not within,

Pierce County. This would eliminate duplicative regionally provided trips and eliminate Intercity Transit operating zero-fare service within Pierce County.

**2022:** State Regional Mobility Grant funds for this service expire June 30, 2021. There are no state dollars dedicated to providing this service in the 2021-2023 biennium. Continue to seek grant funds to deliver service between Thurston and Pierce Counties. If grant funds, or the partnership with Pierce Transit are not available to support this service, the Authority should consider whether or not to pay for continued service between Thurston and Pierce County. Consider streamlining service to, but not within, Pierce County. This would eliminate duplicative regionally provided trips and eliminate Intercity Transit operating zero-fare service within Pierce County. Focus on priority movement for transit which promotes “passenger” or “people” through-put as opposed to “car” through-put.

**3. What role should Intercity Transit play in serving the core areas of Olympia, Lacey, and Tumwater areas?**

**2021:** Continue to evaluate restoration of service to pre-COVID-19 levels. Dependent upon the status of COVID-19, public health and economic outcomes, proceed with the implementation of the Long-Range Plan. Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.

**2022:** Proceed with the implementation of the Long-Range Plan. Promote strategies to remove barriers and increase ridership.

**4. Is there a role for local express service in the current service area?**

**2021:** Continue to evaluate restoration of service to pre-COVID-19 levels. Dependent upon the status of COVID-19, public health and economic outcomes, proceed with the implementation of the Long-Range Plan. Continue to seek and utilize grant funds to support the implementation of the Martin Way-Harrison high-density demonstration project. Pursue project planning and funding for bus rapid transit. Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.

**2022:** Proceed with the implementation of the Long-Range Service Plan and the implementation of expanded services as outlined in the Long-Range Plan. Grant funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project identified in Proposition 1 with a projected implementation date of 2026. Pursue BRT federal funding process.

**5. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered?**

**2021:** Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices. Partner with local jurisdictions to implement signal preemption to enhance the safety, speed and reliability of bus movement. Partner with Thurston Regional Planning Council and our local jurisdictions to develop our high-density corridors into “smart corridors.” Explore improvements to corridor travel to improve access to transit stops. Focus on coordinated emergency management response.

**2022:** Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices. Partner with local jurisdictions to implement signal preemption to enhance the safety, speed and reliability of bus movement. Partner with Thurston Regional Planning Council and our local jurisdictions to develop our high-density corridors into “smart corridors.” Explore improvements to corridor travel to improve pedestrian and cyclist access to transit stops. Focus on coordinated emergency management response.

**6. Should Intercity Transit pursue efforts to coordinate service with local school districts?**

**2021:** Continue the Youth Education Program within the guidelines of public health and school district directives. Expand our creativity and coordination with school districts, youth and our community as a whole to teach skills for safe walking, biking and transit use. Partner with districts to identify any and all potential coordination opportunities. Continue to focus our programmed activities to areas within our PTBA.

**2022:** Expand our capacity, creativity and coordination with school districts, youth and our community as a whole to teach skills for safe walking, biking and transit use. Work with school districts to encourage coordination and use of public transit as well as locating schools in areas served by public transportation. Continue to focus our programmed activities to areas within our PTBA. Work to develop safe paths for walking, biking, and access between transit routes and school facilities and continue to focus on coordinated emergency management response.

**7. What level of passenger infrastructure (bus shelters, benches, lighted stops, passenger information) is appropriate?**

**2021:** Recognize the experience of riding the bus begins before one boards the bus. Prioritize bus stop improvements by the level of passenger activity. Emphasize stops located on major corridors as well as stops located near facilities serving elderly persons and those with special transportation needs.

**2022:** Recognize the experience of riding the bus begins before one boards the bus. Prioritize bus stop improvements by the level of passenger activity. Emphasize stops located on major corridors as well as stops located near facilities serving elderly persons and those with special transportation needs.

**8. What additional investments in technology should be made beyond the current Advanced Communications System project?**

**2021:** Complete the installation and testing of our new radio communications system. Pursue installation and testing of our new CAD/AVL system. Monitor and focus on improvements to the website, gov.delivery, and other customer communication tools. Continue to evaluate our Information Systems functions. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations. Focus on emergency management response and continuity of operations.

**2022:** Complete the installation and testing of our new radio communications system. Pursue installation and testing of our new CAD/AVL system. Monitor and focus on improvements to the website, gov.delivery, and other customer communication tools. Continue to evaluate our Information Systems functions. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations and ensure compliance. Focus on

emergency management response and continuity of operations.

**9. Should the vanpool program continue to expand to keep pace with demand?**

**2021:** Focus on outreach and education. Build partnerships to support business and enhanced employment opportunities. Pursue grants as appropriate. Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.

**2022:** Focus on outreach and education to rebuild the program. Develop and maintain partnerships to support business and enhanced employment opportunities. Pursue grants as appropriate. Promote strategies to remove barriers, enhance access and increase ridership.

**10. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

**2021:** Continue to finalize design, pursue permitting and construct the Pattison Street Facility Rehabilitation and Expansion project. Continue to pursue grant funding for the Pattison Street project, replacement and expansion vehicles, operational expenses and other projects. Explore and define capital facilities necessary to facilitate the delivery of service in accordance with the Long-Range Plan. Develop a long-term capital funding plan.

**2022:** Continue to finalize design, pursue permitting and construct the Pattison Street Facility Rehabilitation and Expansion project. Continue to pursue grant funding for the Pattison Street project, replacement and expansion vehicles, operational expenses and other projects. Explore and define capital facilities necessary to facilitate the delivery of service in accordance with the Long-Range Plan. Develop a long-term capital funding plan.

**11. Should Intercity Transit pursue additional park-and-ride facilities?**

**2021:** Continue to partner with local jurisdictions and the Washington State Department of Transportation regarding potential locations for a park-and-ride facility. Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services. While additional park-and-ride locations are likely needed, this plan urges caution in dedicating capital funds for additional park-and-ride facilities at this time. Encouraging the creation of HOV lanes, seek funding to support direct highway access from Park-and-Rides and other alternatives to support ridesharing, express bus and local transit services.

**2022:** Pursue the grant funded, direct highway access project for the Martin Way Park-and-Ride. Continue to encourage the creation of HOV lanes and other alternatives to support ridesharing, express bus and local transit services. Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services. Continue to evaluate emerging needs to support transit service.

**12. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**

**2021:** Continue support for the Village Vans, Surplus Van Grant and the Community Van programs. In conjunction with the zero-fare demonstration project, discontinue the Discounted Bus Pass Program. Seek replacement funding for the continuation of the Village Vans Program.



**2022:** Continue support for the Village Vans, Surplus Van Grant and the Community Van programs. In conjunction with the zero-fare demonstration project, discontinue the Discounted Bus Pass Program. Seek replacement funding for the continuation of the Village Vans Program. Evaluate options for innovative service zones.

**13. Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**

**2021:** Continue to pursue technology to improve productivity and service. Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities. Continue Travel Training and Bus Buddies programs. Attempt to control growth so it doesn't impact our ability to deliver all services.

**2022:** Continue to focus on the Travel Training and the Bus Buddies program. Explore alternative service delivery methods to enhance productivity and reduce program costs. Pursue improvements in scheduling software and use of technology to improve productivity and service. Attempt to control growth so it doesn't impact our ability to deliver all services. Focus on obtaining grant funds to ensure adequate resources to serve this growing population. Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities. Apply the principles of Universal Design to all capital purchases and projects, and explicitly consider accessibility and usability for the widest range of individuals when evaluating equipment and technology.

**14. Is the current fare policy appropriate?**

**2021:** Continue to implement our five-year, zero-fare demonstration program. Defer capital investment for new fare collection systems to replace old, obsolete systems pending assessment of zero-fare demonstration. Use zero-fare demonstration to promote our mission to support an accessible, sustainable, livable, healthy and prosperous community. Track internal and external results associated with the zero-fare demonstration. While our focus has, from necessity, been altered by the COVID-19 public health crisis, we will continue to focus on removing barriers to accessing Intercity Transit services to increase ridership (when appropriate), improve speed and reliability of service, attenuate increasing congestion, improve the environment, enhance community health, improve equity and access, retain and recruit business, and enhance educational opportunities. Enhance community resiliency by reducing personal transportation expenses to address other needs. Monitor regional fare collection system replacement (ORCA) during the zero-fare demonstration project. Evaluate and promote system viability and user safety.

**2022:** Continue to implement our five-year, zero-fare demonstration program. Defer capital investment for new fare collection systems to replace old, obsolete systems pending assessment of zero-fare demonstration. Use zero-fare demonstration to promote our mission to support an accessible, sustainable, livable, healthy and prosperous community. Track internal and external results associated with the zero-fare demonstration. While our focus has, from necessity, been altered by the COVID-19 public health crisis, we will continue to focus on removing barriers to accessing Intercity Transit services to increase ridership (when appropriate), improve speed and reliability of service, attenuate increasing congestion, improve the environment, enhance community health, improve equity and access, retain and recruit business, and enhance educational opportunities. Enhance community resiliency by reducing personal transportation expenses to address other needs. Monitor regional fare collection system replacement (ORCA) during the zero-fare demonstration project. Evaluate

and promote system viability and user safety. Explore vanpool fare changes to simplify cost structure, encourage program growth, promote access and economic opportunity.

**15. Should Intercity Transit's planning for the next six years be financially constrained?**

**2021:** Yes. Monitor and evaluate economic outcomes and how that might impact our finances. Implement service consistent with the long-range plan, continuing to closely monitor revenue collections, operational costs and capital programs.

**2022:** Yes. Monitor and evaluate economic outcomes and how that might impact our finances. Implement service consistent with the long-range plan, continuing to closely monitor revenue collections, operational costs and capital programs.

**16. What role should Intercity Transit play in local transportation projects - Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Challenge?**

**2021:** Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program. Pursue relationships with private employers to educate about the benefits of commute alternatives and better serve their needs and the needs of their employees. Pursue grants to assist in implementing youth and senior programming. Continue to support cycling safety, bike maintenance, the Bicycle Commuter Challenge and find additional sources for bike donations. With the new location and additional space for Walk N Roll in downtown Olympia, find ways to be of more benefit to the community through our outreach programs. Market active transportation to youth and our senior population.

**2022:** Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program. Pursue relationships with private employers to educate about the benefits of commute alternatives and better serve their needs and the needs of their employees. Pursue grants to assist in implementing youth and senior programming. Continue to support cycling safety, bike maintenance, the Bicycle Commuter Challenge and find additional sources for bike donations. With the new location and additional space for Walk N Roll in downtown Olympia, find ways to be of more benefit to the community through our outreach programs. Market active transportation to youth and our senior population.

**17. Should Intercity Transit's current marketing approach and level of effort be continued?**

**2021:** Focus on strategic community outreach, engagement, messaging and use of available channels to educate and develop our markets. Improve the website to better serve our various constituents and be a relevant business and communications tool for the agency. Intercity Transit should continue to pursue customer information technology to enhance the customer experience and support service. Promote IT as an employer of choice.

**2022:** Focus on strategic community outreach, engagement, messaging and use of available channels to educate and develop our markets. Improve the website to better serve our various constituents and be a relevant business and communications tool for the agency. Intercity Transit should continue to pursue customer information technology to enhance the customer experience and support service. Promote IT as an employer of choice.

**18. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

**2021:** Dependent upon public health directives, promote strategies to increase ridership. Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices. Deliver robust and connected service in support of the long-range service plan. Replace older, less efficient equipment and facilities when practicable. Continue to research and pursue equipment, facilities, and process improvements in light of their social, economic and environmental impacts as practicable. Utilize environmentally friendly materials and chemicals, and require vendors and contractors to do the same, to the maximum extent possible. Seek to reduce waste production as well as energy and water usage. Continue to partner with Thurston Green Business and Puget Sound Energy's Green Power program. Pursue an alternative fuels study addressing vehicles and infrastructure. Participate in planning activities, as appropriate, and embrace regional efforts to develop and implement climate mitigation actions.

**2022:** Dependent upon public health directives, promote strategies to increase ridership. Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices. Deliver robust and connected service in support of the long-range service plan. Replace older, less efficient equipment and facilities when practicable. Continue to research and pursue equipment, facilities, and process improvements in light of their social, economic and environmental impacts as practicable. Utilize environmentally friendly materials and chemicals, and require vendors and contractors to do the same, to the maximum extent possible. Seek to reduce waste production as well as energy and water usage. Continue to partner with Thurston Green Business and Puget Sound Energy's Green Power program. Pursue an alternative fuels study addressing vehicles and infrastructure. Participate in planning activities, as appropriate, and embrace regional efforts to develop and implement climate mitigation actions.

**19. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

**2021:** Maintain the current policy which is not to expand the PTBA. Focus on delivering enhanced service within the existing boundaries and serving areas currently not served within the existing PTBA. Consider annexation of new areas only if it doesn't negatively impact existing services and only if representatives of these new areas request the Authority take steps to hold an annexation election and can demonstrate support in the area to be annexed.

**2022:** Maintain the current policy which is not to expand the PTBA. Focus on delivering enhanced service within the existing boundaries and serving areas currently not served within the existing PTBA. Consider annexation of new areas only if it doesn't negatively impact existing and promised services and only if representatives of these new areas request the Authority take steps to hold an annexation election and can demonstrate support in the area to be annexed.

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**5) Alternatives:**

- A. For consideration and discussion.
- B. Delay review and discussion associated with these items.

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- 6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.
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- 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.
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- 8) **References:** [2021-2026 Strategic Plan](#); and the [Short and Long Range Plan](#).

**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 Martinolich*

**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, May 7, 2021**

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

**Consent Calendar**

**ACTION**

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

- a. Approval of Minutes – April 2, 2021
- b. Approval of Vouchers – April 2021
- c. SFY 2022 Unified Planning Work Program (UPWP)
- d. Transit Safety Performance Measures
- e. Indirect Cost Proposal

**Lead Entity Agreement**

**1<sup>st</sup> REVIEW**

TRPC serves as the host for the Deschutes Watershed (WRIA 13) Salmon Recovery Lead Entity. TRPC receives funds under contract from the Washington Recreation and Conservation Office to coordinate the work of the WRIA 13 Lead Entity. RCO requires that our Council approve the Executive Director entering into an agreement with RCO for this work. Council will be asked to consider this request in May and take action during the June meeting.

**Trail Survey Results**

**PRESENTATION**

TRPC conducted a regional trail planning survey from February 1, 2021, to March 12, 2021, to collect input on the update to the Thurston Regional Trails Plan. 1,200 people participated in the online survey. Staff will present highlights from the survey on May 7, 2021.

**Buildable Lands**

**1<sup>st</sup> REVIEW**

Staff will present the draft Buildable Lands Report for 2021 for first review. The Buildable Lands Report is a monitoring tool to determine if growth in Thurston County is consistent with goals of the state Growth Management Act. The report is set to be brought to Council for acceptance at the June meeting.

**Review of TRPC's Ethics Review of TRPC's Ethics and Non-Discrimination Policies**

**PRESENTATION**

Staff will review TRPC's Ethics and Non-Discrimination Policies with Council. The policies were last reviewed and updated in May 2017.

**Report from Outside Committee Assignments**

**INFORMATION**

**Executive Director's Report**

**INFORMATION**

**Member Check In**

**INFORMATION**