

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 2, 2021
5:30 P.M.

This meeting will be held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

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

United States: +1 (646) 749-3122

- One-touch: <tel:+16467493122,,172772061#>

Access Code: 172-772-061

Join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **PUBLIC COMMENT** **5 min.**
General public comment may be submitted prior to each Intercity Transit Authority meeting.
 - **By Email to pmessmer@intercitytransit.com by 12 noon on June 2, 2021.**
 - **By Phone** - Contact the Clerk of the Board at 360-705-5860 **by 12 noon June 2, 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:** May 5, 2021, Regular meeting.
 - B. **Payroll for May:** \$2,871,874.29
 - C. **Accounts Payable May:** Warrant numbers 32287-32313 dated May 5 in the amount of **\$628,505.77**; numbers 32314-32315 dated May 8 in the amount of **\$46,351.17**; numbers 32316-32360 dated May 12 in the amount of **\$2,275,357.04**; numbers 32362-32389 dated May 18 in the amount of **\$118,831.57**; numbers 32390-32395 dated May 20 in the amount of **\$16,522.45**; numbers 32396-32425 dated May 25 in the amount of **\$72,475.51** for a total amount of **\$3,158,043.51**; and Automated Clearing House Transfers in the amount of **\$4,355.75** for a monthly total of **\$3,162,399.26**.
- 4) **NEW BUSINESS**
 - A. **Adopt the 2022-2025 TIP** (*Jessica Gould*) **5 min.**
 - B. **Coach Replacement Seat Pads** (*Katie Cunningham*) **5 min.**
 - C. **Landscaping & Grounds Maintenance Contract Renewal** (*Katie Cunningham*) **5 min.**
 - D. **CAC Recruitment Ad-Hoc Committee** (*Ann Freeman-Manzanares*) **5 min.**
 - E. **Engineering Services for Martin Way Park-and-Ride Access Improvements** (*Eric Phillips*) **10 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.

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
May 5, 2021

CALL TO ORDER

Chair Cox called the May 5, 2021, meeting of the Intercity Transit Authority to order at 5:32 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; Suzanne Coit; Jessica Gould; Steve Krueger; Pat Messmer; Eric Phillips; Nick Redmond; Nicky Upson; Daniel Van Horn.

Others Present: Legal Counsel, Jeff Myers; Ursula Euler, 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 Representative Melnick and Councilmember Sullivan to adopt the consent agenda.

- 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

NEW BUSINESS

- A. **Strategic Plan - Mission and Vision.** Freeman-Manzanares said although there is no requirement, it is IT's practice to revisit the strategic plan on an annual basis. She reviewed the 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.

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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.

The Authority concurred they see no reason to change the Mission and Vision statements.

- B. Strategic Plan Goals and End Policies.** Freeman-Manzanares reviewed the existing Goals and End Policies from the 2021-2026 strategic plan to determine if they remain relevant or need updating for the 2022-2027 strategic plan.

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.

The Authority directed staff to incorporate or change the wording to include "supporting the Thurston County Regional Climate Mitigation Plan."

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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.

The Authority directed staff to add a phrase after the goal "such as access and equity as a service provider and as an employer."

C. 2021-2026 Strategic Plan Policy Positions. Freeman-Manzanares said in 2020 the Authority directed staff to develop a workplan and budget recognizing that flexibility would be necessary to respond as the COVID situation evolved. COVID has delayed actions contained in the long-range plan. The Authority directed staff to take a more conservative approach until more was known regarding public health and economic outcomes. Staff has a better handle on the situation than last year, and staff recommends being alert to potential changes and challenges in 2022, and recommends following the current course to restore service and move forward with the approved long-range plan as we are able. Freeman-Manzanares reviewed the policy positions:

1. Should Intercity Transit maintain service levels in 2022 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.

No changes.

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

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“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.

Authority direction is to have a deeper conversation on this in the June timeframe.

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.

No changes.

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.

No changes.

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.

Authority suggested adding cyclist and clarifying the language “priority versus preemption.”

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.

No changes.

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.

No changes.

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.

Authority suggested acknowledging that the agency is actively exploring new technology and tracking emerging technologies that proves to increase efficiency or safety. Actively exploring technology to enhance safety, cost-savings, efficiency, enhanced customer experience.

Councilmember Gilman left the meeting.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

The agency has experienced significant difference in ridership due to COVID and because of that will have lost at least two years of data due to COVID. The Authority should consider having a discussion about expanding the zero-fare demonstration by at least two years since COVID decreased ridership. It was suggested to remove the words "five-year" and just use "zero-fare demonstration plan" allowing the Authority to expand the timeline.

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.

No changes.

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.

No changes.

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.

No changes.

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

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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.

It was suggested to add "continued to pursue alternative fuel studies..."

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.

No changes.

GENERAL MANAGER'S REPORT

The Transportation Security Administration extended the Federal Face Mask Requirements from May 11, 2021 to September 13, 2021. Intercity Transit follows these guidelines.

Intercity Transit anticipates opening the Olympia Transit Center 2 facility on June 1, 2021. The public will have access to Customer Service and public restrooms.

Staff is in the process of finalizing background checks for the next Operator class which is scheduled to start May 24.

The State Legislature concluded its session. Intercity Transit requested approximately half of the DASH Operating Budget at \$750,000 for the biennium. IT has a line item for \$150,000 in the State Budget. Although disappointed in the level of state support for that service, we are glad, during this time of COVID, to have retained the line item.

IT was awarded \$2,275,344 towards the replacement of 18 Dial-A-Lift vehicles through the State Consolidated Grant Program.

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IT applied for Olympia Express Service to Pierce County. There was some question as to whether or not we would qualify for available grant funds. Our Regional Mobility Grant expires June 30, 2021. IT requested \$3.25M to support that service. We anticipate continuing to provide Express Service and are cooperating with Thurston County Public Health in regards to returning inter-county service, and staff will likely suggest some changes to that service. The issue will be brought before the Authority at a future meeting.

IT was awarded four Regional Mobility Grants which is excellent news. We dedicated:

- \$220,000 to the promotion of vanpool and creating a program that is replicable for the remainder of the State.
- \$1,440,000 for the continued operation of The One.
- \$2,153,000 for the Martin Way Park-and-Ride and I-5 Northbound Ramp Access.
- \$685,000 for Bus Rapid Transit Development and Station Construction. This is another positive step forward in our quest to acquire a federal funding package in support of creating a BRT line for our community.

February 2021 sales tax, which was reported at the end of April, was 17.7% higher than the February 2020 sales tax.

Staff is kicking off the CAD/AVL Project with Avail Technology this month. We are meeting with TCOMM to discuss how to move forward in a way that both supports their radio project as well as our CAD/AVL project. The agreement for leased communications services ends at the end of this year. We reached out asking for an extension to allow for adequate time to roll-out and test our system before cutting over. However, TCOMM informed IT that it wasn't in their best interest to extend our lease, so we are meeting to gain a better understanding of their needs and hopefully can come up with a solution that serves both organizations and our community well.

Freeman-Manzanaras encourages everyone to get outside during the month of May and enjoy biking and participate in the Bicycle Commuter Challenge.

AUTHORITY ISSUES

Sullivan said she participated in the research study on fare-free public transit system implementation conducted by Point Park University-Pittsburgh PA.

Mejia said there are a lot of vaccines that will expire this week, and anyone wanting to get the vaccine should schedule an appointment. They can do so online or call 360-867-2610. Volunteers are also needed at the vaccination clinics.

Sharwark said he appreciates the open and good communication between IT and the ATU. The ATU is pleased to be in Phase III – they were able to open their hall back up and bring members back in person.

Cox said minor road projects will begin soon in the City of Lacey. There was a meeting with the North Thurston School Board and that relationship continues to be important.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:18 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk to the Authority

Date Approved: June 2, 2021

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

DRAFT

PERIOD DATES: 4/25/2021-5/8/2021				PAYDATE 5/14/2021		PERIOD DATES: 5/9/2021-5/22/2021				PAYDATE 5/28/2021	
CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	
IRS	FIT	EFT	79,205.09		IRS	FIT	EFT		83,159.80		
	MT	EFT	28,248.06	107,463.16		MT	EFT		28,964.88	112,124.68	
				0.00						0.00	
INS	D3/DI	Disability Ins	2,486.78	0.00	INS	A2	Met Life		10,768.20		
HEALTH	HE/HI/SP/TB	Health In1stN2ND	231,884.50	0.00	HEALTH	D3/DI	Disability Ins		2,486.18	0.00	
						HE/HI/SP/TB	Health In1stN2ND		231,845.50	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	9,695.00	9,695.00	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	6,791.73	6,791.73	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	7,488.40	7,488.40
GET	GT	G.Ed.Tult	Check every			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	57,699.09		401K	DC	Vgrd EE	Wire	58,963.66	
VANGUARD	DC	Vgrd ER	Wire	39,164.13	96,863.22	VANGUARD	DC	Vgrd ER	Wire	40,237.20	99,200.86
LOAN	L2	401k Ln#2	Wire	3,600.20		LOAN	L2	401k Ln#2	Wire	3,567.63	
LOAN	LN	401k Ln #1	Wire	6,331.92	9,932.12	LOAN	LN	401k Ln #1	Wire	6,292.17	9,859.80
		TTL VNGRD		106,795.34				TTL VNGRD		109,060.66	
LABOR INS	LI&LA	L&I	EFT Quarterly	33,286.46		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	32,901.29	
ESD	CF&CL	WPFML	EFT Quarterly	4,000.43		ESD	CF&CL	WPFML	EFT Quarterly	4,097.88	
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.Inltion	Check last			UNION DUES	MI	Mac.Inltion	Check last		
	MS	Payroll Corr check					MS	Payroll Corr check			
	TF	Tx.Fr.Benefit	Employer	25.00	0.00		TF	Tx.Fr.Benefit	Employer	0.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	386.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	381.00	
PENSION	PN/P3	PERS EE	EFT	75,848.80	0.00	PENSION	PN	PERS EE	EFT	76,062.81	0.00
STATE	PN/P3	PERS ER	EFT	125,853.39	201,702.19	STATE	PN	PERS ER	EFT	126,207.30	202,270.11
PERS		TTL PERS		201,702.19		PERS		TTL PERS		202,270.11	
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	6,125.03		ICMA	RC	ICMA EE	WIRE	6,314.06	
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	2,902.57	9,027.60	ICMA	RR	ICMA ER	WIRE	3,060.06	9,374.12
		TTL ICMA		9,809.51	10,309.51			TTL ICMA		10,156.03	10,656.03
457 STATE	SD	457 ST EE	EFT	17,405.17		457 STATE	SD	457 ST EE	EFT	16,977.90	
DEFERRED	SR	457 ST ER	EFT	9,907.01	27,312.18	DEFERRED	SR	457 ST ER	EFT	10,154.81	27,132.71
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,510.75	6,510.75	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	4,725.00	
	UD	Un Dues	Check last	6,269.35			UD	Un Dues-BOTH PP	Check last	6,248.75	
	UI	Un Inltiatn	Check last	0.00			UI	Un Inltiatn- 100.00 PEREE	Check last	10.00	
	UT	Un Tax	Check last	3,148.80			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	329.50		WELLNESS	WF	Wellness	Check last	329.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		657,241.51	657,241.51	DIRECT DEP.	NP	ACH Wire every	664,931.88	664,931.88	
LIVE CHECKS		Paychecks		1,848.42		LIVE CHECKS		Paychecks - LIVE CHECKS	0.00		
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,134,415.95			TOTAL TRANSFER (tie to Treasurer Notifications)		1,152,748.86	
		TOTAL PAYROLL*:		1,422,810.82				TOTAL PAYROLL*:	1,449,063.47		
GROSS WAGE		GROSS EARNINGS:		1,000,067.12		GROSS WAGE		GROSS EARNINGS:	1,024,440.73		
ER AMOUNT		EMPR MISC DED:		408,619.67		ER AMOUNT		EMPR MISC DED:	410,140.30		
MEDICARE TAX		EMPR MEDICARE TAX:		14,124.03		MEDICARE TAX		EMPR MEDICARE TAX:	14,482.44		
		PP10 Total			1,422,810.82			PP11 Total		1,449,063.47	
								Total Payroll for May 2021		2,871,874.29	
DIRECT DEP.		ACH WIRE TOTAL		674,332.83		DIRECT DEP.		ACH WIRE TOTAL	683,019.87		

\$0.00

\$0.00

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
10999 HANNER JASON										
00	2/26-4/27 TUIT REIMB	DI	5/14/2021			705.00	705.00	705.00		705.00

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
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2021 MAY	DI	5/21/2021			3,650.75	3,650.75	3,650.75		3,650.75

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/5/2021

Thru Date: 5/5/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32287	5/5/2021	01397	BILLY JAMES ADAMSKI	\$3,500.00	
32288	5/5/2021	01405	ADVANCE GLASS INC.	\$1,555.66	
32289	5/5/2021	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
32290	5/5/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,325.55	
32291	5/5/2021	03890	BRIDGESTONE AMERICAS INC	\$259.44	
32292	5/5/2021	06120	CITY OF OLYMPIA UTILITIES	\$6,977.64	
32293	5/5/2021	06140	CITY OF TUMWATER	\$275.00	
32294	5/5/2021	07220	CUMMINS INC.	\$1,634.14	
32295	5/5/2021	07350	CW JANITORIAL SERVICE LLC	\$20,807.87	
32296	5/5/2021	07640	DAY MANAGEMENT CORP	\$44,779.33	
32297	5/5/2021	07780	DELL MARKETING LP	\$4,435.23	
32298	5/5/2021	09961	FORMA CONSTRUCTION COMPANY	\$23,281.20	
32299	5/5/2021	10660	GILLIG LLC	\$8,595.01	
32300	5/5/2021	13793	MARTIN WAY COLLISION INC.	\$2,018.43	
32301	5/5/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32302	5/5/2021	14590	MOHAWK MFG & SUPPLY CO.	\$965.20	
32303	5/5/2021	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$4,200.06	
32304	5/5/2021	15439	OGDEN MURPHY WALLACE P.L.L.C.	\$6,564.50	
32305	5/5/2021	17290	PUGET SOUND ENERGY	\$5,009.83	
32306	5/5/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,078.69	
32307	5/5/2021	18046	SHARP ELECTRONICS CORPORATION	\$237.50	
32308	5/5/2021	18100	SIEMENS INDUSTRY INC.	\$7,384.94	
32309	5/5/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,657.39	
32310	5/5/2021	21950	TITUS-WILL CHEVROLET	\$998.04	
32311	5/5/2021	23641	UNITED STATES TREASURY	\$35.50	
32312	5/5/2021	24755	WA ST HEALTH CARE AUTHORITY	\$476,574.56	
32313	5/5/2021	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,600.00	
			Total:	\$628,505.77	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/8/2021

Thru Date: 5/8/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32314	5/8/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
32315	5/8/2021	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$46,351.17	
Total:				\$46,351.17	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/12/2021

Thru Date: 5/12/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32316	5/12/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$52.05	
32317	5/12/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$9,008.52	
32318	5/12/2021	03023	BACKUPIFY INC.	\$828.75	
32319	5/12/2021	05995	CHILD CARE ACTION COUNCIL	\$500.00	
32320	5/12/2021	06040	CITY OF LACEY	\$952.47	
32321	5/12/2021	06781	COMPUNET INC.	\$9,480.61	
32322	5/12/2021	07220	CUMMINS INC.	\$1,104.33	
32323	5/12/2021	07619	DAVID S FOSTER	\$1,750.00	
32324	5/12/2021	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
32325	5/12/2021	09662	FERRELLGAS LP	\$6,810.92	
32326	5/12/2021	09961	FORMA CONSTRUCTION COMPANY	\$1,994,020.66	
32327	5/12/2021	10477	GALLS PARENT HOLDINGS LLC	\$35.17	
32328	5/12/2021	10620	GERALD A MURPHY	\$91.90	
32329	5/12/2021	10660	GILLIG LLC	\$9,240.48	
32330	5/12/2021	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
32331	5/12/2021	11307	HOFFMANN WILLIAM	\$20.00	
32332	5/12/2021	11702	INSPECTORATE AMERICA CORPORATION	\$2,650.17	
32333	5/12/2021	11776	INTERCLEAN EQUIPMENT LLC	\$35,438.99	
32334	5/12/2021	11943	JOANNA GRIST	\$1,750.00	
32335	5/12/2021	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,220.00	
32336	5/12/2021	13793	MARTIN WAY COLLISION INC.	\$196.92	
32337	5/12/2021	14160	MCMASTER-CARR SUPPLY CO.	\$30.00	
32338	5/12/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,117.65	
32339	5/12/2021	14760	MUNCIE TRANSIT SUPPLY	\$295.48	
32340	5/12/2021	16262	OPENSQUARE HOLDINGS	\$1,105.00	
32341	5/12/2021	16595	YACULTA COMPANIES INC.	\$18,832.69	
32342	5/12/2021	17391	QUALITY MUFFLER & BRAKE	\$131.23	
32343	5/12/2021	17392	QUALITY PARKING LOT SERVICES LLC	\$1,263.57	
32344	5/12/2021	17861	SAMBA HOLDINGS INC.	\$199.12	
32345	5/12/2021	17876	SAUERHOFF AARON	\$322.95	
32346	5/12/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$428.14	
32347	5/12/2021	18046	SHARP ELECTRONICS CORPORATION	\$377.98	
32348	5/12/2021	18470	SPORTWORKS NORTHWEST INC.	\$325.40	
32349	5/12/2021	18530	STANDARD PARTS CORP.	\$366.79	
32350	5/12/2021	18540	STANTEC CONSULTING SERVICES INC	\$123,816.64	
32351	5/12/2021	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$1,191.37	
32352	5/12/2021	18705	SUNBELT RENTALS INC.	\$1,412.85	
32353	5/12/2021	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
32354	5/12/2021	21950	TITUS-WILL CHEVROLET	\$332.82	
32355	5/12/2021	21980	MURPHY AND DAD INC.	\$117.17	
32356	5/12/2021	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
32357	5/12/2021	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
32358	5/12/2021	24000	W. W. GRAINGER INC.	\$238.93	
32359	5/12/2021	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$4,388.14	
32360	5/12/2021	26405	XIOLOGIX LLC	\$21,411.20	
Total:				\$2,275,357.04	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/18/2021

Thru Date: 5/18/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32362	5/18/2021	01780	AMALGAMATED TRANSIT UNION 1765	\$127.00	
32363	5/18/2021	01895	ECOLUBE RECOVERY LLC	\$209.00	
32364	5/18/2021	03890	BRIDGESTONE AMERICAS INC	\$683.13	
32365	5/18/2021	07220	CUMMINS INC.	\$1,941.48	
32366	5/18/2021	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,929.72	
32367	5/18/2021	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
32368	5/18/2021	10477	GALLS PARENT HOLDINGS LLC	\$557.44	
32369	5/18/2021	10660	GILLIG LLC	\$3,715.70	
32370	5/18/2021	11048	HARGIS ENGINEERS INC.	\$6,670.00	
32371	5/18/2021	11498	IBI GROUP	\$3,164.16	
32372	5/18/2021	14381	METLIFE	\$10,777.70	
32373	5/18/2021	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
32374	5/18/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,670.36	
32375	5/18/2021	15535	REARVIEW MIRROR INC.	\$2,168.86	
32376	5/18/2021	16490	HAROLD LEMAY ENTERPRISES	\$681.15	
32377	5/18/2021	16595	YACULTA COMPANIES INC.	\$1,724.03	
32378	5/18/2021	16654	PARKER CORPORATE SERVICES INC.	\$45,284.03	
32379	5/18/2021	16888	REXEL USA INC.	\$130.62	
32380	5/18/2021	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$158.35	
32381	5/18/2021	17290	PUGET SOUND ENERGY	\$14,413.74	
32382	5/18/2021	17900	SCHETKY NORTHWEST SALES INC.	\$2,082.61	
32383	5/18/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$336.31	
32384	5/18/2021	18705	SUNBELT RENTALS INC.	\$3,186.40	
32385	5/18/2021	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,465.47	
32386	5/18/2021	22010	ROTTERS INC.	\$468.99	
32387	5/18/2021	23576	UNG CHAE	\$2,700.00	
32388	5/18/2021	23641	UNITED STATES TREASURY	\$35.50	
32389	5/18/2021	23740	USSC ACQUISITION CORP	\$1,157.51	
Total:				\$118,831.57	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/20/2021

Thru Date: 5/20/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32390	5/20/2021	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$305.51	
32391	5/20/2021	06781	COMPUNET INC.	\$4,509.47	
32392	5/20/2021	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$207.20	
32393	5/20/2021	17505	RAINIER DODGE INC.	\$99.84	
32394	5/20/2021	17580	RECARO NORTH AMERICA INC.	\$94.86	
32395	5/20/2021	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$11,305.57	
			Total:	\$16,522.45	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/25/2021

Thru Date: 5/25/2021

Check #	Check Date	Ref #	Name	Amount	Voided
32396	5/25/2021	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$710.39	
32397	5/25/2021	01304	ACCO ENGINEERED SYSTEMS	\$2,476.00	
32398	5/25/2021	01405	ADVANCE GLASS INC.	\$746.98	
32399	5/25/2021	01895	ECOLUBE RECOVERY LLC	\$210.00	
32400	5/25/2021	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$37.83	
32401	5/25/2021	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$2,014.34	
32402	5/25/2021	02580	ASSOCIATED PETROLEUM PRODUCTS	\$42,267.67	
32403	5/25/2021	06120	CITY OF OLYMPIA UTILITIES	\$963.01	
32404	5/25/2021	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$390.89	
32405	5/25/2021	10580	GENE'S TOWING INC	\$440.27	
32406	5/25/2021	10607	GENUINE AUTO GLASS OF LACEY	\$218.53	
32407	5/25/2021	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
32408	5/25/2021	10660	GILLIG LLC	\$5,921.31	
32409	5/25/2021	11307	HOFFMANN WILLIAM	\$20.00	
32410	5/25/2021	11865	ISLAND SUPERIOR AIR FILTER	\$1,391.45	
32411	5/25/2021	11905	JANEK CORPORATION - THE	\$656.40	
32412	5/25/2021	11909	JAYRAY ADS & PR INC	\$1,066.25	
32413	5/25/2021	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,402.29	
32414	5/25/2021	16595	YACULTA COMPANIES INC.	\$2,268.15	
32415	5/25/2021	16969	POINT GRAPHICS LLC	\$249.98	
32416	5/25/2021	17560	ROMAINE ELECTRIC CORP.	\$160.76	
32417	5/25/2021	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,521.88	
32418	5/25/2021	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
32419	5/25/2021	18052	SHEA CARR & JEWELL INC.	\$2,817.58	
32420	5/25/2021	18530	STANDARD PARTS CORP.	\$210.54	
32421	5/25/2021	21830	THURSTON COUNTY SOLID WASTE	\$90.00	
32422	5/25/2021	21880	THURSTON REGIONAL PLANNING COUNCIL	\$1,771.91	
32423	5/25/2021	21950	TITUS-WILL CHEVROLET	\$861.93	
32424	5/25/2021	21985	TOTAL FILTRATION SERVICES INC.	\$25.92	
32425	5/25/2021	22100	TRANSIT SOLUTIONS LLC	\$383.67	
Total:				\$72,475.51	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: June 2, 2021

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Administrator, 360.705.5808
SUBJECT: 2022-2025 Transportation Improvement Program Adoption

- 1) **The Issue:** Whether to adopt the 2022-2025 Transportation Improvement Program (TIP) for projects with anticipated Federal funding over the next four years.

- 2) **Recommended Action:** Adopt the 2022-2025 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- 3) **Policy Analysis:** Federal grant guidelines require that the governing body adopt the TIP.

- 4) **Background:** The 2022-2025 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years. The projects listed total more than \$112 million with more than \$84 million of federal funding anticipated.

As part of the formal public review, the Authority held a public hearing on the draft 2022-2025 Transportation Improvement Program (TIP) at the June 19, 2021 ITA meeting. Public comments received prior to the public hearing on June 19, 2021 were shared with the Authority. No additional public comments were received at the Public Hearing or following the public hearing.

The 2022-2025 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning model (an internal planning document), the *2020-2025 Transit Development Plan*, and the *2021-2026 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP).

Program elements in the draft 2022-2025 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2022-2025.
- Construction of Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.

- Acquisition of heavy-duty coaches to replace ones that have been in service at or beyond their expected useful life.
- Purchase of replacement Dial-A-Lift vans to meet the needs of our region's eligible clients.
- Purchasing of replacement vanpool vans.
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long-Range Plan.
- Planning, design, and capital improvements to provide High Capacity or "BRT Light" corridor service consistent with the adopted Long-Range Plan.
- Funding for operating services, capital projects and capital replacement of vehicles utilizing "earned share" formula funds for approved projects via PSRC/Seattle-Tacoma-Everett metropolitan area.
- Planning, design and construction of Alternative Fuel Infrastructure and fleets.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 2, 2021. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must be included in the STIP prior to actual funding being available.

2022-2025 TIP projects total more than \$112 million with more than \$84 million of federal funding.

5) **Alternatives:**
 A. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit's 2022 through 2025 annual budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations."

8) **References:** Exhibit 1 – Proposed- *Final 2022-2025 TIP*

Exhibit 1 - 2022 - 2025 Intercity Transit
Transportation Improvement Program
June 2, 2021
(ready for adoption)

IT #	Project	2022	2023	2024	2025	TOTAL 2022-2025	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance (PSRC Earned Share)	\$400,000	\$1,224,192	\$1,224,192	\$1,224,192	\$4,072,576	\$3,258,061	PSRC Earned Share Sec. 5307 and Sec. 5339	\$814,515.20	\$4,072,576.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement (PSRC Earned Share)	\$1,842,500	\$1,000,000	\$1,000,000	\$1,000,000	\$4,842,500	\$3,874,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$968,500.00	\$4,842,500.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TA)	\$1,666,667	\$1,497,125	\$260,000	\$260,000	\$3,683,792	\$3,186,480	Local and Federal/Regional	\$497,311.92	\$3,683,792.00	TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TA)	\$149,132	\$149,132	\$171,502	\$171,502	\$641,268	\$516,000	FHWA (TA in 2022/2024) transfer to FTA	\$86,571.13	\$602,571.13	TRPC Secured Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$802K planning for alt fuels (PSRC earned share and Direct Apportionment)	\$997,237	\$307,039	\$307,039	\$10,000,000	\$11,611,315	\$9,289,052	Sec. 5307, 5339 & PSRC Earned Share	\$10,322,263.00	\$19,611,315.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement Dial A Lift Propane ready vehicles - \$158K	2,844,180	\$1,404,000	\$175,820	\$0	\$4,424,000	\$3,539,200	TRPC Regional Funds and State/WSDOT Consolidated Grant	\$884,800.00	\$4,424,000.00	Partially funded (includes State Consolidated grant and TRPC regional application)
7	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$7,000,000	\$3,000,000	\$0	\$0	\$10,000,000	\$8,000,000	PSRC Earned Share Sec. 5307 and Sec. 5339, State request	\$2,000,000.00	\$10,000,000.00	Partially funded. \$5M leg ask from WSDOT not confirmed.
8	IT1902 Martin Way Park & Ride Direct Access	\$1,345,500	\$1,345,500	\$750,000	\$400,000	\$3,841,000	\$3,072,800	State RMG & Federal 5339 & 5307	\$768,200.00	\$3,841,000.00	Unfunded, State RMG application but not confirmed.
9	IT1903 High Capacity Corridor Service or BRT "light"	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000	\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
10	IT2001 Alternative Fuel Infrastructure Project	\$8,000,000	\$8,000,000	\$3,000,000	\$3,000,000	\$31,875,000	\$25,500,000	State RMG & Federal 5339 & 5307 or competitive	\$6,375,000.00	\$31,875,000.00	Unfunded, Legislative requests submitted April 2021.
Total Federal Funded Projects		\$29,673,216	\$30,426,988	\$12,888,553	\$22,127,694	\$104,991,451	\$84,235,593		\$28,717,161.25	\$112,952,754.13	Secured and Estimated Federal Funding Sources

Notes
Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration.
Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled.
Federal funding match requirements are typically 80/20.
Projects with different matching requirements are noted.
FY21 CRRSAA Act and FY21 ARPA: This federal funding does not require TIP approval.
*Puget Sound Regional Council

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: June 2, 2021

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Coach Replacement Seat Pads

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- 1) **The Issue:** Authorization to execute a contract with Gillig, LLC (Gillig) for Coach Replacement Seat Pads.

 - 2) **Recommended Action:** Authorize the General Manager to enter into a contract with Gillig to provide coach replacement seat pads in an amount not-to-exceed \$150,000, including sales tax.

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

 - 4) **Background:** Intercity Transit currently owns twenty-three (23) hybrid coaches which are not yet due for replacement. The cloth passenger seat pads in these coaches are becoming worn, are difficult to clean and disinfect, and therefore are in need of replacement. The seat pads and material requested are specified to match the seats in Intercity Transit's new coaches.

A Request for Bids (RFB) for Coach Replacement Seat Pads was issued on May 5, 2021. The RFB specified replacement seat pads for all passenger seats in twenty-three (23) thirty-seven (37) passenger hybrid coaches.

A total of three (3) bids were received by the submittal deadline of 11:00 a.m. on May 20, 2021. Based on the RFB evaluation process, which consisted of review of responsiveness, responsibility, and pricing factors, Intercity Transit determined that Gillig is the lowest responsive and responsible bidder.

Gillig is a reputable and competent vendor. Intercity Transit works with Gillig on a frequent basis for parts ordering and receipt. In addition, Gillig has recently built and provided Intercity Transit with several new 35-foot and 40-foot coaches over the last two years. Accordingly, staff recommends award of the contract for coach replacement seat pads with Gillig in an amount not to exceed \$150,000, including sales tax.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Gillig to provide coach replacement seat pads in an amount not-to-exceed \$150,000, including sales tax.
- B. Defer Action. Replace the hybrid coach seat pads at a later date.
- C. Do not replace the hybrid coach seat pads.

6) **Budget Notes:** The 2021 budget includes a \$260,000 allocation for replacement coach seat pads. Gillig's bid price was \$134,697.39, plus \$12,661.55 in sales tax (9.4%) and \$2,641.06 in contingency equals \$150,000 which is well below the budgeted amount.

7) **Goal Reference:** **Goal 2:** *"Provide outstanding customer service,"* **Goal 3:** *"Maintain a safe and secure operating system."* **Goal 4:** *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: June 2, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Landscaping and Grounds Maintenance Services Contract Renewal

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- 1) **The Issue:** Renew the Landscaping and Grounds Maintenance Services contract with A-L-S American Landscape Services, LLC (ALS) for an additional year.
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- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with ALS to renew the contract for Landscaping and Grounds Maintenance Services for a period of one year in an amount not-to-exceed \$75,940, including sales tax.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. While this item represents an annual contract value of \$75,940, the total cumulative value of the contract for Landscaping and Grounds Maintenance Services from June 2019 through June 2022 exceeds \$100,000.
-
- 4) **Background:** In June 2019, ALS won Intercity Transit's contract for Landscaping and Grounds Maintenance Services at Intercity Transit facilities, including Pattison Street, Olympia Transit Center, Lacey Transit Center, Martin Way Park-and-Ride, Hawks Prairie Park-and-Ride, and the Centennial Station. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

Under the renewal, ALS will continue to provide monthly scheduled landscaping and grounds maintenance services at Intercity Transit facilities. The renewal rates for the monthly services will remain the same as the current term. In addition, ALS provides mutually agreed upon as needed services, including but not limited to winter services, such as snowplowing and deicing, installation and maintenance of water bladders for the trees at the Martin Way Park-and-Ride, and any additional as needed non-scheduled services such as irrigation repair.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition while encouraging environmentally sensitive maintenance practices. ALS is a reputable and experienced local firm that is committed to ensuring our properties continually look presentable.

Intercity Transit has been satisfied with ALS performance under the contract for the past two years, and staff is confident that ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates. Accordingly, staff recommends extension of the contract for Landscaping and Grounds Maintenance Services with ALS in an amount not to exceed \$75,940, including sales tax.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with ALS to renew the contract for Landscaping and Grounds Maintenance Services for a period of one year in an amount not-to-exceed \$75,940, including sales tax.
- B. Defer action. This would result in a lack of landscaping and grounds maintenance services at Intercity Transit facilities.

6) **Budget Notes:** The total cost of this contract extension falls within the 2021 budget allocation of \$185,000 for landscaping and grounds maintenance services.

7) **Goal Reference:** **Goal 2:** *“Provide outstanding customer service.”* **Goal 3:** *“Maintain a safe and secure operating system.”* **Goal 4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: June 2, 2021

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2021 Community Advisory Committee Recruitment

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- 1) **The Issue:** Present timeline and process information for the 2021 Community Advisory Committee (CAC) recruitment.

 - 2) **Recommended Action:** The Authority will be asked to approve the process, timeline and select three members to participate on an ad-hoc committee to interview candidates and make recommendations to the full Authority.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.

 - 4) **Background:** The Community Advisory Committee members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications are proposed to be available September 1, 2021 and due on October 8, 2021. The Authority will select interviewees on October 20, 2021. Interviews

are proposed for November 3 with candidate selection on November 17, 2021 or December 1, 2021.

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

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

7) **Goal References:** An engaged Community Advisory Committee supports all agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: June 2, 2021

FOR: Intercity Transit Authority
FROM: Eric Phillips, Development Director, 705-5885
SUBJECT: Engineering Services for Martin Way Park-and-Ride Access Improvements

1) **The Issue:** Authorization to execute a Task Order from the existing On-Call Engineering Services Contract with SCJ Alliance for traffic and civil engineering support services for improvements at the Martin Way Park-and-Ride.

2) **Recommended Action:** Authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$242,000.

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

4) **Background:** The Martin Way Park-and-Ride is currently Intercity Transit's main connection point for express bus service, vanpool commuters, and is considered a key location for the future management of high-capacity transit service (what we have been calling "BRT light"). In 2015, H.W. Lochner and SCJ Alliance prepared an Interchange Justification Report (IJR) for the City of Lacey which included a "transit-only" direct access into the Martin Way Park-and-Ride. The project is also identified as a regionally significant project in *What Moves You* - the Regional Transportation Plan.

To advance the direct access project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) to design and construct improvements at the Martin Way Park-and-Ride. The primary goal of this project is to seek formal approval and construct the "bus only" direct access into the existing facility from the 1-5 NB ramp. In addition, the project would seek WSDOT review and approval for a new bus loading area that would allow northbound express buses to stop adjacent to the on-ramp. Additional improvements are also being scoped for the site including a layout and internal design that considers future additional parking, circulation changes, and transit operations support facilities at the facility within the supported grant project budget.

Intercity Transit executed a contract with SCJ Alliance on February 21, 2020. Based on SCJ Alliance's qualifications, experience, and capacity, and in accordance with Transit's On-Call Engineering Services contract terms, staff

is recommending the Authority authorize the General Manager to execute a Task Order with SCJ Alliance to provide planning and engineering, design coordination, and construction support for the access and facility improvements proposed at the Martin Way Park-and-Ride. The initial scope of work will include coordination for the WSDOT approvals, development of the design concepts, full cost estimates, environmental review, and final design. Following completion of Task One work staff will recommend a second Task that would include remaining work including construction support services thru the end of the project. Staff have negotiated an initial Task Order scope and fee with SCJ Alliance in accordance with the terms of the existing On-Call Services Agreement and based on the scope and proposed hours, staff is confident the proposed pricing is both fair and reasonable.

5) **Alternatives:**

- A. Authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$242,000.
- B. Defer authorization. Due to the tight schedule, any delays could jeopardize our ability to meet the established timelines and thereby, jeopardizing completing the project within the biennium.

6) **Budget Notes:** Intercity Transit budgeted this as a grant-funded project in the 2021 budget. The total budget for the project is \$2,691,000 consisting of a \$2,153,000 grant and \$538,000 local match.

7) **Goal References:** **Goal 2:** *"Provide outstanding customer service."* **Goal 3:** *"Maintain a safe and secure operating system."* **Goal 4:** *"Provide responsive transportation options within financial limitations."*

8) **References:** During the May 19, 2021, ITA meeting, the Authority approved execution of a JC agreement (JC1486) with WSDOT Olympia Region in support of this project.

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
Cutter Copland

City of Tumwater
Debbie Sullivan

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Alan Carr

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

North Thurston Public Schools
Gretchen Maliska

Olympia School District
Hilary Seidel

Intercity Transit
Carolyn Cox

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
EJ Zita

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Rick Kelling

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
Helen Wheatley



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, June 4, 2021

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – May 7, 2021
- b. Approval of Vouchers – May 2021
- c. State Contract for WRIA 13 Deschutes Salmon Recovery Lead Entity Program
- d. Buildable Lands
- e. TRPC's Ethics and Non-Discrimination Policies

I-5/US 101 Practical Solutions: State Capitol Campus Transportation Demand Management – Mobile Work Project

PRESENTATION

The I-5 Study (Tumwater to Mounts Road) identified both supply and demand strategies to improve efficiency for the transportation system. Staff and consultant Kate Lister, Global Workplace Analytics, will brief the Council on progress and challenges of encouraging telework/flexible schedules - a modern work environment - for state employees on the Capitol Campus.

2021 Mid-year Program Update

DISCUSSION

Executive Director Marc Daily will brief Council on staff's and partner's progress in implementing TRPC's work program for the year.

Martin Way Corridor Study

PRESENTATION

Staff will present an update on the Martin Way Corridor Study, a joint planning project between Thurston Regional Planning Council, Thurston County, City of Olympia, City of Lacey, and Intercity Transit. The study is examining options for multimodal safety and mobility, land use, and economic development on the portion of the corridor between Pacific Avenue and Marvin Road. A current conditions report has identified key needs along the corridor, as well as priorities among residents, businesses, and other users. An online open house on the project will open in June.

Modeling Assumptions for Increased Telework and Remote Access to Services

PRESENTATION

Staff will present results of a modeling effort to replicate increased telework and remote access to services and shopping, calibrating to data collected during the COVID-19 pandemic.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION