

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, February 16, 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): [1 866 899 4679](tel:18668994679) / Access Code: 777-283-157

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

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **WELCOME NEW BOARD MEMBERS** (*Vice Chair, Clark Gilman*) **10 min.**
 - A. **Robin Vazquez, City of Lacey**
 - B. **Brian Hess, City of Yelm**

- 3) **INTRODUCTIONS** **15 min.**
 - A. **Operator Class 22-01** (*Cameron Crass*)
Amelia Chirhart, Hunter Ellis, Valerie Woodman, Zachary Rose, Robert Wolfe, Andrew Bailey, Jonathon Merithew, Walter Hunt, April Hummell, Mariano Torres
 - B. **Robert Andrews, Operations Trainer** (*Cameron Crass*)
 - C. **Chris Twiggs, Vehicle Maintenance Tech** (*Jonathon Yee*)

- 4) **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 February 16, 2022.**
 - **By Phone** - Contact the Clerk of the Board at 360-705-5860 **by 12 noon February 16, 2022.**
 - **By USPS** - mail comments to **"Public Comments"** P. O. Box 659, Olympia, WA 98507.

- 5) **RECOGNITION** **15 min.**
 - A. **Proclamation and Recognition:**
Carolyn Cox, City of Lacey (Vice Chair, Clark Gilman)

- 6) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - 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**.

- 7) **NEW BUSINESS**
 - A. **Security System at ADOPS/FWF** (*Jeff Peterson*) **5 min.**
 - B. **2022 Procurement Work Plan Update** (*Steve Krueger*) **15 min.**
 - C. **Annual Authority Reorganizing Activities** (*Pat Messmer*) **20 min.**

- 8) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Feb. 4)** (*Sara Develle*) **5 min.**
 - B. **Transportation Policy Board (Feb. 9)** (*Don Melnick*) **5 min.**
 - C. **Community Advisory Committee (Feb. 14)** (*Eliane Wilson*) **5 min.**

- 9) **GENERAL MANAGER'S REPORT** **5 min.**

- 10) **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
January 5, 2022

CALL TO ORDER

Chair Cox called the January 5, 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 Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Suzanne Coit; Katie Cunningham; Tammy Ferris; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Paul Tischer; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; John Gear, Rachel Weber, and Edwina Waehling, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: No public comments were received.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Approval of Minutes:** December 1, 2021, and December 15, 2021, Regular Meeting.
- B. **Payroll for December:** \$2,901,324.69
- C. **Accounts Payable December:** Warrant numbers 33471-33478 dated November 30 in the amount of **\$37,650.55**; number 33479 dated December 1 in the amount of **\$25,132.04**; numbers 33480-33529 dated December 8 in the amount of **\$754,257.50**; numbers 33530-33531 dated December 9 in the amount of **\$86,033.39**; numbers 33532-33592 dated December 15 in the amount of **\$2,703,326.55**; number 33593 dated December 16 in the amount of **\$24,758**; numbers 33594-33628 dated December 21 in the amount of **\$443,686.73**; numbers 33629-33640 dated December

23 in the amount of **\$74,537.63**; numbers 33641-33685 dated December 29 in the amount of **\$192,493.85**; for a total amount of **\$4,341,876.24**; and Automated Clearing House Transfers in the amount of **\$15,286.17** for a monthly total of **\$4,357,162.41**.

NEW BUSINESS

A. Engineering Services for Bus Stop Improvements. Procurement Coordinator, Tammy Ferris, presented a Task Order from the On-Call Engineering Services Contract for design and construction support for bus stop enhancements to support rear-door boarding.

On February 17, 2021, the Authority authorized the General Manager to execute a Task Order with SCJ Alliance from the On-Call Engineering Services contract to provide design and construction services for approximately 50 rear-landing bus pads. Since that date, SCJ has completed the design of those bus stop pads and construction is underway.

In addition, at that the time of the Authority meeting, staff stated this contract would lead to a larger contract in 2022 to improve bus stops throughout Thurston County. Accordingly, staff have negotiated a Task Order scope and fee with SCJ Alliance to provide additional design and construction support for improving 152 rear-landing bus pads. Based on the scope and proposed hours, staff is confident the pricing is both fair and reasonable and recommends executing this Task Order from the On-Call Engineering Services contract for design and construction services to SCJ Alliance in support of rear-door boarding.

It was M/S/A by Mejia and Melnick to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$130,123.00 for the design and construction support for improving 152 rear-landing bus pads.

B. Transit Bus Air Purification Solution. Procurement Coordinator, Katie Cunningham, presented a contract with Peak Thermo King for a Transit Bus Air Purification Solution.

Intercity Transit determined a need for an air purification system for its fleet of 86 Gillig coaches, to facilitate a safer environment for customers and staff. Therefore, a Request for Bids (RFB) for a Transit Bus Air Purification Solution was issued on November 10, 2021. The RFB specified a Thermo King air purification solution so that Intercity Transit can retrofit the HVAC system in its entire fleet of 86 coaches. Since Intercity Transit's coaches are currently equipped with a Thermo King HVAC system and integrated diagnostics, the Thermo King air purification solution will seamlessly integrate with our current systems and promises installation efficiencies and streamlined support resolution through the manufacturer.

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A total of two (2) bids were received by the submittal deadline of 11:00 a.m. on November 30, 2021. Based on the RFB evaluation process, which consisted of review of responsiveness, responsibility, and pricing factors, Intercity Transit determined that Peak Thermo King is the lowest responsive and responsible bidder.

Review of the information submitted in the company's bid indicates that Peak Thermo King is a reputable and competent vendor. Accordingly, staff recommends award of the contract for the transit bus air purification solution with Peak Thermo King in an amount not to exceed \$254,329, including sales tax.

It was M/S/A by Sullivan and Mejia to authorize the General Manager to execute a contract with Peak Thermo King to provide a transit bus air purification solution in an amount not-to-exceed \$254,329, including sales tax.

COMMITTEE REPORTS - NONE

GENERAL MANAGER'S REPORT

Eleven new Operator candidates began their training on Monday, January 3. It was such a pleasure to meet them, and IT is pleased they are here.

Freeman-Manzanares and Nancy Trail met with five of the new Community Advisory Committee members for a CAC 101 introduction. Based on the fabulous conversation, they are going to extend the period of time for members to introduce themselves and create connections and awareness between the members. They all have a vast experience, and IT is lucky they volunteered to dedicate their time. The first meeting of the CAC is Monday, January 10, 2022.

It's no surprise that Intercity Transit employees do outstanding things in service to the community on a daily basis, and Freeman-Manzanares gave a shout-out to Fixed-Route and Dial-A-Lift Operations, Vehicle and Facilities Maintenance, Customer Service, Marketing & Communications and Planning for the recent snow event. Everyone did an outstanding job responding to an incredibly bad weather situation. Many employees went above and beyond to make a bad situation bearable. Many worked on what would have been a vacation day, and they did so with great positivity. There was a lot of snow for our area, and it's been slick. In addition, IT is contending with Omicron staffing issues. Freeman-Manzanares said she is feeling overwhelming gratitude for everyone's outstanding performance in very difficult circumstances.

There was the decision to end service early one evening when the road conditions dictated the necessity. Operators and Operations Supervisors did an outstanding job, sharing information with each other about the conditions of the road to define needed detours, and in the worst- case situations, needing to cancel service. IT recognizes that changing service is an imposition to the community, and it is not taken lightly. IT is always looking to strike the appropriate balance regarding safety and the needs of

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community members. She encourages everyone riding the bus to check out IT's website and sign up for GovDelivery notices to stay up to date regarding service.

Freeman-Manzanares recognized Operators Paul Tischer and Ted Depoe for going above and beyond. An individual at Capital Mall was in distress and not breathing. Depoe called 911 while Tischer provided CPR-Chess Compressions until emergency services arrived. IT is very proud of their willingness to jump in and help individuals in distress.

A tour of the Pattison Construction Project is scheduled for Monday, January 31, 2022, at 3:30 p.m. and the ITA and Community Advisory Committee are invited to join. An invitation will be extended to members of TRPC and the Transportation Policy Board. Members from the design team and the construction team will be on site to help lead the tours and respond to questions. This will be the first opportunity for the Lead Architect, Barb Berastegui, to see the design come to life. A reminder to anyone attending to please wear sturdy shoes. Note: The elevator is not yet fully functional. This doesn't typically happen until later in the project. It's anticipated the elevator will be fully installed and approved in the April/May timeframe. We will work with the contractor and the design team to offer another opportunity to view the facility before completion.

The City of Olympia Design Review Board selected the Olympia Transit Center project, (OTC2), for special recognition. IT will receive the Design Review Board Award of Merit 2021. The Board said, "We found this project to be an excellent example of Civic Architecture integrating so many qualities from how it fits within its context, to the material choices and the energy efficiency." The ceremony takes place on Tuesday, January 18, 2022, at 6 p.m. at Olympia City Hall in Council's Chambers.

Freeman-Manzanares shared several customer comments:

A bystander witnessed a bus driver help a couple of elderly people get onto the bus. She was stopped at a traffic light and witnessed a couple of passengers struggling on the ice, one with a walker, to get to the bus. The bus driver stopped the bus and got out to physically assist these passengers onto the bus. She was impressed with the service this driver provided and wanted him to be recognized.

New bus riders on the Route 60 Panorama to Kaiser thanked Facilities staff who kindly provided information about the condition of the roads while they were clearing off snow and de-iced the area. They also thank the bus driver for courteously answering questions about the return route. This was the first time in ages they had taken the bus, however, it was so convenient and easy they will be doing it again more regularly.

A customer nominated Carmen Vanmansart for "Driver of the Year." The customer said Carmen is always customer aware and puts the safety of her passengers above all else and does it with courtesy and grace.

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AUTHORITY ISSUES

Pierce said she rode the bus after being absent for a week, going to and from Tacoma and running errands on the weekend. She said the Operators did a marvelous job. They were patient, and morale seemed good, too. Pierce mentioned that it seems when it gets really cold like it did the past week, the buttons for the lights and the bus signal at some of the stops freeze up. She also had an opportunity to go inside the OTC2 building and she noticed the power button on the doors wasn't functioning properly.

Freeman-Manzanares said Facilities staff is aware of the issue with the automatic door at OTC2 and are working to get that fixed.

Gilman appreciates all of the IT staff working in such tough conditions through the holidays and keeping everything moving. He gave a shout-out to the Marketing and Communications staff, for their work on updating the GovDelivery and the scheduling app which told him in real time where the buses were going to stop. Gilman said that the integration system has really paid off. Gilman also gave a personal thank you to IT because during the snow event, he and his wife were able to leave the car at home and get around on foot and bus.

Melnick said IT staff makes things happen and are so resilient during these snow events, and everyone responds admirably.

Sullivan said she heard a comment during the snow event about how the chains on the buses broke up the ice on the roads and that made it easier for the Tumwater road crews to remove the snow/ice.

Gilman said he was surprised to see one of the new coaches with cable chains instead of the automatic chains. He asked if there is a plan for all of the coaches to have the automatic chain system and wanted to know how that system performed in the recent event.

Bergkamp said the automatic chains are used when there is not going to be more than four inches of snow, and the day after Christmas, it started snowing heavily and icing up with close to six inches of snow, therefore, Maintenance staff began installing the traditional chains. Bergkamp said staff are still getting familiar with the automatic chain system and they are helpful with low accumulations of snow, and it gets IT by until staff knows if the other chains are needed.

Yee said the automatic chain system is installed on all of the coaches and the propane Dial-A-Lift vehicles with the traditional chains as a backup.

Gilman gave a big kudos to all Maintenance staff who were chaining / unchaining all of those vehicles during the extreme snow event.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:06 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Vice Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 16, 2022

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
January 19, 2022

CALL TO ORDER

Chair Cox called the January 19, 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 Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk.

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Sara Bradley; Suzanne Coit; Katie Cunningham; Jessica Gould; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Megan Melton; Nicholas Orf; Zac Collins; Brian Nagel; Alex Auty.

Others Present: Legal Counsel, Jeff Myers; David Bonauto, and Edwina Waehling, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: No public comments were received.

INTRODUCTIONS

- A. **Megan Melton**, HR Analyst (*Sara Bradley*)
- B. **Nicholas Orf**, Administrative Assistant (*Sara Bradley*)

NEW BUSINESS

- A. **New ADOPS Building/FWF AV Equipment Purchase.** Procurement Coordinator, Jeff Peterson, presented the purchase of Audio Visual (AV) equipment for the new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF).

Intercity Transit's Pattison Expansion and Rehabilitation North Parcel Project includes two new buildings, the ADOPS building and the new FWF. Both buildings include several conference rooms requiring displays, projectors, screens, microphones, and other related information technology equipment to support our virtual training and presentation needs.

To complete this purchase, Intercity Transit intends to utilize the Department of Enterprise Services existing contract (number 03418) for audio/visual equipment and installation services with Diversified. The project team have been collaborating with representatives from Diversified who have reviewed the plans and toured the construction site before

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developing a proposal based on similar technologies utilized at the Olympia Transit Center (OTC2) expansion project.

The proposal has been reviewed and approved by the project team to ensure it met the intentions of the design. The total quoted AV package cost is \$276,776.19. This includes all equipment, estimated sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for both buildings. With an approximate 5% contingency, the total requested amount is \$290,000.

Based on our experience working with Diversified on the OTC2, staff is confident the proposed solution, installation services and technical support expertise is sure to satisfy our virtual presentation needs at both the ADOPS building and FWF.

It was M/S/A by Mejia and Belk to authorize the General Manager to execute a purchase order with Diversified for AV equipment in an amount of \$290,000, which includes estimated sales tax and an approximate 5% contingency.

- B. New ADOPS Building/FWF Furniture Purchase.** Procurement Coordinator, Katie Cunningham, presented the purchase of furniture for the new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF).

Intercity Transit's Pattison Expansion and Rehabilitation North Parcel Project includes two new buildings, the ADOPS building and the new FWF. The project includes office furniture, storage furniture, and related items. Intercity Transit has partnered with OpenSquare, under an established University of Washington (UW) contract, to develop and provide a new furniture package for both buildings.

OpenSquare, procurement staff, and internal stakeholders collaborated throughout the past year to determine furniture needs for the new ADOPS and FWF buildings. Discussions included office furniture needs, common space needs, storage needs, and furniture fit and finish. This resulted in an overall furniture package which encompasses both buildings, with line-item detail and renderings for each floor of each building.

The total quoted furniture package cost is \$1,850,892.40. This includes all furniture products, sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for both buildings. With an approximate 1% contingency, the total requested amount is \$1,870,000.

To complete this purchase, Intercity Transit intends to utilize UW Contract number UW-18-61518 with OpenSquare for Steelcase products and related services. UW competitively awarded this contract which Intercity Transit is eligible to purchase from. OpenSquare will also source several furniture items from cooperative contracts through Omnia Partners and The Interlocal Purchasing System (TIPS). Intercity Transit is also eligible to use contracts from these cooperative groups, and a review of each contract to be utilized was conducted to verify that each was awarded in accordance with Intercity Transit's procurement standards.

Based on our experience with OpenSquare, staff is confident in the firm's responsibility and ability to perform. Staff is also confident that the products supplied by OpenSquare are of

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January 19, 2022

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sound quality and will serve our staff well for many years to come. Accordingly, staff recommends award of the purchase for the new ADOPS and FWF furniture package to OpenSquare.

It was M/S/A by Sullivan and Pierce to authorize the General Manager to purchase furniture for the new ADOPS and FWF buildings from OpenSquare in an amount of \$1,870,000, which includes sales tax and an approximate 1% contingency.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council met January 14, 2022.** Cox reported the Council took care of housekeeping items and approved TRPC's operating budget for 2022.

Karen Parkhurst provided a quick legislative preview noting this is a short session that will focus on various I-5 strategies and Broadband funding.

TRPC received \$1.58M in Sanctioned and Redistributed Surface Transportation Block Grant Funding. These are dollars that were awarded to other jurisdictions whose projects may have been delayed or otherwise couldn't use the money in a timely fashion. She said it's possible Intercity Transit could receive additional funds for the Pattison Street expansion project as a first priority. The second and third priorities were more funding for propane fueled Dial-A-Lift vans and bus stop enhancements.

- B. Transportation Policy Board met January 12, 2022.** Melnick reported the TPB appointed former Tumwater Mayor, Pete Kmet, as an Emeritus Representative for a two-year term.

Marc Dailey reported when the TPB or TRPC appoints a representative, to ensure they appoint an alternative person.

Staff reviewed the process for the election of TPB officers. The officers will be elected at the February TPB meeting.

Chair Ryder and Daily recognized out-going Policy Board member Sackrison for his many years of service on the TPB, TRPC, and to the Thurston Region.

Staff reviewed the draft Federal Funding Call for Projects process update. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/9215/A13_Call-for-Projects-Update-TPB-January-2022

The TPB approved an amendment to the 2022-2025 Regional Transportation Improvement Program to include three City of Olympia Projects: Olympia Eastside Pavement Preservation, Olympia Westside Pavement Preservation, and State Avenue Safety Improvements – Pear Street to Chestnut Street.

The TPB approved the formation of a High-Capacity Transportation Study Subcommittee. The Subcommittee will include members from both TPB and TRPC. The Board will appoint members to the Subcommittee at the February regular meeting. Melnick is very interested in this because IT does transportation planning and he followed up with Karen Parkhurst. It's a collaborative effort involving TRPC to begin the access options for high capacity,

Intercity Transit Authority Regular Meeting

January 19, 2022

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public transportation in the South Sound Region. It's a two-year effort in terms of what are and are not viable options politically, technically, and financially. The decision was made to have a working committee, and representation from TRPC and TPB called a steering committee to work with the staff and the consultant. They've selected two to lead the study. Melnick said the staff and the steering committee and a consultant will be working to finalize the scope of work.

Melnick said the consultant is Fehr and Peers – a national transportation planning firm with offices in Tacoma and Portland. Melnick hopes sometime in the next few years there will be funding available, and because this planning effort will have been done regionally with public input or some substance, it will be analogous to what we've heard before about shovel ready projects in the sense there won't be time to do this planning effort when the funding becomes available. The steering committee will meet four to six times a year.

Melnick expressed interest in serving on the TPB next year.

- C. Community Advisory Committee met January 10, 2022.** Bonauto reported the new CAC members were introduced and all CAC members provided a self-introduction. He said it was a productive meeting with an update of the Pattison Facility expansion project and a Transit 101 presentation.

GENERAL MANAGER'S REPORT

Due to the Omicron virus and the recent flooding, it has been a very eventful period of time. Thurston County Emergency Management was partially activated earlier in the month in response to flooding. Although the majority of the flooding occurred in Lewis County, Intercity Transit was asked to be ready to help evacuate areas. We were prepared to respond but in the end, Emergency Management was able to respond. While challenging at times, IT navigated well around the trouble spots in our area.

The Omicron virus is hitting IT very hard. Due to staffing shortages, we have reduced some service temporarily until we have adequate resources. We are proceeding with additional fallback contingency planning just in case this situation gets worse.

There are ten 40' coaches in production at the Gillig plant in Northern California and some staff members are there now going through the inspection process for those vehicles. And not surprising, there are a few potential supplier issues. We will likely have those vehicles out on the street in a March/April timeframe. This is the last set of vehicles ordered right after the successful November 2018 ballot measure. With these vehicles, we will have 63 coaches that are three years old or newer.

TRPC notified us that Intercity Transit received \$500,500 for the Pattison Rehabilitation and Expansion project. These funds are much needed for the completion of the maintenance facility.

Freeman-Manzanares shared a customer comment entitled, "Bus driver saves woman from jumping off a bridge." A citizen called to let us know she witnessed a woman standing on the bridge at the Sleater-Kinney freeway overpass whom the caller believes was going to jump. She then saw an Intercity Transit bus driver pull over and get off the bus and prevented the woman from jumping. The caller appreciates the driver for stopping this from happening and is amazed

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that an Intercity Transit employee did not hesitate to take the initiative to do something. The bus driver is Leata Roberts, and IT will recognize Leata for her initiative and compassion.

Cox asked at what level has service been cut. Freeman-Manzanares said IT temporarily eliminated The One service along the 62 A & B corridors. The area will continue to be served but unfortunately not with express service, which does not stop at every stop. And Route 13 was move to every 30 minutes, as opposed to our targeted service of every 15 minutes. Due to COVID, Freeman-Manzanares stated IT is contingency planning and would likely need to return to something similar to our summer 2021 service which would eliminate some of the early morning trips, but she is hoping we don't need to do this. As of Friday, January 14, 2022, there were 66 staff members who were either isolating because they tested positive for COVID or because they were exposed to the virus.

Bonauto said transit agency employees are eligible to file a Worker's Compensation Claim when they contract COVID as part of a presumptive coverage law, Senate Bill 5115, and he asked if any of IT's workers have initiated a Worker's Comp claim. Stafford-Smith said currently there have not been any employees who contracted COVID in the workplace or as part of a workplace exposure - cases have all been identified as outside of work, however, HR will continue to navigate this as more staff members test positive.

AUTHORITY ISSUES

Melnick attended the January 10 CAC meeting, and he was very impressed with the quality of the members.

Gilman said Olympia's Designer Review Board recognized the Olympia Transit Center expansion as a design of merit. Every few years, they select projects to recognize the project in planning went well beyond the expectations of submission and code requirements and they think the new building is a "knockout" in terms of a level of distinction about the design being appropriate for the surroundings and its use, and its function as a public facility visually, and it reflects place in time and culture with contemporary elements. Gilman acknowledged the new capital facility projects are housing our needs and creating gorgeous projects we can expect to have a long life.

Pierce appreciates that when staff has to make service cuts, they look at places where they can reduce the frequency of service instead of totally cutting out a run.

Cox announced she will no longer be representing the City of Lacey on the ITA Board effective February, and Councilmember Robin Vazquez has been assigned to the sit on the Authority Board. Transportation is one of her top issues. Cox thanked the Authority and staff for making her feel welcomed. However, Cox said she is appointed as an Alternate for Vazquez.

Sullivan thanked Cox for her leadership as Chair of the Authority.

Melnick thanked Cox and said it's been a pleasure working with her.

Pierce commends Cox on how well she's Chaired the remote meetings.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:17 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Vice Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 16, 2022

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

DRAFT

PERIOD DATES:		1/19/2021-1/1/2022			PAYDATE		1/7/2022		PERIOD DATES:		1/2/2022-1/15/2022			PAYDATE		1/21/2022	
	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	102,796.42					IRS	FIT		EFT	96,358.41				
	MT		EFT	32,851.36	135,646.78					MT		EFT	32,120.02	128,478.43			
					0.00									0.00			
INS	A2	Met Life		-136.00					INS	A2	Met Life		12,175.97				
HEALTH	AS	Allstate LTC		0.00					HEALTH	AS	Allstate LTC		7,830.83				
	D3/DI	Disability Ins		4,404.29	0.00					D3/DI	Disability Ins		4,391.58	0.00			
	HE/HI/SP/TB	Health In1stN2ND		214,691.55	0.00					HE/HI/SP/TB	Health In1stN2ND		222,442.50	0.00			
GARNISHMENT	GN	Garnish	CHECK last	791.53					GARNISHMENT	GN	Garnish	CHECK last	774.07				
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	11,115.00	11,115.00				DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	11,115.00	11,115.00			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,603.67	8,603.67				DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,607.11	8,607.11			
HEALTH SAVING	HS	Health Svgs	ACH Wire every	414.59	414.59				HEALTH SAVING	HS	Health Svgs	ACH Wire every	464.59	464.59			
401K	DC	Vgrd EE	Wire	65,684.65					401K	DC	Vgrd EE	Wire	63,089.81				
VANGUARD	DC	Vgrd ER	Wire	46,445.66	112,130.31				VANGUARD	DC	Vgrd ER	Wire	43,848.38	106,938.19			
LOAN	L2	401k Ln#2	Wire	3,737.28					LOAN	L2	401k Ln#2	Wire	3,090.97				
LOAN	LN	401k Ln #1	Wire	5,651.20	9,388.48				LOAN	LN	401k Ln #1	Wire	5,604.01	8,694.98			
		TTL VNGRD		121,518.79							TTL VNGRD		115,633.17				
LABOR INS	LI&LA	L&I	EFT Quarterly	24,509.57					LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	28,859.73				
ESD	CF&CL	WPFML	EFT Quarterly	6,959.16					ESD	CF&CL	WPFML	EFT Quarterly	6,804.40				
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.Intltn	Check last	0.00					UNION DUES	MI	Mac.Intltn	Check last	0.00				
	MS	Payroll Corr check		0.00						MS	Payroll Corr check		0.00				
	TF	Tx.Fr.Benefit	Employer	125.00	0.00					TF	Tx.Fr.Benefit	Employer	160.00	0.00			
PROJECT ASSIST	PA	Proj.Asslst	Check last	351.00					PROJECT ASSIST	PA	Proj.Asslst	Check last	348.00				
PENSION	PN/P3	PERS EE	EFT	68,433.57	0.00				PENSION	PN	PERS EE	EFT	70,229.69	0.00			
STATE	PN/P3	PERS ER	EFT	109,608.96	178,042.53				STATE	PN	PERS ER	EFT	112,754.93	182,984.62			
PERS		TTL PERS		178,042.53					PERS		TTL PERS		182,984.62				
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	6,451.53					ICMA	RC	ICMA EE	WIRE	7,514.47				
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	850.90	1,270.48			
ICMA	RR	ICMA ER	WIRE	3,518.27	9,969.80				ICMA	RR	ICMA ER	WIRE	3,693.55	11,208.02			
		TTL ICMA		11,240.28	11,590.28						TTL ICMA		12,478.50	12,828.50			
457 STATE	SD	457 ST EE	EFT	17,815.27					457 STATE	SD	457 ST EE	EFT	17,347.90				
DEFERRED	SR	457 ST ER	EFT	10,320.22	28,135.49				DEFERRED	SR	457 ST ER	EFT	9,960.42	27,308.32			
AFLAC	ST&SS	AFLAC POSTPRE	EFT	6,162.21	6,162.21				AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,162.21	6,162.21			
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	0.00				
	UD	Un Dues	Check last	6,732.14						UD	Un Dues-BOTH PP	Check last	6,803.31				
	UI	Un Initlatn	Check last	0.00						UI	Un Initlatn- 100.00 PEREE	Check last	0.00				
	UT	Un Tax	Check last	3,313.35						UT	Un Tax IST PP	Check last	0.00				
UNITED WAY	UW	United Way	Check last	251.00					UNITED WAY	UW	United Way	Check last	246.00				
WELLNESS	WF	Wellness	Check last	297.50					WELLNESS	WF	Wellness	Check last	295.50				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		787,106.25	787,106.25				DIRECT DEP.	NP		ACH Wire every	729,943.72	729,943.72			
LIVE CHECKS		Paychecks		55.50					LIVE CHECKS		Paychecks - LIVE CHECKS		20,320.25				
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,288,335.59						TOTAL TRANSFER (tie to Treasurer Notifications)			1,225,587.02			
		TOTAL PAYROLL*:		1,554,446.28							TOTAL PAYROLL*:		1,538,621.16				
GROSS WAGE		GROSS EARNINGS:		1,162,960.22					GROSS WAGE		GROSS EARNINGS:		1,137,050.00				
ER AMOUNT		EMPR MISC DED:		375,060.38					ER AMOUNT		EMPR MISC DED:		385,511.15				
MEDICARE TAX		EMPR MEDICARE TAX:		16,425.68					MEDICARE TAX		EMPR MEDICARE TAX:		16,060.01				
												0.00					
		PP01 Total			1,554,446.28						PP02 Total			1,538,621.16			
												Total Payroll for January 2022					3,093,067.44
DIRECT DEP.		ACH WIRE TOTAL			807,239.51				DIRECT DEP.		ACH WIRE TOTAL			750,130.42			

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/4/2022

Thru Date: 1/4/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33686	1/4/2022	02605	ASSOCIATION FOR COMMUTER TRANSPORT	\$575.00	
33687	1/4/2022	02680	ASSOCIATION OF WASHINGTON CITIES	\$19,575.00	
33688	1/4/2022	03023	BACKUPIFY INC.	\$58.82	
33689	1/4/2022	06760	COMMUNITY TRANSPORTATION ASSOC OF T	\$605.00	
33690	1/4/2022	10477	GALLS PARENT HOLDINGS LLC	\$6,502.52	
33691	1/4/2022	11498	IBI GROUP	\$16,702.19	
33692	1/4/2022	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$721.00	
33693	1/4/2022	16621	PAGEFREEZER SOFTWARE INC.	\$4,548.00	
33694	1/4/2022	17706	RICHARDS RON	\$40.01	
33695	1/4/2022	21640	THE BUS COALITION INC.	\$3,000.00	
33696	1/4/2022	24755	WA ST HEALTH CARE AUTHORITY	\$442,450.51	
33697	1/4/2022	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$1,381,525.00	
33698	1/4/2022	26861	WESTERN GRAPHICS INC.	\$1,102.75	
Total:				\$1,877,405.80	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/6/2022

Thru Date: 1/6/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33700	1/6/2022	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
33701	1/6/2022	13776	MARSHALL MARKETING GROUP INC.	\$250.31	
33702	1/6/2022	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00	
33703	1/6/2022	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$1,087.89	
			Total:	\$9,338.20	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/13/2022

Thru Date: 1/13/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33704	1/13/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$122.00	
33705	1/13/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,191.02	
33706	1/13/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$9,504.67	
33707	1/13/2022	03023	BACKUPIFY INC.	\$994.50	
33708	1/13/2022	03705	BNSF RAILWAY COMPANY	\$5,176.21	
33709	1/13/2022	06120	CITY OF OLYMPIA UTILITIES	\$6,422.60	
33710	1/13/2022	06217	CHRISTENSEN INC. GENERAL CONTRACTOR	\$114,743.04	
33711	1/13/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$225.65	
33712	1/13/2022	06781	COMPUNET INC.	\$72,640.38	
33713	1/13/2022	07220	CUMMINS INC.	\$3,719.57	
33714	1/13/2022	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
33715	1/13/2022	07619	DAVID S FOSTER	\$2,000.00	
33716	1/13/2022	07780	DELL MARKETING LP	\$40,722.60	
33717	1/13/2022	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
33718	1/13/2022	09662	FERRELLGAS LP	\$3,125.64	
33719	1/13/2022	10580	GENE'S TOWING INC	\$367.70	
33720	1/13/2022	10607	GENUINE AUTO GLASS OF LACEY	\$420.42	
33721	1/13/2022	10660	GILLIG LLC	\$4,782.42	
33722	1/13/2022	10759	GORDON TRUCK CENTERS INC	\$606.60	
33723	1/13/2022	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$7,488.43	
33724	1/13/2022	11943	JOANNA GRIST	\$2,000.00	
33725	1/13/2022	12875	KPFF CONSULTING ENGINEERS INC	\$6,154.00	
33726	1/13/2022	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$380.00	
33727	1/13/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33728	1/13/2022	14590	MOHAWK MFG & SUPPLY CO.	\$53.48	
33729	1/13/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$803.96	
33730	1/13/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$405.00	
33731	1/13/2022	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
33732	1/13/2022	17420	R&R TIRE COMPANY INC.	\$1,614.42	
33733	1/13/2022	17505	RAINIER DODGE INC.	\$74.27	
33734	1/13/2022	17861	SAMBA HOLDINGS INC.	\$103.76	
33735	1/13/2022	17900	SCHETKY NORTHWEST SALES INC.	\$198.29	
33736	1/13/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,153.78	
33737	1/13/2022	18052	SHEA CARR & JEWELL INC.	\$10,381.84	
33738	1/13/2022	18145	SIX ROBBLEES' INC.	\$30,576.50	
33739	1/13/2022	18530	STANDARD PARTS CORP.	\$452.87	
33740	1/13/2022	18540	STANTEC CONSULTING SERVICES INC	\$159,953.75	
33741	1/13/2022	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
33742	1/13/2022	21950	TITUS-WILL CHEVROLET	\$2,310.68	
33743	1/13/2022	22010	ROTTERS INC.	\$32.56	
33744	1/13/2022	22462	TWIN STAR CREDIT UNION	\$5,718.72	
33745	1/13/2022	23641	UNITED STATES TREASURY	\$35.50	
33746	1/13/2022	24000	W. W. GRAINGER INC.	\$26.35	
33747	1/13/2022	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$30,147.93	
33748	1/13/2022	26405	XIOLOGIX LLC	\$5,207.02	
			Total:	\$564,626.75	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/15/2022

Thru Date: 1/15/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33749	1/15/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
33750	1/15/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$65,762.34	
33751	1/15/2022	23406	U.S. BANK NATIONAL ASSOCIATION	\$115.48	
Total:				\$65,877.82	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/20/2022

Thru Date: 1/20/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33765	1/20/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,193.25	
33766	1/20/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$120,984.17	
33767	1/20/2022	03023	BACKUPIFY INC.	\$994.50	
33768	1/20/2022	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS	\$45.69	
33769	1/20/2022	06040	CITY OF LACEY	\$981.10	
33770	1/20/2022	06781	COMPUNET INC.	\$5,408.38	
33771	1/20/2022	07220	CUMMINS INC.	\$2,385.29	
33772	1/20/2022	08840	JEMMA INC.	\$8,059.66	
33773	1/20/2022	09961	FORMA CONSTRUCTION COMPANY	\$1,923,534.24	
33774	1/20/2022	10607	GENUINE AUTO GLASS OF LACEY	\$1,201.98	
33775	1/20/2022	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
33776	1/20/2022	10660	GILLIG LLC	\$13,507.65	
33777	1/20/2022	11331	HOME DEPOT U.S.A. INC.	\$25.30	
33778	1/20/2022	12488	KEITHLY BARBER ASSOCIATES INC.	\$11,241.48	
33779	1/20/2022	13701	LUMINATOR TECHNOLOGY GROUP INC	\$95,396.80	
33780	1/20/2022	14160	MCMASTER-CARR SUPPLY CO.	\$49.26	
33781	1/20/2022	14590	MOHAWK MFG & SUPPLY CO.	\$507.84	
33782	1/20/2022	14682	MSGS ARCHITECTS INC.	\$21,692.77	
33783	1/20/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$301.88	
33784	1/20/2022	15045	NATIONAL TESTING NETWORK INC.	\$540.00	
33785	1/20/2022	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$213.00	
33786	1/20/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$441.99	
33787	1/20/2022	16490	HAROLD LEMAY ENTERPRISES	\$682.11	
33788	1/20/2022	16621	PAGEFREEZER SOFTWARE INC.	\$720.00	
33789	1/20/2022	16654	PARKER CORPORATE SERVICES INC.	\$55,940.40	
33790	1/20/2022	16701	PEAK INDUSTRIAL INC.	\$287.60	
33791	1/20/2022	16966	POINT & PAY LLC	\$795.83	
33792	1/20/2022	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$161.24	
33793	1/20/2022	17290	PUGET SOUND ENERGY	\$16,668.07	
33794	1/20/2022	17505	RAINIER DODGE INC.	\$40.25	
33795	1/20/2022	17683	REMIX SOFTWARE INC	\$17,000.00	
33796	1/20/2022	17900	SCHETKY NORTHWEST SALES INC.	\$2,090.89	
33797	1/20/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$555.90	
33798	1/20/2022	18016	SENIOR ACTION NETWORK	\$100.00	
33799	1/20/2022	18046	SHARP ELECTRONICS CORPORATION	\$38.21	
33800	1/20/2022	18047	SHARP ELECTRONICS CORPORATION	\$179.58	
33801	1/20/2022	18145	SIX ROBBLEES' INC.	\$2,133.06	
33802	1/20/2022	18530	STANDARD PARTS CORP.	\$117.06	
33803	1/20/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,398.34	
33804	1/20/2022	21880	THURSTON REGIONAL PLANNING COUNCIL	\$4,526.57	
33805	1/20/2022	21950	TITUS-WILL CHEVROLET	\$1,091.44	
33806	1/20/2022	22170	TRANSPORTATION CHOICES COALITION	\$8,000.00	
33807	1/20/2022	22235	TREW ENTERPRISE LLC	\$1,096.67	
33808	1/20/2022	23410	U.S. BANK NA	\$24,130.95	
33809	1/20/2022	23576	UNG CHAE	\$2,800.00	
33810	1/20/2022	24000	W. W. GRAINGER INC.	\$174.13	
33811	1/20/2022	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
33812	1/20/2022	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$45,268.36	
33813	1/20/2022	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$13,910.47	
33814	1/20/2022	25858	WESTCARE CLINIC LLC PS	\$510.00	
Total:				\$2,413,699.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/26/2022

Thru Date: 1/26/2022

Check #	Check Date	Ref #	Name	Amount	Voided
33815	1/26/2022	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,099.76	
33816	1/26/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$16,722.87	
33817	1/26/2022	01805	AM BRANAM TOOLS INC.	\$388.46	
33818	1/26/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$981.93	
33819	1/26/2022	03250	BATTERY SYSTEMS INC.	\$2,647.48	
33820	1/26/2022	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$142.91	
33821	1/26/2022	06120	CITY OF OLYMPIA UTILITIES	\$2,081.92	
33822	1/26/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$845.23	
33823	1/26/2022	07220	CUMMINS INC.	\$1,997.76	
33824	1/26/2022	09205	ERF COMPANY INC.	\$275.00	
33825	1/26/2022	09662	FERRELLGAS LP	\$6,964.95	
33826	1/26/2022	10477	GALLS PARENT HOLDINGS LLC	\$2,295.47	
33827	1/26/2022	10580	GENE'S TOWING INC	\$304.36	
33828	1/26/2022	10607	GENUINE AUTO GLASS OF LACEY	\$437.60	
33829	1/26/2022	10660	GILLIG LLC	\$7,557.63	
33830	1/26/2022	11231	HERC RENTALS INC.	\$2,352.10	
33831	1/26/2022	11331	HOME DEPOT U.S.A. INC.	\$83.52	
33832	1/26/2022	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$12,162.92	
33833	1/26/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
33834	1/26/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$268.01	
33835	1/26/2022	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$483.73	
33836	1/26/2022	16595	YACULTA COMPANIES INC.	\$636.01	
33837	1/26/2022	16888	REXEL USA INC.	\$141.41	
33838	1/26/2022	17505	RAINIER DODGE INC.	\$272.63	
33839	1/26/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$851.36	
33840	1/26/2022	18052	SHEA CARR & JEWELL INC.	\$9,025.26	
33841	1/26/2022	18145	SIX ROBBLEES' INC.	\$23,066.90	
33842	1/26/2022	18530	STANDARD PARTS CORP.	\$478.40	
33843	1/26/2022	18801	TAGS AWARDS & SPECIALTIES	\$8.75	
33844	1/26/2022	21950	TITUS-WILL CHEVROLET	\$1,531.68	
33845	1/26/2022	22100	TRANSIT SOLUTIONS LLC	\$386.13	
33846	1/26/2022	22235	TREW ENTERPRISE LLC	\$1,364.77	
33847	1/26/2022	23641	UNITED STATES TREASURY	\$35.50	
33848	1/26/2022	23660	UNITED WAY OF THURSTON COUNTY	\$497.00	
33849	1/26/2022	25858	WESTCARE CLINIC LLC PS	\$255.00	
			Total:	\$99,036.72	

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
04232 BUSH JAMES L.										
00	1/17/21 ADV Travel	DI	1/7/2022			872.67	872.67	872.67		872.67
13719 MACMILLAN DANIEL										
00	1/17/22 ADV Travel	DI	1/7/2022			259.00	259.00	259.00		1,131.67
26004 WHITE BRIAN										
00	1/11/22 Reimb	DI	1/7/2022			18.59	18.59	18.59		1,150.26
26501 YEE JONATHON										
00	1/17/22 ADV Travel	DI	1/7/2022			318.67	318.67	318.67		1,468.93

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	2022JAN	DI	1/14/2022			3,163.75	3,163.75	3,163.75		3,163.75

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
10999 HANNER JASON										
00	1/11/22 Tuition	DI	1/21/2022			705.00	705.00	705.00		705.00
13460 PASSARETTI DEBORA										
00	1/12/22 Recog	DI	1/12/2022			135.00	135.00	135.00		840.00
26121 WINSLOW ROBERT										
00	1/12/22 Recog	DI	1/21/2022			25.00	25.00	25.00		865.00

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
03363 BERGUM TONYA										
00	01/31/22	Recog	DI	1/26/2022		65.00	65.00	65.00		65.00

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	2022JAN	DI	1/28/2022			699.00	699.00	699.00		699.00
11775 IT WELLNESS										
00	2022JAN	DI	1/28/2022			593.00	593.00	593.00		1,292.00
21897 TILLMON JESSIE										
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: February 16, 2022

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Pattison Base MOA Project - North Parcel Security Equipment.

1) **The Issue:** Authorization to purchase security equipment (cameras and access control) for the North parcel of the campus including the new Administration/Operations (ADOPS) and Fuel Wash Facility (FWF) buildings.

2) **Recommended Action:** 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.

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

4) **Background:** 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.

5) **Alternatives:**

- A. Authorize the General Manager to execute a purchase order with Johnson Controls for security and access control equipment in an amount of \$213,000 which includes estimated sales tax and an approximate 5% contingency.
- B. Defer action. If we choose not to purchase access control and security camera equipment at this time, the needed equipment for the new buildings and site may not arrive prior to completion and occupancy.

6) **Budget Notes:** This purchase of \$213,000 is within the 2022 budget allocation for new Pattison furniture, fixtures, equipment, and technology.

7) **Goal Reference: Goal #3:** *“Maintain a safe and secure operating system.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: February 16, 2022

FOR: Intercity Transit Authority

FROM: Steve Krueger, 360.705.5833

SUBJECT: 2022 Procurement Project Plan

-
- 1) **The Issue:** Provide an overview of planned procurement projects for 2022.
-
- 2) **Recommended Action:** This item is for information and discussion.
-
- 3) **Policy Analysis:** The Authority approves any contract over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2022.
-

- 4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

Except for emergency purchases, all agency purchases in excess of \$3,500 must be competitively awarded. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant stakeholder involvement. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2022 Procurement plan will be provided at the meeting. Many influences impact the flow of projects and the plan is adjusted as needed throughout the year.

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

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

7) **Goal Reference:** The 2022 project list represents all agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: February 16, 2022

FOR: Intercity Transit Authority

FROM: Pat Messmer, Clerk of the Board

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

2. **Recommended Action:**

- A. Election of the Intercity Transit Chair
- B. Election of the Intercity Transit Vice Chair
- C. Identify Committee Assignments:
 - Thurston Regional Planning Council
 - Transportation Policy Board
 - Intercity Transit's Pension Committee
 - High-Capacity Transportation Steering Committee

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

4. **Background:** Officers serve a one-year term. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year. The Chair selects members to represent Intercity Transit on several committees.

Former Board Member Carolyn Cox held the position of Chair for one year, and Mayor Pro-Tem Clark Gilman held the position of Vice Chair for one year.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee. This year the Thurston Regional Planning Council has requested we select a representative to serve on a High-Capacity Transportation Steering Committee.

-
5. **Alternatives:**
- A. Elect officers and identify committee assignments.
 - B. Defer elections and assignments. The current Vice Chair would continue to serve until elections are finalized. If the Vice Chair is absent, the most senior member would serve as the presiding officer. The most senior member is Mayor Debbie Sullivan.
-
6. **Budget Notes:** N/A.
-
7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.
-
8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws – referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
As of February 2021**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Carolyn Cox
(Alternate: Carolina Mejia)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the second Wednesday of the month.

Don Melnick
(Alternate: Justin Belk)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Sue Pierce

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.7 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.8 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.9 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.10 Order of Business and Agenda. The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.11 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.12 Meeting Minutes. The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

5.15 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
January 10, 2022 - Virtual Meeting

CALL TO ORDER

Vice-Chair Grettenberger called the virtual January 10, 2022, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Walter Smit; Vice-Chair Jihan Grettenberger; David Bonauto; Nikki Crist; Ursula Euler; Ty Flint; John Gear; Betty Hauser; Joan O'Connell; Lloyd Peterson; Naythan Raymos; Natalie Smith; Rachel Weber, and Eliane Wilson.

Absent: Gene Angel; Jonah Cummings; Marie Lewis; Marilyn Scott; Allison Spector, and Edwina Waehling.

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

APPROVAL OF AGENDA

It was M/S/A by JOAN O'CONNELL and TY FLINT to approve the agenda.

INTRODUCTIONS

Grettenberger introduced Authority member, DON MELNICK, as the representative attending the meeting.

MEETING ATTENDANCE

- A. January 19, 2022, Work Session - David Bonauto
- B. February 2, 2022, Regular Meeting - Joan O'Connell
- C. February 16, 2021, Work Session - Eliane Wilson

MOTION TO APPROVE MINUTES - Lloyd Peterson called for a correction to the minutes prior to the motion to approve by LLOYD PETERSON second JOAN O'CONNELL, as corrected.

COMMITTEE MEMBER INTRODUCTIONS - Committee members and staff provided a brief introduction.

- A. **PATTISON REHABILITATION AND EXPANSION PROJECT UPDATE** - *(Steve Krueger)*
Krueger stated he is the Procurement and Capital Projects Manager and has been with Intercity Transit (IT) for 6 years. He would provide a high-level overview of the Pattison Rehabilitation and Expansion Project. The original Pattison base was built in 1985 and the agency has since outgrown the facility. The original Master Plan was done in 1998 and the north parcel was acquired in 2005 to support the expansion. The master plan was updated in 2010. The first phase of the 2010 master plan called for a new fueling station and replacement

of the underground fuel tanks. This work was completed in Summer 2018. In January 2018 DES was contracted to serve as the project manager and in May 2018 Stantec was competitively awarded the contract to serve as the project architect and to refresh the 2010 master plan. He shared a rendering unanimously approved by the City of Olympia Design Review Board, which was an important step in the approval process. It shows the conceptual drawings of the finished facility. Phase II of the project included site improvements along Pattison/Martin Way as well as a traffic signal on that corner and was completed in the fall of 2019. In August 2019 Forma was competitively awarded the General Contractor/Construction Manager (GCCM) contract and immediately began working on the design process providing their expertise in constructability and value engineering. Despite all the restrictions and uncertainty as a result of Covid-19, using virtual meetings the design team, Forma and IT staff were able to forge ahead through the design and permitting process with minimal delay. In August 2020 we broke ground on Phase III of the Administrative and Operations (ADOPS) building and the Fuel Wash Facility (FWF). By December, 2020 the ADOPS foundation was poured. In February 2021 the ADOPS slab-on-grade concrete was poured. A month later in March 2021 the structural steel was erected to form the framework. In April 2021 the FWF forms were put in place. In June 2021 the FWF slab-on-grade concrete was poured. By July 2021 the first Insulated Concrete Form (ICF) walls were put in place on the FWF. The ICF are pieced together like Legos and filled with rebar and concrete to form the walls. By August 2021, the ADOPS structure was largely complete but still needed windows and the architectural steel skin. By September 2021 installation of the ADOPS architectural steel skin and windows was underway and the rooftop HVAC system was set in place. He shared a drone picture from December 14, 2021, and indicated that despite the pandemic and the related supply chain challenges the Phase III project remains on schedule and within budget. He also shared a time-laps video of the construction.

Kruger added that if all goes according to plan the Agency will take possession in fall of 2022. The project will then shift to the Phase V to the renovation of the existing maintenance facility and the remainder of the campus. That includes demolishing the existing administration building to make way for the south parcel employee parking area and other site amenities. This works should start around this time next year and should last a year and a half.

Krueger answered questions.

Hauser – asked what a fuel wash facility is.

Krueger – responded that a lot of that work takes place in the existing maintenance building now. Vehicles enter, the interior is cleaned, the vehicles fueled, and then they go through a bus wash system. The new FWF will free up room in the maintenance building to accommodate space to maintain all of our vehicles. The original facility was designed to maintain 80 vehicles and we currently have over 400. More space was needed to maintain our vehicles. And our Facilities staff have been using one maintenance bay to conduct their work.

O'Connell – shared that it is exciting to have gone through this process and been involved with many of the decisions being made. It is so exciting to see it become something. It will be nice when everyone is able to utilize the new facilities. It is an important step for the agency and all the staff and drivers will feel a sense of value. When you build safe homes for people they feel comfortable and stay longer. Good work everyone.

Krueger – agreed with O’Connell and added that when you do the year in review and look at the progress it is remarkable. It is really incredible to be a part of this project and it is such a great team to work with. It is a legacy project that will last for many years to come.

O’Connell – added that it speaks to what goes into proposal and the vetting of contractors. The people the Agency chose to do the work with the right companies. There are a lot of other companies that are stalling out on projects.

Krueger – shared that Stantec is a worldwide company and their niche is transit facilities. They have been a blessing to work with and the same with Forma. He can’t say enough good things about them and the whole team is awesome.

Peterson – shared that he is hoping to learn going forward and would like some information on where the money comes from to do this. He doesn’t have a clue how it is put together.

Krueger – indicated that a lot of it is the magic of Ann, Eric and Jessica. It has taken many years to get the money to move this forward. People asked why the Agency would start the construction right when the pandemic started. Staff had been working on this since 1998 and the money had to be spent in a certain amount of time.

Freeman-Manzanares – added that a funding presentation is a great topic for a future meeting.

Flint – inquired about the upcoming construction tour.

Krueger – shared that there is a tour coming up on January 31, 2022, at 3:15 pm.

B. TRANSIT PLANNING 101 - (Rob LaFontaine) LaFontaine introduced himself as the Planning Manager and shared that some members of CAC may have seen a version of this presentation, but there have been some edits and updates. He invited his co-workers to share what they do. He planned to provide an introduction to IT through the lens of a nerdy transit planner. They aren’t building architects, but like to pretend to be architects to design and engineer the fixed route transit system, including routes, stops, and frequency. There is a lot that goes into that puzzle. They will lift up the hood and share what they do and then pivot near the end to talk from a policy perspective. LaFontaine indicated in his role he dabbles in a variety of things and says he has the best job at IT. If you are a transit nerd being the planning manager is fun because he gets to work with a variety of differing disciplines and experience the whole Agency. To help him paint the picture he introduced Steve Swan who is the senior planner and has worked for a few transit agencies here in the west and mid-west. His resume is full of buses. Steve’s world is primarily the schedule and timetables for the routes. He is the mastermind behind the fixed route network.

Swan shared that they are kind of the architects and as Rob eluded to, they are the puzzle makers of the transit system. They take all the puzzle pieces and fit them together within existing Agency resources. Starting with where the buses go and how they get there and back in the right amount of time. Writing schedules that best utilize the buses and the operators. Brian takes it from there and puts together the schedules that the operators drive. From start to finish it is much more complex than most people might think and involved a lot of resources. It is much more than putting a bus on the road and giving someone a piece

of paper and telling them to go drive. It is something they love and are passionate about. Transit has been a great career.

Gear - indicated they could use the metaphor of choreographers of a ballet.

LaFontaine added that their objective is to keep the bus moving and they want to keep 66 buses dancing every day, all day long, with minimal dwell at their locations. Steve has his hands full to maximize efficiency of the system. Steve talked about the public schedule and making sure that the transit guide is designed and holds true. All of the schedules they write have to be translated into labor/jobs/tasks for 250+ bus operators when running at full capacity with adherence to the labor agreement that supports that work. Brian Nagel dives into the labor side of that.

Nagel shared that after Steve has created the schedule of what the buses are doing it then gets handed off to him and he does what is called a run cut. He takes the work and tries to find pieces of work that are 8 or 10 hour per day to get everything pieced together into runs for a 40 hour work week for drivers. The ideal is to get it put together with no left over runs at the end. If there are left over runs, which there typically are, they have to be covered with an extra-board driver instead of an operator who has bid their route/shift work.

LaFontaine indicated as transit planners they are mostly focused on planning for the normal non-snow, non-flood, non-fire day and expect it to run as designed. Emily's team in Operations is awesome and they are the in-the-moment problem solvers with no script. Planners get to help design and plan around some things but with incidents like the downtown fire are off script. History tells us how to respond and react in a complicated scenario like the fire downtown. To separate planning from operations we are the perfect world and operations is for the real world.

Peterson - inquired how the agency allocates the resources to move the most people from place to place as opposed to those who need it most.

LaFontaine indicated he would get to that information later in the presentation.

LaFontaine shared some transit jargon including "mode" or services the Agency provides which includes fixed route bus service that can be local service, commuter bus, Express service and (future) Bus Rapid Transit (BRT). BRT is a fixed route mode that takes some design from the light rail playbook. Sometimes it is internally referred to as light rail with rubber tires along a populated corridor. It is currently a demonstration project that is grant funded. Next is Dial-A-Lift (DAL) and it is the cover name that IT gives to ADA Paratransit Service. Here in the US wherever there is a fixed route agencies have to draw a 3/4 mile bubble around it and that area defines the ADA Paratransit boundary. Anyone who has a condition that prevents them from riding fixed route service can use DAL service. This is a door-to-door service. A few other modes the Agency provides include a Vanpool service and something forthcoming that is called "innovative service zones" or "on-demand" or "micro-transit." Many people carry a smart phone and that allows them to interact with a transit agency in ways they haven't before. Companies like Uber and Lyft allow people to summon "mobility as a service." This opens the door for transit agencies to get into that mode as an alternative or in support of fixed route service to be utilized in less dense areas. This is sketched in IT's [Long Range Plan](#) and is identified as Innovative Service Zones. The last mode is rail and IT doesn't provide that service. In Washington state there are two rail

providers WSDOT/Amtrak and Sound Transit. The Agency does not intend to provide rail service and BRT is as close as they will get to that.

LaFontaine shared information on the frequency and resources dedicated to routes 62 A/B. They are the busiest routes and run east/west. They provide a bus every 15 minutes. Looking under the hood of that route during peak time at 3:30 pm there are 8 buses operating on this route. Each of them with a driver with 15 minutes headway (frequency) equals 30 full time employees (FTE's) in labor to deliver that service. It is a healthy route and is also very resource thirsty. This equates to 13.4% of daily resources on this route. Frequency is going to drive the resource appetite. The more frequent it operates the more operators it requires. He then shared information on the frequency and resources dedicated to route 13 that blocks together with route 48 and 66. These have 30- and 15-minute frequencies and take 9 buses with 37 operators at 3:30 pm. This equates to 25.8% of daily resources. If you sit in the seat long enough on route 13 you will ride all of these routes because they are blocked together. Routes are joined together to spread resources and make up for mathematical differences in the routes. From a resource perspective it becomes one route. Between these 2 scenarios, they account for just shy of 40% of daily resources.

LaFontaine discussed blocks and how routes are designed. All the trips get assigned to a block or bus and that means that a bus might spend its day on multiple routes. Using different characteristics to put the puzzle together to equalize irregular cycles. The schedule is the backbone and keeps track of where the buses are at and where they are supposed to be. The Agency measures on-time performance to keep everything moving. This is a public service so staff is mindful and inclusive of the feedback from the public and operators. The Agency has a committee called the Operator Communications Policy Committee (OCPC) with drivers and they strive to meet weekly to get feedback. There are additional considerations for frequency for time of day. The puzzle doesn't look the same at 6:00 am at noon and at 9:00 pm. It is dynamic and shifting throughout the day. As an example, route 13 takes 60 minutes from OTC to L&I and return to OTC. Conversely route 66 needs 90 minutes from OTC to Corporate Center. This is referred to as the cycle and not all routes share the same cycle. The Olympia Express route is a challenge, as is route 62 because they operate on congested roadways. Staff must be mindful of how long it takes to make the trip during different times of day. This is really where public engagement is valuable to planners. Recognizing and respecting departure times and meaningful connections is important. It is also important for staff to be familiar with how people are using the system and other types of informal connections. Staff tries to be aware of those connections so as not to harm those using the system.

LaFontaine discussed the service change cycle and the process of changing a route. He shared that the Agency uses TMS software that is the genesis that holds all of the routes and schedules. After it is designed it is translated into work or jobs. Not to dismiss that because it is a lot of work and creates the bid to be consistent with the collective bargaining agreement (CBA), and it is done 4 times per year. That may be reduced with the new contract, but multiple times each year operators are bidding on shifts. When work assignments change that affects payroll through the FleetNet system. Onboard technologies include things like the bus telling you the stop that you are at, head signs on the buses where the bus is traveling. It will announce promotional and public relations announcements. All of this must be programmed in ahead of time. Then there is printed material including on-street schedules at the different bus stops, transit guides or information on your smartphone like Google or onebusaway. All of this must be queued up

for a service change. When this is ready to go live it is communicated to the public in as many ways possible. Pre-pandemic staff would say that the Agency publicly changed their schedules twice each year in March and September. This is consistent with other transit systems in the region and ties back to the student's academic schedule. As a participant in the region the Agency observes this calendar as well. Then, along came Covid and it forced staff to go through it more frequently and faster. It is not pretty but as conditions and circumstances change and dealing with another variant of the virus planning must make alterations and adjustments to service quickly. It has presented transit planning with significant challenges. Kudos to Brian and Steve because it takes a village to make all this work. Service changes include assistance from operators, the marketing team, and facilities. There are 987 bus stops, and the facilities crew has to physically swap out those on-street schedules.

LaFontaine discussed the policy perspective of good transit planning and what objectives the Agency should be trying to reach. There is not a straight answer. Some of the comments made in the introduction show that everyone has a different perspective on what that looks like. It can be frequency, coverage, or transportation to another city. One thing they take into consideration is total travel time. This includes the entire experience. When someone makes the decision to ride transit, how long does it take when they ride their bike, walk or drive to the bus, including waiting for the bus. It is the total experience. Not surprisingly fixed route has a hard time competing with the car. Cars are a very efficient, direct mode of transportation. The bus is wonderful, but it is hard competing from a travel time perspective. Getting back to Lloyd's question we'll now get into service policy decisions. The question is the coverage versus frequency paradigm. There is really no right answer and transit planners tend to think it all depends on what the community is trying to do, who they're trying to serve, and the objective they're trying to reach. Also being mindful of the trip generators in the community. Olympia is the state capital, there are a few colleges and universities with growing communities and industrial areas. This area is also part of a greater network of the Puget Sound area. Many are trying to make connections between Thurston, Pierce, and King counties. Some are connecting to outlying counties like Mason, Grays Harbor, and Lewis counties. How will success be measured. Do they want to be an agency that dazzles with really high ridership numbers. If so, it will be designed to reflect high ridership with frequent service confined to a small geographic footprint. That is going to trigger a lot of boardings. It could also result in more transfers that contribute to higher ridership. If there are longer routes covering larger areas ridership would be down. If it is defined as greater access with transit available for people who need it most then it won't be as productive as it could be. Those are philosophical policy discussions for the ITA. As transit planners they try to strike a balance and allocate resources in conjunction with the cities where there is greater density and less resources in the outlying areas. He shared some slides from Nelson/Nygaard Consulting Services looking at the productivity versus coverage tradeoff.

Peterson – inquired about who decides those tradeoffs and how do they go about it.

LaFontaine indicated those are in the adopted plans. There are hard boundaries or what is defined as the Public Transportation Benefit Area (PTBA) that is a political boundary and it becomes the position of the Board as to when/where/how the Agency is going to provide service within that boundary and beyond. The Agency has service to Pierce County. That service goes beyond the taxation boundaries. It is the will of the Board. They are policy decisions adopted by plan by the Intercity Transit Authority Board (ITA).

Freeman-Manzanares added that it is an excellent question. There are a lot of tradeoffs. There is a balance to be had and a recognition that good transit means higher frequency and that the primary locations have higher density.

LaFontaine indicated those that work in transit see the value and benefit of high frequency. He shared that span is the hours of operation of a route. Consider that employment opportunities aren't just offered from 8am to 5pm. If it is only available during peak hours it is problematic. If you went to work and the elevator only operated between 6:00 am - 9:00 am and 3:00 pm - 6:00 pm or during peak hours, this is a bummer for lunch or any other time of day. One of the design guidelines they have been following is to make span of service available through a broader period of time and not have gaps in service. Then there is the importance of route directness. If the Agency makes a lot of adjustments to routing it may decrease the walking distance for some riders, but what they see is slower travel times and higher operating costs and disincentives for many riders. When it deviates more than necessary it contributes to travel time. The biggest drawback is access and some must walk farther.

Gear - stated going back to directness you only weighed reducing the walk but the other variable there is trying to get a positive connection to another route. He lives along the 41 and uses the 41 quite a bit and struggles trying to get to the mall. The 41 goes near the mall and seems like it could do a loop and connect riders to the other routes. Riders need connectivity to change direction otherwise they are going downtown just to go south.

LaFontaine indicated that *Gear* was most likely trying to go south and that would most likely mean connecting to route 68. The routes in west Olympia predominantly go east/west and there isn't the support to go north/south. With a spoke and hub system, it feeds back to the transit center and while that is useful for some it is not useful to all. We need to improve access on the westside.

LaFontaine shared a model regarding the unintended consequences of responding to requests for service and the resulting evolution of a bus route. It begins with a well-designed route and over time people ask that stops be added so they don't have to walk as far. Being responsive the agency adds them. The metrics show what the adjustments did to the model. It shows a slight decrease in ridership. The cycle of the route increased by 2 minutes and that is significant because it ultimately means another bus and more drivers must be added. Overall cost per passenger went up 18%. Then there are 2 new apartment complexes added and the bus went to them. Now it is not doing so well on a performance basis. A new big box store opens which is obviously a major trip generator and the route was extended to service it. This also had significant impacts including another bus and driver and is very resource heavy. Now the overall cost per passenger is up 25%. In summary good intentioned small changes can degrade service and increase overall costs to the Agency. This is a good illustration on how sometimes as planners they are forced to give an answer people don't want to hear in favor of the overall integrity of the system and the funding available to support it.

Gear - remarked that every one of the decisions was anti-evolutionary because it didn't make the route more fit. It was responding to particular demands instead of optimizing

the route. It is a fable to tell people why it seems like a suggestion is a good idea and it's not. Swinging the 41 by the mall might have done all those things.

LaFontaine indicated that it is an illustration to bring to light some of the nuances they would be looking at as they entertain adjustments to service. It will be looked at systematically and not just that particular change. They are going to look at the entire geographic area. As alluded to a few times it is a puzzle and if one piece is altered something downstream has ripples whether it is financial, resource, or mobility there are ripples. As requests come in they must be methodical and it can frustrate folks because it looks like they might not be doing the obvious thing but that obvious thing is part of a bigger, much more complex system. That is the answer that nobody wants to hear and is the reality of transit planners.

Phillips added that this is a good primer for the challenges the CAC will face when presented with service issue problems. Not everyone is going to have the perfect ride every trip. It is about creating a balance of service for our area. Rob pointed out a lot of the obstacles and challenges along the way. The ITA has to balance the service objectives annually when they review the [Strategic Plan](#) to make those strategic decisions to bend with the shifting of the community and adapt as they grow and change. There is no silver bullet and it is just part of the complexity and the role they have.

LaFontaine shared that one of the objectives they try to adhere to is to design direct and frequent routes in the more dense areas. The takeaway is that ultimately they are trying to focus on directness, frequency and density. It is the bread and butter of the service. As they say in real estate location, location, location. The Agency is challenged by growth beyond the service boundaries. They try to serve areas as opposed to specific locations. They look for the density with population or employment areas. They try to avoid circuitous route alignments. Route 45 in west Olympia is an example of a circuitous route. He would not hold it up as the model route. Then, obviously integration with bike/pedestrian recognizing that everybody is a pedestrian on their journey to and from a bus stop. The road ahead and considerations include land use and coordinating the effort in harmony with developable lands that are available in the community, and really trying to support infill projects within the existing boundary. They are challenged when requests come in to provide service beyond the current boundary. Coordinated investments in population density is really what the Agency is after. Consideration for passenger needs with accessible sidewalks, biking, and lighting is a big one this time of year, and protection from weather. Keeping in mind that adjustments to fixed route will impact DAL service. There are operational considerations including tight neighborhoods and where to turn around something as big as a bus. At the end it all has to fit financially. They have a confined and constrained budget they must stay within.

LaFontaine answered questions.

Hauser - inquired if the agency has studied the use of the bike racks.

LaFontaine - indicated we have looked at a number of bike racks. They are prepared for bikes and expect riders to come to them on bikes. Most vehicles are fitted with bike racks. It takes time to load bikes and it is one of the features the BRT demonstration project The One does not have from a transit speed perspective. They are trying to get a sense of the time savings and operability without bikes. The time to load and if an

operator has to help sometimes it is quick and sometimes it isn't. They do pay attention to the influence that bikes have and the relationship can't be denied.

O'Connell - added that she always learns something new and commended LaFontaine on an excellent job. The puzzle looks clearer, and will be very helpful when people ask her questions.

Peterson - thanked LaFontaine for the knowledge and information it was very helpful.

CONSUMER ISSUES

- Eliane Wilson remarked that not all drivers pull up to the curb and that makes it difficult to move across to the sidewalk.

Bergkamp - responded that they are trained not to do that but they have many new operators. She will mention it to the trainers and they will work on it.

- John Gear - indicated the shelter at the bus stop at the Olympia Senior Center is oriented backwards to the street. When sitting on the bench riders are facing the senior center rather than the street. Everyone who is there is nervous and uncomfortable. There is also a tree right there and he is wondering what the logic was in placing the stop backwards.

LaFontaine - remarked that was a good observation and everyone will be pleased to know they have retired that practice. It was sometimes as a result of inadequate right-of-way, or the characteristics of the space. Sometimes it is other amenities at or near the stop and sometimes it is the weather. To the extent possible future stops will no longer be placed with that orientation.

- Euler - shared that she really appreciates the constant updates from IT whether it is weather related or bus stops that can't be served, or the availability of Greyhound tickets or phone calls aren't being accepted. There is a really good flow of information from the Agency.

REPORTS

- **December 1, 2021, Authority Meeting** - *David Bonauto* provided the report from the meeting including the gratitude expressed by the surplus van grant recipients was astounding and heartwarming. They also shared what great care that IT gave to the vans in cleaning and preparing them to be received. It's a great program and another reason to be proud of IT.
- **December 15, 2021, Authority Meeting** - *Freeman-Manzanares* provided that the ITA met and approved the labor contract with ATU.
- **January 5, 2022, Authority Meeting** - *John Gear* provided the report from the meeting including that it was also very short and had a well-organized consent agenda and then there were 2 employees who saved a person's life and hopefully Ann will share about that in her report.
- **General Manager's Report** - *Freeman-Manzanares* provided the General Manager's report including:
 - The Agency had 11 new operators start on Monday. The ITA will welcome them at a future meeting. They will be driving solo at the end of February or beginning March. If anyone knows someone who would make a good Operator please encourage them to apply. The

Agency is operating at 80% of pre-covid service levels and needs more operators to get more service on the streets. Omicron is presenting a significant challenge because the number of employees who are quarantining or isolating is rising. Don't be surprised if some service is cancelled because they don't have enough staff. They are in continual conversation about contingency planning. If or when it comes to that staff will attempt to give riders as much notice as possible. Their focus is keeping as much service on the street as they can guarantee.

- Since CAC members come from so many places in the community and have several connections staff shared the job opening for the Village Vans Supervisor. The Agency also has an opening for a Bicycle and Pedestrian Outreach and Education Representative, Coach Operator, Service Worker, and Automotive and Diesel Technicians. The information is on our website www.intercitytransit.com. Please forward it to anyone who might be a good fit.
- It is not a surprise that IT employees do outstanding things in service to the community on a daily basis, but she shared a shout out to fixed route, DAL, facilities, maintenance, customer service, marketing and communications, and planning as everyone did an outstanding job responding to an incredibly bad weather situation. Many really went above and beyond and worked on what would have been a day off for them and with such positivity. Like everyone else the Agency is contending with staff shortages due to Covid. They did end service early as road conditions dictated. They recognize that changing service is really an imposition on the community and they do not take that lightly. They are always looking to strike a balance regarding the safety and needs of the community. She encouraged everyone to check the website and sign up for Govdelivery because those notices allow people to stay up to date regarding service.
- Immediately on the heels of the snow/ice event there was the flooding and as the lead emergency transportation provider in Thurston County operations and maintenance were on alert to respond regarding any flooding emergency. They did receive a call for a van and a driver, but it was filled by a more local fire department. The Agency is always available to respond to these situations.
- The Agency also rerouted service from the OTC during the recent fire downtown. Kudos to staff for altering service quickly and continuing to provide service.
- The Agency is upgrading the computer aided dispatch and automatic vehicle locator (CAD/AVL) system which is a multi-million dollar procurement. It is second generation software and is how staff communicates with vehicles. There are great enhancements in managing service and the data collected. Staff will share more information about the new system in the coming months. It is in the implementation phase now and there are some growing pains. The pilot vehicles are disconnected from some of the apps like onebusaway. Please hang in there and staff promises a presentation and more communication to come.
- The CAC is invited to a tour of the Pattison project construction on Monday, January 31 at 3:15 pm. The tour will start at 3:30 pm at the construction trailer. The invitation is being extended to Thurston Regional Planning Commission and Transportation Policy Board. Nancy will send out an invitation to you this week so it is on your calendar. Please wear sturdy shoes, no open toed or strappy shoes. Also it is important to know that there is not a functional elevator and it is a construction site. The elevator will be fully installed and operational in May. There will be another tour for those that might find the stairs difficult. If you want to see the bottom floor and FWF staff can make that work as well.
- Paul Tischer and Ted Depoe found an individual who was in distress and not breathing. Ted called 911 and Paul provided chest compressions until help arrived. Everyone is so proud of their willingness to jump in and help.

Intercity Transit Community Advisory Committee

January 10, 2022

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- The City of Olympia Design Review Committee has selected the Olympia Transit Center (OTC) project or OTC2 as staff calls it, for special recognition. The project is receiving an Award of Merit for an excellent example of civic architecture, integrating so many qualities of how it fits within its context, to the material choices, and the energy efficiency of the building. Staff will be at City Hall the early part of next week to receive the award.
- She shared her gratitude to the CAC members for dedicating their time to the Agency and allowing staff to share information about programs and processes. In providing information on what is going well and what staff can do better in the system that helps the Agency be all it can be. Thank you.

NEXT MEETING: February 14, 2022.

ADJOURNMENT

It was M/S/A by JOHN GEAR and WALTER to adjourn the meeting at 7:52 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210111.docx

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
February 4, 2022

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

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

Please note: Participation in the TRPC meeting was through remote access.

TRPC 2022 Calendar

Council approved TRPC's 2022 Meeting Calendar. The calendar can be found here: https://www.trpc.org/DocumentCenter/View/9451/A5_Proposed2022calendar.

TRPC Officer Elections

The Council appointed a new slate of officers for 2022. Hilary Seidel was appointed as Chair; Clark Gilman, Vice Chair; and Joe DePinto, Secretary.

Executive Director Evaluation Subcommittee Appointment

Newly elected Chair Seidel, Council member Maliska, and Council member David Iyall, volunteered to be on the Executive Director Evaluation Subcommittee.

Regional Federal Transportation Grant Program Call for Projects

Deputy Director Veena Tabbutt, and Senior Planner Paul Brewster, provided an update on the Regional Federal Transportation Grant Program Call for Projects. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/9452/A8_Call-for-Projects-Update-2022.

Southwest Thurston County Trail Feasibility Study and the Thurston Regional Trails Plan

Senior Planner Paul Brewster briefed the Council on Southwest Thurston County Trail Study and the update on the Thurston Regional Trails Plan. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/9453/A10_TRPC_02042022_SWTC_Trails_RegionalTrailsPlan.