

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, October 4, 2023
5:30 P.M.

This is a hybrid meeting and to join the meeting remotely, telephone at 5 p.m. for a sound check.
Toll Free: (844) 730-0140 / Phone Conference ID: 296-553-078#

The public may join in person at the Pattison Street Facility, attend by phone or watch via
Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|----|--|----------------|
| 1) | STAFF INTRODUCTIONS | 10 min. |
| | A. Jeff Lorenzo, Fleet Maintenance Supervisor (<i>David Chaffee</i>) | |
| | B. Staci Revel and Dean Taylor, Facilities Supervisors (<i>Julie DeRuwe</i>) | |
| 2) | APPROVAL OF AGENDA | 1 min. |
| 3) | PUBLIC COMMENT | 3 min. |
| 4) | NEW BUSINESS | |
| | A. Zero Emissions Analysis Contract Amendment (<i>Katie Cunningham</i>) | 5 min. |
| | B. 2024 Draft Capital Improvement Plan 2024-2028/Set Public Hearing
(<i>Jana Brown</i>) | 10 min. |
| | C. 2024 Budget Presentation/Set a Public Hearing (Revenue and Expenses)
(<i>Jana Brown</i>) | 10 min. |
| 5) | INTERIM GENERAL MANAGER'S REPORT | 5 min. |
| 6) | AUTHORITY ISSUES | 5 min. |
| 7) | EXECUTIVE SESSION - Review Qualifications of Recommended
General Manager Applicants (<i>Heather Stafford</i>) | 45 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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: October 4, 2023

FOR: Intercity Transit Authority

FROM: Katie Cunningham, Procurement Coordinator, 360-705-5837

SUBJECT: Zero Emissions Analysis Contract Amendment

1) **The Issue:** Amend the Zero Emissions Analysis contract with The Center for Transportation and the Environment (CTE) to extend it for an additional year and incorporate further support services.

2) **Recommended Action:** Authorize the Interim General Manager to execute a contract amendment with CTE to extend the contract for one year and incorporate additional professional services related to the Zero Emissions Analysis project in the amount of \$596,150, which includes an approximate 15% contingency.

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

4) **Background:** In October 2022, CTE was awarded Intercity Transit's contract for its Zero Emissions Analysis project. This project is divided into three parts: Part One, Zero Emissions Analysis; Part Two, Zero Emissions Transition Plan; and Part Three, Design Development. The initial award to CTE was for Part One, with Part Two and Part Three reserved for incorporation later at the discretion of Intercity Transit. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal.

Since October 2022, CTE successfully completed the comprehensive analysis of zero emission vehicles and related technology and infrastructure with a focus on the most effective solutions for Intercity Transit's operating environment and service delivery goals. This request is to exercise the option to proceed with the next phases of Intercity Transit's path to zero emissions which includes Part Two, Zero Emission Transition Plan, and Part Three, Design Development.

Part Two includes the development of a long-term zero emission transition and implementation plan for Intercity Transit's fleet based on the results from Part One as well as initial decisions by Intercity Transit. The total cost of this phase is \$76,430.

Part Three includes the use of CTE's Zero-Emission Smart Deployment Methodology to support Intercity Transit with the determination of technical specifications, procurement, and pilot deployment of five (5) fuel cell electric buses (FCEBs) and the accompanying hydrogen fueling infrastructure as recently awarded through the Washington State Department of Transportation's Regional Mobility and Green Transportation Grants. The total Part Three cost is \$433,100.

Together with an approximate 15% contingency, to allow for any unforeseen additional needs, the total requested amount for this contract amendment is \$596,150.

CTE has extensive experience working with public and transportation agencies in developing, implementing, and administering advanced transportation technology projects, with a focus on zero-emission vehicles. The firm has assisted over 75 transit agencies in their zero-emissions endeavors and has been an instrumental partner to Intercity Transit in its efforts thus far. Staff believes CTE will provide significant and valuable services at fair and reasonable rates and recommends approval of the contract amendment to CTE.

5) Alternatives:

- A. Authorize the Interim General Manager to execute a contract amendment with CTE to extend the contract for one year and incorporate additional professional services related to the Zero Emissions Analysis project in the amount of \$596,150, which includes an approximate 15% contingency.
- B. Defer action. This alternative would result in a delay in the development and implementation of Intercity Transit's long-term zero emissions fleet transition plan.

6) Budget Notes: The total contract amendment amount of \$596,150 falls within 2023 budget allocations for zero-emissions related project work.

7) Goal Reference: **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan."*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: October 4, 2023

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer, 360-705-5816
Emily Bergkamp, Interim General Manager, 360-705-5838

SUBJECT: 2024 Draft Capital Improvement Plan 2024-2028 and
Set Public Hearing

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- 1) **The Issue:** Introduce the Intercity Transit Capital Improvement Plan 2024-2028.
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- 2) **Recommended Action:** Set the public hearing for the 2024 draft Capital Improvement Plan 2024-2028 for 5:30 p.m., Wednesday, November 1, 2023. Final adoption is proposed for December 6, 2023.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting any official plan, especially one driving the annual budget process. Both the Capital Improvement Plan along with the budget document identifies the expenditures needed to support the level of services identified in the Strategic Plan.
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- 4) **Background:** Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. This Capital Improvement Plan (CIP) is a new planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The Authority will review the draft Budget, which will include capital costs, at their October 4, 2023, meeting. With approval from the Authority, a public hearing will be scheduled for Wednesday, November 1, 2023, to review

the draft Budget which will include all operating and capital costs. Both the Budget document along with the CIP are available online for public review and comment. The CIP and budget are scheduled for adoption at the December 6, 2023, Authority meeting.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** [Draft Capital Improvement Plan 2024-2028](#).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: October 4, 2023

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer, 360-705-5816
Emily Bergkamp, Interim General Manager - 705-5838

SUBJECT: 2024 Draft Budget and Set Public Hearing

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- 1) **The Issue:** Introduce the Draft 2024 Budget and set the Public Hearing date.
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- 2) **Recommended Action:** Set the public hearing for the 2024 draft budget for 5:30 p.m., Wednesday, November 1, 2023. Final adoption is proposed for December 6, 2023.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the Capital Improvement Plan and coordinates with the Strategic Plan regarding service levels, which is the prime driver of proposed expenses for 2024.
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- 4) **Background:** Staff will present elements of the draft 2024 budget to include capital projects, new initiatives, new staff, on-going projects from the previous budget, and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget, including our goals of restoring service to pre-COVID levels and continuing investments towards our transformational promises from Proposition 1.

The proposed Operating budget for 2024 is \$89 million, which includes \$7.3 million for rollover projects.

The proposed Capital budget for 2024 is \$65.3 million, which includes \$31.5 million in new projects and \$33.8 million for rollover projects.

The total proposed 2024 expenditure budget including staff recommended new projects/positions is \$154.3 million.

The major elements of Intercity Transit's 2024 budget are:

- Sales tax revenue for 2024 has been budgeted for what has been collected thus far in 2023, which represents a 3% increase above the 2023 budget.
- Continue construction to renovate and expand the Pattison Street facility.
- Continue pursue of grant funded BRT and Corridor Program
- Bus Stop Facility Capital Improvements
- Life Cycle Vehicle Replacements
- Zero Emission – Hydrogen Demonstration
- Centennial Station Improvements
- Lacey Transfer Center Improvements
- Add 4 new positions:
Fleet Maintenance Supervisor, Information Services Cybersecurity Analyst, Training & Safety Coordinator and a temporary 3-year Data Analyst position for initial database tracking of all facilities related assets.

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

6) **Budget Notes:** The Authority will review the draft budget at their October 4, 2023, meeting. With approval from the Authority, a public hearing will be scheduled for Wednesday, November 1, 2023. The Draft Budget package is available for public review and comment on Intercity’s public facing webpage. The budget is scheduled for adoption at the December 6, 2023, Authority meeting.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** [Draft 2024 Budget.](#)

**INTERCITY TRANSIT AUTHORITY
EXECUTIVE SESSION
AGENDA ITEM NO. 7
MEETING DATE: October 4, 2023**

FOR: Intercity Transit Authority

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

SUBJECT: Review of Qualifications of Recommended General Manager Applicants

1) **The Issue:** To conduct an executive session so staff can present and review the qualifications of recommended General Manager applicants to advance to the onsite selection process. The Intercity Transit Authority will not take any action as a result of this Executive Session.

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

3) **Policy:** Staff will present recommended General Manager applicants and provide information regarding their qualifications.

4) **Background:** The recruitment for the agency's General Manager opened on August 7, 2023, and closed on September 17, 2023.

An onsite interview process will occur October 25-27, 2023. The onsite process will include a system tour, an employee reception, an external stakeholder reception, two agency interview panels, an interview with the full Authority, and a site tour.

We received over ninety applicants for the agency's General Manager position. After an initial screening, seventeen applicants were identified and invited to participate in a video interview. From those interviews, eight candidates were invited back for a second video interview. Four to six applicants will be identified as the recommended group to advance to the onsite selection 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.

TRPC Members & Representatives

City of Lacey
Robin Vazquez

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
John O'Callahan

City of Tumwater
Eileen Swarhout

City of Yelm
Joe DePinto

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Robert Gordon

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

North Thurston Public Schools
Graeme Sackrison

Olympia School District
Hilary Seidel

Intercity Transit
Debbie Sullivan

LOTT Clean Water Alliance
Carolyn Cox

Port of Olympia
Amy Evans Harding

PUD No. 1 of Thurston County
Russ Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Liberty Hetzler

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, October 6, 2023

NOTE: Remote meeting with an in-person option.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – September 8, 2023
- b. Approval of Vouchers – September 2023
- c. Regional Transportation Improvement (RTIP) & Approval of Resolution 2023-06

Electric Vehicle (EV) Infrastructure

PRESENTATION

The Interagency Electric Vehicle Coordinating Council (EV Council) is developing a statewide transportation electrification strategy, which will be out of public review in October. EV Council representatives will present an overview of the state strategy.

Regional Trails Plan

1ST REVIEW

On September 13, the Transportation Policy Board approved releasing the Draft Thurston Regional Trails Plan for public review and comment through October 9. Staff will present an overview of the plan and next steps to the Council on October 6.

Appointment of Puget Sound Regional Council (PSRC) Growth Management Policy Board Member

ACTION

Legislative Agenda

ACTION

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION