

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, December 7, 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](tel:(844)730-0140) / Phone Conference ID: 681 757 750#

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** **15 min.**
 - A. **New Operator Class 22-05** (*Sean Barrett*)
 - B. **Larry Smathers, Fleet Maintenance Supervisor** (*Jonathon Yee*)
 - C. **Sean Lindemeier, Larry Ingram, Jay Lance, Vehicle Detailers** (*Jonathon Yee*)
 - D. **Dena Withrow, Operations Deputy Director** (*Emily Bergkamp*)
 - E. **Staci Revel, Facilities Tech 3** (*Julie DeRuwe*)

- 3) **PUBLIC COMMENT** **5 min.**

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** November 2, 2022, Regular Meeting

 - B. **Payroll for November:** \$3,215,407.97

 - C. **Accounts Payable November:** Warrant numbers 35778-35845; numbers 35848-35951; and numbers 35956-35993 for a total amount of **\$3,148,699.83**; and Automated Clearing House Transfers in the amount of **\$9,193.96** for a monthly total of **\$3,157,893.79**.

- 5) **NEW BUSINESS**
 - A. **PTASP Approval** (*Jason Hanner*) **5 min.**
 - B. **Dial-A-Lift Purchase Change Order** (*Katie Cunningham*) **5 min.**
 - C. **DAL Route Scheduling & Management Software** (*Jeff Peterson*) **5 min.**
 - D. **Adopt 2023-2028 Strategic Plan** (*Ann Freeman-Manzanares*) **5 min.**
 - E. **Adopt 2023 Budget** (*Jana Brown*) **5 min.**
 - F. **Cancel the December 21, 2022, ITA Meeting** (*Ann Freeman-Manzanares*) **5 min.**
 - G. **CAC Recommendations/Appointments** (*Ann Freeman-Manzanares*) **5 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Nov. 4)** (*Don Melnick*) **5 min.**
 - B. **Transportation Policy Board (Nov. 9)** (*Don Melnick*) **5 min.**

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

8) **AUTHORITY ISSUES**

10 min.

9) **ADJOURNMENT**

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

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 2, 2022

CALL TO ORDER

Chair Gilman called the November 2, 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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer; City of Lacey Councilmember Carolyn Cox.

Members Excused: City of Lacey Councilmember Robin Vazquez; City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Emily Bergkamp; Brian Nagel; Daniel Van Horn; Michael Maverick; Jessica Gould; Steve Krueger; Jana Brown; Katie Cunningham; Rob LaFontaine; Jon Licht; Drew Goffeney; Alex Auty; Jason Aguero; Rob Rinehart; Heather Stafford Smith; Nicky Upson; Bailey Leindecker; Courtney McLees.

Others Present: Jeff Myers, Legal Counsel; Walter Smit and John Gear, Community Advisory Committee.

APPROVAL OF AGENDA

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

STAFF INTRODUCTIONS

A. **Bailey Leindecker and Courtney McLees, Inventory Specialists** (*Jon Licht*)

PUBLIC COMMENT - None.

PUBLIC HEARING - STRATEGIC PLAN

A. **Public Hearing 2023-2028 Strategic Plan & Final Draft Strategic Plan Review.** Freeman-Manzanares presented the draft Strategic Plan for public comment. She said the Strategic Plan is Intercity Transit's primary policy document that allows the Authority to define the level of resources and priorities devoted to services and projects in the following budget years. The Community Advisory Committee and the Authority reviewed the document, and in particular the policy statements, to ensure they reflect the workplan. No public comments were received prior to the public hearing.

Chair Gilman opened the public hearing at 5:37 p.m.

Intercity Transit Authority Regular Meeting

November 2, 2022

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With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:38 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Mejia and Pierce to approve the consent agenda items as presented.

- 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**.

NEW BUSINESS

- A. Adopt the Transit Development Plan.** Planning Manager, Rob LaFontaine, presented the Transit Development Plan for approval. He said there were no public comments received specifically addressing the TDP, however, they do receive comments from riders occasionally and restoration of service is the number one issue/question that comes up.

It was M/S/A by Melnick and Mejia to adopt the 2021 Annual Report and 2022-2027 Transit Development Plan as presented.

PUBLIC HEARING - DRAFT BUDGET

- B. Public Hearing 2023 Budget & Draft Budget Review.** Jana Brown, CFO, presented the draft 2023 budget for public comment.

Chair Gilman opened the public hearing at 5:50 p.m.

Janet Depoe (remotely) - Depoe is employed as an Operator with Intercity Transit for five years and she asks the Board and the General Manager meet with the ATU President about a proposed MOU for a wage increase.

Molly Ennes (in person) - Ennes is employed as an Operator with Intercity Transit for just over a year. Ennes loves her job and feels fortunate to work at Intercity Transit and noted that Intercity Transit offers a good wage compared to other employers, however, for employees with families, it's not always enough. She noted that she struggled at the beginning of her employment to pay her bills before being eligible to work overtime. Ennes said she knows of coworkers with families who are working second jobs to make ends meet. Ennes is asking that the General Manager meet with the ATU President to discuss a proposed wage increase.

Chair Gilman closed the public hearing at 5:55 p.m.

NEW BUSINESS

B. Operations Uniform Contract Extension. Procurement Coordinator, Katie Cunningham, presented an as-needed proposal of uniform items for Operations staff. 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.

It was M/S/A by Belk and Cox to 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.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

- This afternoon, the Authority/CAC ad-hoc panel interviewed eight candidates remotely for the open CAC positions. Thank you to Don Melnick and Sue Pierce for representing the Authority, and Ty Flint, Eliane Wilson and Walter Smit from the CAC. They will make candidate recommendations to the Authority at the December 7 meeting.
- Freeman-Manzanares thanked the seventeen staff members who conducted IT's physical inventory on November 1. This is a huge accomplishment. Performing a physical inventory count is a critical necessity to meet audit requirements, confirm assets are accounted for internal control purposes and to keep records accurate in order to ensure parts are readily available when needed. These individuals counted close to 16,000 parts and products, 950 feet of cord and wire, over 5,000 gallons of engine fluids, close to 6,000 gallons in motor oil and over 70,000 gallons of a variety of fuels. The variance was extraordinarily low. This is a result of the great job done by our Inventory Team. Maintenance and our Accounting team are a great support to this effort.

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- Intercity Transit conducted a Flu Shot Clinic last week, and a record number of people (staff and family members) participated and received their flu shots. A shout out to Craig Laslie in HR for organizing the event. Also, 70% of our employees have received their COVID booster.
- Operations staff are interviewing candidates today and tomorrow in preparation for the next Operator class which begins training on December 5.

AUTHORITY ISSUES

Carolyn Cox reported the Lacey City Manager is departing to take a City Manager position in Astoria, Oregon. The City of Lacey will conduct a national search to replace that position. Cox said the City of Lacey Holiday Lights event is taking place and hopes to see the Intercity Transit Jingle Bus.

Paul Tischer asked the Board to consider having the General Manager and her management teamwork with the ATU's negotiating team before the 2023 budget is approved to negotiate a wage increase. Tischer asked that since the pandemic has been declared over, he recommends the Board begin meeting in person.

Sue Pierce said during the CAC interviews today, there were questions from the candidates about what the Community Advisory Committee does and its purpose. She suggested providing that information on the IT website.

Don Melnick said the Community Advisory Committee is a valuable resource to the ITA and staff. He noted three current Board members started on the CAC.

Carolina Mejia said the County is discussing the move to the new location on Pacific Avenue and some offices will begin moving in November and will be officially open December 15. The Board of County Commissioners' meetings will begin in January 2023 at that new location.

CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160. The Intercity Transit Authority conducted a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss whether to approve a Memo of Understanding between Intercity Transit and the IAM.

Chair Gilman recessed to a closed session at 6:20 p.m.

Chair Gilman reconvened to a regular meeting at 6:53 p.m.

Memo of Understanding with International Association of Machinists (IAM), District Lodge 160. Heather Stafford-Smith, Administrative Services Director, presented for consideration a proposed Memorandum of Understanding between Intercity Transit and the International Association of Machinists. The IAM represents 43 employees in

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the positions of technician, service worker, support specialist and vehicle detailer. The current collective bargaining agreement expires on December 31, 2022. Parties met on October 13, 2022, and reached a tentative agreement. The new proposed agreement is a one-year contract extension from January 1, 2023, through December 31, 2023, and provides for a general wage increase of 5.5%. The agreement is a fair and equitable agreement.

It was M/S/A by Pierce and Melnick to approve the Memo of Understanding between Intercity Transit and the International Association of Machinists (IAM), District Lodge 160 for a one-year period (January 1, 2023, through December 31, 2023) that provides for a general wage increase of 5.5%.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:57 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 7, 2022

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

Payroll Audit Worksheet

PayPeriod:	10/23/2022 - 11/5/2022	Paydate:	11/10/2022	
				ISSUED
DIRECT DEPOSIT	D1 D.Dep. #1 D2 D.Dep. #2 & #3 NP NET PAY (dir. Deposit)	9,430.00 9,452.13 766,629.50	<u>785,511.63</u>	785,511.63
IRS	FIT: Total Medicare:	97,987.81 32,172.40	<u>130,160.21</u>	130,160.21
HEALTH SAVING	HS	92.59		92.59
VANGUARD	DC Vgrd EE L2 Vgrd ER 401k Ln#2 LN 401k Ln #1	60,070.34 44,004.43 3,157.48 6,681.51	104,074.77 9,838.99 <u>113,913.76</u>	113,913.76
PERS	PN PERS EE P3 PERS EE PN PERS ER P3 PERS ER TTL PERS	65,251.37 6,552.36 106,597.64 9,344.06	71,803.73 <u>115,941.70</u> 187,745.43	187,745.43
DEF COMP	SD 457 ST EE SR 457 ST ER	18,079.99 10,928.59	<u>29,008.58</u>	29,008.58
ICMA	RC ICMA EE RR ICMA ER RL ICMA Ln#1 R3 ICMA Ln#2 RI ICMA Roth	5,945.42 3,214.65 541.78 616.58 500.00	9,160.07 <u>1,158.36</u> 500.00 <u>10,818.43</u>	10,818.43
AFLAC	ST AFLAC POST/PRE SS	2,762.66 2,402.40	<u>5,165.06</u>	5,165.06
Met Life	A2	-		
Allstate LTC	AS	-		
HCA	D3 Disability Ins D1 Combined Health In1stN2ND	1.52 4,291.64 259,176.41	4,293.16 <u>263,469.57</u>	
GARNISHMT	GN Garnish	745.12		
CHILD SUPPORT	CS DSHS	1,153.52		
MACHINISTS UNION DUES	M2 Mch.UnDues MI Mac.Initiation MS Payroll Corr check TF Tx.Fr.Benefit	1,672.37 - - -	<u>1,672.37</u>	
PROJECT ASSIST	PA Proj.Assist	322.00		
ATU UNION DUES	UC Un COPE UA Un Assess UD Un Dues UI Un Initiatio UT Un Tax	91.00 - 6,213.75 - 3,231.00	<u>9,535.75</u>	
UNITED WAY	UW United Way	235.00		
WELLNESS	WF Wellness	285.50		
NY PFML&D	NY New York PFML&D EE NY New York PFML&D ER	16.12 2.31	<u>18.43</u>	
NEW YORK TAX	NT New York Taxes	147.26		
NORTH CAROLINA TAX	NC North Carolina Income Tax	135.00		
LABOR INS	LI L&I-EE LI L&I-ER LA L&I-EE LA L&I-ER	5,606.45 23,099.22 537.82 728.38	28,705.67 <u>1,266.20</u> <u>29,971.87</u>	
ESD	CF WPFML-EE CL WPFML-ER	4,962.53 1,815.27	<u>6,777.80</u>	
PAPER CHECKS	Net Pay: TOTAL TRANSFER (tie to Treasurer Notifications)	3,813.79		1,262,415.69
TOTAL PAYROLL*:		<u>1,580,698.67</u>		
GROSS WAGE ER AMOUNT	GROSS EARNINGS: EMPR MISC DED:	1,137,094.42 427,518.05		
MEDICARE TAX	EMPR MEDICARE TAX:	16,086.20		
PP21 Total		<u>1,580,698.67</u>		

ACH 785,604.22

PayPeriod:	11/06/2022 - 11/19/2022	Paydate:	11/25/2022	1/0/1900
			ISSUED	ISSUED
DIRECT DEPOSIT	D1 D.Dep. #1 D2 D.Dep. #2 & #3 NP NET PAY (dir. Deposit)	9,522.74 9,490.06 783,951.37	<u>802,964.17</u>	802,964.17
IRS	FIT: Total Medicare:	105,619.73 33,590.92	<u>139,210.65</u>	139,210.65
HEALTH SAVING	HS	92.59		92.59
VANGUARD	DC Vgrd EE L2 Vgrd ER 401k Ln#2 LN 401k Ln #1	61,150.63 45,612.91 3,219.35 6,860.23	106,763.54 10,079.58 <u>116,843.12</u>	116,843.12
PERS	PN PERS EE P3 PERS EE PN PERS ER P3 PERS ER TTL PERS	66,277.69 6,377.98 108,274.27 9,087.91	72,655.67 <u>117,362.18</u> 190,017.85	190,017.85
DEF COMP	SD 457 ST EE SR 457 ST ER	18,824.50 11,509.12	<u>30,333.62</u>	30,333.62
ICMA	RC ICMA EE RR ICMA ER RL ICMA Ln#1 R3 ICMA Ln#2 RI ICMA Roth	6,280.25 3,483.70 541.78 616.58 500.00	9,763.95 <u>1,158.36</u> 500.00 <u>11,422.31</u>	11,422.31
AFLAC	ST AFLAC POST/PRE SS	2,765.91 2,423.40	<u>5,189.31</u>	5,189.31
Met Life	A2	12,109.97		
Allstate LTC	AS	6,333.17		
HCA	D3 Disability Ins D1 Combined Health In1stN2ND	4,316.03 4,316.03 260,051.50	4,316.03 <u>264,367.53</u>	
GARNISHMT	GN Garnish	245.12		
CHILD SUPPORT	CS DSHS	1,153.52		1,153.52
MACHINISTS UNION DUES	M2 Mch.UnDues MI Mac.Initiation MS Payroll Corr check MD Mch.UnDues TF Tx.Fr.Benefit	1,672.37 - - 0.26 -	<u>1,672.63</u>	
PROJECT ASSIST	PA Proj.Assist	319.00		
ATU UNION DUES	UC Un COPE UA Un Assess UD Un Dues UI Un Initiatio UT Un Tax	- 1,302.00 6,352.79 60.00 -	<u>7,714.79</u>	
UNITED WAY	UW United Way	230.00		
WELLNESS	WF Wellness	289.50		
NY PFML&D	NY New York PFML&D EE NY New York PFML&D ER	16.12 2.31	<u>18.43</u>	
NEW YORK TAX	NT New York Taxes	147.26		
NORTH CAROLINA TAX	NC North Carolina Income Tax	135.00		
LABOR INS	LI L&I-EE LI L&I-ER LA L&I-EE LA L&I-ER	5,709.26 23,522.66 526.08 712.47	29,231.92 <u>1,238.55</u> <u>30,470.47</u>	
ESD	CF WPFML-EE CL WPFML-ER	5,173.68 1,892.29	<u>7,065.97</u>	
PAPER CHECKS	Net Pay: TOTAL TRANSFER (tie to Treasurer Notifications)	6,363.32		1,297,227.14
TOTAL PAYROLL*:		<u>1,634,709.30</u>		
GROSS WAGE ER AMOUNT	GROSS EARNINGS: EMPR MISC DED:	1,185,440.70 432,473.14		
MEDICARE TAX	EMPR MEDICARE TAX:	16,795.46		
PP22 Total		<u>1,634,709.30</u>		

ACH 803,056.76

TOTAL PAYROLL FOR THE MONTH
3,215,407.97

ACCOUNTS PAYABLE DISBURSEMENT LIST
NOVEMBER 2022

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor #</u>	<u>Payee</u>	<u>Amount</u>
35778	11/1/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$17,106.00
35779	11/1/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$221.29
35780	11/1/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$20,859.96
35781	11/1/2022	02828	AVAIL TECHNOLOGIES INC	\$0.00
35782	11/1/2022	03021	BABAUTA LEONARD	\$9.83
35783	11/1/2022	03250	BATTERY SYSTEMS INC.	\$2,663.29
35784	11/1/2022	06045	CITY OF LACEY	\$0.00
35785	11/1/2022	06045	CITY OF LACEY	\$3,648.00
35786	11/1/2022	06120	CITY OF OLYMPIA (UTILITIES)	\$480.00
35787	11/1/2022	06781	COMPUNET INC.	\$5,000.00
35788	11/1/2022	07220	CUMMINS INC.	\$0.00
35789	11/1/2022	07220	CUMMINS INC.	\$2,310.49
35790	11/1/2022	07350	CW JANITORIAL SERVICE LLC	\$25,053.43
35791	11/1/2022	07640	DAY MANAGEMENT CORP	\$4,297.23
35792	11/1/2022	09180	EXPRESS SERVICES INC	\$961.33
35793	11/1/2022	09205	ERF COMPANY INC.	\$275.00
35794	11/1/2022	09662	FERRELLGAS LP	\$2,737.22
35795	11/1/2022	10180	FREEDMAN SEATING COMPANY	\$261.65
35796	11/1/2022	10660	GILLIG LLC	\$0.00
35797	11/1/2022	10660	GILLIG LLC	\$8,049.16
35798	11/1/2022	10759	GORDON TRUCK CENTERS INC	\$1,658.33
35799	11/1/2022	10865	GREAT FLOORS LLC	\$2,255.83
35800	11/1/2022	11936	JMB CONTRACTING INC	\$13,119.16
35801	11/1/2022	12863	KOLAR DAVID	\$55.00
35802	11/1/2022	12875	KPFF CONSULTING ENGINEERS INC	\$744.00
35803	11/1/2022	13726	M & S COLLISION LLC	\$988.98
35804	11/1/2022	13886	MATERIALS TESTING & CONSULTING INC.	\$8,365.00
35805	11/1/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
35806	11/1/2022	14930	NATIONAL AUTO PARTS WAREHOUSE	\$239.45
35807	11/1/2022	16175	OLYMPIC CREDIT SERVICES INC.	\$463.45
35808	11/1/2022	16701	PEAK INDUSTRIAL INC.	\$103.68
35809	11/1/2022	16888	REXEL USA INC.	\$82.84
35810	11/1/2022	17580	RECARO NORTH AMERICA INC.	\$117.90
35811	11/1/2022	17900	SCHETKY NORTHWEST SALES INC.	\$610.00
35812	11/1/2022	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	\$5,600.00
35813	11/1/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,022.29
35814	11/1/2022	18420	SOUTHGATE FENCING INC.	\$273.50
35815	11/1/2022	18530	STANDARD PARTS CORP.	\$305.55
35816	11/1/2022	21950	TITUS-WILL CHEVROLET	\$948.20
35817	11/1/2022	22010	ROTTERS INC.	\$116.31

35818	11/1/2022	23621	TFORCE FREIGHT INC.	\$316.77
35819	11/1/2022	23641	UNITED STATES TREASURY	\$35.50
35820	11/1/2022	23660	UNITED WAY OF THURSTON COUNTY	\$700.00
35821	11/1/2022	24755	WA ST HEALTH CARE AUTHORITY	\$524,445.67
35822	11/1/2022	26710	ZILLA CORPORATION	\$108.10
35823	11/8/2022	01624	ALLWEST TRANSPORTATION INC.	\$1,120.00
35824	11/8/2022	01895	ECOLUBE RECOVERY LLC	\$669.70
35825	11/8/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$102,527.25
35826	11/8/2022	04170	BURKET MARY	\$110.00
35827	11/8/2022	06045	CITY OF LACEY	\$2,052.00
35828	11/8/2022	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$790.22
35829	11/8/2022	07220	CUMMINS INC.	\$7,478.21
35830	11/8/2022	09662	FERRELLGAS LP	\$2,188.40
35831	11/8/2022	10580	GENE'S TOWING INC	\$173.92
35832	11/8/2022	10608	GEOENGINEERS INC.	\$1,127.48
35833	11/8/2022	10660	GILLIG LLC	\$2,510.63
35834	11/8/2022	11498	IBI GROUP	\$2,699.63
35835	11/8/2022	11615	INDUSTRIAL HYDRAULICS INC.	\$382.70
35836	11/8/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$5,232.76
35837	11/8/2022	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$456.23
35838	11/8/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$578.66
35839	11/8/2022	18101	SIJ HOLDINGS LLC	\$172.53
35840	11/8/2022	18530	STANDARD PARTS CORP.	\$298.12
35841	11/8/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,393.25
35842	11/8/2022	21950	TITUS-WILL CHEVROLET	\$1,418.53
35843	11/8/2022	21992	TOWN SQUARE PUBLICATIONS LLC	\$525.00
35844	11/8/2022	24743	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$27,302.00
35845	11/8/2022	26861	WESTERN GRAPHICS INC.	\$1,504.26
35848	11/16/2022	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,338.31
35849	11/16/2022	01405	ADVANCE GLASS INC.	\$386.58
35850	11/16/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$91.00
35851	11/16/2022	01805	AM BRANAM TOOLS INC.	\$2,518.33
35852	11/16/2022	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,536.24
35853	11/16/2022	02060	AMERISAFE INC.	\$862.09
35854	11/16/2022	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$428.18
35855	11/16/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,329.93
35856	11/16/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,357.58
35857	11/16/2022	03023	BACKUPIFY INC.	\$1,111.50
35858	11/16/2022	03240	BATTERIES PLUS	\$251.89
35859	11/16/2022	03250	BATTERY SYSTEMS INC.	\$2,472.70
35860	11/16/2022	06040	CITY OF LACEY	\$1,409.14
35861	11/16/2022	06120	CITY OF OLYMPIA (UTILITIES)	\$11,769.87
35862	11/16/2022	06781	COMPUNET INC.	\$9,506.26
35863	11/16/2022	07220	CUMMINS INC.	\$3,095.16
35864	11/16/2022	07619	DAVID S FOSTER	\$2,000.00
35865	11/16/2022	08006	DK BOOS GLASS INC.	\$2,124.55

35866	11/16/2022	08840	JEMMA INC.	\$7,439.83
35867	11/16/2022	09180	EXPRESS SERVICES INC	\$5,028.13
35868	11/16/2022	09575	FASTENAL COMPANY	\$3,648.22
35869	11/16/2022	09660	WOLSELEY INVESTMENTS INC.	\$211.60
35870	11/16/2022	09662	FERRELLGAS LP	\$2,826.11
35871	11/16/2022	10477	GALLS PARENT HOLDINGS LLC	\$1,307.41
35872	11/16/2022	10660	GILLIG LLC	\$6,581.27
35873	11/16/2022	10758	GORDON THOMAS HONEYWELL LLP	\$7,000.00
35874	11/16/2022	11048	HARGIS ENGINEERS INC.	\$1,450.00
35875	11/16/2022	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$3,810.73
35876	11/16/2022	11776	INTERCLEAN EQUIPMENT LLC	\$21,954.04
35877	11/16/2022	11805	ITERIS INC	\$21,052.23
35878	11/16/2022	11943	JOANNA GRIST	\$2,000.00
35879	11/16/2022	12856	KNOWBE4 INC.	\$8,333.65
35880	11/16/2022	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,441.55
35881	11/16/2022	13726	M & S COLLISION LLC	\$1,955.58
35882	11/16/2022	14160	MCMASTER-CARR SUPPLY CO.	\$25.72
35883	11/16/2022	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$12,109.97
35884	11/16/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
35885	11/16/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,675.01
35886	11/16/2022	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$2,790.60
35887	11/16/2022	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$25.16
35888	11/16/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$47.98
35889	11/16/2022	16490	HAROLD LEMAY ENTERPRISES	\$784.58
35890	11/16/2022	16595	PACIFIC POWER GROUP LLC	\$14,742.72
35891	11/16/2022	16623	PALAMERICAN SECURITY INC.	\$72,444.79
35892	11/16/2022	16966	POINT & PAY LLC	\$706.25
35893	11/16/2022	16974	POMP'S TIRE SERVICE INC.	\$900.44
35894	11/16/2022	17290	PUGET SOUND ENERGY	\$22,186.43
35895	11/16/2022	17505	RAINIER DODGE INC.	\$189.54
35896	11/16/2022	17840	SAFELITE FULFILLMENT INC.	\$216.00
35897	11/16/2022	17861	SAMBA HOLDINGS INC.	\$748.83
35898	11/16/2022	17900	SCHETKY NORTHWEST SALES INC.	\$519.46
35899	11/16/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$431.77
35900	11/16/2022	18052	SHEA CARR & JEWELL INC.	\$35,056.26
35901	11/16/2022	18129	SINGH BENCOMO LLC	\$2,800.00
35902	11/16/2022	18530	STANDARD PARTS CORP.	\$298.86
35903	11/16/2022	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$3,519.00
35904	11/16/2022	18940	TENNANT SALES AND SERVICE COMPANY	\$688.13
35905	11/16/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,718.80
35906	11/16/2022	21659	THERMO KING NORTHWEST INC.	\$5,000.00
35907	11/16/2022	21950	TITUS-WILL CHEVROLET	\$388.73
35908	11/16/2022	21985	TOTAL FILTRATION SERVICES INC.	\$609.47
35909	11/16/2022	22010	ROTTERS INC.	\$105.78
35910	11/16/2022	22045	TRACKIT LLC	\$17,090.00
35911	11/16/2022	22100	TRANSIT SOLUTIONS LLC	\$683.96

35912	11/16/2022	22235	TREW ENTERPRISE LLC	\$2,541.36
35913	11/16/2022	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$1,742.76
35914	11/16/2022	23641	UNITED STATES TREASURY	\$35.50
35915	11/16/2022	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$5,000.00
35916	11/16/2022	25909	WEX BANK	\$45,285.47
35917	11/19/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
35918	11/19/2022	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$106,933.49
35919	11/22/2022	02060	AMERISAFE INC.	\$449.08
35920	11/22/2022	02565	ASPHALT PATCH SYSTEMS INC	\$78,185.00
35921	11/22/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,358.95
35922	11/22/2022	03250	BATTERY SYSTEMS INC.	\$1,733.88
35923	11/22/2022	06045	CITY OF LACEY	\$456.00
35924	11/22/2022	07220	CUMMINS INC.	\$3,655.98
35925	11/22/2022	07640	DAY MANAGEMENT CORP	\$4,050.39
35926	11/22/2022	09180	EXPRESS SERVICES INC	\$1,246.78
35927	11/22/2022	09205	ERF COMPANY INC.	\$275.00
35928	11/22/2022	09575	FASTENAL COMPANY	\$8,182.38
35929	11/22/2022	09662	FERRELLGAS LP	\$2,660.43
35930	11/22/2022	09961	FORMA CONSTRUCTION COMPANY	\$979,201.27
35931	11/22/2022	10477	GALLS PARENT HOLDINGS LLC	\$1,468.77
35932	11/22/2022	10660	GILLIG LLC	\$7,772.09
35933	11/22/2022	11498	IBI GROUP	\$1,934.34
35934	11/22/2022	13893	MAUL FOSTER & ALONGI INC.	\$40,343.83
35935	11/22/2022	15132	NGUYEN TU	\$40.00
35936	11/22/2022	16784	PHILLIPS LEROY	\$51.28
35937	11/22/2022	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$54.10
35938	11/22/2022	17560	ROMAINE ELECTRIC CORP.	\$557.89
35939	11/22/2022	17900	SCHETKY NORTHWEST SALES INC.	\$445.58
35940	11/22/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,915.10
35941	11/22/2022	18145	SIX ROBBLEES' INC.	\$46.17
35942	11/22/2022	18530	STANDARD PARTS CORP.	\$544.62
35943	11/22/2022	18540	STANTEC CONSULTING SERVICES INC	\$377,193.99
35944	11/22/2022	18940	TENNANT SALES AND SERVICE COMPANY	\$118.75
35945	11/22/2022	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,653.47
35946	11/22/2022	21950	TITUS-WILL CHEVROLET	\$1,240.97
35947	11/22/2022	21985	TOTAL FILTRATION SERVICES INC.	\$123.64
35948	11/22/2022	22010	ROTTERS INC.	\$272.30
35949	11/22/2022	22100	TRANSIT SOLUTIONS LLC	\$892.05
35950	11/22/2022	24000	W. W. GRAINGER INC.	\$127.53
35951	11/22/2022	25858	WESTCARE CLINIC LLC PS	\$1,020.00
35956	11/29/2022	01780	AMALGAMATED TRANSIT UNION 1765	\$17,159.54
35957	11/29/2022	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$6,367.41
35958	11/29/2022	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,398.43
35959	11/29/2022	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$208,149.11
35960	11/29/2022	02828	AVAIL TECHNOLOGIES INC	\$3,065.56
35961	11/29/2022	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$315.10

35962	11/29/2022	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$30.46
35963	11/29/2022	06120	CITY OF OLYMPIA (UTILITIES)	\$1,174.07
35964	11/29/2022	07220	CUMMINS INC.	\$2,370.87
35965	11/29/2022	07620	DAVIS WRIGHT TREMAINE LLP	\$1,748.00
35966	11/29/2022	09662	FERRELLGAS LP	\$2,163.91
35967	11/29/2022	10477	GALLS PARENT HOLDINGS LLC	\$0.00
35968	11/29/2022	10477	GALLS PARENT HOLDINGS LLC	\$2,275.31
35969	11/29/2022	10660	GILLIG LLC	\$0.00
35970	11/29/2022	10660	GILLIG LLC	\$15,245.62
35971	11/29/2022	13726	M & S COLLISION LLC	\$2,432.34
35972	11/29/2022	14160	MCMASTER-CARR SUPPLY CO.	\$29.64
35973	11/29/2022	14405	MICHAEL G. MALAIER TRUSTEE	\$184.62
35974	11/29/2022	14750	MULLINAX FORD OF OLYMPIA LLC	\$708.72
35975	11/29/2022	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,091.40
35976	11/29/2022	16252	ONSPOT OF NORTH AMERICA INC.	\$8,211.56
35977	11/29/2022	16595	PACIFIC POWER GROUP LLC	\$2,547.53
35978	11/29/2022	16701	PEAK INDUSTRIAL INC.	\$324.71
35979	11/29/2022	16841	PIONEER FIRE & SECURITY INC.	\$591.00
35980	11/29/2022	16888	REXEL USA INC.	\$527.16
35981	11/29/2022	17505	RAINIER DODGE INC.	\$749.19
35982	11/29/2022	17580	RECARO NORTH AMERICA INC.	\$876.99
35983	11/29/2022	17792	ROUSH CLEANTECH LLC	\$683.22
35984	11/29/2022	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$960.63
35985	11/29/2022	18297	SOLID WASTE SYSTEMS INC.	\$1,077.45
35986	11/29/2022	18530	STANDARD PARTS CORP.	\$462.03
35987	11/29/2022	21950	TITUS-WILL CHEVROLET	\$1,381.62
35988	11/29/2022	22010	ROTTERS INC.	\$98.51
35989	11/29/2022	23641	UNITED STATES TREASURY	\$35.50
35990	11/29/2022	23660	UNITED WAY OF THURSTON COUNTY	\$465.00
35991	11/29/2022	23770	VANNER INC.	\$2,609.16
35992	11/29/2022	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
35993	11/29/2022	26861	WESTERN GRAPHICS INC.	\$1,504.26
ACH	11/4/2022		BERGKAMP EMILY	\$995.01
ACH	11/4/2022		COIT SUZANNE	\$40.00
ACH	11/4/2022		DELANCY ARTHUR	\$85.00
ACH	11/4/2022		IT PROJECT ASSISTANCE	\$982.00
ACH	11/4/2022		IT WELLNESS	\$844.50
ACH	11/4/2022		JOY MARGARET	\$85.00
ACH	11/4/2022		REYNOLDS EMILY	\$55.00
ACH	11/10/2022		AGUERO JASON	\$345.88
ACH	11/10/2022		BROWN JANA	\$141.00
ACH	11/10/2022		PARKER MATTHEW	\$289.43
ACH	11/15/2022		DUVALL KIERRA	\$500.00
ACH	11/18/2022		CRASS CAMERON	\$153.00
ACH	11/18/2022		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,400.63
ACH	11/18/2022		NEAL ALANA	\$153.00

ACH	11/18/2022	DEPARTMENT OF REVENUE	\$860.30
ACH	11/25/2022	DELANCY ARTHUR	\$85.00
ACH	11/25/2022	LASLIE CRAIG	\$50.94
ACH	11/25/2022	RIKER KATHLEEN LOIS	\$128.27
			<u><u>\$3,157,893.79</u></u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: December 7, 2022

FOR: Intercity Transit Authority

FROM: Jason Hanner, Chief Safety Officer/ Safety Program Manager

SUBJECT: Approve Intercity Transit’s Public Transportation Agency Safety Plan (PTASP) as amended.

1) **The Issue:** Staff is seeking approval of an updated Public Transportation Agency Safety Plan, as required by the Bipartisan Infrastructure Law.

2) **Recommended Action:** Approve the Intercity Transit Public Transportation Agency Safety Plan as amended.

3) **Policy Analysis:** Staff will provide periodic updates to the Authority on agency efforts.

4) **Background:** The Intercity Transit Authority Board approved the original Public Transportation Agency Safety Plan on September 16, 2020.

On November 15, 2021, the Bipartisan Infrastructure Law was signed into law. The Bipartisan Infrastructure Law amends FTA’s safety program at 49 U.S.C. § 5329(d) by adding to the Public Transportation Agency Safety Plan (PTASP) requirements. Staff has incorporated these changes into our Agency Safety Plan and will provide an overview of the required changes.

5) **Alternatives:**

A. Approve the Intercity Transit Public Transportation Agency Safety Plan updates.

B. Defer approval. The Federal Transit Administration requires transit agencies have an updated Agency Safety Plan approved no later than December 31, 2022.

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

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

8) **References:** [Intercity Transit’s Public Transportation Agency Safety Plan](#) as amended.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: December 7, 2022**

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Dial-A-Lift Purchase Change Order Authorization

1) **The Issue:** Consideration of a change order issued to Schetky Northwest (Schetky) to modify Intercity Transit's order of twenty-eight (28) replacement Dial-A-Lift vehicles.

2) **Recommended Action:** Authorize the General Manager to issue a change order to Schetky in the amount of \$2,322,000, for changes to the Dial-A-Lift order consisting of twenty-eight (28) replacement vehicles.

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

4) **Background:** In September of 2021, Intercity Transit placed an order with Schetky for a total of twenty-eight (28) propane Aerotech Light Duty Ford (E-450) replacement Dial-A-Lift vehicles under Washington State Department of Enterprise Services (DES) Contract 06719.

Shortly after the order was placed, production on the Aerotech model was discontinued as a result of supply chain issues and chassis shortages. Therefore, Intercity Transit worked with Schetky to review and evaluate a substantially similar vehicle model from the same manufacturer, the Advantage propane Light Duty Ford E-450 cutaway, which has been determined will meet our requirements.

Concurrently, the vehicle manufacturer, Forest River, requested a price increase under DES Contract 06719 based on increased manufacturing, goods, and labor costs. DES reviewed the request and approved a 50.08% price increase for this vehicle category under Contract 06719.

Therefore, a change order is needed to modify the vehicle and options from the Aerotech model to the Advantage model, and incorporate the new DES contract pricing. These changes will result in an approximate 46.2% increase in the amount of \$82,900 to the price of each vehicle. The amended purchase price per vehicle will be \$262,067 which represents an overall increase of \$2,322,000 to the order. The new total for twenty-eight (28) vehicles will be \$7,337,866.

Intercity Transit has reviewed the new vehicle model and pricing and concurs with DES's assessment that it is fair and reasonable. While Schetky continues to experience pandemic-related vehicle production delays, the issuance of this change order will hold Intercity Transit's pricing through 2023, and our place in the production line in an effort to remain in alignment with our vehicle replacement schedules. Accordingly, staff recommends approval of the change order to the Dial-A-Lift vehicle order of twenty-eight (28) vehicles in the amount of \$2,322,000.

5) **Alternatives:**

- A. Authorize the General Manager to issue a change order to Schetky in the amount of \$2,322,000, for changes to the Dial-A-Lift order consisting of twenty-eight (28) replacement vehicles.
- B. Reduce order quantity. This would likely result in a significant delay in meeting the replacement schedule for current Dial-A-Lift vehicles.
- C. Defer action. Deferring action would result in a significant delay in vehicle production and delivery.

6) **Budget Notes:** The total cost to purchase the twenty-eight (28) replacement Dial-A-Lift vehicles originally ordered in September 2021 will now be \$7,337,866 representing an increase of \$2,322,000. Intercity Transit does not pay sales tax on Dial-A-Lift vehicles.

These vehicles will be purchased using a combination of Washington State Department of Transportation Consolidated Grant, federal, and local funds.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal # 4:** *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: December 7, 2022

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: DAL Route Scheduling and Management Software

1) **The Issue:** Authorization to purchase a route scheduling and management software program to support our Dial-A-Lift (DAL) paratransit service.

2) **Recommended Action:** Authorize the General Manager to execute a contract with Via Mobility LLC in an amount of \$1,380,000, for a new platform to manage our DAL paratransit services.

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

4) **Background:** Intercity Transit has been utilizing the Routematch scheduling platform to manage our DAL services since 2006. Implementation of our new Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) solution included integrating the Routematch solution into the hardware provided by our CAD/AVL provider. Unfortunately, and following recent acquisitions by another firm, Routematch has elected not to integrate or enhance their program to meet our needs, therefore an alternative solution was sought.

On June 22, 2022, the project team released a request for proposal seeking a new route scheduling solution. Intercity Transit received five responsive proposals on the due date of August 15th. The project team concluded upon their initial review that all five proposers could potentially meet our objectives and elected to pursue interviews and demonstrations from all firms. Upon conclusion of the interview process, the project team narrowed their focus to two firms. Based on the feedback from the references, the evaluation team is recommending Via Mobility LLC be awarded the contract.

5) **Alternatives:**

A. Authorize the General Manager to execute a contract with Via Mobility LLC in an amount of \$1,380,000, for a new platform to manage our DAL paratransit services.

B. Defer action. To not pursue the new solution Intercity Transit will have to negotiate the continued use of existing services and not benefit from efficiencies and improved customer enhancements the proposed solution offers.

6) **Budget Notes:** This purchase is within the 2023 budget. The proposed amount of \$1,380,000 is distributed as follows:

- a. Project Management for Implementation: \$101,000
- b. Annual cost for license (over 5 years): \$998,640
- c. Hardware for vehicles (54 vehicles): \$92,880
- d. Installation of hardware (54 vehicles): \$8,100
- e. Contingency (15%): \$179,380

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: December 7, 2022

FOR: Intercity Transit Authority

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

SUBJECT: 2023-2028 Strategic Plan Adoption

-
- 1) **The Issue:** Adopt the 2023-2028 Strategic Plan.
-
- 2) **Recommended Action:** Adopt the 2023-2028 Strategic Plan.
-
- 3) **Policy Analysis:** The Intercity Transit Authority is required to adopt a Budget and the Transportation Improvement Program/Program of Projects annually. The Strategic Plan provides the framework for these documents and maps Intercity Transit's plan over the next six years.
-
- 4) **Background:** The 2023-2028 Strategic Plan continues the Authority's practice of annually updating and adopting a Strategic Plan. It provides the basis for the development of the 2023 Operating and Capital budget. The draft strategic plan was made available to the public for review and comment with a public hearing on November 2, 2022. The Strategic Plan identifies proposed expanded services, as well as direction for programs and the future of Intercity Transit. The plan references our Long-Range Plan and our plans for growth, while recognizing the realities of supply chain issues and the labor market.
-
- 5) **Alternatives:**
- A) Adopt the 2023-2028 Strategic Plan.
 - B) Direct staff to revise the proposed 2023-2028 draft plan for adoption at a later date. There is no requirement for the Authority to adopt the Strategic Plan.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The Strategic Plan identifies and addresses all the goals.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: December 7, 2022

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer

SUBJECT: 2023 Budget Adoption

-
- 1) **The Issue:** Adopt the 2023 Budget.
-
- 2) **Recommended Action:** Adopt Resolution 04-2022 that establishes the 2023 Budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2023 budget documents rely heavily on the Strategic Plan that the Authority is scheduled to adopt on December 7, 2022. The Strategic Plan states the Authority's policies regarding service levels and capital projects.
-
- 4) **Background:** The 2023 draft budget has been available to the public on our website since October 7, 2022. A public hearing was held on Wednesday, November 2, 2022.
- The proposed Operating budget for 2023 is \$86.9 million, which includes \$10.4 million of rollover projects and \$535 thousand of new projects.
- The proposed Capital budget for 2023 is \$95.8 million, which includes \$3.5 million in new projects and \$92.3 million of rollover projects.
- The total proposed 2023 expenditure budget including staff recommended new projects/positions is \$182.7 million.
- The major elements of Intercity Transit's 2023 budget are:
- Sales tax revenue for 2023 has been budgeted to remain the same amount set to be collected in 2022; which is 2% over what was collected in 2021.
 - 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 to pursue grant funded BRT and Corridor Programs
 - Bus Stop Facility Capital Improvements
 - Dial-A-Lift Scheduling Software Replacement
 - Continuation 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.

Note: Changes from Draft 2023 Budget compared to the Proposed 2023 Budget:

- \$100 thousand dollar increase to Olympia Transit Center improvements due to the rise of costs.
- \$2.5 million dollar increase to the 28 Dial-A-Lift replacement cost due to increase of production costs.
- Re-evaluation of proposed projects and the distinction between operating and capital categorizing.

5) **Alternatives:**

- A) Accept the budget as presented and formally adopt the budget for 2023.
- B) Direct staff to revise the proposed 2023 budget and adopt the budget as revised.
- C) Direct staff to revise the proposed 2023 budget and bring the revised budget back to the Authority.

6) **Budget Notes:** The 2023 Budget sets the budget for the coming year.

7) **Goal Reference:** The annual budget directs how we address all our goals.

8) **References:** 2023 Budget and Resolution 04-2022 Adopting the 2023 Budget.

**INTERCITY TRANSIT
RESOLUTION NO 04-2022
ADOPTION OF THE 2023 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2023 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2023; and

WHEREAS, at said public meeting, the 2023 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2023 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$ 190,000,000
Estimated Revenues	139,050,840
TOTAL ESTIMATED RESOURCES	<u>\$ 329,050,840</u>

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$ 182,704,240
Estimated Ending Cash Balance	146,346,600
TOTAL ESTIMATED UTILIZATION OF RESOURCES	<u>\$ 329,050,840</u>

ADOPTED: This 7th day of December, 2022

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

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

APPROVED AS TO FORM:

**Jeffrey S. Myers
Legal Counsel**

INTERcity TRANSIT

Olympia, Washington



2023 Budget

Mission Statement:

Provide and promote transportation choices that support an accessible, sustainable, livable, healthy, and prosperous community

2023 Budget

Fiscal Year January 1, 2023, through December 31, 2023

Ann Freeman-Manzanares..... General Manager
Emily Bergkamp Operations Director
Eric Phillips..... Strategic Programs Director
Heather Stafford Administrative Services Director
Jonathan Yee Fleets & Facilities Maintenance Director
Peter Stackpole..... Development Director

Prepared by

The Finance Division

Jana Brown, Chief Financial Officer

For more information:

www.intercitytransit.com

510 Pattison Street SE
Olympia, Washington 98501

2023 Intercity Transit Authority

Clark Gilman, Chair	City of Olympia
Justin Belk, Vice Chair	Citizen Representative
Brian Hess	City of Yelm Councilmember
Carolina Mejia	Thurston County Commissioner
Don Melnick	Citizen Representative
Sue Pierce	Citizen Representative
Debbie Sullivan	City of Tumwater Mayor
Paul Tischer	Labor Representative
Robin Vazquez	City of Lacey Councilmember

2023 Strategic Plan Goals

1. Assess the transportation needs of our community throughout the Public Transportation Benefit Area
2. Provide outstanding customer service
3. Maintain a safe and secure operating system
4. Provide responsive transportation options within financial and staffing limitations
5. Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan
6. Encourage use of our services, reduce barriers to access and increase ridership
7. Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer
8. Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations

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December 1, 2022

TO: Intercity Transit Authority Board and Residents

From: Ann Freeman-Manzanares

On behalf of the leadership team, I am pleased to present Intercity Transit's Proposed Budget for 2023. Bolstered by the continued thriving economy of Thurston County, and with significant commitments from our federal, state, and local partners, Intercity Transit's 2023 budget places us in the desired position for future growth and expansion.

Our 470 employees have performed admirably during the global COVID-19 pandemic, continuing to provide essential transportation services to the Thurston community and especially those most dependent on transit services. Our front-line operators, maintenance workers, and support staff have endured these difficult times and inspired our organization.

With the lifting of the state of emergency and overall easing of COVID restrictions, Intercity is seeing increased ridership as more individuals return to work, school and to their pre-COVID levels of activity. It is our hope 2023 will be a year of continued growth and expansion as we attempt to move back toward "normal" operations post-pandemic.

We are ending the year with significant progress on a variety of projects and initiatives we outlined in the 2022 budget, and we enter 2023 in strong financial condition. Revenue resources have exceeded forecasts, the agency has succeeded in securing substantial new federal and state grant funding, and we have been able to manage cost growth within prudent, sustainable financial planning. As a result, the agency has established capital and operating reserves at the levels necessary to support investing in employees, upgrading facilities and expanding access to transit as the region continues to grow.

The 2023 Budget represents a financial plan driven by the policy and action strategies outlined in the 2023-2028 Strategic Plan. The Strategic Plan, adopted in December, includes specific details on agency policy positions, service levels and corresponding resource expenditures. The Strategic Plan also defines Intercity Transit's capital program and the investments necessary to implement the corresponding service levels and policies. The following are just some highlights of what is in store for Intercity in the coming year:

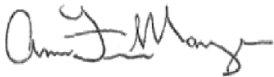
- Continued rehabilitation and expansion of the Pattison Maintenance, Operations and Administration facility
- Development of the Zero Emissions analysis, related fleet transition and project planning for necessary development and implementation
- Bus stop capital improvement enhancements for improved public safety, increased accessibility and expanded service

- Fleet Replacement of 28 Dial-A-Lift vans all of which have exceeded useful life benchmarks
- Critical planning projects to support future service such as Bus Rapid Transit
- Technology advancements such as a new Dial-A Lift scheduling software

Like so many industries across the state and country, Intercity Transit is facing unprecedented challenges in recruiting and retaining employees, from bus operators to maintenance employees to administration. The 2023 budget includes funding for strategic recruitment and retention to allow Intercity Transit to emerge from the pandemic with a highly skilled and capable workforce engaged in delivering our operating and capital programs.

Together with our employees, the Authority Board, Community Advisory Committee, and our community partners, we are poised and excited to continue providing Thurston County residents transportation choices supporting an accessible, sustainable, livable, healthy, and prosperous community.

We are ready for another successful year and looking forward to what 2023 may bring!



Ann Freeman-Manzanares
General Manager

Insert Budget
Resolution once it is
passed

	2023
<i>Budget Summary - Cash Basis</i>	<i>Budget</i>

<i>Beginning Cash Balance</i>	<i>\$190,000,000</i>
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Add:

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
Total Revenues	<i>139,050,840</i>

Less:

Operating Expenditures

Operating	76,024,723
Operating - New projects	535,000
Operating - Rollover projects	10,364,000
Total Operating Expenditures	86,923,723

Capital Expenditures

Capital - New	3,490,000
Capital - Rollover	92,290,517
Total Capital Expenditures	95,780,517

Total Expenditures	<i>182,704,240</i>
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<i>Ending Cash Balance</i>	<i>146,346,600</i>
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<i>Less Operating Reserve (25% of operating expenditures)</i>	<i>(21,730,931)</i>
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<i>Ending Unreserved Cash Balance</i>	<i>\$124,615,669</i>
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REVENUES

Operating Revenues

Vanpool revenues for 2023 have been set based on the past two-year results. This assumes some recovery of the activity lost in response to the COVID-19 Pandemic when many of the Vanpool groups made the move to work from home.

Non-Transportation Revenue

Interest Income is increasing with the strong reserves and due to the interest rate rising. Amtrak Depot operations are funded through contracts with local jurisdictions and Agency operating revenues.

Sales Tax

The 2023 budget assumes Sales Tax collections will not increase from what was collected in 2022.

State and Federal Support

Includes grant funding for:

- Expansion and rehabilitation of Intercity Transit's Maintenance facility
- Smart Corridors project
- Zero Emission project
- Operating and Capital grants for *The One* – a High-Capacity Corridor demonstration Route
- Martin Way Park & Ride I-5 northbound ramp access
- Replacement of buses and Dial-A-Lift vehicles
- Operating dollars for special needs transportation (Dial-A-Lift), Walk n Roll, Route 612 Express service, and Vanpool marketing project

CAPITAL

Bus and Vanpool Vehicles

Purchase 28 Dial-A-Lift buses, and 12 vanpool vans. Purchase coach driver barriers and HVAC air purification systems for the coach fleet. Budget for the possible Hybrid Bus mid-life battery rebuild.

Staff Vehicles

Replace 2 staff cars and a maintenance truck which are all beyond useful life. Adding 3 trucks for facilities due expanded workplan.

Information Systems Equipment

Miscellaneous IS equipment will be purchased throughout the agency to improve regular data processing and improve access to computers for supervisors, operators, and employees working off site. Money is also budgeted to complete the Vanpool management software implementation and purchase a new Dial-a-Lift scheduling software replacement.

Facility Enhancements

Improvements include Amtrak building security system, Olympia Transfer Center pedestrian crossings and Bus Stop Facilities. Other purchases include finishing safety work platforms, a mobile steam cleaner and various maintenance tools. A building condition assessment is also planned for all IT buildings.

Pattison Operations & Administration expansion and Maintenance renovation

This project includes the following 5 phases, phases 1 thru 3 are complete.

Phase 1 – Installation of Underground Storage Tanks and fuel island (completed)

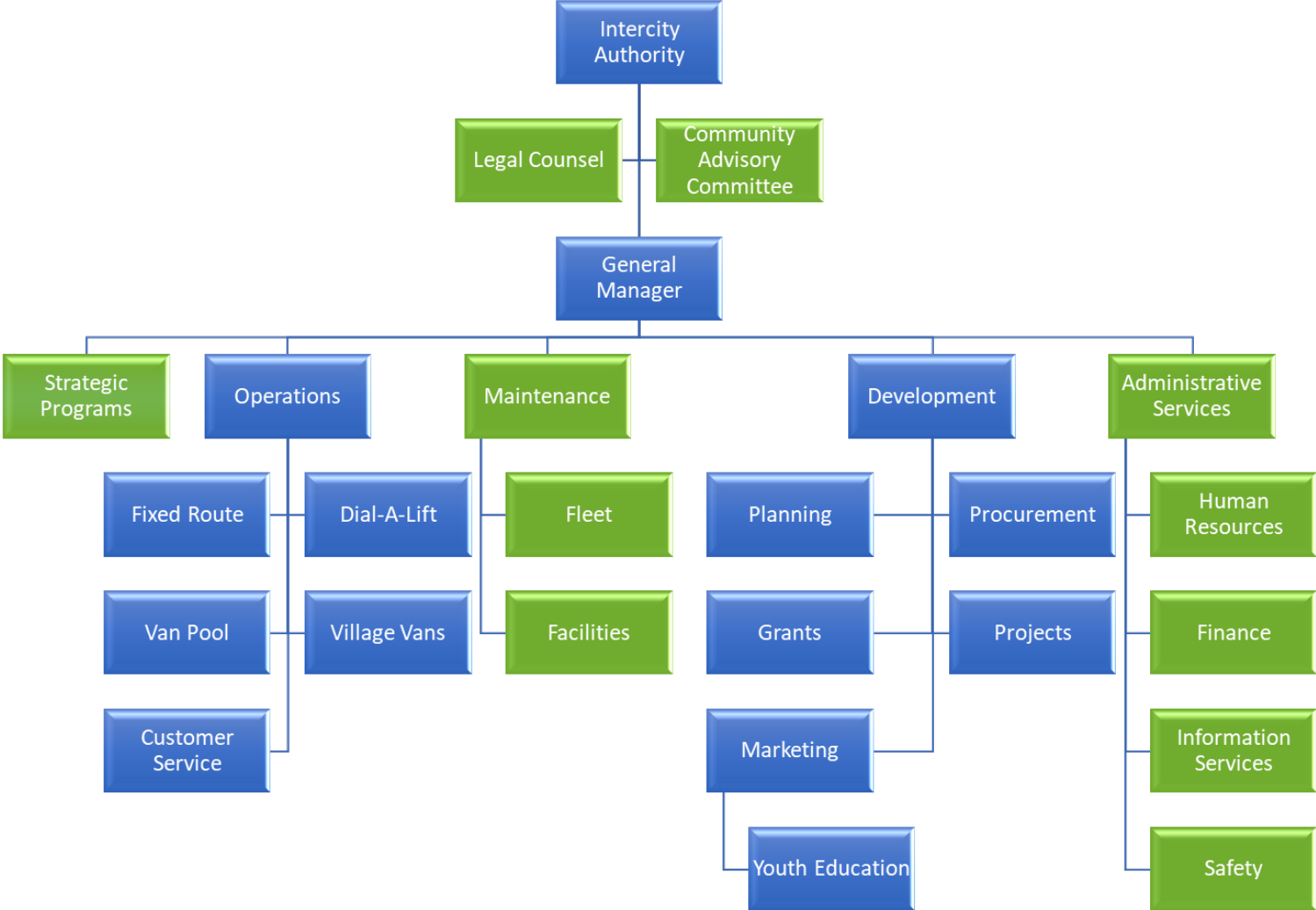
Phase 2 – Frontage improvements along Martin Way and Pattison Street (completed)

Phase 3 – Construction of Administration and Operation Building and a Fuel Wash Facilities Building

Phase 4 – Renovation of existing Maintenance Building

Phase 5 – Demolition of existing Administration Building and associated site work

Intercity Transit Organizational Chart



Intercity Transit Departments & Divisions

Administrative Services Department

Finance Division

The Finance Division performs the function of recording and maintaining the Agency's financial transactions and files in conformance with state and federal accounting regulations and generally accepted accounting principles. Finance provides payroll; accounts payable; accounts receivable; fixed assets; cash management, budget, and general ledger services for the Agency. Finance develops and maintains internal controls over these functions to safeguard Agency assets. Finance produces internal and external financial reports including coordinating the National Transit Database (NTD) report. They coordinate the annual state audit and assist with financial forecasting and modeling. Finance prepares the Agency's annual budget and monitors revenues and expenditures through the year. Agency-wide services and expenses such as liability and property insurance, administration of the Agency's deferred compensation plans, and the Cut Commute Committee are included in their budget.

Human Resources Division

The Human Resources Division is tasked to maximize the effectiveness of Intercity Transit's primary resource, its employees. This is accomplished by hiring and retaining highly effective people who are committed to the services of public transit through professional recruitment procedures, prudent compensation analysis, respectful labor-management relations as well as pro-active labor contract administration. The Human Resources Division is also responsible for employee and customer accident and claims administration and the implementation of a federally required comprehensive drug and alcohol program that includes post-accident and random testing of employees. The Human Resources Division coordinates with the Finance Division in managing payroll and employee benefit programs. Agency-wide services and expenses such as the receptionist function, office supplies, and centralized office equipment are also administered by the Human Resources Division and are included in its budget. Since 2020, the Human Resources Division has been responsible for COVID leave management, maintaining compliance with local and state health department guidelines, and contact tracing within the agency.

Information Systems Division

The Information Systems Division administers, manages, and supports the Agency's information technology needs. This includes the network, servers, telephones, security cameras, desktop and laptop PCs, websites, and applications across seven different physical locations. Beyond the

information technology's industry standard products like VMware vSphere, Cisco networking equipment, Microsoft Windows (both client and server), Active Directory, Exchange, and SQL Server, they also support several transit specific applications such as Fleet-Net, Routematch, and CAD/AVL. For all these products, IS staff provides systems analysis, project management, and help desk level support. Finally, the IS department is responsible for managing cybersecurity risks and deploying mitigation strategies.

Safety Division

The Safety department supports all departments by providing safety oversight including risk assessments, root cause analysis of accidents and incidents, creation and review of all safety related documents, and agency-wide safety trainings.

Executive Department

Executive Division

The Executive Department is responsible for the overall direction, supervision, and coordination of Agency activities to ensure consistency with policies prescribed by the Transit Authority. They are responsible for the coordination of knowledge, effort, and resources between all departments to achieve Agency goals and mission. The Department is responsible for development and administration of agency plans, services, programs, and policies and procedures. They promote linkage of transit and community development. And they ensure and develop communication processes between employees, departments, the Authority, the Community Advisory Committee, and the community.

Development Department

Development Division

The Development Department oversees the Planning, Procurement/Capital Projects, Marketing/Communications/Outreach Divisions as well as the Grant Program administration and reporting activities. This includes the management and oversight of major agency planning and capital projects and programs pursuant to Federal and State grant funding and agency priority projects.

Department staff coordinate, manage, and monitor compliance with state and federal funding requirements including contracting, reporting, and project oversight of required programs including annual audits and reporting, Federal Transit Administration (FTA) Triennial review, environmental compliance, the Disadvantaged Business Enterprise Program and Title VI compliance. Staff also support the agency's public communications and outreach with riders

and the community. The Development Department also coordinates the support, execution and completion of projects entered into or supported by interagency agreements and contracts.

Planning Division

The Planning Division is responsible for planning, developing, monitoring, and evaluating Intercity Transit fixed route services, and preparing operator work assignments. Division staff also provides short- and long-range planning services, including preparing and coordinating the agency's annual Transit Development Plan and other annual reporting on services and facilities including National Transit Database (NTD) reporting. The division coordinates closely with regional and local jurisdictions to review and update comprehensive land use and transportation plans, works with both public agencies and private sector developers to ensure new developments accommodate and meet transit customer needs, including bus stop locations, and participates in regional transportation demand management efforts to help reduce single occupant vehicle trips. Planning also maintains and updates the agency financial model and revenue forecasts based on service and capital projections in coordination with the Finance Department and consistent with the adopted Long-Range Plan to support the agency's annual and long-range budget planning processes.

Procurement Division

The Procurement and Capital Projects Division develops and administers capital construction contracts and spearheads other major agency-wide projects including federal compliance and reporting. The team manages procurements of goods and services including contract development and oversight and supervision of vendors, consultants, and contractors. Procurement maintains agency-wide tracking tools for project oversight, develops agency-wide procedures for the proper acquisition of goods and services, including development of procurement and contract documents. Procurement also leads or assists others in contract administration and project oversight, procures and maintains facility and vehicle parts, fuel, and operating supplies inventory. The Inventory team is responsible for entry and audits of the agency's inventory, vehicle component, and work order systems within the Fleet-Net database. Inventory staff is also responsible for the administration of the warranty claims systems.

Marketing, Communications & Outreach Division

The Marketing, Communications & Outreach Division produces agency public information materials and promotes awareness and use of Intercity Transit services. The division oversees the website and real-time customer communications via (GovDelivery), printed materials, public information pieces, and social media. Marketing, Communication & Outreach staff coordinates marketing, advertising, communications, and outreach programs, supports media relations, and represents the

agency to the news media and our community partners to promote services and in response to agency needs. This Division also administers Intercity Transit's Youth Education Program including Walk-N-Roll, the Thurston County Bicycle Community Challenge (BCC) and Earn-A-Bike program and bike shop staffed by volunteers.

Maintenance Department

Maintenance Administration Division

The Maintenance Department is a key support team for Intercity transit. The Office of the Director and Maintenance Administration Division provide guidance and administrative support for the Fleet and Facility Maintenance Divisions asset management activities in providing safe and reliable vehicles, facilities and bus stops for employees and passengers. Agency-wide, the Director and Maintenance Administration Division coordinate delivery of support services with other Departments and formulate and implement agency goals consistent with the mission of Intercity Transit. The Office of the Director plays a key role in the administration of the bargaining agreement between International Association of Machinists and Aerospace Workers (IAM) and Intercity Transit and in maintaining a positive working relationship with union leaders and represented employees.

Facilities Maintenance Division

The Facilities Division is responsible for the Agency's buildings and grounds, building systems, furnishings, and all Intercity bus stops. Included in these responsibilities are all staff facilities at the Pattison Base, Olympia and Lacey transit centers, Amtrak Depot (Centennial Station), and Park and Ride facilities at Martin Way and Hawk's Prairie. The Facilities team is also responsible for many of the agency's compliance programs, including hazardous materials management, storm water management, fire protection systems, elevator inspections, and recycling programs. As a part of overall facility support, this division also manages several contracts for maintenance and support services including custodial, landscaping, elevator maintenance, security, and fire protection services. The Facilities Division also supports other Departments in the management and implementation of agency projects.

Fleet (vehicle maintenance) Division

The Fleet Division's primary focus is to provide safe and reliable vehicles and equipment for use in service delivery to the public, and in support of all other agency business and community activities. The division is involved in the selection and procurement of vehicles and parts, supplies, tools, and equipment. Fleet Staff continuously monitor and evaluate products and work methods to achieve a high level of productivity, efficiency, and sustainability. The Division constantly strives to enhance vehicle performance and safety to provide a clean, safe, reliable, and efficient environment for internal and external customers.

Operations Department

Operations Division

The Operations Department is the service delivery arm of Intercity Transit. The Operations Division includes the Office of the Director which provides guidance and administrative support for the Transportation, Coach Operator, Dial-A-Lift Administration & Operations, Van Operator, Vanpool Program Services, Customer Service, and Village Vans Divisions. Agency-wide, the Director coordinates service delivery with other Departments, and formulates and implements agency goals consistent with the mission of Intercity Transit. The Office of the Director plays a key role in the administration of the bargaining agreement between ATU and Intercity Transit and in maintaining a positive working relationship with union leaders and represented employees.

Transportation Division

The Transportation Division is supported by 1 Fixed Route manager, 18 Operations supervisors, 3 Operations scheduling coordinators, and 4 Operations trainers. The primary function of the Division is to effectively meet 100% of Intercity Transit service commitments 362 days a year. Services provided by the Division include the operation of all Fixed Route services and special event services. Transportation also provides support services to other Departments within the Agency in the form of staff training, staff assistance, and assistance with special projects.

Coach Operator Division

The Coach Operator Division consists of 224 coach and extra board operators who provide Fixed Route service to customers.

Dial-A-Lift Administration & Operations Division

The Dial-A-Lift Administration & Operations Division includes 16 staff members who support the activities of the Dial-A-Lift program. The primary function of the Division is to deliver quality specialized transportation service to the riding public within the legal parameters established by the Americans with Disabilities Act (ADA). The Division also works closely with other agencies to develop and implement demonstration projects. The Dial-A-Lift Administration & Operations Division provides guidance to the Agency on the potential ramifications of decisions as they relate to the ADA and acts as a liaison between the local special needs community and the agency through such mediums as public forums.

Van Operator Division

The Van Operator Division consists of 54 van operators who provide Dial-A-Lift service to customers.

Vanpool Services Division

The Vanpool Services Division administers, manages, and coordinates Intercity Transit's vanpool program, providing vanpool vehicles for approximately 147 groups of commuters who have at least one end of their commute in Thurston County. The Division provides day-to-day support to vanpool participants; to include recruitment and retention of participants, and training volunteer coordinators, drivers, and bookkeepers. WSTIP Vanpool Risk Management program is maintained, providing driver training and refresher training. A regional ride-matching service for commuters seeking carpools or vanpools is also administered by this Division, as well as the Community Van and Surplus Van grant programs, providing transportation solutions for nonprofit organizations and community groups.

Customer Service Division

The Customer Service Division, located at the Olympia Transit Center, provides public information about transit services. Other functions include Greyhound ticket sales, schedule and brochure delivery, maintenance of lost and found items, and field trip planning.

Village Vans Division

The Village Van Division provides transportation for low-income individuals encountering transportation barriers related to sustaining or gaining employment within our service area. This volunteer-based program provides job shadowing for volunteer drivers who are interested in a variety of careers. The volunteer opportunity also provides support from Village Vans staff in job application processes, cover letter and resume writing and interviews. Intercity Transit employs staff for ongoing development and operation of the program. The Village Vans Division is funded by grants, in collaboration with local funding, uniting with social service agencies to assist volunteers working towards economic independence.

2023 Budget Expenditures

Project Type	Name	Budget
New Projects	DAL Scheduling SW Replacement	\$2,000,000
	Door System Assessment	\$20,000
	ERP Research and Review (Consultant)	\$500,000
	Facilities Trucks	\$210,000
	NE Lacey Operation Terminal Facility	\$950,000
	OTC Pedestrian Crossing replacements	\$330,000
	Translation Services	\$15,000
	Total	\$4,025,000
Rollover Projects	Alternative Tech Master Planning & Detail Design	\$650,000
	Alternative Technology Project Management	\$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 Enhancements/Facilities	\$15,000
	Bus Stop Facility Improvements	\$4,390,000
	CAD/AVL & Communication project	\$1,000,000
	Community engagement	\$145,000
	DAL vans (replacement, partly grant funded) (28)	\$7,333,941
	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
	Maint 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

Rollover Projects Con't	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	
Total	\$102,654,517	
Operational Expenses	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 maint 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
	Cloud Subscriptions	\$475,785

Operational Expenses Con't	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/Maint 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 Roadeo	\$6,000
	ITA/CAC Training & Development	\$22,141
	Landscaping Services	\$195,000
	Legal Notices	\$4,000
	Legal Services	\$69,140
	Maint 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/Maint Admin - Operating Expenses	\$6,500	
Maintenance/Maint Admin - Training	\$25,000	
Maintenance/Vehicle Maint - Training	\$70,000	

Operational Expenses Con't	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 Maint 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	
Total	\$76,024,723	
Grand Total	\$182,704,240	

Staffing by Department & Division

Administrative Services Department

Finance Division

Chief Financial Officer	1
Finance Manager	1
Finance Supervisor	1
Lead Payroll Specialist	1
Accounting Specialists	3
Subtotal - Finance Division	7

Human Resources Division

Administrative Services Director	1
Human Resources Manager	1
Human Resources Supervisor	0
Human Resources Administrative Assistant	1
Human Resources Specialist	2
Human Resources Analyst	3
Subtotal - Human Resources Division	8

Information Services Division

Deputy Director - Chief Information Officer	1
Information Services Manager	1
Information Services Technician	2
Information Services Help Desk Technician	1
Information Services Senior Database Developer	1
Information Services Database Developer	1
Information Services Senior Network Systems Analyst	1
Information Services Network Systems Analyst	3
Information Services Cybersecurity Program Manager	1
Subtotal - Information Services Division	12

Safety Division

Chief Safety Officer	1
Senior Training & Safety Coordinator	1
Subtotal - Safety Division	2

Total Administrative Services Department	29
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Executive Department

Executive Division

General Manager	1
Director of Strategic Programs	1
Executive Assistants	2
Special Projects	1
Subtotal - Executive division	5

Total Executive Department

5.0

Development Department

Development Division

Development Director	1
Administrative Assistant	1
Long Range Planning Manager	1
Grants Program Manager	1
Subtotal - Development Division	4

Planning Division

Planning Manager	1
Senior Planner	2
Associate Planner	2
Senior Planning Scheduler	1
Planning Scheduler	1
Subtotal - Planning Division	7

Procurement Division

Deputy Director - Procurement	1
Procurement & Capital Projects Manager	1
Procurement/Project Mgmt Coordinator	3
Inventory Supervisor	1
Lead Inventory Specialists	1
Inventory Specialists	3
Subtotal - Procurement Division	10

Marketing Division

Marketing Manager	1.0
Senior Mktg Communicatios Coordinator	1.0
Marketing & Communications Coordinator	2.0
Marketing & Communication Representative	1.0
WalkNRoll Program Supervisor	1.0
Youth Education Assistant	1.0
Bicycle Commuter Challenge Coordinator	0.5
Subtotal - Marketing Division	7.5

Total Development Department **29**

Maintenance Department**Maintenance Administration**

Director of Fleet & Facilities	1
Facilities Manager	1
Fleet Manager	1
Maintenance Supervisors (Fleet)	6
Maintenance Analyst	1
Facilities Specialist Supervisor	1
Facilities Technician supervisor	1
Maintenance Admin Assistant	1
Subtotal - Maintenance Admin Division	13

Facilities Maintenance Division

Facilities Specialists	8
Facilities Technicians I	1
Facilities Technicians II	1
Facilities Technicians III	2
Subtotal - Facilities Division	12

Fleet (Vehicle Maintenance) Division

Vehicle Cleaners/Detailers	12
Service Workers	8
Support Specialists	3
Technicians	28
Subtotal - Vehicle Maintenance Division	51

Total Maintenance Department **76**

Operations Department

Operations Division

Operations Director	1
Operations Deputy Director	1
Operations Assistant	1
Receptionists	2
Subtotal - Operations	5

Transportation Division

Fixed Route Manager	1
Transportation Supervisors	18
Senior Scheduling Coordinator	1
Scheduling Coordinators	2
Operations Trainers	4
Subtotal - Transportation Division	26

Dial-A-Lift Admin & Operations Division

DAL Dispatch Specialists	11
DAL Travel Training Coordinators	2
DAL Supervisor	2
DAL Manager	1
Subtotal - Dial-A-Lift Admin & Operations Division	16

Coach Operators Division

Coach Operators	224
Subtotal - Coach Operators Division	224

DAL Operators Division

Van Operators	54
Subtotal - DAL Operators Division	54

Vanpool Division

Vanpool Manager	1
Commuter Services Assistant	1
Vanpool Coordinators	4
Subtotal - Vanpool Division	6

Village Vans Division

Village Vans Supervisor	1
Village Vans Coordinator	1
Subtotal - Village Vans Division	2

Customer Services Division

Customer Service Manager	1
Customer Service Supervisor	1
Customer Service Representatives	8
Subtotal - Customer Services Division	10

Total Operations Department

343

Agency Totals

481.5

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: December 7, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel December 21, 2022, Authority Meeting

-
- 1) **The Issue:** Whether to cancel the December 21, 2022, Authority meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, December 21, 2022, Authority meeting.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is provided to The Olympian.
-
- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the December 21, 2022 meeting. Given the lack of agenda items, staff recommends canceling the meeting.

If approved, staff will provide appropriate legal notice to the public.

-
- 5) **Alternatives:**
- A. Cancel the December 21, 2022, Authority meeting.
 - B. Maintain the schedule as it stands and meet on December 21, 2022.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-G
MEETING DATE: December 2, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager

SUBJECT: Community Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc selection committee for Community Advisory Committee appointments.

2) **Recommended Action:**

A. Appoint the following individuals to three-year terms beginning January 1, 2023: *Harrison Ashby, Clair Bourgeois, Jeremy Mott, Doug Riddels, and Trina Primm.*

B. Appoint *Alejandro Garcia* to a one-year youth position beginning January 1, 2023.

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 2, 2022. The committee consisted of *Don Melnick, Sue Pierce, Ty Flint, Eliane Wilson and Walter Smit.* Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

5) **Alternatives:**

A. Appoint the following individuals to three-year terms beginning January 1, 2023: *Harrison Ashby, Clair Bourgeois, Jeremy Mott, Doug Riddels, and Trina Primm.* And appoint *Alejandro Garcia* to a one-year youth position beginning January 1, 2023.

B. Defer appointments.

C. Recommend staff conduct another recruitment.

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

7) **Goal References:** Appointment of new members to the CAC meets all Authority goals.

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

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

November 4, 2022

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

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

PLEASE NOTE: Participation in the December 2, 2022, Council meeting will in-person with a remote option for members that cannot attend in-person.

2023 TRPC Work Program

Executive Director Marc Daily reviewed the draft 2022 TRPC Work Program. The program consists of TRPC projects and programs for the coming year. Council will consider it for adoption at the December meeting.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11445/A6_Council-2023-Work-Program-110322_b.

Human Services Transportation Plan (HSTP)

Planning & Policy Director Karen Parkhurst reviewed the updates to the Human Services Transportation Plan (HSTP). To qualify for certain federal funding, federal and state law requires that TRPC adopt and update the plan every four years.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11446/A7_Human-Services-Transportation-Plan-TRPC-110422.

2023 State Legislative Issues

Planning & Policy Director Karen Parkhurst reviewed the Legislative Priorities Subcommittee recommendations for the 2023 State Legislative Session and asked that the Council adopt it. The priority list consists of:

- I-5 Mounts Road to Tumwater and Nisqually River Delta,
- Rural State Highways as Main Street,
- Regional Airport,
- Broadband, and
- Regional Mobility Grants.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11447/A8_110222-leg-council.

2022 Call for Projects – Project Review

Senior Planner Paul Brewster reviewed the 2022 Call for Projects grant proposals. The grant proposals include 14 Surface Transportation Block Grant's (STBG) applications, and two Transportation Alternatives (TA) applications. TRPC also received five STBG applications for TRPC's Contingency List.

The Transportation Policy Board (TPB) will review the proposals at their November 9, 2022, meeting and forward a funding recommendation to the Council to approve and take action at their December 2, 2022, meeting.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11448/A10_2022-TRPC-Call-for-Projects-Proposal-Review.

Report from Outside Committee

Board member Wheatley provided an update on the last Puget Sound Regional Council's (PSRC) Growth Management Policy Board meeting.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11444/A11_GMA-New-Housing-Element-Requirements.