

REVISED

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, March 1, 2023
5:30 P.M.

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

Toll Free: (844) 730-0140 / Phone Conference ID: 289-459-549#

The public may join in person at the Pattison Street Facility or view the meeting via Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|-----|---|---------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | STAFF INTRODUCTIONS | 10 min. |
| | A. Amanda Collins, Executive Assistant (<i>Ann Freeman-Manzanares</i>) | |
| | B. Taylor Slobojan, HR Assistant (<i>Heather Stafford</i>) | |
| 3) | PUBLIC COMMENT | 5 min. |
| 4) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
| | A. Approval of Minutes: February 1, 2023, and February 15, 2023 | |
| 5) | NEW BUSINESS | |
| | A. General Legal Services Contract (<i>Jeff Peterson</i>) | 5 min. |
| | B. DAL/Bus Buddy/Travel Training Update (<i>Kevin Karkoski</i>) | 30 min. |
| | C. Martin Way Park-and-Ride Project Update (<i>Eric Phillips</i>) | 30 min. |
| | D. Purchase Additional Transit Signal Priority Equipment (<i>Eric Phillips</i>) | 5 min. |
| 6) | COMMITTEE REPORTS - None. | |
| 7) | GENERAL MANAGER'S REPORT | 5 min. |
| 8) | AUTHORITY ISSUES | 10 min. |
| 9) | EXECUTIVE SESSION in accordance with RCW 42.30.110(1)(g) | |
| 10) | Select GM Recruitment Committee and Interim GM (<i>Chair Gilman</i>) | 10 min. |

ADJOURNMENT

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

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 1, 2023

CALL TO ORDER

Chair Gilman called the February 1, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioners Carolina Mejia and Tye Menser (alternate); City of Lacey Councilmember Robin Vazquez; City of Tumwater Mayor Debbie Sullivan; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jonathon Yee; Emily Bergkamp; Heather Stafford Smith; Peter Stackpole; Nick Demerice; Ally McPherson; Nicky Upson; Dena Withrow; Steve Krueger; Jana Brown; Cindy Waterhouse; Drew Goffeney; Pat Messmer; Brian Nagel; Jessica Gould; Katie Cunningham; Kevin Karkoski; Cameron Crass; Ramon Beltran; Roshan KC; Zach Heinemeyer; Amanda Brown; Dylan AINU'U; Harwinder Chokar; Jackson Madison; Lucas Sampson; Jeremy Hale.

Others Present: Jeff Myers, Legal Counsel; Harrison Ashby and Jeremy Mott, Community Advisory Committee; Eric Wood and Molly Weismante, Stantec; Alex Chicano, Eric Lindstrom, FORMA; Jonathan Martin, Department of Enterprise Services.

APPROVAL OF AGENDA

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

STAFF INTRODUCTIONS

- A. **New Operator Class 22-06** (*Cameron Crass*)
- B. **Peter Stackpole, Development Director** (*Ann Freeman-Manzanares*)
- C. **Nick Demerice, Chief Marketing, Communications & Outreach Officer** (*Ann Freeman-Manzanares*)
- D. **Amanda Brown, Vehicle Detailer** (*Jonathon Yee*)
- E. **Dylan AINU'U, Service Worker** (*Jonathon Yee*)
- F. **Harwinder Chokar, Support Specialist** (*Jonathon Yee*)
- G. **Jackson Madison, Technician 1** (*Jonathon Yee*)
- H. **Lucas Sampson, Service Worker** (*Jonathon Yee*)
- I. **Jeremy Hale, DAL Dispatch Specialist** (*Kevin Karkoski*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Approval of Minutes:** December 7, 2022, Regular Meeting

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 2 of 10

- B. **Payroll for December:** \$3,668,845.36
- C. **Accounts Payable December:** \$4,654,297.28.

NEW BUSINESS

- A. **Pattison South Parcel Project Presentation and Contract Award.** Steve Krueger introduced Eric Wood and Molly Weismante from Stantec, Alex Chicano and Eric Lindstrom from FORMA, and Jonathan Martin from DES. This team provided an overview of the Patterson project and a sneak peek of the end product.

Krueger explained with the recent completion of the Phase III Pattison North Parcel construction that included a new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF), we're now poised to proceed with the Phase IV South Parcel work which includes the renovation of our Maintenance Building, demolition of the old Administration Building, expansion of the employee parking lot, rehabilitation of the bus yard and related sitework which will close out the Pattison Expansion and Rehabilitation Project. Now that the South Parcel design work is complete, cost estimates updated, a viable logistic plan formulated, and permitting nearing completion, we are now ready to lock in the Phase IV South Parcel MACC with our General Contractor/Construction Manager (GCCM) Forma Construction (Forma). Like the North Parcel construction work, once the MACC is authorized, Forma will be committed to complete the South Parcel construction work at or below the agreed upon MACC price and any savings will be retained by Intercity Transit.

Despite the many challenges caused by the pandemic, use of the GCCM alternative procurement methodology on the Phase III North Parcel construction has not only allowed operations to continue unabated but also produced high quality results on schedule while also yielding approximately \$2.5M in savings. Consequently, we are confident that the Forma and Stantec team are sure to deliver similar results with the Phase IV South Parcel work and therefore, staff recommend the ITA authorize the General Manager to have DES allocate funding for a MACC in the amount of \$39,408,367 which includes sales tax and contingencies necessary to complete the Phase IV South Parcel construction.

It was M/S/A by Melnick and Sullivan to authorize the General Manager to have DES allocate funding for a MACC in the amount of \$39,408,367 to complete the Phase IV Pattison South Parcel construction.

- B. **Marketing & Communication Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented renewing the marketing and communication services contract with Maul Foster and Alongi for an additional year.

In March 2022, MFA competitively won Intercity Transit's contract for supplemental marketing and communication services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal and adds contract authority in the amount of \$350,000 for projects planned as part of the 2023 Marketing, Communications and Outreach work program. All work assigned to MFA under the contract is by task order and subject to Intercity Transit staff approval.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 3 of 10

During the first contract term, MFA provided valuable marketing and communications support for Intercity Transit's Going Digital Campaign, Operator Recruitment Campaign, and Vanpool Marketing Campaign. During the next contract term, Intercity Transit expects to partner with MFA for continued recruitment efforts, vanpool marketing, and strategic community communications.

Intercity Transit has already cultivated a sound working relationship with MFA and is pleased with the firm's performance throughout the initial contract term, and staff is confident that MFA will continue to provide valuable marketing and communications support services throughout the next term. Accordingly, Staff recommends approval of the contract renewal with MFA.

It was M/S/A by Sullivan and Vazquez to authorize the General Manager to execute a contract amendment with MFA to renew the contract for marketing and communication services for a period of one year in the amount of \$350,000.

- C. Surplus Vehicles.** Procurement Coordinator, Katie Cunningham, presented whether to declare Vanpool, Facilities, and Staff vehicles listed in Exhibit A as surplus. Intercity Transit received or is due to receive replacements for these vehicles which exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus the non-federally funded vehicles will be offered for direct purchase by other public agencies. Surplus vehicles not sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$179,835.

It was M/S/A by Vazquez and Melnick to declare vehicles listed in Exhibit A as surplus with an estimated total value of \$179,835.

- D. Vehicle Graphics Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented an amendment contract with Western Graphics, Inc. Intercity Transit awarded its contract for vehicle wraps and graphics to Western Graphics, Inc. in August 2018 with a not-to-exceed contract amount of \$130,000, which was subsequently amended to \$180,000 in the year 2020. The initial contract term was for a period of one year, with four one-year renewal options. We are currently in the fourth and final contract renewal term.

Under the contract, Western Graphics, Inc. installs wraps and graphics on Intercity Transit's new vanpool vehicles and completes as needed graphic repairs and maintenance. Throughout the life of this contract Intercity Transit has wrapped 82 new vanpool vehicles and fixed various damaged graphics, which has nearly exhausted the current contract authority.

Intercity Transit is due to receive a total of twelve new hybrid vanpool vans and two new electric staff cars this year which will need graphics packages installed. This item adds contract authority to the current contract in the amount of \$35,000 to accommodate the installation of wraps and graphics on these new vehicles, and allow capacity for additional ongoing graphic repair, maintenance and incidentals for the remainder of the current contract term.

Throughout the life of this contract, Western Graphics, Inc. has provided quality products and services to Intercity Transit. Staff is confident that Western Graphics, Inc. will continue

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 4 of 10

to provide valuable services at reasonable rates and recommends that the amendment is approved.

It was M/S/A by Belk and Pierce to authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$35,000 in contract authority for vehicle wraps and graphics for a revised total contract amount of \$215,000.

- E. Janitorial Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented an amendment to the janitorial contract with CW Janitorial Service. In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The firm currently provides daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station.

Intercity Transit recently began utilizing the new ADOPS building and expects to transition to the new FWF building this month. As such, our current contract with CW Janitorial Service requires an amendment to add janitorial services and supplies at these new locations. Tasks and requirements have been determined to reflect anticipated service and supply needs, including special attention to maintain the new finishes and surfaces in the buildings.

Based on CW Janitorial Service's record of performance throughout our contract, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities and recommends approval of the amendment.

It was M/S/A by Belk and Sullivan to authorize the General Manager to execute a contract amendment with CW Janitorial Service to incorporate janitorial services and supplies at new ADOPS and FWF Buildings in the amount of \$120,213, including taxes.

- F. Martin Way Park & Ride Improvements Construction Contract Award.** Eric Phillips presented a contract with Tapani, Inc., to construct facility improvements at the Martin Way Park-and-Ride. In early 2021, Intercity Transit was awarded a WSDOT Regional Mobility Grant (RMG) to construct improvements at the Martin Way Park-and-Ride. The RMG agreement requires completion of the grant project by the end of the 2021-2023 biennium or June 30, 2023. The improvements include a "bus only" direct access from the northbound I-5 on-ramp into the Park-and-Ride, a new bus stop placed adjacent to the on-ramp, and related facility updates to improve operational safety and speed up service.

As a result of the fast schedule for the project a Task Order under our existing contract with SCJ Alliance was approved (June 2021) to support the technical coordination, submittal package, and documentation requirements to obtain the direct access approvals from WSDOT. SCJ also provided services to complete the design of the facility improvements, provide permitting support, prepare the bid package, and provide construction management support through completion of the project. Local agency land use permitting (Lacey) and environmental review were completed in the fall of 2022. With design completed and official approval of the access break request confirmed by FHWA, WSDOT confirmed support for Intercity Transit to put the project out to bid just before the holidays.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 5 of 10

Procurement issued a Request for Bids on December 19, 2022, for the construction and improvements at the Martin Way Park-and-Ride. We received seven (7) bids by the submittal deadline of January 19, 2023. The bid submitted by Tapani, Inc., in the amount of \$1,731,000 was determined to be the lowest, responsive and responsible bid. Bids ranged from a high of \$2,133,133 to a low of \$1,731,000. The low bid is \$34,496 or 2.03% above the Engineer's estimate.

Tapani, Inc., has successfully completed numerous projects in Washington and Oregon, along with similar projects with C-Tran. Staff is confident in their ability to complete this project and recommends the award of the contract to Tapani, Inc., for access and facility improvements at the Martin Way Park-and-Ride.

It was M/S/A by Pierce and Vazquez to authorize the General Manager to enter into a contract with Tapani, Inc., in the amount of \$1,731,000 to construct access and facility improvements at the Martin Way Park-and-Ride.

G. Annual Authority Reorganizing & Committee Assignments. Clerk of the Board, Pat Messmer led the Authority through the process to elect a new Chair and Vice Chair.

Messmer opened the floor to nominations for Chair. **Mayor Sullivan nominated Clark Gilman.** Hearing no further nominations, nominations for Chair were closed.

A unanimous vote was cast to elect Mayor Pro-Tem Clark Gilman as Chair.

Messmer opened the floor to nominations for Vice Chair. **Citizen Representative Pierce nominated Justin Belk.** Hearing no further nominations, nominations for Vice Chair were closed.

A unanimous vote was cast to elect Citizen Representative Justin Belk as Vice Chair.

Chair Gilman lead the Authority in discussion of new committee assignments and recommended the following Board members be appointed. The Authority consensus is to appoint:

- Mayor Debbie Sullivan as the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Citizen Representative Don Melnick will serve as alternate.
- Citizen Representative Don Melnick as the primary representative for Intercity Transit on the *Transportation Policy Board* and Citizen Representative Justin Belk will serve as alternate.
- Citizen Representative Sue Pierce to serve as representative on Intercity Transit's *Pension Committee*.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 6 of 10

COMMITTEE REPORTS

Thurston Regional Planning Council. Don Melnick filled in for Debbie Sullivan on January 13. Melnick said there were two individuals from the public giving comment in opposition to the proposed airport in Thurston County.

TRPC approved the letter to the Commercial Aviation Coordinating Commission opposing the airport in Thurston County.

Chair Seidel reviewed the process for electing new officers and called for written nominations be sent to Burlina Lucas by January 23. Elections will occur in February.

TRPC approved the operating budget and pay classification plan that was presented. Karen Parkhurst advised that Council adopted the Human Services Transportation Plan (HSTP) at the November 4, 2022, meeting. The HSTP includes a Prioritized Project List which in order to qualify for the WSDOT Consolidated Grant Program, projects must be a part of that list.

Parkhurst is leaving TRPC and Melnick believes it will be difficult to replace her because she's been such an institution at TRPC.

Transportation Policy Board. Melnick said they met on January 11. The TPB approved the 2023 meeting calendar. A new meeting time was set to 7:30 a.m. to 9 a.m. and it was agreed all meetings in 2023 would be remote with an in-person option for members and the public.

TPB was advised on the proposed amendment to the 2023-2026 Regional Transportation Improvement Program.

Katrina Van Every reviewed the amendments to the Regional Transportation Plan that included the funding Intercity Transit requested on the Northeast Lacey Operational Terminal Facility and Alternative Fuel Infrastructure Project.

TPB received a presentation by a consultant on the Household Travel Survey. They used the consultant to get input from unrepresented parts of the community, which is very difficult at times. They used small incentives, like Starbucks coffee card that came with the invitation to comment.

TPB received an update to the 2022 Profile, and Parkhurst briefed the TPB on the 2023 State Legislative Session.

Community Advisory Committee. Harrison Ashby said the Community Advisory Committee (CAC) met Monday, January 9, and they heard introductions from new CAC members and Intercity Transit staff. The CAC received a presentation from Jonathon Yee about alternative fuels and the fleet and he took questions about safety concerns, the price of buses, refueling and range of buses, the difference in service life of hydrogen vehicles versus battery electric vehicles, and ethical sourcing of materials and battery recycling. After that section, the CAC moved on to consumer issues where members talked about anticipating the return of night service from downtown. There was a suggestion about of some sort of subscription service for night service from downtown and concerns about use of the app.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 7 of 10

GENERAL MANAGER'S REPORT

Operator Class 22-06 graduated on Friday, January 27, and we are very pleased to have five new operators on the road.

A new class of 11 Operator candidates will begin 8 weeks of training Monday, February 6.

IT held a graduation ceremony on January 31 for Operator class 20-01. This was the class that graduated in March 2020 just as COVID hit so we paused on celebrating their graduation. The training group arranged for the class to get together allowing us to celebrate the completion of their training and their three years of dedicated service to Intercity Transit.

Staff is diligently working to pack up and move fully into the new Admin/Operations, Fuel, and Wash facility. We are still experiencing some delays in deliveries i.e., the antenna for the digital radio back-up system. Time is of the essence to clear out of the old building, hopefully by the end of February so Ehli's Auction can move in and document all that is remaining in the building and get everything up for auction so Forma can move in and demolish the facility.

The state legislature is in session, and we are monitoring several 2023- 2025 biennium projects IT submitted. The projects have been recommended through the legislature or have been recommended as high scoring projects by the WA State Department of Transportation. We need to ensure they remain in the budget. The Maintenance Facility Renovation is in the budget for \$5,046,000. This is the last piece of funding for the Pattison Street campus.

IT has two projects on the **WSDOT Regional Mobility Grant Prioritized Project List:**

- **Rear Door Boarding and Real-Time Passenger Information Deployments** to upgrade 55 bus stops to facilitate rear door access, deploy real-time traveler information devices at 17 locations, and rehabilitate three critical bus zones at the Olympia Transit Center for about \$1,211,221.
- **Zero-Emission Alternative Fuels Demonstration Project** to purchase three alternatively powered buses to use on select routes, along with fueling facility infrastructure for a total of \$10.3M over a 4-year period.

IT applied for \$6.8M project under the **WSDOT Green Transportation Grant Program - Intercity Transit Green Hydrogen Fuel-Cell-Electric Buses Demonstration Project** - IT is looking to acquire two additional alternatively fueled vehicles, address fueling infrastructure and upgrade facility safety features. The objective is to demonstrate alternatively fueled vehicles can replace diesel hybrid vehicles on the most demanding routes Intercity Transit operates with no degradation to safety, reliability, operating or scheduling efficiency, or public confidence.

WSDOT Bus & Bus Facility Project - for the East Martin Way Round About Preliminary Engineering to prepare for Right-of-Way and then construction. This will create a transit turnaround for future BRT service to increase efficiency and improve access for walkers, bikers and transit users. That grant is for \$850,000.

There is a lot happening within Vanpool.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 8 of 10

- In January, Vanpool formed 10 new vanpool groups (4 vans to Costco on 93rd, 3 vans for Lacey Fire Department, and 3 vans for the National Guard).
- Freeman-Manzanares gave a shoutout to Vanpool Coordinator, Magic Aguinaga, who was accepted into the ACT Impact Leadership Program. ACT stands for Association of Commuter Transportation. The program recognizes, supports and develops professionals in their growth as leaders in Transportation Demand Management in which 15 individuals are selected nationwide.

Freeman-Manzanares showed graphics of the projects going on in Vanpool and Operations.

- Staff sent out 138,000 mailers to Thurston County residences and business to inform and educate about vanpool and the new fare structure showing how economical it is to vanpool.
- Staff is working on new ways to reach out the recruitment efforts for Operators. Freeman-Manzanares showed a flyer created by Hannah Newton in Marketing featuring Operator Ambassador Morgan Hagquist. There is a hiring event at WorkSource on February 22.
- Human Resources (Heather Stafford Smith, Amy Zurfluh, Amy Meierhoff, Alana Neal, Hannah Toulme), along with Operations (Emily Bergkamp, Dena Withrow, Cameron Crass and Kevin Karkoski) are working very hard to be responsive to the needs of applicants and the needs of the market to simplify and speed up the hiring process. IT is looking for Operators and if anyone is interested in exploring the opportunity, please check our website at intercitytransit.com or give us a call.

Freeman-Manzanares shared that on Friday, January 20, Operator, Ted Depoe was notified there was an unresponsive individual and Depoe didn't hesitate to jump out of his bus, called 911 and was then directed to start compressions. Depoe continued the life-saving efforts until EMTs arrived, and then went back to driving to complete his shift. We thank Depoe for going above and beyond for this individual and praise him for his efforts.

AUTHORITY ISSUES

Vazquez is interested in the late-night bus service returning and is eager to see IT's staffing go up so there is more bus service in the evenings from downtown Olympia to the Lacey area.

Melnick thanked staff for allowing him to join the briefing with the alternative energy fuel consultant. He was very impressed with what the consultant said and what IT staff has learned. IT has been working on this for two years, not just talking about it but they are doing a heck of a good job and have a tremendous consultant. Melnick believes they will provide answers and have some sort of a plan in the not-too-distant future.

Melnick said regarding the concerns about construction overruns during the Pattison rehab project he appreciates that IT used the GCCM approach. By having the contractors as part of the team minimizes a lot of problems.

Melnick thanked IT for bringing back to Panorama the bus rider training program known as Bus Buddies. These are volunteers who provide training to the seniors on how to ride transit and they will actually accompany a rider to show them how it all works.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 9 of 10

Sullivan said she sits on the WSDOT I-5 Marvin Road to Mounts Road Executive Advisory Group and at the first meeting they introduced the members which include several other transit agencies, including Pierce Transit. Sullivan said she pointed out that Intercity Transit should be participating, so hopefully, someone will reach out to IT soon invite them to join the Advisory Group.

Sullivan said the 18-month construction project on the Capital and Trospen roundabout exchange gets underway there could be some traffic disruption, especially for the Route 13. However, everything will be done to ensure traffic continues to flow well.

Gilman said he has had conversations about when IT might begin in person meetings again, and he would like to add this topic to an agenda during one of the next upcoming meetings to determine the level of interest in continuing remotely, conducting a hybrid meeting or returning to in person.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:42 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: March 1, 2023

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

**EXHIBIT A
 SURPLUS VEHICLES - FEBRUARY 2023**

<u>VANPOOL VANS</u>						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	2446	2014	CHEVROLET EXPRESS	12	140,125	\$10,963.00
2	2435	2014	CHEVROLET EXPRESS	12	155,066	\$10,145.00
3	2421	2014	CHEVROLET EXPRESS	12	142,720	\$10,963.00
4	2341	2013	FORD ECONOLINE E350	12	113,475	\$12,549.00
5	2445	2014	CHEVROLET EXPRESS	12	131,923	\$11,865.00
6	2509	2015	CHEVROLET EXPRESS	12	124,286	\$13,391.00
7	2439	2014	CHEVROLET EXPRESS	12	116,799	\$12,105.00
8	2336	2013	FORD ECONOLINE E350	12	105,100	\$13,439.00
9	2448	2014	CHEVROLET EXPRESS	12	104,891	\$14,787.00
10	2438	2014	CHEVROLET EXPRESS	12	118,553	\$13,321.00
11	2433	2014	CHEVROLET EXPRESS	12	114,599	\$13,793.00
12	2451	2014	CHEVROLET EXPRESS	12	109,855	\$14,282.00
13	2204	2012	DODGE CARAVAN	7	76,134	\$8,384.00
14	2124	2011	DODGE CARAVAN	7	77,148	\$6,255.00
SUBTOTAL						\$166,242.00
<u>FACILITIES VEHICLE</u>						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	1296	2008	FORD E350 SD VAN	2	90,279	\$11,757.00
SUBTOTAL						\$11,757.00
<u>STAFF CARS</u>						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	1215	2004	FORD TAURUS WAGON	5	89,824	\$1,836.00
SUBTOTAL						\$1,836.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$179,835.00

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 15, 2023

CALL TO ORDER

Chair Gilman called the February 15, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Kiersten Price (alternate).

Members Excused: City of Yelm Councilmember Brian Hess and City of Lacey Councilmember Robin Vazquez.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jonathon Yee; Emily Bergkamp; Heather Stafford Smith; Peter Stackpole; Nick Demerice; Ally McPherson; Nicky Upson; Dena Withrow; Steve Krueger; Cindy Waterhouse; Pat Messmer; Jessica Gould; Katie Cunningham; Jeff Peterson; Ramon Beltran; Daniel Van Horn; Zach Heinemeyer; Kyle McPherson; Kerri Wilson; Dena Withrow; Tammy Ferris; Steve Swan; Thera Black; Michael Maverick; Jason Aguero; Kai Allen; Zion Wooten.

Others Present: Jeff Myers, Legal Counsel; Clair Bourgeois and Jeremy Mott, Community Advisory Committee.

APPROVAL OF AGENDA

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

STAFF INTRODUCTIONS

- A. Zion Wooten, Vehicle Detailer** (*Jonathon Yee*)
- B. Kai Allen, Vehicle Detailer** (*Jonathon Yee*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Payroll for January: \$2,909,777.19**
- B. Accounts Payable January: \$4,396,762.45**

NEW BUSINESS

A. 2022 Walk N Roll Program Update. Walk N Roll Program Supervisor, Kerri Wilson, provided an update on the accomplishments of the Walk N Roll Youth Education Program. Wilson said in 2022 IT continued work with traffic gardens. A traffic garden is a miniature street scape where youth can have fun while practicing pedestrian and bicycle safety skills in a realistic environment without cars. In partnership with Safe Kids Thurston County and the Olympia School District, staff installed a permanent traffic garden at McKenny Elementary School. The garden is used to teach students bicycle and pedestrian safety skills during physical education classes and is open to the public when school is not in session.

In partnership with Safe Kids Thurston County, staff installed five pop-up traffic gardens for school and community events, using spray chalk. Wilson showed a photo of firefighters from McClane Black Lake Fire Department helping install a Traffic Garden they used for their bike rodeo event, and photos from the Lacey Spring Fun Fair where IT provided balance bikes and scooters, along with bicycle safety instruction to over 100 youth participants who visited throughout the day.

In partnership with Safe Kids Thurston County, Target Zero, the Olympia Police Department, and the City of Olympia, IT held the first Great Olympia Bike Rodeo. Participants visited seven stations where they learned and practiced bicycle safety skills, were fitted with a free helmet and received a bicycle safety check.

IT partnered with schools and youth organizations to hold six smaller bike rodeo events - one in Lacey for the cub scouts, one at the City of Tumwater Summer camps, organized one for Lydia Hawk Elementary School's field day event and took one to the YMCA summer camp at Hansen elementary school.

IT supported bicycle safety education in the Olympia and North Thurston school districts. There are a lot of challenges that come with teaching bicycle education in PE, but with Walk N Roll's support it is easier and more accessible for teachers. Our support included assisting with classes, bicycle fleet maintenance, transporting bikes and providing helmets and other teaching materials.

One of the challenges to teaching bicycle education in PE, is that not all students know how to ride a bicycle. This means that some students don't get to participate or in some cases teachers are using their personal time to teach the students how to ride a bike.

To address this challenge, Walk N Roll held the first Learn-To-Ride class at McKenny Elementary School and five students learned to ride a bicycle for the first time. Staff offered the Learn to Ride classes to other schools and are excited to offer more classes in 2023.

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 3 of 14

In the Walk N Roll bike shop, volunteers learned and practiced bicycle mechanic skills while volunteering 297 hours rebuilding 52 donated bicycles and performing safety checks on 92 bicycles. These bikes are given to youth who participate in our bicycle education programs.

At the beginning of 2022, IT offered the Earn-A-Bike classes online to over 40 Thurston County youth. They learned basic bicycle safety and maintenance skills through a series of videos and quizzes and when they completed the class, received a refurbished bicycle.

In the summer of 2022, IT resumed the in-person Earn-A-Bike classes through Olympia Parks and Recreation. Staff taught 58 youth essential bicycle safety and maintenance skills through a series of hands-on activities and group bicycle rides on city streets and all participants received a refurbished bicycle, new helmet and lock.

IT established a new partnership with Avanti High School to teach students bicycle safety and maintenance skills as part of their physical education curriculum. During the Spring and Fall quarters 34 students participated in the class co-taught by Avanti's Physical Education teacher and Walk N Roll staff. All students received a refurbished bicycle.

We helped six schools in the Olympia and North Thurston school districts organize monthly 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 reducing traffic congestion and improving air quality around the school.

In October we organized the 2nd Youth Walk Challenge and encouraged 37 youth to get outside and walk at least 10 days during the month. To encourage more youth participation in the Bicycle Community Challenge, we organized a bicycle scavenger hunt in February with 36 participants. For May we organized a Youth Bike Challenge that encouraged 60 youth to bike 10 days during the month.

IT resumed the transit education to four schools and community groups. Youth met a bus operator, toured a bus and learned why transit is important to our community.

IT partnered with Safe Kids Thurston County to install a Sense of Place Walk around Garfield Elementary. Fourteen stations inspire youth to move their bodies while learning about their local environment, community, and history.

Highlights for 2023:

- Officially moved into the new bike shop
- All are welcome to attend an Open House, March 7 from 3:30-6:00

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 4 of 14

- Plan to begin Bicycle Education Classes out of the shop. A few are planned for this spring, including a Fix-A-Flat Class and a class about bicycling with kids.
- In partnership with Safe Kids Thurston County, we will begin taking our new mobile traffic garden to schools and community events this spring.
- Offering more Learn-To-Ride Classes including a couple offered through Olympia and Tumwater Parks and Recreation.
- Expanding bicycle education program with Avanti in the fall. The school will get their own bike shop.
- Something new - offering a week-long Summer Bike Camp for students ages 8 to 10.

B. **2023 Procurement Workplan.** Deputy Director of Procurement & Capital Development, Steve Krueger, provided a high-level overview of procurement projects and explained how they connect to the Strategic Plan and Goals.

Goal 1 and End Policy: Assess the transportation needs of our community throughout the Public Transportation Benefit Area. *Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.*

Ready access to consultant services connects to Goal 1, and Procurement will award a suite of consultant contracts to assist Development and Planning with budgeted projects and activities such as: The BRT Project; Innovative Service Zones Study; Fixed Route Transfer Study; West Olympia Service Analysis; Service Performance & Reporting; and rebidding the Nelson Nygaard short and long-term strategic planning contract that recently expired. The plan is to award an umbrella contract that includes other consultants for various disciplines that Development and Planning can pull from.

Wayfinding is the art, science and technology needed to better help IT's ridership more efficiently and intuitively navigate a transportation network. This year IT expects to award a consultant contract who will assess IT's transportation network and formulate a Wayfinding solution specific to our system, and afterwards, staff will contract with a systems integrator to implement the solution.

Goal 2 and End Policy: Provide outstanding customer service. *Customers, staff and the broader community will report a high level of satisfaction.*

Adding more Bus Stops and enhancing the bus stops to support rear door boarding speaks outstanding customer service. The 2023 budget includes \$4,390,000 to continue this work. Procurement is also working to award a new bus shelter contract this year. Last year IT refreshed the landscaping of the SW corner of the OTC property. This year we expect to tackle the final element of OTC refresh which includes replacement of the older pavers on the transit island and at transit center

crossings that are trip and fall hazard at the OTC as well as the pedestrian crossings on the NW corner of Olympia Avenue and Washington Street. It is pleased with our current supplier American Landscape Services and anticipate extending the contract for the final year.

Due to the pandemic, it cannot be overstated the importance of having high quality cleaning and sanitation services. The Janitorial Service provider continues to shine which is why IT will look to extend the contract with CW Janitorial Service for the final year of their contract.

Goal 3 and End Policy: Maintain a safe and secure operating system. *Focus on the continual improvement for the safety and security of all customers, employees and facilities.*

With the North Parcel work complete, IT is positioned to turn attention to the South Parcel which is the last phase of the Pattison Expansion and Rehabilitation project. This involves renovating and modernizing the Maintenance Building, demolishing the old Admin Building to make way for additional employee parking as well as complete other related site work on the South Parcel. All of this work is scheduled to start this spring and finish by fall of 2025.

To better protect the health and safety of our operators, Procurement will be assisting Facilities with the procurement of protective barriers in all our coaches. Maintaining safe and secure operations requires the assistance of security guard services. This last year we expanded our security coverage and awarded a new contract to Pal America which is up for renewal in the 4th quarter of 2023.

The various catch basins throughout our enterprise need to be regularly cleaned out so this year Procurement is developing a replacement contract that will provide Facilities with ready access to various service providers to better satisfy this need.

A number of repairs and improvements are planned for the Centennial Station and Procurement will provide contracting services. Repairs and improvements include:

- Parking lot engineering and drainage repair
- Restroom remodel and repairs
- Adding access control and monitoring technology.

Goal 4 and End Policy: Provide responsive transportation options within financial limitations. *Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our community.*

December 2023 Via Mobility's Scheduling Technology was selected to replace the Routematch solution that the DAL program has been using since 2006. The Via Mobility solution complements the newly implemented CAD/AVL technology and

the migration to this new platform is expected to be complete over the next several months.

Smart Corridors aims to implement infrastructure improvements and efficiencies to alleviate congestion and the Transit Signal Priority Project serves as a great example whereby collaborating with our government partners will enable buses to have priority passage through the busiest and most congested corridors to help buses stay on schedule. Procurement contracted with Traffic Engineering Consultant Iteris who has been assisting with the TSP project and is also available to support the advancement of other Smart Corridor related projects.

There is a Gateway Roundabout proposed for East Martin Way which supports our terminal location for future BRT service on the eastern end of the Martin Way Corridor. Funding request for Preliminary Engineering was awarded with a local match. Procurement's role is to onboard an A&E firm to provide the preliminary engineering, analysis design, environmental and ROW planning for a bus terminal facility anticipated to be located at Meridian/Martin Way (vicinity). This project is anticipated to be partially grant funded but local funding may be used to position the project for a larger FTA competitive request.

In November staff submitted a request to WSDOT to seek re-authorizations for part of the funding for two awarded Capital Projects including the BRT Station Design project and the Martin Way Park and Ride Direct Access projects. These projects have been a bit jammed up as we staff up in the wake of the pandemic and the request, if approved by the Legislature, will allow us to carry a portion of the grant funds forward through the following two-year period beginning July 1, 2023.

Preparing and planning for upcoming grant opportunities, includes WA State Bus & Bus Facilities grant program. IT will submit for additional State funding in support of the East Martin Way Gateway Roundabout. This project supports our terminal location for future BRT/Frequent service on the eastern end of the Martin Way Corridor.

Goal 5 and End Policy: Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan. *Resources will be used efficiently to minimize the negative impact on the environment and the community and, to the extent possible efforts will be pursued that integrate or otherwise align with broader sustainability goals.*

In the fall of 2022 Procurement competitively awarded a consulting contract to widely recognized industry leader Center for Transportation and the Environment (CTE). CTE is tasked with studying our system and help formulate our roadmap to zero emissions. The results of their analysis is targeted for completion this summer.

After which Procurement expects to contract with an A&E consultant to design an alternative fuel infrastructure into our site master plan.

Consultant services for zero-emissions analysis and related fleet transition and project planning, including project planning, project management and implementation services, as well as development of technical specifications for procurement processes necessary for this project. CTE's mission is to improve the health of our climate and communities by bringing people together to develop and commercialize clean, efficient, and sustainable transportation technologies.

Goal 6 and End Policy: Encourage use of our services, reduce barriers to access and increase ridership. *Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.*

Included in our long-term plan is the goal of incorporating high-capacity corridor service which is referred to as Bus Rapid Transit or BRT. The "One" is our four-year Demonstration Project launched in November 2019 and provides limited stop, high performance, bus service between the Martin Way Park and Ride to the Capital Mall. A BRT is designed to reduce transit travel times along the most heavily traveled corridors during weekday peak commute hours. During peak times buses will serve the corridor at established stops every 15 minutes with nearly 30 daily trips in each direction.

Next up is to conduct a High Performance "BRT Light" program implementation study. This preliminary corridor review includes alternatives evaluation/analysis, environmental analysis, preliminary engineering and cost estimates and programmatic plan for federalizing project which is expected to be a multi-year study. IS plans to hire a consultant to help prepare a road map for funding and implementation.

Goal 7 and End Policy: Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer. *Work with governmental entities, educational institutions, businesses, not-for-profit community partners and customers to facilitate great mobility options as well as educational and socio-economic opportunities in our community.*

In early 2021, Intercity Transit was awarded a WSDOT Regional Mobility Grant (RMG) to construct improvements at the Martin Way Park-and-Ride. The improvements include a "bus only" direct access from the northbound I-5 on-ramp into the Park-and-Ride, a new bus stop that's placed adjacent to the on-ramp, and related facility updates to improve operational safety and speed up service. The construction contract award recommendation to Tapani Inc. was approved at the February 1 Authority meeting and work is targeted for completion by this summer.

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 8 of 14

Goal 8 and End Policy: Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations. *Promote community, organizational and individual resiliency.*

Intercity Transit has been using the FleetNet software platform since 1986 to manage our administration systems. FleetNet was acquired by Avail Technologies in 2017 and transit recently implemented Avail's Computer Aided Dispatch/ Automatic Vehicle Location (or CAD/ AVL) solution within our system. The FleetNet user interface is outdated and Avail recently announced they are terminating support for the FleetNet platform effective July 1, 2023. Consequently, this year we'll be migrating to Avail's Enterprise Transit Management Software. Along the way, transit seeks to partner with a highly qualified and experienced consultant to help us determine if transit should stay the course with MyAvail or if would be better served to migrate to a completely different ERP solution.

IT's existing General Legal Services contract reaches its end of life in March and a new replacement solicitation was recently posted. We expect the replacement contract will be awarded prior to the existing contract expiration date.

Keeping our properties and buildings in working order poses quite a challenge to the Facilities Department. This year, Procurement will work with Facilities to contract with a qualified consulting firm to perform a 30-year major maintenance assessment of our properties and buildings to help inform and devise an Asset Management Plan. Facilities is looking to acquire a related Facility Management software solution to assist with maintenance work.

Maintaining a safe and secure operating system is a never-ending project requiring access to a variety of contractors. This year we'll be assisting Facilities with a variety of procurements and contracts related to:

- Awarding a Standby Generator in support of the OTC building.
- Working with the Painting Consultant in closing out the OTC, LTC and Centennial Station Painting work.
- Begin the process of relacing gutters at the LTC.

IT awarded Maul Foster & Alongi a contract in 2022 to support Marketing and Communications efforts and Procurement will extend the contract another year and recently authorized an additional \$350k in funding. Over this year, Intercity Transit expects to partner with MFA on continued recruitment efforts, vanpool marketing, and strategic community communications.

To help promote the vanpool program, IT contracted with Western Graphics to install and maintain the vinyl wrap package our vanpool and EV's sport. The Authority recently authorized additional funding to the existing contract but it will reach the end of its life this summer so Procurement will rebid later this year.

Krueger gave a shout out to the Procurement team: Michael Maverick, Tammy Ferris, Katie Cunningham, and Jeff Peterson.

C. Roadmap to a Zero Emissions Fleet. Fleet & Facility Maintenance Director, Jonathon Yee, provided an update on the zero-emissions fleet transition study.

Yee said the maintenance department consists of two groups - facilities and maintenance management and fleet. Facilities consists of 15 employees who manage all of the bus stops and shelters in our service area as well as all of facilities and grounds. In addition to our grounds, there are agreements to maintain the Hawk Prairie and Martin Way park and rides and we are the lead agency responsible for maintenance and support of the Centennial/ Amtrak station, currently staffed by volunteers.

There are just under 400 vehicles in the fleet maintained by 58 FTE. They fuel every vehicle, clean the vehicles, and part of the 58 FTE are detailers and fuelers, and the rest are technicians and other service staff.

Yee said a contract was awarded last year to CTE for the zero emissions analysis. They are bringing another familiar partner, Nelson Nygaard, along as a subconsultant as well as Hatch LTK for some of the work involved in this project. CTE's primary focus is on zero emission transportation, and they have a number of projects across the country with partners who are interested in improving the environment.

Intercity Transit's primary goal was to perform an analysis of both current and future - what we can see on the emerging horizon for zero emission vehicle technology to help us make a decision for what our transition plan looks like. We want to understand all the barriers, constraints and risks associated with those different technologies as they relate to the service that we provide and to our fleet and the constraints of our facilities. While we're evaluating the opportunities, we need to keep at the forefront our priorities as a transit provider, to fulfill the promised made the community to provide additional services.

Considering the full life cycle emissions or well-to-wheels, we're not only looking at what's coming out the tailpipe of the vehicles, we're looking at where that energy or the fuel comes from all the way through powering the buses and the different vehicles.

Yee provided an overview of what the project looks like, first looking at baseline of our fleet and the feasibility of different technologies and looking at alternatives that are available and hopefully selecting and developing our transition plan as a high-level project approach. We're currently in the service assessment for inching into the fleet assessment piece and concurrently Nelson Nygaard is helping us with the emissions inventory so we understand the baseline.

Yee provided a view of the overall project schedule and went on to talk about Zero Emission Bus 101 – what zero emission buses look like.

Why Zero Emission Buses?

- Cleaner, lowers transit's contribution to climate change
 - Zero tailpipe emissions
 - Lower source emissions
- More efficient, lower energy consumption
- Quieter, Preferred by passengers
- Lower maintenance costs
- Lower fuel cost in some parts of the country
- US-produced fuel source, predictable fuel cost
- Innovative technology

Yee dived into Zero Emission Bus Battery Technology and understanding how much of the battery is usable for service and why it's critical for planning deployment since it's one of challenges we've been considering for a while. It's not like a 9 Volt or a C battery that you put into a flashlight. These batteries are very advanced and have some control and circuitry within them and they are programmed to protect themselves. We look at a certain amount of minimum limit that is unusable and that protects the battery and its components. And then there's a reserve limit that limits how much is available total capacity-wise to drive the bus down the road, and when we're charging batteries we never charge to 100% of the stated capacity from the manufacturer. Yee presented a graphic showing statistics of batteries as they age. He said we can't count on the full capacity that we had when the battery was new and we still have those same other limitations within the usable service energy of the battery.

Yee shared a graphic showing how electric battery, electric buses and fuel cell electric buses are similar. They both use an electronic motor to drive the bus or the wheels and an inverter, and they all have batteries that provide the electricity to that drive motor. The difference becomes how we top off those batteries or how we fuel the buses. Most transit systems charge at their base and that would be the focus for Intercity Transit. Some transit systems, in order to get the range that they need, are also charging out on route, and there's infrastructure that goes along with that.

The transit systems operating them now get a longer range because that fuel cell, which uses hydrogen to create electricity through a chemical process, is able to charge that battery. You need fewer batteries and you can go a longer distance. And typically transit systems are only fueling them once a day, the same way that we fuel our diesel buses right now.

Yee provided an overview of the milestones Intercity Transit has reached.

- Held a kick-off in mid-November.
- Bi-weekly project meetings to review project status.

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 11 of 14

- Initial data provided and analysis is underway.
- Current work in progress:
 - Service assessment – baseline and feasibility of each technology
 - GhG emissions analysis

Yee reviewed the modeling and simulation approach and provided an overview of how we're looking at applying the different technologies to our service model. CTE is using specifications from different zero emission bus manufacturers and from their real-world experience from other customers and other trends they have implemented and are sharing that information. Intercity Transit is combining that into a look at what our service data looks like, which was provided by the Planning department. We're looking at two different scenarios for the simulations. One is nominal and primarily used for how much energy we're going to need in either case and that is based on average or best-case conditions with pretty flat average temperatures where we don't need a lot of extra heat and that gives us an idea of energy consumption. And then on the strenuous side is the coldest days of the year, the most hills, the most traffic stop and go per se for our express routes. And that's what we're using to look at block feasibility because if we plan to implement technology based on the good days which would be the nominal days, we could run into trouble. During the recent ice storm a month ago some of our neighboring transits shared data about the performance of their zero emission vehicles in those extreme cold temperatures, and it was pretty surprising the loss of efficiency in those situations. IT wants to make sure we're looking at worst case scenarios before we put buses out on the road.

Yee spoke briefly about the greenhouse gas analysis. We asked for a look back to 2010 so we could quantify how our decisions to date and all the actions have impacted emissions in our community, and then we also asked to develop this in such a way that we are left with a tool we can continue to look at and update in future years or as we consider implementing different technologies so that we can try to forecast, and or report annually on what our emissions profile looks like.

Yee said there is an EPA mandate to reduce emissions just from the engine manufacturers, and in Q2 of 2022, IT removed the last of the pre-2010 buses from the fleet. We're operating in that extreme low as far as PM particulate matter and oxides of nitrogen emissions. Different fuels we've had in use and the different amounts or estimated amounts of emissions reduction compared to a diesel baseline. Yee shared a preview of where we were pretty close in our data. IT just transitioned to full renewable diesel, which is called R99 in the industry. It's made from plant stock versus fossil fuels and is a drop in replacement for conventional diesel fuel. We've been running mixes of renewable diesel since 2020 with no negative impacts on our fleet or performance and made the step to move to R99 this year as a another notch in our emissions reduction.

We are in the process of receiving the 12 Toyota Sienna hybrids for the vanpool program, and sometime soon we should see the two Chevy Bolts full EV.

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 12 of 14

Yee said next steps include continuing on with this project and see it through to the end with CTE. Meanwhile, we're going to stay involved with all these groups that we've been staying in touch with and follow and continue talking to our partners across the country about their experiences and lessons learned. As we as we get through the rest of the analysis and start to develop a zero emission transition plan we'll be looking for grant funding.

COMMITTEE REPORTS

Thurston Regional Planning Council. Mayor Sullivan said TRPC met February 3. The Council elected officers - Hilary Seidel is the Chair; Clark Gilman is Vice Chair; Joe DePinto is Secretary. Chair Seidel asked for volunteers to serve on the Executive Director Subcommittee, and volunteers include Mayor Sullivan, Seidel, DePinto, and councilmembers Cox, Stearns and Evans.

Council received a presentation on the Deschutes Estuary. Sullivan said a lot of people in Tumwater and Olympia are familiar with this particular presentation. The presentation can be found here:

[CLDE: Draft EIS Key Findings \(July 2021\) \(trpc.org\)](#)

There was an overview to kick off the 2023-2025 Strategic Plan. The presentation can be found here: [Rochester/Grand Mound Trail Feasibility \(trpc.org\)](#)

Council received an update on the Legislative session. And lastly, Helen Wheatley provided an update on the last Puget Sound Regional Council Growth Management Policy Board meeting. Here is a link to House Bill 1181: [1181 HBR LG 23 \(trpc.org\)](#)

Transportation Policy Board. No report for the February 8, 2023, meeting.

Community Advisory Committee. No Report for the February 13, 2023, meeting.

GENERAL MANAGER'S REPORT

Freeman-Manzanares recognized IS Senior Business Intelligence Developer, Lee Peterson on his graduation on February 16 from IPMA Leader Path. This is a professional IT program that fosters networking, collaboration, innovation and development of leadership skills and IT recognizes Peterson for his dedication working to achieve this professional certification.

Freeman-Manzanares shared service and ridership statistics for fixed-route. Intercity Transit is at 74% of pre-COVID levels of service and that is taking into consideration that IT increased service by 24% between December of 2018 (immediately after the successful November 2018 ballot measure) to March 2020 (at the beginning of COVID restriction but this allow us to expand to NE Lacey). With 74% of service, our ridership

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 13 of 14

is 76% of pre-COVID levels of ridership. This is important because ridership is exceeding the level of service that IT currently has on the street.

IT's calculation point for ridership is the year prior to COVID - March 2019 through February of 2020 and that includes the fact that IT went zero fare in January 2020 and that ridership increased by 20% that month and it increased by almost 40% in February 2020. These are really impressive numbers even as we struggle to come out of this post COVID time period. Ridership is increasing and we are building back service as our employee base allows. IT is moving to 77% of pre-COVID levels of service with a March service change. Dial-A-Lift is at 85% of pre-COVID levels of ridership.

We are in the midst of the February Winter Bicycle Commuter Challenge. There are 273 people logging miles so far and the participants have ridden almost 11,000 miles in the first two weeks of February. We're hopeful to match last year's number for riders. Duncan Green has returned and is in the early stages of developing this year's theme for the BCC. Green reported it is light-hearted and revolves around a photo of an owl he took last summer. He can't wait to share the finished product and hopes the Authority, CAC and community enjoy it. May is Bicycle Community Challenge month.

Everyone is encouraged to attend the Walk N Roll Education Center Open House on March 7th from 3:30 to 6:00 p.m. Staff will host an exploration of the bike shop showing how Intercity Transit is creating a community that supports walking and rolling and bicycling as practical forms of transportation. There will be family-friendly activities, prize drawings and snacks.

Freeman-Manzanares referred to the presentation on the Roadmap to Zero Emission by Jonathon Yee. Staff appreciates the opportunity to pursue a very thorough evaluation of next generation vehicles and fuels and IT understands there is a holistic vision in terms of Intercity Transit meeting the long-range plan and the service promises made to the community about more service, more frequency, more span, innovative services, more service to more areas. Along with the zero fare focus, and the desire to raise ridership.

AUTHORITY ISSUES

Sullivan reported at the last ITA meeting that the WSDOT I-5 Executive Advisory group held their first meeting last month regarding Marvin Road to Mounts Road improvements, and noticed Pierce Transit was represented, but Intercity Transit was not. However, Freeman-Manzanares said Intercity Transit has been invited to the table.

Sue Pierce said she was in northeast Olympia late in January and noticed two Everett Transit buses in the Walmart parking lot plugged into the electric charger. It never occurred to her that electric vehicles were able to just pull into a parking lot and plug right into a charger.

Intercity Transit Authority Regular Meeting

February 15, 2023

Page 14 of 14

EXECUTIVE SESSION:

Chair Gilman recessed the meeting at 7:01 p.m. to go into an Executive Session to discuss the qualifications of an applicant for public employment as allowed by RCW 42.30.110(1)(g).

Attending Executive Session: Clark Gilman, Justin Belk, Debbie Sullivan, Carolina Mejia, Sue Pierce, Don Melnick, Kierstin Price, Ann Freeman-Manzanares, Heather Stafford, Jeff Myers, Pat Messmer.

The Authority came out of Executive Session at 7:32 p.m. and reconvened into regular session.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:33 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: March 1, 2023

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: March 1, 2023

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: General Legal Services Contract

1) **The Issue:** Consideration of a contract award for General Legal Services.

2) **Recommended Action:** Authorize the General Manager to execute a contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to represent Intercity Transit for a period of one year, with options to renew annually for a total contract period not-to-exceed March 31, 2028.

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

4) **Background:** The current general legal services contract expires March 31, 2023. Staff released a request for proposal for general legal services on January 20, 2023. A single response was submitted by the due date of February 13, 2023. The submittal is determined to be responsive. The evaluation team reviewed the response and recommended proceeding with a contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich.

The firm is our current general legal services provider. The firm was founded in the early 1980's and focuses on representing cities, counties, and special purpose districts throughout Washington State. The principal attorney proposed, Jeff Myers, has represented Intercity for the past four years. Mr. Myers is also counsel to other local agencies, including Olympic Region Clean Air Agency, LOTT Clean Water Alliance, and TCOMM 911.

Based on the positive interactions with Intercity over the past several years a fair and reasonable rate of \$235 per hour for the primary Partner representative and \$200 for a Senior Associate, staff recommends awarding a contract for general legal services to this firm as it will maintain continuity and avoid disruption on any open case.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to represent Intercity Transit for a period of one year, with options to renew annually for a total contract period not-to-exceed March 31, 2028.
- B. Defer action. A decision to delay may impact our ability to utilize legal counsel.

6) **Budget Notes:** The 2023 budget for general legal services is \$39,140. Historically, Transit spends approximately \$16,500 per year on average for legal services.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: March 1, 2023

FOR: Intercity Transit Authority

FROM: Kevin Karkoski, Dial-A-Lift Manager, 360.236.5044

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

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

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

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

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.

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

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

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.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: March 1, 2023

FOR: Intercity Transit Authority

FROM: Eric Phillips AICP - 705-5885

SUBJECT: Martin Way Park-and-Ride Direct Access Project Update

1) **The Issue:** Provide an update on the Martin Way Park-and-Ride Direct Access Regional Mobility Grant Project.

2) **Recommended Action:** Discussion only.

3) **Policy Analysis:** Regular updates of planned projects undertaken by Intercity Transit consistent with the Strategic Plan and Long-Range Plan provide an opportunity for the Authority to learn more about project progress, ask questions of staff, and provide feedback.

4) **Background:** The Martin Way Park-and-Ride is a key location for transit service. The need for a direct access connection for buses to enter the facility more efficiently is an identified project in the agencies adopted Transportation Improvement Program and is listed as a regionally significant project in *What Moves You* - the Regional Transportation Plan. The Martin Way Park-and-Ride facility updates will improve the safety of our operations by eliminating unsignalized left turns and reduce scheduled trip times eliminating circuitous routing getting into and out of the Park-and-Ride. The changes will result in more direct service and a reduction in schedule times for Olympia Express trips.

To advance this direct access construction project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) from WSDOT to design and construct improvements at the Martin Way Park-and-Ride including a "bus only" direct access into the existing facility and a new "flyer" bus stop that would allow buses to stop on the NB on-ramp to board riders rather than deviate into the Park-and-Ride. Additional improvements are also designed and part of the site changes proposed with the current grant project. This project update will review overall progress, construction schedule, and final steps. Improvements are scheduled for completion later this year and expected to be operational by this fall (September 2023).

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

6) **Budget Notes:** This grant funded project is included in the 2023 budget.

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 and staffing limitations.”* **Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal 7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity as a service provider and as an employer”* **Goal 8:** *“Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: March 1, 2023

FOR: Intercity Transit Authority

FROM: Eric Phillips, 705-5885

SUBJECT: Purchase Additional Transit Signal Priority Equipment

1) **The Issue:** Provide additional authority for the General Manager to purchase transit signal priority equipment utilizing an existing contract supporting implementation of the regional Smart Corridors program.

2) **Recommended Action:** Authorize the General Manager to purchase additional transit signal priority equipment utilizing the existing contract with ACT Traffic Solutions Inc., providing an additional \$140,000 for new purchases, inclusive of taxes, to the previously approved contract authority.

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

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

In October 2021 Intercity Transit onboarded Iteris Inc. to support the implementation of TSP as part of the regional Smart Corridor implementation project. The project is moving forward with support from our regional partners which includes installing TSP equipment on our entire fleet and at project intersections.

The required project equipment will be purchased utilizing our agreement with ACT Traffic Solutions Inc. which distributes the Emtrac system. Purchases continue to be made using multiple purchase orders in accordance with the terms and pricing under our current contract and in coordination with our partner agencies.

The staff recommendation is to increase the total approved contract authority by an additional \$140,000 so Intercity Transit may purchase the remaining TSP equipment, components, and support from ACT Traffic Solutions Inc. The equipment purchases for this project are supported by an FTA grant up to the

80/20 share and local funds. Some of the grant funds are specific to the TSP equipment and are separate from an additional grant award supporting the implementation support for Smart Corridors.

5) **Alternatives:**

- A. Authorize the General Manager to purchase additional transit signal priority equipment utilizing the existing contract with ACT Traffic Solutions Inc., providing an additional \$140,000 for new purchases, inclusive of taxes, to the previously approved contract authority.
- B. Defer for additional review. Deferring the purchase approval under the contract may result in a delay in securing the appropriate equipment necessary for implementing transit signal prioritization.

6) **Budget Notes:** The 2023 budget has \$940,000 allocated to implement the TSP project and equipment purchases which includes remaining grant funds and local funds for the project.

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 and staffing limitations.”* **Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal 7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity as a service provider and as an employer”* **Goal 8:** *“Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 10
MEETING DATE: March 1, 2023

FOR: Intercity Transit Authority

FROM: Clark Gilman, Chair

SUBJECT: Select GM Recruitment Committee and Interim GM

-
- 1) **The Issues:** Select an ad hoc committee of the Authority to serve as a GM Recruitment Committee and select an Interim General Manager.
-
- 2) **Recommended Action:** Select an ad hoc committee of the Authority to serve as a GM Recruitment Committee and select an Interim General Manager.
-
- 3) **Policy Analysis:** Per the Authority Bylaws, Section VIII, 8.1 General Manager: The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority.
-
- 4) **Background:** General Manager Ann Freeman-Manzanares has shared her intent to retire. Her last day serving as General Manager is March 31, 2023. The Authority is responsible to appoint a new General Manager, and until such time, select an Interim General Manager. Pursuant to Section VII, 7.1 of the Authority Bylaws, the Authority Chair may designate an ad hoc committee, subject to confirmation by the Authority, to work with human resources to develop a recruitment process to recommend candidates for appointment as the next General Manager to the full Authority Board.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The selection of an Interim General Manager and the appointment of the next General Manager is imperative to meeting agency goals.
-
- 8) **References:** N/A.

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

9.2 Notes. All notes or other evidence of indebtedness, including bills issued or incurred in the name of Intercity Transit shall be signed by such officer, member, agent or employee of Intercity Transit, and in such manner as shall from time to time to be determined by Authority resolution.

9.3 Other Legal Documents. The Authority may authorize any officer or officers, agent or agents of Intercity Transit, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Intercity Transit and such authorization may be general or may be confined to specific instances. All written contractual obligations of Intercity Transit, including, but not limited to, contracts, leases and assignments, are to be maintained by the General Manager or designee. (Res. 2-93; Res. 1-96)

9.4 Deposits. All funds of Intercity Transit shall be deposited in the appropriate account established by resolution. The appropriate director shall be custodian of the funds and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law. (Res. 1-96)

TRPC Members & Representatives

City of Lacey
Robin Vazquez

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
John O'Callahan

City of Tumwater
Eileen Swarhout

City of Yelm
Joe DePinto

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Robert Gordon

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

North Thurston Public Schools
Graeme Sackrison

Olympia School District
Hilary Seidel

Intercity Transit
Debbie Sullivan

LOTT Clean Water Alliance
Carolyn Cox

Port of Olympia
Amy Evans Harding

PUD No. 1 of Thurston County
Russ Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Liberty Hetzler

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
Helen Wheatley



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, March 3, 2023

NOTE: In-person meeting with a remote option.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – February 3, 2023
- b. Approval of Vouchers – February 2023

Federal Transportation Update

PRESENTATION

Federal legislation has established unprecedented levels of new transportation funding. Brittney Kohler, Legislative Director, Transportation and Infrastructure, National League of Cities, will discuss opportunities and strategies for this potentially transformational funding.

Regional Transportation Plan (RTP) Amendments

1st REVIEW

Staff will provide a first review of the proposed amendments to the Regional Transportation Plan, including comments received during the public comment period.

Climate Report

PRESENTATION

Staff will present an update on regional climate mitigation activities, including the [Thurston Climate Mitigation 2022 Progress Report](#). The report tracks progress on targets and actions from the Thurston Climate Mitigation Plan, which was developed for Thurston County and the cities of Lacey, Olympia, and Tumwater in 2020.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION