

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, May 17, 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: 541 344 715#**

**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**

- |           |  |                |
|-----------|--|----------------|
| <b>1)</b> | <b>STAFF INTRODUCTIONS</b>   | <b>5 min.</b>  |
|           | <b>A. Kellin King, Customer Service Rep</b> ( <i>Joy Gerchak</i> )   |                |
| <b>2)</b> | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>3)</b> | <b>PUBLIC HEARING</b>  | <b>10 min.</b> |
|           | <b>A. 2024-2027 TIP</b> ( <i>Jessica Gould</i> )   |                |
| <b>4)</b> | <b>GENERAL PUBLIC COMMENT</b>  | <b>5 min.</b>  |
| <b>5)</b> | <b>APPROVAL OF CONSENT AGENDA ITEMS</b>  | <b>1 min.</b>  |
|           | <b>A. Minutes – April 5, 2023, and April 19, 2023, Meetings</b>  |                |
|           | <b>B. Payroll April: \$2,922,752.89</b>  |                |
|           | <b>C. Accounts Payable April: \$2,251,296.14</b>   |                |
|           | • Warrants: \$2,238,730.75   |                |
|           | • ACH Payments: \$12,565.39  |                |
| <b>6)</b> | <b>NEW BUSINESS</b>  |                |
|           | <b>A. Resolution 01-2023 Ending/Repealing Resolution 03-2021 Universal Vaccination Requirement</b> ( <i>Emily Bergkamp</i> ) | <b>10 min.</b> |
| <b>7)</b> | <b>COMMITTEE REPORTS</b>   |                |
|           | <b>A. Thurston Regional Planning Council (May 5)</b> ( <i>Debbie Sullivan</i> )  | <b>5 min.</b>  |
|           | <b>B. Transportation Policy Board (May 10)</b> ( <i>Don Melnick</i> )  | <b>5 min.</b>  |
|           | <b>C. Community Advisory Committee (May 15)</b> ( <i>Jihan Grettenberger</i> )   | <b>5 min.</b>  |
| <b>8)</b> | <b>INTERIM GENERAL MANAGER’S REPORT</b>  | <b>5 min.</b>  |
| <b>9)</b> | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |

**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](mailto: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).*

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-A**  
**MEETING DATE: May 17, 2023**

**FOR:** Intercity Transit Authority  
**FROM:** Jessica Gould, Grants Program Manager, 360.705.5808  
**SUBJECT:** 2024-2027 Transportation Improvement Program Public Hearing

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1) **The Issue:** Take public testimony on the draft 2024-2027 Transportation Improvement Program (TIP) for anticipated federally funded projects identified for programming into the local, regional, and state planning documents prior to proposed ITA adoption on June 7, 2023.

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

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

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4) **Background:** On April 19, 2023, the ITA scheduled a public hearing on the draft 2024-2027 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the **2022-2027 Transit Development Plan**, and the **2023-2028 Strategic Plan**. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Tonight's scheduled public hearing provides an opportunity to receive public input regarding the programming of federally funded projects. Projects in the TIP are included if they are anticipated to receive Federal Funding during the Plan years.

Program elements in the draft 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.
- 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.

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on June 7, 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 be included in the STIP prior to actual funding being available.

2024-2027 TIP projects total more than \$102 million with more than \$83 million of federal funding.

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5) **Alternatives:** N/A

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6) **Budget Notes:** The TIP reflects projects and funding targets that may be considered when developing the 2024 through 2027 annual Intercity Transit budgets.

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

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8) **References:** Exhibit 1 – Draft 2024 - 2027 TIP  
 Exhibit 2 – Published TIP News Release  
 Exhibit 3 – May Rider News article

**INTERCITY TRANSIT**  
**Draft 2024 - 2027 Transportation Improvement Program**

March 17, 2023

IT #	Project	2024	2025	2026	2027	TOTAL 2024 - 2027	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance	\$400,000	\$0	\$0	\$0	\$400,000	\$320,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$80,000.00	\$400,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement	\$1,125,000	\$0	\$0	\$0	\$1,125,000	\$900,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$225,000.00	\$1,125,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility	\$1,825,950	\$1,211,221	\$260,000	\$260,000	\$3,557,171	\$2,845,737	Secured federal Community Project Funding (CPF) and anticipated RMG 2023-2025 award.	\$711,434.20	\$3,557,171.00	Secured federal CPF and anticipated RMG 2023- 2025 award. TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (TAP)	\$258,000	\$0	\$0	\$660,498	\$918,498	\$794,501	Federal/ Regional	\$123,997.23	\$918,498.00	TRPC Secured Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$1.2M planning for alt fuels ( PSRC earned share and Direct Apportionment)	\$1,609,970	7,221,038	\$9,384,496	\$9,384,496	\$27,600,000	\$22,080,000	Sec. 5307, 5339 & PSRC Earned Share	\$5,520,000.00	\$27,600,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement Dial A Lift vehicles - <u>\$291K</u>	\$3,492,000	\$100,000	\$2,974,000	\$1,014,040	\$7,580,040	\$6,064,032	State consolidated funds & Future 5310 in FY25	\$1,516,008.00	\$7,580,040.00	Anticipated regional federal funds (contingency list) and anticipated State funds
7	IT1903 High Capacity Corridor Service or BRT "light"	\$5,428,000	\$12,500,000	\$6,000,000.00	\$6,072,000	\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
8	IT2001 Alternative Fuel Infrastructure (Facility & Site improvements)	\$5,136,818	\$8,000,000	\$8,000,000	\$3,000,000	\$24,136,818	\$19,309,454	State RMG & Federal 5339 & 5307 or competitive	\$4,827,363.60	\$24,136,818.00	Unsecured, potential RMG funding
9	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$3,134,970	\$0	\$0	\$0	\$3,134,970	\$2,507,976	Federal Sec. 5307 and Sec. 5339	\$626,994.00	\$3,134,970.00	Federal 5339 & 5307
10	IT 2201 Northeast Lacey Operational Support Terminal Facility	\$680,000.00	\$735,250	\$3,784,750	\$800,000	\$6,000,000	\$4,800,000	TRPC Secured Federal Funds and potential state Bus & Bus Facilities funding	\$1,200,000.00	\$6,000,000.00	TRPC Secured Federal Funds and potential B & BF funding
<b>Total Federal Funded Projects</b>		<b>\$23,090,708</b>	<b>\$29,767,509</b>	<b>\$30,403,246</b>	<b>\$21,191,034</b>	<b>\$104,452,497</b>	<b>\$83,621,700</b>		<b>\$20,830,797</b>	<b>\$104,452,497</b>	<b>Secured and Estimated Federal Funding Sources</b>

**Notes**  
Grant type: Sec. 5307/ 5339 & PSRC\* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration.  
Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled.  
FY 24 PSRC ES amounts will shift to the Pattison project construction once approved by PSRC.  
Federal funding match requirements are typically 80/20.  
Projects with different matching requirements are noted.

\*Puget Sound Regional Council



**NEWS RELEASE**

**For Immediate Release:**

April 20, 2023

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

Olympia, WA – Intercity Transit invites the public to comment on transit projects identified in the annual update of the Transportation Improvement Program (TIP) for the period 2024-2027. Identifying projects in the local agency, TIP is a requirement for the agency to utilize Federal funding.

The public comment period is April 20, 2023, through May 17, 2023, with a public hearing scheduled for May 17, 2023, at 5:30pm.

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

In addition to providing comment at the May 17, 2023, public hearing, the public may also submit their comments by 12 p.m. May 17, 2023, by:

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

Further details concerning how to provide comment at the public hearing will be on Intercity Transit's website at [intercitytransit.com](http://intercitytransit.com). The draft TIP details the agency's complete program of potentially federally funded projects for 2024-2027. It includes projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

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

The draft 2024-2027 TIP is available on Intercity Transit's website at [intercitytransit.com/sites/default/files/2023-04/Draft-IntercityTransit\\_2024-2027-TIP.pdf](http://intercitytransit.com/sites/default/files/2023-04/Draft-IntercityTransit_2024-2027-TIP.pdf) or by contacting the Grants Program Manager at 360-705-5808 or [jgould@intercitytransit.com](mailto:jgould@intercitytransit.com).

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***For More Information:***

Jessica Gould, Grants Program Manager

[jgould@intercitytransit.com](mailto:jgould@intercitytransit.com)

# RIDER NEWS

For information, contact Customer Service at **360.786.1881** or visit [intercitytransit.com](http://intercitytransit.com)

May 2023

## Public Comment Invited on Annual Transportation Improvement Program (TIP)



Intercity Transit seeks comments from riders and the community on the proposed 2024-2027 Transportation Improvement Program (TIP), which is a summary of planned projects that may include and use

federal funding during the four-year period.

The public comment period runs from Wednesday, April 19, through Wednesday, May 17. A public hearing is scheduled for May 17 at 5:30 p.m. The public can attend the hearing in person at the administrative office of Intercity Transit, 510 Pattison St. SE in Olympia, by telephone or Teams video conference.

In addition to providing comment at the May 17 public hearing, the public may also submit their comments by 12 p.m. May 17 by:

- **Mail:** TIP Public Hearing, P.O. Box 659, Olympia, WA 98507
- **Email:** [jgould@intercitytransit.com](mailto:jgould@intercitytransit.com)
- **Phone:** 360-705-5808

Further details about how to provide comment at the public hearing will be posted on our website at [intercitytransit.com](http://intercitytransit.com).

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

Review a draft copy of the 2024-2027 TIP online at [intercitytransit.com/sites/default/files/2023-04/Draft-IntercityTransit\\_2024-2027-TIP.pdf](http://intercitytransit.com/sites/default/files/2023-04/Draft-IntercityTransit_2024-2027-TIP.pdf).

### Other ways to comment:

If you do not want to participate in the public hearing, but wish to provide comments you may do so by:

- **Email:** [jgould@intercitytransit.com](mailto:jgould@intercitytransit.com)
- **Phone:** 360-705-5808
- **Mail:** Grants Program Manager – TIP comments  
Intercity Transit  
P.O. Box 659  
Olympia, WA 98507-0659

All written comments must be received by 12 p.m. on Wednesday, May 17 to be considered.

## Memorial Day Service

Intercity Transit will operate on weekend schedules on Memorial Day, Monday, May 29. Customer Service at the Olympia Transit Center will be open from 7 a.m. to 6 p.m.

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

## Join the 36<sup>th</sup> Annual Bicycle Community Challenge, May 1 -31



Bicycling for any reason is good for individual and community health, and can lead to fewer car trips. Intercity Transit's Bicycle Community Challenge (BCC) makes biking fun with prizes and community spirit. Ride on your own or join a

team for motivation and camaraderie. All bicycle rides in Thurston County are eligible - whether for transportation or recreation!

Thurston County residents can create an account, log bike rides and find out more about the BCC at [bcc.intercitytransit.com](http://bcc.intercitytransit.com). Log your rides May 1 through May 31 and you'll be entered to win prizes.

Learn about upcoming events, like Bike to Work (or anywhere) Day on Thursday, May 18, at [bcc.intercitytransit.com/events/2023-5-0](http://bcc.intercitytransit.com/events/2023-5-0).

Thurston County youth (18 and under) can also participate in the Youth Bike & Roll Challenge! More information about the youth challenge is below.

## Join the Youth Bike & Roll Challenge



Your kids can join in the Bicycle Community Challenge fun by riding their bicycle, scooter or skateboard for 10 or more days in May to win a prize!

Encourage them to stay active and practice bicycle safety skills by signing them up for the Youth Bike & Roll Challenge. To have them participate:

1. Download a challenge card at [bcc.intercitytransit.com/events](http://bcc.intercitytransit.com/events) and record the miles they ride each day.
2. Email their completed challenge card to [walknroll@intercitytransit.com](mailto:walknroll@intercitytransit.com) by Thursday, June 1. We will send them a prize in the mail and enter them in a drawing for an even bigger prize!
3. Bonus: Send a photo of your child(ren) riding or rolling for a bonus prize. By sending a photo, you give Intercity Transit permission to use it for public promotion.

All Thurston County youth can participate.

## Community Bike Classes



We are trying something new! Throughout the spring, we are offering community classes at our new Walk N Roll bike shop, 2955 Martin Way East. Classes are free and no registration is required.

### Class Information:

#### Chains and Shifting –

- Learn how to maintain your chain, check it for wear, and how to make your bike shift smoothly. Bring your bike or practice on ours.
- Wednesday, May 10 from 5:30 to 7 p.m.

#### Bicycling with Kids –

- Learn from families who have experience riding with their kids. You will hear about types of bikes, trailers, and kid seats. You'll also learn about choosing routes and strategizing about snacks! There will be an opportunity to meet other biking families and share knowledge.
- Wednesday, June 7 from 5:30 to 7 p.m.

#### Family Learn-to-Ride Classes –

- Want to learn to ride a bike? Join us for a Learn-to-Ride class! Classes are for new or beginner riders ages three and up. During the class, participants will learn how to balance, pedal and steer a bicycle. Bikes and helmets are provided. The class fee is \$5, and registration is required. If the fee is a barrier, please contact Walk N Roll directly at [walknroll@intercitytransit.com](mailto:walknroll@intercitytransit.com).

Choose between two class times:

- Tuesday, May 9 from 10 a.m. to 12 p.m.  
Tumwater Historical Park, 808 Deschutes Parkway SW in Tumwater. Register at <https://bit.ly/3AAdbiQ>.
- Saturday, June 10 from 10 a.m. to 12 p.m.  
Lincoln Elementary School, 212 21<sup>st</sup> Ave. SE in Olympia. Register at <https://bit.ly/4219K0n>.

## Bicycle Lockers at OTC

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

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

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

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

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**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**April 5, 2023**

**CALL TO ORDER**

Chair Gilman called the April 5, 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; City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Alternate Labor Representative Kiersten Price.

**Members Excused:** City of Yelm Councilmember Brian Hess; Labor Representative Mark Neuville.

**Staff Present:** Emily Bergkamp; Eric Phillips; Jonathon Yee; Heather Stafford Smith; Peter Stackpole; Dena Withrow; Steve Krueger; Cindy Waterhouse; Michael Maverick; Pat Messmer; Jessica Gould; Nicky Upson; Ally McPherson; Ramon Beltran; Daniel Van Horn; Steve Swan; Brian Nagel; Chad Edwards; Richelle Loken; Jeff Peterson; Zach Heinemeyer; Rob LaFontaine; Drew Goffeney.

**Others Present:** Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee.

**STAFF INTRODUCTIONS**

- A. **Chad Edwards, Operations Trainer** (*Dena Withrow*)
- B. **Richelle Loken, Technician** (*Jonathon Yee*)

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**NEW BUSINESS**

- A. **Bus Shelter Purchase.** Procurement Coordinator, Jeff Peterson, presented a purchase order for the purchase of bus stop shelters and associated kiosks to replenish depleted inventory.

Intercity provides shelters throughout our system to provide cover during inclement weather and bring attention to our stops. The shelters are robust; however, they are subject to occasional accidents that cause them to be unusable.

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Our inventory of spare shelters is depleted, and our facilities team needs to place an order.

Intercity solicited bids for 14 shelters, to replenish our inventory (three full size, and eleven cantilever, as well as kiosks to accompany the shelters.

Transit issued a request for bids on March 9<sup>th</sup> and two bids were submitted by the due date of March 20<sup>th</sup>. The pricing includes the shelters, kiosks, freight, and structural certified drawings and calculations. Both bids were determined to be responsive. Handi-Hut submitted the lowest most cost-effective bid and had the most advantageous estimated delivery time. Transit has previously purchased shelters from Handi-Hut and was satisfied with their product. Accordingly, staff recommends issuing a purchase order to Handi-Hut.

**It was M/S/A by Melnick and Vazquez to authorize the interim General Manager to execute a purchase order to Handi-Hut Inc. for the purchase of shelters in the amount of \$133,450, not including tax.**

### **COMMITTEE REPORTS**

- A. Community Advisory Committee.** Ty Flint reported that at the March 20, 2023, CAC meeting, Cindy Waterhouse presented an update on the success of the vanpool program since IT restructured the fares; Eric Phillips provided an update on the Martin Way Park and Ride project; Cameron Crass provided a driver virtualization showing a series of videos that were eyepopping and showed how great IT drivers are. Their quick response in some situations prevented a fatal outcome. Flint suggested placing these videos on the website to let the public see and appreciate how good the drivers are on a daily basis.

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

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

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

## **Intercity Transit Authority Regular Meeting**

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versatile platform that can accommodate micro transit options, if we pursue that in the future for innovative service zones.

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

On March 22, the City of Olympia's Crisis Response Unit held an informal orientation for Intercity Transit Operations Staff. The CRU provides outreach services to those in crisis, identifies everyone's circumstances and needs, and helps identify individuals with chronic mental health disorders, substance abuse and co-occurring disorders. This orientation provided staff with a clear view of the unit's crisis response assistance program, as well as current and future goals, and objectives. IT Operations staff had the opportunity to meet most of the CRU staff members and introduce some of the Operations Team to CRU, as well as some allotted time to ask questions and share information about the work we do at Intercity Transit and how we can support each other's work in the community.

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

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

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

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

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

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

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

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

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

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

## **Intercity Transit Authority Regular Meeting**

**April 5, 2023**

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

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

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

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

### **AUTHORITY ISSUES**

Belk reported on the GM Recruitment Committee (Board Members Don Melnick, Debbie Sullivan, Robin Vazquez, and Belk and staff members Heather Stafford Smith, Alana Neal and Pat Messmer) who met on Monday, March 27. The committee covered a lot of lessons learned and takeaways from the last GM recruitment. Belk acknowledged there is a lot of knowledge and experience among the Board members, along with staff knowledge.

Belk said the timeline will begin with employee surveys and listening sessions in early summer to help gather what's important for this recruitment before it's advertised. There will be a fair amount of outreach in June and onward. By the August 2nd ITA meeting, the committee will have something for the Board to approve as far as what that process is so we can advertise the position. There will be several weeks of advertisements and after that process ends, at the first ITA meeting in October, bring to the ITA the names of semi-finalists. During the month of October, follow a similar process where we have a lot of good stuff to draw from the last GM recruitment. If that all goes according to plan, we'll hopefully submit an offer to someone by the end of October with a start date at the end of the year or beginning of next year.

**Intercity Transit Authority Regular Meeting**

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Pierce said the Pension Committee has a tentative meeting date for April 26. It will be a short agenda and Pierce will report to the Board in May.

Gilman had a lunch-and-learn with Ally McPherson from Marketing and Communications and Russell Gilsdorf from Customer Service, both who are participating in Leadership Thurston County. Gilman wanted to get their perspective on the agency and much of their conversation was about the change in evolution that Bergkamp described. Looking back at the past eight years, the change has been dramatic. The changes in technology, the size and number of vehicles, the number of employees, the new buildings. There's definitely change going on and he appreciates how Bergkamp described trying to hold on to the core and essence of the workplace culture and values of the organization, but accepting there will be some changes.

Board members who attended the retirement open house for outgoing General Manager Ann Freeman-Manzanares reported on a wonderfully executed and well-attended event held on March 30, 2023.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:07 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Clark Gilman, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: May 17, 2023**

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

**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

## **Intercity Transit Authority Regular Meeting**

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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 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.



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- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
- Planning, design, and capital improvements to provide High 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.

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

## Intercity Transit Authority Regular Meeting

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Transit safety performance measures. The full presentation can be found here: [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

## **Intercity Transit Authority Regular Meeting**

**April 19, 2023**

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on the floor in the Senate. Melnick believes it did pass and was sent on to the Governor for signature.

**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.

## **Intercity Transit Authority Regular Meeting**

**April 19, 2023**

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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 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.

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**

**ATTEST**

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**Clark Gilman, Chair**

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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.

**Intercity Transit  
Payroll Disbursement List  
April 2023**

**Pay Periods:**

PP 08 (March 26 - April 8)

PP 09 (April 9 - 22)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
4/6/2023 ACH	NEW YORK STATE NYS1 FILING	147.26
4/7/2023 ACH	NEW YORK STATE Q4	49.60
4/14/2023 ACH	PR DIRECT DEPOSIT	900,793.63
4/14/2023 36955 - 36972	PR PAPER CHECKS	21,770.04
4/14/2023 ACH	IRS	153,469.76
4/14/2023 ACH	HEALTH SAVING	92.59
4/14/2023 ACH	VANGUARD	130,274.76
4/14/2023 ACH	PERS	212,704.28
4/14/2023 ACH	DEF COMP	34,791.35
4/14/2023 ACH	ICMA	12,718.78
4/14/2023 ACH	CHILD SUPPORT	1,457.21
4/25/2023 ACH	NY STATE Q1	589.04
4/28/2023 ACH	PR DIRECT DEPOSIT	885,416.30
4/28/2023 37062 - 37067	PR PAPER CHECKS	12,775.07
4/28/2023 ACH	IRS	147,998.09
4/28/2023 ACH	HEALTH SAVING	92.59
4/28/2023 ACH	VANGUARD	128,523.84
4/28/2023 ACH	PERS	217,477.35
4/28/2023 ACH	DEF COMP	35,074.47
4/28/2023 ACH	ICMA	13,068.75
4/28/2023 ACH	AFLAC	12,010.92
4/28/2023 ACH	CHILD SUPPORT	1,457.21
	<b>Total Payroll Disbursements</b>	<b>2,922,752.89</b>

**ACCOUNTS PAYABLE DISBURSEMENT LIST**  
**APRIL 2023**

Check No.	Reference Date	Vendor #	Payee	Amount
36866	04/04/23	01624	ALLWEST TRANSPORTATION INC.	\$1,120.00
36867	04/04/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,463.16
36868	04/04/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$127,622.90
36869	04/04/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,856.21
36870	04/04/23	06120	CITY OF OLYMPIA (UTILITIES)	\$6,897.37
36871	04/04/23	07125	CREDIT INTERNATIONAL CORPORATION	\$279.66
36872	04/04/23	07220	CUMMINS INC.	\$5,516.77
36873	04/04/23	07350	CW JANITORIAL SERVICE LLC	\$24,800.08
36874	04/04/23	08542	EAGLE HARBOR ASSOCIATES	\$11,891.71
36875	04/04/23	09550	FAIRWAY COLLECTIONS LLC	\$25.21
36876	04/04/23	09662	FERRELLGAS LP	\$2,481.45
36877	04/04/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
36878	04/04/23	10477	GALLS PARENT HOLDINGS LLC	\$4,199.58
36879	04/04/23	10580	GENE'S TOWING INC	\$130.44
36880	04/04/23	10608	GEOENGINEERS INC.	\$14,959.68
36881	04/04/23	10660	GILLIG LLC	\$2,933.66
36882	04/04/23	10759	GORDON TRUCK CENTERS INC	\$502.20
36883	04/04/23	11231	HERC RENTALS INC.	\$1,793.49
36884	04/04/23	11933	JESSE ORNDORFF	\$1,253.78
36885	04/04/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36886	04/04/23	13726	M & S COLLISION LLC	\$3,744.54
36887	04/04/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
36888	04/04/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,212.35
36889	04/04/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.52
36890	04/04/23	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$132.58
36891	04/04/23	16888	REXEL USA INC.	\$241.78
36892	04/04/23	17580	RECARO NORTH AMERICA INC.	\$1,514.78
36893	04/04/23	17900	SCHETKY NORTHWEST SALES INC.	\$182.46
36894	04/04/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$201.72
36895	04/04/23	18097	SIERRA FUNDING INC.	\$293.58
36896	04/04/23	18420	SOUTHGATE FENCING INC.	\$328.50
36897	04/04/23	18530	STANDARD PARTS CORP.	\$1,796.40
36898	04/04/23	21950	TITUS-WILL CHEVROLET	\$1,654.40
36899	04/04/23	22010	ROTTERS INC.	\$410.35
36900	04/04/23	22100	TRANSIT SOLUTIONS LLC	\$389.07
36901	04/04/23	23641	UNITED STATES TREASURY	\$35.50
36902	04/04/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$212.70
36903	04/11/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,883.93
36904	04/11/23	01624	ALLWEST TRANSPORTATION INC.	\$847.00
36905	04/11/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$12,216.26
36906	04/11/23	01895	ECOLUBE RECOVERY LLC	\$818.50
36907	04/11/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,845.66
36908	04/11/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$65,006.70
36909	04/11/23	03023	BACKUPIFY INC.	\$1,111.50
36910	04/11/23	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$218.66
36911	04/11/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,866.99
36912	04/11/23	06040	CITY OF LACEY	\$1,144.87
36913	04/11/23	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$34.99
36914	04/11/23	07220	CUMMINS INC.	\$1,971.05
36915	04/11/23	07350	CW JANITORIAL SERVICE LLC	\$6,878.54
36916	04/11/23	07619	DAVID S FOSTER	\$2,000.00
36917	04/11/23	07640	DAY MANAGEMENT CORP	\$4,324.16
36918	04/11/23	09180	EXPRESS SERVICES INC	\$1,245.60



36919	04/11/23	09662	FERRELLGAS LP	\$1,268.68
36920	04/11/23	10477	GALLS PARENT HOLDINGS LLC	\$586.83
36921	04/11/23	10660	GILLIG LLC	\$3,650.08
36922	04/11/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
36923	04/11/23	10759	GORDON TRUCK CENTERS INC	\$748.07
36924	04/11/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,829.68
36925	04/11/23	11422	HUNG RIGHT DOORS LLC	\$5,021.67
36926	04/11/23	11933	JESSE ORNDORFF	\$602.25
36927	04/11/23	11943	JOANNA GRIST	\$2,000.00
36928	04/11/23	12488	KEITHLY BARBER ASSOCIATES INC.	\$414.00
36929	04/11/23	13485	LEMAY MOBILE SHREDDING	\$228.00
36930	04/11/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,009.66
36931	04/11/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$276.52
36932	04/11/23	16490	HAROLD LEMAY ENTERPRISES	\$902.99
36933	04/11/23	16701	PEAK INDUSTRIAL INC.	\$4,306.35
36934	04/11/23	16974	POMP'S TIRE SERVICE INC.	\$2,144.75
36935	04/11/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$289.60
36936	04/11/23	17420	R&R TIRE COMPANY INC.	\$2,152.55
36937	04/11/23	17505	RAINIER DODGE INC.	\$116.93
36938	04/11/23	17861	SAMBA HOLDINGS INC.	\$444.62
36939	04/11/23	17900	SCHETKY NORTHWEST SALES INC.	\$382.47
36940	04/11/23	17903	TAPANI INC.	\$356,806.36
36941	04/11/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$538.68
36942	04/11/23	18066	SHI INTERNATIONAL CORP.	\$17,406.22
36943	04/11/23	18530	STANDARD PARTS CORP.	\$1,213.32
36944	04/11/23	18895	TECHNOLOGY UNLIMITED INC	\$1,554.90
36945	04/11/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
36946	04/11/23	21950	TITUS-WILL CHEVROLET	\$1,723.43
36947	04/11/23	22100	TRANSIT SOLUTIONS LLC	\$111.02
36948	04/11/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$7,421.20
36949	04/11/23	22420	ALLEN WALTON	\$492.71
36950	04/11/23	23621	TFORCE FREIGHT INC.	\$322.73
36951	04/11/23	24000	W. W. GRAINGER INC.	\$524.83
36952	04/11/23	24755	WA ST HEALTH CARE AUTHORITY	\$598,707.49
36953	04/11/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$550.00
36954	04/11/23	25909	WEX BANK	\$45,178.94
36973	04/19/23	01780	AMALGAMATED TRANSIT UNION 1765	\$100.50
36974	04/19/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,201.74
36975	04/19/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,430.84
36976	04/19/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$140,018.25
36977	04/19/23	02833	AUTO GLASS PROFESSIONALS LLC	\$778.06
36978	04/19/23	05340	CAPITOL COURIER SERVICE	\$217.42
36979	04/19/23	05956	CHAFFEE DAVID	\$902.22
36980	04/19/23	06781	COMPUNET INC.	\$5,334.00
36981	04/19/23	07220	CUMMINS INC.	\$1,867.66
36982	04/19/23	07520	DAILY JOURNAL OF COMMERCE	\$211.75
36983	04/19/23	07640	DAY MANAGEMENT CORP	\$15,065.16
36984	04/19/23	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,245.99
36985	04/19/23	08091	DSI MEDICAL SERVICES	\$724.50
36986	04/19/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$381.61
36987	04/19/23	09180	EXPRESS SERVICES INC	\$3,728.15
36988	04/19/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24
36989	04/19/23	09662	FERRELLGAS LP	\$1,769.47
36990	04/19/23	10275	FSX EQUIPMENT INC.	\$820.50
36991	04/19/23	10477	GALLS PARENT HOLDINGS LLC	\$390.26
36992	04/19/23	10580	GENE'S TOWING INC	\$130.44
36993	04/19/23	10660	GILLIG LLC	\$0.00
36994	04/19/23	10660	GILLIG LLC	\$19,818.86

36995	04/19/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
36996	04/19/23	10759	GORDON TRUCK CENTERS INC	\$162.76
36997	04/19/23	11933	JESSE ORNDORFF	\$412.82
36998	04/19/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
36999	04/19/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$4,626.30
37000	04/19/23	13726	M & S COLLISION LLC	\$1,016.61
37001	04/19/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37002	04/19/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37003	04/19/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$962.39
37004	04/19/23	16623	PALAMERICAN SECURITY INC.	\$77,912.57
37005	04/19/23	16969	POINT GRAPHICS LLC	\$276.49
37006	04/19/23	16974	POMP'S TIRE SERVICE INC.	\$1,233.96
37007	04/19/23	17290	PUGET SOUND ENERGY	\$43,980.83
37008	04/19/23	17505	RAINIER DODGE INC.	\$281.70
37009	04/19/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,200.28
37010	04/19/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$983.36
37011	04/19/23	18052	SHEA CARR & JEWELL INC.	\$47,958.92
37012	04/19/23	18066	SHI INTERNATIONAL CORP.	\$8,567.08
37013	04/19/23	18097	SIERRA FUNDING INC.	\$293.58
37014	04/19/23	18101	SIJ HOLDINGS LLC	\$150.53
37015	04/19/23	18210	SME SOLUTIONS LLC	\$7,073.05
37016	04/19/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,967.96
37017	04/19/23	21950	TITUS-WILL CHEVROLET	\$727.91
37018	04/19/23	22010	ROTTERS INC.	\$704.95
37019	04/19/23	23641	UNITED STATES TREASURY	\$35.50
37020	04/19/23	24640	WA ST DEPT OF TRANSPORTATION	\$60,525.00
37021	04/19/23	26861	WESTERN GRAPHICS INC.	\$1,712.12
37022	04/21/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,190.76
37023	04/21/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37024	04/21/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$129,638.56
37025	04/25/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$934.82
37026	04/25/23	02060	AMERISAFE INC.	\$163.64
37027	04/25/23	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$54.53
37028	04/25/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$662.03
37029	04/25/23	02828	AVAIL TECHNOLOGIES INC	\$1,736.77
37030	04/25/23	02833	AUTO GLASS PROFESSIONALS LLC	\$903.83
37031	04/25/23	03250	BATTERY SYSTEMS INC.	\$2,301.55
37032	04/25/23	04040	BUD CLARY CHEVROLET CADILLAC INC.	\$31,878.47
37033	04/25/23	06120	CITY OF OLYMPIA (UTILITIES)	\$1,547.44
37034	04/25/23	07220	CUMMINS INC.	\$10,718.63
37035	04/25/23	08825	EMTECH LLC	\$39,553.80
37036	04/25/23	09180	EXPRESS SERVICES INC	\$276.80
37037	04/25/23	09662	FERRELLGAS LP	\$2,713.81
37038	04/25/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37039	04/25/23	10477	GALLS PARENT HOLDINGS LLC	\$1,997.77
37040	04/25/23	10580	GENE'S TOWING INC	\$86.96
37041	04/25/23	10660	GILLIG LLC	\$4,437.71
37042	04/25/23	10759	GORDON TRUCK CENTERS INC	\$635.62
37043	04/25/23	11933	JESSE ORNDORFF	\$1,642.50
37044	04/25/23	12875	KPFF CONSULTING ENGINEERS INC	\$424.50
37045	04/25/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,970.10
37046	04/25/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$616.45
37047	04/25/23	14682	MSG ARCHITECTS INC.	\$1,000.00
37048	04/25/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,131.86
37049	04/25/23	15203	NORTHWEST CASCADE INC	\$7,160.33
37050	04/25/23	16252	ONSPOT OF NORTH AMERICA INC.	\$4,134.95
37051	04/25/23	16701	PEAK INDUSTRIAL INC.	\$1,936.66
37052	04/25/23	17290	PUGET SOUND ENERGY	\$7,530.18

37053	04/25/23	17505	RAINIER DODGE INC.	\$2,702.35
37054	04/25/23	17792	ROUSH CLEANTECH LLC	\$842.66
37055	04/25/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,655.22
37056	04/25/23	18530	STANDARD PARTS CORP.	\$1,312.22
37057	04/25/23	21950	TITUS-WILL CHEVROLET	\$1,839.33
37058	04/25/23	22010	ROTTERS INC.	\$290.58
37059	04/25/23	22420	ALLEN WALTON	\$848.64
37060	04/25/23	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$70,194.71
37061	04/25/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,710.00
ACH	04/01/23		AUTHORZE.NET	\$185.74
ACH	04/07/23		AGUERO JASON	\$55.57
ACH	04/07/23		FREEMAN-MANZANARES ANN	\$654.71
ACH	04/07/23		PROUTY CURTIS	\$654.58
ACH	04/07/23		MEIERHOFF AMY	\$1,487.98
ACH	04/14/23		EDWARDS CHAD	\$1,959.71
ACH	04/20/23		DEPARTMENT OF REVENUE	\$1,377.69
ACH	04/21/23		AGUERO JASON	\$845.00
ACH	04/21/23		ALFONSO CHRISTOPHER	\$162.25
ACH	04/21/23		BERGKAMP EMILY	\$67.00
ACH	04/21/23		CHAMBERS JAMES	\$50.00
ACH	04/21/23		COFFMAN ROBERT	\$162.25
ACH	04/21/23		CRASS CAMERON	\$67.00
ACH	04/21/23		CUNNINGHAM KATIE	\$162.25
ACH	04/21/23		DEMERICE NICOLAS	\$123.25
ACH	04/21/23		DENICOLA JANE	\$67.00
ACH	04/21/23		FREEMAN-MANZANARES ANN	\$210.00
ACH	04/21/23		GERCHAK AMANDA JOY	\$67.00
ACH	04/21/23		GILSDORF RUSSELL	\$67.00
ACH	04/21/23		HARPER RICHARD	\$67.00
ACH	04/21/23		HOWELL JR. CARL	\$162.25
ACH	04/21/23		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,602.50
ACH	04/21/23		KARKOSKI KEVIN	\$229.25
ACH	04/21/23		NEWTON HANNAH	\$45.00
ACH	04/21/23		PREBLE ROBERT	\$50.00
ACH	04/21/23		PRICE KIERSTIN G.	\$67.00
ACH	04/21/23		SARGENT SHEM	\$90.00
ACH	04/21/23		SIMONS AMANDA	\$155.00
ACH	04/21/23		SLOBOJAN TAYLOR M.	\$80.28
ACH	04/21/23		SUTHERBY BRIAN	\$83.13
ACH	04/21/23		TRAIL NANCY	\$170.00
ACH	04/21/23		WITHROW DENA	\$67.00
ACH	04/21/23		YEE JONATHON	\$226.00
ACH	04/28/23		COLLINS AMANDA	\$45.00
				<b><u>\$2,251,296.14</u></b>

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM 6-A  
MEETING DATE: May 17, 2023**

**FOR:** Intercity Transit Authority  
**FROM:** Emily Bergkamp, Interim General Manager, 360.705.5889  
**SUBJECT:** Repeal Universal Vaccination Requirement Resolution 01-2023

- 
- 1) **The Issue:** Adopt Resolution 01-2023 ending/repealing Resolution 03-2021 Universal Vaccination Requirement.
- 
- 2) **Recommended Action:** Adopt Resolution 01-2023 ending/repealing Resolution 03-2021 Universal Vaccination Requirement.
- 
- 3) **Policy Analysis:** The Authority is responsible for establishing and monitoring the policies of Intercity Transit, its budget, and its service levels. Under our existing By-Laws, the General Manager is given broad authority to conduct the executive and administrative functions of the agency, implementing these policies and overseeing operation of the transit agency. The General Manager has significant discretion to act, particularly in emergency situations, whether declared or undeclared, to make necessary operational decisions consistent with existing resolutions of the Authority. The Authority retains control over budgetary matters and has the power to direct, countermand or reverse the decisions of the General Manager.

In the wake of the Governor’s proclamations concerning the COVID-19 emergency, the Authority recognized the COVID-19 public health emergency granted explicit rights to the General Manager to take steps to protect and safeguard public health, safety, and welfare, including the health, safety and welfare of Transit passengers and employees. The Governor issued proclamations requiring state and educational system employees be vaccinated. These proclamations were intended to promote universal vaccination of state and school workers to safeguard the health and safety of such workers and those who come into contact with them.

Intercity Transit shared many of the underlying concerns that were addressed by a universal vaccination requirement for its employees and volunteers. Intercity Transit provides essential transit services to the public and community, which was threatened by the increase in cases among its staff. To maintain staff levels necessary to provide basic services, the General Manager requested Board approval to follow the State’s lead in implementing work rules that established a universal vaccination requirement for employees and volunteers of Intercity Transit. On September 1, 2021, the Intercity Transit Authority Board passed Resolution No. 03-2021 titled, “Universal Vaccination Requirement.” This initiated Intercity Transit’s COVID-19 Vaccination Requirement Policy as a condition of employment on October 29, 2021.

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- 4) **Background:** This week the Department of Health and Human Services declared the federal Public Health Emergency for COVID-19 expired effective May 11, 2023. In alignment with the ending of the national public health emergency, the Governor rescinded Directive 22-13.1, May 11,

2023, ending the COVID-19 vaccination requirement as a condition of employment for executive cabinet and small cabinet state agencies. Following this example, with the end of the national public health emergency, the end of COVID-19 vaccination requirement as a condition of employment for executive cabinet and small cabinet state agencies, and guidance from Thurston County Public Health on the status of COVID-19 locally, the Interim General Manager requests the Intercity Transit Authority to consider discontinuing its COVID-19 Vaccination Requirement Policy.

Before officially ending the requirement, the Intercity Transit Authority needs to repeal Resolution No. 03-2021. Following that action Senior Management will update existing policies and procedures to reflect this change.

Intercity Transit employees will continue to be eligible for a \$200 stipend for COVID-19 boosters they receive. To date, about 70% of employees have received at least one booster since receiving the initial vaccine.

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- 5) **Alternatives:**  
A. Adopt Resolution 01-2023 repealing Resolution 03-2021 Universal Vaccination Requirement.  
B. Defer decision.
- 
- 6) **Budget Notes:** Budget impacts are not fully known at this time.
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- 7) **Goal Reference:** This issue impacts all Intercity Transit goals.
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- 8) **References:** Resolution 01-2023 Ending the Universal Vaccination Requirement.

**INTERCITY TRANSIT  
RESOLUTION NO. 01-2023  
ENDING UNIVERSAL VACCINATION REQUIREMENT**

A **RESOLUTION** repealing Resolution 03-2021 dated September 1, 2021.

**WHEREAS**, on August 9, 2021, the Governor of the State of Washington issued Proclamation No. 21-14 prohibiting any worker from engaging in work for a State Agency after October 18, 2021, if the worker had not been fully vaccinated against COVID-19 and encouraging local governments to do the same; and

**WHEREAS**, on September 1, 2021, the Intercity Transit Authority Board passed Resolution No. 03-2021 titled “Universal Vaccination Requirement” initiating Intercity Transit’s COVID-19 Vaccination Requirement Policy as a condition of employment on October 29, 2021.; and

**WHEREAS**, effective on October 31, 2022, the Governor of the State of Washington ended Proclamation No. 20-05.1 COVID emergency declaration and rescinded and terminated Proclamation 21-14; and

**WHEREAS**, on May 5, 2023, the World Health Organization announced that it was ending the global emergency declared for Covid-19; and

**WHEREAS**, on May 11, 2023, the Department of Health and Human Services declared that the federal Public Health Emergency for COVID-19, under Section 319 of the Public Health Service Act, has expired; and

**WHEREAS**, effective on May 11, 2023, Governor of the State of Washington issued Directive 22-13.2 to rescind Directive 22-13.1, ending the COVID-19 vaccination requirement as a condition of employment for executive cabinet and small cabinet state agencies; and

**WHEREAS**, Intercity Transit has consulted with Thurston County Public Health on the status of the spread of COVID-19 in Thurston County continually throughout the pandemic; and

**WHEREAS**, the Intercity Transit Authority honors the dedication of all Intercity Transit employees throughout the pandemic, who never wavered in their dedication to providing quality public transportation to the community.

**NOW, THEREFORE**, the Intercity Transit Authority, the governing body of a public transportation benefit area established pursuant to Ch. 36.57A RCW, hereby resolves to rescind Resolution 03-2021 and terminates Intercity Transit's Universal Vaccination Requirement.

**This Resolution shall become effective immediately.**

**ADOPTED: This 17<sup>th</sup> day of May 2023.**

**INTERCITY TRANSIT AUTHORITY**

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**Clark Gilman, Chair**

**ATTEST:**

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

**APPROVED AS TO FORM:**

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**Jeffrey S. Myers**  
**Legal Counsel**

**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**April 17, 2023 - Virtual Meeting**

**CALL TO ORDER**

Vice Chair Grettenberger called the virtual April 17, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

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

**Absent:** Alejandro Garcia; Marie Lewis; Lloyd Peterson; Trina Primm; Allison Spector; Edwina Waehling.

**Staff Present:** Amanda Collins; Emily Bergkamp; Kevin Karkoski; Zach Heinemeyer; Noelle Gordon; Dena Withrow; Peter Stackpole; Eric Phillips; Duncan Green; Michael Maverick; Jessica Gould; Kerri Wilson; and Ramon Beltran.

**APPROVAL OF AGENDA**

It was M/S/A by LLOYD PETERSON and HARRISON ASHBY to approve the agenda.

**INTRODUCTIONS**

Grettenberger introduced Authority member, ROBIN VAZQUEZ, as the ITA representative attending the meeting.

**MEETING ATTENDANCE**

- A. April 19, 2023, ITA Meeting - Nicole Smit
- B. May 3, 2023, ITA Meeting - Clair Bourgeois w/ Rachel Weber as backup
- C. May 17, 2023, ITA Meeting - Jihan Grettenberger

**MOTION TO APPROVE MINUTES**

It was M/S/A by RACHEL WEBER and DOUG RIDDELS to approve the March 20, 2023, minutes.

**A. DIAL-A-LIFT, BUS BUDDY, TRAVEL TRAINING UPDATE- (Kevin Karkoski)**

Karkoski introduced himself as the DAL Program Manager with Intercity Transit and provided an update on DAL services, Travel Training, and the Bus Buddy Program. 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. Karkoski also discussed how the Americans with Disabilities Act applies to transit services and the realities facing our aging population.



Karkoski began with an agency overview that highlighted Intercity Transit's service area, Fixed Route System, ADA paratransit, DAL program, Rideshare programs, and outreach initiatives. He also shared the history of how the Americans with Disabilities Act has impacted transit services. In 1990, the ADA was enacted and required accessibility of all new transportation facilities and vehicles in a Fixed Route System. In 1992, the ADA also required equivalent access to demand response services for individuals whose disability prevents them from riding the Fixed Route System. Dial-a-Lift, which is Intercity Transit's complimentary Paratransit Service System was started and its service area is required to extend a minimum of  $\frac{3}{4}$  mile beyond the boundaries of the Fixed Route System. In addition to the DAL program, all Intercity Transit buses have been equipped with wheelchair ramps and kneel for ease of boarding, as well as voice and text announcements that play before each stop. There is an ongoing commitment to improved bus stop accessibility through the addition of bus shelters, sidewalk visibility striping, and sidewalk ramp installation. All Intercity Transit's Operators are Passenger Service and Safety Certified to provide quality customer service for all riders on both the Fixed Route System and Dial-a-Lift program.

Karkoski shared additional details about public transportation considerations for our aging population. Everyday in the United States approximately 10,000 people are turning 65 years of age and one-third of those have a disability. On average, a person outlives their ability to drive by about 7 to 10 years. Non-drivers will seek out transportation options, however, many are unfamiliar with public transportation. Intercity Transit's Travel Training and Bus Buddy programs assist with this quandary and support older adults who do not have sufficient familiarity with, and knowledge of, public transportation to successfully use it as a primary mode of transportation.

Karkoski explained that the Travel Training Program teaches independent bus travel and is individualized to each person's needs. Travel Training supports origin to destination trip planning and provides an orientation to all aspects of bus travel. Additionally, Travel Trainers will provide mobility device training for folks who want the ability to practice with their equipment on a bus in a controlled environment to improve confidence. Travel Training creates relationships with bus riders for continued assistance as needs change. Intercity Transit has established agency partnerships to assist transitional students and other individuals with disabilities as they enter the workforce and begin to utilize the Fixed Route System for transportation to and from work.

Karkoski then reviewed the Bus Buddy Program, which is different from Travel Training. Bus Buddies offer ongoing support and companionship beyond the initial education provided in the Travel Training program. The Bus Buddy program's primary goal is to assist individuals by enhancing their mobility, increasing their independence, and maintaining their independent living. Oftentimes, Karkoski shared Bus Buddy program participants are new to the service area and may be familiar with riding a bus but need additional help navigating Intercity Transit's system. Bus Buddies are experienced volunteer riders, and the program is coordinated through a partnership with Catholic Community Services utilizing grant funds from WSDOT.

Karkoski went into further detail about the Dial-a-Lift program, which is an ADA mandated service for people whose disability prevents them from riding the Fixed Route System. DAL Clients must apply for eligibility and recertify every three years. DAL is a shared ride service that serves  $\frac{3}{4}$  of a mile beyond the boundaries of the Fixed Route System. The DAL application includes a portion completed by the applicant so they can describe their

challenges or abilities, and another portion completed by their medical provider who provides additional information regarding the applicant's disability and how it impacts their ability to use the Fixed Route System. Karkoski clarified that DAL rides are considered a shared service and oftentimes clients ride along with other clients who share similar routes. This allows the program to be administered in the most efficient and cost-effective manner.

**Eligibility Criteria Includes:**

- A Client being unable to board, ride, or exit a ramp equipped bus without assistance, OR
- A Client that needs to utilize a ramp, but the ramp cannot be deployed safely at their bus stop, OR
- A Client who has a disability that prevents travel to and from a bus stop under certain conditions.

**The categories of program approval include:**

- **Unconditional:** A Client can ride anywhere they want within the service area if they are riding during their nearby bus route service hours. DAL service is fully equivalent to Fixed Route service.
- **Conditional:** A Client can utilize DAL service under certain circumstances. Conditions can include walking distance for the trip, weather conditions, etc.
- **Temporary:** A Client can utilize DAL service for a limited time period due to a temporary illness, injury, or disability. About 1/3 of DAL Clients are currently approved with temporary eligibility.

In 2022, DAL served 3,485 clients and received 1,122 applications for DAL service. Of the applications, 48% were granted full or unconditional approval, 12% conditional approval, 35% temporary approval, 5% were ineligible. Approximately 50% of the total applications were existing DAL clients applying for recertification. Another tool utilized by the DAL program is to invite an applicant to complete a functional assessment at the Olympia Transit Center. The assessment includes observing an applicant riding the bus and completing a 2500-foot course within an allotted time. Some applicants can complete the course and assessment, which demonstrates that they may be successful in riding the Fixed Route System. The DAL program has increased the number of functional assessments performed annually to truly vet potential applicants and ensure there is a true need for DAL service. Another assessment tool can be utilized for applicants with cognitive disabilities, and it observes an applicant utilize the routes they would be riding to determine if they can independently navigate the bus system.

**DAL Program Statistics:**

- 126,952 trips in 2022, an increase of 10% from the previous year.
- 96% on-time performance in 2022.
- 67,851 phone calls in 2022, an increase of 8% from the previous year.
- 95% customer satisfaction rating (Moore & Associates, Inc. 2016).

*Karkoski answered questions*

**Intercity Transit Community Advisory Committee**

**April 17, 2023**

**Page 4 of 11**

Lloyd Peterson – commented that he and his spouse use DAL services weekly to attend medical appointments and they have never had a bad experience. Peterson extended his appreciation for the quality service provided by the DAL program and the courteous, efficient drivers.

Robin Vazquez – inquired about the statistics of applicants and resulting eligibility for the program. Specifically, if resources are available to assist those with intellectual disabilities who may need support completing the application.

Karkoski – answered that resources are available to assist and many applicants have the support of other agencies or family members who serve as advocates for the applicants.

Clair Bourgeois – shared that she had heard concerns from a group of former DAL clients who were removed from the program. She asked if it was common to see folks not having renewed eligibility due to program capacity.

Karkoski – clarified that the program is not overloaded and cannot become overloaded due to the ADA requirement that DAL serve all eligible clients. The DAL program is vetting every application and re-application to determine if there is an ability to ride the Fixed Route System. If a client has an improved situation when they reapply for service, their approval status may change. DAL is complimentary to the Fixed Route System and if a client has an ability to utilize the Fixed Route System, then they will be required to do so. If a client is unable to ride the Fixed Route System, then they will qualify for DAL service.

Emily Bergkamp – added that Intercity Transit has an established appeals process if someone is denied eligibility or if their eligibility status changes and they disagree with the decision. To start an appeal the applicant can send a letter of appeal to Intercity Transit or contact Kevin directly to arrange an appeal hearing for due process. Bergkamp also shared that it is not uncommon for levels of eligibility to change when clients recertify because their physical conditions may change, sometimes symptoms improve and sometimes they worsen.

Harrison Ashby – inquired about the functional assessment course at Heritage Park and asked about the need to have applicants perform an assessment after already obtaining certification from a medical provider.

Karkoski – explained that functional assessments are not necessary on most applications and depend on the facts of the disability claim. Functional assessments are useful when the applicant's answers or their medical provider's answers indicate that they may have some mobility to utilize the Fixed Route System. Other situations when an assessment is useful are when an applicant's answers and their medical provider's answers are not in conjunction with one another. For 2022, of the 1,122 applications received only 225 functional assessments were assigned, which is about 25%. Most applications contain enough information for DAL program staff to determine eligibility without the need for a functional assessment. The purpose of the assessment is to determine if the applicant can ride the bus on their own with adequate mobility. If an applicant starts the assessment and is unable to complete the entire course, they are not pressured to do more than their physical limits. The functional assessment is a good tool to vet mobility of applicants and their ability to safely, independently utilize the Fixed Route System.

Doug Riddels – shared that his experience with DAL services is one of the reasons he became involved with the Community Advisory Committee and that the program greatly improved his family member's quality of life. Riddels then inquired further about the purpose of a functional assessment. Is the anticipated outcome that applicants fail the test to be eligible for DAL service or is it to measure if applicants can use the Fixed Route System safely.

*Karkoski- shared that Intercity Transit has been utilizing functional assessments for the DAL program for more than 10 years. Applicants do not have to fail the assessment to be eligible for DAL service, instead applicants may demonstrate that they are eligible for conditional approval through the functional assessment process. Functional assessments are the best tool available to assess conflicting information between an applicant and their medical provider and assess overall applicant safety when riding the Fixed Route System.*

*Eliane Wilson – inquired about how the zero-fare initiative impacted DAL ridership.*

*Karkoski – answered that prior to the pandemic and in the first few months of 2020, DAL did not notice a significant difference in ridership. Trips taken by DAL clients include necessary appointments such as dialysis, doctor’s visits, and trips to the senior center, so the zero-fare change did not result in any additional trips beyond what clients were already scheduled for.*

**B. Bicycle Community Challenge – (Duncan Green)** Green introduced himself as the Coordinator for Thurston County’s Bicycle Commuter Challenge, which is celebrating its 36<sup>th</sup> consecutive year! Green provided a report for the 2023 Winter Bicycle Challenge and updates for the May Bicycle Challenge event. The Winter Challenge thrived this year despite serious wintry weather; the results boasted 380 riders and 74 teams, riding 27,888 miles in 2,854 days. The 2023 Winter BCC set records for the number of people participating and the total number of days ridden. The Winter BCC event runs for the full month of February and introduces many people to the benefits of bicycling in winter, which adds to our community’s health and well-being.

Green has utilized social media to reach additional riders and market the BCC. Social media posts also highlight photos taken by BCC participants during their rides in Thurston County. The 2023 BCC Poster included the image of a horned owl (photographed in Green’s front yard) and donned the tag line of “Whoooooooooooooo is Going to Ride Today?” The poster also highlighted logos of local organizations who participate in the BCC and was distributed around Thurston County. Intercity Transit’s Marketing and Communications team is refreshing the look of the BCC website to allow participants to easily log rides. The improved website will be ready for next year’s challenge!

Green reported that efforts are ramping up for the May BCC, which is the flagship event. The kickoff ride is the Earth Day Market Ride coming up on April 22<sup>nd</sup> rain or shine. The Bicycle Community Challenge engages the public in promoting alternative commute options, fosters partnerships between Intercity Transit and local businesses, and is enthusiastically supported by the community. New this Spring, Green is also working in partnership with the Walk N’ Roll Program to offer bicycle classes. Topics include fixing flat tires, gears and shifting, and biking with kids. This effort will continue to bring more folks into the new Walk N’ Roll facility on Pattison Street. Finally, Green reported that a new Thurston County Bike Map is in the works and is expected to be released in late spring or early summer.

*Jihan Grettenberger expressed her appreciation for the update on the Bicycle programs map and website enhancements and utilization of the Walk N’ Roll facility.*

**C. Walk N’ Roll 2022 Program Report - (Kerri Wilson)** Wilson introduced herself as the Walk N’ Roll Program Coordinator. Wilson shared that the Walk N’ Roll program educates and

encourages youth to walk, bike, roll, and ride transit for transportation. Her presentation provides an update on 2022 program accomplishments and goals for 2023.

To start 2022, the Walk N' Roll program continued its work with Traffic Gardens, which provide a miniature streetscape for youth to learn about and practice pedestrian and bicycle safety skills. In partnership with Safe Kids Thurston County and the Olympia School District, Walk N' Roll installed a permanent Traffic Garden at McKenny Elementary School. The Garden is used during students' physical education classes and is open to the public when school is not in session. Throughout 2022, Walk N' Roll also worked with Safe Kids Thurston County to install temporary Pop-Up Traffic Gardens for various school and community events. Walk N' Roll further supported these events by providing bikes, scooters, and bicycle safety education.

Walk N' Roll also hosted the inaugural Great Olympia Bike Rodeo in partnership with the Safe Kids Thurston County, Target Zero, the Olympia Police Department, and the City of Olympia. Participants visited seven stations where they learned about and practiced bike safety skills, were fitted for a free bike helmet, and received a bike safety check. Wilson shared that Walk N' Roll also hosted six smaller Bike Rodeo events including events for a cub scout troop in Lacey, the City of Tumwater summer camps, Lydia Hawk Elementary School's field day event, and the YMCA summer camp at Hansen Elementary School.

Wilson shared that Walk N' Roll also supported bicycle education in the local school districts of Olympia and North Thurston. Schools experience many challenges teaching bicycle education during Physical Education classes but Walk N' Roll's support makes it easier and more accessible for teachers. Wilson's program provides classes, bicycles, fleet maintenance, helmets for students, and other teaching materials. To overcome the challenge of children not knowing how to ride, Walk N' Roll held their first learn-to-ride class at McKenny Elementary School. Five students participated in learning to ride a bicycle for the first time. In 2023, another learn-to-ride class was offered at Tumwater Hill Elementary School and more classes are planned.

In the Walk N' Roll bike shop volunteers learned and practiced bike mechanic skills while volunteering 297 hours towards rebuilding 52 donated bicycles and performing safety checks on 92 bicycles. Rebuilt and inspected bikes are given to youth who participate in bicycle education classes. The earn-a-bike class was conducted online in the beginning of 2022 and over 40 Thurston County youth learned bike safety and maintenance skills through a series of videos and quizzes. After they completed the class, they received a refurbished bicycle. In summer 2022, Walk N' Roll resumed in-person classes through Olympia Parks and Recreation teaching 50 youth through a series of hands-on activities and group bicycle rides on city streets. All participants received a refurbished bicycle, a new helmet, and a bike lock.

New partnerships were established through Avanti High School to teach students bicycle safety and maintenance skills as part of their physical education curriculum. This partnership was a ground-breaking way to connect with high school aged students. During the spring and fall quarters, 34 students participated in the class that was co-taught with PE teachers and Walk N' Roll staff. All students received a refurbished bicycle. Walk N' Roll also helped six schools in the Olympia and North Thurston school districts organize Walk N' Roll school events to celebrate National Walk and Bike to School Days. Events such as these encourage students and their families to walk, bike, and roll to school, reducing traffic

congestion and improving air quality around the school. Additional efforts were made to engage youth in the Youth Walk Challenge and Bicycle Community Challenges and each event saw more than 30 youth participants! Walk N' Roll also provided transit education to four schools and community groups. Youth were invited to tour a bus and learn about why transit is important for the community. These tours resumed in 2022 following pandemic restrictions and Walk N' Roll was excited to bring back Transit education. A final youth initiative was in partnership with Safe Kids Thurston County and Garfield Elementary School to install a Sense of Place Walk. The course includes 14 stations that are painted on the ground and inspire youth to move their bodies while learning about the local environment, community, and history. One of the stations is in front of an Intercity Transit bus stop and includes information about transit.

With the move into the new Walk N' Roll facility, Wilson hosted an Open House in March and began teaching classes with Duncan Green. The first class was held in April and more classes are planned on a monthly basis. Walk N' Roll is also working in partnership with Safe Kids Thurston County to take the new mobile traffic garden to schools and community events. Two more permanent traffic gardens are planned to be installed this summer. Additional learn-to-ride classes and expanded bicycle education are planned to include a week-long bike camp for youth ages 8-10.

*Wilson answered questions*

*Robin Vazquez - commented that her family had a great time at the pop-up bike event at the Lacey Fun Fair last year.*

*Eliane Wilson - asked where the program got their bicycles from*

*Kerri Wilson - answered that all bikes are donated by members of the community.*

*Jihan Grettenberger - shared that she knows of a youth who participated in earn-a-bike a few years ago and the bicycle is still their primary mode of transportation since the family does not own a car. The youth has also learned how to do minor repairs on his own. It's great to see the empowerment that comes with access to bikes and transportation.*

## **CONSUMER ISSUES**

- *Jihan Grettenberger - shared that Marie Lewis resigned from the CAC and asked the committee if there was an interest in opening additional recruitment to replace outgoing members.*

*Eliane Wilson - asked how many members had left the Community Advisory Committee*

*Grettenberger - answered that she believes three people resigned in the last month.*

*Amanda Collins - confirmed that three members have resigned. Collins also shared that recruitment efforts for annual vacancies typically begin in the early fall months of August or September. Once we begin acquiring applications, the sub-committee begins the interview process, and new members are then onboarded after selection to start at the beginning of their term. The total recruitment process is about 3-4 months from start to finish.*

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*Ty Flint* – shared that he believes we can stay the course. He has known people who have signed up over the years that never attended a meeting and the CAC always persevered. Flint believes continuing with fall recruitment is a good plan.

*Grettenberger* – responded that there will be a need for more ITA meeting coverage as we work through the year and that CAC members will be asked to provide availability to meet the need, which does not seem to be a problem.

*Collins* – requested that if current CAC members have any referrals of folks who are interested in joining the committee to send in the applicant's information so they are invited to apply during fall recruitment.

*Betty Hauser* – asked how many members remain on the Community Advisory Committee?

*Collins* – answered that we have 17 active CAC members, 16 being full CAC members and one is a youth member.

*Hauser* – replied that it seems like enough people to keep the committee energized and moving forward.

*Grettenberger* – replied that she agrees and offered other CAC members to provide input via e-mail to make sure their voices are heard.

*Urusla Euler* – added that the size of the CAC is fairly large and she agrees with other sentiments that the group still has good energy and is capable of providing valuable input. Euler also asked if there were any alternates from the last recruitment process and if they could be contacted about vacancies.

*Emily Bergkamp* – responded that she was not sure and that staff could look into this.

*Nicole Smit* – responded that she was on the interview committee and there was only one candidate that was not selected due to scheduling conflicts that could not be resolved so likely they are not a viable option to become an alternate.

*Eliane Wilson* – responded that she was also on the committee, and she recalls that there was a discussion of using the person who was not selected as an alternate and the committee decided against it.

*Grettenberger* – summarized the input from other members by saying the CAC is a mighty crew and there are no other candidates to pull from. She reminded CAC members to start sharing about recruitment now so there is a good pool of applicants during fall recruitment.

*Lloyd Peterson* – shared that while he has missed several meetings recently, it is not due to lack of interest in the committee. He had been dealing with a health condition that prevented him from attending and is on the road to recovery. He expects to continue participating with regular attendance moving forward.

*Grettenberger* – thanked Peterson for his comment and participation on the CAC.

- *Marilyn Scott* – inquired about the removed bus stop off of State Street that on the inbound route to the Olympia transit center and if it was going to be replaced or permanently moved.

*Bergkamp* – replied that she heard in the Operations Committee Meeting that the Planning department intends to replace that bus stop. She will confirm with Rob LaFontaine and follow-up.

*Scott* – shared that she knows of a rider who uses the stop frequently and now that it is removed that rider must walk up a hill to access the bus.

- *Ursula Euler* – commented that she would like the opportunity to meet again in person and perhaps to offer hybrid attendance for members to join either online or in-person. Euler asked if returning to in person meetings had been previously discussed or if it is something that could be considered in the future.

*Bergkamp* – responded that it has been on the minds of staff as well to offer hybrid meetings. Many agencies are moving towards this option to have both in-person and virtual. If it was of interest to the CAC, the topic could be added to the agenda for further discussion so members could share their thoughts.

*Clair Bourgeois* – commented that she is interested in returning to live meetings.

*Collins* – responded that staff are planning to meet to discuss the details of hybrid meetings and practice with the necessary technology. Staff can be prepared to provide an update next meeting with next steps.

*Grettenberger* – commented that it would be important to offer hybrid options for those who are unable to attend in person and for staff who are presenting to the CAC. Grettenberger encouraged CAC members to continue to provide feedback.

## **REPORTS**

- **April 5<sup>th</sup> ITA Report**- Ty Flint provided the ITA report and shared that the ITA met some new employees and approved the purchase of new bus shelters. This meeting was Interim General Manager Emily Bergkamp's first meeting serving as GM.
- **General Manager's Report** – Bergkamp provided the General Manager's report including:
  - Bergkamp shared her history with the CAC and its role in her own Intercity Transit journey. Between 1999-2004, Bergkamp worked at a nonprofit called Senior Services for the South Sound and served on the CAC as a member. She became inspired to start a career in public transit through her time on the CAC watching Intercity Transit leaders have long, fulfilling careers at the agency. Bergkamp stepped down from the CAC when she began working with Intercity Transit as the Vanpool Program Manager from 2004-2007. She then transitioned to the youth education program, which was developing into the program currently known as Walk N' Roll that provides robust education and outreach to the community. In 2008, with her previous experience serving people with disabilities, Bergkamp transitioned to the



role of DAL Program Manager where she worked for several years before being promoted to Operations Director in 2018, and now Interim General Manager in 2023.

- At the last meeting, Intercity Transit shared about festivities to celebrate Transit Driver's Appreciation Day on March 18. One of the ways we celebrated was by sharing information on social media. Marketing, Communications, & Outreach Coordinator Ally McPherson, provided a snapshot of the information shared on Facebook and Twitter. Many people took time out of their day to comment and share their thanks for the dedication to our community that our drivers show, every day. In celebrating Transit Driver's Appreciation, the agency also expressed our gratitude to our Maintenance and Facilities staff who keep our vehicles operating safely and our building and bus stops looking good.
- On March 24, Intercity Transit met with Dana Lockhart, PhD from the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency to facilitate a discussion of Intercity Transit's response to a real-world cyber incident. Staff had the opportunity to provide feedback about the possible impact from different perspectives. Lessons learned from this exercise will be incorporated into further cybersecurity mitigation plans.
- Intercity Transit continues to be sought after to share our experience in implementing Zero Fare. On March 22, various staff met with an environmental justice organization from the Portland, OR area called Opal, who is planning a fareless transit campaign for their local TriMet system.
- The Open House for Ann's retirement was very well attended both by staff and the community at large. A special thanks was given to the planning committee - Pat Messmer, Nancy Trail, Joy Gerchak, Ally McPherson, Nicky Upson, Denise Paul, Amanda Collins, and Russell Gilsdorf for putting together a beautiful event and doing so with only donated funds.
- Operator Class 23-02 began their Intercity Transit adventure on Monday, April 3. Bergkamp welcomed Sandra, Jacob, Luis, Jeff, Sean, Robert, Devin, Tyrone, Richard, David, John, Scott, Brian, Michael, and Chauncey.
- Work continues on the Martin Way Park and Ride Direct Access project, which is currently ahead of schedule. Intercity Transit received approval from the Federal Highway Administration to use the Park & Ride with its new improvements until a formal Use Agreement has been agreed to by all parties and executed by the ITA board. This approval will expedite the agency's use of the direct access improvements and help to test its functionality prior to reaching a formal agreement with WSDOT.
- Intercity Transit is currently hiring Coach Operators for the next class, number 23-03, with a June 5th start date. Please share with your friends and family, and anyone who might be interested. The application deadline is Friday, April 21st for the June 5th start date. Ideal candidates are those who exhibit strong customer service skills, Intercity Transit provides training for everything else, including the necessary Commercial Drivers License, through a rigorous 8-week, full-time, paid training

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period. Interested candidates can apply at [intercitytransit.com](http://intercitytransit.com). After applying, qualified candidates must complete and pass a mandatory customer service test to move on to the interview phase.

- Last week Intercity Transit received recognition at the Thurston Green Business Awards luncheon for its efforts to lower its environmental footprint. Senior Marketing, Communications & 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.
- Intercity Transit will attend the WorkEx Internship Fair on April 18, 2023, at the JBLM Hawk Career Transition Center. Human Resources will utilize this event to meet transitioning service members who are looking for internship and employment opportunities. The goal is to have a variety of industries showcasing their worksites and provide the opportunity to hire service members who are transitioning out of the military.
- Intercity Transit's Operations department management and union leadership are attending the 46th Collective Bargaining and Arbitration Conference on April 20<sup>th</sup> - April 21<sup>st</sup>, 2023. This conference brings together professionals interested in all aspects of labor and employment relations to network, share ideas, and learn about new developments, issues, and practices in the field.

**NEXT MEETING: May 15, 2023.**

**ADJOURNMENT at 7:03pm.**

Prepared by Amanda Collins

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