

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 7, 2024

CALL TO ORDER

Chair Gilman called the February 7, 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; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; Vice Chair and Thurston County Commissioner Carolina Mejia; Community Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: Community Representative Justin Belk; City of Yelm Councilmember Brian Hess; Community Representative Don Melnick.

Staff Present: Emily Bergkamp; Daniel Van Horn; Dena Withrow; Eric Phillips; Jana Brown; Jason Aguerro; Jessica Gould; Katie Cunningham; Noelle Gordon; Pat Messmer; Peter Stackpole; Steve Krueger; Tammy Ferris; Nathan Davis; Thera Black; Matt Kenney; Amanda Collins; Heather Stafford; Jonathon Yee; Michael Maverick; Nick Demerice; David Chaffee; Cameron Crass; Rob LaFontaine; Dylan Deuel; Ariel Halverson.

Others Present: Jeff Myers, Legal Counsel; Betty Hauser, Community Advisory Committee.

STAFF INTRODUCTION

- A. **Operator Class 24-01** (*Cameron Crass*)
- B. **Dylan Deuel and Ariel Halverson, Service Workers** (*David Chaffee*)

Chair Gilman recessed the meeting at 5:42 p.m. until a quorum was met. With the arrival of Commissioner Mejia, Chair Gilman reconvened the meeting at 5:47 p.m.

APPROVAL OF AGENDA

It was M/S/A by Sullivan and Cox to approve the agenda as presented.

PUBLIC COMMENT - None.

NEW BUSINESS

- A. **OTC Construction Contract Increase** Tammy Ferris presented for approval a revised contract for NPM Construction Company to complete the Olympia Transit Center North Site Improvements. 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.

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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.

It was M/S/A by Cox and Sullivan to authorize the General Manager to approve the revised total construction contract with NPM Construction Co., to \$552,467.

- B. NE Lacey Operational Transit Terminal.** Peter Stackpole presented 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.

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:

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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.

It was M/S/A by Sullivan and Cox to authorize the General Manager to execute a contract with SCJ Alliance in the amount of \$798,124.67.

C. MWPR Direct Access/Construction Contract Increase. Eric Phillips presented a revised contract for Tapani, Inc., to complete the Martin Way Park and Ride Direct Access construction.

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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 \$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 the remaining illumination work, shoulder restoration work along the WSDOT right-of-way, is completed and any remaining work to close out the project with Tapani. The total authorized amount requested includes contingency funds beyond the forecasted 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.

It was M/S/A by Sullivan and Cox to 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.

D. MWPR On Call Engineering Construction Support Contract Increase. Eric Phillips requested authorization on additional contract authority for SCJ Alliance to provide construction administration support to complete the Martin Way Park and Ride Direct Access project.

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

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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.

It was M/S/A by Pierce and Mejia to authorize the General Manager to increase the SCJ Alliance contract by \$35,000 for a revised total not-to-exceed amount of \$531,288.

- E. General Manager Employment Performance Measures.** Chair Gilman led the discussion on the performance measures for the new General Manager. 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. Emily 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.

Heather Stafford, Administrative Services Director, provided history of past GM performance evaluations and provided examples of past measures used. Gilman said his interest in formalizing this process is to have this practice in place in the event there is tension between the Board and the General Manager or a crisis, there is a process established. Gilman said many organizations look at the strategic plan and measure the performance of the GM against the organization's progress and plan objectives, and many organizations weigh evaluations towards an Authority evaluation. After some discussion, the Authority provided the following broad categories/measures for Stafford to create a draft from for Authority approval at the next ITA meeting.

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- What went well?
- What could have gone better?
- What do you want to work on this year?
- Look back over the evaluation period and what professional development and training occurred.
- Leadership abilities.
- Goal setting.
- Build in objectivity.
- Each performance evaluation the GM provides a written report to the Authority of their performance addressing each of the measures the Authority adopted.
- Evaluations conducted biennially and in alternate years, more of a conversation and consideration of compensation.

F. Annual Authority Reorganizing & Committee Assignments. Chair Gilman led the Authority through the process to elect a new Chair and Vice Chair.

Gilman opened the floor to nominations for Chair. **Councilmember Cox nominated Clark Gilman.** Hearing no further nominations, nominations for Chair were closed.

A unanimous vote was cast to elect Councilmember Clark Gilman as Chair.

Chair Gilman opened the floor to nominations for Vice Chair. **Community Representative Pierce and Councilmember Cox both nominated Carolina Mejia.** Hearing no further nominations, nominations for Vice Chair were closed.

A unanimous vote was cast to elect Thurston County Commissioner Carolina Mejia as Vice Chair.

Chair Gilman lead the Authority in discussion of new committee assignments and with Authority consensus the following Board members were appointed as follows:

- **Mayor Debbie Sullivan** as the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and **Councilmember Carolyn Cox** will serve as alternate.
- **Community Representative Justin Belk** as the primary representative for Intercity Transit on the *Transportation Policy Board* and **Thurston County Commissioner Mejia** will serve as alternate.
- **Community Representative Sue Pierce** will serve as representative on Intercity Transit's *Pension Committee*.

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COMMITTEE REPORTS

A. Thurston Regional Planning Council (Feb. 2) Sullivan said the Council elected officers for 2024: Robin Vazquez as Chair; Amy Evans Harding as Vice Chair; and John O'Callahan as Secretary.

Chair Seidel asked for volunteers to serve on the Executive Director Evaluation Subcommittee. Volunteers include the Chair, Vazquez and Councilmembers Madrone, Swarthout, McVey, Cox and Mejia.

Staff presented proposed housing need allocations by income for Thurston County jurisdictions to use in upcoming Comprehensive Plan Updates. These housing allocations are a new requirement in the state Growth Management Act but built on planning information TRPC currently provides to jurisdictions through the population and employment forecast. TRPC will take action at the March 1 meeting. The presentation can be found here: [Meeting 1 Requests \(trpc.org\)](https://trpc.org/Meeting-1-Requests)

The Council received a report from Outside Committee Assignments. Councilmember Sterns provided an update on the last two Puget Sound Regional Council's Growth Management Policy Board meetings. The written report can be found here: [PSRC-Growth-Management-Subcommittee-Notes \(trpc.org\)](https://trpc.org/PSRC-Growth-Management-Subcommittee-Notes)

GENERAL MANAGER'S REPORT

On Friday, January 26, 2024, Intercity Transit and ATU staff and leadership celebrated the retirement of Transit 1, Operator Dave Rood. Rood retired after 42 years of service to our community. Rood has taken thousands, if not millions of people of all ages and walks of life to work, school, medical appointments, the grocery store, and other essential destinations since he started in 1982. Not only is Rood's career a testament to his loyalty and dedication as an Operator, but also to the culture we have at Intercity Transit, the importance of the services we provide, and the difference they make in people's lives. Rood was joined at the celebration by his daughters, Michelle & Rebecca. They intend to take their dad to more live concerts now that he has more free time. It is one of their favorite pastimes as a family. They already have their tickets to see New Kids on the Block together.

Bergkamp had the opportunity to meet with North Thurston Public School Superintendent (NTPS) Dr. Debra Clemens, Assistant Superintendent Operations Troy Oliver, Executive Director Communications Amy Blondin, and Transportation Director Garrett Kendall to discuss various partnership opportunities. NTPS is very familiar with Walk N Roll, with traffic gardens at Lydia Hawk and Mountain View Elementary Schools and looks forward to getting reconnected with all our services. Staff shared their district's desire to increase student participation in school and/or community-based activities. We discussed ways Intercity Transit can provide helpful tools for

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families and students to successfully navigate their public transit system, so transportation isn't a barrier to accessing inclusive experiences.

- Explore opportunities for more Walk N Roll activities.
- Create videos/materials for advisory hour use, to easily educate students on "how to ride Intercity Transit."
- Work with NTPS to recruit youth for participation on our Community Advisory Committee and other volunteer opportunities that help us include vital feedback from youth to improve our public transportation system.

Last Wednesday, Walk N Roll Program Supervisor Kerri Wilson and Bergkamp had the opportunity to attend the [North Thurston Public School's Ribbon Cutting Ceremony](#) for newly remodeled [Komachin Middle School](#). Attending this event reminded Bergkamp to put our own construction woes into perspective. While IT's project has been challenging with employee parking, daily bus yard changes, and schedule setbacks, imagine working around 1,400 students, during multiple school years, moving them into portables, out of portables, all while teachers and staff do their best to help students learn. Suddenly, IT's project looks like a cakewalk! But it will be great to finally cut the ribbon on our project someday too and turn our current construction challenges into distant memories.

Bergkamp attended the [Washington State Transit Association's](#) (WSTA) Quarterly Board Meeting and Legislative Conference, held in Olympia and Intercity Transit's service area. This event allowed General Managers from transit agencies around the state the opportunity to:

- Learn about potential impacts for regional transit systems from Seattle being selected one of several host cities in the United States for the 2026 FIFA World Cup,
- Meet Kirk Hovenkotter, Executive Director of [Transportation Choices Coalition](#),
- Receive an update from [WSDOT's Public Transportation Division](#),
- Tour Intercity Transit's AdOps and Maintenance facilities, and
- Meet [Senate](#) and [House Transportation Committee](#) members Senators [Lias](#) (Chair), [Shewmake](#) (Vice Chair), and [King](#), plus Representatives [Fey](#) (Chair) and [Donaghy](#) (Vice Chair).

Special thanks to IT's Operations Crew – Dena Withrow, Cameron Crass, David Dudek and Operator Rob Wood, for ensuring the transportation for the tour of our Pattison Facilities went off without a hitch, and to our Maintenance Crew for always making sure we have a beautiful, well maintained, clean bus available for tours like these. Our Marketing Crew also did an outstanding job of providing "goodie bags" for each transit General Manager complete with a sampling of Intercity Transit swag and a few sweet treats. Everyone really helped us put our best foot forward as system hosts.

A reminder that local and Express bus service, Dial-A-Lift and Village Vans will operate on regular schedules on Presidents Day, Monday, February 19.

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With the removal of the temporary Plexiglas barriers installed during the pandemic, we're happy to announce our fixed route service returns to all-door boarding for all passengers. When the barriers were in place, front door boarding was reserved for people with mobility issues. Work continues to identify an appropriate barrier for operator's personal safety, but our goal is to find a design that ensures we maintain all-door boarding moving forward.

An employee's role is crucial in shaping Intercity Transit's success as an organization. The Human Resources division is coordinating an Employee Engagement Survey to help us identify what's working well and where we have opportunities to improve as an organization. Every Intercity Transit employee is invited to complete the survey and share feedback regarding their experience with our workplace culture. Everyone's insights will guide us in co-creating a workplace that continues to exceed expectations. The survey is open until February 29 at 11:59 p.m.

Intercity Transit is improving transparency by making public records easily accessible to the public. Requestors of public information will have the option of submitting Public Records Requests through an online form. While other methods for submitting requests are still available, we are excited to be able to offer a more convenient option. The online request form is available on our website under the **Contact Us - Public Records Request** page.

A big shoutout to Public Records Officer Amanda Collins for leading the implementation, Rob Rinehart, Jen Amandala, Pat Messmer, Michael Maverick, and Jason Aguero for supporting the implementation of the project.

Bergkamp announced Intercity Transit's Strategic Programs Director, Eric Phillips, is retiring after eight years. Phillips started as Intercity Transit's Development Director on March 28, 2016. Since his arrival, Phillips has shepherded many of the major projects and initiatives Intercity Transit has completed or are still in progress since this time.

Phillips came to IT from the City of Edgewood, where he served as their Community Development Director, Assistant City Manager and Acting City Manager. Previous to his work with the City of Edgewood, he was a Transportation Planning Specialist 4 and a Regional Coordination Branch Manager with WSDOT as well as a Project Manager and Senior Planner with Pierce Transit.

Phillips grew up in the San Juan Islands and lives in Lacey with his wife Joyce, who is a Senior Planner-Special Project Manager with the City of Olympia, their son Keegan and dog Yuki. He's been a well-respected member of the Intercity Transit Senior Management team where he has helped us make a difference in people's lives every day.

Specifically, Phillip's worked on the following:

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- Organized our grants management, helping IT get the most use out of past and present grant funding.
- Guided IT through multiple Triennial Reviews
- Worked tirelessly on the Intercity Transit Road Trip, which led to the creation of our current long-range plan and increased sales tax funding voters approved through Proposition 1.
- Planning and implementation of The One, IT's Bus Rapid Transit demonstration project.
- Construction of OTC2 with improved Operator, Customer Service Staff and Customer amenities, plus the ability to accommodate Greyhound and Flixbus service.
- Underground storage tank replacement, installation of the traffic signal at Martin Way and Pattison, paving the way for Construction of Ad/Ops, plus countless hours of work to ensure the building we work in could become a reality.
- Martin Way Park & Ride improvements, with a new flyer stop and Operator amenities, to name just a few.

Bergkamp read a Proclamation of Appreciation for Phillips and his work.

AUTHORITY ISSUES

Sullivan recognized Bergkamp for being the cover story in the February edition of Thurston Chambers, "The Voice."

Legal counsel, Jeff Myers, introduced new attorney at Law, Lyman, Daniel, Kamerrer, Bogdanovich, Jakub Kocztorz.

Pierce promoted the upcoming APTA Mobility Conference, and the International Roadeo Competition being held in Portland, Oregon April 28 - May 1. The public is invited to watch the competition.

ADJOURNMENT


With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:15 p.m.

INTERCITY TRANSIT AUTHORITY



Clark Gilman, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: March 20, 2024.

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