

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, August 17, 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,,470794966# Phone Conference ID: 470 794 966#

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) **STAFF INTRODUCTIONS** **5 min.**
 - A. **Michael Maverick, Procurement & Capital Projects Manager** (*Steve Krueger*)
 - B. **Matt Parker, Training & Safety Coordinator** (*Jason Hanner*)
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** July 6, 2022, Regular Meeting; and July 20, 2022, Regular Meeting.
 - B. **Payroll for July:** \$3,222,169.75
 - C. **Accounts Payable July:** Warrant numbers 34997-35041 dated June 28 in the amount of **\$412,637.01**; numbers 35042-35082 dated July 6 in the amount of **\$932,168.46**; numbers 35085-35133 dated July 13 in the amount of **\$182,959.77**; numbers 35134-35136 dated July 15 in the amount of **\$78,204.35**; numbers 35137-35167 dated July 19 in the amount of **\$1,725,188.71**; numbers 35169-35207 dated July 27 in the amount of **\$576,109.33**; for a total amount of **\$3,907,267.63**; and Automated Clearing House Transfers in the amount of **\$6,855.77** for a monthly total of **\$3,914,123.40**.
- 5) **NEW BUSINESS**
 - A. **Schedule Public Hearing on Draft Transit Development Plan** **5 min.**
(*Rob LaFontaine*)
 - B. **Janitorial Contract Renewal** (*Katie Cunningham*) **5 min.**
 - C. **Bus Stop Pad Construction Contract** (*Tammy Ferris*) **5 min.**
 - D. **Marketing Effort Updates** (*Ally McPherson & Nicky Upson*) **30 min.**
 - E. **Update Bus Stop Enhancements & Standards** (*Rob LaFontaine*) **30 min.**
 - F. **Adopt Resolution 03-2022 Amending Vanpool Fares** **5 min.**
(*Ann Freeman-Manzanares*)
 - G. **Schedule Special Meeting September 21, 2022, ITA/CAC Joint Meeting** **5 min.**
(*Ann Freeman-Manzanares*)
- 6) **COMMITTEE REPORTS**
 - A. **Community Advisory Committee (Aug. 15)** (*Eliane Wilson*) **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
July 6, 2022

CALL TO ORDER

Chair Gilman called the July 6, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

Staff Present: Ann Freeman-Manzanares; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Alex Auty; Ramon Beltran; Heather Stafford Smith; Steve Krueger; Brian Nagel; Jessica Gould; Nicky Upton; Jana Brown.

Others Present: Jeff Myers, Legal Counsel, and Betty Hauser, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA

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

- 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**.

UNFINISHED BUSINESS

- A. **CAC Recruitment Ad-hoc Committee.** 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.

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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.

Don Melnick, Justin Belk, and Debbie Sullivan volunteered to be on the committee. Sue Pierce volunteered as the alternate if a selected member is unable to serve.

NEW BUSINESS

- A. Strategic Plan: Mission & Vision Statement Updates.** There is no requirement, but it is IT's practice to revisit the strategic plan on an annual basis. The Authority reviewed the 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. Chair Gilman led the discussion (Freeman-Manzanares was having technical difficulties).

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.

Authority Discussion:

Hess: Replace the word "citizen" in the vision statement with the word "residents." Leave in Thurston County to keep it separated from the other counties.

Vazquez: Replace "citizen" with "residents" and add the word "diverse." *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 the **diverse residents** ~~all citizens~~ of Thurston County.*

Melnick: Add to vision statement "who" is recognized i.e., our customers. "Our vision is to be a leading transit system in the country, recognized **BY WHOM i.e., customers** for our well trained...."

Sullivan: Because IT is recognized nationwide add the word "region" and "peers."

*Our vision is to be a leading transit system in the **region** country, recognized **by our peers***

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and customers for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Hess said our transportation system is a diverse system in the sense it's not just buses but a variety of transportation options – we aren't just buses. If you add "all residents of Thurston County" you don't need to put in the word diverse. If we truly have a diverse transportation system that might be a better place for it.

Belk: Asked if diverse means a diverse workplace and/or meant to reference the community we serve? He suggests: *Our vision is to be a leading transit system in the country, among our peers, recognized by our diverse customers* for our well trained highly motivated customer-focused community-minded employees committed to enhancing the quality of life *around Thurston County.*"

Vazquez: Would it be easier to break into two sentences? Do we know from the CAC's feedback where they intended to place the word diverse?

Pierce: Attended the CAC meeting and doesn't recall a specific spot for the word diverse. She thinks IT is known for something wider and considered a leading transit by more than just peers or employees or Boards. IT's received broader recognition for things like zero fare and translates as recognition as a leading transit system. IT has broad recognition, and we want to continue that. Recommends leaving statement broad rather than trying to narrow it down or attempt to identify every individual concept.

Hess: Referring to the Mission Statement – change to: *"Our mission is to provide and promote a transportation ~~choices~~ system that supports an accessible, sustainable, livable, healthy and prosperous community.*

Myers: Suggests for Vision Statement: *"Our vision is to be recognized as a leading system in the country for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the diverse quality of life for all residents of Thurston County."*

Authority Direction: Staff take these suggestions and make modifications.

B. Strategic Plan: Goals and End Policy Updates. Freeman-Manzanares said the CAC and Authority have done significant work on the Strategic Plan, the Policy Statements and Goals and it was done through the development of Proposition 1 and the Short-and Long-Range Plan. The Strategic Plan and Policy direction has been established for the coming years by those two monumental events and documents. While the remainder of the documents may look hefty, much of the heaving lifting has been done by the Authority. Also, COVID has thrown a wrench on progress.

Freeman-Manzanares reviewed the existing Goals and End Policies from the 2022-2027 strategic plan to determine if they remain relevant or need updating for the 2023-2028 strategic plan.

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

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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.

No Changes.

Goal 2: Provide outstanding customer service.

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

No Changes.

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.

No Changes.

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.

Melnick said besides financial limitations, there are staff limitations, and it looks like a continuing problem and should be acknowledged by adding temporarily or resource limitations?

Hess said to change financial to resources (referring to people, equipment, time, money, etc.)

Sullivan said to add current staffing limitations because years from now the Authority won't remember what resources are being talked about.

To address this potential consequence, staff could add a note to agenda item to refer to both fiscal and resource limitations so it is not forgotten by subsequent ITA members.

Goal 5: Integrate sustainability into all agency decisions and operations to lower social and environmental impacts 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.

Mejia said to remove the word "negative" and use the word "overall."

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Hess said to use the word “resiliency” in place of sustainability.

Melnick said to leave in the “climate change” wording.

Sullivan said this is part of the county’s mitigation plan and she doesn’t want to veer off from the language.

Belk said be mindful of being in alignment with the action plan. Perhaps add another goal centered around resiliency.

Vazquez suggested changing to: *Goal 5: Integrate sustainability into all agency decisions and operations to support the Thurston County Regional Climate Mitigation Plan.” End Policy: “Resources will be used efficiently to enhance our environment and community resiliency to 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.

No Changes.

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.

Belk would like to see a separate goal addressing resiliency.

Melnick referred to the word “equity” and how do you know if you have equitable solutions working in the community. Ask the community.

Vazquez suggested changing to: *Goal 7: “Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer. End Policy: “Work with governmental entities, educational institutions, businesses, not-for-profit community partners and customers to facilitate great mobility options as well as educational and socio-economic opportunities in our community.”*

Mejia said to remove the words “such as” because they appear as an afterthought.

Gilman suggested using the word “centering.”

Hess said instead of the word “such as” use the word “develop” access and equity as a service provider and as an employer....

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Belk said to cut it down to *“build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service”* Remove *“other critical challenges in.”* Those words can be placed in a separate goal.

Authority Direction: Staff take these suggestions and make modifications.

C. Strategic Plan: Policy Positions Updates. Freeman-Manzanares said the strategic direction is to remain consistent with Proposition 1 and the Long-Range Plan and be focused on getting through COVID and continuing to move projects forward. The CAC did not propose any changes to the strategic direction. There was discussion about the importance of safety and education. She went on to review the policy positions:

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.

Melnick suggested changing “have delayed” to “is delaying.”

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.

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- 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.

Melnick said it may be worthwhile to acknowledge IT’s working with TRPC on their Regional Transportation Planning effort.

Hess asked if there is a reason why IT focuses only on Pierce County instead of Sound Transit to get up to King County. Freeman-Manzanares shared that we previously had a shared funding agreement with Pierce Transit to fund service between the two adjoining counties. Pierce contracts with Sound Transit to provide service to King County and beyond.

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.

Hess asked why Yelm isn’t included as a core area. Yelm is expanding but there is only one bus. Why not include the rest of southern Thurston County? The Mission Statement mentions Thurston County, not just north Thurston County. Change to say, “What role should Intercity Transit play in serving the core areas of Thurston County.” He said perhaps include an express bus that goes from Yelm to the express park and ride on I-5.

Gilman suggested that the statement was not to ignore Yelm’s role in the PTBA but to recognize that more than 90% of people that ride the bus are within the three urban cities, and IT has a specific interest in serving that core area where most of the people and routes are located. It doesn’t say IT wouldn’t enhance or change commuter routes or longer connector buses between cities. This position is about where the densest set of routes and passengers are and how to resume service. There are other places in documents that consider Yelm service internal as well as getting to other areas.

Vazquez said it would be worthwhile to have Yelm called out, if not in this section, then in another section. Perhaps move Section 19 up under Section 3. There are the three core areas, and then the other biggest area IT is willing to serve and does IT want to expand that. Is the Authority interested in expanding if it didn't diminish services within the PTBA?

Melnick asked to define what the word "core" means.

Freeman-Manzanares shared that the word "core" in this setting typically refers to a densely populated area. Yelm wouldn't be considered a more densely populated area within our PTBA. And she wanted to highlight that since Proposition 1, Intercity Transit increased the frequency of service to Yelm, which was not insignificant from a service or monetary perspective. In addition, IT plans to offer service with the completion of the Yelm bypass/loop as well as making connections into the more densely populated areas of the PTBA to connect with services north and within the community. COVID delayed Proposition 1 progress. Another point is the Public Transportation Benefit Area does not include all of Thurston County. The PTBA includes Lacey, Olympia, Tumwater, Yelm and basically the urban growth area of Thurston County. After Initiative I-695 those communities chose not to support transit through a community vote so the boundaries of the PTBA were reduced. Another thing to note is the Authority, as they were preparing to address the community and their needs through IT Proposition 1 in 2018 defined what it would cost to provide the services the community requested. The finances associated with implementing Proposition 1 and fulfilling those promises is for the existing PTBA boundary. It does not include south county. The Authority and the community would have to find a way to financially support providing service to a larger service boundary.

Sullivan agreed the Authority has been very clear about the PTBA boundary remaining the same. It is what was utilized to define financial requirements and is where we need to remain in order to finance the promise made to the community. Sullivan also noted there are many areas still, within the PTBA that do not have service. Adding NE Lacey was a big, positive enhancement in early 2020. There are areas newly annexed in Lacey and Tumwater that don't have service. We need to focus attention on those areas before we consider adding areas outside of our existing PTBA. And south county has public transportation that is funded by a grant through the state. Rural areas cannot expect city levels of services in this regard.

Tischer: He's heard riders say they want frequency of service in that 90% or more of our populated area. That core area of Lacey, Olympia and Tumwater.

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.

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- 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.

No changes.

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.

No changes.

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.

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- 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.

No changes.

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.

No changes.

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, GovDelivery, 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, GovDelivery, 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.

No changes.

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.

No changes.

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

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.

No changes.

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

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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.

No changes.

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

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.

Melnick asked about "the last mile."

Belk agrees IT should track this. Regarding the innovative service zones and whenever that gets to the forefront of projects it would be worthwhile to address first mile / last mile. Keep our eye on it. Let other agencies figure out what works. Let's not forget about it.

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.

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- 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.

Vazquez asked how do we get our data to know if what we are providing is adequate? Is staff gathering data from travelers with disabilities?

Freeman-Manzanares said yes, always. One of our first tools is that DAL is a no-denial service. We need to ensure we can provide the service to those that qualify. Travel Training and Bus Buddies are good conduits for information throughout the broader community as they interact with individuals and organizations. Operators interact daily with passengers and are a great resource to identify what works well and what isn't working. In addition, we have a connection/relationship with medical facilities, other facilities such as elder care and senior centers, as well as social services in the community to help us identify those who are not using the system and why not.

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.

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- 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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.
- 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.

Gilman said he doesn't really like the word "practicable" in terms of IT's efforts to participate in the regional climate work or in sustainability efforts.

Melnick referenced alternative fuel and said the sooner IT has a plan even, if we don't have the answers yet, what we're going to be doing and having a timeline would be

positive information for the community.

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.

Vazquez said to place this section closer to the beginning to correlate better to core areas.

Hess has a problem with the third bullet point "only if representatives of these new areas request the Authority take steps to hold annexation" He said there should be an education component to let people know what could be made available so those people in those areas can start communicating with their reps and allowing them to say this is something they'd like to have.

Sullivan said Rural Transit serves the south county with bus service and connects with Olympia, Lacey and Tumwater. And staff is focused on delivering service and on the promises of Prop 1 within the existing PTBA as planned for over the last many years. Their focus should be to respond if someone asks but not encouraging others to join the PTBA. Vanpool might be a better fit for those located in more rural areas where bus services are not efficient.

Melnick asked if there is some way to have a dialog or educational component given to the public about how to request service in outlying areas.

Freeman-Manzanares said IT has not received requests for information on this topic and it's not been the Authority's interest to advertise the extension of service. There was significant conversation prior to Prop 1 that the PTBA was going to stay as it currently exists and then a financial analysis was done based on that and we offered a set of services to the community through Prop 1 that is based on the existing service boundaries. To serve the PTBA as it exists in a way that is responsive to the voters in those areas. This would be a significant change from policy direction which established our long range plan. The Authority should consider defining how they

would fund service outside the existing PTBA before advertising the possibility of providing services outside the PTBA. The Authority has an obligation to provide the services promised and funded through Prop 1.

Gilman said there would be some value in IT explaining what kinds of development patterns would work best for mass transit and another piece of reaching out that would be valuable is IT communicating ahead of time and not after the projects are built.

Sullivan said staff did an amazing presentation a while back on what it takes to create a bus route and that would be a very educational tool to present on a regular basis to planning commissions and council members.

COMMITTEE REPORTS

A. Thurston Regional Planning Council met July 1, 2022. Sullivan said TRPC created a Planning Manager position classification that was approved by the Council.

Council received a briefing on the Nisqually Indian Tribes efforts to bring broadband access to tribal and non-tribal communities in south Thurston County and Pierce County. They reached out to the counties to ask what their needs are, who's served and underserved, and discussed what the Tribe can do to help.

A Broadband Survey was created to help identify areas that need service or are underserved. Door-to-door surveys are also being conducted for community members that have no access to the internet.

A Broadband Access Team (BAT) Facebook page was also created to help spread awareness. The link is: <https://www.facebook.com/groups/nisquallybroadbandacessteambat>. Here's a link to the full presentation:

https://www.trpc.org/DocumentCenter/View/11155/A7_Nisqually-Indian-Tribe.

Karen Parkhurst updated the Council on outreach efforts on the **Human Services Transportation Plan (HSTP)** for the Thurston Region, which TRPC is required to update every four years. Parkhurst advised that the Disability Rights of Washington is sponsoring a Week Without Driving 2022 event from September 19 - 25. The event encourages community members to commit to not driving for a week. Learn more about the event visit: <https://www.disabilityrightswa.org/nodriving/>. The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11156/A8_TRPC-Human-Services-Transportation-Plan-July-2022pptx-IT.

Marc Daily reviewed an update to the Federal Funding **Call for Projects** process to:

1. Provide a more direct tie to performance goals and targets.
2. Provide a complete process with clear and transparent project eligibility and evaluation criteria.
3. Continue to position the region to meet obligation targets and be eligible for redistributed funding.

TRPC has been working on the process with the Technical Advisory Committee (TAC) and the Transportation Policy Board (TPB) and will bring back recommendations to the Council in September 2022. Here's a link to the full presentation:

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https://www.trpc.org/DocumentCenter/View/11157/A9_Call-for-Projects-Update-063022.

Board member Wheatley provided an update on the last Puget Sound Regional Council's (PSRC) Growth Management Policy Board meeting. The meeting included a Joint Board Session on Implicit Bias. To view the recording of the Joint Board Session on Implicit Bias visit: https://psrc2.granicus.com/MediaPlayer.php?view_id=1&clip_id=523. A presentation is also available at: <https://psrc.org/sites/default/files/jointboard2022jun23-pres-implicitbias.pdf>.

GENERAL MANAGER'S REPORT

Human Resources is in the process of making job offers for the next Operator class which begins on August 1, 2022.

We received notice there are significant manufacturing and pricing issues nationwide associated with the delivery of paratransit vehicles. Intercity Transit has 28 vehicles on order, and we actually combined two years' worth of orders and received them in early because we assumed there were going to be difficulties associated with supply and demand.

There were 41 confirmed cases of COVID among staff members in June, with many others in quarantine. We're hoping for a better July, and we will continue to work keep everyone as safe as possible. Jeff Myers noted the CDC recently recommended a return to masking in 15 counties, including Thurston County. He asked if there has been any consideration given to reinstating a masking requirement on buses. Freeman-Manzanares said Intercity Transit has been following the advice of the county's public health officer and have been recommending and encouraging riders to wear masks but not requiring them. At the June 15, 2022, the Authority directed staff to remain focused on following the public health officer's direction. However, as the situation evolves that may change for Thurston County.

Pierce is concerned should Intercity Transit go back to requiring masks without an official mandate from the CDC, there is the risk of higher confrontation between Operators and riders not choosing to wear masks, and confrontation between passengers.

AUTHORITY ISSUES - None.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 8:11 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

Pat Messmer
Clerk to the Authority

Date Approved: August 17, 2022

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 20, 2022

CALL TO ORDER

Vice Chair Belk called the July 20, 2022, meeting of the Intercity Transit Authority to order at 5:32 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

Members Present: Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Thurston County Commissioner Carolina Mejia; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

Members Excused: Chair and City of Olympia Mayor Pro-Tem Clark Gilman.

Staff Present: Ann Freeman-Manzanares; Steve Krueger; Ally McPherson; Pat Messmer; Jonathon Yee; Alex Auty; Ramon Beltran; Heather Stafford Smith; Brian Nagel; Jessica Gould; Nicky Upson; Jana Brown; Steve Swan; Kevin Karkoski; Tammy Ferris; Rob Rinehart; Jason Aguero; Alana Neal; Camerson Crass; Julie DeRuwe; Jeff Peterson.

Others Present: Jeff Myers, Legal Counsel; Lloyd Peterson, Community Advisory Committee; Karen Parkhurst, TRPC; Vic Kumar, Zafer Batmaz, Kevin McKay, Avail Technologies.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: None.

PUBLIC HEARING:

A. Amend Vanpool Fare Resolution. Freeman-Manzanares said to be eligible for state transit support grant funds, 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 a transit agency. Intercity Transit already offers zero-fare to all fixed-route and Dial-A-Lift riders, but we need to address this for our vanpool program. We advertised this change and requested comment from interested parties. She noted Intercity Transit does not currently have any vanpool participants who are 18 years of age or younger. Because this is a fare-related item, it is Intercity Transit's practice to hold a public hearing. Based on public comment this evening, staff anticipates requesting approval at the August 17 ITA meeting to

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allow us to submit confirmation to the Washington State Department of Transportation no later than the October 1, 2022, deadline.

Vice Chair Belk opened the public hearing at 5:35 p.m.

With no one from the public giving testimony, Vice Chair Belk closed the public hearing at 5:35 p.m.

No written comments were received.

STAFF INTRODUCTIONS:

- A. Operator Class 22-03 (*Cameron Crass*)
- B. Ramon Beltran, IS Technician (*Jason Aguero*)
- C. Shem Sargent, Cyber Security Program Manager (*Jason Aguero*)
- D. Seth Steenerson, Facilities Specialist (*Julie DeRuwe*)
- E. Harwinder Chokar, Service Worker (*Jonathon Yee*)
- F. Jackson Madison, Support Specialist (*Jonathon Yee*)
- G. Eric Wells, Village Vans Coordinator (*Izi LeMay*)
- H. Amy Zurfluh, HR Analyst (*Alana Neal*)

NEW BUSINESS

- A. **CAD/AVL Project Update.** Project Coordinator, Jeff Peterson, said the new Computer Assisted Dispatch and Automatic Vehicle Location (CAD/AVL) system represents a significant investment for Intercity Transit, both monetarily and in terms of dedicated staff time to implement this second-generation system. It also represents a significant technical upgrade that will benefit riders and internal operations. This project began in late 2018 with the development of a solicitation for consulting services resulting in the hiring of IBI Group in June 2019. The Authority authorized contracting with Avail Technologies, Inc. in February 2021. All aspects of the project are anticipated to be fully functional Fall 2022.

Peterson introduced Vic Kumar, Kevin McKay and Zafer Batmaz from Avail Technologies. This team introduced the elements of this new technology including hardware installations, reporting functions, features, and the process improvements this new solution offers.

McKay reviewed the accomplishments:

- Replaced analog communications system with new digital VoIP solution.
- Common Vehicle equipment across fixed route and paratransit that is designed for transit yet "non-proprietary."
- New equipment including standard operating procedures to enhance transit service.
- Improved and timely passenger information to keep your riders informed.

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- Management Information Systems to improve efficiency and effectiveness.

Kumar reviewed the key modules installed on the Intercity Transit vehicles and CAD/AVL Functionality:

Communication Queue

- Listing of communication related messages that the dispatcher(s) are managing:
 - Text Messaging
 - Voice Radio (RTT, PRTT)
 - Emergency Alarm

Events Queue

- Listing of non-communication related events/actions that the dispatcher(s) are managing
 - Examples include invalid logon attempt, vehicle movement alarm, overcrowding, late, early, transfers, headway, etc.

Maintenance Queue

- Displays mechanical events.
- Allows the Maintenance department to manage events related to the health of vehicle equipment.
- Examples include APC, Wheelchair, Vehicle Health Monitoring (VHM) failures.
- Receive Alerts via
 - Email
 - SMS

Dispatch Map

- Displays the current location of vehicles being monitored in real-time
 - ✓ Layer options include Vehicle, Route Traces, Stops and Timepoints
- Vehicle Bubble
 - ✓ Label options include ID, Operator, Block, Run
- Follow Vehicle
 - ✓ A vehicle in distress (EA) is automatically switched to follow-mode
- Find Supervisor (Vehicle, VoIP Smartphone)

Dispatch Status

- Shows the most recent status of the vehicles being monitored.
- Color coding for each status category is configurable.

Dispatch Pullout

- Shows the most recent status for vehicle login and pullout
- Support for operator check-in, assigning/unassigning operators and or vehicles

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Detour Management

- Define detours in the ETMS system and to inform operators and the public about these changes to service routes
- Generate Turn by Turn Directions
- Public & Operator Messages

Decision Support

- Use the tools in Decision Support to make service adjustments when there have been disruptions or unexpected load

Transit Planning

- What-If Analysis
 - ✓ Add or remove a stop, add or remove a trip, change a pattern, or add an entirely new route
 - ✓ Cost impacts
 - ✓ Title IV reporting impacts
 - ✓ Real time data
- Current schedule data loaded into a workspace. User can make desired changes and immediately see the impact to costs, hours or service and revenue miles
- Transit planning tool displays census data including population served, % in poverty and % of minority within a user defined radius

Mobile Personnel

- Provides dispatchers with information about the location and status of on duty supervisors.

Kumar provided a vehicle overview of the equipment used/needed, explaining the functionality of the In-Vehicle Unit (IVU), that transmits information in real-time and it's the same device used for voice communications.

Kumar reviewed the Fixed-Route Vehicle Functionality and the Mobile Data Terminal (MDT) which is the driver-facing module starting when a driver turns a vehicle on and goes through a pre-trip and body checks which is a physical inspection of the vehicle insuring everything is in working order. Other checks include the APC, Annunciator announcements such as safety, and wheelchair tests. Drivers have the capability of canned text messages to Dispatch, and one-way and two-way voice calls which are private, but recorded.

Kumar talked about how detours are handled. The system sends a message to all routes that a detour affects based on date and time. This is a standard message that the MDT displays for all operators who log onto to a run that has a detour. When the information window indicates there is a detour within the next three stops, turn-by-turn directions are provided in the INBOX of the MSG section (displayed automatically due to possible multiple active detours). Boards and alights done while on detour are attributed to the first stop after the detour.

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He touched upon Headway Management, which means telling the driver to slow down or speed up.

Kumar reviewed functionality of the system on the Dial-a-Lift vehicles. He then introduced key Intercity Transit staff members about how they use the system and how it's benefiting them (Cameron Crass Fixed-Route Operations Manager; Kevin Karkoski, Dial-a-Lift Manager; and Jonathon Yee, Director of Fleet Maintenance).

Batmaz reviewed the Business Intelligence tool, which is an analytics tool, powerful yet simple to use. It's ETMS Data Warehouse combines CAD/AVL and ERP data into one. It's a tool with dashboards and reports that span the agency - self-service reporting and NTD reporting. He broke it down as follows:

"My Dash" - Allows users to view and manage their dashboard, scheduled reports, and bookmarked reports. Users can personalize their dashboard by selecting from a list of predefined KPIs. KPIs can be grouped and added to different tabs as deemed appropriate.

"Operations" - Visualizations related to operations such as on-time status, number of vehicles that are late/early, open incidents, detours, events, Live QA, and Logon / Logoff.

"Planning" - Identify the worst performing routes, worst drive times, schedule health, vehicle utilization, APC analysis, ridership analysis and more. Maximize route efficiency.

"Maintenance" - Display recent pre-trip inspection issues and vehicles with the most issues.

NTD Reports / Dashboards - Assess scheduled revenue and non-revenue service together with total adjusted service and total distance of completed segments. Identify the total number of trip samples and the percent of all trip's valid samples. Track trends by time, category, and routes; compare all the data to the last year's data; assess if you are below or above the target and adjust targets accordingly. Senior Planner, Stephen Swan, provided his experience using the system.

Batmaz continued with Real-Time Passenger Information (RTPI). It's a fully cloud hosted solution from Avail that provides riders with real-time information such as bus location, predictive arrival times, service alerts and notifications, and riders can access information via their desktop, tablet, smartphone, SMS text, email or phone. It's ADA-compliant and includes GTFS-RT feed and Google certification.

Batmaz turned the presentation over to Nicky Upson from Marketing and Communications to describe each of the module phases and timelines.

Upson outlined the timeline being rolled out to Intercity Transit customers:

Phase 1 – myStop app being rolled out in late summer:

- Provides real-time location and departure times
- Email and text alerts by subscription
- Trip Planner
- Service Alerts

Phase 2 – Infopoint Website being rolled out in the Fall:

- Provides real-time location and departure times
- Email and text alerts by subscription
- Trip Planner
- Service Alerts

Phase 3 – Text myStop with a launch date to be determined:

- Texts the actual time the next bus will depart from that stop.

Freeman-Manzanares thanked the representatives from Avail Technologies, Inc. for providing an excellent overview of the new CAD/AVL system. She said it's an incredible advancement for Intercity Transit. It's been a significant investment in terms of staff time to implement and commitment of dollars and she wants to ensure the Authority members are educated about the progress and see the value of the investment. Staff anticipates rolling out the customer elements this Fall.

Freeman-Manzanares thanked Intercity Transit project staff who made this project possible: Jeff Peterson from Procurement; Cameron Crass and Kevin Karkoski from Operations; Jonathon Yee from Maintenance; Steve Swan from Planning; and Nicky Upson from Marketing and Communications who assisted with the presentation this evening. Also wanted to recognize Rob LaFontaine, Brian Nagel, and Eric Phillips from Development/Planning; Joy Gerchak from Customer Service; Ally McPherson from Marketing and Communications; Jason Agüero and Rob Rinehart from Information Systems; Steve Krueger from Procurement and Capitol Projects; and Emily Bergkamp from Operations. This is a project that affects and needs the support of just about everyone in the organization. Freeman-Manzanares recognized the support received organization-wide thus far, and the continued support this project would need to implement this new technology.

B. TRPC Coordinated Human Services Transportation Plan. Karen Parkhurst, TRPC Planning & Policy Director, provided an overview of the Coordinated Human Services Transportation Plan. Parkhurst said the plan must be updated every four years.

The Coordinated Human Services Transportation Plan serves as a comprehensive guide for addressing transportation choices, gaps, and solutions for individuals who because of age, income or ability may face mobility challenges. The goals of the plan

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are to increase mobility options, improve individual service, increase coordination with other systems and programs, improve efficiency and identify and obtain sustainable funding to close gaps.

Parkhurst said one of the things the Human Services Transportation Plan is looking at is the idea that they need to provide transportation for people, who because of age, income or ability, may have special challenges. Parkhurst said there are many who don't think they'll keep driving in their senior years and data shows the fastest growing part of the population are those over the age of 85. Statistically, that's where TRPC is seeing people with challenges in getting around. Disability Rights Washington is conducting an exercise and asked elected officials and others to participate. The exercise is to imagine a week without driving. TRPC received a Proclamation from the Governor saying he encourages elected officials from all over the state to participate. This is an important exercise to think about when planning transportation services. #Week Without Driving will be held September 19-25, 2022. She encourages all of the jurisdictions to create such a proclamation.

It's not just seniors who can no longer get around. It's all kinds of people of all ages for whatever reason can't get from here to there. The idea of this exercise is to determine how well members of the community function without a car.

TRPC created a website called Thurston Here to There (www.thurstonheretothere.org). Often times those who drive cars or don't take the bus won't think about alternatives until they are needed. Through Commute Trip Reduction, TRPC often hears from the Work Sight Coordinators about how they want to know everything about finding other ways to get around. Parkhurst encourages everyone, including family members and neighbors, to go on to the website to help people understand all of the services that are available. For those who don't use technology, TRPC is in the process of creating a wrap card.

The report looks at the available services and current providers, needs, strategies, priorities, resources, time and feasibility and a regional priorities list.

TRPC is reaching out to people with disabilities, seniors, low incomes, public, private, non-profit and human services transportation providers and other members of the public within the Thurston region and adjoining counties. Schools have also been part of the conversation. They had a conversation in their last update about the requirement that's called the McKinney-Vento Act that requires students who have become homeless to be transported back to where they became homeless, for example school buses are taking people back to Seattle daily to go to school.

Parkhurst said the prioritized projects funded in the plan are Here to There Mobility Management, Replacement Dial-a-Lift vehicles, Rural Transit, Thurston County Bus Buddies, and Village Vans.

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It's TRPC's job when these projects are submitted to have a prioritized project list. As the MPO, TRPC is assigned grades and that grants extra points to the projects that applied for grants.

Parkhurst reviewed the Goals:

- Increase equity in Transportation Services.
- Increase mobility options.
- Improve individual service.
- Increase coordination with other systems and programs.
- Improve efficiency.
- Identify and obtain sustainable funding to close gaps.
- Broadly distribute information about available transportation options.
- Options that don't involve travel: telework, telemedicine, online public services, tele-education...BROADBAND? Equity?
- DRIVERS!!

Parkhurst loves to talk about transportation and welcomes an invitation to virtually present at meetings, talk on the phone, speak with people at their work, city hall, church, etc. She wants people to test the Here to There, take the September "week without driving" challenge, and talk to their family and friends and take survey.

Parkhurst reviewed the timelines:

- Public Outreach NOW! & continues during Public Review
- September 1 Public/WSDOT Review
- December 1 Submit Final to WSDOT
- December 2 TRPC Adopts - with Prioritized Project List

C. Website Management Services. Procurement Coordinator, Jeff Peterson, presented for consideration a contract with Fruition Growth LLC to provide web hosting services and related enhancements to ensure Intercity Transit maintains a secure, reliable and customer focused website.

Intercity Transit currently utilizes web hosting services through the State of Washington's Consolidated Technology Services (WaTech) division. Intercity Transit has appreciated working with WaTech however the amount of time they can commit to political subdivisions has been a challenge. This reality presented an opportunity to seek a firm that can dedicate more time, provide a more robust response and a greater depth of experience to not only host our website but also enhance our user's experience.

Consequently, on March 21, 2022, Intercity Transit elected to reach out to the market and seek proposals from highly qualified firms who provide expertise in website hosting, security, feature development, software integrations, software updates, usability testing, accessibility testing, and overall useability enhancements. Seven

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proposals were received and through the in-depth scoring, interview, and reference checking process that followed, the project staff recommend awarding a contract with Fruition.

The contract will have a one-year initial term and extension options for a total of five years. The web-hosting services equates to \$101,400 for the maximum five-year term which is comparable to what WaTech charges. The contract allows for the negotiation of task orders pertaining to website enhancements. The primary hourly rate is identical to WaTech under this agreement and the number of hours will be negotiated according to the complexity of the task. Intercity Transit budgeted \$200,000 in 2022 for website enhancements.

Fruition has nearly 20 years of experience in supporting websites. They have extensive experience with the Drupal platform (the backbone of our website) and has successfully implemented enhancements that are similar in scope as to what Intercity Transit hopes to accomplish. Their interview and references were positive, and the project team is confident they have the knowledge and expertise needed to realize our goals. Accordingly, the project team recommends entering into a contract with Fruition Growth LLC.

It was M/S/A by Vazquez and Melnick to authorize the General Manager to execute a contract with Fruition for website hosting and related website enhancements services in an amount not-to-exceed \$200,000.

D. New Copier Devices. Procurement Coordinator, Jeff Peterson, presented for consideration a five-year lease agreement with Canon for new copiers.

Intercity Transit's copier lease is scheduled to expire on September 30, 2022. The proposed replacement package has been designed to accommodate the needs at our new Administration, Operations Building and Fuel Wash Facility (ADOPS/FWF) facilities as well as the Olympia Transit Center (OTC).

Staff elected to continue the Canon product line as it not only satisfies our needs but has also proven to be reliable and intuitive to use.

Intercity Transit staff has determined the most competitive overall source of supply is the Omnia Partners cooperative purchasing agreement. Omnia is a public sector purchasing cooperative which Intercity Transit is eligible to utilize. Canon's cost per copy rate, for service and consumables (not including paper) is comparable to our current rate and includes training, online support, 1-hour response, 4-hour on-site response, a 96% uptime guarantee, and usage analysis throughout the term.

Accordingly, staff recommend pursuing an agreement with Canon for the lease and services of new Canon multi-functional printer devices.

It was M/S/A by Sullivan and Pierce to authorize the General Manager to enter into a five-year lease agreement with Canon for 14 multifunctional printer devices in the amount of \$167,600 not including taxes or service fees based on a cost per copy pricing model.

- E. Increase for Engineering/Design Services w/SCJ.** Development Director, Eric Phillips, presented an Amendment to the Task Order from the On-Call Engineering Services Contract with SCJ Alliance for additional engineering, design, and construction support services for the Martin Way Park-and-ride Direct Access grant project.

On June 2, 2021, the Authority authorized the General Manager to execute a Task Order with SCJ Alliance from the On-Call Engineering Services contract to provide engineering and design support services for the Martin Way Park-and-Ride Direct Access Improvements project following an award of a WSDOT Regional Mobility Grant in the amount of \$2,153,000.

The original Task Order with SCJ was for \$242,000 and was anticipated to take the project through final design but did not include architectural services and construction support. The additional contract authority will provide for additional design services for the restroom and security/storage building and provide for construction management support through project completion. With the additional amount authorized the total for engineering support for the project through completion will be \$412,087.

Project Update: The project is advancing nicely on a tight schedule. A key component of this project was working with WSDOT to obtain the required access break approval(s) to accommodate the planned transit-only egress lane and the new passenger loading area on the I-5 NB ramp adjacent to the Park-and-Ride. We recently completed the project documentation steps necessary to support the access break and are now in the final review of the full design of the ramp improvements and moving now to wrap up the final design of the internal Park-and-Ride lot changes.

Earlier this month we submitted our development application package to the City of Lacey. During the pre-application review with the City of Lacey, Intercity Transit was approved to submit for an alternative sanitary connection at the facility which confirmed our ability to develop a new restroom and security/storage building at the site. We also anticipate adding 10-13 new parking spaces within the existing lot area. Confirming the full re-development site plan package also provided the opportunity to lock in the remaining support services necessary to complete the project, including an architectural sub for the building design and SCJ support to provide the construction management services to take the project through completion.

Staff have negotiated this contract Amendment scope and fee with SCJ Alliance in accordance with the terms of the On-Call Services Agreement and based on the scope and proposed hours, Staff is confident the proposed pricing is both fair and reasonable.

It was M/S/A/ by Melnick and Vazquez to authorize the General Manager to execute a contract Amendment with SCJ Alliance for the Martin Way Park-and-Ride Direct Access project providing an additional \$170,087 for a revised total not to exceed value of \$412,087.

COMMITTEE REPORTS

A. Transportation Policy Board met July 8, 2022. Melnick said the TPB appointed Business Representatives Jessica McKeegan-Jensen, David Wasson and Renee Radcliff Sinclair, and Community Representatives Michelle Murray and Travis Millar, to serve three-year terms.

The TPB reviewed outstanding policy considerations on TRPC's 2022 Federal Transportation Grant Funding Call for Projects Process. They revisited the background on the revised Call for Projects Process and the status of process details with the Technical Advisory Committee including areas of agreement and disagreement. Staff presented topics for policy consideration including Funding Caps, Geographic Equity, Sustainable Thurston Urban Corridors and Centers, Tie Breaking Methods, and the Rural Community Support Program. Members broke up into small breakout groups to discuss each of the policy considerations, then returned to the full board to report on their groups' preferences to address each of the policy considerations.

Community Advisory Committee met July 18, 2022. Lloyd Peterson said the CAC received the CAD/AVL and the Human Services Transportation Plan presentations. Peterson said he's been on the CAC since January 2022 and took the opportunity to make some personal observations. **Here's an excerpt from a message to all Intercity Transit staff and the Authority from Peterson:**

"Famous baseball player and philosopher, Yogi Berra said, "You can observe a lot by just watching." During my time as an Advisory Committee member, I have been watching you and learning a lot about what Intercity Transit does and about you. I've come to the conclusion that Intercity Transit is the best performing, most effective public agency I have ever encountered in my 50 years of observing. On a scale of 1 to 100, I give you a 99, because no one is perfect. That's my judgement. As a member of the community, because I am a member of the Community Advisory Committee, I commend you, the current policy Board members, and your predecessors for all of the hundreds of good policy choices that have been made over the years and includes where we are today. As an effective organization that

we have dealing with today's problems and planning for future ones. I also commend your management team for the remarkable efficiency, skill, cooperative effort and pride as exhibited by their performance displayed by everyone, every day. As a member of the community, I thank you all. And I say keep moving forward which is a good wish for a transit company - keep moving forward. I'm proud to be part of this Community Advisory Committee and very proud to be a member of this most effective organization."

GENERAL MANAGER'S REPORT

- A marketing and communications consulting firm will be on site July 21 at the Pattison Street Facility and at the Olympia Transit Center filming and taking photos to create digital ads for continued Operator recruitment.
- Staff is fully engaged in a lot of activities; however, we are unable to provide more service on the street because we are only at 80% of our pre-COVID levels of service until we have additional Operators. A new class of Operators begin training on August 1. Staff is working hard to ensure our outreach is thorough and we continue to hire great candidates interested in serving our community.
- Staff is excited to welcome FlixBus to the Olympia Transit Center (OTC), and the target date is August 1, however, there are no guarantees at this point. Greyhound, who provides 28 trips a week, will continue to serve the OTC. FlixBus bought Greyhound, and they intend to provide about 50 trips a week. The OTC 2 was built to provide additional customer amenities, a lobby and customer service and space for staff. One of the primary drivers for our grant fund application was to support a multi-modal service center welcoming a regional carrier to connect with local service. Having Greyhound and FlixBus allows individuals better access to transportation options.
- The Pattison Street Project is moving right along. The elevator system was approved, which is more challenging than it sounds, and furniture is being delivered. The hope is to gain full occupancy this Fall. The team is moving closer to submitting all of the documentation for permitting to the City of Olympia for the south parcel project, which includes the renovation of the maintenance facility, in September.
- The Maintenance Department is hosting Bates Technical College students to tour our facility and consider a career in transit. They will also have an opportunity to meet Operations' staff including Operators, to help them choose a career in transit.
- Congresswoman Strickland's office announced the U. S. House passed an appropriations package (a.k.a. minibus for FY23) that contained funding for

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Intercity Transit's Zero Fare Bus Stop Access Improvements at \$1,825,950. This is a welcome and big step forward in this multi-step process. The package heads to the Senate and we await their appropriations actions. The Congresswoman will continue to advocate for our project, and we are hopeful this will pass the Senate by the end of the Federal Fiscal Year.

- Staff COVID counts are down in July. There are nine positives and about the same waiting to be tested. Comparatively, there were 41 confirmed cases of COVID in June and many others in quarantine.
- The Marketing and Communications team is looking forward to providing information on the "Going Digital" campaign in August.
- The first ever Great Olympia Bike Roadeo, is taking place on Saturday, July 30 from 11 a.m. to 2 p.m. at the Isthmus Park in downtown Olympia. It is a free event that includes bicycle safety checks, games, a skills course, a traffic garden, and free bike helmets while supplies last.
- Practice bike safety at Mountain View Elementary's Traffic Garden. Intercity Transit's Walk N Roll is collaborating with Child Care Action Council's Safe Kids Thurston County Program, the Olympia Police Department, Target Zero and the City of Olympia Parks, Arts and Recreation. Bring a child with their bike and celebrate the joy of bicycling. The traffic garden is located on Mountain View Elementary School's playground at 1900 College Street SE, Lacey WA 98503.
- Intercity Transit is hosting its local Bus Roadeo Saturday, July 23 and Sunday, July 24. The ITA, CAC and staff are encouraged to attend. The competition on Sunday begins at 8:15 a.m. and ends at 1:30 p.m. followed by a BBQ lunch and awards ceremony.
- Location: Take E Street SE to empty lot near The Valley Athletic Club and the newer SPSCC facility on Capital in Tuwater.
- Judges are needed for the competition. Judges are asked to arrive at 7 a.m. Starbucks coffee and Costco muffins will be provided to judges and volunteers. If you're interested email David Dudek at ddudek@intercitytransit.com or Bill Miller at bmiller@intercitytransit.com
- Other transit properties are not hosting their own local roadeo this year, and this is the event by which systems select their competitors to go to the State Roadeo. Intercity Transit offered an opportunity for other transit agencies to compete. Pierce, Kitsap, Island, Community (in Snohomish County), and Ben Franklin (in the Tri-Cities) are participating. An awards ceremony for all participating transit properties follows the competition.

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- Freeman-Manzanares shared two customer comments, both comments are from Yelm customers, and both refer to the great service provided by Operator Terry Glave, who is a gem.

“Dear Intercity Transit: On 13 June, my mother, Dora Clayman, left her purse containing her phone and other items on the Dial-A-Lift. The driver, Terry Glave, promptly turned it into the lost and found. Because she is 96 years old, the loss was hard for her until Intercity called to say it had been turned in. Our family thanks Terry for promptly turning in her purse. Dora often comments to us about how nice the drivers are and how they walk with her. Sincerely, Sam Lantow”

“Wow I don't even know what to say. This morning's driver was out picking up trash around the bus stop area and fixed the trash can. Love people leaving things and places better than how they found it. Well done Mr. Bus Driver, well done. Sincerely a very thankful Yelm citizen.”

AUTHORITY ISSUES

Pierce encourages everyone and their families to come out to the Regional Rodeo on Sunday. It's always fun to watch the Operators compete.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Belk adjourned the meeting at 8:11 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: August 17, 2022

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

PERIOD DATES: 6/19/2022 - 7/2/2022				PAYDATE 7/8/2022		PERIOD DATES: 7/3/2022 - 7/16/2022				PAYDATE 7/22/2022	
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	94,139.20		IRS	FIT	EFT		111,177.93		
	MT	EFT	31,347.92	125,487.12		MT	EFT		34,599.84	145,777.77	
				0.00						0.00	
INS	A2	Met Life	0.00		INS	A2	Met Life		12,045.58		
	AS	Allstate LTC	0.00			AS	Allstate LTC		6,945.03		
HEALTH	D3/DI	Disability Ins	4,358.38	0.00	HEALTH	D3/DI	Disability Ins		4,334.37	0.00	
	HE/HS/SP/TB	Health In1stN2ND	259,693.05	0.00		HE/HS/SP/TB	Health In1stN2ND		258,575.00	0.00	
GARNISHMENT	GN	Garnish	CHECK last	527.81	GARNISHMENT	GN	Garnish	CHECK last	527.81		
CHILD SUPPORT	CS	DSHS	EFT	2,061.35	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,757.66	1,757.66
				0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,905.00	10,905.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,605.00	10,605.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,577.02	9,577.02	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,638.73	9,638.73
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	60,918.23		401K	DC	Vgrd EE	Wire	66,638.28	
VANGUARD	DC	Vgrd ER	Wire	43,096.13	104,014.36	VANGUARD	DC	Vgrd ER	Wire	47,519.63	114,157.91
LOAN	L2	401k Ln#2	Wire	3,067.92		LOAN	L2	401k Ln#2	Wire	3,067.92	
LOAN	LN	401k Ln #1	Wire	6,022.37	9,090.29	LOAN	LN	401k Ln #1	Wire	6,022.37	9,090.29
	TTL VNGRD			113,104.65			TTL VNGRD		123,248.20		
LABOR INS	LI&LA	L&I	EFT Quarterly	29,322.09		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	28,629.37	
ESD	CF&CL	WPFML	EFT Quarterly	6,656.57		ESD	CF&CL	WPFML	EFT Quarterly	7,323.21	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,491.75		MACHINISTS	MD/M2	Mch.UnDues- 164 PEREE	Check last	1,588.25	
UNION DUES	MI	Mac.Intltn	Check last	0.00		UNION DUES	MI	Mac.Intltn	Check last	133.13	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	155.00	0.00		TF	Tx.Fr.Benefit	Employer	0.00	0.00
PROJECT ASSIST	PA	Proj.Asslst	Check last	336.00		PROJECT ASSIST	PA	Proj.Asslst	Check last	335.00	
PENSION	PN/P3	PERS EE	EFT	69,530.77	0.00	PENSION	PN	PERS EE	EFT	77,463.21	0.00
STATE	PN/P3	PERS ER	EFT	110,967.30	180,498.07	STATE	PN	PERS ER	EFT	123,613.13	201,076.34
PERS	TTL PERS			180,498.07		PERS	TTL PERS		201,076.34		
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	6,351.40		ICMA	RC	ICMA EE	WIRE	6,748.26	
ICMA ROTH	RI	ICMA Roth	WIRE	400.00	400.00	ICMA ROTH	RI	ICMA Roth	WIRE	400.00	400.00
ICMA LON	RL	ICMA Ln#1	WIRE	319.41	1,042.76	ICMA LON	RL	ICMA Ln#1	WIRE	319.41	1,042.76
ICMA	RR	ICMA ER	WIRE	3,602.76	9,954.16	ICMA	RR	ICMA ER	WIRE	3,882.15	10,630.41
	TTL ICMA			10,996.92	11,396.92		TTL ICMA		11,673.17	12,073.17	
457 STATE	SD	457 ST EE	EFT	16,701.22		457 STATE	SD	457 ST EE	EFT	17,964.84	
DEFERRED	SR	457 ST ER	EFT	9,955.68	26,656.90	DEFERRED	SR	457 ST ER	EFT	11,115.94	29,080.78
AFLAC	ST&SS	AFLAC POST/PRE	EFT	5,615.69	5,615.69	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	5,615.99	5,615.99
ATU	UC	Un COPE	Check 1st	116.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	1,316.00	
	UD	Un Dues	Check last	6,563.74			UD	Un Dues-BOTH PP	Check last	6,503.48	
	UI	Un Initlatn	Check last	60.00			UI	Un Initlatn- 100.00 PEREE	Check last	60.00	
	UT	Un Tax	Check last	3,133.03			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	235.00		UNITED WAY	UW	United Way	Check last	235.00	
WELLNESS	WF	Wellness	Check last	293.50		WELLNESS	WF	Wellness	Check last	291.50	
DIRECT DEP.	NP	NET PAY (dir. Depos	ACH Wire every	745,503.80	745,503.80	DIRECT DEP.	NP	ACH Wire every	805,186.92	805,186.92	
LIVE CHECKS		Paychecks		2,061.03		LIVE CHECKS		Paychecks - LIVE CHECKS		2,740.43	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,228,937.76			TOTAL TRANSFER (tie to Treasurer Notifications)		\$1,344,253.15	
		TOTAL PAYROLL*:		\$1,546,167.75				TOTAL PAYROLL*:		\$1,676,002.00	
GROSS WAGE		GROSS EARNINGS:		1,109,414.06		GROSS WAGE		GROSS EARNINGS:		1,220,566.79	
ER AMOUNT		EMPR MISC DED:		421,079.73		ER AMOUNT		EMPR MISC DED:		438,135.29	
MEDICARE TAX		EMPR MEDICARE TAX:		15,673.96		MEDICARE TAX		EMPR MEDICARE TAX:		17,299.92	
										0.00	
	PP14 Total				\$1,546,167.75		PP15 Total			\$1,676,002.00	
DIRECT DEP.	ACH WIRE TOTAL			766,178.41		DIRECT DEP.	ACH WIRE TOTAL		825,623.24	\$3,222,169.75	

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/27/2022

Thru Date: 7/27/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35169	7/27/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$17,636.25	
35170	7/27/2022	01855	AMERICAN HERITAGE LIFE INSURANCE COM	\$7,089.41	
35171	7/27/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$9,862.88	
35172	7/27/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,308.95	
35173	7/27/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$123,977.15	
35174	7/27/2022	02828	AVAIL TECHNOLOGIES INC	\$218,931.42	
35175	7/27/2022	03890	BRIDGESTONE AMERICAS INC	\$562.78	
35176	7/27/2022	06120	CITY OF OLYMPIA UTILITIES	\$4,041.51	
35177	7/27/2022	07220	CUMMINS INC.	\$490.01	
35178	7/27/2022	09575	FASTENAL COMPANY	\$30,878.04	
35179	7/27/2022	09662	FERRELLGAS LP	\$2,631.98	
35180	7/27/2022	10607	GENUINE AUTO GLASS OF LACEY	\$1,865.36	
35181	7/27/2022	10660	GILLIG LLC	\$9,607.00	
35182	7/27/2022	11805	ITERIS INC	\$16,938.26	
35183	7/27/2022	12490	KING COUNTY DIRECTORS ASSOCIATION	\$2,260.72	
35184	7/27/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35185	7/27/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$483.91	
35186	7/27/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.52	
35187	7/27/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$3,580.41	
35188	7/27/2022	16595	YACULTA COMPANIES INC.	\$1,347.79	
35189	7/27/2022	16610	PACIFIC WELDING SUPPLIES LLC	\$7,504.29	
35190	7/27/2022	16623	PALAMERICAN SECURITY INC.	\$934.05	
35191	7/27/2022	16841	PIONEER FIRE & SECURITY INC.	\$237.49	
35192	7/27/2022	17505	RAINIER DODGE INC.	\$1,373.33	
35193	7/27/2022	17580	RECARO NORTH AMERICA INC.	\$1,829.65	
35194	7/27/2022	17900	SCHETKY NORTHWEST SALES INC.	\$378.71	
35195	7/27/2022	18101	SIJ HOLDINGS LLC	\$259.25	
35196	7/27/2022	18530	STANDARD PARTS CORP.	\$322.80	
35197	7/27/2022	21830	THURSTON COUNTY SOLID WASTE	\$135.56	
35198	7/27/2022	21950	TITUS-WILL CHEVROLET	\$1,581.40	
35199	7/27/2022	21985	TOTAL FILTRATION SERVICES INC.	\$333.71	
35200	7/27/2022	22010	ROTTERS INC.	\$120.88	
35201	7/27/2022	22235	TREW ENTERPRISE LLC	\$5,280.19	
35202	7/27/2022	23641	UNITED STATES TREASURY	\$35.50	
35203	7/27/2022	23660	UNITED WAY OF THURSTON COUNTY	\$470.00	
35204	7/27/2022	24000	W. W. GRAINGER INC.	\$13,367.34	
35205	7/27/2022	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$39,632.54	
35206	7/27/2022	24741	WA ST EMPLOYMENT SECURITY DEPARTME	\$46,355.82	
35207	7/27/2022	26601	LANDSCAPE FORMS INC.	\$1,794.16	
Total:				\$576,109.33	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/19/2022

Thru Date: 7/19/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35137	7/19/2022	02060	AMERISAFE INC.	\$493.35	
35138	7/19/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$21,333.69	
35139	7/19/2022	03890	BRIDGESTONE AMERICAS INC	\$1,787.29	
35140	7/19/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$541.14	
35141	7/19/2022	07220	CUMMINS INC.	\$1,152.58	
35142	7/19/2022	09662	FERRELLGAS LP	\$2,483.86	
35143	7/19/2022	09961	FORMA CONSTRUCTION COMPANY	\$1,604,968.06	
35144	7/19/2022	10660	GILLIG LLC	\$9,246.90	
35145	7/19/2022	11958	JOHN STEELE CLAYTON	\$1,209.75	
35146	7/19/2022	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$12,074.32	
35147	7/19/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$418.34	
35148	7/19/2022	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$1,393.84	
35149	7/19/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$169.03	
35150	7/19/2022	16595	YACULTA COMPANIES INC.	\$12,892.85	
35151	7/19/2022	16701	PEAK INDUSTRIAL INC.	\$184.27	
35152	7/19/2022	16966	POINT & PAY LLC	\$753.63	
35153	7/19/2022	17290	PUGET SOUND ENERGY	\$13,206.83	
35154	7/19/2022	17420	R&R TIRE COMPANY INC.	\$1,883.49	
35155	7/19/2022	17505	RAINIER DODGE INC.	\$184.33	
35156	7/19/2022	17792	ROUSH CLEANTECH LLC	\$683.22	
35157	7/19/2022	17900	SCHETKY NORTHWEST SALES INC.	\$601.70	
35158	7/19/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$685.43	
35159	7/19/2022	18052	SHEA CARR & JEWELL INC.	\$21,646.23	
35160	7/19/2022	18129	SINGH BENCOMO LLC	\$2,800.00	
35161	7/19/2022	18530	STANDARD PARTS CORP.	\$203.75	
35162	7/19/2022	21750	THURSTON COUNTY CHAMBER OF COMMER	\$525.00	
35163	7/19/2022	21790	THURSTON COUNTY PUBLIC WORKS	\$85.86	
35164	7/19/2022	21950	TITUS-WILL CHEVROLET	\$1,538.59	
35165	7/19/2022	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$8,217.12	
35166	7/19/2022	26225	WORKS IN PROGRESS	\$320.00	
35167	7/19/2022	26861	WESTERN GRAPHICS INC.	\$1,504.26	
Total:				\$1,725,188.71	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/15/2022

Thru Date: 7/15/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35134	7/15/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
35135	7/15/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$74,492.11	
35136	7/15/2022	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$3,712.24	
Total:				\$78,204.35	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/13/2022

Thru Date: 7/13/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35085	7/13/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
35086	7/13/2022	02060	AMERISAFE INC.	\$781.94	
35087	7/13/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,509.69	
35088	7/13/2022	03023	BACKUPIFY INC.	\$1,111.50	
35089	7/13/2022	03250	BATTERY SYSTEMS INC.	\$268.71	
35090	7/13/2022	03890	BRIDGESTONE AMERICAS INC	\$276.42	
35091	7/13/2022	04131	BUREAU VERITAS COMMODITIES & TRADE IN	\$2,307.05	
35092	7/13/2022	05320	CAPITOL CITY PRESS INC	\$644.37	
35093	7/13/2022	06040	CITY OF LACEY	\$1,272.60	
35094	7/13/2022	06045	CITY OF LACEY	\$2,580.00	
35095	7/13/2022	07220	CUMMINS INC.	\$2,202.86	
35096	7/13/2022	07619	DAVID S FOSTER	\$2,000.00	
35097	7/13/2022	07620	DAVIS WRIGHT TREMAINE LLP	\$255.00	
35098	7/13/2022	08010	DM VENTURES PACIFIC LLC	\$4,400.00	
35099	7/13/2022	08607	EDNETICS INC	\$20,548.30	
35100	7/13/2022	08840	JEMMA INC.	\$6,267.36	
35101	7/13/2022	09662	FERRELLGAS LP	\$2,790.78	
35102	7/13/2022	10475	GALLAGHER BENEFIT SERVICES INC.	\$12,318.12	
35103	7/13/2022	10660	GILLIG LLC	\$6,376.27	
35104	7/13/2022	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
35105	7/13/2022	11100	HARTFORD LIFE AND ACCIDENT INSURANCE	\$130.04	
35106	7/13/2022	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$2,873.14	
35107	7/13/2022	11943	JOANNA GRIST	\$2,000.00	
35108	7/13/2022	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$989.00	
35109	7/13/2022	13444	LE DUY	\$40.00	
35110	7/13/2022	13485	LEMAY MOBILE SHREDDING	\$105.30	
35111	7/13/2022	13750	MAILBOX OF OLYMPIA - THE	\$2,334.88	
35112	7/13/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35113	7/13/2022	14670	MNS MARKETING LLC	\$126.90	
35114	7/13/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$562.26	
35115	7/13/2022	15138	NICHOLS CHANDAL	\$363.73	
35116	7/13/2022	16490	HAROLD LEMAY ENTERPRISES	\$724.98	
35117	7/13/2022	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$617.36	
35118	7/13/2022	17505	RAINIER DODGE INC.	\$593.65	
35119	7/13/2022	17861	SAMBA HOLDINGS INC.	\$1,032.52	
35120	7/13/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$483.03	
35121	7/13/2022	18066	SHI INTERNATIONAL CORP.	\$8,798.95	
35122	7/13/2022	18530	STANDARD PARTS CORP.	\$628.33	
35123	7/13/2022	18651	STORMANS INC. (LICENSING)	\$816.50	
35124	7/13/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$21,140.85	
35125	7/13/2022	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
35126	7/13/2022	21950	TITUS-WILL CHEVROLET	\$1,138.15	
35127	7/13/2022	22010	ROTTERS INC.	\$114.80	
35128	7/13/2022	22465	UBER TECHNOLOGIES INC.	\$5,995.00	
35129	7/13/2022	23621	TFORCE FREIGHT INC.	\$336.30	
35130	7/13/2022	23641	UNITED STATES TREASURY	\$35.50	
35131	7/13/2022	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
35132	7/13/2022	25858	WESTCARE CLINIC LLC PS	\$425.00	
35133	7/13/2022	25909	WEX BANK	\$47,558.68	
Total:				\$182,959.77	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/6/2022

Thru Date: 7/6/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35042	7/6/2022	01405	ADVANCE GLASS INC.	\$769.13	
35043	7/6/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$621.39	
35044	7/6/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,397.85	
35045	7/6/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$229,219.06	
35046	7/6/2022	03250	BATTERY SYSTEMS INC.	\$881.02	
35047	7/6/2022	04131	BUREAU VERITAS COMMODITIES & TRADE IN	\$553.27	
35048	7/6/2022	05230	CAPITAL HEATING & COOLING INC.	\$4,503.04	
35049	7/6/2022	05962	CHEHALIS COLLISION CENTER	\$4,064.63	
35050	7/6/2022	06120	CITY OF OLYMPIA UTILITIES	\$8,315.82	
35051	7/6/2022	07220	CUMMINS INC.	\$3,642.07	
35052	7/6/2022	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
35053	7/6/2022	09662	FERRELLGAS LP	\$3,073.77	
35054	7/6/2022	10607	GENUINE AUTO GLASS OF LACEY	\$866.82	
35055	7/6/2022	10660	GILLIG LLC	\$7,649.36	
35056	7/6/2022	11498	IBI GROUP	\$14,916.42	
35057	7/6/2022	11615	INDUSTRIAL HYDRAULICS INC.	\$395.30	
35058	7/6/2022	11971	JOHNSON CONTROLS INC.	\$76,409.04	
35059	7/6/2022	12875	KPFF CONSULTING ENGINEERS INC	\$1,861.00	
35060	7/6/2022	14590	MOHAWK MFG & SUPPLY CO.	\$146.00	
35061	7/6/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$126.60	
35062	7/6/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$513.49	
35063	7/6/2022	16595	YACULTA COMPANIES INC.	\$458.05	
35064	7/6/2022	16969	POINT GRAPHICS LLC	\$244.51	
35065	7/6/2022	17391	QUALITY MUFFLER & BRAKE	\$469.21	
35066	7/6/2022	17505	RAINIER DODGE INC.	\$191.75	
35067	7/6/2022	17580	RECARO NORTH AMERICA INC.	\$109.45	
35068	7/6/2022	17900	SCHETKY NORTHWEST SALES INC.	\$284.66	
35069	7/6/2022	17908	SCHINDLER ELEVATOR CORPORATION	\$2,543.55	
35070	7/6/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$842.56	
35071	7/6/2022	18145	SIX ROBBLEES' INC.	\$249.87	
35072	7/6/2022	18530	STANDARD PARTS CORP.	\$547.90	
35073	7/6/2022	18682	SUGIMOTO KENNETH	\$30.00	
35074	7/6/2022	18711	SUNSET AIR INC.	\$303.59	
35075	7/6/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,104.84	
35076	7/6/2022	21950	TITUS-WILL CHEVROLET	\$513.26	
35077	7/6/2022	22010	ROTTERS INC.	\$316.21	
35078	7/6/2022	22100	TRANSIT SOLUTIONS LLC	\$894.21	
35079	7/6/2022	22235	TREW ENTERPRISE LLC	\$2,961.42	
35080	7/6/2022	24000	W. W. GRAINGER INC.	\$167.71	
35081	7/6/2022	24140	WA ST DEPARTMENT OF ENTERPRISE SERVI	\$300.00	
35082	7/6/2022	24755	WA ST HEALTH CARE AUTHORITY	\$528,245.81	
			Total:	\$932,168.46	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/28/2022

Thru Date: 6/28/2022

Check #	Check Date	Ref #	Name	Amount	Voided
34997	6/28/2022	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$1,681.04	
34998	6/28/2022	01399	ADT SECURITY CORPORATION - THE	\$396.58	
34999	6/28/2022	01567	CANON FINANCIAL SERVICES INC.	\$1,265.23	
35000	6/28/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$17,628.75	
35001	6/28/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$49.23	
35002	6/28/2022	01895	ECOLUBE RECOVERY LLC	\$339.10	
35003	6/28/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,377.11	
35004	6/28/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$246,712.75	
35005	6/28/2022	03023	BACKUPIFY INC.	\$1,111.50	
35006	6/28/2022	03250	BATTERY SYSTEMS INC.	\$1,137.30	
35007	6/28/2022	06120	CITY OF OLYMPIA UTILITIES	\$1,306.38	
35008	6/28/2022	07220	CUMMINS INC.	\$1,792.28	
35009	6/28/2022	07640	DAY MANAGEMENT CORP	\$4,273.16	
35010	6/28/2022	09575	FASTENAL COMPANY	\$15,945.09	
35011	6/28/2022	09662	FERRELLGAS LP	\$2,595.00	
35012	6/28/2022	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
35013	6/28/2022	10477	GALLS PARENT HOLDINGS LLC	\$4,649.21	
35014	6/28/2022	10660	GILLIG LLC	\$6,336.51	
35015	6/28/2022	10759	GORDON TRUCK CENTERS INC	\$2,593.00	
35016	6/28/2022	11905	JANEK CORPORATION - THE	\$656.40	
35017	6/28/2022	12490	KING COUNTY DIRECTORS ASSOCIATION	\$31,408.67	
35018	6/28/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35019	6/28/2022	14681	SID TOOL CO. INC.	\$10,361.77	
35020	6/28/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$153.75	
35021	6/28/2022	14930	NATIONAL AUTO PARTS WAREHOUSE	\$91.87	
35022	6/28/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$459.43	
35023	6/28/2022	15351	OCCUPATIONAL HEALTH CENTERS OF WA P.	\$330.00	
35024	6/28/2022	16221	ONE DIVERSIFIED LLC	\$4,430.83	
35025	6/28/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$4,116.68	
35026	6/28/2022	16841	PIONEER FIRE & SECURITY INC.	\$331.49	
35027	6/28/2022	17290	PUGET SOUND ENERGY	\$6,421.39	
35028	6/28/2022	17900	SCHETKY NORTHWEST SALES INC.	\$339.83	
35029	6/28/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$736.06	
35030	6/28/2022	18066	SHI INTERNATIONAL CORP.	\$9,378.42	
35031	6/28/2022	18151	SLATER DANE	\$40.00	
35032	6/28/2022	18470	SPORTWORKS NORTHWEST INC.	\$100.24	
35033	6/28/2022	18530	STANDARD PARTS CORP.	\$883.76	
35034	6/28/2022	21950	TITUS-WILL CHEVROLET	\$504.41	
35035	6/28/2022	21985	TOTAL FILTRATION SERVICES INC.	\$220.75	
35036	6/28/2022	22100	TRANSIT SOLUTIONS LLC	\$244.92	
35037	6/28/2022	23641	UNITED STATES TREASURY	\$35.50	
35038	6/28/2022	23660	UNITED WAY OF THURSTON COUNTY	\$481.00	
35039	6/28/2022	24000	W. W. GRAINGER INC.	\$1,621.17	
35040	6/28/2022	24030	WA ST AUDITOR'S OFFICE	\$25,309.80	
35041	6/28/2022	26405	XIOLOGIX LLC	\$2,397.34	
Total:				\$412,637.01	

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 JULY	DI	7/29/2022			671.00	671.00	671.00		671.00
11775 IT WELLNESS										
00	2022 JULY	DI	7/29/2022			585.00	585.00	585.00		1,256.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2022 JULY	DI	7/15/2022			3,218.13	3,218.13	3,218.13		3,218.13

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
26501 YEE JONATHON										
00	7/14/22 Travel Adv	DI	7/8/2022			140.00	140.00	140.00		140.00

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
06492 COLES KEVIN										
00	06/29 RECOG CSH OU	DI	7/8/2022			30.00	30.00	30.00		30.00

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
08077 DRISCOLL DANIEL										
00	06/23 RECOG CSH OU	DI	7/1/2022			5.00	5.00	5.00		5.00
11770 IT PROJECT ASSISTANCE										
00	2022 JUNE	DI	7/1/2022			668.00	668.00	668.00		673.00
11775 IT WELLNESS										
00	2022 JUNE	DI	7/1/2022			584.00	584.00	584.00		1,257.00
11951 JIMENEZ CLINTON										
00	06/23 RECOG CSH OU	DI	7/1/2022			120.00	120.00	120.00		1,377.00

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
08430 DUDEK DAVID										
00	7/6/22 ADV Travel	DI	6/23/2022			148.00	148.00	148.00		148.00
14497 MILLER WILLIAM										
00	7/6/22 ADV Travel	DI	6/22/2022			548.00	548.00	548.00		696.00

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
23714 UPSON NICOLA J										
00	6/9/22 Travel	DI	6/23/2022			138.64	138.64	138.64		138.64

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Authorize a Public Hearing for the 2021 Annual Report & 2022 - 2027 Transit Development Plan

-
- 1) **The Issue:** Authorize a public hearing to receive public comment on the draft 2021 Annual Report and 2022-2027 Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Authorize a public hearing on October 5, 2022, at 5:30 p.m. to receive public comment on the draft 2021 Annual Report and 2022-2027 TDP.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include the following elements:

- a) Description of the service area, operations and facilities;
- b) State and agency goals, objectives, and action strategies;
- c) Local performance standards and measures; and
- d) Multiyear financial plan with forecasted changes to service, capital expenses and projects of regional significance.

This year's update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on October 5, 2022, staff will tentatively seek final adoption by the Transit Authority on October 19, 2022, or November 2, 2022. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public

record. The finalized update of the Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

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

6) **Budget Notes:** This is currently covered under the 2022 Budget. The TDP simply reports on past and projected services and service levels. The development of next year's budget will be accomplished later in 2021, when discussions on the annual update of the agency's Strategic Plan takes place.

7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

8) **References:** Process Timeline

2022 Timeline for TDP Process:

Aug. 17:	Present TDP update and schedule to ITA
Sept. 12:	Draft published for public review [tentative]
Oct. 5:	Conduct Public Hearing at ITA Meeting
Oct. 19 or Nov. 2:	Request ITA to Adopt 2021 Summary & 2022-2027 TDP

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Janitorial Services and Supplies Contract Renewal

-
- 1) **The Issue:** Renew the janitorial services and supplies contract with CW Janitorial Service for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$312,642, including taxes.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. 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.

Under this renewal effective September 1, 2022, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station. Tasks and requirements have been updated to reflect current service and supply needs, including any modifications implemented throughout the past year to increase overall cleanliness.

Proposed renewal rates are increased as compared to the current contract term, due to increased supply costs, and increased service hours at the Olympia Transit Center. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service's record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities, and recommends renewal of the contract.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$312,642, including taxes.
- B. Defer Action. This alternative may result in a lapse of janitorial services and supply coverage at Intercity Transit facilities.

6) **Budget Notes:** The 2022 budget for Janitorial Services and Supplies is \$327,713. The adjusted contract rates will not result in an overage to the 2022 budget. The proposed 2023 budget allocation will accommodate the new contract amount, as well as consideration for a future increase to include services needed to support the new Administrative and Operations and Fuel/Wash/Facility buildings currently under construction.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal No. 3:** *“Maintain a safe and secure operating system.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Bus Stop Pad Construction Contract Award

1) **The Issue:** Consideration of a contract award for construction of bus stop pads.

2) **Recommended Action:** Authorize the General Manager to enter into a contract for the construction of 123 bus stop pads with Asphalt Patch Systems, Inc., in the amount of \$697,000.

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

4) **Background:** On January 5, 2022, the Authority authorized the General Manager to execute a Task Order with SCJ Alliance from the On-Call Engineering Services Contract for the design and construction support for bus stop enhancements to support rear-door boarding. SCJ Alliance has since completed the bus stop pad designs and Transit issued a Request for Bids on July 19, 2022, for construction. We received four (4) bids by the submittal deadline of August 4, 2022. The bid submitted by Asphalt Patch Systems, Inc., in the amount of \$697,000 was determined to be the lowest, responsive and responsible bid.

Bids ranged from a high of \$1,338,300 to a low of \$697,000. The low bid is \$132,000 or 15.92% below the Engineer's estimate.

Asphalt Patch Systems, Inc., has successfully completed the construction of bus pads for Intercity Transit in previous years, along with similar projects with Pierce County and City of Tacoma. Staff is confident in their ability to complete this project and recommends award of the contract for the construction of the rear-landing bus pads to Asphalt Patch Systems, Inc.

5) **Alternatives:**
A. Authorize the General Manager to enter into a contract for the construction of 123 bus stop pads with Asphalt Patch Systems, Inc., in the amount of \$697,000.
B. Defer action. Deferring action may result in missing the ideal weather for bus stop pad construction.

-
- 6) **Budget Notes:** The 2022 budget includes programmed funding that is sufficient to cover this work effort.
-
- 7) **Goal References:** **Goal #2:** *“Providing outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority

FROM: Ally McPherson, 360-705-5836,
Marketing, Communications & Outreach Coordinator

Nicky Upson, 360-705-5891
Senior Marketing, Communications & Outreach Coordinator

SUBJECT: Update on Intercity Transit Marketing Efforts

-
- 1) **The Issue:** Present on current and upcoming Intercity Transit marketing campaigns.
-
- 2) **Recommended Action:** Presentation and discussion only.
-
- 3) **Policy Analysis:** Enhancing the customer experience fulfills multiple elements in the agency's strategic plan.
-
- 4) **Background:** During the Covid-19 pandemic, Intercity Transit's marketing and communications efforts focused on customer communication necessary to respond to changing circumstances, along with routine communication activities. As a result, traditional marketing campaigns were paused. On March 2, 2022, the Intercity Transit Authority authorized the General Manager to execute a one-year contract, with four one-year renewal options, with Maul Foster and Alongi to provide Marketing and Communication Services. Two marketing campaigns are underway, with another starting this Fall.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The current contract amount is \$300,000.
-
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager

SUBJECT: Update & Presentation: Bus Stop Enhancements & Standards

-
- 1) **The Issue:** Provide a presentation and dialog about the ongoing work to improve and enhance Intercity Transit bus stops; preview Intercity Transit’s anticipated update to the adopted Bus Stop Standards.
-
- 2) **Recommended Action:** Information and discussion.
-
- 3) **Policy Analysis:** An educational presentation intended to assist ITA members in better understanding the goals and objectives related to improving bus stop access and accompanying design standards.
-
- 4) **Background:** Recent contracts have been authorized for bus stop enhancement work and more construction contracts are expected in the years ahead; staff intends to present information about the considerations given to bus stop placement, access, amenities, and service operability.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #6:** *“Encourage use of our services.”*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 360-705-5838

SUBJECT: Adopt Resolution 03-2022 Amending Vanpool Fares

1) **The Issue:** Amend Vanpool Fare Resolution 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.

2) **Recommended Action:** Adopt Resolution 03-2022 providing clarifying language that passengers 18 years of age and younger can ride vanpool free of charge.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt a resolution for “a change of any transit fare.”

4) **Background:** 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.

Because this is a change to our adopted fare structure, this action first required a public hearing which was held July 20, 2022. No comments were received regarding the proposed change and staff is recommending adoption of the changes as presented. 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.

5) **Alternatives:**

A) Adopt Resolution 03-2022 providing clarifying language that passengers 18 years of age and younger can ride vanpool free of charge.

B) Defer Action. Intercity Transit must submit the resolution allowing passengers 18 years of age and younger to ride vanpool free of charge no

later than October 1, 2022, to be eligible for funding for the 2023-2025 biennium. Those submitting beyond that deadline will be eligible for the following biennial distribution.

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- 6) **Budget Notes:** Approval of this process, and amended resolution, will support Intercity Transit's opportunity to received state transit support grant funds. The amount projected for this year is \$1,492,351.
-
- 7) **Goal Reference:** This item is consistent and supports all Authority goals.
-
- 8) **References:** Resolution 03-2022 and Exhibit "A."

**INTERCITY TRANSIT
RESOLUTION 03-2022
AMENDING “EXHIBIT A” OF RESOLUTION 02-2021 FLAT RATE VANPOOL
FARE STRUCTURE AND PROVIDING A NEW POLICY REGARDING
YOUTH FARES**

A **RESOLUTION** amending Resolution 02-2021, providing a new section clarifying qualified passengers 18 years of age and younger can utilize vanpool services free of charge, and adopting a new Exhibit A “Vanpool Fare Structure” to reflect the change in youth fare policy.

WHEREAS, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

WHEREAS, Intercity Transit’s mission is to provide and promote public transportation choices that support an accessible, sustainable, livable, healthy, prosperous community; and

WHEREAS, Intercity Transit provides public transportation services which include Intercity Transit’s vanpool program serving rideshare, employer and employee transportation needs within the PTBA and throughout the Puget Sound region; and

WHEREAS, the Intercity Transit Authority adopted Resolution 02-2021 in September 2021 providing for a new flat rate vanpool fare structure; and

WHEREAS, the Washington State Legislature thru ESSB 5974 created Transit Support Grants that require the elimination of fares for youth riders to be eligible for funding; and

WHEREAS, through the “Zero Fare Demonstration” project adopted under Resolution 03-2019 all Intercity Transit bus and paratransit services are currently provided with no fare payment requirement for all riders; and

WHEREAS, The Intercity Transit Authority desires to amend the current vanpool fare structure to align with State policy and ensure agency eligibility for future transit support grants; and

WHEREAS, the Intercity Transit Authority held a public hearing on the proposed Vanpool Program fare changes on July 20, 2022;

NOW THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

Section 1. Zero-fare policy for youth vanpool riders established. It is the intent of the Intercity Transit Authority to amend the vanpool fare structure and eliminate the requirement for fare payment for eligible youth riders 18 years of age or younger. Youth riders shall not be charged a fare for vanpool services.

Section 2. Flat Rate Vanpool Fare Adopted. The flat rate fare structure for Vanpool Program services attached as “Exhibit A” to this Resolution is hereby adopted and shall become effective upon adoption.

Section 3. Repeal of Existing Vanpool Fare Structure. Vanpool fares adopted under Resolution 02-2021 are hereby repealed and replaced with the flat rate vanpool fare structure as amended herein and set forth as “Exhibit A” of this Resolution.

Section 4. Effective Upon Adoption. This Resolution shall become effective upon adoption.

ADOPTED: This 17th day of August 2022

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

**Pat Messmer
Executive Assistant/Clerk of the Board**

APPROVED AS TO FORM

**Jeffrey S. Myers
Legal Counsel**

Exhibit A
Resolution 03-2022

Vanpool Fare Structure*

Daily Round Trip Miles	Monthly Fare
0-25	\$25
26-50	\$50
51-75	\$75
76-100	\$100
101-125	\$125
126-150	\$150
151-175	\$175
176-200	\$200
Daily Trip Fare	\$10



* Fares for youth riders shall be “free” as established in Section 1 of Resolution 03-2022

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-G
MEETING DATE: August 17, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Schedule a Special Meeting - September 21, 2022

-
- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 21, 2022, to conduct a joint meeting of the Intercity Transit Authority and the Community Advisory Committee (CAC).
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- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 21, 2022, to conduct a joint meeting of the Authority and the Community Advisory Committee.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
-
- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 21, 2022, to conduct the annual joint meeting of the Authority and Community Advisory Committee. Staff would cancel the regularly scheduled September 19 meeting of the CAC.
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- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 21, 2022, to conduct a joint meeting of the Authority and CAC.
 - B. Schedule a joint meeting for a different date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Having an opportunity to learn and share ideas meets all goals of Intercity Transit.
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- 8) **References:** N/A.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
July 18, 2022 – Virtual Meeting

CALL TO ORDER

Chair Smit called the virtual July 18, 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; John Gear; Betty Hauser; Lloyd Peterson; Marilyn Scott; Allison Spector; Rachel Weber, and Eliane Wilson.

Absent: Gene Angel; Nikki Crist; Jonah Cummings; Ursula Euler; Ty Flint; Marie Lewis; Joan O’Connell; Naythan Raymos; Natalie Smith, and Edwina Waehling.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Steve Krueger; Steve Swan; Brian Nagel; Nicky Upson; Jeff Peterson; Jason Aguero; Cameron Crass; Kevin Karkoski; Joy Gerchak; Jessica Gould; Daniel VanHorn; Alex Auty, and Ramon Beltran.

Other Present: Vic Kumar; Kevin McKay; Zafer Batmas, and Robert Manaseri of Avail Technologies.

APPROVAL OF AGENDA

It was M/S/A by JIHAN GRETTEBERGER and DAVE BONAUTO to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, MAYOR DEBBIE SULLIVAN, as the representative attending the meeting.

MEETING ATTENDANCE

- A. July 20, 2022, ITA Meeting – Lloyd Peterson
- B. August 3, 2022, ITA Meeting – Dave Bonauto
- C. August 17, 2022, ITA Meeting – Edwina Waehling

APPROVAL OF MINUTES

It was M/S/A by JIHAN GRETTEBERGER and ELIANE WILSON to approve the minutes of the June 20, 2022, CAC meeting.

NEW BUSINESS

- A. **CAD/AVL Project Update** – (*Jeff Peterson*) shared that the CAD/AVL project represents a significant investment in time and resources for the Agency. It is also a significant technology upgrade that will greatly benefit riders as well as internal operations. The project started back in 2018 with a solicitation for consulting services that resulted in hiring IBI Group in June

2019. They assisted Procurement in the preparation of a solicitation for a CAD/AVL solution, which the ITA approved in February 2021. As they entered into the contract with Avail Technologies the project team quickly got to work on various configuration reviews, training plans, equipment ordering and all the implementation timelines. Installation began in pilot coaches in October, 2021 and in early December the first coach hit the road with the new Avail system. By March 31 of this year the entire fleet of coaches were operating under the new system and the team began DAL installation. This project impacts several departments and every department had to learn something new. Today the CAC will learn aspects about how this project impacted each department and what they are gaining with this technology. Representatives from Avail are here as well as the IT project team to share the hardware and functionality this solution has to offer. He introduced Vic Kumar from Avail to start the presentation.

Vic Kumar introduced himself as a program manager with Avail Technologies. He reiterated that the implementation has concluded and that all vehicles have the CAD/AVL technology and the operations and maintenance departments have been using the system for several months. Tonight they will provide a glimpse of some of the technology and IT staff will provide some information on the benefits of the technology. Kevin McKay, Avail Chief Operating Officer will provide some background and support for the presentation along with the Director of Operations, Rob Manaseri and Project Engineer Zafer Batmaz. They have all been really involved with the project since day one.

Kevin McKay provided an introduction about Avail indicating that they have been deploying products and services for the intelligent transportation industry in transit specifically for 23 years. They have over 100 transit properties across the US that have systems very similar to this. They have specifically focused on transit, meaning that is where all their products and services are and where staff is dedicated to serving similar size agencies and clientele. They are employee owned and it has provided a great deal of stability in the industry. After the first 10 years they became employee owned and it has helped to stabilize the workforce and provide opportunity. It helps provide greater customer service as well. Because of their focus on transit they offer some cutting edge technology and are continuously innovating technologies. They are systems integrators and are open and willing to integrate other products and services into their system. They openly share data with other people and other vendors and believe that the data is owned by IT and will do what is best for the benefit of their riders and the Agency. They don't just try to sell their own products and services but look to integrate others when it makes sense. Finally, they strive for return on investment (ROI). This is a great deal of money to implement a CAD/AVL system and really it is about providing better service to customers and allows the agency to run their operations more effectively and efficiently. They are always going to be there to ensure that the technology is up to date. They will use the term Enterprise Transit Management Software (ETMS) which means an integrated solution and includes CAD/AVL, passenger information, reporting, finance and payroll, customer service, planning and scheduling, maintenance, and asset management. Over the years IT has acquired a number of products which are now owned by Avail. Avail acquired FleetNet and has integrated these products together to allow seamless operation that allows sharing data and making it easier for the Agency to be able to enter something in one place and it will propagate throughout the system. Avail has also kept the FleetNet people employed, and the product has been integrated into the ETMS to help streamline operations. There will be a lot of ability to leverage these past investments because they have been integrated. Some of the goals IT had were to partner with an experienced provider and hopefully this effort shows that they have done that successfully. Other things

that show that is the ability to complete the project under a lot of challenging situations including Covid and supply chain issues all under a really tight schedule. The other piece that was important was to improve operational efficiencies, safety, performance management, and the customer experience. Some of the accomplishments include replacing the analog radio communications system with a new digital VoIP solution. The Agency felt this was an important piece of the project and needed it to be expedited because the system was not going to be supported any longer. The advantage was not just that it updated it, but it provides more reliable, clearer and is easier to understand with improved coverage. The system looks and operates in a similar fashion. IT had a solution for their fixed route vehicles and tablets in paratransit vehicles. This has now been replaced and all the vehicle equipment is updated and standardized on all vehicles. There is interchangeability in how they can be operated, and they used non-proprietary equipment. It is equipment that was designed for transit but more standard like mobile routers that are common, standard PC's, and has an advantage of not being tied into a solution moving forward. IT is in the process of looking at a new paratransit scheduling system and they have interfaces to many of those vendors and are willing to work with other vendors to develop an interface so it will be supported. They worked with IT and IBI to have standard operating procedures to ensure the Agency gets consistent and accurate data. One of the advantages of the system is it will be collecting a tremendous amount of data on ridership, vehicle performance and it is key that the Agency can rely and trust the data. Ultimately the Agency will use the system and business intelligence provided to try and improve and more effectively utilize the resources to deliver services. Finally, to better serve customers, they have provided new mobile applications on a website that's going to provide more information. Passengers are going to get real-time information and updates as they occur. Those things are going to be rolled out shortly. Together they have built a strong partnership with IT, worked through many challenges, and maintained the schedule. They have prioritized technology like VoIP to have it in place and have done well. Avail is committed to the partnership and looks forward to a long productive relationship for many years to come.

John Gear – remarked that he really likes the richness of the data source and technology but the nice thing about radios is they work in emergencies. He thinks a lot about DOS attacks and how hundreds of local governments experienced ransomware attacks and it seems like this is putting the entire system in one basket. If all communication with coaches is VoIP and it will work 99% of the time but what happens if somebody in St. Petersburg attacks and takes down the servers.

Jason Aguero – indicated that to address that as part of the project they installed the entire fleet including DAL with a back-up digital radio system so in the event of a catastrophic failure all will have communications back to dispatch. As the Lead Emergency Transportation Provider in Thurston County's Emergency Management Plan, ensuring we could respond in the case of an emergency was, and is, of critical importance to us.

Vic Kumar indicated they are also looking at a back-up cellular system in the event Verizon goes down so there is a fall back to AT&T that has been factored in. From an infrastructure standpoint all servers are in Microsoft Azure with full disaster recovery set up. The primary service is set up on the west coast but in the event something happens they have a switch over set up on the east coast to support any kind of disaster.

Kevin McKay added that it is a valid point. There is a long history of doing radio and this is where things are moving towards. Putting back-end systems in and leveraging things to ensure safety and security.

Vic Kumar indicated he would provide an overview of some of the modules that will help IT achieve their goals. CAD/AVL is the computer aided dispatch and automatic vehicle locator system. Avail has provided several modules to get IT where they want to be, including pull out management which can be used to improve on-time performance and it provides information in real-time. The system reports back to dispatch every 10 seconds. The system they replaced reported back every minute. Another is the communications queue that is used to communicate with all the drivers. Dispatch and drivers can exchange text messages in real-time. Drivers can use canned messages and dispatch has the ability to send free-form messages as well. Another way they can communicate is VoIP in real-time and unlike the old system where the calls were open with the Avail system every call is private. They have also provided hand-helds to the operations supervisors who can chime in when necessary. Another thing is the emergency alarm button discreetly located that can be used if there is an emergency they can press the button and it will notify dispatch. They also have the ability to flip the exterior sign boards to say "call 911." They can also activate a covert one-way call into dispatch and they can listen in to the communications on bus. All of this happens in real-time, so if something did happen, the system is on top of it. Next he shared information on how they maintain on-time performance with the events queue. There are many types of events, but the important thing is that each one is done automatically. If something is running late the Agency might need to send another bus or if a bus is early, or overcrowded, dispatch will know. If they know the bus is overcrowded, they can make a recommendation to send a second vehicle out. Dispatch is using the data in real-time now to improve on-time performance. Maintenance is also a key element of the system. Vehicles break down, there is preventative maintenance and there are unknown issues. They tie into the vehicle's engine and if it throws an error they send it to maintenance and they can review the engine codes and determine if it is a show stopper and pull the bus out of service. Being proactive provides improved customer satisfaction. Maintenance will know what happened and where in real-time. They are set up to send email and text message alerts so they can take appropriate actions. The dispatch map is one of the key features of the system. It shows the vehicle locations in real-time. Click on any bubble and it will tell you if the vehicle is on time or late, on a deviation, what block and run the driver is running and if the driver is speeding it will notify dispatch. It also provides the number of passengers on board. Passengers need to know where buses are and all of this gets fed back to the public website for customers. They will know if it is overcrowded or running late. They will have an app that they can use to track the vehicle they are interested in. The dispatch status display is color coded and red indicates there is a problem, and orange means something is late. There are no surprises. Dispatch has been using this and they can stay on top of every vehicle that's running in the system. He then shared information on pull out management which monitors driver check-ins and will notify dispatch if they miss check in so that an extra-board driver can be ready. This is another tool to help IT meet some of those metrics. He then shared information on detour management with Avail. This module allows dispatch to push the information out on roadblocks, road closures or construction in real-time. Dispatch has full authority to publish the detour and the driver will get notified in real-time and the passengers will also know about stops that will be impacted. Again, the idea is to be proactive and on top of the situation informing dispatch, operations, and customers. Another module implemented is decision support to streamline and add efficiencies. This tool allows dispatch to send a second vehicle or replace a broken-down vehicle and log it into the system. This information is important for accurate National

Transit Database (NTD) reporting. If there is an occasion where the Agency needs to cancel service there are tools in the system to do that. It notifies operations, and the public in real-time. Transit Planning is another tool for IT to use for route planning to ensure efficiencies and help them make better decisions. The tool ties into the database in real-time for data analysis. It allows them to add or remove a trip, or bus, and shows the cost impacts. It also assists with reporting and allows the Agency to make better informed planning decisions. He then shared information on the mobile personnel module that shows dispatchers which supervisor is closest to what bus. Supervisors also have the same technology on their laptops with the same system as dispatch. They also have a tablet to take photos if something happens and to manage some of the incidents in the field. They have cell phones to reach dispatch and drivers. This will improve response time and customer satisfaction.

Walter Smit - inquired about feedback from dispatch or supervisors about the changes.

Kumar - indicated they have Cameron and Kevin who will be speaking to Operational aspects.

Vic Kumar shared information on the vehicle overview. He shared the hardware installed on the vehicles that makes all the technology work in real-time. The Mobile Data Terminal (MDT) is what the drivers use to interact with dispatch. The IVU is the on-board computer, and it is the brain that reports everything back to the central system. When the vehicle is on the road it communicates via a modem, and it is also tied into the camera systems. Dispatch and supervisors can look live into the vehicle to see what is going on. It also reports ridership APC back to the central system in real-time. There is a very high-end GPS antenna that shows where the vehicle is at in the system. In terms of the drivers, they use the MDT to initiate voice calls, texts, and safety announcements. It tells the drivers what route they are logged into, whether they are on time, late, or if they are off route and what their upcoming stops is. When they log into the vehicle the first thing they do is a pre-trip to ensure the equipment is functioning. They go through all the major components and inspect the bus. It all gets reported back to dispatch and maintenance. They check the APC to make sure it is working, verify that all the announcements are working and lastly test the wheelchair lift. They also do a physical inspection of the bus and that is reported back to dispatch and maintenance. They can then decide if the bus is fit to go into service or not. There are many safety announcements built in as well as stop and route announcements. Drivers have the ability to send canned text messages. They are limited to yes or no replies for safety. Many features are disabled when the vehicle is in motion and are enabled when the bus comes to a stop. Drivers are able to engage in one- and two-way voice calls and the handsets have built in speakers. Dispatch can initiate a two-way call and drivers are notified they need to pick up handset. Again, it is all VoIP and there is a radio back up. If there is a detour, they send a series of messages to the driver and also send turn by turn directions. Headway hasn't been implemented fully as of yet. This module shows when two vehicles are running close to each other and can tell them to speed up or slow down, so they don't bunch up and maintain operational efficiency. There is also a transfer connection module that allows drivers and dispatch to initiate transfers. There are parameters in place, and they will know if it is possible or not. DAL also has some of the same functionality. The system is ready to work with any vendor selected for DAL and when it has been replaced they will be able to interface. When they log in, they will see a manifest, and a list of trips and all the details in real-time. The populated manifest will have a map feature that will give drivers turn by turn directions.

Eliane Wilson - asked if it will be on all vehicles.

Vic Kumar – shared that it is already on all vehicles.

Cameron Crass provided information on the back up radio system and that it was used during the implementation before the new system was fully functional in the dispatch area. It was a good test and intermediate use to make sure it was working. The things seen so far on fixed route include really good data, pull out management and on-time performance to ensure the buses are starting the day on time. This type of on-time performance data wasn't readily available on the old system. He shared that he is the fixed route manager that oversees the fixed route bus operations. The other huge piece is the new mapping system that updates every 7-10 seconds. It used to be really difficult to see where a bus was having issues and then the system would update, and the bus would be miles down the road. It has worked really well so far. It helps improve operator safety and customer service. Again, hopefully they never have to use an emergency button, but this would help more accurately get assistance to their location and the help they need quicker. In terms of improved customer service there are so many lost and found requests this system will help resolve them much quicker. The decision support tool is extremely helpful with detours and bus break downs, late buses, and last-minute issues and was really evident this weekend at Lakefair. It is another example of good data in and good data out versus bad data in and getting bad data out. This system has allowed staff to account for a lot of things that they have never been able to account for in the past and is incredibly helpful as they are trying to improve and this starts with dispatch. The updated MDT interface allows operators to move through the system a lot easier. Having an updated tablet has been fantastic and certainly more intuitive to operators. There has been hiccups and it is still a learning process, but Vic and his team have been available 7 days a week. They continue to learn along the way.

Debbie Sullivan – asked if this interfaces with one-bus-away that the riders use.

Vic Kumar – indicated one-bus-away can use the GTFS feed to populate information on their website. It is available for any Google approved third party to use the information.

Jeff Peterson – added that one-bus-away is currently getting the date from Avail now.

Kevin Karkoski shared that he is the DAL manager. They have been using the digital radio system as their temporary, primary radio system for a year and a half and it has been a big improvement. The VoIP system will be even better. When the Agency expanded the DAL fleet a number of years ago the CAD/AVL system was no longer manufactured. There are 54 DAL vehicles and for quite a while only 23 had MDT's and the only way to communicate with them was the new radio system. They are very excited to have the new system installed. They are halfway through training operators and dispatch staff and will be using it live very shortly. The big advantage will be monitoring in real-time. Having the ability to send text messages to operators when they are out in the system is good. There are many changes to manifests during the day and sending a message they can read when they are able, versus a radio call that they can't write down as they are driving, will be helpful. They can send canned messages back and it will make dispatching more efficient. This also gives all DAL vans an operable emergency alarm and improves the safety of operators and passengers. They are looking forward to the VoIP system with DAL since the service extends out $\frac{3}{4}$ of a mile from fixed route service and after Amtrak goes out to 1 - $\frac{1}{2}$ miles outside the boundary. It will have greater coverage than the line of site radio system currently utilized which has a lot of dead

space. The VoIP will provide coverage everywhere and will be a vast improvement. They look forward to finishing up training and going live with the new system.

Eliane Wilson – asked if drivers on fixed route and DAL are interchangeable.

Karkoski – responded that the system they use will be the same. There are separate groups of drivers for DAL, fixed route, and extra-board.

Jeff Peterson shared that facilities will be using the incident management tools that allow the team to coordinate responses to bus stops and facilities with dispatch. Drivers can relay that there is damage to a shelter in real time to facilities. The platform also provides connectivity between mobile workstations and office staff. They will see better coordination with operations to address situations as they arise. From a fleet perspective the incident management tools allow them to coordinate responses to vehicle concerns with the real-time alerts as well as the electronic pre-trip inspections up front.

Vic Kumar indicated Zafer Batmas would share how Avail makes the data available to IT in the business intelligence (BI) module. Zafer has been with the project since day one. Like Cameron mentioned what good is having data if you can't analyze it. This is where business intelligence comes into play. It is not just beneficial to one group or one area, but all of the departments can utilize the data they are gathering and get answers. They can see the big picture. The benefits of having an ETMS solution eliminates running multiple data sets and gives you all of it in one system. It also has capabilities of self-service reporting to generate their own reports. One of the functionalities is the fully customizable dashboard on a user profile level. Each user can display and bookmark their favorite reports that will appear when they log in and they can schedule them to be delivered into their inbox automatically. Those could also be generated on different tabs. BI provides historical and real-time data and quality assurance (QA). The green bars show the real-time data that updates every 30 seconds to see what is going on with the system. It gives visual cues on what is running late, how many vehicles are early, and the data is analyzed and applied for the user without having to wait for the day to be over. Planning will know how they're schedule data is performing and they can utilize this data to maximize route efficiency in conjunction with the planning tool and see results in real-time. It will identify trends in drive times, route performance, vehicle utilization, etc. The data will show how the schedule data is doing health wise so they can make adjustments to it. Maintenance will be able to use pre-trip results and pull metrics showing which vehicles report issues most of the time and see if there is a trend. They will be able to see things like most issues reported by operators. It will provide good historical data on the health of the system. The latest version includes the NTD reporting which is very important for funding. The Agency will be able to report revenue miles/hours, and passenger counts. The system collects the data including any service adjustment through decision support, edit vehicles, missed trips, missed miles and missed hours and stores it in the database and once reports are run for NTD reporting it will show scheduled versus actual system performance. This was one of the latest additions and part of the powerful BI tool. Staff will see how it compares to last year and to targets and can be adjusted.

Steve Swan shared that with Avail's help they are in the process of getting the Automatic Passenger Counters (APC's) certified within the threshold required. Planning is grateful for the additional tools to attain certification. With some of the planning items one of the fun things about the reports is they can do a lot of things to get the data they are looking for. Sometimes it has to be broken down to route, trip or stop level to see what is happening on a

trip. Does the trip need additional time to get downtown. Where are we finding higher ridership, and at what time of day. They can do a lot of filtering and break down the data. They can export the reports into an Excel spreadsheet. It has been very useful. There is so much new information there has been a big learning curve for the planning department but it is also very exciting to have new tools available and having data available at their fingertips to make better decisions.

Zafer Batmas shared information on the real-time passenger information system to enhance the rider's experience giving them more updated and accurate information. This is another fully cloud hosted solution that connects to the backend system and transfers the information in real-time to passengers. It will tell them where the bus is located, the predicted arrival time versus the scheduled arrival time. The system takes all the travel time, the passenger load, and the traffic into consideration to predict the arrival time. They can use a web browser or smart phone to plan their trips. There are also the service alerts to get messages to passengers with the subscription service and it eliminates some of the customer service workload. They can subscribe to routes, stops, and get immediately notified for those that impact them. They can download the apps, use the website, subscription service, and receive emails and text alerts. If users don't like smart phones, they can message a preset number along with a stop ID and it will send them a text message with the estimated departure time. There is an optional IVR service to call in and get real time information on a voice system. All of the systems are ADA compliant. Avail also provides google certified real-time API feeds that can be given to other vendors who can utilize the information like one-bus-away.

Nicky Upson shared that she is with the marketing team and working with others to implement the customer resources Zafer explained. Because it is such a complex system they are taking a phased approach. As others have shared they are in the learning stages too and that is part of the reason they are taking a phased approach. In late summer they will be introducing the My Stop App. In phase 2 this fall they will introduce the Info Point website. In phase 3 they will launch the text their stop ID to get the next departure time. They are currently working on the phase 1 marketing material including a rack card, digital ads, and the last component they have is the web slider image and it will go with instructions along with it with content customers can use to guide them through the process.

Freeman-Manzanares hopes everyone enjoyed diving into the new CAD/AVL system. This project began in 2018 and is an incredible advancement for IT and a significant investment of staff time and commitment of funds. She wanted to make sure that the CAC and ITA are educated about the progress and understand the value of the investment. They anticipate having the customer elements rolled out this fall that will be of particular interest to the CAC and ITA. She thanked all the Avail staff for the excellent overview and also for being amazing partners. She also thanked all the IT staff who were part of the presentation and on the project team.

Kevin McKay shared that it has been a real team effort and they appreciated working with IT and celebrate the many accomplishments already made and look forward to those yet to come.

Debbie Sullivan - remarked that this is astounding. The ITA has talked about this and knew it would be a positive thing, but it is more than anticipated and she is pleasantly surprised and very impressed.

Peterson indicated that this project touches everyone in the agency including operations, operators, maintenance, and everyone touches the system in one way or another.

CONSUMER ISSUES

- Grettenberger – asked if the Agency has seen an increase in riders since gas prices have gone up.

Swan responded that they have seen an increase in ridership, and he thinks it is a combination of coming out of Covid and gas prices. They have been systematically restoring some of the original service and gas prices always play a part in ridership. Even though the level of service has plateaued for the moment because we don't have the operations staff to run additional service, they have seen incremental increases in ridership over the past few months.

- Hauser – inquired if the cost of gas is affecting IT's bottom line.

Freeman-Manzanares indicated it is and the interesting relationship between those two things is they get more riders, but it costs more to provide service.

- Smit – asked about the goal for long term alternative fuel methods if the Agency was still getting prepared for hydrogen fuel cell if that is the best option.

Freeman-Manzanares shared that staff just released the RFP for a firm to evaluate and set a pathway to zero emissions. Last October Jonathon Yee made a presentation about the work that they have done to date. We will continue to present information on interim and longer-term approaches to reduce our emissions and greenhouse gas impacts while supporting service and our responsibility to provide transportation services during emergencies. This would include looking at hydrogen fuel cell and battery electric.

- Smit – suggested that the placards at the top of the bus describe the system for requesting a transfer and that three-minute window that might help riders get to where they need to go. Having one of those signs to describe that would help riders understand how to use it.

- Smit – inquired if IT was looking for Roadeo volunteers.

Freeman-Manzanares shared that we are indeed looking for individuals wishing to volunteer and asked Walter if he is volunteering to support the Roadeo this year. For those of you not familiar IT hosts a Roadeo to select our state and potentially our International Roadeo operators and mechanics to compete and show off their skills, and in particular the safety aspects of what they do. IT has the best driver in the stNorth America. Next weekend on Saturday July 23 is practice and July 24 is the Roadeo and everyone is welcome to come. When people volunteer they have training at the beginning of the day to teach judges what they need to know. If people don't have time to stay for the day they can come out and observe. It starts at 7:30 and ends about 2:00 pm and is a fun event. It is being hosted on the

Lott property (thank you LOTT) located by The Valley Athletic Club and the newer SPSCC facility on Capital this year. Construction at Pattison doesn't allow us the space necessary to host such an event on-site. Mechanics will compete at Pattison. Last time they had an international competition it was in 2019. Our maintenance team came in 13th overall. Our

driver was first overall. Combined the team came in second overall between Houston and Oakland, which are both much larger systems.

- John Gear – shared that he had a positive experience but it was kind of dumb luck in that he rode his electric bike and was depending on the battery to get home. He had a problem with bike and thought he could put it on the front of a bus, but the bus had an old-style rack, and his bike wouldn't fit. He said the new ones are better and it turned out the next bus had a new-style rack, and he was able to get home without a crisis. The bike doesn't fit in his car. He asked if that was a needle in a haystack and what the profile is for the system.

Freeman-Manzanares – shared that she is unaware of the specific numbers but they have had the conversation that they are not designed for e-bikes. She believes he got lucky to get it on a vehicle. They aren't intended for e-bikes. Staff will get some information on the old versus new bike racks.

- Eliane Wilson – shared that the way driver's welcome people on the bus is very positive and they wait to move the bus until they are certain people are sitting down.
- Marilyn Scott – inquired about some of the driver's not walking DAL clients to their doors.

Karkoski indicated the service picks them up from the door of their house to the vehicle and from the vehicle to their destination. He would need to know specifics, but the policy is to walk them to make sure they get safely to their door. Please ask them contact Kevin.

REPORTS

- **July 6, 2022 ITA Meeting** – *Betty Hauser* provided the report from the meeting including the people who volunteer to be on the CAC interview panel are Don Melnick, Debbie Sullivan, and Justin Belk. They went through the same presentation on policies that the CAC received prior. The on-line schedules should be ready to go in July or August.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
 - Pattison Street project is moving right along and still looking at completion this fall. The elevator is working and certified and they are moving furniture into the Admin/Operations building. The fuel/wash/youth education facility won't likely be available until late fall/early winter. Staff is moving closer to submitting all the documentation for permitting the south parcel project in September for the maintenance building and the rest of the campus.
 - The maintenance department is hosting Bates Technical College in the hopes they might consider a career in transit. This is great outreach for potential maintenance employees. We are also taking the opportunity to introduce individuals to driving as a potential career choice.
 - The House Appropriations Committee has moved our zero-fare bus stop access request for funding ahead another step for federal funding. There are many steps to go and this will add accessible bus pads for rear door boarding.
 - The Agency is making job offers for the next operator's class for August 1, 2022.
 - Staff was notified that there will likely be significant pricing issues nationwide for paratransit vehicles. The ITA had approved an order for 28 new DAL vehicles some time

ago. We have been waiting in the queue. Staff combined two years orders because they believed there were going to be some supply chain issues. They are in the process of engaging in conversation and negotiations and might very well need to return to the board for additional authority or consideration of purchasing a smaller number of vehicles. Since DAL is a zero-denial service, this could get tricky.

- In the month of June there were 41 confirmed cases of Covid. This does continue to impact service on the street. The focus is to get back to pre-covid service levels. We are a ways out from that possibility based on our active Operator count. In mid-June our number of COVID cases were running higher than we were seeing in January 2022 when Omicron was so high. In July they have had about 7 cases thus far.

NEXT MEETING: August 15, 2022.

ADJOURNMENT

It was M/S/A by JIHAN GRETTEMBERGER and JOHN GEAR to adjourn the meeting at 7:15 pm.

Prepared by Nancy Trail

[https://intercitytransitwa-my.sharepoint.com/personal/ntrail_intercitytransit_com/Documents/CAC/Packets 2022/July 18/July CAC Minutes.docx](https://intercitytransitwa-my.sharepoint.com/personal/ntrail_intercitytransit_com/Documents/CAC/Packets%202022/July%2018/July%20CAC%20Minutes.docx)