

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 17, 2024

CALL TO ORDER

Chair Gilman called the April 17, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Carolyn Cox; Community Representative Sue Pierce; Community Representative Justin Belk; Community Representative Don Melnick; Kiersten Price, Labor Representative.

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

Staff Present: Emily Bergkamp; Amanda Collins, Dena Withrow; Jana Brown; Jason Aguero; Katie Cunningham; Pat Messmer; Peter Stackpole; Matt Kenney; Michael Maverick; Heather Stafford; Nathan Davis; Alana Neal; Cameron Crass; Brian Nagel; Jessica Gould; Nick Demerice; Jonathon Yee; Tammy Ferris; Fiona Sheehan; Zach Heinemeyer; Thera Black.

Others Present: Jeff Myers, Legal Counsel; Harrison Ashby, Community Advisory Committee; Councilmember Kelly Von Holtz, City of Tumwater.

STAFF INTRODUCTION

- A. Operator Class 24-02** (*Cameron Crass*)
- B. Sarah Ruffini, Transit Trainer** (*Cameron Crass*)
- C. Lyndzie Parker, Marketing & Communication Rep** (*Nick Demerice*)
- D. Fiona Sheehan, Development Assistant** (*Peter Stackpole*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Community member Larry Taylor provided public comment regarding concerns about the proposed traffic circle and the impact on traffic flow on Martin Way, specifically from Ridgeview onto Martin Way and Duterrow and Meridian Roads. Mr. Taylor provided copies of letters on this topic signed by other members of the community. These letters will be filed with the Clerk's office.

APPROVAL OF CONSENT AGENDA

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

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- A. March 6, 2024, and March 20, 2024, Minutes**
- B. Payroll March: \$4,901,467.88**
- C. Accounts Payable March: \$4,970,727.41**
 - Warrants: \$4,962,507.45
 - ACH Payments: \$8,219.96

NEW BUSINESS

- A. New Work Truck Purchase.** Senior Procurement and Project Management Coordinator, Katie Cunningham, presented the purchase of two Ford Work trucks. Intercity Transit seeks to purchase two (2) new Ford work trucks, with service bodies, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. These vehicles will replace two (2) Facilities trucks which have each met their useful life. Intercity Transit expects these two (2) new trucks will be substantially similar to and complement the work trucks currently in use.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 05916, which was competitively awarded to Bud Clary Ford for this vehicle class. Staff concurs with DES's assessment regarding fair and reasonable pricing and Bud Clary Ford's ability to perform. Based on our past experience with Bud Clary Ford and Ford work trucks, staff is confident these vehicles are mechanically sound and will serve our agency and staff well.

It was M/S/A by Sullivan and Belk to authorize the General Manager, pursuant to Washington State Contract 05916, to purchase two (2) Ford work trucks from Bud Clary Ford in the amount of \$217,600 including sales tax.

- B. Hydrogen Fuel Cell Electric Bus Purchase.** Senior Procurement and Project Management Coordinator, Katie Cunningham, presented the purchase of five replacement 40' hydrogen fuel cell electric buses. Intercity Transit received a Regional Mobility Grant Program award (\$5,578,261) and Green Transportation Grant Program award (\$3,372,174) from the Washington State Department of Transportation to purchase a total of five (5) replacement Hydrogen Fuel Cell Electric Buses for a hydrogen demonstration project. To utilize these grant awards, Intercity Transit seeks to purchase five (5) 40-foot hydrogen fuel cell electric buses from New Flyer under Washington State Department of Enterprise Services (DES) Contract 06719.

These new buses will replace coaches from our current fleet which have met their useful lives. New Flyer is currently scheduling build and delivery dates for 2025. To ensure our ability to meet grant requirements, it is imperative that we solidify our position on New Flyer's production schedule as soon as possible.

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This request includes the purchase of five (5) hydrogen fuel cell electric buses, through DES Contract 06719, for a purchase price of \$1,588,228 per bus, or a total of \$7,941,139 for all five (5) buses, including sales tax. This request also includes associated diagnostic tools and training, in the amount of \$522,518, which are necessary for Intercity Transit's successful implementation and maintenance of the new coaches. The total purchase value, including sales tax and an approximate 4% contingency to allow for any unforeseen changes during the production process, is \$8,950,435.

DES competitively bid Contract 06719, awarding the lowest responsive and responsible bidders by vehicle category, and New Flyer was selected for this purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Staff concurs with DES's assessment regarding New Flyer's ability to perform, and that the contract pricing is fair and reasonable. New Flyer has extensive experience in the bus manufacturing industry, and staff are confident that these vehicles will be mechanically sound and will serve our staff and customers well for many years to come.

It was M/S/A by Melnick and Cox to authorize the General Manager, pursuant to Washington State Contract 06719, to purchase five (5) replacement 40-foot hydrogen fuel cell electric buses from New Flyer of America, Inc. (New Flyer) in the amount of \$8,950,435, which includes sales tax and an approximate 4% contingency.

C. Schedule TIP Public Hearing. Grants Program Manager, Jessica Gould, presented the 2025-2028 Transportation Improvement Plan. The draft 2025-2028 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the *2023- 2028 Transit Development Plan*, and the *2024-2029 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation in the programming of federally funded projects.

Program elements in the draft 2025-2028 TIP include:

- Preventive maintenance of vehicles in IT's fleet.
- Purchase of replacement vanpool vans.
- Continuing progress on Bus Stop Enhancements and Accessibility program
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.

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- Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
- Planning, design, and capital improvements to provide High Capacity or corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Planning, design, and construction of the NE Lacey Operational Support Terminal Facility which is also known as the East Martin Way Gateway Roundabout project.
- Real Time and Digital Signage project.

A summary of the proposed schedule and process highlights for this year's TIP review and adoption process is as follows:

- **April 17, 2024** – Brief ITA on schedule and request Public Hearing Date
- **April 18, 2024 – May 15, 2024** –Draft TIP is published & Public Comment period is open.
- **May 15, 2024** – Public Hearing on Draft TIP
- **June 5, 2024** – Consideration of 2025-2028 TIP for adoption by the Authority
- **June 6, 2024** – Submit Approved TIP to MPO and State. Update Projects in STIP.

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on May 15, 2024. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following the adoption of the schedule and will be reviewed with the ITA at the April 17th regular meeting.

It was M/S/A by Pierce and Mejia to schedule a public hearing for May 15, 2024, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2025-2028 TIP.

D. Capital Improvement Plan Draft Review and Schedule a Public Hearing. Chief Financial Officer, Jana Brown, presented the draft Capital Improvement Plan for 2025-2029. Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. This Capital Improvement Plan (CIP) is a planning tool to

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further articulate these plans and bring them all together to coordinate with the operating budget. The CIP is updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting.

It was M/S/A by Sullivan and Melnick to schedule a public hearing for the Draft Capital Improvement Plan 2025-2029 for 5:30 p.m., Wednesday, May 15, 2024. Final adoption is proposed for June 5, 2024.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (Apr. 5):** Sullivan said TRPC received a presentation on the Thurston County Industrial Lands Study. Members received an overview of a recently completed study of countywide industrial lands. The purpose of the study was to determine whether an adequate supply of industrial lands exists to accommodate demand. The report looked at trends, existing supply and projected growth over the next 20 years.

Marc Daily gave a Legislative Session recap on all TRPC-related issues, and the Council received a first review of the Unified Planning Work Program (UPWP). Staff provided an overview of proposed updates to the Regional Transportation Plan related to climate change. The changes are considered part of the overall 2025 update to the RTP.

- B. Transportation Policy Board (Apr. 10).** Belk said the TPB approved the City of Tumwater request to amend the 2024-2027 Regional Transportation Improvement Program to include Somerset Hill Fish Passage Barrier Removal.

Katrina Van Every presented an overview of the State Fiscal Year 2025 Unified Planning Work Program (UPWP), including the eleven unfunded needs identified in the draft and subsequent meetings with Technical Advisory Committee (TAC) members and state and federal partners. TPB recommended Council adopt the UPWP and requested Council to direct Thurston Regional Planning Council (TRPC) staff to initiate a conversation with jurisdictions on coordinating visionary projects for the region.

Belk said there is a long list of unfunded needs TRPC would like to accomplish, mostly planning and programming work, like how to make better use of big data and move towards multimodal level of service standards, regional carbon reduction strategy, etc. After the end of this presentation, Belk said the passion in the room among the Board was they want TRPC staff and the Board itself to

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“be bold and unafraid” about other big cross-jurisdictional projects. Given all the money on the table to be had from the federal government and elsewhere, he believes the long-standing members on the Board want to tee up these projects for example Martin Way that spans multiple jurisdictions. TPB recommended the approval of the UPWP but there is a big insistence that the TRPC think “bigger” about capital projects that involve more members across jurisdictions. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/12609/A7_UPWP-Presentation

Belk said following the Transportation Policy Board's review of TRPC's 2024 Call for Projects, key policy directions were established. Members agreed to allocate \$1 million from the Carbon Reduction Program Fund to prioritize the Trail Pavement Preservation Set Aside. Additionally, enhancements to the Active Transportation and Safety Project Selection Criteria were approved, incorporating considerations such as ADA compliance, street lighting, pavement markings, and enhanced street connector features. The TPB review process for scoring and ranking proposals will entail three meetings, including an in-person meeting in November, with the timing of a subcommittee meeting to be determined later. The TPB recommended setting aside money from the carbon reduction program fund for trail preservation. While TRPC has it on the list to do more planning-related to trails, the need for preservation is so high that the money will be a big benefit for the good. The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/12608/A8_2024-Call-for-Projects-TPB-041024

- C. **Community Advisory Committee (Apr. 15):** Harrison Ashby said the CAC received an update on the Zero Fare Program, learning the history surrounding the demo project. The update included ridership levels and a comparison between pre-pandemic levels and now. Members received a presentation on the Winter Bicycle Community Challenge and the upcoming events in May. Members had a good conversation regarding the potential for providing a CAC stipend. At the conclusion of the meeting, members were taken on a tour of the AdOps facility.

GENERAL MANAGER'S REPORT

Bergkamp shared that the Intercity Transit's Maintenance Rodeo Team took first place at the Pierce Technician Rodeo last weekend. Their closest competitor, Kitsap Transit, was 200 points behind them in 2nd place, with Link Transit tying up the rear in 3rd place. Congratulations to the Team and their Coach:

- Bryce Reinhardt – Team Coach
- Jonathan Reynolds – Coach Technician
- Sean Malay – Coach Technician
- Richelle Lokin – Coach Technician

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On April 6 through 9, Bergkamp, two ITA Board Members, Chair and City of Olympia Councilmember Clark Gilman, Mayor of Tumwater, Debbie Sullivan and Chief Marketing and Communications Officer, Nick Demerice attended the [American Public Transportation Association's \(APTA\) Legislative Conference](#). This annual visit provides Intercity Transit the opportunity to visit with legislators from both the House and Senate that represent the communities the agency serves, and who also work for continued support and funding of the essential, lifeline services IT provides.

The group met with staffers from the following legislator's offices:

- Naseem Mehyar with [U.S. Senator Maria Cantwell's Office](#)
- Katherine Gillespie with [U.S. Representative Marie Glusenkamp Perez Office](#)
- Elizabeth Beltran with [U.S. Representative Marilyn Strickland Office](#)

The group had a very special opportunity to meet in person with [Senator Patty Murray](#), at the U.S. Capitol Building, inside one of the most beautiful meeting rooms imaginable, where the Committee on Appropriations meets, which she is the Chair. Senator Murray serves on four U.S. Senate Committees and is the first female Senate President Pro Tempore. The group joined fellow Washington State Transit Agencies for our visit, Link Transit, Skagit Transit and Pierce Transit, along with APTA Senior Leadership who bestowed an [Advocacy Champion Award](#) to Senator Murray. The award recognizes members of Congress who led efforts to increase investment in the nation's public transit, passenger rail and multimodal infrastructure and strongly support public transportation.

Bergkamp reminded everyone the Earth Day Market Ride is this Saturday, April 20. Meet your neighbors and enjoy a bike ride to the Farmer's Market. Group rides, including a family-friendly route, start in several different neighborhoods and converge downtown at the Heritage Park fountain. Then the group will ride to the Olympia Farmer's Market. Details can be found at the Bicycle Community Challenge website: [2024 Earth Day Market Ride | BCC \(intercitytransit.com\)](#)

AUTHORITY ISSUES

Cox said the Thurston Climate Mitigation Collaborative met for a retreat and they discussed two possible directions the organization was going to focus on. One focus centered around transportation and trying to get zoning that was required, fewer parking places and would be more reliant on transit trying to get the jurisdictions to work on their zoning so they required more emphasis on transit. The other direction would be more about the built environment. Cox said Mr. Taylor who provided public comment also provided comment at the Lacey City Council meeting in opposition to the roundabout and asked Lacey to rescind any endorsement of this project.

Regarding hydrogen fuel cell buses, Melnick said while funding is being made available, he thinks the intent is to get more learning done more quickly than it could be done in any other way by having users involved. In the past, we've been reluctant to

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explore battery electric because the others we saw buying them couldn't make them run. But he thinks in this case we've done a lot more homework on both battery electric and hydrogen fuel, and from what he's read, Europeans are ahead of us in buying hydrogen fuel buses and the Chinese are ahead of them. He thinks IT would benefit significantly by being part of the experiment as opposed to waiting and in many ways thinks this is more important because of the rapidly changing chaotic times we live in. We can't wait until the answers are sorted out because it's going to delay us taking action in one direction or another.

Melnick mentioned there are two other major agencies in Thurston County who use buses. The two big school districts run buses at the magnitude comparable to what we do, and he thinks it's incumbent upon IT and them to understand what's going on. We're about to make a decision on hydrogen fuel and Melnick thinks there should be some sort of a forum where we could learn from them about their experience with electric buses and they could learn from us about our decisions to move to hydrogen fuel. He encourages staff to start a dialogue.

Sullivan appreciates staff for making the trip to the APTA Legislative Conference in Washington D. C. so successful. She said the group rode the Metro more than ever before, and likely everyone from the East Coast is accustomed to it, and it was pretty amazing. She wished we had a system like that in Washington state.

Pierce said it was interesting to hear public comment on the roundabout project, and she realized it's been a long time since we've had anyone from the public speak before the Board on an issue. She spoke with Bergkamp about the roundabout project thinking it was still in the very early stages and was sure we've thought of some of the issues brought up and Bergkamp reassured her that IT is in the early stages and still in the planning and study phase. Pierce is curious to know more about the project. Also, Pierce represented the ITA at the CAC meeting on Monday, April 15 and was glad to see the agenda item about the CAC stipend, and was pleased the CAC were able to discuss it prior to the ITA making any decisions. She thanked staff and Melnick for pulling that all together.

Gilman asked which agency is handling the transportation, engineering and traffic impact study on the roundabout project. Stackpole said SCJ Alliance is doing the traffic study and after reviewing the scope, we may need to expand it a little bit just to make sure that the verbiage and the scope represents what we want to study in terms of the adjacent neighborhoods and intersections. Gilman asked if Intercity Transit is doing the engineering and traffic analysis rather than the county or Lacey. He also inquired about who is responsible for accepting complaints. Bergkamp said IT is responsible for accepting and responding to complaints.

Gilman noted the Olympian is the media of record when publishing legal notices and he suggests reconsidering looking at their circulation. He doesn't believe that legal notices are on their website, that you have to pull up the PDF facsimile of the paper and

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scroll through the pages to get to that section and he's not sure the information reaches any eyes or if it's even relevant at this point. He said the cities are asking the same question about where's the "town crier?"

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:09 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

**Pat Messmer
Clerk to the Authority**

Date Approved: June 19, 2024

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