

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**April 19, 2023**

**CALL TO ORDER**

Chair Gilman called the April 19, 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; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Mark Neuville.

**Members Excused:** Vice Chair and Citizen Representative Justin Belk.

**Staff Present:** Emily Bergkamp; Eric Phillips; Jonathon Yee; Peter Stackpole; Dena Withrow; Michael Maverick; Pat Messmer; Jessica Gould; Ramon Beltran; Daniel Van Horn; Brian Nagel; Cameron Crass; Kevin Karkoski; Jana Brown; Noelle Gordon; Jenifer Houk; Morgan Hagquist; Tammy Ferris; Jason Aguero.

**Others Present:** Jeff Myers, Legal Counsel; Nicole Smit, Community Advisory Committee.

**STAFF INTRODUCTIONS**

- A. **Operator Class 23-02** (*Cameron Crass*)
- B. **Noelle Gordon, Development Assistant** (*Peter Stackpole*)
- C. **Jennifer Houk, Finance Manager** (*Jana Brown*)
- D. **Morgan Hagquist, DAL Travel Training Coordinator** (*Kevin Karkoski*)

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

Jane Mountjoy-Venning represented Olympia Monthly Meeting of the Religious Society of Friends (Quakers). The Friends request the Authority to consider changes in policy for Dial-A-Lift service. Prior to the pandemic the Friends made a similar request and the Authority asked staff to look into the request, then the pandemic hit, and everybody got very busy, and it was never addressed. A few months ago, Ms. Venning called but doesn't recall who at IT she talked with, but was told the Olympia Friends Meeting is located in the very last city lot in the city of Olympia, just next to Squaxin Park and are 1.5 miles by road from the nearest bus line, which is the one that goes up by San Francisco Bakery. She looked at the website and it says that DAL is available for folks between  $\frac{3}{4}$  of a mile or a mile and  $\frac{1}{2}$  from the nearest bus stop. However, it varies depending on where you're from and they are in the  $\frac{3}{4}$  mile range. The Friends are

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asking the Authority to consider looking at the policy to allow certain exceptions that staff can't make or reconsider the DAL policy to expand the boundaries altogether. She understands DAL is an expensive service to provide, but emphasized how important it is to the people it would serve. They have members of their group who would benefit from DAL service who don't have any other means to get around and their facility is available to the community and nonprofits for use.

Also attending in support of the Friends were Heather Pens, Madeline Solenberger and Toni Brown.

### **APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. Minutes** – March 1, 2023, and March 15, 2023, Regular Meetings
- B. Payroll March: \$4,285,727.83**
- C. Accounts Payable March: \$2,817,396.40**
  - Warrants: \$2,809,363.24
  - ACH Payments: \$8,033.16

### **NEW BUSINESS**

- A. Schedule 2024-2027 TIP Public Hearing.** Grants Administrator, Jessica Gould, presented the Transportation Improvement Program (TIP). The draft 2024-2027 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the *2022- 2027 Transit Development Plan*, and the *2023-2028 Strategic Plan*. 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). Additionally, this process provides an opportunity to encourage public input and participation in the programming of federally funded projects.

#### **Program elements in the draft 2024-2027 TIP include:**

- Preventive maintenance of vehicles in IT's fleet.
- Purchase of replacement vanpool vans.
- 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.

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- Planning, design, and capital improvements to provide High Capacity or “BRT Light” corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Funding for capital replacement of vehicles utilizing “earned share” formula funds for approved projects via the PSRC/Seattle-Tacoma-Everett metropolitan area.
- Planning, design, and construction of the Northeast Lacey Operational Support Terminal Facility.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 19, 2023** – Brief ITA on schedule and request Public Hearing Date
- **April 20, 2023 – May 16, 2023** –Publish Draft TIP & Public Comment period.
- **May 17, 2023** – Public Hearing on Draft TIP
- **June 7, 2023** – Consideration of 2024-2027 TIP for adoption by the Authority
- **June 8, 2023** – Submit Approved TIP to MPO and State. Update Projects in STIP

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on May 17, 2023. 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 also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available.

**It was M/S/A by Sullivan and Vazquez to schedule a public hearing for May 17, 2023, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2024-2027 TIP.**

- B. On-Call Engineering Services Support Authorization Martin Way Park-and-Ride Construction.** Eric Phillips, Director of Strategic Programs, presented an additional contract authority for On-Call Engineering Services with SCJ Alliance for engineering and construction management support services assisting completion of the Martin Way Park-and-Ride Direct Access Project.

In June of 2021, the Intercity Transit Authority approved a new Task Order for \$242,000 for engineering services work with SCJ Alliance under our existing contract for on-call engineering services. With this request staff is asking to increase the total authorized contract amount by adding an additional \$60,000 of authority to the Task Order with SCJ for a revised total not-to-exceed amount of \$302,000 to complete the Martin Way Park & Ride Direct Access Project.

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The initial Task Order with SCJ Alliance was to provide planning, engineering, design coordination, bidding and construction support for the access and facility improvements proposed at the Martin Way Park-and-Ride. The initial scope of work included significant coordination to obtain the WSDOT and FHWA approvals, development of the design concepts, full cost estimates, environmental review, and final design. It was anticipated that additional scope would be necessary to carry the project through completion, including construction management services. The additional contract authority adds \$60,000 to the overall Task budget authority and provides the supplemental project funds to pay for the owner required third party testing, inspection services and project documentation necessary to complete construction and close out the project. Staff are confident the proposed hours and level of effort for the remaining work can be accomplished with the proposed increase.

The Martin Way Park-and-Ride is currently Intercity Transit's main connection point for express bus service, rideshare and vanpool commuters, and is considered a key location for the future management of high-capacity transit service.

To advance the direct access project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) to design and construct improvements at the Martin Way Park-and-Ride. The primary goal of this project is to seek formal approval and construct the "bus only" direct access into the existing facility from the 1-5 NB ramp. The Transit Authority approved a construction bid in February 2023. Construction on the project is currently proceeding on schedule and is expected to be completed mid-summer 2023 with a new shelter being added as a final element of the project before July of 2025.

**It was M/S/A by Melnick and Sullivan to authorize the General Manager to execute an amendment to the existing Task Order with SCJ Alliance increasing the total project budget by \$60,000 for a revised total not-to-exceed amount of \$302,000 for the Martin Way Park-and-Ride project.**

### **COMMITTEE REPORTS**

**Thurston Regional Planning Council (April 7).** Sullivan said TRPC received an update on the six proposed amendments to the Regional Transportation Plan and 2022 Amendment Cycle and Resolution and Council adopted all proposed amendments except removing the Log Cabin Road Connection, which should remain in the Regional Transportation Plan until such time as the Southeast Olympia Street Connectivity Study or other regional mobility study is performed that may eliminate the need for this connection and/or identify a viable alternative. Other proposed amendments were: Add SE Olympia Street Connectivity Study; add NE Lacey Operation Terminal Facility; add Alternative Fuel Infrastructure Project; update to a five-year plan cycle; and add Transit safety performance measures. The full presentation can be found here:

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[https://www.trpc.org/DocumentCenter/View/11783/A6\\_2023-04-07-RTP-TRPC-Presentation](https://www.trpc.org/DocumentCenter/View/11783/A6_2023-04-07-RTP-TRPC-Presentation)

Next was the Intercity Transit STBG Award Amendment Letter. Paul Brewster reviewed a proposed amendment to Intercity Transit's East Martin Way Gateway Project federal funding award letter and the Council approved the amendment. Intercity Transit was originally awarded \$735,250 in STBG funds for the preliminary engineering and design phase for the East Martin Way Gateway Project with the obligation deadline of June 2024. The requested amendment is to award the same amount, \$735,250, with the obligation date of June 2023. The full presentation can be found here:

[Intercity Transit STBG Award Letter Amendment \(trpc.org\)](#)

Katrina Van Every reviewed the Federal Transportation Performance Measures that include pavement, bridges, highway system, and freight. WSDOT adopted these updated performance measures on December 16, 2022, and TRPC has until June 14, 2023, to take action on those targets or adopt their own. Staff recommends adopting the updated Federal Transportation Performance Measures that WSDOT adopted, and Council will take action on May 5, 2023. The full presentation can be found here:

[Peninsula Regional Transportation Planning Organization Lead Agency Role \(trpc.org\)](#)

Karen Parkhurst advised that Thurston County requested TRPC convene the Urban Growth Management (UGM) Subcommittee to review a set of proposed changes to the Grand Mound Urban Growth Area (UGA) boundary. The UGM Subcommittee is established in the Countywide Planning Policies to allow for jurisdictional changes to Urban Growth Area (UGA) boundaries, as required under the Growth Management Act. The Subcommittee includes representatives from each of the cities and towns in Thurston County. TRPC will contact each jurisdiction to identify representatives for the subcommittee who will then make a recommendation to the Board of County Commissioners. The BoCC will make the final decision on the UGA boundary.

**Transportation Policy Board (April 12).** Melnick said the Board received the same update on the Regional Transportation Improvement Program and the Federal Transportation Measures as TRPC. Marc Daily briefed the Board on the State Fiscal Year 2024 Unified Planning Work Program. Paul Brewster briefed the Board on the Thurston Regional Trails Draft Plan Policy. Melnick said this is a complex challenge because various cities and the county administer their respective segments of the trail, and TRPC's mission is to keep consistent communication triggering how things get done. During Daily's briefing, he talked about the fact that TRPC designation is being changed this year because of the growth increase in population in Thurston County.

Melnick asked Daily about the status of the Substitute House Bill 1791 for increased aviation services. Daily said it went through the Senate and there was a second reading on the floor in the Senate. Melnick believes it did pass and was sent on to the Governor for signature.

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**Community Advisory Committee (April 17).** Nicole Smit reported the CAC received a presentation from Kevin Karkoski on Dial-A-Lift, Bus Buddy and Travel Training programs. Duncan Green gave an update on the Bicycle Community Challenge, and Kerri Wilson gave a report on Walk N Roll.

Smit reported that in recent months there have been CAC multiple resignations, all for different reasons such as time constraints or new jobs. Normally, the CAC consists of 20 members, however, they are currently down to 17 committee members. The CAC determined a new recruitment is not necessary at this time, and the Committee can carry on its business with no issues.

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

Bergkamp reported Intercity Transit received recognition at the Thurston Green Business Awards luncheon for efforts to lower our environmental footprint. Senior Marketing, Communications and Outreach Coordinator, Nicky Upson, participates on the Thurston Green Committee and helped plan the luncheon. Thurston Green is a partnership between the Thurston County Chamber, Cities of Lacey, Olympia, and Tumwater, Thurston Climate Action Team, and Lacey MakerSpace. Bicycle Community Challenge Coordinator, Duncan Green, hosted an information table at the event promoting the contest starting in May.

Intercity Transit attended the WorkEx Internship Fair on April 18 at the JBLM Hawk Career Transition Center. This was a great opportunity to meet transitioning service members looking for internship and employment opportunities. The goal is to have a variety of industries showcasing their worksites and possibly providing the opportunity to hire service members who are transitioning out of the military.

Staff from Operations, Human Resources Management and Union Leadership will attend the 46th Annual Collective Bargaining and Arbitration Conference April 20 and 21. Professionals interested in all aspects of labor and employment relations network to share ideas and learn about new developments, issues, and practices in the field.

Intercity Transit is hiring Coach Operators for the next class 23-03 with a June 5 start date, and the application deadline is Friday, April 21. We encourage friends, family, and anyone who might be interested to apply. Ideal candidates exhibit strong customer service skills as a top priority. Training is provided, including the necessary CDL, through a rigorous 8-week, full-time, paid training period. Candidates can go to our website at [www.intercitytransit.com](http://www.intercitytransit.com). Interviews for this class are tentatively scheduled to take place starting the first week of May.

Bergkamp said work continues on the Martin Way Park-and-Ride Direct Access project and is ahead of schedule. We received approval from the Federal Highway Administration to use the Park-and-Ride and new improvements until a formal use

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agreement has been agreed to by all parties and executed by the ITA. This will expedite our use of the direct access and help test its functionality prior to a formal agreement with WSDOT.

Chief Communications, Marketing and Outreach Officer, Nick Demerice, is working on an agency intranet which will help with internal communications. Staff hopes to launch the intranet by the end of the year. HR Manager, Alana Neal is creating new employee onboarding functionality through NeoGov, which is the HR management software IT uses. This will provide a streamlined onboarding experience for new employees, ensuring they get all the support needed as they join the Intercity Transit team.

Thanks to the generous support of our sponsors, volunteers and participants, the Bicycle Community Challenge is now in its 36th year! Intercity Transit's Bicycle Community Challenge (BCC) is a fun, free community event encouraging people of all ages and abilities residing in Thurston County to try bicycling for transportation, health and well-being. The BCC runs during the month of May, celebrating National Bike To Work Day on the third Thursday. The Earth Day Market Ride is the Kick-off event for the May BCC, and this year, the Earth Day Market Ride falls on the actual date of Earth Day, April 22.

A group of Maintenance, Dial-A-Lift and Procurement staff will visit the Midwest Forest River/El Dorado plant next week, where the assembly of our 28 new body-on-chassis DAL vans will take place in late summer, hopefully with an arrival date by the end of the year. This step is important with an updated body, plus a new plant and assembly team. The group also plans to visit the Roush plant where these vans will undergo the conversion from diesel to propane. This van build has been delayed due to COVID and supply chain issues.

### **AUTHORITY ISSUES**

Hess said they are noticing the improvements to the bus stops in the Yelm area by adding the concrete pad for the rear entrance to the bus.

Vazquez is looking forward to the Bicycle Community Challenge on Saturday.

Pierce said it's exciting to watch the construction at the Martin Way Park-and-Ride. They appear to be ahead of schedule and she's looking forward to the day when construction is complete.

Sullivan said in Tumwater there is deep utility work taking place at the roundabout on Capital and Charlesburg which is quite disruptive especially to the Route 13. She said a gas line pipe was clipped and there was a shutdown overnight, but nothing serious.

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Melnick suggested staff conduct a half day work session sometime in early summer to brief the Authority about the results of the Zero Emissions study. The rest of the Authority agreed, and Hess asked that information be handed out ahead of time.

Gilman proposed a change in the ITA meeting format by beginning each meeting with staff introductions, when applicable, followed by formal approval of the agenda. This would allow all Authority members time to join the meeting, ensuring that a quorum is present. The Authority agreed.

**ADJOURNMENT**

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

**INTERCITY TRANSIT AUTHORITY**

*Clark Gilman*

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Clark Gilman, Chair

**ATTEST**

*Patricia Messmer*

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Pat Messmer

Clerk to the Authority

**Date Approved: May 17, 2023**

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