

**Authority Meeting Highlights**  
***a brief recap of the January 3, 2024, Intercity Transit Authority Meeting***

**Wednesday night, the Authority:**

- Adopted Resolution 01-2024 Amending the Community Van Program. *(Lynne Cunningham)*
- Declared Vanpool 2624 as surplus. *(Noelle Gordon)*
- Authorized the General Manager to issue a change order to Bud Clary Ford in the amount of \$6,100, including sales tax, for changes to its order of four (4) Ford work trucks. *(Katie Cunningham)*
- Authorized the General Manager to execute a Task Order with KPFF in the amount of \$171,457. *(Tammy Ferris)*

**General Manager's Report:**

On January 15, Intercity Transit will welcome the first class of Operators for 2024. Class 24-01 may be as large as 22 people.

Forma is back on track working towards the completion of the upper employee parking lot. The updated design for the infiltration gallery, gallery 2, that caused the delay was approved by the city. We will see more activity at that location starting January 19. Forma and subcontractors are nearing completion of the new infiltration gallery, gallery 3, located in the bus yard. They pivoted to work on that site during the redesign of gallery 2, successfully avoiding lost time and resources.

We received our official notice regarding the 2024 Triennial Review. All transit agencies that receive federal funds are subject to an FTA triennial review every three years. It's an assessment of our compliance with federal requirements, based on award management and program implementation practices across as many as 23 areas. Before their site visit, we participate in a pre-site review, which includes Intercity Transit providing requested information on topics like financial management and capacity, procurement, maintenance, ADA, safety, and more, which is due February 29, 2024.

As in the past, Grants Program Manager Jessica Gould will coordinate our pre-site visit response, and overall internal review process, working with appropriate departments and divisions to provide the information requested. The actual site visit date is still to be determined. RLS & Associates, the subcontractor assisting FTA with the review, will contact us soon to schedule our review.

During the holiday season, the DEI Committee put together a food drive, which they coordinated with Village Vans, for families who participate in the employment-related transportation portion of the Village Vans Program. In addition to collecting food items, the DEI Committee partnered with a local grocer who provided gift certificates to help with some of the families' next grocery trip.

We provided three families with grocery gift cards @ \$25 each (\$50 donated from Ralph's and Bayview Thriftway). There was a total of 20 bags of food. In all, nine families received food donations.

Matt Parker, Training and Safety Coordinator, created a Naloxone Administration Protocol Policy. Certain non-driver designated staff are trained to utilize Naloxone during a suspected fentanyl

overdose scenario. Currently, two supervisors at the OTC have received training on its administration and are carrying doses with them.

Jonathon Yee will present Intercity Transit's Zero Emissions Analysis to the Thurston Regional Planning Council (TRPC) and the Transportation Policy Board (TPB) this month. Bergkamp will take a little bit of time at the beginning of the TRPC and TPB presentations to introduce herself as IT's new General Manager and talk about Intercity Transit's historical commitment to sustainability.

Yee will provide an overview of our path to a zero Emissions transition: Timeline 2019-present, and actions to-date; provide a discussion about our current project with Center for Transportation and the Environment (CTE) and next steps: Zero-Emissions [feasibility] Analysis – overview and results; Fleet Transition Plan – short and long-term; and Technology Implementation.

*Prepared January 4, 2024  
Pat Messmer/Clerk of the Board*