

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, August 16, 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: 346-246-811#**

**The public may join in person at the Pattison Street Facility or view the meeting via Facebook: <https://www.facebook.com/IntercityTransit/>**

**CALL TO ORDER**

- |           |  |                |
|-----------|--|----------------|
| <b>1)</b> | <b>STAFF INTRODUCTIONS</b>   | <b>15 min.</b> |
|           | <b>A. Matt Kenney, Senior Planner</b> <i>(Rob LaFontaine)</i>  |                |
|           | <b>B. Charles Ackley, Technician</b> <i>(Jonathon Yee)</i>   |                |
|           | <b>C. Christopher Wells, Technician</b> <i>(Jonathon Yee)</i>  |                |
| <b>2)</b> | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>3)</b> | <b>PUBLIC HEARING</b>  | <b>10 min.</b> |
|           | <b>A. Draft 2022 Annual Report &amp; 2023 - 2028 Transit Development Plan</b><br><i>(Rob LaFontaine)</i> |                |
| <b>4)</b> | <b>GENERAL PUBLIC COMMENT</b>  | <b>5 min.</b>  |
| <b>5)</b> | <b>APPROVAL OF CONSENT AGENDA ITEMS</b>  | <b>1 min.</b>  |
|           | <b>A. Payroll July: \$3,216,058.71</b>   |                |
|           | <b>B. Accounts Payable July: \$2,704,615.46</b>  |                |
|           | • Warrants: \$2,680,624.26   |                |
|           | • ACH Payments: \$23,991.20  |                |
| <b>6)</b> | <b>NEW BUSINESS</b>  |                |
|           | <b>A. Janitorial Contract</b> <i>(Katie Cunningham)</i>  | <b>5 min.</b>  |
|           | <b>B. OTC North Site Improvements Contract</b> <i>(Tammy Ferris)</i>                                     | <b>5 min.</b>  |
|           | <b>C. Zero Emissions Workshop Debrief</b> <i>(Jonathon Yee)</i>  | <b>45 min.</b> |
|           | <b>D. Amend ITA Bylaws Resolution 03-2023</b> <i>(Emily Bergkamp)</i>                                    | <b>10 min.</b> |
| <b>7)</b> | <b>INTERIM GENERAL MANAGER'S REPORT</b>  | <b>5 min.</b>  |
| <b>8)</b> | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |

**ADJOURNMENT**

*Intercity Transit ensures no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.*

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

*Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).*

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-A**  
**MEETING DATE: August 16, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Manager, 705-5832

**SUBJECT:** Public Hearing: Draft 2022 Annual Report & 2023 – 2028 Transit Development Plan

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- 1) **The Issue:** Conduct a public hearing on the draft 2022 Annual Report and 2023-2028 Transit Development Plan (TDP).

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  - 2) **Recommended Action:** Receive and consider public comments regarding the annual update of the Transit Development Plan.

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  - 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.

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  - 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 three elements:

- a) Description of the system from the previous year (a 2022 Summary);
- b) Description of planned changes, if any, to services and facilities (2023-2028); and
- c) Operating and capital financing elements for the previous year (2022), budgeted for current year (2023), and planned for five years (2024 – 2028).

This year’s update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit’s “strategic plan,” which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on August 16, 2023, staff will request final adoption by the Transit Authority at a future meeting, likely in September. 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.

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

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6) **Budget Notes:** This is currently covered under the 2023 Budget. The TDP simply reports on past and projected services and service levels

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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.”*

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8) **References:** [Draft Transit Development Plan](#)

**2023 Timeline for TDP Process:**

July 17:	Staff presentation to the CAC on service restoration and the TDP
July 19:	Present TDP process timeline and authorize a public hearing
July 24:	Post the Draft TDP at <a href="http://www.intercitytransit.com">www.intercitytransit.com</a> 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 [tentative]

**Intercity Transit  
Payroll Disbursement List  
July 2023**

**Pay Periods:**

PP 14 (June 18-July 1)

PP 15 (July 2- 15)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
7/3/2023 ACH	AFLAC	11,810.70
7/7/2023 ACH	PR DIRECT DEPOSIT	907,964.37
7/7/2023 37530 - 37532	PR PAPER CHECKS	5,073.07
7/7/2023 ACH	IRS	146,667.77
7/7/2023 ACH	HEALTH SAVING	92.59
7/7/2023 ACH	VANGUARD	128,619.03
7/7/2023 ACH	PERS	215,782.89
7/7/2023 ACH	DEF COMP	33,907.67
7/7/2023 ACH	ICMA	13,046.90
7/7/2023 ACH	CHILD SUPPORT	1,547.21
7/21/2023 ACH	PR DIRECT DEPOSIT	962,044.65
7/21/2023 37622 - 37625	PR PAPER CHECKS	4,630.98
7/21/2023 ACH	IRS	165,588.35
7/21/2023 ACH	HEALTH SAVING	92.59
7/21/2023 ACH	VANGUARD	135,869.73
7/21/2023 ACH	PERS	220,049.74
7/21/2023 ACH	DEF COMP	36,515.29
7/21/2023 ACH	ICMA	13,511.49
7/21/2023 ACH	CHILD SUPPORT	1,524.14
7/25/2023 ACH	NY Income Tax Q2	147.26
7/28/2023 ACH	L&I Qtr 2 Taxes	199,474.67
7/28/2023 ACH	AFLAC	12,097.62
<b>Total Payroll Disbursements</b>		<b>3,216,058.71</b>

**INTERCITY TRANSIT  
A/P DISBURSEMENT LIST  
JULY 2023**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor #</u>	<u>Payee</u>	<u>Amount</u>
37491	07/05/23	22420	ALLEN WALTON - VOID	(\$10,077.96)
37533	07/10/23	01405	ADVANCE GLASS INC.	\$1,541.98
37534	07/10/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$766.50
37535	07/10/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,534.24
37536	07/10/23	07220	CUMMINS INC.	\$3,173.15
37537	07/10/23	07619	DAVID S FOSTER	\$2,000.00
37538	07/10/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$621.92
37539	07/10/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24
37540	07/10/23	09662	FERRELLGAS LP	\$7,607.51
37541	07/10/23	10660	GILLIG LLC	\$0.00
37542	07/10/23	10660	GILLIG LLC	\$11,578.32
37543	07/10/23	10759	GORDON TRUCK CENTERS INC	\$438.15
37544	07/10/23	10880	GRIMM COLLECTIONS	\$350.33
37545	07/10/23	11776	INTERCLEAN EQUIPMENT LLC	\$3,047.00
37546	07/10/23	11831	INTRADO LIFE & SAFETY INC.	\$1,700.00
37547	07/10/23	11933	JESSE ORNDORFF	\$1,095.01
37548	07/10/23	11934	JESSI'S BILLARDS & OSHI UKULELES	\$1,642.50
37549	07/10/23	11943	JOANNA GRIST	\$2,000.00
37550	07/10/23	12488	KEITHLY BARBER ASSOCIATES INC.	\$3,208.50
37551	07/10/23	13726	M & S COLLISION LLC	\$2,500.96
37552	07/10/23	13750	MAILBOX OF OLYMPIA - THE	\$499.88
37553	07/10/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37554	07/10/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37555	07/10/23	14670	MNS MARKETING LLC	\$623.60
37556	07/10/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,486.59
37557	07/10/23	15353	OCCUPATIONAL SAFETY RESOURCE INC.	\$561.00
37558	07/10/23	16595	PACIFIC POWER GROUP LLC	\$1,684.02
37559	07/10/23	16969	POINT GRAPHICS LLC	\$969.08
37560	07/10/23	16974	POMP'S TIRE SERVICE INC.	\$3,058.20
37561	07/10/23	17391	QUALITY MUFFLER & BRAKE	\$534.25
37562	07/10/23	17505	RAINIER DODGE INC.	\$851.24
37563	07/10/23	17580	RECARO NORTH AMERICA INC.	\$2,126.40
37564	07/10/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$644.03
37565	07/10/23	18469	SPORTWORKS GLOBAL LLC	\$102.58
37566	07/10/23	18530	STANDARD PARTS CORP.	\$834.07
37567	07/10/23	18801	TAGS AWARDS & SPECIALTIES	\$604.45
37568	07/10/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
37569	07/10/23	21950	TITUS-WILL CHEVROLET	\$2,436.08

37570	07/10/23	22420	ALLEN WALTON	\$323.03
37571	07/10/23	23641	UNITED STATES TREASURY	\$35.50
37572	07/10/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67
37573	07/10/23	24755	WA ST HEALTH CARE AUTHORITY	\$606,333.10
37574	07/10/23	26861	WESTERN GRAPHICS INC.	\$3,301.43
37575	07/13/23	18066	SHI INTERNATIONAL CORP.	\$117,534.94
37576	07/17/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$133.74
37577	07/17/23	02060	AMERISAFE INC.	\$227.76
37578	07/17/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,870.71
37579	07/17/23	02828	AVAIL TECHNOLOGIES INC	\$2,671.80
37580	07/17/23	03023	BACKUPIFY INC.	\$1,111.50
37581	07/17/23	03250	BATTERY SYSTEMS INC.	\$5,922.94
37582	07/17/23	06040	CITY OF LACEY	\$2,337.64
37583	07/17/23	07220	CUMMINS INC.	\$6,254.21
37584	07/17/23	07640	DAY MANAGEMENT CORP	\$4,324.16
37585	07/17/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$217.96
37586	07/17/23	09662	FERRELLGAS LP	\$4,233.85
37587	07/17/23	10251	FRUITION GROWTH LLC	\$34,096.35
37588	07/17/23	10580	GENE'S TOWING INC	\$334.92
37589	07/17/23	10660	GILLIG LLC	\$5,187.92
37590	07/17/23	10759	GORDON TRUCK CENTERS INC	\$460.76
37591	07/17/23	11048	HARGIS ENGINEERS INC.	\$3,480.00
37592	07/17/23	11100	HARTFORD LIFE AND ACCIDENT INSURANCE CO	\$132.25
37593	07/17/23	11933	JESSE ORNDORFF	\$586.92
37594	07/17/23	11971	JOHNSON CONTROLS INC.	\$3,797.35
37595	07/17/23	12488	KEITHLY BARBER ASSOCIATES INC.	\$724.50
37596	07/17/23	13485	LEMAY MOBILE SHREDDING	\$618.45
37597	07/17/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,705.10
37598	07/17/23	14760	MUNCIE TRANSIT SUPPLY	\$2,379.55
37599	07/17/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$829.56
37600	07/17/23	16490	HAROLD LEMAY ENTERPRISES	\$1,611.94
37601	07/17/23	16623	PALAMERICAN SECURITY INC.	\$74,003.94
37602	07/17/23	16657	PAREJA MARITA	\$10.31
37603	07/17/23	16888	REXEL USA INC.	\$234.75
37604	07/17/23	16969	POINT GRAPHICS LLC	\$184.28
37605	07/17/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$482.09
37606	07/17/23	17290	PUGET SOUND ENERGY	\$29,711.92
37607	07/17/23	17505	RAINIER DODGE INC.	\$355.12
37608	07/17/23	17580	RECARO NORTH AMERICA INC.	\$497.09
37609	07/17/23	17861	SAMBA HOLDINGS INC.	\$932.88
37610	07/17/23	17900	SCHETKY NORTHWEST SALES INC.	\$997.79
37611	07/17/23	17903	TAPANI INC.	\$232,971.01
37612	07/17/23	18530	STANDARD PARTS CORP.	\$1,340.57
37613	07/17/23	18540	STANTEC CONSULTING SERVICES INC	\$43,170.13
37614	07/17/23	21950	TITUS-WILL CHEVROLET	\$2,286.81
37615	07/17/23	21976	TOTAL BATTERY SUPPLY AND AUTOMOTIVE LLC	\$207.60

37616	07/17/23	21985	TOTAL FILTRATION SERVICES INC.	\$384.34
37617	07/17/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$9,262.94
37618	07/17/23	22235	TREW ENTERPRISE LLC	\$1,175.48
37619	07/17/23	24000	W. W. GRAINGER INC.	\$30.22
37620	07/17/23	25909	WEX BANK	\$45,649.12
37621	07/17/23	26861	WESTERN GRAPHICS INC.	\$1,040.25
37626	07/20/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37627	07/20/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$113,491.99
37628	07/20/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37629	07/20/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$20,798.77
37630	07/24/23	01780	AMALGAMATED TRANSIT UNION 1765	\$22,969.17
37631	07/24/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,906.77
37632	07/24/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$115.46
37633	07/24/23	02060	AMERISAFE INC.	\$1,641.91
37634	07/24/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,362.14
37635	07/24/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$207,751.42
37636	07/24/23	03745	BOLD JORDAN	\$12.00
37637	07/24/23	05340	CAPITOL COURIER SERVICE	\$216.06
37638	07/24/23	07350	CW JANITORIAL SERVICE LLC	\$36,376.89
37639	07/24/23	08091	DSI MEDICAL SERVICES	\$901.50
37640	07/24/23	08840	JEMMA INC.	\$8,009.35
37641	07/24/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$597.59
37642	07/24/23	09550	FAIRWAY COLLECTIONS LLC	\$38.66
37643	07/24/23	09662	FERRELLGAS LP	\$3,846.46
37644	07/24/23	09961	FORMA CONSTRUCTION COMPANY	\$630,606.34
37645	07/24/23	10477	GALLS PARENT HOLDINGS LLC	\$902.13
37646	07/24/23	10660	GILLIG LLC	\$5,154.83
37647	07/24/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
37648	07/24/23	10759	GORDON TRUCK CENTERS INC	\$471.26
37649	07/24/23	10880	GRIMM COLLECTIONS	\$350.33
37650	07/24/23	11615	INDUSTRIAL HYDRAULICS INC.	\$27.64
37651	07/24/23	13346	LAHR NATHAN	\$14.00
37652	07/24/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$432.15
37653	07/24/23	14160	MCMASTER-CARR SUPPLY CO.	\$321.44
37654	07/24/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37655	07/24/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37656	07/24/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$0.00
37657	07/24/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,861.20
37658	07/24/23	15045	NATIONAL TESTING NETWORK INC.	\$45.00
37659	07/24/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$499.96
37660	07/24/23	16595	PACIFIC POWER GROUP LLC	\$283.54
37661	07/24/23	17580	RECARO NORTH AMERICA INC.	\$1,426.66
37662	07/24/23	17792	ROUSH CLEANTECH LLC	\$1,367.70
37663	07/24/23	17900	SCHETKY NORTHWEST SALES INC.	\$903.59
37664	07/24/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,305.66
37665	07/24/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75



37666	07/24/23	18530	STANDARD PARTS CORP.	\$1,399.23
37667	07/24/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$15,350.78
37668	07/24/23	21865	THURSTON ECONOMIC DEVELOPMENT COUNCIL	\$500.00
37669	07/24/23	21950	TITUS-WILL CHEVROLET	\$1,296.51
37670	07/24/23	22235	TREW ENTERPRISE LLC	\$2,644.64
37671	07/24/23	23641	UNITED STATES TREASURY	\$35.50
37672	07/24/23	23660	UNITED WAY OF THURSTON COUNTY	\$470.00
37673	07/24/23	23740	USSC ACQUISITION CORP	\$1,964.51
37674	07/24/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$221.67
37675	07/24/23	24030	WA ST AUDITOR'S OFFICE	\$6,981.45
37676	07/24/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$38,832.54
37677	07/24/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
37343	07/25/23	01780	AMALGAMATED TRANSIT UNION 1765 - VOID	(\$100.50)
37678	07/31/23	01780	AMALGAMATED TRANSIT UNION 1765	\$100.50
37679	07/31/23	01805	AM BRANAM TOOLS INC.	\$500.20
37680	07/31/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$36,062.00
37681	07/31/23	06120	CITY OF OLYMPIA (UTILITIES)	\$4,558.22
37682	07/31/23	06836	CONTINENTAL BATTERY SYSTEMS	\$274.33
37683	07/31/23	07105	CRAINS TOTAL OFFICE	\$1,423.50
37684	07/31/23	07220	CUMMINS INC.	\$1,047.35
37685	07/31/23	07350	CW JANITORIAL SERVICE LLC	\$36,376.89
37686	07/31/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$146.90
37687	07/31/23	09662	FERRELLGAS LP	\$3,045.84
37688	07/31/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37689	07/31/23	10477	GALLS PARENT HOLDINGS LLC	\$1,574.25
37690	07/31/23	10580	GENE'S TOWING INC	\$345.14
37691	07/31/23	10660	GILLIG LLC	\$0.00
37692	07/31/23	10660	GILLIG LLC	\$10,947.53
37693	07/31/23	10759	GORDON TRUCK CENTERS INC	\$370.51
37694	07/31/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$28,536.85
37695	07/31/23	11933	JESSE ORNDORFF	\$2,519.61
37696	07/31/23	11958	JOHN STEELE CLAYTON	\$1,562.40
37697	07/31/23	13788	MARTINEZ GABRIELA	\$2.00
37698	07/31/23	14457	MIDWEST BUS CORPORATION	\$172.46
37699	07/31/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$484.24
37700	07/31/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$544.18
37701	07/31/23	16701	PEAK INDUSTRIAL INC.	\$179.30
37702	07/31/23	17420	R&R TIRE COMPANY INC.	\$2,949.86
37703	07/31/23	17505	RAINIER DODGE INC.	\$781.05
37704	07/31/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$760.08
37705	07/31/23	18530	STANDARD PARTS CORP.	\$1,755.24
37706	07/31/23	18711	SUNSET AIR INC.	\$599.51
37707	07/31/23	21950	TITUS-WILL CHEVROLET	\$764.62
37708	07/31/23	21971	TONUAO LAMOUR	\$55.98
37709	07/31/23	22100	TRANSIT SOLUTIONS LLC	\$1,075.59
37710	07/31/23	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$64,264.93

ACH	07/03/23	AUTHORIZE.NET	\$196.51
ACH	07/07/23	SMITH HEATHER	\$975.00
ACH	07/14/23	HOUK JENNIFER	\$9.69
ACH	07/14/23	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,388.00
ACH	07/21/23	AGUERO JASON	\$253.56
ACH	07/21/23	LEMAY IZABEL	\$50.46
ACH	07/21/23	MARTIN JAMIE	\$30.00
ACH	07/21/23	TWIGGS CHRISTOPHER	\$85.00
ACH	07/24/23	DEPARTMENT OF REVENUE	\$14,536.30
ACH	07/28/23	ALFONSO CHRISTOPHER	\$354.00
ACH	07/28/23	BARRY SEAN	\$158.17
ACH	07/28/23	COFFMAN ROBERT	\$2,065.00
ACH	07/28/23	GAMBOA JOSE	\$158.17
ACH	07/28/23	HAGQUIST MORGAN	\$158.17
ACH	07/28/23	IT PROJECT ASSISTANCE	\$629.00
ACH	07/28/23	IT WELLNESS	\$606.00
ACH	07/28/23	LOOMIS CHRISTINA	\$158.17
ACH	07/28/23	LORENZO JEFFREY	\$1,180.00
			<b><u><u>\$2,704,615.46</u></u></b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-A**  
**MEETING DATE: August 16, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Janitorial Services and Supplies Contract Renewal

- 
- 1) **The Issue:** Renew the janitorial services and supplies contract with CW Janitorial Service for an additional year.
- 
- 2) **Recommended Action:** Authorize the Interim General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$553,589, including taxes.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. 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 this renewal effective September 1, 2023, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Operations (AdOps) Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Fuel Wash Facility, Walk-N-Roll Bike Shop, and Amtrak Station. Tasks and requirements have been updated to reflect current service and supply needs, including any modifications implemented throughout the past year to add new buildings, remove vacated locations, and increase overall cleanliness.

Proposed renewal rates are increased as compared to the current contract term due to additional service hours at Intercity Transit's facilities. The majority of the additional hours will be provided at the Lacey Transit Center and AdOps Building. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service's record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality

services which enhance and maintain the cleanliness of our facilities and recommends renewal of the contract.

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**5) Alternatives:**

- A. Authorize the Interim General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in the amount of \$553,589, including taxes.
  - B. Defer Action. This alternative may result in a lapse of janitorial services and supply coverage at Intercity Transit facilities.
- 

**6) Budget Notes:** The 2023 budget for Janitorial Services and Supplies is \$350,000. The adjusted contract rates will not result in an overage to the 2023 budget. The 2024 budget allocation will accommodate the new contract amount.

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**7) Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-B**  
**MEETING DATE: August 16, 2023**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, 705-5818  
**SUBJECT:** OTC North Site Improvements Contract Award

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- 1) **The Issue:** Authorization to execute a contract with NPM Construction Co. to construct site improvements on the north side of the Olympia Transit Center (OTC).

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- 2) **Recommended Action:** Authorize the Interim General Manager to enter into a contract with NPM Construction Co., to construct site improvements at the Olympia Transit Center in the amount of \$384,661.

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

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- 4) **Background:** In 2019, Intercity Transit completed construction of the new customer service building on the north side of the Olympia Transit Center (OTC) property. Shortly thereafter, Intercity Transit completed pedestrian and right-of-way (ROW) improvements on the southwest half of the property, complementing the new customer service building by replacing the pedestrian plaza and connecting the site to the bus-only lane on State Avenue. The construction contract presented for consideration this evening represents the final phase of planned projects to update the public areas of the OTC site.

In late 2022, staff engaged SCJ Alliance from the On-Call Architectural and Engineering Services contract to complete the design of the remaining site improvements, provide permitting support, prepare the bid package, and provide construction management support through the completion of the project. To date, SCJ has completed the design, bid process, and supported City of Olympia permit approvals to construct the improvements.

Like our last project, this project includes primarily pedestrian improvements around the northwest corner of the property and portions of the original bus platforms and crossings. The updates will reduce trip hazards and enhance accessibility of the ROW approaches around the OTC. This work is the final stage of a series of projects planned to refresh the site and enhance pedestrian access. Work will consist of curb and sidewalk replacement; replacement of ADA ramps at the intersection of Olympia Avenue and Washington Street; replacement of the existing red concrete pavers at the bus loading platform and internal crossings; and a refresh of all pavement markings onsite and around the perimeter of the

transit center. An important component of this project is the successful coordination between the contractor and our Operations and Customer Service staff during the work, so service can be maintained at the OTC with minimal disruptions to our riders.

Following approval of the engineering plans by the City of Olympia, Procurement advertised for Request for Bids on July 20, 2023, for the construction of the final phase of OTC improvements. We received five (5) bids by the submittal deadline of August 11, 2023. The bid submitted by NPM Construction Co., in the amount of \$349,692 was determined to be the lowest, responsive, and responsible bid. Bids ranged from a high of \$457,457 to a low of \$349,692. The low bid is \$51,147 or 6% above the Engineer's estimate. The total authorized amount requested includes a 10% contingency for the construction project.

NPM Construction Co. is a reputable and competent contractor. NPM Construction Co. has successfully completed similar projects with City of Bellevue and City of Kirkland. Staff is confident in their ability to complete this project and recommends the award of the contract to NPM Construction Co. for site improvements on the north side of the Olympia Transit Center.

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5) **Alternatives:**

- A. Authorize the Interim General Manager to enter into a contract with NPM Construction Co., to construct site improvements at the Olympia Transit Center in the amount of \$384,661.
- B. Defer action.

- 
- 6) **Budget Notes:** The OTC project improvements were approved as part of the 2023 budget and remaining project funds necessary to complete the project will be presented to be carried forward as part of the proposed 2024 budget.

- 
- 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."

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-C**  
**MEETING DATE: August 16, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Jonathon Yee, Maintenance Fleet & Facilities Director  
360.705.5884  
Emily Bergkamp, Interim General Manager, 360.705.5889

**SUBJECT:** Zero-Emissions Workshop Debrief

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- 1) **The Issue:** Facilitate discussion among the Intercity Transit Authority Board members (ITA) regarding our recent zero-emissions workshop prepared and facilitated by Center for Transportation and the Environment (CTE).
- 
- 2) **Recommended Action:** No action is required. For discussion only.
- 
- 3) **Policy Analysis:** Intercity Transit’s Environmental and Sustainability Policy (Policy-EX-0011) states the agency’s commitment to protecting the environment, incorporating sustainability in all areas of operations, implementing processes and practices that enable us to reduce our environmental impact and increase operating efficiency, and expanding our implementation of sustainable practices. To that end, Intercity Transit is working with CTE to develop a zero-emissions transition plan for the agency fleet.
- 
- 4) **Background:** ITA members and staff attended a zero-emissions workshop presented by CTE on July 12, 2023. CTE shared a vast amount of information about zero-emissions fleet options and which technologies best align with our blocking of runs, routing, daily mileage, and general daily operations. This included consideration of battery electric buses, hydrogen fuel cell buses, and a combination of both technologies for fixed route and Dial-A-Lift. The workshop was focused on sharing information and answering questions. The ITA requested time at subsequent board meetings to process and discuss the information together as a group.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** Multiple projects supporting future steps of a zero-emissions transition are included in the 2023 budget. Staff plans to complete some of the budgeted work in the coming months.

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7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **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.”*

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8) **References:** [Environmental and Sustainability Policy](#) (Policy-EX-0011).



## POLICY-EX-0011

Approved by:



Martin Thies, Chair  
Intercity Transit Authority



Ann Freeman-Manzanares, General Manager

Written by: Bob Holman

### THE ENVIRONMENTAL AND SUSTAINABILITY POLICY

#### 1. Intercity Transit Will Protect the Environment

Intercity Transit will act to protect the environment through compliance regulations and practices, and use of materials that do NOT adversely impact the natural environment.

Intercity Transit will fully comply with all applicable federal, state, and local environmental laws and regulations and industry standards.

Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.

Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.

Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.

Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to the Intercity Transit Authority members, elected officials, agency employees and the general public.

Intercity Transit will develop and document practices to prevent pollution.

## **POLICY-EX-0011**

### **2. Intercity Transit Will Incorporate Sustainability in All Areas of Operations**

Intercity Transit commits to incorporating sustainability in all areas of its operations, including:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of "green" building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least LEED silver.
- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycle content.
- The conservation of water at agency buildings and facilities.
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to take actions to reduce carbon emissions.

### **3. Intercity Transit Will Implement and Maintain an Environmental and Sustainability Management System Consistent with the ISO 14001 Standard**

Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. With this Policy and consistent with ISO14001 requirements Intercity Transit makes a commitment to:

- Continual improvement and prevention of pollution;
- Compliance with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects; and
- To communicate this Policy to all persons working for or on behalf of the organization.

Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

## **POLICY-EX-0011**

#### **4. Intercity Transit Will Expand Implementation of Sustainable Practices**

Intercity Transit will continue to expand its implementation of sustainable practices, continue as a model and leader in this area, and will continue to strive to improve and expand excellent multi-modal public transit services.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-D**  
**MEETING DATE: August 16, 2023**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** ITA Bylaw Amendment

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1) **The Issue:** Review proposed amended ITA bylaw language.

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2) **Recommended Action:** Discuss recommended changes and/or entertain additional amended language. If consensus is reached at this meeting, adopt Resolution 03-2023 to amend Sections 2, 4.1, 4.3 and 5.14 of the Bylaws.

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3) **Policy Analysis:** Per ITA Bylaws Section 10, ITA bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution; therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010).

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4) **Background:** In 2017, Intercity Transit's Advisory Committee changed its title from "Citizen" Advisory Committee to "Community" Advisory Committee. Recently ITA Chair, Clark Gilman, requested the title ITA "Citizen" Representative be updated to the title "Community" Representative. The proposed amended ITA bylaw language would replace any and all language referring to the title "Citizen" Representative with "Community" Representative in Sections 4.1 and 4.3.

At the ITA's August 2, 2023, meeting, the ITA approved holding the September 20, 2023, ITA/CAC Joint meeting, and future meetings in a hybrid format. Section 5.14 of the ITA Bylaws contain language specific to attending meetings remotely. This language needs to be updated to allow the member presiding over the meeting to attend remotely as needed. Other language should also be updated to continue allowing the public to attend remotely.

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5) **Alternatives:**

- A. Adopt the amendments to the ITA Bylaws as distributed.
- B. Defer adoption of the amendments until the September 6, 2023, meeting.

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6) **Budget Notes:** N/A.

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7) **Goal Reference:** This issue impacts all Intercity Transit goals.

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8) **References:** ITA Bylaws with proposed amendments and Resolution 03-2023.

*INTERCITY TRANSIT AUTHORITY*

*BYLAWS*

## INTERCITY TRANSIT AUTHORITY BYLAWS

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### III. POWERS, RIGHTS, RESPONSIBILITIES

### IV. AUTHORITY COMPOSITION

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- 4.2 Selection - Elected Members
- 4.3 Selection - Community Representatives

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### V. MEETINGS

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- 5.3 Executive Sessions
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- 5.6 Quorum
- 5.7 Chair
- 5.8 Conduct of Meetings
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### VI. OFFICERS - CHAIR AND VICE CHAIR

- 6.1 Election
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### VIII. APPOINTED POSITIONS

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- 8.2 Legal Counsel
- 8.3 Clerk of the Board

IX. GENERAL PROVISIONS

9.1 Warrants

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9.5 Gifts

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X. AMENDMENTS



## INTERCITY TRANSIT AUTHORITY BYLAWS

### I. BACKGROUND

Intercity Transit is the public transportation agency serving all territory within the boundaries of the cities of Olympia, Lacey, Tumwater, and Yelm, and includes the following voting precincts in unincorporated Thurston County, as they existed on April 4, 2002: 38, 43, 56, 58-59, 68- 70, 75, 78-79, 81-85, 87, 90-93, 97-98, 100, 107-108, 110, 112-115, 117-121, 123, 139, 136, 142-143, 159, 161-163, 167-169, 174, 177-178, 181, 186-199, 193-194, 196-197 and portions of some voting precincts (See Public Transportation Improvement Conference Resolution dated April 4, 2002). (Res. 1-03)

During the summer of 1980, representatives from the jurisdictions comprising the Intercity Transit service area met and formally established the Thurston County Public Transportation Benefit Area as a municipal corporation under the laws of the State of Washington (RCW 36.57A). In September, voters approved an initiative allowing for the collection of a sales tax to support public transportation, and on January 1, 1981, the Thurston County Public Transportation Benefit Area assumed operation of local transit service. On April 16, 1982, the Thurston County Public Transportation Benefit Area officially changed its name to Intercity Transit. (Res. 2-06)

On May 19, 1992, the voters in the non-urbanized areas of Thurston County voted to expand the transit district county-wide and levied a sales and use tax at the rate of three-tenths of one percent (.003). (Res. 2-93)

On April 4, 2002, the duly-called Public Transportation Improvement Conference voted to approve a resolution reducing the boundaries of the Thurston County Public Transportation Benefit Area to the area described in the first paragraph above. (Res. 06-02; Res. 1-03)

On September 17, 2002, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from three-tenths of one percent (.03) to six-tenths of one percent (.06). (Res. 1-03)

On August 17, 2010, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from six-tenths of one percent (.06) to eight-tenths of percent (.08). (Res. 01-2010)

On November 6, 2018, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from eight-tenths of one percent (.08) to one and two tenths percent (1.2%). (Res. 02-2018)

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 510 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

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III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 **Composition.** The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) Community representatives. Three Community members selected by the full Authority from members of the Community of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

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One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 **Selection - Elected Members.** The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 **Selection - Community Representatives.** The three voting Community representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

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shall be made annually to fill an expiring term. Community representatives shall have full voting membership on the Authority. (Res. 5-2010)

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Any Community member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a Community representative position, the Authority may, by a majority vote, reappoint the Community representative for a full three-year term, provided that a Community representative shall not be appointed to more than three consecutive full three-year terms.

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No later than its regular September meeting, the Authority will review the status of the expiring Community representative position. The Authority may, by a majority vote, either: (Res. 2-06)

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- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested members of the Community, or appoint an interested member of the Community from a list maintained for that purpose.

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Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

## V. MEETINGS

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017)

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

**5.3 Executive Sessions.** Executive sessions may be held during a regular or special meeting for the purposes listed in RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for the executive session, the time when the executive session will be concluded, and the Chair will announce whether the nonvoting member will be excluded, consistently with RCW 36.57A.050. The executive session may be extended to a stated later time by announcement of the Chair. (Res. 5-2010)

**5.4 Public Hearings.** Public hearings may be scheduled by the Authority at such times and at such places as the Authority determines to be appropriate to specifically solicit public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare;
- a substantial change in transit service;
- presentation of the annual budget;
- Federal Transit Administration grant applications;
- Transportation Improvement Program;
- American's With Disabilities Act Plan Update;
- updates on the six year Transit Development Plan;
- environmental impact reviews.

Public notice shall be given at least two weeks in advance, unless otherwise required by Federal or State regulations. (Res. 2-93; Res. 1-96)

**5.5 Meeting Notices.** Notices of changes in the time or place of regular meetings, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.6 Quorum.** At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

**5.7 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

**5.8 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

**5.9 Order of Business and Agenda.** The order of business at regular meetings, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

**5.10 Voting/Authority Decisions.** Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

**5.11 Meeting Minutes.** The proceedings of all Authority meetings, and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

**5.12 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.13 Compensation.** Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

**5.14 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Members attending remotely or in person needing reasonable accommodation to participate shall provide staff with 3 days' notice, unless otherwise approved by the Authority.

In the event that the Authority meets with some members attending remotely by telephone, teleconference or other remote means, the public shall be provided an opportunity to attend by telephonic, teleconference or other electronic means, in addition to any other opportunity to attend required by law. If the Authority holds a public hearing where some members attend remotely, the public shall also be provided an opportunity to be heard by remote means (telephone, teleconference, or other electronic means), in addition to any other opportunity to be heard as may be required by law.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Member will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc. (Res. 01-2015; 03-2020).

## VI. OFFICERS - CHAIR AND VICE CHAIR

**6.1 Election.** The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

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**Commented [EB1]:** This matches the timeframe in our language on board packets.

**Deleted:** The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely, unless the meeting is conducted entirely by remote means. In the event that a majority of members attend by remote means, the Chair or Vice Chair may preside over the meeting remotely. Otherwise, in the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member physically present having served on the Authority the longest shall serve as acting Chair.

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**6.2 Term.** The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

**6.3 Duties.** In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

## **VIII. APPOINTED POSITIONS**

**8.1 General Manager.** The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity

Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

**8.2 Legal Counsel.** Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

**8.3 Clerk of the Board.** The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

## **IX. GENERAL PROVISIONS**

**9.1 Warrants.** All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

**9.2 Notes.** All notes or other evidence of indebtedness, including bills issued or incurred in the name of Intercity Transit shall be signed by such officer, member, agent or employee of Intercity Transit, and in such manner as shall from time to time to be determined by Authority resolution.

**9.3 Other Legal Documents.** The Authority may authorize any officer or officers, agent or agents of Intercity Transit, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Intercity Transit and such authorization may be general or may be confined to specific instances. All written contractual obligations of Intercity Transit, including, but not limited to, contracts, leases and assignments, are to be maintained by the General Manager or designee. (Res. 2-93; Res. 1-96)

**9.4 Deposits.** All funds of Intercity Transit shall be deposited in the appropriate account established by resolution. The appropriate director shall be custodian of the funds and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law. (Res. 1-96)

**9.5 Gifts.** The Authority may accept on behalf of Intercity Transit any contribution, gift, or bequest (so long as conditions are consistent with state law), for any purpose of Intercity Transit.

**9.6 Travel.** Members of the Authority, in order to properly and fully conduct official Intercity Transit business, may travel and incur expenses. Overnight travel by Authority members will be approved in advance by the Authority or authorized by the Chair subject to annual budget restraints. Authority members



will receive reimbursement for reasonable expenses incurred while engaged in out-of-county official business, in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Intercity Transit employees. (Res. 62-84, 94-89, 2-93, Res. 1-96; Res. 6-02)

**9.7 Repealer.** These bylaws, as established by resolution, shall supersede all prior resolution in conflict herewith.

**X. AMENDMENTS**

These bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution, therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010)

**ADOPTED: July 24, 1987**

Amended:	April 5, 1989	(Res. 94-89)	May 15, 2002	(Res. 6-2002)
	May 3, 1989	(Res. 95-89)	February 5, 2003	(Res. 1-2003)
	March 6, 1991	(Res. 1-91)	March 1, 2006	(Res. 2-2006)
	September 4, 1991	(Res. 4-91)	June 6, 2007	(Res. 3-2007)
	March 3, 1993	(Res. 2-93)	June 16, 2010	(Res. 5-2010)
	February 7, 1996	(Res. 1-96)	March 4, 2015	(Res. 1-2015)
	September 2, 1998	(Res. 2-98)	June 21, 2017	(Res. 4-2017)
	June 2, 1999	(Res. 4-99)	May 20, 2020	(Res. 3-2020)
	May 2, 2001	(Res. 5-2001)	<u>August 16, 2023</u>	<u>(Res. 3-2023)</u>

**INTERCITY TRANSIT  
RESOLUTION 03-2023  
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS  
UPDATING CITIZEN REPRESENTATIVE TO COMMUNITY REPRESENTATIVE  
AND ATTENDING MEETINGS REMOTELY**

A **RESOLUTION** of the Intercity Transit Authority (ITA) amending the Bylaws of Intercity Transit to change the name of Citizen Representative to Community Representative and Attending Meetings Remotely.

**WHEREAS**, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

**WHEREAS**, Intercity Transit is governed by a Board of Directors, the Intercity Transit Authority; and

**WHEREAS**, the Authority shall be responsible for establishing and monitoring the policies of Intercity Transit; and

**WHEREAS**, Per ITA Bylaws Section 10, ITA Bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution; therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010); and

**WHEREAS**, copies of proposed revisions or amendments have been made available to each Authority member as part of the August 16, 2023, meeting agenda at which proposed revisions or amendments are to be acted upon; and

**WHEREAS**, the Authority deems it reasonable and appropriate to amend the Bylaws as set forth below.

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:**

**Section 1.** Section II of the ITA bylaws shall be amended as follows:

**II. NAME/OFFICES**

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 510 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

**Section 2.** Sections 4.1 and 4.3 of the ITA Bylaws shall be amended as follows:

**4.1 Composition.** The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) community representatives. Three community members selected by the full Authority from members of the community of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02; Res. 03-2023).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

**4.3 Selection - Community Representatives.** The three voting Community Representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term shall be made annually to fill an expiring term. Community Representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any Community Representative may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a Community Representative position, the Authority may, by a majority vote, reappoint the Community Representative for a full three-year term, provided that a Community Representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring Community Representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested members of the Community or appoint an interested member of the Community from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

**Section 3.** Section 5.14 of the ITA bylaws shall be amended as follows:

**5.14 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Members attending remotely or in person needing reasonable accommodation to participate shall provide staff with 3 days' notice, unless otherwise approved by the Authority.

In the event that the Authority meets with some members attending remotely by telephone, teleconference or other remote means, the public shall be provided an opportunity to attend by telephonic, teleconference or other electronic means, in addition to any other opportunity to attend required by law. If the Authority holds a public hearing where some members attend remotely, the public shall also be provided an opportunity to be heard by remote means (telephone, teleconference, or other electronic means), in addition to any other opportunity to be heard as may be required by law.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Member will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc. (Res. 01-2015; 03-2020).

**ADOPTED this 16<sup>th</sup> day of August 2023.**

**INTERCITY TRANSIT AUTHORITY**

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**Clark Gilman, Chair**

**ATTEST:**

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

**APPROVED AS TO FORM:**

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