

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**December 6, 2023**

**CALL TO ORDER**

Chair Gilman called the December 6, 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:** 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; Community Representative Don Melnick; Labor Representative Mark Neuville.

**Members Excused:** City of Yelm Councilmember Brian Hess.

**Staff Present:** Emily Bergkamp; Eric Phillips; Daniel Van Horn; Pat Messmer; Steve Krueger; Jana Brown; Brian Nagel; Jason Aguero; Zach Heinemeyer; Tammy Ferris; Jonathon Yee; Heather Smith; Michael Maverick; Joy Gerchak; Dena Withrow; Matt Kenney; Thera Black; Peter Stackpole; Tunisia Price; Noelle Gordon; Katie Cunningham.

**Others Present:** Jeff Myers, Legal Counsel; Nicole Smit and Betty Hauser, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA**

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

**A. Minutes - July 12, 2023, Special Meeting; November 1, 2023, Regular Meeting.**

**NEW BUSINESS**

**A. Approve and Adopt 2024 Budget.** CFO, Jana Brown, presented the final 2024 Budget. The preliminary budget was presented and available to the public in October with a public hearing held in November.

The proposed Operating budget for 2024 is \$89.6 million, which includes \$7 million for rollover projects.

The proposed Capital budget for 2024 is \$65.3 million, which includes \$32 million in new projects and \$33.2 million for rollover projects.

The total proposed 2024 expenditure budget including staff recommended new projects/positions is \$154.8 million.

The changes implemented from the draft budget presented to the Authority Board and the public on October 4 resulted in an overall increase of \$549,277 for the following items:

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- Reduction in the costs for the consultant providing professional services for the Enterprise Resource Planning (ERP) Software Project
- Increase for the Downtown Improvement District Assessment
- Increase in Security Services Contract
- Reduction of the General Wage Increase; leaving remaining contingency for retirement cash out obligations
- Increase in Salaries and Wages due to IAM labor agreement, pending ratification by the board and General Wage Increase for ATU and Non- Represented employees.

**It was M/S/A by Sullivan and Melnick to adopt Resolution 05-2023 that establishes the 2024 Budget.**

- B. Approve and Adopt Capital Improvement Plan 2024-2028.** CFO, Jana Brown, presented the final 2024-2028 Capital Improvement Plan (CIP). Brown noted the CIP represents five years of forecasting for capital infrastructure, and includes 2024 budget that was just approved, and there have been no changes since October/November.

**It was M/S/A by Sullivan and Vazquez to adopt the 2024-2028 Capital Improvement Plan.**

- C. Approve and Adopt 2024 Strategic Plan.** Bergkamp presented the final 2024 Strategic Plan. Bergkamp said she did not receive any comments as a result of the public hearing. Bergkamp, however, did incorporate a change to the End Policy of Goal 7 to include language around diversity and equity as follows:

**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, including removing barriers to mobility for historically marginalized individuals while accounting for diversity.***

**It was M/S/A by Vazquez and Melnick to adopt the 2024-2029 Strategic Plan.**

- D. Security Services Contract Extension.** Procurement Coordinator, Katie Cunningham, presented a contract extension for security services. In June 2022, PalAmerican was awarded Intercity Transit's contract for unarmed security services at Intercity Transit's facilities. The initial contract term was for a period of eighteen (18) months, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective January 1, 2024, PalAmerican will continue to provide daily unarmed security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, Pattison campus including the leased Bobcat parking lot, and patrols of the Martin Way Park and Ride. Under this renewal, PalAmerican will provide approximately 3,260 hours of security services each month. The Olympia Transit Center will be staffed with two (2) security guards 24 hours per day, the Pattison Street Facility will be staffed with one (1) security guard 24 hours per day, the leased Bobcat parking lot will be staffed with one (1) security guard up to 19 hours per day, and the Lacey Transit Center will be staffed with one (1) security guard 17 hours per day on weekdays and sixteen 16 hours per day on weekends.

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In accordance with the contract terms, the proposed renewal reflects a 5% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on PalAmerican's record of performance throughout the initial contract term, staff remains confident that the firm will continue to provide necessary services at our facilities with a professional and valuable presence and recommends that the contract is renewed.

**It was M/S/A by Pierce and Vazquez to authorize the General Manager to execute a contract amendment with PalAmerican to renew the contract for transit center security services for a period of one year in the amount of \$1,386,000.**

- E. Update Procurement Competitive Thresholds.** Procurement Capital Projects Manager, Michael Maverick, presented for consideration an update to the procurement policy competitive thresholds to align with federal procurement competitive thresholds.

When making a purchase, Intercity Transit strives to utilize existing contracts that have already satisfied competitive requirements such as Department of Enterprise Services (DES) Master Contracts, Cooperative Contracts, or other eligible governmental contracts through an interlocal agreement to better leverage our collective buying power and to expedite the acquisition. Otherwise, and consistent with our current Micro Purchase threshold set forth in Intercity Transit's Procurement Policy DV-1705, purchases may be made without competition up to \$3,500 and purchases more than \$3,500 and up to \$10,000 require informal competition by soliciting a minimum of three quotes. Policy DV-1705 further specifies that all other procurements more than \$10,000 require formal competition which typically takes 10-16 weeks depending upon the commodity, complexity, and a multitude of other factors.

To better cope with inflation and streamline government purchasing, the Federal Government periodically increases their micro-purchase and simplified competitive purchase thresholds. The last increase occurred on June 20, 2018 whereby the Micro-Purchase Threshold increased from \$3,500 to \$10,000 and the Simplified Acquisition threshold increased from \$100,000 to \$250,000 (See Office of Federal Financial Management Memorandum [M-18-18](#)). A recent survey of other Washington PTBA's reveals that Intercity Transit's micro-purchase and simplified purchase thresholds have lagged behind others (see Exhibit A). Because Intercity Transit was recently redesignated as a large urban area (UZA) transit agency effective October 1, 2023, staff believe now is a fitting time to update and align our competitive thresholds with the Federal Government thresholds.

**It was M/S/A by Mejia and Melnick to authorize the General Manager to revise the Procurement Policy DV-1705 competitive requirements to align with the Federal Procurement Micro-Purchase Threshold (currently \$10,000) and Simplified Acquisitions Threshold (currently \$250,000) and realign should those change.**

- F. CAC Self-Assessment.** Bergkamp reviewed the results of the Community Advisory Committee self-assessment and how the CAC interacts and advises the Authority. Normally, the CAC conducts a self-assessment annually and presents the results to the Authority at the September joint meeting. Owing to a pause in CAC meetings in 2020 and the implementation of remote meetings, the last self-assessment was completed in 2019. As the CAC transitioned to hybrid meetings, the group made the decision to complete a self-

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assessment outside of the normal timeline to provide the group a benchmark assessment, with the goal to return to standard self-assessment timeline in 2024.

In November, the Community Advisory Committee conducted a self-assessment and shared the results with the committee at their November 20 meeting. Seventeen members were eligible to complete the assessment and eight members participated before the survey closed. Discussion at the CAC meeting and sharing the outcome with the ITA provides a perfect opportunity to discuss what is working well and what could work better. Bergkamp read through each of the self-assessment questions and responses.

- G. CAC Recommendation/Appointments.** Bergkamp said at the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 1, 2023. The committee consisted of *Debbie Sullivan, Sue Pierce, Ty Flint, Clair Bourgeois, and Nicole Smit*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration. Recommendations are to appoint *David Payton, Selena Kilmoyer, Tony Mealy-Chapman, Robert Vanderpool, Rachel Wilson, JoAnn Scott* to three-year terms effective January 1, 2024; and appoint *John Paul Fox Seidel and Avis Dealan-de* to youth positions for a term of one year beginning January 1, 2024.

**It was M/S/A by Sullivan and Vazquez to appoint the following individuals to three-year terms beginning January 1, 2024: *David Payton, Selena Kilmoyer, Tony Mealy-Chapman, Robert Vanderpool Rachel Wilson, and JoAnn Scott*. And appointed the following individuals to a one-year youth position beginning January 1, 2024: *John-Paul Fox Seidel and Avis Dealan-de*.**

- H. Cancel December 20, 2023, ITA Meeting.** Bergkamp said staff does not anticipate any agenda items scheduled for the December 20, 2023, meeting. Given the lack of agenda items, staff is recommending canceling the meeting.

**It was M/S/A by Mejia and Melnick to cancel the December 20, 2023, ITA meeting.**

### **COMMITTEE NEWS**

- A. Thurston Regional Planning Council (Dec. 1).** Sullivan said TRPC members recognized outgoing Councilmember Graeme Sackrison who has been a long-time member of TRPC. Members reviewed the Regional Trails Plan and approved Resolution 2023-08, and it included a presentation. Marc Daily reviewed changes made to the draft TRPC 2024-2028 Strategic Plan based on Council's feedback, which was approved; and there was an update of the 2023 edition of The Profile.
- B. Community Advisory Committee (Nov. 20).** Nicole Smit said there was a Village Vans Program update; a presentation from Jonathon Yee on the Zero Emissions project; the CAC reviewed their self-assessment results; and conducted officer elections. The new Chair is Eliane Wilson, and the Vice Chair is Ty Flint. Also, the December 18 CAC meeting was canceled.

### **GENERAL MANAGER'S REPORT**

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The class of 23-05 graduated on December 1, and 15 new Operators hit the road on their own this week.

Intercity Transit participated in the Christmas in the Park Parade in Yelm Saturday, December 2 and the Lacey Lighted Vehicle Parade, Monday, December 4 and won the "brightest display" award.

Intercity Transit ends service early on Christmas Eve, and there is no service Christmas Day or New Years Day.

Bergkamp encourages everyone to volunteer to salvage and recycle bikes at the Walk N Roll Bike Shop. Staff and volunteers will take apart bikes to salvage parts, recycle metal and divert as much as possible from the landfill. Volunteers will learn about tools, work stands, and the parts of a bicycle. This is a great opportunity for people new to bike mechanics and for experienced mechanics too. No experience is needed. New volunteers should fill out a volunteer application. You can find the Walk N Roll Bike Shop address and vehicle parking information on our website. The first Friday Salvage Parties are 10 a.m. to 3 p.m. on: January 5; February 2; March 1; April 5; May 3.

Intercity Transit Pattison Maintenance Operations Administration Expansion was selected by the 2023 Northwest Construction Consumer Council and won a Distinguished Project Award for Safety Excellence. Congrats!

In honor of November as Native American Heritage Month, our Diversity, Equity, and Inclusion committee invited Chairman Willie Frank III from the Nisqually Tribe to Intercity Transit on November 30, where he shared a presentation about their unique history, culture, and experiences in the community. The event was well attended, and IT is enjoying interactions with the tribe.

Intercity Transit began issuing agency cell phones to staff who utilize cell phones for work purposes.

Bergkamp reminded everyone the Holiday Banquet is being held Friday, December 8 from 10 a.m. to 4 p.m. at both Pattison and the OTC.

### **AUTHORITY ISSUES**

Melnick is excited that Yee will present the Zero Emissions information to Thurston Regional Planning Council and the Transportation Policy Board scheduled for the first quarter of 2024.

Sullivan said Tumwater ran into unforeseen issues, including hitting another gas line which created the evacuation of the high school. Due to old infrastructure, contractors are finding multiple interesting discoveries. Hopefully, construction will be complete by December 15. The construction is interrupting the Route 13 Bus, which is getting stopped by flaggers. By summer all underground work will be complete there will be new resurfacing and repaving before the July 4 parade.

Gilman said Clerk of the Board, Messmer sent out an email asking for members' interest in attending the APTA Legislative Conference and Gilman, Sullivan and Mejia expressed interest

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in attending. If other members have a strong interest to attend, the Board will come up with a democratic way of deciding who will attend.

Gilman said he's hoping to have representation from the City of Yelm beginning 2024. Perhaps send a letter to the mayor asking him to designate a councilmember to begin participating on the Board or wait until the new committee assignments are conducted in February and then check in with the mayor about whomever is appointed.

**CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160.** The Intercity Transit Authority conducted a closed 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.

*Chair Gilman recessed to a closed session at 6:51 p.m. for approximately 30 minutes.*

*Chair Gilman reconvened to a regular meeting at 7:21 p.m.*

**International Association of Machinists (IAM), District Lodge 160.** Heather Stafford-Smith, Administrative Services Director, presented for consideration a proposed recommendation to approve the tentative agreement with the International Association of Machinists (IAM). The IAM represents over 50 employees in the position of technicians, support specialists, service workers and vehicle detailers, and the current collective bargaining agreement will expire at the end of this year, December 31, 2023.

The parties mutually agreed to a three-year contract that would cover the periods of January 1, 2024, through December 31, 2026. The membership approved this tentative agreement and authorized their business agent to sign the Labor Agreement.

**It was M/S/A by Sullivan and Melnick to approve the proposed collective bargaining agreement between Intercity Transit and the International Association of Machinists for the contract period January 1, 2024, through December 31, 2026.**

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:23 p.m.**

**INTERCITY TRANSIT AUTHORITY**

*Clark Gilman*

Clark Gilman, Chair

**ATTEST**

*Patricia Messmer*

Pat Messmer

Clerk to the Authority

**Date Approved: January 3, 2024**

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