

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, April 3, 2024**  
**5:30 P.M.**

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

To join the meeting remotely [REGISTER HERE FOR THE MEETING](#)

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

Toll Free: (844) 730-0140 / Phone Conference ID 789 246 243#

**CALL TO ORDER**

**STAFF INTRODUCTIONS**

- A. Christopher Jackson and Noah Guthrie, Service Workers (*David Chaffee*)
- B. Larry Ingram and Kai Allen, Service Workers (*David Chaffee*)

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|----|--|----------------|
| 1) | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| 2) | <b>PUBLIC COMMENT</b>  | <b>3 min.</b>  |
| 3) | <b>NEW BUSINESS</b>  |                |
|    | A. Digital Radio Services Extension ( <i>Jeff Peterson</i> )               | <b>5 min.</b>  |
|    | B. 2023 Walk N Roll Program Update ( <i>Kerri Wilson</i> )                 | <b>20 min.</b> |
|    | C. Winter Bicycle Challenge & BCC May Event Update ( <i>Duncan Green</i> ) | <b>20 min.</b> |
|    | D. Transit 101 & Ridership Update ( <i>Rob LaFontaine</i> )                | <b>30 min.</b> |
| 4) | <b>GENERAL MANAGER'S REPORT</b>  | <b>5 min.</b>  |
| 5) | <b>AUTHORITY ISSUES</b>  | <b>5 min.</b>  |

**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: April 3, 2024**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Digital Radio Services Extension

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- 1) **The Issue:** Consideration to extend an agreement for digital radio services with Day Wireless Systems through April 30, 2029.
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- 2) **Recommended Action:** Authorize the General Manager to execute a purchase order with Day Wireless Systems to provide digital radio services on the TRBOWEST Digital Network up to a five-year term and payments made in monthly increments, for the not-to-exceed cost of \$274,428, including a contingency of 10% to account for potential expansion, does not include tax.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** Intercity Transit entered into a three-year term contract with Day Wireless to provide digital radio services on their TRBOWEST digital network. The digital radio services support communications within Operations and on revenue, maintenance, and facilities vehicles.

The primary communication solution used throughout our system is our CAD/AVL solution. The CAD/AVL solution is cellular based, and communication is critical to ensure safety of the community and our staff therefor a redundant system was acquired. Through an extensive study of radio solutions that can provide sufficient coverage within our Public Transportation Benefit Area service area (including services along I-5) it was determined that the services provided through the TRBOWEST digital network offered by Day Wireless was the appropriate solution.

The solution has been operating successfully over the past three years. The hardware has an expected useful life of at least 7-10 years and a replacement is not anticipated during this term. There have been advancements in the software and included in this agreement is programming costs to transition to a new software platform. This software enhancement will add value in that it will

reduce resources required to make program changes moving forward and it does not affect hardware or day to day operations.

The cost to utilize the digital radio services is \$22 per month per unit (includes base stations, mobile, and portable radios). In the current configuration this equates to \$4,158 per month. A contingency of 10% is sought to account for potential new vehicles or portable radio needs that may arise over the next five years.

Staff have appreciated the communication redundancy when events occurred that limited our primary solution and recommend proceeding with the agreement to maintain digital radio services.

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5) **Alternatives:**

- A. Authorize the General Manager to execute a purchase order with Day Wireless Systems to provide digital radio services on the TRBOWEST Digital Network up to a five-year term and payments made in monthly increments, for the not-to-exceed cost of \$274,428, including a contingency of 10% to account for potential expansion, does not include tax.
- B. Defer action and rely solely on our primary cellular communications system for communications. Should this equipment fail due to unforeseen circumstances it would result in a loss of communications between Dispatchers and staff in the field.

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6) **Budget Notes:** The 2024 budget includes funding for communication services.

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7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM 3-B

MEETING DATE: April 3, 2024

**FOR:** Intercity Transit Authority

**FROM:** Kerri Wilson, Walk N Roll Program Supervisor, 360-705-5855

**SUBJECT:** Walk N Roll 2023 Annual Program Report

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1) **The Issue:** To share the 2023 accomplishments of Intercity Transit's Walk N Roll youth education program and highlight plans for 2024.

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2) **Recommended Action:** For information and discussion.

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3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.

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4) **Background:** The Walk N Roll Program Supervisor would like to share 2023 accomplishments and highlight plans for 2024. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. The Walk N Roll program has secured Transportation Alternatives Program funding (\$258,000) and anticipates applying for additional funding in 2024.

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5) **Alternatives:** N/A.

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6) **Budget Notes:** In 2023 the agency's youth education work was funded with two permanent FTE positions and one AmeriCorps Volunteer. In 2024 three permanent FTE positions will be funded.

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7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **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."

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-C**  
**MEETING DATE: April 03, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Duncan Green, Bicycle Community Challenge Representative,  
360-705-5874

**SUBJECT:** 2024 Winter Bicycle Challenge and BCC Update

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- 1) **The Issue:** Brief the ITA on the results of the 2024 Winter Bicycle Challenge, and progress on the 37<sup>th</sup> Annual Bicycle Commuter Challenge coming up in May.

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  - 2) **Recommended Action:** For information and discussion.

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  - 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

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  - 4) **Background:** The Winter Bicycle Challenge (WBC), which runs the full month of February, set records again in 2023, despite some seriously wintry weather! This year, 354 people participated in the event. We rode 28,102 miles and a total of 2,666 days, introducing many people to the benefits of bicycling even in winter, and adding to participants' and our community's health and well-being. Forty people won prizes in random drawings held each week during the event.

Preparations are ongoing for the 37<sup>th</sup> Annual BCC in May, including our kick-off event, the Earth Day Market Ride, on Saturday, April 20 this year, and Bike to Work Day on Thursday, May 16. This year's theme for the BCC is "Many Riders, Many Reasons, One Planet!"

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's nineteenth year administering this countywide event. For the sixteenth consecutive year, Duncan Green is coordinating the BCC and related efforts. He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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5) **Alternatives:** N/A.

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6) **Budget Notes:** The cost of the Bicycle Community Challenge is largely staff time for one position. The annual budget for the BCC is \$25,000.

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7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."*

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

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

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Deputy Director, 360-705-5832

**SUBJECT:** "Transit 101" Presentation

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- 1) **The Issue:** Provide a presentation and dialog about the primary functions performed by the Intercity Transit Planning Division, including transit terminology and service considerations.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** An educational presentation intended to assist ITA members in better understanding transit operations, supporting technology, and related policy decisions.
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- 4) **Background:** Provide an introduction of Planning staff and summarize the primary roles and contributions each make toward the design and implementation of public transit service.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services reduce barriers to access and increase ridership."*
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- 8) **References:** N/A.