

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, October 18, 2023
5:30 P.M.

This is a hybrid meeting, and the public may join in person at the Pattison Street Facility, join the meeting remotely by telephone, dial in at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID 830-926-212#

Or watch via Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | | |
|-----------|---|---------------|----------------|
| 1) | STAFF INTRODUCTIONS | PULLED | 10 min. |
| | A. Operator Class 23-05 (Cameron Crass) | | |
| 2) | APPROVAL OF AGENDA | | 1 min. |
| 3) | PUBLIC COMMENT | | 3 min. |
| 4) | APPROVAL OF CONSENT AGENDA | | 1 min. |
| | A. Minutes - September 6, 2023, and September 20, 2023, Minutes | | |
| | B. Payroll September: \$4,733,252.44 | | |
| | C. Accounts Payable September: \$2,787,554.39 | | |
| | • Warrants: \$2,769,293.82 | | |
| | • ACH Payments: \$18,260.57 | | |
| 5) | NEW BUSINESS | | |
| | A. Federal Advocacy Report (Dale Learn, Gordon Thomas Honeywell) | | 30 min. |
| | B. Declare Coach #402 as Surplus (Katie Cunningham) | | 5 min. |
| | C. Marketing & Communications Update (Nick Demerice) | | 10 min. |
| | D. Selection of CAC Candidates for Interviews (Emily Bergkamp) | | 5 min. |
| | E. 2024-2029 Draft Strategic Plan Review / Set Public Hearing (Emily Bergkamp) | | 30 min. |
| 6) | COMMITTEE REPORTS | | |
| | A. Thurston Regional Planning Council (Oct. 6) (Debbie Sullivan) | | 5 min. |
| | B. Transportation Policy Board (Oct. 11) (Justin Belk) | | 5 min. |
| | C. Community Advisory Committee (Oct. 16) (Eliane Wilson) | | 5 min. |
| 7) | INTERIM GENERAL MANAGER'S REPORT | | 5 min. |
| 8) | AUTHORITY ISSUES | | 5 min. |
| 9) | EXECUTIVE SESSION - Review Qualifications of Recommended General Manager Applicants (Heather Stafford) | | 20 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
September 6, 2023

CALL TO ORDER

Vice Chair Belk called the September 6, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

Members Present: Vice Chair and Community Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Community Representative Don Melnick; Community Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Jana Brown; Peter Stackpole; Brian Nagel; Rob LaFontaine; Jason Aguero; Ramon Beltran; Dena Withrow; Zach Heinemeyer; Katie Cunningham; Tunisia Price; David Chaffee; Tammy Ferris; Thera Black; Fiona Sheehan; Andrew Cathers; Joe Bell; Jeremy Schwagler; Jonathon Yee; Jessica Gould.

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

STAFF INTRODUCTIONS

- A. **Operator Class 23-04** (*Dena Withrow*)
- B. **Andrew Cathers, Vehicle Detailer** (*David Chaffee*)
- C. **Jeremy Schwagler, Technician** (*David Chaffee*)
- D. **Joe Bell, Technician** (*David Chaffee*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

- A. **New Facilities Work Truck Purchase.** Procurement Coordinator, Katie Cunningham, presented for purchase four (4) new Ford work trucks, with service bodies, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. Three (3) of these vehicles will expand the Facilities department fleet to accommodate additional staff added in 2023, and one (1) will replace a Fleet Maintenance shop truck which has met its useful life.

Over the last few years, ordering and production has been limited for these vehicles, and the manufacturer's order bank is only expected to be open for a short period this year. It is essential that Intercity Transit utilizes this opportunity to place this order, as it is unclear when the next opportunity will occur. The total order value for all four (4) vehicles will not exceed \$410,815. Intercity Transit expects these trucks will be substantially similar to

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the work trucks currently in use and staff is working diligently to finalize order details and seize this ordering opportunity.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 05916, which was competitively awarded to Bud Clary Ford for this vehicle class. Staff concurs with DES's assessment regarding fair and reasonable pricing and Bud Clary Ford's ability to perform. Based on our past experience with Bud Clary Ford and Ford work trucks, staff is confident these vehicles are mechanically sound and will serve our agency and staff well.

It was M/S/A by Mejia and Vazquez to authorize the Interim General Manager, pursuant to Washington State Contract 05916, to purchase four (4) Ford work trucks from Bud Clary Ford in the amount not-to-exceed \$410,815 including sales tax.

- B. 2023-2028 Transit Development Plan Adoption.** Planning Manager, Rob LaFontaine, presented the Transit Development Plan for final adoption. The annual update of the agency's Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.

It was M/S/A by Melnick and Sullivan to adopt the 2022 Annual Report and 2023-2028 Transit Development Plan, as presented.

- C. Establish an On-Call Qualified Vendor List.** Development Director, Peter Stackpole, provided an overview of the establishment of an on-call qualified vendor list also known as QVL. A QVL provides the flexibility to call upon professional services through task orders as needed to assist with projects, adding more resources where we don't have the internal expertise required. Additionally, it creates efficiencies by eliminating the need to issue multiple requests for proposals (RFPs) and saves the administrative costs of procuring and managing multiple contracts. This will provide services not originally provided by the Department of Enterprise Services.

Stackpole reviewed benefits and costs.

- **Benefits**

1. Gives staff the flexibility to call on a deep bench of professional staff.
2. Allows for the nimbleness to call on expertise that isn't typically available in-house.
3. The Authority will benefit by avoiding staffing necessary to support work covered under task orders.
4. It provides "one-stop shopping" for specialized professional Services.

- **Costs**

1. Savings by eliminating the need to hire additional temporary staff to support tasks.
2. Savings by not having the administrative costs of procuring and managing multiple contracts.
3. Savings by not having to issue extensive requests for proposals (RFPs) for smaller professional services tasks.

Stackpole reviewed the various categories and firms are encouraged to submit for as many or few as they feel qualified for, and usually full-service firms will submit on all of the categories. The proposals are evaluated and scored against the criteria for each category. Firms with the highest scores in each category are placed on the QVL. If more than one firm is listed as qualified in a category for which a need arises, Transit will have the ability to direct hire or issue competitive task orders to who best meets the needs for that task and evaluate the cost associated with the category. Said task orders will define in detail the scope, schedule, and budget of the work. Firms on the QVL will remain on the list for five years with option to renew. We also reserve the right to add categories.

System Planning: Stackpole said they're looking for firms with knowledge of best practices in long- and short-range system planning. See a familiarity with relevant transit planning and system optimization activities and with experience forecasting future equipment, staffing, and facility needs and particularly experience with transit-oriented development.

Work Samples:

1. Fixed-route and paratransit service alternatives and forecasting.
2. Micro-transit, on-demand and other flexible service models.
3. Systems planning for new service areas.
4. Forecasting near-term changes in market demand and ridership post-pandemic.
5. Catalyzing transit-oriented development through transit investments and partnerships.
6. Expanded system performance analysis.

System Engineering and Design. Stackpole is looking for knowledge of sound engineering and design principles and construction management practices. Experience with NEPA / SEPA compliance and familiarity with local jurisdictional land use regulations and permitting processes and experience with alternate fuel systems and utility coordination.

Work Samples:

1. Modernization of bus stop facilities.
2. Development of station-area facilities for new urban services on key arterials.
3. Upgrade of facilities to accommodate hydrogen fuel cell buses.
4. Roadway and intersection projects to address Transit's operational needs.

Compliance, Standards and Reporting. Stackpole said this is a huge one for IT because we are looking for firms who submit to understand the implications of our large UZA designation on Transit's Title VI policy, Community Outreach Plan, FTA/NTD reporting requirements; knowledge of state, local, and federal policies, and guidelines; and experience in coordinating policy development with data and system analysis.

Work Samples:

1. Review and update of plans and related data collection and reporting systems.
2. Evaluation and assessment of updated ADA standards.
3. Update of Asset Management Plan and State of Good Repair strategy.

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4. Greenhouse gas emissions tracking and Clean Fuel Standards reporting framework.
5. Performance Based Planning targets, data tracking systems, and reports.
6. Update of Public Transit Agency Safety Plan, Safety Management System, Risk Management System, and performance tracking systems.
7. Respond to expanded National Transit Database (NTD) reporting requirements.

Data, Analysis and Modeling. Stackpole said firms will need knowledge of transit scheduling software and real-time GTFS bus information; ridership data analysis; familiarity with ArcGIS tools in transit analysis; firms that are well versed in process and workflow improvement concepts and data dependencies.

Work Samples:

1. Expanded GIS programming, coding, and scripting to support enhanced analyses and communications.
2. Development of new apps, dashboards, or other tools to communicate Transit's adherence to its performance objectives.
3. Assessment of legacy and new software systems and databases Transit relies on to identify the range of data dependencies.
4. Coordination with TRPC to integrate transit data more effectively into the regional multimodal travel demand model.

Public Outreach and Observational Research. Stackpole said we are seeking firms with knowledge of survey methodology; sampling and weighting plans; familiarity with internet-based surveys and tools to capture public feedback; the ability to integrate surveying with the customer outreach process; experience in coordinating the survey design and approach with key internal stakeholders and presenting key findings to staff and the public.

Work Samples:

1. Design and implementation of community outreach and education campaigns.
2. Design and deployment of telephone, mail-in, and/or internet surveys to gauge changing perceptions of transit and post-pandemic mobility opportunities.
3. Design and deployment of on-board rider surveys to assess changes between pre- and post-pandemic travel patterns.
4. Evaluation of website traffic and development of an intercept survey to gauge ease of use and opportunities to enhance the site to better meet customer needs.
 - a. Focus group design and implementation to drill into one or more emerging topics.

Specialized Program Support. We're looking for multidisciplinary knowledge and familiarity with the applications Transit is pursuing; and understanding of the opportunities and challenges Transit faces in successfully carrying out this work.

Work Samples:

1. BRT-Lite Demonstration Project
2. ZEV Deployment
3. Smart Corridors Intelligent Transportation Systems (ITS) and Transit Signal Priority (TSP)

Financial and Economic Analysis. We're looking for knowledge of financial and economic modeling and forecasting best practices; experience with Washington's Clean Fuel Standards; experience with auditing and analysis of Transit services and agency processes; experience with successful benefit-cost analysis for capital investments.

Work Samples:

1. Independent audit and analysis of fixed-route, Dial-a-Lift, and vanpool operations.
2. Financial analysis for zero-emission fleet transition and related capital facilities.
3. Benefit-cost analysis for major capital investments.
4. Validation and calibration or update of existing financial models and economic analysis tools.
5. Development of alternate economic forecast scenarios and recommendations.

Stackpole answered questions.

Melnick asked if IT has done this before? Stackpole replied it has been done before but it was more of an on-call for engineering services, but this is a more overarching qualified vendor list that goes beyond planning and engineering – it's designed to cover all aspects of the agency.

Belk asked how does the issue with sub-consultants work? Stackpole said teaming is allowed and they would have to submit with the proposal who they plan to sub or team with.

Pierce asked is there something in the proposal that indicates their fee schedule? Stackpole said when they submit for the general qualification, they have to provide a rate sheet. When a task order is issued, they would respond with cost proposal which is a benefit especially when we do competitive task orders, we can really look at their qualifications in terms of what they're charging for and choose who works best for us at what cost works best for us, making sure it's within our budget.

Belk asked how often would you refresh the list or resolicit for people to find their spot on the list someday in the future? Stackpole said it's a five-year contract. But within that there can be more tasks that are added to the QVL but usually those are limited to folks who are already on the QVL to resubmit their qualifications for that task.

Vazquez asked if there is a direct buy limit or will having these folks on the list allow us to bypass the direct buy restrictions? Stackpole believes so but will confirm the details.

Vazquez said the state of Washington is trying to make sure smaller vendors, women, minorities and veteran owned firms have access to markets and try to spread out, the benefits of investment for the state. What is the criteria that you're using for the solicitation? Stackpole said there is a DB requirement.

INTERIM GENERAL MANAGER'S REPORT

Human Resources staff coordinated the second hiring event of its kind with WorkSource on August 31. Sixty-one individuals registered for the event, and 30 interviews were completed that day. These events are intended to assist candidates with application completion, practical

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fit testing, interviewing, and video testing to become an Operator at Intercity Transit – all on the same day. From the event, 14 contingent job offers were made to individuals who attended that event for class 23-05 starting on October 9. More interviews took place for class 23-05 this week on Tuesday, Wednesday, and Thursday – this could be a big class. HR staff reported this was such a successful recruitment they struggled to process all the applications received.

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

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

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

Bergkamp provided a Martin Way Park & Ride Update:

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

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

Additional work:

1. The electrician is working this week on the camera system upgrades, new fiber and pulling everything into the building.
2. The updated security system (JCI) is being installed this week. This is specific to the building and access but will be consistent with all other Intercity Transit facilities.
3. Additional parking lot repairs in the north lot are underway thru this week. During this work the north lot area will be closed to the public and public use will be moved to the south lot or area closest to Martin Way. The repair on the north lot will continue the repair of the subgrade that was not able to be done with the initial repair work and they will be milling and repaving most of the remaining older portion of the parking lot – including repainting the repaired areas.

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4. Misc. items. – Tapani and subs will replace the base for a light pole that was moved and then replace the two poles that were taken down. A portion of the platform where the path comes in will need to be poured and that will likely happen next week after the electrical work is done and they set the new electrical boxes that allow access to the building for the camera system. Hydroseeding and bark mulch will be added in September following inspection of the areas where trees were removed for the project. It is possible that additional trees will need to be removed due to root damage. That assessment will occur over the next couple of weeks as well.

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

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

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

9/7 – Paving of lot.

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

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

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

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

AUTHORITY ISSUES

Belk provided an update on the GM Recruitment ad-hoc committee. The position is open and posted until September 18. HR staff will filter through all applicants and there appears to be a healthy interest with many applications being received.

Sullivan apologized for the construction work taking place in Tumwater, particularly on Israel Road and with school back in session.

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Vazquez said there is a Joint Lacey City Council and Planning Commission meeting on September 14, and they'll be riding IT buses while taking a tour of parts of Lacey and the community.

Belk said WSDOT has been conducting mobility tours in different regions and he attended one in Seattle where they showcased good forward-thinking solutions for walking, biking, transit and vehicle interactions. Belk said some time in the future, there will be a tour in this vicinity, and he'll be part of the planning process and will reach out to IT to coordinate.

Pierce appreciated the other Board members' questions about tonight's agenda on the qualified vendor list. It helped answer several questions she had about this topic.

Mejia is excited that Intercity Transit and Public Health are connecting.

Neuville mentioned the help with the mentorship/apprentice program which from ATU's experience provides a 95% retention rate after five years which is more targeted in the hiring process. He said the ATU partners with new hires and it comes with a considerable amount of money behind it from federal and state appropriations. They have a robust joint labor management committee and thanked Bergkamp.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Belk adjourned the meeting at 6:42 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: October 18, 2023

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

**MINUTES
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
September 20, 2023**

CALL TO ORDER

Chair Gilman called the September 20, 2023, Joint Meeting of the Intercity Transit Authority (ITA) and Community Advisory Committee (CAC) to order at 5:30 p.m. This was a hybrid meeting.

ITA 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 Lacey Councilmember Robin Vazquez; Community Representative Don Melnick; Community Representative Sue Pierce; Labor Representative Mark Neuville.

ITA Members Excused: City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess.

CAC Members Present: Betty Hauser; Clair Bourgeois; Doug Riddels; Marilyn Scott; Nicole Smit; Nikki Crist; Ursula Euler; Harrison Ashby; Rachel Weber; Lloyd Peterson.

CAC Members Excused: Alejandro Garcia; Allison Spector; Edwina Waehling; Eliane Wilson; Jihan Grettenberger; Trina Primm; Ty Flint.

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Amanda Collins; Steve Krueger; Peter Stackpole; Brian Nagel; Rob LaFontaine; Jason Aguero; Ramon Beltran; Dena Withrow; Zach Heinemeyer; David Chaffee; Tammy Ferris; Thera Black; Fiona Sheehan; Jonathon Yee; Michael Maverick; Ally McPherson; Matt Kinney; Jon Licht; William Snyder; Doug Turner; Bill Miller; Bryce Reinhardt; Chad Edwards; Christina Loomis; Curtis Prouty; David Dudek; David Randall; Jonathan Reynolds; Rob Wood; Ron Parker; Sean Barry; Sean Barrett; Dan Savage; Sean Malay; Donlee Robinson; Kenny Revel; Heather Smith; Alana Neal; Noelle Gordon.

Others Present: Jeff Myers, Legal Counsel.

STAFF INTRODUCTIONS

- A. **Kenny Revel, Inventory Specialist** (*Jon Licht*)
- B. **Donlee Robinson and Lucas Sampson, Support Specialists** (*David Chaffee*)

APPROVAL OF AGENDA

It was M/S/A by Melnick and Pierce to approve the agenda.

PUBLIC COMMENT: No public comments were received.

RECOGNITION AND CELEBRATION - 2023 STATE ROADEO AND EXCELLENCE IN TRANSIT RECOGNITION

Bergkamp introduced the 2023 Wall of Fame (Excellence in Transit) recipients:

- **Dial-A-Lift (DAL) Eligibility Team:** Sean Barry, Curtis Prouty, Christina Loomis, and Morgan Hagquist. 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 has allowed the Dial-A-Lift division to ensure its clients receive an appropriate level of eligibility to fit their individual needs with the highest 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. Please join me in celebrating the DAL Eligibility Team!
- **OTC Operations Supervisor, Ron Parker:** As a Supervisor working at the Olympia Transit Center, Ron has 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. Please join me in celebrating our OTC Supervisor, Ron Parker!
- **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. Please join me in celebrating Operator Jose Gamboa!

Bergkamp introduced the 2023 Washington State Transit Associations State Roadeo participants and Grand Champions:

- Operations Supervisors David Dudek and Bill Miller serve on the State Roadeo Committee. They 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 was also recognized as a Wall of Fame recipient for her many contributions to the State Roadeo committee and continues to be steadfast in her support of all things Roadeo, zipping around in a golf cart and assisting in the thousands of details it takes to carry off a successful Roadeo. Dudek's wife Lilian was on hand for support with an amazing smile and words of encouragement.
- Maintenance Supervisor, William Snyder coaches the Maintenance Team. Snyder devotes his time to coaching Intercity Transit's Maintenance Roadeo team and helping other maintenance teams be successful as well.
- Special thanks to ITA Member Sue Pierce, and staff Sean Barrett, Chad Edwards, Doug Turner, and Dan MacMillan for their dedication and love of Roadeos by helping as judges at the state Roadeo.

Bergkamp said Intercity Transit had an excellent showing, placing in the top three in all categories, winning the agency the prestigious 2023 Grand Champion Award for the 7th straight year in a row. Bergkamp introduced the competitors and winners:

- 1st Place Maintenance Competition – Coach Technicians Bryce Reinhardt, Jonathan Reynolds, and Sean Malay. This world class team won 4 out of the 7 maintenance competition modules outright – including air board, engine, and AC unit, and tied for first place on the written test.
- 1st Place 35' Coach Competition - Coach Operator David Randall.
- 2nd Place 40' Coach Competition - Coach Operator Rob Wood.

- 3rd Place Body-On-Chassis - DAL Operator Dan Savage.

INTRODUCTIONS

The Authority, CAC members and staff provided self-introductions.

APPROVAL OF AUTHORITY CONSENT AGENDA ITEMS

It was M/S/A by Vazquez and Pierce to approve the consent agenda items as presented.

- 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

NEW BUSINESS

- A. OTC Site Improvements Update.** Procurement Coordinator, Tammy Ferris provided a summary of recent improvements at the Olympia Transit Center which includes work planned for the fall.

Ferris said in August of 1994, the Olympia Transit Center (OTC) was built and dedicated to the community, serving as Thurston County's primary transit facility and considered a "central hub" for local, regional, and commuter express routes. In time, it experienced a significant rise in ridership for local and regional transit services. To meet this rising demand and uphold IT's commitment following the passage of Proposition 1 in November of 2018, Intercity Transit initiated a series of phased projects to enhance and expand the OTC site.

In 2018, construction began on an expansive, new 11,000-square-foot Customer Service terminal. By December 2019, we reached a significant milestone when we completed the construction of the customer service terminal. This modern terminal provides customers with access to better amenities, including access to Grays Harbor, Mason Transit, Greyhound and Flixbus, which provides passengers with more convenient access between regional and local transportation.

In 2019 Intercity Transit introduced the first queue jump lane on State Avenue, between Franklin Street and Washington Street, along with the creation of a new curbside stop known as "The One." To enhance transit efficiency further, the traffic signal on the opposite side of the intersection was modified to prioritize buses, granting them "green light" priority for a seamless merge into the main right lane.

Additionally, on the east side of Washington Street, on-street parking was redesigned and designated for bus layovers and transit vehicles.

IT's latest accomplishment involved revitalizing the pedestrian plaza and making substantial right-of-way improvements on the south side of the property to harmonize and complement the new customer service building, as well as creating a seamless connection to the curbside stop "The One" on State Avenue. Ferris showed slides illustrating a "before and after" comparison of site improvements, which include:

- A complete update of ramps and sidewalks along State Avenue and Washington Street.
- A redesign of walkways to optimize pedestrian traffic flow within the property and along its perimeters.
- The removal of street trees along the ROW on State Avenue, replaced with new plantings on site that are better suited for the level of pedestrian and bus activity, and
- Updated the lighting infrastructure on site.

Together, these improvements significantly enhance pedestrian safety, accessibility, and overall experience, creating inviting, safe spaces to attract and hopefully retain ridership.

Ferris focused on the upcoming North Site Improvements project, which represents the final phase of planned enhancements for the OTC property. The primary goals for this project are to enhance pedestrian accessibility, mobility, and safety by eliminating barriers and implementing solutions that improve site mobility and access around the site, as well as enhancing passenger boarding accessibility. To achieve this vision, IT partnered with SCJ Alliance and worked closely with the City of Olympia to implement a design suitable for the Transit Center, that aligns with the city's standards and the recent downtown Franklin Street project. Planned improvements include:

- Replacing curbs and sidewalks.
- Upgrading ADA ramps.
- Replacing the red pavers with concrete at the bus loading platform and internal crossings; and
- Refreshing all pavement markings.

As we focus on accessibility, addressing areas like a non-compliant ADA ramp is crucial. The current site conditions consist of a steep, narrow ramp with obstructed pathways making it difficult for mobility devices to navigate safely. There have been instances where the onsite supervisor had to physically assist people whose mobility devices tipped over creating stressful situations and safety risks. However, with a thoughtful design, we can mitigate these hazards. The team worked with the

City of Olympia to develop a suitable design specifically tailored to this area of the Transit Center, ensuring a more accessible environment for all.

In addition to the ramp, the sidewalks and access ramps are uneven and cracked. Furthermore, the pavers in the bus lane and on the platform are uneven, presenting a tripping hazard for pedestrians. As part of this project, we will address these concerns by upgrading the access ramps and sidewalks and replacing the pavers with concrete. The crosswalk markings within the bus lane have faded and deteriorated, requiring a much-needed refresh. The project scope includes refreshing all pavement markings throughout the site.

The benefits associated with this project aim to provide enhanced pedestrian accessibility, mobility, and safety, along with improving passenger boarding accessibility to transit; ultimately, benefiting our passengers and the community.

In terms of project costs, this effort includes permit fees, engineering, construction, inspection, and contingencies totaling approximately \$499,661, which is within our project budget.

Ferris said IT has achieved several significant milestones to date, including city permit approval in June, issuing the RFB document in July and opening bids and awarding the construction contract in August. Work is set to commence in the coming weeks, with project completion expected in early 2024.

B. Federal Advocacy Contract. Procurement Coordinator, Noelle Gordon, requested an award to Gordon Thomas Honeywell Governmental Affairs for Federal Advocacy Services.

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.

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

- C. State Advocacy Contract Renewal.** Procurement Coordinator, Noelle Gordon, requested renewal of State Legislative Advocacy Services contract.

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.

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

- D. Title VI Requirements; Large Urbanized Area in FFY2024.** Planning Manager, Rob LaFontaine, provided information regarding additional Federal requirements for designing, operating, and changing fixed route bus service resulting from the 2020 US census.

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.

LaFontaine referred to a table out of the circular from the FTA that describes all the requirements a transit agency must adhere to. Title VI compliance is not new to Intercity Transit. We have an active 2021 to 2024 Title VI plan posted on our website and a variety of other initiatives to demonstrate compliance and that we've exceeded requirements before the urbanized area changed.

LaFontaine went on to explain what Title VI means. Title VI refers to Title number VI of the Civil Rights Act of 1964. A US Law prohibiting discrimination in Federally funded programs. Language was transferred into the Code of Federal Regulations (CFR), specifically Title 49 Part 21 (US Secretary of Transportation). In 2012 USDOT & FTA issued updated guidance: *Circular 4702.1B: Title VI Requirements and Guidelines for Federal Transit Administration Recipients*. Intercity Transit must demonstrate compliance with applicable Title VI requirements from the FTA.

Intercity Transit will continue to practice compliance; however, we need to refresh our policy library and collect and sort past actions (strategic plans, resolutions), including the Authority Bylaws because there is language in the document that refers to compliance with established public hearings, and arrange and consolidate according to FTA guidance. LaFontaine said what's coming to the Authority as policy makers are preparing updated standards and policies regarding the design, operation, monitoring, and evaluation of transit service - new documents that speak to the standards and policies that Intercity Transit intends to adopt, that shape how bus service is made. These are critical documents that will establish standards that the planning administrative staff use to implement some of these decisions on where and how we provide service. He said we're generally finding that there are two different categories that all of this is landing in, the first being public. LaFontaine is preparing a draft inclusive public participation policy that will be shared later on,

and that's the document that will run in concert with Authority Bylaws and other existing documents that capture and describe all the reasons we have public hearings and how our process is administered for public participation.

LaFontaine discussed major service changes. One of the items we'll be reviewing in the coming weeks and months is the concept and definition of a major service change. We're a transit agency serving an urbanized area over 200,000, effective October 1. A major service change requires a public process, including public hearings and newly adopted resolutions.

When major changes to our transit system are necessary, how can we ensure an inclusive and meaningful public process? Likewise, what should be the key factors that influence the design? Answers to those questions are what we hope to obtain in the work ahead.

LaFontaine took questions and comments.

Melnick brought up the topic of equity and how to engage under-represented people in the community. And from a compliance standpoint, how do we measure the data and reach all corners of the community.

Vazquez said there are some practices that a lot of public institutions have used to try to reach out to underserved communities, and it hasn't always yielded success, or we haven't always been able to reach those folks that don't have a voice in the process. Upgrading to a larger urban area, one of the things that was on your list is collecting demographics and she thinks Intercity Transit already does that to some extent, but our process is going to need to change. LaFontaine said staff is working on a passenger survey. One of the methods that we are required to do is update travel patterns and demographic rider survey.

Vazquez said we'll have that data, but then this gets to the letter of the law versus the spirit, because there are some restrictions in Title VI on exactly what you can do with demographic information - you're restricted in some cases from using it like race and gender for instance, in making final decisions with funding programs, but sometimes the people that are in those groups, that we can't make decisions based solely on, are the ones that need the services the most. That's going to require ongoing conversations like how do we make sure that we're serving clusters of those people in our community that may not be getting the services they need.

- E. GM Recruitment Update.** Administrative Services Director Heather Smith and HR Manager, Alana Neal provided an update on the GM recruitment. Neal said it was important to the GM recruitment subcommittee that we gain an understanding of what our workforce and external stakeholders wanted to see in a new general manager coming out of the gate, so HR developed a two-pronged approach to solicit

that feedback. One being listening sessions with our entire workforce and they scheduled external sessions with community stakeholders and made available an internal and external survey. Smith and Neal logged over 40 hours of listening sessions with IT's workforce. Thus far, what employees are asking for in a new general manager has been consistent throughout.

Employees are looking for a transparent leader, who has an open-door policy, someone they can collaborate with, and our employees are invested and committed and they want to understand what the long range goal is.

Neal said an invitation was emailed to over 200 community stakeholders to participate in on-site listening sessions, hosted by Mayor Debbie Sullivan and Community Representative Don Melnick. While there wasn't a large turnout, they did get good feedback and the community wants engagement and they want to feel connected to Intercity Transit's leadership.

Neal said Marketing and Communications staff did an excellent job of developing and placing the survey on the website. One of the questions asked of both staff and external stakeholders was to rate in order of importance, one to five, different skills and attributes such as being innovative, transparent, good stewards of public funds. By far the highest values were placed on modeling accountability in good times and bad; being a good steward of public funds and being transparent followed by having a transit background, being very engaged and connected within the community. Externally, consensus was being deeply committed to climate goals.

Staff were asked to rank additional values in the order of importance - integrity, strong communication and following was being respectful; having gratitude in the workplace and empathy; and managing conflict well.

Smith said they took all of that information from the listening sessions and survey to create the job brochure which is posted on the website. Smith said the position opened up on August 7 and closed on September 17. They are processing applications and continue to screen for ongoing knowledge and abilities. She and Neal have been conducting phone interviews with those who were qualified and have invited a small handful back for second interviews that will be occurring on Monday, September 25. Smith said she and Neal will attend the October 4 Authority meeting, where they will review the candidate qualifications and make recommendations as to who to invite on site. They are looking for that on-site interview process to occur October 25 through 27.

Neal said their outreach strategy was as comprehensive as possible because they wanted to cast out the widest net possible to attract the most qualified candidates. As soon as August 7, they began posting to 28 job sites. They know the average job seeker is looking at traditional job sites, such as Neo.gov and GovDelivery, Blast

Door, LinkedIn and ZIP recruiter, etc. as well as transit sites. They also focused on Washington, Oregon and Idaho because they felt like it was a more local based area. The League of Oregon Cities, the Association of Idaho and Washington Cities National, League of Cities, placed ads in Thurston Talk and the Olympian, and KXXO, KAYO and KGY. They also made it a point to post to diversity sites such as Workplace Diversity, Diversity. jobs.com, etc.

Neal said currently, 95 candidates applied for the general manager position and she and Smith have been interviewing almost every single Friday to get through all of the applications to evaluate them and there are some well qualified candidates - it's really turned into an international recruitment campaign. One candidate from London, a few from Canada and one from Australia.

The Authority asked HR to recommend four to six candidates to participate in a tour by bus, an employee reception with the candidates, an external stakeholder reception, and a tour the OTC. There will be multiple panel interviews, including one with the full Authority Board, one with managers and one with our employee and labor partners, and we'll conduct a Pattison facility site tour. Every employee involved in the process will be an evaluator. That includes the shuttle driver for these individuals from their hotel, the staff walking them to their interview panels, those greeting them in the lobby in the morning and everyone scheduled on a panel or in other places.

COMMITTEE REPORTS

- A. Transportation Policy Board (Sept. 13).** Melnick said Marc Daily announced TRPC received \$1.32 million in federal funding for the Freight Strategy, Multi-modal Levels of Service, and for a Bicycle Connectivity Study; TRPC is currently hiring for a Commute Trip Reduction (CTR) Planner and will be advertising soon for another planner position to replace current vacancies; and updated the Policy Board on the Council Retreat where they went over the draft 2024-2028 Strategic Plan.

Theresa Julius reviewed the draft 2024-2027 Regional Transportation Improvement Program (RTIP). The RTIP is updated annually and includes federally funded, state-sponsored, and regionally significant projects that need to be included in the State's Transportation Improvement Program (STIP). The draft RTIP is currently out for public review. The TPB made a recommendation for Council to adopt the RTIP at the Council's October meeting.

Katrina Van Every and Paul Brewster provided an overview of the draft Regional Trails Plan Update and requested the TPB release the draft for public review. Staff identified five goals for the regional trails network:

- A connected and accessible network.
- A user-friendly network.

- A safe and secure experience.
- A collaborative effort.
- A well-maintained network.

Adopting and updating the regional trails plan gives staff the opportunity to assess conditions and talk to the community about how they use the system, gathering their views on future investments in expansion, maintenance, enhancements, and operations. The plan calls for TRPC to commit to three things:

- Establishing a regional trails planning workgroup.
- Convening an annual regional trail meeting.
- Updating the Plan every five years.

The TPB approved the release of the Thurston Regional Trails Plan for public review and comment.

Marc Daily said a 2024 State Legislative Session Subcommittee was being formed to discuss priority issues for the 2024 Legislative Session. The subcommittee will consist of members from both TRPC and the TPB. Chair Ryder volunteered to be on the Legislative Subcommittee, and Board members, Kemp, and Radcliff Sinclair volunteered to be alternates.

INTERIM GENERAL MANAGER'S REPORT

- The Holiday Banquet is scheduled for Friday, December 8. Pat Messmer and Amanda Collins along with support from the Facilities and Maintenance crews are planning a wonderful holiday meal with all the fixings from 10 a.m. to 4 p.m. in one of the new detail bays, with food available at the OTC and a meal earlier in the week for the Maintenance swing shift & graveyard crew. We are also recruiting Miracle on Pattison Street singers for the return of the holiday singalong. Operator Joe LaGrand will "come out of retirement" to lead us with members who are both familiar and fresh faces: Customer Service Representatives Jane Denicola and Renee Fonseca, Operators Tyler Bain and Glenroy Sandy, Development Assistant Fiona Sheehan, Senior Planner Steve Swan, and Bus Buddy Coordinator Scott Schoengarth. This group will also graciously allow Bergkamp to join in the fun.
- CDL testing went very well this past week, and all 10 members of the Class 23-04 are now CDL holders! They are out doing routes learning everything transit related. The class is very excited to be learning routes and continuing their training. Congratulations to class 23-04!
- The HR and Operations recruitment team hosted a second Coach Operator Open House Event on August 31 at the Tumwater Worksource. It was a great success and combined with the interviews that were held at the OTC on September 5, 6, and 7, 28

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job offers were made for Class 23-05 starting on October 9. In addition, there were 3 applicants held over from a previous recruitment. While a few candidates didn't work out, we achieved a net total of a class size of 29 – one of the largest classes to date.

- Applications for the Community Advisory Committee recruitment are now available. Anyone interested is encouraged to apply by October 6! Interviewees will be selected on October 18 and interviews will take place in early November or December. Special thanks to ad-hoc committee members Sue Pierce, Don Melnick, Debbie Sullivan, Ty Flint, Clair Bourgeois, Nicole Smit, and staff member Amanda Collins for their work on this years' recruitment.
- During the month of September, Intercity Transit will host visits from Senator Hunt, Representatives Bateman, Barkis, and Fey, who is also the Chair of the Transportation Committee. Special thanks to our state advocates Joanna Grist and David Foster for arranging these visits, Pat Messmer for coordinating all the dates and times, and Chief Marketing, Communications and Outreach Officer Nick Demerice for assisting with the tours.
- Several Board members who had availability to attend a tour of Nisqually Tribal Facilities will join staff on Friday, September 22 from 1:30 to 5 p.m. For those interested in carpooling, please meet at Intercity Transit in the Ad/Ops visitor parking lot. We depart IT at 1:05 p.m.
- Village Vans and Dial-A-Lift are transitioning to a new ride scheduling software called Via, which was launched on September 11, 2023, in Village Vans. It includes an app for customers to use to request rides and get real time updates on their rides. It will launch in DAL on October 14. Via has the capacity to be used for other on-demand services, such as our innovative service zones also known as micro transit which we identified as a future enhancement to our services as one of our nine promises from Proposition 1.
- The September Service Change has been in place since September 3, 2023, and is going smoothly, which puts IT up to 88% of pre-COVID service levels.

Service Details - 30-minute Frequency on Weekdays: Routes 21, 45, 47, and 60.

Extended Service:

- **Route 12** - Restored weekday and weekend trip leaving the Olympia Transit Center (OTC) at 9 p.m.
- **Route 13** - Restored weekday round trips leaving OTC at 8:15 p.m. and 9:15 p.m.
- **Route 41** - Restored weekday and weekend round trip leaving OTC at 9:30 p.m.
- **Route 48** - Restored weekday and weekend round trips leaving OTC at 9:15 p.m. and 9:45 p.m.

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- **Route 62A** – Restored weekday and weekend inbound trip leaving Orion & Willamette Dr. at 9:50 p.m.
 - **Route 62B** – Restored weekday and weekend round trip leaving OTC at 9:30 p.m.
 - **Route 65** – Restored weekday and weekend trip leaving the Lacey Transit Center (LTC) at 8:58 p.m.
 - **Route 66** – Restored weekday and weekend round trip leaving OTC at 9:15 p.m.
 - **Route 68** – Restored weekday and weekend outbound trips leaving LTC at 9:01 p.m. and 9:31 p.m. as well as restored weekday and weekend inbound trips leaving Capital Mall at 9:18 p.m. and 9:48 p.m.
-
- On September 1, 2023, Customer Service Representatives (Renee Fonseca, John Staikos, Traci Burns and Steve Lauckhart) took turns rotating shifts between 10 a.m. and 5 p.m. to staff a table on the OTC platform to call attention to the September 3 service change. Passengers and Operators were very appreciative of the extra visible support. Some were happy with just the service change information, and others asked general service questions including GH/Flix, and information about other transit services. Overall, it was a great success!
 - Intercity Transit received a note of appreciation from Michael Cade from the EDC for Authority Chair, Clark Gilman’s support for a Regional EDC conference and for Dena Withrow’s and Cameron Crass’ operational support. Cade wrote, *“Clark, please accept my heartiest words of appreciation for your participation at the WA Commerce Economic Development Conference this past week. Your message and discussion points were so very on the mark – it certainly addressed the notion and theme of the conference that economic development is a concerted effort to support strategic pathways for building a strong community. Your discussion of the role that Intercity Transit plays in this arena was impactful to the group and I had more than several positive comments of appreciation.”*
 - *“Thank you to Dena and Cameron from Operations for their arrangements of support. The tours were fantastic, and it was a blessing to have the buses available to drive the folks through our community. I know that both WA Commerce and BusinessOregon were very appreciative – and both mentioned to me that by adding that component and support, it has made this conference one of the premier conferences in the northwest.” Thank you! Onward and upward!* Michael
 - Bergkamp shared the Week Without Driving campaign sponsored by Disability Rights Washington takes place October 2-8, 2023. Participants are encouraged to get around however they want, but the challenge is not to drive themselves in any car. They suggest this applies to all activities – not just work commutes. It also applies if you normally transport other family members or friends. This isn’t a disability simulation or a test of how easily you can find alternatives. We know that it is far easier to give up your keys if you can afford to live in a walkable area, well served by transit or can outsource your driving and other transport and delivery needs to other people. Having to drive during the challenge does not signify failure. The point is to

consider how someone without that option would have coped, and what choices they might have made.

AUTHORITY/CAC ISSUES

Marilyn Scott from the CAC said many seniors only have flip cell phones and they are unable to bring up bus schedules electronically and some have a difficult time when contacting Customer Service about getting printed schedules. Bergkamp will follow up on this. Bergkamp said there is a form the public can fill out if they want a specific schedule printed and customer service staff can assist with that.

Pierce said she is happy to see the training buses on the road again. She also thanks everyone who attended this joint meeting in person tonight.

Belk thanked everyone for attending tonight's meeting. He said before the pandemic, the joint meeting was the best meeting of the year, so to have everybody back in person is awesome. He appreciates the enriching conversation and questions the CAC offers. He appreciates the CAC's attendance to receive their input and share their perspective. He thanked staff for restoring the frequency on Route 47 - half an hour makes a big difference versus an hour.

Clair Bourgois from the CAC appreciates the extended service. She can attend events in downtown Olympia that end at 9 p.m. and still catch the bus 66 home. It makes a world of difference.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:43 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman

Pat Messmer
Clerk to the Authority

Date Approved: October 18, 2023

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

**Intercity Transit
Payroll Disbursement List
September 2023**

Pay Periods:

PP18 (August 13 -26)

PP 19 (Aug 27 - Sep 9)

PP20 (Sept 10 - 23)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
9/1/2023 ACH	PR DIRECT DEPOSIT	913,404.08
9/1/2023 37915 - 37935	PR PAPER CHECKS	32,578.48
9/1/2023 ACH	IRS	152,643.76
9/1/2023 ACH	HEALTH SAVING	92.59
9/1/2023 ACH	VANGUARD	125,818.87
9/1/2023 ACH	PERS	211,660.63
9/1/2023 ACH	DEF COMP	35,735.41
9/1/2023 ACH	ICMA	13,140.59
9/1/2023 ACH	CHILD SUPPORT	2,281.12
9/15/2023 ACH	PR DIRECT DEPOSIT	1,042,801.38
9/15/2023 ACH	IRS	185,340.25
9/15/2023 ACH	HEALTH SAVING	92.59
9/15/2023 ACH	VANGUARD	140,765.38
9/15/2023 ACH	PERS	234,212.90
9/15/2023 ACH	DEF COMP	40,181.19
9/15/2023 ACH	ICMA	13,851.81
9/15/2023 ACH	CHILD SUPPORT	2,281.12
9/28/2023 ACH	AFLAC	12,259.10
9/29/2023 ACH	PR DIRECT DEPOSIT	1,007,936.92
9/29/2023 38127 - 38129	PR PAPER CHECKS	3,678.33
9/29/2023 ACH	IRS	165,823.31
9/29/2023 ACH	HEALTH SAVING	92.59
9/29/2023 ACH	VANGUARD	128,491.62
9/29/2023 ACH	PERS	219,310.38
9/29/2023 ACH	DEF COMP	33,174.48
9/29/2023 ACH	ICMA	13,400.04
9/29/2023 ACH	CHILD SUPPORT	2,203.52
	Total Payroll Disbursements	4,733,252.44

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

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor No.</u>	<u>Payee</u>	<u>Amount</u>
37937	09/05/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,113.81
37938	09/05/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$8,996.51
37939	09/05/23	02828	AVAIL TECHNOLOGIES INC	\$24,144.75
37940	09/05/23	03023	BACKUPIFY INC.	\$1,111.50
37941	09/05/23	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00
37942	09/05/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$42,066.00
37943	09/05/23	06120	CITY OF OLYMPIA (UTILITIES)	\$13,791.26
37944	09/05/23	06836	CONTINENTAL BATTERY SYSTEMS	\$2,336.34
37945	09/05/23	07220	CUMMINS INC.	\$6,244.64
37946	09/05/23	07350	CW JANITORIAL SERVICE LLC	\$38,716.77
37947	09/05/23	07520	DAILY JOURNAL OF COMMERCE	\$465.60
37948	09/05/23	07625	DAVIS LINDA	\$85.01
37949	09/05/23	07640	DAY MANAGEMENT CORP	\$4,357.73
37950	09/05/23	09180	EXPRESS SERVICES INC	\$3,337.60
37951	09/05/23	09550	FAIRWAY COLLECTIONS LLC	\$84.20
37952	09/05/23	09662	FERRELLGAS LP	\$2,924.39
37953	09/05/23	10660	GILLIG LLC	\$6,261.35
37954	09/05/23	10759	GORDON TRUCK CENTERS INC	\$6,379.93
37955	09/05/23	10786	GOVERNMENTJOBS.COM INC.	\$27,536.86
37956	09/05/23	11097	HART HEALTH AND SAFETY INC.	\$1,023.14
37957	09/05/23	11281	HK CURRY LLC	\$910.12
37958	09/05/23	11776	INTERCLEAN EQUIPMENT LLC	\$3,047.00
37959	09/05/23	11805	ITERIS INC	\$24,358.31
37960	09/05/23	11831	INTRADO LIFE & SAFETY INC.	\$273.75
37961	09/05/23	11933	JESSE ORNDORFF	\$1,122.38
37962	09/05/23	13552	LI SHENG	\$128.00
37963	09/05/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37964	09/05/23	14670	MNS MARKETING LLC	\$5,135.33
37965	09/05/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,218.89
37966	09/05/23	16765	PETROCARD INC.	\$35,648.28
37967	09/05/23	16841	PIONEER FIRE & SECURITY INC.	\$131.16
37968	09/05/23	16888	REXEL USA INC.	\$422.54
37969	09/05/23	16969	POINT GRAPHICS LLC	\$346.02
37970	09/05/23	17580	RECARO NORTH AMERICA INC.	\$1,128.23
37971	09/05/23	17900	SCHETKY NORTHWEST SALES INC.	\$606.84
37972	09/05/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$711.96
37973	09/05/23	18052	SHEA CARR & JEWELL INC.	\$4,871.07
37974	09/05/23	18066	SHI INTERNATIONAL CORP.	\$12,634.10

37975	09/05/23	18145	SIX ROBBLEES' INC.	\$1,323.80
37976	09/05/23	18530	STANDARD PARTS CORP.	\$1,401.23
37977	09/05/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$1,192.46
37978	09/05/23	21950	TITUS-WILL CHEVROLET	\$696.33
37979	09/05/23	22420	ALLEN WALTON	\$273.76
37980	09/05/23	23641	UNITED STATES TREASURY	\$35.50
37981	09/05/23	24000	W. W. GRAINGER INC.	\$195.96
37982	09/05/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$650.00
37983	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37984	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37985	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37986	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37987	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37988	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37989	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37990	09/05/23	25858	WESTCARE CLINIC INC. PS	\$0.00
37991	09/05/23	25858	WESTCARE CLINIC INC. PS	\$10,795.00
37992	09/05/23	26800	ZUMAR INDUSTRIES INC	\$1,510.56
33140	09/06/23	05959	RANDY SCOT CHASE - VOID	(\$895.30)
37993	09/11/23	01895	ECOLUBE RECOVERY LLC	\$89.30
37994	09/11/23	02060	AMERISAFE INC.	\$96.64
37995	09/11/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,028.56
37996	09/11/23	06040	CITY OF LACEY	\$2,666.42
37997	09/11/23	06836	CONTINENTAL BATTERY SYSTEMS	\$4,998.90
37998	09/11/23	07619	DAVID S FOSTER	\$2,000.00
37999	09/11/23	09180	EXPRESS SERVICES INC	\$1,668.80
38000	09/11/23	09662	FERRELLGAS LP	\$3,677.99
38001	09/11/23	10477	GALLS PARENT HOLDINGS LLC	\$386.59
38002	09/11/23	10660	GILLIG LLC	\$7,761.64
38003	09/11/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
38004	09/11/23	10759	GORDON TRUCK CENTERS INC	\$2,156.28
38005	09/11/23	11933	JESSE ORNDORFF	\$2,232.72
38006	09/11/23	11943	JOANNA GRIST	\$2,000.00
38007	09/11/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,859.54
38008	09/11/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
38009	09/11/23	16223	ONE.7 INC.	\$23,445.42
38010	09/11/23	16262	OPENSQUARE HOLDINGS	\$2,940.90
38011	09/11/23	16490	HAROLD LEMAY ENTERPRISES	\$1,610.31
38012	09/11/23	16623	PALAMERICAN SECURITY INC.	\$77,962.87
38013	09/11/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$1,367.81
38014	09/11/23	17290	PUGET SOUND ENERGY	\$22,905.90
38015	09/11/23	17505	RAINIER DODGE INC.	\$1,336.97
38016	09/11/23	17861	SAMBA HOLDINGS INC.	\$759.77
38017	09/11/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$960.12
38018	09/11/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
38019	09/11/23	18101	SIJ HOLDINGS LLC	\$188.10
38020	09/11/23	18530	STANDARD PARTS CORP.	\$902.25

38021	09/11/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,099.92
38022	09/11/23	21659	THERMO KING NORTHWEST INC.	\$6,000.00
38023	09/11/23	21950	TITUS-WILL CHEVROLET	\$1,197.11
38024	09/11/23	21985	TOTAL FILTRATION SERVICES INC.	\$64.16
38025	09/11/23	22235	TREW ENTERPRISE LLC	\$7,094.51
38026	09/11/23	23621	TFORCE FREIGHT INC.	\$620.05
38027	09/11/23	24755	WA ST HEALTH CARE AUTHORITY	\$608,447.49
38028	09/11/23	25909	WEX BANK	\$49,702.38
37835	09/13/23	01780	AMALGAMATED TRANSIT UNION 1765 - VOID	(\$23,309.00)
38029	09/13/23	01780	AMALGAMATED TRANSIT UNION 1765	\$23,309.00
38030	09/14/23	08457	DUVALL KIERRA	\$793.19
31238	09/14/23	18015	PARTNERS IN PREVENTION EDUCATION - VOID	(\$60.98)
31980	09/14/23	18015	PARTNERS IN PREVENTION EDUCATION - VOID	(\$92.17)
33967	09/14/23	14874	NANCE KYLE - VOID	(\$10.00)
38031	09/18/23	01405	ADVANCE GLASS INC.	\$1,027.99
38032	09/18/23	01780	AMALGAMATED TRANSIT UNION 1765	\$22,845.61
38033	09/18/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,858.49
38034	09/18/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,301.29
38035	09/18/23	03506	BIG LANGUAGE SOLUTIONS HOLDINGS LLC	\$76.04
38036	09/18/23	05320	CAPITOL CITY PRESS INC	\$1,832.64
38037	09/18/23	05959	CHASE RANDY SCOT	\$895.30
38038	09/18/23	07220	CUMMINS INC.	\$3,520.94
38039	09/18/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$248.30
38040	09/18/23	08091	DSI MEDICAL SERVICES	\$1,215.00
38041	09/18/23	08542	EAGLE HARBOR ASSOCIATES LLC	\$10,236.07
38042	09/18/23	09180	EXPRESS SERVICES INC	\$1,668.80
38043	09/18/23	09961	FORMA CONSTRUCTION COMPANY	\$744,495.92
38044	09/18/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38045	09/18/23	10477	GALLS PARENT HOLDINGS LLC	\$1,678.23
38046	09/18/23	10580	GENE'S TOWING INC	\$353.88
38047	09/18/23	10660	GILLIG LLC	\$5,392.22
38048	09/18/23	10759	GORDON TRUCK CENTERS INC	\$676.77
38049	09/18/23	11097	HART HEALTH AND SAFETY INC.	\$1,671.19
38050	09/18/23	11905	JANEK CORPORATION - THE	\$492.75
38051	09/18/23	11933	JESSE ORNDORFF	\$542.03
38052	09/18/23	12665	KGY INC.	\$750.00
38053	09/18/23	12845	KNIGHT FIRE PROTECTION INC.	\$1,445.40
38054	09/18/23	13485	LEMAY MOBILE SHREDDING	\$247.38
38055	09/18/23	13893	MAUL FOSTER & ALONGI INC.	\$1,080.00
38056	09/18/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,409.58
38057	09/18/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38058	09/18/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$169.08
38059	09/18/23	15128	NGUYEN HEIN	\$40.00
38060	09/18/23	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$1,708.20
38061	09/18/23	16765	PETROCARD INC.	\$142,504.13
38062	09/18/23	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	\$880.31
38063	09/18/23	17290	PUGET SOUND ENERGY	\$14,131.69

38064	09/18/23	17420	R&R TIRE COMPANY INC.	\$1,614.42
38065	09/18/23	17580	RECARO NORTH AMERICA INC.	\$892.05
38066	09/18/23	17900	SCHETKY NORTHWEST SALES INC.	\$2,073.24
38067	09/18/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$771.09
38068	09/18/23	18530	STANDARD PARTS CORP.	\$637.65
38069	09/18/23	18540	STANTEC CONSULTING SERVICES INC	\$75,265.50
38070	09/18/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$8,791.52
38071	09/18/23	21950	TITUS-WILL CHEVROLET	\$464.01
38072	09/18/23	22010	ROTTERS INC.	\$85.85
38073	09/18/23	22100	TRANSIT SOLUTIONS LLC	\$290.46
38074	09/18/23	23641	UNITED STATES TREASURY	\$35.50
38075	09/18/23	23660	UNITED WAY OF THURSTON COUNTY	\$461.00
38076	09/18/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
38077	09/18/23	26861	WESTERN GRAPHICS INC.	\$2,710.13
30743	09/20/23	11924	JEFFREY STEVE - VOID	(\$237.00)
34093	09/20/23	10872	GREENE TINA - VOID	(\$110.00)
34258	09/20/23	04165	BURKEL AMY - VOID	(\$158.00)
34264	09/20/23	05555	CASTILLO ATHENA - VOID	(\$146.00)
34285	09/20/23	10879	GREENWOOD ELIZABETH - VOID	(\$110.00)
34333	09/20/23	12650	KHAN ALLISON - VOID	(\$141.00)
34334	09/20/23	12680	KINDER-PYLE IAN - VOID	(\$158.00)
34335	09/20/23	12682	KINDSCHY VALERIE - VOID	(\$165.00)
34342	09/20/23	13577	LINVILLE LYNDON - VOID	(\$104.00)
34130	09/21/23	23970	VREELAND NICOLE - VOID	(\$1.00)
34245	09/21/23	02164	ANDRUS SUZI - VOID	(\$33.00)
34281	09/21/23	10656	GILCHRIST MORGAN - VOID	(\$67.00)
34345	09/21/23	14125	MCKEE KEVIN - VOID	(\$104.00)
34351	09/21/23	14623	MORRIS CHELSEA - VOID	(\$75.00)
34362	09/21/23	17801	ROWLAND LISA - VOID	(\$124.00)
34344	09/21/23	14110	MCGILL PAM - VOID	(\$11.20)
34530	09/21/23	26495	YAN RICK - VOID	(\$104.00)
34520	09/21/23	22281	TRIM TINA - VOID	(\$24.00)
34523	09/21/23	23970	VREELAND NICOLE - VOID	(\$1.00)
34598	09/21/23	02165	ANDRUS SUZANNE - VOID	(\$21.00)
34756	09/21/23	16784	PHILLIPS LEROY - VOID	(\$22.00)
38078	09/21/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38079	09/21/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$108,857.47
38080	09/21/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38081	09/21/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38082	09/21/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$31,161.47
38083	09/25/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$376.08
38084	09/25/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,883.07
38085	09/25/23	02060	AMERISAFE INC.	\$985.50
38086	09/25/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$2,166.88
38087	09/25/23	02828	AVAIL TECHNOLOGIES INC	\$5,490.33
38088	09/25/23	03240	BATTERIES PLUS	\$1,698.35
38089	09/25/23	06120	CITY OF OLYMPIA (UTILITIES)	\$5,075.81

38090	09/25/23	06836	CONTINENTAL BATTERY SYSTEMS	\$625.14
38091	09/25/23	07120	GORDON PRODUCTS INC.	\$416.19
38092	09/25/23	07220	CUMMINS INC.	\$2,945.22
38093	09/25/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$248.30
38094	09/25/23	08091	DSI MEDICAL SERVICES	\$1,876.50
38095	09/25/23	09662	FERRELLGAS LP	\$3,026.97
38096	09/25/23	10477	GALLS PARENT HOLDINGS LLC	\$1,496.85
38097	09/25/23	10660	GILLIG LLC	\$14,222.11
38098	09/25/23	10759	GORDON TRUCK CENTERS INC	\$1,006.20
38099	09/25/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,881.44
38100	09/25/23	12525	KENNEY MATT	\$457.34
38101	09/25/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,573.20
38102	09/25/23	13726	M & S COLLISION LLC	\$2,103.11
38103	09/25/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$934.05
38104	09/25/23	14760	MUNCIE TRANSIT SUPPLY	\$62.64
38105	09/25/23	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$194.72
38106	09/25/23	16252	ONSPOT OF NORTH AMERICA INC.	\$413.64
38107	09/25/23	16595	PACIFIC POWER GROUP LLC	\$813.02
38108	09/25/23	16765	PETROCARD INC.	\$89,703.57
38109	09/25/23	16874	PITNEY BOWES BANK INC.	\$1,800.00
38110	09/25/23	16969	POINT GRAPHICS LLC	\$166.99
38111	09/25/23	16974	POMP'S TIRE SERVICE INC.	\$471.80
38112	09/25/23	17505	RAINIER DODGE INC.	\$225.95
38113	09/25/23	17900	SCHETKY NORTHWEST SALES INC.	\$444.47
38114	09/25/23	17903	TAPANI INC.	\$169,103.34
38115	09/25/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,646.55
38116	09/25/23	18052	SHEA CARR & JEWELL INC.	\$13,414.85
38117	09/25/23	18530	STANDARD PARTS CORP.	\$1,291.81
38118	09/25/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$1,730.54
38119	09/25/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,183.70
38120	09/25/23	21830	THURSTON COUNTY SOLID WASTE	\$54.00
38121	09/25/23	21950	TITUS-WILL CHEVROLET	\$2,332.28
38122	09/25/23	22010	ROTTERS INC.	\$165.22
38123	09/25/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$5,995.00
38124	09/25/23	23835	VIA TRANSPORTATION INC.	\$45,450.00
38125	09/25/23	24000	W. W. GRAINGER INC.	\$251.80
38126	09/25/23	26710	ZILLA CORPORATION	\$2,855.10
ACH	09/01/23		AGUERO JASON	\$264.42
ACH	09/01/23		ALFONSO CHRISTOPHER	\$463.61
ACH	09/01/23		BROWN JANA	\$360.07
ACH	09/01/23		CRANOR KAYLA R.	\$680.00
ACH	09/01/23		DEMERICE NICOLAS	\$141.48
ACH	09/01/23		HEINEMEYER ALLEN	\$148.00
ACH	09/01/23		KIERZEK PAUL	\$165.87
ACH	09/01/23		LOKEN RICHELLE	\$36.00
ACH	09/01/23		MADISON JACKSON J.	\$203.00
ACH	09/01/23		REVEL STACI A.	\$379.50

ACH	09/01/23	REYNOLDS JONATHAN	\$37.00
ACH	09/01/23	SANDBERG BENNY JON	\$165.94
ACH	09/01/23	SLOBOJAN TAYLOR M.	\$43.79
ACH	09/01/23	SMITH HEATHER	\$155.85
ACH	09/01/23	TOULME HANNAH	\$272.65
ACH	09/01/23	WITHROW DENA	\$141.48
ACH	09/02/23	PHILLIPS SONJA	\$350.33
ACH	09/05/23	AUTHORIZE.NET	\$192.78
ACH	09/08/23	HUEY TYLER	\$66.81
ACH	09/08/23	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,330.00
ACH	09/08/23	LOMEDICO BRUCE	\$85.00
ACH	09/08/23	LORENZO JEFFREY	\$20.00
ACH	09/08/23	REINHARDT BRYCE	\$203.00
ACH	09/08/23	SNYDER WILLIAM	\$141.48
ACH	09/15/23	FERRIS TAMMY	\$112.41
ACH	09/15/23	MAVERICK MICHAEL	\$1,314.28
ACH	09/15/23	SLOBOJAN TAYLOR M.	\$55.75
ACH	09/21/23	DEPARTMENT OF REVENUE	\$3,886.46
ACH	09/22/23	AGUERO JASON	\$905.43
ACH	09/22/23	ANDREWS III ROBERT	\$61.96
ACH	09/22/23	CRASS CAMERON	\$252.17
ACH	09/22/23	DUDEK DAVID	\$185.00
ACH	09/22/23	EDWARDS CHAD	\$61.96
ACH	09/22/23	IT PROJECT ASSISTANCE	\$615.00
ACH	09/22/23	IT WELLNESS	\$705.50
ACH	09/22/23	WITHROW DENA	\$252.17
ACH	09/29/23	CRASS CAMERON	\$253.31
ACH	09/29/23	DANIELS CLAIRE	\$455.71
ACH	09/29/23	DAVIDSON DONOVAN	\$73.80
ACH	09/29/23	GOFFENEY ANDREW	\$159.00
ACH	09/29/23	KARKOSKI KEVIN	\$186.50
ACH	09/29/23	LORENZO JEFFREY	\$383.50
ACH	09/29/23	MACMILLAN DANIEL	\$276.25
ACH	09/29/23	MESSMER PATRICIA	\$124.26
ACH	09/29/23	SWAN STEPHEN	\$455.71
ACH	09/29/23	WILSON KERRI	\$249.88
ACH	09/29/23	WITHROW DENA	\$186.50

\$2,787,554.39

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: October 18, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Interim General Manager, 360-705-5838

SUBJECT: Update on Federal Advocacy Activity

1) **The Issue:** Dale Learn, our federal advocate from Gordon Thomas Honeywell Governmental Affairs, will provide the Authority with an update on activities affecting public transportation in Washington D.C.

2) **Recommended Action:** This is an informational item.

3) **Policy Analysis:** Policy EX-0008 “Establishing Organization Relationships” asserts Intercity Transit shall maintain and strengthen relationships with jurisdictions including the Federal Transit Administration (FTA). This ensures Intercity Transit takes advantage of the resources made available by, and the experience of, federal transportation agencies. Intercity Transit employs the firm Gordon Thomas Honeywell to assist staff in keeping up-to-date with federal activities.

4) **Background:** Dale Learn, Managing Partner-Federal Affairs at Gordon Thomas Honeywell Governmental Affairs, will discuss the current issues facing Congress and the Administration and how they relate to Intercity Transit. He will focus on current and future federal funding issues involving the U. S. Department of Transportation, Federal Transit Administration and other federal agencies. He will also discuss current and future federal policies that have an impact on our ability to partner with the federal government. In addition, he will briefly address how Intercity Transit can be more connected with our federal legislators outside of our annual visit to Washington, D.C.

Intercity Transit has contracted with Gordon Thomas Honeywell since 2008. Dale Learn and Paul Hoover, Senior Government Affairs Consultant, are our primary contacts with the firm.

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

6) **Budget Notes:** Intercity Transit’s contract with Gordon Thomas Honeywell Governmental Affairs is \$88,200 a year.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: October 18, 2023

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Coach 402

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- 1) **The Issue:** Whether or not to declare Coach 402 as surplus.
-
- 2) **Recommended Action:** Declare Coach 402 as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale or disposal.
-
- 4) **Background:** Coach 402, a 2010 forty-foot Gillig Low Floor hybrid heavy-duty bus, was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$41,184. The estimated cost to repair the damage to this vehicle is \$160,700, which exceeds its fair market value, and the vehicle has therefore, been deemed a total loss. The vehicle has met federal useful life requirements with approximately 750,000 miles and 13 years of service. Staff is requesting the Authority declare Coach 402 as surplus. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare Coach 402 as surplus.
-
- 5) **Alternatives:**
A. Declare the item surplus. The vehicle has met its useful life, has been totaled and will cost more than its fair market value to repair.
B. Defer action. Storage availability on-site and off-site storage costs are an issue.
C. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Coach 402 was purchased with Federal funds, and staff will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds received in excess of \$5,000 for a federally funded item may need to be returned to FTA.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: October 18, 2023

FOR: Intercity Transit Authority

FROM: Nick Demerice - Chief Communications and Marketing Officer

SUBJECT: Marketing and Communications Update

- 1) **The Issue:** To update the Authority on several marketing and communications activities including a fall/winter campaign.

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

- 3) **Policy Analysis:** The marketing and communications group are responsible for all external and internal communications for the agency. This includes a wide array of projects and programs.

- 4) **Background:** In addition to a general update, staff will provide the background and plan for a fall/winter marketing campaign.

In 2020, shortly after launching the zero-fare pilot and beginning construction on both the Olympia Transit Center and the Administration and Operations Building, COVID hit. Like the rest of the world, IT had to reimagine itself overnight. As an organization that encourages people to come together and serve everyone, a pandemic was in direct conflict with those goals. The agency moved to appointment-based service and cut volumes drastically due to ridership evaporating overnight.

Now, as we come out of the pandemic, we have an opportunity to reintroduce ourselves to the community. Throughout the many summer community events we participated in, it became abundantly clear that most residents of Thurston County don't know much about Intercity Transit. Unless they were active users, almost no one knew we were fare free or offered services outside of fixed-route and Dial-A-Lift.

This presents a tremendous opportunity to educate our community about the value and innovation of Intercity Transit.

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

- 6) **Budget Notes:** The marketing and communications group is five total FTE when fully staffed. The work is primarily funded from general operating funds.

7) **Goal Reference:** Marketing and communication activities support all goals of Intercity Transit through strategic and effective communication with our community about our services.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: October 18, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Interim General Manager, 360-705-5838

SUBJECT: 2023 Community Advisory Committee Recruitment

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- 1) **The Issue:** To review applications and identify applicants for interviews.
-
- 2) **Recommended Action:** Review and select applications received for vacancies on the CAC. Staff will schedule interviews after the Authority provides direction.
-
- 3) **Policy:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment.
-
- 4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are five adult and one youth positions vacant.
- Eleven (11) applications were received by the submission due date of October 6, 2023. The ad-hoc committee, made up of three Authority and three CAC members will conduct interviews of applicants on November 1. The committee will recommend candidates for appointment at the December 6, 2023, ITA meeting.
-
- 5) **Alternatives:**
- A. Direct staff to schedule interviews for all or some of the applicants.
 - B. Direct staff to defer to a new recruitment until 2024.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal References:** Maintaining active, interested Community Advisory Committee members supports all agency goals.
-
- 8) **References:** Community Advisory Committee applications.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: October 18, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Interim General Manager, 360-705-5838

SUBJECT: Draft Strategic Plan 2024-2029 and Set Public Hearing

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- 1) **The Issue:** Set the public hearing date for the 2024-2029 Draft Strategic Plan.
-
- 2) **Recommended Action:** To set the public hearing on Wednesday, November 15, 2023, at 5:30 p.m., to receive comments on the 2024-2029 Draft Strategic Plan.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides direction regarding service levels, programming and capital projects which is the basis of the budget.
-
- 4) **Background:** The Draft 2024-2029 Strategic Plan identifies policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. While there are lingering unknowns regarding 2024 due to remaining uncertainty in the labor market and the economy, the strategic plan recognizes the uncertainties, allowing the agency to respond as appropriate and focuses on returning to pre-pandemic levels of service and working towards goals from the Authority approved long-range plan. Both the Strategic Plan and the budget are on track for approval at the December 6, 2023, Authority meeting.
-
- 5) **Alternatives:**
- A) Set the public hearing for the 2024-2029 Strategic Plan for 5:30 p.m., Wednesday, November 15, 2023.
 - B) Direct staff to set the public hearing for a different date.
-
- 6) **Budget Notes.** The Strategic Plan coordinates with the development of the annual budget. There are no contractual costs associated with the development of the plan.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
-
- 8) **References:** [2024-2029 Draft Strategic Plan](#).