

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, July 6, 2022
5:30 P.M.

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

+1 929-229-5501,,756927484# United States, New York City

Phone Conference ID: 756 927 484#

The public may join in person at the Pattison Street Facility or view the meeting via Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|----|--|---------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT | 5 min. |
| 3) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
| | A. Approval of Minutes: June 15, 2022, Regular Meeting | |
| | B. Payroll for June: \$3,066,537.13 | |
| | C. Accounts Payable June: Warrant number 34818 dated May 28 in the amount of \$527.89; numbers 34819-34848 dated June 1 in the amount of \$63,784.15; numbers 34849-34851 dated June 2 in the amount of \$38,774.64; numbers 34852-34902 dated June 8 in the amount of \$1,584,507.68; numbers 34903-34905 dated June 11 in the amount of \$72,882.42; numbers 34906-34946 dated June 15 in the amount of \$1,904,878.70; numbers 34947-34987 dated June 21 in the amount of \$583,911.07; for a total amount of \$4,249,266.59; and Automated Clearing House Transfers in the amount of \$6,025.09 for a monthly total of \$4,255,291.64. | |
| 4) | UNFINISHED BUSINESS | |
| | A. CAC Recruitment Ad-hoc Committee (<i>Ann Freeman-Manzanares</i>) | 5 min. |
| 5) | NEW BUSINESS | |
| | A. Strategic Plan: Mission & Vision Statement Updates (<i>Freeman-Manzanares</i>) | 10 min. |
| | B. Strategic Plan: Goals and End Policy Updates (<i>Freeman-Manzanares</i>) | 15 min. |
| | C. Strategic Plan: Policy Positions Updates (<i>Freeman-Manzanares</i>) | 30 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (July 1) (<i>Debbie Sullivan</i>) | 5 min. |
| 7) | GENERAL MANAGER'S REPORT | 5 min. |
| 8) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 15, 2022

CALL TO ORDER

Chair Gilman called the June 15, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person option at the Pattison Street facility.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

Members Absent: Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Daniel Van Horn; Jonathon Yee; Alex Auty; Tammy Ferris; Katie Cunningham; Heather Stafford Smith; Suzanne Coit; Steve Krueger; Russell Gilsdorf; Brian Nagel; Jessica Gould; Nicky Upson; Duncan Green; Jeff Peterson; Kristen Wilson; Jana Brown; Craig Laslie.

Others Present: Jihan Greetingberger, Community Advisory Committee; Erik Henry-Smetana, and August Zhu from Gallagher Human Resources & Compensation Consulting; Sara Develle, Executive Aide to Carolina Mejia.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: None.

INTRODUCTIONS

- A. **Kristen Wilson, Vehicle Detailer** (*Jonathon Yee*)
- B. **Craig Laslie, HR Analyst** (*Heather Stafford Smith*)
- C. **Jana Brown, CFO** (*Heather Stafford Smith*)

APPROVAL OF CONSENT AGENDA

It was M/S/A by Mayor Sullivan and Citizen Representative Melnick to approve the consent agenda.

- A. **Approval of Minutes:** May 18, 2022, Regular Meeting; and May 18, 2022, Interjurisdictional Conference.

- B. **Payroll for May:** \$3,009,289.66
- C. **Accounts Payable May:** Warrant numbers 34634 dated April 27 in the amount of **\$14,139.42**; numbers 34636-34670 dated May 3 in the amount of **\$147,216.66**; numbers 34671-34672 dated May 7 in the amount of **\$372.33**; numbers 34673-34715 dated May 11 in the amount of **\$646,014.41**; numbers 34716-34718 dated May 12 in the amount of **\$72,088.25**; numbers 34722-34777 dated May 18 in the amount of **\$3,085,830.87**; numbers 34778-34812 dated May 24 in the amount of **\$86,845.51**; for a total amount of **\$4,052,507.45**; and Automated Clearing House Transfers in the amount of **\$7,742.21** for a monthly total of **\$4,060,250.16**.

NEW BUSINESS

- A. **Salary Survey/Compensation Study.** Intercity Transit's classification/compensation system for non-represented employees was adopted in 2004 and is called the Decision Band Method (DBM). Compensation experts recommend classification/compensation systems be reviewed, verified, and updated every two to three years. Represented employees, such as ATU and IAM members, have their compensation reviewed every three years as part of the labor negotiation process. The last non-represented compensation review occurred in 2017. Staff anticipated pursuing a non-represented compensation review in 2020 but did not anticipate COVID which altered our work plan.

Gallagher Human Resources and Compensation Consulting, who is the proprietary firm/owner of the DBM classification and compensation system, was engaged for our 2022 review. Freeman-Manzanares introduced Erik Henry-Smetana, and August Zhufrom Gallagher. They provided an overview of the study, findings and recommendation for the DBM structural adjustment.

It was M/S/A by Mayor Sullivan and Councilmember Vazquez to approve the structure adjustment of 4.24% as recommended in the 2022 Non-Represented Employee Compensation Review.

- B. **Bicycle Community Challenge Update.** Duncan Green, BCC Specialist, provided the results of the 2022 Bicycle Community Challenge (BCC). Green noted this was the BCC's 35th consecutive year, encouraging community members to ride their bikes for public health and well-being. Green shared photos of past BCC themes/logos from the last 35 years. A version of these images has been incorporated into this year's BCC prize quilt.

Green said the BCC had to continue adapting to changing circumstances in this third year of COVID-19. Fortunately, the BCC is in the habit of adapting and evolving in a changing world, and the BCC has kept the wheels rolling again in 2022.

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We continued our focus on the all-around benefits of bicycling, including the individual and community health benefits in addition to bicycling's immense advantages as a means of transportation, and we changed our name to reflect that.

Bringing the BCC forward into the future, Green:

- Restarted some in-person events.
- Re-grew community sponsor program.
- Made "All Rides Count" philosophy permanent and changed the name to the Bicycle Community Challenge.
- Collaborated with Walk N Roll staff to present the Youth Bike Challenge and Winter Bicycle Scavenger Hunt.
- Focused outreach on social media advertising and the BCC email list.
- Encouraged all ages to bicycle for transportation, well-being and health.

BCC 2022 events to keep the community engaged through winter and spring included:

- February: Winter BCC, supported Walk N Roll Scavenger Hunt
 - 362 Participated
 - 48 Teams
 - Rode 2,800 total days and 28,800 miles
 - Received 36 completed winter bike scavenger hunt submissions
- April: Earth Day Market Ride
 - More than 100 people participated.
- May: Bicycle Community Challenge, Bike to Work Day, Youth Bike Challenge, "Lunch Outside" bike picnics for the Crank IT! team, plus supported WSDOT's Inter-Agency Bike Ride.

All metrics in the 2022 BCC were up from last year:

- 758 Riders
- 72,111 Miles
- 7,233 Days Ridden
- 70 Teams Reported Miles
- 215 First Time Riders (29 percent of all riders)
- 9.5 Average Days per Rider
- 95 Average Miles per Rider

Youth Bike Challenge - In a collaboration with the BCC and Walk N Roll, young riders took to their wheels, whether on balance bikes, tag-a-longs, or their own two wheels, and pedaled up a storm, rain or shine. Sixty riders up to 18 years filled out and returned a form showing rides on at least ten days in May, about 2,188 miles and collective total of 780 days ridden.

The community sponsorship program is in full swing this year, and Green showed the over 40 sponsors who supported the 2022 BCC with prizes, event support and

discount coupons. Support for the BCC in our local business community is still robust and enthusiastic in spite of the many challenges facing local businesses.

Green showed some of the many prizes sponsors make possible that are awarded including the Grand Prize bike vacation worth \$4,500, also a new bike, and a one-of-a-kind quilt, made by a long-time BCC participant.

The dedication and enthusiasm of the BCC's many volunteers make the events not just possible, but so much fun! A special thanks to Intercity Transit's Board Chair, Clark Gilman, who has always been a great supporter of the BCC, but he went the extra mile this year and loaned us his PA system for the Earth Day Market Ride, and supported our newest Bike to Work Day Station.

Green shared a few of the many testimonials he received with thanks for continuing the BCC in difficult times.

C. Landscaping & Grounds Maintenance Contract Renewal. Procurement Coordinator, Katie Cunningham, presented for renewal the Landscaping and Grounds Maintenance Services contract with American Landscape Services for one year.

In June 2019, ALS won Intercity Transit's contract for Landscaping and Grounds Maintenance Services at Intercity Transit facilities, including Pattison Street, Olympia Transit Center, Lacey Transit Center, Martin Way Park and Ride, Hawks Prairie Park and Ride, and the Centennial Station. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the third one-year renewal.

The annual contract amount reflects a rate increase from the previous term in the approximate amount of \$7,700. This is the first-rate increase that ALS has requested from Intercity Transit under this contract. The rate increase is commensurate with the Consumer Price Index and current market rates.

Under the renewal, ALS will continue to provide monthly scheduled landscaping and grounds maintenance services at the Intercity Transit facilities listed above, with the addition of the lot that Intercity Transit leases from Bobcat of Olympia. ALS also provides Intercity Transit with mutually agreed upon as-needed services, including but not limited to winter services, such as snowplowing and deicing, installation and maintenance of water bladders for the trees at the Martin Way Park and Ride, and any additional as-needed non-scheduled services such as irrigation system repair.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition. ALS has proven to be a reputable and experienced local firm that is committed to ensuring our properties are continually maintained and look

presentable. Intercity Transit has been satisfied with ALS' performance under the contract for the past three years. Staff is confident that ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates and recommends that the contract is renewed.

It was M/S/A by Vazquez and Sullivan to authorize the General Manager to execute a contract amendment with ALS for landscaping and grounds maintenance services at Intercity Transit facilities for a period of one year in the amount of \$88,025, including sales tax.

D. CAD/AVL Consulting Services Contract Amendment. Procurement Coordinator, Jeff Peterson, presented an amendment to the CAD/AVL Consulting Services Contract.

In July of 2019, IBI was awarded a consulting contract to provide technical expertise and guidance needed to overhaul Intercity Transit's outdated and obsolete CAD/AVL solution. With IBI's assistance, in April of 2021, Avail Technologies (Avail) was awarded the contract to upgrade our CAD/AVL system with Avail's solution. In March of 2022, Avail successfully completed the integration of our coaches and is now coordinating efforts to support implementation on our DAL fleet. The request is to increase the contract not to exceed amount by \$115,438. If approved by the Authority the revised total not to exceed amount of the contract will be \$478,583.

The original project anticipated the integration of the CAD/AVL solution with our existing DAL scheduling system (Routematch) software on our DAL fleet. Shortly after our CAD/AVL project started Intercity Transit learned that Routematch was purchased by Uber. Intercity Transit staff have since learned that Uber does not intend to integrate with Avails technology, a requirement for the project. Accordingly, additional assistance from IBI is needed to support the procurement of new DAL software that best satisfies our DAL needs and can also integrate with Avails technology as originally planned.

Additionally, the agreement with IBI Group is currently set to expire July 9, 2022. An extension of the contract term is also requested with this action to ensure time to complete the remaining tasks associated with our CAD/AVL implementation including the requested DAL software support scope.

The project team has found IBI's technical knowledge, experience implementing similar programs, and guidance has been invaluable to Intercity Transit throughout this project. The proposed pricing structure is similar to our original agreement and has been determined to be fair and reasonable. Therefore, the project team recommends proceeding with the extension of the IBI consulting services contract.

It was M/S/A by Melnick and Pierce to approve an increase in the total not-to-exceed amount of the contract for services supporting the CAD/AVL implementation with IBI Group to \$478,583.00 and authorize the General Manager to execute an amendment to extend the contract with the IBI Group through July 9, 2023.

- E. TSP & Smart Corridors Implementation Contract.** Development Director, Eric Phillips, presented an additional contract to continue work under contract with Iteris, Inc. supporting implementation of the Transit Signal Priority and the Thurston Smart Corridors projects.

Intercity Transit entered into a contract with Iteris Inc. to support Intercity Transit's Transit Signal Priority (TSP) and Thurston Smart Corridor Implementation in late 2021. The Authority approved the initial phase of work for Task Order 1 in October 2021, with a budget of \$140,780. The focus of initial work was coordination with project partners in the development of an implementation "Roadmap" for Transit Signal Priority, bench testing of traffic signal equipment, developing a data collection approach and updating other information related to the Smart Corridors project.

Task Order 1 work is now wrapping up and we are moving forward with the implementation phase. Working with the Iteris team, a Scope of Work was developed to support a multi-year project for data collection as well as a scope of work to address anticipated implementation work thru what we are calling the project "Roadmap". These two additional tasks provide for the additional technical support through the initial implementation phase of the project which is expected to last into early 2023. The data task (Task Order 2) is anticipated to run a minimum of three years and includes an automated web-based program (data as a service model) that can track intersection operations as well as integrate data from the corridor with reporting that can be accessed by the project partners. This Task Order is budgeted at \$186,828.75 which includes a three-year term for the service and includes a 25% contingency. The implementation Task (Task Order 3) is budgeted for \$340,033.58 and provides engineering support services to complete field testing and design work, implementation coordination and development of the implementation strategy (Roadmap). Since many aspects of the project will need to be adjusted as we work through the site-specific implementation tasks with our partners, we have structured the scope of work for this task to provide maximum flexibility so we can shift resources and hours if needed to other areas of the project. A 20% contingency for hours is also included in the Task Order 3 amount. A phasing plan, including recommendations for funding additional work consistent with the Smart Corridor program is considered in the current scope of work hours as well.

Intercity Transit is the lead agency and is providing all matching funds for the three separate grant awards related to this project. The 2022 budget, as presented for

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Authority consideration, includes \$1,698,000 for the TSP and Smart Corridor projects.

It was M/S/A by Vazquez and Melnick to authorize the General Manager to execute Task Orders 2 and 3 with Iteris, Inc. providing additional contract authority of \$526,862.33 for a revised total not-to-exceed contract value of \$667,642.33 supporting engineering and consulting services for implementation of Transit Signal Priority and Thurston Smart Corridors.

- F. Amend Resolutions 03-2017 and 05-2017.** Freeman-Manzanares presented two amended resolutions to reflect current position titles. This is an organizational housekeeping item to ensure we are properly identifying staff to receive claims for damages and appointing an Auditing Officer.

Resolution 01-2022 covers Chapter 225, Laws of 2015, codified at RCW 4.96.020, requiring the governing body of a municipal corporation to appoint an agent to receive claims for damages under Chap. 4.96 RCW.

Resolution 02-2022 appoints an Audit Officer who is permitted to issue warrants and checks prior to action by the Board.

This action amends both resolutions to reflect current position titles of "Chief Financial Officer" and "Finance Manager."

It was M/S/A by Sullivan and Pierce to adopt Resolution 01-2022 (Appoint Agent to Receive Claims for Damages) and Resolution 02-2022 (Appoint Auditing Officer) to reflect current position titles within the Administrative Services Department.

- G. Schedule a Public Hearing to Amend Vanpool Fare Resolution.** Freeman-Manzanares requested a public hearing on July 20, 2022, at 5:30 p.m. to receive public comment on proposed changes to the vanpool fare policy.

Intercity Transit will need to amend Resolution 02-2021 Flat Rate Vanpool Fare Structure to align with the recently enacted Washington State Transit Support Grant (ESSB 5974 Sec. 422(3)) to be eligible to receive new state grant funds.

To be eligible to receive state transit support grant funds, transit agencies must adopt, at a minimum, a zero-fare policy that allows passengers 18 years of age and younger to ride free of charge on all modes provided by the agency. Intercity Transit Resolution 03-2019 suspended fare collection for Fixed-Route and Dial-A-Lift services. The remaining piece for Intercity Transit to qualify for state transit support grant funds is to amend the Vanpool Fare Policy, allowing those 18 and under to utilize vanpool services with no associated fare. Currently, Intercity Transit does not have any vanpool participants under the age of 18.

Because this is a change to our adopted fare structure, this action requires a public hearing as part of the process to amend the resolution adopting van pool fares. Staff is requesting a public hearing date of July 20, 2022, with an anticipated date to approve an amendment to the vanpool fare structure on August 17, 2022. Intercity Transit must submit confirmation of the implementing measures approved by the Authority to WSDOT no later than October 1, 2022, to be eligible for the 2023-2025 biennium funds for the new State Transit Support Grants.

It was M/S/A by Vazquez and Pierce to schedule a public hearing for July 20, 2022, at 5:30 p.m. to receive public comment on proposed changes to our vanpool fare policy providing clarifying language that passengers 18 years of age and younger can ride vanpool free of charge.

H. 2022 Community Advisory Committee Recruitment. Freeman-Manzanares presented the process for recruiting new members for the Community Advisory Committee. The CAC members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term.

The proposed timeframe for recruitment and the selection process is:

- Recruitment is scheduled for September 1, 2022, through October 7, 2022.
- The Authority selects those to be interviewed at the October 19, 2022, Board meeting.
- Interviews are proposed for November 2, 2022.
- Candidate selection is proposed for November 16, 2022, with December 7 as a back-up date. The new members would begin their term on January 1, 2023.

There is a six-member ad-hoc committee, consisting of three Authority members and three CAC members who interview and make recommendations to the full Authority for consideration. Staff requested the Authority identify three members and an alternate for the ad-hoc selection committee.

The Authority deferred this selection to the next Authority meeting to allow absent members an opportunity to volunteer.

I. Citizen Representative Reappointment/Recruitment. Freeman-Manzanares presented whether to reappoint Citizen Representative Sue Pierce to a second three-year term or conduct a recruitment for the position which expires December 31, 2022. Pierce is eligible for another three-year term and has expressed a desire to remain on the Authority. If reappointed, her second term begins January 1, 2023.

It was M/S/A by Sullivan and Vazquez to reappoint Citizen Representative Sue Pierce to a second three-year term of the Intercity Transit Authority, effective January 1, 2023.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council met June 3, 2022.** Sullivan was unable to attend the Council meeting, however, she referred to the TRPC After Meeting Summary included in the agenda packet. The full meeting can be found on the TRPC's Facebook page at: <https://www.facebook.com/trpc.org>
- B. **Transportation Policy Board met June 8, 2022.** Melnick said Veena Tabbutt provided an overview of the Regional Transportation Improvement Program Amendment 22-06 and the Contingency Project List. Melnick said the state was made aware that they have additional funds, but they don't yet know how much, but the contingency list has been updated and IT has three projects on that list that didn't make the last approval (Pattison MOA Rehab; Propane Fueled Vans for DAL Service, and Bus Stop Enhancements). The TPB recommended to TRPC they be approved. Here's the link to that presentation: [Buildable Lands Update \(trpc.org\)](#)

There was additional discussion on the Call for Projects Update. TRPC staff and the Technical Advisory Committee have been coordinating to clarify and resolve issues on the new Call for Projects process. Veena Tabbutt reviewed several issues, including suggesting the Sustainable Thurston regional priority not be used in evaluating rural small and urban projects; policymaker consideration of a multi-year approach to support geographic equity; funding caps; policymakers consider if applicants who qualify for Rural Community Support Program can receive funding from that and the overall Call for Projects; and how the region should deal with projects that tie in points. Staff will continue working with TAC and the TPB will devote most of their agenda to this topic on July 13. The presentation can be found here: [Buildable Lands Update \(trpc.org\)](#)

Karen Parkhurst reviewed early findings and recommendations of the Human Services Transportation Plan, pointing out in order to qualify for certain funding we have to make sure our plan is workable, and she provided the TPB with an overview of some early outreach on this effort. The presentation can be found here: [Coordinated Public Transit Human Services Transportation Plan \(trpc.org\)](#).

At the last Authority meeting, Melnick talked about how Mayor Ryder had earlier spoken about how there may be an urgency to look at how the federal funding would be doled out for the most recent massive infrastructure bill, and he had a sense from the League of Cities it was going to be much more important to show a regional consensus for what was being applied for, and he warned the TPB earlier there could be some really disappointed characters if they don't understand that. It's been recommended to the TPB to add another part time staff person and that was recommended to TRPC, but Melnick doesn't think it received a very good reception. Ryder is bent on recommending that the TPB meet in July and develop an action plan that might be palatable. Melnick is not sure that's workable and told

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Ryder that and he will tell them again before the meeting because they're talking about a different approach. It is important that all the key actors in the county agree on what's best for the county. Melnick doesn't see having a meeting in a Robert's Rules process as being a solution that is workable because we're talking about a term consensus that everyone have a thorough discussion and they have to understand each other really well and they have to come to some solution they can all accept. He doesn't see that happening in one meeting.

Melnick is going to recommend they take August off and plan such a gathering in September. He thinks it should involve the TPB and TRPC and key staff persons because at the end of the day everyone has to own and accept whatever solution it is if it's as critical as Ryder says it is.

- C. Community Advisory Committee met May 16, 2022.** Grettenberger said the CAC received a presentation on the Martin Way Corridor Study, the Walk N Roll 2021 Annual Program Report and Youth Education Update. These were high quality presentations and valued by all of the CAC members.

GENERAL MANAGER'S REPORT

At the May 18, 2022, Authority meeting, through public comment, several members of the community requested Intercity Transit reinstate the mask mandate on the buses and the Authority requested staff address the issue. On April 18, 2022, the Transportation Security Administration released a statement that they would no longer enforce its Security Directives and Emergency Amendment requiring mask use on public transportation and transportation hubs. They did include in that statement that the Centers for Disease Control and Prevention (CDC) continue to recommend that people wear masks in indoor public transportation settings.

Requiring all passengers to wear masks in order to ride is something that IT likely has the ability to do. However, this would place our Operations staff in harm's way. At one time, it would have been fair to say that fare collection was the number one source of conflict between passengers and Operators, until the mask mandate took effect. This has been a tremendously difficult directive to enforce. Throughout the pandemic Intercity Transit has followed all public health orders. Freeman-Manzanares spoke to the Thurston County Public Health Officer, and she is not looking to issue an order around mandatory masking at this time. We are following public health directives as issued from the CDC. That could change for the CDC, TSA and our Public Health Officer as this, or other situations involving public health evolve, but mandatory masking is not recommended at this time.

Intercity Transit follows the CDC's statement encouraging the use of masks on public transportation in our promotional materials. IT encourages staff to wear masks but is not mandating it. The Department of Justice filed an appeal challenging the federal judges' April order that overturned the mandate. Intercity Transit will stay tuned and

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share information as it becomes available. However, the current recommendation is to continue to follow the public health's officers and the CDC's direction.

The Pattison Construction Team is preparing to review 50% construction documents for the next phase of the South Parcel, which includes the maintenance building and the remainder of the site, in anticipation of submitting permits at the end of September or beginning of October. Permitting could take three to six months and staff is under some pressure to pull things together.

The Pattison Street North Parcel Construction tours are scheduled for Monday, June 20 starting at 3 p.m. and Wednesday June 22, starting at 2:30 p.m.

Intercity Transit held a virtual audit again this year. Suzanne Coit requested an early audit to ensure it was completed prior to her retirement. The audit was very successful and finished in a really short period of time due to the prompt response by IT staff.

The state auditor completed their review of Intercity Transit with no findings. Audit Highlights included:

- *Transit responded promptly to requests and provided all of the documents necessary to complete the audit in a timely manner.*
- *Transit has good processes in place to ensure its financial data is fairly presented in all material respects.*

Freeman-Manzanares thanked staff for their work, day in and day out to ensure IT completed a clean audit. Freeman-Manzanares gave a shout out to Suzanne Coit and her finance team (*Kiera Maryott, Brian White, Bill Nevue and Lori Vani*). This also includes *Jessica Gould (Grants)* and Procurement staff (*Steve Krueger, Tammy Ferris, Jeff Peterson and Katie Cunningham*) for their hard work on the 2021 audit.

Intercity Transit is pleased to welcome the City of Olympia Familiar Faces folks downtown in the Olympia Transit Center office. That is a great benefit to IT and the City of Olympia.

Intercity Transit had 24 confirmed cases of COVID between June 1 and June 13. This is more positive cases than experienced between January 1 and January 13, 2022. Prior to COVID, Intercity Transit had 255 Operators and currently there are 195 active Operators. IT is focused on enhancing recruitment efforts for positions throughout the organization. If anyone knows of someone who would like to join Intercity Transit, please have them contact us or visit our website at www.intercitytransit.com.

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AUTHORITY ISSUES

Vazquez said she looks forward to IT being fully staffed and embraces all of the goals in terms of providing more service. She is experiencing some of the same issues in her workplace, with an increase in COVID cases.

Pierce gave a shout out to the construction and design team who will be conducting the tour of the new Pattison facility and appreciates how the tour has been split up into two days.

Gilman said on June 11, 2022, the City of Olympia celebrated the completion of the Franklin Street project with a new concrete paved road that includes changing the way that buses come in and out of the Olympia Transit Center. It appears to be flowing well.

Gilman said a bus rider contacted him about the possibility of IT publishing a plan as to when more frequent service will resume. Gilman said it's difficult as a rider and a community member to not be made aware of the efforts being made to get back to more normal service. Freeman-Manzanares said it's difficult to project a timeline due to the increase in COVID related staff shortages.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:21 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 6, 2022

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

| PERIOD DATES: 5/22/2022 - 6/4/2022 | | | | PAYDATE 6/10/2022 | | PERIOD DATES: 6/5/2022 - 6/18/2022 | | | | PAYDATE 6/24/2022 | |
|------------------------------------|----------------|---|----------------------|-------------------|---------------------|------------------------------------|----------------|---|----------------------|-------------------|---------------------|
| | 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 | 102,162.40 | | IRS | FIT | | EFT | 94,035.04 | |
| | MT | | EFT | 32,708.80 | 134,871.20 | | MT | | EFT | 31,434.28 | 125,469.32 |
| | | | | | 0.00 | | | | | | 0.00 |
| INS | A2 | Met Life | | -92.55 | | INS | A2 | Met Life | | 12,063.83 | |
| | AS | Allstate LTC | | 0.00 | | | AS | Allstate LTC | | 7,089.41 | |
| HEALTH | D3/DI | Disability Ins | | 4,330.76 | 0.00 | HEALTH | D3/DI | Disability Ins | | 4,347.64 | 0.00 |
| | HE/HS/SP/TB | Health In1stN2ND | | 218,908.50 | 0.00 | | HE/HS/SP/TB | Health In1stN2ND | | 218,135.47 | 0.00 |
| GARNISHMENT | GN | Garnish | CHECK last | 427.81 | | GARNISHMENT | GN | Garnish | CHECK last | 565.31 | |
| 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 | 10,960.00 | 10,960.00 | DIRECT DEPOSIT | D1 | D.Dep. #1 | ACH WIRE every | 10,623.24 | 10,623.24 |
| DIRECT DEPOSIT | D2 | D.Dep. #2 & #3 | ACH WIRE every | 10,065.57 | 10,065.57 | DIRECT DEPOSIT | D2 | D.Dep. #2 & #3 | ACH WIRE every | 9,575.13 | 9,575.13 |
| NEW YORK TAX | NT | New York Taxes | | 147.26 | | NEW YORK TAX | NT | New York Taxes | | 147.26 | |
| NY PFML&D | NY | New York PFML&D EE + ER | | 18.43 | | NY PFML&D | NY | New York PFML&D EE + ER | | 18.43 | |
| HEALTH SAVING | HS | Health Svgs | ACH Wire every | 192.59 | 192.59 | HEALTH SAVING | HS | Health Svgs | ACH Wire every | 192.59 | 192.59 |
| 401K | DC | Vgrd EE | Wire | 64,514.41 | | 401K | DC | Vgrd EE | Wire | 61,665.38 | |
| VANGUARD | DC | Vgrd ER | Wire | 45,490.24 | 110,004.65 | VANGUARD | DC | Vgrd ER | Wire | 43,416.52 | 105,081.90 |
| LOAN | L2 | 401k Ln#2 | Wire | 3,070.19 | | LOAN | L2 | 401k Ln#2 | Wire | 2,908.99 | |
| LOAN | LN | 401k Ln #1 | Wire | 6,101.64 | 9,171.83 | LOAN | LN | 401k Ln #1 | Wire | 5,895.63 | 8,804.62 |
| | TTL VNGRD | | | 119,176.48 | | | TTL VNGRD | | | 113,886.52 | |
| LABOR INS | LI&LA | L&I | EFT Quarterly | 27,629.39 | | LABOR INS | LI&LA | L&I -LA +LI +ER | EFT Quarterly | 28,814.55 | |
| ESD | CF&CL | WPFML | EFT Quarterly | 6,934.39 | | ESD | CF&CL | WPFML | EFT Quarterly | 6,675.10 | |
| MACHINISTS | MD/M2 | Mch.UnDues | Check last | 1,588.00 | | MACHINISTS | MD | Mch.UnDues- 164 PEREE | Check last | 1,588.25 | |
| UNION DUES | MI | Mac.Intlatn | Check last | 96.25 | | UNION DUES | MI | Mac.Intlatn | Check last | -96.25 | |
| | MS | Payroll Corr check | | 0.00 | | | MS | Payroll Corr check | | | |
| | TF | Tx.Fr.Benefit | Employer | 225.00 | 0.00 | | TF | Tx.Fr.Benefit | Employer | 0.00 | 0.00 |
| PROJECT ASSIST | PA | Proj.Asslst | Check last | 334.00 | | PROJECT ASSIST | PA | Proj.Asslst | Check last | 334.00 | |
| PENSION | PN/P3 | PERS EE | EFT | 72,369.28 | 0.00 | PENSION | PN | PERS EE | EFT | 68,722.21 | 0.00 |
| STATE | PN/P3 | PERS ER | EFT | 115,854.88 | 188,224.16 | STATE | PN | PERS ER | EFT | 110,205.23 | 178,927.44 |
| PERS | TTL PERS | | | 188,224.16 | | PERS | TTL PERS | | | 178,927.44 | |
| ICMA LOAN | R3 | ICMA Ln#2 | WIRE | 723.35 | 0.00 | ICMA LOAN | R3 | ICMA Ln#2 | WIRE | 723.35 | 0.00 |
| ICMA | RC | ICMA EE | WIRE | 6,425.79 | | ICMA | RC | ICMA EE | WIRE | 6,088.65 | |
| ICMA ROTH | RI | ICMA Roth | WIRE | 400.00 | 400.00 | ICMA ROTH | RI | ICMA Roth | WIRE | 500.00 | 500.00 |
| ICMA LON | RL | ICMA Ln#1 | WIRE | 366.26 | 1,089.61 | ICMA LON | RL | ICMA Ln#1 | WIRE | 181.02 | 904.37 |
| ICMA | RR | ICMA ER | WIRE | 3,500.14 | 9,925.93 | ICMA | RR | ICMA ER | WIRE | 3,451.26 | 9,539.91 |
| | TTL ICMA | | | 11,015.54 | 11,415.54 | | TTL ICMA | | | 10,444.28 | 10,944.28 |
| 457 STATE | SD | 457 ST EE | EFT | 17,898.15 | | 457 STATE | SD | 457 ST EE | EFT | 16,889.77 | |
| DEFERRED | SR | 457 ST ER | EFT | 10,611.34 | 28,509.49 | DEFERRED | SR | 457 ST ER | EFT | 10,142.82 | 27,032.59 |
| AFLAC | ST&SS | AFLAC POST/PRE | EFT | 5,446.66 | 5,446.66 | AFLAC | ST&SS | ShTrmDisab-AFLAC | EFT | 5,437.93 | 5,437.93 |
| ATU | UC | Un COPE | Check 1st | 106.00 | | ATU | UC | Un COPE | Check 1st | - | |
| UNION DUES | UA | Un Assess | Check last | 0.00 | | UNION DUES | UA | Un Assess -2ND PP | Check last | 1,323.00 | |
| | UD | Un Dues | Check last | 6,518.26 | | | UD | Un Dues-BOTH PP | Check last | 6,506.74 | |
| | UI | Un Initlatn | Check last | 70.00 | | | UI | Un Initlatn- 100.00 PEREE | Check last | 60.00 | |
| | UT | Un Tax | Check last | 3,150.75 | | | UT | Un Tax IST PP | Check last | 0.00 | |
| UNITED WAY | UW | United Way | Check last | 246.00 | | UNITED WAY | UW | United Way | Check last | 235.00 | |
| WELLNESS | WF | Wellness | Check last | 293.50 | | WELLNESS | WF | Wellness | Check last | 290.50 | |
| DIRECT DEP. | NP | NET PAY (dir. Depos ACH Wire every | | 777,603.55 | 777,603.55 | DIRECT DEP. | NP | ACH Wire every | | 717,397.41 | 717,397.41 |
| LIVE CHECKS | | Paychecks | | 0.00 | | LIVE CHECKS | | Paychecks - LIVE CHECKS | | 17,432.75 | |
| | | TOTAL TRANSFER (tie to Treasurer Notifications) | | | 1,286,465.24 | | | TOTAL TRANSFER (tie to Treasurer Notifications) | | | 1,201,547.80 |
| | | TOTAL PAYROLL*: | | 1,559,458.34 | | | | TOTAL PAYROLL*: | | 1,507,078.79 | |
| GROSS WAGE | | GROSS EARNINGS: | | 1,155,710.44 | | GROSS WAGE | | GROSS EARNINGS: | | 1,112,502.77 | |
| ER AMOUNT | | EMPR MISC DED: | | 387,393.50 | | ER AMOUNT | | EMPR MISC DED: | | 378,858.88 | |
| MEDICARE TAX | | EMPR MEDICARE TAX: | | 16,354.40 | | MEDICARE TAX | | EMPR MEDICARE TAX: | | 15,717.14 | |
| | | | | | | | | | | 0.00 | |
| | PP12 Total | | | | 1,559,458.34 | | PP13 Total | | | | 1,507,078.79 |
| | | | | | | | | Total Payroll for June 2022 | | | 3,066,537.13 |
| DIRECT DEP. | ACH WIRE TOTAL | | | 798,821.71 | | DIRECT DEP. | ACH WIRE TOTAL | | | 737,788.37 | |

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/21/2022

Thru Date: 6/21/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------------|------------|-------|---------------------------------------|---------------------|-------------------------------------|
| 34947 | 6/21/2022 | 01360 | ACT TRAFFIC SOLUTIONS INC | \$14,061.18 | |
| 34948 | 6/21/2022 | 01399 | ADT SECURITY CORPORATION - THE | \$15,164.46 | |
| 34949 | 6/21/2022 | 01855 | AMERICAN HERITAGE LIFE INSURANCE COM | \$7,141.14 | |
| 34950 | 6/21/2022 | 01885 | A-L-S AMERICAN LANDSCAPE SERVICES LLC | \$4,432.90 | |
| 34951 | 6/21/2022 | 02320 | APPLIED INDUSTRIAL TECHNOLOGIES | \$364.43 | |
| 34952 | 6/21/2022 | 02580 | ASSOCIATED PETROLEUM PRODUCTS INC. | \$47,914.37 | |
| 34953 | 6/21/2022 | 03890 | BRIDGESTONE AMERICAS INC | \$306.03 | |
| 34954 | 6/21/2022 | 05320 | CAPITOL CITY PRESS INC | \$3,152.82 | |
| 34955 | 6/21/2022 | 05361 | CARASOFT TECHNOLOGY CORPORATION | \$12,028.22 | |
| 34956 | 6/21/2022 | 06610 | COMMERCIAL BRAKE & CLUTCH INC. | \$330.53 | |
| 34957 | 6/21/2022 | 06781 | COMPUNET INC. | \$14,786.68 | |
| 34958 | 6/21/2022 | 07220 | CUMMINS INC. | \$0.00 | <input checked="" type="checkbox"/> |
| 34959 | 6/21/2022 | 07220 | CUMMINS INC. | \$803.08 | |
| 34960 | 6/21/2022 | 09235 | ERGOFIT CONSULTING INC. | \$1,000.00 | |
| 34961 | 6/21/2022 | 09662 | FERRELLGAS LP | \$3,198.22 | |
| 34962 | 6/21/2022 | 10607 | GENUINE AUTO GLASS OF LACEY | \$280.56 | |
| 34963 | 6/21/2022 | 10660 | GILLIG LLC | \$11,543.54 | |
| 34964 | 6/21/2022 | 11048 | HARGIS ENGINEERS INC. | \$435.00 | |
| 34965 | 6/21/2022 | 11776 | INTERCLEAN EQUIPMENT LLC | \$6,375.82 | |
| 34966 | 6/21/2022 | 11936 | JMB CONTRACTING INC | \$79,783.57 | |
| 34967 | 6/21/2022 | 11971 | JOHNSON CONTROLS INC. | \$68,565.70 | |
| 34968 | 6/21/2022 | 13776 | MARSHALL MARKETING GROUP INC. | \$930.83 | |
| 34969 | 6/21/2022 | 14590 | MOHAWK MFG & SUPPLY CO. | \$74.34 | |
| 34970 | 6/21/2022 | 14750 | MULLINAX FORD OF OLYMPIA LLC | \$84.84 | |
| 34971 | 6/21/2022 | 14760 | MUNCIE TRANSIT SUPPLY | \$2,218.87 | |
| 34972 | 6/21/2022 | 16701 | PEAK INDUSTRIAL INC. | \$254,328.81 | |
| 34973 | 6/21/2022 | 17505 | RAINIER DODGE INC. | \$74.00 | |
| 34974 | 6/21/2022 | 17965 | SEATTLE AUTOMOTIVE DISTRIBUTING INC. | \$708.28 | |
| 34975 | 6/21/2022 | 18052 | SHEA CARR & JEWELL INC. | \$12,680.30 | |
| 34976 | 6/21/2022 | 18066 | SHI INTERNATIONAL CORP. | \$442.54 | |
| 34977 | 6/21/2022 | 18129 | SINGH BENCOMO LLC | \$2,800.00 | |
| 34978 | 6/21/2022 | 18530 | STANDARD PARTS CORP. | \$487.47 | |
| 34979 | 6/21/2022 | 18705 | SUNBELT RENTALS INC. | \$1,922.71 | |
| 34980 | 6/21/2022 | 21880 | THURSTON REGIONAL PLANNING COUNCIL | \$752.45 | |
| 34981 | 6/21/2022 | 21950 | TITUS-WILL CHEVROLET | \$3,872.82 | |
| 34982 | 6/21/2022 | 22010 | ROTTERS INC. | \$314.82 | |
| 34983 | 6/21/2022 | 22195 | SPEEDSTAR HOLDING LLC | \$40.39 | |
| 34984 | 6/21/2022 | 22465 | UBER TECHNOLOGIES INC. | \$9,127.53 | |
| 34985 | 6/21/2022 | 25858 | WESTCARE CLINIC LLC PS | \$255.00 | |
| 34986 | 6/21/2022 | 26700 | ZEIGLERS WELDING INC. | \$54.70 | |
| 34987 | 6/21/2022 | 26861 | WESTERN GRAPHICS INC. | \$1,072.12 | |
| Total: | | | | \$583,911.07 | |

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/15/2022

Thru Date: 6/15/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------|------------|-------|--|----------------|--------|
| 34906 | 6/15/2022 | 01309 | ACCURATE EMPLOYMENT SCREENING LLC | \$1,130.80 | |
| 34907 | 6/15/2022 | 01780 | AMALGAMATED TRANSIT UNION 1765 | \$106.00 | |
| 34908 | 6/15/2022 | 02060 | AMERISAFE INC. | \$257.64 | |
| 34909 | 6/15/2022 | 02580 | ASSOCIATED PETROLEUM PRODUCTS INC. | \$11,475.84 | |
| 34910 | 6/15/2022 | 06040 | CITY OF LACEY | \$1,502.98 | |
| 34911 | 6/15/2022 | 07640 | DAY MANAGEMENT CORP | \$1,133.66 | |
| 34912 | 6/15/2022 | 09662 | FERRELLGAS LP | \$2,418.80 | |
| 34913 | 6/15/2022 | 09961 | FORMA CONSTRUCTION COMPANY | \$1,458,775.68 | |
| 34914 | 6/15/2022 | 10477 | GALLS PARENT HOLDINGS LLC | \$3,172.02 | |
| 34915 | 6/15/2022 | 10580 | GENE'S TOWING INC | \$379.94 | |
| 34916 | 6/15/2022 | 10607 | GENUINE AUTO GLASS OF LACEY | \$1,304.42 | |
| 34917 | 6/15/2022 | 10660 | GILLIG LLC | \$2,213.35 | |
| 34918 | 6/15/2022 | 10759 | GORDON TRUCK CENTERS INC | \$795.29 | |
| 34919 | 6/15/2022 | 11805 | ITERIS INC | \$52,659.22 | |
| 34920 | 6/15/2022 | 11895 | J&I POWER EQUIPMENT INC. | \$55.90 | |
| 34921 | 6/15/2022 | 12488 | KEITHLY BARBER ASSOCIATES INC. | \$7,500.04 | |
| 34922 | 6/15/2022 | 13740 | MAGELLAN HEALTHCARE | \$2,381.40 | |
| 34923 | 6/15/2022 | 13886 | MATERIALS TESTING & CONSULTING INC. | \$2,777.50 | |
| 34924 | 6/15/2022 | 14381 | METROPOLITAN LIFE INSURANCE COMPANY | \$12,333.29 | |
| 34925 | 6/15/2022 | 14405 | MICHAEL G. MALAIER TRUSTEE | \$392.31 | |
| 34926 | 6/15/2022 | 14750 | MULLINAX FORD OF OLYMPIA LLC | \$1,654.26 | |
| 34927 | 6/15/2022 | 14930 | NATIONAL AUTO PARTS WAREHOUSE | \$91.87 | |
| 34928 | 6/15/2022 | 15045 | NATIONAL TESTING NETWORK INC. | \$180.00 | |
| 34929 | 6/15/2022 | 15255 | NORTHWEST PUMP & EQUIPMENT CO. | \$374.80 | |
| 34930 | 6/15/2022 | 16490 | HAROLD LEMAY ENTERPRISES | \$724.98 | |
| 34931 | 6/15/2022 | 16654 | PARKER CORPORATE SERVICES INC. | \$57,023.92 | |
| 34932 | 6/15/2022 | 16874 | PITNEY BOWES RESERVE ACCOUNT | \$1,000.00 | |
| 34933 | 6/15/2022 | 16969 | POINT GRAPHICS LLC | \$199.99 | |
| 34934 | 6/15/2022 | 17255 | PUBLIC UTILITY DIST #1 OF THURSTON COU | \$578.36 | |
| 34935 | 6/15/2022 | 17290 | PUGET SOUND ENERGY | \$24,138.53 | |
| 34936 | 6/15/2022 | 17861 | SAMBA HOLDINGS INC. | \$507.85 | |
| 34937 | 6/15/2022 | 17900 | SCHETKY NORTHWEST SALES INC. | \$1,346.62 | |
| 34938 | 6/15/2022 | 17965 | SEATTLE AUTOMOTIVE DISTRIBUTING INC. | \$380.42 | |
| 34939 | 6/15/2022 | 18047 | SHARP ELECTRONICS CORPORATION | \$179.58 | |
| 34940 | 6/15/2022 | 18052 | SHEA CARR & JEWELL INC. | \$11,734.27 | |
| 34941 | 6/15/2022 | 18530 | STANDARD PARTS CORP. | \$296.68 | |
| 34942 | 6/15/2022 | 18540 | STANTEC CONSULTING SERVICES INC | \$198,239.61 | |
| 34943 | 6/15/2022 | 21950 | TITUS-WILL CHEVROLET | \$308.35 | |
| 34944 | 6/15/2022 | 23641 | UNITED STATES TREASURY | \$35.50 | |
| 34945 | 6/15/2022 | 25909 | WEX BANK | \$41,681.41 | |
| 34946 | 6/15/2022 | 26800 | ZUMAR INDUSTRIES INC | \$1,435.62 | |
| | | | Total: | \$1,904,878.70 | |

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/11/2022

Thru Date: 6/11/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------------|------------|-------|--------------------------------------|-------------|-------------------------------------|
| 34903 | 6/11/2022 | 23400 | U.S. BANK or CORPORATE PAYMENT SYSTE | \$0.00 | <input checked="" type="checkbox"/> |
| 34904 | 6/11/2022 | 23400 | U.S. BANK or CORPORATE PAYMENT SYSTE | \$68,307.17 | |
| 34905 | 6/11/2022 | 23405 | U.S. BANK or CORPORATE PAYMENT SYSTE | \$4,575.25 | |
| Total: | | | | \$72,882.42 | |

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/8/2022

Thru Date: 6/8/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------------|------------|-------|--------------------------------------|-----------------------|-------------------------------------|
| 34852 | 6/8/2022 | 02380 | ARAMARK UNIFORM & CAREER APPAREL GR | \$1,284.23 | |
| 34853 | 6/8/2022 | 02580 | ASSOCIATED PETROLEUM PRODUCTS INC. | \$20,771.20 | |
| 34854 | 6/8/2022 | 02828 | AVAIL TECHNOLOGIES INC | \$474,351.42 | |
| 34855 | 6/8/2022 | 03250 | BATTERY SYSTEMS INC. | \$268.71 | |
| 34856 | 6/8/2022 | 03890 | BRIDGESTONE AMERICAS INC | \$3,396.97 | |
| 34857 | 6/8/2022 | 05740 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | \$49.85 | |
| 34858 | 6/8/2022 | 06120 | CITY OF OLYMPIA UTILITIES | \$10,118.99 | |
| 34859 | 6/8/2022 | 07350 | CW JANITORIAL SERVICE LLC | \$22,464.82 | |
| 34860 | 6/8/2022 | 07619 | DAVID S FOSTER | \$2,000.00 | |
| 34861 | 6/8/2022 | 07640 | DAY MANAGEMENT CORP | \$4,273.16 | |
| 34862 | 6/8/2022 | 08010 | DM VENTURES PACIFIC LLC | \$4,400.00 | |
| 34863 | 6/8/2022 | 09120 | EXCEL GLOVES & SAFETY SUPPLIES INC. | \$86.09 | |
| 34864 | 6/8/2022 | 09205 | ERF COMPANY INC. | \$275.00 | |
| 34865 | 6/8/2022 | 09662 | FERRELLGAS LP | \$3,014.08 | |
| 34866 | 6/8/2022 | 10477 | GALLS PARENT HOLDINGS LLC | \$0.00 | <input checked="" type="checkbox"/> |
| 34867 | 6/8/2022 | 10477 | GALLS PARENT HOLDINGS LLC | \$1,605.20 | |
| 34868 | 6/8/2022 | 10580 | GENE'S TOWING INC | \$217.40 | |
| 34869 | 6/8/2022 | 10607 | GENUINE AUTO GLASS OF LACEY | \$1,311.48 | |
| 34870 | 6/8/2022 | 10608 | GEOENGINEERS INC. | \$96,617.27 | |
| 34871 | 6/8/2022 | 10660 | GILLIG LLC | \$7,033.40 | |
| 34872 | 6/8/2022 | 10758 | GORDON THOMAS HONEYWELL LLP | \$7,000.00 | |
| 34873 | 6/8/2022 | 11097 | HART HEALTH AND SAFETY INC. | \$1,556.93 | |
| 34874 | 6/8/2022 | 11865 | O/A ISLAND SUPERIOR AIR FILTER | \$3,510.00 | |
| 34875 | 6/8/2022 | 11892 | J ROBERTSON AND COMPANY | \$3,237.50 | |
| 34876 | 6/8/2022 | 11943 | JOANNA GRIST | \$2,000.00 | |
| 34877 | 6/8/2022 | 13440 | LAW LYMAN DANIEL KAMERRER BOGDANOVI | \$752.50 | |
| 34878 | 6/8/2022 | 14160 | MCMMASTER-CARR SUPPLY CO. | \$63.21 | |
| 34879 | 6/8/2022 | 14590 | MOHAWK MFG & SUPPLY CO. | \$462.24 | |
| 34880 | 6/8/2022 | 14750 | MULLINAX FORD OF OLYMPIA LLC | \$1,143.68 | |
| 34881 | 6/8/2022 | 14930 | NATIONAL AUTO PARTS WAREHOUSE | \$28.83 | |
| 34882 | 6/8/2022 | 15255 | NORTHWEST PUMP & EQUIPMENT CO. | \$1,024.57 | |
| 34883 | 6/8/2022 | 16595 | YACULTA COMPANIES INC. | \$555.39 | |
| 34884 | 6/8/2022 | 17420 | R&R TIRE COMPANY INC. | \$2,152.55 | |
| 34885 | 6/8/2022 | 17580 | RECARO NORTH AMERICA INC. | \$1,596.64 | |
| 34886 | 6/8/2022 | 17900 | SCHETKY NORTHWEST SALES INC. | \$384.15 | |
| 34887 | 6/8/2022 | 17965 | SEATTLE AUTOMOTIVE DISTRIBUTING INC. | \$1,207.98 | |
| 34888 | 6/8/2022 | 18046 | SHARP ELECTRONICS CORPORATION | \$3,938.40 | |
| 34889 | 6/8/2022 | 18052 | SHEA CARR & JEWELL INC. | \$6,116.26 | |
| 34890 | 6/8/2022 | 18101 | SIJ HOLDINGS LLC | \$544.63 | |
| 34891 | 6/8/2022 | 18145 | SIX ROBBLEES' INC. | \$380.21 | |
| 34892 | 6/8/2022 | 18530 | STANDARD PARTS CORP. | \$692.13 | |
| 34893 | 6/8/2022 | 18540 | STANTEC CONSULTING SERVICES INC | \$430,868.00 | |
| 34894 | 6/8/2022 | 18705 | SUNBELT RENTALS INC. | \$3,818.31 | |
| 34895 | 6/8/2022 | 21650 | THE GOODYEAR TIRE & RUBBER COMPANY | \$3,278.33 | |
| 34896 | 6/8/2022 | 21659 | THERMO KING NORTHWEST INC. | \$5,000.00 | |
| 34897 | 6/8/2022 | 21790 | THURSTON COUNTY PUBLIC WORKS | \$5,866.96 | |
| 34898 | 6/8/2022 | 21950 | TITUS-WILL CHEVROLET | \$1,304.14 | |
| 34899 | 6/8/2022 | 22010 | ROTTERS INC. | \$322.63 | |
| 34900 | 6/8/2022 | 22235 | TREW ENTERPRISE LLC | \$5,450.98 | |
| 34901 | 6/8/2022 | 24040 | WA ST CONSOLIDATED TECHNOLOGY SERVI | \$1,575.64 | |
| 34902 | 6/8/2022 | 24755 | WA ST HEALTH CARE AUTHORITY | \$435,135.62 | |
| Total: | | | | \$1,584,507.68 | |

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/2/2022

Thru Date: 6/2/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------|------------|-------|-------------------------------------|-------------|--------|
| 34849 | 6/2/2022 | 01920 | AMERICAN PUBLIC TRANSIT ASSOCIATION | \$35,500.00 | |
| 34850 | 6/2/2022 | 18101 | SIJ HOLDINGS LLC | \$474.64 | |
| 34851 | 6/2/2022 | 18129 | SINGH BENCOMO LLC | \$2,800.00 | |
| | | | Total: | \$38,774.64 | |

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/1/2022

Thru Date: 6/1/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------------|------------|-------|---------------------------------------|--------------------|--------|
| 34819 | 6/1/2022 | 01399 | ADT SECURITY CORPORATION - THE | \$1,103.36 | |
| 34820 | 6/1/2022 | 01780 | AMALGAMATED TRANSIT UNION 1765 | \$17,988.52 | |
| 34821 | 6/1/2022 | 02060 | AMERISAFE INC. | \$427.76 | |
| 34822 | 6/1/2022 | 02320 | APPLIED INDUSTRIAL TECHNOLOGIES | \$106.50 | |
| 34823 | 6/1/2022 | 03288 | BAZA IVAN | \$12.00 | |
| 34824 | 6/1/2022 | 06120 | CITY OF OLYMPIA UTILITIES | \$3,980.26 | |
| 34825 | 6/1/2022 | 07220 | CUMMINS INC. | \$2,755.17 | |
| 34826 | 6/1/2022 | 09662 | FERRELLGAS LP | \$3,024.27 | |
| 34827 | 6/1/2022 | 10607 | GENUINE AUTO GLASS OF LACEY | \$218.80 | |
| 34828 | 6/1/2022 | 10660 | GILLIG LLC | \$3,376.65 | |
| 34829 | 6/1/2022 | 10759 | GORDON TRUCK CENTERS INC | \$463.92 | |
| 34830 | 6/1/2022 | 11498 | IBI GROUP | \$3,597.80 | |
| 34831 | 6/1/2022 | 14405 | MICHAEL G. MALAIER TRUSTEE | \$392.31 | |
| 34832 | 6/1/2022 | 14590 | MOHAWK MFG & SUPPLY CO. | \$67.00 | |
| 34833 | 6/1/2022 | 14682 | MSGS ARCHITECTS INC. | \$8,820.00 | |
| 34834 | 6/1/2022 | 14750 | MULLINAX FORD OF OLYMPIA LLC | \$815.35 | |
| 34835 | 6/1/2022 | 16701 | PEAK INDUSTRIAL INC. | \$191.73 | |
| 34836 | 6/1/2022 | 16873 | PITNEY BOWES GLOBAL FINANCIAL SVCS LL | \$879.51 | |
| 34837 | 6/1/2022 | 16966 | POINT & PAY LLC | \$701.13 | |
| 34838 | 6/1/2022 | 17965 | SEATTLE AUTOMOTIVE DISTRIBUTING INC. | \$693.08 | |
| 34839 | 6/1/2022 | 18530 | STANDARD PARTS CORP. | \$268.14 | |
| 34840 | 6/1/2022 | 21650 | THE GOODYEAR TIRE & RUBBER COMPANY | \$9,352.56 | |
| 34841 | 6/1/2022 | 21950 | TITUS-WILL CHEVROLET | \$1,539.85 | |
| 34842 | 6/1/2022 | 21985 | TOTAL FILTRATION SERVICES INC. | \$523.48 | |
| 34843 | 6/1/2022 | 22010 | ROTTERS INC. | \$134.01 | |
| 34844 | 6/1/2022 | 22100 | TRANSIT SOLUTIONS LLC | \$677.49 | |
| 34845 | 6/1/2022 | 23641 | UNITED STATES TREASURY | \$35.50 | |
| 34846 | 6/1/2022 | 23642 | UNITED STATES TREASURY | \$643.00 | |
| 34847 | 6/1/2022 | 23660 | UNITED WAY OF THURSTON COUNTY | \$740.00 | |
| 34848 | 6/1/2022 | 25858 | WESTCARE CLINIC LLC PS | \$255.00 | |
| Total: | | | | \$63,784.15 | |

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/28/2022

Thru Date: 5/28/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------|------------|-------|---------------|----------|--------|
| 34818 | 5/28/2022 | 07110 | CRASS CAMERON | \$527.89 | |
| | | | Total: | \$527.89 | |

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 |
|-------------------------|---------------------|-------|-----------|---------------|-----------------|----------------|----------------|--------------|-------|---------------|
| 03141 BARRY SEAN | | | | | | | | | | |
| 00 | 06/16/22 DAL REIMB. | DI | 6/24/2022 | | | 38.27 | 38.27 | 38.27 | | 38.27 |

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 | 2022 JUNE | DI | 6/17/2022 | | | 3,311.25 | 3,311.25 | 3,311.25 | | 3,311.25 |

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 |
|--------------------------|--------------------|-------|-----------|---------------|-----------------|----------------|----------------|--------------|-------|---------------|
| 08430 DUDEK DAVID | | | | | | | | | | |
| 00 | 5/12/22FinalTravel | DI | 5/31/2022 | | | 26.45 | 26.45 | 26.45 | | 26.45 |

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/28/2022

Thru Date: 5/28/2022

| Check # | Check Date | Ref # | Name | Amount | Voided |
|---------|------------|-------|---------------|---------------|--------|
| 34818 | 5/28/2022 | 07110 | CRASS CAMERON | \$527.89 | |
| | | | | Total: | |
| | | | | \$527.89 | |

Intercity Transit
Accounts Payable Cash Requirements

| Div # | Reference # | Tr Cd | Due Date | Discount Date | Discount Amount | Invoice Amount | Payment Amount | Vendor Total | Sp Ck | Cash Required |
|------------------------------------|--------------------|-------|----------|---------------|-----------------|----------------|----------------|--------------|-------|---------------|
| 11770 IT PROJECT ASSISTANCE | | | | | | | | | | |
| 00 | 2022 FEBRUARY* | DI | 6/3/2022 | | | 8.00 | 8.00 | 8.00 | | 8.00 |
| 00 | 2022 MAY | DI | 6/3/2022 | | | 1,023.00 | 1,023.00 | 1,031.00 | | 1,031.00 |
| 11775 IT WELLNESS | | | | | | | | | | |
| 00 | 2022 MAY | DI | 6/3/2022 | | | 903.50 | 903.50 | 903.50 | | 1,934.50 |
| 13719 MACMILLAN DANIEL | | | | | | | | | | |
| 00 | 05/26 RECOG CSH OU | DI | 6/3/2022 | | | 20.00 | 20.00 | 20.00 | | 1,954.50 |
| 18671 SUJA MICHAEL | | | | | | | | | | |
| 00 | 05/26 RECOG CSH OU | DI | 6/3/2022 | | | 205.00 | 205.00 | 205.00 | | 2,159.50 |

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 4-A
MEETING DATE: July 6, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2022 Community Advisory Committee Recruitment

-
- 1) **The Issue:** Present timeline and process information for the 2022 Community Advisory Committee (CAC) recruitment.

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

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

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

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

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

Applications are proposed to be available September 1, 2022, and due on October 7, 2022. The Authority will select interviewees on October 19, 2022. Interviews

are proposed for November 2, 2022, with candidate selection on November 16, 2022, or December 7, 2022.

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

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

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

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: July 6, 2022**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2023-2028 Strategic Plan - Mission and Vision

-
- 1) **The Issue:** Review our existing “Mission” and “Vision Statements” from the 2022–2027 Strategic Plan to determine if they remain relevant or need updating for the 2023-2028 Strategic Plan.
-
- 2) **Recommended Action:** This item is for consideration and discussion.
-
- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document and is updated annually. The document provides direction regarding the level of resources and priorities devoted to services and projects. The strategic plan defines the basis of our annual budget and workplan.
-
- 4) **Background:** This is an opportunity to review Intercity Transit’s Mission and Vision Statement and determine if they remain relevant or if they need updating for the 2023-2028 Strategic Plan.

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

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

Mission Statement

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

Vision Statement

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

Individual Community Advisory Committee members made a couple of suggestions for the Authority's consideration:

- A. Eliminate the word "citizen" in the Vision Statement.
- B. Eliminate the reference to "Thurston County" in the Vision Statement because what we do provides benefit beyond Thurston County. One example would be leading by example with our Zero-Fare initiative.
- C. Add the word "diverse" to the Vision Statement.
- D. Expression of enthusiastic support for the Mission and Vision Statements. They are broad and aspirational. And it is one of the reasons they applied to join the CAC.

5) **Alternatives:**

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

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

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

8) **References:** [2022-2027 Strategic Plan](#) and the [Short and Long Range Plan](#).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: July 6, 2022

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2023-2028 Strategic Plan – Goals and End Policies

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- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2022–2027 Strategic Plan to determine if they remain relevant or need updating for the 2023-2028 Strategic Plan.
-
- 2) **Recommended Action:** This item is for consideration and discussion.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and is updated annually. The Authority’s direction provides the level of resources and priorities devoted to services and projects. The Strategic Plan defines the basis of our annual budget and workplan.
-
- 4) **Background:** This is an opportunity to review the Goals and End Policies in our current Strategic Plan and determine if they remain relevant or if they need updating for the 2023-2028 Strategic Plan.

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

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

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

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

The following are the 2022-2027 goals and end policies for your consideration:

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

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

Goal 2: Provide outstanding customer service.

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

Goal 3: Maintain a safe and secure operating system.

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

Goal 4: Provide responsive transportation options within financial limitations.

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

Goal 5: Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.

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

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

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

Goal 7: Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community, such as access and equity as a service provider and as an employer.

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

5) **Alternatives:**

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

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

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

8) **References:** [2022-2027 Strategic Plan](#) and the [Short and Long Range Plan](#).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: July 6, 2022

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2023–2028 Strategic Plan Policy Positions

-
- 1) **The Issue:** Review our existing policy issues for the 2022-2027 Strategic Plan to determine if they remain relevant or need updating for the 2023-2028 Strategic Plan.
-
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and is updated annually. The Authority’s direction provides the level of resources and priorities devoted to services and projects. The strategic plan defines the basis of our annual budget and workplan.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. In our 2022 plan, the Authority directed staff to develop a work plan and budget recognizing that flexibility would be necessary to respond as the COVID-19 situation evolved. COVID-19 had already delayed action contained in our long-range plan and there was an understanding that it might impact plans for 2022 as well. The Authority directed staff to take a more conservative approach until more was known regarding public health and economic outcomes.

Below is a list of policy issues to consider. Included with each is a note regarding Authority direction for 2022 and points for consideration in 2023 and beyond. This is not meant to be an exhaustive list of activities and projects but broad policy direction for staff to develop our 2023 budget and workplan.

1. Should Intercity Transit maintain service levels in 2023 or consider new or expanded local transit services needed to serve the growing population?

2022:

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

2023:

- Continue to focus on the restoration of service to pre-COVID-19 levels.
- Proceed with the implementation of the Long-Range Plan recognizing COVID-19, and in particular impacts to the labor market, have delayed our forward momentum.

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

2022:

- Continue to evaluate restoration of service to pre-COVID-19 levels in consultation with our public health officials.
- Continue to seek a return of Pierce Transit as a funding partner for inter-county services.
- Continue to seek and utilize grant funds to deliver service between Thurston and Pierce Counties. It should be noted that State Regional Mobility Grant funds for this service

expire June 30, 2021. Staff is seeking funding through the State Consolidated Grant program to continue this service. If funds are not available to support this service, the Authority should consider whether to pay for continued service between Thurston and Pierce County.

- Focus on priority movement for transit which promotes “passenger” or “people” through-put as opposed to “car” through-put.
- Consider streamlining service to but not within Pierce County. This would eliminate duplicative regionally provided trips and eliminate Intercity Transit operating zero fare service within Pierce County.

2023:

- Continue to seek grant funds to deliver service between Thurston and Pierce Counties.
- If grant funds, or a partnership with Pierce Transit, are not available to support this service, the Authority should consider whether or not to pay for continued service between Thurston and Pierce County.
- Consider streamlining service to, but not within, Pierce County. This would eliminate duplicative regionally provided trips and eliminate Intercity Transit operating zero-fare service within Pierce County.
- Focus on priority movement for transit which promotes “passenger” or “people” through-put as opposed to “car” through-put.

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

2022:

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

2023:

- Proceed with the implementation of the Long-Range Plan recognizing COVID-19, and in particular impacts to the labor market, may continue to delay forward momentum.
- Promote strategies to remove barriers to utilize of our services.

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

2022:

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

2023:

- Pursue project planning and funding for bus rapid transit light and all associated projects.

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

2022:

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

2023:

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

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

2022:

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

2023:

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

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

2022:

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

2023:

- Recognize the experience of riding the bus begins before one boards the bus.

- Prioritize bus stop improvements by the level of passenger activity.
- Emphasize stops located on major corridors as well as stops located near facilities serving elderly persons and those with special transportation needs.

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

2022:

- Complete the installation and testing of our new radio communications system.
- Pursue installation and testing of our new CAD/AVL system.
- Monitor and focus on improvements to the website, gov.delivery, and other customer communication tools.
- Continue to evaluate our Information Systems function.
- Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.
- Actively explore new and emerging technologies proven to increase efficiency, safety, cost-savings and enhance the customer experience.
- Focus on emergency management response and continuity of operations.

2023:

- Monitor and focus on improvements to the website, gov.delivery, and other customer communication tools.
- Continue to evaluate our Information Systems functions.
- Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.
- Actively explore new and emerging technologies proven to increase efficiency, effectiveness, safety, cost-savings, enhance the customer experience and follow a pathway to better environmental outcome.
- Focus on emergency management response and continuity of operations.

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

2022:

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

2023:

- Focus on outreach and education.
- Build partnerships to support business and enhanced employment opportunities.
- Pursue grants as appropriate.
- Dependent upon public health directives, continue to promote strategies to remove barriers and increase ridership.
- Monitor the results of the new fare structure.

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

2022:

- Continue to finalize design, pursue permitting and construct the Pattison Street Facility

Rehabilitation and Expansion project.

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

2023:

- Continue to finalize design, pursue permitting and construct the Pattison Street Facility Rehabilitation and Expansion project.
- Continue to pursue grant funding to support our capital and operational needs.
- Explore, define and pursue funding for capital facilities necessary to facilitate the delivery of service in accordance with the Long-Range Plan.
- Develop a long-term capital funding plan.

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

2022:

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

2023:

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

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

2022:

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

2023:

- Continue support for the Village Vans, Surplus Van Grant and the Community Van

- programs.
- In conjunction with the zero-fare demonstration project, discontinue the Discounted Bus Pass Program.
- Seek replacement funding for the continuation of the Village Vans Program.

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

2022:

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

2023:

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

14. Is the current fare policy appropriate?

2022:

- Continue to implement our zero-fare demonstration program.
- Defer capital investment for new fare collection systems to replace old, obsolete systems pending assessment of zero-fare demonstration.
- Use zero-fare demonstration to promote our mission to support an accessible, sustainable, livable, healthy and prosperous community.
- Track internal and external results associated with the zero-fare demonstration.
- While our focus has, from necessity, been altered by the COVID-19 public health crisis, we will continue to focus on removing barriers to accessing Intercity Transit services to increase ridership (when appropriate), improve speed and reliability of service, attenuate increasing congestion, improve the environment, enhance community health, improve equity and access, retain and recruit business, and enhance educational

opportunities.

- Enhance community resiliency by reducing personal transportation expenses to address other needs.
- Monitor regional fare collection system replacement (ORCA) during the zero-fare demonstration project.
- Evaluate and promote system viability and user safety.

2023:

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

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

2022:

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

2023:

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

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

2022:

- Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program.
- Pursue relationships with private employers to educate about the benefit of transit and other active transportation options to better serve their needs and the needs of their employees.
- Pursue grants to assist in implementing youth and senior programming.
- Continue to support cycling safety, bike maintenance, the Bicycle Commuter Challenge and find additional sources for bike donations.
- With the new location and additional space for Walk N Roll in downtown Olympia, find

- ways to be of more benefit to the community through our outreach programs.
- Market active transportation to youth and our senior population.

2023:

- Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program.
- Pursue relationships with private employers to educate about the benefit of transit and other active transportation options to better serve their needs and the needs of their employees.
- Pursue grants to assist in implementing youth and senior programming.
- Continue to support cycling safety, bike maintenance, the Bicycle Commuter Challenge and find additional sources for bike donations.
- Continue to find ways to be of more benefit to the community through our outreach programs.
- Market active transportation to youth and our senior population.

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

2022:

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

2023:

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

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

2022:

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

- Participate in planning activities, as appropriate, and embrace regional efforts to develop and implement climate mitigation actions.

2023:

- Dependent upon public health directives, promote strategies to increase ridership.
- Take an active role in land use planning efforts to advocate development which supports transit and other active transportation choices.
- Deliver robust and connected service in support of the long-range service plan.
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- Pursue alternative fuels studies addressing vehicles and infrastructure.
- Participate in planning activities, as appropriate, and embrace regional efforts to develop and implement climate mitigation actions.

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

2022:

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

2023:

Maintain the current policy which is not to expand the PTBA.

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

5) **Alternatives:**

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

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

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

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