

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

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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

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the categories. The proposals are evaluated and scored again 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.
4. Greenhouse gas emissions tracking and Clean Fuel Standards reporting framework.
5. Performance Based Planning targets, data tracking systems, and reports.

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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

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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 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

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event for class 23-05 starting on October 9. More interviews took place for class 23-05 this week on Tuesday, Wednesday, and Thursday – this could be a big class. HR staff reported this was such a successful recruitment they struggled to process all the applications received.

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

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

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

Bergkamp provided a Martin Way Park & Ride Update:

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

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

Additional work:

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

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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.

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.

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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

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

Pat Messmer

Clerk to the Authority

Date Approved: October 18, 2023

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