

**AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
September 21, 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,,139722358# United States, New York City

Phone Conference ID: 139 722 358#

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 | 10 min. |
| | A. Operator Class 22-04 (<i>Cameron Crass</i>) | |
| | B. Andrew Scarborough, Network Systems Analyst (<i>Rob Rinehart</i>) | |
| | C. Alihaundra Borja, Commuter Services Assistant (<i>Cindy Waterhouse</i>) | |
| 4) | INTRODUCTIONS - CAC and ITA provide self-introductions | 20 min. |
| 5) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
| | A. Approval of Minutes: August 17, 2022, Regular Meeting. | |
| | B. Payroll for August: \$3,151,020.32 | |
| | C. Accounts Payable August: Warrant numbers 35208-35235 dated August 2 in the amount of \$781,733.87; numbers 35238-35263 dated August 6 in the amount of \$103,639.30; numbers 35264-35283 dated August 11 in the amount of \$541,296.70; numbers 35284-35314 dated August 13 in the amount of \$558,021.39; numbers 35326-35344 dated August 19 in the amount of \$105,100.89; numbers 35345-35381 dated August 24 in the amount of \$462,123.38; for a total amount of \$2,551,915.53; and Automated Clearing House Transfers in the amount of \$13,741.26 for a monthly total of \$2,565,656.79. | |
| 6) | NEW BUSINESS | |
| | A. Phase IV Early Bid Package (<i>Steve Krueger</i>) | 5 min. |
| | B. Surplus DAL Vehicle 150 (<i>Katie Cunningham</i>) | 5 min. |
| | C. State Advocacy Contract Renewal (<i>Katie Cunningham</i>) | 5 min. |
| | D. Federal Advocacy Contract Renewal (<i>Katie Cunningham</i>) | 5 min. |
| | E. Vanpool Vehicle Purchase (<i>Katie Cunningham</i>) | 5 min. |
| | F. Purchase TSP Equipment (<i>Jeff Peterson</i>) | 5 min. |

G. Road Trip Revival and Long-Range Plan Overview **60 min.**
(Jason Robertson, Thomas Wittmann and Ann Freeman-Manzanares)

- 7) **COMMITTEE REPORTS**
- A. **Thurston Regional Planning Council (Sept. 2)** *(Don Melnick)* **5 min.**
 - B. **Transportation Policy Board (Sept. 14)** *(Don Melnick)* **5 min.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY / CAC ISSUES** **15 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
August 17, 2022

CALL TO ORDER

Chair Gilman called the August 17, 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; 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: City of Lacey Councilmember Robin Vazquez.

Staff Present: Ann Freeman-Manzanares; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Alex Auty; Ramon Beltran; Heather Stafford Smith; Brian Nagel; Nicky Upson; Rob LaFontaine; Tammy Ferris; Katie Cunningham; Jason Aguero; Daniel Van Horn; Jason Hanner; Matt Parker; Michael Maverick; Cindy Waterhouse; Steve Swan; Julie DeRuwe.

Others Present: Jeff Myers, Legal Counsel, and Eliane Wilson, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: None.

STAFF INTRODUCTIONS

- A. **Michael Maverick, Procurement & Capital Projects Manager** (*Steve Krueger*)
- B. **Matt Parker, Training & Safety Coordinator** (*Jason Hanner*)

APPROVAL OF CONSENT AGENDA

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

- 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**.

NEW BUSINESS

A. Request Public Hearing for the 2021 Annual Report & 2022-2027 Transit

Development Plan. Planning Manager, Rob LaFontaine requested a public hearing to receive public testimony on the Draft 2021 Annual Report and 2022-2027 Transit Development Plan (TDP). The State of Washington requires public transit systems provide an annual status report and update of its Transit Development Plan (TDP).

The update must include:

- a) Description of the system from the previous year (a 2021 Summary).
- b) Description of planned changes, if any, to services and facilities (2022-2027); and
- c) Operating and capital financing elements for the previous year (2021), budgeted for current year (2022), and planned for five years (2023 - 2027).

It was M/S/A by Melnick and Mejia to authorize a public hearing on October 5, 2022, at 5:30 p.m. to receive public testimony on the draft 2021 Annual Report and 2022-2027 Transit Development Plan.

B. Janitorial Services and Supplies Contract Renewal. Procurement Coordinator, Katie Cunningham, requested renewal of the janitorial services and supplies contract with CW Janitorial Service for an additional year.

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.

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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.

It was M/S/A by Sullivan and Pierce to 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.

- C. Bus Stop Pad Construction Contract Award.** Procurement Coordinator, Tammy Ferris, presented a contract award for construction of bus stop pads.

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.

It was M/S/A by Sullivan and Melnick to 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.

- D. Update on Intercity Transit Marketing Efforts.** Ally McPherson and Nicky Upson from Marketing and Communications gave an update on their efforts, and current and upcoming marketing campaigns. Upson said the focus of Marketing's work shifted during COVID and they were unable to conduct in-person outreach or marketing campaigns.

COVID changed daily and with changes in state and Federal mandates, they were required to update what was allowable on board, requiring a great deal of communication directly to customers, on the website and on social media.

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Upson provided a snapshot of what occupied their time during the pandemic. In 2020 and 2021, there were five service changes each year (usually there are between 2 and 3 changes), and each required updating the website, printed schedules and schedules at the transit centers and stops. There was a steady flow of communication regarding updated requirements and schedules (social media and web updates and news releases) along with the usual service disruptions. During the height of the pandemic, this was accomplished with only a team of two staff members. In July of 2021, Hannah Newton joined the Marketing team. Upson shared slides containing samples of all of the different types of communications.

Today, things have normalized, and the team is getting back to a more regular work. Service disruptions can happen at any time during service hours, seven days a week, and this can make for long, unpredictable days, which is especially the case when it snows. On a daily basis, they can spend time on any or all of the following items:

Rider Alerts - sent out via GovDelivery and posted on the website and social media. The team is learning the ins and outs of posting them to the CAD/AVL system.

Social Media - used for job postings, program information, related jurisdiction's information.

Rider News - McPherson coordinates, edits and designs the monthly Rider News that is posted on the website and social media.

Web Updates - There are regular updates to the website that include job postings, schedule updates, meeting updates, and programmatic updates. In the near future, they will continue on the path of regular website enhancements with the addition of a new web hosting and developing firm.

News Releases - are not regularly sent out because of the news market we are in. However, the team is required to send out releases about public comment periods and public hearings.

Brochures / Promotional Materials - With outreach happening again, the team receives regular requests to update, design and print brochures and other promotional materials.

Graphic design - signage and other materials.

Marketing Campaigns - on January 6, 2022, an RFP was issued for firms interested in providing Marketing and Communication Services. Six firms responded, and on March 2, 2022, the ITA 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. The team is excited to be doing campaign work once again.

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McPherson shared upcoming marketing campaigns, starting with the current Going Digital campaign. The purpose of the Going Digital campaign is to increase awareness about the shift to digital transit guides. In the first phase of the campaign, the goal is to educate riders on how to access digital schedules and obtain printed schedules if needed. The schedules are available to download on each route page, via an online order form, or by contacting Customer Service. The audiences identified in this campaign include:

- Current bus riders
- Soon to be returning bus riders
- New bus riders
- Staff
- Community partners

Key Message - overarching key messages for this phase of the campaign is to provide digital resources for customers so they can access schedules and route information when they need them or on demand.

Transit Guide - by eliminating the traditional Transit Guide format we're:

- Providing more access to information.
- Making it easier to find information on routes.
- Assuring customers, they don't have to be tech savvy to use it.
- Reminding riders that Customer Service is here to help.
- Not going to leave anybody behind - IT will work with everyone to ensure schedule information is accessible.
- Still providing printed schedules which are available online and upon request.

McPherson said in Phase 1 of the Going Digital campaign staff will use several methods to reach target audiences. These methods include:

Digital display ads

- A cost effective and strategic way to reach people on both desktop and mobile devices. These ads will be seen on a variety of local, regional and industry publications and are wide-reaching.
- This method also includes geofencing Transit Centers, park and rides, and other high commute areas.
 - Geofencing is a method that uses GPS to define geographical boundaries. People who travel in the geofenced areas will then be served our ad.
- Instagram and Facebook - paid and organic
 - This method will be used to supplement the visibility of other digital tactics.
- Digital Audio - Pandora, iHeartRadio, Spotify
- Updated web content, printed materials and community outreach.

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There is a robust list of partners in the community they plan to reach out to including social service providers, Timberland Regional Libraries, school districts (specifically middle and high schools), and senior groups. The Marketing team asks for everyone's help spreading the word about the campaign. These methods will help achieve our overarching goal of increasing broad awareness in the community that we are switching to digital or online transit guides. McPherson shared the Going Digital video that explains how to access schedules, maps and route information. It can be found on the website at <https://www.intercitytransit.com/going-digital>

The Going Digital campaign started on August 1, and these are results from the first week of the campaign:

- The display ads received 75,000 impressions and 195 clicks across all of the tactics.
- There were 528 visits to the Going Digital webpage that includes:
 - A 31% increase in web traffic.
 - A 39% increase in new users.
 - 24% more sessions.
 - 12% more page views.

Phase 2 of the Going Digital campaign's purpose is to introduce customers to the myStop app. The goals of this phase include:

- Creating awareness about the new, more reliable app.
- Educating riders on how to use the app.
- Generating app downloads.

The key messages for the myStop app include:

- Accurate, reliable, user-friendly, customizable (this means customers will have the option to sign up for alerts by stop, route and time), specific to IT and available for both Android and Apple devices

McPherson shared sample materials they've been working on for the second phase of the campaign to promote the myStop app. They will be working on an instructional video prior to launching this phase of the campaign in late fall.

McPherson said there are a couple of other upcoming campaigns - the first one is an Operator Recruitment campaign. The goals of the campaign are to increase operator recruitment and establish Intercity Transit as an employer of choice. The target audience of this campaign include younger people who are newer to the workforce and seeking a career, not just a job; second-act career seekers, especially exiting military; and others looking to make a career change (For example, school bus drivers, truck drivers, delivery drivers, warehouse workers, and other service industry workers).

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They are looking for general characteristics when hiring operators. IT is seeking individuals who:

- Enjoy serving their community above all else.
- Want to be part of an organization that serves and helps those in need.
- Feel connected to bus service or IT, particularly through friend or family.
- Have a good driving record.
- Want full-time employment with excellent benefits and growth opportunities.

McPherson shared examples of images that will be used in the digital ad campaign, and they created a recruitment video featuring operators and will share the video once it's finalized.

The final campaign is a Vanpool promotion and it's a continuation of a promotion they worked on with the previous Marketing & Communication Services vendor, JayRay. This campaign is different since IT adopted a flat rate fare structure and will use geofencing to target specific areas in our community. The Vanpool campaign is set to launch this fall and will include:

- Social media and a digital ad campaign.
- Educational materials including a rack card and web content.
- A direct mail campaign, which is a high priority for this campaign and will be sent county-wide.

All materials produced will have focus on educating about the new, simplified flat rate fare structure.

McPherson answered questions. Melnick asked if the team would consider using local media/television, and military communities i.e., Joint Base Lewis-McCord, as they have newspapers, etc. Hess suggested working with local radio stations. Gilman asked if there will be a real-time coach locator as part of the app. Upson said it part of the app and that information will be integrated into the website working with the new web vendor.

- E. Update & Presentation Bus Stop Enhancements & Standards.** Planning Manager, Rob LaFontaine provided an update on IT's bus stops and where staff has been and where they are going with enhancements. LaFontaine said IT has 987 active bus stops and he shared numerous photo examples of the various types of bus stops including samples of enhancement projects from past years. Efforts from years past focused on creating obvious locations and creating an elevated landing pad to help with boarding and alighting, especially for riders in a mobility device. Recent bus stop enhancement projects have a stronger emphasis on rear-door use for both alighting and boarding since the passing of the Zero Fare initiative and COVID.

LaFontaine shared a matrix of the different bus stop settings, that included urban, suburban and rural environments. Settings included locations with or without

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sidewalks, shoulders and on street parking. He explained how IT provides standardization among the different settings and how to overcome challenges such as trees and vegetation, available right-of-way, slopes and drainage, driveways and utilities.

LaFontaine explained the challenge of having different size buses. IT has four different bus configurations in it's fixed-route fleet (40' with wide rear door and narrow rear door; and 35' with wide rear and narrow rear doors).

LaFontaine highlighted some considerations being made in more current projects. With the intent of creating a more usable affective transit stop, a few considerations include overall service ability. Can the bus easily, comfortably and reliably get to and exit a transit stop – what is the experience like for the Operator and the passenger. The other consideration is from a maintenance perspective. Our facility staff require a lengthier stay at each transit stop – a few minutes to empty trash to a longer stay to perform routine or heavy maintenance. Need to take into consideration and make sure IT property and staff are protected and not exposing unnecessary risk to the motoring public.

Staff strives to create accessibility, consistency and familiarity to all bus stops. He showed slides highlighting the most recent landing pad dimension which is 24' and stops showing spacing and pairing. He showed slides that tie in pedestrian connections and samples of lighting.

LaFontaine reviewed next steps.

- The continuation of enhancement projects in accordance with the long-range plan.
- Slated to enhancing 100+ stops starting in the fall.
- Updating the internal bus stop database (incorporating Avail).
- Updating the adopted Bus Stop Standards.
- Working to ensure successful partnerships and conversations with the jurisdictions.

Belk asked if and when you can't take advantage of adjacent street lighting, what options are there to equip a bus stop. LaFontaine said solar lighting is an option, however, a drawback to solar is it takes a certain amount of solar and can be challenging on winter days when there isn't much light.

Belk said when IT gets into The One or other bus rapid transit light projects, is there a future for real-time information displayed on a marquee board?

LaFontaine said there is that possibility that could be limited to certain corridors in the onset, taking advantage of available electricity. He said this type of technology might be from a personal smart device or mounted to the side of a bus stop.

Melnick suggested some sort of message drivers see on the back of the buses while stopped behind a bus at a stop. Let drivers know we acknowledge they are doing something important, and we appreciate they are asked to wait while passengers board the bus. Perhaps a way to acknowledge to the drivers we appreciate they stop for our buses and in doing so IT is helping to get more cars off the streets.

Hess suggested using LED lighting at the stops, which can provide just about the right amount of light needed and they come in solar options.

Gilman asked how many stops are relocated or added in a year. LaFontaine said more relocations occur than adding new stops – perhaps a handful. Relocations can be anywhere from a few feet to a few hundred feet. Most stops can be improved at the existing location.

- F. Adopt Resolution 03-2022 Amending Vanpool Fares.** Freeman-Manzanares presented Resolution 03-2022 amending the Vanpool Fare 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. She said the conversation has been on the table for several months, and the Authority held a public hearing on July 20, 2022, and received no comment. Approval keeps Intercity Transit on track to meet the state deadline of Oct 1, 2022, to be eligible for the 2023-2025 biennium funds.

To be eligible to receive state transit support grant funds, transit agencies must adopt, at a minimum, a zero-fare policy that allows passengers 18 years of age and younger to ride free of charge on all modes provided by the agency. Intercity Transit Resolution 03-2019 suspended fare collection for Fixed-Route and Dial-A-Lift services. The remaining piece for Intercity Transit to qualify for state transit support grant funds is to amend the Vanpool Fare Policy, allowing those 18 and under to utilize vanpool services with no associated fare.

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.

It was M/S/A by Sullivan and Melnick to adopt Resolution 03-2022 providing clarifying language that passengers 18 years of age and younger can ride vanpool free of charge.

- G. Schedule Special Meeting September 21, 2022, ITA/CAC Joint Meeting.** Freeman-Manzanares presented whether to schedule a remote Joint Meeting of the Intercity

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Transit Authority and Community Advisory Committee for Wednesday, September 21, 2022, starting at 5:30 p.m.

It was M/S/A by Hess and Pierce to schedule a special meeting at 5:30 p.m., Wednesday, September 21, 2022, with the ITA and the Community Advisory Committee.

COMMITTEE REPORTS

A. Community Advisory Committee met August 15, 2022. Eliane Wilson said the CAC received an update on the Bus Stop Enhancements, and the presentation about Marketing Efforts. CAC members asked about bus stops, and does IT have to comply with national standards, and it was recognized there are ADA requirements IT must follow. There was discussion about the level of weather protection by the different kinds of shelters, and also a discussion about the presence of service dogs on the buses. They also received the General Manager's report that mentioned there will be a consultant team at the September Joint meeting presenting about the short- and long-range plan as it was originally presented in 2018 and how that led to where IT is now.

GENERAL MANAGER'S REPORT

On Thursday, August 11, the Pattison Street facility lost power, which included losing access to our new CAD/AVL system and our connection with the buses. We utilized it as an opportunity to practice emergency procedures. Freeman-Manzanares gave "kudos" to everyone who got IT back up and running and ensured great internal and external communications.

Eight new Operators started their eight weeks of training on August 1. We are not yet net-neutral with new hires and those who are leaving the agency.

Staff continues to develop the 2023 budget in keeping with Authority and CAC direction relating to the strategic plan. Staff anticipates sharing the proposal with the Authority on October 5.

Staff continues the implementation of the CAD/AVL system, and the Pattison headquarters construction project continues to go well. We are still on track to submit the application to the City of Olympia for review of the next phase of construction which is the maintenance facility and the remainder of the campus.

Staff is planning a special presentation and encore performance with Thomas Wittmann from Nelson Nygaard and Jason Robertson from JRO & Associates at the September 21 Joint Meeting. Wittmann and Robertson worked with IT for several years helping to conduct a very comprehensive public outreach process, developing the short- and long-range plan, which was approved by the Authority in November 2018, and the tax

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proposition that was approved by voters in November 2018. These are foundational documents for IT and define our future. As many staff, Authority and CAC members were not with IT during that period of time, it's important that we all have the same foundation. This session will be very informative as we continue to grow and serve the community

Staff is in the process of evaluating submissions for the Zero Emissions Analysis work and intend to bring it before the Authority at the October 5 meeting.

On July 24, Intercity Transit hosted its local Roadeo for Operators and Mechanics to display their skills, and participation was extended to other systems because they were not hosting their own local Roadeos this year. Joining IT were Ben Franklin, Pierce Transit, Island Transit, King County and Community Transit in Snohomish. The Roadeo went very well and there were multiple individuals who will represent IT at the state Roadeo in Spokane on August 28. We look forward to introducing the competitors to the Authority next month. Also, a special thank you to Board member, Sue Pierce, for volunteering to judge the event, and thank you to several CAC members who joined to judge and observe the event.

AUTHORITY ISSUES

Melnick said after reviewing the Zero Emissions Analysis and the RFP he can tell from reading this statement of work along with the presentation Jonathon Yee gave the Authority last fall that the Authority learned a lot about alternative fuel. Melnick said this is exciting news. He said one of the elephants in the corner of our stakeholder room is when are we going to go battery or hydrogen fuel or electric? He's glad we can talk about the fact we are on that track and the fact we waited was prudent. Experiences from other transit agencies like King County where they bought buses that wouldn't work, and he thinks from the statement of work IT is going to get the answers needed to decide what direction we're going to take,

Pierce said she'll be at the Washington State Public Transportation Conference in Spokane at the end of August. She saw a preview of the session topics and there will be discussion about the electric buses and systems who have them, and there's also a session on hydrogen, in addition to sessions about where we go from here after COVID, not only for riders, but concern about transit staff. She's also attending the State Roadeo.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:25 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 21, 2022

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

DRAFT

PERIOD DATES: 7/16/2022 - 7/30/2022				PAYDATE	8/5/2022	PERIOD DATES: 7/31/2022 - 8/13/2022				PAYDATE	8/19/2022
	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	98,440.58		IRS	FIT		EFT	95,942.99	
	MT		EFT	32,169.06	130,609.64		MT		EFT	31,844.64	127,787.63
					0.00						0.00
INS	A2	Met Life		0.00		INS	A2	Met Life		12,497.98	
	AS	Allstate LTC		0.00			AS	Allstate LTC		6,715.83	
HEALTH	D3/DI	Disability Ins		4,339.93	0.00	HEALTH	D3/DI	Disability Ins		4,415.08	0.00
	HE/HI/SP/TB	Health In1stN2ND		256,580.51	0.00		HE/HI/SP/TB	Health In1stN2ND		268,192.95	0.00
GARNISHMENT	GN	Garnish	CHECK last	527.81		GARNISHMENT	GN	Garnish	CHECK last	527.81	
CHILD SUPPORT	CS	DSHS	EFT	1,757.66	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,559.66	1,559.66
					0.00						0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,605.00	10,605.00	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,755.00	10,755.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,801.24	8,801.24	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,800.22	8,800.22
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	62,200.48		401K	DC	Vgrd EE	Wire	60,949.54	
VANGUARD	DC	Vgrd ER	Wire	44,589.96	106,790.44	VANGUARD	DC	Vgrd ER	Wire	43,651.96	104,601.50
LOAN	L2	401k Ln#2	Wire	3,067.92		LOAN	L2	401k Ln#2	Wire	3,199.81	
LOAN	LN	401k Ln #1	Wire	6,220.64	9,288.56	LOAN	LN	401k Ln #1	Wire	6,353.89	9,553.70
				116,079.00						114,155.20	
LABOR INS	LI&LA	L&I	EFT Quarterly	28,648.82		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	29,238.19	
ESD	CF&CL	WPFML	EFT Quarterly	6,821.24		ESD	CF&CL	WPFML	EFT Quarterly	6,755.21	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,643.62		MACHINISTS	MD/M2	Mch.UnDues- 164 PEREE	Check last	1,688.26	
UNION DUES	MI	Mac.Initiation	Check last	133.12		UNION DUES	MI	Mac.Initiation	Check last	120.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check			
	TF	Tx.Fr.Benefit	Employer	710.00	0.00		TF	Tx.Fr.Benefit	Employer		0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	336.00		PROJECT ASSIST	PA	Proj.Assist	Check last	333.00	
PENSION	PN/P3	PERS EE	EFT	71,689.59	0.00	PENSION	PN	PERS EE	EFT	70,729.00	0.00
STATE	PN/P3	PERS ER	EFT	114,365.14	186,054.73	STATE	PN	PERS ER	EFT	113,155.76	183,884.76
PERS	TTL PERS			186,054.73		PERS	TTL PERS			183,884.76	
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	6,568.70		ICMA	RC	ICMA EE	WIRE	6,364.03	
ICMA ROTH	RI	ICMA Roth	WIRE	500.00	500.00	ICMA ROTH	RI	ICMA Roth	WIRE	500.00	500.00
ICMA LON	RL	ICMA Ln#1	WIRE	422.58	1,145.93	ICMA LON	RL	ICMA Ln#1	WIRE	422.58	1,145.93
ICMA	RR	ICMA ER	WIRE	3,682.17	10,250.87	ICMA	RR	ICMA ER	WIRE	3,594.74	9,958.77
				11,396.80	11,896.80					11,104.70	11,604.70
457 STATE	SD	457 ST EE	EFT	17,500.94		457 STATE	SD	457 ST EE	EFT	17,084.20	
DEFERRED	SR	457 ST ER	EFT	10,501.11	28,002.05	DEFERRED	SR	457 ST ER	EFT	10,352.22	27,436.42
AFLAC	ST&SS	AFLAC POST/PRE	EFT	5,691.09	5,691.09	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	5,582.90	5,582.90
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	6,582.20			UD	Un Dues-BOTH PP	Check last	6,431.44	
	UI	Un Initiatn	Check last	30.00			UI	Un Initiatn- 100.00 PEREE	Check last	30.00	
	UT	Un Tax	Check last	3,410.50			UT	Un Tax IST PP	Check last		
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	287.50	
DIRECT DEP.	NP	NET PAY (dir. Depos)	ACH Wire every	763,821.73	763,821.73	DIRECT DEP.	NP		ACH Wire every	726,460.38	726,460.38
LIVE CHECKS		Paychecks		2,082.51		LIVE CHECKS		Paychecks - LIVE CHECKS		17,682.94	
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,261,753.87			TOTAL TRANSFER (tie to Treasurer Notifications)			1,218,219.46
		TOTAL PAYROLL*:		1,576,167.98				TOTAL PAYROLL*:		1,574,852.34	
GROSS WAGE		GROSS EARNINGS:		1,136,862.38		GROSS WAGE		GROSS EARNINGS:		1,127,310.84	
ER AMOUNT		EMPR MISC DED:		423,221.07		ER AMOUNT		EMPR MISC DED:		431,619.18	
MEDICARE TAX		EMPR MEDICARE TAX:		16,084.53		MEDICARE TAX		EMPR MEDICARE TAX:		15,922.32	
										0.00	
	PP16 Total				1,576,167.98		PP17 Total				1,574,852.34
								Total Payroll for August 2022			3,151,020.32
DIRECT DEP.		ACH WIRE TOTAL		763,420.56		DIRECT DEP.		ACH WIRE TOTAL		746,208.19	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/24/2022

Thru Date: 8/24/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35345	8/24/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$21,940.07	
35346	8/24/2022	01855	AMERICAN HERITAGE LIFE INSURANCE COM	\$6,715.83	
35347	8/24/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$924.19	
35348	8/24/2022	01895	ECOLUBE RECOVERY LLC	\$503.20	
35349	8/24/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,498.49	
35350	8/24/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$0.00	<input checked="" type="checkbox"/>
35351	8/24/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$86,780.11	
35352	8/24/2022	02828	AVAIL TECHNOLOGIES INC	\$255,420.00	
35353	8/24/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$107.37	
35354	8/24/2022	07220	CUMMINS INC.	\$4,356.16	
35355	8/24/2022	09575	FASTENAL COMPANY	\$37,292.23	
35356	8/24/2022	09662	FERRELLGAS LP	\$2,605.28	
35357	8/24/2022	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
35358	8/24/2022	10477	GALLS PARENT HOLDINGS LLC	\$1,695.31	
35359	8/24/2022	10607	GENUINE AUTO GLASS OF LACEY	\$319.54	
35360	8/24/2022	10660	GILLIG LLC	\$2,077.72	
35361	8/24/2022	11250	HERITAGE - CRYSTAL CLEAN LLC	\$1,930.25	
35362	8/24/2022	12490	KING COUNTY DIRECTORS ASSOCIATION	\$2,999.82	
35363	8/24/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35364	8/24/2022	14681	SID TOOL CO. INC.	\$7,382.94	
35365	8/24/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$175.35	
35366	8/24/2022	14930	NATIONAL AUTO PARTS WAREHOUSE	\$87.52	
35367	8/24/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,012.69	
35368	8/24/2022	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$879.51	
35369	8/24/2022	18145	SIX ROBBLEES' INC.	\$1,468.56	
35370	8/24/2022	18470	SPORTWORKS NORTHWEST INC.	\$286.05	
35371	8/24/2022	18530	STANDARD PARTS CORP.	\$601.04	
35372	8/24/2022	18651	STORMANS INC. (LICENSING)	\$61.75	
35373	8/24/2022	18705	SUNBELT RENTALS INC.	\$1,681.49	
35374	8/24/2022	18711	SUNSET AIR INC.	\$303.59	
35375	8/24/2022	21660	THERMO KING NORTHWEST INC.	\$8,739.97	
35376	8/24/2022	21950	TITUS-WILL CHEVROLET	\$440.44	
35377	8/24/2022	22010	ROTTERS INC.	\$264.11	
35378	8/24/2022	22235	TREW ENTERPRISE LLC	\$4,071.32	
35379	8/24/2022	23641	UNITED STATES TREASURY	\$35.50	
35380	8/24/2022	23660	UNITED WAY OF THURSTON COUNTY	\$470.00	
35381	8/24/2022	24000	W. W. GRAINGER INC.	\$6,603.67	
Total:				\$462,123.38	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/19/2022

Thru Date: 8/19/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35326	8/19/2022	01298	ACCESS INFORMATION INTERMEDIATE HOLD	\$936.60	
35327	8/19/2022	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,246.20	
35328	8/19/2022	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$66.30	
35329	8/19/2022	06140	CITY OF TUMWATER	\$110.00	
35330	8/19/2022	06238	CLARY LONGVIEW LLC	\$40,913.68	
35331	8/19/2022	09180	EXPRESS SERVICES INC	\$2,427.94	
35332	8/19/2022	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00	
35333	8/19/2022	11800	INTERNATONAL INSTITUTE MUNICIPAL CLER	\$215.00	
35334	8/19/2022	11951	JIMENEZ CLINTON	\$604.00	
35335	8/19/2022	13676	LOTT CLEAN WATER ALLIANCE	\$102.00	
35336	8/19/2022	13750	MAILBOX OF OLYMPIA - THE	\$1,823.64	
35337	8/19/2022	15045	NATIONAL TESTING NETWORK INC.	\$284.48	
35338	8/19/2022	18046	SHARP ELECTRONICS CORPORATION	\$567.53	
35339	8/19/2022	18047	SHARP ELECTRONICS CORPORATION	\$359.16	
35340	8/19/2022	18052	SHEA CARR & JEWELL INC.	\$37,291.86	
35341	8/19/2022	18129	SINGH BENCOMO LLC	\$2,800.00	
35342	8/19/2022	21659	THERMO KING NORTHWEST INC.	\$5,000.00	
35343	8/19/2022	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$2,500.00	
35344	8/19/2022	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$852.50	
Total:				\$105,100.89	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/13/2022

Thru Date: 8/13/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35284	8/13/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$0.00	<input checked="" type="checkbox"/>
35285	8/13/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTE	\$76,145.47	
35286	8/13/2022	23405	U.S. BANK or CORPORATE PAYMENT SYSTE	\$1,380.93	
35287	8/13/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$22,304.44	
35288	8/13/2022	02060	AMERISAFE INC.	\$135.11	
35289	8/13/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$300,274.31	
35290	8/13/2022	03240	BATTERIES PLUS	\$1,863.74	
35291	8/13/2022	07220	CUMMINS INC.	\$1,735.98	
35292	8/13/2022	09662	FERRELLGAS LP	\$5,054.96	
35293	8/13/2022	10580	GENE'S TOWING INC	\$315.24	
35294	8/13/2022	10607	GENUINE AUTO GLASS OF LACEY	\$552.34	
35295	8/13/2022	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
35296	8/13/2022	10660	GILLIG LLC	\$8,043.57	
35297	8/13/2022	10759	GORDON TRUCK CENTERS INC	\$829.16	
35298	8/13/2022	13485	LEMAY MOBILE SHREDDING	\$105.30	
35299	8/13/2022	14334	MELLUM'S MOBILE SERVICE LLC	\$322.73	
35300	8/13/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$17,504.64	
35301	8/13/2022	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,117.32	
35302	8/13/2022	15530	OLYMPIA AUTOBODY INC.	\$2,320.58	
35303	8/13/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$904.96	
35304	8/13/2022	16490	HAROLD LEMAY ENTERPRISES	\$724.98	
35305	8/13/2022	16595	YACULTA COMPANIES INC.	\$212.86	
35306	8/13/2022	16966	POINT & PAY LLC	\$781.00	
35307	8/13/2022	17290	PUGET SOUND ENERGY	\$13,742.59	
35308	8/13/2022	17505	RAINIER DODGE INC.	\$1,150.79	
35309	8/13/2022	17900	SCHETKY NORTHWEST SALES INC.	\$269.43	
35310	8/13/2022	18066	SHI INTERNATIONAL CORP.	\$93,045.40	
35311	8/13/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,306.00	
35312	8/13/2022	23770	VANNER INC.	\$2,281.92	
35313	8/13/2022	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$1,575.64	
35314	8/13/2022	25858	WESTCARE CLINIC LLC PS	\$1,020.00	
Total:				\$558,021.39	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/11/2022

Thru Date: 8/11/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35264	8/11/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
35265	8/11/2022	06781	COMPUNET INC.	\$47,393.68	
35266	8/11/2022	07619	DAVID S FOSTER	\$2,000.00	
35267	8/11/2022	08607	EDNETICS INC	\$3,738.10	
35268	8/11/2022	10477	GALLS PARENT HOLDINGS LLC	\$3,351.46	
35269	8/11/2022	10608	GEOENGINEERS INC.	\$14,540.64	
35270	8/11/2022	11892	J ROBERTSON AND COMPANY	\$380.00	
35271	8/11/2022	11943	JOANNA GRIST	\$2,000.00	
35272	8/11/2022	11971	JOHNSON CONTROLS INC.	\$41,861.92	
35273	8/11/2022	12875	KPFF CONSULTING ENGINEERS INC	\$5,943.00	
35274	8/11/2022	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,294.95	
35275	8/11/2022	13886	MATERIALS TESTING & CONSULTING INC.	\$2,987.50	
35276	8/11/2022	13893	MAUL FOSTER & ALONGI INC.	\$55,212.64	
35277	8/11/2022	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$12,479.98	
35278	8/11/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
35279	8/11/2022	14670	MNS MARKETING LLC	\$550.01	
35280	8/11/2022	16530	PACIFIC FITNESS PRODUCTS LLC	\$34,546.67	
35281	8/11/2022	16623	PALAMERICAN SECURITY INC.	\$79,478.91	
35282	8/11/2022	18540	STANTEC CONSULTING SERVICES INC	\$232,993.43	
35283	8/11/2022	23641	UNITED STATES TREASURY	\$35.50	
Total:				\$541,296.70	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/6/2022

Thru Date: 8/6/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35238	8/6/2022	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$46.54	
35239	8/6/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GR	\$1,346.60	
35240	8/6/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,677.61	
35241	8/6/2022	03890	BRIDGESTONE AMERICAS INC	\$563.29	
35242	8/6/2022	06040	CITY OF LACEY	\$1,787.41	
35243	8/6/2022	07220	CUMMINS INC.	\$5,944.02	
35244	8/6/2022	07350	CW JANITORIAL SERVICE LLC	\$22,464.82	
35245	8/6/2022	09662	FERRELLGAS LP	\$2,393.42	
35246	8/6/2022	10607	GENUINE AUTO GLASS OF LACEY	\$985.93	
35247	8/6/2022	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
35248	8/6/2022	10660	GILLIG LLC	\$5,632.51	
35249	8/6/2022	10759	GORDON TRUCK CENTERS INC	\$276.39	
35250	8/6/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$946.58	
35251	8/6/2022	14760	MUNCIE TRANSIT SUPPLY	\$2,218.87	
35252	8/6/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$193.09	
35253	8/6/2022	16595	YACULTA COMPANIES INC.	\$285.12	
35254	8/6/2022	16701	PEAK INDUSTRIAL INC.	\$304.01	
35255	8/6/2022	17255	PUBLIC UTILITY DIST #1 OF THURSTON COU	\$514.03	
35256	8/6/2022	17580	RECARO NORTH AMERICA INC.	\$207.10	
35257	8/6/2022	17900	SCHETKY NORTHWEST SALES INC.	\$703.45	
35258	8/6/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$399.15	
35259	8/6/2022	18210	SME SOLUTIONS LLC	\$3,891.04	
35260	8/6/2022	18530	STANDARD PARTS CORP.	\$553.25	
35261	8/6/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$8,704.81	
35262	8/6/2022	21950	TITUS-WILL CHEVROLET	\$998.37	
35263	8/6/2022	25909	WEX BANK	\$40,601.89	
Total:				\$103,639.30	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/2/2022

Thru Date: 8/2/2022

Check #	Check Date	Ref #	Name	Amount	Voided
35208	8/2/2022	01399	ADT SECURITY CORPORATION - THE	\$1,143.23	
35209	8/2/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$132,057.29	
35210	8/2/2022	05280	CAPITAL LAKEFAIR INC	\$4,305.00	
35211	8/2/2022	06120	CITY OF OLYMPIA UTILITIES	\$9,547.63	
35212	8/2/2022	07220	CUMMINS INC.	\$1,660.40	
35213	8/2/2022	07640	DAY MANAGEMENT CORP	\$4,273.16	
35214	8/2/2022	08445	DUOGARD INDUSTRIES INC.	\$3,024.92	
35215	8/2/2022	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$2,496.52	
35216	8/2/2022	09662	FERRELLGAS LP	\$3,238.58	
35217	8/2/2022	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
35218	8/2/2022	10477	GALLS PARENT HOLDINGS LLC	\$7,740.83	
35219	8/2/2022	10580	GENE'S TOWING INC	\$195.66	
35220	8/2/2022	10660	GILLIG LLC	\$1,568.40	
35221	8/2/2022	11498	IBI GROUP	\$6,647.11	
35222	8/2/2022	11958	JOHN STEELE CLAYTON	\$1,693.65	
35223	8/2/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$797.04	
35224	8/2/2022	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$45.44	
35225	8/2/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$2,072.04	
35226	8/2/2022	16595	YACULTA COMPANIES INC.	\$13,282.26	
35227	8/2/2022	16654	PARKER CORPORATE SERVICES INC.	\$52,816.72	
35228	8/2/2022	17505	RAINIER DODGE INC.	\$533.87	
35229	8/2/2022	17900	SCHETKY NORTHWEST SALES INC.	\$1,248.63	
35230	8/2/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$695.11	
35231	8/2/2022	18052	SHEA CARR & JEWELL INC.	\$322.76	
35232	8/2/2022	18530	STANDARD PARTS CORP.	\$188.10	
35233	8/2/2022	18940	TENNANT SALES AND SERVICE COMPANY	\$120.34	
35234	8/2/2022	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$163.40	
35235	8/2/2022	24755	WA ST HEALTH CARE AUTHORITY	\$529,855.78	
Total:				\$781,733.87	

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
06486 COFFMAN ROBERT										
00	08/15/22 FUEL REIMB.	DI	8/26/2022			20.01	20.01	20.01		20.01
11770 IT PROJECT ASSISTANCE										
00	2022 AUGUST	DI	8/26/2022			669.00	669.00	669.00		689.01
11775 IT WELLNESS										
00	2022 AUGUST	DI	8/26/2022			581.00	581.00	581.00		1,270.01

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
	01471 AGUERO JASON									
00	8/23/22 Travel ADV	DI	8/23/2022			207.75	207.75	207.75		207.75
	02831 AUTY ALEXANDER									
00	8/23/22 Travel ADV	DI	8/23/2022			582.50	582.50	582.50		790.25
	07110 CRASS CAMERON									
00	8/23/22 Travel ADV	DI	8/23/2022			590.50	590.50	590.50		1,380.75
	08430 DUDEK DAVID									
00	8/23/22 Travel ADV	DI	8/23/2022			393.00	393.00	393.00		1,773.75
	11370 HOWELL JR. CARL									
00	07/26/22 DOT REIMB.	DI	8/19/2022			60.00	60.00	60.00		1,833.75
	12913 KRUEGER STEVEN J									
00	8/23/22 Travel ADV	DI	8/23/2022			582.50	582.50	582.50		2,416.25
	13664 LOOMIS CHRISTINA									
00	8/23/22 Travel ADV	DI	8/23/2022			185.00	185.00	185.00		2,601.25
	13751 MALAY SEAN									
00	8/23/22 Travel ADV	DI	8/23/2022			204.00	204.00	204.00		2,805.25
	14497 MILLER WILLIAM									
00	8/23/22 Travel ADV	DI	8/23/2022			749.50	749.50	749.50		3,554.75
	16757 PETERSON LEE									
00	8/23/22 Travel ADV	DI	8/23/2022			541.50	541.50	541.50		4,096.25
	17655 REINHARDT BRYCE									
00	8/23/22 Travel ADV	DI	8/23/2022			204.00	204.00	204.00		4,300.25
	17690 REYNOLDS JONATHAN									
00	8/23/22 Travel ADV	DI	8/23/2022			204.00	204.00	204.00		4,504.25
	17717 RINEHART ROBERT									
00	8/23/22 Travel ADV	DI	8/23/2022			582.50	582.50	582.50		5,086.75
	17727 ROBERTS LEATA									
00	8/23/22 Travel ADV	DI	8/23/2022			185.00	185.00	185.00		5,271.75
	17878 SAVAGE DANIEL									
00	8/23/22 Travel ADV	DI	8/23/2022			601.50	601.50	601.50		5,873.25
	18275 SNYDER WILLIAM									
00	8/23/22 Travel ADV	DI	8/23/2022			618.25	618.25	618.25		6,491.50
	26063 WILSON KERRI									
00	8/23/22 Travel ADV	DI	8/23/2022			185.25	185.25	185.25		6,676.75
	26206 WOOD ROBERT D.									
00	8/23/22 Travel ADV	DI	8/23/2022			601.50	601.50	601.50		7,278.25
	26501 YEE JONATHON									
00	8/23/22 Travel ADV	DI	8/23/2022			226.75	226.75	226.75		7,505.00

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
17873 SARGENT SHEM										
00	8/7/22 Travel	DI	8/18/2022			553.16	553.16	553.16		553.16

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
04160 BURKE THOMAS K										
00	06/15/22 ASE REIMB.	DI	8/12/2022			179.97	179.97	179.97		179.97
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2022 AUGUST	DI	8/12/2022			3,498.12	3,498.12	3,498.12		3,678.09

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
03773 BOURGAULT LINDA										
00	07/26 RECOG CSH OU	DI	8/5/2022			310.00	310.00	310.00		310.00
07765 DELANEY DANIEL										
00	07/26 RECOG CSH OU	DI	8/5/2022			280.00	280.00	280.00		590.00
11086 HARTE REMEL										
00	07/26 RECOG CSH OU	DI	8/5/2022			25.00	25.00	25.00		615.00
11210 HEHEMANN MATTHEW										
00	07/26 RECOG CSH OU	DI	8/5/2022			110.00	110.00	110.00		725.00
11360 HOPKINS TARIN										
00	07/26 RECOG CSH OU	DI	8/5/2022			10.00	10.00	10.00		735.00

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-A
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Authorize an early bid package for electrical updates supporting the South Parcel Rehabilitation Phase of the Pattison Base project.

1) The Issue: Authorizing and securing the electrical equipment and system components needed to energize the Maintenance Building by the March of 2023 full construction start date.

2) Recommended Action: Authorize the General Manager to execute approvals under our existing contract for services with the Washington State Department of Enterprise Services with our GCCM contractor (Forma Construction) supporting an early bid package for the new electrical equipment and site work for the initial South Parcel Phase IV rehabilitation electrical upgrade work for a total not to exceed amount of \$649,400 including taxes.

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

4) Background: As Forma nears completion of all North Parcel construction work, they are concurrently preparing for the Phase IV South Parcel renovation work slated to begin in March of 2023 and finish up in late 2025. The first order of business of the South Parcel will be to update the existing power service to the site and install new electrical equipment needed to energize the Maintenance Building which is currently serviced via the Administration Building which will be demolished as part of the final Phase of construction. Because of the long lead times for this electrical equipment, it's vital for orders to be placed now to better protect our schedule. The total not to exceed amount for this equipment (Main Service Disconnect, South Yard Switchboard, Breaker, and Generator Package) is \$649,400 including taxes.

Unlike the North Parcel Construction where the Maximum Allowable Construction Cost (MACC) for the entire North Parcel work was negotiated and approved in advance of construction, with today's highly volatile marketplace coupled with the lengthy product lead times and uncertainty over completion dates, our project team is recommending an early bid package to reduce the risk of project delay and cost escalation.

Overall, under the current construction climate, we believe a better approach to the final phase of the Pattison Construction project is to negotiate a series of bid packages that coincide with the start of each of the four planned construction phases thereby ensuring pricing reflects current market conditions. We have previously referred to these as “mini” MACC’s or trade specific MACC’s. Currently the project team envisions the project utilizing four (4) MACC packages for the Phase IV South Parcel work including: 1) Electrical Equipment, 2) Site Work, 3) Auxiliary Structure, 4) Maintenance Building Renovation work.

Later this fall we’ll be providing the Authority with a high-level overview of these four different design phases as well as an updated cost estimate for the Phase IV South Parcel construction design based on our best assessment of the current market conditions. We’ll also be seeking ITA construction funding approval based on that amount and then as the construction phases progress, we’ll report back to the ITA the amount of each MACC negotiation and potentially seek additional funding, if necessary, for the final construction phase.

Most immediately, staff recommend approval of the Electrical Equipment Package MACC for a total not to exceed amount of \$649,400 to better ensure the equipment that has a long lead time arrives for the March 2023 targeted construction date.

5) Alternatives:

- A. Authorize the General Manager to execute approvals under our existing contract for services with the Washington State Department of Enterprise Services with our GCCM contractor (Forma Construction) supporting an early bid package for the new electrical equipment and site work for the initial South Parcel Phase IV rehabilitation electrical upgrade work for a total not to exceed amount of \$649,400 including taxes.
 - B. Defer action causing potential delay to the start of South Parcel project work.
-

6) Budget Notes: South Parcel Construction costs are currently included in the 2022 budget for the full Pattison MOA project and staff will be updating the carryover portion of the project and total project remaining funds as part of the 2023 budget update. This expenditure was anticipated for 2022 and represents the initial construction authorization for the South Parcel – Phase IV work under the GCCM contract administered by the Department of Enterprise Services with our project contractor, Forma Construction.

7) Goal References: **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."*

8) References: N/A.

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-B
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Dial-A-Lift Vehicle

-
- 1) **The Issue:** Whether or not to declare Dial-A-Lift (DAL) vehicle no. 150 as surplus.
-
- 2) **Recommended Action:** Declare the property listed as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale or disposal.
-
- 4) **Background:** DAL 150, a 2011 Chevrolet El Dorado E-450 cutaway, was involved in an accident in January of 2022. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$17,865. The estimated cost to repair the damage of this vehicle exceeded the fair market value, and the vehicle has therefore been deemed a total loss. This vehicle has met useful life requirements and it's replacement is currently on order. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare DAL 150 as surplus.
-
- 5) **Alternatives:**
A. Declare the item surplus. The vehicle has met its useful life, has been totaled and will cost more than its fair market value to repair.
B. Defer action. Storage availability on-site and off-site storage costs are an issue.
C. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** DAL 150 was originally purchased using local funds. No Federal or State grant funds were used in the purchase of this vehicle. The insurance remittance for the remaining value of the vehicle (\$12,865 for the value of the vehicle, less the insurance deductible) will be credited as local funds available for future agency projects.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-C
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: State Legislative Advocacy Services Contract Renewal

-
- 1) **The Issue:** Renew the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. Although the renewal term does not exceed \$100,000, these services may be of interest to the Authority.
-
- 4) **Background:** In October 2021, Foster Government Relations won Intercity Transit's contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal. The annual contract renewal amount remains the same as the original term.

Intercity Transit has worked with Foster Government Relations for the past six years and has been satisfied with the firm's representation of our interests during this time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract extension with this firm.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
- B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.

6) **Budget Notes:** The total annual contract value of \$48,000 for State Legislative Advocacy Services falls within the budgeted amount.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4** *“Provide responsive transportation options within financial limitations.”*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-D
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Federal Advocacy Services Contract Renewal

1) **The Issue:** Renew the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Affairs for an additional year.

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$88,200.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$88,200, the total cumulative value of the contract for Federal Advocacy Services from October 2018 through October 2023 exceeds \$100,000.

4) **Background:** In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the fourth one-year renewal.

The annual contract amount reflects a rate increase from the previous term in the total annual amount of \$4,200. This amounts to a 5% increase which was requested by Gordon Thomas Honeywell Governmental Affairs due to persistent inflation and is commensurate with increases identified the Consumer Price Index.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past fourteen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in

Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$88,200.
- B. Choose not to renew Federal Advocacy Services at this time. All monitoring and advocating would then be the responsibility of Intercity Transit staff.

6) **Budget Notes:** The total annual contract value of \$88,200 for Federal Advocacy Services falls within the budgeted amount.

7) **Goal Reference: Goal No. 2:** *“Provide outstanding customer service.”* **Goal No. 4:** *“Provide responsive transportation options within financial limitations.”*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-E
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Vanpool Vehicle Purchase

1) **The Issue:** Consideration of the purchase of twelve (12) replacement vanpool vehicles.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase twelve (12) replacement Toyota Sienna minivans from Toyota of Yakima in the amount of \$455,760.

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

4) **Background:** Intercity Transit received a Vanpool Investment Program (VIP) grant award from the Washington State Department of Transportation (WSDOT) to replace vanpool vans which have reached their useful life. To utilize this award, Intercity Transit seeks to purchase twelve (12) Toyota Sienna hybrid minivans from Toyota of Yakima under Washington State Department of Enterprise Services (DES) Contract 05916 to serve as replacement vehicles. The grant funding will cover approximately 71% of the total vehicle cost.

DES competitively bid this contract awarding to the lowest, responsive and responsible bidder for each vehicle class, and Toyota of Yakima was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota of Yakima and Toyota Sienna minivans, staff is confident these vehicles are mechanically sound and will serve our vanpool customers well. The twelve (12) replacement vans would potentially be delivered by the end of this year.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase twelve (12) replacement Toyota Sienna minivans from Toyota of Yakima in the amount of \$455,760.
- B. Defer action. To remain in alignment with the VIP grant, vehicles must be received by June 30, 2023. Deferring order placement would result in a significant delay in vehicle production and delivery.

6) **Budget Notes:** Intercity Transit received a VIP grant award of \$324,000 to purchase twelve (12) replacement vanpool vehicles by June 30, 2023. The VIP grant will provide funding of \$27,000 per vehicle.

The total cost of this purchase for twelve (12) replacement vanpool vehicles is \$455,760, of which the VIP grant will fund \$324,000. The remaining \$131,760 is available in Intercity Transit's 2022 budget. (Note: Vanpool vehicles are exempt from sales tax.)

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* and **Goal # 4:** *"Provide responsive transportation options within financial limitations."*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-F
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Purchase Transit Signal Prioritization Equipment

1) **The Issue:** Provide authority for the General Manager to purchase Transit Signal Prioritization Equipment utilizing an existing contract pursuant to implementation of the regional Smart Corridors program.

2) **Recommended Action:** Authorize the General Manager to purchase transit signal priority equipment utilizing an existing contract with ACT Traffic Solutions Inc. for the acquisition of transit signal priority equipment for installation on busses and to be deployed at project intersections for a total cost not to exceed \$550,000 for new purchases, inclusive of taxes.

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

4) **Background:** In July 2016 Intercity entered into a contract with ACT Traffic Solutions to provide equipment supporting the Transit Signal Prioritization implementation aspect of the regional Smart Corridor project. Equipment purchased will be installed on all Intercity Transit fixed route coaches and at approximately thirty signalized intersections along the designated corridors. More intersections may be added to the project following the initial deployments.

In October 2021 Intercity Transit onboarded Iteris Inc. to support the implementation of TSP as part of the regional Smart Corridor implementation project. Following development of a regional coordination process and completing interlocal agreements with the participating partners the project is now moving forward with implementation which includes installing TSP equipment on our entire fleet and at project intersections.

The required project equipment will be purchased utilizing our agreement with ACT Traffic Solutions Inc. which distributes the Emtrac system. Purchases will likely be made using two or more separate purchase orders in accordance with the terms and pricing under our current contract. The pricing and services proposed are fair and reasonable under this agreement.

The staff recommendation is to authorize the General Manager to purchase the required TSP equipment, components, and support from ACT Traffic Solutions Inc. for a total not to exceed cost of \$550,000 for new purchases which includes taxes and product support thru installation. The equipment purchases are supported by an FTA grant that is expected to cover the cost of the equipment at about 80%. These grant funds are specific to the TSP equipment and are separate for an additional grant award supporting the implementation support for Smart Corridors.

5) **Alternatives:**

- A. Authorize the General Manager to purchase transit signal priority equipment utilizing an existing contract with ACT Traffic Solutions Inc. for the acquisition of transit signal priority equipment for installation on busses and to be deployed at project intersections for a total cost not to exceed \$550,000 for new purchases, inclusive of taxes.
- B. Defer for additional review. Deferring the purchase approval under the contract will result in a delay in securing the appropriate equipment necessary for implementing transit signal prioritization.

6) **Budget Notes:** The 2022 budget has \$940,000 allocated to implement the project which includes grant funds and local funds for the project.

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

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-G
MEETING DATE: September 21, 2022**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager
Jason Robertson, JRO & Associates
Thomas Wittmann, Nelson Nygaard

SUBJECT: Road Trip and Long-Range Plan Overview

1) **The Issue:** This provides an opportunity to revisit our foundational events and documents: the IT Road Trip, the successful November 2018 tax proposition and IT's adopted Short-and Long-Range Plan.

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

3) **Policy Analysis:** The results of the November 2018 tax proposition and adoption of the Short-and Long-Range Plan identified community priorities and future transit service. It is important to understand these foundational events and documents as well as the challenges delaying implementation.

4) **Background:** Intercity Transit engaged the services of Jason Robertson (JRO & Associates) and Thomas Wittmann (Nelson Nygaard) to work alongside the ITA, CAC and staff to lead an intensive, multi-phased public outreach effort to engage stakeholders and the public in a community conversation, which was entitled IT Road Trip. This two-year community engagement process informed the development of IT Proposition 1 approved by voters in November 2018, as well as, IT's Short and Long-Range Plan, which the Authority adopted in November 2018.

Plan implementation began immediately with a 24% increase in service between December 2018 and mid-March 2020. In addition, the Authority studied and approved a Zero-Fare Demonstration Project in 2019, which began January 2020.

This is an opportunity to revisit these foundational events and documents recognizing that today's challenges impact our ability to restore and grow service.

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

6) **Budget Notes:** Implementation of the adopted Long-Range Plan, will utilize local sales tax, state and federal grants.

7) **Goal Reference:** The provision of service is the basis of all our goals.

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

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

September 2, 2022

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

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

PLEASE NOTE: Participation in the October 7, 2022, Council meeting will be remote only.

Appointment of 2023 Work Program Subcommittee

Chair Seidel requested volunteers to be on the 2023 Work Program Subcommittee. Council members Wheatley, Vazquez, Cox, and Chair Seidel volunteered.

Appointment of 2023 Legislative Session Subcommittee

Chair Seidel requested volunteers to be on the 2023 Legislative Session Subcommittee. Council members Gilman and DePinto volunteered. Council members Iyall, Stearns, Cade, and Chair Seidel volunteered to be available if needed.

TRPC Federal Funding Call for Projects Process

Senior Planner Paul Brewster reviewed the TRPC's Revised Call for Projects Process details. The objectives for the Call for Projects Process revisions are to:

1. Provide direct ties between project selection and the region's performance goals and targets.
2. Create a fair and competitive process with clear evaluation criteria.
3. Improve the region's ability to meet annual obligation targets.
4. Improve opportunities to leverage additional federal funding.

Revisions on the Call for Projects Process include regional funding priorities, regional evaluation criteria, and funding set-asides and caps. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/11291/A12_TRPC-Federal-Funding-Call-for-Projects-Process.

The Council also approved the details and timeline for the 2022 Call for Projects, which will use the revised process. [Federal Funding Call for Projects | Thurston Regional Planning Council, WA \(trpc.org\)](https://www.trpc.org/DocumentCenter/View/11291/A12_TRPC-Federal-Funding-Call-for-Projects-Process)

2023-2026 Draft Regional Transportation Improvement Program (RTIP)

Theresa Julius, Transportation Modeler and Senior Planner, briefed Council on the draft Regional Transportation Improvement Program (RTIP). Developing and adopting the RTIP is a federal requirement which occurs on a yearly basis. The RTIP is currently out for public comment and can be found here:

https://www.trpc.org/DocumentCenter/View/8772/Draft-RTIP_2023-2026_All.

Council will take action to approve the draft RTIP at their October meeting. The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11292/A13_DRAFT-2023-RTIP.

Report from Outside Committee Assignments

Board member Wheatley provided an update on the last Puget Sound Regional Council's (PSRC) Growth Management Policy Board meeting. The full update can be found here:

<https://www.trpc.org/DocumentCenter/View/11298/PSRC-Growth-Management-Board-Meeting-9>.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
August 15, 2022 - Virtual Meeting

CALL TO ORDER

Chair Smit called the virtual August 15, 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; Betty Hauser; Lloyd Peterson; Marilyn Scott; Allison Spector; Edwina Waehling; Nikki Crist; Ursula Euler; Ty Flint; Naythan Ramos; Rachel Weber, and Eliane Wilson.

Absent: Gene Angel; Jonah Cummings; Marie Lewis; John Gear; Joan O'Connell, and Natalie Smith.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Rob LaFontaine; Steve Swan; Brian Nagel; Michael Maverick; Nicky Upson; Ally McPherson; Alex Auty, and Ramon Beltran.

APPROVAL OF AGENDA

It was M/S/A by JIHAN GRETTEBERGER and LLOYD PETERSON to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, THURSTON COUNTY COMMISSIONER CAROLINA MEJIA, as the representative attending the meeting.

MEETING ATTENDANCE

- A. August 17, 2022, ITA Meeting - Eliane Wilson
- B. September 7, 2022, ITA Meeting - Rachel Weber
- C. September 21, 2022, Joint Meeting with ITA
- D. October 5, 2022, ITA Meeting - Ty Flint
- E. October 19, 2022, ITA Meeting - Need volunteer

APPROVAL OF MINUTES

It was M/S/A by BETTY HAUSER and DAVE BONAUTO to approve the minutes of the July 18, 2022, CAC meeting.

NEW BUSINESS

- A. **Update on Marketing Efforts** - *(Nicky Upson & Ally McPherson)* Upson introduced herself and her colleague Ally McPherson indicating they were two thirds of the marketing department. Upson shared a look back to provide some context for their work. During Covid their focus completely shifted. They couldn't conduct in person outreach or marketing campaigns. What they learned about Covid changed daily and the state and federal mandates required that they update the material noting what was allowable on-board and this required

a tremendous amount of communication directly to customers, on the website, social media, and on-board. Upson shared that in 2020 and 2021 they had 5 service changes each year. Each required updating the website, printed schedules, and schedules at the transit centers and bus stops. It is difficult to get an exact number of rider alerts that were sent out but there was a steady flow of communications along with the usual service disruptions. Along with those there was social media, web updates, and news releases. She provided a multi-page montage highlighting the many communications provided during Covid. Last July, Hannah Newton joined the marketing team. She is currently out on leave. The pandemic was a very busy time for marketing. Now that things have normalized, they are getting back to their more regular work including rider alerts, social media, rider news, web updates, news releases, brochures, and other promotional materials, graphic design, and now marketing campaigns. As you know service disruptions can happen at any time during service hours seven days a week. This can make for long unpredictable days especially when it snows. Rider alerts are sent out via GovDelivery and are posted on the website and social media. They are now learning how to post them in the new Avail CAD/AVL system. They also use social media for job postings, program information, and related jurisdiction information. Ally coordinates, edits, and designs the monthly rider news posted on the website and social media. They also have regular updates to the website that include job postings, schedule updates, meeting updates, and programmatic updates. Soon they will have a new web hosting and development firm. Typically, they don't send out many media releases based on the type of media market, however they are required to send them out for public comment periods and public meetings. Now that regular outreach is happening again they have regular requests to update, print and design brochures and other promotional material. In addition, they create other on-board signage and materials. On January 6, 2022, they issued an RFP for firms interested in providing marketing and communications services and six firms responded. On March 2, 2022, the ITA authorized a contract with four - one - year renewals with Maul Foster and Alongi. They are excited to be doing campaign work once again and Ally will share details.

McPherson shared information about the "Going Digital" marketing campaign. It is a two phase campaign and in phase 1 the purpose is to increase awareness about the shift to digital transit guides. In the first phase the goal is to educate riders on how to access digital schedules and obtain printed schedules. They are available for download on each of the route pages and via an online order form or by contacting customer service. There are several ways to get the information. The audience identified in this phase of the campaign are current bus riders, soon to be returning bus riders, new bus riders, staff, and community partners. The overarching key message is to provide digital resources for customer to access the schedules and route information when needed and on demand. By eliminating the traditional transit guide format they're providing more access to information and making it easier to find information for routes, assuring customers that they don't have to be tech savvy to use it, and reminding riders that the customer service staff is there to help. They don't need to worry they won't leave anybody behind. Staff will work with everyone to ensure that the schedule information is accessible. They are still providing printed schedules online and upon request. In phase 1 they will use several methods to reach their target audiences including digital display ads, which are a cost effective and strategic way to reach people on both desktop and mobile devices. These ads will be seen on a variety of local, regional and industry publications. This method also includes geofencing at transit centers, park and rides and other high commute areas. Geofencing is a method that uses GPS to define geographical boundaries so when people travel within the defined geofenced areas they will later be served the ad. They will also be using Instagram and Facebook and it will include paid and organic content. It will be used to supplement the other digital tactics. They will also use digital audio which

includes Pandora, iHeartRadio and Spotify as well as content on the website, printed materials, and community outreach. They have identified a robust list of partners in the community that they plan to reach out to including social service providers, Timberland Regional Libraries, school districts, specifically middle and high schools, as well as senior groups. They hope the CAC will help spread the word. They will keep the committee informed as they move forward and hope the CAC can be their best advocates. These methods will help achieve the overarching goal of increasing brand awareness in the community of the switch to digital or online transit guides. McPherson shared the going digital video. The video is online at www.intercitytransit.com/going-digital. The campaign started on August 1 and McPherson shared the results from the first week of the campaign including the display ads received 75,000 impressions and 195 clicks across tactics. They have also seen 520 visits to the going digital web page and includes a 31% increase in web traffic, a 39% increase in new users, 25% more sessions and 12% more page views. Phase 2 of the campaign's purpose is to introduce customers to the myStop app. The goals include creating awareness about the new more reliable app, educating riders on how to use the app, and generating app downloads. The key messages of this phase are that the myStop app is accurate, reliable, user friendly, and customizable. By being customizable they want users to know they have the option to sign up for alerts by stop, route, and time so they will get only the information they're really interested in receiving. The app is specific to IT and available for both Android and Apple devices. McPherson shared some materials they have created to promote the myStop app and they are working on another video. Marketing also has a few upcoming campaigns including an operator recruitment. The goals are to increase operator recruitment and establish IT as an employer of choice. The target audiences include younger/newer to workforce seeking a career, not just a job; second-act career seekers, especially exiting military; and others looking to make a switch. As a bit of background there are general characteristics IT is looking for including those that enjoy serving their community above all else, that want to be part of an organization that serves and helps those in need, that feel connected to the bus service or IT particularly through a family or friend, they have a good driving record and want full time employment with excellent benefits and growth opportunities. She shared some images to be used in the campaign. For this campaign they also have a recruitment video which features current operators. They will share that video once it is finalized. Also, starting this fall they will be doing a vanpool campaign. This will highlight the new flat fares for vanpool users. They will use geofencing to target specific areas in the community and it will include a digital ad campaign, social media, educational materials including rack card and web content, and a direct mail campaign. The direct mail is a high priority for this campaign, and they plan to send it out countywide. All of the materials will focus on educating about the new simplified flat rate fare structure.

Upton and McPherson answered questions.

Bonauto shared that he thinks its great that IT is going digital and asked what portion of the service audience has online access and smartphones. When he read it through he felt there might be an equity issue.

McPherson - indicated she didn't have any specific numbers but can share that they had conversations leading up to all of this with social service providers and people who are working with the community that might not have access. They felt that people were losing anything tangible, including paper, and that they weren't holding onto it, but the majority have cell phones, or they could assist people in getting the information or getting them cell phones. There are lot of resources in the community and it was encouraging because yes they

need internet access to print or view online but they can contact customer service and they can print them right away.

Upson - added that they can go to any Timberland Regional Library and print any route map or schedule and get the information that way.

Flint - remarked that he had no idea that there were only 2 people in the marketing department. He shared that they do a great job and deserve a big hand. He thought they had a full department behind them.

Grettenberger - shared that marketing does amazing graphic design work and put out high quality communications. It is her background, so she notices it when she sees it. IT definitely puts out high quality material. Her employer just got a new ETC and she sent them a lot of IT material today.

Smit - asked about the informational thing on board the bus above the seats and that he would be interested in seeing one of those about making transfer requests to educate passengers.

Upson - indicated she recalled him mentioning that and it is on their list and she will make sure to share it with him once it is completed.

Wilson - inquired about the rider news on the buses and that it is old.

McPherson - indicated that is interesting feedback because they haven't printed those for buses since prior to the pandemic. They had to use that space to put schedule booklets so they are probably very old. There is discussion since they are moving to digital formats for the potential to bring back rider news onboard, but they haven't made a decision yet.

- B. Update on Bus Stop Enhancements & Standards - (Rob LaFontaine)** LaFontaine shared that he is the planning manager. He indicated there are 987 bus stops. Bus stops are his yellow car, in that you don't notice them until you're in one. Having worked in transit for 12 years he sees things that normal people don't see. He will share the work the Agency is doing to enhance bus stops and the effort it takes to make them a reality is extensive. He will update the committee on the work they have been doing in the bus stop program enhancing and memorializing these efforts in the bus stop standards that carry forward the mission and principles behind the bus stop program. He has been busy taking a lot of photos of bus stops on his phone. He shared examples from existing stops from year's past. The agency has been working bust stop enhancements for a long time. Improving the experience that passengers have while they are waiting for the bus and before they get on it. The first sample shows bus stops with no sidewalks. They end up with floating segments of sidewalks that include a bus stop. Some have an elevated landing that is important from an accessibility standpoint. When the bus kneels, and the ramp deploys it reduces the slope between the sidewalk and entering or exiting the bus. This helps during slippery or wet conditions. Moving forward it is fair to say in years past they focused on the front of the bus and the accessibility that comes with it. More recently they have had an emphasis on the rear door boarding for alighting and boarding. For the most part the rear door is used as a secondary alighting. In most cases riders would enter through the front and would exit through the rear. The Zero Fare pilot project brought into focus the emphasis and value that comes from using both doors because it halves the dwell time of the bus at a bus stop. This helps contribute to the Zero Fare program. It brought with it a much-needed emphasis on the rear door access and they are now enhancing

stops to be more rear door friendly. To dovetail on marketing's presentation the Covid pandemic has left its mark and one thing it did from a bus stop perspective was the recommendation that ambulatory passengers use predominately the back door leaving the accessibility passengers using the front door for the kneeling and the ramp. He shared a table that identifies a matrix of the different types of settings encountered with bus stops including adjacent sidewalk, separated sidewalk, and no sidewalk. There is a variety of settings and they are trying to make transit effective in all of these situations whether there's on-street parking, no parking, exiting the travel lane with a pull out, or staying in the lane of travel with a bulb out there are challenges. Implementing standards in different settings including trees and vegetation. Trees are part of the beauty and characteristics of this area of the country. Transit planners get the pleasure of trying to find harmony between transit and trees. Trying to operate transit safely, effectively, and efficiently with these is difficult. He shared samples of existing stops that are impacted by trees but provide access for front door boarding but not rear door. The experience of the passenger using the back of the bus might be grass or dirt, and the trees. Not only are trees problematic at the stop but imagine the bus needs significant space exiting the lane of travel, and preparing to curb at the stop. Anything that might interfere such as a low hanging branches there is a decent chance the right-side mirror of the bus has probably found it. There are also issues with vegetation and landscaping. There are many challenges when they are in the transit zone. Some of the landscaping issues could make passengers vulnerable to being missed. There is also the challenge of geometry and the availability of public right-of-way. They find that there is limited public right-of-way to install effective and desired transit amenities. He shared the Agency is discontinuing the back facing shelters to the extent they can. However, there are some instances where they don't have adequate public right-of-way to spin some shelters to forward facing orientation. They do get variances in trying to place stops. Sometimes they have to settle and place the stop where it can work best instead of the best place. Some stops are precariously placed and there is a reason why it is where it is. They are striving for a situation where they have a benefit of placing stops where they don't have to settle or compromise. There are also challenges of slope and drainage to be dealt with. He shared there are some that are below the curb and any slope or water would be draining toward the sidewalk. As they are looking to enhance stops and make them more rear door friendly how do they equalize the slope conditions. There are some stops with stormwater swales between the curb and sidewalk and a culvert beneath the shelter. Stops like these can get complicated quickly and complicated is a code word for expensive. He shared the challenge of driveways and utilities. These present obstacles for them to work around and placing a stop where it needs to be instead of where it is workable based on the conditions. Then there are some bus tops that are difficult because they have all of the above, limited right-of-way, trees, drainage and slope and are just really difficult. Of course, enhancing those stops is difficult and they end up trading some obstacles for others. The last challenge is self-imposed in that there are four different bus size configurations in the fixed-route fleet. There are 40' buses with two different door configurations and 35' buses with two door configurations. As they are preparing designs and templates, they must be mindful of the different types and styles of buses in the fleet. They are making really good progress in overcoming the challenges and working with jurisdictional partners who recognize that IT is trying to improve the transit experience with the bus stop program.

LaFontaine shared some of the things they are looking at as primary considerations for current enhancements is overall serviceability, both from an operational and maintenance standpoint. If there are going to be challenges getting the bus to and from the stop or if the facilities team has difficulty that might be a reason to look at an alternative location. Both of their needs can be a bit of a paradox. Ideally, they would design a bus stop to get in and out

rapidly with minimal dwell time. Contrary to that the facilities team has work to do at the stops and could be dwelling at a stop for a long time. Those are really conflicting objectives and doing so without exposing them to risk as well as the motoring public. Staff also considers accessibility, consistency, and familiarity of the stops so when someone is at a stop they know where to find route and schedule information and have a sense of reliability in the experience. He shared the latest and greatest is a 24' landing pad and it accommodates all coaches and provides a little wiggle room and allows room for a shelter. He shared a stop without sidewalks but includes a shelter, light, and hard surface for front and rear door boarding with a place for those using a mobility devices. They also try to build stops in pairs so that it reduces the potential for out of direction travel. More considerations include obvious and clear connections to the pedestrian network such as sidewalks or crosswalks. Ideally stops are located with the crosswalk behind but that isn't always possible. The last amenity is lighting recognizing the role illuminating bus stops in poor weather and at night contributes to that feeling of safety and security. It also helps operators see waiting passengers. To the extent practicable they will place them within the light shed of street lighting if it is available. As a flash forward looking at bus stops of the future, none of the stops are currently electrified but should the Agency desire to electrify them with wayside signage with schedule information possibly out of the new Avail CAD/AVL system; stops that have a supply of electricity on a pole in the right-of-way helps in making all of that happen. As can be seen quite a lot goes into making bus stops work in the best circumstances. The Agency adopted a [long range plan](#) that includes continual enhancements and investment in bus stops. In the fall of 2022, they continue with 100+ stops slated for rear-pad additions. A few locations will shift slightly. With nearly 1,000 bus stops they have a lot of record keeping, data, and an opportunity to incorporate them in the new Avail system bus stop record keeping module. Staff will be memorializing all of this effort into the updated bus stop standards to include what IT would prefer and seek in the bus stop program and provide to the jurisdictions for land use and public works projects on how to best incorporate transit with more desired locations. LaFontaine invited Eric Phillips to share more on the vision.

Eric Phillips shared that the whole process of creating better access to transit is foundational in the update [long range plan](#). In the Proposition 1 outreach 'IT Road Trip' the community shared several elements of what was important to them going forward. Those are being implemented through Zero Fare and the ongoing access through bus stop improvements. The presentations tonight show the rider facing features to enhance access to transit from the informational side and the ease and comfort of using transit and what it takes to shift the type of vehicles the Agency uses. The wider rear doors were intentional because the fare box is no longer a barrier. The public voiced that moving service along faster so people could enjoy the benefits of transit and get where they need to go quicker and more conveniently. The other part Rob shared from the rider perspective when approaching a bus stop that rider's know they are there ensuring stops look the same and trying to standardize them in a very un-standard environment. It is a big effort working in so many different environments to contribute to the rider's experience. They know as they approach the stop they are there for service and the trip experience begins as riders are on their phone confirming the bus is two minutes away and they don't have to look through a schedule book. No matter where they are standing, they can align with the bus and get on safely. The experience starts when the rider leaves their house. The process of updating, fixing bus stops is continuing. There are nearly 1,000 bus stops and there will be 3,000 or 4,000 during Rob's career here or more than that because they're evolving. The bus stop program is really like that enhanced maintenance program like owning a vehicle. Riders are used to seeing the stops clean and in good order. As jurisdictions receive funding to add sidewalks IT will need to redo some stops as part of

the contribution towards adding sidewalks to the whole section of roadway which is a community wide improvement. He shared that the program has moved from the first generation where it was focused on ADA and now includes an entry point accommodating mobility devices and those who want to move faster supported through Zero Fare. It is a robust program for investment and part of the capital program is a quarter million dollar investment over the life of the plan and leveraging for other competitive applications. There is a \$1.8M federal request that's more or less an earmark and a regional mobility grant for other enhancements. Looking forward the next steps are the physical structure for electronic signage that ties into the going digital campaign. The next generation is having electronic signs instead of one that's taped up inside the shelter. Staff remains mindful of the costs in the permitting process and looks to streamline the work with jurisdictions to ensure the funds are used efficiently. That has been an ongoing challenge and is part of reason for the bus stop standards they continue to work on using some of these more recent bus stop programs as examples. It is important for the CAC to be aware that it continues to be a challenge thinking that everyone should be excited that they are spending half a million on infrastructure. Sometimes it is hard to spend the money to get the improvements out there without a little pushback. Expect to see the budget updates on the ongoing projects including getting ready to award another 150 stops and upwards of 200 more in the planning stages pending funding approvals. This evolves in more robust areas where there is a lot of transit activity occurring including downtown and high frequency service like BRT Light that doesn't enter the transit center. This provides the pedestrian networks connecting the transit center to those major stops. With the bus stop experience beginning a block or two from those stops so that people are clear that what they are entering is familiar. This is building bridges between islands with the program on a system wide basis going beyond the door. The bus ride begins with a pleasurable pedestrian experience that is safe, convenient, and very comfortable.

LaFontaine answered questions.

Crist - indicated she works at the WorkSource building on Irving and Crosby and her desk overlooks the stop on Crosby and there has always been a wiener dog on the sidewalk at the bus stop. She's also noticed some suns and appreciate all of them.

LaFontaine - responded that he isn't aware of them.

Freeman-Manzanares - shared that the facilities staff created a lot of power-washer art at several stops.

Spector - remarked about challenges using the back door in the snow at her stop. It has a separated sidewalk and when the snowplows come in and it gets icy sometimes the bus is away from the curb and there is an increased risk of slipping especially carrying groceries.

LaFontaine - indicated that plays into why they are taking on the work that they are to enhance the stops and zones. He mentioned bulb-outs and they are the opposite of the pull-out lane keeping the bus in the lane of travel. A well designed bulb out will close the gap you spoke of. Weather is its own kind of animal and locally they aren't pros at dealing with it.

Scott - inquired about individuals with mobility needs exiting at the front to use the ramp if they need it.

LaFontaine – added that he was glad she was there to help with that situation. The front is still considered the accessible piece and is there for people who need to use.

Waehling – shared that there is a very difficult bus stop on the corner of Fir and Bigelow and very close to a fence and staff somehow managed to put two pads there. She thanked them adding it is the most bizarre stop because it is so close to a fence and the improvements help people with walkers and those pulling grocery carts.

LaFontaine – indicated the stop is at grade with limited right-of-way and checks all the challenge boxes. It is on route 21 which is a long-established route and hasn't changed significantly. They tried their best to make it better.

Wilson – remarked about the different kinds of shelters and that the good ones have enough of an awning to provide protection from the weather but some of them have no awning and stop at the junction with the walls.

LaFontaine – responded that they have primarily two styles including a larger one that is more encapsulating and then a smaller cantilever style design that is used in situations with less space to work with. They don't provide as much protection from the weather but give something in a tightly confined space. It depends on the stop. There are some with separated sidewalks and they work wonderful in those applications.

Bonauto – shared this was a great presentation and was one of his favorites since he has been on the committee. And he appreciates staff showing his stop but he is wondering if there are national standards or guidance on what they should look like in terms of accessibility or what can be learned from other jurisdictions or is the Agency leading the way.

LaFontaine – indicated that is a great question and the short answer is there is a lot of latitude. That being said the ADA certainly is a governing principle and a lot of it is IT culture and direction from bodies such as this. He has worked at other transit agencies where there wasn't the political support or will to invest in public transit. In terms of actual black and white governance there's not a lot. There's a lot of best practices from Easter Seals to FTA for general guidance on best practices and not on how they are required to be.

Phillips – added the one thing that is different is IT is more leading edge. The national best practices are focused around the minimum ADA access points and as this presentation showed the Agency is really focused on full access to all the components of the vehicle for all users. They have found that having both the front and rear access points is an area where there is not a lot of direction. This is typically seen on fixed guideway or light rail where the platform is exclusive and at grade. As a transition for agencies looking at Zero Fare they are starting to realize some of the components brought on by the pandemic are frustrations with rear-door boarding and everyone having choice of use for what is safe to get on and off. What they will see is standardization of what those stops will look like for those systems not doing fare collection. They are also the ones with difficulty funding these small improvements. The capital comes along more piece-meal. They take from the best and go towards the ones that are supportive like the City of Olympia, for example, has their transportation master plan program for their transportation standards is looking at multimodal concurrency. They support high transit utilization in the city. They are a great partner looking at local requirements in terms of making those standards work better here. He thinks the Agency will be a best practices in a couple years.

CONSUMER ISSUES

- Waehling – shared that the rodeo was a lot of fun and was one of the most enjoyable days they had hanging out. She hopes to be there next year.
- Spector – inquired about service animals and IT policies. She saw a situation where an individual had a dog on the bus and then another dog got on and for a moment it looked like they were going to go at each other. Spector was skeptical if they were actually service animals.
- Weber – shared a comment regarding a street closure near senior apartments close to IT for a block party for National Night Out. The street was closed through the city but there was a break-down in communication and some drivers tried to turn down after it was closed.

LaFontaine – indicated they receive notices from the city and that incident was a genuine oversight and mistakenly overlooked. They had buses on detour where they shouldn't have been.

REPORTS

- **July 20, 2022 ITA Meeting** – *Lloyd Peterson* provided the report from the meeting including the CAC received the same report the ITA heard so there was no need for further explanation. They allowed him five minutes and for better or worse he utilized the time to make some personal observations of his short time on the committee. He believes the efficiency in operations make it the best public agency he has ever seen. He gave IT a 99% only because nobody's perfect. Everything brought to the committee is done by experts and they are very prepared and capable. There has never been a bad example. He is always being surprised by the scope and magnitude of the transit operation. Secondly, the DAL program is very significant and helpful. He and his wife use it frequently and have never had a bad experience. The drivers are always friendly and efficient, and the price is right. That is certainly deserving of high marks. The third item he felt it is very significant that new employees were introduced to the transit authority board and provided their own comments. There were seven new people who were so happy with their new workplace they had found in their new job. Some contrasted it with their prior experience and indicated how much better the workplace situation was at IT. This is significant because every one of them described it as a very happy, productive place to work. The happy workplace description is a tribute along with all the other things the CAC sees that indicate the policymakers should be commended for the wise choices over the years that put the Agency in a position to resolve other problems as they come a long. The effective management team is translating the policies in an effective and efficient organization. He is proud to be part of this marvelous organization. If he finds something to complain about or something that needs improvement, he will raise the issue. He hasn't found anything to complain about yet and he is proud to be part of this organization.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
 - Thanked Lloyd for his comments and added that it is impossible not to feel good about that kind of praise. Thank you for the commitment to help the Agency improve.

- Staff wants to make sure that they inform, educate, and continue to listen and to improve. She thanked the presenters and noted how important it is to understand the challenges of placing bus stops throughout the community ensuring full access to transportation. It really speaks to how the jurisdictions develop and the coordination allows or doesn't allow equal access that have been overlooked. It is important that elected officials know to keep this aspect of the work top of mind.
- Introduced Michael Maverick indicating this was his first day as procurement and capital projects manager and he will be introduced to the ITA on Wednesday.
- A new class of eight operator candidates started August 1 and it will be another few weeks before they are out on the road. The Agency is not yet net-neutral with those retiring. Please ask anyone who might be interested to reach out and [apply](#).
- Staff is working on developing the 2023 budget related to the strategic plan and will be sharing with ITA on October 5.
- The CAD/AVL system implementation is going well but is very time consuming.
- Pattison headquarters construction continues to move forward and staff is still on track to submit the application to the City of Olympia for review of the next phase of construction which is the maintenance facility and the remainder of the campus on Pattison street.
- Staff is also pursuing consultants for alternative fuels zero emissions analysis and anticipate making recommendation to the ITA at their October 5 meeting. Staff will present to the ITA/CAC on that process and it will help the ITA make direction on future purchases.
- At the joint CAC/ITA meeting on September 21 there will be a special presentation with Thomas Whitman and Jason Robertson. Thomas and Jason worked with IT on a complex public outreach process resulting in the [short and long range plan](#) approved by the ITA in November, 2018. These are foundational events and foundational documents for the Agency and define the future. Staff, CAC, and ITA may have not been with IT during that period of time so she is hopeful that the education will be helpful for everyone. The [short and long range](#) plan is on the website.
- The weekend after the last meeting the Agency hosted the regional roadeo. She thanked Walter and Marilyn for helping judge and Edwina who came to observe. The roadeo went very well and multiple individuals will be representing the Agency at the state roadeo in Spokane on August 28th. The top three in the 40' category include Rob, (state and international champion) Clinton, and David. Dan who is a paratransit operator who took second at nationals this year will be competing in the body on chassis. In the maintenance competition Bryce, Sean and Jonathon will also compete in the in Spokane. This local roadeo was the first time they competed together. It is a very complicated competition for maintenance and requires a lot of communication. Many of these folks don't even work on the same shift so that makes preparation and practice much more complicated.

NEXT MEETING: Joint Meeting with the ITA on Wednesday, September 21, 2022.

ADJOURNMENT

It was M/S/A by JIHAN GRETTEBERGER and URSULA EULER to adjourn the meeting at 7:19 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)