

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, February 7, 2024**  
**5:30 P.M.**

This is a hybrid meeting. Attend in person at the Pattison Street location in the board room.

To join the meeting remotely register for the meeting here: [Register for Meeting](#)

Or telephone at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID 217-502-387#

**CALL TO ORDER**

<b>STAFF INTRODUCTIONS</b>	<b>15 min.</b>
<b>A. Operator Class 24-01</b> ( <i>Cameron Crass</i> )	
<b>B. Dylan Deuel, Larry Sanders, Ariel Halverson, Service Workers</b> ( <i>David Chaffee</i> )	
<b>1) APPROVAL OF AGENDA</b>	<b>1 min.</b>
<b>2) PUBLIC COMMENT</b>	<b>3 min.</b>
<b>3) NEW BUSINESS</b>	
<b>A. OTC Construction Contract Increase</b> ( <i>Tammy Ferris</i> )	<b>5 min.</b>
<b>B. NE Lacey Operational Transit Terminal</b> ( <i>Peter Stackpole</i> )	<b>15 min.</b>
<b>C. MWPR Direct Access/Construction Contract Increase</b> ( <i>Eric Phillips</i> )	<b>10 min.</b>
<b>D. MWPR On Call Engineering Construction Support Contract Increase</b> ( <i>Eric Phillips</i> )	<b>10 min.</b>
<b>E. General Manager Employment Performance Measures</b> ( <i>Clark Gilman</i> )	<b>10 min.</b>
<b>F. Annual Authority Reorganizing &amp; Committee Assignments</b> ( <i>Clark Gilman</i> )	<b>20 min.</b>
<b>4) COMMITTEE REPORTS</b>	
<b>A. Thurston Regional Planning Council (Feb. 2)</b> <i>Debbie Sullivan</i>	<b>5 min.</b>
<b>5) GENERAL MANAGER'S REPORT</b>	<b>5 min.</b>
<b>6) AUTHORITY ISSUES</b>	<b>5 min.</b>

**ADJOURNMENT**

*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](mailto: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. 3-A**  
**MEETING DATE: February 7, 2024**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, Construction Projects Coordinator, 360-705-5818  
**SUBJECT:** OTC North Site Improvements Construction Contract Increase

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- 1) **The Issue:** Approval of a revised total contract amount for NPM Construction Co. to complete the Olympia Transit Center (OTC) North Site Improvements.
- 
- 2) **Recommended Action:** Authorize the General Manager to approve the revised total construction contract with NPM Construction Co., to \$552,467.
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
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- 4) **Background:** On August 16, 2023, the Authority authorized the General Manager to enter into a contract with NPM Construction Co. in the amount of \$384,661 for the construction of pedestrian improvements around the northwest corner of the OTC property and bus platforms.

NPM Construction Co., began construction on November 6, 2023. Since that time, a total of six (6) Change Orders have been issued under this contract. These Change Orders were in response to clarifications to the design that involved adding two (2) driveway entrances for the removal and replacement of existing red concrete pavers at internal crossings (omitted in bid documents), revising the scoring pattern of the sidewalks to meet City of Olympia design standards, removing and replacing the existing trees on Washington to avoid existing utilities, adjusting the height of the bus platform along Washington to meet ADA, and adding cast iron detectable warning strips along all bus platform edges that are part of the project.

Staff requests an increase in the total contract authorized amount of \$167,806, which provides an estimated \$60,000 in project contingency funds for a total revised construction contract amount of \$552,467. Staff believes any additional changes beyond those summarized above are likely to be minor and would be covered under the construction contingency funds noted above with approval of this request.

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- 5) **Alternatives:**  
A. Authorize the General Manager to approve the revised total construction contract with NPM Construction Co., to \$552,467.  
B. Defer action.

- 
- 6) **Budget Notes:** The 2024 budget includes programmed funding sufficient to cover this work effort including the requested contract adjustment.

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- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-B**  
**MEETING DATE: February 7, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Peter Stackpole, Development Director, 360-357-1795

**SUBJECT:** East Martin Way Gateway Station Roundabout Project (RAB @ Martin Way and Duterrow Road/Meridian Road)

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- 1) **The Issue:** Execute a contract to engage SCJ Alliance for the design and permitting of a roundabout at the intersection of Martin Way and Duterrow Road/Meridian Road.

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  - 2) **Recommended Action:** Authorize the General Manager to execute a contract with SCJ Alliance in the amount of \$798,124.67.

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  - 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2024.

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  - 4) **Background:** Transit applied for and received grants under Washington State’s Bus and Bus Facility grant program and the Federal Transit Administration’s (FTA) Surface Transportation Program (STP) to provide "end of line" operational staging through the construction of a roundabout at the intersection of Martin Way and Duterrow Road/Meridian Road. The new multimodal facility will enable Transit to extend frequent and direct transit service to this end of the regionally significant Martin Way Corridor, at the heart of the emerging neighborhood center in this fast-growing, diverse part of the Thurston metro area.

The fully realized project will convert the signalized intersection at Martin Way at Duterrow Road/ Meridian Road to a multi-lane roundabout at the intersection. It provides a gateway station at this easternmost entrance to Lacey’s urban growth area and includes constructing pedestrian facilities, retaining walls, and stormwater facilities. The roundabout will allow Transit to resume two-way service on Martin Way (Routes 62A and 62B) and will enable Transit to extend future high-frequency transit service the length of the urban corridor and provide increased access to transit.

A preliminary design is illustrated below:



This first phase will develop an effective station area, roundabout, and pedestrian access design that not only meets Transit's operational needs but also current and future needs of the general purpose and freight traffic that dominate intersection usage today. Thurston County and Lacey recognize roundabouts for their safety and operational efficiency and support Transit's efforts. Through initiating the project at this time, Transit hopes to take advantage of the currently undeveloped right-of-way (ROW) that will be needed to accommodate this transit supportive project and pursue construction within the next two years.

If approved, this initial phase calls for preliminary engineering, design, environmental and ROW planning to be conducted by SCJ Alliance and would consist of the following elements:

- Topographic Survey and ROW Mapping
- Geotechnical Design
- Traffic Validation
- 30% Design
- Environmental Permitting
- Hazardous Materials
- Utility Coordination
- 60% Design
- Final Design
- ROW Coordination and Acquisition

SCJ Alliance is on Transit's On-Call Engineering Services Contract (Master Contract No. 1937) and has a successful track record working with IT and other public transportation agencies delivering engineering projects to support transit mobility.

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5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with SCJ Alliance in the amount of \$798,124.67.
- B. Defer Action. This alternative may result in Transit not being able to provide two-way service on Martin Way or deploy future high-frequency transit in the corridor.

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6) **Budget Notes:** This contract falls within the 2024 budget allocation for East Martin Way Gateway Station Roundabout Project and associated State and FTA grants.

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7) **Goal Reference: #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 and staffing 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." **Goal #8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

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8) **References:** Support letters from City of Lacey, Thurston County, and Thurston Regional Planning Council.



**MEMBERS:**

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

**ASSOCIATE MEMBERS:**

- Lacey Fire District #3
- Puget Sound Regional Council
- The Evergreen State College
- Thurston Conservation District
- Thurston Economic Development Council
- Timberland Regional Library

Ms. Ann Freeman-Manzanares  
 General Manager, Intercity Transit  
 526 Pattison Street  
 Olympia, WA 98501

Dear Ms. Freeman-Manzanares,

Thurston Regional Planning Council is pleased to support Intercity Transit's **East Martin Way Gateway Roundabout** project for a Bus and Bus Facility award from WSDOT. This project supports the conversion of a large signalized intersection to a safe and efficient roundabout at the intersection of East Martin Way at Meridian and Duterrow.

This intersection is the eastern gateway of the region's metro area. It provides vital access to and from growing high density neighborhoods and industrial areas north and south of I-5. It also anchors an emerging ethnic neighborhood center and adjacent high-density neighborhoods as called for in joint Thurston County-Lacey plans.

Martin Way is the old federal highway corridor and large segments are still transitioning to contemporary land uses and multimodal travel options. TRPC and IT are leading a multi-jurisdictional regional planning effort to improve mobility and built form on this primary east-west urban corridor. This intersection is the eastern extent of the Martin Way urban corridor and plays an important role in IT's ability to provide direct, frequent corridor service from one end of the metro area to the other as envisioned in the Regional Transportation Plan.

IT is working strategically to complete project delivery phases and keep project funds flowing. This grant will enable completion of the analysis, preliminary design, and environmental review necessary to acquire right-of-way and then pursue construction funding. This upfront work by IT over the next year will enhance the competitiveness of the final roundabout construction project for future funding opportunities.

Thank you for taking the lead on this regionally significant project.

Sincerely,

Marc Daily, Executive Director  
 Thurston Regional Planning Council

md:bl



Marc Daily  
 Executive Director

2411 Chandler Court SW  
 Olympia, WA 98502  
 360-956-7575  
 360-741-2545 Fax  
 www.trpc.org

December 19, 2022

Ms. Ann Freeman-Manzanares  
General Manager, Intercity Transit  
526 Pattison Street  
Olympia, WA 98501

Dear Ms. Freeman-Manzanares,

Thurston County is pleased to support Intercity Transit's (IT) **East Martin Way Gateway Roundabout** project for Bus and Bus Facility funding from Washington State Department of Transportation (WSDOT). This project will complete the preliminary engineering and environmental review for conversion of the signalized intersection at East Martin Way and Meridian/Duterrow to a roundabout.

Thurston County understands IT's need to take the lead in making operational efficiency improvements at this busy intersection. The proposed roundabout conversion not only supports IT's need for a safe and efficient means to reverse corridor service direction, it also improves non-motorized access as this part of the urban growth area builds out as planned. A roundabout at this location improves safety and mobility for all modes of travel while supporting critical operational and logistical needs for IT.

Discussions over the last several months between IT and Thurston County staff identified mutual benefits for transit and traffic operations of converting this large intersection to a roundabout over the next few years. Wedges of surplus county property on two corners provide an opportunity to evaluate design options that minimize impacts on adjacent properties while maximizing multimodal benefits and safety. We look forward to exploring intersection design options with IT in more detail.

Thurston County welcomes your lead on this regionally significant project and will work with you to ensure its success.

Sincerely,



For SL

Scott Lindblom





**CITY COUNCIL**  
ANDY RYDER  
*Mayor*

MALCOLM MILLER  
*Deputy Mayor*

LENNY GREENSTEIN  
MICHAEL STEADMAN  
CAROLYN COX  
ED KUNKEL  
ROBIN VAZQUEZ

**INTERIM CITY MANAGER**  
RICK WALK

December 30, 2022

Ms. Ann Freeman-Manzanares  
General Manager, Intercity Transit  
526 Pattison Street  
Olympia, WA 98501

Dear Ms. Freeman-Manzanares,

The City of Lacey is pleased to support Intercity Transit's **East Martin Way Gateway Roundabout** project for a Bus and Bus Facility award from WSDOT. This project has multimodal mobility benefits for this fast-growing entrance to the region's urban growth area. When constructed, a roundabout in this location will not only improve transit access and efficiency but overall operational efficiency and safety at this busy intersection for motorists and non-motorists alike.

While this project is located at the edge of Lacey's unincorporated urban growth area today, it will be the eastern entrance into the city itself one day. We welcome the opportunity to collaborate with IT and Thurston County in the evaluation and design of roundabout treatments at this important location which is growing into a prominent gateway between this region's urban and rural communities.

IT's project will complete the analysis, preliminary design, and environmental review necessary to acquire right-of-way and have a construction-ready project. This upfront work by IT over the next year will enhance the competitiveness of the final roundabout construction project for future funding opportunities.

Thank you for taking the lead on this regionally significant project. We look forward to working with you to ensure its success.

Sincerely,

Rick Walk

Interim City Manager

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-C**  
**MEETING DATE: February 7, 2024**

**FOR:** Intercity Transit Authority  
**FROM:** Eric Phillips, Director of Strategic Programs, 360-705-5885  
**SUBJECT:** Martin Way Park & Ride Direct Access/Construction Contract Increase

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- 1) **The Issue:** Approval of a revised total contract amount for Tapani, Inc., to complete the Martin Way Park & Ride (P & R) Direct Access construction.

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  - 2) **Recommended Action:** Authorize the General Manager to increase Tapani, Inc.'s contract by \$60,588.83 for a revised total not-to-exceed amount of \$2,300,000.

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  - 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.

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  - 4) **Background:** On July 19, 2023, the Authority authorized the General Manager to approve an additional \$188,000 to the construction contract with Tapani, Inc., for a revised total amount of \$2,239,411 for the bus access and facility improvements at the Martin Way P & R. This contract increase addressed various change orders related to the parking lot repairs, electrical/lighting upgrades, ADA-compliant bus platform adjustments, and fiber upgrades to the security camera system.

With most of the final contract costs approved, including a new change order to retrofit the older metal halide "cobra head" lights (34) at the P&R to LED lights, staff is anticipating the final contract not-to exceed value will require an additional \$30,000 to \$40,0000 of additional funding authority to close out the construction project with all changes considered. Additional contract authority of \$60,588.83 will ensure we have the contract authority to complete the remaining illumination work, shoulder restoration work along the WSDOT right-of-way, and any remaining work to close out the project with Tapani. The total authorized amount requested includes contingency funds beyond the forecast totals to ensure a timely closeout.

The requested additional contract authority of \$60,588.83 remains within the established project budget, resulting in a total revised construction contract not to exceed authority of \$2,300,000.

Staff believes this final contract increase is reasonable, and addresses any outstanding construction items, with any unforeseen changes covered under the construction contingency.

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5) **Alternatives:**

- A. Authorize the General Manager to increase Tapani, Inc.'s contract by \$60,588.83 for a revised total not-to-exceed amount of \$2,300,000.
  - B. Defer action.
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6) **Budget Notes:** The Martin Way Direct Access project was funded utilizing a WSDOT Regional Mobility Grant and local matching funds. The project was carried over to the 2024 budget with sufficient funding to complete the remaining project elements.

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7) **Goal References:** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-D**  
**MEETING DATE: February 7, 2024**

**FOR:** Intercity Transit Authority  
**FROM:** Eric Phillips, Director of Strategic Programs, 705-5885  
**SUBJECT:** On-Call Engineering & Construction Support Contract  
Increase Authorization - Martin Way Park & Ride

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- 1) **The Issue:** Authorization of additional contract authority for SCJ Alliance to provide construction administration support to complete the Martin Way Park and Ride Direct Access project.
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- 2) **Recommended Action:** Authorize the General Manager to increase the SCJ Alliance contract by \$35,000 for a revised total not-to-exceed amount of \$531,288.
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- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
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- 4) **Background:** In June of 2021 Intercity Transit onboarded SCJ Alliance to provide engineering support services for the Martin Way P&R Direct Access project. The Authority subsequently provided additional funds as the project progressed into construction including additional contract authority last July to cover additional design and construction contract support related to several large change orders for the project. Those changes were related to the parking lot repairs, electrical/security systems, and fiber upgrades which were added to the scope of the project.

Since our last update to the Authority, we were able to move forward with the upgrade of the facility's illumination system (34 lights) from the older metal halide cobra head to new LED heads. While this was not part of the original project, when we realized more than 50% of the older system needed new bulbs/ballasts/and fuses, we did a comparison for LED retrofit and were able to utilize the existing sub-contractor to provide a fast energy/cost efficient upgrade. The return on investment for this retrofit is estimated at around 5 years (updates will pay for themselves) and the fixtures should be maintenance free during the initial five-year warranty period. This work did require additional design and construction management support from SCJ's electrical engineer. Also, due to the delay in close out related to delivery of the final light pole along the I-5 ramp, the project has also required additional construction management support.

Staff are requesting an increase of \$35,000 in total contract authority, for a revised not-to-exceed amount of \$531,288. The additional contract authority also provides some “contingency” funds to support SCJ assisting Intercity Transit later this year with the completion of the new “Use Agreement” with WSDOT and provide any design support necessary to obtain approval for placement of a new passenger shelter at the bus stop on the ramp - which requires a separate air space lease to be obtained before a shelter can be placed. The total amount requested includes contingency resources sufficient to close out the project with the additional scope noted above. Staff are confident that the proposed hours and level of effort for the remaining work can be accomplished with the proposed increase.

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5) **Alternatives:**

- A. Authorize the General Manager to increase the SCJ Alliance contract by \$35,000 for a revised total not-to-exceed amount of \$531,288.
- B. Defer action.

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6) **Budget Notes:** The carryover portion of this project is included in the 2024 budget. Sufficient funding was anticipated to cover this scope and work effort.

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7) **Goal References** **Goal #2:** *“Providing outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-E**  
**MEETING DATE: February 7, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Clark Gilman, ITA Chair, City of Olympia Councilmember

**SUBJECT:** General Manager Employment Performance Measures

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- 1) **The Issue:** The Board will discuss performance measures for the General Manager.
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- 2) **Recommended Action:** Discussion only.
- 
- 3) **Policy:** The Authority Board must implement the terms and conditions outlined in the employment contract with the agency's General Manager, to include identifying performance measures and evaluating the General Manager's performance.
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- 4) **Background:** Ms. Bergkamp was selected as the agency's General Manager in November 2023; and she signed an employment contract on November 15, 2023. Section 1 of the employment contract indicates the Board is to adopt performance measures within 90 days of starting employment.
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- 5) **Alternatives:** Defer action.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** A successfully performing General Manager will help achieve all goals of the agency.
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-F**  
**MEETING DATE: February 7, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Clark Gilman, Chair, Councilmember City of Olympia

**SUBJECT:** Annual Authority Reorganizing Activities

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1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

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2. **Recommended Action:**
- A. Election of the Intercity Transit Chair
  - B. Election of the Intercity Transit Vice Chair
  - C. Identify Committee Assignments:
    - Thurston Regional Planning Council
    - Transportation Policy Board
    - Intercity Transit’s Pension Committee
- 

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers – Chair and Vice Chair, Section 6.2 Term, states, “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.”

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4. **Background:** Officers serve a one-year term. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year. The Chair selects members to represent Intercity Transit on several committees.

Clark Gilman has held the position of Chair for two years, and Community Representative Justin Belk has held the position of Vice Chair for two years.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit’s Pension Committee.

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5. **Alternatives:**
- A. Elect officers and identify committee assignments.
  - B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice

Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as presiding officer. The most senior member is Tumwater Mayor Debbie Sullivan.

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6. **Budget Notes:** N/A.

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7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enables the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

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8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.



The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.7 Quorum.** At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

**5.8 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

**5.9 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

**5.10 Order of Business and Agenda.** The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

**5.11 Voting/Authority Decisions.** Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

**5.12 Meeting Minutes.** The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

**5.13 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.14 Compensation.** Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

**5.15 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

## **VI. OFFICERS - CHAIR AND VICE CHAIR**

**6.1 Election.** The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

**6.2 Term.** The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

**6.3 Duties.** In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

**INTERCITY TRANSIT AUTHORITY  
COMMITTEE ASSIGNMENTS  
As of February 2023**

**Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:**

***Thurston Regional Planning Council:*** General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

***Debbie Sullivan***  
(Alternate: Don Melnick)

***Transportation Policy Board:*** General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:30 AM on the second Wednesday of the month.

***Don Melnick***  
(Alternate: Justin Belk)

***Pension Committee:*** The Intercity Transit Pension Committee consists of a Plan Committee (Chief Financial Officer and/or Administrative Director, one Authority member, a representative from the ATU and IAM, and four at-large employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets semi-annually.

***Sue Pierce***  
(Alternate: N/A)

***Ad Hoc Committees:*** The Authority Chair may form ad hoc committees to address specific issues.

***Committee of the Whole:*** The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.