

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
September 20, 2023
5:30 P.M.

The public may attend in person at the Pattison Street Facility or join the meeting remotely by calling toll free: (844) 730-0140 / Phone Conference ID: 373 460 832# at 5 p.m. for a sound check. The public can also watch via Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) **STAFF INTRODUCTIONS** 15 min.
 - A. **Kenny Revel, Inventory Specialist** (*Jon Licht*)
 - B. **Donlee Robinson and Lucas Sampson, Support Specialists** (*David Chaffee*)
- 2) **APPROVAL OF AGENDA** 1 min.
- 3) **PUBLIC COMMENT** 3 min.
- 4) **RECOGNITION AND CELEBRATION** 20 min.
 - A. **2023 State Roadeo and Wall of Fame Recognition**
- 5) **SELF INTRODUCTIONS - CAC, ITA and in person staff** 15 min.
- 6) **APPROVAL OF AUTHORITY CONSENT AGENDA ITEMS** 1 min.
 - A. **Minutes** - July 19, 2023, August 2, 2023, and August 16, 2023, Regular Minutes
 - B. **Payroll August:** \$2,901,813.42
 - C. **Accounts Payable August:** \$3,372,590.84
 - Warrants: \$3,355,140.95
 - ACH Payments: \$17,449.89
- 7) **NEW BUSINESS**
 - A. **OTC Site Improvements Update** (*Tammy Ferris*) 5 min.
 - B. **Federal Advocacy Contract** (*Noelle Gordon*) 5 min.
 - C. **State Advocacy Contract Renewal** (*Noelle Gordon*) 5 min.
 - D. **Title VI Requirements; Large Urbanized Area in FFY2024** (*Rob LaFontaine*) 15 min.
 - E. **GM Recruitment Update** (*Heather Smith*) 15 min.
- 8) **COMMITTEE REPORTS**
 - A. ~~**Thurston Regional Planning Council (Sept. 8)**~~ (*Debbie Sullivan*) ~~**PULLED**~~
 - B. **Transportation Policy Board (Sept. 13)** (*Don Melnick*) 5 min.
- 9) **INTERIM GENERAL MANAGER'S REPORT** 5 min.

10) AUTHORITY/CAC ISSUES

15 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
July 19, 2023

CALL TO ORDER

Chair Gilman called the July 19, 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; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; Citizen Representative Don Melnick; Citizen Representative Sue Pierce.

Members Excused: Labor Representative Mark Neuville; Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Eric Phillips; Jonathon Yee; Heather Smith; Nicky Upson; Daniel Van Horn; Pat Messmer; Ramon Beltran; Steve Krueger; Michael Maverick; Dena Withrow; Jeff Peterson; Joy Gerchak; Kyle Curtin; Noelle Gordon; Steve Swan; Taylor Campbell; Steven Lauckhart; Traci Burns; Tunisia Price; Tammy Ferris; Alana Neal; Jessica Gould; Jana Brown; Peter Stackpole; Nick Demerice; Robert Rinehart.

Others Present: Lloyd Peterson, Community Advisory Committee; Ryan Olson and Courtney Donovan, Oregon Institute of Occupational Health Science; Taylor Rome, Thurston County.

STAFF INTRODUCTIONS

- 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*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Sullivan and Belk to adopt the consent agenda.

- 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

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NEW BUSINESS

- A. SHIFT Onboard Study Update.** Ryan Olson, Professor and Courtney Donovan, CPH Research Project Manager from Oregon Institute of Occupational Health Science provided an update on Intercity Transit's participation in the SHIFT Onboard study. SHIFT stands for "Success and Health Impacts for Transit operators during Onboarding."

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 effective 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.

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.

Olson explained about the stressors of being a bus operator, and it's their goal to prevent health problems from developing and help those with existing health issues to get better. There can be many health hazards for operators, particularly new operators, and in particular gaining weight. Their hope is that by investing extra time focused on health and job success can prevent health disruptions for new employees.

Olson reviewed the health statistics of bus operators, which includes a lot of sitting, how getting adequate breaks is difficult due to time demands, the stress of dealing with difficult passengers, shift work that can be sleep disruptive and make it difficult to eat healthy meals, which this can lead to weight gain for many. To write the grant, they looked at objective data from medical records for 55 operators and two thirds gained weight in their first few years, with an average of 12 pounds gained. Over 200 bus operators completed a survey and the average self-reported weight gain in their first year was 7.5 pounds, which equates to about one unit of body mass index and related to increased risk for heart problems and diabetes.

Intercity Transit participated in the enhanced onboarding program in the pilot. Enhanced onboarding is adding health and job success related training and support to the existing training program for new operators. It helps drivers earn their CDL. They met with operators in person every three months in their first year on the job. Following each in

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person training operators participated in an online challenge that included goal setting, tracking their goal success, with an approach that has a game-like feel for their incentives for participating in the online challenges. The steps to job success are skills that lead to higher job satisfaction and better retention. On the health success side these factors are related to health and body weight management, being an indicator of overall health but not the only indicator.

The operators learned about these concepts and set goals and saw both individual and group feedback and supported one another. Olson reviewed slides of their website logon page.

Olson reviewed results of the pilot study. Intercity Transit Operators compared to other agencies had lower stress, higher job satisfaction, job confidence, and social connection was slightly better, all things that should lead to better job retention. For body weight, IT operators stayed stable over the first year. Preventing weight gain reduces health care costs on average. Those costs increase about \$200/year for every unit of body mass index. If this prevention effect was realized with 15 new operators and they stuck with it over 5 years, that's a savings of \$50,000 in health care expenses. The invaluable return is helping newcomers join an organization without their health worsening and help them improve their health.

B. Routes Pages Enhancement Update. Nicky Upson, Marketing Communications & Outreach Coordinator and Rob Rinehart, Information Systems Manager, provided an update on enhancements to the routes pages of the IT website.

Upson began the presentation with a look back to what the IT website looked like in years past, beginning in 1998 where the website consisted of a very simple design, along with the agency's mission and customer service's contact information on the homepage. In 2015, the website's homepage evolved to include a version of a trip planner, a route finder, as well as news and rider alerts. This allowed the user to perform top tasks and get useful information without navigating to another page.

In 2017, progress to the website was made in terms of the look and feel of the website; the news and alerts features were still on the home page, but the user had to navigate away to plan a trip and find a route. It was also the start of using the terms "Ride, Learn and Connect" for our top navigation, which weren't very descriptive and could be confusing to the user. In September of 2021, staff implemented the current version of the site. With this redesign, focus was on high priority improvements like updating the top navigation and adding the trip planner, route finder and top tasks to the homepage. Significant changes were made to the routes pages, such as adding dynamic maps for each route and changing the source of schedules. Doing this provided customers with greater detail and increased internal efficiency.

The purpose of looking backwards is to illustrate that websites are not static and should be thought of on a continuum of continuous improvement. In July of 2022, staff entered into a contract with Fruition Growth, LLC for web hosting, support, design, and development, and focused on the routes pages because roughly 60 percent of visits to the website are for users planning trips. Of those, about 65 percent view schedules for one or more routes. This indicated that improving the routes pages would provide the biggest bang for our buck and have the greatest impact on our users. Staff worked to improve the routes pages in

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December 2022. To make the necessary changes, focus went to three top tasks: changing the source of information about our schedules; adding real-time information to the website; and updating the user experience.

To perform the design work, staff began with a discovery phase and looked at other transit systems' websites to determine best practices and to learn how others present real-time and scheduled departure information on their websites. We reviewed our web analytics to determine how users navigate the site, and used heat mapping on the current routes pages to gather data on how users navigate through the pages. We developed wireframes, which are prototypes of what the pages would look like. After internal review and a series of revisions, testing began. Feedback was provided by members of the CAC during this phase to help make the most user-friendly pages possible. Based on that input, the wireframes were further refined, and we moved to development. Upson turned the presentation over to Rob Rinehart, who provided greater technical detail as well as a tour of the new routes pages.

Rinehart and Upson answered questions.

- C. Schedule Public Hearing for the 2022 Annual Report and 2023-2028 Transit Development Plan.** Development Director, Peter Stackpole, presented the timeline for this year's Transit Development Plan (TDP) process and to schedule a public hearing on August 16, 2023, at 5:30 p.m.

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.

It was M/S/A by Melnick and Sullivan to 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.

- D. Microsoft 365 Product Suite License Renewal.** Procurement Coordinator, Jeff Peterson, presented a purchase order for the renewal of Intercity Transit's Microsoft 365 licensing agreement.

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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 International (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.

It was M/S/A by Melnick and Sullivan to 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.

- E. **Mid-year FTE Budget Adjustment.** Bergkamp presented for approval an increase in the 2023 FTE budgeted numbers. 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.

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- **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.

It was M/S/A by Belk and Melnick to 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.

- F. **Martin Way Park & Ride Direct Access/Construction Contract Increase.** Director of Strategic Programs, Eric Phillips, presented for approval a revised contract with Tapani, Inc. to complete the Martin Way Park and Ride Direct Access/Flyer Stop construction.

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.

It was M/S/A by Sullivan and Pierce to 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.

- G. On-Call Engineering & Construction Support Contract Increase Authorization Martin Way Park and Ride.** Director of Strategic Programs, Eric Phillips, presented for approval 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.

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.

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It was M/S/A by Melnick and Belk to 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.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council.** Sullivan said TRPC met July 7. First item on the agenda was an update on the I-5 Tumwater to Mounts Road Planning and Environment Linkages study. The purpose of the study is to enhance the mobility of passengers, freight transit and active modes and provide support for increased person and freight throughout.

Katrina Van Every reviewed the TPB's recommendation for programming awards of Carbon Reduction program funds. The highlights of that conversation were 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 and Intelligent Transportation Systems, capital improvements and vehicle-to-infrastructure communications equipment. The Council approved these recommendations 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. Tumwater was a recipient of one of these for the Israel Road/Linderson Way pedestrian bicycle improvements.

Council authorized the Executive Director to sign the WRIA 13 Salmon Habitat Recovery Lead Entity contract with the Recreation and Conservation Office.

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.

Council received 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; and 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.

TRPC's August meeting is canceled, and the next meeting is September 8, which is the yearly retreat.

Lastly, the Thurston County Bike Map is currently being updated with 10,000 copies of the map expected to be printed and updated online by late August, early September.

- B. **Transportation Policy Board.** Melnick said TPB met July 12. TPB received much of the same agenda items as TRPC. There is no August TPB meeting - the next meeting is

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September 13. The Office of Financial Management (OFM) recently released new population estimates. Thurston County had a 1% growth rate over the last year.

Chair Ryder and Board members recognized Karen Parkhurst, Planning & Policy Director, for her 23 years of service with TRPC. Melnick noted that Parkhurst at one time worked for Intercity Transit.

Senior Planner Paul Brewster reviewed the Rural Community Support Program (RCSP) Call for Projects and timing. The RCSP is a low barrier grant program that was created by the Thurston Regional Planning Council in partnership with Thurston County. TRPC leads the Call for Projects process and selection, and Thurston County provides the funding and serves as the fiscal agent. Eligible applicants include the Town of Bucoda, City of Rainier, the Confederated Tribes of the Chehalis Reservation, and the Nisqually Indian Reservation. The funding available includes \$275,000 in 2025 and \$275,000 in 2026 for a total of \$550,000. The TPB discussed the Call for Projects timing, regional project priorities, and project evaluation and selection process.

The Thurston County Bicycle Map is being updated.

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

- C. **Community Advisory Committee.** Lloyd Peterson said the Community Advisory Committee met July 17 and members received an update as the same agenda items this evening. He noted the CAC August meeting is canceled.

Peterson said an agenda item of interest is the future updating of the policy surrounding the public records request process. This is very important because public record requests are a potential legal quagmire for all public agencies. The first step when a public records issue arises is to seek advice from legal counsel. Also, staff training and agency awareness are important elements. Peterson urges that any new action taken be anchored to a policy of embracing public records requests as opportunities for service and problem solving. He encourages a culture of openness, cooperation and negotiation be involved. It's important the Authority and all staff gain knowledge of current requirements and that can be a positive influence toward establishing an effective agency culture with regard to openness and spirit of cooperation.

INTERIM GENERAL MANAGER'S REPORT

Intercity Transit hosted the **South Sound Regional Bus Rodeo** on July 16 at the Tumwater Brewery. Operations Supervisors, David Dudek and Bill Miller, along with their spouses Lilian and Shanika, worked tirelessly to ensure this event was a success. Maintenance Supervisor, William Snyder, who coaches the Maintenance Team, ensured the Maintenance portion of the competition ran smoothly. We hosted driver competitors from King County Metro, Ben Franklin Transit, Twin Transit, Spokane Transit, Whatcom Transit, Island Transit, Community Transit, Pierce Transit, Everett Transit, C - Tran, Kitsap Transit, and People for People (Moses Lake). Similarly, we hosted Maintenance Team competitors from King County Metro, Ben Franklin, Kitsap Transit, and Link Transit.

Intercity Transit had an excellent showing as always:

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- Coach Operator Rob Wood took 1st place in the overall 40' competition.
- DAL Operator Dan Savage took 2nd place in the overall BOC competition.
- One of our Maintenance Teams came in 2nd overall - with teammates Bryce Reinhardt, Jonathan Reynolds, and Sean Malay.
- Our second Maintenance Team came in 4th place overall - with teammates Richelle Loken, Karl Ammann, and Jackson Madison.

Other Intercity Transit driver competitors were Jeremy Smith BOC; Filipino Ainnu BOC; Sonja Phillips 40'; Doug Turner 40' who took third place against other IT competitors in his first Roadeo; David Randall took 2nd place in 40' against other IT competitors.

Special thanks to ITA member Sue Pierce, CAC Members Nicole Smit and Marilyn Scott and some trusty Bus Buddy volunteers for their help as judges. Special thanks to staff who helped out: *Dena Withrow, Heather Stafford-Smith, Alana Neal, Jessica Gould, Michael Maverick, Warren Franz, Randi Jones, MJ Joy, Dan Macmillan, Jonathon Yee, and Taylor Campbell who took professional photos.*

Staff are planning the first, post-COVID Transit Appreciation Day (TAD) for Friday, August 4 from 10 a.m. to 4 p.m. Intercity Transit will provide a delicious meal for all current employees, volunteers, Authority and Community Advisory Committee members. Due to current construction and parking constraints, we won't be able to invite family members and retirees to join us 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!

Authority members attended a Zero Emissions workshop with the Center for Transportation and the Environment to learn about their analysis of our fleet and service to help us make decisions on what type of zero emission technology would be the right fit for us in the future. Jonathon Yee and Bergkamp created a schedule of follow-up discussions with the Authority at meetings in the next few months to ensure Authority members have an opportunity to process the information shared as a group.

Every year, Intercity Transit honors employees - one team and two individuals - who exemplify our mission, vision, and values with the annual Excellence in Transit award presented at Transit Appreciation Day. These recipients are also honored as Wall of Fame recipients at the Washington State Public Transportation Conference. This year, like years past, it was an incredibly tough decision for the Senior Management Team to make. All of our employees exemplify our mission and vision in various ways, many times in a manner we may never hear about. But the team and individuals selected this year stood out for their process improvements, compassionate community building, and life-saving actions.

- **Dial-A-Lift (DAL) Eligibility Team (Sean Barry, Curtis Prouty, Morgan Hagquist, Christina Loomis):** DAL is a door-to-door service provided for eligible individuals whose disability prevents them from using our fixed route service. In the past three years the DAL Eligibility Team has completely modernized the eligibility process. These improved methods now allow every person applying for DAL to be thoroughly vetted with tools like functional assessments. The Team's hard work allowed the Dial-A-Lift division to ensure its clients receive an appropriate level of eligibility to fit their individual needs with the highest

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quality of customer service possible. These improvements took place during a pivotal time when DAL was delivering accessible transportation in an expanding service area with no increase in resources to do so. The Team's work is vital to ensuring Dial-A-Lift can deliver services to our community's most vulnerable members for years to come.

- **OTC Operations Supervisor, Ron Parker:** As a Supervisor working at the Olympia Transit Center, Ron transformed this position through innovation and strong leadership. Along with being a consummate professional, he approaches every situation with care, compassion, and empathy. Ron helped nurture a relationship with the Olympia Police Department which led to a stronger partnership with the [Crisis Response Unit, plus Peer Specialists](#) being housed at the Olympia Transit Center. He has also been instrumental in forging a strong bond with our community advocates to help get passengers in need connected with resources in the community. This is one of many reasons Intercity Transit was recognized with OPD's Community Partner Award this year. Ron is on the front lines every day and does an exceptional job ensuring our passengers, operators, and customer service staff have the support and assistance they need.
- **Operator Jose Gamboa:** On June 3, 2023, Jose was driving a coach, in service with passengers on board, when another vehicle travelling the opposite direction, entered his lane of travel at a high rate of speed. With no other options left, Jose used quick thinking to swerve to the left to avoid a head-on collision. The opposing vehicle made direct impact to the right front side of his coach causing extensive damage to their vehicle and the coach. While trapped in the driver's compartment and losing feeling in one leg, Jose's first thoughts were to check on his passengers. He then radioed dispatch to advise them of the situation and get medical services coming. If not for Jose's quick thinking and professional driving, this could have easily resulted in a more catastrophic situation. We are thankful for his professionalism, compassion towards his passengers, and ability to remain calm under very stressful circumstances.

Congratulations to the DAL Eligibility Team, Ron Parker, and Jose Gamboa for their contributions to Intercity Transit's legacy of exceptional service to the community.

Operator Jose Gamboa returned to work on Monday, July 17, and took his ride check on the 94 route, showing his commitment to travel the route the accident happened on. He is in good spirits and happy to be back in the driver's seat.

The CAC conducted their first hybrid meeting Monday, with an in-person option at the OTC and virtual option on Teams. Clark Gilman attended representing the ITA. The meeting went very smoothly, and we even had two community members attend. Special thanks to Executive Assistant Amanda Collins for working so hard to make this a reality, and for support from Daniel Van Horn and Ramon Beltran from Information Systems. The August CAC meeting was cancelled owing to a lack of agenda items. The next meeting will be the Joint September meeting, where both the ITA and CAC come together. They have asked if this could be a hybrid meeting with an in-person option. Gilman felt comfortable with this, so we will begin planning for a hybrid meeting.

AUTHORITY ISSUES

Belk provided an update on the GM Recruitment process. The ad-hoc committee continues to convene and make progress on that recruitment. Belk participated in a community stakeholder

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July 19, 2023

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listening session on Monday, July 17, and there is another session being held on Thursday, July 20 at 2 p.m. Belk said it was enlightening to hear direct feedback and open conversation with members of the community.

Belk said the SurveyMonkey has been out there to solicit more broad feedback from anyone who wants to participate. Belk said there is a draft job posting announcement in progress and once staff is done collecting input from the community and internal staff, it will go out sometime in August.

Melnick praised the efforts of Bergkamp and Yee for conducting the Zero Emissions workshop. He said the workshop provided a “ton of information” and he hopes the Authority can begin conversations with the community about what IT is doing. He doesn’t believe progress is being made quickly enough regarding climate change and doing this research will place IT in a better position.

Sullivan said the Trospen/Capital roundabout construction continues to hamper Route 13; however, the utility portion is complete. It affects drivers using the freeway onramp. The northbound ramp from I-5 to Trospen is going to be closed for 10 days because they have a huge reconstruction reconfiguration. Closure starts Friday, July 21 through July 31.

Pierce attended the Regional Rodeo and Intercity Transit did amazingly well and there were amazing operators from the other transit systems as well. It was a lot of fun and now the winners will go on to the state championship in August.

Gilman circled back to an agenda item from the June 21 ITA meeting, and he spoke with Sullivan about her participation on the Community Advisory Committee ad-hoc interview panel and Sullivan confirmed she would like to participate as a primary member.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:55 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 20, 2023

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 2, 2023

CALL TO ORDER

Chair Gilman called the August 2, 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; Vice Chair and Community 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); Community Representative Don Melnick; Community Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Jana Brown; Michael Maverick; Peter Stackpole; Brian Nagel; Rob LaFontaine; Alana Neal; Heather Stafford Smith; Nicky Upson; Jason Aguero; Ramon Beltran; Dena Withrow; Daniel Ocampo; Zach Heinemeyer; Amanda Collins; Matt Kerney.

Others Present: Jeff Myers, Legal Counsel.

STAFF INTRODUCTIONS

A. **Daniel Ocampo, Cybersecurity Program Manager** (*Jason Aguero*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

A. **Policy Update EX-0005 Requesting Public Records.** Executive Assistant and Public Records Officer Amanda Collins presented an amendment and resolution to Policy EX-0005 Requesting Public Records.

Intercity Transit's Public Records Request Policy EX-0005 was approved on April 4, 2007, following the recodification of the Public Records Act, RCW 42.56. Since the approval of the policy, which was over 16 years ago, there have been developments in technology, best practices for processing records requests, and case law related to the Public Records Act. Notably, Intercity Transit's existing Public Records Request policy reserves any reference to processing requests for

Intercity Transit Authority Regular Meeting

August 2, 2023

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electronic records (WAC 44-14-050), which accounts for most of Intercity Transit's public records and requests for records.

Staff reviewed the existing policy to reflect the current agency address and staff contact information to access public records; schedule for availability of inspecting public records; current practices for processing public records requests; and current fee schedule for electronic records, paper records, and customized services needed to process certain requests.

It was M/S/A by Vazquez and Mejia to adopt Resolution 02-2023 amending the Intercity Transit Public Records Request Policy EX-0005.

- B. General Manager Hiring Process Update.** Human Resources Director, Heather Stafford Smith, presented an update on the General Manager hiring process.

Following the March 1, 2023, meeting, the Authority Chair appointed four Authority members to a sub-committee. The sole purpose of this committee is to work with Human Resources staff to develop a recruitment and selection process for the agency's General Manager position. The four members appointed are City of Tumwater Mayor Debbie Sullivan, City of Lacey Councilmember Robin Vazquez, Vice Chair and Community Representative Justin Belk, and Community Representative Don Melnick. Human Resources staff participating on the sub-committee includes HR Manager Alana Neal and Administrative Services Director Heather Stafford Smith. Chief Marketing, Communications, and Outreach Officer Nick Demerice and Clerk of the Board, Pat Messmer are also participating on the committee.

The sub-committee has met monthly since March and can provide an update to the full board, including the internal and external stakeholder survey results, the draft job announcement and success factors, the recruitment timeline, the outreach strategy, and the candidate screening plan. Additionally, staff will recommend setting a date for the in-person selection process that is tentatively scheduled for the 4th week in October. Stafford introduced Alana Neal, HR Manager.

Neal said staff solicited feedback internally and externally from the community to find out what people were looking for and all together logged 40 hours of listening sessions meeting with staff to find out what they're looking for in a general manager, and the theme they heard was consistent across the board. Communication came out on top and collaboration being important values, and people want to see someone who builds on the existing culture.

Two external listening sessions were hosted by Debbie Sullivan and Don Melnick. Community members were invited to adopt and provide feedback.

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Neal reviewed the online survey. Everyone was asked what attributes or values were most important, and to rank the values or skills from one to five, with five being the most important. The survey showed that accountability in good times and bad as being the most important. External responses focused priority towards climate goals and modeling accountability and a commitment to transparency. The internal survey asked people to rank in the order of importance the different skills or qualities. Number one was act with integrity and number two was strong communication skills.

HR partnered with Marketing staff to create a brochure. Stafford reviewed the brochure indicating the top things a candidate should be able to do or have or possess in order to be a successful general manager at Intercity transit. (1) lead by example; (2) operate at the highest level integrity while building trusting relationships with employees, labor partners, elected officials at all levels of government, industry associations and advocacy organizations; (3) understanding this is a service to the public that we provide and making sure people have experience and making sure they are going to be fiscally responsible; (4) provide leadership and maintain a welcoming work environment that encourages a culture of inclusion, continuous improvement, performance management, communication, accountability, and collaborative problem solving; (5) embrace new technology, explore new ideas, engage in non-traditional transit opportunities and not be afraid to make the tough decisions.

Neal said they put together a comprehensive outreach strategy and recruitment campaign to cast the widest net possible in search for eligible candidates. They will begin posting on Monday, August 7, on 29 recruitment board sites starting with traditional sites i.e. Indeed, Glassdoor, LinkedIn, and Gov delivery. It's important to the subcommittee to reach diverse candidates so we'll be posting to workplacediversity.com and jobs.com. They are also advertising in the Olympian and exploring local radio ads.

Stafford reviewed the timeline: Post job announcement August 7 through September 17. Conduct phone interviews every Friday. Prepare a list of candidates and qualifications to bring before Board on October 4 and then have recommendations for those we bring in for an in-person interview process - October 25 and 26.

Stafford said next steps will be to design that process so we can come back to the Board at the September ITA meeting to make sure they feel good about the process then return at the October 4 ITA meeting to bring recommended finalists to be interviewed.

- C. **Service Restoration and Transit Development Plan (TDP) Overview.** Planning Manager, Rob LaFontaine, provided a general update on fixed-route service and transition to the future with the TDP. Adjustments were made to the fixed-route schedule in late July, and the goal is to align a fixed-route schedule that matches the number of IT bus operators on hand. As HR recruits more operators and they complete training, the Planning team then aligns this with service, and in July, they were able to provide more service. On July 24, the weekday schedule was enhanced in the form of more trips on Route 13 to 15-minute frequency and added trips to Route 620 the Olympia Express - 1 early morning and 4 trips in the afternoon/evening. Coming next on September 3 is weekday service increasing on Routes 21, 45, 47 with 60 to 30 minutes frequency; increased frequency to Route 13 (15-minutes) and added trips to Route 620. Service will be extended on weekdays and weekends past 10 p.m. on select routes.

LaFontaine moved on to the TDP explaining the process and provided a future outlook of changes to service. He's looking at future classes of Operators that will provide ten or more changes to transit service in spring and fall, with 100,000 hours of revenue service being added.

LaFontaine reviewed Planned Operating changes for 2023-2028.

2024

Spring Schedule - May

Service Possibility: Restoration of Olympia Express & DASH?

- Possible redesigned Olympia Express Route and/or Schedule (Martin Way Park & Ride Direct Access)
- Use of Consolidated Grant funds

Fall Schedule - September

Service Possibility: Restoration of the BRT Demonstration Project (i.e. *The One*)

- Use of Regional Mobility Grant funds

2025

Spring Schedule - May

Service Possibility: Restoration of extended service later in the evening (i.e. late night service)

Fall Schedule - September

Service Possibility: Final restoration adjustments; initial expansions within the Long-Range Plan (i.e. Proposition 1)

2026

Two New Schedules (Spring & Fall)

Service Possibilities:

- Neighborhood routes extended to 11:00 PM on weekdays & weekends

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Higher frequency on select routes

2027 & 2028

Two New Schedules (Spring & Fall)

Service Possibilities:

- Higher frequency on select routes

LaFontaine reviewed the timeline:

- July 17 CAC, Staff Presentation
- July 19 Authority, Set Public Hearing - *Post DRAFT document online*
- August 2 Authority, Staff Presentation
- August 16 Public Hearing
- September 6 Authority Adoption - *File with WSDOT*

- D. Schedule Special ITA/CAC Joint Meeting.** Bergkamp presented whether to schedule a hybrid Joint Meeting of the Intercity Transit Authority and Community Advisory Committee for Wednesday, September 20, 2023, starting at 5:30 p.m.

It was M/S/A by Vazquez and Mejia to schedule a special hybrid meeting at 5:30 p.m., Wednesday, September 20, 2023, with the ITA and the Community Advisory Committee.

INTERIM GENERAL MANAGER'S REPORT

The Senior Management Team celebrated an early Transit Appreciation Day with the swing shift and graveyard Maintenance Crew on Tuesday, August 1. Friday, August 4 is Transit Appreciation Day from 10 a.m. to 4 p.m. for all other Intercity Transit staff, volunteers, Community Advisory Committee and Authority Board members. Due to current construction, and parking constraints, we won't be able to 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, with support from Executive Assistant Pat Messmer and the Wellness Committee!

Bergkamp along with Jonathon Yee will facilitate a follow up conversation for ITA members to process together the information they learned during the Zero Emissions Workshop with the Center for Transportation and the Environment in July. They are helping to put together a Zero Emissions transition plan for Intercity Transit.

The Operator Class of 23-03 graduated Friday, July 28. Donald Sholey, Stephen Giedosh, Justice Hensiek-Aman, Matthew Ballantyne, Amanda Johnson, and Melissa Swanberg are out on the road as new Operators.

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Operator class 23-04 is scheduled to start on August 14, and we hope to have between 16-18 new Operators.

Community Advisory Committee member, Ty Flint, interviewed Bergkamp on Mixx 96 last week to discuss September schedule adjustments, IT's efforts to hire drivers, the upcoming public hearing for the Transit Development Plan, and a look ahead to continuing with the work in the long-range plan.

The Thurston County Auditor's office received a grant to create a paved walkway from the bus stop served by Route 42 near their Ballot Processing Center (29th & Ferguson). Thurston County Project Management staff will meet with IT's Planning and Facilities staff to ensure the transition from the bus stop to the walkway is as functional as possible.

At the August 16 ITA meeting, Bergkamp will bring an item forward that Chair Gilman requested regarding changing language referring to the ITA Citizen Representatives to Community Representatives. As we start moving to a hybrid meeting format with the joint CAC meeting in September, it's also a good time to revisit language related to remote attendance at meetings. Clerk of the Board, Pat Messmer researched this topic, and we will work with Legal Counsel, Jeff Myers on a legal review to ensure changes made follow Open Public Meetings Act requirements.

Bergkamp shared that July 26 marked the 33rd anniversary of the Americans with Disabilities Act (ADA), which was signed into law on July 26, 1990, by President George H.W. Bush. The [ADA](#) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. [More than 26% of adult Americans have disabilities, 45% of Americans have at least one chronic disease, and 22% of U.S. adults live with a mental illness.](#) And despite anti-discrimination laws, people in all these groups experience inequities in accessing employment, education, income, housing, and health care. Public Transportation plays a vital role in helping to remove barriers for people with disabilities to access these areas of life most of us take for granted. It is important to memorialize this landmark event and our role in the ongoing work to promote equitable opportunities for people with disabilities.

The ADA requires transit agencies to maintain accessible facilities and vehicles. This includes a full range of accessibility features, including elevators, wheelchair lifts and ramps on buses, priority seating, accessibility-related signage, reader board and stop announcement technology, a complementary paratransit service for individuals whose disability prevents them from using our fixed routes, and many other features and equipment. Additionally, Intercity Transit has always valued not only exceeding ADA requirements and ensuring our services are accessible, but that people with disabilities feel welcome onboard. All Operators receive Passenger Assistance, Safety and

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Sensitivity Training, which is an industry standard to train Operators to transport passengers in the most safe, sensitive, and careful manner possible.

Senator Tammy Duckworth an Iraq War Veteran, Purple Heart recipient and former Assistant Secretary of the U.S. Department of Veterans Affairs, stated "The ADA is the living testament to our Nation's commitment that we will always stand up for our neighbors' right to live fulfilling lives." Thank you to our Authority, Community Advisory Committee and especially our staff for the jobs they do every day that shows our commitment to enhancing the quality of life for people with disabilities in our community.

AUTHORITY ISSUES

Melnick confirmed he and Sullivan participated in the GM recruitment listening sessions with community representatives and two of the participants, one from North Thurston School District, the other from the city of Olympia reminded him that those organizations run huge fleets of buses - different than IT, but he hoped there would be some way IT could connect with them. He understands IT staff are busy but if there is information we could share and vice versa we could collaborate and help each other. Melnick suggested contracting with a facilitator to help get things kicked off.

Sullivan said Tumwater started another road project and utility work is going to impact IT's Route 13 and maybe Route 12 on Israel right in front of Tumwater High School and the City Hall.

Sullivan said the City of Tumwater and the Port are going on a tour and IT is providing the transportation.

Sullivan said while sign waiving on Monday, August 7, the group she was with observed a person on an electric scooter trying to cross the intersection, but there was construction going on in the crosswalk and there were cones on the ADA ramp and the scooter got stuck in a hole and almost knocked the person out of their scooter. Then an IT bus came around the corner, stopped and the driver got out and another individual in a car behind the bus got out and assisted the person in the scooter. Sullivan gives a shout out to Operator Andy Bailey, who did an amazing job helping that person get rerouted to a better crosswalk.

Belk said Sullivan's story reminds him of one of those listening sessions for the GM recruitment. Someone from the Economic Development Council was telling him a similar story from 10 or 15 years ago, about how Operators go above and beyond their day job is heartening. IT has a good track record of this, and he wants to keep that going.

Vazquez said it's exciting to see the progress being made on the Martin Way Park and Ride project. She noticed a posted sign that the on ramp will be closed for a while to

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finish the bus route into the Park and Ride, and this improvement will speed up access to and egress from the park and ride.

Mejia said the County wrapped up a successful county fair with 20,600 people attending. Everything aligned and she appreciates Intercity Transit's partnership in getting people to/from the fair.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:09 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 20, 2023

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 16, 2023

CALL TO ORDER

Chair Gilman called the August 16, 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; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Robin Vazquez; Community Representative Don Melnick; Community Representative Sue Pierce. Labor Representative Mark Neuville.

Members Excused: Vice Chair and Community Representative Justin Belk; City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Eric Phillips; Jonathon Yee; Daniel Van Horn; Pat Messmer; Ramon Beltran; Steve Krueger; Michael Maverick; Steve Swan; Tammy Ferris; Jessica Gould; Jana Brown; Peter Stackpole; Julie DeRuwe; Matt Kenny; Katie Cunningham; Zach Heinemeyer; Rob LaFontaine; Brian Nagel; Christopher Wells; Charles Ackley; David Chaffee; Thera Black

Others Present: Legal Counsel, Jeff Myers; Ty Flint and Betty Hauser, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. **Matt Kenney, Senior Planner** (*Rob LaFontaine*)
- B. **Charles Ackley, Technician** (*Jonathon Yee*)
- C. **Christopher Wells, Technician** (*Jonathon Yee*)

APPROVAL OF AGENDA

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

PUBLIC HEARING

Draft 2022 Annual Report and 2023-2028 Transit Development Plan. Rob LaFontaine, Planning Manager, said the TDP is an annual event conducted each year to project the next few years of transit service, and it's a requirement in Washington state. The TDP has been available on the website for several weeks, as well as the usual notifications to the public. LaFontaine said he has not received any specific public comments directly related to the TDP, although he does receive general comments throughout the year, about two dozen received the past few months related to restoration of service, expansion questions, missed trips, late night, DASH, etc.

Chair Gilman opened the public hearing at 5:40 p.m.

With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:41 p.m.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Payroll July:** \$3,216,058.71
- B. Accounts Payable July:** \$2,704,615.46
 - Warrants: \$2,680,624.26
 - ACH Payments: \$23,991.20

NEW BUSINESS

- A. Janitorial Contract.** Procurement Coordinator, Katie Cunningham presented the renewal for janitorial services and supplies. 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.

It was M/S/A by Mejia and Sullivan to 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.

- B. OTC North Site Improvements Contract.** Procurement Coordinator, Tammy Ferris, presented a contract with NPM Construction Company to construct site improvements on the north side of the Olympia Transit Center.

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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 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.

It was M/S/A by Sullivan and Pierce to 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.

C. Zero Emissions Workshop Debrief. Director of Maintenance Fleet and Facilities, Jonathon Yee, provided a recap of the Zero Emissions Workshop attended by the ITA members and staff, and was 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.

Yee said we've been looking at the impacts of different technologies across the organization, specifically our service, what fleet costs and impacts look like, what it takes to maintain them, what it takes to fuel them with different types of energy, what infrastructure we would need and incorporated some resilience and redundancy into that work. Yee said we completed the baseline analysis, talked about the state of the industry, completed the initial greenhouse gas analysis and forecasting based on scenarios and we are done officially with the fixed-route analysis. We need to complete the rest of the fleet analysis - DAL, Vanpool, and non-revenue vehicles. He continued with a walk through of total cost of ownership, fuel, or electricity, how much it would cost to maintain buses and infrastructure. The cost analysis included several scenarios showing some overall costs are less than others, but they all represent a significant cost to Intercity Transit as we proceed.

Baseline is where we are today and if we continue with our fleet replacement plan, which is based on life cycles with diesel buses. There are cost escalations assumed into all of these scenarios as well as just general inflation. The first scenario we looked at was battery electric with depot only charging, and infrastructure wise is close to is the cheapest, and the lowest cost for the fleet. We looked at this time scale from 2023 through 2050, with the goal of at least being fully zero emission by 2050 to meet the state net zero goal, and even by 2050, assuming battery capacity increases we would not be able to fully complete service with battery electric buses only charging here at the depot or at our base. We would need something else to fill in the gaps. The other three scenarios do get us to 100% at different times, but roughly halfway through our path between now and 2050. Battery electric depot, with depot charging and on route charging. And if you recall, we talked about the purposes of this analysis, only installing charging on route and charging at IT owned properties which ended up being our two transit centers, Olympia Downtown and Lacey. There are no land acquisition costs. We also don't have any utility upgrading costs in any of the infrastructure numbers. This is strictly what it would take to run the wires by the chargers, get them installed and operational. This equates to about

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\$139 million over the time frame by 2050 compared to buying diesel buses. Then we looked at fuel cell electric buses, which are fuel cell or battery buses basically with the fuel cell which generates electricity which gives us extended range. The primary infrastructure is a big fuel hydrogen storage tank with some pumping capabilities on site and then the fuel would be a delivered product to us over the years. Fuel in this scenario looks significantly higher. These fuel cost estimates were based on a recent contract with Golden Empire Transit down in Bakersfield, CA where they signed a contract for hydrogen at \$8.61 a kilogram. There is significant work by the Department of Energy at the federal level to bring the cost to produce and then to sell hydrogen way down from that, and we're hoping to see that. But what we could quantify as a solid cost for hydrogen today, \$8.61 was what it was. Infrastructure wise, a little cheaper than any of the battery electric only options including on route charging, but still a significant expense and the buses are more than a battery electric bus for the additional technology. With those assumptions in place, the high cost of hydrogen and the higher cost of the buses, that is our most costly option in this scenario at \$220 million above our baseline but gives us 100% capability of our service sooner.

We also included the reduced the metric tons of CO₂ that we're reducing that's the greenhouse gas the range in the fuel cell 0 to 121. It's keenly dependent on the color of the hydrogen that you're using and how much reduction you actually get. Yee referred to the mixed fleet, that's a combination of battery, electric buses and fuel cell buses so mixing the two technologies and finding space in the yard and being able to continue to provide service.

If we started purchasing zero emission fleet buses in 2026, by 2035 we would no longer be emitting any greenhouse gases from our buses. Gray hydrogen is hydrogen made from natural gas through the steam reformation process and given the life cycle emissions from how it's produced, transported, and received and delivered to where it goes, through the bus, it pretty much follows the same track as diesel. This is probably the least attractive of the zero-tailpipe emissions technology as far as the fuel choice goes.

Vazquez asked is it realistic that we would be able to access green hydrogen for fuel cell through Puget Sound Energy? This is an influential factor in the decision-making process. Yee said it's unlikely, especially the volume we need for the full fleet today, which would be the 2035 level. He said we'll talk later about what everybody's doing that is moving towards or trying hydrogen. Right now, primarily the trend is starting small scale with the federal money that. Everybody's hoping that inside of roughly a decade, we will see massive hydrogen production making it more available. If we wanted to go with hydrogen, we would either have to make it small scale on our own, which would be somewhat green, but we'd be using PSE's energy mix, which is not 100% green yet, or we'd be buying Gray hydrogen from either California or Canada and trucking it up here.

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Yee said the change to any zero emission technology, whether it's battery, electric, or fuel cell, electric impacts everybody. On the operations side, drivers need to learn to drive differently to make the buses as efficient as possible and maximize the range. In maintenance moving from an internal combustion engine to any sort of electric drive and getting into the complexities of fuel cell significant changes, training, tooling required on the maintenance side, planning and scheduling. We hope that we wouldn't have to change our service based on the technology that we have depending on when and how and how many buses we choose to deploy, it likely will have some impact or we'll have to make some changes to how we deploy them. If we had two to five battery electric buses that have the limited range, clearly, they wouldn't be able to be placed on any of our service blocks. We would have to set them aside and dispatch them appropriately so that they can make it through their day or come back to the yard to charge. Administration wise, you can imagine the procurement that's required. Reporting requirements would also be different for any of the new technologies as well as potential energy trading. As we're looking at electric rates and needing more energy or more hydrogen and diving into all the potential benefits, tax benefits and implications that are involved with some of the alternative fuels. It does affect every aspect of our world as we see it today. This is a major change that, as we've said many times, we want to enter with eyes wide open and with as much information as possible.

Whatever we learn from this analysis or have learned, we will by the end of the year or early next, hope to have a transition plan drafted that we'll talk about our initial steps and our long-term plans. What we've learned from our partners over the last few years across the country is we need to revisit this frequently because technology changes and we need to be able to change and adapt with it. As much as it would be nice to pick the right one and launch forward and go full scale and never have to change, similar to how we have with internal combustion engines and diesel, it's unlikely in the near future with zero emission technologies.

Following the July workshop, Gilman asked what our annual mileage and fuel consumption looks like and had questions about our ridership. Yee said he can't address today why people are riding and what our demographics look like necessarily, we have some work coming up on that in the future, but we can share what LaFontaine shared about our ridership. As of March, we were looking at roughly 10,000 average weekday boardings, which is where we were back in September 2019. The February numbers were an anomaly with the zero fare where we were saying massive increases in ridership and we would love to get back there because getting people on the bus and parking their cars is where we get the best, bang for our buck. We will continue to encourage that as a public transit agency.

Yee said in 2013 the Authority approved a resolution for amendments to our environmental and sustainability policy. Today we're using R99 biodiesel or other renewable fuels. We're looking at others that are on the horizon, both unleaded and propane for the future, but they're not currently available and we're talking about

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buying vehicles with low emissions and maximum fuel efficiency. What this doesn't say specifically is zero omissions, but clearly, we're focused on minimizing our emissions. We're forming a partnership with Puget Sound Energy as a major energy provider - currently our only electric energy provider and we're building other relationships with jurisdictions, private businesses, and others around us that we're going to need as we go down this path. We are on track with what we've said we do in our policy.

Melnick asked if Yee checked with other comparable transit agencies. Isn't the consultant working with Spokane, for example? We're obviously in different circumstances, but it might be interesting to know what direction they're going. Yee said in 2019, we said we're going to wait and learn as much as we can and connect with as many transit agencies and other technology providers to learn about the technology and what the capabilities are, and we've been doing that. Most transits that we've talked to, even if they've launched down the battery electric path, are looking at hydrogen to meet the rest of their needs, where the battery electric can't achieve the range that they need for all their service, including Spokane and including many of our partners on the west side of the state. Almost all transits are looking at hydrogen as a solution down the road, if not sooner.

While at the Washington State Transit Association conference Pierce attended a couple of different sessions about zero emissions and there were speakers there from Spokane, C-Tran, Pierce Transit, Whatcom and Kitsap, and they're all echoing what we heard from today - it's not just battery electric, they're also looking at the fuel cell and they're in various stages of going to it or getting ready to go there.

Gilman said because we're pivoting from the oil companies and using diesel to utilities, whether it's electricity or natural gas, there might be value in consulting specifically about the two paths that we talked about in the retreat, one is negotiate being assertive with PSE to be a large customer and the other was about becoming another public utility and purchasing through BPA. Gilman wonders if those are things that are being considered, and how do we advocate for ourselves if we're going to start purchasing a different kind of fuel from a different sort of vendor? Yee said he doesn't have the answer to that. But we're learning a lot from California because they have loftier goals and earlier targets to get to zero and they're driving a lot of the technology. What we're seeing and talking to our partners about is transit has become equivalent to a hospital in terms of priority for their utility providers because of the service they provide to the community and all the utilities. We've had frank discussions with Puget Sound Energy about how if everybody wanted to electrify everything today, we couldn't get there. No one knows what that looks like and how we're going to get there and what the costs are going to be, but it's worth looking at and diving more into.

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Gilman said while it's generally helpful, just like rooftop solar is on your house, we wouldn't approach our fleet needs with on-site power generation. We need to be prioritized like a hospital as a public service.

Bergkamp said staff does meet regularly with CTE and recently met with them to review the scope of the second phase of our work with them. Bergkamp asked CTE to find resources for us or if they know anybody at UTC here that we could work with as a consultant. They are going to do some investigation around that and get back to us.

Yee said it would take 6 megawatts of additional power on site to charge our entire fixed route fleet only and that doesn't cover DAL. The scale of producing on site is not a strong possibility for Intercity Transit and will need to rely on providers.

Gilman asked Yee to describe the decision path for selection, like what decisions will you be consulting or asking of the Authority, and what decisions are you going to make and just a general sense of what the decision points are.

Yee said at least two more of these debriefs are scheduled for the next couple of months of Board agendas and staff will come back and share more information and have more discussion as a group. This fall we'll see the final analysis from CTE - our written report. Staff plans to wrap that up in October and work with CTE to talk about phase two of our RFP for this work which was drafted in our zero emissions transition plan. In October we should be bringing the contract amendment to you for approval so that we can officially engage them in that action and then complete that by roughly the end of the year probably to deliver early in 2024 what our final transition plan looks like. In the meantime, we are talking about and looking at the different scenarios, both what charging might look like and what hydrogen might look like on our site, especially since we're in the midst of a site rehabilitation. If we can get some conduit in the ground, which we're going to do and then possibly make some changes to the maintenance building to accommodate some of the future technology.

Staff is looking at grant opportunities and applying for those. Last year IT applied for some alternative fuel grants through the Washington State Department of Transportation, we were awarded both of those grants, and funding is available. Staff is working through the contracts with them now - both grants were for small demonstration projects. The intent was to try them with little to no risk. Total we're looking at \$14M covered at 80% with a 20% local match where we could get two to five buses and some fueling equipment and do some of the work specific to upgrading the shop to be able to work on hydrogen buses. The goal of the demonstration projects would be to test the buses in our service and figure out what fueling looks like. The idea for both projects was to get small scale electrolyzers to produce hydrogen on site after visiting a couple of different sites in California that are doing that both small and large scale. We're not 100% sure that's where we want

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to go. It's a big investment and even if it is a temporary solution. We talked to WSDOT about the ability to meet the intent of both projects to buy buses, put them on the road and fuel them, and we have some flexibility with how we fuel them, whether it's an electrolyzer or a portable fueler. We haven't started moving on these yet other than to talk about what we can incorporate into our existing Pattison program or construction project, but we'll look forward to sharing more with the Board and bring contracts forward in the coming months.

Yee said we'll look at reliability of both the vehicles and the fueling equipment because of how critical our services to the community are. We need to make sure before we step into full scale hydrogen or any technology that we know where we're at, what to expect looking at refueling speed - which is part of our operating maintenance costs - what our energy costs look like, which might be a little skewed at such a small scale and with the limited availability.

Melnick suggested we brief TRPC and the public to help them understand that we are working feverishly on this and intend to have a plan, but that we clearly know that future is still uncertain. Vazquez said there are several IT Board members sitting on TRPC and we could request it be placed on the TRPC agenda as an informational item at a future meeting.

Bergkamp said a presentation at TRPC makes total sense and our Marketing Manager, Nick Demeris, is putting together a communications plan for the fall to reintroduce Intercity Transit to the community.

Gilman said his last thought is related to the idea of an energy consultant and that these appliances for the fueling station and the coaches are going to be rapidly evolving and changing and that the central conversation is about changing the source of energy to power our fleet and focus on the fuel and then the appliances. They'll continue to evolve but we're talking about pivoting away from something provided by the big oil companies to something provided by other types of utilities and a huge change when you're a million dollar a year customer.

- D. Amend ITA Bylaws Resolution 03-2023.** Bergkamp presented proposed changes to the ITA Bylaws. 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

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attend remotely as needed. Other language should also be updated to continue allowing the public to attend remotely.

It was M/S/A by Vazquez and Mejia to adopt Resolution 03-2023 to amend Sections 2, 4.1, 4.3 and 5.14 of the Bylaws.

COMMITTEE REPORTS - None.

INTERIM GENERAL MANAGER'S REPORT

Transit Appreciation Day was held Friday, August 4. Special thanks to ITA members Clark Gilman, Justin Belk, and Sue Pierce for attending and helping to honor the Excellence in Transit Award winners, employees celebrating milestone work anniversaries and welcoming new employees. Also in attendance were CAC members Marilyn Scott and Claire Bourgeois and a great group of Bus Buddy volunteers. Bergkamp gave a big shout out to Amanda Collins, members of our Wellness Committee, Facilities and a variety of other staff who made this fun day a possibility. We're excited to see these traditional events returning with Pat Messmer beginning the process of planning the Holiday Banquet.

Operator class 23-04 began on August 15, with 15 Operators: Charles, Jason, Alena, Trevor, Ryan, Edwin, Paul, Denise, Sherry, Virgil, Mona, Joseph, Nathan, Donald and Tanner. They will be introduced to the Authority in September.

The newly enhanced route pages launch Thursday, August 17 at 2 a.m. In an ongoing effort to achieve a more customer-focused, modern, engaging, user-friendly website, Intercity Transit began working on enhancing the routes pages of our existing website in December 2022, which were reviewed with the CAC and ITA in July. They are ready to go-live!

Public Records Officer, Amanda Collins organized the first meeting of the CAC recruitment committee to begin work on this year's recruitment process. Applications will be available by September 1, and we encourage anyone interested to apply.

Intercity Transit participated in the Washington State Transit Association State Roadeo on August 13, 2023, hosted by C-Tran in Vancouver, WA. State Roadeos are a unique opportunity for Operators and Maintenance Teams to engage with other transit agency professionals and compete in driving skills and maintenance disciplines.

Operations Supervisors David Dudek and Bill Miller, who are on the State Roadeo Committee, arrived early to set up the course while leading and training a group of volunteers excited to learn how to continue the Roadeo legacy not only at State but at their home agencies. Miller's wife Shanika is also on the Roadeo committee and continues to be steadfast in her support of all things Roadeo, zipping around in a golf cart assisting in the thousands of details it takes to carry off a successful Roadeo.

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Dudek's wife Lilian was on hand for support with an amazing smile and words of encouragement. Maintenance Supervisor, William Snyder, who coaches our Maintenance Team, devotes his time to not only coaching Intercity Transit's Maintenance Roadeo team, but to helping other maintenance teams be successful.

Intercity Transit had an excellent showing as always, placing in the TOP 3 in all categories, winning our agency the prestigious 2023 GRAND CHAMPION AWARD for the 7th straight year in a row. A huge CONGRATULATIONS, to our competitors and winners:

- 1st Place Maintenance Competition – Coach Technicians Bryce Reinhardt, Jonathan Reynolds, and Sean Malay
- 1st Place 35' Coach Competition: Coach Operator David Randall
- 2nd Place 40' Coach Competition: Coach Operator Rob Wood
- 2nd Place Body-On-Chassis: DAL Operator Dan Savage

Special thanks to ITA Member Sue Pierce and staff Sean Barrett, Chad Edwards, and Dan MacMillan for their dedication and love of Rodeos by helping as judges, and to Roadeo competitors' families, current and retired staff, who attended the Roadeo to cheer IT on.

AUTHORITY ISSUES

Sullivan thanked the Intercity Transit bus driver for doing an amazing job transporting staff from the Port of Olympia and Tumwater City Council who attended a joint meeting to tour the airport facility. There were about 35 people on the bus.

Melnick thanked Bergkamp and Yee for conducting the Zero Emissions workshop and providing the information on alternative fuel. He finds it all very exciting.

Melnick said he needs to step back from some of his ITA Board member duties for personal reasons, and wanted to know if there was anyone who would like to represent IT in the primary role on the Transportation Policy Board. He'll be available for the September meeting but will be gone the month of October. Chair Gilman said the Board has a month to consider that and will make a interim appointment to carry IT through until February 2024. Gilman thanked Melnick for the great job on his work on the TPB and his consistent advocacy for Intercity Transit and transit in general.

Pierce attended the Washington State conference, Roadeo and Wall of Fame and it was all exciting and wonderful. She picked up a lot of information. Pierce said the International Roadeo competition will take place in Portland sometime in April 2024 if anyone is interested in observing it all on a bigger scale.

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Vazquez continues to be excited by the progress that's happening at the Lacey Transit Center. Painting is complete and a lot more work is happening in the next couple of days.

Mejia wasn't able to attend the Zero Emissions workshop, however, Rebecca Harvey from Thurston County attended, took great notes and shared that with Mejia.

Mejia is sad to hear about Melnick stepping down from the TPB. She said Melnick has been a wealth of knowledge and appreciates his insight and historical perspective.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 20, 2023

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

**Intercity Transit
Payroll Disbursement List
August 2023**

Pay Periods:

PP 16 (July 16 - 29)

PP 17 (July 30 - Aug 12)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
8/4/2023 ACH	PR DIRECT DEPOSIT	917,984.24
8/4/2023 37826 - 37830	PR PAPER CHECKS	10,961.86
8/4/2023 ACH	IRS	150,230.99
8/4/2023 ACH	HEALTH SAVING	92.59
8/4/2023 ACH	VANGUARD	127,484.18
8/4/2023 ACH	PERS	207,225.93
8/4/2023 ACH	DEF COMP	34,610.40
8/4/2023 ACH	ICMA	12,607.09
8/4/2023 ACH	CHILD SUPPORT	1,524.14
8/18/2023 ACH	PR DIRECT DEPOSIT	890,043.26
8/18/2023 37826 - 37830	PR PAPER CHECKS	7,697.18
8/18/2023 ACH	IRS	148,231.24
8/18/2023 ACH	HEALTH SAVING	92.59
8/18/2023 ACH	VANGUARD	126,288.61
8/18/2023 ACH	PERS	205,252.21
8/18/2023 ACH	DEF COMP	35,279.09
8/18/2023 ACH	ICMA	12,749.80
8/18/2023 ACH	CHILD SUPPORT	1,716.41
8/18/2023 37826	Voided Check (September)	(2,866.89)
8/18/2023 37831	Reissued Check	2,865.26
8/30/2023 ACH	AFLAC	11,743.24
	Total Payroll Disbursements	<u>2,901,813.42</u>

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

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor #</u>	<u>Payee</u>	<u>Amount</u>
34262	08/03/23	05042	CABA MONCITO - VOID	(\$255.00)
37717	08/07/23	01405	ADVANCE GLASS INC.	\$150.08
37718	08/07/23	01567	CANON FINANCIAL SERVICES INC.	\$9,836.52
37719	08/07/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$10,880.98
37720	08/07/23	01895	ECOLUBE RECOVERY LLC	\$663.00
37721	08/07/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,309.14
37722	08/07/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$145,727.69
37723	08/07/23	02828	AVAIL TECHNOLOGIES INC	\$939.51
37724	08/07/23	03754	BOSTON HARBOR SERVICES INC.	\$6,374.81
37725	08/07/23	06120	CITY OF OLYMPIA (UTILITIES)	\$8,980.86
37726	08/07/23	07105	CRAINS TOTAL OFFICE	\$2,318.99
37727	08/07/23	07115	CREATIVE INK INC.	\$508.63
37728	08/07/23	07220	CUMMINS INC.	\$3,978.45
37729	08/07/23	07619	DAVID S FOSTER	\$2,000.00
37730	08/07/23	07640	DAY MANAGEMENT CORP	\$5,635.22
37731	08/07/23	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$1,349.86
37732	08/07/23	09550	FAIRWAY COLLECTIONS LLC	\$38.66
37733	08/07/23	09662	FERRELLGAS LP	\$3,058.32
37734	08/07/23	10660	GILLIG LLC	\$0.00
37735	08/07/23	10660	GILLIG LLC	\$6,505.67
37736	08/07/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
37737	08/07/23	10759	GORDON TRUCK CENTERS INC	\$2,002.81
37738	08/07/23	10865	GREAT FLOORS LLC	\$261.92
37739	08/07/23	10880	GRIMM COLLECTIONS	\$350.33
37740	08/07/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,876.56
37741	08/07/23	11800	INTERNATONAL INSTITUTE MUNICIPAL CLERKS	\$225.00
37742	08/07/23	11943	JOANNA GRIST	\$2,000.00
37743	08/07/23	11971	JOHNSON CONTROLS INC.	\$9,169.28
37744	08/07/23	12950	KYSER MICHAEL	\$10.00
37745	08/07/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,632.75
37746	08/07/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
37747	08/07/23	13726	M & S COLLISION LLC	\$2,231.54
37748	08/07/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37749	08/07/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37750	08/07/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,206.22
37751	08/07/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,931.22
37752	08/07/23	16262	OPENSQUARE HOLDINGS	\$3,633.75

37753	08/07/23	16969	POINT GRAPHICS LLC	\$263.35
37754	08/07/23	17900	SCHETKY NORTHWEST SALES INC.	\$373.18
37755	08/07/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,363.19
37756	08/07/23	18530	STANDARD PARTS CORP.	\$1,895.96
37757	08/07/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$800.00
37758	08/07/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,301.58
37759	08/07/23	21659	THERMO KING NORTHWEST INC.	\$6,000.00
37760	08/07/23	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$630.00
37761	08/07/23	21950	TITUS-WILL CHEVROLET	\$2,099.88
37762	08/07/23	22010	ROTTERS INC.	\$293.51
37763	08/07/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$5,995.00
37764	08/07/23	22420	ALLEN WALTON	\$2,042.18
37765	08/07/23	23641	UNITED STATES TREASURY	\$35.50
37766	08/07/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$27.11
37767	08/07/23	24000	W. W. GRAINGER INC.	\$42.48
37768	08/07/23	25909	WEX BANK	\$45,048.14
34272	08/10/23	08070	DRESCHER, TRAVI - VOID	(\$470.00)
37769	08/14/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,819.44
37770	08/14/23	02060	AMERISAFE INC.	\$66.08
37771	08/14/23	02565	ASPHALT PATCH SYSTEMS INC	\$5,225.00
37772	08/14/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$288.76
37773	08/14/23	03023	BACKUPIFY INC.	\$1,111.50
37774	08/14/23	05042	CABA MONCITO	\$255.00
37775	08/14/23	06040	CITY OF LACEY	\$3,149.19
37776	08/14/23	06836	CONTINENTAL BATTERY SYSTEMS	\$1,250.27
37777	08/14/23	07220	CUMMINS INC.	\$4,201.84
37778	08/14/23	07350	CW JANITORIAL SERVICE LLC	\$1,483.85
37779	08/14/23	07520	DAILY JOURNAL OF COMMERCE	\$101.75
37780	08/14/23	07640	DAY MANAGEMENT CORP	\$114.98
37781	08/14/23	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,534.79
37782	08/14/23	08070	DRESCHER TRACI	\$470.00
37783	08/14/23	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$5,747.44
37784	08/14/23	09662	FERRELLGAS LP	\$2,471.89
37785	08/14/23	10251	FRUITION GROWTH LLC	\$5,823.85
37786	08/14/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37787	08/14/23	10477	GALLS PARENT HOLDINGS LLC	\$981.78
37788	08/14/23	10481	GALVEZ VICTOR	\$2.00
37789	08/14/23	10660	GILLIG LLC	\$3,501.46
37790	08/14/23	10759	GORDON TRUCK CENTERS INC	\$3,644.96
37791	08/14/23	11048	HARGIS ENGINEERS INC.	\$3,335.00
37792	08/14/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$646.05
37793	08/14/23	13485	LEMAY MOBILE SHREDDING	\$247.38
37794	08/14/23	13726	M & S COLLISION LLC	\$4,486.49
37795	08/14/23	13750	MAILBOX OF OLYMPIA - THE	\$3,098.31
37796	08/14/23	14160	MCMMASTER-CARR SUPPLY CO.	\$63.41
37797	08/14/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,398.31

37798	08/14/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,068.70
37799	08/14/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$705.05
37800	08/14/23	16490	HAROLD LEMAY ENTERPRISES	\$1,611.94
37801	08/14/23	16623	PALAMERICAN SECURITY INC.	\$72,107.09
37802	08/14/23	16701	PEAK INDUSTRIAL INC.	\$636.31
37803	08/14/23	16765	PETROCARD INC.	\$77,954.58
37804	08/14/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$2,063.06
37805	08/14/23	17290	PUGET SOUND ENERGY	\$12,597.72
37806	08/14/23	17560	ROMAINE ELECTRIC CORP.	\$558.40
37807	08/14/23	17580	RECARO NORTH AMERICA INC.	\$2,942.31
37808	08/14/23	17861	SAMBA HOLDINGS INC.	\$505.96
37809	08/14/23	17872	SARAH BOYLE	\$6,050.00
37810	08/14/23	17877	SAUL ADAM	\$87.00
37811	08/14/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,799.61
37812	08/14/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$348.27
37813	08/14/23	18052	SHEA CARR & JEWELL INC.	\$20,491.15
37814	08/14/23	18066	SHI INTERNATIONAL CORP.	\$239,386.74
37815	08/14/23	18101	SIJ HOLDINGS LLC	\$1,198.48
37816	08/14/23	18105	CHARLES SIMMONS	\$9,000.00
37817	08/14/23	18530	STANDARD PARTS CORP.	\$750.95
37818	08/14/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$1,954.21
37819	08/14/23	21985	TOTAL FILTRATION SERVICES INC.	\$981.43
37820	08/14/23	22235	TREW ENTERPRISE LLC	\$1,389.56
37821	08/14/23	24755	WA ST HEALTH CARE AUTHORITY	\$594,216.79
37822	08/15/23	18540	STANTEC CONSULTING SERVICES INC	\$39,498.51
34265	08/15/23	07102	COURTNEY KEN - VOID	(\$161.00)
37823	08/17/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37824	08/17/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$102,726.23
37825	08/17/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$10,804.75
37832	08/18/23	16787	PHILLIPS SONJA	\$350.33
34348	08/21/23	14469	MILAM CRAIG - VOID	(\$130.00)
37833	08/21/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$500.64
37834	08/21/23	01567	CANON FINANCIAL SERVICES INC.	\$7,020.31
37835	08/21/23	01780	AMALGAMATED TRANSIT UNION 1765	\$23,309.00
37836	08/21/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,821.30
37837	08/21/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,183.09
37838	08/21/23	02828	AVAIL TECHNOLOGIES INC	\$2,671.80
37839	08/21/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,874.16
37840	08/21/23	05340	CAPITOL COURIER SERVICE	\$216.06
37841	08/21/23	07102	COURTNEY KEN	\$161.00
37842	08/21/23	07220	CUMMINS INC.	\$3,761.19
37843	08/21/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$671.62
37844	08/21/23	08091	DSI MEDICAL SERVICES	\$21.00
37845	08/21/23	09550	FAIRWAY COLLECTIONS LLC	\$38.66
37846	08/21/23	09662	FERRELLGAS LP	\$2,919.59
37847	08/21/23	09961	FORMA CONSTRUCTION COMPANY	\$1,267,169.91

37848	08/21/23	10660	GILLIG LLC	\$6,134.05
37849	08/21/23	10744	GOEBEL SEPTIC TANK SERVICE INC.	\$215.00
37850	08/21/23	10751	GOLDEN PRECOLA	\$72.96
37851	08/21/23	10759	GORDON TRUCK CENTERS INC	\$6,826.09
37852	08/21/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,145.56
37853	08/21/23	11776	INTERCLEAN EQUIPMENT LLC	\$3,047.00
37854	08/21/23	11933	JESSE ORNDORFF	\$780.74
37855	08/21/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.80
37856	08/21/23	13726	M & S COLLISION LLC	\$3,565.31
37857	08/21/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37858	08/21/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37859	08/21/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,326.18
37860	08/21/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$274.98
37861	08/21/23	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$304.00
37862	08/21/23	16765	PETROCARD INC.	\$82,867.08
37863	08/21/23	16969	POINT GRAPHICS LLC	\$165.89
37864	08/21/23	16974	POMP'S TIRE SERVICE INC.	\$364.88
37865	08/21/23	17580	RECARO NORTH AMERICA INC.	\$526.58
37866	08/21/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,394.80
37867	08/21/23	17903	TAPANI INC.	\$147,099.30
37868	08/21/23	18311	SOTRES ERIK	\$2.00
37869	08/21/23	18530	STANDARD PARTS CORP.	\$737.20
37870	08/21/23	21830	THURSTON COUNTY SOLID WASTE	\$18.00
37871	08/21/23	21950	TITUS-WILL CHEVROLET	\$7,010.99
37872	08/21/23	21985	TOTAL FILTRATION SERVICES INC.	\$85.54
37873	08/21/23	22010	ROTTERS INC.	\$609.24
37874	08/21/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$5,995.00
37875	08/21/23	23621	TFORCE FREIGHT INC.	\$329.68
37876	08/21/23	23641	UNITED STATES TREASURY	\$35.50
37877	08/21/23	23660	UNITED WAY OF THURSTON COUNTY	\$468.00
37878	08/21/23	23741	USSC ACQUISITION CORP.	\$2,482.51
37879	08/21/23	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$277.50
37880	08/21/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
37881	08/21/23	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$5,000.00
34358	08/23/23	17529	RUDOLPH KAREN - VOID	(\$129.00)
37883	08/28/23	01405	ADVANCE GLASS INC.	\$1,541.98
37884	08/28/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$5,696.50
37885	08/28/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,801.03
37886	08/28/23	06120	CITY OF OLYMPIA (UTILITIES)	\$254.01
37887	08/28/23	07220	CUMMINS INC.	\$3,892.77
37888	08/28/23	08542	EAGLE HARBOR ASSOCIATES LLC	\$7,601.49
37889	08/28/23	09180	EXPRESS SERVICES INC	\$2,982.98
37890	08/28/23	09662	FERRELLGAS LP	\$3,494.47
37891	08/28/23	10580	GENE'S TOWING INC	\$173.92
37892	08/28/23	10585	ROBERT EDWARD GEBHART	\$643.50
37893	08/28/23	10660	GILLIG LLC	\$3,817.23

37894	08/28/23	10759	GORDON TRUCK CENTERS INC	\$533.40
37895	08/28/23	11933	JESSE ORNDORFF	\$759.93
37896	08/28/23	14469	MILAM CRAIG	\$130.00
37897	08/28/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,650.02
37898	08/28/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
37899	08/28/23	16262	OPENSQUARE HOLDINGS	\$6,064.14
37900	08/28/23	16750	PERRY BETHANY	\$2.00
37901	08/28/23	16765	PETROCARD INC.	\$88,673.67
37902	08/28/23	17505	RAINIER DODGE INC.	\$166.44
37903	08/28/23	17529	RANDOLPH KAREN	\$129.00
37904	08/28/23	17900	SCHETKY NORTHWEST SALES INC.	\$753.86
37905	08/28/23	17908	SCHINDLER ELEVATOR CORPORATION	\$7,980.12
37906	08/28/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,342.72
37907	08/28/23	18530	STANDARD PARTS CORP.	\$547.31
37908	08/28/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,878.01
37909	08/28/23	21950	TITUS-WILL CHEVROLET	\$1,623.97
37910	08/28/23	22010	ROTTERS INC.	\$957.18
37911	08/28/23	22100	TRANSIT SOLUTIONS LLC	\$200.92
37912	08/28/23	22420	ALLEN WALTON	\$788.42
37913	08/28/23	24030	WA ST AUDITOR'S OFFICE	\$15,179.85
37914	08/28/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$750.00
34340	08/31/23	13552	LI SHENG - VOID	(\$128.00)
37491	08/31/23	10744	GOEBEL SEPTIC TANK - VOID	(\$215.00)
ACH	08/02/23		AUTHORIZE.NET	\$196.25
ACH	08/04/23		PROUTY CURTIS	\$158.17
ACH	08/04/23		JOHNSON LORA	\$77.09
ACH	08/04/23		KIATTIPAT-AGUINAGA SUTARAT	\$393.03
ACH	08/04/23		MCPHERSON KYLE	\$305.78
ACH	08/11/23		BERGKAMP EMILY	\$268.98
ACH	08/11/23		CRASS CAMERON	\$324.98
ACH	08/11/23		DEMERICE NICOLAS	\$72.00
ACH	08/11/23		DUDEK DAVID	\$294.00
ACH	08/11/23		GOFFENEY ANDREW	\$72.00
ACH	08/11/23		HAGQUIST MORGAN	\$272.81
ACH	08/11/23		HOWELL JR. CARL	\$85.00
ACH	08/11/23		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,388.00
ACH	08/11/23		KIERZEK PAUL	\$72.00
ACH	08/11/23		LAFONTAINE ROBERT	\$72.00
ACH	08/11/23		LOKEN RICHELLE	\$167.00
ACH	08/11/23		MACMILLAN DANIEL	\$344.48
ACH	08/11/23		MALAY SEAN	\$203.00
ACH	08/11/23		MILLER WILLIAM	\$435.48
ACH	08/11/23		RANDALL DAVID	\$344.48
ACH	08/11/23		REYNOLDS JONATHAN	\$298.63
ACH	08/11/23		SAVAGE DANIEL	\$344.48
ACH	08/11/23		SNYDER WILLIAM	\$203.00

ACH	08/11/23	STACKPOLE PETER	\$103.15
ACH	08/11/23	SWAN STEPHEN	\$235.75
ACH	08/11/23	WITHROW DENA	\$109.50
ACH	08/11/23	WOOD ROBERT D.	\$344.48
ACH	08/11/23	YEE JONATHON	\$252.48
ACH	08/18/23	BERGKAMP EMILY	\$34.57
ACH	08/18/23	FERRIS TAMMY	\$301.57
ACH	08/18/23	KRUEGER STEVEN J	\$1,680.57
ACH	08/18/23	MAVERICK MICHAEL	\$301.57
ACH	08/18/23	Owsley Steven	\$1,599.00
ACH	08/18/23	PARKER RONALD	\$194.17
ACH	08/18/23	SNYDER WILLIAM	\$104.63
ACH	08/25/23	COLLINS AMANDA	\$180.48
ACH	08/25/23	IT PROJECT ASSISTANCE	\$609.00
ACH	08/25/23	IT WELLNESS	\$598.50
ACH	08/25/23	DEPARTMENT OF REVENUE	\$1,835.65
ACH	08/31/23	AGUERO JASON	\$1,572.18

\$3,372,590.84

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-A
MEETING DATE: September 20, 2023**

FOR: Intercity Transit Authority and Community Advisory Committee
FROM: Tammy Ferris, 705-5818
SUBJECT: Olympia Transit Center Site Improvements Update

1) **The Issue:** Provide the ITA and CAC a summary of the recent improvements at the Olympia Transit Center (OTC) including work planned for this fall.

2) **Recommended Action:** This item is for information and discussion.

3) **Policy Analysis:** Regular updates and discussion of facility and service projects provide an opportunity for the Authority to seek clarification, ask questions, and provide input to staff regarding projects and services.

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 the renovation of the pedestrian plaza and right-of-way improvements on the southwest half of the property to complement the new customer service building and connect the site to the bus-only lane on State Avenue. This evening's presentation highlights the next phase of planned improvements to update sidewalks and ramps around the Olympia Transit Center, replace areas on the main bus platform to reduce potential trip hazards, and enhance pedestrian accessibility around the OTC site.

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

6) **Budget Notes:** This project is included in the 2023 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 limitation." **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."

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-B
MEETING DATE: September 20, 2023**

FOR: Intercity Transit Authority

FROM: Noelle Gordon, 705-5857, Procurement Coordinator

SUBJECT: Federal Advocacy Services

1) **The Issue:** Award a one-year contract to Gordon Thomas Honeywell Governmental Affairs for Federal Advocacy Services.

2) **Recommended Action:** Authorize the Interim General Manager to execute a new contract with Gordon Thomas Honeywell Governmental Affairs for Federal Advocacy Services for a period of one year in the amount of \$96,000.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$96,000, the total cumulative value over the potential five-year life of the contract for Federal Advocacy Services from October 2023 through October 2028 exceeds \$100,000.

4) **Background:** Intercity Transit released a Request for Proposals (RFP) for Federal Advocacy Services on July 25, 2023. The purpose of the RFP was to establish a contract with a qualified and experienced individual or firm ideally positioned to serve as a federal legislative liaison on behalf of Intercity Transit on a year-round basis.

One (1) proposal was received by the submittal deadline of August 15, 2023, from Gordon Thomas Honeywell Governmental Affairs (GTH). The bid response was evaluated consistent with our rules and processes and GTH's non-cost responses to our technical questions were found sufficient and acceptable, as were GTH's pricing and references.

GTH has represented Intercity Transit for the past 15 years in Washington, D. C. Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past fifteen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington,

D. C. continues. Intercity Transit benefits by having an advocate in Washington, D. C. to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates and recommends that a contract award with Gordon Thomas Honeywell Governmental Affairs is approved.

5) **Alternatives:**

- A. Authorize the Interim General Manager to execute a new contract with Gordon Thomas Honeywell Governmental Affairs for Federal Advocacy Services for a period of one year in the amount of \$96,000.
- B. Choose not to accept Federal Advocacy Services at this time. All monitoring and advocating would then be the responsibility of Intercity Transit staff.

6) **Budget Notes:** The total annual contract value of \$96,000 for Federal Advocacy Services falls within the budgeted amount.

7) **Goal Reference: Goal No. 2:** *“Provide outstanding customer service.”* **Goal No. 4:** *“Provide responsive transportation options within financial limitations.”*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-C
MEETING DATE: September 20, 2023**

FOR: Intercity Transit Authority
FROM: Noelle Gordon, 705-5857
SUBJECT: State Legislative Advocacy Services Contract Renewal

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- 1) **The Issue:** Renew the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.
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- 2) **Recommended Action:** Authorize the Interim General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. Although the renewal term does not exceed \$100,000, these services may be of interest to the Authority.
-
- 4) **Background:** In October 2021, Foster Government Relations won Intercity Transit's contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal. The annual contract renewal amount remains the same as the original term.

Intercity Transit has worked with Foster Government Relations for the past seven years and has been satisfied with the firm's representation of our interests during this time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract extension with this firm.

5) **Alternatives:**

- A. Authorize the Interim General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
- B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.

6) **Budget Notes:** The total annual contract value of \$48,000 for State Legislative Advocacy Services falls within the budgeted amount.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4**
“Provide responsive transportation options within financial limitations.”

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-D
MEETING DATE: September 20, 2023**

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 360-705-5832

SUBJECT: Title VI Requirements; Large Urbanized Area in Federal Fiscal Year 2024

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- 1) **The Issue:** Information regarding additional Federal requirements for designing, operating, and changing fixed route bus service resulting from the 2020 US census.
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- 2) **Recommended Action:** Presentation and discussion only; no action is expected. The Authority will consider adoption of new policies related to this item at future meetings.
-
- 3) **Policy Analysis:** In accordance with Title VI of the US Civil Rights Act of 1964 the Federal Transit Administration (FTA) requires public transit agencies to adopt policies and standards ensuring the design and operation of public transit systems do not result in discrimination on the basis or race, color, or national origin.
-
- 4) **Background:** As a result of the 2020 US census the Olympia-Lacey urban area (#65242) surpassed 200,000 in resident population; amongst other related changes, and as a condition of Federal funding eligibility, public transit providers that operate in an urbanized area of 200,000 or greater in population, and with at least 50 vehicles during peak service, must take additional steps to comply with Title VI of the U.S. Civil Rights Act of 1964.

Beginning with the Federal Fiscal Year 2024 (FFY2024) on October 1, 2023, Intercity Transit formally meets the definition of a transit provider operating in a large urbanized area and must adhere to FTA provisions intended to ensure the design and operation of public transit service does not result in discrimination. Staff are working to update current system-wide standards and policies as well as draft new policies intended to meet or exceed minimum requirements. New and updated draft policies will be shared as part of a recognized public process, including an opportunity for public comment and a public hearing administered by the Authority.

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

6) **Budget Notes:** The work associated with this item is currently covered under the 2023 Budget and draft 2024 Budget.

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.”* **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 and other critical challenges in our community such as access and equity as a service provider and as an employer.”*

8) **References:** FTA Circular 4702.1B.

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-E
MEETING DATE: September 20, 2023**

FOR: Intercity Transit Authority/Community Advisory Committee

FROM: Heather Stafford Smith, Director of Administrative Services,
360-705-5861

SUBJECT: General Manager Hiring Process Update

1) **The Issue:** Staff will present an update on the General Manager hiring process.

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

3) **Policy:** Per Authority Chair direction, staff will provide an update regarding the status of the General Manager recruitment and selection process.

4) **Background:** Following the March 1, 2023, meeting, the Authority Chair appointed four Authority members to a sub-committee. The sole purpose of this committee is to work with Human Resources staff to develop a recruitment and selection process for the agency's General Manager position. The three members appointed are Vice Chair Justin Belk, City of Tumwater Mayor Debbie Sullivan, City of Lacey Representative Robin Vazquez, and Citizen Representative Don Melnick. Human Resources staff participating on the sub-committee includes HR Manager Alana Neal and Administrative Services Director Heather Stafford Smith. Chief Marketing, Communications, and Outreach Officer Nick Demerice and Executive Assistant Pat Messmer are also participating on the committee.

The sub-committee has met several times and will provide an update to the board and CAC, including the internal and external stakeholder survey results, the recruitment timeline, the outreach strategy and results, and details regarding the onsite in-person interview process.

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

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

7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.

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