

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, March 2, 2022
5:30 P.M.

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

You can dial in using your phone. Dial in at 5 p.m. for a sound check. United States (Toll Free): 1+877+309+2073 / Access Code: 294-831-741 / One-touch: <tel:+18773092073,,294831741#>

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

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **10 min.**
 - A. Izi Lemay, Village Vans Supervisor (*Emily Bergkamp*)
 - B. Zach Heinemeyer, Vanpool Coordinator (*Cindy Waterhouse*)
- 3) **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 March 2, 2022.
 - By Phone - Contact the Clerk of the Board at 360-705-5860 by 12 noon March 2, 2022.
 - By USPS - mail comments to "Public Comments" P. O. Box 659, Olympia, WA 98507.
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** February 16, 2022, Regular Meeting.
 - B. **Payroll for February: \$2,956,428.61**
 - C. **Accounts Payable February:** Warrant numbers 33850-33882 dated February 2 in the amount of **\$208,960.62**; numbers 33884-33939 dated February 9 in the amount of **\$1,068,222.63**; numbers 33940-33941 dated February 11 in the amount of **\$41,317.09**; numbers 33942-33993 dated February 16 in the amount of **\$2,174,780.61**; numbers 33996-34031 dated February 23 in the amount of **\$133,779.60**; for a total amount of **\$3,627,060.55**; and Automated Clearing House Transfers in the amount of **\$5,684.77** for a monthly total of **\$3,632,745.32**.
- 5) **NEW BUSINESS**
 - A. **Legal Services Extension** (*Jeff Peterson*) **5 min.**
 - B. **Marketing/Communication Services Contract** (*Katie Cunningham*) **5 min.**
 - C. **Smart Corridor and TSP Project Update** (*Eric Phillips*) **20 min.**
 - D. **Martin Way P&R Direct Access Project Update** (*Eric Phillips*) **20 min.**
- 6) **COMMITTEE REPORTS - None.**

- 7) **GENERAL MANAGER'S REPORT** **5 min.**
- 8) **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
February 16, 2022

CALL TO ORDER

Chair Gilman called the February 16, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Tye Menser (Alternate); City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce.

Members Absent: Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Brian Hess; and Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; Cameron Crass; Katie Cunningham; Tammy Ferris; Jessica Gould; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Nicky Upson; Daniel Van Horn; Brian Nagel; Alex Auty; Robert Andrews; Chris Twiggs.

Others Present: Legal Counsel, Jeff Myers; City of Lacey Councilmember Carolyn Cox; Eliane Wilson and Edwina Waehling from the Community Advisory Committee.

APPROVAL OF AGENDA

It was M/S/A by Sullivan and Melnick to adopt the agenda as presented.

WELCOME NEW BOARD MEMBER

- Chair Gilman welcomed new Board member Councilmember Robin Vazquez from the City of Lacey.

INTRODUCTIONS

- A. **Operator Class 22-01** (*Cameron Crass*)
Amelia Chirhart, Hunter Ellis, Valerie Woodman, Zachary Rose, Robert Wolfe, Andrew Bailey, Jonathan Merithew, Walter Hunt, April Hummell, Mariano Torres
- B. **Robert Andrews, Operations Trainer** (*Cameron Crass*)
- C. **Chris Twiggs, Vehicle Maintenance Tech** (*Jonathon Yee*)

PUBLIC COMMENT: No public comments were received.

RECOGNITION

- A. **Proclamation and Recognition for Councilmember Carolyn Cox.** Chair Gilman read a Proclamation of Appreciation to Cox, who served on the Authority from February 2018 through January 2022.

APPROVAL OF CONSENT AGENDA

It was M/S/A by Pierce and Vazquez to approve the consent agenda.

- A. **Approval of Minutes:** January 5, 2022, and January 19, 2022, Regular Meeting.
- B. **Payroll for January:** \$3,093,067.44
- C. **Accounts Payable January:** Warrant numbers 33686-33698 dated January 4 in the amount of **\$1,877,405.80**; numbers 33700-33703 dated January 6 in the amount of **\$9,338.20**; numbers 33704-33748 dated January 13 in the amount of **\$564,626.75**; numbers 33749-33751 dated January 15 in the amount of **\$65,877.82**; numbers 33765-33814 dated January 20 in the amount of **\$2,413,699.00**; numbers 33815-33849 dated January 26 in the amount of **\$99,036.72** for a total amount of **\$5,029,984.29**; and Automated Clearing House Transfers in the amount of **\$6,904.68** for a monthly total of **\$5,036,888.97**.

NEW BUSINESS

- A. **Security System at ADOPS/FWF.** Procurement Coordinator, Jeff Peterson, presented the purchase of security equipment for the North parcel of the campus including the new Administrative/Operations (ADOPS) and Fuel Wash Facility (FWF) buildings.

Intercity Transit's Pattison Base Maintenance, Operations, and Administration (MOA) project on the north portion of the campus includes two new buildings, the ADOPS building and the new FWF building. Both buildings and the site area require access control and security cameras for safety and security.

To support the security features for this portion of the construction project, Intercity Transit intends to contract with Johnson Controls utilizing the Department of Enterprise Services (DES) existing contract (number 03407). The project team has been coordinating with representatives from Johnson Controls reviewing the plans, touring the construction site, and developing a proposal based on security standards and technologies utilized at Intercity Transit facilities.

The proposal has been reviewed and approved by project staff to ensure it meets Intercity Transits design specifications. The total quoted price is \$202,317.32. This includes all equipment, estimated sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for the project. With an approximate 5% contingency added, the total requested amount is \$213,000.

Based on our experience working with Johnson Controls during the final design process, staff is confident that the proposed solution, installation services and technical support expertise will meet our access and security needs for the work planned on the North Parcel and new buildings.

It was M/S/A by Melnick and Sullivan to authorize the General Manager to execute a purchase order with Johnson Controls for security and access control in an amount of \$213,000 which includes estimated sales tax and an approximate 5% contingency.

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- B. 2022 Procurement Work Plan Update.** Procurement Manager, Steve Krueger, provided an update on the Procurement Projects for 2022 and detailed the connection to the Strategic Plan Goals. Krueger gave a shout out to his Procurement team, Tammy Ferris, Katie Cunningham, and Jeff Peterson. He said although the pandemic created new challenges, he's proud of the way they have responded and jelled as a team.

Krueger noted the instability of the supply chains due to the pandemic. In the past, the Procurement team were accustomed to having ready access to goods and materials, however, today, it's much more difficult to predict delivery timelines which can impact progress. They are doing their best to get ahead of this, and issue purchase orders earlier so suppliers can better navigate delivery schedules. Krueger reviewed the individual Goals and End Policies.

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.

Implementing Wayfinding closely links to this Goal. Wayfinding is all about the art and science of helping riders more efficiently and intuitively navigate the transportation network with strategically placed visual cues. The soon-to-be implemented CAD/AVL technology will provide the real-time scheduling information that will augment our wayfinding solution.

The next step is to competitively award a consultant contract to study our environment and then develop a roadmap for implementation. Then we'll hire a systems integrator to complete the installation beginning at transit centers and if all goes well and funding allows, we hope to expand coverage to "higher use areas" throughout our network. A draft solicitation was developed last fall and we hope to release very soon.

Assessing and responding to the transportation needs is at the core of our Marketing Department and Procurement awards and manages a number of contracts to support them. We're currently in the final phase of awarding a new Marketing/Communication Consulting Services contract to provide Marketing with the as-needed support services for their marketing efforts. The resulting contract will also include as-needed graphic design services. We're also looking to hire a Drupal Web Developer to assist in transitioning to Drupal 9 as Drupal 8 will no longer be supported. This firm will also assist us in making ongoing improvements and enhancements to our website. Once the Marketing/Communications contract is awarded, we'll turn our attention towards awarding a replacement Video Production Services contract. The resulting contract will primarily be used in the production of training videos and promotional videos as well.

Last year, Avail Technologies was awarded a contract to replace and overhaul our Computer Aided Dispatch and Automatic Vehicle Location System (or CAD/AVL) which will provide much improved and detailed location information about our Buses and DAL Vans allowing us to better manage scheduling of the buses and DAL vans; provide riders with real-time bus location; and modernize communications with vehicles and operators

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The Avail CAD/AVL solution will be installed in all coaches no later than March 31st and then they will turn their attention to the DAL Fleet.

Goal #2 - Provide outstanding customer service.

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

Our Landscape Services Contract is an example that contributes to efforts in providing outstanding customer service so that our facilities are inviting, and our community can take pride in the use of our facilities and services. The Landscaping Services Contract is up for renewal again this year so we'll be examining and polling internal stakeholders in deciding if we should extend or rebid. Following completion of the OTC Expansion Project and the repainting of the bus platform, it was time to update the Southwest corner of the OTC property to harmonize with the new landscaping. That design also includes landscape features that better guides pedestrian traffic along pathways that promote improved safety.

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.

Maintaining a safe and secure operation requires the assistance of security services. Over the last year we've expanded coverage of the Pattison base with more guards, added hours and coverage of both the Bobcat property and the Liquor Control Board leased parking. Our construction contractor is also working with our security guard service to Patrol the jobsite. Because of the added scope in coverage, we'll be testing the market for service providers this spring. We also leased a portable self-contained video surveillance trailer for remote monitoring complete with a PA system. Procurement is also coordinating with the City of Olympia to implement measures to eliminate unauthorized long-term parking on the East side of Pattison Street.

Our existing Pattison base was completed in 1985 and was designed to service 80 vehicles, but currently serves 400, so today's long overdue Expansion & Modernization effort certainly speaks to maintaining a safe and secure operating system. Unlike the OTC expansion project in which the hot construction market produced higher than expected bids, the north parcel bids came in much lower than projected as bids closed just as the COVID lockdown lifted and the construction industry was eager to book work.

Forma reports we are on schedule and we're optimistic that savings for the North Parcel project will be realized. We're still on target for taking possession of both the new ADOPS building and FWF this coming September.

Card access control speaks to a safe and secure facility which was first implemented at the new OTC building and will be replicated at the Pattison base campus. Unlike physical keys, card keys can be deactivated if lost or stolen as well as provide detailed tracking logs. Forma will provide all the wiring infrastructure, and Procurement will contract with a State Contractor to provide all the parts and smarts and ongoing technical support of our Access

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Control technology. All of the design work is complete and we're eager to get the purchase order approved in order to get the equipment ordered and installation underway.

Procurement also manages the Inventory Department, and that team consistently does a remarkable job of sourcing and stocking all parts and supplies needed to keep IT operational and they also assist with the disposition of surplus property. Since the onset of the pandemic and assisted by federal funding, the Inventory Department continues to source and keep in stock Personal Protective Equipment to include Masks, Wipes, Gloves, Hand Sanitizer, Disposable/Compostable Kitchen Utensils, Vehicle Disinfectant Supplies, Screening Stands, Driver Barrier Supplies, Vehicle Moisture/Mold Supplies and more. The Inventory Department reports that over the last 12 months, we have spent \$132,548 on products to help fight COVID-19 and expect we'll need to keep PPE on hand for the foreseeable future.

Although we won't take occupancy of the new building until September, the Furniture Package Purchase Order was issued a few weeks ago allowing us to lock in 2021 pricing and better ensure delivery in a timely manner. If all goes according to plan, the furniture will arrive in July 2022 giving ample time to coordinate the install in time for occupancy.

COVID-19 marked a watershed moment for virtual meetings and has forever changed the way we all interface with one another. Virtual meetings promote sustainability, time management, and has become the catalyst in realizing a paperless office. The new ADOPS and FWF conference rooms have been designed to leverage this rather complex and sophisticated technology. Due to uncertainty in the supply chain, we recently issued the Purchase Order for this equipment to better ensure receipt in a timely manner. If all goes according to plan, equipment install is expected to start in May.

We're always adding and improving bus shelters throughout our system. With the Zero Fare pilot project, modifying shelters for rear boarding has been a welcome modification and this year we're planning to do the same for approximately 150 more shelters. We're also exploring the possibility of either issuing our own solicitation for a new bus shelter and solar lighting contract or piggybacking on another government contract.

Keeping all facilities in working condition is a tall order and this year, using our on-call contract, Procurement will assist Facilities in developing budgets and plans for maintaining:

- Amtrak property, specifically:
 - Parking Lot Drainage
 - Tree Removal
 - Restroom Upgrade
- Lacey Transit Center
 - Gutter Replacement
 - Have our consultant verify the new paint has lived up to expectations.
- Building Condition Assessment Report and Plan of our facilities.

Maintaining a safe and secure operating system is a never-ending project requiring access to a variety of contractors. This year, we will assist Facilities with a variety of procurements and contracts related to:

- Awarding a Standby Generator in support of the OTC building.

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- Working with our Painting Consultant in closing out the OTC, LTC and Centennial Station Painting work.
- Begin the process of relacing gutters at the LTC.

Ever since the pandemic, the need for high quality cleaning and sanitation services has been extremely important. CW Janitorial Services has responded to this challenge and their contract is up for renewal this August which Procurement will consider and likely extend.

The new FWF will sport two new Interclean Bus Wash Systems which are currently being fabricated and are scheduled for installation this April. The InterClean's highly efficient patented high-pressure, maintenance-free recycling module is capable of recycling up to 100% of the wash water. The Interclean system does not use harmful chemicals or additives, to minimize any environmental impact and aerated wash water is used to ensure that the captured water doesn't develop any offensive odors typically associated with water recycling. These systems are slated to be installed this April.

Our design team is busy working on the planned renovation and modernization of the Maintenance Building which includes relocating the Inventory Department to the Rebuild Room. To maximize efficient use of space as well as inventory retrieval, we're planning on purchasing one computerized Vertical Lift systems that's about 15 feet tall x 12 feet wide 13 deep. Due to long lead times due to supply chain issues, we anticipate seeking approval for issuing the vertical lift purchase order towards then end of this year.

There has been a lot of thought and consideration given to reconfiguring the Maintenance Building to maximize efficiency which includes the purchase of an additional Tire Carousel. Accordingly, Procurement will be lining up the sourcing of this equipment this year as well. Due to long lead times due to supply chain issues, we anticipate seeking approval for issuing the purchase order for the tire carousel towards then end of this year as well.

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.

The Vanpool program supports community mobility needs and sustainability. We're always striving to serve as good stewards to the resources we're entrusted with and most recently, we transitioned to the State's new fleet fueling card from WEX. This is a multi-state cooperative contract that better enables us to leverage our collective buying power to ensure we're getting the best fuel prices including rebates and prompt payment discounts. The highly customizable program also includes robust reporting capabilities, access to emergency services and more. We just recently completed the transition to the WEX Fleet card in January.

Most vehicles we purchase are highly customizable, especially motor coaches, requiring extensive internal stakeholder input. There are 10 replacement 40-foot coaches currently in production at Gillig and expect they'll be put into service this Spring. This is the last of the vehicles ordered after the November 2018 ballot measure. With these vehicles, there will be

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63 coaches that are three years old or newer. All coaches to be replaced are currently moving through the surplus process.

There are 28 propane DAL vehicles on order in which 18 were to be delivered in 2021 and another 10 in 2022, but due pandemic-related delays, they've yet to enter the production phase. We're anticipating delivery by June of 2023 when the replacement DALs will be surplus.

Staff Vehicles: Due to supply chain issues, we're waiting for 2 facilities vehicles, a Ford Transit Van and Ford F-350 which were ordered in 2021. We hope to receive these soon. The 2022 budget includes a Maintenance Truck and Facilities Truck and Operations' Supervisor Vehicle. The 2022 model year Ford Explorer order was placed in January 2022. We do not have an ETA on this vehicle.

Vanpool Vans: We received grant funding for 12 replacement 7-passenger hybrid vanpool vans to be received by 7/30/2023. We intend to order either the Toyota Sienna or Chrysler Pacifica Hybrid.

Traffic congestion at the Martin Way/I-5 interchange creates backups during peak hours such that it's not uncommon to take as much as 10 minutes to make a left turn to get on the northbound I-5 onramp. To better manage, we're working to construct a new I-5 North bound buses only access ramp into the P&R for transit coming off the I-5 North Bound on-ramp. Over the last year, we've coordinated with WSDOT in anticipation of a Regional Mobility Grant to add a bus only direct access into the Martin Way Park and Ride. We've also been working closely with engineers at SCJ and WSDOT Olympic Region staff on the process and steps to obtain the WSDOT approvals to move forward with the project. We are currently moving toward the home stretch with the processes and documents that WSDOT must approve to authorize the jurisdictional approvals. We hope to have the project out to bid before next fall and be under construction by November at the latest.

Since we are moving from the project approvals for the direct access portion of the project to the design phase, we are now starting to work toward the re-design of the internal facility at the Martin Way Park and Ride. The current plan is to try to accomplish the following construction components as part of the project:

- Construct a new I-5 NB buses only access ramp into the P&R for transit- coming off the I-5 NB on-ramp. The ramp includes some widening, addition of a flyer stop (close to the ramp entrance) and extension of the ramp acceleration lane as you enter I-5 (approximately 300 feet of new taper for the zipper transition)
- Add new stop on the ramp (flyer stop) for NB Olympia Express so coaches do not need to enter the P&R
- Add new platform in line with the new egress bus only lane coming from the ramp into the P&R
- Add conditioned restroom facility for IT staff use at the P&R
- Reconfigure the parking areas and walkways internal to the P&R to work with the other planned changes and new flyer stop
- Include Lighting and security cameras new building

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- Potentially add more parking or reconfigure the parking areas

Construction of the grant funded improvements needs to be completed by June 30, 2023. We hope to have the project out to bid before next fall and be under construction by November at the latest.

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.

Smart Corridors, also referred to as the transit signal priority project, enables buses to have priority passage through the busiest and most congested corridors as a means to help buses stay on schedule. It sounds straight forward, but it's quite complex and requires coordination with multiple jurisdictions and the assistance from highly specialized engineers and consultants. This last fall, a consulting contract was awarded to Iteris. They met with the various jurisdictions and are currently collecting data and developing a project schedule and related roadmap and implementation plan.

There continues to be advancements towards achieving zero emissions in the public transportation sector although it's still unclear what technology will emerge as the dominate force and what makes most sense for our environment. Over the last year we've been surveying the marketplace and polling our transit peers. A draft solicitation is being finalized and we expect to release a solicitation very soon to hire an experienced firm to conduct a comprehensive assessment our transit system. The resulting contract will include the option to then develop a practicable, viable and detailed roadmap for achieving a zero-emission fleet and potentially spearhead the implementation.

Included in our long-term plan is the goal of incorporating **high-capacity corridor service** often referred to as **Bus Rapid Transit** into our system. However, prior to securing BRT Federal grant funding, there is a specific requirement by the FTA to follow a particular modeling protocol. Procurement has surveyed other related solicitations in preparation for a solicitation designed to hire an engineering consultant with specialized transit modeling experience in high-capacity corridor evaluations that will position ourselves to pursue FTA BRT grant funding. Completing a technical evaluation is a required first step on the way to securing FTA BRT funding which we hope to get going this year.

Krueger answered questions.

- C. **Annual Authority Reorganizing Activities.** Clerk of the Board, Pat Messmer led the Authority through the process to elect a new Chair and Vice Chair.

Messmer opened the floor to nominations for Chair. **Citizen Representative Pierce nominated Clark Gilman.** Hearing no further nominations, nominations for Chair were closed.

A vote was taken and there were seven in favor to elect Mayor Pro-Tem Clark Gilman as Chair.

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Messmer opened the floor to nominations for Vice Chair. **Citizen Representative Melnick nominated Justin Belk.** Hearing no further nominations, nominations for Vice Chair were closed.

A vote was taken and there were seven in favor to elect Citizen Representative Justin Belk as Vice Chair.

Chair Gilman lead the Authority in discussion of new committee assignments.

- Mayor Debbie Sullivan will be the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Citizen Representative Don Melnick will serve as alternate.
- Citizen Representative Don Melnick will be the primary representative for Intercity Transit on the *Transportation Policy Board* and Citizen Representative Justin Belk will serve as alternate.
- Citizen Representative Sue Pierce will serve as representative on Intercity Transit's *Pension Committee*.
- Citizen Representative Don Melnick will serve as representative for Intercity Transit on the *High-Capacity Transportation Committee* and Mayor Sullivan will serve as alternate.

COMMITTEE REPORTS

A. Thurston Regional Planning Council met February 4, 2022. Commissioner Menser reported the Council appointed new officers for 2022. Hilary Seidel was appointed as Chair; Clark Gilman - Vice Chair; and Joe DePinto - Secretary

Veena Tabbut and Paul Brewster provided an update on the Regional Federal Transportation Grant Program Call for Projects. The three tiers for the structure are to identify eligible and priority projects first. Second to assess all projects on their likelihood to advance regional goals and third to distribute funding in a way that smooths out differences in staff resources or differences in types of projects. These are the criteria that will be applied.

Paul Brewster briefed the Council on the Southwest Thurston County Trail Feasibility Study and the Thurston Regional Trails Plan. Brewster gave a high-level overview of the 58 miles of trails in Thurston County and laying out a five-step process with the outcome being the tenure project list. Adoption of this plan should occur later this year. Menser said the Board of County Commissioners added a Let's Connect Trail program where they will be allocating a million dollars a year towards the realization of all these trail plans. The Commissioners couldn't stand just seeing them as paper on the shelf, and they're going to actually commit dollars to the ground and try to get some of these projects rolling.

The Council received a Legislative update and the two main Legislative priorities for TRPC were I-5 issues in the Nisqually Delta area including HOV lanes and broadband issues.

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- B. Transportation Policy Board met February 9, 2022.** Melnick reported the TPB elected new officers for 2022. Andy Ryder – Chair; Dani Madrone – Vice Chair; and Renee Radcliff Sinclair – Second Vice Chair. Sinclair is the CEO of TVW and Melnick believes she's really going to be a very strong advocate, maybe because of our legislative connections in the past in terms of helping TPB and TRPC.

Allison Osterberg updated the Board on the Thurston Climate Mitigation Plan. Things are started pretty slow, and we are not getting close to our targets - maybe that should be expected, given it's a pretty massive effort, but things aren't moving very quickly.

TPB received an overview of the Transportation Priorities Survey Process and Methods, that was conducted between June and November 2021.

Veena Tabbutt reviewed the draft Federal Funding Call for Projects Equity process and asked for the Policy Board's feedback. Equity has been an enlightening issue for Melnick - it's really a challenge. It's largely a perceptual issue to come up with some objective way to basically evaluate the worth of various proposals for funding based on equity.

- C. Community Advisory Committee met February 14, 2022.** Eliane Wilson reported the main item on the agenda was an overview of accessible transportation options. The main one being the Dial-A-Lift program. There were quite a few questions, and they received some good feedback from the services provided by Intercity Transit to assist the public in learning how to use the bus. Whether it be just a trip planning assistant that can be done over the phone, or over the computer, or in person, with a companion on the entire duration of your trip.

In addition, the CAC received the update on the 2022 Procurement Workplan; and held a discussion for regarding a survey of accessible needs within the community that will allow the County to update its ADA plan.

GENERAL MANAGER'S REPORT

Freeman-Manzanares expressed her appreciation to the very talented and engaged Community Advisory Committee, and she specifically thanked them for spending their Valentine's Day evening with Intercity Transit at their February 14th CAC meeting. She said the CAC are a generous group and IT is really lucky to have them working with us.

Thurston County Public Works is updating their ADA Transition Plan. They are seeking input from people living with disabilities and their support people, to better identify the challenges they have getting around Thurston County. We are providing the link directly to our Dial-A-Lift customers and ask that everyone take the survey and share the link with others who might want to participate. **To participate in the survey, click:**

<https://new.maptionnaire.com/q/8yc9yyn3wpb6>

There is a very favorable transportation package going through the state legislature. Because it is a short, 60-day session, we didn't know if they were going to get this far with the transportation package. There is \$5M identified for the rehabilitation of Intercity Transit's maintenance building in addition to supporting a myriad of other transportation and active

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transportation programs. We are hopeful and will continue to follow this along. The House will hold a hearing on February 17 at 3:30 p.m.

Five brand new buses were delivered over the last week, and we are expecting five more within the month. This will conclude the order of 63 buses that were ordered after the successful ballot measure in 2018. This goes a long way ensuring Intercity Transit is in a "state of good repair" according to the federal definition.

There was a fire in an apartment building early on the morning of Saturday, February 12 and the Olympia Fire Department contacted Intercity Transit for assistance. There was an individual in that building refusing to allow OFD entry and wielding a knife. While OFD called in assistance from the SWAT team to address the situation, they evacuated the remainder of the building and IT served as a warming station for those individuals and transported them to the fire station until the situation was resolved.

Thank you to all who joined the tour of the Pattison Street construction site on January 31. We'll plan another tour, likely in the second quarter of the year.

Intercity Transit is in the midst of the Winter Bicycle Challenge, and we are hosting a Walk N Roll Winter Scavenger Hunt. The scavenger hunt is fun for the entire family and all Thurston County residents are invited to participate. If you ride your bike, you can log your rides in the [Winter Bicycle Challenge](#)! Get started by downloading your [scavenger hunt](#).

IT Operator, Leata Roberts, who assisted an individual contemplating jumping off of the Sleater-Kinney overpass is being presented with a Challenge Coin from the Olympia Police Department on Friday, February 18 at 10:30 a.m. at the Pattison Street Facility. This is a very nice recognition of her bravery and compassion for helping this individual. Everyone is welcome to attend.

The number of staff needing to either isolate or quarantine due to COVID is trending downward. IT was hit very hard in January which challenged our ability to keep service on the street. We are keeping our fingers crossed that this trend continues...forever. We, like so many others, are focusing heavily on recruiting great co-workers interested in serving the community. We could use everyone's assistance in that recruitment effort so we can get back to our pre-COVID levels of service then focus on expanding service. If you know of someone, please send them our way.

An important reminder to the Board and the community - as many are contemplating dropping masking requirements, Intercity Transit is still under a federal masking mandate at transit facilities and on transit vehicles. The Transportation Security Administration Masking Mandate is effective through March 18th.

AUTHORITY ISSUES

Sullivan said the Capital Boulevard Redevelopment Redesign on Capital and Trosper is going to start moving forward. They've had one building removed and will be working on another one. It's going to come about as two roundabouts, and as it moves forward is going to affect Route 13 significantly. Unfortunately, there's no way around it. It's been a failing intersection

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for a really long time even though people say it's not, but that's only because everybody's remote working.

Menser said he's very excited because the Commissioners are preparing to be neighbors to Intercity Transit, as the County Administration moves to 3000 Pacific Avenue slated for August. They are knee deep in the preparation and everything seems on track.

Regarding the Transportation Package - Menser said he is proud to be able to testify on behalf of a majority of the County Commissioners in support of that package, which contains a lot of elements. They're excited, especially about the focus on the Nisqually tribe's effort to work through issues associated with the bridge and the river and so many other elements of the project. Climate change is a big focus for some of the pieces of it.

Melnick thanked Freeman-Manzanares and the crew for the tour of the Pattison facility. It was fascinating. The architects and contractors were there with their people, and clearly, were very proud of what they've done, and they've done a superb job with progress given the challenges they face with material shortages and the delays. Melnick added his acknowledgement in terms of the overall staff resilience, being tested many times in the last few years they always come through in spades.

Belk appreciated attending the recent CAC meeting and agrees they are doing excellent work. He noted that during the pandemic it was difficult for the CAC to meet and it's rough accommodating that large of a group. However, they've picked back up having the online meetings, and this is great. The love and commitment for transit was apparent, and it's really heartening to see that CAC engagement. This is an awesome group of people who are very committed to the cause. Thank you, CAC!

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:05 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: March 2, 2022

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

PERIOD DATES: 1/16/2022-1/29/2022				PAYDATE 2/4/2022		PERIOD DATES: 1/30/2022-2/12/2022				PAYDATE 2/18/2022	
	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	91,408.17		IRS	FIT		EFT	87,727.10	
	MT		EFT	31,009.64	122,417.81		MT		EFT	30,306.92	118,034.02
					0.00						0.00
INS	A2	Met Life		0.00		INS	A2	Met Life		12,209.22	
	AS	Allstate LTC		0.00			AS	Allstate LTC		7,093.47	
HEALTH	D3/DI	Disability Ins		4,402.65	0.00	HEALTH	D3/DI	Disability Ins		4,360.80	0.00
	HE/HI/SP/TB	Health In1stN2ND		222,320.24	0.00		HE/HI/SP/TB	Health In1stN2ND		217,818.45	0.00
GARNISHMENT	GN	Garnish	CHECK last	889.22		GARNISHMENT	GN	Garnish	CHECK last	771.26	
CHILD SUPPORT	CS	DSHS	EFT	2,061.35	0.00	CHILD SUPPORT	CS	Child Support	EFT	2,061.35	2,061.35
					0.00						0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	11,165.00	11,165.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	11,165.00	11,165.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,684.35	8,684.35	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,683.49	8,683.49
HEALTH SAVING	HS	Health Svgs	ACH Wire every	414.59	414.59	HEALTH SAVING	HS	Health Svgs	ACH Wire every	444.59	444.59
401K	DC	Vgrd EE	Wire	60,762.95		401K	DC	Vgrd EE	Wire	59,145.80	
VANGUARD	DC	Vgrd ER	Wire	42,757.57	103,520.52	VANGUARD	DC	Vgrd ER	Wire	41,293.98	100,439.78
LOAN	L2	401k Ln#2	Wire	3,090.97		LOAN	L2	401k Ln#2	Wire	3,197.96	
LOAN	LN	401k Ln #1	Wire	5,190.87	8,281.84	LOAN	LN	401k Ln #1	Wire	5,558.27	8,756.23
		TTL VNGRD		111,802.36				TTL VNGRD		109,196.01	
LABOR INS	LI&LA	L&I	EFT Quarterly	27,442.19		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	29,529.47	
ESD	CF&CL	WPFML	EFT Quarterly	6,572.88		ESD	CF&CL	WPFML	EFT Quarterly	6,421.61	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,581.75		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,582.00	
UNION DUES	MI	Mac.Inltlon	Check last	0.00		UNION DUES	MI	Mac.Inltlon	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	65.00	0.00		TF	Tx.Fr.Benefit	Employer	495.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	348.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	346.00	
PENSION	PN/P3	PERS EE	EFT	68,055.46	0.00	PENSION	PN	PERS EE	EFT	66,686.85	0.00
STATE	PN/P3	PERS ER	EFT	109,249.61	177,305.07	STATE	PN	PERS ER	EFT	106,905.09	173,591.94
PERS		TTL PERS		177,305.07		PERS		TTL PERS		173,591.94	
ICMA LOAN	R3	ICMA Ln#2	WIRE	419.58	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	419.58	0.00
ICMA	RC	ICMA EE	WIRE	6,148.73		ICMA	RC	ICMA EE	WIRE	6,001.37	
ICMA ROTH	RI	ICMA Roth	WIRE	350.00	350.00	ICMA ROTH	RI	ICMA Roth	WIRE	350.00	350.00
ICMA LON	RL	ICMA Ln#1	WIRE	850.90	1,270.48	ICMA LON	RL	ICMA Ln#1	WIRE	651.15	1,070.73
ICMA	RR	ICMA ER	WIRE	3,621.98	9,770.71	ICMA	RR	ICMA ER	WIRE	3,574.76	9,576.13
		TTL ICMA		11,041.19	11,391.19			TTL ICMA		10,646.86	10,996.86
457 STATE	SD	457 ST EE	EFT	16,896.82		457 STATE	SD	457 ST EE	EFT	16,910.08	
DEFERRED	SR	457 ST ER	EFT	9,669.30	26,566.12	DEFERRED	SR	457 ST ER	EFT	9,706.11	26,616.19
AFLAC	ST&SS	AFLAC POSTPRE	EFT	6,192.96	6,192.96	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,141.49	6,141.49
ATU	UC	Un COPE	Check 1st	122.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	1,204.00	
	UD	Un Dues	Check last	6,648.21			UD	Un Dues-BOTH PP	Check last	6,665.25	
	UI	Un Inltlatn	Check last	0.00			UI	Un Inltlatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax	Check last	3,263.40			UT	Un Tax IST PP	Check last	-16.65	
UNITED WAY	UW	United Way	Check last	246.00		UNITED WAY	UW	United Way	Check last	253.00	
WELLNESS	WF	Wellness	Check last	292.50		WELLNESS	WF	Wellness	Check last	289.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		741,499.15	741,499.15	DIRECT DEP.	NP	ACH Wire every		704,042.47	704,042.47
LIVE CHECKS		Paychecks		184.99		LIVE CHECKS		Paychecks - LIVE CHECKS		2,653.84	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,217,438.60			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,170,973.41
		TOTAL PAYROLL*:		\$1,493,878.98				TOTAL PAYROLL*:		\$1,462,549.63	
GROSS WAGE		GROSS EARNINGS:		1,098,688.39		GROSS WAGE		GROSS EARNINGS:		1,073,283.33	
ER AMOUNT		EMPR MISC DED:		379,685.77		ER AMOUNT		EMPR MISC DED:		374,112.84	
MEDICARE TAX		EMPR MEDICARE TAX:		15,504.82		MEDICARE TAX		EMPR MEDICARE TAX:		15,153.46	
					\$1,493,878.98					0.00	
	PP03				\$1,493,878.98		PP04 Total			\$1,462,549.63	
								Total Payroll for February 2022		\$2,956,428.61	
DIRECT DEP.		ACH WIRE TOTAL		761,763.09		DIRECT DEP.		ACH WIRE TOTAL		724,335.55	

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/2/2022

Thru Date: 2/2/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33850	2/2/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,188.24	
33851	2/2/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$118,892.93	
33852	2/2/2022	03250	BATTERY SYSTEMS INC.	\$268.71	
33853	2/2/2022	04131	BUREAU VERITAS COMMODITIES & TRADE IN	\$2,695.39	
33854	2/2/2022	05320	CAPITOL CITY PRESS INC	\$9,428.91	
33855	2/2/2022	06120	CITY OF OLYMPIA UTILITIES	\$2,563.76	
33856	2/2/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$36.32	
33857	2/2/2022	07220	CUMMINS INC.	\$109.37	
33858	2/2/2022	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
33859	2/2/2022	09662	FERRELLGAS LP	\$2,790.33	
33860	2/2/2022	09885	FMNA LLC	\$1,002.31	
33861	2/2/2022	10477	GALLS PARENT HOLDINGS LLC	\$2,221.18	
33862	2/2/2022	10607	GENUINE AUTO GLASS OF LACEY	\$647.79	
33863	2/2/2022	10660	GILLIG LLC	\$3,729.00	
33864	2/2/2022	11498	IBI GROUP	\$2,983.40	
33865	2/2/2022	11971	JOHNSON CONTROLS INC.	\$2,835.60	
33866	2/2/2022	14590	MOHAWK MFG & SUPPLY CO.	\$118.25	
33867	2/2/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,508.68	
33868	2/2/2022	15560	OLYMPIA DOWNTOWN ALLIANCE	\$300.00	
33869	2/2/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$7,734.79	
33870	2/2/2022	16969	POINT GRAPHICS LLC	\$48.05	
33871	2/2/2022	17871	SARE ELECTRIC INC.	\$1,047.62	
33872	2/2/2022	17900	SCHETKY NORTHWEST SALES INC.	\$251.56	
33873	2/2/2022	17908	SCHINDLER ELEVATOR CORPORATION	\$2,543.55	
33874	2/2/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$179.38	
33875	2/2/2022	18530	STANDARD PARTS CORP.	\$448.55	
33876	2/2/2022	18705	SUNBELT RENTALS INC.	\$1,119.17	
33877	2/2/2022	18755	NIKAY ENTERPRISES	\$4,502.00	
33878	2/2/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,266.43	
33879	2/2/2022	21950	TITUS-WILL CHEVROLET	\$607.60	
33880	2/2/2022	22010	ROTTERS INC.	\$274.00	
33881	2/2/2022	22235	TREW ENTERPRISE LLC	\$10,077.93	
33882	2/2/2022	25360	WASHINGTON FINANCE OFFICERS ASSOCIA	\$75.00	
Total:				\$208,960.62	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/9/2022

Thru Date: 2/9/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33884	2/9/2022	01405	ADVANCE GLASS INC.	\$3,111.32	
33885	2/9/2022	01567	CANON FINANCIAL SERVICES INC.	\$1,362.75	
33886	2/9/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$122.00	
33887	2/9/2022	01855	AMERICAN HERITAGE LIFE INSURANCE COM	\$7,752.33	
33888	2/9/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$19,632.38	
33889	2/9/2022	01895	ECOLUBE RECOVERY LLC	\$220.00	
33890	2/9/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,763.07	
33891	2/9/2022	02828	AVAIL TECHNOLOGIES INC	\$279,429.48	
33892	2/9/2022	03023	BACKUPIFY INC.	\$994.50	
33893	2/9/2022	03240	BATTERIES PLUS	\$371.68	
33894	2/9/2022	03250	BATTERY SYSTEMS INC.	\$268.71	
33895	2/9/2022	06120	CITY OF OLYMPIA UTILITIES	\$7,156.23	
33896	2/9/2022	06365	CLOUDPWR LLC	\$3,063.20	
33897	2/9/2022	07220	CUMMINS INC.	\$1,893.31	
33898	2/9/2022	07619	DAVID S FOSTER	\$2,000.00	
33899	2/9/2022	07780	DELL MARKETING LP	\$10,813.86	
33900	2/9/2022	09180	EXPRESS SERVICES INC	\$1,640.80	
33901	2/9/2022	09235	ERGOFIT CONSULTING INC.	\$405.00	
33902	2/9/2022	09660	WOLSELEY INVESTMENTS INC.	\$154.68	
33903	2/9/2022	09662	FERRELLGAS LP	\$3,227.12	
33904	2/9/2022	10607	GENUINE AUTO GLASS OF LACEY	\$1,037.48	
33905	2/9/2022	10660	GILLIG LLC	\$4,641.59	
33906	2/9/2022	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
33907	2/9/2022	10759	GORDON TRUCK CENTERS INC	\$407.84	
33908	2/9/2022	11805	ITERIS, INC.	\$9,816.73	
33909	2/9/2022	11943	JOANNA GRIST	\$2,000.00	
33910	2/9/2022	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$435.75	
33911	2/9/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33912	2/9/2022	14590	MOHAWK MFG & SUPPLY CO.	\$154.55	
33913	2/9/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$224.55	
33914	2/9/2022	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$204.34	
33915	2/9/2022	16490	HAROLD LEMAY ENTERPRISES	\$709.01	
33916	2/9/2022	17290	PUGET SOUND ENERGY	\$10,546.49	
33917	2/9/2022	17505	RAINIER DODGE INC.	\$131.36	
33918	2/9/2022	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$21.64	
33919	2/9/2022	17560	ROMAINE ELECTRIC CORP.	\$87.52	
33920	2/9/2022	17760	ROSS AND WHITE COMPANY	\$228.18	
33921	2/9/2022	17824	S & A SYSTEMS INC	\$1,742.22	
33922	2/9/2022	17861	SAMBA HOLDINGS INC.	\$398.52	
33923	2/9/2022	17900	SCHETKY NORTHWEST SALES INC.	\$252.06	
33924	2/9/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$720.39	
33925	2/9/2022	18046	SHARP ELECTRONICS CORPORATION	\$512.34	
33926	2/9/2022	18052	SHEA CARR & JEWELL INC.	\$17,591.83	
33927	2/9/2022	18066	SHI INTERNATIONAL CORP.	\$142,606.20	
33928	2/9/2022	18530	STANDARD PARTS CORP.	\$355.35	
33929	2/9/2022	18705	SUNBELT RENTALS INC.	\$706.74	
33930	2/9/2022	21950	TITUS-WILL CHEVROLET	\$3,223.41	
33931	2/9/2022	22235	TREW ENTERPRISE LLC	\$1,950.60	
33932	2/9/2022	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$4,122.95	
33933	2/9/2022	23410	U.S. BANK NA	\$26,383.74	
33934	2/9/2022	23641	UNITED STATES TREASURY	\$35.50	
33935	2/9/2022	24000	W. W. GRAINGER INC.	\$129.34	
33936	2/9/2022	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
33937	2/9/2022	24755	WA ST HEALTH CARE AUTHORITY	\$450,324.04	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/9/2022

Thru Date: 2/9/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33938	2/9/2022	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00	
33939	2/9/2022	25858	WESTCARE CLINIC LLC PS	\$170.00	
Total:				\$1,068,222.63	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/11/2022

Thru Date: 2/11/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33940	2/11/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
33941	2/11/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$41,317.09	
			Total:	\$41,317.09	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/16/2022

Thru Date: 2/16/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33942	2/16/2022	01360	ACT TRAFFIC SOLUTIONS INC	\$14,292.02	
33943	2/16/2022	01855	AMERICAN HERITAGE LIFE INSURANCE COM	\$7,521.12	
33944	2/16/2022	01895	ECOLUBE RECOVERY LLC	\$667.30	
33945	2/16/2022	02060	AMERISAFE INC.	\$1,048.05	
33946	2/16/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,308.44	
33947	2/16/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$6,952.48	
33948	2/16/2022	03250	BATTERY SYSTEMS INC.	\$1,530.26	
33949	2/16/2022	03350	BENNETT ARTHUR	\$8.00	
33950	2/16/2022	03363	BERGUM TONYA	\$65.00	
33951	2/16/2022	06040	CITY OF LACEY	\$1,731.60	
33952	2/16/2022	06120	CITY OF OLYMPIA UTILITIES	\$60.87	
33953	2/16/2022	07220	CUMMINS INC.	\$2,090.14	
33954	2/16/2022	07620	DAVIS WRIGHT TREMAINE LLP	\$364.00	
33955	2/16/2022	07640	DAY MANAGEMENT CORP	\$145.11	
33956	2/16/2022	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
33957	2/16/2022	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$43,760.00	
33958	2/16/2022	09180	EXPRESS SERVICES INC	\$1,640.80	
33959	2/16/2022	09662	FERRELLGAS LP	\$3,191.49	
33960	2/16/2022	09961	FORMA CONSTRUCTION COMPANY	\$1,901,761.79	
33961	2/16/2022	10290	FUSION GRAPHIX LLC	\$76.30	
33962	2/16/2022	10477	GALLS PARENT HOLDINGS LLC	\$3,237.05	
33963	2/16/2022	10607	GENUINE AUTO GLASS OF LACEY	\$588.09	
33964	2/16/2022	10660	GILLIG LLC	\$3,100.37	
33965	2/16/2022	12488	KEITHLY BARBER ASSOCIATES INC.	\$17,700.00	
33966	2/16/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$156.78	
33967	2/16/2022	14874	NANCE KYLE	\$10.00	
33968	2/16/2022	15045	NATIONAL TESTING NETWORK INC.	\$495.00	
33969	2/16/2022	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$103.00	
33970	2/16/2022	16250	ON-HOLD CONCEPTS INC	\$3,036.00	
33971	2/16/2022	16654	PARKER CORPORATE SERVICES INC.	\$56,374.60	
33972	2/16/2022	16888	REXEL USA INC.	\$326.76	
33973	2/16/2022	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$205.66	
33974	2/16/2022	17290	PUGET SOUND ENERGY	\$27,480.16	
33975	2/16/2022	17420	R&R TIRE COMPANY INC.	\$1,883.49	
33976	2/16/2022	17580	RECARO NORTH AMERICA INC.	\$257.37	
33977	2/16/2022	17760	ROSS AND WHITE COMPANY	\$840.74	
33978	2/16/2022	17900	SCHETKY NORTHWEST SALES INC.	\$60.04	
33979	2/16/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$606.01	
33980	2/16/2022	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
33981	2/16/2022	18052	SHEA CARR & JEWELL INC.	\$6,751.97	
33982	2/16/2022	18297	SOLID WASTE SYSTEMS INC.	\$315.44	
33983	2/16/2022	18420	SOUTHGATE FENCING INC.	\$273.50	
33984	2/16/2022	18530	STANDARD PARTS CORP.	\$239.18	
33985	2/16/2022	18540	STANTEC CONSULTING SERVICES INC	\$29,220.26	
33986	2/16/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$11,361.56	
33987	2/16/2022	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
33988	2/16/2022	21880	THURSTON REGIONAL PLANNING COUNCIL	\$7,103.90	
33989	2/16/2022	21950	TITUS-WILL CHEVROLET	\$1,728.33	
33990	2/16/2022	21985	TOTAL FILTRATION SERVICES INC.	\$79.02	
33991	2/16/2022	22420	ALLEN WALTON	\$547.00	
33992	2/16/2022	23406	U.S. BANK NATIONAL ASSOCIATION	\$104.98	
33993	2/16/2022	23576	UNG CHAE	\$2,800.00	
Total:				\$2,174,780.61	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/23/2022

Thru Date: 2/23/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33996	2/23/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$17,764.21	
33997	2/23/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,269.88	
33998	2/23/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$78,802.07	
33999	2/23/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$225.29	
34000	2/23/2022	07220	CUMMINS INC.	\$1,078.25	
34001	2/23/2022	07969	DIMALANTA KYLE	\$18.00	
34002	2/23/2022	09180	EXPRESS SERVICES INC	\$1,476.72	
34003	2/23/2022	09660	WOLSELEY INVESTMENTS INC.	\$154.68	
34004	2/23/2022	09662	FERRELLGAS LP	\$2,027.09	
34005	2/23/2022	10607	GENUINE AUTO GLASS OF LACEY	\$3,444.52	
34006	2/23/2022	10660	GILLIG LLC	\$8,358.60	
34007	2/23/2022	10751	GOLDEN PRECOLA	\$20.00	
34008	2/23/2022	11231	HERC RENTALS INC.	\$2,352.10	
34009	2/23/2022	11615	INDUSTRIAL HYDRAULICS INC.	\$109.36	
34010	2/23/2022	13510	LES SCHWAB TIRE CENTER	\$484.17	
34011	2/23/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
34012	2/23/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$701.02	
34013	2/23/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$345.33	
34014	2/23/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$464.27	
34015	2/23/2022	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$121.00	
34016	2/23/2022	16595	YACULTA COMPANIES INC.	\$36.45	
34017	2/23/2022	16966	POINT & PAY LLC	\$270.25	
34018	2/23/2022	16969	POINT GRAPHICS LLC	\$172.31	
34019	2/23/2022	17810	RR DONNELLEY COMPANY	\$715.62	
34020	2/23/2022	17900	SCHETKY NORTHWEST SALES INC.	\$396.81	
34021	2/23/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$537.17	
34022	2/23/2022	18101	SIJ HOLDINGS LLC	\$139.46	
34023	2/23/2022	18530	STANDARD PARTS CORP.	\$827.65	
34024	2/23/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,320.86	
34025	2/23/2022	21830	THURSTON COUNTY SOLID WASTE	\$18.00	
34026	2/23/2022	21950	TITUS-WILL CHEVROLET	\$1,206.10	
34027	2/23/2022	22010	ROTTERS INC.	\$105.06	
34028	2/23/2022	22235	TREW ENTERPRISE LLC	\$3,829.55	
34029	2/23/2022	23641	UNITED STATES TREASURY	\$35.50	
34030	2/23/2022	23660	UNITED WAY OF THURSTON COUNTY	\$499.00	
34031	2/23/2022	24000	W. W. GRAINGER INC.	\$60.94	
			Total:	\$133,779.60	

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
23762 VANHORN DANIEL										
00	1/28/22RECOG	DI	1/28/2022			70.00	70.00	70.00		70.00

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
26004 WHITE BRIAN										
00	1/31/22 Recog	DI	1/27/2022			25.00	25.00	25.00		25.00

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
14655 MORTON KENDRA										
00	Recog 2/2/22	DI	2/4/2022			95.00	95.00	95.00		95.00
17655 REINHARDT BRYCE										
00	Travel Adv 2/7/22	DI	2/4/2022			318.67	318.67	318.67		413.67

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	2022FEB	DI	2/11/2022			3,163.75	3,163.75	3,163.75		3,163.75
14385 MESSMER PATRICIA										
00	2/3/22 Reimb	DI	12/31/2021			21.35	21.35	21.35		3,185.10

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
10960 HAIDER KEVIN										
00	2/8/22 Bonus Bucks	DI	2/9/2022			115.00	115.00	115.00		115.00
12666 KIM KARL										
00	2/8/22 Bonus Bucks	DI	2/9/2022			285.00	285.00	285.00		400.00

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
06487 COIT SUZANNE										
00	02/08 RECOG CSH OU	DI	2/17/2022			5.00	5.00	5.00		5.00
10960 HAIDER KEVIN										
00	02/09 RECOG CSH OU	DI	2/17/2022			95.00	95.00	95.00		100.00
11214 HEINEMEYER ALLEN										
00	02/09 RECOG CSH OU	DI	2/17/2022			215.00	215.00	215.00		315.00

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
11770 IT PROJECT ASSISTANCE										
00	2022 FEBRUARY	DI	2/25/2022			694.00	694.00	694.00		694.00
11775 IT WELLNESS										
00	2022 FEBRUARY	DI	2/25/2022			582.00	582.00	582.00		1,276.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: March 2, 2022

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: General Legal Services Contract Extension

1) **The Issue:** Consideration of extending our contract for general legal services with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2023, in accordance with the contract terms.

2) **Recommended Action:** Authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich extending the term of the agreement through March 31, 2023.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this term will exceed that amount, legal counsel serves the Authority and as such, it is recommended that the Authority authorize the contract extension.

4) **Background:** Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2018, for as-needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the final one-year extension option and once approved, would extend the term to March 31, 2023.

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

A rate increase for Jeff is not being proposed this term for his work. The firm has implemented a general wage increase of 4%, and the other Partners noted within our agreement are seeking this increase. Historically, Intercity Transit utilizes Jeff's services exclusively, and the impact of the wage increase incurred by the other Partners is minimal.

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

5) **Alternatives:**

- A. Authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich extending the term of the agreement through March 31, 2023.
- B. Defer action. A decision to delay may impede or delay timely access to legal counsel.

6) **Budget Notes:** The 2022 budget for general legal services is \$38,000. Historically, Intercity Transit spends approximately \$16,278 per year on average for legal services.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals. **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community, such as access and equity as a service provider and as an employer."

8) **References:** Proposed rate and personnel adjustment and for contract term of April 1, 2022, through March 31, 2023.

Fully loaded Hourly Rates:

Primary Legal Representative:	Title/Position:	Previous Billable Hourly Rate:	New Billable Hourly Rate:	Minimum Billable Hours:*
Jeffrey Myers	Partner	\$215	\$215	.1 hour
Elizabeth McIntyre	Partner	\$235	\$245	.1 hour
Don Daniel	Partner	\$235	\$245	.1 hour
Michael Throgmorton	Associate	\$190	\$200	.1 hour
Amanda Bley Keuhn	Partner	\$215	\$245	.1 hour

Support Personnel:	Title/Position:	Previous Billable Hourly Rate:	New Billable Hourly Rate:	Minimum Billable Hours:*
Tod Monroe	Paralegal	\$95	\$95	.1 hour
Lisa Gates	Paralegal	\$65	\$65	.1 hour
Blake Myers	Paralegal	\$55	\$55	.1 hour

*Minimum number of hours each Representative will bill for any amount of work performed.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: March 2, 2022

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Marketing and Communication Services Contract Award

-
- 1) **The Issue:** Award a one-year contract to Maul Foster and Alongi (MFA) for Marketing and Communication Services.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with MFA to provide Marketing and Communication Services in the amount of \$300,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit released a Request for Qualifications and Proposals (RFQP) for Marketing and Communication Services on December 9, 2021. A total of six (6) proposals were received by the submittal deadline of January 19, 2022.

Proposals were evaluated by the General Manager, Marketing and Communications staff, the Vanpool Manager, a Human Resources Analyst, and procurement staff in accordance with criteria established in the RFQP. Based on the evaluation of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that MFA is the responsible proposer who best meets all RFQP requirements and is the most advantageous to Transit to perform Marketing and Communication Services.

MFA has extensive experience working with public and transportation agencies and has completed multiple successful marketing and communication campaigns with Pierce County, Sound Transit, Seattle Department of Transportation, the Port of Seattle, and the Washington State Department of Transportation. Staff believes MFA will provide significant and valuable marketing and communications support services at fair and reasonable rates. Accordingly, Staff recommends approval of the contract award to MFA.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with MFA to provide Marketing and Communication Services in the amount of \$300,000.
- B. Defer action. This alternative would result in a lapse of supplemental marketing and communications services as the previous contract reached its maximum term and expired.

6) **Budget Notes:** The total contract value of \$300,000 for Marketing and Communication Services falls within the 2022 budgeted amount. Transit will finalize actual costs with MFA on a project-by-project basis, ensuring that project costs do not exceed the total contract amount.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: March 2, 2022

FOR: Intercity Transit Authority

FROM: Eric Phillips AICP, Development Director - 705-5885

SUBJECT: Smart Corridors & Transit Signal Priority Project Update

1) **The Issue:** Provide an update on the Smart Corridors & Transit Signal Priority Projects

2) **Recommended Action:** Presentation and discussion only.

3) **Policy Analysis:** Regular updates of ongoing projects undertaken by Intercity Transit consistent with the Strategic Plan and Long-Range Plan provide an opportunity for the Authority to learn more about projects, ask questions of staff, and provide feedback.

4) **Background:** Intercity Transit is currently working toward implementation of Transit Signal Priority and Smart Corridors. Both projects received federal grant support (three separate awards) and late last year Intercity Transit awarded a multi-year contract to Iteris, Inc. and their sub-consultant Parametrix to provide traffic engineering support services to implement both projects.

This project update is intended to provide the Authority with an update on the coordination and implementation work, provide an opportunity to introduce key project staff from the consultant team, and review upcoming project milestones and schedule moving forward.

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

6) **Budget Notes:** Current work under contract is primarily grant funded and included in the 2022 budget.

7) **Goal Reference:** **Goal 1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal 2:** "Provide outstanding customer service." **Goal 4:** "Provide responsive transportation options within financial limitations." **Goal 6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal 7:** "Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in the community, such as access and equity as a service provider and as an employer."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: March 2, 2022

FOR: Intercity Transit Authority

FROM: Eric Phillips AICP, Development Director - 705-5885

SUBJECT: Martin Way P&R - Direct Access Project Update

1) **The Issue:** Provide an update on the Martin Way Park and Ride Direct Access Regional Mobility Grant Project.

2) **Recommended Action:** Presentation and discussion only.

3) **Policy Analysis:** Regular updates of ongoing projects undertaken by Intercity Transit consistent with the Strategic Plan and Long-Range Plan provide an opportunity for the Authority to learn more about projects, ask questions of staff, and provide feedback.

4) **Background:** The Martin Way Park & Ride is a key location for transit service. The need for a direct access connection for buses to enter the facility more efficiently is an identified project in the agencies adopted Transportation Improvement Program and is listed as a regionally significant project in *What Moves You* – the Regional Transportation Plan. The project will improve the safety of our operations by eliminating unsignalized left turns and reducing circuitous routing getting into and out of the P&R. The changes will result in more direct service and a reduction in schedule times for Olympia Express trips.

To advance the direct access project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) from WSDOT to design and construct improvements at the Martin Way Park & Ride including a “bus only” direct access into the existing facility and a new “flyer” bus stop that would allow buses to stop on the NB on-ramp to board riders rather than deviate into the P&R. Additional improvements are also being scoped for the site as provided for in the project. This project update will review progress, schedule, and concepts under design development with support from SCJ, our engineering consultant for the project. Improvements are scheduled for construction later this year and will be completed by June 2023.

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

6) **Budget Notes:** Current engineering work under contract and construction costs associated with the project are included in the 2022 budget.

7) **Goal Reference:** **Goal 1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal 2:** *“Provide outstanding customer service.”* **Goal 4:** *“Provide responsive transportation options within financial limitations.”* **Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal 7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in the community, such as access and equity as a service provider and as an employer.”*

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

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
February 14, 2022 – Virtual Meeting

CALL TO ORDER

Vice-Chair Grettenberger called the virtual February 14, 2022, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Vice-Chair Jihan Grettenberger; David Bonauto; Nikki Crist; Ursula Euler; John Gear; Betty Hauser; Joan O’Connell; Lloyd Peterson; Naythan Raymos; Natalie Smith; Marilyn Scott; Allison Spector; Edwina Waehling; Rachel Weber, and Eliane Wilson.

Absent: Chair Walter Smit; Ty Flint; Gene Angel; Jonah Cummings, and Marie Lewis.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Steve Krueger; Daniel VanHorn; Alex Auty, and Kevin Karkoski.

APPROVAL OF AGENDA

It was M/S/A by DAVE BONAUTO and URSULA EULER to approve the agenda.

INTRODUCTIONS

Grettenberger introduced Authority member, JUSTIN BELK, as the representative attending the meeting.

MEETING ATTENDANCE

- A. February 16, 2022, Work Session - Eliane Wilson
- B. March 2, 2022, Regular Meeting - Marilyn Scott
- C. March 16, 2022, Work Session - Allison Spector

APPROVAL OF MINUTES

It was M/S/A by URSULA EULER and DAVE BONAUTO to approve the minutes of the January 10, 2022, CAC meeting.

NEW BUSINESS

- A. **DAL, TRAVEL TRAINING AND BUS BUDDY UPDATE** - *(Kevin Karkoski)* Karkoski introduced himself as the Dial-A-Lift (DAL) manager and indicated he was presenting information on accessible transportation options for fixed route, Travel Training and Bus Buddies. The presentation would include information on the Americans with Disabilities Act (ADA), fixed route accessibility, public transportation and the aging population, the Travel Training program, Bus Buddy partnership, and the DAL program. He provided an agency overview indicating IT serves Lacey, Olympia, Tumwater, Yelm and the unincorporated areas of Thurston County. IT has been in business for 41 years. The agency has 21 fixed route bus routes and ADA complimentary paratransit service the Agency calls DAL. The agency also

has Vanpool, Community Vans, a Surplus Van program, Village Vans, and Youth Education which is the Walk N Roll program. The ADA was passed in 1990 and it is Civil Rights legislation outlining civil rights protection for over 54 million Americans with disabilities. There weren't any less people with disabilities but people just didn't see them because they didn't have the opportunities to get out due to a considerable amount of barriers. This legislation helped provide the ability to have access. The ADA required accessibility with all new transportation facilities and vehicles used in fixed route service. It also required equivalent access to demand response services complementary to paratransit service that must extend a minimum of $\frac{3}{4}$ of a mile beyond the boundaries of the fixed route system. That is the DAL service area. All routes on the periphery the Agency provides DAL service out $\frac{3}{4}$ of a mile and on route 94 past Amtrak that gets doubled to a mile and a half on each side of the route all the way to Yelm and including Yelm. They came up with $\frac{3}{4}$ of a mile as what a person could walk to a bus route. With fixed route accessibility public transportation made a switch from high floor buses to buses with lifts and then to low floor buses with ramps. All of IT's buses are low floor with accessibility ramps for mobility devices or for those with difficulty stepping up. All the DAL vans are equipped with lifts and also accessible for folks with mobility challenges. There are voice and text announcements on all buses for each approaching stop so if anyone has requested a stop they will know visually and audibly. There is an automated vehicle annunciator that lets riders know what stop is coming up next. Along with fixed route accessibility the Agency has maintained a commitment to improve accessibility of bus stops each year. He shared a stop on Tumwater Blvd on route #13 prior to improvements with only a pole and after the stop was improved it has a shelter that allowed people to wait out of the weather and it also provided them a place to sit. It also has a ramp for mobility devices to safely enter and exit the bus. On some of the routes in particular the 94 there are only poles next to a ditch on a 50 mph highway and they are not ADA accessible and that is why every year the Agency makes bus stop improvements. All drivers undergo passenger service and safety training and they are certified to provide quality customer service for all riders on fixed routes and DAL. This training makes sure they know how to operate all equipment on board including tying down devices, etc.

Karkoski shared information on public transportation and the aging population. Every day 10,000 people turn 65 and of those $\frac{1}{3}$ has a disability of some type. People also outlive their ability to drive by 7 to 10 years for whatever reason. This means they could be riding fixed route or a possible client for DAL, or some may have never driven and they will seek out one of those transportation options. One of the Agency goals is to instruct them about fixed route service and if they qualify for DAL service providing them the information they need to apply for the service. The transportation quandary is that older adults do not have sufficient familiarity with and knowledge of public transportation to use it as an option. That is where Travel Training comes into play. IT has two travel training coordinators who provide instruction on how to ride fixed route service. Prior to Covid they did a lot of outreach and now they are not doing as much. They do a lot of work with schools with kids who have special needs and some with disabilities who will become life-long bus riders. They work with the schools to identify and help clients learn to ride the bus so they can be successful in life and live a full life. It teaches independent bus travel from origin to destination, trip planning, and training on the fixed route system. It provides an orientation to all aspects of bus travel. They also provide training to individuals on how to use their mobility device. Staff will pick them up in a DAL van and bring them to the bus yard and help them learn how to board the bus and turn around or back onto the bus. This gives them a chance to learn how to do that without any pressure. Many are very leery about taking their mobility devices on the fixed route system because they don't want to make the bus, and everyone on it, late. This gives

them a chance to get comfortable driving it on and off the bus. Travel Trainers create relationships with the bus riders to provide continued assistance as needs change. They can help riders go to new locations and assist as routes change with service changes.

Karksoki indicated the Bus Buddy program is a partnership with Catholic Community Services. While Travel Training provides training on how to ride the bus the Bus Buddy partnership assists those who have been trained and is more of a companion service. Once someone is travel trained staff wouldn't be able to continue riding with them. That is where the Bus Buddies come in. They ride with clients to help them navigate the system. They will do that for the fixed route. Bus Buddies are experienced or trained bus riders and ride primarily with seniors and with anyone with a disability or anyone riding public transportation. They help enhance mobility and assist folks in maintaining their independence. Riders are matched with an experienced or travel trained Bus Buddy. Bus Buddies travel with the individuals on single trips or on a continual basis. It all depends on what the rider needs. It has been going now for about 8 years and they have been a great partner for IT.

Karkoski shared information about the DAL program. DAL is an ADA mandated service for those riders whose disability prevents them from riding the fixed route bus. People don't qualify just because they are elderly. A disability must prevent them from riding the fixed route bus. Clients apply for eligibility and must recertify every three years. More than likely they will still be considered eligible but staff must make sure they still have a need and Agency information is current. Services extend $\frac{3}{4}$ of a mile beyond the boundaries of fixed route. It is a shared ride service. That means it is not like a taxi service and rides are scheduled in advance. Clients call and indicate where and when they need to be somewhere, and staff will back off how long it takes to get them there. Drivers will pick up and drop off other clients along the way. During the pandemic they have scheduled fewer people on each van. DAL vans typically take 6 people that are ambulatory and 3-4 with mobility devices. Now they are scheduling at the most 3-4 people in the van. Eligibility is determined if someone is unable to board, ride, or exit a ramp equipped bus without assistance; or someone needs to use a ramp but it cannot be deployed safely at their bus stop. Also, if someone has a disability that prevents travel to and from a bus stop under certain conditions. There is an application and the last two pages are filled out by the client's medical provider. Sometimes there isn't sufficient information to make a determination and those folks will be asked to do a functional assessment. The functional assessment is half a mile long and takes place at Heritage Park. Clients will walk on sidewalks, gravel, up and down a hill to see how they are able to navigate. There are three different categories of eligibility including unconditional which means clients can book a ride wherever they want, anywhere they want during hours of service. Conditional eligibility is someone who can only walk four blocks to a bus stop. If the client must go farther than that they would get rides anywhere past the four blocks. Temporary eligibility is for people who have a surgery and might need 90 or 120 days of eligibility. Some people staying in a nursing home from another county or different part of this county would get temporary eligibility for however long they would be in the area.

Karkoski provided some 2021 DAL statistics:

- Total clients: 3,277
- DAL applications: 908
 - Full eligibility 63%
 - Conditional eligibility 8%

- Temporary eligibility 25%
- Ineligible 4% (can appeal within 60 days of notice; there is a panel that hears appeals and makes a determination to sustain or change the determination.)
- Recertifications 39%
- Functional assessments: 224
- Recertifications: 358
- Number of trips: 113,898
 - This is a 19% decrease from the previous year. Much of this is assumed to be due to COVID. Part of that is due to the advance reservation system that was in place for a large part of the year so rides were down. Once service was reinstated several different times there were less and less advanced reservations to do and they moved to traditional service model.
- On-time performance: 96% - this means drivers arrive within the 30-minute pickup window when someone books the ride. Each day staff strives for 100%.
- Total phone calls: 62,376
 - This is a 13% decrease from the previous year. Staff is still doing advanced reservation rides between 9-11 pm and providing about 60 rides per month.
- Customer satisfaction rating (2016) was at 95% - staff continues to strive for 100% satisfaction.

Karkoski answered questions.

Hauser - asked if the Travel Trainers are able to keep up with the demand for training. She added that the Bus Buddy program is good for the people learning. It is also good for the Bus Buddies.

Karkoski - responded that they are able to keep up. Covid has really slowed that work down and they are working in the DAL call center. Typically they work with seniors and they are especially busy doing outreach and working with the high schools and the special needs students. That is where a lot of clients come from. With remote learning demand for that has gone down a lot. They are still doing things with schools but doing it virtually.

Gear - shared that he wanted to talk about cost and looking at budget figures it doesn't take that much to run the bus system but what they stagger to deliver is the paratransit services. It seems like they starve the transit systems because if they added more fixed route service they can't afford to increase the paratransit burden that comes with increasing fixed route services. Why do they make the comparison only to bus service. The governments are providing transportation services and that includes the roadways and they have 24-hour availability of the roadways for non-disabled people. Say that the DOT has to fund the paratransit not just the bus system. Basically, the Agency can't expand hours of service or the transit network unless they can afford the paratransit. Then they only fund the purchase of buses and not operations. He asked if anybody is discussing how to get funding from DOT rather than living off the federal government for buying buses.

Karkoski - indicated the Agency does get some grants from DOT. It doesn't cover the entire cost. In 1990 the federal government mandated the service but it was not a funded mandate. The Agency has also received some grants for replacement vehicles.

Freeman-Manzanares – lauded Karkoski for his presentation. She added that in the most recent state proposed transportation budget there are additional dollars for the operation of DAL. To Gear’s point she identified that it is a delicate balance to support this unfunded mandate with the needs of fixed route and the remainder of IT services. His point is well-taken and so true. DAL costs must be contained so they do not bankrupt a transit system. It is why there are eligibility requirements and why the boundaries are so important. It isn’t that staff do not want to provide transportation services to everyone who might need them, it is a matter of being able to afford it and balance all costs.

Bonauto – thanked Karkoski for the presentation. He has a few co-workers who use DAL and love it and it is really reliable. They discovered it and are so appreciative of the service. He inquired about the outreach efforts for people outside of the high school who need the service.

Karkoski – indicated typically they do outside of Covid. Prior to the pandemic they went to senior centers once a month, went to Panorama once a month, present to different service organizations like Rotary and Kiwanis to get the word out. They also have information where people might find it helpful like at doctor offices. They have a booth a Lakefair, Thurston County Fair, and they don’t talk about DAL directly but really Travel Training. Some people don’t realize Travel Training and Bus Buddies exist.

Waeling – indicated as a user of DAL and as the community population expands the $\frac{3}{4}$ boundary off of fixed route isn’t very far. When she was going to work she had to walk about a mile and a half on a busy road. She asked if there are there any thoughts about expanding that $\frac{3}{4}$ of a mile boundary.

Karkoski – added that there aren’t any plans to extend it beyond what it is currently and what it is for route 94 which is considered rural and is at a mile and a half. The Agency is meeting the federal requirement and with the 94 they double that. The issue around the 94 was defined when the Public Transportation Benefit Area (PTBA) for Intercity Transit were realigned post I-695 which transit lost 43% of its funding. The agency pursued a sales tax measure and south county was not in favor of it so the boundaries were realigned. Service is based off where the buses run. A good example is prior to the creating of route 65 buses didn’t go to that area at all and with the addition of that bus route it greatly expanded the DAL service area. It was one of the biggest changes. Some routes were changed on the west side of Olympia and that pushed the DAL boundary out on routes 45 and 47. In the last 3-4 years those are the only increase to the DAL service area.

Peterson – shared that he and his wife are very happy users of DAL. They have always had a positive experience. The drivers are efficient, flexible and one of the reasons he sought to be on the board was to be an advocate for the service.

Grettenberger – thanked Karkoski for the presentation. She finds it amazing that the Agency has the mobility device training. Putting a bike on the bus makes her nervous so that is a huge resource. She inquired how often staff gets requests for the Bus Buddies that they can’t help. She also asked if the Agency trains people in other languages. She added that she works for Thurston County and that Public Works currently has an ADA survey

out for people to complete. It would be great for anyone who uses DAL to get around town and has alternative mobility needs to please respond to the survey.

Karkoski – responded that people contact the Bus Buddies directly. They might contact the Travel Training department and they would put them in contact with Bus Buddies. Or possibly realize that they need some travel training and then pass them on to Bus Buddies. They pass people along those that need travel training and it goes both ways. Luckily the Agency has access to a translation service but it is more geared toward someone calling on the phone. The Agency does have some operators who speak different languages who have helped in the past. One operator spoke Korean, some speak Spanish and they have helped with presentations to translate. They don't get many requests for other languages. They have in the past gotten requests to fill out DAL applications and have used Google Translate and things like that. They will do whatever they can to accommodate anyone.

Belk – shared that it was a great presentation and one thing occurred to him is they have a great pool of volunteers of those who can't participate because of Covid and he inquired if they need to build that pool back up.

Karkoski – indicated that Scott Schoengarth is the coordinator of that service. As far as he knows they are always looking for new Bus Buddies. Marilyn Scott is a Bus Buddy and he asked if she had anything to add.

Scott – indicated they are still trying to provide the service. They do have some trips planned and they have about 10 people who are ready to go out.

Wilson – asked if the DAL service area excludes trips to Lakewood.

Karkoski – responded that it technically does but for DAL clients that want to go to Pierce/King county they contact DAL and indicate where they want to go. Then staff will coordinate with Pierce Transit for a shuttle ride. DAL will pick them up at their house and take them to one of the transit centers and they will ride the bus to the 512 Park and Ride. The Pierce Transit Shuttle will pick them up there right across the driveway and take them to their destination. They will then bring them back to the Park and Ride and they will ride back on the next available express bus. They are then picked up by DAL at one of the transit centers or Martin Way Park and Ride and then they are taken back to their home.

Waehling – asked Karkoski to repeat the process for out of county DAL transportation. People in Panorama don't know about it and would really benefit from knowing. She praised staff for their good work.

- B. 2022 PROCUREMENT PROJECT PLAN - (Steve Krueger)** Krueger introduced himself as the Procurement and Capital Projects Manager and indicated each year he shares the projects of interest and how they tie to the [Strategic Plan](#). He then gave a shout-out to his team Tammy, Katie, and Jeff for their great work. He is very proud of the way they have responded to work during the pandemic and how they have gelled as a team. The curve ball they are facing this year is the instability of supply chains. Today it is much more difficult to predict delivery timelines. Consequently, they are doing their best to get ahead of this and issue purchase orders earlier so suppliers can navigate delivery schedules.

Krueger shared goal 1 from the [Strategic Plan](#) and the associated projects:

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.

- Implementing wayfinding closely links to goal 1 and it's a project they are excited about. Wayfinding is all about the art and science of helping riders efficiently and intuitively navigate the transportation network with strategically placed visual cues. The soon to be implemented CAD/AVL technology will provide real time scheduling information that will augment the wayfinding solution. The next step is to competitively award a consultant contract to study the environment and develop a road map for implementation. They will then hire a systems integrator to complete the installation beginning at transit centers and if all goes well and funding allows, they hope to expand coverage to higher use areas throughout the network. A draft solicitation was developed last fall and they hope to release it very soon.
- Assessing transportation needs is at the core to the Marketing department and Procurement awards and manages a number of contracts to support them. They are currently in the phase of awarding a new Marketing/Communication Consulting Services contract to provide marketing with the as needed support services for their marketing efforts. The contract will also include as needed graphic design services. They are also looking to hire a Drupal Web Developer to assist in transitioning to Drupal 9 as Drupal 8 will no longer be supported. This firm will also assist in making on-going improvements and enhancements to the Agency website.
- They will also be awarding a replacement Video Production Service contract that will be used for training and promotion videos.
- At about this time last year Avail Technologies was awarded a contract to replace and overhaul the existing CAD/AVL which will provide much improved and detailed location information for buses and vans allowing staff to better manage scheduling, provide real time bus location, and modernize communications with vehicles and operators. The Avail CAD/AVL will be installed on all coaches no later than March 31, 2022 and they will then move to the DAL fleet. Staff is very pleased with Avail's work and is excited about the rollout of this project.

Goal 2 - Provide outstanding customer service.

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

- The Landscape Services contract is an example that contributes to Agency efforts in providing outstanding customer service so that facilities are inviting, and the community can take pride in the use of facilities and services. He shared a photo of the new landscaping at the OTC. The contract is up for renewal again this year so they will be examining and polling internal stakeholders to decide if they should extend or rebid. Following completion of the OTC Expansion Project and repainting of the bus platform, it was time to update the southwest corner of the OTC property to harmonize with the new landscaping. The design includes landscape features to better guide and promote improved safety. It is mostly complete and expected to be finished at the end of this month.

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.

- Maintaining safe and secure operations requires the assistance of security services. Over the last year they have expanded coverage of the Pattison Base with more guards, added hours and coverage of both the Bobcat property, and the Liquor Control Board leased parking. The construction contractor is also working with the security guard service to patrol the jobsite. Because of the added scope in coverage, they will be testing the market for service providers this spring. The Agency also leased a portable self-contained video surveillance trailer for remote monitoring complete with a PA system. Procurement is also coordinating with the city of Olympia to implement measures to eliminate long term parking on the east side of Pattison Street.
- As a reminder the existing Pattison Base was completed in 1985 and was designed to service 80 vehicles but currently serves 400. The expansion and modernization is long overdue and speaks to maintaining a safe and secure operating system. Unlike the OTC expansion project in which the hot construction market produced higher than expected bids, the north parcel bids came in much lower than projected as bids closed just as the Covid lockdown lifted and the construction industry was eager to book work. They couldn't have timed the market any better and Forma reports they are on schedule and optimistic that savings for the north parcel project will be realized. He shared photos from one year ago and a recent one from 2 weeks ago. They are still on target to take possession in September.
- Access Control was first implemented at the new OTC. Card access control speaks to a safe and secure facility. It will be replicated at the new Pattison Base campus. Unlike physical keys it can be deactivated if stolen or lost as well as provide detailed tracking logs. Forma will add the hardware and procurement will be contracting with a state contractor to provide all the parts and on-going technical support of the access control technology. All the design work has been completed and they are eager to get the purchase order approved so they can get the equipment ordered and installation underway.
- Procurement also manages the Inventory department who consistently does a remarkable job of sourcing and stocking all the parts and supplies needed to keep the Agency operational. They also assist in the disposition of surplus property. Since the onset of the pandemic, they continue to order and stock personal protective equipment including masks, wipes, gloves, hand sanitizer, disposable/compostable kitchen utensils, vehicle disinfectant supplies, screening stands, driver barrier supplies, vehicle moisture/mold supplies and more. The Inventory department reports they have spent over \$132k on products to help fight Covid and expect they'll need to keep PPE on hand for the foreseeable future.
- Although the Agency won't take occupancy until September, they recently issued the Pattison furniture package purchase order to lock in 2021 prices and better ensure timely delivery. If all goes to planned, the furniture will arrive in July and allow installation in time for occupancy in September.
- Covid has forever changed the way everyone interfaces with one another. Virtual meetings promote sustainability, time management and have become the catalyst in realizing a paperless office. The new ADOPS and FWF conference rooms have been designed to leverage this rather complex and sophisticated technology. Due to uncertainty in the supply chains, they recently issued the purchase order for this

equipment to better ensure they receive it in a timely manner. If all goes according to plan, they expect the equipment to install in May 2022.

- The Agency is always adding and improving bus shelters in the system. With the Zero Fare Pilot Project, modifying shelters for rear door boarding at bus stops has been a welcome modification and this year they're planning to do more of that for approximately 150 shelters. They are also exploring the possibility of either issuing their own solicitation for a new bus shelter and solar lighting contract or piggybacking on another government contract.
- Keeping facilities in working condition is a tall order and this year they will be using the on-call contract to assist facilities in maintaining the Amtrak property including parking lot drainage, tree removal, and restroom upgrade. At the LTC with gutter replacement, and an exterior paint consultant to verify the new paint has lived up to expectation. Procurement will also assist with a Building Condition Assessment Report and Plan for all Agency facilities.
- With the pandemic never has the need for high quality cleaning and sanitation been so important. CW Janitorial Services has responded to this challenge and their contract is up for renewal this August which Procurement will consider and likely extend.
- The new FWF will sport two new Interclean Bus Wash Systems scheduled to be installed in April. Interclean's highly efficient patented high-pressure, maintenance-free recycling module is capable of recycling up to 100% of the wash water. The Interclean system does not use harmful chemicals or additives to minimize any environmental impacts and uses aerated wash water to ensure that the captured water doesn't develop any offensive odors typically associated with water recycling.
- The design team is busy working on the planned renovation and modernization of the maintenance building which includes relocating the Inventory Department to the rebuild room. To maximize efficient use of space as well as inventory retrieval they are planning on purchasing a computerized vertical lift system that is about 15 feet tall by 12 feet wide and 13 feet deep. Due to supply chain issues and long lead-time, they anticipate seeking approval to issue the purchase order toward the end of this year.
- There has been a lot of thought and consideration given to reconfiguring the maintenance building to maximize efficiency which includes the purchase of an additional tire carousel. Procurement will line up the sourcing of this equipment and seek approval to issue a purchase order towards the end of this year.

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.

- The vanpool program supports community mobility and sustainability. The Agency is always striving to serve as good stewards of the resources they're entrusted with, and most recently transitioned to the state's new fleet fueling cards from WEX. This is a multi-state cooperative contract that better enables the Agency to leverage collective buying power and get the best fuel prices and prompt payment discounts. It also includes robust reporting capabilities and access to emergency services. They transitioned to the fleet card in January.
- Most vehicles the Agency purchases are highly customizable requiring extensive internal stakeholder input. There are 10 replacement 40-foot coaches currently in production at Gillig and they expect they'll be put into service this spring. This is the last of the vehicles ordered after the 2018 successful ballot measure. With these vehicles the Agency will have 63 coaches three years older or newer. All of the coaches that were

replaced are currently moving through the surplus process. There are also 28 propane DAL vehicles on order. Of those, 18 were due to be delivered in 2021 and another 10 in 2022 but due to pandemic related delays they have not entered the production phase. Staff expects delivery in June of 2023 when the replaced DAL vehicles will be surplus. Due to supply chain issues the Agency is also waiting for two facilities vehicles including a Ford Transit van and Ford F-350 which were ordered in 2021. The 2022 budget includes a maintenance truck and facilities truck as well as an operations supervisor vehicle. The 2022 model year Ford Explorer order was placed in January 2022 and does not have an ETA as of yet. The Agency received a grant for 12 replacement 7-passenger hybrid vanpool vans to be received by July 30, 2023. They intend to order either the Toyota Sienna or Chrysler Pacifica hybrid.

- Traffic congestion at the I-5/Martin Way interchange creates backups during peak hours such that it's not uncommon to take as much as 10 minutes to take a left turn to get on the northbound I-5 onramp. To better manage the Agency is working to construct a new I-5 northbound buses only access ramp into the Martin Way Park and Ride for transit coming off the I-5 northbound on-ramp. Over the last year staff has coordinated with WSDOT in anticipation of a Regional Mobility Grant to add a bus only direct access into the Martin Way Park and Ride. They have also been working closely with engineers at SCJ Alliance and WSDOT Olympic Region staff on the process and steps to obtain the WSDOT and jurisdictional approvals to move forward with the project. They hope to have the project out for bid before next fall and under construction by November at the latest.

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.

- Smart Corridors also referred to as Transit Signal Priority allows buses to have priority passage in the most congested corridors as a means to help buses stay on schedule. It sounds straightforward but it is quite complex and requires coordination with multiple jurisdictions and the assistance of highly specialized engineers and consultants. This last fall a consulting contract was awarded to Iteris. They have since met with the various jurisdictions and are currently collecting data and developing a project schedule and related roadmap and implementation plan.
- The Agency continues to see advancements towards achieving zero emissions in the public transportation sector although it's still unclear what technology will emerge as the dominate force and what makes most sense for this environment. Over the last year staff has been surveying the marketplace and polling peers. A draft solicitation is being finalized and they expect to be releasing a solicitation very soon to hire an experienced firm to conduct a comprehensive assessment of the transit system to develop a practicable, viable and detailed roadmap for achieving a zero emissions fleet.
- Included in the [Long Range Plan](#) is the goal of incorporating high capacity corridor service often referred to as Bus Rapid Transit (BRT) into the bus system. However, prior to securing BRT federal grant funding there is a specific requirement by the FTA to follow a particular modeling protocol. Procurement has surveyed other related solicitations in preparation for a solicitation designed to hire an engineering consultant with specialized transit modeling experience in high-capacity corridor evaluations that will position the Agency to pursue FTA BRT grant funding. Completing a technical

evaluation is a required first step on the way to securing FTA BRT funding which staff hopes to get going this year.

CONSUMER ISSUES

- None.

REPORTS

- **January 19, 2022, Authority Meeting** - *David Bonauto* provided the report from the meeting including the contracts for AV equipment and furniture for the new administration and operations building were approved.
- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report including:
 - Glad to have approval of the furniture and A/V equipment for the new building.
 - She thanked everyone for spending their Valentine's Day with IT.
 - Thurston County Public Works is updating their ADA transition plan and seeking input from people living with disabilities and their support people to better identify the challenges they have getting around Thurston County so they can look to upgrade those features. Staff provided the link directly to DAL customers and will share so CAC can take the survey or share it with others who might want to participate <https://new.maptionnaire.com/q/8yc9yyn3wpb6>.
- As mentioned, there is a very favorable transportation package going through the state legislature right now. Because it is a short session they didn't know if there was going to be a transportation package. There has been a lot of hard work behind the scenes. The proposal identifies \$5M for IT's rehabilitation of the maintenance building in addition to supporting a myriad of other programs. Staff is hopeful and will continue to follow up. This morning the Senate Transportation voted the Move Ahead Washington transportation proposal out of committee and only made some minor amendments with no substantial changes. It now moves to the rules committee before it moves to the Senate floor. All indications point to a vote by Wednesday evening. The House will hold a hearing on the House version of this bill on Thursday at 3:30 pm. There is paratransit funding, and a proposal to have everyone under the age of 18 be able to ride transit free. IT is experiencing free transit for everyone. There is also a state bus and bus facilities grant. Projects such as the Pattison Street facility, purchase of vehicles, and zero emissions funding there as well.
- The Agency has received five brand new buses this week and expecting five more within the month. This will conclude the order of 63 new buses in December 2018. After the successful ballot measure in November of 2018 staff didn't wait long to place those orders.
- On Saturday the Agency was able to assist the Olympia Fire Department. They called very early regarding a fire in an apartment building with an individual that was refusing to allow them entry and was wielding a knife. While they called in assistance from their SWAT team to address the situation, they were evacuating the remainder of the building and asked for a bus as a warming station which then transported folks to a fire station while the situation was resolved and they were able to go back to their homes. This is another example of the Agency stepping in where needed to provide assistance.
- Leata Roberts the operator who assisted an individual who was contemplating jumping off the Sleater Kinney overpass is being presented with a challenge coin from the Olympia Police Department this Friday. This is a very nice recognition of her bravery and compassion.

- She shared her hope that those who were able to join in the tour of the Pattison Street construction found it informative. There will be another tour in the second quarter this year and everyone will be invited to see the progress.

Peterson – thank everyone for this meeting. As a new member he is continually impressed with the scope and magnitude and cooperative spirit by the people presenting. He remembered the goal that stated IT wanted to be one of the best transit systems in the nation and everything he has seen is indicative that they are well on their way to meeting that goal.

Belk – indicated they might not have the details on the transportation package regarding the 18 and under get zero fare but he is wondering if there might be an opportunity for cost recovery.

Freeman-Manzanares – responded that the intention is not to penalize because IT is already doing that good work. Senator Liias called IT out intentionally as already participating. It is in the draft proposal at a little over \$4M. Great question and she is very excited.

O’Connell – added that she seconds what Lloyd and Justin remarked. She has been around for a decade now and doesn’t leave because of the pride she has in the work that the Agency does. She appreciates that they mention the compassion and actual care and concern for how people get around and that they feel safe doing so.

AFM – reiterated how thankful she is and how much she appreciates how helpful the CAC is in doing what the Agency does better. She loves to share these comments because sometimes folks have tough days and to be able to hear this type of feedback is impactful.

NEXT MEETING: March 21, 2022.

ADJOURNMENT

It was M/S/A by JOAN O’CONNELL and EDWINA WAEHLING to adjourn the meeting at 7:05 pm.

Prepared by Nancy Trail [https://intercitytransitwa-my.sharepoint.com/personal/ntrail_intercitytransit_com/Documents/CAC/Minutes/2022/20220214 February Minutes.docx](https://intercitytransitwa-my.sharepoint.com/personal/ntrail_intercitytransit_com/Documents/CAC/Minutes/2022/20220214%20February%20Minutes.docx)

TRPC Members & Representatives

City of Lacey

Robin Vazquez

City of Olympia

Clark Gilman

City of Rainier

Dennis McVey

City of Tenino

John O'Callahan

City of Tumwater

Eileen Swarhout

City of Yelm

Joe DePinto

Confederated Tribes of the Chehalis Reservation

Amy Loudermilk

Nisqually Indian Tribe

David Iyall

Town of Bucoda

Robert Gordon

Thurston County

Gary Edwards

Tumwater School District

Mel Murray

North Thurston Public Schools

Gretchen Maliska

Olympia School District

Hilary Seidel

Intercity Transit

TBD

LOTT Clean Water Alliance

Carolyn Cox

Port of Olympia

Bob Iyall

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



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, March 4, 2022

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 – February 4, 2022
- b. Approval of Vouchers – February 2022

National Highway Freight Program Project List

ACTION

Washington State is accepting proposals coordinated through Metropolitan Planning Organizations for National Highway Freight Program funds. There is \$50 million available for local freight projects between 2022 to 2025. Council will review the proposals and take action to forward the list of projects.

Smart Corridors

PRESENTATION

The region has worked together to convert our major urban corridors into "Smart Corridors" using specific Intelligent Transportation System (ITS) technology. We have invested or are investing over \$5.1 million in federal funds and \$800,000 in local funds since 2006. Staff from Intercity Transit and TRPC will update Council on ongoing efforts.

Missing Middle and Affordable Housing Update

PRESENTATION

In recent months, Council requested an update on affordable housing efforts in the region. A panel with representatives from Olympia, Lacey, and Tumwater will update Council on the status of affordable housing in their jurisdictions.

Call for Projects: Equity

PRESENTATION

Staff will continue the update on the Call for Federal Transportation Projects process, focusing on the Equity criteria – one of four regional priorities.

Legislative Update

UPDATE

Staff will provide an update on the 2022 Legislative Session.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION