

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, May 15, 2024
5:30 P.M.

This is a hybrid meeting. You can attend in person at the Pattison Street location in the boardroom or remotely.

To observe the meeting remotely [REGISTER FOR THE MEETING HERE](#)

Or telephone at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID 926 068 063#

CALL TO ORDER

STAFF INTRODUCTIONS	15 min.
A. Christopher Shoultz and Dylan Swanstrom, Technicians (<i>David Chaffee</i>)	
B. Kyle White, Vehicle Detailer (<i>David Chaffee</i>)	
C. Michael Midstokke, Fixed-Route Manager (<i>Cameron Crass</i>)	
D. David Drew, Facilities Analyst (<i>Jonathon Yee</i>)	
1) APPROVAL OF AGENDA	1 min.
2) PUBLIC HEARINGS	15 min.
A. Public Hearing Transportation Improvement Program (<i>Jessica Gould</i>)	
B. Public Hearing Capital Improvement Plan (<i>Jana Brown</i>)	
3) PUBLIC COMMENT	3 min.
4) APPROVAL OF CONSENT AGENDA	1 min.
A. Minutes – April 3, 2024, Minutes	
B. Payroll April: \$3,562,019.42	
C. Accounts Payable April: \$6,802,650.05	
• Warrants: \$6,791,881.47	
• ACH Payments: \$10,768.58	
5) NEW BUSINESS	
A. 2023 Title VI Passenger Survey (<i>Matt Kenney</i>)	20 min.
6) COMMITTEE REPORTS	
A. Thurston Regional Planning Council (<i>May 3</i>) (<i>Debbie Sullivan</i>)	5 min.
B. Transportation Policy Board (<i>May 8</i>) (<i>Justin Belk</i>)	5 min.
7) GENERAL MANAGER’S REPORT	5 min.
8) AUTHORITY ISSUES	5 min.
ADJOURNMENT	

Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).

Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-A
MEETING DATE: May 15, 2024

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Manager, 360.705.5808
SUBJECT: Public Hearing on the Draft 2025- 2028 TIP

1) **The Issue:** Take public testimony on the draft 2025-2028 Transportation Improvement Program (TIP) for anticipated federally funded projects identified for programming into the local, regional, and state planning documents prior to proposed ITA adoption on June 5, 2024.

2) **Recommended Action:** Consider public testimony.

3) **Policy Analysis:** Federal regulations require Intercity Transit to offer the opportunity for public participation in the process of programming federal funds used for future capital projects.

4) **Background:** On April 17, 2024, the ITA scheduled a public hearing on the draft 2025-2028 TIP for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the **2023-2028 Transit Development Plan**, and the **2024-2029 Strategic Plan**. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Tonight's scheduled public hearing provides an opportunity to receive public input regarding the programming of federally funded projects. Projects in the TIP are included if they are anticipated to receive Federal Funding during the Plan years.

Program elements in the draft 2025-2028 TIP include:

- Preventive maintenance of vehicles in IT's fleet.
- Purchase of replacement vanpool vans.
- Continuing progress on Bus Stop Enhancements and Accessibility program
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.

- Planning, design, and capital improvements to provide High Performance or corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Planning, design, and construction of the NE Lacey Operational Support Terminal Facility which is also known as the East Martin Way Gateway Roundabout project.
- Real Time and Digital Signage project.

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on June 5, 2024. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must be included in the STIP prior to actual funding being available.

2025-2028 TIP projects total more than \$112 million with more than \$90 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects and funding targets that may be considered when developing the 2025 through 2028 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process is consistent with **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”*

8) **References:** Exhibit 1 – Draft 2025 - 2028 TIP
 Exhibit 2 – Published TIP News Release
 Exhibit 3 – May Rider News Article

INTERCITY TRANSIT
Draft 2025-2028 Transportation Improvement Program (April 17, 2024)

IT #	Project	2025	2026	2027	2028	TOTAL 2025 - 2028	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance	\$0	\$0	\$2,311,942	\$2,311,942	\$4,623,884	\$3,699,107	PSRC Earned Share Sec. 5307 and Sec. 5339	\$924,776.80	\$4,623,884.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement	\$840,480	\$608,957	\$1,532,003	\$952,180	\$3,933,620	\$3,146,896	State Public Transit Rideshare	\$786,724.00	\$3,933,620.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility	\$1,825,950	\$260,000	\$260,000	\$260,000	\$2,605,950	\$2,084,760	Secured federal Community Project Funding (CPF)	\$521,190.00	\$2,605,950.00	Secured federal CPF. TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (TAP/ STBG)	\$0	\$0	\$660,498	\$330,249	\$990,747	\$856,996	Secured & Anticipated Federal/ Regional	\$133,750.85	\$990,747.00	TRPC Secured & Anticipated Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$1.5M planning (PSRC earned share and Direct Apportionment)	\$7,863,038	7931759	\$6,178,602	\$6,178,602	\$28,152,000	\$22,521,600	Sec. 5307, 5339 & PSRC Earned Share	\$5,630,400.00	\$28,152,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement Dial A Lift vehicles - \$291K	\$3,528,636	\$0	\$4,028,086	\$0	\$7,556,722	\$6,045,378	State consolidated funds & Future 5310 in FY25	\$1,511,344.40	\$7,556,722.00	Anticipated regional federal funds (contingency list) and anticipated State funds
7	IT1903 High Performance Corridor Service or BRT "lite"	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000	\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
8	IT2001 Alternative Fuel Infrastructure (Facility & Site improvements)	\$5,720,000	\$4,000,000	\$4,000,000	\$3,000,000	\$16,720,000	\$13,376,000	State RMG & Federal 5339 & 5307 or competitive	\$3,344,000.00	\$16,720,000.00	Secured RMG funding
9	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$0	\$5,046,000	\$0	\$0	\$5,046,000	\$4,036,800	Anticipated State award	\$1,009,200.00	\$5,046,000.00	Anticipated State LEAP award for 2025- 2027 biennium
10	IT 2201 Northeast Lacey Operational Support Terminal Facility*	\$945,653	\$0	\$3,027,174	\$3,027,174	\$7,000,000	\$5,600,000	Regional Secured Federal Funds, State Bus & Bus Facilities funding and Anticipated 5339 funding.	\$1,400,000.00	\$7,000,000.00	Regional Secured Federal Funds, State Bus & Bus Facilities funding and Anticipated 5339 funding.
11	IT 2501 Real Time Signage and Core Customer Info Navigation	\$2,000,000	\$1,937,000	\$400,000	\$400,000	\$4,737,000	\$3,789,600	Secured State RMG funding & Anticipated CDS/ CPF request	\$947,400.00	\$4,737,000.00	Secured State RMG funding & Anticipated CDS/ CPF request
12	IT 2502 Smart Corridors Phase 4	\$437,965	\$500,000	\$500,000	\$0	\$1,437,965	\$1,150,372	Unsecured federal funding	\$287,593.00	\$1,437,965.00	Anticipated regional federal funds
Total Federal Funded Projects		\$28,589,722	\$32,783,716	\$28,898,304	\$22,532,146	\$112,803,888	\$90,307,509		\$22,496,379	\$112,803,888	Secured and Estimated Federal Funding Sources

Notes
Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements are noted. Puget Sound Regional Council (PSRC) is abbreviated to PSRC.

*This project is also known as the E. Martin Way Gateway Roundabout project.



NEWS RELEASE

For Immediate Release:

April 24, 2024

***Intercity Transit Seeks Public Comment on Annual
Transportation Improvement Program***

Olympia, WA – Intercity Transit invites the public to comment on transit projects identified in the annual update of the Transportation Improvement Program (TIP) for the period 2025-2028. Identifying projects in the local agency, TIP is a requirement for the agency to utilize Federal funding.

The public comment period is April 17, 2024, through May 15, 2024, with a public hearing scheduled for May 15, 2024, at 5:30pm.

The public can attend the hearing in person at the administrative office of Intercity Transit located at 510 Pattison Street SE in Olympia, by telephone or Teams video conference.

In addition to providing comment at the May 15, 2024, public hearing, the public may also submit their comments by 12 p.m. on May 15, 2024, by:

- Mail: P.O. Box 659, Olympia, WA 98507 – TIP Public Hearing
- Email: jgould@intercitytransit.com
- Phone: 360-705-5808

Further details concerning how to provide comment at the public hearing will be posted on Intercity Transit's website at [intercitytransit.com/news](https://www.intercitytransit.com/news). The draft TIP details the agency's complete program of potentially federally funded projects for 2025-2028. It includes projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

The draft TIP is subject to review by TRPC and PSRC (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must be included in the State Transportation Improvement Program (STIP) prior to funding being available.

The draft 2025-2028 TIP is available on Intercity Transit's website at <https://www.intercitytransit.com/about-us/publications> or by contacting the Grants Program Manager at 360-705-5808 or jgould@intercitytransit.com.

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For More Information:

media@intercitytransit.com

RIDER NEWS

For information, contact Customer Service at **360-786-1881** or visit intercitytransit.com.

May 2024

Public Comment Invited on Annual Transportation Improvement Program (TIP)



Intercity Transit seeks comments from riders and the community on the proposed 2025-2028 Transportation Improvement Program (TIP), which is a summary of planned projects that may include and use federal funding during the four-year period.

The public comment period begins April 17, 2024, and ends May 15, 2024. A public hearing is scheduled for May 15, 2024, at 5:30 p.m. The public can attend the hearing in person at the administrative office of Intercity Transit, 510 Pattison Street SE in Olympia, by telephone or Teams video conference.

In addition to providing comment at the May 15, 2024, public hearing, the public may also submit their comments by 12 p.m. May 15, 2024, by:

- Mail: P.O. Box 659, Olympia, WA 98507 – TIP Public Hearing
- Email: jgould@intercitytransit.com
- Phone: 360-705-5808

Further details about how to provide comment at the public hearing is posted on our website at intercitytransit.com.

If you need special accommodation to participate in the public hearing, call 360-705-5808 at least three days prior to the meeting.

Review a draft copy of the 2024-2027 TIP online at intercitytransit.com/sites/default/files/2024-04/draft-2025-2028-transportation-improvement-program.

All written comments must be received by 12 p.m. on Wednesday, May 15, 2024, to be considered.

Service on Memorial Day



Intercity Transit will operate on weekend schedules on Memorial Day, Monday, May 27.

Customer Service at the Olympia Transit Center will be open from 7 a.m. to 6 p.m.

Please call Customer Service at 360-786-1881 for questions or assistance planning your trip.

Join the 37th Annual Bicycle Community Challenge, May 1-31 Many Riders, Many Reasons, One Planet



Spring is here again and it's time to get outside and ride! Bicycling for any reason is good for individual and community health, can reduce car trips, and is just plain fun! Intercity Transit's Bicycle

Community Challenge (BCC) makes biking even more fun, with prizes and community spirit!

Ride on your own or join a team for motivation and camaraderie. All bicycle rides in Thurston County are eligible, whether for transportation or recreation.

Thurston County residents can create an account, log bike rides and find out more about the BCC at bcc.intercitytransit.com.

Log your rides May 1 through May 31 and you'll be entered to win prizes.

Learn about upcoming events, like Bike to Work (or anywhere) Day on Thursday, May 16, at bcc.intercitytransit.com/events.

Bicycle Lockers at the Olympia Transit Center (OTC)



Did you know we have free day-use bicycle lockers at the Olympia Transit Center? Give them a try next time you're making active transportation choices to

get around the community!

Here are a few things to keep in mind when using them:

1. You'll need to bring a lock to secure your bike and bicycle equipment. We do not provide them.
2. The lockers are located south of the main covered bus terminal.
3. Lockers are available daily from 5 a.m. to 11 p.m. for storing bikes and bicycle equipment only.
4. All items will be removed and discarded nightly after 11 p.m.
5. The lockers are under 24-hour live and recorded video surveillance.

Intercity Transit assumes no responsibility for articles lost, stolen, damaged, or discarded. Please do not leave valuables in the lockers.

Join Walk N Roll at The Great Olympia Bike Rodeo



Join Intercity Transit's Walk N Roll program on Saturday, June 1 from 10 a.m. to 1 p.m. at Garfield Elementary School for The Great Olympia Bike Rodeo!

This free community event includes bicycle safety checks, a skills course, a miniature street scape to practice traffic safety skills, and free bike helmets for children with a need (while supplies last).

Bike rodeos provide children opportunities to learn and practice bicycle handling skills in a fun, safe and encouraging atmosphere. The event is organized by Intercity Transit's Walk N Roll education program, Child Care Action Council's Safe Kids Thurston County program, the Olympia Police Department, and Target Zero. Bring your child's bicycle and helmet and come learn, play and celebrate the joy of bicycling!

Impacts to Bus Service



The start of spring and summer seasons means construction, parades and community events may impact our regular routing. The best way to receive information

from Intercity Transit about upcoming detours or impacts specific to the route(s) you ride is to sign up to receive alerts via text message or email at intercitytransit.com/subscribe.

You can also find detour information on our website at intercitytransit.com/rider-alerts. If you have questions or would like more information, please contact our Customer Service staff at 360-786-1881. They're open 7 a.m. 6 p.m., daily.

Come See Us at Community Events



We're excited to have the opportunity to participate in spring and summer events and parades again this year. Our bubble bus will

make its seasonal debut at the Lacey Spring Fun Fair on Saturday, May 18!

Look for information about where to see the bubble bus this season by following us on Facebook (@IntercityTransit) and Twitter (@intercitytransi). We hope to see you soon!

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.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-B
MEETING DATE: May 15, 2024

FOR: Intercity Transit Authority
FROM: Jana Brown, Chief Financial Officer, 360-705-5816
SUBJECT: Public Hearing - Draft Capital Improvement Plan 2025-2029

1) **The Issue:** Conduct a public hearing on the Draft Capital Improvement Plan 2025-2029.

2) **Recommended Action:** Receive and consider public comments regarding the proposed Capital Improvement Plan 2025-2029.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to provide an opportunity for public comment and consideration prior to adoption of any official plan for the agency.

4) **Background:** Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. This Capital Improvement Plan (CIP) is a planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP is updated every year for inclusion in the TIP, TDP and in the annual budget.

The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs.

This plan reflects a 65 million capital budget for 2025 and a total of 166 million over the next 5 years. Projects range from replacing aging technology to implementing new technology, Zero Emission vehicle replacements as well as infrastructure needs, along with passenger station facility improvements and the continued restoration of the Pattison Street property.

Along with detailing the proposed projects along with their costs, this plan also provides the funding resource planning to accomplish these goals. 2025 reflects the awarded 49% funding coverage with state and federal grants and 51% coverage with local funds. The remaining years are estimates based on historical and known funding objectives.

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- 5) **Alternatives:**
- A) Receive comments on the proposed Capital Improvement Plan (CIP). Accept the draft CIP as presented and formally adopt the Capital Improvement Plan 2025-2029 at the June 5, 2024, Authority meeting.
 - B) Direct staff to revise the proposed Capital Improvement Plan (CIP) based on public comments and adopt the CIP, as revised at the June 5, 2024, Authority meeting.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The annual CIP budget impacts all agency goals.
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- 8) **References:** [DRAFT-CapitalImprovementPlan-2025-2029.pdf \(intercitytransit.com\)](#)

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 3, 2024

CALL TO ORDER

Vice Chair Mejia called the April 3, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; Community Representative Sue Pierce; City of Yelm Councilmember Brian Hess; Community Representative Don Melnick; Labor Representative Mark Neuville.

Members Excused: Community Representative Justin Belk.

Staff Present: Emily Bergkamp; Daniel Van Horn; Jason Aguero; Pat Messmer; Nathan Davis; Thera Black; Matt Kenney; Amanda Collins; Jonathon Yee; Jeff Peterson; Duncan Green; Kerri Wilson; Rob LaFontaine; Thera Black; Alana Neal; Paul Kierzek; Jana Brown; Dena Withrow; Brian Nagel; Peter Stackpole.

Others Present: Jeff Myers, Legal Counsel; Garrett Fuelling, Betty Hauser and JoAnn Scott, Community Advisory Committee.

STAFF INTRODUCTIONS

A. David Chaffee introduced **new hires Christopher Jackson and Noah Guthrie, Service Workers, and Promotions Larry Ingram and Kai Allen, Service Workers.**

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Community members Larry Taylor, Dave Gibson, Diane Gibson, and Bethany Davis provided public comment regarding their concerns about the proposed traffic circle and the impact on traffic flow on Martin Way, specifically from Ridgeview onto Martin Way and Duterrow and Meridian Roads. Mr. Taylor provided copies of letters on this topic signed by other members of the community. These letters will be filed with the Clerk's office.

NEW BUSINESS

A. **Digital Radio Services Extension.** Jeff Peterson, Senior Procurement & Project Management Coordinator, presented for consideration the extension of an

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April 3, 2024

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agreement for digital radio services with Day Wireless Systems. Intercity Transit entered into a three-year term contract with Day Wireless to provide digital radio services on their TRBOWEST digital network. The digital radio services support communications within Operations and on revenue, maintenance, and facilities vehicles.

The primary communication solution used throughout our system is our CAD/AVL solution. The CAD/AVL solution is cellular based, and communication is critical to ensure safety of the community and our staff therefore a redundant system was acquired. Through an extensive study of radio solutions that can provide sufficient coverage within our Public Transportation Benefit Area service area (including services along I-5) it was determined that the services provided through the TRBOWEST digital network offered by Day Wireless was the appropriate solution.

The solution has been operating successfully over the past three years. The hardware has an expected useful life of at least 7-10 years and a replacement is not anticipated during this term. There have been advancements in the software and included in this agreement are programming costs to transition to a new software platform. This software enhancement will add value in that it will reduce resources required to make program changes moving forward and it does not affect hardware or day to day operations.

The cost to utilize the digital radio services is \$22 per month per unit (includes base stations, mobile, and portable radios). In the current configuration this equates to \$4,158 per month. A contingency of 10% is sought to account for potential new vehicles or portable radio needs that may arise over the next five years.

Staff have appreciated the communication redundancy when events occurred that limited our primary solution and recommend proceeding with the agreement to maintain digital radio services.

It was M/S/A by Sullivan and Cox to authorize the General Manager to execute a purchase order with Day Wireless Systems to provide digital radio services on the TRBOWEST Digital Network up to a five-year term and payments made in monthly increments, for the not-to-exceed cost of \$274,428, including a contingency of 10% to account for potential expansion, does not include tax.

- B. **2023 Walk N Roll Program Update.** Kerri Wilson, Walk N Roll Program Supervisor, shared the 2023 accomplishments of the Walk N Roll youth education program. Walk N Roll is Intercity Transit's education program that works to increase independence, improve safety, and inspire a healthy lifestyle by making walking, biking, rolling, and riding public transit more accessible to people in our community.

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In partnership with the Childcare Action Council's Safe Kids Thurston County program and funding from State Farm and the Capitol Centennial Rotary Club, IT installed two permanent traffic gardens at Lydia Hawk and Centennial Elementary Schools. The traffic gardens are used to teach bicycle and pedestrian safety skills during physical education classes and are open to the public when school is not in session. A traffic garden is a miniature streetscape that includes real world traffic features like intersections, roundabouts, and crosswalks. The garden provides an environment for children to learn and practice pedestrian and bicycle safety skills safe from cars.

In 2023 IT partnered with Safe Kids and Target Zero on a new Mobile Traffic Garden project funded by a grant from the Washington Traffic Safety Commission. We created both an indoor and outdoor traffic garden that travels to schools and youth programs around Thurston County. Included with the mobile traffic garden is a fleet of balance bikes, scooters, helmets, and educational tools. Last year we took the garden to Lydia Hawk Elementary school, Tumwater Summer Camp and Several YMCA summer camp locations. In 2024 the Mobile Traffic Garden has a full schedule, and we are excited to get it to more schools this spring and fall.

Walk N Roll supported bike rodeo events for Olympic View Elementary, McLane Black Lake Fire Department and the Cub Scouts at Mountain View Elementary School. At bike rodeo events youth visit stations where they practiced bicycle safety skills, get their helmet fitted and receive bicycle safety checks.

In partnership with Safe Kids Thurston County, Target Zero, the Olympia Police Department, and the City of Olympia, we held the second Great Olympia Bike Rodeo at Garfield Elementary School, where 70 youth participated in this fun, free, family-friendly event. We look forward to holding this event again this summer on June 1.

Walk N Roll helped eight schools in the Olympia, Tumwater and North Thurston school districts organize Walk N Roll to School events, including celebrations for national Walk and Bike to School Days. These events encourage students and their families to walk, bike and roll to school to reduce traffic congestion and improve air quality around the school. The Olympia Police Department come out to support and walk to school with Olympus students. We partnered with Olympia Parks and Recreation, Jefferson Middle School, and Nisqually Middle Schools to provide afterschool and summer Earn-A-Bike classes. Sixty-four youth learned essential bicycle safety and maintenance skills through a series of hands-on activities and group bicycle rides on city streets. All participants received a refurbished bicycle, new helmet, and lock.

After school Learn-to-Ride classes were held at McKenny, Centennial and Tumwater Hill Elementary Schools and we offered classes in partnership with South Sound

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YMCA and Tumwater and Olympia Parks and Recreation. Through these classes we taught 96 youth and adults the skills needed to ride a bicycle.

In January 2023 the bike shop was relocated to our new permanent location at Intercity Transit's Administration and Operations building. Once settled into the new space, Walk N Roll volunteer bike mechanics got back to work learning and practicing bicycle mechanic skills while refurbishing 97 donated bikes. These bikes were given to youth who participated in our bicycle education programs. The community generously donated 85 bikes, including 20 bikes that came from a donation drive led by a volunteer in the Jubilee community.

Free community bike maintenance classes were offered for teens and adults, including a fix-a-flat class and a class on adjusting gears. We also piloted our first Bike Tune Up Class series that included a diverse group of underrepresented participants including women, trans folx, and non-binary people. We continued our partnership with Avanti High School, teaching students bicycle safety and maintenance skills as part of their physical education curriculum. During the spring, Avanti's Physical Education teacher and Walk N Roll staff co-taught the class. To increase access to the program, Walk N Roll gave refurbished bicycles to students who did not have their own. Avanti Bikes! students supported a Bike Festival at Madison Elementary School teaching 183 students bike safety skills.

To wrap up a year of learning, Avanti Bikes! students went on a bike camping trip. Walk N Roll staff and volunteers supported the trip, taking 16 students on a 40-mile ride on gravel roads through the beautiful Olympic National Forest. For many students, it was their first camping experience. We hired two Avanti students to serve as paid interns, supporting summer and fall bicycle education programs. The interns shared what they learned in the Avanti Bikes! program with younger students.

We supported the Hope Bike Shop at Reeves Middle School by sharing donated bikes, parts, tools, and mechanical advice. Hope students went on a field trip to the Walk N Roll Bike Shop where they were given a tour and demonstrated their knowledge by playing a bike anatomy game. The Avanti Bikes! program rode bikes to the Hope Bike Shop for a tour and to share their stories of learning bike mechanics.

Wilson said IT offered the first summer bike camp for youth ages 8 through 10. Campers learned bike handling and safety skills through fun games, group bicycle rides and hands-on activities. Each day we took campers on a new urban adventure traveling by walking, biking, and riding public transit. One day we took a ride to u-pick blueberries, then returned to the Olympia Transit Center and made smoothies with our bike blender. To celebrate a week of learning and bike adventuring, we took students and their families on a group bike parade through downtown Olympia.

Wilson said we provided transit education to 370 youth through two school bus visits and five Rolling Classroom field trips. Participants met a bus operator, toured a bus, and learned why transit is important to the community.

What's new for 2024:

- Adding a new staff member to the WNR team. This will allow us to expand the programming offered at the WNR bike shop including more bike mechanic classes and volunteer opportunities.
- Begin a new community bike shop program, where community members will be able to come to the shop to work on their own bikes with the guidance and supervision of skilled bike mechanics.
- With the addition of a new staff member, we will have the capacity to add more adult bike programming and hope to offer our first adult bike safety classes called Smart Cycling in the fall. Also working with the City of Olympia to provide some refurbished bikes to adults in our community.
- Purchased a new trailer that will be dedicated to a Learn to Ride bike fleet. This will allow us to offer more classes in 2024.
- Offer two bike camps in 2024 adding a second location in Lacey.

C. Winter Bicycle Community Challenge & Bicycle Community Challenge (BCC)

May Event Update. Duncan Green presented the results of the Winter Bicycle Community Challenge held in February and shared the preparations for the Earth Day Market Ride later this month, plus the flagship event, the Bicycle Community Challenge in May.

Green said there was tremendous participation in the Winter BCC this year, in spite of typical February weather. Over 350 people logged rides on the website and racked up over 28,000 miles. Forty riders won fun and useful bike-related prizes in random drawings during the month. Collectively, we logged rides on 2,666 days. Many combined travel modes and biked part way and took the bus the other part while others joined group rides or formed clubs to engage socially while being active outside. The Winter BCC was born out of popular demand about ten years ago and has grown in popularity since. There is a dedicated core of year-round bicyclists in Thurston County, and we celebrate and encourage them.

Next up is the Earth Day Market Ride, scheduled on Saturday, April 20. Bike with a group from your part of town to Heritage Park downtown, where there will be treats and coffee and a prize drawing, and then we'll bike together to the Olympia Farmer's Market to enjoy Earth Day celebrations with live music, food and all the Market has to offer. There will be a free one-dollar Market Token for each rider!

For the entire month of May, which is National Bike Month, it's the 37th Annual Bicycle Community Challenge! Participants can log their rides at <https://bcc.intercitytransit.com> for a chance to win a prize, including a new bike.

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For extra fun and team spirit, join Intercity Transit's team Crank IT. Our new Team Captain this year is A Puri from the Walk N Roll Program who encourages all Intercity Transit employees to join the fun and pull for our team.

Bike to Work Day is Thursday, May 16, with Bike Refresher Stations in several locations around town to stop by on the morning commute for coffee, treats, bike information and swag. Some stations will have a mechanic on hand with a few tools in case bikes need an emergency repair.

The BCC has a new website this year. As seems par for the course with websites, we are still ironing out a few small wrinkles, but the site is up and running, and is a definite upgrade from our old site, so take a look at <https://bcc.intercitytransit.com>.

D. Transit 101 & Ridership Update. Planning Deputy Director, Rob LaFontaine, provided a presentation intended to assist ITA members better understand transit operations, supporting technology and related policy decisions. He started with the service area explaining the county's Public Transportation Benefit Area (PTBA) RCW 36.57A which includes a 1.2% local sales tax with current boundaries including the cities of Olympia, Tumwater, Lacey, and Yelm. LaFontaine reviewed the services IT provides and explained the terminology used by the FTA of the word "mode" which describes the various services a transit agency offers:

- Fixed Route Bus
 - Local service, of various types
 - Commuter Bus to Pierce County
- Dial-A-Lift (ADA Paratransit)
 - ¾ of a mile within fixed route
- Other modes
 - Vanpool
 - [Future] On-Demand (micro-transit)
 - Bus Rapid Transit (BRT) - not currently provided
 - Rail (Sound Transit & WSDOT) - not currently provided

LaFontaine introduced the Planning Discipline of Scheduling that focuses on measuring service. He introduced **Intercity Transit's Planning Schedulers:**

- Steve Swan - Senior Planner
- Brian Nagel - Senior Planning Scheduler
- Paul Kierzek - Associate Planning Scheduler

He went on to show and explain how and what staff measures to arrive at a variety of different resources, namely the number of vehicles it takes to operate service and the number of operators to drive the vehicles. He went on to show another slide identifying the words "trip (the frequency of each bus)," "span (hours of operation)," "headway (frequency of buses each hour)," and "block (all trips assigned to a bus)."

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LaFontaine touched on the importance of frequency which provides less wait time and makes connections easier and convenient and provides trip security; and the importance of span of service since the job market expands beyond the standard 9 to 5; discretionary, non-work-related trips are often during non-peak times; and longer span of service allows more trip types to be served. LaFontaine showed a slide of IT's current span of service times – showing the vast majority of service is uniform. Service begins approximately at 6 a.m. and extending to around the 10 p.m. timeframe. He noted IT is still working on restoring service and late-night trips will return.

LaFontaine talked about IT's current labor resource using example of Routes 62A and 62B considered the "workhorse" of our system with 15-minute frequency. At 3:30 in the afternoon there are eight buses (8 operators) in motion. Looking at this from an annual level, just these two routes require 30 full-time coach operators. LaFontaine reviewed routes blocked together (Routes 13, 48 & 66) with 30-minute frequency on the 48 and 66 and 15-minute frequency on the 13 equals 9 buses in motion at 3:30 p.m. for a total of 37 full-time coach operators.

LaFontaine talked about "building blocks / routes and runs. Bus "trips" are assigned to "Blocks" which are cut into Operator "Runs" summarized on "Paddles." Trips with varying lengths of time are blocked together (i.e. an "interline") to balance headways. Buses and Operators work on varying routes throughout their day. The schedule is the backbone. Planning Schedulers measure and monitor on-time performance to keep Intercity Transit's buses and Operators in a constant state of motion. Favored Sources of intelligence:

- GPS location Data (new Avail CAD/AVL system)
- Operator feedback (OCPC)
- Customer comments
- Direct observation

LaFontaine explained how schedules are assembled and how it's about balancing service with budgeted resources.

- Adjusting trips (span & frequency)
- Measuring the blocks and runs
- Forecast the Availability of Operators
- Financially sustainable

Staff create work for the buses - write a schedule of trips by Route and assign trips to Blocks. Then creates work for the Operators - cut the blocks into Runs and Roster the Runs into biddable work weeks.

LaFontaine delved into the external side of transit planning which is community orientated. A common question often asked by the community is, "When will they ever add a stop to my neighborhood?" He reviewed all of the considerations regarding route designs and bus stop placement.

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LaFontaine talked about the consideration of transit availability and proximity starting and showed a slide and explained the variety of things staff is working on to become familiar regarding demographic equity.

- New Standards & Policies
- Service Monitoring
- Route Profiles
- 2020 Census Data
- Rider Surveys
- Evaluating Service Change
- Measuring Disparity
- Magnitude of Adversity

LaFontaine talked about density - the consideration of land use, population density, and road classifications.

Supportive land use

- Zoning districts to guide allocation.
 - Prioritize high-density residential, Central business districts, medical districts & shopping centers.
- Colleges, Universities, High Schools
- Employers of significance (i.e. State of Washington)

Supportive infrastructure

- Arterials & Major Collectors
 - Integration with bike/pedestrian amenities
 - Avoid local access roadways (i.e. neighborhoods)
- Pursue directness and reliability.
 - Avoid circuitous deviations and large one-way loops.

LaFontaine went on to review productivity versus coverage trade-off, the importance of route directness, the evolution of a bus route. In the beginning there was well designed route that was direct with well-spaced stops and performed well. Over time some passengers asked for stops to be added so they didn't have to walk so far, and the transit agency added the routes. Then new apartment complexes were built near the route, so residents didn't have to walk to the bus - the bus went to them. Then a big box store opened beyond the end of the route and the route was extended to serve it. Good intentioned small changes like these can degrade service and increase the cost of service.

LaFontaine reviewed operability - getting to hard-to-reach places. Considerations to be mindful of include:

- Turning Around
- School Zones
- Pedestrian Access
- Lighting
- Reliability (60+ time/day)

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- Traffic Control
- Uncontrolled intersections
- Roundabouts
- Private Roads
- On-street parking

LaFontaine said in the end, staff plans a “harmony of considerations.”

Resource Considerations

- Operating Costs; Span & Frequency
- Labor/Fleet/Facility requirements

Community Considerations

- Regional Plans; corridor strategies; public investment partnerships
- Population density and roadways to support transit

Passenger Considerations

- Accessibility: sidewalks, bike lanes, shoulders, lighting; first & last mile
- Demographic Equity
- Availability, Proximity, and Connectivity
- Dial-A-Lift implications: New eligible areas?

Operational Considerations

- Reliability, limitations, access, safety

LaFontaine provided a snapshot of fixed-route ridership statistics over the last few years with 2019 having the highest at just over four million and the highest fixed-route revenue hours at over 230,000. Ridership along the Martin Way-Harrison corridor where frequency remained unchanged and resulted in stable ridership. He noted Route 64 that serves College and Yelm Highway in Lacey has more service today than in 2019. That data is being used to drive home the point that frequency yields ridership. He went on to point out the statistics at other corridors. He reviewed bus stops adjacent to high schools with the past six years of data reflecting activity at those stops. He noted that Timberline High School ridership has grown significantly.

GENERAL MANAGER'S REPORT

Intercity Transit welcomed Class 24-02 on Monday, March 25, 2024. This class consists of 19 new Operators.

Staff, Authority, and CAC members attended a webinar on March 21, 2024, hosted by Jarrett Walker entitled, “Human Transit: How Clearer Thinking about Public Transit Can Enrich Our Communities and Our Lives.” In 2011, Jarrett published what became a classic for sustainable transportation advocates, Human Transit. He recently released his updated and expanded edition to further deepen his initial explanations. The content

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moves into new territories, such as the problem with specialization; the role of flexible or “demand response” services; how to know when to redesign your network; and responding to tech-industry claims that transit will soon be obsolete. Additionally, a major new section exploring the idea of access to opportunity as a core measure of transit’s success has also been added.

Bergkamp, Peter Stackpole and Rob LaFontaine continue to meet with Jason Robertson from JRO+CO to fine tune the agenda for the annual planning session. This event is scheduled for May 10, 2024, from approximately 8:00 a.m. to 4:30 p.m. in the AdOps Board Room. Robertson (JRO + CO) and Thomas Wittmann (Nelson-Nygaard) will facilitate and lead discussions at the first planning session since 2019. Robertson will cover the history behind the public outreach that took place prior to the creation of the Long-Range Plan and Wittmann will review peer industry trends as they relate to elements of our Long-Range Plan. Bergkamp and LaFontaine will present elements of the Long-Range Plan that we have completed or are ongoing, and review those yet to be completed, leading a conversation with the Authority on prioritizing them and updating implementation dates. Stackpole will discuss Development Priorities and Grant Funding, along with a Financial Forecasting discussion with CFO Jana Brown, followed by a conversation around possible implications if the CCA was repealed.

Human Resources staff Alana Neal and Amy Zurfluh worked with the Athena Group to complete an employee engagement survey and are working to process the results and next steps. A sneak peek shows the results were overwhelmingly positive – something for us to celebrate as an agency as testament to our positive work culture – and we have some areas we will work to identify ways to improve to make Intercity Transit an even better place to work, and to maintain the amazing work environment we enjoy.

Bergkamp visited the Olympic Region Clean Air Agency (ORCAA), and met with Jeff Johnston, specifically about what ORCAA is doing to help reduce the impacts of burning in the area known as the “Jungle” homeless camp with their partners OlyMap.

Intercity Transit’s management team, ATU and IAM union leadership, spent time together at the 47th Labor and Employment Relations Collective Bargaining and Arbitration Conference (LERA). This event welcomes the diverse views of labor, management, government, academics, and advocates alike, providing conference sessions with something for everyone. During the planning of this years’ conference, Intercity Transit’s management and union leadership group were approached by staff from LERA to consider hosting a session at the conference. LERA staff thought the long history Intercity Transit and their labor partners have of co-creating a collaborative and positive labor-management relationship had the makings of an inspiring conference session.

Customer Service Manager, Joy Gerchak, Administrative Services Director, Heather Stafford, ATU Finance Secretary, Kierstin Price, and Operations Deputy Director, Cameron Crass created a session entitled, “Don’t Stop Believing – You Too Can Have an

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Epic Labor-Management Relationship.” The session was so well attended it was standing room only. As a moderated discussion of where great labor relations start and what happens when it’s not all sunshine and rainbows, it also provided practical tools attendees could take back to their workplace to foster an even better labor-management relationship - even if they’ve stopped believing it’s possible. Please join me in congratulating this group for representing us so well at the conference.

Together with our labor partners, we understand that actively working on our relationship together and maintaining a positive work culture is fundamental to ensuring the community we serve doesn’t pay the price for our periodic workplace issues. While misunderstandings and disagreements in a unionized environment are not necessarily uncommon, Bergkamp is proud to say that during her two decades at Intercity Transit, she’s experienced the mutual respect for each other carries us through them.

Bergkamp, Board Chair and City of Olympia Councilman Clark Gilman and Board Member Mayor Debbie Sullivan will attend APTA’s Legislative Conference in Washington D. C. April 6-9. They are scheduled to meet with Senator Patty Murray’s office, Congresswoman Marilyn Strickland’s office, and Senator Cantwell’s office. This is a great time to visit with our legislators and provide an update on agency activities and future funding needs.

Sihe (Simon) Sun, Master’s in Environmental Science candidate at The Evergreen State College, completed a Zero-Fare Bus Thesis Research project, examining factors that influence people’s choice of public transit in Thurston County. He distributed an online survey and posted flyers at different locations throughout the Intercity Transit system with a QR code linking to the survey. The Marketing Department helped spread the word about the survey to recruit more participants to ensure the findings are directly relevant for Intercity Transit. Simon plans to share his collected data with Intercity Transit under the appropriate confidentiality protocols so we can utilize the findings for purposes of understanding the impact of zero-fare on ridership. The survey officially ended March 31. Simon shared that he received a total of 547 valid responses. Among these, 335 participants provided their geospatial location information, and 336 participants provided answers to the open-ended question, sharing their valuable feedback on their bus-riding experiences, suggestions, and/or complaints.

Intercity Transit celebrated National Transit Employee Appreciation Day on March 18 with banners posted throughout the facilities, sweet treats in the lounges and social media posts celebrating our frontline drivers, maintenance, and facilities staff. Marketing, Communications & Outreach Coordinator, Ally McPherson, created slides that Bergkamp shared with the Board. Many people took time to comment and share their thanks for the dedication Intercity Transit’s frontline staff shows to the community every day - driving, keeping vehicles operating safely and keeping buildings and stops looking good.

AUTHORITY ISSUES

Sullivan said the light at the roundabout at Capital and Trospen will be removed, and it will become a functioning roundabout.

Melnick encourages everyone to view the webinar video by Jarrett Walker. Melnick feels this information could provide affective information to the Authority.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Mejia adjourned the meeting at 7:22 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

Pat Messmer
Clerk to the Authority

Date Approved: May 15, 2024

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

DRAFT

**Intercity Transit
Payroll Disbursement List
April 2024**

Pay Periods:

PP 8 (Mar 24- Apr 6)

PP 09 (April 4 - 20)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
4/12/2024 ACH	PR DIRECT DEPOSIT	991,837.77
4/12/2024 39609 - 39631	PR PAPER CHECKS	38,235.15
4/12/2024 ACH	IRS	160,604.77
4/12/2024 ACH	HEALTH SAVING	92.59
4/12/2024 ACH	VANGUARD	127,044.63
4/12/2024 ACH	PERS	229,988.87
4/12/2024 ACH	DEF COMP	44,233.11
4/12/2024 ACH	ICMA	14,407.42
4/12/2024 ACH	CHILD SUPPORT	3,431.17
4/26/2024 ACH	PR DIRECT DEPOSIT	1,041,557.89
4/26/2024 39731 - 39732	PR PAPER CHECKS	3,272.57
4/26/2024 ACH	IRS	170,947.28
4/26/2024 ACH	HEALTH SAVING	92.59
4/26/2024 ACH	VANGUARD	129,857.95
4/26/2024 ACH	PERS	236,619.37
4/26/2024 ACH	DEF COMP	46,988.84
4/26/2024 ACH	ICMA	14,761.29
4/26/2024 ACH	CHILD SUPPORT	3,431.17
4/30/2024 ACH	AFLAC	13,822.94
4/26/2024 ACH	PERS split month rounding	(0.26)
4/30/2024 ACH	L&I Q1 2024 payment	290,792.31
Total Payroll Disbursements		3,562,019.42

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
APRIL 2024**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor No.</u>	<u>Payee</u>	<u>Amount</u>
39503	04/01/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,549.47
39504	04/01/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$7,192.45
39505	04/01/24	06120	CITY OF OLYMPIA (UTILITIES)	\$8,269.11
39506	04/01/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$555.91
39507	04/01/24	07220	CUMMINS INC.	\$1,063.97
39508	04/01/24	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
39509	04/01/24	07520	DAILY JOURNAL OF COMMERCE	\$162.40
39510	04/01/24	08006	DK BOOS GLASS INC.	\$1,931.58
39511	04/01/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$508.60
39512	04/01/24	09180	EXPRESS SERVICES INC	\$1,536.25
39513	04/01/24	09662	FERRELLGAS LP	\$3,574.79
39514	04/01/24	10180	FREEDMAN SEATING COMPANY	\$191.06
39515	04/01/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39516	04/01/24	10477	GALLS PARENT HOLDINGS LLC	\$2,922.47
39517	04/01/24	10660	GILLIG LLC	\$0.00
39518	04/01/24	10660	GILLIG LLC	\$20,628.67
39519	04/01/24	10759	GORDON TRUCK CENTERS INC	\$697.32
39520	04/01/24	11281	HK CURRY LLC	\$731.23
39521	04/01/24	11476	HYDROGEN FUEL CELL BUS COUNCIL DC	\$2,000.00
39522	04/01/24	11805	ITERIS INC	\$9,961.26
39523	04/01/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
39524	04/01/24	12486	KEITH TURNER	\$500.00
39525	04/01/24	14405	MICHAEL G. MALAIER TRUSTEE	\$207.69
39526	04/01/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,646.97
39527	04/01/24	14877	NAICKER RAJIV	\$50.00
39528	04/01/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$945.88
39529	04/01/24	15283	NWESTCO LLC	\$4,498.54
39530	04/01/24	15430	OFFICE OF MINORITY & WOMEN'S BUSINESS EN	\$1,488.80
39531	04/01/24	15544	PARFAIT BASSALE	\$500.00
39532	04/01/24	16841	PIONEER FIRE & SECURITY INC.	\$1,051.21
39533	04/01/24	16969	POINT GRAPHICS LLC	\$203.98
39534	04/01/24	16974	POMP'S TIRE SERVICE INC.	\$2,858.75
39535	04/01/24	17420	R&R TIRE COMPANY INC.	\$269.07
39536	04/01/24	17900	SCHETKY NORTHWEST SALES INC.	\$5,935.64
39537	04/01/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$422.23
39538	04/01/24	18016	SENIOR ACTION NETWORK	\$100.00
39539	04/01/24	18066	SHI INTERNATIONAL CORP.	\$7,477.79
39540	04/01/24	18145	SIX ROBBLEES' INC.	\$315.40
39541	04/01/24	18530	STANDARD PARTS CORP.	\$1,023.69
39542	04/01/24	18705	SUNBELT RENTALS INC.	\$216.81
39543	04/01/24	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$700.00
39544	04/01/24	21790	THURSTON COUNTY PUBLIC WORKS	\$5,867.96

39545	04/01/24	21830	THURSTON COUNTY SOLID WASTE	\$184.96
39546	04/01/24	21950	TITUS-WILL CHEVROLET	\$335.13
39547	04/01/24	21985	TOTAL FILTRATION SERVICES INC.	\$306.35
39548	04/01/24	22010	ROTTERS INC.	\$223.04
39549	04/01/24	22420	ALLEN WALTON	\$394.21
39550	04/01/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$443.00
39551	04/01/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$62.76
39552	04/01/24	24755	WA ST HEALTH CARE AUTHORITY	\$643,805.51
39553	04/01/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$4,750.00
39554	04/01/24	26861	WESTERN GRAPHICS INC.	\$2,737.50
39555	04/08/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$3,897.25
39556	04/08/24	01683	ALLENBAUGH & ASSOCIATES INC	\$2,103.50
39557	04/08/24	02060	AMERISAFE INC.	\$799.35
39558	04/08/24	02565	ASPHALT PATCH SYSTEMS INC	\$35,367.50
39559	04/08/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$367.53
39560	04/08/24	02605	ASSOCIATION FOR COMMUTER TRANSPORTATION	\$2,175.00
39561	04/08/24	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$4.11
39562	04/08/24	06040	CITY OF LACEY	\$1,229.82
39563	04/08/24	06781	COMPUNET INC.	\$5,212.30
39564	04/08/24	07220	CUMMINS INC.	\$1,478.22
39565	04/08/24	07520	DAILY JOURNAL OF COMMERCE	\$84.10
39566	04/08/24	07619	DAVID S FOSTER	\$2,000.00
39567	04/08/24	07640	DAY MANAGEMENT CORP	\$5,281.31
39568	04/08/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$113.85
39569	04/08/24	08840	JEMMA INC.	\$7,623.61
39570	04/08/24	09180	EXPRESS SERVICES INC	\$626.24
39571	04/08/24	09235	ERGOFIT CONSULTING INC.	\$925.00
39572	04/08/24	09662	FERRELLGAS LP	\$2,613.32
39573	04/08/24	10477	GALLS PARENT HOLDINGS LLC	\$13,034.24
39574	04/08/24	10660	GILLIG LLC	\$0.00
39575	04/08/24	10660	GILLIG LLC	\$20,688.74
39576	04/08/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
39577	04/08/24	10759	GORDON TRUCK CENTERS INC	\$709.08
39578	04/08/24	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$65.70
39579	04/08/24	11933	JESSE ORNDORFF	\$2,782.40
39580	04/08/24	11958	JOHN STEELE CLAYTON	\$1,898.64
39581	04/08/24	12875	KPFF CONSULTING ENGINEERS INC	\$34,526.78
39582	04/08/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,473.15
39583	04/08/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$9,113.59
39584	04/08/24	14760	MUNCIE TRANSIT SUPPLY	\$379.89
39585	04/08/24	14879	NANDO P. MERLINO	\$127,294.67
39586	04/08/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,294.72
39587	04/08/24	16490	HAROLD LEMAY ENTERPRISES	\$917.44
39588	04/08/24	16701	PEAK INDUSTRIAL INC.	\$194.23
39589	04/08/24	16765	PETROCARD INC.	\$62,172.32
39590	04/08/24	16874	PITNEY BOWES BANK INC.	\$1,500.00
39591	04/08/24	16974	POMP'S TIRE SERVICE INC.	\$2,301.91
39592	04/08/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$317.48
39593	04/08/24	17580	RECARO NORTH AMERICA INC.	\$301.86
39594	04/08/24	17861	SAMBA HOLDINGS INC.	\$574.81
39595	04/08/24	17900	SCHETKY NORTHWEST SALES INC.	\$350.89

39596	04/08/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$953.48
39597	04/08/24	18052	SHEA CARR & JEWELL INC.	\$6,418.79
39598	04/08/24	18066	SHI INTERNATIONAL CORP.	\$30,752.68
39599	04/08/24	18210	SME SOLUTIONS LLC	\$5,023.28
39600	04/08/24	18530	STANDARD PARTS CORP.	\$1,723.07
39601	04/08/24	18540	STANTEC CONSULTING SERVICES INC	\$117,425.41
39602	04/08/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$27,859.87
39603	04/08/24	21659	THERMO KING NORTHWEST INC.	\$6,000.00
39604	04/08/24	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,000.00
39605	04/08/24	21870	THURSTON COUNTY COUNCIL ON AGING	\$176.00
39606	04/08/24	21950	TITUS-WILL CHEVROLET	\$230.11
39607	04/08/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$2,250.00
39608	04/08/24	25909	WEX BANK	\$41,096.12
39632	04/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
39633	04/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
39634	04/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$118,773.00
39635	04/15/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,132.61
39636	04/15/24	01405	ADVANCE GLASS INC.	\$1,030.80
39637	04/15/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,814.67
39638	04/15/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,947.59
39639	04/15/24	02060	AMERISAFE INC.	\$360.69
39640	04/15/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,573.91
39641	04/15/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,014.95
39642	04/15/24	02828	AVAIL TECHNOLOGIES INC	\$171.18
39643	04/15/24	03620	BLIND DEPOT INC. - THE	\$2,378.34
39644	04/15/24	05320	CAPITOL CITY PRESS INC	\$35,544.43
39645	04/15/24	05340	CAPITOL COURIER SERVICE	\$216.06
39646	04/15/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$14,176.15
39647	04/15/24	06048	CITY OF LACEY	\$500.00
39648	04/15/24	07010	CORWIN NOAH	\$22.00
39649	04/15/24	07220	CUMMINS INC.	\$2,618.77
39650	04/15/24	07640	DAY MANAGEMENT CORP	\$3,416.20
39651	04/15/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$393.30
39652	04/15/24	09662	FERRELLGAS LP	\$2,327.98
39653	04/15/24	10477	GALLS PARENT HOLDINGS LLC	\$9,380.25
39654	04/15/24	10481	GALVEZ VICTOR	\$2.00
39655	04/15/24	10580	GENE'S TOWING INC	\$214.70
39656	04/15/24	10660	GILLIG LLC	\$10,021.93
39657	04/15/24	10759	GORDON TRUCK CENTERS INC	\$880.56
39658	04/15/24	11231	HERC RENTALS INC.	\$1,836.76
39659	04/15/24	11615	INDUSTRIAL HYDRAULICS INC.	\$103.81
39660	04/15/24	11892	J ROBERTSON AND COMPANY	\$1,800.00
39661	04/15/24	11933	JESSE ORNDORFF	\$1,287.09
39662	04/15/24	13750	MAILBOX OF OLYMPIA - THE	\$356.78
39663	04/15/24	14405	MICHAEL G. MALAIER TRUSTEE	\$207.69
39664	04/15/24	14457	MIDWEST BUS CORPORATION	\$374.00
39665	04/15/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,747.23
39666	04/15/24	15203	NORTHWEST CASCADE INC	\$3,568.05
39667	04/15/24	15534	OLYWORKS LLC	\$1,400.00
39668	04/15/24	16765	PETROCARD INC.	\$97,535.70
39669	04/15/24	16969	POINT GRAPHICS LLC	\$197.64

39670	04/15/24	16974	POMP'S TIRE SERVICE INC.	\$365.55
39671	04/15/24	17290	PUGET SOUND ENERGY	\$33,477.05
39672	04/15/24	17900	SCHETKY NORTHWEST SALES INC.	\$270.07
39673	04/15/24	17908	SCHINDLER ELEVATOR CORPORATION	\$2,775.83
39674	04/15/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$156.57
39675	04/15/24	18066	SHI INTERNATIONAL CORP.	\$53,654.18
39676	04/15/24	18101	SIJ HOLDINGS LLC	\$217.72
39677	04/15/24	18530	STANDARD PARTS CORP.	\$968.48
39678	04/15/24	21840	THURSTON COUNTY SUPERIOR COURT	\$1,800.96
39679	04/15/24	21950	TITUS-WILL CHEVROLET	\$145.62
39680	04/15/24	22010	ROTTERS INC.	\$173.06
39681	04/15/24	22100	TRANSIT SOLUTIONS LLC	\$770.10
39682	04/15/24	23741	USSC ACQUISITION CORP.	\$108.96
39683	04/15/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$62.76
39684	04/15/24	24000	W. W. GRAINGER INC.	\$1,865.10
39685	04/22/24	01405	ADVANCE GLASS INC.	\$246.72
39686	04/22/24	01567	CANON FINANCIAL SERVICES INC.	\$4,174.65
39687	04/22/24	01683	ALLENBAUGH & ASSOCIATES INC	\$8,385.00
39688	04/22/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$9,313.61
39689	04/22/24	03023	BACKUPIFY INC.	\$1,111.50
39690	04/22/24	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,870.18
39691	04/22/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,190.93
39692	04/22/24	07220	CUMMINS INC.	\$2,992.09
39693	04/22/24	07640	DAY MANAGEMENT CORP	\$183.29
39694	04/22/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$106.20
39695	04/22/24	09662	FERRELLGAS LP	\$3,252.49
39696	04/22/24	09961	FORMA CONSTRUCTION COMPANY	\$994,045.48
39697	04/22/24	10251	FRUITION GROWTH LLC	\$2,477.40
39698	04/22/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39699	04/22/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39700	04/22/24	10477	GALLS PARENT HOLDINGS LLC	\$3,527.17
39701	04/22/24	10660	GILLIG LLC	\$0.00
39702	04/22/24	10660	GILLIG LLC	\$8,652.97
39703	04/22/24	10759	GORDON TRUCK CENTERS INC	\$904.58
39704	04/22/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$4,841.43
39705	04/22/24	11933	JESSE ORNDORFF	\$1,428.50
39706	04/22/24	12486	KEITH TURNER	\$1,000.00
39707	04/22/24	12875	KPFF CONSULTING ENGINEERS INC	\$34,220.72
39708	04/22/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,866.11
39709	04/22/24	14590	MOHAWK MFG & SUPPLY CO.	\$1,050.10
39710	04/22/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$965.10
39711	04/22/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,028.85
39712	04/22/24	16623	PALAMERICAN SECURITY INC.	\$95,127.14
39713	04/22/24	16701	PEAK INDUSTRIAL INC.	\$222.56
39714	04/22/24	16765	PETROCARD INC.	\$68,573.73
39715	04/22/24	16969	POINT GRAPHICS LLC	\$201.10
39716	04/22/24	17505	RAINIER DODGE INC.	\$1,128.60
39717	04/22/24	17900	SCHETKY NORTHWEST SALES INC.	\$745.73
39718	04/22/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$439.13
39719	04/22/24	18052	SHEA CARR & JEWELL INC.	\$4,928.75
39720	04/22/24	18530	STANDARD PARTS CORP.	\$1,696.87

39721	04/22/24	18695	SUMMIT LAW GROUP PLLC	\$1,543.50
39722	04/22/24	21950	TITUS-WILL CHEVROLET	\$591.38
39723	04/22/24	22010	ROTTERS INC.	\$172.71
39724	04/22/24	22420	ALLEN WALTON	\$707.57
39725	04/22/24	24000	W. W. GRAINGER INC.	\$550.10
39726	04/22/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$711.07
39727	04/22/24	24640	WA ST DEPT OF TRANSPORTATION	\$528.53
39728	04/22/24	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$75,376.52
39729	04/22/24	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$47,222.31
39730	04/22/24	26405	XIOLOGIX LLC	\$9,377.58
36895	04/26/24	18097	SIERRA FUNDING INC. - VOID	(\$293.58)
39733	04/29/24	01780	AMALGAMATED TRANSIT UNION 1765	\$25,304.42
39734	04/29/24	01895	ECOLUBE RECOVERY LLC	\$77.90
39735	04/29/24	02060	AMERISAFE INC.	\$400.77
39736	04/29/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,380.39
39737	04/29/24	02828	AVAIL TECHNOLOGIES INC	\$421.58
39738	04/29/24	06836	CONTINENTAL BATTERY SYSTEMS	\$45.00
39739	04/29/24	07120	GORDON PRODUCTS INC.	\$3,217.25
39740	04/29/24	07220	CUMMINS INC.	\$756.36
39741	04/29/24	09662	FERRELLGAS LP	\$1,547.97
39742	04/29/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39743	04/29/24	10477	GALLS PARENT HOLDINGS LLC	\$2,461.03
39744	04/29/24	10660	GILLIG LLC	\$7,690.08
39745	04/29/24	10759	GORDON TRUCK CENTERS INC	\$3,953.13
39746	04/29/24	11805	ITERIS INC	\$29,491.60
39747	04/29/24	11933	JESSE ORNDORFF	\$329.40
39748	04/29/24	14160	MCMASTER-CARR SUPPLY CO.	\$59.41
39749	04/29/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
39750	04/29/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$537.75
39751	04/29/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,713.79
39752	04/29/24	15585	OLYMPIA FOOD CO-OP	\$260.00
39753	04/29/24	16600	AMERICAN INDUSTRIES LLC	\$248.77
39754	04/29/24	17505	RAINIER DODGE INC.	\$410.82
39755	04/29/24	17580	RECARO NORTH AMERICA INC.	\$271.02
39756	04/29/24	17792	ROUSH CLEANTECH LLC	\$231.39
39757	04/29/24	17900	SCHETKY NORTHWEST SALES INC.	\$420.56
39758	04/29/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$517.21
39759	04/29/24	18066	SHI INTERNATIONAL CORP.	\$1,932.62
39760	04/29/24	18097	SIERRA FUNDING INC.	\$293.58
39761	04/29/24	18530	STANDARD PARTS CORP.	\$766.13
39762	04/29/24	18651	STORMANS INC.	\$1,041.00
39763	04/29/24	18705	SUNBELT RENTALS INC.	\$1,486.95
39764	04/29/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,230.77
39765	04/29/24	21950	TITUS-WILL CHEVROLET	\$198.36
39766	04/29/24	21985	TOTAL FILTRATION SERVICES INC.	\$621.90
39767	04/29/24	22010	ROTTERS INC.	\$274.23
39768	04/29/24	22235	TREW ENTERPRISE LLC	\$1,734.48
39769	04/29/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
39770	04/29/24	23660	UNITED WAY OF THURSTON COUNTY	\$634.00
39771	04/29/24	26230	WORKSPACE DEVELOPMENT LLC	\$25,332.52
39772	04/29/24	17900	SCHETKY NORTHWEST SALES INC.	\$3,425,859.97

ACH	04/02/24	AUTHORIZE.NET	\$231.77
ACH	04/05/24	BROWN JANA	\$263.40
ACH	04/05/24	GORDON NOELLE	\$20.00
ACH	04/05/24	JOY MARGARET	\$100.00
ACH	04/05/24	MADDEN GARRETT	\$20.00
ACH	04/05/24	MEIERHOFF AMY	\$293.37
ACH	04/05/24	OLIVER ROBERT	\$95.00
ACH	04/12/24	BERGKAMP EMILY	\$83.28
ACH	04/12/24	CRASS CAMERON	\$110.52
ACH	04/12/24	SHAIRULLA AFZAL	\$253.50
ACH	04/19/24	BELL JOE	\$140.75
ACH	04/19/24	CHAMBERS JAMES	\$50.00
ACH	04/19/24	CLICK JAYSON	\$140.75
ACH	04/19/24	CROW TOMMY	\$140.75
ACH	04/19/24	DENICOLA JANE	\$73.00
ACH	04/19/24	FISKNESS SCOTT	\$96.61
ACH	04/19/24	GERCHAK AMANDA JOY	\$73.00
ACH	04/19/24	GILSDORF RUSSELL	\$73.00
ACH	04/19/24	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,942.50
ACH	04/19/24	KARKOSKI KEVIN	\$73.00
ACH	04/19/24	MARKOWITZ CODY	\$140.75
ACH	04/19/24	MONOHON DWIGHT	\$73.00
ACH	04/19/24	PRICE KIERSTIN G.	\$73.00
ACH	04/19/24	REINHARDT BRYCE	\$140.75
ACH	04/19/24	REVEL STACI A.	\$140.75
ACH	04/19/24	SMATHERS LARRY J	\$140.75
ACH	04/19/24	TAYLOR DEAN	\$140.75
ACH	04/19/24	YEE JONATHON	\$487.81
ACH	04/23/24	DEPARTMENT OF REVENUE	\$2,375.07
ACH	04/26/24	ALFONSO CHRISTOPHER	\$192.00
ACH	04/26/24	BELL JOE	\$422.00
ACH	04/26/24	CHAFFEE DAVID	\$148.30
ACH	04/26/24	CROW TOMMY	\$192.00
ACH	04/26/24	LOKEN RICHELLE	\$484.45
ACH	04/26/24	MALAY SEAN	\$57.00
ACH	04/26/24	REYNOLDS JONATHAN	\$286.00

\$6,802,650.05

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: May 15, 2024

FOR: Intercity Transit Authority

FROM: Matt Kenney, Senior Planner, 360-705-5810
James McCafferty (Director of Center for Economic and Business
Research, Western Washington University)

SUBJECT: 2023 Title VI Passenger Intercept Survey

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- 1) **The Issue:** Provide a presentation and dialog about the results of a passenger intercept survey conducted in November 2023.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** An educational presentation intended to assist ITA members in better understanding the profile of Intercity Transit passengers including demographics, transit usage, travel patterns, and other related information.
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- 4) **Background:** As a requirement under Title VI of the US Civil Rights Act, transit agencies routinely survey passengers in order to collect and analyze information related to travel patterns and demographics. The results of the survey influence adopted Service Standards and Policies that guide the design and operation of transit services.
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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 #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*
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- 8) **References:** N/A.

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

May 3, 2024

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> and TRPC's YouTube channel at: <https://www.youtube.com/watch?v=9rrtvIruD9M>.

PLEASE NOTE: Participation in the June 7, 2024, Council meeting will be in-person with a remote option for those without the ability to join in-person.

2024 Call for Projects Process

Staff briefed the Council about TRPC's upcoming Call for Projects including details on the schedule, the grant programs and their funding levels, regional funding priorities, evaluation and scoring criteria, and funding request and award limits. Members received details about the funding set asides for the Rural Community Support Program and Regional Shared Use Trail Pavement Preservation. The TPB also had a lengthy discussion about developing a big project concept about trail connections.

On May 8, the Transportation Policy Board (TPB) is scheduled to provide final feedback on the process details and prepare a process recommendation for the Council's consideration. On June 5, 2024, the Council is scheduled to take action to approve the 2024 Call for Projects Process.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/12651/A9_2024-Call-for-Projects-TRPC-050324.

Congestion Management Process

Staff provided a presentation on the Congestion Management Process (CMP), a new federal transportation requirement for our region.

The CMP is a systematic and regionally-accepted approach for managing congestion that assesses transportation system performance and identifies strategies for addressing congestion challenges.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/12652/A10_CMP-TRPC_05032024.

Report from Outside Committee Assignments

[Puget Sound Regional Council Growth Management Policy Board Summary](#)