

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, November 1, 2023
5:30 P.M.

This is a hybrid meeting, and the public may join in person at the Pattison Street Facility, attend by phone or watch via Facebook.

To join by phone dial in at 5 p.m. for a sound check.
Toll Free: (844) 730-0140 / Phone Conference ID: 936 313 563#

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

CALL TO ORDER

- | | | |
|-----------|--|----------------------------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | EXECUTIVE SESSION - Review Qualifications of Recommended General Manager Applicants | 20 min. |
| 3) | PUBLIC HEARINGS
A. 2024 Capital Improvement Plan 2024-2028 (<i>Jana Brown</i>)
B. 2024 Budget (<i>Jana Brown</i>) | 15 min. |
| 4) | STAFF INTRODUCTIONS
A. Operator Class 23-05 (<i>Cameron Crass</i>)
B. Lynne Cunningham, Vanpool Manager (<i>Dena Withrow</i>) | 15 min. |
| 5) | PUBLIC COMMENT | 3 min. |
| 6) | NEW BUSINESS
A. Support of the Downtown Improvement District Resolution 04-2023
(<i>Emily Bergkamp</i>)
B. General Manager Recruitment and Selection Process (<i>Clark Gilman</i>) | 10 min.
10 min. |
| 7) | INTERIM GENERAL MANAGER'S REPORT | 5 min. |
| 8) | AUTHORITY ISSUES | 5 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. 3-A
MEETING DATE: November 1, 2023

FOR: Intercity Transit Authority
FROM: Jana Brown, Chief Financial Officer, 360-705-5816
SUBJECT: Public Hearing - Draft Capital Improvement Plan 2024-2028

1) **The Issue:** Conduct a public hearing on the Draft Capital Improvement Plan 2024-2028.

2) **Recommended Action:** Receive and consider public comments regarding the proposed Capital Improvement Plan 2024-2028.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to provide an opportunity for public comment and consideration prior to adoption of any official plan for the agency.

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 TIP, TDP and in the annual budget.

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.

This plan reflects a 65.3 million capital budget for 2024 and a total of 156.2 million over the next 5 years. Projects range from replacing aging technology to implementing new technology, Zero Admission vehicle replacements as well as infrastructure needs, along with passenger station facility improvements and the continued restoration of the Pattison Street property.

Along with detailing the proposed projects along with their costs, this plan also provides the funding resource planning to accomplish these goals. 2024 reflects the awarded 43% funding coverage with state and federal grants and 57% coverage with local funds. The remaining years are estimates based on historical and known funding objectives.

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- 5) **Alternatives:**
- A) Receive comments on the proposed Capital Improvement Plan (CIP). Accept the draft CIP as presented and formally adopt the Capital Improvement Plan 2024-2028 at the December 6, 2023, Authority meeting.
 - B) Direct staff to revise the proposed Capital Improvement Plan (CIP) based on public comments and adopt the CIP, as revised at the December 6, 2023, Authority meeting.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The annual CIP budget impacts all agency goals.
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- 8) **References:** [Draft Capital Improvement Plan 2024-2028](#)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: November 1, 2023

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer, 360-705-5816

SUBJECT: Public Hearing - 2024 Draft Budget

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- 1) **The Issue:** To conduct a public hearing on the 2024 Draft Budget.
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- 2) **Recommended Action:** Receive comment on the proposed 2024 budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the Capital Improvement Plan (CIP) and collaborates with the Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of the proposed expenses for 2024.
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- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.
- 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 Transit 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:**

- A) Receive comments on the proposed 2024 budget. Accept the draft budget as presented and formally adopt the 2024 budget at the December 6, 2023, Authority meeting.
- B) Direct staff to revise the proposed 2024 budget based on public comments and adopt the budget, as revised at the December 6, 2023, Authority meeting.

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: November 1, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Interim General Manager, 360.705.5889
Todd Cutts, Executive Director, Olympia Downtown Alliance, 360.489.0886

SUBJECT: Support of the Downtown Improvement District Resolution 04-2023

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- 1) **The Issue:** Adopt Resolution 04-2023, Support of the Downtown Improvement District.
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- 2) **Recommended Action:** Adopt Resolution 04-2023 allowing Intercity Transit to opt-in as a ratepayer and authorize the Interim General Manager to sign a petition in support of the Downtown Improvement District.
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- 3) **Policy Analysis:** Intercity Transit’s mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, and prosperous community. Policy EX-0008 states that Intercity Transit should establish relationships with other agencies, entities, and organizations that help advance Intercity Transit’s mission. Furthermore, the policy states Intercity Transit shall place priority on strengthening relationships with community organizations, neighborhood associations, and other organizations that will assist in attracting new riders and increasing overall use of public transportation services.

The goals of the [Downtown Improvement District](#) are to improve the downtown experience and quality of life, which will have a positive impact on the use of transit facilities, particularly the area surrounding the Olympia Transit Center, and will enhance the experience of transit riders in the downtown area.

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- 4) **Background:** The Downtown Improvement District (DID) is a proposed funding mechanism designed to help support the downtown environment with services financed by a self-initiated assessment paid by downtown property owners, requiring approval of the Olympia City Council. These services would be provided exclusively within the district and are an enhancement to – rather than a replacement of – those already provided by the city.

Per RCW 35.87A the “special assessment” may be imposed on all “businesses and multifamily residential or mixed-use projects” within the downtown improvement district area. Intercity Transit is Thurston County’s Public Transportation Benefit Area (PTBA) established under RCW 36.57A. As a PTBA, Intercity Transit does not meet the definition of a private sector business, multifamily residential or mixed-use project. However, there is nothing in the statute preventing a governmental body from “opting in” and voluntarily paying the assessments. The goals of the DID align with Intercity Transit’s mission and Intercity Transit’s facility the Olympia Transit Center, resides downtown in the non-core area of the proposed DID. The Intercity Transit Authority Board can consider allowing Intercity Transit, through a board action, to authorize the Interim General Manager to sign a petition in support of the DID and authorize voluntary payment of the DID assessment. The City of Olympia City Council and the Port of Olympia each agreed to opt-in and authorized their chief executives to sign the petitions for formation of the DID.

The DID would provide services as determined by its board of directors (made up of property owners and business operators within the DID). The board could adjust services on an annual basis as needs and priorities change. Initial services would fall within the following categories:

- Clean, Safe and Beautiful Services
 - Concentrating on downtown’s streetscape, the DID would complement existing City maintenance efforts, providing services that may include comprehensive sidewalk sweeping, scrubbing, and power washing; litter and graffiti removal; and landscaping.
 - Focusing on the downtown experience, an ambassador-style program would have the ability to offer visitors information and insights while also providing street-dependent individuals outreach and connection to local service providers.
- Assisting Small Business
 - The DID would provide resources to assist in the success of small businesses downtown. Programming could include enhanced marketing efforts, new and expanded special events, small business training, and other targeted special projects.

The DID would be administered by an existing non-profit, the Olympia Downtown Alliance. This partnership would allow the DID to leverage staffing, services, and programming already managed by the Alliance.

DIDs are common tools. There are over 1,000 DIDs across North America, many concentrated in downtown areas. In Washington, there are DIDs in Seattle, Tacoma, Everett, Yakima, and Spokane. They are also common in state capitals such as Sacramento, Boise, and Madison.

5) **Alternatives:**

- A. Adopt Resolution 04-2023 Support of the Downtown Improvement District.
- B. Defer decision.

6) **Budget Notes:** The estimated 2024 assessment for Intercity Transit is \$2393.29. There will be two invoice billings per year, each for 50% of the annual assessment. Intercity Transit would opt in to paying this amount, which is based on annual rate at present assessed values of the linear footage [for exempts/non-profits in the non-core area of the DID](#). This assessment is based on the Olympia Transit Center property at 222 State Ave NE, Olympia, WA, which lies within the non-core area of the DID.

7) **Goal Reference:** **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #2:** “Provide outstanding customer service.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #6:** “Encourage use of our services, reduce barriers to access and increase ridership.” **Goal #7** “Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer.”

8) **References:** Resolution 04-2023 Support of the Downtown Improvement District.

**INTERCITY TRANSIT
RESOLUTION NO. 04-2023
SUPPORT OF THE DOWNTOWN IMPROVEMENT DISTRICT**

A **RESOLUTION** authorizing the Interim General Manager to sign a petition on behalf of Intercity Transit in support of a proposal to form a Downtown Improvement District (DID).

WHEREAS, RCW Chapter 35.87A authorizes all counties, cities, and towns, to establish parking and business improvement areas following submittal of a petition signed by sixty percent (60%) of the businesses, multifamily residential or mixed-use projects within the defined improvement area; and

WHEREAS, RCW 35.87A.010 further provides that a parking and business improvement district may be created for the following purposes to include acquisition, construction or maintenance of parking facilities for the benefit of the area, decoration of any public place in the area, sponsorship or promotion of public events in public places in the area, furnishing music in the area, providing for professional management, planning, and promotion of the area, including management and promotion of retail trade activities in the area, and providing maintenance and security for common, public areas or transportation services for the benefit of the area; and

WHEREAS, property owners in downtown Olympia are exploring whether there is support to form a Downtown Improvement District (DID) which would be a property-owner based assessment within the boundaries of a DID, and such process is being facilitated and assisted by the Olympia Downtown Alliance (ODA); and

WHEREAS, on August 18, 2023, petitions were mailed by ODA to all property owners inside the proposed DID boundary. A successful campaign petition drive needs to obtain signatures from property owners responsible for sixty percent (60%) of assessments in the proposed DID; and

WHEREAS, Intercity Transit is the owner of property within the proposed DID, the Olympia Transit Center, 222 State Avenue NE. As a Public Transportation Benefit Area, Intercity Transit may choose to be part of the DID, but is not required to participate; and

WHEREAS, if the petition campaign successfully obtains the requisite signatures of owners representing sixty percent (60%) of the assessments in the DID, then the petition signatures will be verified by the county auditor and the Olympia City Council

may determine to hold a public hearing to consider whether to adopt an ordinance to form the DID; and

WHEREAS, governmental entities are not required to pay an assessment for the DID, if Intercity Transit decides to opt in to the DID, it is estimated the cost to Intercity Transit will be about \$2,393.29, at present assessed values based upon the linear footage of Intercity Transit owned property within the DID boundary; and

WHEREAS, the services in the proposed DID operational plan include, but are not limited to, sidewalk cleaning, litter removal, landscape maintenance, enhanced cleaning services, small business assistance, enhanced marketing, small business training, special projects, downtown guide program, safety escorts, homeless outreach, direction assistance, Olympia Police Department partnership, management and administration, including business expenses, program insurance, bookkeeping, strategic planning, and administrative staffing; and

WHEREAS, Intercity Transit's mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, and prosperous community; and

WHEREAS, the goals of the DID are to improve the downtown experience and quality of life, and will have a positive impact on the use of transit facilities, including the Olympia Transit Center and surrounding areas, and enhance the experience of transit riders in the downtown area which aligns with Intercity Transit's mission; and

WHEREAS, Intercity Transit desires to establish relationships with other agencies, entities, and organizations that help advance Intercity Transit's mission and prioritize strengthening relationships with community organizations, neighborhood associations, and other organizations that will assist in attracting new riders and increasing overall use of public transportation services.

NOW, THEREFORE, The Intercity Transit Authority, the governing body of a public transportation benefit area established pursuant to Ch. 36.57A RCW, authorizes the Interim General Manager to sign a petition in support of formation of a Downtown Improvement District (DID) on behalf of Intercity Transit, and execute any other documents necessary or required and related to said petition, and to make any amendments or minor modifications as may be required and are consistent with the direction and authorization in this Resolution, or to correct any scrivener's errors.

This Resolution shall become effective immediately.

ADOPTED: This 1st day of November 2023.

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM:

Jeffrey S. Myers
Legal Counsel

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: November 1, 2023

FOR: Intercity Transit Authority

FROM: Clark Gilman, ITA Chair, Mayor Pro-Tem City of Olympia

SUBJECT: General Manager Recruitment and Selection Process

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- 1) **The Issue:** Whether to authorize the Authority Board Chair to enter into negotiations with a finalist for the agency's General Manager position.
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- 2) **Recommended Action:** Authorize the Authority Board Chair to negotiate a contract of employment with the Board's preferred candidate for the position of General Manager.
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- 3) **Policy:** The Authority Board must authorize the Chair to enter into negotiations with the finalist for General Manager.
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- 4) **Background:** After an extensive and robust outreach and recruitment effort for the agency's General Manager, multiple preliminary interviews were conducted. The Board extended an invitation to three finalists to participate in an onsite interview process on October 25th and 26th. The finalists are Emily Bergkamp, Jana Demas, and Ryan Wheaton. Over the two days, candidates participated in a number of activities including an Employee Reception, a reception for external stakeholders, three panel interviews, and tours of our community and facilities. The Authority will meet in Executive Session to discuss the qualifications of the applicants for the General Manager position and will reconvene in open session to determine whether to begin negotiating a contract of employment with the Board's preferred candidate.
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- 5) **Alternatives:** Defer action.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.
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- 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, November 3, 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 – October 6, 2023
- b. Approval of Vouchers – October 2023

High Capacity Update

PRESENTATION

Staff and consultants will present a storymap on the legislatively directed High-Capacity Transportation Project Phase 2. Transit coverage, origin/destination data, travel markets and options for regional enhancements will be discussed. Consultants will present preliminary feasibility of high-capacity options from Thurston County.

Legislative Priorities

ACTION

Council will take action on the draft legislative priorities shared at the October council meeting.

Draft 2024 Annual Work Program

1st Review

Executive Director, Marc Daily will present TRPC's Draft 2024 Annual Work Program. The work program outlines all the major work efforts TRPC intends to undertake in 2024.

Obligation Authority Policy Updates

1st REVIEW

Staff will provide a first review of the updates to the obligation authority policy, which helps position the region to fund additional projects with redistributed funds.

Regional Transportation Plan

PRESENTATION

Staff will provide an overview of the extent of the Regional Transportation Plan update, which is due to be complete July 2025.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION