

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, July 19, 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: 485 224 999#

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

- 1) **STAFF INTRODUCTIONS** **15 min.**
 - A. **Operator Class 23-03** (*Cameron Crass*)
 - B. **Taylor Campbell, M & C Communications Rep** (*Nick Demerice*)
 - C. **Tunisia Price, M & C Communications Coordinator** (*Nick Demerice*)
 - D. **Kyle Curtin, Steven Lauckhart, Traci Burns, Customer Service Reps** (*Joy Gerchak*)

- 2) **APPROVAL OF AGENDA** **1 min.**

- 3) **PUBLIC COMMENT** **5 min.**

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Minutes** - June 7, 2023, and June 21, 2023, Regular Minutes
 - B. **Payroll June:** \$2,975,231.60
 - C. **Accounts Payable June:** \$4,286,895.50
 - Warrants: \$4,209,672.13
 - ACH Payments: \$77,223.37

- 5) **NEW BUSINESS**
 - A. **SHIFT Onboard Study Update** (*Ryan Olson & Courtney Donovan*) **30 min.**
 - B. **Routes Pages Enhancement Update** (*Nicky Upson and Rob Rinehart*) **15 min.**
 - C. **Schedule Public Hearing - Draft TDP** (*Peter Stackpole*) **5 min.**
 - D. **Microsoft 365 Product Suite License Renewal** (*Jeff Peterson*) **5 min.**
 - E. **Mid-year FTE Budget Adjustment** (*Emily Bergkamp*) **10 min.**
 - F. **Martin Way Park & Ride Direct Access/Construction Contract Increase** (*Eric Phillips*) **10 min.**
 - G. **On-Call Engineering & Construction Support Contract Increase Authorization Martin Way Park and Ride** (*Eric Phillips*) **10 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (July 7)** (*Debbie Sullivan*) **5 min**
 - B. **Transportation Policy Board (July 12)** (*Don Melnick*) **5 min.**
 - C. **Community Advisory Committee (July 17)** (*Lloyd Peterson*) **5 min.**

- 7) **INTERIM GENERAL MANAGER'S REPORT** **5 min.**

- 8) **AUTHORITY ISSUES** **10 min.**

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.

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).

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

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were shared with the Authority at that time. No additional public comments were received following the Public Hearing.

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.

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 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 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 4th 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 Roadeo 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 Roadeo as a warmup up for our Roadeo: Dan Savage, Fred Sambrano, Rob Wood, David Randall, and Clinton Jimenez.

The State Transportation Conference, Vendor Expo, and State Roadeo 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.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 19, 2023

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

DRAFT

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.

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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.

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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

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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

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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.

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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

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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:

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- 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.

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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

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 19, 2023

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

**Intercity Transit
Payroll Disbursement List
June 2023**

Pay Periods:

PP 12 (May 21 - June 3)

PP 13 (June 4 - 17)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
6/9/2023 ACH	PR DIRECT DEPOSIT	966,524.30
6/9/2023 37341 - 37342	PR PAPER CHECKS	3,055.43
6/9/2023 ACH	IRS	162,650.29
6/9/2023 ACH	HEALTH SAVING	92.59
6/9/2023 ACH	VANGUARD	137,396.76
6/9/2023 ACH	PERS	227,577.31
6/9/2023 ACH	DEF COMP	35,733.17
6/9/2023 ACH	ICMA	13,416.80
6/9/2023 ACH	CHILD SUPPORT	1,547.21
6/23/2023 ACH	PR DIRECT DEPOSIT	873,387.25
6/23/2023 37445 - 37453	PR PAPER CHECKS	17,718.37
6/23/2023 ACH	IRS	144,985.69
6/23/2023 ACH	HEALTH SAVING	92.59
6/23/2023 ACH	VANGUARD	126,836.92
6/23/2023 ACH	PERS	215,531.45
6/23/2023 ACH	DEF COMP	33,951.07
6/23/2023 ACH	ICMA	13,187.19
6/23/2023 ACH	CHILD SUPPORT	1,547.21
Total Payroll Disbursements		2,975,231.60

ACCOUNTS PAYABLE DISBURSEMENT LIST
JUNE 2023

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor #</u>	<u>Payee</u>	<u>Amount</u>
37271	06/01/23	01780	AMALGAMATED TRANSIT UNION 1765	\$20,688.16
37272	06/01/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,948.31
37273	06/01/23	02833	AUTO GLASS PROFESSIONALS LLC	\$908.98
37274	06/01/23	03754	BOSTON HARBOR SERVICES INC.	\$6,478.59
37275	06/01/23	04040	BUD CLARY CHEVROLET CADILLAC INC.	\$31,889.43
37276	06/01/23	06120	CITY OF OLYMPIA (UTILITIES)	\$4,435.03
37277	06/01/23	07116	CREATIVE BRANDING LLC	\$1,487.50
37278	06/01/23	07220	CUMMINS INC.	\$938.48
37279	06/01/23	07640	DAY MANAGEMENT CORP	\$4,324.16
37280	06/01/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$528.16
37281	06/01/23	08825	EMTECH LLC	\$94,826.86
37282	06/01/23	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$23.42
37283	06/01/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24
37284	06/01/23	10477	GALLS PARENT HOLDINGS LLC	\$678.38
37285	06/01/23	10580	GENE'S TOWING INC	\$173.92
37286	06/01/23	10660	GILLIG LLC	\$2,599.33
37287	06/01/23	10759	GORDON TRUCK CENTERS INC	\$306.81
37288	06/01/23	10880	GRIMM COLLECTIONS	\$350.33
37289	06/01/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$6,790.56
37290	06/01/23	11805	ITERIS INC	\$24,444.01
37291	06/01/23	11886	JACKNUT APPAREL LLC	\$3,151.97
37292	06/01/23	11933	JESSE ORNDORFF	\$328.50
37293	06/01/23	11958	JOHN STEELE CLAYTON	\$1,562.40
37294	06/01/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37295	06/01/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37296	06/01/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$765.30
37297	06/01/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,669.12
37298	06/01/23	16701	PEAK INDUSTRIAL INC.	\$37.86
37299	06/01/23	16841	PIONEER FIRE & SECURITY INC.	\$98.37
37300	06/01/23	16874	PITNEY BOWES BANK INC.	\$1,000.00
37301	06/01/23	17290	PUGET SOUND ENERGY	\$43,980.83
37302	06/01/23	17505	RAINIER DODGE INC.	\$1,186.44
37303	06/01/23	17580	RECARO NORTH AMERICA INC.	\$2,705.75
37304	06/01/23	17792	ROUSH CLEANTECH LLC	\$142.76
37305	06/01/23	17861	SAMBA HOLDINGS INC.	\$477.72
37306	06/01/23	17882	SCHARPF JENNIFER	\$103.44
37307	06/01/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$869.85
37308	06/01/23	18210	SME SOLUTIONS LLC	\$2,461.30
37309	06/01/23	18530	STANDARD PARTS CORP.	\$10,663.46

37310	06/01/23	18711	SUNSET AIR INC.	\$303.86
37311	06/01/23	21790	THURSTON COUNTY PUBLIC WORKS	\$5,867.96
37312	06/01/23	21950	TITUS-WILL CHEVROLET	\$2,686.03
37313	06/01/23	22235	TREW ENTERPRISE LLC	\$3,527.00
37314	06/01/23	23641	UNITED STATES TREASURY	\$35.50
37315	06/01/23	23660	UNITED WAY OF THURSTON COUNTY	\$467.00
37316	06/01/23	23715	URBAN SOLAR CORPORATION	\$11,223.75
37317	06/01/23	23770	VANNER INC.	\$2,373.54
37318	06/01/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
33234	06/05/23	01733	DOO'PS COPY TECH	(\$143.15)
37319	06/06/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,684.76
37320	06/06/23	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$39,250.00
37321	06/06/23	06120	CITY OF OLYMPIA (UTILITIES)	\$6,130.93
37322	06/06/23	07619	DAVID S FOSTER	\$2,000.00
37323	06/06/23	08091	DSI MEDICAL SERVICES	\$328.50
37324	06/06/23	08840	JEMMA INC.	\$6,518.03
37325	06/06/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$277.64
37326	06/06/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37327	06/06/23	10477	GALLS PARENT HOLDINGS LLC	\$1,492.05
37328	06/06/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
37329	06/06/23	11943	JOANNA GRIST	\$2,000.00
37330	06/06/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$306.57
37331	06/06/23	15353	OCCUPATIONAL SAFETY RESOURCE INC.	\$1,650.00
37332	06/06/23	17290	PUGET SOUND ENERGY	\$139,272.11
37333	06/06/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
37334	06/06/23	18540	STANTEC CONSULTING SERVICES INC	\$15,975.28
37335	06/06/23	18711	SUNSET AIR INC.	\$1,971.00
37336	06/06/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
37337	06/06/23	22170	TRANSPORTATION CHOICES COALITION	\$8,000.00
37338	06/06/23	24755	WA ST HEALTH CARE AUTHORITY	\$595,299.72
37339	06/06/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$115.00
37340	06/06/23	26861	WESTERN GRAPHICS INC.	\$5,478.58
37343	06/13/23	01780	AMALGAMATED TRANSIT UNION 1765	\$100.50
37344	06/13/23	01895	ECOLUBE RECOVERY LLC	\$758.75
37345	06/13/23	02060	AMERISAFE INC.	\$80.49
37346	06/13/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,475.71
37347	06/13/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$213,846.57
37348	06/13/23	02828	AVAIL TECHNOLOGIES INC	\$3,131.70
37349	06/13/23	03023	BACKUPIFY INC.	\$1,111.50
37350	06/13/23	03250	BATTERY SYSTEMS INC.	\$3,364.06
37351	06/13/23	07220	CUMMINS INC.	\$4,887.91
37352	06/13/23	07350	CW JANITORIAL SERVICE LLC	\$36,376.89
37353	06/13/23	07520	DAILY JOURNAL OF COMMERCE	\$85.25
37354	06/13/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$270.30
37355	06/13/23	08091	DSI MEDICAL SERVICES	\$1,845.00
37356	06/13/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24

37357	06/13/23	10251	FRUITION GROWTH LLC	\$13,056.15
37358	06/13/23	10580	GENE'S TOWING INC	\$308.45
37359	06/13/23	10608	GEOENGINEERS INC.	\$1,355.00
37360	06/13/23	10660	GILLIG LLC	\$0.00
37361	06/13/23	10660	GILLIG LLC	\$14,140.89
37362	06/13/23	10759	GORDON TRUCK CENTERS INC	\$1,372.09
37363	06/13/23	10880	GRIMM COLLECTIONS	\$350.33
37364	06/13/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$122.92
37365	06/13/23	11615	INDUSTRIAL HYDRAULICS INC.	\$17.41
37366	06/13/23	11805	ITERIS INC	\$4,767.20
37367	06/13/23	11933	JESSE ORNDORFF	\$479.61
37368	06/13/23	13485	LEMAY MOBILE SHREDDING	\$123.69
37369	06/13/23	13726	M & S COLLISION LLC	\$562.03
37370	06/13/23	14160	MCMASTER-CARR SUPPLY CO.	\$72.05
37371	06/13/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,604.40
37372	06/13/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37373	06/13/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37374	06/13/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,663.32
37375	06/13/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$459.86
37376	06/13/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$741.78
37377	06/13/23	16262	OPENSQUARE HOLDINGS	\$10,720.00
37378	06/13/23	16490	HAROLD LEMAY ENTERPRISES	\$1,457.55
37379	06/13/23	16595	PACIFIC POWER GROUP LLC	\$1,183.67
37380	06/13/23	16623	PALAMERICAN SECURITY INC.	\$74,779.92
37381	06/13/23	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	\$880.31
37382	06/13/23	16969	POINT GRAPHICS LLC	\$2,217.38
37383	06/13/23	16974	POMP'S TIRE SERVICE INC.	\$2,301.91
37384	06/13/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$334.77
37385	06/13/23	17290	PUGET SOUND ENERGY	\$42.28
37386	06/13/23	17391	QUALITY MUFFLER & BRAKE	\$530.96
37387	06/13/23	17505	RAINIER DODGE INC.	\$137.56
37388	06/13/23	17792	ROUSH CLEANTECH LLC	\$1,526.51
37389	06/13/23	17861	SAMBA HOLDINGS INC.	\$807.61
37390	06/13/23	17900	SCHETKY NORTHWEST SALES INC.	\$2,799.24
37391	06/13/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,575.81
37392	06/13/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
37393	06/13/23	18469	SPORTWORKS GLOBAL LLC	\$111.38
37394	06/13/23	18530	STANDARD PARTS CORP.	\$981.68
37395	06/13/23	18711	SUNSET AIR INC.	\$4,120.55
37396	06/13/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,958.26
37397	06/13/23	21950	TITUS-WILL CHEVROLET	\$2,318.26
37398	06/13/23	21985	TOTAL FILTRATION SERVICES INC.	\$163.96
37399	06/13/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$5,995.00
37400	06/13/23	22420	ALLEN WALTON	\$536.56
37401	06/13/23	23641	UNITED STATES TREASURY	\$35.50
37402	06/13/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$300.00

37403	06/13/23	25909	WEX BANK	\$43,483.70
37404	06/13/23	08091	DSI MEDICAL SERVICES	\$105.00
37405	06/13/23	11700	INSIGHT PUBLIC SECTOR INC.	\$25,064.57
37406	06/19/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,394.08
37407	06/19/23	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$216.40
37408	06/19/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,874.29
37409	06/19/23	05340	CAPITOL COURIER SERVICE	\$243.43
37410	06/19/23	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$13,243.13
37411	06/19/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$21,000.00
37412	06/19/23	06040	CITY OF LACEY	\$1,378.10
37413	06/19/23	07220	CUMMINS INC.	\$8,232.96
37414	06/19/23	07871	DERUWE JULIE	\$0.00
37415	06/19/23	09662	FERRELLGAS LP	\$3,790.66
37416	06/19/23	09961	FORMA CONSTRUCTION COMPANY	\$488,286.80
37417	06/19/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37418	06/19/23	10477	GALLS PARENT HOLDINGS LLC	\$3,496.13
37419	06/19/23	10580	GENE'S TOWING INC	\$263.05
37420	06/19/23	10660	GILLIG LLC	\$5,117.27
37421	06/19/23	10759	GORDON TRUCK CENTERS INC	\$1,208.46
37422	06/19/23	11971	JOHNSON CONTROLS INC.	\$5,941.66
37423	06/19/23	13726	M & S COLLISION LLC	\$513.74
37424	06/19/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$0.00
37425	06/19/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,934.95
37426	06/19/23	16841	PIONEER FIRE & SECURITY INC.	\$125.00
37427	06/19/23	17290	PUGET SOUND ENERGY	\$17,266.73
37428	06/19/23	17560	ROMAINE ELECTRIC CORP.	\$587.49
37429	06/19/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,449.80
37430	06/19/23	17903	TAPANI INC.	\$846,646.14
37431	06/19/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,060.82
37432	06/19/23	18052	SHEA CARR & JEWELL INC.	\$3,272.74
37433	06/19/23	18311	SOTRES ERIK	\$2.00
37434	06/19/23	18530	STANDARD PARTS CORP.	\$336.49
37435	06/19/23	21830	THURSTON COUNTY SOLID WASTE	\$258.00
37436	06/19/23	21950	TITUS-WILL CHEVROLET	\$610.28
37437	06/19/23	22010	ROTTERS INC.	\$1,016.43
37438	06/19/23	24000	W. W. GRAINGER INC.	\$225.04
37439	06/19/23	24640	WA ST DEPT OF TRANSPORTATION	\$13,306.34
37440	06/19/23	26405	XIOLOGIX LLC	\$1,813.58
37441	06/19/23	26710	ZILLA CORPORATION	\$938.00
37442	06/21/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37443	06/21/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$130,257.01
37444	06/21/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$7,337.19
37454	06/26/23	01780	AMALGAMATED TRANSIT UNION 1765	\$21,868.37
37455	06/26/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,906.77
37456	06/26/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$1,467.21
37457	06/26/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$176,040.77

37458	06/26/23	06060	CITY OF OLYMPIA	\$9,401.92
37459	06/26/23	06120	CITY OF OLYMPIA (UTILITIES)	\$1,317.71
37460	06/26/23	07220	CUMMINS INC.	\$2,810.09
37461	06/26/23	07685	DEAN KARELLE	\$105.14
37462	06/26/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$479.23
37463	06/26/23	08060	DON SMALL & SONS OIL DIST CO INC.	\$1,323.76
37464	06/26/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24
37465	06/26/23	09662	FERRELLGAS LP	\$2,707.95
37466	06/26/23	10251	FRUITION GROWTH LLC	\$23,467.50
37467	06/26/23	10580	GENE'S TOWING INC	\$369.58
37468	06/26/23	10660	GILLIG LLC	\$3,935.97
37469	06/26/23	10759	GORDON TRUCK CENTERS INC	\$476.59
37470	06/26/23	10880	GRIMM COLLECTIONS	\$350.33
37471	06/26/23	10990	HANDI-HUT INC.	\$133,450.00
37472	06/26/23	11165	HCM.MECHANICS.LLC	\$1,002.59
37473	06/26/23	11805	ITERIS INC	\$14,115.51
37474	06/26/23	11933	JESSE ORNDORFF	\$1,772.82
37475	06/26/23	13726	M & S COLLISION LLC	\$2,322.96
37476	06/26/23	13750	MAILBOX OF OLYMPIA - THE	\$266.63
37477	06/26/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37478	06/26/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37479	06/26/23	14590	MOHAWK MFG & SUPPLY CO.	\$1,733.40
37480	06/26/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$706.83
37481	06/26/23	16969	POINT GRAPHICS LLC	\$73.91
37482	06/26/23	16974	POMP'S TIRE SERVICE INC.	\$2,016.78
37483	06/26/23	17580	RECARO NORTH AMERICA INC.	\$117.76
37484	06/26/23	17872	SARAH BOYLE	\$4,500.00
37485	06/26/23	17900	SCHETKY NORTHWEST SALES INC.	\$321.41
37486	06/26/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,029.99
37487	06/26/23	18530	STANDARD PARTS CORP.	\$740.63
37488	06/26/23	21950	TITUS-WILL CHEVROLET	\$3,704.74
37489	06/26/23	21985	TOTAL FILTRATION SERVICES INC.	\$226.66
37490	06/26/23	22010	ROTTERS INC.	\$187.50
37491	06/26/23	22420	ALLEN WALTON	\$10,077.96
37492	06/26/23	23641	UNITED STATES TREASURY	\$35.50
37493	06/26/23	23660	UNITED WAY OF THURSTON COUNTY	\$470.00
37494	06/26/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
37495	06/26/23	26861	WESTERN GRAPHICS INC.	\$5,478.58
37496	06/30/23	01360	ACT TRAFFIC SOLUTIONS INC	\$176,530.43
37497	06/30/23	01805	AM BRANAM TOOLS INC.	\$14,234.44
37498	06/30/23	01895	ECOLUBE RECOVERY LLC	\$119.70
37499	06/30/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$116,922.48
37500	06/30/23	04060	BUD CLARY OF YAKIMA INC	\$80.00
37501	06/30/23	06120	CITY OF OLYMPIA (UTILITIES)	\$7,063.92
37502	06/30/23	07105	CRAINS TOTAL OFFICE	\$895.70
37503	06/30/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$204.20

37504	06/30/23	09660	WOLSELEY INVESTMENTS INC.	\$161.85
37505	06/30/23	09662	FERRELLGAS LP	\$2,252.07
37506	06/30/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37507	06/30/23	10477	GALLS PARENT HOLDINGS LLC	\$1,819.91
37508	06/30/23	10608	GEOENGINEERS INC.	\$4,949.86
37509	06/30/23	10660	GILLIG LLC	\$2,683.27
37510	06/30/23	10744	GOEBEL SEPTIC TANK SERVICE INC.	\$237.82
37511	06/30/23	10759	GORDON TRUCK CENTERS INC	\$520.56
37512	06/30/23	10865	GREAT FLOORS LLC	\$843.70
37513	06/30/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$346.43
37514	06/30/23	11933	JESSE ORNDORFF	\$810.30
37515	06/30/23	12875	KPFF CONSULTING ENGINEERS INC	\$2,600.08
37516	06/30/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,311.70
37517	06/30/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$8,872.99
37518	06/30/23	16841	PIONEER FIRE & SECURITY INC.	\$2,278.55
37519	06/30/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,443.18
37520	06/30/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,273.58
37521	06/30/23	18052	SHEA CARR & JEWELL INC.	\$52,289.63
37522	06/30/23	18101	SIJ HOLDINGS LLC	\$324.97
37523	06/30/23	18530	STANDARD PARTS CORP.	\$865.21
37524	06/30/23	18540	STANTEC CONSULTING SERVICES INC	\$98,912.12
37525	06/30/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,796.35
37526	06/30/23	21950	TITUS-WILL CHEVROLET	\$6,811.16
37527	06/30/23	21976	TOTAL BATTERY SUPPLY AND AUTOMOTIVE LLC	\$93.68
37528	06/30/23	24030	WA ST AUDITOR'S OFFICE	\$128.10
37529	06/30/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,500.00
	06/02/23	ACH	BERGKAMP EMILY	\$139.00
	06/02/23	ACH	COLLINS AMANDA	\$257.25
	06/02/23	ACH	DAPRANO SHAWN	\$56.00
	06/02/23	ACH	HANNER JASON	\$280.00
	06/02/23	ACH	HIGGENBOTTOM BECKY	\$55.00
	06/02/23	ACH	IT PROJECT ASSISTANCE	\$640.00
	06/02/23	ACH	IT WELLNESS	\$604.00
	06/02/23	ACH	REVEL STACI A.	\$56.00
	06/02/23	ACH	SLAVIN RICHARD	\$56.00
	06/02/23	ACH	SMITH HEATHER	\$542.39
	06/02/23	ACH	ZEPP MELVIN	\$56.00
	06/02/23	ACH	AUTHORIZE.NET CREDIT CARD FEES	\$193.56
	06/09/23	ACH	BERGKAMP EMILY	\$203.68
	06/09/23	ACH	CUNNINGHAM KATIE	\$56.00
	06/09/23	ACH	MACMILLAN DANIEL	\$197.48
	06/09/23	ACH	UPSON NICOLA J	\$197.48
	06/13/23	ACH	FED TRANSIT AUTHORITY GRANT REPAYMENT	\$63,920.00
	06/16/23	ACH	COLLINS AMANDA	\$112.47
	06/16/23	ACH	CRASS CAMERON	\$197.48
	06/16/23	ACH	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,486.50

06/16/23	ACH	WITHROW DENA	\$197.48
06/20/23	ACH	DOR USE TAX PAYMENT	\$151.50
06/22/23	ACH	DERUWE JULIE	\$1.08
06/23/23	ACH	BERGKAMP EMILY	\$114.24
06/23/23	ACH	LAFONTAINE ROBERT	\$17.00
06/23/23	ACH	SLOBOJAN TAYLOR M.	\$76.00
06/23/23	ACH	UPSON NICOLA J	\$25.00
06/29/23	ACH	NORTH CAROLINA UNEMPL TAX	\$257.20
06/29/23	ACH	DOR BUSINESS LICENSE RENEWAL	\$1,229.78
06/30/23	ACH	AGUERO JASON	\$956.73
06/30/23	ACH	BROWN JANA	\$1,999.66
06/30/23	ACH	IT PROJECT ASSISTANCE	\$640.00
06/30/23	ACH	IT WELLNESS	\$607.00
06/30/23	ACH	MARYOTT KIERA	\$56.00
06/30/23	ACH	ROOD DAVID A.	\$3.41
06/30/23	ACH	SANDBERG BENNY JON	\$210.00
06/30/23	ACH	SCHEEL RONALD	\$300.00
06/30/23	ACH	SCHMITT JOSEPH	\$20.00
06/30/23	ACH	WELLS ERIC	\$55.00

\$4,286,895.50

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Interim General Manager, 360-705-5889

Ryan Olson, PhD, Professor at Oregon Institute of Occupational Health Science

Courtney Donovan, MPH, CPH Research Project Manager at Oregon Institute of Occupational Health Sciences

SUBJECT: SHIFT Onboard Study - SHIFT stands for "Success and Health Impacts for Transit Operators During Onboarding."

1) **The Issue:** Brief the ITA on Intercity Transit's participation in the SHIFT Onboard study conducted in partnership with the Oregon Institute of Occupational Health Sciences at Oregon Health & Science University (Portland, OR).

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** Intercity Transit's vision is to be a leading transit system in the country, recognized by our peers, community and customers for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all in Thurston County. Engaging in research and programs like SHIFT Onboard that identify factors contributing to the health and job success (including retention) of new Operators, cultivates this vision.

4) **Background:** The SHIFT program of research was started by occupational health scientists at Oregon Health Science University (OHSU) in 2006 with truck drivers. The program approach has used game-like challenges supported with body weight and behavior logging, trainings (sleep, stress, eating, and exercise), and health coaching to help commercial drivers improve their health. The program was hosted on a secure, mobile-friendly website. All participants received a free health screening with tailored feedback at the beginning and end of the program. To date, the original SHIFT program is the only US-based body weight management program for truck drivers to be established effectively with a randomized controlled design.

In 2018, OHSU received funding from the National Heart Lung and Blood Institute for a new 5-year project to adapt the original SHIFT program to prevent weight gain and support early job success among newly hired Operators during their first year(s) of employment. Intercity Transit, among other regional transits participated in a random selection to integrate the SHIFT Onboard program into Operator's initial training and first year activities. Operators were followed and measured for their first two years on the job and received compensation for participating in the research and program.

5) **Alternatives:** N/A.

6) **Budget Notes:** The cost of Intercity Transit's participation in the research and program was in-kind staff time coordinating timelines of new Operator classes and logistics with OHSU SHIFT Onboard research staff. The grant provided funding for OHSU staff and Operator pay and incentives.

7) **Goal Reference: Goal 2:** *"Provide outstanding customer service."* **Goal 3:** *"Maintain a safe and secure operating system."* **Goal 7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer."* **Goal 8:** *"Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority

FROM: Nicky Upson, Senior Marketing Communications & Outreach
Coordinator, 705- 5891
Rob Rinehart, Information Systems Manager, 705-5869

SUBJECT: Routes Pages Enhancement Update

1) **The Issue:** Provide the ITA with an update on enhancements to the routes pages on the Intercity Transit website.

2) **Recommended Action:** Information only.

3) **Policy Analysis:** N/A.

4) **Background:** Our website is the primary communications tool for the agency. As technology changes, our customers' expectations of the site's features continually increase. In addition, roughly 70 percent of our customers use a mobile device to access our website, which requires customization to display content satisfactorily on a range of mobile devices. Improving our website's accessibility and functionality to match current technology is vital to serving our customers.

In July of 2022, Intercity Transit entered into a Service Level Agreement (SLA) with Fruition Growth, LLC. (Fruition) to provide technical assistance in upgrading our website and platform to include web hosting and support services. In June of 2023, Intercity Transit renewed our web hosting SLA with Fruition through July 23, 2024. This agreement included an option to have Fruition provide as needed web development services at their standard hourly rate. In our ongoing effort to achieve a more customer-focused, modern, engaging, user-friendly website, Intercity Transit and Fruition began working on enhancing the routes pages of our existing website in December 2022.

Over the seven months, Intercity Transit and Fruition have been designing and implementing enhancements to our website based on user input and feedback. This project is nearing completion, with an anticipated launch date of July 20, 2023. The total amount budgeted for this project is \$56,575.

5) **Alternatives:** N/A.

6) **Budget Notes:** Funds for developing and enhancing the website are included in the 2023 budget in the amount of \$250,000. This project falls within the budgeted amount.

7) **Goal References: Goal 2:** *“Provide outstanding customer service.”* **Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director, 360-357-1795
Rob LaFontaine, Planning Manager, 360-705-5832

SUBJECT: Authorize a Public Hearing for the 2022 Annual Report & 2023 - 2028 Transit Development Plan

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- 1) **The Issue:** Authorize a public hearing to receive public comment on the draft 2022 Annual Report and 2023-2028 Transit Development Plan (TDP).
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- 2) **Recommended Action:** Authorize a public hearing on August 16, 2023, at 5:30 p.m. to receive public comment on the draft 2022 Annual Report and 2023-2028 TDP.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include the following elements:

- a) Description of the service area, operations and facilities;
- b) State and agency goals, objectives, and action strategies;
- c) Local performance standards and measures; and
- d) Multiyear financial plan with forecasted changes to service, capital expenses and projects of regional significance.

Following the public hearing on the TDP on August 16, 2023, staff will tentatively seek final adoption by the Transit Authority on September 6, 2023. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

5) **Alternatives:** N/A.

6) **Budget Notes:** This is currently covered under the 2023 Budget. The TDP simply reports on past and projected services and service levels. The development of next year's budget will be accomplished later in 2022, when discussions on the annual update of the agency's Strategic Plan takes place.

7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

8) **References:** Process Timeline

2023 Timeline for TDP Process:

July 19:	Present TDP process timeline and authorize a public hearing
July 24:	Post the Draft TDP at www.intercitytransit.com and invite public comment
August 2:	Staff presentation to the ITA on service restoration and the TDP
August 16:	Conduct a Public Hearing at ITA Meeting
September 6:	Request the ITA to Adopt the 2022 Summary & 2023-2028 TDP

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator, 705-5878

SUBJECT: Microsoft 365 Product Suite License Renewal

1) **The Issue:** Intercity Transit's Microsoft 365 licensing agreement is expiring.

2) **Recommended Action:** Authorize the Interim General Manager to execute a purchase order with SHI International (SHI) to license the Microsoft 365 product suite for the not-to-exceed amount of \$512,000 over three years. This includes sales tax and anticipated annual licensing adjustments.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** Intercity Transit utilizes the Microsoft 365 suite to conduct our day-to-day business. The suite encompasses operating system licensing for laptops and desktops, the office suite (Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher), Exchange 365 email services, Teams, SharePoint, and cybersecurity protection for email, laptops, desktops, and servers.

Intercity pays an annual license fee that includes use of the Microsoft 365 software, support, and security updates.

The Department of Enterprise Services has established a master contract with SHI to provide a full range of reseller services and service options to support Microsoft software. Intercity currently partners with SHI utilizing the state contract to provide Microsoft software and recommends continuing the partnership with this renewal.

5) **Alternatives:**

A. Authorize the Interim General Manager to execute a purchase order with SHI International (SHI) to renew the Microsoft 365 product suite for the not-to-exceed amount of \$512,000 over three years. This includes sales tax and anticipated annual licensing adjustments.

B. Defer Action. Deferred action will result in loss of critical software related services like e-mail and other day to day business functions, including hosting Authority meetings remotely.

6) **Budget Notes:** The 2023 budget includes funding software licenses.

7) **Goal Reference:** The software supports all initiatives.

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Interim General Manager, 360-705-5889

SUBJECT: Mid-year FTE Budget Adjustment

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- 1) **The Issue:** Increasing 2023 FTE budgeted numbers.
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- 2) **Recommended Action:** Approve an increase of 2023 FTE budgeted numbers from 481.5 to 532.5, to include 47 Operators, 1 Human Resources Specialist, 2 Facilities Specialists, and 1 Walk N Roll Assistant.
-
- 3) **Policy Analysis:** Intercity Transit Authority bylaws Article III Powers, Rights, Responsibilities, states, the Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget, and its service levels. The Intercity Transit Authority adopted the 2023 budget on December 7, 2022. The additional FTE's being requested will not surpass our 2023 adopted budget but will exceed the number of FTE's the Authority approved in the 2023 budget by the end of the year. The 2023 budget documents rely heavily on the corresponding Strategic Plan which states the Authority's policies regarding service levels and projects.
-
- 4) **Background:** Intercity Transit's 2023 budget includes approval for 481.5 FTEs and assumes pre-COVID service levels. The business need for an increase of 51 FTEs is detailed here.
- **47 Operator FTEs:** The combined Fixed Route and Dial-A-Lift 2023 FTE Operator budget is 278. Intercity Transit's current Operator FTE count is 261. An industry best practice in recruiting Operators is through ongoing, open recruitments, which allows transit providers to form classes on timelines that best meet service change needs. Rather than limit the number of Operator candidates to stay within our 2023 budgeted Operator FTEs, staff recommend an increase to avoid negatively impacting hiring momentum. We recently interviewed 39 Operator candidates for class 23-04 scheduled to start on August 14, which already had 3 candidates vetted from the previous recruitment. Human Resources staff has another hiring event planned with partner WorkSource August 31 to fill Operator Class 23-05 to start October 9. Additionally, since the Washington Paid Family Medical Leave (WAPFML) program went into effect in 2020, staff have also seen a substantial increase in our workforce taking time away for long-term or intermittent protected leaves. WAPFML provides up to 12 weeks of paid family or medical leave. Staff believes this Operator FTE increase will mitigate these long-term and intermittent staffing shortfalls, maintaining essential service to the community while continuing work to return to pre-COVID service levels.

- **1 Human Resources Specialist FTE:** Owing to the increase in use of protected leaves referenced above, the Human Resources division similarly needs additional staff to manage the added duties for responsible administration of protected leaves. This requires a large amount of data tracking and paperwork for employees beginning and returning from their said leaves. Current staffing levels are struggling to keep pace with this increased demand for protected leaves.
- **2 Facilities Specialists FTEs:** Over the past three years, our Facilities Division has seen a steep increase in necessary maintenance at our approximately 1,000 bus stops. This maintenance comes in the form of removal of vandalism, trash, graffiti, and fixing broken glass. Current staffing levels are struggling to stay ahead of the demand to repair and maintain bus stops.
- **1 Walk N Roll Assistant FTE:** The Walk N Roll Youth Education Program currently utilizes a member from AmeriCorps to assist the program. However, the AmeriCorps timeline and associated reporting requirements are no longer a good fit for the program. With the current AmeriCorp member's term ending August 31, and the Walk N Roll program still in need of support, staff would like to move forward with the recruitment of a full-time assistant position starting on or before September 1. Staff has coordinated with Grants Program Manager Jessica Gould and confirmed the program anticipates sufficient grant funding to support the position now and for the foreseeable future. Because this will increase our total 2023 budgeted FTE's, it is also included in this FTE increase request.

5) **Alternatives:**

- A. Approve an increase to 2023 FTE budgeted numbers from 481.5 to 532.5, to include 47 Operators, 1 Human Resources Specialist, 2 Facilities Specialists, and 1 Walk N Roll Assistant.
- B. Delay a decision regarding an FTE increase until the 2024 budget process.

6) **Budget Notes:** Though the additional FTE's being requested will not surpass our 2023 adopted budget, this is an increase that will exceed the number of FTE's the Authority approved in the 2023 budget and accounts for approximately \$2.1 million dollars and the equivalent of a 4% increase in total agency wages and benefits.

7) **Goal Reference:** The annual budget directs how we address all our goals.

8) **References:** [Intercity Transit 2023 Budget](#) & [2023-2028 Strategic Plan](#).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority
FROM: Eric Phillips, Director of Strategic Programs, 705-5885
SUBJECT: Martin Way Park & Ride Direct Access/Construction Contract Increase

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- 1) **The Issue:** Approval of a revised total contract amount for Tapani, Inc., to complete the Martin Way Park & Ride Direct Access/Flyer Stop construction.
-
- 2) **Recommended Action:** Authorize the Interim General Manager to increase Tapani, Inc.'s contract by \$188,000 for a revised total not-to-exceed amount of \$2,239,411.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** On June 21, 2023, the Authority authorized the General Manager to approve an additional \$320,411 to the construction contract with Tapani, Inc., for a revised total amount of \$2,051,411 for the bus access and facility improvements at the Martin Way Park & Ride. This contract increase was forecasted to address several large change orders including WSDOT right-of-way construction change, repair, and repaving of the northern parking lot, restriping the entire facility, and including the original contract incentives omitted in the original contract authorization.

Following our last update to the Authority, the final costs for the repair and repaving effort for both the WSDOT required changes (ramp and mainline) and north parking lot fix came in higher than the engineer's estimate. New change orders addressing electrical/lighting and a major elevation adjustment to the main bus platform design to meet ADA have resulted in the need for additional contract authority. The requested increase also includes budget for a second area of repair in the parking lot, anticipating support from the contractor if a request is made by Intercity Transit. Finally, a larger change being developed now for the onsite security system upgrades is currently being reviewed as proposed new or additional work. This new work would advance the completion of the new fiber connections to all cameras onsite and extend them into the new building security room. While this is new scope, staff believes this is the right time to upgrade and complete the security system upgrades as part of this project rather than do this

work later as a separate project, and as a result, will accelerate getting our system back online and working in an enhanced condition.

In summary, the additional contract authority in the amount of \$188,000 is needed to ensure we have expenditure authority to provide for the additional work to complete this project. The requested \$188,000 remains within our overall established project budget and will result in a total revised construction contract authority of \$2,239,411.

Staff believes the contract increase is competitive, reasonable and will address the remaining construction items to date and any incidental changes not identified can be covered under the construction contingency. Tapani, Inc., continues to be on target to complete the project by the middle of August.

-
- 5) **Alternatives:**
- A. Authorize the Interim General Manager to increase Tapani, Inc.'s contract by \$188,000 for a revised total not-to-exceed amount of \$2,239,411.
 - B. Defer action. Deferring action may jeopardize our ability to complete the project within our established timelines and put Intercity Transit at risk for contract delays.
-
- 6) **Budget Notes:** This project is funded with a WSDOT Regional Mobility Grant with a 20% local agency match requirement. The 2023 budget includes programmed funding sufficient to cover this work effort and price increase.
-
- 7) **Goal References:** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-G
MEETING DATE: July 19, 2023

FOR: Intercity Transit Authority
FROM: Eric Phillips, Director of Strategic Programs, 705-5885
SUBJECT: On-Call Engineering & Construction Support Contract
Increase Authorization - Martin Way Park & Ride

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- 1) **The Issue:** Authorization of additional contract authority for On-Call Services with SCJ Alliance for engineering and construction management support to complete the Martin Way Park and Ride Direct Access project.
-
- 2) **Recommended Action:** Authorize the Interim General Manager to increase the SCJ Alliance contract by \$40,000 for a revised total not-to-exceed amount of \$496,288.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
-
- 4) **Background:** In June of 2021, the Intercity Transit Authority approved a new Task Order for engineering services work with SCJ Alliance under our existing contract for on-call engineering services. With subsequent amendments requested as design work on the project progressed into the construction phase of the project this spring, the total authorized contract not-to-exceed amount to date is currently \$456,288. The requested increase would add an additional \$40,000 to the budget to support new design and construction management services outside of the original scope. The anticipated additional costs are associated with new design and support related to new work and requested change orders that have occurred and are anticipated to close out the project.

Since our last update to the Authority staff have worked with SCJ to amend the scope of services prioritizing remaining project funds to support construction management of the Martin Way Park and Ride project. As the project progressed, WSDOT required changes, a large repair of the parking area, and a desire to complete the security system updates at the Park & Ride have emerged as priorities to be included under the current project.

Staff is requesting to increase the total authorized contract amount for the Task Order with SCJ by \$40,000 for a revised total not-to-exceed amount of \$496,288. The additional funds will support additional design work and the remaining work to close out the project. Staff are confident that the

proposed hours and level of effort for the remaining work can be accomplished with the proposed increase.

5) **Alternatives:**

- A. Authorize the Interim General Manager to increase the SCJ Alliance contract by \$40,000 for a revised total not-to-exceed amount of \$496,288.
- B. Defer authorization and reduce contracted construction management support services.

6) **Budget Notes:** This grant-funded project is included in the 2023 budget. There is sufficient funding to cover this work effort and price increase.

7) **Goal References** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

8) **References:** N/A.

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

July 7, 2023

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

PLEASE NOTE: There is no August meeting. The next Council meeting is the Council retreat on September 8, 2023, which will be held in-person at TRPC.

I-5 Tumwater to Mounts Road

Ashley Carle, WSDOT Olympic Region Multimodal Development Manager, briefed the Council on the I-5 to Mounts Road Planning and Environmental Linkages (PEL) study.

The purpose of the study is to:

- Enhance mobility and connectivity on I-5 for passenger vehicles, freight, transit, and active modes, and provide support for increased person and freight throughout.
- Improve local and mainline I-5 system resiliency.
- Enable environmental restoration and ecosystem resiliency at the I-5 crossing of the Nisqually River Delta area.
- Support economic vitality through reliable and efficient freight movement and access to major employers.

There were numerous tools to gather community input including a WSDOT blog, project email, social media notifications, community briefings and interviews, and a project postcard mailed to over 60,000 addresses. Ms. Carle updated the Council on input that was received during this process.

The final report will be published in July 2023.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11994/A6_I-5-Marvin-to-Mounts-PEL_TRPC_230707.

TRPC Allocation of Federal Carbon Reduction Program Funds (CRP)

Transportation Manager Katrina Van Every reviewed the Transportation Policy Board's (TPB) recommendation for programming awards of Carbon Reduction Program (CRP) funds.

The purpose of the CRP is to reduce transportation emissions (CO₂) from on-road highway sources. Eligible projects include:

- 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.

Staff is requested that the Council approve TPB's recommendation 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 in 2024 for remaining CRP allocations for obligation between 2025 and 2027. Council approved the staff recommendation.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11995/A7_2023-07-07-CRP-TPB-Presentation.

State Contract for WRIA 13 Deschutes Salmon Recovery Lead Entity Agreement with the Recreation and Conservation Office (RCO)

Amy Hatch-Winecka, WRIA 13 Lead Entity Coordinator and Senior Planner, reminded Council about the WRIA 13 Salmon Habitat Recovery Lead Entity contract with the Recreation and Conservation Office (RCO). TRPC has served as the fiscal agent for this contract since 2018.

Staff is requested that Council take action to authorize the Executive Director to sign the WRIA 13 Salmon Habitat Recovery Lead Entity contract for another two-year term. This agreement funds facilitation and coordination of the annual Salmon Recovery Funding Board project solicitation and ranking, partner engagement and community outreach, project database maintenance, and collaboration across Puget Sound and Washington State.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11996/A8_WRIA-13-Lead-Entity-Authorization-Form-presentation-7-7-2023.

Mid-year Program Update

Executive Director Marc Daily updated the Council on the status of major ongoing TRPC work efforts in preparation for the September 2023 Council retreat. Updates included High-Capacity Transportation, the Commute Trip Reduction (CTR) program, the Southwest Thurston County Trail Feasibility Study, the Travel Demand Model Update, the Regional Transportation Plan Update and Transportation Management Area Transition. Mr. Daily also provided information on upcoming work staff will be doing.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11997/A10_2023-Mid-year-Update-070723.

rural Transit (rT) Funding and Service Update

Amy Hatch-Winecka, Senior Planner, provided an overview of rural Transit (rT) and expanded service that will include:

- Service to Yelm from Rainier.
- Mid-day service to Tenino.
- Service to the Mellen Street e-Station in Centralia which will provide a transfer point with access to Twin Transit and Grays Harbor Transit.
- Saturday service.

Council was also advised that rT bus stop signs are being installed at certain locations - funded by a planning grant received in 2022.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11993/A11_TRPC-rT-presentation-7-7-2023.

Executive Director's Report

Executive Director Marc Daily announced (1) there is no August Council meeting. The next meeting will be September 8, 2023; and (2) the Thurston County Bike Map is currently being updated. 10,000 copies of the Bike Map are expected to be printed and updated online by late August or early September of 2023.

Outside Committee Report

There was no outside committee report.

Other Information:

Michael Snodgrass from Senator Cantwell's office introduced himself at the Council meeting. If you would like to contact him his information is below.

Michael Snodgrass

Michael_Snodgrass@cantwell.senate.gov

Outreach Director

South Sound and Olympic Peninsula

U.S. Senator Maria Cantwell
950 Pacific Avenue, Suite 615, Tacoma, WA 98402
Phone: (253) 572-2281
Cell: (253) 441-0169
Fax: (253) 572-5879
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Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
June 26, 2023 - Virtual Meeting

CALL TO ORDER

Chair Smit called the virtual June 26, 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; Doug Riddels; Lloyd Peterson; Marilyn Scott; Rachel Weber, and Eliane Wilson.

Absent: Alejandro Garcia; Betty Hauser; Trina Primm; Allison Spector; Edwina Waehling.

Staff Present: Amanda Collins; Emily Bergkamp; Duncan Green; Eric Phillips; Zach Heinemeyer; Peter Stackpole; Michael Maverick; Noelle Gordon; Jessica Gould; and Daniel Van Horn.

APPROVAL OF AGENDA

It was M/S/A by LLOYD PETERSON and TY FLINT to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, Sue Pierce, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. July 5, 2023, ITA Meeting - Cancelled
- B. July 19, 2023, ITA Meeting - Lloyd Peterson
- C. August 2, 2023, ITA Meeting - Doug Riddels

MOTION TO APPROVE MINUTES

It was M/S/A by NICOLE SMIT and CLAIR BOURGEOIS to approve the May 15, 2023, minutes.

NEW BUSINESS

- A. **Bicycle Community Challenge Update** - (*Duncan Green*) Intercity Transit's Bicycle Community Challenge (BCC) encourages community members to ride their bikes for transportation, as well as participant's own health and well-being. The program celebrated its 36th year and works to promote the public transportation benefit area's vision for a transportation system that supports an accessible, sustainable, livable, healthy, and prosperous community. Intercity Transit began hosting the program in 2006 and it has continued strong even throughout the pandemic.

2023 BCC events included the Winter Bicycle Community Challenge in February, the Earth Day Market Ride in April, the Bicycle Community Challenge in May, Bike to Work Day in May, and the Youth Bike and Roll Challenge in May. The Winter BCC included over 380 participants riding over 27,888 miles, despite wintry conditions. The Earth Day Market Ride returned to its traditional format after several years of modified Earth Day rides during the pandemic. Over 130 riders celebrated by biking downtown towards the Heritage Park Fountain and onto the Farmer's Market as a one group. The Earth Day Market Ride also partnered with the City of Olympia and had police volunteers assist with providing traffic control for intersections along the route, which helped ensure the group stayed together throughout the ride. The BCC also collaborated with the Olympia Farmer's Market, who provided \$1 tokens to Earth Day Market riders and to anyone who arrived at the Farmer's Market by bicycle during the month of May. The Olympia Food Co-op also provided a small treat and opportunity to enter a prize drawing for cyclists who visited Co-op locations during the month of May. The Spring BCC saw an increase in participants and miles over last year, including 843 riders from 86 teams covering 82,077 miles. There were 208 first time riders and each rider averaged 97 miles and 9.8 days ridden during the Challenge. Duncan commented that the number of days and miles ridden per month has remained consistent throughout the event's history. Twenty-seven youth under the age of 18 successfully completed the Youth Bike and Roll Challenge by completing 10 rides during the month of May. And finally, the Bike to Work (and Everywhere) Day event included seven refreshment stations around town that counted approximately 200 cyclists who were participating.

In 2023, over 40 local businesses joined as BCC sponsors and helped Intercity Transit with prize items, event support, discount coupons, and more. Community support of the BCC continues to be strong despite the pandemic and other economic challenges. Some of the prizes for the May BCC event include a new bicycle donated by New Belgium Brewing, bike accessories donated by Ralph's Thriftway, and items from the Adventure Cycling Association. Green also acknowledged BCC's dedicated volunteers that include about 25 people with a passion for community and cycling. Volunteers contribute to the BCC by providing manpower to execute events and cheerful enthusiasm to motivate participants.

Green answered questions.

Doug Riddels asked about BCC sponsors and what the sponsorship entails (financial contribution, publicity, providing prizes, recruiting participants, etc.).

Green clarified Intercity Transit does not ask for money from BCC sponsors. Sponsorship is focused on a community-building effort, but sponsors do provide prize items, locations and staff for events, and discount coupons for participants. Sponsorship is very flexible to allow businesses and organizations to grow BCC's community network.

Ty Flint commented that he was impressed that the BCC has been going strong for 36 years and commended Green on his leadership for the program.

Green thanked Flint and added that this was his 15th year serving as staff support for the BCC.

- B. CAC Recruitment Ad hoc Committee** - (Emily Bergkamp) Bergkamp shared that it is time to begin recruitment efforts for CAC members whose term of service will begin in 2024. The Ad hoc Committee will be comprised of three Intercity Transit Authority (ITA) members and three Community Advisory Committee (CAC) members who will interview and

appoint CAC members to fill upcoming vacancies. The Ad hoc Committee will also select a youth representative to serve a one-year term. CAC member terms are three years long and members can serve no more than two consecutive terms. The exception would be the youth position, which serves a one- year term. The CAC is a 20-member group that is representative of our diverse service area. Staff will make applications available on September 1st, 2023, and collect responses by October 6th, 2023. The ITA will select interviewees on October 18, 2023, and interviews are planned for November 1, 2023, with candidate selection to follow.

Nicole Smit shared that last year, the CAC also identified members to serve on stand-by for the Ad hoc Committee.

Ty Flint, Clair Bourgeois, and Nicole Smit volunteered to serve on the Ad hoc Committee.

Eliane Wilson and Lloyd Peterson volunteered to serve on stand-by.

Bergkamp shared that Don Melnick, Sue Pierce, and Clark Gilman are serving as ITA representatives on the Ad hoc Committee.

OLD BUSINESS

C. CAC Hybrid Meeting Discussion

Bergkamp re-introduced the topic of hybrid meetings, which is a discussion continuing from the May CAC meeting. During the May meeting, CAC members discussed the possibility of resuming in-person attendance, while still allowing for remote attendance in a hybrid format. A survey was conducted to ensure the CAC was taking a measured approach by gathering input from all interested members before implementing changes. The survey results were included in the meeting packet for members to review. The first question addressed the preferred format of meetings (Virtual Only, Hybrid, or In-Person Only) with 91% selecting Hybrid and 9% selecting In-Person Only. The second question addressed the preferred location of the meeting (Pattison Administrative Building (ADOPS), Olympia Transit Center (OTC), Virtual Only, or No Preference) with 54.5% selecting OTC, 27% selecting ADOPS, and 18% selecting no preference. The third question addressed the preferred time of the meeting (No Change or Proposed a Change) with 91% selecting no change and 9% selecting a proposed change. Finally, comments were collected from survey respondents.

Amanda Collins summarized the comments collected in the survey to include the support of hybrid meetings, the benefit of in-person discussion, and a question posed about dinner being provided again if in-person meetings are resuming.

Discussion ensued.

Nicole Smit asked if the ITA will be conducting an in-person or hybrid meeting for the joint ITA/CAC meeting in September.

Bergkamp responded that she was not sure and plans to check-in with the Chair and Vice Chair to collect their thoughts on meeting format.

Ty Flint asked if technology for hybrid meetings is available at the Olympia Transit Center since most respondents seemed to favor that location.

Intercity Transit Community Advisory Committee

June 26, 2023

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Collins responded that the hybrid format would work at either suggested location (OTC or ADOPS)

Doug Riddels asked if one location over the other was likely to face scheduling conflicts and if that should be taken into consideration when selecting a location.

Bergkamp responded that the OTC is mostly used for staff training and does not experience high demand for scheduling. However, the Board Room at ADOPS is used by several groups, including Operations Trainers, the ITA, and the GM Recruitment Committee that may pose conflicts. However, evenings are also less in demand and staff will work to reserve the desired location.

Riddels also asked if there was staff preference for the functionality of one location over the other.

Collins responded that she is confident staff can work with either space and that technology should be interchangeable between either location.

Clair Bourgeois expressed concerns about taking transit home from the ADOPS location following the meeting, which would require multiple buses. She also expressed her desire to take a vote on the recommended action at this meeting.

Lloyd Peterson expressed concern regarding Dial-A-Lift and if that service would be available to assist CAC members arriving and departing the CAC meeting locations.

Bergkamp responded that the DAL service has historically been used by eligible CAC members and that either location can be served by DAL.

Doug Riddels made a motion to begin hybrid meetings at the Olympia Transit Center.

Smit asked if that would begin in July and Riddels responded affirmatively.

Eliane Wilson asked about room capacity at the OTC and if there would be enough seating to host meetings at that location.

Bergkamp responded that there is ample room for seating at either location.

Sue Pierce added that if anyone has concerns about using fixed route transit or Dial-A-Lift services to attend the meeting to not worry. The CAC is very accommodating to members who may need to step out early if a meeting ran long in order to catch a bus.

Bergkamp responded that she was not sure and plans to check-in with the Chair and Vice Chair to collect their thoughts on meeting format.

Riddels commented that he was still awaiting a second on his motion.

It was M/S/A by DOUG RIDDELS and LLOYD PETERSON to approve hybrid meetings at the Olympia Transit Center starting on July 17, 2023.

CONSUMER ISSUES

Ursula Euler mentioned the concept of urban planning including train routes and expressed support in IT evaluating bus routes with the lens of planning for future advancements such as railways.

Eliane Wilson shared her experience with riding the route 13 bus recently and that it is consistently very full. She inquired if there will be any efforts to resume 15-minute intervals in service.

Bergkamp shared that Rob LaFontaine, Planning Manager is currently evaluating the feasibility of a service expansion for the September schedule. Planning is aware that route 13 has been on reduced service for quite some time. The modest service increase would put IT at 85% of pre-covid service levels, which is an increase from 78% of pre-covid service levels currently offered. Additionally, Bergkamp shared that she was riding routes 94 and 62 earlier that day for Ride Transit Month and that those routes, while not overcrowded were seeing steady usage too. Bergkamp plans to provide the CAC additional information about the September service increase as it becomes available.

Smit commented that she was surprised to hear the answer wasn't simply driver shortage.

Bergkamp responded that IT is continuing to make progress in the direction of hiring and training more drivers.

Marilyn Scott shared that she enjoyed the festivities of riding the parade bus in the Yelm parade and that she was surprised that only 6 riders participated in the parade. Marilyn also commented that children who were along the parade route seemed to get close to the bus to pop the bubbles, however the driver did a wonderful job keeping everyone safe.

Bergkamp shared that Ally McPherson, Marketing Coordinator is doing her best to promote opportunities to staff and drum up riders for the parade bus. The start of summer is also a busy time for families, which may have contributed to less riders.

Clair Bourgeois inquired about evening service and if it is scheduled to resume anytime soon. Bourgeois also asked about wheeled shopping carts and if they are allowed on the bus. A driver had counseled Bourgeois regarding her cart and implied that the cart would only be allowed if it had brakes. She expressed concern about the possibility of this rule negatively impacting seniors and other riders on the bus who rely on carts to tow their groceries and other belongings.

Bergkamp stated that she would review the existing policy regarding carts with Fixed Route Manager Cameron Crass and get back to the CAC with an explanation on the policy. Bergkamp also shared that she would request Rob LaFontaine to provide a service update to the CAC in the next couple of months to address questions regarding service expansion.

Lloyd Peterson inquired about the zero-fare pilot program launched in 2020 for a period of five years. Now that it is half-way into 2023, Peterson wondered if there were significant studies or discussions surrounding next steps of the program. Peterson expressed an interest in allowing the CAC to have input on the pilot program before it is finalized.

Bergkamp shared that due to the pandemic, the ITA voted to expand this pilot program through 2028. The ITA considers CAC input extremely valuable and intends to include the CAC in providing feedback as the program moves forward.

Nicole Smit inquired about the next planned community engagement survey to gauge interest in future service improvements, especially since IT is nearing pre-pandemic service levels.

Bergkamp shared that she doesn't quite have an answer for plans to gather additional public input, but staff has been considering the need to engage our community once again. Bergkamp also clarified that while we are closer to returning to pre-pandemic service levels that there are many facets of IT's long-range plan and Proposition 1 service increases that are yet to be realized. Marketing Manager Nick Demerice will also be instrumental in planning to solicit public input.

Marilyn Scott agreed with concerns brought up earlier by CAC Member Bourgeois regarding the exclusion of carts on buses. Scott expressed displeasure in the policy and stated that not allowing carts would place an undue hardship on seniors who use carts to run errands, such as grocery shopping.

Bergkamp shared that she plans to check-in with Cameron Crass and circle back with the group.

Clair Bourgeois asked about the Lacey Transit Center and the 620-route bus, if it will eventually pass the Lacey Transit Center and run from the Olympia Transit Center directly to the Martin Way Park and Ride.

Bergkamp responded that she is happy to do some fact-finding to address that question, but it would be better addressed by Planning staff. The 620 is not back to full service yet, so Bergkamp is unsure about future plans for that route.

REPORTS

- **May 17th ITA Report-** Jihan Grettenberger attended and shared that the meeting included a public hearing for the Transportation Improvement Program and a recommendation to repeal IT's Vaccination Requirement Policy. The General Manager's report also contained information for July's Rodeo.
- **June 7th ITA Meeting-** Nikki Crist attended and shared that two new employees were introduced including Fleet Manager David Chaffee and Planning Scheduler Paul Kierzek, both of whom were recruited from out of state. Two motions were approved to renew landscaping services and for the FleetNet support renewal and conversion to Avail Technologies. The General Manager's report included an announcement regarding Joe Schmidt who retired following a 41-year career at IT. Finally, Emily Bergkamp also announced Ride Transit Month and committed to riding the bus regularly.
- **June 21st ITA Meeting-** Ty Flint attended and shared that Duncan Green presented the Spring BCC update and Eric Phillips provided an update on the Martin Way Park and Ride construction efforts, which is on track for a grand opening towards the end of July.
- **General Manager's Report** – Bergkamp provided the General Manager's report including:

- Emily provided a 2023-2025 biennium funding update.
- Transportation Choices Coalition hosted a webinar titled “How Riders Can Shape Transportation” on June 21 with our very own ITA Citizen’s Representatives as panelists. 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.
- Staff are planning IT’s first, post COVID Transit Appreciation Day (TAD). Mark your calendars for Friday, August 4 from 10 am to 4 pm. Intercity Transit will provide a delicious meal for all current employees, volunteers, Community Advisory Committee and Authority Board members. Due to current construction, parking, and space constraints on our 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 have in the past. But 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!
- Recently our State Auditor met with both finance staff, ITA Board Chair Clark Gilman and Emily Bergkamp to get the yearly audit underway.
- Work has started on activities for preparing the 2024 budget. Jana Brown, IT’s 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 also be working on the operating budget as well. Part of this yearly process includes the General Manager engaging the board in discussion of pertinent policy issues and suggested actions to update the Strategic Plan with. Because we will be hiring a permanent General Manager by the end of this year but need to begin work to prepare a functional 2024-2029 Strategic Plan now, the update can 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. But this would save a more robust update process for the permanent General Manager to engage the ITA by enabling them to share their unique strategic vision. As it stands, in the current Strategic plan, the 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 our 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 board for their approval in December, following our normal public process.

NEXT MEETING: July 17, 2023, at the Olympia Transit Center.

ADJOURNMENT at 6:41pm.