

Authority Meeting Highlights
a brief recap of the June 21, 2023, Intercity Transit Authority Meeting

Wednesday night, the Authority:

- Authorized the Interim General Manager to execute a contract with Intueor Consulting, Inc. (Intueor) to conduct an analysis of our current Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) environment for the not-to-exceed amount of \$184,827.50, inclusive of a 10% contingency. *(Jeff Peterson)*
- Authorized the Interim General Manager to approve the revised total construction contract with Tapani, Inc., to \$2,051,411.17. *(Eric Phillips)*
- Canceled the Wednesday, July 5, 2023, Authority meeting. *(Emily Bergkamp)*
- Reappointed Citizen Representative Justin Belk to a second three-year term on the Intercity Transit Authority Board, effective January 1, 2024. *(Emily Bergkamp)*

Other Items of Interest:

- Received an update on the Bicycle Commuter Challenge. *(Duncan Green)*
- Approved the process and timeline for the 2023 Community Advisory Committee Fall recruitment and selected members of the Authority to participate on the Ad-Hoc Committee: *Don Melnick, Sue Pierce, alternates Carolina Mejia and Brian Hess. Chair Gilman will reach out to Mayor Sullivan who was absent this evening to ask her if she would like to be on the ad-hoc committee. If not, one of the two alternates will participate as the third member.*
- Eric Phillips provided an update on the Martin Way Park and Ride Direct Access Regional Mobility Grant Project.
- Eric Phillips and JoAnn Schueler from WSDOT notified the Authority on the process to update the Cooperative Agreement between the Washington State Department of Transportation and Intercity Transit for the operation and maintenance of the Martin Way Park and Ride.

Interim General Manager's Report:

Transportation Choices Coalition hosted a webinar on June 21, 2023, entitled, "How Riders Can Shape Transportation." The panel included Intercity Transit's Citizen Representatives as panelists (Melnick, Belk and Pierce). The webinar focus was discussing how community advisory groups and direct board representation inform policies that affect transportation equity, funding allocation, and road use design.

The first post-COVID Transit Appreciation Day (TAD) is scheduled for Friday, August 4, 2023, from 10 a.m. to 4 p.m. Intercity Transit will provide a delicious meal for current employees, volunteers, Community Advisory Committee and Authority Board members. Due to current construction, parking, and space constraints on campus, we won't be able to host activities in the bus yard or invite family members and retirees to join us at TAD as we've done in the past. This is a step in the right direction to returning to events that celebrate everything staff and volunteers do, every day, to bring high

quality public transportation to our community. Special thanks to Executive Assistant Amanda Collins for her TAD planning efforts!

Our State Auditor met with both finance staff, ITA Chair Clark Gilman and Emily Bergkamp to get the yearly audit underway.

Work started on activities for preparing the 2024 budget. Jana Brown, CFO, is leading staff through an updated capital budget process that effectively captures vehicle, facility and technology lifecycles and replacement timelines to ensure funds are designated for future capital expenditure. In the coming months, staff will work on the operating budget.

Part of this yearly process includes the General Manager engaging the Authority in discussion of pertinent policy issues and suggested actions to update the Strategic Plan. Because Intercity Transit is in the process of hiring a permanent General Manager by the end of this year, yet needs to begin work to prepare a functional 2024-2029 Strategic Plan now, the update will remain status quo and simply align policy issues and actions with the current Strategic Plan. Significant funding information and associated timelines will be updated in the plan document for internal consistency. This would save a more robust update process for the permanent General Manager to engage the ITA with enabling them to share their unique strategic vision. As it stands, in the current Strategic plan, Authority directed staff to develop a work plan and budget remaining flexible as the COVID-19 situation evolved with a primary directive to focus on restoring service to pre-COVID levels. Though we anticipate a September service change to bring us up to 85% pre-COVID service levels, service restoration will very much still be in progress in 2024 and possibly beyond. The 2024 budget and corresponding Strategic Plan will be brought before the Authority for their approval in December, following the normal public process.

Prepared June 22, 2023

Pat Messmer/Clerk of the Board