

Authority Meeting Highlights
a brief recap of the November 1, 2023, Intercity Transit Authority Meeting

Wednesday night, the Authority:

- Conducted an Executive Session according to RCW 42.30.110 (1) (g) to review qualifications of recommended General Manager applicants.
- Conducted a public hearing on the 2024 Draft Budget. *(Jana Brown)*
- Conducted a public hearing on the 2024 Capital Improvement Plan 2024-2028 *(Jana Brown)*.
- Received a presentation from Todd Cutts, Executive Director of Olympia Downtown Alliance regarding support of the Downtown Improvement District.
- Adopted Resolution 04-2023 allowing Intercity Transit to opt-in as a ratepayer and Authorized the Interim General Manager to sign a petition in support of the Downtown Improvement District. *(Emily Bergkamp)*
- Authorized the Authority Board Chair to negotiate a contract of employment with Emily Bergkamp, the Authority Board's preferred candidate for the position of General Manager of the Intercity Transit Authority.

Other Items of Interest:

- Cameron Crass introduced **Operator Class 23-05**.
- Dena Withrow introduced **Lynne Cunningham, Vanpool Manager**.

Interim General Manager's Report:

Congrats to this year's TNLI graduates! Three Intercity Transit employees participated and completed the Washington State Transit Associations Transit's Next Leadership Institute (TNLI) - Dan MacMillan, Katie Cunningham, and Kierra Maryott. Each fellow has been working on a project that must benefit Intercity Transit and the community while using the skills, leadership, and knowledge learned during the program. The culmination of their time was captured in The Leadership Symposium over the last two weeks with final presentations by the class of fellows.

- Fleet Supervisor Dan MacMillan presented his project on Maintenance Employee Career Development focused on growing maintenance employees into Fleet Technicians.
- Procurement Coordinator Katie Cunningham presented her project on Transit Planning On-Call Consulting Services, focused on establishing a suite of on-call professional consulting services contracts to support a variety of upcoming, emerging, and on-going Intercity Transit projects. These competitively awarded contracts through what is now known as our Qualified Vendor List will provide Intercity Transit with flexibility and the ability to promptly obtain as-needed professional and technical assistance.

- Kiera Maryott, Finance Supervisor, presented her project focused on the Employee Financial Wellness Program. This program will provide training, articles, and other resources to employees on various personal financial wellness topics. From planning for retirement, saving for an emergency, or preparing a monthly budget, employees will have access to a library of resources as well as the opportunity to attend in person and virtual meetings designed to help them prepare for their financial well-being.

The Community Advisory Committee recruitment ad-hoc committee met today and completed interviews of new CAC member candidates. The team is on track to recommend members for the Authority's review and recommendation at the November 15 Authority meeting.

Intercity Transit is participating in a Thurston County pilot with the Unite Us referral platform through funding provided by Kaiser Permanente. The vision of this pilot is to have pilot participants use Unite Us as a Community Information Exchange (CIE) platform in the Thurston County region. The goal is to partner with pilot agencies to create a network that provides value to our community as well as to Intercity Transit. As a partner in the pilot, Intercity Transit received **\$25,000** to support the work we will be doing to adopt the platform for our referrals.

We were made aware of an issue with the infiltration gallery located on the south parcel of our property currently being excavated where a new employee parking lot is planned. There are drainage issues that will take some time to re-engineer. In the meantime, we are pivoting to start work on the temporary maintenance structure, to avoid delays and incurred costs from downtime. This pivot will primarily impact our employee parking. But in true IT form, we will support each other, communicate changes, and make it through!

Grants Program Manager Jessica Gould coordinated a meet-and-greet with FTA Region 10 staff Sandy Campbell, Rikka Dayao and Kristine Ziglar to ensure we have good lines of communication for support as grantees and for pertinent regulatory issues.

*Prepared November 2, 2023
Pat Messmer/Clerk of the Board*