

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 21, 2023

CALL TO ORDER

Chair Gilman called the June 21, 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 Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; City of Tumwater Councilmember Michael Althaus (alternate); Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Kiersten Price (alternate).

Members Excused: Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; Labor Representative Mark Neuville.

Staff Present: Emily Bergkamp; Eric Phillips; Nicky Upson; Daniel Van Horn; Pat Messmer; Ramon Beltran; Steve Krueger; Michael Maverick; Dena Withrow; Brian Nagel; Zach Heinemeyer; Duncan Green; Jeff Peterson; Jason Aguero.

Others Present: Ty Flint, Community Advisory Committee, JoAnn Schueler, WSDOT.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Pierce and Melnick to adopt the consent agenda.

- A. Minutes - May 3, 2023, and May 17, 2023, Regular Minutes**
- B. Payroll May: \$3,179,524.71**
- C. Accounts Payable May: \$3,160,157.11**
 - Warrants: \$3,150,503.93
 - ACH Payments: \$9,653.18

NEW BUSINESS

- A. Bicycle Commuter Challenge Results.** Duncan Green, BCC Specialist, provided the results of the 2023 Bicycle Community Challenge (BCC). Green noted this was the BCC's 36th consecutive year, encouraging community members to ride their bikes for public health and well-being.

The Bicycle Community Challenge is supported by several other events including the Winter Bicycle Challenge, Earth Day Market Ride in April, Bike to Workday, and the Youth Bike and Roll Challenge in May.

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 2 of 9

This was another great event with more participation than ever, and that's been a trend for the Winter BCC, which keeps increasing in participation every year. There were 380 riders; 74 teams; 2,845 total days; and 27,888 miles and over 30 prizes.

There was a great turnout for The Earth Day Market Ride. It wasn't the biggest ride with 130+ riders, but it's the biggest crowd since before the pandemic. The Farmer's Market donated market tokens for everybody who participated, Dancing Goats donated coffee, and San Francisco Street Bakery donated pastries.

The BCC has collaborated the last couple of years with the Farmer's Market and Olympia Food Co-op, both of whom offer incentives for people to bike during May. The Olympia Farmer's Market offers a free \$1 market token to everybody who shows up at the market by bicycle and the Food Co-Op offers a sweet treat. They offer a card you can punch each time and if you fill up the card with five punches, you get entered into a drawing for a gift card to the Co-Op.

Green reviewed the 2023 BCC Statistics - all metrics are up from 2022:

843 Riders
82,077 Miles
8,248 Days Ridden
86 Teams Reported Miles
208 First Time Riders (25 percent of all riders)
9.8 Average Days per Rider
97 Average Miles per Rider

Green reviewed the Youth Bike and Roll Challenge. In a collaboration with the BCC and Walk N Roll program it's a little bike challenge that's meant to be more accessible to kids with just a paper form they can fill out and all they have to do is ride their bike 10 days in May and then turn in the form. Everybody who turns in a form wins a prize, and there's a prize drawing for a special prize that goes out to two of the participants in that event. This year 27 young riders took to their wheels, whether on balance bikes, tag-a-longs, or their own two wheels, and pedaled up a storm, rain, or shine!

Green said there were over 40 local and regional sponsors supporting the BCC with everything from donated prize items, and discount coupons that IT mails out. The sponsorships are a way to connect with the community through local businesses and organizations. We have real diehard support and new people chiming in all the time.

Green shared examples of prizes. Ralph's Thriftway and New Belgium Brewing donate a bike every year; Portland Design Works is a bicycle accessory company in Portland, and they give us a great deal on price items; we get things from our local bike shops and Adventure Cycling Association.

An essential element to the BCC is the volunteers - they average around 20 to 25 volunteers every year that help out with all of our events. Green gave a shout out to the many great volunteers that we have and the sponsor businesses like the bike shops and coffee places that help us out with locations to set up and donations of coffee and treats.

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 3 of 9

Green shared many of the testimonials from participants and what the events mean to them. Green answered questions.

- B. Consultant Services ERP/ETMS Analysis.** Procurement Coordinator, Jeff Peterson, presented a contract to conduct an analysis of our current Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS).

Intercity Transit implemented the FleetNet software in 1993 which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety and maintenance and facilities inventory. FleetNet was also designed to accommodate the National Transit Database reporting requirements and generates all required reporting information.

Fleet-Net was acquired by Avail Technologies about four years ago and Intercity is currently working with Avail to transition to their cloud-based ETMS solution. As Intercity prepares to make this transition, the project team determined it would be advantageous to conduct a broad, unbiased, analysis of our workflow and the software programs that support our everyday operations.

The team prepared a solicitation to hire an expert consulting firm to potentially conduct four phases of work: first an analysis of the current environment, second assist in specification development for enhancements as appropriate, third be a resource during the procurement of enhancements, and fourth to assist with the implementation of system enhancements. The result was the publication of a request for proposal.

Intercity issued a solicitation on February 24th and received five responses upon the due date of March 31st, all were determined responsive and three advanced to the interview phase. Upon conclusion of the interviews, the team elected to contact references of the top ranked firm (Intueor), and all references were positive.

Intercity negotiated a best and final offer from Intueor Consulting to complete the first two phases of work, the analysis of our current environment and assist in specification development as appropriate.

Their cost proposed is anticipated to satisfy the first two phases and Intercity is seeking a 10% contingency in case there are unforeseen circumstances identified during the discovery process. Intercity reserves the right to negotiate the third and fourth phase as appropriate at a later date.

Upon conclusion of the evaluation process, it was determined that their cost proposed is fair and reasonable and the project team is confident that Intueor has the expertise to analyze our ERP solution and make appropriate recommendations to effectively guide our business software. Therefore, the project team recommends awarding to Intueor Consulting Inc.

It was M/S/A by Melnick and Mejia to authorize the Interim General Manager to execute a contract with Intueor Consulting, Inc. (Intueor) to conduct an analysis of our current

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 4 of 9

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.

C. Martin Way Park & Ride Direct Access Project Update. Director of Strategic Programs, Eric Phillips provided an update on the status of this project over the last three months.

Construction Schedule:

- Contractor – Tapani Inc. – ITA provided Contract authority February 1, 2023
- Notice To Proceed (NTP) – March 8, 2023 - construction underway!
- Construction – March 8 – July 31, 2023 (punch list items continue – Fall 23)
- Coordination of site service revisions – Intercity buses began using the NB ramp to enter the facility on June 15th.
- Parking will transition to new lot area (North portion of the site) on June 23rd.
- Substantial Completion – June 30 (target date as proposed by contractor)
- Current Phase of Project essentially complete – August 2023
- Final phase will include updating WSDOT use agreement
- Working on placing shelter at the flyer stop and on platform

Phillips went through each of the major features highlighting the facility, the direct access lane, the new parking area, and the Comfort Relief Station. There was quite a bit of work initially with just pulling people out of the north area, but the contractor took over the area from the sidewalk all the way north on the site and the bus turn around was closed and we've been turning around in the north parking lot.

It was closed to customers and remained open for the transit buses during that time and the first order of work on the axis lane was to clear between the back of the concrete cul-de-sac out towards the WSDOT right of way. This required an initial closure of the ramp on I-5. There were safety issues with falling large trees, and used the cul-de-sac as a skid yard. It was an effective way to get in there before the demo to have that tree falling activity and all this was done with the support of our urban forestry report. We went through the City of Lacey's permitting process and then worked with WSDOT on the environmental mitigation for that portion of the project. Phillips went through a series of photos showing construction.

There is new infrastructure with this project. Initially the water line extension, which was a City of Lacey connection from the back of the commercial facility, behind the Rock Pizza they dove down the slope and they came up behind the back of the park and ride that's connected to the building, and we don't have sanitary sewer available, so received approval from Lacey for an onsite system that was a special consideration. They provided one of the limitations is the facility is limited to staff use based on capacity and then we also brought in communications and fiber options from Martin Way through that corridor that we were replacing, and we provided some future compatibility for technology upgrades onsite with some spare conduits and also as part of the parking lot fix, the stormwater facilities in the North lot was in pretty rough shape. Part of that reconstruction provided the replacement of some of the infrastructure and landscaping also associated with this.

Phillips reviewed the new site facilities operations support building; the security building pad and utility rough in; blockwork and framing and building finishing including inside finishing of restroom and mechanical room. He addressed the water line, onsite sanitary

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 5 of 9

and communication/fiber; the north lot stormwater facility – replacing collars in repaired area; north lot finishes and landscaping and northbound I-5 flyer top to Lakewood; pedestrian connection to the flyer stop rough grade; CB installation on ramp and utility rough on pedestrian connection to flyer stop; and ramp and direct access.

Phillips explained the process of catching and fixing a big problem at the right time. There have been problems historically with soils on site and a couple of years ago we had an emergency fix in the concrete bus lane that was done for us for around \$160,000. We were aware of problems in the parking lot that we thought might be small spot fixes that could be done with the bid items that we had specked originally as changes. When we did the transition, we tore everything up and redid it to include what we call a mill and fill. There was a clean line between the old and the new. With just a few vehicles driving over it, the base began to tear up and it should not do that. That's a definite indication of unsuitable material. We went through a process working with Tapani to do a quick field directive to pull out the bad material and fix that parking lot. We were able to fix it. This was a big part of the change order that's part of the contract increase.

Phillips said a total project budget was set initially at \$3.7M and about \$2.7M was tied into the state regional ability grant and we had an extra million for the project because we believed it was going to be substantially more expensive than the grant funds. Today, when you tally up the costs, we're at \$2.9M and that includes \$400,000 set aside for the shelter work, and the rest is actual costs. We're at \$2.9M, about \$200,000 over the grant total amount, but we're still about \$800,000 below the total budget and that's with the changes that he just talked about. Last fall, staff put in a request to WSDOT for consideration of extending the grant until the next biennium. We requested \$1.2M. Phillips put in a reduction for that amount this week from \$1.2M down to \$380,000.

Phillip answered questions.

D. Martin Way Park & Ride Direct Access Construction Contract Increase with Tapani, Inc.

Director of Strategic Programs, Eric Phillips, presented revised contract to complete the Martin Way Park and Ride Direct Access/Flyer Stop construction.

On February 1, 2023, the Authority authorized the General Manager to enter into a contract with Tapani, Inc., in the amount of \$1,731,000 to construct bus access and facility improvements at the Martin Way Park and Ride. Construction began on March 8, 2023. Since that time, a total of eight (8) Change Orders have been issued as part of the construction under this contract. The most substantial Change Order for the project to date included substantial repair of the subgrade and repaving of the north parking lot area and additional I-5 ramp work as requested by WSDOT.

Change Orders consisted of additional clarifications to the design, WSDOT right-of-way construction changes, repair, and repaving of the northern portion of the parking lot, and restriping of the complete park-and-ride facility, and contract incentives anticipated to be awarded as allowed under the contract. The cumulative cost of all approved change orders and incentives to date is \$260,411.17. Staff is also recommending contingency funding be authorized to address any remaining change orders as we move toward project closeout of \$60,000. The total requested increase in the contract authorized amount is \$320,411.17, for a total revised construction contract not-to-exceed amount of \$2,051,411.17.

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 6 of 9

Staff believes the issues related to cost risk for this construction project have been addressed and any changes forthcoming should be minor and covered under the construction contingency. Tapani, Inc., is making great progress on the project under a very tight schedule and is on target to complete the project in early July 2023.

It was M/S/A by Melnick and Vazquez to authorize the Interim General Manager to approve the revised total construction contract with Tapani, Inc., to \$2,051,411.17.

- E. Martin Way Park & Ride WSDOT Facility Use Agreement Update.** Phillips and JoAnn Schueler from WSDOT walked through the effort for the last two years to come up with the direct access project agreements and the final piece of that which would be the update of the cooperative agreement.

The Martin Way Park & Ride is a key location for transit service. Intercity Transit has maintained an ongoing agreement with WSDOT for the operation and maintenance of the Martin Way Park & Ride since October 1983. The current version of the agreement (GCA 7440) was executed and recorded in March 2009 following the last expansion of the facility by Intercity Transit. The purpose of this discussion is to provide an opportunity to brief the Authority on the process and schedule to update the Cooperative Agreement including highlighting proposed changes to the agreement. WSDOT will have a representative in attendance to address questions and provide additional background on new requirements and changes to the Cooperative Agreement.

Intercity Transit received approval from WSDOT Olympic Region to plan and construct changes to the Martin Way Park & Ride facility. Over the past two years the agencies have worked collaboratively with Federal Highways and WSDOT headquarters staff to work through the various State and Federal requirements for the project. A major component of the project includes approval of new access breaks providing access to the Park & Ride from the northbound I-5 on-ramp; and the construction of a new northbound bus stop adjacent to the I-5 northbound on-ramp. A construction agreement between WSDOT and Intercity Transit currently provides interim use of the facility while the new improvements are being completed in accordance with the approved plans until a new cooperative agreement is executed.

Consistent with prior facility changes, an update of the WSDOT Cooperative Agreement will be required following completion of the construction project. A recommendation on an updated agreement is anticipated to be brought forward to the Authority for review and consideration of approval by the fall of 2023.

This Park & Ride project under construction is a grant funded capital project. The agreement in place does not have any direct budgetary impacts. However, Intercity Transit plans for costs related to the facility use and upkeep in its annual capital and operating budget in accordance with the current agreement's terms and conditions. Any future updates and requirements under an amended agreement with WSDOT would be incorporated as annual budget costs for the facility and reflected as operations or capital costs through the budget process.

- F. Authority Citizen Rep Recruitment.** Bergkamp presented whether to reappoint Citizen Representative Justin Belk to a second three-year term or conduct a recruitment for the

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 7 of 9

position which expires December 31, 2023. Belk is eligible for another three-year term and expressed a desire to remain on the Authority. If reappointed, his second term begins January 1, 2024.

It was M/S/A by Vazquez and Pierce to reappoint Citizen Representative Justin Belk to a second three-year term beginning January 1, 2024.

- G. CAC Fall Recruitment/Select Ad Hoc Committee.** Bergkamp presented the process for recruiting new members for the Community Advisory Committee. The CAC members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term.

The proposed timeframe for recruitment and the selection process is:

- Recruitment is scheduled for September 1, 2023, through October 6, 2023.
- The Authority selects those to be interviewed at the October 18, 2023, Board meeting.
- Interviews are proposed for November 1, 2023.
- Candidate selection is proposed for November 15, 2023, with December 6 as a back-up date. The new members would begin their term on January 1, 2024.

There is a six-member ad-hoc committee, consisting of three Authority members and three CAC members who interview and make recommendations to the full Authority for consideration. Staff requested the Authority identify three members and an alternate for the ad-hoc selection committee.

Pierce and Melnick volunteered. Councilmember Hess and Commissioner Mejia volunteered as alternates. Chair Gilman will ask Mayor Sullivan if she would be interested in being the third member on the panel and will report on this at the next ITA meeting.

- H. Cancel the July 5, 2023, ITA Meeting.** Bergkamp said staff does not anticipate any agenda items scheduled for the July 5, 2023, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

It was M/S/A by Melnick and Pierce to cancel the Wednesday, July 5, 2023, Authority meeting.

COMMITTEE REPORTS

- A. Transportation Policy Board (June 14):** Melnick said the highlight of the meeting was a conversation about the 2023 Legislative Session and Planning for 2024. State Representative Beth Doglio, 22nd Legislative District provided an update on the 2023 Legislative Session which includes the Move Ahead Washington and Connecting Washington packages. Melnick said Intercity Transit fared well. Melnick asked Bergkamp to brief the Board on the specifics sometime in the future.

Melnick said Katrina Van Every reviewed staff's recommendation for programming out allocations of Carbon Reduction Program (CRP) funds over the coming years and provided a recommendation to Council. The purpose of the CRP is to reduce transportation emissions (CO₂) from on-road highway sources. Eligible projects include:

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 8 of 9

- Bicycle and pedestrian facilities.
- Energy-efficient street lighting and traffic control devices.
- Projects that support deployment of alternative fuel vehicles like charging stations.
- Public transportation projects.
- Advanced transportation and congestion management technologies.
- Intelligent Transportation System (ITS) capital improvements and vehicle-to-infrastructure communications equipment.

The TPB made a recommendation to Council to (1) Award a total of \$1,066,615 in CRP funding to five projects recommended by staff for obligation by June 30, 2024; and (2) Issue a Call for Projects in 2024 for remaining CRP allocations for obligation between 2025 and 2027.

Katrina Van Every provided an overview of the 2023 update to the Federal Transit Safety Performance Measure Targets. Intercity Transit is the only public agency transit provider in the region, and the Policy Board recommended Council adopt Intercity Transit's transit safety performance measures.

INTERIM GENERAL MANAGER'S REPORT

A 2023-2025 biennium funding update overview was provided.

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.

Intercity Transit Authority Regular Meeting

June 21, 2023

Page 9 of 9

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.

AUTHORITY ISSUES

Pierce briefed the Board on the Transportation Choices Coalition (TCC) webinar in which she, Melnick and Belk participated. TCC sponsors an educational informational presentation about advisory committees, and they contacted Bergkamp about having IT the Citizen Representatives participate to answer questions. There were five all together - a representative from the Seattle Department of Transportation, and a representative from another state agency, and they each have different advisory committees. Each participated were preassigned questions. Pierce said the webinar was recorded and is available on the TCC's website.

Melnick said one of the other representatives was from the Puget Sound Regional Council and both representatives were equity experts, and they talked a lot about how their doing things now. They have a distinct organization that's working hard on creating equity in their organizations. They're talking about Seattle paying volunteers, and if you want to engage the underrepresented people who have to work hours a day to even pay their rent, there has to be some compensation. Melnick thinks it's an option worth merit. He did not suggest a decision be made today, but it is something he thinks we should consider in the long term.

Gilman is grateful for IT opening the public restrooms at the Olympia Transit Center. He understands it's a big deal to operate, but on a personal and political basis, he really appreciates the OTC lobby, the staff who were there and the restrooms that are always functioning and clean.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:08 p.m.

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.