

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 6, 2024

CALL TO ORDER

Vice Chair Mejia called the March 6, 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: Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; Community Representative Sue Pierce; City of Yelm Councilmember Brian Hess; Community Representative Don Melnick; Labor Representative Mark Neuville.

Members Excused: Chair and City of Olympia Councilmember Clark Gilman; Community Representative Justin Belk.

Staff Present: Emily Bergkamp; Daniel Van Horn; Jason Agüero; Jessica Gould; Katie Cunningham; Pat Messmer; Tammy Ferris; Nathan Davis; Thera Black; Matt Kenney; Amanda Collins; Jonathon Yee; Michael Maverick; Nick Demerice; Jeff Peterson; Zach Heinemeyer.

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

A. General Legal Services Contract Extension. Jeff Peterson, Senior Procurement & Project Management Coordinator, presented for consideration a contract extension for general legal services. 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.

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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.

It was M/S/A by Cox and Sullivan to 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. Consultant Services for ERP/ETMS Procurement.** Jeff Peterson, Senior Procurement & Project Management Coordinator, proposed utilizing an independent expert to assist in a procurement of an Enterprise Resource Planning (ERP) / Enterprise Transit Management Software solution.

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.

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

C. Community Advisory Committee Bylaws Revision. Bergkamp presented amendments to the Community Advisory Committee Bylaws. 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.

It was M/S/A by Sullivan and Pierce to approve the proposed changes to the Community Advisory Committee Bylaws.

Melnick suggested the possibility of including language about a proposed stipend policy for members of the CAC as a way to encourage participation for those who are low income. Melnick said the cities of Lacey and Olympia have addressed this issue. Mejia said the Authority will have a future discussion about a stipend policy and asked staff to share the policies set forth by the cities of Olympia and Lacey.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (Mar. 1).** Sullivan said Chair Vazquez recognized outgoing member, Councilman Clark Gilman for his service on the Transportation Policy Board (TPB) from 2016-2020, and TRPC from 2020-2023.

The Council approved the meeting dates for January and February 2025. It was approved to change these dates permanently due to holidays held during these months. View the January & February 2025 Meeting Calendar here:

https://www.trpc.org/DocumentCenter/View/12529/5-2025calendar_converted_without-staff-report-due-dates

Planning Manager Allison Osterberg presented a request that TRPC take action to accept recommended Thurston County Housing Need Allocations as a provisional step for the purposes of completing a land capacity analysis and meeting other requirements of Comprehensive Plan updates due in 2025. The recommended housing need allocations by income included representatives from Thurston County, Lacey, Olympia, Tumwater, Tenino, and Yelm. These housing allocations are a new requirement in the state Growth Management Act but built on information the Thurston Regional Planning Council (TRPC) currently provides to jurisdictions through the population and employment forecast. TRPC will work with these jurisdictions to use the provisional allocations as part of a land capacity analysis that is the next required step for Comprehensive Plan updates. The allocations may be revisited depending on the results of that work or as part of a future amendment to the Countywide Planning Policies. The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/12527/A8_GMA-Housing-Allocations_TRPC-Action

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GENERAL MANAGER'S REPORT

Community Advisory Committee member Claire Bourgeois invited Bergkamp to provide an update on all things about Intercity Transit at the Olympia Host Lions' Club. The group was incredibly warm and welcoming, and asked great questions.

The Bus Buddy Program is officially 10 years old. There is an anniversary celebration on March 16 at the Olympia Transit Center. Scott Schoengarth was on hand at the ITA meeting to pass out invitations to Board Members. Authority and CAC members received an electronic invitation to the event on March 1.

Human Resources extended 27 conditional job offers to successful candidates for Operator Class 24-02 starting March 25. We hope to end up with a class size of approximately 20.

There is good progress happening with construction at the Olympia Transit Center, with most updates on the Washington Street side completed. This project is updating sidewalks and ramps, replacing areas on the main bus platform to reduce potential trip hazards, and enhance pedestrian accessibility around the OTC site.

National Transit Employee Appreciation Day is coming up on March 18, honoring Intercity Transit's frontline employees who work hard to ensure we can provide vital transportation services to the community. Our Drivers, Operations Supervisors, Maintenance, and Facilities staff go above and beyond to keep us moving.

With the retirement of Steve Krueger, Grants Program Manager Jessica Gould has been designated as our Disadvantaged Business Enterprise Liaison Officer (DBELO).

Thanks to everyone who completed the Doodle poll to select a date for the annual planning session. This event will take place on Friday, May 10, 2024, from approximately 8:30 a.m. to 4:30 p.m., in the AdOps Board Room. Jason Robertson (JRO + CO) and Thomas Wittmann (Nelson-Nygaard) will both be on hand to facilitate and lead discussions at our first planning session since 2020. Both Robertson and Wittmann guided the agency through the Intercity Transit Road Trip, public outreach, and education regarding Proposition 1, the Zero Fare pilot and the creation of our short & long-range plans. This meeting will provide an opportunity to revisit elements of our long-range plan that are yet to be implemented, along with other pertinent topics.

AUTHORITY ISSUES

Sullivan apologized for missing the last ITA meeting - she was hosting the AWC Mayor's Exchange and conducting a tour of the Market building and the brewery district.

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Cox said to hop on the Intercity Transit bus on Saturday, March 9 and enjoy the Lacey Cultural Celebration being held at St. Martin's University. It's a full day of events, food, resource and vendor booths, and performances. It's held from 10 a.m. to 6 p.m.

Melnick attended the volunteer event held at Panorama on February 22. The event was an opportunity for residents to understand volunteer opportunities throughout the area. About 70 residents attended.

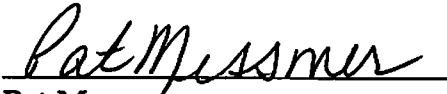
ADJOURNMENT

With no further business to come before the Authority, Vice Chair Mejia adjourned the meeting at 6:24 p.m.

INTERCITY TRANSIT AUTHORITY


Clark Gilman, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: April 17, 2024

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