

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 3, 2024

CALL TO ORDER

Chair Gilman called the January 3, 2024, 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 Councilmember Clark Gilman; Vice Chair and Community Representative Justin Belk; City of Lacey Councilmember Robin Vazquez; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Community Representative Sue Pierce; Community Representative Don Melnick; Labor Representative Alternate Kierstin Price.

Members Excused: City of Yelm Councilmember Brian Hess; Labor Representative Mark Neuville.

Staff Present: Emily Bergkamp; Ally McPherson; Brian Nagel; Daniel Van Horn; Dena Withrow; Eric Phillips; Jana Brown; Jason Aguero; Jessica Gould; Katie Cunningham; Noelle Gordon; Pat Messmer; Peter Stackpole; Steve Krueger; Tammy Ferris; Zach Heinemeyer; Lynne Cunningham; Nathan Davis; Joy Gerchak; Paul Kierzek; Thera Black; Matt Kenney.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Betty Hauser, and Doug Riddels, Community Advisory Committee.

STAFF INTRODUCTION

A. Dena Withrow, Operations Director (*Emily Bergkamp*)

APPROVAL OF AGENDA

Chair Gilman asked for the Authority's consideration to pull Agenda Item 4D - Zero Emissions Transition Recommendations - from the agenda because Jonathon Yee is unable to present this evening. This item would be placed on the ITA January 17, 2024, agenda.

It was M/S/A by Mejia and Vazquez to approve the agenda as amended.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

- A. **Minutes** - November 15, 2023; December 6, 2023, Minutes
- B. **Payroll November:** \$3,093,136.76
- C. **Accounts Payable November:** \$2,782,395.20
 - Warrants: \$2,726,346.32

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 2 of 6

- ACH Payments: \$56,048.88
- D. Surplus Property Vanpool Van #2624 - Declare the Van as surplus.**
(Noelle Gordon)

NEW BUSINESS

A. New Work Truck Change Order Authorization. Procurement Coordinator, Katie Cunningham, presented for consideration a change order for Bud Clary Ford to modify Intercity Transit's order of four Ford work trucks. In September 2023, Intercity Transit ordered four (4) new Ford work trucks, with service bodies, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. Three (3) of these vehicles will expand the Facilities department fleet to accommodate additional staff added in 2023, and one (1) will replace a Fleet Maintenance shop truck which has met its useful life.

Over the last few years, ordering and production has been limited for these vehicles, and the manufacturer's order bank was only open for a short period of time. To ensure Intercity Transit met the vehicle ordering deadline, staff finalized and submitted the work truck order, which included the majority of vehicle components, while continuing to work to finalize remaining service body details.

In September 2023, Intercity Transit sought approval for the original order in the amount of \$410,815, including sales tax, which included our best estimate of the cost for the remaining service body components. The service body details have since been finalized, and the amended total cost of the order with the additional service body details will be \$416,915, including sales tax. Therefore, a change order and additional authorization in the amount of \$6,100 is needed to amend the order.

Intercity Transit has reviewed the additional service body component pricing and finds it to be fair and reasonable. Based on our past experience with Bud Clary Ford and Ford work trucks, staff is confident these vehicles are mechanically sound and will serve our agency and staff well and recommends approval of the change order.

It was M/S/A by Sullivan and Pierce to authorize 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.

B. Real-Time Information Signage Contract Award. Procurement Coordinator, Tammy Ferris, presented a Task Order from the On-Call Engineering Services contract with KPFF to provide technical support for new digital real-time information signs. Intercity Transit applied for and received a Regional Mobility Grant (\$1,211,221) for the 2023-2025 biennium to deploy real-time traveler information signage at various Intercity Transit facilities. The primary goal of this project is to deploy real-time system information that helps travelers make informed

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 3 of 6

and timely decisions about route options, departure and arrival times, and other area information.

In October of 2023, staff interviewed three (3) firms from the existing On-call Engineering Services contract to determine the best-qualified and experienced firm to support and advance the Real-Time Information Signage project. KPFF and their sub-consultant Concord were selected to advance this project for Intercity Transit. Based on KPFF and Concord's qualifications, experience, and capacity, and in accordance with Transit's On-Call Engineering Services contract terms, staff is recommending the Authority authorize the General Manager to execute a Task Order with KPFF to provide the initial systems engineering, site evaluation and feasibility assessment for the Real-Time Information Signage project.

The scope of work for this phase is for the initial systems engineering process to prepare a concept of operations and requirements for new digital real-time information signs for use at the Transit Centers, park and rides, and select bus stops. The scope also includes the initial site evaluation and feasibility assessment of 32 initial bus stop locations at five (5) sites identified for real-time information signs. Current funding may not allow for the full deployment at all sites, so the assessment will be used to prioritize the locations for initial deployment.

Staff negotiated the Task Order scope and fee with KPFF in accordance with the terms of the existing On-call Engineering Services Agreement. Based on the scope and proposed hours, staff are confident the pricing is both fair and reasonable.

It was M/S/A by Vazquez and Mejia to authorize the General Manager to execute a Task Order with KPFF in the amount of \$171,457.

- C. Resolution 01-2024 Amending the Community Van Program.** Vanpool Manager, Lynne Cunningham, presented Resolution 01-2024 amending Resolution 06-2003 – Adopting a Community Van Program to align with the recently updated community van contract.

When the Community Van Program was established in 2003, Intercity Transit assumed the risk for the service, including risk for the vehicle, and the drivers who are largely unknown to us. While this practice helped promote the program and was appropriate 20 years ago, since then Washington State has seen an increase in the number of accidents and uninsured motorists. As a result, the insurance pool's appetite for retaining this risk has changed. The member transit agencies in our insurance pool, the Washington State Transit Insurance Pool (WSTIP), would like Intercity Transit to share some of the risk exposure with the customer, who previously assumed zero risk.

Effective January 2024, we are requiring the Community Van Program customers to demonstrate their investment in our service by taking an active role in vetting their

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 4 of 6

drivers and assuming the risk for their driving behavior. Intercity Transit will retain the risk for the vehicle, which will continue to be insured by WSTIP. Of the 25 transit agency members of WSTIP, only six have community van programs and only one of those has chosen to retain all the risk for this program. WSTIP requires transit agencies who decide to retain all risk to install cameras on all community van vehicles.

It was M/S/A by Sullivan and Melnick to adopt Resolution 01-2024 providing clarifying language that organizations using Intercity Transit's Community Van Program will assume the risk for their drivers; these entities will assume the risk and responsibility for drivers they approve.

COMMITTEE REPORTS

A. Transportation Policy Board (Dec. 13). Belk said the first order of business was for Chair Ryder to recognize outgoing members Joe Downing and Don Melnick for their years of service and contribution to the TPB. The TPB re-appointed Emeritus Representative Kmet for another one-year term. Martin Hoppe from the City of Lacey provided an update on the multi-phases of the College Street Corridor Improvements. The full presentation can be found here: [PowerPoint Presentation \(trpc.org\)](#).

TPB received an update on a new process for TRPC – the Congestion Management Process. Because we've become a Transportation Management Area due to population size, it's another federal requirement. As the rules change, it's a process to help identify where we have reoccurring and non-reoccurring congestion as a community, evaluates the impact of those congestions areas and comes up with strategies to reduce the congestion. The full presentation can be found: [PowerPoint Presentation \(trpc.org\)](#)

Daily and Jarvis shared TRPC's adopted 2024 legislative agenda. The three priorities include: Continue to prioritize funding projects. I-5 Mounts Road through Marvin Road, Yelm Bypass, and roundabouts on Highway 507 near Yelm; Increase funding statewide for Regional Transportation Planning Organizations (RTPOs); and permanently make MPOs and RTPOs eligible for regional mobility grants through WSDOT. Full report can be found: [Thurston County Bicycle Map \(trpc.org\)](#)

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.

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 5 of 6

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.

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 6 of 6

AUTHORITY ISSUES

Melnick said as a civil engineer he consulted for many public agencies for 30 years before retiring and he has a good sense about how public agencies operate, and he said Intercity Transit is an amazing organization and it's been an honor to be part of IT.

Vazquez is glad IT supports a program such as the Community Van Program that helps local non-profits provide mobility to those they serve.

Pierce noticed a confusing sign on the 620 bus (Coach 444) that came into the Lacey Transit Center. It said north to Lakewood Olympia Transit Center via Martin Way.

Pierce said the APTA International Roadeo competition is being held April 26 through April 30 and she encourages the Board to attend, as well as the Regional Roadeo being held this summer.

Sullivan said construction continues on Israel Road that is disrupting traffic. Sullivan said the construction at the roundabout at Capital and Trosper has begun, and the northbound freeway entrance is blocked. She hopes all construction will be complete in April.

Sullivan said the Zero Fare Demonstration Project has been very successful and she suggested the Board consider making Zero Fare a permanent policy this year. Melnick said IT is going to get a lot of federal support, but he thinks it would be nice if IT could get zero fare and still maintain our goals with regard to zero emission vehicles. The Board agreed to have discussions about the Zero Fare project.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:20 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

Pat Messmer

Clerk to the Authority

Date Approved: February 21, 2024

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