

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
April 17, 2023 - Virtual Meeting  
5:30 PM**

Join on your computer: [Click here to join the meeting](#). The meeting ID: 219 468 300 938  
Passcode: WUxmRc; or call in (audio only) [+1 929-229-5501,,471112115#](#) United States,  
New York City Phone Conference ID: 471 112 115#

**CALL TO ORDER**

- |              |  |                |
|--------------|--|----------------|
| <b>I.</b>    | <b>APPROVE AGENDA</b>  | <b>1 min.</b>  |
| <b>II.</b>   | <b>INTRODUCTIONS</b>   | <b>1 min.</b>  |
|              | A. <b>Intercity Transit Authority Representative</b> ( <i>Robin Vazquez</i> )    |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>  | <b>3 min.</b>  |
|              | A. <b>April 19, 2023, ITA Meeting</b> - ( <i>Nicole Smit</i> )                   |                |
|              | B. <b>May 3, 2023, ITA Meeting</b> - ( <i>Clair Bourgeois</i> )                  |                |
|              | C. <b>May 17, 2023, ITA Meeting</b> - ( <i>Jihan Grettenberger</i> )             |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES - March 20, 2023</b>                                      | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>  |                |
|              | A. <b>Dial a Lift/Bus Buddy/Travel Training Update</b> ( <i>Kevin Karkoski</i> ) | <b>30 min.</b> |
|              | B. <b>Bicycle Commuter Challenge Update</b> ( <i>Duncan Green</i> )              | <b>20 min.</b> |
|              | C. <b>Walk N Roll 2022 Report</b> ( <i>Kerri Wilson</i> )                        | <b>20 min.</b> |
| <b>VI.</b>   | <b>CONSUMER ISSUES - All</b>   | <b>10 min.</b> |
| <b>VII.</b>  | <b>REPORTS</b>   | <b>10 min.</b> |
|              | A. <b>April 5, 2023, ITA Meeting</b> ( <i>Ty Flint</i> )                         |                |
|              | B. <b>General Manager's Report</b> ( <i>Emily Bergkamp</i> )                     |                |
| <b>VIII.</b> | <b>NEXT MEETING - May 15, 2023</b>   | <b>1 min.</b>  |
| <b>IX.</b>   | <b>ADJOURNMENT</b>   | <b>1 min.</b>  |

**Attendance Report Attached.**

*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) 705-5857 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) 705-5857.*

*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**  
**COMMUNITY ADVISORY COMMITTEE**  
**March 20, 2023 – Virtual Meeting**

**CALL TO ORDER**

Chair Smit called the virtual March 20, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

**Members Present:** Chair Nicole Smit; Vice-Chair Jihan Grettenberger; Harrison Ashby; Clair Bourgeois; Ursula Euler; Ty Flint; Betty Hauser; Doug Riddels, Marilyn Scott; Rachel Weber, and Eliane Wilson.

**Absent:** Nikki Crist; Alejandro Garcia; John Gear; Marie Lewis; Jeremy Mott; Lloyd Peterson; Trina Primm; Allison Spector; Edwina Waehling.

**Staff Present:** Ann Freeman-Manzanares; Nancy Trail; Amanda Collins; Emily Bergkamp; Cindy Fisher-Waterhouse; Cameron Crass; Zach Heinemeyer; Eric Phillips; Peter Stackpole; and Ramon Beltran.

**APPROVAL OF AGENDA**

Under New Business, Agenda Item 5-A, which includes the Dial-a-Lift, Bus Buddy, and Travel Training Program Update, will be stricken from tonight’s meeting because of presenter availability.

**It was M/S/A by JIHAN GRETTEBERGER and DOUG RIDDELS to approve the modified agenda.**

**INTRODUCTIONS**

**Smit introduced Authority member, MARK NEUVILLE, as the representative scheduled to attend the meeting.**

**MEETING ATTENDANCE**

- A. April 5, 2023, ITA Meeting – Ty Flint**
- B. April 19, 2023, ITA Meeting – Nicole Smit**
- C. May 3, 2023, ITA Meeting – Clair Bourgeois**

**MOTION TO APPROVE MINUTES**

**It was M/S/A by TY FLINT and CLAIR BOURGEOIS to approve the February 13, 2023, minutes.**

- A. VANPOOL PROGRAM UPDATE – (Cindy Fisher-Waterhouse)** Fisher introduced herself as Vanpool Program Manager with Intercity Transit. She presented the 2022 Review of Intercity Transit’s Vanpool, Community Vans, and Surplus Van programs. Fisher began by introducing the Vanpool team to include Vanpool Coordinators: Riley White and Magic Aguinaga; Outreach Coordinators: Kyle McPherson and Zach Heinemeyer; and Commuter

# Intercity Transit Community Advisory Committee

March 20, 2023

Page 2 of 12

Services Assistant Alihaundra Borja. Fisher shared that a vanpool is defined as a group of three or more people who share a similar commute and ride together. Intercity Transit provides each group with a van, fuel, insurance, and maintenance while riders pay a low monthly fare.

Fisher expressed that 2022 was a significant year of change for the Vanpool Program. The Intercity Transit Authority Board (ITA) approved a simplified flat rate fare structure that was implemented in January 2022. To assist in the transition of flat rate fares, the Vanpool Program also purchased software to improve the customer experience. Fare calculations, invoicing, employer subsidy invoices, and payments – including the option of automatic payment set-up, are available electronically through the new software. Full implementation of the new software was completed in December 2022. Fisher announced Vanpool Program growth in 2022 of 65 new Vanpool groups and 337 new riders. This growth was supported by the implementation of the new fare structure to better accommodate hybrid work schedules and part-time ridership. The new fare structure was shared and has only eight price points based on miles commuted and a daily trip fee.

The Flat Rate Vanpool Fare **is simple and affordable**. In addition, we have a daily trip option for those with hybrid work schedules. The Flat Rate Vanpool fare is summarized below.

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

  

Daily Trip Fare	\$10
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\* Zero fare for eligible youth riders 18 years or younger.

Fisher provided a visual representation of average monthly groups, average monthly miles, and average monthly trips for the years 2019-2022. While the number of Vanpool groups remained flat between 2021 and 2022, the number of monthly miles increased from 119,626 miles to 185,869 miles indicating increased ridership which indicates good recovery towards pre-pandemic usage. When HB1514 passed in 2021, the minimum riders decreased from five to three and we are seeing the average number of riders per group decrease from 5.86 riders/van in 2019 to 3.76 riders/van in 2022. The number of trips increased 16% from 2021 to 2022 and miles traveled increased 36%. Compared to pre-pandemic numbers in 2019: number of trips traveled decreased 57%, miles traveled has decreased 28% and number of monthly groups decreased 27%. Overall, vanpool groups are performing at 74% of pre-pandemic statistics.

Fisher shared that prior to the flat fare structure, the directive was to recover 100% of costs between 2013-2018, which was achieved until 2019 when cost recovery dropped to 94%. With the 2021 resolution, there is no longer a directive for cost recovery and the program

has seen decreased revenue related to both the pandemic and simplified fare structure. Expenses have also increased 8% between 2019 and 2022 for maintenance, fuel, salaries, and vanpool incentives.

The ITA's approval of the fixed fare schedule included resources for program management software. Trip Spark was selected, and its features include interactive queries to "find a vanpool" and options to request staff contact following registration. Participants can research potential vanpool match options based on their commute without having to submit personal information to Intercity Transit. Once riders are ready to move forward, they establish an online account that includes their participant agreement, vanpool statements, payment history, and ridership reports.

In 2022, Intercity Transit utilized matching funds from WSDOT grants to subsidize first month rider fees in the amount of \$15,945 and \$100 gift cards for current riders who refer new riders to the program in the amount of \$21,600. To be eligible for IT's Vanpool Program, riders must commute either to or from Thurston County, or be along an existing route. Fisher shared that Vanpool currently serves commuters touching Grays Harbor, Lewis, Thurston, King, Pierce, Mason, Kitsap, and Cowlitz counties. Outreach Coordinators work with employers to promote vanpool, over 129 employers are represented by IT Vanpool riders. Many employers also subsidize their employees rideshare and Trip Spark has assisted the Vanpool program with streamlining the payment process. Co-branding is another tool to promote ridership and provide marketing to local businesses. Fisher announced that 6 employers cobranded with Vanpool in 2022.

Vanpool was also awarded multiple grants to support program upgrades. Grants included \$220,000 through the 2021-2023 WSDOT RMG with a \$55,000 local match that was used to support the purchase of Trip Spark software which cost \$289,102. Another grant that was utilized includes the WSDOT Vanpool Investment Program Marketing Grant of \$55,000 for promotional mailers and marketing materials launched in 2023. Finally, IT was awarded an additional grant from WSDOT Vanpool Investment Program of \$324,000 which was used to purchase 12 Model Year 2023 Toyota Sienna Hybrids. The grant funding covered 71% of the cost per vehicle.

To promote pandemic program recovery, Fisher shared the history behind the additions of Outreach Coordinator positions for the program: Kyle McPherson in December 2020 and Zach Heinemeyer in March 2022. Both McPherson and Heinemeyer provide ride match services, orientations, and promote Vanpool at community events. The Vanpool Program attended numerous outreach events in 2022, including events on JBLM. In 2023, the Vanpool Program will be focusing on rider recruitment efforts that utilize updated marketing materials that highlight the new fare structure and Trip Spark's "Find a Vanpool" route match services. Fisher was also excited to deploy Spanish-translated marketing materials.

In addition to the Vanpool Program, Fisher reviewed Intercity Transit's Community Vans program, which is offered to nonprofit and government agencies. Agencies who apply describe their populations served and transportation needs. Drivers must be approved and attend the Defensive Driving Course prior to being accepted in the program. Fisher reported that the program currently has 26 approved groups, utilizing 8 vans. In 2022, the groups took 542 trips and traveled 197,889 miles resulting in \$15,288 in fares. Fisher added that each year, certain vans are referred to the Surplus Van Grant program to be awarded to eligible nonprofit or community organizations. In 2021, 15 vans were granted, but in 2022 no

surplused vans were available for the program. Intercity Transit expects to open applications for the 2023 grant period in early fall.

Fisher concluded her presentation by sharing her gratitude for the Vanpool staff who celebrated milestone accomplishments including:

- Riley White's promotion to Vanpool Coordinator,
- Hauna Borja's promotion to Commuter Services Assistant,
- Magic Aguinaga's leadership in the Trip Spark implementation project and acceptance to ACT ImpACT Leadership Training,
- Kyle McPherson's ACT 40 Under 40 award, and
- Zach Heinemeyer's promotion to Outreach Coordinator.

*Fisher and Freeman answered questions.*

*Clair Bourgeois – asked if any of the Vanpool applicants have disabilities and if any vans can accommodate disabled riders.*

*Fisher-Waterhouse – clarified that Bourgeois was referring to mobility and shared that there is one van in the fleet that is equipped to accommodate riders with physically diverse abilities. Currently, no riders are in need of the van and it is being utilized for other purposes.*

*Freeman-Manzanares – shared that prior to Fisher taking over management of the program, IT did serve a Vanpool group that utilized the van.*

*Clair Bourgeois – asked if the program was affected by requirements under the Americans with Disabilities Act.*

*Fisher-Waterhouse – answered that IT often refers those in need of services to the Dial-a-Lift program for mobility accommodations. The Vanpool program has many riders with disabilities who travel in vans, but currently no riders with mobility needs. The program has also had inquiries from those with sight impairments. All rider applications are considered and matched based on routes and schedules of existing Vanpool groups.*

*Eliane Wilson – inquired about the cost per trip statistic and wanted to clarify if that was the cost for the rider or the cost for the agency. She also asked how the program is funded given that rider fares do not recover 100% of program costs.*

*Fisher-Waterhouse – answered that the cost per trip is the cost incurred by Intercity Transit to provide the service after deducting the fares received from passengers. Additional funding is obtained through federal and local grants. The grant funds are used for a variety of program needs, such as marketing and to purchasing vehicles for the fleet.*

*Freeman-Manzanares – responded that when the ITA discussed the zero fare initiative, it also discussed Vanpool program values and the flat rate fee schedule. Encouraging Vanpool ridership contributes to many regional transportation goals, including reducing I-5 congestion. The ITA also recognizes that Vanpool riders often step outside a comfort zone to begin ridesharing. Recovering operating costs is no longer the focus and Vanpool is now supported by the General Fund.*

*Doug Riddels – asked about options for short-term rider needs, such as an organization that has a specific event or activity that requires transportation and if IT has a service option available.*

*Fisher-Waterhouse – answered that the Vanpool program is not designed for this type of service, but Community Vans offers day-to-day reservations for local nonprofit, 501C(3) organizations. Vanpool services are specific to riders commuting to and from work or school.*

*Ursula Euler – inquired about employers subsidizing and cobranding, and how it relates to overall support of the Vanpool program by participating employers.*

*Fisher-Waterhouse – elaborated that employers who subsidize tend to continue subsidizing and with the addition of the flat rate fee schedule, employers are more likely to subsidize because there is predictability in costs. Approximately 80% of employers subsidize, including all state agencies. In 2022, new employers who are subsidizing and cobranding were private sector employers, which is encouraging for overall program performance.*

**B. Driver Appreciation Videos – (Cameron Crass)** Crass introduced himself as the Fixed Route Transportation Manager and shared that he was excited to extend his gratitude for IT’s operators, facilities, and maintenance staff on Transit Driver’s Appreciation Day that occurred March 18<sup>th</sup>. Intercity Transit very much appreciates its operators that are on the road every day and helping people in the community go to and from work, appointments, grocery shopping, and so much more. Crass then shared his screen and stated that he wanted to highlight four instances of drivers going above and beyond during their day-to-day tasks. The following videos were selected to highlight the skill and care of IT’s operators:

**Video 1:** Shows an Operator avoided colliding with a cyclist that was thrown into the road immediately in front of a traveling bus. Due to the Operator’s attentiveness and high level of training, they were able to successfully maneuver and avoid what could have been a catastrophic or life-ending injury.

Crass expanded on the attentiveness of Operators, we also work in partnership with local agencies and law enforcement. On any given day, there are about 54 buses on the road, traveling thousands of miles and keeping eyes on the road. IT Operators look out for accidents, incidents, and even missing persons. IT has assisted in recovering a lot of missing people in the community including vulnerable people who are runaways or subjects of a Silver Alert.

**Video 2:** Shows an Operator avoided colliding with a cyclist that was crossing the road, not within a designated crossing area, and fell off their bike. The Operator was able to recognize the cyclist on the ground and maneuver to prevent what could have been another catastrophic or life-ending injury.

Crass explained that this is another instance of IT’s Operators being well-trained, paying attention, and helping serve the community. With the Operators caring actions, the cyclist was able to ride away with no further assistance. IT’s Operators are compassionate and care about the community they serve.

**Video 3:** Shows an Operator responding to a toddler who wandered into the middle of a busy road, while parents chased after. With quick thinking and action, the Operator was able to block the roadway to prevent other cars from traveling in the toddler’s path.

Soon after, the parents were able to recover their child and the Operator went on about their day.

Crass highlighted that this is another way Operators serve their community and keep others safe. On occasion, our Operators have responded to or witnessed emergencies such as traffic accidents and with bus surveillance, community members can gather additional evidence to determine what happened. Operators have also responded to medical incidents onboard their buses and have provided emergency care such as first aid and CPR.

**Video 4:** Shows the response of an Operator who was out of service and returning to the bus yard. The Operator noticed a pedestrian on a bridge, climbing the rails, and getting ready to jump. She stopped her bus and immediately assisted the person with climbing down and holding them until law enforcement could assist, ultimately saving the life of a person in crisis.

Crass commented that of all the videos, this is the most impactful for him. This Operator was later recognized with a life-saving award by the Olympia Police Department, as well as commendations from the Washington State Department of Transportation and the Washington State Transit Association.

Crass encouraged the Community Advisory Committee to join IT in celebrating Transit Driver's Appreciation Day, which occurs annually in March.

*Crass answered questions.*

*Ty Flint – commented that the videos are amazing and inquired about posting them to IT's website periodically to show the public what the Operator's face every day. He also suggested bringing back Operator of the Month.*

*Crass – responded that the idea of sharing the videos hasn't been considered before and he can talk internally to discuss options.*

*Clair Bourgeois – commented that Operators are more than just drivers, they are like community ambassadors.*

*Jihan Grettenberger – asked about what type of support drivers receive following a critical or traumatic incident.*

*Crass – responded that one of his roles as a manager is to provide whatever resources are needed and there is an emphasis on providing excellent support to Operators. IT has a comprehensive employee assistance program that allows access to counselors and other support. Additionally, management has an open-door policy if an Operator needs to talk about an incident to debrief. IT emphasizes allowing Operators to inform management what they need as far as resources or support.*

*Nicole Smit – shared that those videos deserve very, very big kudos.*

- C. Martin Way Park-and-Ride - (Eric Phillips)** Phillips introduced himself as the Director of Strategic Programs and began presenting an update to the Martin Way Park-and-Ride Direct Access Project. Phillips shared that the CAC was last updated on the project about a year ago, so he planned to review some of the project history and then proceed with current developments. The facility was previously renovated and was originally built in 2006 with 138 parking spaces, in 2009 it was



expanded to include 310 parking spaces and it has not been renovated since 2013. During the last renovation period, the area was seeing market changes including higher gas prices, which caused people to look for different commute options and ultimately led to the highest ridership growth that peaked in 2013.

In 2015, planning for direct access began and an interstate survey was ultimately reviewed and accepted by the USDOT Federal Highways Association as an Interchange Justification Report (IJR). The IJR gave IT the footwork to move forward with its Direct Access Project. The current project considered forward compatibility with the larger interchange footprint, such as a new northbound bridge in addition to the ramp that is currently under construction.

The Direct Access Project is particularly important now to focus on improved safety and service. Current difficulties include Operators needing to make an unprotected left turn into the current Martin Way Park-and-Ride across three lanes of traffic; this causes delays due to signal congestion and leads to unpredictability of route schedules. These delays account for 15% of the total travel time between Olympia and Lakewood and discourage potential ridership growth. The Park-and-Ride improvements will allow for shorter and more direct northbound trips; reliable schedules yielding a projected overtime savings of \$350,000 per year that can be reinvested into service; and additional operator facilities, 11 more parking spaces, enhanced lighting, added security cameras, and designated walkways for rider safety.

*Clair Bourgeois – asked if the 620 bus would stop at the Lacey Transit Center, get on I-5 at the Sleater Kinney onramp, and then proceed to the Martin Way Park-and-Ride pickup.*

*Phillips – responded that IT is prepared to engage the public for input before implementing route changes and that process will begin this coming fall. With the Zero Fare initiative IT has elected not to continue deeper into Pierce Transit's area and that likely the 512 Park-and-Ride and the Sounder Station will be the furthest points of service to the north. Additional plans to engage the public and enhance fixed route services trips is forthcoming.*

Phillips briefed the CAC on project milestones reached over the past year, including:

- WSDOT access break request was completed April 2023.
  - Intercity Transit was the first application under the new process, which took about two years to complete.
- NEPA and Sec. 106 environmental review was completed July 2022.
- FHWA review was completed December 2022 and confirmed final WSDOT approval.
- City of Lacey permitting, engineering, and SEPA review completed.
- Design and engineering plans prepared for project bidding complete November 2022.
- Bid proceed and construction award completed in February 2023.
- Construction Approval for I-5 ROW from WSDOT complete end of February 2023.
- Construction started March 8, 2023.

Progress is ongoing and many items are still being worked on, including:

- Completion of construction.
- Review and approval of the Property Use Agreement with WSDOT.
- Confirming the reappropriation request for the RMG Grant.
- Coordinate with WSDOT on possible air space lease for shelter placement at the new flyer stop.
- Develop and procure a new shelter for the main Park-and-Ride platform.
- Update Olympia Express service and schedules.

Phillips shared that the flyer stop and main platform shelter will be constructed in a second phase. Overall, the project is coming in under budget with \$3,400,000 budgeted including \$2,152,800 WSDOT Regional Mobility Grants funds and \$1,547,200 Local Funds. The total estimated project cost is \$2,618,087, which reserves funding for the future shelter projects. IT has requested partial reappropriation to carry the project forward and allow use of a portion of the grant funds during the 2024-2025 biennium.

The future construction schedule includes a substantial completion date of June 2023 and current phase completion date of August 2023. Phillips shared that the procurement team has successfully navigated submittals and supply chain issues to ensure it does not impact future completion dates. Several renderings were shown highlighting the new one-way flow of travel, new pedestrian access and lighting, new operations support building, additional area with new parking spaces, and the location of a future platform shelter. The pedestrian pathway with lighting is connected to the parking lot and meets ADA standards.

Phillips expressed his appreciation for the project support team, including WSDOT staff, IT Facilities, IT Operations, IT Information Services, IT Planning, IT Procurement staff - with a special recognition to Tammy Ferris, Procurement Coordinator, SCJ Alliance, and MSG Architects.

*Phillips answered questions.*

*Nicole Smit – asked if the Flyer Stop would have a shelter and if the new building creates any blind spots that would be problematic for security cameras.*

*Phillips – answered that the hope is for a shelter to be added in the second phase of construction. WSDOT would not allow IT to plan for a shelter until the improvement related to the access break were completed. There are additional approval requirements to install a structure in the highway ramp area and IT followed WSDOT recommendations to complete the construction in a two-step phase. Phillips also answered that the new building has new camera positions to cover both new areas and to cover existing areas so overall visibility is improved. There will also be cameras to allow operators to view the exterior of the staff building from the inside to promote staff safety.*

*Nicole Smit – asked if the Flyer Stop would be used only at peak times for northbound or all northbound?*

*Phillips – answered that it would be used during every stop. However, use during peak times will help reduce the delays and allow for a more reliable schedule.*

*Eliane Wilson – inquired about local routes and if any changes would be made to those too.*

*Phillips – answered that there may be potential for changes in the future to use partial freeway running, but there are no specific plans at this time.*

*Clair Bourgeois – asked about the other local buses because getting to the Park-and-Ride as a pedestrian crossing Martin Way is difficult, many riders do not like crossing that roadway and board at the Lacey Transit Center instead.*

*Phillips – acknowledged that the stop is not pedestrian friendly and answered that he hopes improvements would be in place before any change or consideration of change was made. With the addition of the northbound ramp bus stop it will be slightly improved.*

*Ty Flint commented that he appreciated the update.*

*Betty Hauser commented that she appreciated the presentation and had been looking forward to an update.*

## **CONSUMER ISSUES**

- *Clair Bourgeois - inquired about funding available for CAC members to attend Transit conventions.*

*Freeman-Manzanares - shared that there are funds budgeted for CAC to attend the WA State conference. IT has not sent CAC members over the last several years due to COVID, but it should be resuming. The state conference is planned for August in Vancouver, WA.*

- *Ursula Euler - inquired if the Martin Way Park-and-Ride bus service would experience even better usage if there was an HOV lane from Martin Way to Tacoma.*

*Phillips - indicated that improved southbound access would increase ridership. He stated that IT is committed to providing the pipeline for service. The Olympia Express route is very important to link people up to access medical facilities and other services.*

*Euler - offered to assist in advocating for funding, particularly from the Climate Commitment Act.*

*Freeman-Manzanares - expressed her deep appreciation for the work the CAC does in jumping into these conversations and advocating for more efficient service.*

*Euler – replied that there needs to be more out of the box thinking and that state legislators need to know there is a community interest for improved transit routes.*

- *Rachel Weber - inquired about flyers that she saw around downtown that are asking for the return of late-night service for the Westside. She also asked if a partnership with Evergreen State College is a possibility.*

*Freeman-Manzanares - answered that IT had an agreement with Evergreen, but following the shift to a zero-fare model the agreement was stopped in favor of providing additional service. The lack of operators is the biggest hurdle to returning to that increased service schedule. IT is moving in that direction, effective Sunday, March 19<sup>th</sup> over 11,000 hours were added to the service schedule which is an increase of about 5.5%. IT is currently at 78% of pre-covid service levels at 211,000 hours. With this service change, route 64 is increasing from 60 minutes to 30 minutes. Future schedules will include evening enhancements, such as service going until 9:30pm or 9:50pm in some areas. Given the improved conditions on Ensign Rd., route 60 will be returning to serve that location. Many adjustments will be made to the time points of the schedules as new service rolls out to improve accuracy. IT is monitoring zero-fare impacts, as well as post-COVID ridership changes to improve route*

accuracy and service. Finally, IT is focusing on Operator recruitment and updates will be shared during the GM report.

- *Clair Bourgeois* - shared that she appreciated the improved service on route 64. Riders are excited for later service to return and have experienced getting stuck with early evening cutoffs.

*Freeman-Manzanares* - commented that she is looking forward to returning to pre-covid levels of service and providing the increased service demands that were voted on by the community.

## **REPORTS**

- **February 15, 2023, ITA Meeting** – Clair Bourgeois shared that the ITA discussed the Pattison project construction update, including demolition of the old Pattison building for additional parking.
- **March 1, 2023, ITA Meeting** – Jeremy Mott was not in attendance to provide the report.

*Nicole Smit* - encouraged the CAC to review the meeting highlights that are included in the monthly packets for additional notes about ITA meetings.

- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
  - A special request for assistance was made for 4-5 members of the CAC to perform beta testing March 27-31 to help make the fixed route website more user friendly. Testing will take place on a recorded ZOOM session and last about 30 minutes, please contact Nicky Upson or Amanda Collins for more information.
  - Hats off to Cindy, Kyle, Zach, Magic, and Riley. They have continually looked for ways to support existing Vanpool groups, educate the community, and attract new community members to the program. While the Vanpool program has been in a state of flux, the CAC has been instrumental in helping define IT's commitment to the program.
  - Transit Drivers Appreciation Day was March 18<sup>th</sup>. IT was excited to highlight our Operators who support community safety. The impact is immeasurable between the number of lost children, run-aways, and adults with dementia or Alzheimer's that Operators have located, and the number of accidents they have avoided and the passengers and travelers on the road they have protected. Treats and cards were provided in the days leading up to TDAD and social media ads were posted highlighting our Operators. Facilities and Maintenance staff were also acknowledged for their service to IT.
  - Kudos to Eric Phillips for his commitment to the Martin Way Project. He is appreciated for his fortitude and commitment to the project.
  - March 20<sup>th</sup> marked the kick-off for the WA State Transit Association's Transits Next Leader Institute class of 2023! This year's cohort includes IT's Katie Cunningham (Procurement Coordinator), Dan MacMillian (Maintenance Supervisor), and Kiera Maryott (Finance Supervisor). Past Institute graduates include Jason Aguero (Chief Information Officer), Joy Gerchak (Customer Service Manager), Nicky Upson (Senior Marketing, Communications, and Outreach Coordinator), and Cameron Crass (Fixed Route Manager).

## Intercity Transit Community Advisory Committee

March 20, 2023

Page 11 of 12

- Service changes effective March 19<sup>th</sup> include: 11,000 hours of increased service, route 64 increasing from 60 minutes to 30 minutes, evening enhancements to route 12 to 9:30 pm and route 41 to 9:50 pm, and route 60 returning to Ensign Rd.
- Next phase of the Pattison St. project is underway. Staff will be cleared out of the old admin building by mid-April and relocated in new buildings by end of April, including the new fuel and wash facility.
- Permits and construction are targeted for beginning of April. The first phase will be moving utilities, next phase is demolition, third phase is adding stormwater retention which will last through Fall of 2024, fourth and final phase is to renovate the existing maintenance building which will last through the end of 2025. During all the phases there will be very limited parking which will be a challenge.
- The much anticipated redesignation letter that identifies IT is a large urban transit system was finally received! This will be effective FFY 2024. A lot of work to be done for policies and procedures, staff education is underway. More information will be shared throughout the transition as it becomes available.
- WA L&I is featuring IT in a promotional video highlighting the benefits of the “stay at work” program. Research shows that the longer an injured employee is away from work, the longer it takes for them to make a full return to work. IT is thankful to be recognized by Labor and Industries as great partners. The promotion will feature IT employees Operator David Dunbar and Operations Director/Interim GM Emily Bergkamp.
- Dial a Lift vehicles will finally be going into production. 28 new vehicles are on order and vehicles will be received by end of year. IT has been waiting two years for the vehicles due to supply chain issues.
- Nicky Upson and Ally McPherson attended the American Public Transit Association Marketing and Communications Conference last week. IT was highlighted by the Keynote speaker who shared a photo of a bus at the Olympia Transit Center and the Zero Fare Just Get On and Go head sign.
- The area experienced severe weather and staff navigated snowy and icy days very well. There were no vehicular accidents, but there were some slip and falls. Ann expressed her thanks to the Operations staff for navigating these tricky weather systems that resulted in rain, freeze cycles.
- IT partnered with WorkSource for a coach/operator recruitment event which was advertised both in print and radio marketing. Huge shoutout to HR and Operations staff, including Amy Z., Hannah, Amy M., Alana, Pam, Taylor, Heather, Emily, Dena, Cameron, Kevin, Benny, and Gavin who attended the event.
- The event yielded 70 candidates and will ultimately assist us with expanding service as desired by the community in Proposition 1. A new Operator class is scheduled to begin in April and another in June.
- February was the Winter Bicycle Challenge and we are preparing for the Bicycle Community Challenge in May.
- The youth education Walk n’ Roll Open House was a big success with lots of folks attending, including new individuals and potential volunteers.
- IT met with Congresswoman Strickland’s staff last week and we will be receiving a total of \$1.8 million in federal grants for the Zero Fare Bus Stop Access Improvement Project. IT will be renovating 145 frequently used stops to improve operating efficiency, reduce passenger travel time, and enhance passenger safety and access.

**Intercity Transit Community Advisory Committee**

**March 20, 2023**

**Page 12 of 12**

**NEXT MEETING: April 17, 2023.**

**ADJOURNMENT at 7:49pm.**

Prepared by Amanda Collins

<https://intercitytransitwa.sharepoint.com/sites/ExecutiveServices/Shared Documents/General/CAC/2023/2023 Minutes/March 2023 CAC Minutes.docx>

**COMMUNITY ADVISORY COMMITTEE**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: April 17, 2023**

**FOR:** Community Advisory Committee

**FROM:** Kevin Karkoski, Dial-A-Lift Manager, 360-236-5044

**SUBJECT:** Dial-A-Lift, Travel Training & Bus Buddy Program Update

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1) **The Issue:** Provide the CAC with an update on Dial-A-Lift (DAL) services, Travel Training and the Bus Buddy Program.

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2) **Recommended Action:** Information and discussion only.

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3) **Policy Analysis:** The DAL Manager will provide updates to the CAC at least once a year, and more often as requested.

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4) **Background:** DAL, Travel Training and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

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

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

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7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

**COMMUNITY ADVISORY  
COMMITTEE AGENDA ITEM NO. 5-B  
MEETING DATE: APRIL 17, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Duncan Green, BCC Specialist, 360-705-5874

**SUBJECT:** 2023 Winter Bicycle Challenge and BCC Update

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- 1) **The Issue:** Brief the CAC on the results of the 2023 Winter Bicycle Challenge, and progress on the 36<sup>th</sup> Annual Bicycle Commuter Challenge coming up in May.

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  - 2) **Recommended Action:** For information and discussion.

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  - 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

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  - 4) **Background:** The Winter Bicycle Challenge (WBC), which runs the full month of February, set records again in 2023, despite some seriously wintry weather! This year, a record 379 people participated in the event. We rode 27,756 miles (a little shy of last year's 28,800) on a record total of 2,854 days, introducing many people to the benefits of bicycling even in winter, and adding to participants' and our community's health and well-being. Thirty people won prizes in random drawings held each week during the event.

Preparations are ongoing for the 36<sup>th</sup> Annual BCC in May, including our kick-off event, the Earth Day Market Ride, on April 22 (Earth Day) this year, and Bike to Work Day on Thursday, May 18. This year's theme for the BCC will be a little more whimsical in hopes of lightening peoples' mood: The image will be a great horned owl (photographed in my front yard), with the theme "Whoooo is Going to Ride Today??"

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.



This is Intercity Transit's eighteenth year administering this countywide event. For the fifteenth consecutive year, Duncan Green is directing the BCC and related efforts. He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

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6) **Budget Notes:** The cost of the Bicycle Community Challenge is largely staff time for one position. The annual budget for the BCC is \$25,000.

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

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

**COMMUNITY ADVISORY  
COMMITTEE AGENDA ITEM 5-C  
MEETING DATE: April 17, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Kerri Wilson, Walk N Roll Program Supervisor, 360-705-5855

**SUBJECT:** Walk N Roll 2022 Annual Program Report

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- 1) **The Issue:** To share the 2022 accomplishments of Intercity Transit’s Walk N Roll youth education program.
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- 2) **Recommended Action:** For information and discussion.
- 
- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit’s overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
- 
- 4) **Background:** Youth education program staff would like to share 2022 accomplishments. Intercity Transit’s Walk N Roll program is part of the agency’s Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. TAP funds (\$129,000 per year) have been secured for the 2022-2023 and 2023-2024 school years. Additionally, the Walk N Roll program secured TAP funding (\$258,000 per year for 2 years) through the 2026-2027 school year and \$660,498 for additional years extending through the 2028- 2029 school year.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** The agency’s youth education work is funded with two permanent FTE positions and one ten-month AmeriCorps Volunteer.
- 
- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”*
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- 8) **References:** N/A.

**Authority Meeting Highlights**  
***a brief recap of the March 15, 2023, Intercity Transit Authority Meeting***

**Wednesday night, the Authority:**

- Declared the Administration building, building components, and any remaining contents as surplus with an estimated value of \$3,424,621.

**Other Items of Interest:**

- Cameron Crass introduced **Operator Class 23-01**.
- Joy Gerchak introduced **Jane Denicola, Customer Service Supervisor**.
- Cameron Crass provided an overview of Intercity Transit's mobile camera systems and shared footage highlighting "a day in the life" of an Operator.
- Cindy Waterhouse provided an update on the Vanpool program and services.
- Duncan Green briefed the Authority on the results of the 2023 Winter Bicycle Challenge and progress on the 36<sup>th</sup> Annual Bicycle Commuter Challenge coming up in May.
- The Authority bid farewell to Ann Freeman-Manzanares, who will retire effective March 31, 2023, after 30 years of service with Intercity Transit.

**General Manager's Report:**

The Washington State Transit Association is hosting a statewide leadership program for its third year entitled, "Transit's Next Leader Institute" and the kick-off for the class of 2023 was held today. Participating in the program are Katie Cunningham, Procurement Coordinator, Dan MacMillan, Maintenance Supervisor and Kiera Maryott, Finance Supervisor. Intercity Transit has been fortunate to have multiple individuals participate in the first two years of the program: Jason Aguero, Chief Information Officer, Joy Gerchak, Customer Service Manager graduated in 2021; Nicky Upson, Senior MC&O Coordinator and Cameron Crass, Fixed-Route Manager are 2022 graduates.

There is a service change effective on March 19, and IT is adding about 11,000 hours, which is an increase of about 5 ½ %. We will be at approximately 78% of pre-COVID levels of service. Route 64 is increasing service from 60 minutes to 30 minutes. The new schedule will also include evening enhancements, and we are returning Route 60 to Ensign Road given the improved safety conditions. This service change also involves many adjustments to timepoints to enhance accuracy.

We are still seeing the positive results of zero fare and speeding up our routes, and also seeing the results of changed usage based on COVID ridership changes which also impacts travel times. Staff continues to monitor those activities to enhance accuracy.

Our online trip planner is only partially working. We uploaded the GTFS feed for the new March schedule, and it unexpectedly interrupted the feed. Staff re-entered the March schedule and now waiting Google to grab it and go live.

Transit Driver Appreciation Day is Saturday, March 18 and we took the opportunity to highlight our Operators through the videos presented this evening. Beginning Thursday morning, the Operators,

along with our Maintenance and Facilities staff, will be greeted with chocolate treats, e-cards of appreciation and social media ads.

Expect to see a press release in the coming weeks regarding the \$1.8M federal grant Intercity Transit received for the Zero Fare Bus Stop Access Improvement Project. This includes renovating 145 frequently used bus stops to increase operating efficiency, reduce passenger travel times and increase passenger safety and access. Thank you to Congresswoman Marilyn Strickland for her assistance throughout this process and her support.

There is a lot going on with the next phase of the Pattison project. We hope to be cleared out of the old admin building by mid-April and have everyone settled into the ADOPS and new Fuel and Wash facility building by the end of April. We hope to have permits the beginning of April and construction is targeted mid to late April.

Phase 1 includes trenching and getting power and utilities to their permanent location, currently attached to our existing building. That will take about three months.

Phase II includes building and bridge demolition, stormwater and building out the employee parking lot. This is expected to take approximately six months and carry through to the beginning of 2024.

Phase III includes adding more stormwater detention in the yard and building a metal structure for the temporary maintenance shop, anticipated to take approximately eight months through the Fall of 2024.

Last Phase includes the full remodel of the maintenance building and remainder of site concrete work, with completion by the end of 2025.

Intercity Transit finally received the Redesignation Letter from the feds designating Intercity Transit as a large urban transit system come FFY 2024. We've been trying to get ahead of the curve but there is a lot of work that needs to be accomplished in terms of policy and procedures, and staff is prepared and will continue to be educated and share information with the Authority as it becomes available.

The Department of Labor and Industries' filming crew were on site last week to feature Intercity Transit in their video highlighting the benefits of L&I's "Stay at Work Program." Thank you to Operator, David Dunbar and Emily Bergkamp for their participation. It will make a great recruiting video for IT.

IT finally received notice of Dial-A-Lift production dates for 28 DAL vehicles. We've been waiting for two years due to a supply chain issue. The first vehicles are expected to go into production in July 2023, and the last one starting on the line mid-August, and hopefully by the end of the year there will be 28 new DAL vehicles.

Prepared March 16, 2023  
Pat Messmer/Clerk of the Board

**Authority Meeting Highlights**  
*a brief recap of the April 5, 2023, Intercity Transit Authority Meeting*

**Wednesday night, the Authority:**

- Authorized the Interim General Manager to execute a purchase order to Handi-Hut Inc. for the purchase of shelters in the amount of \$133,450, not including tax.

**Other Items of Interest:**

- Dena Withrow introduced **Chad Edwards, Operations Trainer.**
- Jonathon Yee introduced **Richelle Loken, Technician.**

**Interim General Manager's Report:**

Bergkamp said IT celebrated Transit Drivers' Appreciation Day on March 18 with social media. Marketing, Communications & Outreach Coordinator Ally McPherson, shared snapshots of information from Facebook and Twitter. Many people took time to comment and share their thanks for the dedication IT drivers show to the community every day. In celebrating Transit Driver Appreciation, IT also expressed gratitude to Maintenance and Facilities staff who keep vehicles operating safely and buildings and stops looking good.

The software used for scheduling and dispatching Dial-A-Lift and Village Vans rides is changing from RouteMatch to Via Transportation. IT has used Routematch since 2005, but advancements in these types of software offer more options that better meet IT's needs. Through the procurement process, the ITA recently approved the selection of Via Transportation as the successful replacement and a kickoff meeting took place on March 17 to coordinate implementation. Via Transportation was selected for their established support for Paratransit and demand response operations in general, but also for their versatile platform that can accommodate micro transit options, if we pursue that in the future for innovative service zones.

Community Advisory Committee (CAC) member Jeremy Mott accepted a position with the Federal Transit Administration in Region 10 and resigned from the CAC. He felt his CAC contributions would be ethically difficult to parse between a transit-interested Olympia resident and an FTA employee. Mott thoroughly enjoyed his time on the CAC and engaging with everyone at the meetings. He is impressed by the motivation and contribution of the CAC, and the responsiveness from IT to the issues raised. Mott thanks everyone for their kindness and commitment to transit. CAC member John Gear has also resigned due to a busy personal schedule. Gear wishes us all the best for a fresh start as IT sails into the post-Ann era. We thank them both for their service on the Community Advisory Committee.

On March 22, the City of Olympia's Crisis Response Unit held an informal orientation for Intercity Transit Operations Staff. The CRU provides outreach services to those in crisis, identifies everyone's circumstances and needs, and helps identify individuals with chronic mental health disorders, substance abuse and co-occurring disorders. This orientation provided staff with a clear view of the unit's crisis response assistance program, as well as current and future goals, and objectives. IT Operations staff had the opportunity to meet most of the CRU

staff members and introduce some of the Operations Team to CRU, as well as some allotted time to ask questions and share information about the work we do at Intercity Transit and how we can support each other's work in the community.

On March 24, Dana Lockhart, PhD from Department of Homeland Security's Cybersecurity and Infrastructure Security Agency facilitated a discussion of Intercity Transit's response to a real-world cyber incident. Staff had the opportunity to provide feedback about the possible impact from different perspectives. Lessons learned from this exercise will be incorporated into further cybersecurity mitigation plans.

On March 25, Intercity Transit assisted in an evacuation during a bomb threat situation at a local apartment complex. The situation resolved peacefully after the individual engaged in communications with Thurston County Sheriff's Crisis Negotiators. After nearly two hours of negotiations, the individual inside the apartment building surrendered. Staff involved in helping were Operator Robin Parris who drove the evacuation bus, and Operations Supervisors Paul Bedford and Amy Glasgow who coordinated our assistance with law enforcement. This is a great example of IT's role in supporting community partners.

Congratulations to newly graduated Operator Class 23-01 as of March 31: (Pepper, Reed, Gryffen, Charles, Kellin, Michael, and David). And special thanks to amazing Operations Trainers: (Tim, Sean, Robert, and Chad, plus our core Operator trainers Jeremy, Stacey, Pat, David, Ray, and Annett) for all their dedication to get this fine group of folks road ready.

IT received a very sweet note from a regular rider in appreciation of the talents of the new drivers and vehicle cleaners who recently joined our team. Elizabeth wrote, "It's surely been a delight to observe the 'new crop' of transit bus drivers. What a joy, too, of the incredible job the 'sanitizers' perform between shifts. It's really fun to watch how quickly one can tackle a hand strap – a true art form. Wonder if these folks can be duplicated! Thanks to all of you."

Staff successfully moved to the new Administration and Operations building, and we are now fully operational with Fixed Route, DAL Operators and Operations staff reporting to and operating from the new building. Today, we began performing fuel and wash activities in the new Fuel Wash Facilities building.

Kudos to Information Systems, Facilities and Procurement staff for doing the heavy lifting and all agency staff who have been planning and packing for months.

We are actively gearing up for Phase 4 of the Pattison Expansion and Rehabilitation project. This project will renovate and modernize the 1985 maintenance facility, increasing space to maintain revenue vehicles by 143% within the existing footprint. It will fully transform a facility that was originally designed to service 80 vehicles into a facility that will soon service over 400 vehicles. This modernization and expansion of this critical base of operations and maintenance will enable IT to meet the growing demand for transit services.

Operator Class 23-02 began their Intercity Transit adventure on Monday, April 3. We welcome Sandra, Jacob, Luis, Jeff, Sean, Robert, Devin, Tyrone, Richard, David, John, Scott, Brian, Michael, and Chauncey. Upon the graduation of this class, IT will have about 260 Operators. Another class is scheduled to start in June. All of these new team members get us one step closer to the 2023 budgeted number of 278 Operators, and our goals of restoring service to pre-COVID levels and growing to deliver our promises to the community.

Bergkamp took a moment to honor the profound impact of General Manager, Ann Freeman-Manzanares, retiring after 30 years of steadfast service to our community. A change of this degree is hard, even when that change celebrates the culmination of an amazing career. However, if the past few years have taught us anything, it's the only thing constant is change.

Intercity Transit will look and feel different without Freeman-Manzanares, but our core mission, that she so tirelessly worked for, remains the same - to provide and promote public transportation choices that support an accessible, sustainable, livable, healthy, prosperous community. In that shared goal we will continue to live our values and culture that makes this such an incredible place.

Bergkamp said IT is changing and growing as an organization, and it's natural to worry that Intercity Transit may become "something different" from the organization we know. While this has caused Bergkamp some restless thoughts, she tries to remember that not all change is bad. We are a resilient organization, always ready to adapt to our changing world. Look at what we have achieved in the past three years during the pandemic. Hopefully, the next three years won't throw us that big of a curveball! We will change and grow this organization together while continuing to be a wonderful place to work and serve our community.

Bergkamp is deeply honored by the opportunity to serve as interim General Manager and she appreciates the Board's trust that the familiarity she has with the agency will help us to not only remain dedicated to our mission and vision, but protect our work culture, and provide stability during this pivotal time as an agency.

Freeman-Manzanares recently said, "We have had, and will continue to have many challenges. But we are a resilient, and I would say a hopeful group. And we need to band together and hold each other up because this is not an easy business. People don't go into public service because it is easy. We go into public service because we are driven to serve. Driven to make the world a better place."

Bergkamp said with an almost 20-year career at Intercity Transit in various roles, it continues to be a gift to be able to work with all staff every day, to make our community and the entire world a better place.

Prepared April 6, 2023  
Pat Messmer/Clerk of the Board

## COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12
CAC	Members	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Harrison	Ashby												
Clair	Bourgeois												
Nikki	Crist			Absent									
Ursula	Euler	Absent											
Ty	Flint		Absent										
Alejandro	Garcia	Absent	Absent	Absent									
John	Gear		Absent	Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Jihan	Grettenberger												
Betty	Hauser												
Marie	Lewis	Absent	Absent	Absent									
Jeremy	Mott			Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Lloyd	Peterson	Absent		Absent									
Trina	Primm		Absent	Absent									
Doug	Riddels												
Marilyn	Scott	Absent	Absent										
Nicole	Smit												
Allison	Spector	Absent	Absent	Absent									
Edwina	Waehling	Absent		Absent									
Rachel	Weber	Absent											
Eliane	Wilson												

= Joint meeting does not count against required meeting attendance