

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

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

**Toll Free: (844) 730-0140 / Conference ID: 138 043 67#**

**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) STAFF INTRODUCTIONS 5 min.**
  - A. Bailey Leiendecker and Courtney McLees, Inventory Specialists (*Jon Licht*)**
- 3) PUBLIC COMMENT 5 min.**
- 4) PUBLIC HEARINGS 15 min.**
  - A. Public Hearing 2023-2028 Strategic Plan & Final Draft Strategic Plan Review (*Ann Freeman-Manzanares*)**
  - B. Public Hearing 2023 Budget & Draft Budget Review (*Jana Brown*)**
- 5) APPROVAL OF CONSENT AGENDA ITEMS 1 min.**
  - A. Approval of Minutes: October 5, 2022, and October 19, 2022, Regular Meetings**
  - B. Payroll for October: \$3,229,446.49**
  - C. Accounts Payable October: Warrant numbers 35583-35671 and numbers 35682-35768 for a total amount of \$3,517,068.28; and Automated Clearing House Transfers in the amount of \$4,542.59 for a monthly total of \$3,521,610.87.**
- 6) NEW BUSINESS**
  - A. Adopt the Transit Development Plan (*Rob LaFontaine*) 5 min.**
  - B. Operations Uniform Contract Extension (*Katie Cunningham*) 5 min.**
- 7) COMMITTEE REPORTS - None.**
- 8) GENERAL MANAGER'S REPORT 5 min.**
- 9) AUTHORITY ISSUES 10 min.**
- 10) CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160 - The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss strategies and positions to be taken by the Authority and review proposals related to collective bargaining. *The***

*Authority will reconvene to an Open Session and is expected to take action. (Heather Stafford Smith)*

## **11) 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](mailto: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).*

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: November 2, 2022**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** 2023-2028 Draft Strategic Plan Public Hearing

---

1) **The Issue:** To conduct a public hearing on the 2023-2028 Draft Strategic Plan.

---

2) **Recommended Action:** Receive comment on the Draft 2023-2028 Draft Strategic Plan.

---

3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects in the following year's budget.

---

4) **Background:** The Draft 2023-2028 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2023-2028 strategic plan addresses our state of growth in accordance with the long-range plan.

---

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

---

6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget.

---

7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to addresses all agency goals.

---

8) **References:** [2023-2028 Strategic Plan](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: November 2, 2022**

**FOR:** Intercity Transit Authority  
**FROM:** Jana Brown, 360-705-5816  
**SUBJECT:** Public Hearing - 2023 Draft Budget

- 
- 1) **The Issue:** To conduct a public hearing on the 2023 Draft Budget.
- 
- 2) **Recommended Action:** Receive comment on the proposed 2023 budget.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of the proposed expenses for 2023.
- 
- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.
- The proposed Operating budget for 2023 is \$94.5 million, which includes \$15.9 million of rollover projects and \$2.5 million of new projects.
- The proposed Capital budget for 2023 is \$85.8 million, which includes \$1.4 million in new projects and \$84.4 million of rollover projects.
- The total proposed 2023 expenditure budget including staff recommended new projects/positions is \$180.3 million.
- The major elements of Intercity Transit's 2023 budget are:
- Sales tax revenue for 2023 has been budgeted to increase 2% over what was collected in 2021 and on track to be collected in 2022.
  - Assumes pre-COVID level service for Dial-A-Lift
  - Assumes pre-COVID level service for Fixed Route
  - Continue construction to renovate and expand the Pattison Street facility.
  - Continue pursue of grant funded BRT and Corridor Program
  - Bus Stop Facility Capital Improvements
  - Dial-A-Lift Scheduling Software Replacement

- Continue pursue of grant funded Martin Way P&R ramp access project
- Add 9 new positions:  
Information Services Help Desk Technician, Senior Network Systems Analyst, Network Systems Analyst, Finance Manager, Marketing & Communication Coordinator, two Associate Planners, Facilities Specialist, and Maintenance Analyst.

---

5) **Alternatives:**

- A) Receive comments on the proposed 2023 budget. Accept the draft budget as presented and formally adopt the 2023 budget at the December 7, 2022, Authority meeting.
- B) Direct staff to revise the proposed 2023 budget based on public comments and adopt the budget, as revised at the December 7, 2022, Authority meeting.

---

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

---

7) **Goal Reference:** The annual budget impacts all agency goals.

---

8) **References:** [2023 Draft Budget](#)

<b><i>Budget Summary - Cash Basis</i></b>	<b>2023 Budget</b>
<b><i>Beginning Cash Balance</i></b>	<b><u>\$190,000,000</u></b>
<b><i>Add:</i></b>	
Operating Revenues: Sales tax	82,632,898
Operating Revenues: VP fares	510,000
Operating Revenues: interest income, misc.	1,764,500
Grant Revenue - Operating	6,142,434
Grant Revenue - Capital	48,001,008
<b>Total Revenues</b>	<b><u>139,050,840</u></b>
<b><i>Less:</i></b>	
<b>Operating Expenditures</b>	
Operating	76,024,723
Operating - New projects	2,515,000
Operating - Rollover projects	15,941,000
<b>Total Operating Expenditures</b>	<b>94,480,723</b>
<b>Capital Expenditures</b>	
Capital - New	1,410,000
Capital - Rollover	84,396,280
<b>Total Capital Expenditures</b>	<b><u>85,806,280</u></b>
<b>Total Expenditures</b>	<b><u>180,287,003</u></b>
<b><i>Ending Cash Balance</i></b>	<b><u>148,763,837</u></b>
<b><i>Less Operating Reserve (25% of operating expenditures)</i></b>	<b><u>(23,620,181)</u></b>
<b><i>Ending Unreserved Cash Balance</i></b>	<b><u><u>\$125,143,656</u></u></b>

# Draft 2023 Budget Expenditures as of 9/29/2022

<b>Project Type</b>	<b>Name</b>	<b>Description</b>	<b>Budget</b>
<b>Proposed New Projects</b>	DAL Scheduling Software Replacement	The purpose of this project is to replace our Routematch/Uber application that is used for paratransit scheduling and operations.	\$2,000,000
	Door System Assessment	Allocation for Engineering services for assessment and design of corrective actions to address recurring door system issues - OTC2.	\$20,000
	ERP Software Research and Review	This project is to bring on a consultant to assist with the effort to gather information, research options and provide recommendations on next steps to acquire a new Enterprise Resource Planning (ERP) software system or migrate existing ERP system.	\$500,000
	Facilities Trucks	Additional three (3) trucks for expanded Facilities Specialists needed due expanded workplan.	\$210,000
	NE Lacey Operation Terminal Facility	Preliminary engineering, design, environmental and ROW planning for a bus terminal facility anticipated to be located at Meridian/Martin Way (vicinity). Project includes operational analysis, preliminary design, and ROW assessment for a Roundabout (RAB) type transit supportive project to plan for frequent transit "end of line" operational staging. This project is anticipated to be partially grant funded but local funding may be used to position the project for a larger FTA competitive request. (Pending Grant Approval)	\$950,000
	OTC Pedestrian Crossing Improvement	Costs to complete final Phase of OTC site refresh project focused on replacement of the older pavers on the transit island and at transit center crossings that are trip/fall hazard at the OTC and at the pedestrian crossings on Olympia Ave and Washington corners. Amount is local funds necessary to finish the project in 2023.	\$230,000
	Translation Services	Currently, Customer service and vanpool use telephonic translation services and some agency materials are translated to other languages. This project provides dedicated resources to allow for broader translation of printed materials.	\$15,000
	<b>Total</b>		<b>\$3,925,000</b>

<b>Rollover Projects</b>	Alternative Technology Master Planning & Detail Design	\$650,000
	Alternative Technology Study Project Management/Oversight	\$400,000
	Amtrak Building Security System	\$50,000
	Amtrak parking lot drainage engineering and repair	\$55,000
	BRT and Corridor Program Capital	\$15,000,000
	BRT Modeling/Corridor Assess (federalizing project)	\$280,000
	BRT Station PE/Construction	\$860,000
	Building Condition Assessment	\$100,000
	Building Condition Assessment - Amtrak	\$10,000
	Bus Stop ADA Enhancements/Facilities	\$15,000
	Bus Stop Facility Capital Improvements/Planning	\$4,390,000
	CAD/AVL & Communication project	\$1,000,000
	Community engagement	\$145,000
	DAL vans (replacement, partly grant funded) (28)	\$5,016,704
	Driver Barriers	\$650,000
	Emergency Response - Coronavirus	\$220,000
	Facilities management software	\$40,000
	Fixed Route Promotions	\$30,000
	Fixed Route Transfer Study	\$120,000
	Fleetnet Migration to My Avail	\$40,000
	High Performance Cord (BRT The One)	\$1,600,000
	Hybrid Bus Mid-Life Rebuild	\$1,500,000
	Innovative service zones study	\$250,000
	Large Urban Area Federal updates/Title VI	\$200,000
	LTC rain gutter replacement	\$133,000
	Maintenance Truck (replacement)	\$90,000
	Maintenance tools	\$30,000
	Martin Way P&R Express Bus direct access	\$3,400,000
	Mobile Steam Cleaner	\$35,000



Monitor System Services-Planning	\$120,000
Offsite parking	\$230,500
Outreach Education Services	\$100,000
Park and Pool Project	\$500
Pattison furniture, fixtures, equip & technology	\$10,000,000
Pattison Rehab & Expansion	\$50,000,000
Pattison Safety Work Platforms	\$12,000
Satisfaction & Market Segmentation Survey	\$260,000
Service Performance & Reporting	\$85,000
Shop Floor Scrubbers (2)	\$40,000
Smart Corridor phase 2 & 3	\$600,000
Staff Car (replacement) (2004 Ford Taurus wagon)	\$30,000
Staff Car (replacement) (2004 Toyota Prius)	\$45,000
Strategic Comm/Community Engagement	\$100,000
Traffic Engineering Services	\$100,000
Transit Center and core customer info navigation	\$300,000
Transit Signal Priority	\$940,000
Vanpool Management Software	\$157,000
Vanpool Promotion	\$130,000
Vanpool vans (replacement) (12)	\$417,576
Website enhancements	\$250,000
West Olympia Service Analysis	\$110,000
<b>Total</b>	<b>\$100,337,280</b>
<b>Operational Expenses</b>	
Active Threat Management	\$20,000
Admin Serv/Finance - Operating Expenses	\$15,000
Admin Serv/Finance - Training	\$18,000
Admin Serv/HR - Operating Expenses	\$182,000
Admin Serv/HR - Training	\$41,765
Admin Serv/IS - Training	\$65,000
Admin Serv/Safety - Operating expenses	\$250

Admin Serv/Safety - Training	\$14,000
Agency Wellness Activities	\$10,500
Amtrak Background Checks	\$150
Amtrak Operational Expenses	\$100,150
Amtrak parking lot Maintenance service	\$5,000
Amtrak property taxes/insurance	\$3,500
Annual Authority Planning Session	\$13,500
Annual Recognition Banquet	\$20,600
Annual State Audit	\$70,000
Buildings/Grounds Maintenance	\$553,901
CAC/Authority Support	\$20,075
Catch Basin Cleaning Contract	\$50,000
Information Services Cloud Subscriptions	\$475,785
Credit Card Processing Fees	\$34,000
Custodial Services	\$350,000
Cut Commute Committee	\$40,000
Cybersecurity	\$100,000
Development/Dev - Operating Expenses	\$2,000
Development/Dev- Training	\$14,880
Development/Planning - Training	\$22,935
Development/Procurement - Operating Expenses	\$6,000
Development/Procurement - Training	\$36,200
Drug & Alcohol Program	\$58,860
Elevator Maintenance Contract	\$14,500
Emergency Response - Coronavirus	\$2,000
Employee Medical Programs	\$29,000
Employee/Volunteer Recognition	\$44,100
Equipment Rental (agency)	\$50,000
Executive - Operating Expenses	\$10,675
Executive - Training	\$40,718
Executive/Marketing - Training	\$20,500
Facility/Maintenance Service Contracts	\$50,000
General Agency Insurance	\$2,000,500

General Wage Increase	\$550,000
Grants Consultant	\$40,000
IAM Contract Benefits	\$28,000
Implement Bicycle Programs	\$24,500
Internal Staff Development	\$10,100
IS Communication Infrastructure	\$373,000
IS Enterprise Application Support	\$615,100
IS Infrastructure and Operations	\$485,000
IT Local Rodeo	\$6,000
ITA/CAC Training & Development	\$22,141
Landscaping Services	\$195,000
Legal Notices	\$4,000
Legal Services	\$69,140
Maintenance seasonal temp help	\$15,000
Maintain Coaches operating expenses	\$7,810,309
Maintain DAL vans operating expenses	\$1,196,984
Maintain Staff Vehicles operating expenses	\$340,976
Maintain VP operating expenses	\$1,042,085
Maintain VV operating exp	\$19,200
Maintenance/Facilities - Training	\$22,000
Maintenance/Maintenance Admin - Operating Expenses	\$6,500
Maintenance/Maint Admin - Training	\$25,000
Maintenance/Vehicle Maint - Training	\$70,000
Marketing Support for Agency Services	\$295,500
Membership Dues	\$158,000
Operations/Customer Serv - Operating Expenses	\$21,600
Operations/Customer Serv - Training	\$3,884
Operations/DAL - Operating Expenses	\$9,900
Operations/DAL - Training	\$18,125
Operations/Operations - Operating Expenses	\$6,600
Operations/Operations - Training	\$10,700
Operations/Transportation - Operating Expenses	\$29,400

Operations/Transportation - Training	\$57,200
Operations/VP - Operating Expenses	\$14,420
Operations/VP - Training	\$16,900
Operations/VV - Operating Expenses	\$5,000
Operations/VV - Tablets in Fleet	\$6,080
Operations/VV - Training	\$2,200
Operator/Supervisor uniforms	\$155,000
Organizational Development	\$25,550
Parking Lot Maintenance Services	\$5,000
Pension Committee	\$10,000
Print/distribute Planning Projects	\$4,000
Produce Agency Information	\$115,000
Recruitment & Selection	\$91,000
Safety/Accident Mitigation	\$4,500
Salaries/Wages & Benefits	\$55,210,303
Security Contract	\$1,033,260
Service and Community	\$4,500
State & Fed Advocacy Services	\$146,672
State excise/use tax Dept of Rev	\$45,000
Subscriptions	\$2,100
Technology for New FTE's	\$35,000
Transit Appreciation Day/Recognition	\$33,800
Travel Training Support	\$2,400
Tuition - ATU	\$5,000
Tuition - IAM	\$2,000
Tuition - Non-Represented	\$2,700
Utilities	\$404,400
Vanpool Incentive Program	\$26,000
Vehicle Fleet Support	\$365,750
WSTA Board meetings	\$4,200
Youth Education Programs	\$60,000
<b>Total</b>	<b>\$76,024,723</b>
<b>Grand Total</b>	<b><u>\$180,287,003</u></b>

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**October 5, 2022**

**CALL TO ORDER**

Chair Gilman called the October 5, 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 Sue Pierce; Labor Representative Paul Tischer.

**Members Excused:** City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick.

**Staff Present:** Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Alex Auty; Ramon Beltran; Heather Stafford Smith; Brian Nagel; Nicky Upson; Rob LaFontaine; Tammy Ferris; Jason Aguero; Daniel Van Horn; Michael Maverick; Steve Swan; Kevin Karkoski; Mandy Simons; Claire Daniels; Drew Goffeney; Jessica Gould; Steve Krueger; Jana Brown; Lee Peterson; Josh Jacobs; Ann Xiong; Rob Rinehart; Roshan KC; Cameron Crass; Shem Sargent; Dan Savage; Rob Wood; Clinton Jimenez; Bryce Reinhardt; Sean Malay; Jonathan Reynolds; William Snyder; David Dudek; Bill Miller.

**Others Present:** Jeff Myers, Legal Counsel.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT:** None.

**PUBLIC HEARING**

**A. 2021 Annual Report and 2022-2027 Transit Development Plan (TDP).** Planning Manager, Rob LaFontaine, said the forecast for the TDP for the next few years is a continued gradual stair step restoration of service following the COVID pandemic, and staff has done their best to forecast their labor resources and estimate that should everything go as planned, IT will potentially be able to restore somewhere between 15,000 and 20,000 annual service hours year over year. LaFontaine indicated no written comments for this hearing have been received.

*Chair Gilman opened the public hearing at 5:35 p.m.*

*With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:36 p.m.*

## **RECOGNITION**

**A. Excellence in Transit / WOF and State Grand Champions.** Freeman-Manzanares recognized the 2022 Excellence in Transit Winners (*Steve Krueger in Procurement; Leata Roberts in Operations; the Information Systems Team: Jason Aguero, Rob Rinehart, Daniel Van Horn, Alex Auty, Roshan KC, Lee Peterson, Shem Sargent, Josh Jacobs, Ann Xiong, Ramon Beltran*); and Wall of Fame recipient, *Christina Loomis, Travel Training.*

Freeman-Manzanares recognized the 2022 Washington State Public Transportation Roadeo Grand Champions. This is the sixth year Intercity Transit won the Washington State Grand Champion Award.

The Maintenance Team took First Place: Coach Technicians *Bryce Reinhardt, Sean Malay and Jonathan Reynolds.* Freeman-Manzanares also recognized Maintenance Supervisor, William Snyder and Mechanic, James Bush, who provided training and coaching to the team. Also, Snyder stepped in to organize and oversee the entire maintenance event. The lead staff person at the host agency suffered a personal loss and William stepped in during the last weeks to organize and run the event.

Our Operators took First Place: *Dan Savage* for Body-on-Chassis; *Clinton Jimenez* 35' Coach; and *Rob Wood* 40' Coach.

Freeman-Manzanares recognized Operations Supervisor, David Dudek, who was the Chair of the State Roadeo Committee and Operations Supervisor Bill Miller. Both have been tremendous advocates and their hard work has led to this great outcome.

Freeman-Manzanares also recognized family members who supported the effort. Shanika Miller (who is now officially on the Roadeo committee); Susan Wood; Lilian Dudek; Ann Savage; Shelly Lazaro-Jimenez; Nanci Snyder (who helped judge the maintenance event); Jennifer Malay; Jennifer Reynolds; and Annie Reinhardt.

Freeman-Manzanares also thanked ITA Board Member, Sue Pierce for her support of the team locally and in Spokane.

Freeman-Manzanares thanked the Port of Olympia for allowing IT to practice at the airport, and to LOTT for allowing IT to use space to host the Regional Roadeo.

## Intercity Transit Authority Regular Meeting

October 5, 2022

Page 3 of 6

### STAFF INTRODUCTIONS

- A. **Claire Daniels and Drew Goffeney, Associate Planners** (*Rob LaFontaine*)
- B. **Mandy Simons, Travel Training Coordinator** (*Kevin Karkoski*)

### APPROVAL OF CONSENT AGENDA

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

- A. **Approval of Minutes:** September 21, 2022, ITA/CAC Joint Meeting.
- B. **Payroll for September:** \$4,614,887.27
- C. **Accounts Payable September:** Warrant numbers 35382-35391 dated August 26 in the amount of **\$70,778.90**; numbers 35392-35415 dated August 30 in the amount of **\$1,050,499.06**; numbers 35419-35463 dated September 8 in the amount of **\$700,809.09**; numbers 35464-35503 dated September 14 in the amount of **\$304,922.43**; numbers 35505-35552 dated September 21 in the amount of **\$2,986,066.76**; numbers 35553-35581 dated September 26 in the amount of **\$302,930.75**; for a total amount of **\$5,416,006.99**; and Automated Clearing House Transfers in the amount of **\$9,441.07** for a monthly total of **\$5,425,448.06**.

### NEW BUSINESS

- A. **Schedule Public Hearing 2023-2028 Strategic Plan & Final Draft Strategic Plan.**  
Freeman-Manzanares said the Authority had a very rich conversation at the July 6, 2022, ITA meeting about updating the Strategic Plan. She is looking to the Authority for additions or subtractions to the draft Strategic Plan. She asked whether staff captured the intentions and policy direction of the Authority as shown in the draft Strategic Plan. Chair Gilman said the Authority is almost to the point of adopting final approval and asked the Authority if they felt the Strategic Plan will allow IT to accomplish what the agency is trying to achieve. There were no further comments or direction from the Authority.

**It was M/S/A by Sullivan and Belk to schedule a public hearing on Wednesday, November 2, 2022, at 5:30 p.m. to receive comments on the 2023-2028 Draft Strategic Plan.**

- B. **Schedule Public Hearing 2023 Budget & Draft Budget Review.** Chief Financial Officer, Jana Brown, presented the draft 2023 budget. Brown said the draft budget reflects a total \$329,050,840 in available resources to fund operating and capital expenditures. The main revenue source is sales tax and is budgeted with a 0% increase of our 2022 revenue which is coming in 2% higher than 2021 actual revenues. It's keeping a conservative approach due to inflation and the third largest funding source is State and Federal grants received for operating and capital projects. It's reflecting an anticipated \$54M in grant revenues. The proposed

## **Intercity Transit Authority Regular Meeting**

**October 5, 2022**

**Page 4 of 6**

operating budget for 2023 is \$94.5M which includes \$15.9M of rollover projects and \$2.5M new projects and the proposed capital budget is \$85.8M which includes \$1.4M in new projects and \$84.4M in rollover projects for a total proposed 2023 expenditure budget of \$183.3M.

### **New projects include:**

- NE Lacey Transit Terminal Facility Project
- Final Phase of Olympia Transit Center Improvements
- Dial-A-Lift Scheduling Software Replacement
- Enhanced Translation Services
- Enterprise Resource Planning (ERP) Software Review
- Additional three (3) Facilities trucks for expanded workplan

### **Projects continuing into 2023:**

- Pattison Facility Improvement Project
- Bus Rapid Transit (BRT) Capital Program
- Alternative Technology Program
- Bus Stop Facility Improvement Program
- Martin Way P&R Express Direct Access
- Purchase of 12 Van Pool Vans
- Outreach Education Services
- Website Enhancement

### **2023 staffing additions:**

- Information Services Help Desk Technician
- Senior Network Systems Analyst
- Network Systems Analyst
- Finance Manager
- Marketing & Communications Coordinator
- Two (2) Associate Planners
- Facilities Specialist
- Maintenance Analyst

### **Next steps:**

- Set Public Hearing for Wednesday, November 2, 2022
- Confirm Draft Budget to be posted to website for public access and comment by October 7, 2022
- Spend the next 8 weeks preparing for the final budget adoption slated for the December 7 Authority Meeting.

**It was M/S/A by Belk and Sullivan to schedule a public hearing on Wednesday, November 2, 2022, at 5:45 p.m. to receive comments on the 2023 Draft Budget.**

**COMMITTEE REPORTS - None.**



## **GENERAL MANAGER'S REPORT**

The City of Olympia Site Plan Review Committee made a recommendation to approve IT's request for a Conditional Use Permit for the final phase of the Pattison MOA Project. Formal notice of approval should come out by the end of the week and the decision will be considered final on October 31 which would be the end of the appeal period for the city's recommendation. This is another major positive step forward in this multi-year project.

Nine Operator candidates begin training on October 10, 2022. IT continues to seek Operator applicants and have seen a slight bump in applications hopefully associated with our campaign for Operators. We hope to conduct one more class before year end.

There were seven positive COVID cases among staff in the first five days of October. Human Resources continues to monitor and ensure employees and passengers are safe.

IT is sponsoring a "Boo to the Flu" shot event on October 26 and kudos to Hannah Toulme in HR for coming up with that "snazzy" marketing concept.

Staff is beginning to talk about public holiday events, and whether we have the staffing to support them, and looking at the ability to both decorate some of the vehicles and support the events themselves. Announcements will be made as events roll out. We are bumping up the number of Jingle buses to two coaches and one Dial-A-Lift vehicle. They bring great joy and cheer to the community and there is a fairly low staff requirement to make it happen.

IT is celebrating Customer Service Week October 3 through 7. We encourage everyone to visit the Olympia Transit Center and thank our amazing Customer Service staff for all of their hard work and dedication.

Artswalk is taking place in downtown Olympia this week and IT is hosting an artist at the OTC2 location. It's the first time IT has had an opportunity to do this in the new building. Everyone is welcomed to stop by.

There are a group of individuals testing the new AVAIL application called "MyStop," and ITA Chair Clark Gilman is part of that group. We hope to get feedback to be able to make enhancements and release that application toward the end of the month, pending the results of the test.

The Community Advisory Committee recruitment is underway, and the information and application are on the website. October 7 is the deadline to apply. If you know of anyone who may be interested, please direct them to [www.intercitytransit.com](http://www.intercitytransit.com).

**Intercity Transit Authority Regular Meeting**

**October 5, 2022**

**Page 6 of 6**

Kyle McPherson, our outstanding Vanpool Coordinator, shared a shout out at the Washington State Rideshare Organization conference from speaker Barb Chamberlain, WSDOT Director of Active Transportation. She asked if there was anyone from Intercity Transit in the audience and gave us a HUGE shout out as the leading transit agency, not only in our state, but nationally. She said Intercity Transit is the regional leader in eliminating barriers with our fare-free services and our work to build and support safer community connections for all. Chamberlain believes transit creates a social network of multi-model options, safety and independence.

**AUTHORITY ISSUES - None.**

**CLOSED SESSION - Pursuant to RCW 42.30.140 (4) (b), Chair Gilman announced once the meeting is adjourned, there will be a Closed Session to allow Authority members and necessary staff to discuss items related to the IAM District Lodge 160. No further action will be taken.**

*Attending the Closed Session: General Manager Freeman-Manzanares; Admin Services Director Heather Stafford-Smith; Authority members Gilman, Belk, Mejia, Hess, Pierce, Sullivan.*

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:37 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Clark Gilman, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: November 2, 2022**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**October 19, 2022**

**CALL TO ORDER**

Chair Gilman called the October 19, 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 Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

**Members Excused:** City of Yelm Councilmember Brian Hess.

**Staff Present:** Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Emily Bergkamp; Ramon Beltran; Brian Nagel; Daniel Van Horn; Michael Maverick; Jessica Gould; Steve Krueger; Jana Brown; Izi Lemay; Julie DeRuwe; Shawn DaPrano; Katie Cunningham.

**Others Present:** Naythan Raymos, Community Advisory Committee; Dale Learn from Gordon Thomas Honeywell.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT:** None.

**STAFF INTRODUCTIONS**

A. **Shawn DaPrano, Facilities Tech III** (*Julie DeRuwe*)

**NEW BUSINESS**

A. **Update on Federal Advocacy Activity.** Federal Advocate, Dale Learn from Gordon Thomas Honeywell (GTH) provided an update on activities affecting public transportation in Washington D. C. and provided insight on what is going on in Congress.

Learn shared he's from the northwest born in Seattle and grew up in Renton and when he graduated from undergraduate school at Washington University, he left for D. C. to go to law school with the intent of working in a senior position on Capitol Hill. He worked for Congressman Adam Smith and then for Senator Patty Murray in her second term. Learn "fell in love" with D.C. and joined Gordon Thomas Honeywell. Today, he's their managing partner for federal affairs. GTH retains

## Intercity Transit Authority Regular Meeting

October 19, 2022

Page 2 of 11

clients in private and public sector, mostly in the northwest. Also on his staff is Paul Hoover, Travis Lumpkin, and part-time, former Congressman Dave Reichert.

Learn reiterated how he works closely with Freeman-Manzanares, Jessica Gould, Eric Phillips and others on IT's issues and priorities. They primarily engage our congressional delegation, and the Federal Transit Association. GTH have a powerful delegation who are very involved in IT's issues. House Member Marilyn Strickland is a member of the Transportation Infrastructure Committee on the House side, Senator Murray, if she were to win reelection, will be in position, if the democrats retain the majority, to be offered the chair position on the Senate Appropriations Committee. Learn said that Murray would likely take the position if all those things fall into place. Many would argue that the Senate Appropriations Committee is probably the most powerful committee in Congress, which is awesome for Murray and IT, potentially.

Learn said the current Administration is pro-transit and sees transit as a major pillar of their Climate Action Plan, and GTH has been engaged there. GTH works in D. C. with prominent public transportation trade associations, such as APTA and the Bus Coalition. Learn said perhaps in 2023, we'll see the return of those legislative conferences the ITA likes to attend.

Learn said the pandemic had a huge impact on transit. Congress and the Administration reacted to the pandemic and it's still impacting some things in the sense of the way we do business. The Administration is primarily still virtual, and it's really difficult to get into the administrative buildings in D. C. Congress has a more complicated process - you can go in, but you have to get an appointment, and somebody has to come get you. That will eventually change because of the nature of Congress and our Democracy.

Learn said Congress over the last several years and certainly the last year has acted to help transit and there's been a couple of new pieces of legislation to that effect and it's provided more resources. The Administration is very pro-transit and Congress, and the Administration are a long ways away from the days that we fought and debated whether transit set aside of the gas tax would actually exist anymore - we're beyond those debates.

The Cares Act and the American Rescue Plan provided a lot of funding. Congress and the Administration stepped up to help us in our time of need, our grants and appropriations issues continue to increase with continued increases in the bus accounts over the last several years. We exceeded what was stripped out in MAP 21. That took a lot of work. The Bus Coalition and APTA were both very helpful. We've been aggressive in pursuing funds with several wins, including a total of over \$27M for the Pattison facility as well as other pass-through funds and competitive federal funds through our RPO. We're excited to see a milestone on November 10 for the Pattison Street facility and how the ITA planned and shaped the project.

## Intercity Transit Authority Regular Meeting

October 19, 2022

Page 3 of 11

GTH continues to evaluate and seek grant funding in other areas such as alternative fuels, and bus rapid transit light. Grants are important and this Administration comes with the emphasis on climate impacts and servicing underserved areas. The Administration and the Congress realize that on a national basis, transit agencies are working to serve the ridership in a cost-effective way, so it's always challenging to change a system overnight.

From the FAST Act levels, if you include the supplemental appropriations, we saw for transit over the last several years approximately an 83% increase over those FAST Act authorizations. The Bill also increases funding on multimodal programs like raise and infra and those aimed at alternative transportation, safety, air quality, alternative fuels resiliency, and there's a new program, an addition to the transit program for seniors and those with disabilities, which transit can certainly tap. The other big piece of legislation we've seen over the last year is the Inflation or Reduction Act. This was signed on August 16, 2022. GTH was fighting for even more traditional transit funding, but the Bill was significantly pared down. It did provide tax credits and incentives on clean vehicles and alternative fuel infrastructure, as well as focus on neighborhood access and equity grants, which falls into their two main pillars we see from this Administration on transportation issues.

Finally, on the funding issues, we are in the second year of congressional earmarks being back as the House calls them Community Project Funding and the Senate congressionally directed spending. Our current budget is under a CR, and the fiscal year ends on September 30, but they do a CR to continue the government as they debate what the final federal budget will be in the current CR's through December 16.

Learn said the process has been pretty light on transit because as far as the earmark process, it's revived process primarily because of the federal funding that has come through COVID and then some of the Bill grants have been substantially increased. However, the Authority and working with Freeman-Manzanares and her staff, IT has been designated in the preliminary Bills this year, for a little over \$1.8M for the Zero Fare bus stop access improvements, which will upgrade 160 frequently used bus stops on our system on our zero fare, and to go back to how transit has been sort of light in the year marks process as it's been revived the last two years, only three projects for Washington were in the House Bill and two in the Senate from Washington on transit.

GTH is working with IT staff, and our delegation and FTA know our issues and sometimes new ones pop up from time to time. GTH interacts directly with the Congressional staff and FTA on issues and have a dialogue with them. GTH gets senior staff to visit and talk about transit issues and issues at Intercity Transit.

Learn said compliance issues have been popping up here and there and GTH is working with Freeman-Manzanares on some that have been moving larger like Buy America requirements and the FTA on waiver processes and issues as well as getting congressional allies involved or interested.

- B. Surplus Vanpool Vehicle 2620.** Procurement Coordinator, Katie Cunningham, presented Vanpool Vehicle No. 2620 as surplus. Vanpool 2620, a 2016 Chevrolet Express 12-passenger van, was involved in an accident in June 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 \$32,947. 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. 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 Vanpool 2620 as surplus.

Vanpool 2620 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 (\$27,947 for the value of the vehicle, less the insurance deductible) will be credited as local funds available for future agency projects.

**It was M/S/A by Melnick and Sullivan to declare Vanpool Vehicle 2620 as surplus.**

- C. Zero Emissions Analysis Contract.** Procurement Coordinator, Katie Cunningham, presented a contract for a Zero Emissions Analysis. Intercity Transit released a Request for Proposals (RFP) for a Zero Emissions Analysis on July 8, 2022. The purpose of the RFP was to establish a contract with a consultant to perform an analysis of current and emerging zero emission vehicle and infrastructure technologies to assist Transit in preparing for development of a long-term zero emissions fleet transition plan.

A total of four (4) proposals were received by the submittal deadline of August 1, 2022. Proposals were evaluated by the General Manager, and Fleet and Facilities Maintenance, Operations, Development, and Procurement staff in accordance with criteria established in the RFP. Based on the evaluation of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that CTE is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit to perform the Zero Emissions Analysis.

The total Zero Emissions Analysis cost is \$289,904. This includes but is not limited to: Development of a baseline of Transit's current fleet and service profile; analysis of available zero emission vehicle technologies; possible solutions and strategies; identification of related capital projects or infrastructure needs; estimated costs for

fleet, infrastructure and operations; a recommended transition timeline; and evaluation of benefits, performance issues, risks, and life cycle costs. With an approximate 10% contingency, to allow for any unforeseen additional needs, the total requested amount is \$318,904.

CTE has extensive experience working with public and transportation agencies in developing, implementing, and administering advanced transportation technology projects, with a focus on zero-emission vehicles. The firm has assisted over 75 transit agencies in their zero-emissions endeavors. Staff believes CTE will provide significant and valuable services at fair and reasonable rates and recommends approval of the Zero Emissions Analysis contract award to CTE.

**It was M/S/A by Melnick and Vazquez to authorize the General Manager to execute a one-year contract, with four one-year renewal options, with CTE to provide a Zero Emissions Analysis in the amount of \$318,904, which includes an approximate 10% contingency.**

- D. Village Vans Update.** Director of Operations, Emily Bergkamp and Village Vans Supervisor, Izi Lemay provided an update on the Village Vans Program. Bergkamp said the Village Vans Program is a two-part program. The California Association for Coordinated Transportation contacted Freeman-Manzanares because they heard about Village Vans as a way that we could also recruit Operators. Many times, Village Vans volunteers have gone on to becoming Operators at Intercity Transit or other employment in other areas. Statistics show that volunteering increases chances of employment which is a big part of what Village Vans does as a workforce development program.

The California Association for Coordinated Transportation wanted to know what IT was doing to recruit Operators. They were curious about the synergy we've had between Operator recruitment and Village Vans. Bergkamp explained IT hires for customer service skills. However, back in the '80's IT primarily hired individuals who just had a commercial drivers' license, however, realized that not everyone who has a commercial license enjoys providing customer service. We changed the skill set needed to be a successful Operator. We learned that if people come with soft skills in customer service, they can be taught the technical skills of driving a bus. IT focuses on transit as a career with an excellent benefits package. Currently, IT has a great Operator recruitment campaign going on with an excellent video featuring many of IT's newer Operators who joined over the past three years.

Councilmember Vazquez asked if Intercity Transit has any part-time positions available. Bergkamp said IT does not currently have a part-time option. Transit agencies are struggling to find part-time employees. IT has talked about what it would take to get to this point, however, transit schedules are full timer challenging.

## Intercity Transit Authority Regular Meeting

October 19, 2022

Page 6 of 11

Bergkamp said IT advertises Operator recruitment in all the usual places and works closely with Work Source, County Chamber hot jobs list, Pacific Mountain Workforce Development Council, JBLM and outreach to commercial driving schools, the bus headway signs and government jobs.

Bergkamp explained the Operator training timeline and things IT offers people as they wait to start Operator training. Candidates apply for the position and if they meet the requirements, they take a video customer service test specifically geared towards public transportation and common situations that arise. IT is looking for candidates to be able to show their ability to make decisions in the moment to the best of their ability. While people are wading through this process which can take a while, we offer temporary jobs as an interim option. We offer temporary vehicle cleaner positions. We offer a fully paid eight-week training cycle and have suggested Village Vans for unsuccessful candidates. It's an opportunity for individuals who haven't interviewed in a long time or may not interview well or need help with application materials. This is the Nexus where Village Vans can help. They might be a really stellar candidate, and we'll suggest they reach out to the Village Vans staff to consider volunteering in the program

Lemay explained how IT works with the unemployed or underemployed, giving them a boost towards their next career. They receive one-on-one mentorship working on their resumes, cover letters, and practice interviewing. They also get connected to other community resources as well as networking within Intercity Transit. Lemay explained the driver training program which is on the job training and also work with SPSCC and work source to develop shorter term, more extensive internships. Village Vans drivers provide a stabilized transportation service that supplements fixed route for people who have a difficult time accessing fixed route because they live too far away from a bus route, but are still within the Village Vans service area, or their commute would be over an hour long - this often applies to parents who have to make a daycare stop on their way to work or school.

Bergkamp said Village Vans was founded in 2002 and has been awarded multiple federal competitive funds - both operating and capital expenses. Operating funds were used to fund 50% of the staff time to administer the program and capital funds were used to purchase 50% of the vans used in the program.

Village Vans was only one of 16 agencies awarded an innovative transit workforce development grant in 2015. The total federal grant funding secured for the program totaled nearly \$1M. A study from 2013 from the Office of Research and Evaluation Corporation from National and Community service found that after controlling for demographic variables, they found that volunteering was associated with 27% higher odds of employment, statistically significant at the 99.9% confidence level. The association between volunteering and employment had the strongest effect on individuals without a high school diploma or equivalent, and individuals who live in rural areas. They found the relationship between volunteering and employment



## **Intercity Transit Authority Regular Meeting**

**October 19, 2022**

**Page 7 of 11**

is stable or was stable at that point in time across gender, race and ethnic categories. Age time, metropolitan statistical area and unemployment rate. It is very difficult to recruit volunteers because people are looking for paid employment.

Lemay touched on Poverty Competency. There's a 2-day intensive course offered at the Beagle Poverty Immersion Institute out of Portland, Oregon that provides a grounded understanding of poverty and what we can do to successfully assist people in moving out and staying out of poverty.

Bergkamp reviewed statistics. Intercity Transit has hired 41 Village Vans Volunteers since 2002, and 25 of these volunteers still work at IT including 22 Operators. Fifty percent of all volunteers from 2019 to 2021 have been hired on at Intercity City Transit in some capacity.

### **Village Vans Volunteer State - Employment Hires Since 2019:**

- 2019: 21
- 2020: 19
- 2021: 7

### **Employment with Intercity Transit:**

- 2019: 11
- 2020: 4
- 2021: 4

### **Employment in Transportation Field:**

- 2019: 16
- 2020: 2
- 2021: 2

### **Village Vans Passenger Trips:**

#### **2019 Trips**

- Work Support: 3,708
- Daycare Stops: 1,640
- School or Training: 952

#### **2020 Trips**

- Work Support: 1,892
- Daycare Stops: 1,378
- School or Training: 450

#### **2021 Trips**

- Work Support: 1,292
- Daycare Stops: 128
- School or Training: 226

Community Partners directly support:

- Coordinated online resource referrals
- Ongoing coordination meetings
- Scheduled resource fairs to educate client-based programs to ongoing resource development
- One on one referrals to address access by clients and employers
- Joint marketing and outreach crossing program boundaries
- Direct referral and placements

Outreach and marketing of the Village Vans Program is ongoing. Outreach is targeted towards low-income community members seeking or sustaining new employment or those encountering transportation barriers related to employment. Outreach consists of career fairs, development and distribution of program materials, weekly and monthly meetings with strategic partners and recruitment interviews and referrals of potential new volunteers or participants. Ongoing website updates related to Program operation and services and through our strategic partners is part of the coordination and communications supporting the partnerships.

Bergkamp reviewed the online application form for interns or volunteers which is helpful at job fairs. People can fill them out right away instead of just giving them our brochure and watching them walk off and wonder if they're ever going to think about Village Vans again after that interaction. We can have a laptop there and help them apply.

Bergkamp shared success stories of current Intercity Transit employees who started out in the Village Vans program – Grant Stevens who went from volunteer to Operator and then to DAL Dispatcher; and Izi Lemay who went from volunteer to Operator and then Village Vans Supervisor. Bergkamp then shared passenger success stories (Jennifer and Kim).

- E. Community Advisory Committee Application Selection.** Freeman-Manzanares said in response to the CAC recruitment, ten applications were received to fill five vacancies for 3-year terms and one 1-year youth vacancy. The Authority is asked to review and select the applications for the interview process.

The interviews will be held the afternoon of November 2. The panel is expected to make a recommendation to the Authority at the December 7 meeting.

The interview panel consists of Board members Debbie Sullivan, Don Melnick and Justin Belk and Sue Pierce volunteered as an alternate. CAC members are Ty Flint, Eliane Wilson and Walter Smit with Ursula Euler and Lloyd Peterson as alternates.

Belk said he is unable to attend the interviews due to a conflict and defers to Pierce if she's able to serve in Belk's place. Pierce can attend.

**It was M/S/A by Melnick and Sullivan to interview all ten applicants.**

## **COMMITTEE REPORTS**

**Thurston Regional Planning Council (Oct. 7):** Sullivan said TRPC received a briefing on the LOTT Reclaimed Water Study.

The Council reviewed the 2023 Legislative Priorities with Karen Parkhurst, and the priority lists consists of:

- Funding for hard shoulder running.
- The states work on identifying a location for a new regional airport
- Rural Project Package: Projects in Tenino, Yelm Rainer, Bucoda, and Grand Mound.
- Broadband Expansion: Funding for rural and other underserved areas.
- Clarification for Public Meeting Requirement: In-person public component.
- Regional Mobility Grants: Tribes and Metropolitan Planning Organization are not eligible.

Council will be asked to take action on the 2023 Legislative Priorities at their November 4, 2022, meeting. The full presentation can be found here:

[https://www.trpc.org/DocumentCenter/View/11348/A7\\_2023-State-Legislative-Priority-Issues](https://www.trpc.org/DocumentCenter/View/11348/A7_2023-State-Legislative-Priority-Issues)

Senior Planner Veronica Jarvis provided an update on the School Walking Route Mapping Project and the Commute Trip Reduction (CTR) at Joint Base Lewis McCord. Sullivan felt the update on the CTR was disconnected from Intercity Transit and she would like to follow up on this.

Marc Daily provided an update on Commercial Aviation Coordinating Commission.

**Transportation Policy Board (Oct. 13):** Belk filled in for Melnick. Belk said the topic of the airport came up and the conversation went from seemingly nothing to something very serious to consider. Belk believes there's more to come as far as the Transportation Policy Board and TRPC staff to providing more of an update at the next TPB meeting.

There was an update on the Martin Way Corridor process and TRPC came to us a while back, and this presentation is much of the same nature on the Martin Way Project, except it was a step forward. When they came to us a while back, that online survey was still live and they were having their online public open house, so based on the feedback from that and other inputs the steering committee came with a recommended vision for Martin Way. There were different land use scenarios they were looking at and the steering committee is landing on the nodal focus with focus on affordable housing with a few nodes along the corridor, and then the transportation aspects broke it into two parts. Short-term being moderate improvements, cost effective but high

## **Intercity Transit Authority Regular Meeting**

**October 19, 2022**

**Page 10 of 11**

impact improvements at certain locations to help all modes. In the long term, recognizing that they need to set the foundation for what they called mighty improvements, which was more transformational for the corridor like Business Access transit lanes for buses and other big-ticket items.

TPB received the same update on the six legislative priorities.

The final agenda item was discussing the process to break ties for projects for the 2022 Call for Projects. In this scenario, all these great projects that were submitted to TRPC there's a need for a tie break and they were just feeling out the Transportation Policy Board on how they would break such a tie. They talked about a simple vote, they talked about pairwise and they talked about ranked choice. Pairwise is described as more of a head-to-head competition between each project and, depending on the nuances of that head-to-head, projects would be scored accordingly. Bring to choice is a different way to get to that same kind of nuance. Everyone would vote for their first choice, their second choice, their third choice, and then through the process, then weighting everyone's choices accordingly. The TPB landed on ranked choice as their preferred method to break any ties, but with the acknowledgement they'd like to be able to discuss the projects.

**Community Advisory Committee (Oct. 17):** Raymos said the CAC received a review of the 2023 Draft Budget, and a presentation on the Village Vans Program. The CAC conducted nominations for Chair and Vice Chair – Walter Smit remains the Chair and Jihan Grettenberger remains Vice Chair.

### **GENERAL MANAGER'S REPORT**

Regarding the 2022 OTC pedestrian improvement budget items, staff will request an additional \$100,000 be added to that project budget to complete the work on that site. Staff continues to work with engineers to define the scope and cost related to bringing the 29-year-old facility fully up to standard. Staff is focusing on the final corner that has yet to be redeveloped at Washington and Olympia, ensuring good pedestrian and ADA access, as well as dealing with several other areas that are showing their age and potentially negatively impacting pedestrians and those utilizing mobility devices. In the interest of full transparency and rather than coming back in mid-2023, since we're getting the information now, we want to highlight that request and incorporate it into the 2023 budget and seek approval at the December ITA meeting.

Freeman-Manzanares thanked the Authority and Community Advisory Committee members who volunteered to test the new CAD/AVL "MyStop" application. Many staff members in the organization are working to make sure it is ready to be released to riders in the next couple of months. We're advertising "MyStop" in the November Rider News with a link to a video that provides instruction on how to use the app. The link will soon be available at [intercitytransit.com/mystop](http://intercitytransit.com/mystop).

**Intercity Transit Authority Regular Meeting**

**October 19, 2022**

**Page 11 of 11**

Since 2004, the Authority has granted a total of 86 surplus vanpool vehicles to nonprofits and governmental entities serving the community. The Authority awarded 15 vehicles in 2021, which was a huge number for IT; 7 vehicles in 2020; and 4 vehicles in 2019. It's a wonderful tradition to grant vans in December and hear from the grantees and their inspiring stories in January. Unfortunately, this year is the first time since 2008 that we do not have surplus vanpool vehicles eligible to use in this way. The surplus vanpool vehicles we have are federally funded and are not eligible to be surplus and used in this manner.

Freeman-Manzanares gave a huge shout out to Jonathon Yee, Jessica Gould, and Thera Black, for diving into the alternative fuels world and gathering a tremendous amount of information, developing many relationships and helping IT move forward in a holistic and thorough way with this project. It has been amazing and years in the making. We have been working in partnership with Pacific Northwest Laboratories, WSU, utility companies and many associations. Staff submitted a response to a Request for Information from the Department of Energy's Hydrogen Energy Earthshot in July of 2021 so they would know of our interest and make sure to further connect us throughout this alternative fuels space. This was not an easy RFI to respond to, but we're currently considered a competitive part of the Pacific Northwest Association's request for information for the development of hydrogen in the Pacific Northwest. We submitted that application in August 2022 and had a follow up interview on October 10 and continue to stay connected. In addition to those efforts and in preparation for the completion of alternative fuels analysis, we submitted pilot opportunity grants to the state Regional Mobility Grant Program as well as the Green Transportation Grant Program for both vehicles and infrastructure.

Staff is working on the Grand Opening of the Pattison Street facility which will take place on Thursday, November 10 from 2 to 4 p.m.

**AUTHORITY ISSUES - None.**

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:20 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Clark Gilman, Chair**

---

**Pat Messmer  
Clerk to the Authority**

**Date Approved: November 2, 2022**

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

Payroll Audit Worksheet

PayPeriod:	9/25/2022 - 10/8/2022		Paydate:	10/14/2022	
	ISSUED				
<b>DIRECT DEPOSIT</b>	D1	D.Dep. #1	9,430.00		
	D2	D.Dep. #2 & #3	9,552.13		
	NP	NET PAY (dir. Deposit)	740,845.99		
			<u>759,828.12</u>	759,828.12	
<b>IRS</b>	FIT:		95,340.91		
	Total Medicare:		31,464.14		
			<u>126,805.05</u>	126,805.05	
<b>HEALTH SAVING</b>	HS		92.59		92.59
<b>VANGUARD</b>	DC	Vgrd EE	60,334.76		
	DC	Vgrd ER	43,298.32	103,633.08	
	L2	401k Ln#2	3,279.06		
	LN	401k Ln #1	6,608.31		
			<u>9,887.37</u>		
			<u>113,520.45</u>	113,520.45	
<b>PERS</b>	PN	PERS EE	63,977.15		
	P3	PERS EE	6,458.14	70,435.29	
	PN	PERS ER	104,515.93		
	P3	PERS ER	9,179.33		
	TTL PERS		<u>113,695.26</u>		
			<u>184,130.55</u>	184,130.55	
<b>DEF COMP</b>	SD	457 ST EE	18,842.15		
	SR	457 ST ER	10,615.32		
			<u>29,457.47</u>	29,457.47	
<b>ICMA</b>	RC	ICMA EE	6,119.89		
	RR	ICMA ER	3,380.45	9,500.34	
	RL	ICMA Ln#1	591.88		
	R3	ICMA Ln#2	723.35	1,315.23	
	RI	ICMA Roth	500.00		
			<u>500.00</u>		
			<u>11,315.57</u>	11,315.57	
<b>AFLAC</b>	ST	AFLAC POST/PRE	2,863.93		
	SS		2,442.64		
			<u>5,306.57</u>	5,306.57	
<b>Met Life</b>	A2		-		
<b>Allstate LTC</b>	AS		-		
<b>HCA</b>	D3	Disability Ins	1.52		
	DI		4,308.88	4,310.40	
	Combined	Health In1stN2ND	260,456.19		
			<u>264,766.59</u>		
<b>GARNISHMT</b>	GN	Garnish	314.12		
<b>CHILD SUPPORT</b>	CS	DSHS	1,153.52		
<b>MACHINISTS UNION DUES</b>	M2	Mch.UnDues	1,727.99		
	MI	Mac.Initiation	-		
	MS	Payroll Corr check	-		
			<u>1,727.99</u>		
	TF	Tx.Fr.Benefit	-		
<b>PROJECT ASSIST</b>	PA	Proj.Assist	329.00		
<b>ATU</b>	UC	Un COPE	96.00		
<b>UNION DUES</b>	UA	Un Assess	-		
	UD	Un Dues	6,298.58		
	UI	Un Initiatn	-		
	UT	Un Tax	3,266.90		
			<u>9,661.48</u>		
<b>UNITED WAY</b>	UW	United Way	235.00		
<b>WELLNESS</b>	WF	Wellness	280.50		
<b>NY PFML&amp;D</b>	NY	New York PFML&D EE	16.12		
	NY	New York PFML&D ER	2.31		
			<u>18.43</u>		
<b>NEW YORK TAX</b>	NT	New York Taxes	147.26		
<b>NORTH CAROLINA TAX</b>	NC	North Carolina Income Tax	-		
<b>LABOR INS</b>	LI	L&I-EE	5,382.26		
	LI	L&I-ER	22,175.69	27,557.95	
	LA	L&I-EE	526.47		
	LA	L&I-ER	712.94	1,239.41	
			<u>28,797.36</u>		
<b>ESD</b>	CF	WPFML-EE	4,857.02		
	CL	WPFML-ER	1,776.49		
			<u>6,633.51</u>		
<b>PAPER CHECKS</b>		Net Pay:	8,804.96		
		TOTAL TRANSFER (tie to Treasurer Notifications)		1,230,456.37	
		TOTAL PAYROLL*:	<u>1,553,326.09</u>		
<b>GROSS WAGE</b>		GROSS EARNINGS:	1,112,986.24		
<b>ER AMOUNT</b>		EMPR MISC DED:	424,607.78		
<b>MEDICARE TAX</b>		EMPR MEDICARE TAX	15,732.07		
		<b>PP21 Total</b>	<u>1,553,326.09</u>		

ACH 759,920.71

PayPeriod:	10/9/2022 - 10/22/2022		Paydate:	10/28/2022	
	ISSUED				
<b>DIRECT DEPOSIT</b>	D1	D.Dep. #1	9,430.00		
	D2	D.Dep. #2 & #3	9,557.79		
	NP	NET PAY (dir. Deposit)	799,990.53		
			<u>818,978.32</u>	818,978.32	
<b>IRS</b>	FIT:		115,890.51		
	Total Medicare:		34,770.86		
			<u>150,661.37</u>	150,661.37	
<b>HEALTH SAVING</b>	HS		92.59		92.59
<b>VANGUARD</b>	DC	Vgrd EE	65,479.02		
	DC	Vgrd ER	47,416.72	112,895.74	
	L2	401k Ln#2	3,135.07		
	LN	401k Ln #1	6,701.45		
			<u>9,836.52</u>		
			<u>122,732.26</u>	122,732.26	
<b>PERS</b>	PN	PERS EE	65,214.70		
	P3	PERS EE	6,495.48	71,710.18	
	PN	PERS ER	106,537.83		
	P3	PERS ER	9,246.64		
	TTL PERS		<u>115,784.47</u>		
			<u>187,494.65</u>	187,494.65	
<b>DEF COMP</b>	SD	457 ST EE	20,373.95		
	SR	457 ST ER	11,169.59		
			<u>31,543.54</u>	31,543.54	
<b>ICMA</b>	RC	ICMA EE	6,686.33		
	RR	ICMA ER	3,655.01	10,341.34	
	RL	ICMA Ln#1	554.61		
	R3	ICMA Ln#2	723.35	1,277.96	
	RI	ICMA Roth	500.00		
			<u>500.00</u>		
			<u>12,119.30</u>	12,119.30	
<b>AFLAC</b>	ST	AFLAC POST/PRE	2,898.71		
	SS		2,503.35		
			<u>5,402.06</u>	5,402.06	
<b>Met Life</b>	A2		12,208.22		
<b>Allstate LTC</b>	AS		6,419.78		
<b>HCA</b>	D3	Disability Ins	-		
	DI		4,328.81	4,328.81	
	Combined	Health In1stN2ND	260,645.50		
			<u>264,974.31</u>		
<b>GARNISHMT</b>	GN	Garnish	720.12		
<b>CHILD SUPPORT</b>	CS	DSHS	1,153.52		1,153.52
<b>MACHINISTS UNION DUES</b>	M2	Mch.UnDues	1,727.99		
	MI	Mac.Initiation	-		
	MS	Payroll Corr check	-		
	MD	Mch.UnDues	0.27	1,728.26	
			<u>1,728.26</u>		
	TF	Tx.Fr.Benefit	-		
<b>PROJECT ASSIST</b>	PA	Proj.Assist	324.00		
<b>ATU</b>	UC	Un COPE	-		
<b>UNION DUES</b>	UA	Un Assess	1,267.00		
	UD	Un Dues	6,273.52		
	UI	Un Initiatn	-		
	UT	Un Tax	-		
			<u>7,540.52</u>		
<b>UNITED WAY</b>	UW	United Way	235.00		
<b>WELLNESS</b>	WF	Wellness	280.50		
<b>NY PFML&amp;D</b>	NY	New York PFML&D EE	16.12		
	NY	New York PFML&D ER	2.31		
			<u>18.43</u>		
<b>NEW YORK TAX</b>	NT	New York Taxes	147.26		
<b>NORTH CAROLINA TAX</b>	NC	North Carolina Income Tax	270.00		
<b>LABOR INS</b>	LI	L&I-EE	5,520.13		
	LI	L&I-ER	22,743.55	28,263.68	
	LA	L&I-EE	519.33		
	LA	L&I-ER	703.27	1,222.60	
			<u>29,486.28</u>		
<b>ESD</b>	CF	WPFML-EE	5,354.26		
	CL	WPFML-ER	1,958.39		
			<u>7,312.65</u>		
<b>PAPER CHECKS</b>		Net Pay:	14,277.46		
		TOTAL TRANSFER (tie to Treasurer Notifications)		1,330,177.61	
		TOTAL PAYROLL*:	<u>1,676,120.40</u>		
<b>GROSS WAGE</b>		GROSS EARNINGS:	1,226,338.66		
<b>ER AMOUNT</b>		EMPR MISC DED:	432,396.31		
<b>MEDICARE TAX</b>		EMPR MEDICARE TAX	17,385.43		
		<b>PP22 Total</b>	<u>1,676,120.40</u>		
		<b>TOTAL PAYROLL FOR THE MONTH</b>		<u>3,229,446.49</u>	

ACH 819,070.91

# Accounts Payable Disbursement List

*From Date:* 10/05/2022 *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
02320	APPLIED INDUSTRIAL TECHNOLOGIE	35584	10/5/2022	\$71.91	<input type="checkbox"/>	BUS PARTS
02380	ARAMARK UNIFORM & CAREER APP	35585	10/5/2022	\$1,427.81	<input type="checkbox"/>	UNIFORM/MATS/TOWELS
02580	ASSOCIATED PETROLEUM PRODUCT	35586	10/5/2022	\$15,230.67	<input type="checkbox"/>	DIESEL/GAS/LUBRICANTS
03240	BATTERIES PLUS	35587	10/5/2022	\$1,211.43	<input type="checkbox"/>	BATTERIES
03250	BATTERY SYSTEMS INC.	35588	10/5/2022	\$1,187.18	<input type="checkbox"/>	BUS PARTS
03370	BERGKAMP EMILY	ACH	10/5/2022	\$310.13	<input type="checkbox"/>	ADVANCED TRAVEL PAYMENT
03890	BRIDGESTONE AMERICAS INC	35589	10/5/2022	\$675.94	<input type="checkbox"/>	TIRES
06120	CITY OF OLYMPIA (UTILITIES)	35590	10/5/2022	\$9,730.15	<input type="checkbox"/>	UTILITIES
07220	CUMMINS INC.	35591	10/5/2022	\$3,251.83	<input type="checkbox"/>	CUMMINS & VOITH PARTS
01733	DOO'PS COPY TECH	35583	10/5/2022	\$201.53	<input type="checkbox"/>	PRINTING SERVICES
08800	EMERGENCY VEHICLE SOLUTIONS LL	35592	10/5/2022	\$3,667.41	<input type="checkbox"/>	REPAIRS
09205	ERF COMPANY INC.	35594	10/5/2022	\$275.00	<input type="checkbox"/>	WEATHER FORECASTING
09180	EXPRESS SERVICES INC	35593	10/5/2022	\$1,049.92	<input type="checkbox"/>	EMPLOYMENT SERVICE
09662	FERRELLGAS LP	35595	10/5/2022	\$2,093.54	<input type="checkbox"/>	PROPANE
10607	GENUINE AUTO GLASS OF LACEY	35596	10/5/2022	\$218.80	<input type="checkbox"/>	WINDSHIELD REPLACEMENT
10660	GILLIG LLC	35597	10/5/2022	\$12,421.08	<input type="checkbox"/>	BUS PARTS/PURCHASE
11100	HARTFORD LIFE AND ACCIDENT INS	35598	10/5/2022	\$124.32	<input type="checkbox"/>	INSURANCE PAYMENT
13893	MAUL FOSTER & ALONGI INC.	35599	10/5/2022	\$41,710.04	<input type="checkbox"/>	CONSULTING SERVICES
14405	MICHAEL G. MALAIER TRUSTEE	35600	10/5/2022	\$392.31	<input type="checkbox"/>	GARNISHMENT PAYMENT
14682	MSGS ARCHITECTS INC.	35601	10/5/2022	\$1,080.00	<input type="checkbox"/>	ARCHITECT SERVICES
14750	MULLINAX FORD OF OLYMPIA LLC	35602	10/5/2022	\$412.74	<input type="checkbox"/>	VEHICLE PARTS
15530	OLYMPIA AUTOBODY INC.	35603	10/5/2022	\$6,137.90	<input type="checkbox"/>	AUTOBODY REPAIRS
17391	QUALITY MUFFLER & BRAKE	35604	10/5/2022	\$765.03	<input type="checkbox"/>	BRAKE AND MUFFLER REPAIRS
17505	RAINIER DODGE INC.	35605	10/5/2022	\$664.74	<input type="checkbox"/>	BUS PARTS
17900	SCHETKY NORTHWEST SALES INC.	35606	10/5/2022	\$758.14	<input type="checkbox"/>	BUS PARTS
17965	SEATTLE AUTOMOTIVE DISTRIBUTIN	35607	10/5/2022	\$1,343.38	<input type="checkbox"/>	AUTO PARTS
18210	SME SOLUTIONS LLC	35608	10/5/2022	\$802.02	<input type="checkbox"/>	JANITORIAL SUPPLIES
18705	SUNBELT RENTALS INC.	35609	10/5/2022	\$879.43	<input type="checkbox"/>	RENT ON TOOLS & MACHINERY
21830	THURSTON COUNTY SOLID WASTE	35610	10/5/2022	\$61.64	<input type="checkbox"/>	HAZARDOUS WASTE DISPOSAL
23641	UNITED STATES TREASURY	35611	10/5/2022	\$35.50	<input type="checkbox"/>	GARNISHMENT PAYMENT

# Accounts Payable Disbursement List

*From Date:* 10/05/2022    *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
24000	W. W. GRAINGER INC.	35612	10/5/2022	\$85.48	<input type="checkbox"/>	VEHICLE MAINT & FAC SUPPLIES
24030	WA ST AUDITOR'S OFFICE	35613	10/5/2022	\$3,831.30	<input type="checkbox"/>	AUDIT FEES
24100	WA ST DEPT OF ECOLOGY 1	35614	10/5/2022	\$1,976.00	<input type="checkbox"/>	PERMITS AND FEES
24755	WA ST HEALTH CARE AUTHORITY	35615	10/5/2022	\$529,445.62	<input type="checkbox"/>	HEALTH INSURANCE PAYMENTS
13398	LASLIE CRAIG	ACH	10/7/2022	\$46.61	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT
01624	ALLWEST TRANSPORTATION INC.	35617	10/11/2022	\$1,175.00	<input type="checkbox"/>	MOVING EXPENSES
02380	ARAMARK UNIFORM & CAREER APP	35619	10/11/2022	\$1,402.58	<input type="checkbox"/>	UNIFORM/MATS/TOWELS
02580	ASSOCIATED PETROLEUM PRODUCT	35620	10/11/2022	\$207,462.86	<input type="checkbox"/>	DIESEL/GAS/LUBRICANTS
03023	BACKUPIFY INC.	35621	10/11/2022	\$1,111.50	<input type="checkbox"/>	BACKUP SERVICES
03100	BARABE MARK	35622	10/11/2022	\$70.00	<input type="checkbox"/>	VANPOOL FUEL & WASHES
04131	BUREAU VERITAS COMMODITIES &	35623	10/11/2022	\$2,831.92	<input type="checkbox"/>	OIL SAMPLES
06040	CITY OF LACEY	35625	10/11/2022	\$1,571.50	<input type="checkbox"/>	UTILITIES
06060	CITY OF OLYMPIA	35616	10/11/2022	\$131,411.41	<input type="checkbox"/>	PERMITS AND/OR LICENSES
05740	CONSOLIDATED ELECTRICAL DISTRIB	35624	10/11/2022	\$45.69	<input type="checkbox"/>	ELECTRICAL DISTRIBUTOR
07220	CUMMINS INC.	35626	10/11/2022	\$7,181.54	<input type="checkbox"/>	CUMMINS & VOITH PARTS
07350	CW JANITORIAL SERVICE LLC	35627	10/11/2022	\$25,053.43	<input type="checkbox"/>	JANITORIAL SERVICES
07619	DAVID S FOSTER	35628	10/11/2022	\$2,000.00	<input type="checkbox"/>	LOBBYIST SERVICES
07640	DAY MANAGEMENT CORP	35629	10/11/2022	\$16,600.95	<input type="checkbox"/>	WIRELESS PHONE REPAIR
01895	ECOLUBE RECOVERY LLC	35618	10/11/2022	\$339.10	<input type="checkbox"/>	USED OIL & FILTERS/ANTIFREEZ
09205	ERF COMPANY INC.	35630	10/11/2022	\$0.00	<input checked="" type="checkbox"/>	WEATHER FORECASTING
09575	FASTENAL COMPANY	35631	10/11/2022	\$94,884.21	<input type="checkbox"/>	VEHICLE MAINTENANCE
09662	FERRELLGAS LP	35633	10/11/2022	\$2,102.64	<input type="checkbox"/>	PROPANE
10477	GALLS PARENT HOLDINGS LLC	35634	10/11/2022	\$428.32	<input type="checkbox"/>	OPERATIONS UNIFORMS
10607	GENUINE AUTO GLASS OF LACEY	35635	10/11/2022	\$1,010.05	<input type="checkbox"/>	WINDSHIELD REPLACEMENT
10608	GEOENGINEERS INC.	35636	10/11/2022	\$2,295.37	<input type="checkbox"/>	ENGINEERING FEES
10660	GILLIG LLC	35637	10/11/2022	\$7,319.66	<input type="checkbox"/>	BUS PARTS/PURCHASE
11892	J ROBERTSON AND COMPANY	35638	10/11/2022	\$3,325.00	<input type="checkbox"/>	CONSULTING SERVICES
11943	JOANNA GRIST	35639	10/11/2022	\$2,000.00	<input type="checkbox"/>	LOBBYIST SERVICES
11971	JOHNSON CONTROLS INC.	35640	10/11/2022	\$46,851.99	<input type="checkbox"/>	PROJECT MANAGEMENT SERVIC
12490	KING COUNTY DIRECTORS ASSOCIAT	35641	10/11/2022	\$11,804.26	<input type="checkbox"/>	SUPPLIES



# Accounts Payable Disbursement List

*From Date:* 10/05/2022 *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
13440	LAW LYMAN DANIEL KAMERRER BO	35642	10/11/2022	\$205.00	<input type="checkbox"/>	ATTORNEY FEES
13475	LEGACY TELECOMMUNICATIONS LL	35643	10/11/2022	\$2,960.52	<input type="checkbox"/>	INSPECTING & TESTING SERVICE
14670	MNS MARKETING LLC	35644	10/11/2022	\$639.39	<input type="checkbox"/>	PRINTING & BANNERS
14750	MULLINAX FORD OF OLYMPIA LLC	35645	10/11/2022	\$2,882.25	<input type="checkbox"/>	VEHICLE PARTS
14755	MULTICARE	35646	10/11/2022	\$210.00	<input type="checkbox"/>	REIMBURSE CUSTOMER
15203	NORTHWEST CASCADE INC	35647	10/11/2022	\$1,920.43	<input type="checkbox"/>	PLUMBING REPAIRS
16252	ONSPOT OF NORTH AMERICA INC.	35648	10/11/2022	\$583.78	<input type="checkbox"/>	SNOW CHAINS
16595	PACIFIC POWER GROUP LLC	35649	10/11/2022	\$140.27	<input type="checkbox"/>	OEM DETROIT/ALLISON
16623	PALAMERICAN SECURITY INC.	35650	10/11/2022	\$75,060.14	<input type="checkbox"/>	SECURITY SERVICES
16969	POINT GRAPHICS LLC	35651	10/11/2022	\$186.53	<input type="checkbox"/>	BUS PARTS
17255	PUBLIC UTILITY DIST #1 OF THURST	35652	10/11/2022	\$803.89	<input type="checkbox"/>	UTILITIES
17420	R&R TIRE COMPANY INC.	35653	10/11/2022	\$2,421.63	<input type="checkbox"/>	TIRE REPAIRS
17505	RAINIER DODGE INC.	35654	10/11/2022	\$643.82	<input type="checkbox"/>	BUS PARTS
17580	RECARO NORTH AMERICA INC.	35655	10/11/2022	\$426.71	<input type="checkbox"/>	BUS PARTS
17900	SCHETKY NORTHWEST SALES INC.	35656	10/11/2022	\$715.61	<input type="checkbox"/>	BUS PARTS
17965	SEATTLE AUTOMOTIVE DISTRIBUTIN	35657	10/11/2022	\$877.43	<input type="checkbox"/>	AUTO PARTS
18052	SHEA CARR & JEWELL INC.	35658	10/11/2022	\$18,949.90	<input type="checkbox"/>	PROFESSIONAL SERVICES
18145	SIX ROBBLEES' INC.	35659	10/11/2022	\$514.34	<input type="checkbox"/>	
18390	SOUTH PUGET SOUND COMMUNITY	35660	10/11/2022	\$4,695.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
18530	STANDARD PARTS CORP.	35661	10/11/2022	\$311.94	<input type="checkbox"/>	VEHICLE PARTS
18540	STANTEC CONSULTING SERVICES IN	35662	10/11/2022	\$102,348.63	<input type="checkbox"/>	CONSULTING SERVICES
21650	THE GOODYEAR TIRE & RUBBER CO	35663	10/11/2022	\$21,348.68	<input type="checkbox"/>	TIRES
21659	THERMO KING NORTHWEST INC.	35664	10/11/2022	\$5,000.00	<input type="checkbox"/>	LEASE OF PARKING SPACES
23715	URBAN SOLAR CORPORATION	35665	10/11/2022	\$722.04	<input type="checkbox"/>	SOLAR SHELTER LIGHTING
23740	USSC ACQUISITION CORP	35666	10/11/2022	\$18.87	<input type="checkbox"/>	SEAT BOTTOMS
24140	WA ST DEPARTMENT OF ENTERPRIS	35667	10/11/2022	\$38,832.54	<input type="checkbox"/>	COMPUTER SOFTWARE
25560	WASHINGTON STATE TRANSIT ASSO	35668	10/11/2022	\$60.00	<input type="checkbox"/>	WSTA TRAINING
25858	WESTCARE CLINIC LLC PS	35669	10/11/2022	\$510.00	<input type="checkbox"/>	MEDICAL EVALUATION
26861	WESTERN GRAPHICS INC.	35671	10/11/2022	\$284.44	<input type="checkbox"/>	PROFESSIONAL SERVICES
25909	WEX BANK	35670	10/11/2022	\$40,040.61	<input type="checkbox"/>	GASOLINE

# Accounts Payable Disbursement List

*From Date:* 10/05/2022 *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
09660	WOLSELEY INVESTMENTS INC.	35632	10/11/2022	\$367.35	<input type="checkbox"/>	OPERATING SUPPLIES
23405	U.S. BANK or CORPORATE PAYMENT	35681	10/14/2022	\$14,804.43	<input type="checkbox"/>	VISA TRAVEL CARD EXPENSES
23405	U.S. BANK or CORPORATE PAYMENT	35680	10/14/2022		<input checked="" type="checkbox"/>	VISA TRAVEL CARD EXPENSES
23400	U.S. BANK or CORPORATE PAYMENT	35678	10/14/2022		<input checked="" type="checkbox"/>	VISA PURCHASING CARD EXPEN
23400	U.S. BANK or CORPORATE PAYMENT	35679	10/14/2022	\$95,483.32	<input type="checkbox"/>	VISA PURCHASING CARD EXPEN
01885	A-L-S AMERICAN LANDSCAPE SERVI	35683	10/18/2022	\$4,914.92	<input type="checkbox"/>	GROUNDS MAINTENANCE
01780	AMALGAMATED TRANSIT UNION 17	35682	10/18/2022	\$96.00	<input type="checkbox"/>	ATU DUES AND/OR COPE PAYM
02060	AMERISAFE INC.	35684	10/18/2022	\$203.98	<input type="checkbox"/>	FIRE EXTINGUISHERS
02580	ASSOCIATED PETROLEUM PRODUCT	35685	10/18/2022	\$13,349.41	<input type="checkbox"/>	DIESEL/GAS/LUBRICANTS
03250	BATTERY SYSTEMS INC.	35686	10/18/2022	\$268.71	<input type="checkbox"/>	BUS PARTS
03890	BRIDGESTONE AMERICAS INC	35687	10/18/2022	\$561.50	<input type="checkbox"/>	TIRES
06060	CITY OF OLYMPIA	35688	10/18/2022	\$10,759.05	<input type="checkbox"/>	PERMITS AND/OR LICENSES
06610	COMMERCIAL BRAKE & CLUTCH INC	35689	10/18/2022	\$92.03	<input type="checkbox"/>	BUS PARTS
07220	CUMMINS INC.	35690	10/18/2022	\$3,695.95	<input type="checkbox"/>	CUMMINS & VOITH PARTS
07770	DELBRIDGE JACOB	35691	10/18/2022	\$75.09	<input type="checkbox"/>	VANPOOL FUEL & WASHES
08060	DON SMALL & SONS OIL DIST CO IN	35692	10/18/2022	\$34.64	<input type="checkbox"/>	OILS
09180	EXPRESS SERVICES INC	35693	10/18/2022	\$1,246.78	<input type="checkbox"/>	EMPLOYMENT SERVICE
09662	FERRELLGAS LP	35694	10/18/2022	\$2,901.49	<input type="checkbox"/>	PROPANE
09961	FORMA CONSTRUCTION COMPANY	35695	10/18/2022	\$819,446.81	<input type="checkbox"/>	CONSTRUCTION MANAGEMENT
10580	GENE'S TOWING INC	35696	10/18/2022	\$648.02	<input type="checkbox"/>	TOWING
10607	GENUINE AUTO GLASS OF LACEY	35697	10/18/2022	\$1,025.52	<input type="checkbox"/>	WINDSHIELD REPLACEMENT
10660	GILLIG LLC	35698	10/18/2022	\$725.79	<input type="checkbox"/>	BUS PARTS/PURCHASE
16490	HAROLD LEMAY ENTERPRISES	35709	10/18/2022	\$784.58	<input type="checkbox"/>	GARBAGE PICK UP
11825	INTRACOMMUNICATION NETWORK	35699	10/18/2022	\$1,426.58	<input type="checkbox"/>	WIRING INSTALL/REPAIRS
13726	M & S COLLISION LLC	35701	10/18/2022	\$2,250.00	<input type="checkbox"/>	AUTOBODY REPAIRS
14275	MCP INDUSTRIES	35702	10/18/2022	\$2,018.25	<input type="checkbox"/>	VEHICLE PARTS
14405	MICHAEL G. MALAIER TRUSTEE	35703	10/18/2022	\$184.62	<input type="checkbox"/>	GARNISHMENT PAYMENT
14457	MIDWEST BUS CORPORATION	35704	10/18/2022	\$246.15	<input type="checkbox"/>	BUS PARTS
14750	MULLINAX FORD OF OLYMPIA LLC	35705	10/18/2022	\$1,138.20	<input type="checkbox"/>	VEHICLE PARTS
15140	NISQUALLY AUTOMOTIVE SERVICES	35706	10/18/2022	\$553.04	<input type="checkbox"/>	TOWING

# Accounts Payable Disbursement List

*From Date:* 10/05/2022 *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
11865	O/A ISLAND SUPERIOR AIR FILTER	35700	10/18/2022	\$1,494.00	<input type="checkbox"/>	BUS PARTS
15530	OLYMPIA AUTOBODY INC.	35707	10/18/2022	\$1,143.88	<input type="checkbox"/>	AUTOBODY REPAIRS
15545	PROFESSIONAL BUSINESS SERVICES I	35708	10/18/2022	\$998.64	<input type="checkbox"/>	
17290	PUGET SOUND ENERGY	35710	10/18/2022	\$14,246.41	<input type="checkbox"/>	ELECTRIC SERVICES
17505	RAINIER DODGE INC.	35711	10/18/2022	\$80.96	<input type="checkbox"/>	BUS PARTS
22010	ROTTERS INC.	35724	10/18/2022	\$255.06	<input type="checkbox"/>	VEHICLE PARTS
17861	SAMBA HOLDINGS INC.	35712	10/18/2022	\$599.67	<input type="checkbox"/>	BACK GROUND CHECKS
17908	SCHINDLER ELEVATOR CORPORATIO	35713	10/18/2022	\$2,543.55	<input type="checkbox"/>	FACILITIES MAINTENANCE
17965	SEATTLE AUTOMOTIVE DISTRIBUTIN	35714	10/18/2022	\$897.80	<input type="checkbox"/>	AUTO PARTS
18066	SHI INTERNATIONAL CORP.	35715	10/18/2022	\$414.31	<input type="checkbox"/>	MAINTENANCE CONTRACTS - IS
18145	SIX ROBBLEES' INC.	35716	10/18/2022	\$304.63	<input type="checkbox"/>	
18210	SME SOLUTIONS LLC	35717	10/18/2022	\$3,705.59	<input type="checkbox"/>	JANITORIAL SUPPLIES
18530	STANDARD PARTS CORP.	35718	10/18/2022	\$685.69	<input type="checkbox"/>	VEHICLE PARTS
18651	STORMANS INC. (LICENSING)	35719	10/18/2022	\$14.50	<input type="checkbox"/>	LICENSE RENEWAL
18669	STRUCTURED COMMUNICATION SY	35720	10/18/2022	\$800.00	<input type="checkbox"/>	TELEPHONE EQUIPMENT
21650	THE GOODYEAR TIRE & RUBBER CO	35721	10/18/2022	\$5,403.70	<input type="checkbox"/>	TIRES
21950	TITUS-WILL CHEVROLET	35722	10/18/2022	\$1,235.94	<input type="checkbox"/>	VEHICLE PARTS
22000	TOYOTA TSUSHO MATERIAL HANDLI	35723	10/18/2022	\$156.23	<input type="checkbox"/>	FORKLIFT SERVICE
22100	TRANSIT SOLUTIONS LLC	35725	10/18/2022	\$290.02	<input type="checkbox"/>	DAL PARTS
23642	UNITED STATES TREASURY	35727	10/18/2022	\$230.00	<input type="checkbox"/>	REFUND
23641	UNITED STATES TREASURY	35726	10/18/2022	\$35.50	<input type="checkbox"/>	GARNISHMENT PAYMENT
25560	WASHINGTON STATE TRANSIT ASSO	35728	10/18/2022	\$150.00	<input type="checkbox"/>	WSTA TRAINING
08457	DUVALL KIERRA	ACH	10/20/2022	\$500.00	<input type="checkbox"/>	ADVANCE PAYMENT
11785	INTERNATIONAL ASSOCIATION OF	ACH	10/21/2022	\$3,456.25	<input type="checkbox"/>	IAM DUES PAYMENT
11951	JIMENEZ CLINTON	ACH	10/21/2022	\$140.00	<input type="checkbox"/>	ADVANCED TRAVEL PAYMENT
09741	WATERHOUSE CYNTHIA	ACH	10/21/2022	\$89.60	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT
01405	ADVANCE GLASS INC.	35729	10/26/2022	\$1,027.05	<input type="checkbox"/>	WINDSHIELD REPLACEMENT
22420	ALLEN WALTON	35766	10/26/2022	\$2,414.48	<input type="checkbox"/>	PRINTING SERVICES
01855	AMERICAN HERITAGE LIFE INSURAN	35730	10/26/2022	\$6,654.89	<input type="checkbox"/>	LTC PREMIUM PAYMENTS
02380	ARAMARK UNIFORM & CAREER APP	35731	10/26/2022	\$1,384.27	<input type="checkbox"/>	UNIFORM/MATS/TOWELS

# Accounts Payable Disbursement List

*From Date:* 10/05/2022    *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
02580	ASSOCIATED PETROLEUM PRODUCT	35732	10/26/2022	\$310,308.92	<input type="checkbox"/>	DIESEL/GAS/LUBRICANTS
04120	BUILDERS' HARDWARE & SUPPLY CO	35733	10/26/2022	\$1,266.73	<input type="checkbox"/>	HARDWARE
05933	CENTER FOR TRANSPORTATION AN	35734	10/26/2022	\$3,000.00	<input type="checkbox"/>	MEMBERSHIP DUES
06120	CITY OF OLYMPIA (UTILITIES)	35735	10/26/2022	\$1,184.89	<input type="checkbox"/>	UTILITIES
09180	EXPRESS SERVICES INC	35736	10/26/2022	\$1,213.97	<input type="checkbox"/>	EMPLOYMENT SERVICE
09662	FERRELLGAS LP	35737	10/26/2022	\$2,444.78	<input type="checkbox"/>	PROPANE
09961	FORMA CONSTRUCTION COMPANY	35738	10/26/2022	\$11,747.95	<input type="checkbox"/>	CONSTRUCTION MANAGEMENT
10477	GALLS PARENT HOLDINGS LLC	35739	10/26/2022	\$1,554.96	<input type="checkbox"/>	OPERATIONS UNIFORMS
10580	GENE'S TOWING INC	35740	10/26/2022	\$420.00	<input type="checkbox"/>	TOWING
10607	GENUINE AUTO GLASS OF LACEY	35741	10/26/2022	\$1,303.08	<input type="checkbox"/>	WINDSHIELD REPLACEMENT
10660	GILLIG LLC	35742	10/26/2022	\$1,249.12	<input type="checkbox"/>	BUS PARTS/PURCHASE
10758	GORDON THOMAS HONEYWELL LLP	35743	10/26/2022	\$7,000.00	<input type="checkbox"/>	GOVERNMENTAL AFFAIRS SERVI
13893	MAUL FOSTER & ALONGI INC.	35744	10/26/2022	\$31,731.19	<input type="checkbox"/>	CONSULTING SERVICES
14381	METROPOLITAN LIFE INSURANCE CO	35745	10/26/2022	\$12,330.27	<input type="checkbox"/>	INSURANCE PAYMENT
14750	MULLINAX FORD OF OLYMPIA LLC	35746	10/26/2022	\$865.62	<input type="checkbox"/>	VEHICLE PARTS
15090	NELSON TRUCK EQUIPMENT CO. INC	35747	10/26/2022	\$155.83	<input type="checkbox"/>	
15140	NISQUALLY AUTOMOTIVE SERVICES	35748	10/26/2022	\$306.57	<input type="checkbox"/>	TOWING
16595	PACIFIC POWER GROUP LLC	35749	10/26/2022	\$290.11	<input type="checkbox"/>	OEM DETROIT/ALLISON
16701	PEAK INDUSTRIAL INC.	35750	10/26/2022	\$193.42	<input type="checkbox"/>	BUS PARTS
16969	POINT GRAPHICS LLC	35752	10/26/2022	\$257.09	<input type="checkbox"/>	BUS PARTS
17580	RECARO NORTH AMERICA INC.	35753	10/26/2022	\$1,092.52	<input type="checkbox"/>	BUS PARTS
16888	REXEL USA INC.	35751	10/26/2022	\$241.56	<input type="checkbox"/>	LAMPS
22010	ROTTERS INC.	35765	10/26/2022	\$221.64	<input type="checkbox"/>	VEHICLE PARTS
17871	SARE ELECTRIC INC.	35754	10/26/2022	\$1,159.46	<input type="checkbox"/>	ELECTRIC SERVICES
17900	SCHETKY NORTHWEST SALES INC.	35755	10/26/2022	\$370.25	<input type="checkbox"/>	BUS PARTS
17934	SCOTT BOYD	35756	10/26/2022	\$129.60	<input type="checkbox"/>	EMBROIDERY SERVICE
17965	SEATTLE AUTOMOTIVE DISTRIBUTIN	35757	10/26/2022	\$530.44	<input type="checkbox"/>	AUTO PARTS
18129	SINGH BENCOMO LLC	35758	10/26/2022	\$2,800.00	<input type="checkbox"/>	LEASE PAYMENT
18530	STANDARD PARTS CORP.	35759	10/26/2022	\$610.29	<input type="checkbox"/>	VEHICLE PARTS
18540	STANTEC CONSULTING SERVICES IN	35760	10/26/2022	\$501,674.07	<input type="checkbox"/>	CONSULTING SERVICES

# Accounts Payable Disbursement List

*From Date:* 10/05/2022 *Thru Date:* 10/26/2022

Vendor #	Name	Check or ACH #	Date	Amount	Voided	Comments
18648	STORAGELAND LLC	35761	10/26/2022	\$4,455.00	<input type="checkbox"/>	STORAGE UNIT RENTAL
21830	THURSTON COUNTY SOLID WASTE	35762	10/26/2022	\$20.00	<input type="checkbox"/>	HAZARDOUS WASTE DISPOSAL
21880	THURSTON REGIONAL PLANNING C	35763	10/26/2022	\$834.72	<input type="checkbox"/>	MEMBERSHIP DUES
21950	TITUS-WILL CHEVROLET	35764	10/26/2022	\$1,270.49	<input type="checkbox"/>	VEHICLE PARTS
24000	W. W. GRAINGER INC.	35767	10/26/2022	\$148.56	<input type="checkbox"/>	VEHICLE MAINT & FAC SUPPLIES
24741	WA ST EMPLOYMENT SECURITY DEP	35768	10/26/2022	\$48,403.04	<input type="checkbox"/>	PAID FAMILY & MEDICAL LEAVE

**Total: \$3,521,610.87**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-A**  
**MEETING DATE: November 2, 2022**

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Manager, 705-5832

**SUBJECT:** Adoption of the 2021 Annual Report & 2022-2027 Transit Development Plan

---

1) **The Issue:** The annual update of the agency’s Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.

---

2) **Recommended Action:** Adopt the 2021 Annual Report and 2022-2027 Transit Development Plan, as presented.

---

3) **Policy Analysis:** Washington State requires the local transit agency to prepare an annual report and to update the agency’s six-year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website and *The Olympian* newspaper. A formal Public Hearing was properly noticed and held during the Transit Authority's October 5, 2022, regular meeting.

---

4) **Background:** Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan each year. This year’s update is consistent with past procedural reviews, and includes assumptions related to restoration of service following the COVID-19 pandemic, as well as assumptions to future service, facilities and equipment consistent with the elements contained in the agency’s adopted Long Range Plan, Strategic Plan and annual budget.

This year’s update to the Transit Development Plan is intended to be consistent with State, regional, and local plans and capital programs as required by statute. Copies of the approved TDP will be distributed to WSDOT, local jurisdictions, and other appropriate organizations and businesses throughout Thurston County.

---

5) **Alternatives:**

- A. Adopt plan as recommended by staff.
- B. Delay adoption to a later date.

---

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

---

7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community.”*  
This is achieved by providing clear and comprehensive information related to the transportation needs of our community.

---

8) **References:** [2022 - 2027 Transit Development Plan](#)

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 6-B  
MEETING DATE: November 2, 2022**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Operations Uniforms

- 
- 1) **The Issue:** As-needed purchase of uniform items for Operations staff.
- 
- 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not-to-exceed \$155,000 per year, including sales tax.
- 
- 3) **Policy Analysis:** The Procurement Policy indicates the Authority must approve any contract over \$100,000.
- 
- 4) **Background:** Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis in 2023. These purchases typically include replacement garments for current staff and new uniform items for new employees. Galls has been Intercity Transit's uniform provider for the past several years.
- In July 2019, the Washington State Department of Enterprise Services (DES) awarded master contract 01417 for uniforms and accessories to Galls. Intercity Transit began utilizing this contract in November 2019 and seeks to continue to purchase its Operations uniform items from Galls under this contract.
- Intercity Transit has been satisfied with the products and services provided by Galls, and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniforms, staff is confident that this contract and vendor will continue serve our staff well.
- 
- 5) **Alternatives:**
- A. Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$155,000 per year, including sales tax.



B. Defer action. Deferred action would result in a lapse of contract coverage for Operations uniform items.

---

6) **Budget Notes:** We anticipate that the 2023 budget will include \$155,000 for standard Operations Uniform items. Orders will be placed on an as-needed basis and will not exceed the annual budgeted amount.

---

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service"*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 10**  
**MEETING DATE: November 2, 2022**  
**CLOSED SESSION**

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford Smith, Director of Administrative Services,  
360-705-5861

**SUBJECT:** Collective Bargaining Agreement between the International  
Association of Machinists, Lodge 160, and Intercity Transit

- 
- 1) **The Issue:** Whether to approve a collective bargaining agreement between Intercity Transit and the International Association of Machinists, Lodge 160 (IAM).
- 
- 2) **Recommended Action:** Approve the proposed agreement.
- 
- 3) **Policy Analysis:** The Authority must approve any collective bargaining agreements between Intercity Transit and organizations representing employees.
- 
- 4) **Background:** The IAM represents just over 40 employees in the positions of Technician, Support Specialist, Service Worker, and Vehicle Detailer. The current collective bargaining agreement will expire on December 31, 2022. Parties are mutually agreeable to a one-year contract extension, which covers January 1, 2023 through December 31, 2023. The Union membership has approved this agreement and has authorized their Business Agent to sign the proposed Memorandum of Understanding. The details of the agreement will be discussed in Closed Session prior to a vote on the proposed agreement.
- 
- 5) **Alternatives:** The Authority may approve the proposed collective bargaining agreement or direct staff to return to negotiations.
- 
- 6) **Budget Notes:** The collective bargaining agreement will dictate wages and other benefit costs for IAM-represented employees over the next year.
- 
- 7) **Goal Reference: Goal 2:** *“Providing outstanding customer service.”*
- 
- 8) **References:** A summary of the agreement will be provided at the Authority meeting.

**TRPC Members & Representatives**

**City of Lacey**  
*Robin Vazquez*

**City of Olympia**  
*Clark Gilman*

**City of Rainier**  
*Dennis McVey*

**City of Tenino**  
*John O'Callahan*

**City of Tumwater**  
*Eileen Swarhout*

**City of Yelm**  
*Joe DePinto*

**Confederated Tribes of the Chehalis Reservation**  
*Amy Loudermilk*

**Nisqually Indian Tribe**  
*David Iyall*

**Town of Bucoda**  
*Robert Gordon*

**Thurston County**  
*Gary Edwards*

**Tumwater School District**  
*Mel Murray*

**North Thurston Public Schools**  
*Gretchen Maliska*

**Olympia School District**  
*Hilary Seidel*

**Intercity Transit**  
*Debbie Sullivan*

**LOTT Clean Water Alliance**  
*Carolyn Cox*

**Port of Olympia**  
*Bob Iyall*

**PUD No. 1 of Thurston County**  
*Chris Stearns*

**Associate Members**

**Economic Development Council of Thurston County**  
*Michael Cade*

**Lacey Fire District #3**  
*Rick Kelling*

**Puget Sound Regional Council**  
*Josh Brown*

**The Evergreen State College**  
*Scott Morgan*

**Timberland Regional Library**  
*Cheryl Heywood*

**Thurston Conservation District**  
*Helen Wheatley*



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

**NOTE: Remote meeting.**

*The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at [www.trpc.org](http://www.trpc.org).*

**Consent Calendar**

**ACTION**

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – October 7, 2022
- b. Approval of Vouchers – October 2022

**2023 TRPC Work Program**

**1<sup>st</sup> REVIEW**

The Work Program Subcommittee met to discuss and provide input on the draft work program on October 7<sup>th</sup> and voice their support. Marc Daily will brief Council on the highlights of the 2023 work program and the Subcommittee's input.

**Human Services Transportation Plan (HSTP)**

**ACTION**

The Council will be asked to take action to adopt the Human Services Transportation Plan update. This required plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting these needs, and prioritizes transportation services for funding and implementation.

**2022 Call for Projects – Project Review**

**PRESENTATION**

Staff will present project proposals requesting federal Surface Transportation Block Grant and Transportation Alternative funding from TRPC's 2022 Call for Projects. On November 4, councilmembers will have the opportunity to ask questions and discuss project details prior to taking action on grant awards during the Council's December 2 meeting.

**Report from Outside Committee Assignments**

**INFORMATION**

**Executive Director's Report**

**INFORMATION**

**Member Check In**

**INFORMATION**