

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, March 6, 2024
5:30 P.M.

This is a hybrid meeting. You can attend in person at the Pattison Street location in the board room.

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

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

Toll Free: (844) 730-0140 / Phone Conference ID 185 511 54#

CALL TO ORDER

- | | | |
|-----------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT | 3 min. |
| 3) | NEW BUSINESS | |
| | A. General Legal Services Contract Extension (Jeff Peterson) | 5 min. |
| | B. Consultant Services for ERP/ETMS Procurement (Jeff Peterson) | 5 min. |
| | C. CAC Bylaw Revisions (Emily Bergkamp) | 10 min. |
| 4) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (Mar. 1) (Debbie Sullivan) | 5 min. |
| 5) | GENERAL MANAGER'S REPORT | 5 min. |
| 6) | AUTHORITY ISSUES | 5 min. |

ADJOURNMENT

Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).

Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should 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: March 6, 2024

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Senior Procurement & Project Management
Coordinator, 360-705-5878

SUBJECT: General Legal Services Contract Extension

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- 1) **The Issue:** Consideration of extending our contract for general legal services with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2025, in accordance with the contract terms.
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- 2) **Recommended Action:** Authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to adjust the hourly rate and extend the term of the agreement through March 31, 2025.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this term will exceed that amount, legal counsel serves the Authority and as such, it is recommended that the Authority authorize the contract extension.
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- 4) **Background:** Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2023, for as needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the first one-year extension option and once approved, would extend the term to March 31, 2025.

The firm was founded in the early 1980's and focuses on representing cities, counties, and special purpose districts throughout Washington State. The principal attorney proposed, Jeff Myers, has represented Intercity for the past four years. Mr. Myers is also counsel to other local agencies, including Olympic Region Clean Air Agency, LOTT Clean Water Alliance, and TCOMM 911.

The firm is proposing a rate increase of approximately 4.4% for Jeff for his work. The proposed rate increase brings the hourly rate up from \$235 to \$245 per hour. The proposed rate increase is supported by the Bureau of Labor Statistics rate increase for professional and business services.

Staff values the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the proposed contract extension.

5) Alternatives:

A. Authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to adjust the hourly rate and extend the term of the agreement through March 31, 2025.

B. Defer action. A decision to delay may impede or delay timely access to legal counsel.

6) Budget Notes: The 2024 budget for general legal services is \$45,000. Historically, Transit spends approximately \$17,425 per year on average for legal services.

7) Goal Reference: Through the provision of services, Intercity Transit’s general legal counsel supports the fulfillment of all of the agency’s goals.

8) References: Proposed rate and personnel adjustment and for contract term of April 1, 2024, through March 31, 2025.

| Primary Legal Representative: | Title/Position: | Billable Hourly Rate: | Minimum Billable Hours:* |
|--------------------------------------|------------------------|------------------------------|---------------------------------|
| Jeffrey S. Myers | Partner | \$245 | 0.1 hour |
| Michael Throgmorton | Partner | \$235 | 0.1 hour |
| Matthew Sonneby | Associate | \$180 | 0.1 hour |
| Elizabeth McIntyre | Partner | \$255 | 0.1 hour |
| Amanda B. Kuehn | Partner | \$255 | 0.1 hour |
| John E Justice | Partner | \$255 | 0.1 hour |
| Jakub Kocztorz | Associate | \$180 | 0.1 hour |

| Support Personnel: | Title/Position: | Billable Hourly Rate: | Minimum Billable Hours:* |
|---------------------------|------------------------|------------------------------|---------------------------------|
| Tod Monroe | Paralegal | \$100 | 0.1 hour |
| Lisa Gates | Paralegal | \$65 | 0.1 hour |

*Minimum number of hours each Representative will bill for any amount of work performed.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: March 6, 2024

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Senior Procurement & Project Management
Coordinator, 360-705-5878

SUBJECT: Consultant Services for Enterprise Resource Planning/Enterprise
Transit Management Software Procurement

1) **The Issue:** Utilize an independent expert to assist in a procurement of an Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) solution.

2) **Recommended Action:** Authorize the General Manager to proceed with Intueor Consulting Inc. (Intueor) to provide guidance, recommendations, technical expertise and supporting documentation needed to procure a viable ERP/ETMS solution for the not to exceed amount of \$369,900.00, inclusive of a 10% contingency, bringing the total contract amount not to exceed \$554,727.50.

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

4) **Background:** Intercity Transit implemented the FleetNet software in 1993 (acquired by Avail Technologies about four years ago) which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety and maintenance and facilities inventory. FleetNet was also designed to accommodate the National Transit Database (NTD) reporting requirements and generates all required reporting information.

The Authority authorized Intueor to conduct a broad, unbiased, analysis of our workflow and the software support that underpins everyday operations. This scope of work was awarded in June 2023 for a not to exceed expense of \$184,827.50. The analysis has concluded, and the recommended action is to acquire new solution(s) that will reduce manual data management, streamline processes, and provide a modern software platform.

The next phase, Resource Development, has been negotiated and is being presented to the Authority for approval. The scope includes assistance developing a cost estimate, scope of work, packaging the Request for Proposals,

selection planning, proposal evaluation guidance, and contract negotiations. Also included in the proposal is an option to assist with organizational change management (OCM). OCM services would be utilized as needed and the proposed cost for this optional service would not exceed \$50,000 of the request.

The project team appreciates the work Intueor has provided thus far and believes they are capable of successfully completing the resource development phase; therefore, the project team recommends proceeding with Intueor.

5) **Alternatives:**

A. Authorize the General Manager to proceed with Intueor to provide guidance, recommendations, technical expertise and supporting documentation needed to procure a viable ERP/ETMS solution for the not to exceed amount of \$369,900.00, inclusive of a 10% contingency, bringing the total contract amount not to exceed \$554,727.50.

B. Continue utilizing the current legacy program and forego any program enhancements or efficiencies.

6) **Budget Notes:** The 2024 budget includes funding for this project and the proposed not to exceed costs associated with the analysis is within budget.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-C
MEETING DATE: March 6, 2024

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: Community Advisory Committee (CAC) Bylaws Amendment

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- 1) **The Issue:** Consider amending language in the CAC Bylaws to change the committee’s name from “Citizen Advisory Committee” to “Community Advisory Committee;” to update language concerning committee composition, meeting schedule, meeting format, and availability of verbatim recordings; and to correct grammatical errors.
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- 2) **Recommended Action:** Approve changes to the CAC Bylaws as proposed.
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- 3) **Policy Analysis:** The CAC Bylaws may be amended by a majority vote of its members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and ITA members thirty days in advance of the meeting at which the changes are to be acted upon.
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- 4) **Background:** The CAC Bylaws were adopted on July 17, 2000, and previously amended twelve times, most recently on July 6, 2016. Since then, meeting procedures have been updated alongside the improvement of technology and agency efforts to promote diverse and inclusive participation. The CAC reviewed and accepted the proposed amendments on February 12, 2024, and are presenting them for ITA consideration through the General Manager.

Previously on January 3, 2018, the ITA approved a motion to rename the Committee and removed the term “Citizen,” replacing it with “Community.” This change promoted more inclusive participation from all community members, regardless of citizenship status. Following this change many materials were updated, but the Bylaws were not formally amended.

Other proposed amendments include updates to the following sections:

- **COMPOSITION:** Amend language in the list of groups participation is sought from to add lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more (LGBTQ+), revise Native American to Black, Indigenous, People of Color (BIPOC), and revise Senior Citizen(s) to Seniors. This amendment affirms Intercity Transit’s commitment to intentionally seek participation from historically

marginalized members of the community, such as BIPOC and people who identify as LGBTQ+.

- **MEETING SCHEDULE:** Amend language to broadly recognize all major holidays for an alternative meeting schedule should the holiday fall on a regularly scheduled meeting day. This responds to the acknowledgement of Juneteenth as a major federal and state holiday alongside MLK Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- **MEETING SCHEDULE:** Amend language to reflect the updated practice of hosting hybrid meetings. This promotes increased participation by adjusting the meeting format from in-person only allowing for member's virtual attendance.
- **AGENDA:** Amend language to reflect the updated practice of sending packet information in an electronic format. This supports our commitment to environmental sustainability by going paperless, unless specifically requested by a member.
- **MINUTES:** Amend language to reference the availability of electronic recordings that are maintained in accordance with RCW 40.14. This amendment utilizes modern technology to promote transparency of meetings with audio and visual records, and AI-generated transcripts.

See draft attachment for exact revisions.

5) **Alternatives:**

- A. Approve changes to the CAC Bylaws as proposed.
- B. Alter the language.
- C. Continue to work on revisions.

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

7) **Goal Reference:** The CAC works in an advisory capacity to the Authority to meet all goals of Intercity Transit.

8) **References:** CAC Bylaws with proposed changes.

INTERCITY TRANSIT
~~CITIZEN COMMUNITY~~ ADVISORY COMMITTEE
Bylaws

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. (Amended 09/18/13)

The CAC is advisory to the Transit ~~Authority, and~~ Authority and provides customer feedback to the agency. (Amended 09/18/13)

COMPOSITION

The CAC shall be comprised of no more than twenty members appointed by the Intercity Transit Authority. One position is specifically reserved for a 15-19 year old from Thurston County. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- ~~Seniors~~ Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL, ~~etc.~~ Star Pass Holder)
- Youth (15-19 year olds)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- CitizensCommunity-at-Large
- Native American Black, Indigenous, People of Color (BIPOC)
- Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, and more (LGBTQ+)
- Environmentalist

- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04; 2/14/11; 3/6/24*)

TERMS

CAC members shall serve a term of three ~~years, and~~ years and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04; 2/14/11*)

ATTENDANCE

A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a ~~twelve-month~~ twelve-month period will be removed from the committee. If ~~staffa~~ staff member needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair of the Citizen-Community Advisory Committee when the fourth absence in a 12-month period occurs.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11; 02/13/12; 3/6/24*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for ~~the months of January and February~~ major holidays. ~~January and February meetings will be held the second Monday of the month~~ Those meetings will be rescheduled to an alternative Monday. All meetings shall be held at Intercity Transit buildings and include a virtual attendance option's ~~administrative offices, in the boardroom~~. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least ~~24 hours~~ 24 hours in advance of a meeting. (*Amended 12/20/04; 3/6/24*)

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall ~~mail-finalize~~ the agenda ~~to CAC members~~ at least ~~five-five~~ days prior to the meeting and will send a copy of the packet to each member electronically.

(Amended 02/13/12; ~~3/6/24~~)

MINUTES

The Staff Liaison shall distribute a summary of the meeting. ~~All meetings are recorded, and AI generated transcripts or videos are available upon request. Verbatim transcripts and detailed documentation of discussion will not be available.~~ Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent. (~~Amended 3/6/24~~)

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (~~Amended 07/16/01~~)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of ~~Chair~~~~the Chair~~ and Vice Chair. The process for choosing officers shall consist of nomination in October (either self-nomination or nomination by others) and affirmation by majority vote in November. (~~Amended 07/16/01; 2/06/08; 07/06/16~~)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the ~~two-term~~~~two-term~~ limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement

will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (*Amended 07/16/01; 12/20/04*)

Section 1. Chair

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ***Presentations*** made by staff or others should be succinct and relevant.
- ***Discussion*** of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- ***Agreement*** on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (*Amended 2/19/01*)
- ***Opposing positions will be shared with the Authority.***
- ***Majority Vote*** is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process. The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. (Amended 07/16/01)

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC stick to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and/or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. (Amended 07/16/01; February 14, 2005)

USE OF THE OPERATING GUIDELINES

The meeting protocol supersedes all other meeting procedures and will be used by the CAC until and unless it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.

AMENDMENTS

These bylaws may be amended by a majority vote of the ~~Citizen-Community~~ Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. (New Section Added 12/20/04, 3/6/24)

ADOPTED this 17th day of July, 2000.

| | | | |
|-----------------|--------------------------|--------------------------|-----------------------------|
| Amended: | February 19, 2001 | February 6, 2008 | September 18, 2013 |
| | July 16, 2001 | March 5, 2008 | July 6, 2016 |
| | December 16, 2002 | February 14, 2011 | <u>March 6, 2024</u> |
| | December 20, 2004 | November 2, 2011 | |

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February 14, 2005

February 13, 2012

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
January 22, 2024 - Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid January 22, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Eliane Wilson; Vice Chair Ty Flint; Betty Hauser; Clair Bourgeois; David Payton; Doug Riddels; Garrett Fuelling; Harrison Ashby; JoAnn Scott; Lloyd Peterson; Marilyn Scott; Nicole Smit; Ursula Euler; Tony Mealy-Chapman; Rachel Weber; Rachel Wilson; and John-Paul Fox Seidel.

Absent: Trina Primm

Staff Present: Amanda Collins; Emily Bergkamp; Jonathon Yee; Jana Brown; Eric Phillips; Jessica Gould; Zach Heinemeyer; Peter Stackpole; Ramon Beltran; and Nathaniel Davis.

APPROVAL OF AGENDA

It was M/S/A by TY FLINT and URSULA EULER to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, Justin Belk, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. February 7, 2024, ITA Meeting - Clair Bourgeois
- B. February 21, 2024, ITA Meeting - David Payton
- C. March 6, 2024, ITA Meeting - Rachel Weber (for Doug Riddels)

MOTION TO APPROVE MINUTES

It was M/S/A by TY FLINY and URSULA EULER to approve the November 20, 2023, minutes.

COMMITTEE MEMBER INTRODUCTIONS - Committee members and staff provided brief introductions.

NEW BUSINESS

- A. **Zero Emissions Transition Recommendations** - (*Jonathon Yee*) Yee serves as the Director of Fleet and Facilities for Intercity Transit, and shared an update on the recommendations for the transition to a zero emissions fleet and the agency's future plans.

Intercity Transit first began its journey of reducing emissions in 2010. That year, the U.S. Environmental Protection Agency (EPA) began regulating engine manufacturers to build cleaner tailpipe emissions. Yee shared the agency began replacing all fixed route and

paratransit buses with 2010 or newer vehicles. He displayed a graph that showed both particulate matter (PM) and nitrous oxide (NO_x) were reduced by 98% compared to 1988 through this transition. Even today, manufacturers are continuing to clean up their engine production to support climate change policy. Since that time IT has been transitioning its fuels to cleaner alternatives. This was following an analysis from the EPA's U.S. Renewable Fuel Standard (RFS) program which focused on CO₂ emissions from production, transportation, and use of renewable fuels. IT's fuel transitions began with biodiesel, known as B5 in 2008. Shortly after Yee started working at IT in July 2020, renewable diesel became available and R10 fuel was piloted, which is 10% renewable diesel and 90% conventional diesel. In October 2021 and after a successful trial period, Yee transitioned the fuel to R50, which is a 50/50 mix of renewable and conventional diesel. And finally in January 2023, the switch to full renewable diesel, R99 was complete. In 2018, the paratransit fleet known as Dial-a-Lift began to transition to propane and all but 7 vehicles in the paratransit fleet will be propane fueled in 2024 after 28 new cutaway vehicles are delivered to replace older vehicles. In the year 2023, IT reduced emissions by 573,300 KgCO_{2e} from the paratransit fleet and 3.3 million KgCO_{2e} from the fixed route fleet. Even though IT has not yet transitioned to zero emissions vehicles, Yee shared the agency has taken steps to significantly reduce greenhouse gas emissions.

Yee displayed a timeline of milestones achieved towards the zero-emissions transition plan over the past four years.

- 2019: Outreach to other pacific northwest transit agencies regarding zero emissions buses (ZEB).
 - Found that technology was very limited, not feasible to implement.
- 2019: Implemented a wait, watch, and research strategy.
- 2019-2021: Outreach to transit agencies across the country regarding ZEB.
- 2021: Reviewed transit agencies utilizing hydrogen as a fuel source.
- 2021-2022: Developed Request for Proposals (RFP's) and scope for feasibility study.
- 2023: Completed feasibility study to determine costs of various zero emissions technology buses, impacts to service, and necessary infrastructure improvements.

After reviewing the findings of the feasibility study, initial decisions were made on how to move forward with implementation.

Yee provided a brief overview of the technology available on the market for ZEBs. ZEBs are either fuel cell electric, which are fueled by hydrogen that is stored on board and converted to electrical energy or battery electric, which are electrically charged. Fuel cell electric buses (FCEB) can recharge in a matter of minutes due to the onboard conversion of hydrogen to energy, whereas battery electric buses (BEB) can take hours to recharge. Yee shared other notable differences in range, fueling technology, capital costs, and other considerations. The current fleet includes 86 forty- or thirty-five-foot fixed route buses, 54 cutaway vehicles for Dial-a-Lift, 200 Vanpool vehicles, and 30 support vehicles. Intercity Transit focused the feasibility study outcomes on green energy, efficiency, and cost; funding availability; infrastructure requirements and available site space; fuel/energy availability; vehicle performance (primarily range); "fit" into existing operations and our service to the community; and resiliency for continuity of operations and emergency response. The consultants' project priorities were focused on providing transit services based on community needs, technology capabilities, and considering the full lifecycle emissions of all solutions (well-to-wheels). The consultant partners included the Center for Transportation and the Environment (CTE), Nelson Nygaard, and Hatch LTK.

Yee displayed Intercity Transit’s block feasibility, which showed that only 30% of IT’s current routes could be served using battery electric buses (BEB), without implementing additional charging infrastructure or increasing the size of the fleet. Yee then displayed four zero emissions options and the comparative costs for maintaining a baseline fleet. The scenarios included BEB with depot only charging, BEB with on-route charging, BEB and FCEB mixed fleet, and FCEB only. Yee noted that the comparison figures were for fixed routes only, with purchases beginning in 2026 for fleet replacement. The 2023-2050 cost projections did not consider property acquisitions, utility upgrades, or resiliency solutions. And finally, costs were estimated based on the current market rate for both hydrogen and electric. A BEB fleet with depot only charging option was not expected to fulfill 100% of Intercity Transit’s block service by the end of 2050, which left that option as least desirable. However, a BEB fleet with depot and on-route charging could achieve 100% block service. A FCEB fleet was the most expensive option but that is based on current hydrogen pricing. Locally, hydrogen fuel costs are expected to decrease 30% over the next several years once the PNW H2 Hub is operational. A mixed fleet was third most expensive due to higher costs for the buses and fuel. Between 2023 and 2050, the transition to a zero-emissions fleet projected cumulative costs are between \$96M and \$220M higher than what would be spent operating a baseline diesel fleet.

Analysis Results

Cumulative cost projections 2023 – 2050 (Fixed Route only)



| Total Cost of Ownership | Baseline | BEB Depot Charging Only | BEB Depot and On-Route Charging | Mixed Fleet (BEB/FCEB) | FCEB Only |
|---|-------------------|-------------------------|---------------------------------|------------------------|------------------|
| Fleet | \$270,264,000 | \$408,825,000 | \$468,644,000 | \$477,540,000 | \$493,523,000 |
| Fuel | \$109,293,000 | \$71,148,000 | \$50,543,000 | \$71,297,000 | \$102,052,000 |
| Maintenance | \$95,730,000 | \$81,464,000 | \$73,971,000 | \$79,948,000 | \$88,172,000 |
| Infrastructure | \$- | \$10,598,200 | \$21,599,000 | \$17,677,000 | \$11,636,000 |
| Total | \$ 475.3 M | \$ 572 M | \$ 614.8 M | \$646.5 M | \$ 695.4M |
| Compared to Baseline | - | + \$ 96.8 M | + \$ 139.5 M | + \$ 171.2 M | + \$ 220.1 M |
| % of Blocks Achievable by 2050 | 0% | 83% | 100% | 100% | 100% |
| Cumulative Metric Tons of CO ₂ e Reduced | - | -70,000 | -108,000 | -62,000 – 113,000 | -0 – 121,000 |

Assumptions:

- 100% ZEB purchases beginning in 2026 for fleet replacement
- Infrastructure totals DO NOT include property acquisition or utility upgrades
- Fuel costs:
 - Hydrogen = \$8.61/kg – PNW H2 Hub expected to drive costs down (~30%)
 - Electricity = \$0.081/kWh, Demand charges \$11.16 - \$15.24/kW (actual charging rate structure would be negotiated)
 - ~6MW needed for BEB Depot Charging
 - No solution for resiliency included



Ursula Euler asked what the first line of the table represented and if it was the cost of the new fleet.

Yee responded that she was correct, it is the replacement costs for purchasing the buses with zero emissions technology. Fuel cell electric buses are about double the cost of diesel buses and battery electric buses are a bit below the cost of fuel cell electric buses.

Clair Bourgeois asked for clarification on why the feasibility study didn’t consider any projected growth and continued urbanization of Thurston County with corresponding service improvements.

Yee answered that one of the assumptions in the study was no service changes so there could be an accurate cost comparison.

Garrett Fuelling asked about the composition of the mixed fleet (BEB and FCEB), if it was 50/50, 30/70, etc.

Yee responded that he couldn't remember exactly, but it was close to a 30% BEB and 70% FCEB split.

Ursula Euler added that the proposed composition breakdown is included in the November 20 CAC Minutes.

The cumulative emissions impact for all scenarios was displayed as another important element of the analysis. The faster the scenario flat lines, the quicker IT achieves a zero emissions status. However, Yee cautioned that the speed must be balanced with cost and reliable service to the community.

Analysis Results



Upon completion of the feasibility study, staff, consultants, and the ITA board spent a full day in a work session to understand details of the data and results. Yee clarified that the numbers shown in this presentation are not included in any budget at this time.

Justin Belk added that the work session was one of his favorite professional days in 2023 and that ITA members fully tuned into the results of the study.

Looking forward, Yee shared the next steps of transitioning to a zero emissions fleet. While technology continues to improve, Intercity Transit will buy limited clean diesel replacement buses through 2028. Yee's hope is that there will be better availability of hydrogen plants in our area for FCEBs and continued improvements to the mileage range of BEBs over the next few years. He is cognizant of not wasting tax-payer money on technology that doesn't do what we need it to do. The proposed timeline includes the following purchases:

- 2024 – Intercity Transit was awarded a grant to purchase five FCEBs.
- 2026 – Purchase of three BEBs and depot charging; five clean diesel buses.
- 2028 – Purchase of ten clean diesel buses (replacements) and begin infrastructure deployment.
- 2031 and beyond – Purchase ZEB for all future bus replacements, technology TBD.

Yee also shared next steps for the Dial-a-Lift fleet transition plan, which is aligned to the fixed route timeline. IT will also be watching the industry to see if there is further development in FCEB cutaway vehicles and may adjust accordingly.

- 2025 – Purchase 12 propane buses.
- 2027 – Purchase 2 BEBs and 12 propane buses.
- 2028 – Begin infrastructure development.
- 2031 – Purchase 14 BEBs.
- 2032 – Purchase 14 BEBs.

Finally, for the Vanpool fleet and non-revenue service fleet, additional industry development is needed. Currently, there are no zero emissions minivans on the market for Vanpool replacements and charging infrastructure would need to be available at private residences. Intercity Transit currently deploys hybrid vehicles for the Vanpool program, giving us an edge on emission reductions in the meantime. Proposed next steps for transition includes:

- Monitor WA Zero-Emissions Vehicle laws, rules, and initiatives.
- Watch the market for feasible vehicle technologies, charging partnerships for groups, and grant opportunities.

Yee shared details of the upcoming Zero Emissions Hydrogen Demonstration Project grant that includes combined funding of \$13M over the next three years from the Green Transportation Capital Grant Program and the Regional Mobility Grant Program. The project scope involves up to five FCEBs, temporary fueling equipment, and facility upgrades to the maintenance site. Over the next few months, Yee and the team will be placing an order for five FCEBs and are incorporating infrastructure needs into current construction.

The consultants will be around to support additional phases. Phase II will include creating a Fleet Transition Plan, addressing all Federal Transit Administration requirements and change management plans. Phase III will include implementing zero emission bus technology for the grant demonstration project. Additionally, IT can retain consultants to assist with site master planning depending on infrastructure needs and the long-term transition plan.

Nicole Smit asked if there are any DAL service blocks that wouldn't fit with BEBs.

Yee answered, yes as of today. However, DAL is very different from fixed route service because it is an on-demand service that changes day-to-day. To determine feasibility, the consultants analyzed average daily miles and maximum daily miles to compare against technology limits. A significant portion of the blocks can be transitioned to BEB and even more by 2026-2028, assuming battery range improves. By 2050 nearly all blocks can be supported by BEB, except for a few.

Smit also asked if the hydrogen Intercity plans to utilize will be green hydrogen.

Yee responded that most of the hydrogen produced today is considered grey hydrogen that would be transported by a diesel truck to a local storage tank. While grey hydrogen produces zero emissions from the tailpipe, it is not the best option from well-to-wheel. There are many other shades of hydrogen, and the focus would be to use as much green hydrogen as possible.

Eliane Wilson complimented Yee and stated the presentation was much clearer this time around.

Clair Bourgeois agreed.

Betty Hauser clarified that propane will be used for DAL service until that fleet can transition to battery electric, while the fixed route fleet will remain diesel until it's transitioned to zero emissions.

Yee affirmed.

B. Topics of Interest - (Emily Bergkamp) Bergkamp serves as the General Manager of Intercity Transit and led the CAC in a discussion of various topics to be covered during meetings throughout the year. Bergkamp solicited input from CAC members and the following topics of interest were noted by the committee:

- 2024 State/Federal Legislative Session Update
 - Suggested by Nicole Smit
 - Ursula Euler added that she is interested in learning about opportunities to support different legislative efforts through public testimony.
- Comparative Local and National Transit Service Data
 - Suggested by Doug Riddels
- Operator Highlight Videos
 - Suggested by Ty Flint
- Planning Updates/Density
 - Suggested by Ursula Euler
- New Technology/AI in Transit
 - Suggested by Ursula Euler

CONSUMER ISSUES

Rachel Weber inquired about the Amtrak arrival schedule being shifted and if the 94 is also shifting to accommodate this or if service will be added.

Emily Bergkamp responded that she will inquire with planning about upcoming changes.

Rachel Weber also read a post on social media and shared that a community member is requesting a bus shelter over the Yelm Hwy stop.

Bergkamp noted the request.

Harrison Ashby asked when the next service updates are.

Bergkamp answered that the planned updates in 2024 are May and September. About 15,000 service hours will be added to the express service during weekdays in May.

Tony Mealy-Chapman asked about ongoing issues with fake service animals boarding coaches.

Bergkamp acknowledged this is a difficult topic for operators to address on the spot. There are only two questions that can be legally asked: 1. Is your dog a service animal? and 2. What service does it provide? The second question often leads to conflict. Our current practice is for operators to ask if the dog is a service animal upon boarding and if the owner answers yes, to welcome the animal aboard. If the animal displays behavior issues on the ride, then additional follow-up can be done to talk with the owner and if necessary, exclude that animal from riding.

Mealy-Chapman followed up with an additional question of what the riders should do when a service animal's behavior is disruptive while the bus is in motion.

Bergkamp answered that the rider should let the driver know, particularly if the animal poses a threat to passengers or other animals. Drivers can then request a supervisor to meet them at the next stop and handle the situation.

JoAnn Scott shared that she has also experienced issues like this on the bus.

Bergkamp provided additional options of notifying Intercity Transit's customer service department through a phone call or online customer comment with the date/time/route/coach number so supervisors can follow-up with the owner and animal out in the system.

Mealy-Chapman shared that placing the responsibility on riders to report behavior challenges can cause discomfort.

Amanda Collins encouraged riders to use the online comment system and affirmed that customer comments are reviewed throughout the day. Supervisors are often successful in reviewing video to locate and identify riders involved in situations that require follow-up conversations. And if necessary, staff will issue exclusion orders to animals. The customer service phone number and online comment website link was provided to CAC members via email.

Ursula Euler gave kudos to Amanda Collins for detailed November CAC Meeting Minutes.

Eliane Wilson noted that construction is impacting Route 13 and asked when construction would be finished.

Bergkamp provided information from Tumwater Mayor and ITA member, Debbie Sullivan that paving will occur in June and most of the construction should be wrapping up in late spring to early summer improving traffic congestion. Less impactful work such as landscaping will continue to happen throughout summer. The City of Tumwater

and Mayor Sullivan are aware of the impact construction has on commuters and they do their best to address as many concerns as possible.

Ursula Euler added that alternative routes are also experiencing construction, which further complicates the situation.

REPORTS

- **January 3, 2024, ITA Report** – Vice Chair Ty Flint shared a summary of the ITA meeting, including construction update that FORMA was back on track with work at the Pattison site. He also shared the results of a food drive held by the Diversity, Equity, and Inclusion (DEI) committee over the holidays to benefit three Village Vans (VV) families. VV families were provided with gift cards to Ralph’s Thriftway and over 20 bags of groceries.
- **January 17, 2024, ITA Report** – Betty Hauser shared a summary of the ITA meeting, including a change to City of Lacey’s representative from Councilmember Robin Vazquez to Councilmember Carolyn Cox; new staff positions introduced including the Service Impact Supervisor, three new Operations Supervisors, one Senior Information Services Technician, and one Facilities Technician; OCPC Outcomes presentation, which is also scheduled for an upcoming CAC meeting.

Three reports were given including:

- Thurston Regional Planning Commission meeting summary from Mayor Sullivan, TRPC discussed adjustments to the Unified Planning Work Program that’s a federally required planning document stating how federal and state funds will be used for transportation.
- Justin Belk also provided a report from the Transportation Policy Board, CAC members can see highlights document for details.
- Emily Bergkamp provided her General Manager’s report. Bergkamp began by raising awareness of the challenges experienced by Operators and the extra work necessary to maintain service in wintery conditions, she also shared that IT was honored to transport members of the Nisqually Tribe of Indians to the State Capital for an unveiling of the Billy Frank Jr. monument which is a replica to a full-sized statue being installed in Washington D.C. in 2025, next Bergkamp shared that changes are coming to how board meetings are streamed to the public with a more equitable option that does not require the viewer to have private social media accounts.

Authority issues included:

- Councilmember Carolyn Cox of Lacey alerted the board to upcoming construction of a round-a-bout on Carpenter Rd.
 - Community Representative Justin Belk voiced his support of Express buses and thanked IT for continuously improving service now and for the future.
 - Community Representative Sue Pierce thanked IT drivers for working hard and stopping close enough to the curb so riders can alight easily.
- ITA member Justin Belk, who was attending the CAC meeting added that his Transportation Policy Board report repeated most of what Mayor Sullivan reported for TRPC.
 - **General Manager’s Report** – Bergkamp provided the General Manager’s report including:

- **Class 24-01 Started Monday**

Intercity Transit welcomed the first class of 19 Operators for 2024. Class 24-01 starts on January 15.

- **Winter Weather**

Lots of winter weather preparations took place last week and this week. Operating in winter weather is one of the most challenging, labor intensive things our Operations, Facilities and Maintenance work groups go through.

During wintry evenings, as many of us were enjoying dinner with our families, our Facilities staff was out laying down deicer and making other preparations to make sure our facilities are safe for employees and passengers alike.

During wintry mornings while most of us are still sound asleep still hoping to wake up from the bad dream that Pete Carroll is no longer the Seahawks coach, our Operations Supervisors are out in the system evaluating the condition of our routes. Before our first bus pulls out of the yard, it is essential they determine which of our routes will be on detour.

On days of inclement weather, both our Fixed Route and Dial-A-Lift Dispatchers have their hands full responding to phone calls and radio calls.

Our Maintenance and Inventory crew has continually prepared to ensure our auto-chain system is functioning properly, and repair parts are stocked so Operators have access to this vital technology as they navigate through slippery parts of town.

Our Operators bravely report to work and hop into a Dial-A-Lift van or 35-40-foot bus, to make sure our community can get to work, doctor's appointments, dialysis, and more, in the snow and ice. Most of us avoid travel at all costs when it snows, these folks meet it head on with the mental weight of keeping their passengers safe while driving in inclement weather. If buses get stuck in the snow, Operations Supervisors, Facilities and Maintenance staff will respond as a team to do everything in their power to get buses back on track.

There are other support functions that keep us rolling in winter weather too. Planning updates our Foul Weather Plan annually, with pre-planned detours and Marketing staff are on call after hours and over the weekends so they can get detour information out to our customers. Customer Service staff answers many phone calls about what routes are impacted and work in concert with Marketing and Dispatch to stay up to date to communicate system impacts accurately to our passengers.

Please thank all these folks for their commitment to not only Intercity Transit, but to our broader community when they themselves, like many of us, have kiddos at home with late starts or school cancellations. The Robert Frost poem "Stopping By Woods On A Snowy Evening" states their experience aptly: "The woods are lovely, dark and deep, but I have promises to keep, and miles to go before I sleep, and miles to go before I sleep."

- **Official Nisqually Tribal Government Transportation**

Intercity Transit had the honor to provide transportation for members of the Nisqually Tribe traveling to the unveiling of a small model of the Billy Frank Jr. Statue on January 10 at the State Capitol. The Tribe posted on Facebook that two copies will be made. A full-size statue will be installed at the National Statuary Hall in Washington, D.C. and a smaller version installed at the state Capitol Building. The statue design was created by Seattle artist Haiying Wu and approved by the Billy Frank Jr. National Statuary Hall Selection Committee.

○ **Visit to Thurston County Chamber Monthly Board of Trustees Meeting**

President and CEO of the Thurston County Chamber, David Schaffert, invited Emily to attend their board meeting last week to introduce herself as the new General Manager and provide an Intercity Transit update on high level subjects, issues, and opportunities. The Chamber has been very supportive of IT and the role it plays in support of community, people, and businesses. It was a great opportunity to reconnect with the Chamber in this manner.

○ **ITA Virtual Participation**

Since the start of the pandemic, we have been allowing members of the public to call into our meetings and watch via livestream on our Facebook page. Due to changes in the way Facebook organizes content, that is no longer a reliable option. Instead, members of the public will have three ways to participate in meetings moving forward.

1. Attend in person – by moving to hybrid meetings anyone who wishes to may attend meetings at our Pattison facility is welcome.
2. Dial into the meeting via telephone.
3. Join the meeting via teams as a meeting observer - a link will be provided that will allow members of the public to register and join the meeting as an observer. When they join the meeting their camera and microphone will be automatically turned off. If they wish to provide public comment, they can email the board clerk and those controls can be toggled on for that portion of the meeting.

This is the method Sound Transit and several other agencies have adopted. For Authority members, staff and invited guests nothing will change in how they join the meeting remotely.

This will increase transparency since it removes the requirement for someone to have a Facebook account to observe the meeting. It also exceeds the Open Public Meetings Act requirements for public agencies.

NEXT MEETING: February 12, 2024, Olympia Transit Center

- ADJOURNMENT at 7:30 pm.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
February 12, 2024 – Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid February 12, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:31 p.m.

Members Present: Chair Eliane Wilson; Vice Chair Ty Flint; Clair Bourgeois; David Payton; Doug Riddels; Garrett Fuelling; Harrison Ashby; JoAnn Scott; Marilyn Scott; Nicole Smit; Ursula Euler; Tony Mealy-Chapman; Rachel Weber; Rachel Wilson; and John-Paul Fox Seidel.

Absent: Lloyd Peterson; Trina Primm

Staff Present: Amanda Collins; Emily Bergkamp; Dena Withrow Rob LaFontaine; Michael Maverick; Peter Stackpole; Ramon Beltran; and Nathaniel Davis.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Wilson introduced Authority member, Mark Neuville, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. February 21, 2024, ITA Meeting – Clair Bourgeois (for David Payton)
- B. March 6, 2024, ITA Meeting – Rachel Weber
- C. March 20, 2024, ITA Meeting – Eliane Wilson

NEW BUSINESS

A. **Transit Planning 101** – *(Rob LaFontaine)* LaFontaine serves as the Deputy Director of Planning and presented information about transit planning basics. He began his presentation reviewing the different elements of planning, including Intercity Transit’s service area, which is classified as a Public Transportation Benefit Area (PTBA), agency resources such as, tax revenue and coach operators, schedules, and how everything aligns to best serve the community.

The PTBA and fixed route map was displayed to show the current boundary and service routes. LaFontaine explained that Intercity Transit is a special taxing district defined by RCW 36.57A, currently levying a 1.2% local sales tax. Sales tax is the agency’s primary source of revenue funding fixed route transportation and paratransit services. Often, LaFontaine fields questions about Intercity Transit’s boundary and why service is provided to parts of the county and not other. LaFontaine explained that in 2002, the service area was redefined from county wide service to the reduced urban growth areas of the cities of Olympia, Lacey, Tumwater, and Yelm. The service area coincides with the areas most

expected development of land and population density. Another way to view the map is to consider the pink area as urban and the grey areas as rural.

Next, LaFontaine defined a common transit planning term, "mode." Mode describes the services provided by transit agencies. Intercity Transit offers fixed route modes of various local bus routes and commuter bus service to and from Pierce County. Other transit agencies may have other variations of fixed route service. Dial-a-Lift is another mode of service offered in compliance with American with Disabilities Act (ADA) that buffers the fixed route boundary by $\frac{3}{4}$ of a mile. Other modes of service offered by Intercity Transit include Vanpool and plans for On-Demand Micro-Transit. LaFontaine explained that micro-transit, referred to in the long-range plan as innovative service zones, can be an attractive concept for areas that are not well-designed for fixed route service. Other modes can include Bus Rapid Transit (BRT) and Rail. BRT is like a high frequency bus service but has stricter requirements within its Federal Transit Administration definition. Intercity Transit will strive to offer service like BRT with high frequency transit options. Sound Transit and WSDOT are the only two recognized rail providers in the state.

LaFontaine also covered another planning concept, "scheduling." IT has three staff devoted to scheduling: Steven Swan, Senior Planner; Brian Nagel, Senior Planning Scheduler; and Paul Kierzek, Associate Planning Scheduler. A scheduler's primary responsibility is to measure transit service to create schedules that keep track of where buses are at and where they are supposed to be. Schedules consist of several concepts that LaFontaine covered. The first was a "cycle." Route times were displayed showing the calculations of time in service and recovery time to equal a total cycle or minutes necessary to complete a trip. The term "trip" refers to a single bus completing its drive from one terminal point to the next terminal point. The routes are added together to develop a bus schedule that efficiently delivers all planned trips with minimal downtime. Buses do not necessarily spend their entire day on a single route and the string of trips assigned to a single bus is known as a "block" or workplan for service. Specific blocks are programmed within the operating system to help Operators with know their stop locations, announcements to play, headway signs to display, and more.

Labor resources are another key ingredient in a successful service schedule. Intercity Transit would not be able to provide the service it does without wonderful operators on staff.

LaFontaine displayed a map of Routes 62A/62B shown together on the Martin Way corridor at the time of 3:30 p.m. During this snapshot, eight different buses are driving along the route to deliver 15-minute service frequency or "headway" on the segment between the Olympia Transit Center and Marvin Rd. However, when the same scenario is analyzed through the lens of the annual budget, planning staff require 30 full-time coach operators to operate the route each year. Another comparison was displayed showing routes 13, 48, and 66 that are blocked together. These routes have a mix of 30-minute frequency and 15-minute frequency utilizing 9 buses at the same time of 3:30 p.m. This block requires the labor of 37 full-time coach operators on an annual basis to deliver the routes' service. Routes and schedules are the building blocks of service. The breakdown includes bus "trips" grouped together as "blocks", which are cut into operator "runs" assigned as to individual staff as "paddles." Schedulers use different characteristics to put the puzzle together and equalize trips with irregular cycles. The Agency measures on-time performance to keep everything moving. This is a public service so staff is mindful and inclusive of the feedback from the public and operators. The Agency has a committee called the Operator Communications Policy Committee (OCPC) with drivers and they strive to meet weekly to get feedback. There are additional considerations for frequency for time of day. The puzzle doesn't look the same at 6:00 am at noon and at 9:00 pm. It is dynamic and shifting throughout the day. As an example, route 13 takes 60 minutes from OTC to L&I and return to OTC. Conversely

route 66 needs 90 minutes from OTC to Corporate Center. This is referred to as the cycle and not all routes share the same cycle. The Olympia Express route is a challenge, as is route 62 because they operate on congested roadways. Staff must be mindful of how long it takes to make the trip during different times of day. This is really where public engagement is valuable to planners. Recognizing and respecting departure times and meaningful connections is important. It is also important for staff to be familiar with how people are using the system and other types of informal connections. Staff tries to be aware of those connections so as not to harm those using the system.

LaFontaine discussed the service change cycle and the process of changing a route. He shared that the Agency uses TMS software that is the genesis that holds all of the routes and schedules. After it is designed it is translated into work or jobs. Not to dismiss that because it is a lot of work and creates the bid to be consistent with the collective bargaining agreement (CBA), and it is done 4 times per year. That may be reduced with the new contract, but multiple times each year operators are bidding on shifts. When work assignments change that affects payroll through the FleetNet system.

B. OCPC Outcomes – *(Dena Withdraw)*

C. NE Lacey Operational Transit Terminal – *(Peter Stackpole)*

D. CAC Bylaws Update– *(Emily Bergkamp)*

CONSUMER ISSUES

ISSUE inquired about

Emily Bergkamp responded

ISSUE asked

Bergkamp

ISSUE asked

Bergkamp answered that

REPORTS

- **February 7, 2024, ITA Report** – ITA Highlights attached to the meeting packet.
- **General Manager’s Report** – Bergkamp provided the General Manager’s report including:
 - **Bus Buddy 10th Anniversary**
The Bus Buddy Program is officially 10 years old. Save the date for an anniversary celebration on March 16 at OTC.
 - **Visit from new Thurston County Commissioner Fournier**
New Thurston County Commissioner Wayne Fournier visited Intercity Transit last week for a tour of our Pattison Street facilities and meet and greet.

- **Harp Circle at Centennial Station**
Lane Johnson, who volunteers at Amtrak's Centennial Station, reached out recently requesting permission for his harp circle to perform for train passengers. Operations Director Dena Withrow coordinated his request and on February 9th from 1 to 3 pm he and two other harpists played music for all to enjoy.
- **JBLM Joint Operations Group Meeting**
Emily Bergkamp presented an overview of Intercity Transit's emergency operation protocols at the JBLM Joint Operations Group Meeting.
- **APTA Legislative Conference**
Emily Bergkamp, Nick Demerice, and three board members will attend the APTA Legislative Conference April 6-9, and met with Federal Advocate Dale Learn to discuss strategy and materials for the visit.
- **Operator Class 24-02**
HR worked hard to screen over 75 applicants for the next Operator Class 24-02, starting on March 25. They currently have 3 days of interviews planned to meet with these folks and determine if they are a good fit for serving the community.

NEXT MEETING: March 18, 2024, Olympia Transit Center

- ADJOURNMENT at 7:30 pm.

Prepared by Amanda Collins

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