

Authority Meeting Highlights
a brief recap of the September 6, 2023, Intercity Transit Authority Meeting

Wednesday night, the Authority:

- Adopted the **2022 Annual Report and 2023-2028 Transit Development Plan.** (*Rob LaFontaine*)
- Authorized the Interim General Manager, pursuant to Washington State Contract 05916, to purchase four (4) Ford work trucks from Bud Clary Ford in the amount not-to-exceed \$410,815 including sales tax. (*Katie Cunningham*)

Other Items of Interest:

- Dena Withrow introduced the **Operator Class 23-04.**
- David Chaffee introduced **Andrew Cathers, Vehicle Detailer, Jeremy Schwagler and Joe Bell, Technicians.**
- Peter Stackpole provided an overview of the establishment of an on-call qualified vendor list (QVL).

Interim General Manager's Report:

Human Resources staff coordinated the second hiring event of its kind with WorkSource on August 31. Sixty-one individuals registered for the event, and 30 interviews were completed that day. These events are intended to assist candidates with application completion, practical fit testing, interviewing, and video testing to become an Operator at Intercity Transit – all on the same day. From the event, 14 contingent job offers were made to individuals who attended that event for class 23-05 starting on October 9. More interviews took place for class 23-05 this week on Tuesday, Wednesday, and Thursday – this could be a big class! HR staff reported this was such a successful recruitment they struggled to process all the applications received!

Applications for the Community Advisory Committee recruitment are now available. All are encouraged to apply by October 6! Interviewees will be selected on October 18 and interviews take place in early November or December. Special thanks to ad-hoc committee members Sue Pierce, Don Melnick, Debbie Sullivan, Ty Flint, Clair Bourgeois, Nicole Smit, and staff member Amanda Collins for their work on this years' recruitment.

The old Pattison Administrative/Operations building is officially demolished. It's a bittersweet moment because a lot of memories were held within those walls, and many important decisions made by staff and the Authority transpired there, along with amazing work of all of employees.

The safety and training staff are drafting a Narcan policy, and will meet with David Bayne, Director of Thurston County Public Health and Social Services Department, to identify areas we can partner with for training and inventory. Special thanks to Commissioner Mejia for connecting us to Bayne. The purpose of this policy is to provide approved staff with guidelines to administer Naloxone in the event they need to respond to an opioid overdose while engaging employees or customers in the course of their normal job duties. Only authorized staff holding specific job titles who have received the required training may administer naloxone.

Bergkamp provided a Martin Way Park & Ride Update:

Primary construction activity: Most of the major work planned and under the original construction contract is now complete; some of the electrical work is delayed as the contractor waits for WSDOT approvals for work on the ramp and mainline and also waits for light poles to come in.

Passenger loading area: The temporary stop located in the drive entry area is ready to be moved back to the main platform area adjacent to the bus only lane after this week. They will hold off on placing the new NB stop on the ramp until after the lighting is installed in a couple weeks.

Additional work:

1. The electrician is working this week on the camera system upgrades, new fiber and pulling everything into the building.
2. The updated security system (JCI) is being installed this week. This is specific to the building and access but will be consistent with all other Intercity Transit facilities.
3. Additional parking lot repairs in the north lot are underway thru this week. During this work the north lot area will be closed to the public and public use will be moved to the south lot or area closest to Martin Way. The repair on the north lot will continue the repair of the subgrade that was not able to be done with the initial repair work and they will be milling and repaving most of the remaining older portion of the parking lot – including repainting the repaired areas.
4. Misc. items. – Tapani and subs will replace the base for a light pole that was moved and then replace the two poles that were taken down. A portion of the platform where the path comes in will need to be poured and that will likely happen next week after the electrical work is done and they set the new electrical boxes that allow access to the building for the camera system. Hydroseeding and bark mulch will be added in September following inspection of the areas where trees were removed for the project. It is possible that additional trees will need to be removed due to root damage. That assessment will occur over the next couple of weeks as well.

The general outline of the current schedule related items that will require some support from Intercity:

9/6 – Pavement grinding/removal of the rest of the lot being repaired.

9/6 – building walkthrough – punch list with MSGS and owner.

9/7 – Paving of lot.

Interim Operations Director Dena Withrow is partnering with Administrative Services Director Heather Smith to create a peer support team that provides support to employees following critical incidents when they happen as a supplement to our Employee Assistance Program.

During September, we will host visits from Senator Hunt, Representatives Bateman, Barkis and Fey, who is also the Chair of the Transportation Committee. Special thanks to our state advocates Joanna Grist and David Foster for arranging these visits.

At the August 16 ITA meeting, the Board requested speaking points about Intercity Transit's work on a transition to Zero Emissions. Chief Communications, Marketing and Outreach Officer, Nick Demerice, created a document that was emailed to the Board, to utilize when discussing or being asked questions about this work. Demerice collaborated with Jonathon Yee to ensure the messaging matches the spirit of the work being done with our consultants from the [Center for Transportation and the Environment](#). The information will also be shared with the Community Advisory Committee. Bergkamp will connect with Marc Daily from TRPC to see when they might have time in the fall for a presentation from Yee about Intercity Transit's Zero Emissions work. This was a great suggestion from Don Melnick as a first step to share what we are doing with local government stakeholders.

Some Board members and staff will attend a tour of the Nisqually Tribal Facilities on Friday, September 22 from 1:30 to 5 pm.

Prepared September 7, 2023

Pat Messmer/Clerk of the Board