

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, November 15, 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: 406 951 060#

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

CALL TO ORDER

- | | | |
|----|---|---|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC HEARING
A. 2024-2029 Draft Strategic Plan <i>(Emily Bergkamp)</i> | 10 min. |
| 3) | PUBLIC COMMENT | 3 min. |
| 4) | APPROVAL OF CONSENT AGENDA
A. Minutes – October 4, 2023, October 18, 2023, and October 26, 2023, Minutes
B. Payroll October: \$3,219,857.07
C. Accounts Payable October: \$3,275,627.83 <ul style="list-style-type: none">• Warrants: \$3,258,726.25• ACH Payments: \$16,901.58 | 1 min. |
| 5) | NEW BUSINESS
A. Surplus Dial-A-Lift Vehicles <i>(Noelle Gordon)</i>
B. Village Vans Update <i>(Izi LeMay)</i>
C. Zero Emissions Analysis – Final Report <i>(Jonathon Yee)</i>
D. General Manager Employment Contract <i>(Clark Gilman)</i> | 5 min.
20 min.
45 min.
10 min. |
| 6) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Nov. 3) <i>(Debbie Sullivan)</i>
B. Transportation Policy Board (Nov. 8) <i>(Don Melnick)</i> | 5 min.
5 min. |
| 7) | GENERAL MANAGER’S REPORT | 5 min. |
| 8) | AUTHORITY ISSUES | 5 min. |

ADJOURNMENT

CLOSED SESSION – International Association of Machinists (IAM), District Lodge 160

The Intercity Transit Authority will conduct an exempt session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss strategies and positions to be taken by the Authority and review proposals related to collective bargaining. **No action will be taken.** *(Heather Stafford Smith)*

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. 2-A
MEETING DATE: November 15, 2023

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360.705.5889

SUBJECT: 2024-2029 Draft Strategic Plan Public Hearing

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- 1) **The Issue:** To conduct a public hearing on the 2024-2029 Draft Strategic Plan.
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- 2) **Recommended Action:** Receive comment on the Draft 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 in the following year’s budget.
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- 4) **Background:** The Draft 2024-2029 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2024-2029 strategic plan addresses our state of growth in accordance with the long-range plan.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to addresses all agency goals.
-
- 8) **References:** [2024-2029 Draft Strategic Plan](#).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 4, 2023

CALL TO ORDER

Vice Chair Belk called the October 4, 2023, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held 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 Sue Pierce; Labor Representative Mark Neuville.

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

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Jana Brown; Brian Nagel; Jason Aguero; Ramon Beltran; Zach Heinemeyer; Katie Cunningham; David Chaffee; Tammy Ferris; Jonathon Yee; Jessica Gould; Amanda Collins; Jeff Lorenz; Alana Neal; Heather Smith; Ally McPherson; Michael Maverick; Julie DeRuwe; Dean Taylor; Staci Revel.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. **Jeff Lorenzo, Fleet Maintenance Supervisor** (*David Chaffee*)
- B. **Staci Revel and Dean Taylor, Facilities Supervisors** (*Julie DeRuwe*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

- A. **Zero Emissions Analysis Contract Amendment.** Katie Cunningham, Procurement Coordinator, presented an amendment to the Zero Emissions Analysis contract with The Center for Transportation and the Environment (CTE) for an additional year extension.

In October 2022, CTE was awarded Intercity Transit's contract for its Zero Emissions Analysis project. This project is divided into three parts: Part One, Zero Emissions Analysis; Part Two, Zero Emissions Transition Plan; and Part Three, Design Development. The initial award to CTE was for Part One, with Part Two and Part Three reserved for incorporation later at the discretion of Intercity Transit. The

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initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal.

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

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

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

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

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

It was M/S/A by Sullivan and Pierce to authorize the Interim General Manager to execute a contract amendment with CTE to extend the contract for one year and incorporate additional professional services related to the Zero Emissions Analysis project in the amount of \$596,150, which includes an approximate 15% contingency.

- B. 2024-2028 Draft Capital Improvement Plan/Set Public Hearing.** Jana Brown, Chief Financial Officer, introduced the Capital Improvement Plan for Draft 2024-2028, and requested a public hearing be scheduled.

Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP),

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Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. This Capital Improvement Plan (CIP) is a new planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting. Final adoption of the plan is proposed for December 6, 2023.

It was M/S/A by Sullivan and Vazquez to schedule a public hearing for the Draft 2024-2028 Capital Improvement Plan for 5:30 p.m., Wednesday, November 1, 2023.

C. 2024 Budget Presentation/Set a Public Hearing (Revenue and Expenses). Jana Brown, Chief Financial Officer, introduced the 2024 Draft Budget and requested a public hearing be scheduled.

Brown presented elements of the draft 2024 budget to include capital projects, new initiatives, new staff, on-going projects from the previous budget, and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget, including our goals of restoring service to pre-COVID levels and continuing investments towards our transformational promises from Proposition 1.

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

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

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

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

- Sales tax revenue for 2024 has been budgeted for what has been collected thus far in 2023, which represents a 3% increase above the 2023 budget.
- Continue construction to renovate and expand the Pattison Street facility.
- Continue pursuing grant funded BRT and Corridor Program
- Bus Stop Facility Capital Improvements
- Life Cycle Vehicle Replacements
- Zero Emission – Hydrogen Demonstration

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- Centennial Station Improvements
- Lacey Transfer Center Improvements
- Add 4 new positions:
Fleet Maintenance Supervisor, Information Services Cybersecurity Analyst, Training & Safety Coordinator and a temporary 3-year Data Analyst position for initial database tracking of all facilities related assets.

It was M/S/A by Pierce and Mejia to schedule a public hearing for the Draft 2024 Budget for 5:30 p.m., Wednesday, November 1, 2023.

INTERIM GENERAL MANAGER'S REPORT

Congratulations to nine new Operators from class 23-04 who graduate 10/5/23 and begin driving on their own starting Sunday.

There is a new Operator class starting Monday, October 9. This class of 25 – the largest class we've had to date - includes three applicants held over from a previous recruitment and a returning Operator who worked with us previously whose change in life circumstances luckily brought him back.

Applications for the Community Advisory Committee recruitment are available, and if you know of anyone interested, there's still time to apply! Interviewees will be selected in mid-October and 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 year's recruitment.

Intercity Transit will support the Nisqually Indian Tribe's upcoming groundbreaking on October 11 for their Medically Assisted Treatment facility called Generations Healing Center, to be located at 3663 Pacific Avenue, Olympia, WA. Attendees will use our bus yard for parking, and we will provide buses to shuttle Tribal Members, visiting dignitaries, Nisqually Tribe employees and other stakeholders.

Special thanks to Maintenance, Fleet and Facilities Director Jonathon Yee, Fixed-Route Manager Cameron Crass for working through the details with Nisqually Planning Director, Joe Cushman. It's an honor to assist this sovereign nation in the vital work they are pursuing which will benefit tribal members and the broader community.

Customer Service Week is October 2 through 6. This is a national event devoted to recognizing the importance of our customer service staff and honoring their essential role in working directly with our customers and community every day. We have 12 staff members in our Customer Service Department who assist at the customer service counter at the Olympia Transit Center. They are open 7 a.m. to 6 p.m. every day of the week.

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Customer Service Manager, Joy Gerchak, shared that during this week, we also take time to celebrate our customers and community support, without whom we wouldn't be here. Throughout the week we will take time to recognize and celebrate our Service Team for the dedicated work they do every day. We are also including our customers by inviting them to come by and help us celebrate by offering a drawing entry for a small transit related prize that can be used to help with their daily commutes. There will be a total of five winners drawn after the end of the week.

Gerchak is a true servant leader and has worked at Intercity Transit for over 30 years. She takes great pride in honoring her staff and has commemorated Customer Service Week for over 20 years, including remotely during COVID. Every year, Gerchak and her staff host an open house for other Intercity Transit employees to attend. She says the open house gives her team a chance to connect and thank the other divisions at Intercity Transit who ensure they have what they need to help our customers in the best way possible. During Customer Service week, these other divisions cover the customer service counter for a couple hours which allows the customer service crew to enjoy a lunch together during their week - something that does not normally happen due to the nature of their shift work.

The Olympia Transit Center is a vital part of Downtown Olympia and works in concert with local businesses and programs to support a welcoming downtown environment. Gerchak and our Customer Service staff work hard to help customers and anyone who passes through connect with the resources they need, whether that's planning their trip on the bus or other community programs.

With support from Walk N Roll, the cities of Olympia, Lacey and Tumwater proclaim October 2023 Walk to School Month. Walking, biking, and rolling to school promotes good health, relieves traffic congestion, and helps improve air quality. Drivers can help ensure everyone arrives to school safely by driving 20 miles per hour in school zones and stopping for pedestrians at crosswalks and intersections. Walk N Roll partners with schools in Olympia, Tumwater, and North Thurston school districts to help them organize Walk N Roll to School events in October and throughout the year.

Intercity Transit's Walk N Roll program also invites Board members to participate in this year's Walk N Roll to School events. Walk N Roll to School events encourage students and their families to walk, bike and roll to school. Events build community, increase physical activity, reduce traffic congestion, and improve air quality around schools. We invite you to show your support by joining students, families, and school staff. Staff will email a schedule to Board members for meet-up locations and event details. We hope to see you there.

Bergkamp participated in the Week Without Driving Challenge, and it was an eye-opening experience. This yearly event, started in 2021 by Disability Mobility Initiative, helps those who can drive or afford a car understand what it's like to rely on walking, rolling, transit and asking for rides. For nearly a third of people living in the United States,

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people with disabilities, young people, seniors and people who can't afford cars or gas, this is their every day. Instead of driving this week, Bergkamp committed to taking the bus.

Bergkamp lives between Routes 94 and 68 and although she already rides transit from time to time, it's not normally this many days in a row. This week she mostly rode the bus to and from work on the 94. The walk to the routes near her home takes 10 minutes and is a half mile away. It is very walkable, but it does include a steep hill to the 68. This keeps her mindful of those with any mobility issues because this hill would be very challenging to navigate just to get to the bus. After a transfer downtown from the 94, she usually took either the 60 or 62 which drops her off at the front door of Intercity Transit or opted for a short walk in and take the 66. Living and working near transit is a true privilege and makes using it so much easier. If she lived or worked further off the bus line, this would lower the likelihood she would use transit as a main mode.

Bergkamp saw a variety of Operators, several who have been here many years, some newly hired, and others still in training. They were always the high point in her bus riding adventures. She was constantly impressed with their customer service, professionalism, and driving skills - including surprises like a car going the wrong way on a one-way street. Taking the bus gave her a chance to check and respond to emails, getting a head start on her workday. She greatly enjoyed the chance to look out the window and enjoy the fall colors.

Each bus was super clean and comfortable, and she could hear and read the stop callouts which always reassured her she'd never miss a stop. If she were a person with audio or visual disabilities, the need for these would be non-negotiable to make the trip doable. Using the MyStop app and the Intercity Transit website made planning the trip easier. She relied on the "arrive by" option of the trip planner to get where she needed to be on time. Plus, with the app, she didn't need to wonder where the bus was if it was running late - she simply tracked the bus on the app. But not everyone has this option and relies on schedules posted in the shelters or using printed schedules from Customer Service.

Without the ability to hop in a car, going anywhere took thoughtful planning and extra time. This meant being less spontaneous. She had to stick to "the plan," otherwise she wouldn't get to work or home when she needed to. She spent far more time traveling than she ever would driving a car. All these dynamics are novel to her as someone who drives. If she were a non-driver, she could see how this would drastically change how she experiences the world.

AUTHORITY ISSUES

Sullivan thanked Intercity Transit for participating in the Tumwater Fall Fest held last weekend. The event had a great turnout. Sullivan said several people recognized her as an IT Board member and asked her if IT could help with bus transportation to the event, because its grown so much and parking in that particular area of the park is

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pretty limited. Sullivan said the city is working on getting the trail through, but until that happens, she told them to stay tuned, and we'll try to plan for that for next year.

EXECUTIVE SESSION - Review Qualifications of Recommended General Manager Applicants *(Heather Stafford)*

In accordance with RCW 42.30.110, paragraph (1) (g), Vice Chair Belk recessed the meeting at 6:15 p.m. to go into an Executive Session to review the qualifications of the recommended General Manager applicants. He announced the Authority would be in Executive session until 7 p.m.

Those attending included: 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 Sue Pierce; Labor Representative Mark Neuville; Heather Smith and Alana Neal; and Legal Counsel Jeff Myers.

At 6:58 p.m., Vice Chair Belk asked that it be announced to the public the Authority would be in Executive Session an additional 15 minutes (until 7:15 p.m.)

The Authority reconvened to regular session at 7:18 p.m.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Belk adjourned the meeting at 7:18 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: November 15, 2023

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 18, 2023

CALL TO ORDER

Chair Gilman called the October 18, 2023, meeting of the Intercity Transit Authority to order at 5:33 p.m. This was a hybrid meeting held at the Pattison Street facility.

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 Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Community Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess; Community Representative Don Melnick.

Staff Present: Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Brian Nagel; Jason Aguero; Ramon Beltran; Zach Heinemeyer; Katie Cunningham; Tammy Ferris; Jonathon Yee; Jessica Gould; Heather Smith; Michael Maverick; Matt Kenney; Thera Black; Rob LaFontaine; Tunisa Price; Nick Demerice; Peter Stackpole; Dena Withrow.

Others Present: Jeff Myers, Legal Counsel; Eliane Wilson, Community Advisory Committee; Dale Learn, Gordon Thomas Honeywell.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

- 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

NEW BUSINESS

A. Federal Advocacy Report. Federal Advocate, Dale Learn from Gordon Thomas Honeywell (GTH) provided an update on activities affecting public transportation in Washington D. C. and provided insight on what is going on in Congress.

Learn said he engages with a very influential and involved delegation on our issues, including House Member Marilyn Strickland, who is a member of the Transportation & Infrastructure Committee. The Biden Administration is pro-transit and sees transit as a major pillar of their Climate Action Plan and their transportation equity efforts, and we remain engaged there. Finally, GTH works with the prominent D.C. trade associations like the Bus Coalition and American Public Transportation Association (APTA), and there's discussion about having IT come back to D.C. for the APTA conference in the spring of 2024.

Learn said Congress has been very helpful for transit including the pandemic response, several pieces of new legislation, and a good Administration on the issues. We are far away from debating the end of the transit, which we used to debate not all that long ago.

Learn said the House is in a chaotic place, trying to find its identity, getting rid of one Speaker for simply working to do the Federal legislature's basic business, then trying one candidate who's one of the most prominent performative politicians in America points to that dysfunction. But any issues we may have with the new House and how they function relative to working with the Senate or the Administration is less of a problem for transit than it is for others relying on the federal government. This is due in part because the Federal Transit Funding operates as a user fee and is therefore less reliant on general appropriations. Things like shutdowns and long continuing resolutions have less of an impact.

Learn went on to discuss more specific Congress and Administrative action that impacts IT. He reviewed the budget, the new infrastructure law, and how Congress is weighing in more directly with funding for transit, but they're all interconnected. Congress stepped up to help transit with the issues during the pandemic, and then with the new legislation for the new Senate Transportation Bill, it took a long time to get a lot of our transit accounts back to where the funding was stripped in MAP 21, which is many years ago. The increases in the House and Senate Bills this year added to it and added the Infrastructure Investment and Jobs Act (IIJA) increases, transit is in a good place. For example, the Bus and Bus Facility accounts (Section 5339) have more than tripled since 2015 and went from \$427M nationwide to \$1.6B. Intercity Transit has always been aggressive at pursuing funds, whether in those accounts or others.

Learn said we've been successful with a large amount of funding for the Pattison facility. We've looked at and evaluated grant funding in a lot of different areas

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including alternative fuels, transportation-oriented development, and workforce development. Learn said it's important we remain aggressive, especially as we transition to a Large Urbanized Area (L-UZA). Some of those funds would be from the current Administration, seeing that their priorities focus a lot on climate impacts and underserved areas. Learn said we interact with the FTA on our apportionments under the authorization in fiscal year 2023 with the urbanization and Small Transit Intensity Cities (STIC) formulas.

The Infrastructure Investment and Jobs Act (IIJA) aka Bipartisan Infrastructure Law (BIL) was finalized at the end of 2021. This bill establishes the prevailing federal policy and authorization levels for transportation at the federal level between 2022 and 2026. It provided approximately a 43% increase overall in legacy transit accounts from the Fast Act and if you include those supplemental appropriations over the last several years, we've seen an 83% increase over most of the federal transit accounts. Programs like the Bus and Bus Facilities program, alternative fuels, the capital investment grants, and Small Starts which might fund future Bus Rapid Transit (BRT) projects. We're looking at Small Starts and it's something he would encourage, but it takes a lot of process. It's a good program and as we move forward in that analysis, we certainly see that as an opportunity for more funding than there was in the past. We've been exploring alternative fuels and just a few days ago, the Department of Energy (DOE) awarded the Pacific Northwest Hydrogen Association \$1 billion to encourage the production and use of hydrogen in the region. This group is a consortium of organizations, many in transportation, and having that in our backyard could be very helpful as we consider these fuels for our fleets. The BIL also increased funding for multimodal programs like Raise. We've looked at those in the past and applied at least once for those funds for programs to promote resiliency and to assist seniors and those with disabilities.

Learn highlighted a few programs that were new to the IIJA/ BIL. The Innovative Coordination Access and Mobility Program, Enhancing Mobility Innovation Program, all stations, accessibility program, various transportation, TOD programs, there's an inflation Reduction Act program called the Neighborhood Access and Equity Grants, and the first round funded few projects that were transit related and so these are a lot of opportunities for us in the future. But if we have a solid plan and a solid agenda for the federal side and we're working hard in a lot of different issues, we can find those opportunities as they come up and hopefully get some solid federal funding as we often have in the past.

Learn said we're in the third year of the resurrected Congressional earmarks system. The Senate calls them Congressionally Directed Spending (CDS) and the House calls them Community Project Funding (CPF). Right now, we're in the third year of the CPF/ CDS process from now until November 17, finishing in December. The CDS and CPF process over the last three years has been light for transit due to all the federal funding from the COVID relief legislative bills as well as the large increases from the IIJA/ BIL Law. We applied in FY23, and we received \$1.8M for the Zero-

Fare Bus Stop Access Improvements project. There were only five projects that were awarded in Washington state in that process and FY23 and we were one. IT is working with them as they struggle with staffing issues, but we hope to move forward with that and anticipate getting that money awarded very soon. Overall, the CDS/CPF process will remain and hopefully, we will continue to look to request funding for projects that fit in and it's more of a narrow process than it was in its previous iteration, but as in FY23, we found a good project that fits, and we were successful.

B. Declare Coach #402 as Surplus. Procurement Coordinator, Katie Cunningham, presented Coach #402 as surplus. 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.

It was M/S/A by Vazquez and Mejia to declare Coach 402 as surplus to our needs.

C. Marketing & Communications Update. Nick Demerice, Chief Marketing and Communications Officer, provided an update on several projects going on in Marketing and Communications (M/C), including a new fall/winter campaign they are launching, and he reviewed the communication goals and responsibilities.

Demerice said there are three primary audiences within the organization. M/C are focused on ensuring internal staff understand what's going on to make them feel connected, especially in the new hybrid environment. The communication requirements for customers to ensure they know what's going on such as service outages, service communications, etc., and it's critical everyone has timely, clear and actionable information. As a public service, we are indebted to make sure our community understands what we're doing, why it's important, and they feel invested in Intercity Transit.

Demerice said M/C adopted a philosophy of taking the right information at the right time, delivered to the right people in the right way to achieve equitable and effective communications. This is an evolution in our industry - it's not one size fits all anymore. It's a new thinking using all these different communications tools to inform people where they are and help them feel engaged with the information in the way they need it. M/C is trying to think about our holistic strategy, and we're

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good at talking to the people who we currently talk to like the customers who sign up for our List Serves, who get our emails and texts.

Demerice said M/C is a small but mighty marketing and communications team with four staff members, and one current vacancy: The team consists of Demerice, Nicky Upson, Ally McPherson, and Tunisia Price. This is a pretty small group for all of the work they produce. Demerice said there are different buckets of work they do, thinking about service communications, like the Rider Alerts every time a bus stop gets missed or to detour a bus because of a down power line. That's a combination partnership between the Operations, Planning and Communications team to make sure information gets out quickly and accurately.

Demerice said IT has two external websites – the Bicycle Commuter Challenge website and the general Intercity Transit website, and brand new is the employee Intranet launched in July. IT staff are often out in the community talking to people, educating them about the things IT does, handing out gifts, spinning the prize wheel, having all kinds of fun. Often times, Operators participate in the events, like the Bubble and Jingle buses, and they talk to people about what it's like to drive a bus for IT. It's an incredible partnership.

IT has the usual social media sites – Facebook and Twitter. M/C is constantly reevaluating these as effective tools because they are constantly evolving. The social media site formerly known as Twitter is changing the prioritization of their posts and not going sequentially anymore. This makes it difficult to communicate service alerts through that methodology.

Demerice said Marketing and Communications are the owners of the design standards and branding within the organization. Communications is involved in just about every major project within the agency that has a communication component.

Marketing and Communications just adopted a formal policy on how the agency utilizes and engages in social media, and the policy can be found on the IT website. The policy includes an explanation used as a tool we established with best practices of many of our other public partners, i.e., policy requiring comments, speech remained the topic at hand as well as recommendations and limitations for personal use.

Demerice said he's always surprised when talking with people in the community about their lack of knowledge about the types of services IT provides. For example, many don't realize we are zero fare; they don't know about Walk N'Roll or Village Vans or even Vanpool or the bike programs. There was overwhelming support from the community to invest in Intercity Transit and then COVID happened and the whole world changed. This organization pivoted in such an incredible way to deliver unique service, allowing employees who could, work from home to keep the

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staff who had to be onsite safer, plus continuing the construction work on the Pattison facility and the OTC.

Demerice said to launch a “campaign” requires two primary goals. To increase ridership and program participation across all demographics within the service area; and to demonstrate to community members who do not use our services that their tax dollars are a wise investment in our healthy and vibrant community.

Demerice reviewed the 3-phase plan reengagement with the community to better understand what the community is interested in and as we think about those goals, what are the messages within those different groups that are going to be useful to help get them to achieve those goals, either believing in the value of the service we provide or checking out our services and give them a shot.

Demerice said M/C is currently in phase 2 and conducted a number of focus groups two weeks ago and received a tremendous response. Staff are meeting with our ad agency to develop some personas that will help identify key messaging and methodology on figuring out that communications philosophy and rubric on how we are going to communicate to people, figure out where they already are and how we're going to communicate to them.

Demerice said over 130 people volunteered for these hour-long focus groups who were offered a stipend for their time as is normal practice when conducting focus groups. The three groups consisted of current riders, potential riders and those unlikely to ride, and they self-identified this in their application. M/C sent out a survey to the other 100 people who didn't get picked and asked them to fill out a survey if they'd be interested to answer some of the questions. The take-away showed we already have tremendous support from the community.

The second goal is people believing in the value of public transit, believing that it's a good investment and it still remains an important investment, have a healthy, vibrant community is alive and well. Even within the groups of potential riders and unlikely to ride, there was a high lack of awareness about the zero-fare pilot, and how that was going. In the unlikely to ride or potential rider category, we heard about safety concerns, however, from current riders, we didn't hear about safety concerns. They had concerns about getting to the bus stop or standing at a bus stop late at night, but they all said once they're on one of our buses they feel very safe and well cared for. One participant said specifically, they like how we hire our coach drivers for their customer service skills before their driving skills.

The next phase will be the opportunity to push paid and earned media out into the community. M/C will include paid partnerships with local news to reinforce these messages. Once we have these key messages identified, we can use that framework to make sure we're using mutually reinforcing messages to build that awareness within the community.

D. Selection of CAC Candidates for Interviews. Interim General Manager, Emily Bergkamp said in response to the CAC recruitment, 14 applications were received to fill vacancies. The Authority is asked to review and select the applications for the interview process.

The interviews will be held November 1, and the panel is expected to make a recommendation to the Authority at the December 6 meeting.

The interview panel consists of Board members Debbie Sullivan, Don Melnick and Sue Pierce. CAC members are Ty Flint, Nicole Smit, and Clair Bourgeois.

It was M/S/A by Vazquez and Mejia to offer interviews to all applicants and host panel interviews to engage with applicants for the CAC vacancies before final selections are made.

E. 2024-2029 Draft Strategic Plan Review / Set Public Hearing. Bergkamp did a broad overview of the draft Strategic Plan and requested a public hearing for November 15, 2023. Bergkamp said staff is making steady progress to restore pre-COVID levels of service. Currently, we are at 88% of our pre-pandemic levels of service and 79% of our pre-pandemic ridership. The strategic plan remains focused on clearing the hurdle of achieving 100% service levels. Once this is realized, focus will return to implementing the nine promises from Proposition 1.

The 2024-2029 strategic plan is an update from the 2023-2028 strategic plan. Part of this is because while we've made progress to restore service levels, we're still not there yet. The guiding principles from 2023-2028 continue to be relevant until service is fully restored and remains unchanged.

The review of our mission and vision, goals and end policies, design principles, and policy positions with the Board, is a process the permanent General Manager should oversee. Bergkamp feels as the Interim General Manager, her job is to keep IT on course, so therefore, her goal this year is to keep the strategic plan status quo versus creating a new plan. Many of the guiding principles remain unchanged because of our restoration status. However, she did update some historical background and funding information to reflect changes over the past year.

Bergkamp reviewed the different sections of the Strategic Plan. Much of the definition of the levels of public transportation is established through revisiting policy positions each year with the Authority. Intercity Transit staff works with the Authority to identify policy issues facing the agency for the duration of the Strategic Plan.

Determining the amount of revenue comes from monitoring and evaluating economic outcomes and how that might impact our finances. Implementing service

consistent with the long-range plan, continuing to closely monitor revenue collections, operational costs and capital programs is essential. We must be financially constrained. This sets the expectation that we will only spend the amount needed for the growth planned. The strategic plan is important in this regard because it becomes a beacon we can look for in good times and bad. This is why the capital improvement plan is so important. It helps us dedicate dollars for upcoming and future capital needs and becomes a savings account for the future. Sources of revenue are clearly identified as sales tax, plus state and federal grant funding. Bergkamp said 80% of revenue comes from sales tax and remaining comes from state and federal grants and miscellaneous income, mostly from the Vanpool program.

Bergkamp said the strategic plan reviews the current state of affairs with the lack of available potential employees, that the sluggishness in hiring has been the main contributing factor in restoring service. Service levels have remained within our means of the staff to be able to support them. Throughout the pandemic, Intercity Transit did an excellent job of not promising more than we could deliver to ensure the integrity of our schedules.

The first Strategic Plan adopted by the Intercity Transit Authority was the 2002-2007 Strategic Plan. This was after the reduction of the PTBA following I-695. Afterwards, the strategic plan focused on doubling the amount of sales tax through voter approval. In September 2002, voters within the new PTBA approved an increase in sales tax from .3% to .6%. This allowed the adoption of the service plan that expanded service over a 3-year period. Growth in sales tax revenue and lower than expected expenses in the 2003 to 2006 time period combined to allow an additional service expansion in February 2008. Bergkamp reviewed the remainder of the historical highlights.

Bergkamp reviewed the Mission and Vision statements, which are often confused and sometimes used interchangeably. However, there are important differences. The Mission Statement outlines why an organization exists. The Vision Statement reflects what organizational success looks like. It serves as our guide to action. It is consistent with the organization's values. It challenges and inspires us to achieve our mission.

The Intercity Transit Authority adopts a new set of goals each year, unless the goals from the previous year remain unchanged. As discussed already, these will remain the same, but this is an excellent time to revisit them. Bergkamp reviewed the current eight Goals and End Policies.

Intercity Transit is the leader, major advocate, and prime source of information for public transportation in Thurston County.

- Accessible, lifeline transportation.
- Providing viable transportation options to those with choices.

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October 18, 2023

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- Supporting employment and economic growth.
- Partnering in building a livable community.
- Emergency Response.

Demands for service are higher than our ability to provide it, forcing difficult choices for community members and the agency. A focus on performance forms the basis for numerous established policies and is continued by this plan. Intercity Transit focuses on productivity, measured by the passengers per revenue hour on a route, as the best way of determining service effectiveness and for allocating available resources.

In developing recommendations for the Thurston County PTBA, seven general design principles were identified. These principles guide development of a public transportation system appropriate for our PTBA over the next six years. These principles provided guidance in the development of a Short- and Long-Range Service Plan. Bergkamp reviewed the principles:

1. Operate a range of services, each designed to meet the needs and capabilities of the neighborhoods it serves.
2. Strengthen service operating along major corridors.
3. Reduce customer travel times.
4. Keep pace with development.
5. Expand regional express routes.
6. Support a range of transportation choices.
7. Provide fixed facilities and equipment that support the region's public transit infrastructure.

These categories have been heavily impacted by the long-range plan, COVID, the development of a BRT pilot, coordination of services with other regional providers and school districts, improving amenities, technology replacement and emerging technology needs, reimagined vanpool service, care and maintenance of our park & ride facilities, specialty services such as Village Vans, Community Vans, and the Surplus Van Grant, providing accessible service to people with different abilities through Fixed Route, DAL, Travel Training and Bus Buddies, the Zero Fare pilot, being fiscally responsible, taking steps to lower our carbon footprint through analysis of zero emissions technology, and a commitment to deliver enhanced service within the PTBA boundaries.

Bergkamp reviewed Section 2 of the Policy Positions. Intercity Transit staff works with the Intercity Transit Authority to identify policy issues facing the agency for the duration of the Strategic Plan. These issues fall into five general categories:

- Fixed Route Service and Service Design
- Capital Investments
- Financial Issues
- Other Intercity Transit Services
- General Policy Issues

Bergkamp reviewed Section 3 - Recommended Service Plan, addresses a recommended service plan, and we're focused on restoration and the Transit Development Plan forecasts IT may get back to that in 2025. Intercity Transit's recently adopted Transit Development Plan forecast for years 2023 - 2028 reflects Intercity Transit's expectation to restore nearly all of fixed route and corresponding DAL service that was reduced or suspended during the pandemic. Beginning in 2025, Intercity Transit projects a transition from restoration of service to a state of positive growth and expansion.

Bergkamp reviewed Section 4 - Capital Plan. Staying the course with Pattison Street Facility rehabilitation and expansion to ensure effective operations of services for the next 3-4 decades. Keep building out the Capital Improvement Plan to ensure we have the tools we need to ensure responsible operation of services as a lifeline provider. Intercity Transit will continue to pursue the rehabilitation and expansion of the Pattison Street Facility, enhancements at bus stops, transit centers, and park-and-rides and the technical advancements identified in this plan and the 2024 budget.

Bergkamp talked about Section 5 - Financial Plan. This is a philosophy about planning service within our means today. Our intent is to move forward cautiously and the goal of the 2024-2029 Strategic Plan is to implement capital improvements and a level of service which can be sustained for the foreseeable future.

Some of the things that we talk about with the philosophy of how we finance the strategic plan is really managing growth, while growth in public transit is really a good thing, it's always very helpful for us to be able to manage that growth. Originally after the passing of I-695, the PTBA boundary was pulled in because we knew that we would not be able to provide financial support at that level of service in Thurston County. We make sure to watch growth anytime we implement a new route with that comes ADA paratransit service within 3/4 of a mile. Those are the types of things that we want to just be aware of as we're moving through the future years of this strategic plan.

We have a pretty major technology purchase coming up - Enterprise Resource Planning Software which is going to be a challenge to implement. The ERP will touch everything the agency does. We want to make sure we are being strategic about how that gets implemented. The cost of services, maintaining a close eye on what our fuel is costing as well as other services and making sure we understand if something is increasing, why that is happening, if there might be some other alternatives. Maintaining a state of good repair is always first and foremost. During our hydrogen pilot, we will be able to purchase up to five hydrogen vehicles. But past that, as we start to implement a zero-emissions transition plan that's also going to need financing as far as replacing those vehicles. Bergkamp said she thinks IT did a really good job of designing and planning this building and the maintenance

remodel is future proofing. The Pattison facility is meant to last the next three to four decades.

It was M/S/A by Pierce and Belk to schedule a public hearing on Wednesday, November 15, 2023, at 5:30 p.m. to receive comments on the 2024-2029 Draft Strategic Plan.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (Oct. 6).** Sullivan said Steven Hershkowitz, from Washington State Department of Commerce, presented an overview on the Interagency Electric Vehicle Coordinating Council's (EV Council) statewide Draft Transportation Electrification Plan (TES). The vision of the plan is residents in Washington State and visitors can use an EV and have access to convenient, reliable, and affordable charging stations. The full presentation can be found here: [PowerPoint Presentation \(trpc.org\)](#). The Draft Transportation Electrification Strategy (TES) link: [Transportation Electrification Strategy - Washington State Department of Commerce](#)

Katrina Van Every and Paul Brewster provided an overview of the Draft Thurston Regional Transportation Plan which is a model for expanding and enhancing a countywide shared-use trail network. The vision of the plan 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. 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 Council will be asked to take action to adopt the plan at their December 1, 2023, meeting. The full presentation can be found here: [Thurston Regional Trails Plan Update \(trpc.org\)](#)

Executive Director Marc Daily announced Councilmember Wheatly is no longer able to represent TRPC on the PSRC Growth Management Policy Board and asked for volunteers to represent TRPC. Daily volunteered to be the staff representative if no Councilmembers were available. Councilmember Stearns volunteered to represent TRPC at the PSRC's Growth Management Policy Board meetings. The Council approved to appoint Councilmember Stearns to serve in coordination with Daily as the Council's representative to the PSRC's Growth Management Policy Board.

Senior Planner Veronica Jarvis reviewed the proposed legislative priorities for the 2024 Legislative Session: Continue to prioritize funded projects. I-5 Mounts Road through Marvin Road, Yelm Bypass, and roundabouts on Highway 507 near Yelm; To account for inflation since 1990 and expanded duties - double state funding to Regional Transportation Planning Organizations; Permanently make Metropolitan Planning Organizations (MPO) and Regional Transportation Planning

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Organizations (RTPO) eligible for regional mobility grants through WSDOT. The full presentation can be found here: [Thurston County Bicycle Map \(trpc.org\)](https://trpc.org).

- B. Transportation Policy Board (Oct. 11).** Belk said the TPB received a presentation from representatives from Puget Sound Energy (PSE), Paul Gardner, and Kristine Rompa on PSE's Transportation Electrification Plan and programs. Belk said they're doing a lot of good stuff with education and outreach and it's exciting they have good multifamily residential charging options and workplace and business charging programs. They have fleet charging to help the school districts and municipalities, or other community organizations electrify their fleets.
- C. Community Advisory Committee (Oct. 16).** Eliane Wilson reported the CAC received a presentation on the Draft 2024 Budget and the 2024-2029 Strategic Plan. They also received the Marketing and Communications overview including the focus groups. The CAC will be conducting a self-assessment survey that was placed on hold during the pandemic. The members conducted nominations of new Officers for 2024 and the election will be held at their November meeting. Wilson was nominated for Chair and Ty Flint was nominated for Vice Chair.

INTERIM GENERAL MANAGER'S REPORT

A new Operator class of 17 started Monday, October 9. The class includes two returning Operators who worked with us previously whose change in life circumstances luckily brought them back to us. This is a wonderful, positive group of people and they will attend a future ITA meeting for introductions.

Ride scheduling software VIA, used for booking trips for Village Vans and DAL services, was implemented, and is going smoothly. Special thanks to DAL staff and interns for putting in many extra hours of time to make sure transportation for our most vulnerable community members doesn't miss a beat. The VIA platform is also used for micro-transit and innovative service zones in other systems, which will be helpful as we research providing similar services in the future.

The U. S. Department of Energy announced it will be awarding up to \$1 billion to fund a hydrogen hub in the Northwest. The Pacific Northwest Hydrogen Hub was one of seven Hubs awarded, out of an original applicant group of 79 proposals and a review process that started in December 2022. USDOE and the Pacific NW Hydrogen Hub Association, the organization leading the hub effort, will begin negotiations this fall to determine the final list of projects and level of funding.

The PNWH2 Hub includes the states of Washington, Oregon, and Montana. The groups participating in the Pacific Northwest Hydrogen Hub include two agencies very nearby in Lewis County: Centralia College and Twin Transit.

AUTHORITY ISSUES - None

EXECUTIVE SESSION - Review Qualifications of Recommended General Manager Applicants *(Heather Stafford)*

In accordance with RCW 42.30.110, paragraph (1) (g), Chair Gilman recessed the meeting at 7:25 p.m. to go into an Executive Session to review the qualifications of the recommended General Manager applicants. He announced the Authority would be in Executive session until 7:45 p.m.

Those attending included: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; 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 Representatives Sue Pierce and Don Melnick; Labor Representative Mark Neuville; Heather Smith; Alana Neal; and Legal Counsel, Jeff Myers.

The Authority reconvened to regular session at 7:47 p.m.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:51 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

Pat Messmer
Clerk to the Authority

Date Approved: November 15, 2023

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

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
General Manager Interviews
October 26, 2023

CALL TO ORDER

Chair Gilman called the October 26, 2023, Special Meeting of the Intercity Transit Authority to order at 9:01 a.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Community Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Community Representative Don Melnick; Community Representative Sue Pierce; Labor Representative (alternate) Kierstin Price.

Others Present: Heather Stafford Smith, IT Leadership Panel (*Alana Neal, Peter Stackpole, Kevin Karkoski, Dan MacMillan and Jana Brown*); Employee Panel (*Jon Licht, Jessica Gould, Magic Aguinaga, Eric Trefsgar, Amy Zurfluh, Neil Ward*); Tour Guides, Facilitators, Observers (*Steve Krueger, Jonathon Yee, Katie Cunningham, Dena Withrow, Claudia Green, Amanda Collins, Hanah Toulme, Lee Peterson, Paul Bedford, Cameron Crass, Jason Aguero, Joy Gerchak*); Pat Messmer and Jeff Myers, Legal Counsel.

REVIEW OF PROCESS

Chair Gilman welcomed and thanked everyone for participating in the interview process. Zurfluh explained the interview process and asked if anyone had any questions. She asked the panel and other participants to meet back in the boardroom starting at 1:15 p.m. to debrief with the Authority members.

DEBRIEF

All members involved in the interview process reconvened to the Board room at 1:11 p.m. All participants shared their opinions about each candidate's strengths and shared their impressions and concerns about each candidate. The Authority thanked everyone for their participation in the process.

EXECUTIVE SESSION

In accordance with RCW 42.30.110, paragraph (1) (g), Chair Gilman recessed the special meeting at 2:58 p.m. to go into an Executive Session to evaluate the qualifications of the General Manager applicants for public employment. He announced the Authority would be in Executive session until approximately 3:30 p.m. No action is expected.

Special Meeting Minutes
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Members Present: Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Community Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; Community Representative Don Melnick; Community Representative Sue Pierce; Labor Representative (alternate) Kierstin Price.

Others Present: Heather Stafford Smith, Administrative Services Director; Jeff Myers, Legal Counsel; and Pat Messmer, Clerk of the Board.

The Authority reconvened the special meeting at 3:37 p.m.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the special meeting at 3:37 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman

Pat Messmer
Clerk to the Authority

Date Approved: November 15, 2023

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

**Intercity Transit
Payroll Disbursement List
October 2023**

Pay Periods:

PP 21 (Sep 24 - Oct 7)

PP 22 (Oct 8 - 21)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
10/2/2023 ACH	CA Child Support (SEP)	253.84
10/13/2023 ACH	PR DIRECT DEPOSIT	926,590.88
10/13/2023 38221 - 38223	PR PAPER CHECKS	5,817.26
10/13/2023 ACH	IRS	150,883.52
10/13/2023 ACH	HEALTH SAVING	92.59
10/13/2023 ACH	VANGUARD	123,695.97
10/13/2023 ACH	PERS	211,356.54
10/13/2023 ACH	DEF COMP	36,323.57
10/13/2023 ACH	ICMA	13,956.90
10/13/2023 ACH	CHILD SUPPORT	2,457.36
10/20/2023 ACH	L&I Q3	234,792.66
10/27/2023 ACH	PR DIRECT DEPOSIT	917,096.76
10/27/2023 38324 - 38340	PR PAPER CHECKS	32,100.74
10/27/2023 ACH	IRS	156,608.71
10/27/2023 ACH	HEALTH SAVING	92.59
10/27/2023 ACH	VANGUARD	124,749.32
10/27/2023 ACH	PERS	217,753.75
10/27/2023 ACH	DEF COMP	37,278.14
10/27/2023 ACH	ICMA	13,636.55
10/27/2023 ACH	CHILD SUPPORT	2,457.36
10/30/2023 ACH	AFLAC	11,862.06
Total Payroll Disbursements		3,219,857.07

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

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor No.</u>	<u>Payee</u>	<u>Amount</u>
38130	10/02/23	01567	CANON FINANCIAL SERVICES INC.	\$896.88
38131	10/02/23	01895	ECOLUBE RECOVERY LLC	\$540.00
38132	10/02/23	02060	AMERISAFE INC.	\$1,396.13
38133	10/02/23	02065	AMIS WILLIAM	\$14.00
38134	10/02/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,600.18
38135	10/02/23	06060	CITY OF OLYMPIA	\$111,864.64
38136	10/02/23	06120	CITY OF OLYMPIA (UTILITIES)	\$7,591.16
38137	10/02/23	06836	CONTINENTAL BATTERY SYSTEMS	\$2,399.28
38138	10/02/23	07220	CUMMINS INC.	\$1,640.99
38139	10/02/23	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
38140	10/02/23	07640	DAY MANAGEMENT CORP	\$4,324.16
38141	10/02/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$322.20
38142	10/02/23	09180	EXPRESS SERVICES INC	\$1,668.80
38143	10/02/23	09662	FERRELLGAS LP	\$3,051.19
38144	10/02/23	10477	GALLS PARENT HOLDINGS LLC	\$3,128.62
38145	10/02/23	10580	GENE'S TOWING INC	\$119.58
38146	10/02/23	10660	GILLIG LLC	\$7,318.48
38147	10/02/23	10759	GORDON TRUCK CENTERS INC	\$1,667.32
38148	10/02/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,577.50
38149	10/02/23	11281	HK CURRY LLC	\$1,383.39
38150	10/02/23	11831	INTRADO LIFE & SAFETY INC.	\$547.50
38151	10/02/23	11933	JESSE ORNDORFF	\$489.69
38152	10/02/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38153	10/02/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,834.19
38154	10/02/23	15196	NORTHLAND SAFETY SOLUTIONS LLC	\$5,500.00
38155	10/02/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$2,299.83
38156	10/02/23	16595	PACIFIC POWER GROUP LLC	\$263.10
38157	10/02/23	16841	PIONEER FIRE & SECURITY INC.	\$2,265.21
38158	10/02/23	17900	SCHETKY NORTHWEST SALES INC.	\$1,089.75
38159	10/02/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,484.21
38160	10/02/23	18530	STANDARD PARTS CORP.	\$841.84
38161	10/02/23	18540	STANTEC CONSULTING SERVICES INC	\$5,518.70
38162	10/02/23	18743	SWANN BILLY	\$10.00
38163	10/02/23	18744	SWANTEK WILLIAM	\$10.00
38164	10/02/23	21950	TITUS-WILL CHEVROLET	\$7,168.85
38165	10/02/23	22010	ROTTERS INC.	\$208.37
38166	10/02/23	23641	UNITED STATES TREASURY	\$35.50
38049	10/04/23	11097	HART HEALTH AND SAFETY INC. - VOID	(\$1,671.19)

38167	10/09/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$9,557.48
38168	10/09/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$2,383.12
38169	10/09/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$773.01
38170	10/09/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$12,253.16
38171	10/09/23	03023	BACKUPIFY INC.	\$1,111.50
38172	10/09/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$67,352.00
38173	10/09/23	06040	CITY OF LACEY	\$3,069.62
38174	10/09/23	07220	CUMMINS INC.	\$16,275.92
38175	10/09/23	07619	DAVID S FOSTER	\$2,000.00
38176	10/09/23	08487	DYNAMIC COLLECTORS INC.	\$1,387.56
38177	10/09/23	08840	JEMMA INC.	\$7,380.56
38178	10/09/23	09180	EXPRESS SERVICES INC	\$1,668.80
38179	10/09/23	09662	FERRELLGAS LP	\$3,410.16
38180	10/09/23	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$2,064.08
38181	10/09/23	10251	FRUITION GROWTH LLC	\$5,358.85
38182	10/09/23	10580	GENE'S TOWING INC	\$433.85
38183	10/09/23	10608	GEOENGINEERS INC.	\$12,303.33
38184	10/09/23	10660	GILLIG LLC	\$0.00
38185	10/09/23	10660	GILLIG LLC	\$8,125.12
38186	10/09/23	10758	GORDON THOMAS HONEYWELL LLP	\$7,350.00
38187	10/09/23	10759	GORDON TRUCK CENTERS INC	\$3,459.25
38188	10/09/23	10786	GOVERNMENTJOBS.COM INC.	\$1,510.17
38189	10/09/23	11615	INDUSTRIAL HYDRAULICS INC.	\$41.46
38190	10/09/23	11805	ITERIS INC	\$36,475.08
38191	10/09/23	11943	JOANNA GRIST	\$2,000.00
38192	10/09/23	12665	KGY INC.	\$1,500.00
38193	10/09/23	12875	KPFF CONSULTING ENGINEERS INC	\$2,119.52
38194	10/09/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,027.90
38195	10/09/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$1,191.53
38196	10/09/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$2,318.67
38197	10/09/23	13726	M & S COLLISION LLC	\$2,316.68
38198	10/09/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,446.66
38199	10/09/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
38200	10/09/23	15203	NORTHWEST CASCADE INC	\$9,912.54
38201	10/09/23	16262	OPENSQUARE HOLDINGS	\$1,445.40
38202	10/09/23	16595	PACIFIC POWER GROUP LLC	\$130.75
38203	10/09/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNTY	\$855.82
38204	10/09/23	17290	PUGET SOUND ENERGY	\$889.35
38205	10/09/23	17580	RECARO NORTH AMERICA INC.	\$959.45
38206	10/09/23	17861	SAMBA HOLDINGS INC.	\$623.91
38207	10/09/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,838.17
38208	10/09/23	18052	SHEA CARR & JEWELL INC.	\$1,710.99
38209	10/09/23	18066	SHI INTERNATIONAL CORP.	\$4,898.79
38210	10/09/23	18101	SIJ HOLDINGS LLC	\$1,787.50
38211	10/09/23	18469	SPORTWORKS GLOBAL LLC	\$425.93
38212	10/09/23	18530	STANDARD PARTS CORP.	\$282.38
38213	10/09/23	21659	THERMO KING NORTHWEST INC.	\$6,000.00

38214	10/09/23	21950	TITUS-WILL CHEVROLET	\$1,597.88
38215	10/09/23	22100	TRANSIT SOLUTIONS LLC	\$389.07
38216	10/09/23	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$587.00
38217	10/09/23	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$916.13
38218	10/09/23	24755	WA ST HEALTH CARE AUTHORITY	\$648,025.94
38219	10/09/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$250.00
38220	10/09/23	25909	WEX BANK	\$45,737.99
38224	10/16/23	01405	ADVANCE GLASS INC.	\$1,284.98
38225	10/16/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$5,148.98
38226	10/16/23	02060	AMERISAFE INC.	\$152.15
38227	10/16/23	02565	ASPHALT PATCH SYSTEMS INC	\$2,945.00
38228	10/16/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$3,500.00
38229	10/16/23	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$43.10
38230	10/16/23	07220	CUMMINS INC.	\$0.00
38231	10/16/23	07220	CUMMINS INC.	\$7,210.26
38232	10/16/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$504.54
38233	10/16/23	08091	DSI MEDICAL SERVICES	\$3,312.00
38234	10/16/23	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$331.52
38235	10/16/23	09180	EXPRESS SERVICES INC	\$1,668.80
38236	10/16/23	09662	FERRELLGAS LP	\$2,456.70
38237	10/16/23	09961	FORMA CONSTRUCTION COMPANY	\$630,542.02
38238	10/16/23	10477	GALLS PARENT HOLDINGS LLC	\$1,068.59
38239	10/16/23	10660	GILLIG LLC	\$4,419.15
38240	10/16/23	10759	GORDON TRUCK CENTERS INC	\$1,878.69
38241	10/16/23	11905	JANEK CORPORATION - THE	\$657.00
38242	10/16/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$3,602.05
38243	10/16/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,757.20
38244	10/16/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38245	10/16/23	14670	MNS MARKETING LLC	\$143.45
38246	10/16/23	14682	MSG ARCHITECTS INC.	\$1,200.00
38247	10/16/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,640.08
38248	10/16/23	16490	HAROLD LEMAY ENTERPRISES	\$1,610.31
38249	10/16/23	16623	PALAMERICAN SECURITY INC.	\$85,772.97
38250	10/16/23	16765	PETROCARD INC.	\$197,601.21
38251	10/16/23	17290	PUGET SOUND ENERGY	\$20,947.65
38252	10/16/23	17505	RAINIER DODGE INC.	\$4,747.77
38253	10/16/23	17792	ROUSH CLEANTECH LLC	\$361.35
38254	10/16/23	17900	SCHETKY NORTHWEST SALES INC.	\$2,055.83
38255	10/16/23	17903	TAPANI INC.	\$155,198.39
38256	10/16/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$545.09
38257	10/16/23	18052	SHEA CARR & JEWELL INC.	\$3,230.64
38258	10/16/23	18530	STANDARD PARTS CORP.	\$583.72
38259	10/16/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$29,548.41
38260	10/16/23	21950	TITUS-WILL CHEVROLET	\$756.74
38261	10/16/23	21985	TOTAL FILTRATION SERVICES INC.	\$125.15
38262	10/16/23	22235	TREW ENTERPRISE LLC	\$1,167.27
38263	10/16/23	22317	TSG INDUSTRIES LLC	\$18,286.80

38264	10/16/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38265	10/16/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$76,343.73
38266	10/16/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38267	10/16/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$19,770.83
38268	10/16/23	23641	UNITED STATES TREASURY	\$35.50
38269	10/16/23	24000	W. W. GRAINGER INC.	\$947.57
38270	10/16/23	24030	WA ST AUDITOR'S OFFICE	\$34,155.38
38271	10/16/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$38,832.54
38272	10/16/23	25858	WESTCARE CLINIC INC. PS	\$765.00
38273	10/23/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,883.07
38274	10/23/23	01895	ECOLUBE RECOVERY LLC	\$114.00
38275	10/23/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$2,488.34
38276	10/23/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,828.93
38277	10/23/23	02828	AVAIL TECHNOLOGIES INC	\$2,671.80
38278	10/23/23	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,858.33
38279	10/23/23	05340	CAPITOL COURIER SERVICE	\$222.51
38280	10/23/23	06120	CITY OF OLYMPIA (UTILITIES)	\$1,024.01
38281	10/23/23	06836	CONTINENTAL BATTERY SYSTEMS	\$625.13
38282	10/23/23	07220	CUMMINS INC.	\$4,856.93
38283	10/23/23	07780	DELL MARKETING LP	\$34,456.25
38284	10/23/23	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,352.19
38285	10/23/23	09180	EXPRESS SERVICES INC	\$3,337.60
38286	10/23/23	09662	FERRELLGAS LP	\$0.00
38287	10/23/23	09662	FERRELLGAS LP	\$5,198.55
38288	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38289	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38290	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38291	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38292	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38293	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38294	10/23/23	10477	GALLS PARENT HOLDINGS LLC	\$10,323.64
38295	10/23/23	10580	GENE'S TOWING INC	\$217.40
38296	10/23/23	10660	GILLIG LLC	\$12,144.74
38297	10/23/23	10744	GOEBEL SEPTIC TANK SERVICE INC.	\$237.82
38298	10/23/23	10759	GORDON TRUCK CENTERS INC	\$1,877.82
38299	10/23/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,542.11
38300	10/23/23	11831	INTRADO LIFE & SAFETY INC.	\$273.75
38301	10/23/23	11933	JESSE ORNDORFF	\$1,437.74
38302	10/23/23	12573	KEUM KWANG	\$40.00
38303	10/23/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,343.95
38304	10/23/23	16595	PACIFIC POWER GROUP LLC	\$20.55
38305	10/23/23	16701	PEAK INDUSTRIAL INC.	\$50.05
38306	10/23/23	16765	PETROCARD INC.	\$77,802.80
38307	10/23/23	16969	POINT GRAPHICS LLC	\$857.28
38308	10/23/23	16974	POMP'S TIRE SERVICE INC.	\$882.34
38309	10/23/23	17420	R&R TIRE COMPANY INC.	\$1,883.49
38310	10/23/23	17560	ROMAINE ELECTRIC CORP.	\$2,409.00

38311	10/23/23	17708	RICKER STEVE	\$50.00
38312	10/23/23	17900	SCHETKY NORTHWEST SALES INC.	\$763.97
38313	10/23/23	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	\$5,600.00
38314	10/23/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$2,637.24
38315	10/23/23	18210	SME SOLUTIONS LLC	\$1,358.91
38316	10/23/23	18530	STANDARD PARTS CORP.	\$1,739.41
38317	10/23/23	18540	STANTEC CONSULTING SERVICES INC	\$157,778.95
38318	10/23/23	21950	TITUS-WILL CHEVROLET	\$822.30
38319	10/23/23	22010	ROTTERS INC.	\$117.69
38320	10/23/23	22100	TRANSIT SOLUTIONS LLC	\$1,636.05
38321	10/23/23	23835	VIA TRANSPORTATION INC.	\$31,966.50
38322	10/23/23	25858	WESTCARE CLINIC INC. PS	\$510.00
38323	10/23/23	26861	WESTERN GRAPHICS INC.	\$1,084.05
38341	10/30/23	01780	AMALGAMATED TRANSIT UNION 1765	\$23,449.15
38342	10/30/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$115.24
38343	10/30/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$5,241.11
38344	10/30/23	05996	CHIP GEORGE INC.	\$3,512.21
38345	10/30/23	07220	CUMMINS INC.	\$8,195.07
38346	10/30/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$248.30
38347	10/30/23	09180	EXPRESS SERVICES INC	\$1,668.80
38348	10/30/23	09205	ERF COMPANY INC.	\$550.00
38349	10/30/23	09662	FERRELLGAS LP	\$3,487.45
38350	10/30/23	10180	FREEDMAN SEATING COMPANY	\$4,582.16
38351	10/30/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38352	10/30/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38353	10/30/23	10477	GALLS PARENT HOLDINGS LLC	\$3,320.53
38354	10/30/23	10580	GENE'S TOWING INC	\$528.57
38355	10/30/23	10660	GILLIG LLC	\$7,302.83
38356	10/30/23	10759	GORDON TRUCK CENTERS INC	\$1,245.38
38357	10/30/23	11097	HART HEALTH AND SAFETY INC.	\$851.56
38358	10/30/23	11805	ITERIS INC	\$34,492.16
38359	10/30/23	12456	KASHIWAGI BUCACHI JOSEPH	\$4,000.00
38360	10/30/23	12856	KNOWBE4 INC.	\$262.91
38361	10/30/23	13726	M & S COLLISION LLC	\$2,258.67
38362	10/30/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38363	10/30/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,310.48
38364	10/30/23	16888	REXEL USA INC.	\$47.35
38365	10/30/23	16974	POMP'S TIRE SERVICE INC.	\$2,679.35
38366	10/30/23	17505	RAINIER DODGE INC.	\$753.18
38367	10/30/23	17792	ROUSH CLEANTECH LLC	\$842.49
38368	10/30/23	17900	SCHETKY NORTHWEST SALES INC.	\$2,376.52
38369	10/30/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$740.61
38370	10/30/23	18052	SHEA CARR & JEWELL INC.	\$481.87
38371	10/30/23	18530	STANDARD PARTS CORP.	\$829.06
38372	10/30/23	18711	SUNSET AIR INC.	\$1,033.31
38373	10/30/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,989.22
38374	10/30/23	22010	ROTTERS INC.	\$1,177.66

38375	10/30/23	22100	TRANSIT SOLUTIONS LLC	\$49,574.48
38376	10/30/23	22420	ALLEN WALTON	\$520.13
38377	10/30/23	23641	UNITED STATES TREASURY	\$35.50
38378	10/30/23	23660	UNITED WAY OF THURSTON COUNTY	\$661.00
38379	10/30/23	23715	URBAN SOLAR CORPORATION	\$751.61
38380	10/30/23	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$318.24
38381	10/30/23	24000	W. W. GRAINGER INC.	\$342.03
38382	10/30/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$8,542.56
38383	10/30/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
38384	10/30/23	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$2,988.00
38385	10/30/23	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$77,335.07
38386	10/30/23	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$45,240.07
38387	10/30/23	26700	ZEIGLERS WELDING INC.	\$1,314.00
ACH	10/02/23		AUTHORIZE.NET	\$133.07
ACH	10/03/23		AUTHORIZE.NET	\$73.17
ACH	10/06/23		AGUERO JASON	\$361.58
ACH	10/06/23		BERGKAMP EMILY	\$253.31
ACH	10/06/23		BICE JR. RONALD	\$20.00
ACH	10/06/23		COFFMAN ROBERT	\$1,153.50
ACH	10/06/23		CUNNINGHAM KATIE	\$253.31
ACH	10/06/23		FERRIS TAMMY	\$253.31
ACH	10/06/23		HALL RAYMOND	\$95.00
ACH	10/06/23		HEINEMEYER ZACHARY R.	\$76.00
ACH	10/06/23		LAFONTAINE ROBERT	\$253.31
ACH	10/06/23		MAVERICK MICHAEL	\$253.31
ACH	10/06/23		MERKEL MIRRA	\$60.00
ACH	10/06/23		OWSLEY STEVEN	\$1,173.50
ACH	10/06/23		SLOBOJAN TAYLOR M.	\$33.19
ACH	10/06/23		SNYDER WILLIAM	\$262.15
ACH	10/06/23		SUTHERBY BRIAN	\$253.31
ACH	10/06/23		WILLIAMS JORDAN	\$85.00
ACH	10/06/23		WOOTEN ZION	\$20.00
ACH	10/06/23		YEE JONATHON	\$150.65
ACH	10/13/23		ALFONSO CHRISTOPHER	\$52.06
ACH	10/13/23		DELANCY ARTHUR	\$85.00
ACH	10/13/23		MARYOTT KIERA	\$264.07
ACH	10/20/23		AINUU DYLAN	\$5.00
ACH	10/20/23		BURKE THOMAS K.	\$245.00
ACH	10/20/23		CAMPBELL TAYLOR	\$20.00
ACH	10/20/23		CHATMAN ELANDRA	\$75.00
ACH	10/20/23		DEPARTMENT OF REVENUE	\$1,440.68
ACH	10/20/23		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,513.87
ACH	10/26/23		COFFMAN ROBERT	\$385.00
ACH	10/27/23		AGUERO JASON	\$1,681.29
ACH	10/27/23		DANIELS CLAIRE	\$17.01
ACH	10/27/23		DREYER GLENN	\$85.00
ACH	10/27/23		FERRIS TAMMY	\$81.27

ACH	10/27/23	GOFFENEY ANDREW	\$17.00
ACH	10/27/23	HANNER JASON	\$352.31
ACH	10/27/23	KENNEY MATT	\$17.01
ACH	10/27/23	OWSLEY STEVEN	\$385.00
ACH	10/27/23	PAUL DENISE	\$39.21
ACH	10/27/23	SUTHERBY BRIAN	\$107.50
ACH	10/27/23	SWAN STEPHEN	\$17.01
ACH	10/30/23	BAIR ALYSIA	\$174.15
ACH	10/30/23	GREEN CLAUDIA	\$386.28
ACH	10/30/23	IT PROJECT ASSISTANCE	\$920.00
ACH	10/30/23	IT WELLNESS	\$1,169.50
ACH	10/30/23	LASLIE CRAIG	\$66.45
ACH	10/30/23	SLOBOJAN TAYLOR M.	\$122.51
ACH	10/30/23	TOULME HANNAH	\$650.12
ACH	10/31/23	NEAL ALANA	\$310.61
			<u><u>\$3,275,627.83</u></u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: November 15, 2023

FOR: Intercity Transit Authority
FROM: Noelle Gordon, Procurement Coordinator, 360-705-5857
SUBJECT: Surplus Dial-A-Lift Vehicles

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- 1) **The Issue:** Whether or not to declare the vehicles in Exhibit A as surplus.
-
- 2) **Recommended Action:** Declare the vehicles listed in Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
-
- 4) **Background:** Staff is requesting the Authority declare the Dial-A-Lift (DAL) vehicles listed in Exhibit A as surplus. These vehicles have exceeded their useful life, have been fully depreciated, and will be replaced by new DAL vehicles due to arrive in early 2024. Due to space constraints on the property, we are beginning the surplus process in advance. This will allow us to offer the vehicles for direct purchase by other public agencies as soon as possible. Any vehicles not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total estimated fair market value of the vehicles listed in Exhibit A is estimated at \$135,000.
-
- 5) **Alternatives:**
- A. Declare the vehicles listed in Exhibit A as surplus. Staff determined there is no longer a need to retain these items upon receipt of the arrival of the new replacement DAL vehicles.
 - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - C. Retain all items. Storage availability on-site and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account. The vehicles listed in Exhibit A were not purchased using Federal funds.
-
- 7) **Goal Reference: Goal No. 3:** *"Maintain a safe and secure operating system."*
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- 8) **References:** Exhibit A - Surplus Vehicles – November 2023.

EXHIBIT A
SURPLUS VEHICLES - NOVEMBER 2023

DIAL-A-LIFT VEHICLES							
ITEM	VEHICLE #	YEAR	VEHICLE MAKE/MODEL	# SEATS	MILEAGE	IT BOOK VALUE	EST. FAIR MARKET VALUE
1	151	2011	Chevrolet Eldorado	12	285746	\$0.00	\$5,000.00
2	152	2011	Chevrolet Eldorado	12	284599	\$0.00	\$5,000.00
3	153	2011	Chevrolet Eldorado	12	292366	\$0.00	\$5,000.00
4	154	2011	Chevrolet Eldorado	12	307285	\$0.00	\$5,000.00
5	155	2011	Chevrolet Eldorado	12	300387	\$0.00	\$5,000.00
6	156	2011	Chevrolet Eldorado	12	283242	\$0.00	\$5,000.00
7	157	2011	Chevrolet Eldorado	12	298454	\$0.00	\$5,000.00
8	158	2011	Chevrolet Eldorado	12	293606	\$0.00	\$5,000.00
9	159	2011	Chevrolet Eldorado	12	307158	\$0.00	\$5,000.00
10	160	2011	Chevrolet Eldorado	12	271696	\$0.00	\$5,000.00
11	161	2011	Chevrolet Eldorado	12	297169	\$0.00	\$5,000.00
12	162	2011	Chevrolet Eldorado	12	313013	\$0.00	\$5,000.00
13	163	2011	Chevrolet Eldorado	12	300008	\$0.00	\$5,000.00
14	164	2011	Chevrolet Eldorado	12	304046	\$0.00	\$5,000.00
15	165	2011	Chevrolet Eldorado	12	307320	\$0.00	\$5,000.00
16	166	2011	Chevrolet Eldorado	12	322407	\$0.00	\$5,000.00
17	167	2011	Chevrolet Eldorado	12	306141	\$0.00	\$5,000.00
18	170	2012	Chevrolet Eldorado	12	294704	\$0.00	\$5,000.00
19	171	2012	Chevrolet Eldorado	12	309456	\$0.00	\$5,000.00
20	172	2012	Chevrolet Eldorado	12	311061	\$0.00	\$5,000.00
21	173	2012	Chevrolet Eldorado	12	317062	\$0.00	\$5,000.00
22	174	2012	Chevrolet Eldorado	12	282729	\$0.00	\$5,000.00
23	175	2012	Chevrolet Eldorado	12	318224	\$0.00	\$5,000.00
24	176	2012	Chevrolet Eldorado	12	315343	\$0.00	\$5,000.00
25	177	2012	Chevrolet Eldorado	12	289883	\$0.00	\$5,000.00
26	178	2012	Chevrolet Eldorado	12	303493	\$0.00	\$5,000.00
27	179	2012	Chevrolet Eldorado	12	303433	\$0.00	\$5,000.00
TOTAL ESTIMATED SURPLUS VEHICLE FAIR MARKET VALUE							\$135,000.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: November 15, 2023

FOR: Intercity Transit Authority

FROM: Izi LeMay, Village Vans Supervisor, 360-705-5831

SUBJECT: Village Vans Program Update

1) **The Issue:** Provide a Status Report.

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

3) **Policy Analysis:** At least annually, staff provides the Authority and Community Advisory Committee status reports on various programs the agency provides.

4) **Background:** The concept of the Village Vans Program developed during collaboration of over 40 community human service organizations in the late 1990's. These groups participated in research activities to identify gaps in services to families with low or no income for reaching economic independence. In Intercity Transit's continuing quest to provide better, more reliable and innovative services, this organization took leadership in developing an effective and efficient program to help close the transportation gap.

The service, which began in February 2002, continues today facilitating access to work support activities and other necessary locations. In 2004, staff designed a Customized Job Skills Training program that doubles Village Vans' important impact by using eligible volunteer Drivers and Program Assistants. Participants receive work experience, job search coaching and skill building instruction. Passengers can travel to employment-related resources and volunteers receive significant support in advancing their professional development and reaching their employment goals.

Through an on-going assessment of transportation needs of low-income citizens, Village Vans provides a responsive and innovative service that facilitates customer transitions to economic independence. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health with less demand on limited human service resources.

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

6) **Budget Notes:** Intercity Transit was one of 17 agencies in the nation to receive the Innovative Public Transportation Workforce Development Grant (Ladders of Opportunity Initiative) for \$200,000. This was a 50% matching grant expended in FY 2019.

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 4:** *“Provide responsive transportation options within financial limitations.”* **Goal 5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”* **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 and other critical challenges in our community, such as access and equity as a service provider and as an employer.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: November 15, 2023

FOR: Intercity Transit Authority

FROM: Jonathon Yee, Fleet & Facilities Director, 360-705-5884

SUBJECT: Zero Emissions Analysis - Final Report

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- 1) **The Issue:** Staff and consultants from the Center for Transportation and the Environment (CTE) will share key information from the final report of Part One of the fleet-wide zero-emissions transition analysis project.
-
- 2) **Recommended Action:** No action is required. This presentation is for information and discussion.
-
- 3) **Policy:** The Authority has expressed interest in keeping abreast of the progress of the zero-emissions fleet transition analysis.
-
- 4) **Background:** CTE was awarded the contract for the full analysis of our fleet to gain a full understanding of the impacts and costs related to a transition to zero-emissions technology. The results of this initial analysis will provide information for decision making and development of our long-term zero-emissions transition plan.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** Multiple projects supporting the future steps are included in the 2023 budget and the proposed 2024 budget. Staff plans to initiate or continue budgeted work in the coming months.
-
- 7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”* **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:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: November 15, 2023

FOR: Intercity Transit Authority

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

SUBJECT: General Manager Employment Contract

-
- 1) **The Issue:** Whether to approve the terms and conditions negotiated with Ms. Emily Bergkamp.
-
- 2) **Recommended Action:** Approve a contract of employment with Ms. Bergkamp for the position of General Manager.
-
- 3) **Policy:** The Authority Board must approve the terms and conditions outlined in an employment contract with the agency's General Manager.
-
- 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 25 and 26. The Authority met in Executive Session on November 1, 2023, and after, in Open Session, identified Ms. Bergkamp as the preferred candidate and authorized the Chair to begin negotiating a contract of employment with her. The Chair and Ms. Bergkamp have reached a tentative agreement.
-
- 5) **Alternatives:** Defer action.
-
- 6) **Budget Notes:** N/A
-
- 7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.
-
- 8) **References:** General Manager Employment Contract.

Intercity Transit Employment Contract for General Manager

This Employment Contract (hereinafter "Contract") is entered into between Intercity Transit (hereinafter "IT") and Emily Bergkamp (hereinafter "GM") and collectively referred to as the "parties."

WHEREAS, IT is a public benefit transportation area of the State of Washington created under 36.57A RCW, whose governing body is its Authority Board (hereinafter "Board"), and

WHEREAS, the parties desire to enter into a written employment contract to establish and clarify the terms and conditions of this employment,

THEREFORE, in consideration of the employment relationship between the parties, the parties agree as follows:

1. **Duties.** Ms. Bergkamp will perform the duties of General Manager as they may be determined to be by the IT Authority Board as necessary to achieve the objectives and goals of IT. These duties include, but are not limited to the job description attached hereto as **Exhibit A**. Such duties shall also include those enumerated in the "Performance Measures" to be adopted by the Board within 90 days of starting employment.
2. **Employment Status.** Ms. Bergkamp's employment status as stated herein shall be as an employee of IT and not as an independent contractor. The GM is subject to the provisions of IT's HR Policies and Human Resources Rules, except for any deviations from such Policies and Rules that are set forth in this Agreement and provided by law.
3. **Terms of Employment.** IT hereby employs Ms. Bergkamp, and Ms. Bergkamp hereby accepts employment with IT according to the terms described in this contract, effective **November 20, 2023**. Employment shall continue until December 31, 2024, unless terminated earlier, pursuant to Section 7 of this agreement. Following January 1, 2025, the GM's employment will automatically be renewed and will continue unless either party provides written notice of its intention not to extend the term of the Contract at least 60 days prior to the applicable Renewal Date, which shall be January 1 of each succeeding year. Beginning in 2025, the parties may negotiate new terms of this Employment Contract, including the GM's wages and compensation, which may be incorporated as an addendum to this Agreement subject to Section 15.

Performance evaluations will be conducted biennially or at such intervals as determined by the Board. At each performance evaluation, the GM shall provide a written report to the Authority Board of their performance, addressing each of the "Performance Measures" adopted at the start of the performance period.

4. **Compensation.** The GM's salary is \$200,000 per annum for 2023 and 2024 with pay periods every two weeks. The Authority Board shall review the GM's salary annually. Beginning in 2025, the GM shall receive the same General Wage Adjustment given to IT's non-represented staff, usually provided in January each year. Additional adjustments to the GM's compensation may be made at the discretion of the Authority Board based on a review of IT's policy, IT's financial condition, the labor market for similar positions, the compensation provided to other IT employees, the GM's performance, changes in cost of living, and such other considerations that the Authority Board may deem relevant.

The position of GM is an exempt position under the provisions of the Fair Labor Standards Act. As such, the GM shall not be bound by the record keeping or overtime provisions of the Act.

5. **Benefits.** Except as is otherwise provided herein, the GM will receive those benefits available to regular full-time IT employees. Upon employment on November 16, 2023, the GM's annual vacation/leave accrual is set at 23 days per year, and increasing to 24 days per year on February 1, 2024. The GM agrees to schedule their vacation leave at such times as are mutually convenient for both parties.

5.1 The GM shall accrue and may utilize vacation leave, sick leave, and holiday leave consistent with IT personnel policies, except IT shall provide an additional five days of personal leave per year in January. Vacation leave may accumulate to 720 hours. Annually, the GM may elect to have IT buy down her vacation leave at her earned rate of pay.

5.2 IT agrees to pay the premiums for medical, dental, life and other insurance policies as elected by Employee under IT's offered plans, for the GM, her dependent children, spouse or domestic partner.

5.3 IT shall pay pension and 401K deferred compensation contributions consistent with IT policy. In addition, IT shall pay 12.5 % of the GM's salary to the 457 plan of her choice.

6. **Expenses.** Reasonable expenses incurred by GM as a result of work-related activities will be reimbursed according to IT policy.

7. **Termination.**

- (a) Termination of this Contract occurs by its expiration according to its terms or upon written notice by a party.

- (b) IT may immediately terminate this Contract with GM for cause. IT will give written notice of termination for cause.

Definition of "Cause." For purposes of this Agreement, "Cause" shall mean: (i) the death of the GM; (ii) the permanent disability of the GM, which shall be defined as the inability of the GM, as a result of physical or mental illness or incapacity, to

substantially perform their duties pursuant to this Agreement for a period of one hundred eighty (180) days during any twelve (12) month period; (iii) the GM's conviction of a felony or of a crime involving dishonesty or moral turpitude, including, without limitation, any act or crime involving misappropriation or embezzlement of IT's assets or funds; (iv) willful or material wrongdoing by the GM, including, but not limited to, acts of dishonesty or fraud, or other conduct which could be expected to have a materially adverse effect, monetarily or otherwise, on the Agency or its reputation, as determined by IT and its Authority Board; (v) material breach by the Executive of a material obligation under this Agreement or of his fiduciary duty to the Agency; or (vi) the GM's violation of any applicable local, state or federal law or regulation affecting IT in any material respect, as determined by IT and its Authority Board.

The Authority Board has sole discretion to investigate whether termination for cause is appropriate. If the Authority Board undertakes an investigation to determine the appropriateness of termination for cause, the Authority Board may place the GM on paid administrative leave during that investigation.

The Authority Board shall provide the GM with notice of any deficiency which it considers to be sufficient for a termination for cause and allow the GM an opportunity to respond.

No benefits or compensation will be paid to the GM for any period after the date of termination for cause.

- (c) If the GM chooses to terminate this Contract, she must give IT sixty (60) days' notice to the IT Authority Board Chair.
- (d) If IT terminates this Contract for its own convenience, IT will give the GM sixty (60) days' notice. After sixty (60) days from the date of notice, this Contract terminates without further liability to either party. All accrued vacation leave will be paid out at the time of departure according to IT policy. The Authority Board may elect to immediately relieve the GM of their obligation to perform services at the time of notice. In that case, the Authority Board must still pay the GM for the time remaining under the sixty (60) days' notice.
- (e) Upon the termination of this Contract for any reason, or in the case of sixty (60) days' notice of termination of the Contract where the Authority Board immediately relieves the GM of their obligation to perform services, the GM shall immediately return to IT all agency property, including but not limited to IT equipment, IT documents, credit cards and keys.

8. **No Waiver of Terms.** The failure of either the GM or IT to require the performance of any terms or conditions of this Contract, or the waiver by either the GM or IT of any breach of

this Contract, shall not prevent a subsequent enforcement of any term or condition nor be deemed to be a waiver of any subsequent breach by either the GM or IT.

9. **Disputes.** This Contract shall be interpreted under the laws of the State of Washington. Venue shall be Thurston County, Washington. If any portion of this Contract is determined to be void or unenforceable, the remaining portion of the Contract shall remain in full force and effect. The sole and exclusive remedy for disputes over this Contract and/or the GM's employment with IT shall be arbitration. Arbitration shall be held by the American Arbitration Association under its rules and procedures. Costs of any such arbitration shall be borne equally by the GM and IT and each side shall be responsible for their own costs and attorney's fees.
10. **Indemnification.** Notwithstanding the liability protections provided under state law, IT agrees to defend, hold harmless and indemnify the GM upon filing of any action or proceeding for damages arising from acts or omissions while performing or in good faith purporting to perform their official duties, unless the act or omission involved constitutes willful, reckless, or grossly negligent conduct. IT or its insurers reserve the right to select counsel, litigate, compromise, or settle any such claim or suit at their sole discretion, and shall pay any monetary judgment against the GM arising from such matters. If IT's counsel is unable to represent the GM, the GM may request and IT shall not unreasonably refuse to provide independent legal representation at IT's expense.
11. **Integration.** This Contract constitutes the entire agreement between the parties. It supersedes all prior agreements or understandings between the parties. This Contract may be modified from time to time as the parties may agree. Such modifications shall be in writing and shall be signed by the GM and the Authority Board.
12. **Severability.** Each provision, paragraph, or subparagraph of this Contract is severable from every other provision, paragraph, or subparagraph of this Contract, and constitutes a separate and distinct covenant. If any portion of this Contract is determined to be void or unenforceable in whole or in part, this determination shall not affect the remainder of the Contract.
13. **Notice.** Any notice given by a party under the terms of this Contract must be given in writing by personal service or registered or certified mail at the address provided under the parties' respective signature blocks. Each party agrees to immediately provide the other with any change in address.
14. **Opportunity to Consult with Counsel.** Each party to this Contract has had an opportunity to read the contract and consult with legal counsel. The law firm of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S. represents IT and not the GM in the negotiation of this Contract. Each party agrees that it has signed this Contract voluntarily and fully understands the terms and conditions of the Contract.

15. **Amendments.** All amendments or modifications to the terms of this Agreement must be made in writing, approved by the Board, reviewed by Counsel, and signed by the GM, the Board Chair, and Counsel.

Agreed to on this 15th day of November, 2023, at Olympia, Washington


Emily Bergkamp, General Manager
Address: 3715 Darian Street SE, Olympia, Washington, 98501

Authorized and agreed to by the Intercity Transit Authority Board's action on this 15th day of November, 2023, at Olympia, Washington.

INTERCITY TRANSIT by its Chair

Clark Gilman, Chair
Address: 510 Pattison Street SE, Olympia WA 98501

Approved as to form:



Jeffrey S. Myers
Intercity Transit Legal Counsel

Exhibit A

General Manager (Chief Executive Officer)

Summary:

Provides overall leadership and direction to all Intercity Transit services and resources. Serves as principal advisor to the Intercity Transit Authority. The General Manager establishes annual goals and objectives, short and long range plans, and policies and procedures to ensure the policy direction of the Authority is carried out in an expeditious and cost-effective manner. A primary responsibility is to serve as a representative and to strengthen relationships with other agencies, jurisdictions, state and federal regulatory agencies, local media, citizen interest groups and private businesses.

Distinguishing Characteristics:

As the General Manager, provide leadership and direction to the Senior Management Team and serves as the top-level executive responsible and accountable for interpreting and carrying out the Board's directives. Act as liaison between the Authority and all Intercity Transit employees and is sole employee answering directly to the Authority.

Essential Duties:

Duty No.	Description	Frequency
1	Directs subordinate department heads to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 10%
2	Provides Agency leadership to ensure Agency operations, services and activities are aligned with directives of the Authority, legal requirements, and established Agency mission, goals and objectives.	Daily 10%
3	Directs the operation, maintenance, and promotion of the transit system in an efficient manner providing safe, efficient, and effective service to the public.	Daily 10%
4	Monitors and evaluates the performance of departments against established objectives; reviews results with responsible parties and takes or directs corrective action as necessary.	Daily 10%
5	Develops objectives, plans, programs and policies for approval by the Transit Authority. Delegates to Senior Management the responsibility for attaining their portion of major overall objectives and for implementing Authority programs. Reviews and approves recommendations made by Senior Management members.	Daily 5%

6	Provides staff support to the Transit Authority and receives requests and assignments from the Authority as a result of Authority action and initiates appropriate action based on requests or assignments.	Daily 5%
7	Provides leadership in personnel policies and initiatives, including negotiation and administration of collective bargaining agreements, wage and benefit administration, recruitment and selection, discipline and wage levels.	Daily 5%
8	Directs the fiscal management of the Agency including the development and monitoring of accounting procedures, internal auditing, preparation of financial documents, and budget preparation and control.	Daily 5%
9	Provides the Authority with detailed oral and written information concerning Agency operations, services and activities; makes presentations regarding the current status of projects and programs; provides updates regarding the Agency's financial condition and issues affecting services and programs.	Weekly 10%
10	Represents the Agency and the Authority before local, regional, state and federal agencies and other interested parties providing information and professional consultation on matters pertaining to programs and services of the Agency.	Weekly 15%
11	Attends, chairs and conducts a variety of meetings for the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events.	Weekly 10%
12	Develops, in consultation with the Authority, an annual legislative program. Establishes contact with appropriate state and federal legislative representatives to ensure the Agency's legislative positions are represented and maintained.	Quarterly 5%
13	Performs other duties of a similar nature or level.	As Required
14	Must meet regular time and attendance standards	Always

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
October 16, 2023 - Hybrid Meeting

CALL TO ORDER

Vice Chair Grettenberger called the hybrid October 16, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Nicole Smit; Vice Chair Jihan Grettenberger; Harrison Ashby; Clair Bourgeois; Nikki Crist; Ty Flint; Betty Hauser; Lloyd Peterson; Marilyn Scott; Rachel Weber; and Eliane Wilson.

Absent: Alejandro Garcia; Ursula Euler; Trina Primm; Doug Riddels; Allison Spector; and Edwina Waehling.

Staff Present: Amanda Collins; Emily Bergkamp; Eric Phillips; Jana Brown; Nick Demerice; Peter Stackpole; Tammy Ferris; Jessica Gould; and Daniel Van Horn.

APPROVAL OF AGENDA

It was M/S/A by **CLAIR BOURGEOIS** and **TY FLINT** to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, **Carolina Mejia**, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. **October 18, 2023, ITA Meeting - Eliane Wilson**
- B. **November 1, 2023, ITA Meeting - Betty Hauser**
- C. **November 15, 2023, ITA Meeting - Trina Primm (Backup Clair Bourgeois)**

MOTION TO APPROVE MINUTES

Grettenberger noted a correction regarding member attendance that has been fixed.

It was M/S/A by **RACHEL WEBER** and **TY FLINT** to approve the **July 17, 2023, minutes**.

NEW BUSINESS

- A. **2024-2028 Capital Improvement Plan** (*Jana Brown*) Jana Brown serves as the Chief Financial Officer for Intercity Transit and presented an update on the 2024-2028 Capital Improvement Plan (CIP). Brown explained that the plan is a five-year framework that provides guidance and direction for the agency's capital investment needs; the plan is also flexible and will be updated annually to account for changes in policy and funding opportunities. Brown discussed that the plan lays the foundation to support the Transportation Development Plan (TDP), the Transportation Improvement Program (TIP), and the Strategic Plan for Intercity

Transit services. She reviewed benefits of having a Capital Improvement Plan that include having a platform to fulfill anticipated needs rather than reacting in the moment, forecasting anticipated cashflow activity, allowing for better investment opportunities, positioning Intercity Transit to secure grant opportunities, and reviewing future capital and increased maintenance demands to prioritize based on long-term goals. Finally, Brown highlighted that the CIP is a document to inform the public and tell our story about goals for future investments and continual planning for future growth and service improvements.

For the 2024-2028 Capital Improvement Plan (CIP), other agency projects placed different time constraints on its implementation. Brown explained that the typical timeline for future CIP updates will begin in March with final adoption in June, alongside the Transportation Improvement Program. All divisions of Intercity Transit were involved in the CIP process and Brown gave special recognition to Jonathon Yee, Julie DeRuwe, Jason Aguero, and Peter Stackpole for their hard work to gather information for the CIP document. She also thanked Jessica Gould, Intercity Transit’s Grants Program Manager who assisted with the funding plan and reviewing the document.

The CIP included new project categories that are regulated by the Federal Transportation Administration (FTA) and align with required reporting. Brown provided history that in prior years, Intercity Transit staff manually assembled data for FTA reporting. However, with the new structure and software, the required reporting data will be readily available and consistent to ensure proper reporting. The categories include Guideway, Passenger Stations, Administrative Buildings, Maintenance Buildings, Revenue Vehicles, Service Vehicles (nonrevenue), Communications and Information Systems, and Other. The CIP further defines each category starting in the introduction on page one of the document.

CIP 2024-2028

Total by Category	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Total Guideway (6100)	\$ 5,280,000	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ 15,280,000
Total Passenger Stations (6200)	3,122,084	1,362,983	1,300,000	-	-	5,785,067
Total Administrative Buildings (6300)	19,739,390	19,739,390	8,141,641	-	-	47,620,421
Total Maintenance Buildings (6400)	6,478,750	-	-	-	-	6,478,750
Total Revenue Vehicles (6500)	17,256,633	4,351,879	12,827,143	5,356,282	16,518,072	56,310,009
Total Service Vehicles (6600)	982,385	629,502	141,400	100,913	172,264	2,026,464
Total Communications & Information Systems (6800)	3,945,316	1,600,115	1,325,000	100,000	290,000	7,260,431
Total Other (6900) Furniture & Equipment	5,576,840	2,963,387	1,185,920	1,205,920	150,000	11,082,067
Total Other (6900) Shelters, Signs and passenger ameniti	2,282,438	1,514,026	-	-	-	3,796,464
Total Other (6900)	600,000	-	-	-	-	600,000
Total Capital Investment by Year	\$65,263,836	\$37,161,282	\$29,921,104	\$6,763,115	\$17,130,336	\$156,239,673

Brown displayed the cost summary of the CIP, which was summarized for presentation purposes. More detailed information regarding costs is available starting on page 6 of the document. She highlighted the total cost for 2024, which is \$65.3 million and reflected in the 2024 budget, and remaining years in the plan. Each year, Brown and staff will review and adjust the CIP based on new information, priority needs, and funding opportunities. Based on current needs, the anticipated total for all projects for the upcoming five years is \$156 million. The CIP also captures what is known at the time for funding these projects. The years 2024-2025 reflect the grants that have already been awarded, which is different from previous years when staff made assumptions based on past experiences and knowledge of

grant availability. On average, over the next five years, Brown explained that Intercity Transit is maintaining about 40% coverage of costs with grants specific for 2024, and of the \$65.3 million only \$37.4 million is coming out of reserves.

Funding

Funding Source	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Total Capital Reserves	\$ 37,409,347	\$ 24,415,000	\$ 15,947,411	\$ 4,084,974	\$ 8,871,300	\$ 90,728,032
Total Federal Capital Grants	14,887,933	10,278,439	8,634,122	2,014,037	7,956,000	43,770,531
Total State Capital Grants	12,966,556	2,467,842	5,339,572	664,104	303,036	16,695,110
Total Funding Sources	\$ 65,263,836	\$ 37,161,281	\$ 29,921,105	\$ 6,763,115	\$ 17,130,336	\$ 156,239,673

Brown acknowledged Grants Program staff Jessica Gould and Thera Black who are always working hard to take advantage of all grant opportunities. The CIP document and its five-year lookout will help them more.

Brown checked in for questions up to this point.

Eliane Wilson asked if there is an inflation factor.

Brown responded that she believes the CIP reflects dollars of what is known today, and staff have not adjusted the figures for future inflation. She appreciated the suggestion and noted that staff will take that into consideration moving forward.

Next steps for the 2024-2028 CIP include conducting a Public Hearing, which is set for Wednesday, November 1st, 2023. The information was posted to Intercity Transit's public website for review and comment at the beginning of October. Staff will spend the next several weeks preparing for its final adoption that is slated on the agenda at the December 6th Authority Meeting.

No further questions from the CAC.

- B. 2024 Draft Budget-** (*Jana Brown*) Jana Brown serves as the Chief Financial Officer for Intercity Transit and presented the 2024 draft budget for CAC input. Brown stated that she first presented the draft budget at the October 4th ITA meeting to establish a public hearing, so the Authority Board, staff and community has time to review and provide input before the final adoption occurs.

Brown discussed our 2024 funding resources that include a rollover beginning fund balance of \$215 million. Most of those funds are dedicated to the \$156 million Capital Improvement Plan. The budget takes the rollover into consideration along with other revenue sources of Sales Tax Revenue, Vanpool Fares, Interest Income, Miscellaneous Income, Operating Grant Revenue, and Capital Grant Revenue totaling \$348,702,051. Brown explained that a conservative approach was used to estimate sales tax based on 2023 actuals showing a 3% overage versus the budgeted revenue. The 2024 budgeted sales tax revenue equals the 2023 budgeted sales tax revenue with 3% inflation. Vanpool fare revenue was also calculated

conservatively based on the slow growth experienced in the program post-pandemic. Brown also used a conservative approach for interest income, even though we are in an increasing market. The grant revenue includes the awarded operating grant revenue and capital grant revenue that was reflected in the Capital Improvement Plan.

Brown then discussed the plan to spend available resources in 2024. Operating expenditures include \$89,023,814 and capital expenditures include \$65,263,836 for a total of \$154,287,650 in expenditures. The operating expenditures include \$7,253,479 rollover of specialized projects that do not occur every year. The capital expenditures match up to the CIP document and include \$31,505,052 in new capital projects and \$33,758,764 in rollover capital projects. Brown further explained the new projects for 2024, which include the Lacey Transit Center Stormwater Repair and Improvements; the Enterprise Resource Planning (ERP) Software System; the Zero Emission – Hydrogen Demonstration Project Bus, Fueling Equipment, and Facility Upgrades; Vehicle Replacements – IT's Lifecycle Replacement Schedule Dial-A-Lift, Vanpool, and Non-Revenue Vehicles; Vehicle Telematics; and Centennial Station Improvements. Other rollover projects that are continuing into 2024 include the Pattison Street Facility Improvements; Bus Rapid Transit (BRT) Capital Program; Alternative Technology Project Management; Bus Stop Facility Improvement Program; Martin Way Park and Ride Express Direct Access; Innovative Service Zone Study; Satisfaction and Market Segmentation Survey; and Community Engagement.

Brown explained that the 2024 budget allocates four additional staff positions including a Fleet Maintenance Supervisor to provide better coverage and support for technicians; an Information Services Cybersecurity Analyst to help ensure compliance with IT's Cybersecurity Policy and to maintain insurability as an agency, which is critical; a Training and Safety Coordinator to support our growing staff base and assist with emergency management, and a temporary 3-year Data Analyst to help establish a database detailing new and existing facility assets. Along with the four new positions, there are a handful of reclassifications that are included in the 2024 draft budget.

Next steps include conducting a Public Hearing on Wednesday, November 1st, 2023. All information is currently available on Intercity Transit's public facing website for review and comment. Brown concluded that staff are preparing for final budget adoption, which is slated for December 6th, 2023.

Brown answered questions.

Jihan Grettenberger asked if people show up to the public meetings.

Brown responded that it happens, but she is new to Intercity Transit and last year was her first year being present at the budget hearing and that hearing did not have anyone in attendance to provide comment.

Bergkamp elaborated that certain public meetings draw more attention than others and gave examples of the Zero-Fare initiative. Intercity Transit does its best to advertise for public comment and it depends on the issue.

Brown added that those who are interested in providing comment are typically engaged in an advisory committee role, so often the agency relies on the CAC to provide that public perspective.

Bergkamp commented further that members of the public also email questions or suggestions into the agency through a customer comment or tellus@intercitytransit.com.

No further questions.

C. Fall Marketing and Communications Update – (Nick Demerice) Nick Demerice serves as the Chief Marketing and Communications Officer for Intercity Transit and presented an update on the Fall 2023 Communications Plan.

Demerice has been with the agency for 10 months and previously served as a state employee with the State Department of Commerce in several roles, then went on to the ports of Seattle and Tacoma, and most recently worked with the Employment Security Department at the State of Washington throughout the pandemic. He is local to the Olympia area since 2006 and resides with his wife and daughter near route 64 off of College St. Demerice discussed the marketing departments communication goals, which include clear, timely, and engaging content to empower staff; timely and relevant information to customers so they can use services with confidence; and clear and consistent updates to community members and stakeholders on programs, services, and projects to promote understanding of the positive impact Intercity Transit makes within Thurston County and beyond. Demerice shared that the communication goals have three primary audiences of internal staff, customers, and community that shape the lens of their work.

Demerice's communication philosophy for his team trusts Intercity Transit to take the right information at the right moment and deliver it to people in the right way to ensure effective and equitable communications. Advancements in the communications field require professionals to understand where to go to communicate with different groups of people in the way they receive information. Historically, Demerice shared that securing a story on the evening news or an article in the local newspaper was accepted as an approach to communicate a wide-spread message and that is no longer the case. Intercity Transit's marketing team is constantly looking at where people are and how they consume information. The department is made up of four other marketing professionals supporting Demerice, including Nicky Upson, Senior Communications and Marketing Coordinator; Ally McPherson, Communications and Marketing Coordinator; Tunisia Price Communications and Marketing Coordinator; and a vacant position of Communications and Marketing Representative.

The work performed by Intercity Transit's Marketing and Communications team includes service communications, internal and external websites, marketing community events, social media content, agency branding and design, earned and paid media, internal communications, and project communications. Demerice further explained that Marketing are the folks who work with Operations on planned service outages for construction or temporary movement of bus stops. Marketing coordinates daily with operations and facilities to make sure that everything is communicated effectively both internally and externally. External facing websites including the agency's main website: www.intercitytransit.com and the Bicycle Community Challenge website: <https://bcc.intercitytransit.com/>. Demerice also recently launched the intranet, which is an internal website for agency staff to receive and share information across departments. The intranet was designed and developed by Demerice and his team using SharePoint. Marketing has also stayed busy over the last few months with staffing community events

throughout Thurston County to highlight services and bring joy to the community. The marketing team also develops content for and manages multiple social media accounts such as LinkedIn, X (formerly known as Twitter), and Facebook. Marketing develops Intercity Transit's brand standards, including a library of developed templates and images. Earned and paid media, internal communications, and project communications, such as all the Capital Improvement Plan projects mentioned in Jana Brown's presentation round out the many areas of responsibility for Demerice's team of five.

Recently, Demerice developed and deployed a Social Media Policy for the organization to memorialize the agency's practices around online comments and to establish guidelines for employees to follow both inside and outside the workplace. Intercity Transit recognizes the value that social media holds as a tool for communication and is following industry best practices with implementing a robust policy.

Intercity Transit's Fall and Winter Campaign's purpose is to further educate potential riders and the community about Intercity Transit services. Over the last three years and throughout the COVID-19 pandemic, Intercity Transit experienced a significant disruption to its operations. On the heels of launching the Zero-Fare initiative and starting several capital projects, the agency had to pivot by changing services, sending a majority of its workforce to work from home, and responding to evolving community safety needs. Since then, ridership looks different and unless folks are active or previous riders many people don't know about Intercity Transit services. Demerice intends to follow-up on the IT Road Trip and promises that were made to the community upon the passing of Proposition 1. Demerice described the Campaign as an opportunity to reintroduce Intercity Transit services just as the community is once again opening its doors.

Campaign goals are:

1. To Increase ridership and program participation across all demographics within our service area.
2. To demonstrate to community members who do not use our services that their tax dollars are a wise investment in a healthy and vibrant community.

Demerice described the process for the Campaign, which included a first phase of developing a budget, creating a campaign proposal, and securing senior management approvals. The second phase included research in partnership with an existing consulting firm to build a plan and engage community members through targeted focus groups and develop key messaging and communication strategies. The final phase, which is campaign execution will include paid advertising, social media, earned media and community outreach and engagement, leveraging planned efforts to reinforce messaging, and evaluating impact.

Focus Groups were advertised via email, text, press releases, and Intercity Transit's website. Demerice was delighted to share that there was an overwhelming response of over 130 volunteers for just 30 available slots. Focus Group discussions were held over zoom during October 2nd-6th with three different panels comprised of people living in Thurston County who identified as current riders, potential riders, or unlikely to ride. Data is currently being compiled to develop key messages and Demerice shared a common theme of safety being a concern among all riders. For current riders, safety was ranked as a low-level concern once they boarded the bus or were on IT properties and they were more concerned with safety walking to bus stops, before boarding, and after exiting. Most all the attendees had very

positive things to say about Intercity Transit, even if they hadn't personally used IT services. Additionally, Demerice shared that Zero-Fare is viewed to ensure equity among the community. Focus Group members were also excited to learn about other services such as Village Vans and Walk N Roll. Overall, the Focus Groups provided great information regarding current services and potential service expansion. Demerice concluded that there is more to come in sharing the results of the Focus Groups.

Demerice answered questions.

Eliane Wilson asked if the presentation had already been given to the ITA.

Demerice responded that the CAC was first to receive the information and that he will be presenting it to the board later this week.

Jihan Grettenberger commented that the presentation was well-done and covered a wide range of topics in an enticing manner.

Grettenberger asked once the campaign gets started, how can the CAC help.

Demerice thanked her for the question and stated that once messaging is developed, the CAC can amplify those messages and share the information out in the community.

No further questions.

D. 2024 Draft Strategic Plan Update - (Emily Bergkamp) Emily Bergkamp serves as the Interim General Manager of Intercity Transit and presented the 2024-2029 Draft Strategic Plan Update.

Bergkamp shared that last year's strategic plan was authored by former General Manager, Ann Freeman-Manzanares and the agency's position has not changed much since then. IT is still in the mode of restoring service and while making good progress is only at 88% of pre-COVID service levels and 79% of pre-COVID ridership. The primary objective of the 2024-2029 Strategic Plan is to restore service and further work on goals from the Authority's long-range plan. Following restoration of service, Bergkamp explained that IT can refocus and lean in on the nine promises from the long-range plan that were referenced in the work of previous presentations from Jana Brown and Nick Demerice. The budget and Capital Improvement Plan will support capital projects that are a part of those nine promises and a bright future. Intercity Transit is also in a transition period with recruiting a new General Manager. Bergkamp acknowledged her role as interim GM is to help IT keep on track during recruitment and ensure the Strategic Plan for 2024 is current and remains status quo. Next year, the permanent GM will work in partnership with the Authority Board to set the course. Bergkamp focused 2024 updates to reflect recent changes over the past year. She will present the 2024 Draft Strategic Plan Update to the Board in a few days and will incorporate their suggestions or language for the plan as needed.

Section 1 of the Strategic Plan documents Intercity Transit's Purpose and Background. Bergkamp stated that the plan represents the continuation of commitments from a multi-year, short and long-range planning process with consultants at Nelson Nygaard that started with community conversation in 2016. Conversations became formal feedback that supported a transformational public transportation system and evolved into some of the

nine promises in the long-range plan. Bergkamp shared that this work also guided Intercity Transit's ask to voters for increased sales tax support. The plan defines levels and types of public transportation services for the next six years and establishes sources of revenue to finance those services, which guides budget development and allocation of funding. The introduction section also discusses the impact of the COVID pandemic on operations and provides context to the current position of Intercity Transit. The pandemic caused staffing issues due to challenges recruiting operators and other staff. Bergkamp said she has seen positive changes over the last year in respect to recruitment. Another impact from COVID was reduced service and ridership that still impacts service levels today. Restoring 100% pre-COVID service and hiring staff are inseparable challenges. The historical perspective section also documents the first strategic plan for Intercity Transit that was created for the period of 2002-2007 by former General Manager Mike Harbor. The first strategic plan's goal was to define and implement a set of routes and services by 2006 that could be maintained with a proposed level of service tax and other revenues. The background section provides additional details on various funding sources and changes such as I-695, changes in fares, MAP 21, becoming a sole provider of service to and from Pierce County, Proposition 1, designing and constructing 510 Pattison facility, and a snapshot of current grant funding awards. Bergkamp shared additional details of changes to the agency surrounding I-695's loss of funding, which included reducing staff and service by about 40% and reducing the Public Transportation Benefit Area from county-wide to only the urban growth areas of Olympia, Lacey, Tumwater, Yelm, and parts of Unincorporated Thurston County. MAP 21 was another significant loss to the agency since federal funding accounted for 80% of all bus replacement purchases to maintain a quality fleet. A supportive community and successful vote for Proposition 1, among other significant grant funding for capital projects places Intercity Transit in a strong position today. The Strategic Plan provides a good historical background on how far the agency has come and some of the struggles it endured to secure revenue.

Bergkamp displayed Intercity Transit's guiding statements.

The Mission Statement, which was updated in 2023 reads: "Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community."

The Vision Statement reads: "Our vision is to be a leading transit system in the country, recognized by our peers, community and customers for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all in Thurston County."

Bergkamp stated that the Mission Statement outlines why the organization exists and the Vision Statement serves as a guide to action. She remarked how she can see the Vision Statement fulfilled in daily work through stories of riders who feel safe on the bus and give thanks to staff for providing excellent service throughout our system.

Next, Bergkamp displayed Intercity Transit's Authority Goals and End Policies:

- Goal 1- Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

- End Policy- Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.
- Goal 2- Provide outstanding customer service.
 - End Policy- Customers, staff, and the broader community will report a high level of satisfaction.
- Goal 3- Maintain a safe and secure operating system.
 - End Policy- Focus on the continual improvement for the safety and security of all customers, employees, and facilities.
- Goal 4- Provide responsive transportation options within financial and staffing limitations.
 - End Policy- Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our community.
- Goal 5- Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support Thurston County Regional Climate Mitigation Plan.
 - End Policy- Resources will be used efficiently to minimize the overall impact on the environment and community, and to the extent possible efforts will be pursued that integrate or otherwise align with broader sustainability goals.
- Goal 6- Encourage use of our services, reduce barriers to access and increase ridership.
 - End Policy- Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.
- 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.
 - End Policy- Work with governmental entities, educational institutions, businesses, not-for-profit community partners and customers to facilitate great mobility options as well as educational and socio-economic opportunities in our community.
- Goal 8- Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.
 - End Policy- Promote community, organizational and individual resiliency.

Throughout the review of goals, Bergkamp discussed details of the current work Intercity Transit does to support end policies. This includes zero fare, zero emissions analysis, building partnerships and finding innovative solutions to address mobility needs, and constructing new facilities with services, employees, and future growth in mind.

Intercity Transit's role in Thurston County was defined as being a leader, major advocate, and prime source of information for public transportation in Thurston County. The role includes providing accessible, lifeline transportation to those with need; providing viable transportation options to those with choices; supporting employment and economic growth; partnering in building a livable community; and emergency response. Bergkamp shared her experience participating in a week without driving, recognizing her own privilege to have a vehicle as a second choice, but being able to choose public transit as a viable option. She also discussed the current economy, with inflation being as high as it is now, and the role zero fare plays in supporting local job growth by getting people to and from minimum-wage jobs. The Walk N

Roll Program is another example shared by Bergkamp of how Intercity Transit partners with local schools to create a livable community. And finally, Intercity Transit is an integral part of Thurston County's Emergency Management by providing transportation in a moment's notice to support evacuations and offering temporary shelter in an emergency. In the event of natural disaster, Intercity Transit will also be relied on to respond to the county's needs and to continue to provide transportation services for the community.

The Strategic Plan also addresses performance and how the agency makes decisions. Bergkamp shared that demands for service, especially public transportation, are higher than our ability to provide it, forcing difficult choices for community members and the agency. Defining how performance is measured forms a basis for established policies. Intercity Transit focuses on ridership and population density to build effective services around those factors. Design principles are listed in the Strategic Plan to define what the agency considers when designing new services or improving existing services. The first principle is to operate a range of services, each designed to meet the needs and capabilities of the neighborhoods it serves. The second principle is to strengthen service operating along major corridors. The third principle is to reduce customer travel times. The fourth principle is to keep pace with development. The fifth principle is to expand regional express routes. The sixth principle is to support a range of transportation choices. The seventh principle is to provide fixed facilities and equipment that support the region's public transit infrastructure. Bergkamp provided examples of when Intercity Transit created the Route 65 following development in Northeast Lacey. The agency remains challenged in expanding regional service further without an HOV lane past JBLM and continues to advocate for that opportunity. Another example of service development includes an express route expansion project for possible service to Yelm once the interchange construction is complete. Finally, Intercity Transit has done a lot of work to equip buses with front and rear door boarding and making investments in the bus rapid transit line.

Bergkamp shared the additional sections of the plan. Section two of the Strategic Plan includes our policy positions to identify policy issues facing the agency for the duration of 2024-2029. These issues fall into five different categories including: Fixed Route Service and Service Design, Capital Investments, Financial, Other Intercity Transit Services, and General Policy Issues. Bergkamp explained she foresees an emphasis to support other Intercity Transit Services, such as Village Vans, Travel Training, Bus Buddies, and Walk N Roll. If a decision is needed about how to administer a certain service or if there was a big policy decision, section two's policy positions will help guide the process. Section three of the strategic plan includes the recommended service plan and an expectation to restore nearly all fixed routes and corresponding DAL service that was reduced or suspended during the pandemic. Section four of the strategic plan includes the capital plan. As Bergkamp shared during the introduction section of her presentation, Intercity Transit is focused on restoration, leaning into growth that was planned before the pandemic, and pursuing rehabilitation and expansion of the Pattison Street facility. The agency received another \$5 million in grant revenue to continue with maintenance upgrades. The maintenance building is undergoing a complete overhaul as part of the Pattison Street enhancements. Another focus includes bus stop, transit center, and park and ride improvements with work being done at the Lacey Transit Center and the direct access project at the Martin Way Park and Ride. All those projects are identified in the 2024-2029 Draft Strategic Plan, the 2024-2028 CIP, and the 2024 Budget. Section five of the strategic plan includes the financial plan, which is the intent to cautiously move forward with implementing capital improvements and a level of service which can be sustained for the foreseeable future. As far as financing the strategic plan, Bergkamp commented that the section is not geared to dollars and cents, but rather discussing the strategy behind how services will be financed over the next six

years. This includes managing growth, an enterprise resource planning software system, costs of services, state of good repair, and future proofing the agency. These projects are further defined in the 2024-2028 CIP and the annual budget. Additional considerations include the scope of staff time needed to implement the ERP system, partnering with consultants to best identify solutions to meet our needs, juggling rising costs, sourcing fuel and renewable energy, replacing buses, and building in resiliency for the next 30 to 40 years and beyond.

Bergkamp answered questions.

Ty Flint asked about Intercity Transit's reclassification to a large transit system based on the size of the county and how that plays into the Strategic Plan.

Bergkamp responded that the Olympia-Lacey area has surpassed 200,000 in population, which allows Intercity Transit to be eligible for additional federal funding, about a third more than what was previously eligible. It also makes IT more competitive for discretionary funds. The reclassification to a Large Urbanized Area or UZA is positive for IT, but also comes with additional responsibilities for federal reporting and more robust Title VI processes. This includes ensuring the BIPOC community is involved in service planning and decision making. IT will focus on more outreach with surveying the people we serve and trying to get to folks that we haven't been able to get to in the past.

Clair Bourgeois relayed a question from another rider about what Intercity Transit's plan for future training of drivers and employees to deal with riders who have mental illness and are experiencing a crisis on the bus. The rider who asked had experienced an issue on the 620 and observed the driver delay their response until they arrived at the 512 Park and Ride.

Bergkamp responded that Operators are currently trained in de-escalation techniques and best practices for responding to individuals in crisis. Operators who are not close to a Transit Center or other resources such as Security or Supervisors may be putting themselves and their passengers at more risk because the situation could escalate. One question an operator must answer is "Is this a problem right now" and if it is impacting safety and operations of the bus then it's okay to address the situation immediately, but, if possible, operators can wait to be closer to a Transit Center to have better support. Bergkamp also acknowledged that we always need to be looking at improved de-escalation training to address current issues in the community. Many of the issues are rooted in mental health and addiction issues, which were exacerbated by COVID.

Nicole Smit asked about the process for operators up in Pierce County serving the express route who need assistance from a supervisor.

Bergkamp answered that an operator can contact IT Dispatch. IT Dispatch will then contact Pierce Transit to send a supervisor or call 911 as needed.

No further questions.

- E. CAC Self-Assessment** – *(Emily Bergkamp)* Bergkamp brings forth the issue of conducting the 2023 CAC Self-Assessment for the committee's discussion and future action. Bergkamp explained that historically, the CAC was surveyed every year to assess how effective the group believed it was with informing issues to the Authority and providing feedback to staff. The Self-Assessment was paused during COVID and has not been conducted since 2019. Staff utilize the Self-Assessment to ensure the Community Advisory Committee is

useful and impactful to folks who participate, not just perfunctory. Typically, the self-assessment is conducted in the spring and the CAC discusses the results ahead of the Joint Meeting held in the fall.

The Self-Assessment would be inclusive of 2023 and staff would first share the results of the survey at the November 20, 2023, CAC Meeting. Upon sharing the results, CAC members will better understand and discuss as a larger group how things are going. The results will also be shared with the Authority Board at their December 6th meeting.

The recommended action is to complete the self-assessment by November 10, 2023, for compilation of results by staff. The survey will be available online and staff will email a link to access the survey. The Intercity Transit Authority requires the CAC to complete a self-assessment annually and likely made some exceptions during COVID. Now that the CAC and the ITA have resumed in-person meetings, Bergkamp did not want to delay getting back to the practice of an annual self-assessment.

Bergkamp stated that we are hoping for 100% participation if we move forward with a 2023 self-assessment. The alternative would be to postpone this self-assessment exercise and revisit further action in spring 2024.

Discussion ensued.

Nicole Smit shared her biggest concern is that the CAC has only had a few meetings in person this year and remote meetings was the reason that the self-assessment was postponed during COVID. The remote meeting concerns might still be in play because the CAC has only had a few in-person meetings to have an impact, which makes her hesitant. Smit also acknowledged that the CAC has held meetings anyway and the remote meeting limitations could be clarified in the self-assessment results.

Clair Bourgeois stated that she prefers to conduct the assessment now because new members coming in January won't have much time beforehand. The schedule calls for a new members first meeting in January and the assessment in March.

Jihan Grettenberger stated that she is in favor of doing it now because the CAC has been conducting meetings. She posed the question of what the group thinks is different between the dynamics of in-person versus when the meetings were virtual with how someone could answer the self-assessment.

Smit answered that the depth of conversation was missing during virtual meetings and attendance was impacted.

Eliane Wilson suggested the need for the self-assessment to include a question about remote versus in person meetings.

Collins shared that staff could review an opportunity to include feedback and commentary about remote, hybrid, and in-person meetings.

Rachel Weber asked if the assessment would still go out in Spring 2024.

Collins responded that historically the survey was collected in the spring and first discussed by the CAC in July then shared with the ITA for joint discussion in September. She believes that there may be some wiggle room in regards to when the survey is first distributed so long as results are ready for discussion by both the CAC and ITA at the September ITA-CAC meeting.

Bergkamp added that there is a possibility of delaying the 2024 assessment a little bit.

Collins clarified that the intent of the recommended action is to restart the practice of self-assessment to have comparison data between 2023 and 2024 when the joint meeting discussion happens next year. The overall schedule for the self-assessment would then be back on track.

Smit added that she agrees with Bourgeois' previous point about the 2024 self-assessment being so close to when the new members begin and that the feedback loop is long from the point when the CAC shares an idea to the point when they see any change in board actions. Smit believes it makes sense to push it a little bit further out to the summer months and have it prepared for the September meeting.

Grettenberger encouraged additional comments and questions from those attending virtually.

Betty Hauser shared that given it had been such a long time since the self-assessment has been done, and for good reason, that she would be in favor of doing it now and again in 2024 on schedule to reintroduce the normal flow for next year.

Smit summarized that the consensus is to continue with the self-assessment for 2023.

It was M/S/A by NICOLE SMIT and ELIANE WILSON to conduct the 2023 Self-Assessment in November.

- F. Nominate CAC Officers** – *(Amanda Collins)* Collins indicated it is the time of year for the CAC to nominate members to serve as Chair and Vice Chair. Nominations are in October and elections are held in November. Chair Nicole Smit and Vice Chair Jihan Grettenberger have both held their respective positions for two years. Officers serve a one-year term and may serve up to two terms in the same office. Members may nominate other members who are willing to accept the nomination and members may self-nominate.

Collins opened the floor for nominations for Chair.

Grettenberger shared that there is a minimal time commitment to serve as an officer for the committee. The main role is to run the meetings with good parliamentary procedure and be comfortable speaking in front of others.

Smit added that there a few decisions to be made by Chair and it is mostly to facilitate discussions. She encouraged members that anyone can do it.

Eliane Wilson nominated Betty Hauser to serve as Chair, Hauser declined the nomination.

Betty Hauser nominated **Eliane Wilson** to serve as **Chair**, Wilson accepted the nomination.

Collins closed the nominations.

Collins opened the floor for nominations for Vice Chair.

Jihan Grettenberger nominated **Ty Flint** to serve as **Vice Chair**, Flint accepted the nomination.

Collins closed the nominations.

Wilson and **Flint** will be appointed to their positions at the November meeting as Chair and Vice-Chair respectively; uncontested nominations do not require a vote.

CONSUMER ISSUES

Ty Flint shared that he could echo what was heard by Nick Demerice in the Focus Group panel discussions. Residents of his apartment complex utilize DAL services and all the DAL clients love their drivers.

Eliane Wilson shared that she had a great experience with Customer Service staff after she lost an umbrella. She was impressed with their care and upbeat tone, which led to her being reunited with her missing item.

Jihan Grettenberger shared that she took route 13 to the Tumwater Craft District and was wondering if there was any discussion of adding or relocating a stop to be less of an awkward distance away from the dining and retail establishments.

Bergkamp responded that she is not aware but can check with Rob LaFontaine in planning for more information.

Clair Bourgeois asked Grettenberger to elaborate more about where it was.

Grettenberger replied that it is in front of the Valley and Serendipity, but several new businesses just opened with more new businesses coming soon including a cidery, brewery, and restaurants.

Betty Hauser commented that she volunteered at the Tumwater Falls Festival trash site and saw the Intercity Transit booth in action with Walk N Roll activities for kids. Hauser saw that it was very popular throughout the Festival.

No further consumer issues.

REPORTS

- **Interim General Manager's Report** – Bergkamp provided the General Manager's report including:

Operator Class 23-05 Started October 9

Intercity Transit welcomed an Operator class of 17 that started Monday, October 9. The class includes 2 returning Operators who worked with us previously and their change in life circumstances luckily brought them back to us. Bergkamp met with the class last week and noted that they are a wonderful, positive group of people. The class will be introduced at a future ITA meeting.

VIA Implementation in Village Vans (VV) and Dial-A-Lift (DAL)

Ride scheduling software, RouteMatch which is used for booking trips for our VV and DAL services, has been implemented and the transition is going smoothly. Bergkamp gave a special thanks to DAL staff and interns for putting in many extra hours of time to make sure the transportation for our most vulnerable community members doesn't miss a beat. The VIA platform is also used for micro-transit and innovative service zones by other transit systems, which will be helpful as we research providing similar services in the future.

NW Hydrogen Hub.

The US Department of Energy announced that it will be awarding up to \$1 billion to fund a hydrogen hub in the Northwest.

The Pacific Northwest Hydrogen Hub was one of seven Hubs awarded, out of an original applicant group of 79 proposals and a review process that started in December 2022. USDOE and the Pacific NW Hydrogen Hub Association, the organization leading the hub effort, will begin negotiations this fall to determine the final list of projects and level of funding.

The PNWH2 Hub includes the states of Washington, Oregon, and Montana. The groups participating in the Pacific Northwest Hydrogen Hub include two agencies very nearby in Lewis County:

Centralia College

Twin Transit

NEXT MEETING: November 20, 2023, 5:30pm at the Olympia Transit Center

ADJOURNMENT at 7:10 pm.

Prepared by Amanda Collins

<https://intercitytransitwa.sharepoint.com/sites/ExecutiveServices/Shared Documents/General/CAC/2023/2023 Minutes/Draft/July 2023 CAC Minutes.docx>