

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**June 7, 2023**

**CALL TO ORDER**

Vice Chair Belk called the June 7, 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:** Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; City of Olympia Councilmember Dani Madrone (alternate); Citizen Representative Don Melnick; Citizen Representative Sue Pierce.

**Members Excused:** Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Yelm Councilmember Brian Hess; Labor Representative Mark Neuville.

**Staff Present:** Emily Bergkamp; Eric Phillips; Jonathon Yee; Daniel Van Horn; Pat Messmer; Roshan KC; Jessica Gould; Steve Krueger; Jana Brown; Michael Maverick; Peter Stackpole; Nick Demerice; Brian Nagel; Noelle Gordon; Steve Swan; Jeff Peterson; Rob LaFontaine; Julie DeRuwe; Katie Cunningham; Alana Neal; David Chaffee; Paul Kierzek.

**Others Present:** Jeff Myers, Legal Counsel; Nikki Crist, Community Advisory Committee.

**STAFF INTRODUCTIONS**

- A. **David Chaffee, Fleet Manager** (*Jonathon Yee*)
- B. **Paul Kierzek, Planning Scheduler** (*Rob LaFontaine*)

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**NEW BUSINESS**

- A. **2024-2027 Transportation Improvement Program Adoption (TIP).** Jessica Gould presented the final 2024-2027 TIP. The 2024-2027 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years.

As part of the annual update process, the Authority held a public hearing on the draft 2024-2027 Transportation Improvement Program (TIP) at the May 17, 2023, Authority meeting. Public comments received as part of this year's TIP update were shared with the Authority at that time. No additional public comments were received following the Public Hearing.

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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 federally required State Transportation Improvement Program (STIP). 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**. These documents are published and available on the agency website.

Program elements in the proposed final 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 annual update of the TIP for public review, comment, and adoption by the Authority. The annually adopted TIP is 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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**It was M/S/A by Sullivan and Mejia to adopt the 2024-2027 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.**

- B. Landscaping Grounds Maintenance Services Contract Renewal.** Procurement Coordinator, Katie Cunningham presented a renewal contract from ALS. In June 2019, ALS won Intercity Transit's contract for Landscaping and Grounds Maintenance Services at Intercity Transit facilities, including Pattison Street, Olympia Transit Center, Lacey Transit Center, Martin Way Park and Ride, Hawks Prairie Park and Ride, and the Centennial Station. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the fourth one-year renewal.

Under the renewal, ALS will no longer provide services at the original Pattison Street facility and will begin providing monthly services at the new ADOPS and FWF facilities. They will also continue to provide monthly scheduled landscaping and grounds maintenance services at all other Intercity Transit facilities listed above, as well as the parking lot that Intercity Transit leases from Bobcat of Olympia. ALS also provides Intercity Transit with mutually agreed upon as-needed services, including but not limited to winter services, such as snow plowing and deicing, installation, and maintenance of water bladders for the trees at the Hawk's Prairie Park and Ride, and any additional as-needed non-scheduled services throughout the year such as irrigation system repair.

The renewal contract amount reflects a rate increase from the previous term in the approximate amount of \$3,800. This rate increase is due to increased labor and material costs and is commensurate with the Consumer Price Index and current market rates.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition. ALS has proven to be a reputable and experienced local firm that is committed to ensuring our properties are continually maintained and look presentable. Intercity Transit has been satisfied with ALS' performance under the contract for the past three years. Staff is confident that ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates and recommends that the contract is renewed.

**It was M/S/A by Mejia and Vazquez to authorize the Interim General Manager to execute a contract amendment with ALS for landscaping and grounds maintenance services at Intercity Transit facilities for a period of one year in the amount of \$92,000, including sales tax.**

- C. Fleetnet Support Renewal / ETMS Conversion.** Procurement Coordinator, Jeff Peterson, requested authorization to enter into an agreement with Avail Technologies. Intercity Transit implemented FleetNet in 1993. Fleet-Net is transit specific software which manages our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator

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timekeeping, payroll, fleet maintenance, fuel, claims, safety and maintenance and facilities inventory. Fleet-Net was designed to accommodate National Transit Database reporting requirements and generates all required reporting information.

Fleet-Net was acquired by Avail Technologies about four years ago and has been restructuring the program to transition from clients hosting the software to an off premise, hosted solution. The conversion process is critical to ensure all departments maintain their workflow and will consist of the following stages: Review current use and functionality at the department level, coordinating cutover options, testing, onsite support, and validation.

Intercity Transit's current support contract ends June 30, 2023. This contract will provide continued support during the ETMS conversion and then following the conversion, provide one year of hosted support and warranty. Intercity Transit anticipates this portion of the cost will be recognized during the 2024 budget cycle.

Program staff have reviewed the proposal presented by Avail to service our existing solution as we transition, the conversion elements, and the support following the implementation. Staff believe that the scope and costs are fair and reasonable, therefore the recommendation is to proceed with agreement.

**It was M/S/A by Melnick and Pierce to authorize the Interim General Manager to execute a contract with Avail Technologies, Inc. to provide up to 8 months of on-premises support, ETMS conversion, one year of hosted support, and hosting fees for a total not-to-exceed amount of \$177,515, excluding tax.**

**COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (June 2):** Sullivan said Council discussed the TRPC Allocation of Federal Carbon Reduction Program funds also known as CRP. There was about \$500,000 annually in the CRP funding between 2022 and 2026. Staff is recommending an award of \$1,666,615 in funds to be allocated by June 24, and part of the 2024 Calls for Projects process to grant remaining obligation between 2025 and 2027, which was approximately \$1,560,204. There was a breakdown in the chart of the different sizes – urban, large, small, and rural.

The Council received an overview of the Transit Safety Performance Measure Targets – 2023. Intercity Transit's safety targets are updated annually, and the 2023 updates are now available. They also talked about the federal rules for the Metropolitan Planning Organization. Sullivan believes the performance measures included the Regional Transportation Improvement Plan.

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Staff provided an overview of the Rural Mobility Strategy Project and discussed congestion and transportation safety issues affecting rural Thurston County roadways. There was quite a robust map of many different areas and there were a lot concerning roadways. They found the condition of the roadways were good, but there were poor intersections that resulted in significant crashes including fatalities over the last few decades. They are evaluating different strategies to address of the congested rural and county roadways.

Staff presented an update on the Martin Way Corridor Study, a joint project between TRPC, Thurston County, Cities of Olympia and Lacey and Intercity Transit. The study identified a preferred alternative for land use and transportation facilities along the corridor that would improve safety and mobility while supporting increased vibrancy and accommodating growth. Sullivan said Intercity Transit has been the “poster child” for this whole area. It brings more of that urban feel to the area. It was an action plan to identify the strategies to address the current conditions.

The last item was an executive report about recognizing and honoring Karen Parkhurst for her many years serving on TRPC.

Belk provided a report on the ongoing GM recruitment efforts which is on schedule. In the Rider News and on the IT website, there is a survey collecting input on what kind values and considerations should be weighed when selecting a new GM. He encourages everyone to take the survey.

### **INTERIM GENERAL MANAGER’S REPORT**

Intercity Transit participated in the Lacey Spring Fun Fair Saturday, May 20, 2023. A special thank you to Marketing, Communications & Outreach Coordinator Ally McPherson for coordinating all the moving parts. Thanks to Jameson Miller, Nicky Upson, Taylor Slobojan, Hannah Toulme, Nick Demerice, Kellin King, Kerri Wilson, Morgan Hagquist, A Puri, Renee Fonseca, and Eric Wells who helped staff the event and for being so welcoming to the families and kids that stopped by to visit.

Maintenance Support Specialist, Joe Schmitt, retired after a whopping 41 years and 6 months of service to the community as an Intercity Transit employee. Schmitt was responsible for road call tasks, deliveries and pickups, minor repairs, tire changes, cleaning, and other essential tasks on a daily basis. We’ll all miss his smile and positive vibes.

Bergkamp had the opportunity to ride multiple bus routes (60, 62s, 42 and 94) over the past several weeks. On each trip she waited for buses at well-maintained bus stops and transit centers, experienced smooth driving, and great customer service, all in the comfort of clean, cool buses. The Operators she rode with during her travels were Jose, Arielle, Scott, Erin, Jeff, Ted, David, Clark, and MJ who navigated expertly through

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various levels of traffic with grace and a smile. Each trip reminded her of how much she loves riding public transit.

Bergkamp lives about three miles from Pattison between two routes she knows will get her to work in an hour or less. And realistically, she could ride the bus a lot more often. Right now, with limited parking at Pattison and the need to either walk or catch the employee shuttle from the Bobcat lot, she probably leaves her house just as early as if she rode the bus. So, to commemorate June as Ride Transit Month, she's sharing her commitment to ride the bus five times during June. Bergkamp extended a friendly challenge to all IT employees, volunteers, and Board members willing and able to do the same and consider going online to [www.ridetransitmonth.org](http://www.ridetransitmonth.org) and add your name to the "Pledge to Ride."

Intercity Transit was honored to welcome and host Nisqually Tribal Council Chairman Willie Frank III, Council Member Guido Levy Jr., and staff member Justine Capra their Governmental Affairs Director for a visit to learn more about our services and a tour of the new AdOps building. Special thanks to ITA Chair and Olympia Mayor Pro-Tem Clark Gillman for officially welcoming our guests, and thanks to all staff who helped make the visit a success – Amanda Collins, Jonathon Yee, Jessica Gould, Peter Stackpole, Rob LaFontaine, and Ramon Beltran.

There will be a service change on June 11, 2023. This service change continues much of the service already being provided but will incorporate some minor timing adjustments to Routes 62A, 62B and 66.

Transportation Choices Coalition will host a webinar titled, "How Riders Can Shape Transportation" on June 21 with our very own ITA Citizen's Representatives as panelists. The webinar will focus on how community advisory groups and direct board representation inform policies that affect transportation equity, funding allocation, and road use design.

Intercity Transit's Bubble Bus is back and will participate in the Yelm Prairie Days Parade June 24, City of Tumwater's 4<sup>th</sup> of July Parade, and the Lakefair parade July 15. Employees, volunteers, Board and CAC members are welcome to ride the bus with us in the parade. And though there is no Pride Parade this year, Intercity Transit will have an information booth at Capital City Pride, which is a celebration of the LGBTQ+ community taking place at Port Plaza and the surrounding Percival Landing boardwalk July 1.

IT's first competitor on the National Roadeo Stage was Van Operator, Dan Savage. A big congratulations goes to Savage who competed in the National Community Transportation Roadeo in May, placing 5th out of nearly 70 competitors in the body-on-chassis division! This is his second year placing among the top 10 competitors.

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Intercity Transit is hosting the South Sound Regional Rodeo on July 15 and 16 from 8 a.m. to 2 p.m. at the Tumwater Brewery. July 15 is a practice day followed by competition day on July 16. Operations Supervisors, David Dudek and Bill Miller, along with their spouses Lilian and Shanaka, work tirelessly to ensure this event takes place every year. Maintenance Supervisor, William Snyder, who coaches our Maintenance Team, also ensures the Maintenance portion of the competition runs smoothly.

Last weekend the following competitors participated in Pierce Transit's local Rodeo as a warmup up for our Rodeo: Dan Savage, Fred Sambrano, Rob Wood, David Randall, and Clinton Jimenez.

The State Transportation Conference, Vendor Expo, and State Rodeo will be held in Vancouver, Washington, August 12-15. Board members interested in attending should contact Pat Messmer.

### **AUTHORITY ISSUES**

Sullivan said she will be unable to attend the June 21 ITA meeting as she'll be attending the AWC Conference in Spokane.

Vazquez said she and her kids attended the Lacey Spring Fun Fair and IT's Bubble Bus was a huge hit.

Mejia said she will be unable to attend Zero Emission Workshop on July 12. She's scheduled to tour a homeless court in San Diego, California. She will see if one of the other Commissioner's can attend the workshop.

Melnick said he asked Marc Daily if it's possible to update the Transportation Policy Board on the high-capacity transit studies that TRPC is working on after hearing all of the different stories about the final airport legislation. Daily said he would.

Belk is looking forward to the being on the Transportation Choices Coalition panel. He thanked the elected ITA Board members for allowing the opportunity for citizens and members of the community to be directly involved in the direction of an agency and at the table as voting members.

Belk gave thanked the City of Olympia for making good use of the intersection of Plum and State. It looks like the city made use of state DOT active transportation grants like Bike PED and safe routes to school. That's a tricky intersection for bikers to navigate, as well as traffic. The improvements separate the different activities in a safe manner.

### **ADJOURNMENT**

**With no further business to come before the Authority, Vice Chair Belk adjourned the meeting at 6:28 p.m.**

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**INTERCITY TRANSIT AUTHORITY**

*Clark Gilman*  
**Clark Gilman, Chair**

**ATTEST**

*Patricia Messmer*  
**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: July 19, 2023**

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