

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 5, 2024
5:30 P.M.

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

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

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

Toll Free: (844) 730-0140 / Phone Conference ID 314 050 646#

CALL TO ORDER

STAFF INTRODUCTIONS	15 min.
A. Sharon Martin, Senior Vanpool Coordinator (<i>Lynne Cunningham</i>)	
B. Christopher Shoultz and Dylan Swanstrom, Technicians (<i>David Chaffee</i>)	
C. Kyle White, Vehicle Detailer (<i>David Chaffee</i>)	
D. Rob Wood, Operations Supervisor (<i>Michael Midstokke</i>)	
1. APPROVAL OF AGENDA	1 min.
2. PUBLIC COMMENT	3 min.
3. RECOGNITION AND CELEBRATION	20 min.
A. International Rodeo Winners	
4. CONSENT AGENDA	1 min.
A. Surplus Vanpool #3009 (<i>Noelle Gordon</i>)	
B. Surplus Vanpool #2622 (<i>Noelle Gordon</i>)	
5. NEW BUSINESS	
A. NE Lacey Operational Support Terminal Facility Update (<i>Peter Stackpole</i>)	15 min.
B. 2025-2028 Transportation Improvement Program Adoption (<i>Jessica Gould</i>)	5 min.
C. Capital Improvement Plan Adoption (<i>Jana Brown</i>)	5 min.
D. Project 2400 Landscaping & Grounds Maintenance (<i>Noelle Gordon</i>)	5 min.
E. Extended Warranty Fleet Vehicle Cameras (<i>Jeff Peterson</i>)	5 min.
F. DAL/Bus Buddy/Travel Training Update (<i>Kevin Karkoski</i>)	15 min.
G. Title VI Program Update (<i>Rob LaFontaine</i>)	30 min.
H. Cancel July 3, 2024 ITA Meeting (<i>Emily Bergkamp</i>)	5 min.
6. COMMITTEE REPORTS	
A. Community Advisory Committee (May 20) (<i>Marilyn Scott</i>)	5 min.
7. GENERAL MANAGER'S REPORT	5 min.
8. 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. 4-A

MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement and Project Management
Coordinator, 705-5857

SUBJECT: Surplus Vanpool 3009

-
- 1) **The Issue:** Whether to declare Vanpool 3009 surplus.
-
- 2) **Recommended Action:** Declare the property listed as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale or disposal.
-
- 4) **Background:** Vanpool 3009, a 2020 Toyota Sienna 7-passenger van, was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$24,885.90. The estimated cost to repair the damage to this vehicle is \$31,126.54, which exceeds its fair market value, and the vehicle has therefore been deemed a total loss. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare Vanpool 3009 as surplus.
-
- 5) **Alternatives:**
- A. Declare the item surplus. The vehicle has been deemed a total loss.
 - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - C. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Vanpool 3009 did not meet its useful life requirements and was purchased using local and Washington State Department of Transportation (WSDOT) grant funds. Therefore, WSDOT retains interest in the value of this vehicle. Intercity Transit received insurance remittance from WSTIP in the amount of \$17,603. Staff are seeking approval from WSDOT to retain these funds for application toward the purchase of a replacement van. If WSDOT does not approve this request, a portion of the funds may need to be returned to WSDOT.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 4-B

MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement and Project Management
Coordinator, (360) 705-5857

SUBJECT: Surplus Vanpool 2622

-
- 1) **The Issue:** Whether to declare Vanpool 2622 surplus.
-
- 2) **Recommended Action:** Declare Vanpool 2622 as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale or disposal.
-
- 4) **Background:** Vanpool 2622, a 2016 Chevrolet Express 12-passenger van, was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$23,489.84. The initial repair estimate based on a visual evaluation of damage is just below eighty percent of its estimated fair market value. Based on the extent of the damage, actual repair costs are expected to meet or exceed the eighty-percent threshold to consider it a total loss. Therefore, the recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. This vehicle has met its useful life requirements. Based on the information provided herein, staff is requesting the Authority to declare Vanpool 2622 as surplus.
-
- 5) **Alternatives:**
- A. Declare the item surplus. The vehicle has met its useful life, and actual repair costs are expected to exceed eighty-percent fair market value threshold.
 - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - C. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Vanpool 2622 was originally purchased using local funds. No Federal or State grant funds were used in the purchase of this vehicle. The insurance remittance received for the vehicle will be credited as local funds available for future agency projects.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director (360) 357-1795

SUBJECT: East Martin Way Gateway Station Roundabout Project Update

1) **The Issue:** Provide an update on the project including the work done to date and discuss potential additions to the scope to address community concerns.

2) **Recommended Action:** For your information.

3) **Policy:** Keep the Authority informed.

4) **Background:** 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). These grants are designated for studying a roundabout (RAB) at the Martin Way and Duterrow Road/Meridian Road intersection, providing "end of line" operational staging. This new multimodal facility aims to extend frequent and direct transit service to the end of the Martin Way Corridor.

Current Status: At the February 7, 2024, Intercity Transit Authority (ITA) meeting, the ITA authorized the General Manager to execute a contract with SCJ Alliance for the project's first phase. This phase includes:

- Topographic survey and right-of-way (ROW) mapping
- Geotechnical work
- Traffic validation
- Environmental permitting

It is important to note that funds for construction have neither been approved nor sought, pending the analysis to determine the viability of the RAB. To date, the following elements of the project have been completed:

- Cultural Impacts/Exemption Memo
- Categorical Exclusion Worksheet
- Traffic Counts coordinated with the County

Community Feedback: Following the ITA's approval of the first phase, significant opposition has emerged, particularly from residents of the Ridgeview

neighborhoods (Ridgeview 1 and 2). These residents express concerns that a RAB would negatively impact their ingress and egress to Martin Way.

Next Steps: In response to these concerns, Intercity Transit is collaborating with Thurston County and SCJ Alliance to expand the scope of the initial phase. This expansion aims to explore additional options for a bus turnaround that would maintain the existing intersection configuration, addressing the community's concerns while ensuring effective transit operations.

Action Required: No immediate action is required at this stage. Further analysis and community consultations will be conducted to determine the most viable and community-supported solution for the intersection.

This agenda item will continue to be monitored, and updates will be provided as new information and analyses become available.

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

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

7) **Goal Reference:** **#1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **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." **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. 5-B
MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Manager, 360-705-5808
SUBJECT: Adoption of the 2025-2028 Transportation Improvement Program

- 1) **The Issue:** Whether to adopt the 2025-2028 Transportation Improvement Program (TIP) for projects with anticipated Federal funding over the next four years.

- 2) **Recommended Action:** Adopt the 2025-2028 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- 3) **Policy Analysis:** Federal grant guidelines require that the governing body adopt the TIP.

- 4) **Background:** The 2025-2028 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years.

As part of the annual update process, the Authority held a public hearing on the draft 2025-2028 Transportation Improvement Program (TIP) at the May 15, 2024, Authority meeting. Public comments received as part of this year's TIP update were shared with the Authority at that time. No additional public comments were received following the Public Hearing.

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 federally required State Transportation Improvement Program (STIP). The 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**. These documents are published and available on the agency website. Program elements in the proposed final 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.
- 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.

Projects are identified in the annual update of the TIP for public review, comment, and adoption by the Authority. The annually adopted TIP is 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 be included in the STIP prior to actual funding being available.

2025-2028 TIP projects total more than \$112 million with more than \$90 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit's 2024 through 2028 annual budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations."

8) **References:** Exhibit 1 - Proposed- *Final 2025-2028 TIP*

INTERCITY TRANSIT
Proposed Final 2025- 2028 Transportation Improvement Program (June 5, 2024)

IT #	Project	2025	2026	2027	2028	TOTAL 2025 - 2028	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance	\$0	\$0	\$2,311,942	\$2,311,942	\$4,623,884	\$3,699,107	PSRC Earned Share Sec. 5307 and Sec. 5339	\$924,776.80	\$4,623,884.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement	\$840,480	\$608,957	\$1,532,003	\$952,180	\$3,933,620	\$3,146,896	State Public Transit Rideshare	\$786,724.00	\$3,933,620.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility	\$1,825,950	\$260,000	\$260,000	\$260,000	\$2,605,950	\$2,084,760	Secured federal Community Project Funding (CPF)	\$521,190.00	\$2,605,950.00	Secured federal CPF. TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (TAP/ STBG)	\$0	\$0	\$660,498	\$330,249	\$990,747	\$856,996	Secured & Anticipated Federal/ Regional	\$133,750.85	\$990,747.00	TRPC Secured & Anticipated Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$1.5M planning (PSRC earned share and Direct Apportionment)	\$7,863,038	7931759	\$6,178,602	\$6,178,602	\$28,152,000	\$22,521,600	Sec. 5307, 5339 & PSRC Earned Share	\$5,630,400.00	\$28,152,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement Dial A Lift vehicles - \$291K	\$3,528,636	\$0	\$4,028,086	\$0	\$7,556,722	\$6,045,378	State consolidated funds & Future 5310 in FY25	\$1,511,344.40	\$7,556,722.00	Anticipated regional federal funds (contingency list) and anticipated State funds
7	IT1903 High Performance Corridor Service or BRT "lite"	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000	\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
8	IT2001 Alternative Fuel Infrastructure (Facility & Site improvements)	\$5,720,000	\$4,000,000	\$4,000,000	\$3,000,000	\$16,720,000	\$13,376,000	State RMG & Federal 5339 & 5307 or competitive	\$3,344,000.00	\$16,720,000.00	Secured RMG funding
9	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$0	\$5,046,000	\$0	\$0	\$5,046,000	\$4,036,800	Anticipated State award	\$1,009,200.00	\$5,046,000.00	Anticipated State LEAP award for 2025- 2027 biennium
10	IT 2201 Northeast Lacey Operational Support Terminal Facility*	\$945,653	\$0	\$3,027,174	\$3,027,174	\$7,000,000	\$5,600,000	Regional Secured Federal Funds, State Bus & Bus Facilities funding and Anticipated 5339 funding.	\$1,400,000.00	\$7,000,000.00	Regional Secured Federal Funds, State Bus & Bus Facilities funding and Anticipated 5339 funding.
11	IT 2501 Real Time Signage and Core Customer Info Navigation	\$2,000,000	\$1,937,000	\$400,000	\$400,000	\$4,737,000	\$3,789,600	Secured State RMG funding & Anticipated CDS/ CPF request	\$947,400.00	\$4,737,000.00	Secured State RMG funding & Anticipated CDS/ CPF request
12	IT 2502 Smart Corridors Phase 4	\$437,965	\$500,000	\$500,000	\$0	\$1,437,965	\$1,150,372	Unsecured federal funding	\$287,593.00	\$1,437,965.00	Anticipated regional federal funds
Total Federal Funded Projects		\$28,589,722	\$32,783,716	\$28,898,304	\$22,532,146	\$112,803,888	\$90,307,509		\$22,496,379	\$112,803,888	Secured and Estimated Federal Funding Sources

Notes
Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements are noted. Puget Sound Regional Council (PSRC) is abbreviated to PSRC.

*This project is also known as the E. Martin Way Gateway Roundabout project.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer, 360- 705-5816

SUBJECT: Final Capital Improvement Plan 2025-2029

-
- 1) **The Issue:** Whether to adopt the Intercity Transit Capital Improvement Plan 2025-2029 (CIP).
-
- 2) **Recommended Action:** Adopt the Intercity Transit CIP 2025-2029.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to formally adopt all long-term financial planning documents for the agency.
-
- 4) **Background:** Intercity Transit uses the CIP to communicate plans for capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit’s annual budgeting process. The CIP brings all the plans together to coordinate with the operating budget. The CIP will be 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.

A Draft CIP was presented to the Board and posted for public review on April 17th. During the review period there were changes requested by staff. These changes were presented during the May 15th public hearing and since then, no changes have been made.

Changes	Cost in Total
• AdOps Audio/Visual Redesign for the Board Room	\$ 150,000
• Marketing and Communications Capital Equipment	\$ 12,000
• Lacey Transit Facility Improvement	\$ 1,050,000
• West Olympia Transit Facility	\$ 9,000,000

- 5) **Alternatives:**
- A) Accept the CIP as presented and formally adopt the CIP 2025-2029.
 - B) Direct staff to revise the proposed CIP and adopt the CCIP as revised.
 - C) Direct staff to revise the proposed CIP 2025-2029 and bring the revised CIP back to the Authority.
-
- 6) **Budget Notes:** The CIP reflects all capital expenditures forecasted to be spent during the years 2025 to 2029, along with any anticipated grant funding.
-
- 7) **Goal Reference:** The annual CIP impacts all agency goals.
-
- 8) **References:** [Updated Draft Capital Improvement Plan 2025 - 2029](#)

INTERcity TRANSIT



Capital Improvement Plan 2025-2029

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Capital Improvement Plan

Introduction

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 new planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP will be 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. Using this methodology will also help in long-range financial forecasting.

Definitions of Capital Projects

For the purpose of this document, capital projects include all construction, capital improvements, major equipment purchases and other special projects requiring one or more expenditures totaling \$5,000 or more. This includes projects that are partially or fully funded by outside funding sources (e.g., grants, state funds, local partners, etc.). Other requests under \$5,000 should be included in the annual operating budgets.

Capital Project Categories

For reporting purposes Intercity Transit categorized Capital Expenditures into the following nine categories:

- Guideway (6100)
- Passenger stations (6200)
- Administrative buildings (6300)
- Maintenance buildings (6400)
- Revenue vehicles (6500)
- Service vehicles (nonrevenue) (6600)
- Fare revenue collection equipment (6700)
- Communications and information systems (6800)
- Other (6900)

Guideway - Capital projects for guideway, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction of guideway.

Guideway includes the buildings and structures dedicated for transit operations such as:

- At grade
- Elevated and subway structures
- Tunnels and bridges
- Track and power systems for rail modes
- Paved highway lanes dedicated to fixed route modes.

Guideway does not include passenger stations and transfer facilities, bus pull-ins, or communication systems.

Passenger Stations - Capital expenditures for passenger stations, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction of stations. Passenger stations include park-and-ride facilities.

The following are passenger stations:

- All Commuter Rail, Hybrid Rail, Monorail and Automated Guideway, and Alaska Railroad rail passenger facilities
- All Light Rail, Cable Car, and Streetcar Rail passenger facilities that have platforms and/or serve track that is in a separate right of way (not in mixed-street traffic)
- All transportation, transit or transfer centers, park-and-ride facilities, and transit malls if they have a structure for passengers for ticketing, information, restrooms, concessions, telephones, etc.
- All Bus, Bus Rapid Transit (RB), Commuter Bus (CB), and Trolleybus (TB) passenger facilities in a separate ROW that have a platform and/or structure.
- All Bus, RB, CB, and TB operated in mixed traffic that have a separate structure (simple shelters, lighting, signage, or ramps for accessibility alone are not enough to establish a passenger station)

Administrative Buildings - Capital projects for administrative buildings, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction.

Administrative buildings are the general administrative offices owned by a transit agency. Administrative buildings usually house executive management and support activities for overall transit operations, including accounting, finance, engineering, legal, safety, security, customer services, scheduling, and planning. Administrative buildings also include separate buildings for customer information or ticket sales that a transit agency owns and that are not part of passenger stations.

Maintenance Buildings - Intercity Transit must report capital expenses for maintenance buildings, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction of the maintenance buildings.

Maintenance buildings include garages, shops, operations centers, and equipment that enhance maintenance, such as diagnostic equipment.

Revenue Vehicles - Intercity Transit must report capital expenses for revenue vehicles, including acquisition and major rehabilitation of the vehicles. The cost of the vehicle includes both the vehicle and all fixtures and appliances inside or attached to the vehicle. When equipment such as a farebox, radio, Automatic Vehicle Locator (AVL), or spare engine is included as part of the vehicle purchase, these items are part of the vehicle cost. However, when purchased separately, these items belong to other asset classifications such as Fare Collection Equipment (2700), Communications / Information Systems (2800), or in the case of spare parts, original equipment. For rubber-tired vehicles, the vehicle cost includes the cost of one set of tires and tubes to make the vehicle operational.

Intercity Transit may spend capital funds on revenue vehicles for

- Replacing a fleet — the replacement of revenue vehicles having reached the end of their service lives.
- Rebuilding a fleet — the installation of new or rebuilt major components (e.g., engines, transmissions, body parts) and/or structural restoration of revenue vehicles to extend service life.
- Overhauling a rail fleet — the one-time rebuild or replacement of major subsystems on revenue producing rail cars and locomotives, commonly referred to as midlife overhaul.
- Expanding a fleet — the acquisition of revenue vehicles for expansion of transit service

Service Vehicles - Intercity Transit must report capital expenses for the acquisition or rebuilding of service vehicles.

Service vehicles are self-propelled and either road-worthy or major pieces of construction equipment. Service vehicles include supervisor vans, tow trucks, mobile repair trucks, transit police cars, and staff cars. Movable pieces of equipment that are solely used for vehicle maintenance, such as bus diagnostic equipment and vehicle lifts, are reported in Maintenance Buildings. Movable pieces of equipment that may serve several purposes, such as golf carts, forklifts, and flatbed train cars, are reported in Other Capital Expenses.

The cost of the vehicle includes both the vehicle and all fixtures and appliances inside or attached to the vehicle.

Fare Revenue Collection Equipment - Intercity Transit must report the capital expenses for the acquisition or rebuilding of fare revenue collection equipment. Fare revenue collection equipment includes turnstiles, fareboxes, automated fareboxes and related software, moneychangers, and fare dispensing machines.

Communications and Information Systems - Intercity Transit must report capital for systems, including.

- Information systems that process information

- Communication systems that relay information between locations

A system is a group of devices or objects that form a network for distributing something or serving a common purpose (e.g., telephone, data processing systems).

Communication systems include two-way radio systems between dispatchers and vehicle operators, cab signaling, and train control equipment in rail systems, AVL systems, automated dispatching systems, vehicle guidance systems, telephones, facsimile machines, and public-address systems.

Information systems include computers, monitors, printers, scanners, data storage devices, and associated software that support transit operations. Associated software may include general office, accounting, scheduling, planning, vehicle maintenance, nonvehicle maintenance, and customer service programs.

Other - Intercity Transit must report the capital expenses for other capital projects, including.

- Furniture and equipment not an integral part of buildings and structures.
- Shelters, signs, and passenger amenities (e.g., benches) not in passenger stations

Five-year Capital Plan Development Process

The annual capital planning process results in a prioritized list of projects for the upcoming fiscal year capital budget and a forward-looking five-year capital plan. In general, the projects incorporated into the capital plan must reflect the overall strategic vision, master plan, and transit initiatives.

Project Requests

New project requests are submitted annually and prioritized by management for funding consideration. The proposed project should meet a specific objective such as a state of good repair or infrastructure need or requirement and be consistent with Intercity Transit's overall strategic plan and goals.

Project requests must include the overall project costs, and the yearly budget needs for the project development. The goal is to also include the long-term operating and maintenance costs, including state of good repair costs if applicable. Potential funding sources are also identified in the project request.

Project Prioritization

Completed project requests are compiled then prioritized by management. Prioritization considerations include:

- Assuring a safe system
- Taking care of/replacing what we have
- Leveraging grants and other partner funds

- Contributing to system improvements

Projects with a lower priority may be reduced in scope or moved to subsequent years as necessary. Once prioritized, the draft 5-year plan is submitted to the Senior Management Team for review. Requests are trimmed as needed to meet the anticipated 5-year budget resources.

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Intercity Transit

Capital Improvement Projects 2025-2029

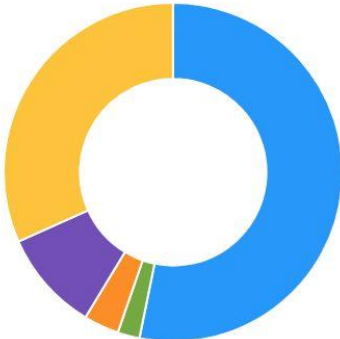
Type	Project #	Request Title	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Administrative Buildings (6300)	DEV-014	Pattison Rehabilitation & Expansion	\$19,739,390	\$8,141,641				\$27,881,031
Total Administrative Buildings (6300)			\$19,739,390	\$8,141,641	\$0	\$0	\$0	\$27,881,031
Communications & Information Systems (6800)	IS-101	Emergency Operations Center (EOC)	\$65,000					\$65,000
	IS-103	ERP FTE Support	\$600,000	\$600,000				\$1,200,000
	IS-103	Agency Enterprise Resource Planning (ERP) Software System	\$2,000,000	\$1,000,000				\$3,000,000
	IS-102	Core Infrastructure and Communications	\$465,000	\$325,000	\$100,000	\$290,000		\$1,180,000
	IS-104	ADOPS Audio/Visual Redesign	\$150,000					\$150,000
	VM-105	Vehicle Telematics	\$300,000	\$80,000				\$380,000
	DEV-016	Real Time Signage and Core Customer Info Navigation	\$2,000,000	\$1,937,000	\$400,000	\$400,000		\$4,737,000
Total Communications & Information Systems (6800)			\$5,580,000	\$3,942,000	\$500,000	\$690,000	\$0	\$10,712,000
Guideway (6100)	DEV-018	Smart Corridor Phase 4	\$437,965	\$500,000	\$500,000			\$1,437,965
	DEV-019	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000		\$30,000,000
	DEV-029	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	\$280,000					\$280,000
Total Guideway (6100)			\$6,145,965	\$13,000,000	\$6,500,000	\$6,072,000	\$0	\$31,717,965
Maintenance Buildings (6400)	MA-101	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	\$5,200,000	\$100,000				\$5,300,000
	MA-100	Maintenance Facility Upgrades - Hydrogen Demonstration Project	\$520,000	\$100,000				\$620,000
	MA-102	Alternative fuel infrastructure design	\$650,000	\$250,000		\$300,000		\$1,200,000
	FAC-153	Underground Storage Tank (UST) Large Vault Repair	\$50,000					\$50,000
Total Maintenance Buildings (6400)			\$6,420,000	\$450,000	\$0	\$300,000	\$0	\$7,170,000
Other (6900) Furniture & Equipment	VM-104	Maintenance Shop Equipment	\$3,056,030	\$162,840	\$50,000	\$50,000	\$50,000	\$3,368,870
	FAC-160	Facility Capital Equipment and Improvements	\$430,000	\$250,000	\$250,000	\$200,000	\$200,000	\$1,330,000
	DEV-100	Marketing & Communications Capital Equipment	\$7,000	\$5,000				\$12,000
	DEV-030	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	\$2,495,787	\$935,920	\$935,920			\$4,367,627
Total Other (6900) Furniture & Equipment			\$5,988,817	\$1,353,760	\$1,235,920	\$250,000	\$250,000	\$9,078,497
Other (6900) Shelters, Signs and passenger amenities	PL-013	Bus Stop Enhancements and Accessibility	\$2,282,438	\$260,000	\$260,000	\$260,000		\$3,062,438
Total Other (6900) Shelters, Signs and passenger amenities			\$2,282,438	\$260,000	\$260,000	\$260,000	\$0	\$3,062,438
Passenger Stations (6200)	FAC-157	Amtrak Centennial Station Restroom Remodel	\$250,000	\$30,000				\$280,000
	FAC-156	Lacey Transit Center (LTC) Expansion & Restroom Remodel	\$850,000	\$200,000				\$1,050,000
	FAC-158	Amtrak Centennial Station Security System	\$10,000					\$10,000
	FAC-152	Amtrak Centennial Station Site Stormwater Swale Restoration	\$85,000	\$20,000				\$105,000
	FAC-161	Lacey Transit Center (LTC) Stormwater Repair and Improvement	\$600,000	\$60,000				\$660,000
	DEV-101	West Olympia Transit Facility	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,000,000
	DEV-027	High Performance Transit (BRT Light) Station Engineering / Construction	\$200,000	\$218,750	\$437,500			\$856,250

Intercity Transit Capital Improvement Projects 2025-2029

Type	Project #	Request Title	FY2025	FY2026	FY2027	FY2028	FY2029	Total
	DEV-032	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	\$945,653	\$2,018,116	\$2,018,116	\$2,018,115		\$7,000,000
Total Passenger Stations (6200)			\$3,940,653	\$4,546,866	\$4,455,616	\$4,018,115	\$2,000,000	\$18,961,250
Revenue Vehicles (6500)								
	VM-106	Vehicle Replacement Contingency	\$262,135	\$269,999	\$278,099	\$286,442	\$295,035	\$1,391,710
	VM-102	Vanpool Replacement Vehicles	\$840,480	\$608,957	\$1,532,003	\$952,180	\$1,463,004	\$5,396,624
	VM-100	Fixed Route Bus Replacement		\$13,230,000		\$18,232,594		\$31,462,594
	VM-101	Demand Response Van Replacement	\$3,707,856	\$123,064	\$4,028,074	\$53,529		\$7,912,523
	MA-101	Zero Emission Bus purchase - Hydrogen Pilot Project	\$3,372,174					\$3,372,174
	MA-100	Zero Emission Bus purchase - Hydrogen Demonstration Project	\$5,578,261					\$5,578,261
Total Revenue Vehicles (6500)			\$13,760,906	\$14,232,020	\$5,838,176	\$19,524,745	\$1,758,039	\$55,113,886
Service Vehicles (6600)								
	VM-103	Non-Revenue Vehicles and Equipment	\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369
Total Service Vehicles (6600)			\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369
Total Project Types			\$65,455,100	\$46,282,394	\$19,019,501	\$31,351,329	\$4,483,112	\$166,591,436

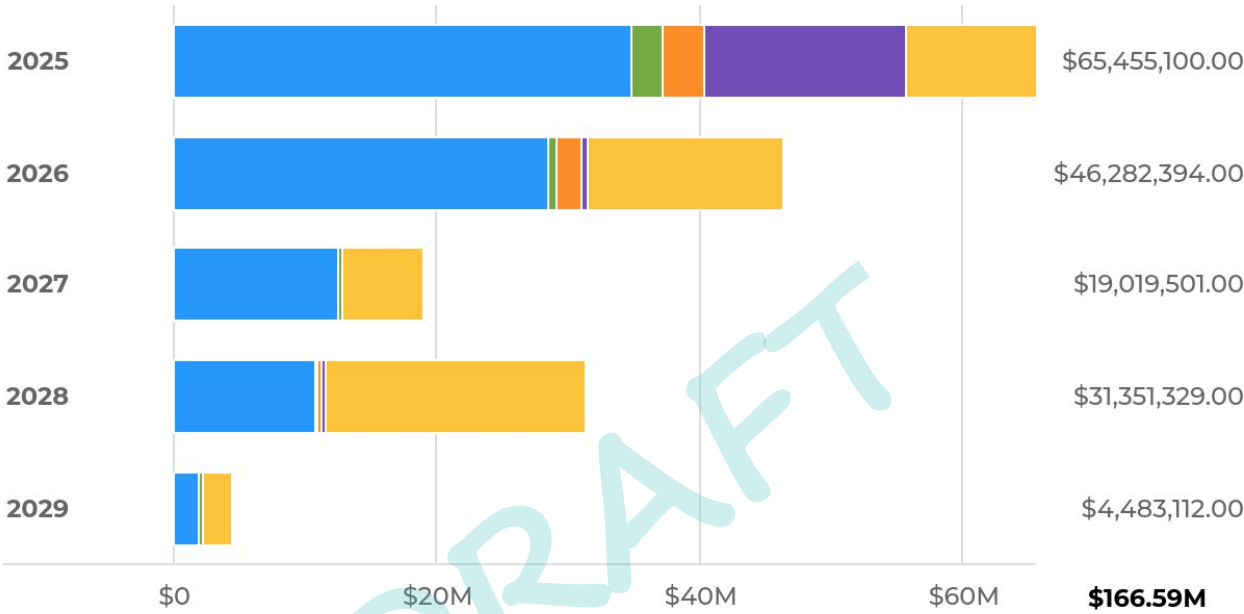
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Capital Costs By Department (all years)



Development (53%)	\$88,634,311.00
Facilities (2%)	\$3,485,000.00
Information Systems (3%)	\$5,595,000.00
Maintenance Admin (10%)	\$16,070,435.00
Vehicle Maintenance (32%)	\$52,806,690.00
TOTAL	\$166,591,436.00

Capital Costs By Department (per year)



- Development
- Facilities
- Information Systems
- Maintenance Admin
- Vehicle Maintenance

Intercity Transit 2025 Capital Projects Funding Sources

Department	Request Title	Project #	Capital Reserves - 2025	Federal Capital Grant - 2025	State Capital Grants - 2025	Total 2025
Development	Smart Corridor Phase 4	DEV-018	\$187,965	\$250,000		\$437,965
	Marketing & Communications Capital Equipment	DEV-100	\$7,000			\$7,000
	West Olympia Transit Facility	DEV-101	\$500,000	\$500,000		\$1,000,000
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$3,928,000		\$5,428,000
	Bus Stop Enhancements and Accessibility	PL-013	\$456,488	\$1,825,950		\$2,282,438
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027	\$171,250		\$28,750	\$200,000
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030	\$2,495,787			\$2,495,787
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROV)	DEV-032	\$350,000	\$595,653		\$945,653
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing proje	DEV-029	\$280,000			\$280,000
	Real Time Signage and Core Customer Info Navigation	DEV-016		\$2,000,000		\$2,000,000
	Pattison Rehabilitation & Expansion	DEV-014	\$11,225,269	\$8,514,121		\$19,739,390
Total Development			\$17,173,759	\$17,613,724	\$28,750	\$34,816,233
Facilities	Amtrak Centennial Station Restroom Remodel	FAC-157	\$250,000			\$250,000
	Lacey Transit Center (LTC) Expansion & Restroom Remodel	FAC-156	\$850,000			\$850,000
	Underground Storage Tank (UST) Large Vault Repair	FAC-153	\$50,000			\$50,000
	Amtrak Centennial Station Security System	FAC-158	\$10,000			\$10,000
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152	\$85,000			\$85,000
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161	\$600,000			\$600,000
	Facility Capital Equipment and Improvements	FAC-160	\$430,000			\$430,000
Total Facilities			\$2,275,000	\$0	\$0	\$2,275,000
Information Systems	Emergency Operations Center (EOC)	IS-101	\$65,000			\$65,000
	ADOPS Audio/Visual Redesign	IS-104	\$150,000			\$150,000
	ERP FTE Support	IS-103	\$600,000			\$600,000
	Agency Enterprise Resource Planning (ERP) Software System	IS-103	\$2,000,000			\$2,000,000
	Core Infrastructure and Communications	IS-102	\$465,000			\$465,000
Total Information Systems			\$3,280,000	\$0	\$0	\$3,280,000
Maintenance Admin	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101	\$674,434		\$2,697,740	\$3,372,174
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101	\$1,040,000		\$4,160,000	\$5,200,000
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100	\$1,115,653		\$4,462,608	\$5,578,261
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100	\$104,000		\$416,000	\$520,000
	Alternative fuel infrastructure design	MA-102	\$650,000			\$650,000
Total Maintenance Admin			\$3,584,087	\$0	\$11,736,348	\$15,320,435
Vehicle Maintenance	Vehicle Replacement Contingency	VM-106	\$262,135			\$262,135
	Vehicle Telematics	VM-105	\$300,000			\$300,000
	Vanpool Replacement Vehicles	VM-102	\$420,240		\$420,240	\$840,480
	Fixed Route Bus Replacement	VM-100				
	Maintenance Shop Equipment	VM-104	\$3,056,030			\$3,056,030
	Non-Revenue Vehicles and Equipment	VM-103	\$1,596,931			\$1,596,931
	Demand Response Van Replacement	VM-101	\$1,853,928	\$1,853,928		\$3,707,856
Total Vehicle Maintenance			\$7,489,264	\$1,853,928	\$420,240	\$9,763,432
Total Funding Sources			\$33,802,110	\$19,467,652	\$12,185,338	\$65,455,100

Intercity Transit 2026 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2026	Federal Capital Grant - 2026	State Capital Grants* - 2026	Total 2026
Development	Smart Corridor Phase 4	DEV-018	\$250,000	\$250,000		\$500,000
	Marketing & Communications Capital Equipment	Dev-100	\$5,000			\$5,000
	West Olympia Transit Facility	DEV-101	\$500,000	\$1,500,000		\$2,000,000
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$11,000,000		\$12,500,000
	Bus Stop Enhancements and Accessibility	PL-013	\$260,000			\$260,000
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027			\$218,750	\$218,750
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030	\$935,920			\$935,920
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032	\$350,000	\$1,668,116		\$2,018,116
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016	\$147,400	\$1,789,600		\$1,937,000
	Pattison Rehabilitation & Expansion	DEV-014	\$581,519	\$2,514,122	\$5,046,000	\$8,141,641
Total Development			\$4,529,839	\$18,721,838	\$5,264,750	\$28,516,427
Facilities	Amtrak Centennial Station Restroom Remodel	FAC-157	\$30,000			\$30,000
	Lacey Transit Center (LTC) Expansion & Restroom Remodel	FAC-156	\$200,000			\$200,000
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152	\$20,000			\$20,000
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161	\$60,000			\$60,000
	Facility Capital Equipment and Improvements	FAC-160	\$250,000			\$250,000
Total Facilities			\$560,000	\$0	\$0	\$560,000
Information Systems	Emergency Operations Center (EOC)	IS-101				
	ADOPS Audio/Visual Redesign	IS-104				
	ERP FTE Support	IS-103	\$600,000			\$600,000
	Agency Enterprise Resource Planning (ERP) Software System	IS-103	\$1,000,000			\$1,000,000
	Core Infrastructure and Communications	IS-102	\$325,000			\$325,000
Total Information Systems			\$1,925,000	\$0	\$0	\$1,925,000
Maintenance Admin	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101	\$100,000			\$100,000
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100	\$100,000			\$100,000
	Alternative fuel infrastructure design	MA-102	\$250,000			\$250,000
Total Maintenance Admin			\$450,000	\$0	\$0	\$450,000
Vehicle Maintenance	Vehicle Replacement Contingency	VM-106	\$269,999			\$269,999
	Vehicle Telematics	VM-105	\$80,000			\$80,000
	Vanpool Replacement Vehicles	VM-102	\$304,479		\$304,479	\$608,957
	Fixed Route Bus Replacement	VM-100	\$6,615,000	\$6,615,000		\$13,230,000
	Maintenance Shop Equipment	VM-104	\$162,840			\$162,840
	Non-Revenue Vehicles and Equipment	VM-103	\$356,107			\$356,107
	Demand Response Van Replacement	VM-101	\$61,532	\$61,532		\$123,064
Total Vehicle Maintenance			\$7,849,957	\$6,676,532	\$304,479	\$14,830,967
Total Funding Sources			\$15,314,796	\$25,398,370	\$5,569,229	\$46,282,394

* Washington Initiative 2117 - Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure is on the ballot on November 5, 2024. If passed, some state grant awards may be eliminated while others may be greatly reduced

Intercity Transit 2027 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2027	Federal Capital Grant - 2027	State Capital Grants* - 2027	Total 2027
Development	Smart Corridor Phase 4	DEV-018	\$250,000	\$250,000		\$500,000
	Marketing & Communications Capital Equipment	DEV-100				
	West Olympia Transit Facility	DEV-101	\$500,000	\$1,500,000		\$2,000,000
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$4,500,000		\$6,000,000
	Bus Stop Enhancements and Accessibility	PL-013	\$260,000			\$260,000
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027			\$437,500	\$437,500
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030	\$935,920			\$935,920
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032	\$350,000	\$1,668,116		\$2,018,116
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016	\$400,000			\$400,000
	Pattison Rehabilitation & Expansion	DEV-014				
Total Development			\$4,195,920	\$7,918,116	\$437,500	\$12,551,536
Facilities	Amtrak Centennial Station Restroom Remodel	FAC-157				
	Lacey Transit Center (LTC) Expansion & Restroom Remodel	FAC-156				
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152				
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161				
	Facility Capital Equipment and Improvements	FAC-160	\$250,000			\$250,000
Total Facilities			\$250,000	\$0	\$0	\$250,000
Information Systems	Emergency Operations Center (EOC)	IS-101				
	ADOPS Audio/Visual Redesign	IS-104				
	ERP FTE Support	IS-103				
	Agency Enterprise Resource Planning (ERP) Software System	IS-103				
	Core Infrastructure and Communications	IS-102	\$100,000			\$100,000
Total Information Systems			\$100,000	\$0	\$0	\$100,000
Maintenance Admin	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101				
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100				
	Alternative fuel infrastructure design	MA-102				
Total Maintenance Admin			\$0	\$0	\$0	\$0
Vehicle Maintenance	Vehicle Replacement Contingency	VM-106	\$278,099			\$278,099
	Vehicle Telematics	VM-105				
	Vanpool Replacement Vehicles	VM-102	\$766,002		\$766,002	\$1,532,003
	Fixed Route Bus Replacement	VM-100				
	Maintenance Shop Equipment	VM-104	\$50,000			\$50,000
	Non-Revenue Vehicles and Equipment	VM-103	\$229,789			\$229,789
	Demand Response Van Replacement	VM-101	\$2,014,037	\$2,014,037		\$4,028,074
Total Vehicle Maintenance			\$3,337,927	\$2,014,037	\$766,002	\$6,117,965
Total Funding Sources			\$7,883,847	\$9,932,153	\$1,203,502	\$19,019,501

* Washington Initiative 2117 - Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure is on the ballot on November 5, 2024. If passed, some state grant awards may be eliminated while others may be greatly reduced

Intercity Transit 2028 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2028	Federal Capital Grant - 2028	State Capital Grants* - 2028	Total 2028
Development	Smart Corridor Phase 4	DEV-018				
	Marketing & Communications Capital Equipment	DEV-100	\$500,000	\$1,500,000		\$2,000,000
	West Olympia Transit Facility	DEV-101				
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$4,572,000		\$6,072,000
	Bus Stop Enhancements and Accessibility	PL-013	\$260,000			\$260,000
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027				
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030				
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032	\$350,000	\$1,668,115		\$2,018,115
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016	\$400,000			\$400,000
	Pattison Rehabilitation & Expansion	DEV-014				
Total Development			\$3,010,000	\$7,740,115	\$0	\$10,750,115
Facilities	Amtrak Centennial Station Restroom Remodel	FAC-157				
	Lacey Transit Center (LTC) Expansion & Restroom Remodel	FAC-156				
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152				
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161				
	Facility Capital Equipment and Improvements	FAC-160	\$200,000			\$200,000
Total Facilities			\$200,000	\$0	\$0	\$200,000
Information Systems	Emergency Operations Center (EOC)	IS-101				
	ADOPS Audio/Visual Redesign	IS-104				
	ERP FTE Support	IS-103				
	Agency Enterprise Resource Planning (ERP) Software System	IS-103				
	Core Infrastructure and Communications	IS-102	\$290,000			\$290,000
Total Information Systems			\$290,000	\$0	\$0	\$290,000
Maintenance Admin	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101				
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100				
	Alternative fuel infrastructure design	MA-102	\$300,000			\$300,000
Total Maintenance Admin			\$300,000	\$0	\$0	\$300,000
Vehicle Maintenance	Vehicle Replacement Contingency	VM-106	\$286,442			\$286,442
	Vehicle Telematics	VM-105				
	Vanpool Replacement Vehicles	VM-102	\$476,090		\$476,090	\$952,180
	Fixed Route Bus Replacement	VM-100	\$9,116,297	\$9,116,297		\$18,232,594
	Maintenance Shop Equipment	VM-104	\$50,000			\$50,000
	Non-Revenue Vehicles and Equipment	VM-103	\$236,469			\$236,469
	Demand Response Van Replacement	VM-101	\$53,529			\$53,529
Total Vehicle Maintenance			\$10,218,827	\$9,116,297	\$476,090	\$19,811,214
Total Funding Sources			\$14,018,827	\$16,856,412	\$476,090	\$31,351,329

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Intercity Transit 2029 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2029	Federal Capital Grant - 2029	State Capital Grants* - 2029	Total 2029
Development	Smart Corridor Phase 4	DEV-018				
	Marketing & Communications Capital Equipment	DEV-100				
	West Olympia Transit Facility	DEV-101	\$500,000	\$1,500,000		\$2,000,000
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019				
	Bus Stop Enhancements and Accessibility	PL-013				
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027				
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030				
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032				
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016				
	Pattison Rehabilitation & Expansion	DEV-014				
Total Development			\$500,000	\$1,500,000	\$0	\$2,000,000
Facilities	Amtrak Centennial Station Restroom Remodel	FAC-157				
	Lacey Transit Center (LTC) Expansion & Restroom Remodel	FAC-156				
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152				
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161				
	Facility Capital Equipment and Improvements	FAC-160	\$200,000			\$200,000
Total Facilities			\$200,000	\$0	\$0	\$200,000
Information Systems	Emergency Operations Center (EOC)	IS-101				
	ADOPS Audio/Visual Redesign	IS-104				
	ERP FTE Support	IS-103				
	Agency Enterprise Resource Planning (ERP) Software System	IS-103				
	Core Infrastructure and Communications	IS-102				
Total Information Systems			\$0	\$0	\$0	\$0
Maintenance Admin	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101				
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100				
	Alternative fuel infrastructure design	MA-102				
Total Maintenance Admin			\$0	\$0	\$0	\$0
Vehicle Maintenance	Vehicle Replacement Contingency	VM-106	\$295,035			\$295,035
	Vehicle Telematics	VM-105				
	Vanpool Replacement Vehicles	VM-102	\$731,502		\$731,502	\$1,463,004
	Fixed Route Bus Replacement	VM-100				
	Maintenance Shop Equipment	VM-104	\$50,000			\$50,000
	Non-Revenue Vehicles and Equipment	VM-103	\$475,073			\$475,073
	Demand Response Van Replacement	VM-101				
Total Vehicle Maintenance			\$1,551,610	\$0	\$731,502	\$2,283,112
Total Funding Sources			\$2,251,610	\$1,500,000	\$731,502	\$4,483,112

* Washington Initiative 2117 - Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure is on the ballot on November 5, 2024. If passed, some state grant awards may be eliminated while others may be greatly reduced

Pattison Rehabilitation & Expansion

Project Number: DEV-014
Total Capital Cost: \$27,881,031

Department: Development
Type: Capital Improvement

Timeline: 05/01/2019 to 12/31/2026

Request description:

For the rehabilitation and expansion of the Pattison Maintenance, Operations and Administration facility. Including the full projects expended carry-over funding necessary to complete all remaining work on the north and south portions of the campus, including design and construction work. Work/construction is anticipated to continue into late 2025.

Capital Costs	FY2025	FY2026	Total
Construction	\$19,739,390	\$8,141,641	\$27,881,031
Total	\$19,739,390	\$8,141,641	\$27,881,031

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$11,225,269	\$581,519	\$11,806,788
Federal Capital Grants	\$8,514,121	\$2,514,122	\$11,028,243
State Capital Grants		\$5,046,000	\$5,046,000
Total	\$19,739,390	\$8,141,641	\$27,881,031

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Emergency Operations Center (EOC)

Project Number: IS-101 **Department:** Information Systems
Total Capital Cost: \$65,000 **Type:** Capital Equipment
Timeline: 01/01/2025 to 12/31/2025

Request description:

This effort is to put together mobile technology equipment to stand up an EOC in case of a catastrophic event. The goal is to provide basic network connectivity and communications in order to keep operations going and assist the community with recovery efforts as appropriate.

Capital Costs	FY2025	Total
Capital Outlay	\$65,000	\$65,000
Total	\$65,000	\$65,000

Funding Source	FY2025	Total
Capital Reserves	\$65,000	\$65,000
Total	\$65,000	\$65,000

Account Codes (Capital Costs):

23-6809000000	\$65,000
	\$65,000

DRAFT

Enterprise Resource Planning (ERP) Implementation FTE Support

Project Number: IS-103
Total Capital Cost: \$1,200,000

Department: Information Systems
Type: Capital Equipment

Timeline: 01/01/2025 to 12/31/2026

Request description:

This is to resource and backfill a total of 5 FTEs in Finance, Information Services, Maintenance and Human Resources and Operations for the Enterprise Resource Planning (ERP) software project. These temporary staff members will perform the business-as-usual activities, while key staff members with the working knowledge of Intercity Transit's processes will spend 18 to 24 months training and working directly in the implementation of the software.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$600,000	\$600,000	\$1,200,000
Total	\$600,000	\$600,000	\$1,200,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$600,000	\$600,000	\$1,200,000
Total	\$600,000	\$600,000	\$1,200,000

Account Codes (Capital Costs):

23-6909000000	\$1,200,000
	<u>\$1,200,000</u>

DRAFT

Agency Enterprise Resource Planning (ERP) Software System

Project Number: IS-103
Total Capital Cost: \$5,000,000

Department: Information Systems
Type: Capital Equipment

Timeline: 01/01/2024 to 12/31/2025

Request description:

Intercity Transit implemented the FleetNet (ERP) software in 1993, 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, maintenance, and facilities inventory. FleetNet was also designed to accommodate the National Transit Database (NTD) reporting requirements and generates all required reporting information.

Fleet-Net was acquired by Avail Technologies about four years ago and Intercity Transit is currently working with Avail to transition to their cloud-based Enterprise Transit Management Software solution. As IntercityTransit prepares to make this transition, the project team determined it would be advantageous to conduct a broad, unbiased, analysis of our workflow and the software programs that support our everyday operations.

The agency anticipates conducting a Request For Proposal to acquire a more modern ERP system that will accommodate our needs that have evolved since 1993. We anticipate this project taking three years to complete.

Capital Costs	To Date	FY2025	FY2026	Total
Capital Outlay	\$2,000,000	\$2,000,000	\$1,000,000	\$5,000,000
Total	\$2,000,000	\$2,000,000	\$1,000,000	\$5,000,000

Funding Source	To Date	FY2025	FY2026	Total
Capital Reserves	\$2,000,000	\$2,000,000	\$1,000,000	\$5,000,000
Total	\$2,000,000	\$2,000,000	\$1,000,000	\$5,000,000

Account Codes (Capital Costs):

23-6809000000	\$3,000,000
	\$3,000,000

DRAFT

Core Infrastructure and Communications

Project Number: IS-102
Total Capital Cost: \$1,180,000

Department: Information Systems
Type: Capital Equipment

Timeline: 01/01/2024 to 12/31/2028

Request description:

This is to keep our core infrastructure and communication equipment across the enterprise refreshed and modernized. We evaluate the useful lifecycle of the equipment and the end of life dates set by the manufacturer to anticipate refresh cycles. Additionally, this will support agency cybersecurity needs.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Capital Outlay	\$465,000	\$325,000	\$100,000	\$290,000	\$1,180,000
Total	\$465,000	\$325,000	\$100,000	\$290,000	\$1,180,000

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$465,000	\$325,000	\$100,000	\$290,000	\$1,180,000
Total	\$465,000	\$325,000	\$100,000	\$290,000	\$1,180,000

Account Codes (Capital Costs):

23-6809000000	\$1,180,000
	\$1,180,000

DRAFT

ADOPS Audio/Visual Redesign

Project Number: IS-104
Total Capital Cost: \$150,000

Department: Information Systems
Type: Capital Equipment

Timeline: 01/01/2025 to 12/31/2025

Request description:

Intercity Transit encourages public involvement. The current AdOps Board room was designed with the idea of all in-person meetings. However, post the pandemic we have learned virtual meetings or a hybrid of virtual meetings are here to stay. With this brings the need to have high quality sound and video to ensure proper hosting of these meetings. This is the estimated technical needs to update the current system.

Capital Costs	FY2025	Total
Capital Outlay	\$150,000	\$150,000
Total	\$150,000	\$150,000

Funding Source	FY2025	Total
Capital Reserves	\$150,000	\$150,000
Total	\$150,000	\$150,000

Account Codes (Capital Costs):

23-6809000000	\$150,000
	\$150,000

DRAFT

Vehicle Telematics

Project Number: VM-105
Total Capital Cost: \$380,000

Department: Vehicle Maintenance
Type: Capital Equipment

Timeline: 01/01/2024 to 12/31/2026

Request description:

Implement global positioning and electronic pre/post trip inspection system/telematics solutions to enhance fleet management compliance, accuracy and efficiency.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$300,000	\$80,000	\$380,000
Total	\$300,000	\$80,000	\$380,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$300,000	\$80,000	\$380,000
Total	\$300,000	\$80,000	\$380,000

Account Codes (Capital Costs):

19-6809000000	\$380,000
	<u>\$380,000</u>

DRAFT

Real Time Signage and Core Customer Info Navigation

Project Number: DEV-016
Total Capital Cost: \$4,737,000

Department: Development
Type: Capital Equipment

Timeline: 03/04/2024 to 12/31/2028

Request description:

This project will deploy real-time traveler information and wayfinding tools at 2 to 5 locations supporting important system connections with IT routes including the I-5 Olympia Express, as well as Greyhound, Mason Transit, and Grays Harbor Transit system connections. It will modify heavily utilized bus and pedestrian zones at the OTC, reconfiguring them to better support transit accessibility and foster connections between Intercity Transit routes and other regional and interstate transit providers utilizing the facility. Collaborative partnerships between IT and local jurisdictions will ensure coordinated decisions regarding construction scheduling, if required, and other considerations that result in a streamlined permitting process. Construction at OTC is expected to begin about nine months after notice of award with completion of upgrades within one year. The transit rider wayfinding program includes plan and design, electronic signage for customers, passenger information signs and wayfinding for deployment at all major Intercity Transit transit centers and major stops. The project may be combined with Federal Grant awards for bus stop customer information systems as part of the work program.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Capital Outlay	\$2,000,000	\$1,937,000	\$400,000	\$400,000	\$4,737,000
Total	\$2,000,000	\$1,937,000	\$400,000	\$400,000	\$4,737,000

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves		\$147,400	\$400,000	\$400,000	\$947,400
Federal Capital Grants	\$2,000,000	\$1,789,600			\$3,789,600
Total	\$2,000,000	\$1,937,000	\$400,000	\$400,000	\$4,737,000

Account Codes (Capital Costs):

40-6809000000 \$4,737,000

DRAFT

Smart Corridor Phase 4

Project Number: DEV-018
Total Capital Cost: \$1,437,965

Department: Development
Type: Capital Improvement

Timeline: 09/02/2024 to 09/30/2026

Request description:

The Smart Corridors Signal Upgrade and Transit Signal Priority (TSP) Project Phase 4 builds off the first 3 phases with the goal of expanding the analysis of the pilot project for field Implementation for the Smart Corridors program. It will include equipment installation, signal timing and reconfiguring the pilot and bus zones. This phase also calls for EMTRAC data support, data analytics, transit optimization, TSP operations configuration, performance measures, an corridor expansion implementation. Smart Corridors is a collaborative effort of six different transportation agencies, with support from Thurston Regional Planning Council (TRPC): Cities of Lacey, Olympia, Tumwater, Thurston County, Intercity Transit, and Washington State Department of Transportation Olympic Region. Each of these entities owns or operates equipment essential to the implementation of the Smart Corridors project. This project represents the regional (TRPC) grant funded portion of the TSP project implementation.

Capital Costs	FY2025	FY2026	FY2027	Total
Design/Engineering	\$437,965	\$500,000	\$500,000	\$1,437,965
Total	\$437,965	\$500,000	\$500,000	\$1,437,965

Funding Source	FY2025	FY2026	FY2027	Total
Capital Reserves	\$187,965	\$250,000	\$250,000	\$687,965
Federal Capital Grant	\$250,000	\$250,000	\$250,000	\$750,000
Total	\$437,965	\$500,000	\$500,000	\$1,437,965

Account Codes (Capital Costs):

40-6102000000	\$1,437,965
	\$1,437,965

DRAFT

High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital

Project Number: DEV-019
Total Capital Cost: \$30,000,000

Department: Development
Type: Capital Improvement

Timeline: 09/16/2024 to 03/31/2025

Request description:

Provides capital funding for the Bus Rapid Transit (BRT) Program as noted in the Long Range Plan. Funding is expected to provide the minimum 50% local share of the planned BRT/Corridor implementation as noted in the Short and Long Range Plan. It may include new property, right of way (ROW) and ROW capital improvements consistent with development of the full program.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Design/Engineering	\$5,428,000	\$6,250,000			\$11,678,000
Construction		\$6,250,000	\$6,000,000	\$6,072,000	\$18,322,000
Total	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000	\$30,000,000

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000
Federal Capital Grant	\$3,928,000	\$11,000,000	\$4,500,000	\$4,572,000	\$24,000,000
Total	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000	\$30,000,000

Account Codes (Capital Costs):

40-6109000000	\$11,678,000
	<u>\$11,678,000</u>

DRAFT

High performance Transit - BRT Light - Modeling/Corridor Assessment

Project Number: DEV-029
Total Capital Cost: 280,000

Department: Development
Type: Capital Improvement

Timeline: 03/18/2024 to 12/31/2026

Request description:

Phase 1 - High Performance "BRT Light" program implementation study. The preliminary corridor review includes alternative evaluation/analysis, environmental analysis, preliminary engineering, cost estimates, and programmatic plan for federalizing the project to meet Federal Transit Administration's Capital Investment Grant (CIG) program requirements.

Capital Costs	FY2025	Total
Planning	280,000	280,000
Total	280,000	280,000

Funding Source	FY2025	Total
Capital Reserves	280,000	280,000
Total	280,000	280,000

Account Codes (Capital Costs):

40-6102000000	280,000
	280,000

DRAFT

Fueling Equipment and Site Upgrades - Hydrogen Pilot Project

Project Number: MA-101
Total Capital Cost: \$5,300,000

Department: Maintenance Admin
Type: Capital Improvement

Timeline: 07/01/2023 to 12/31/2025

Request description:

Hydrogen fueling equipment design, purchase, installation, shop upgrades. Washington State Department of Transportation Green Transportation Grant 2023-2025.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$5,200,000	\$100,000	\$5,300,000
Total	\$5,200,000	\$100,000	\$5,300,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$1,040,000	\$100,000	\$1,140,000
State Capital Grants	\$4,160,000		\$4,160,000
Total	\$5,200,000	\$100,000	\$5,300,000

Account Codes (Capital Costs):

20-6909000000	\$5,300,000
	<u>\$5,300,000</u>

DRAFT

Maintenance Facility Upgrades - Hydrogen Demonstration Project

Project Number: MA-100
Total Capital Cost: \$620,000

Department: Maintenance Admin
Type: Capital Improvement

Timeline: 07/01/2023 to 12/31/2026

Request description:

Maintenance Shop and site upgrades necessary for maintenance, fueling and operation of hydrogen fuel-cell electric buses. Washington State Department of Transportation Regional Mobility Grant - 2023-2025.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$520,000	\$100,000	\$620,000
Total	\$520,000	\$100,000	\$620,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$104,000	\$100,000	\$204,000
State Capital Grants	\$416,000		\$416,000
Total	\$520,000	\$100,000	\$620,000

Account Codes (Capital Costs):

20-6909000000	\$620,000
	\$620,000

DRAFT

Alternative fuel infrastructure design

Project Number: MA-102
Total Capital Cost: \$1,200,000

Department: Maintenance Admin
Type: Capital Improvement

Timeline: 06/03/2024 to 12/31/2026

Request description:

Architecture and engineering services for alternative fuel infrastructure design to support agency zero emissions transition.

Capital Costs	FY2025	FY2026	FY2028	Total
Design/Engineering	\$650,000	\$250,000	\$300,000	\$1,200,000
Total	\$650,000	\$250,000	\$300,000	\$1,200,000

Funding Source	FY2025	FY2026	FY2028	Total
Capital Reserves	\$650,000	\$250,000	\$300,000	\$1,200,000
Total	\$650,000	\$250,000	\$300,000	\$1,200,000

Account Codes (Capital Costs):

20-6909000000	\$1,200,000
	<u>\$1,200,000</u>

DRAFT

Underground Storage Tank (UST) Large Vault Repair

Project Number: FAC-153
Total Capital Cost: \$50,000

Department: Facilities
Type: Capital Improvement

Timeline: 06/03/2024 to 12/31/2025

Request description:

Water enters the large vault during weather events, resulting in sensors being triggered. This project is to perform repairs to prevent water intrusion. Per Department of Energy regulations, sensors installed in UST facilities cannot have triggered sensors as it is considered a violation.

Capital Costs	FY2025	Total
Construction	\$50,000	\$50,000
Total	\$50,000	\$50,000

Funding Source	FY2025	Total
Capital Reserves	\$50,000	\$50,000
Total	\$50,000	\$50,000

Account Codes (Capital Costs):

46-6409000000	\$50,000
	\$50,000

DRAFT

Maintenance Shop Equipment

Project Number: VM-104
Total Capital Cost: \$3,368,870

Department: Vehicle Maintenance
Type: Other

Request description:
 Shop capital equipment needed for Maintenance operations.

Timeline: on-going

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$3,056,030	\$162,840	\$50,000	\$50,000	\$50,000	\$3,368,870
Total	\$3,056,030	\$162,840	\$50,000	\$50,000	\$50,000	\$3,368,870

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$3,056,030	\$162,840	\$50,000	\$50,000	\$50,000	\$3,368,870
Total	\$3,056,030	\$162,840	\$50,000	\$50,000	\$50,000	\$3,368,870

Account Codes (Capital Costs):

19-6909000000	\$3,368,870
	<u>\$3,368,870</u>

DRAFT

Facility Capital Equipment and Improvements

Project Number: FAC-160
Total Capital Cost: \$1,330,000

Department: Facilities
Type: Other

Timeline: 01/01/2024 to 12/31/2029

Request description:

Capital improvements, repairs, furniture, tools and equipment necessary for efficient facility operations and maintenance activities.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$430,000	\$250,000	\$250,000	\$200,000	\$200,000	\$1,330,000
Total	\$430,000	\$250,000	\$250,000	\$200,000	\$200,000	\$1,330,000

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$430,000	\$250,000	\$250,000	\$200,000	\$200,000	\$1,330,000
Total	\$430,000	\$250,000	\$250,000	\$200,000	\$200,000	\$1,330,000

Account Codes (Capital Costs):

46-6909000000	\$1,330,000
	<u>\$1,330,000</u>

DRAFT

Marketing & Communications Capital Equipment

Project Number: Dev-100
Total Capital Cost: \$12,000

Department: Development
Type: Other

Timeline: 01/01/2025 to 12/31/2026

Request description:

Specilized plotter and printer equipment needed for Marketing and Communications.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$7,000	\$5,000	\$12,000
Total	\$7,000	\$5,000	\$12,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$7,000	\$5,000	\$12,000
Total	\$7,000	\$5,000	\$12,000

Account Codes (Capital Costs):

40-6909000000	\$12,000
	<u>\$12,000</u>

DRAFT

Pattison Furniture, Fixtures, Equipment (FF&E) & Technology

Project Number: DEV-030
Total Capital Cost: \$4,367,627

Department: Development
Type: Other

Timeline: 01/02/2023 to 12/31/2026

Request description:

Budget for Pattison furniture, fixtures, equipment & technology. Including North and South Parcel FF&E estimate to complete the MOA project.

Capital Costs	FY2025	FY2026	FY2027	Total
Capital Outlay	\$2,495,787	\$935,920	\$935,920	\$4,367,627
Total	\$2,495,787	\$935,920	\$935,920	\$4,367,627

Funding Source	FY2025	FY2026	FY2027	Total
Capital Reserves	\$2,495,787	\$935,920	\$935,920	\$4,367,627
Total	\$2,495,787	\$935,920	\$935,920	\$4,367,627

DRAFT

Bus Stop Enhancements and Accessibility

Project Number: PL-013
Total Capital Cost: \$3,062,438

Department: Development
Type: Other

Timeline: 01/01/2024 to 12/31/2028

Request description:

Ongoing Capital Program: Bus Stop Enhancements for Safety and Accessibility. It includes new and updated facilities and adjustments related to new, expanded, and modified services, including rear door boarding and facility use changes. Funding to be used to support improvements to bus stop locations to improve accessibility, safety and/or add amenities and enhance speed and reliability. The purpose of this effort is to respond to system changes and continue to improve our bus stop facilities consistent with the capital set aside and recommended in the adopted Short and Long-Range Plan. Project elements include: Professional Services - Engineering, route feasibility design. Purchase of user stop/station amenities: customer information systems, shelter, bench, trash receptacle. Construction of Improvements. Installation of Amenities.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Design/Engineering	\$684,731				\$684,731
Construction	\$1,597,707	\$260,000	\$260,000	\$260,000	\$2,377,707
Total	\$2,282,438	\$260,000	\$260,000	\$260,000	\$3,062,438

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$456,488	\$260,000	\$260,000	\$260,000	\$1,236,488
Federal Capital Grants	\$1,825,950				\$1,825,950
Total	\$2,282,438	\$260,000	\$260,000	\$260,000	\$3,062,438

Account Codes (Capital Costs):

45-6909000000 \$3,062,438

 \$3,062,438



Amtrak Centennial Station Restroom Remodel

Project Number: FAC-157
Total Capital Cost: \$280,000

Department: Facilities
Type: Capital Improvement

Timeline: 03/05/2024 to 12/31/2025

Request description:

The Amtrak Centennial Station in Lacey was built in 1992. The structure is open to the public 365 days per year and provides access to Amtrak for Thurston County. The property is managed by Intercity Transit and is operated with contributions from local cities and Thurston County. Even with regular maintenance and repair, the restroom conditions require a full replacement, including underground utilities. An engineering study was performed to determine the status and the study confirmed this.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$250,000	\$30,000	\$280,000
Total	\$250,000	\$30,000	\$280,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$250,000	\$30,000	\$280,000
Total	\$250,000	\$30,000	\$280,000

Account Codes (Capital Costs):

46-6209000000	\$280,000
	\$280,000

DRAFT

Lacey Transit Center (LTC) Expansion & Restroom Remodel

Project Number: FAC-156
Total Capital Cost: \$1,050,000

Department: Facilities
Type: Capital Improvement

Timeline: 01/29/2024 to 12/30/2025

Request description:

The Lacey Transit Center was built in 1993. It is used 362 days each year by the public who ride Intercity Transit's services and the staff who operate the transportation system. This equates to thousands of uses a year. Even with regular, intensive cleaning and maintenance, the interior spaces and infrastructure are at a point of deterioration that requires a full remodel and expansion to accommodate future technology such as real-time signage, as well as create designated space for the various activities such as data storage, break rooms and equipment needs. An engineering study has been conducted to develop a cost plan and to confirm needs.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$850,000	\$200,000	\$1,050,000
Total	\$850,000	\$200,000	\$1,050,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$850,000	\$200,000	\$1,050,000
Total	\$850,000	\$200,000	\$1,050,000

Account Codes (Capital Costs):

46-6209000000	\$1,050,000
	<u>\$1,050,000</u>

DRAFT

Amtrak Centennial Station Security System

Project Number: FAC-158
Total Capital Cost: \$10,000.00

Department: Facilities
Type: Capital Improvement

Timeline: 05/01/2024 to 05/01/2025

Request description:

The security system for the Amtrak Centennial Station has exceeded its useful life by a number of years and has almost no functionality remaining. This project will be started in 2023 but the timeline isn't final so the project may extend into 2024.

Capital Costs	FY2025	Total
Construction	\$10,000	\$10,000
Total	\$10,000	\$10,000

Funding Source	FY2025	Total
Capital Reserves	\$10,000	\$10,000
Total	\$10,000	\$10,000

Account Codes (Capital Costs):

46-6209000000	\$10,000
	\$10,000

DRAFT

Amtrak Centennial Station Site Stormwater Swale Restoration

Project Number: FAC-152
Total Capital Cost: \$105,000

Department: Facilities
Type: Capital Improvement

Timeline: 06/03/2024 to 06/30/2025

Request description:

The purpose for the project is to ensure that water quality and other stormwater standards are met. This will be ensured by restoring the lower area of the Amtrak Centennial Station site stormwater system so they function as designed.

Capital Costs	FY2025	FY2026	Total
Design/Engineering	\$30,000		\$30,000
Construction	\$55,000	\$20,000	\$75,000
Total	\$85,000	\$20,000	\$105,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$85,000	\$20,000	\$105,000
Total	\$85,000	\$20,000	\$105,000

Account Codes (Capital Costs):

46-6209000000	\$105,000
	<u> </u>
	\$105,000

DRAFT

Lacey Transit Center (LTC) Stormwater Repair and Improvement

Project Number: FAC-161
Total Capital Cost: \$660,000

Department: Facilities
Type: Capital Improvement

Timeline: 06/03/2024 to 06/30/2025

Request description:

Project to assess and repair or improve the stormwater collection system to ensure safety and compliance at LTC.

Capital Costs	FY2025	FY2026	Total
Planning	\$600,000	\$60,000	\$660,000
Total	\$600,000	\$60,000	\$660,000

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$600,000	\$60,000	\$660,000
Total	\$600,000	\$60,000	\$660,000

Account Codes (Capital Costs):

46-6209000000	\$660,000
	\$660,000

DRAFT

West Olympia Transit Facility

Project Number: DEV-101
Total Capital Cost: \$9,000,000

Department: Development
Type: Capital Improvement

Timeline: 02/24/2025 to 12/31/2034

Request description:

Develop a new West Olympia Transit Hub supporting Intercity Transit’s long-term service needs and future transit-oriented development on Olympia’s westside. In addition to supporting westside service needs, it will anchor the western extent of Intercity's high-performance express urban corridor service. It is associated with High Frequency Corridor Service and the West Olympia Transit Study. Project total expected to be \$25 million

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Planning	\$1,000,000					\$1,000,000
Design/Engineering		\$2,000,000				\$2,000,000
Construction			\$2,000,000	\$2,000,000	\$2,000,000	\$6,000,000
Total	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,000,000

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Federal Capital Grants	\$500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$6,500,000
Total	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,000,000

DRAFT

High Performance Transit (BRT Light) Station - Engineering / Construction

Project Number: DEV-027
Total Capital Cost: \$856,250

Department: Development
Type: Capital Improvement

Timeline: 04/01/2025 to 12/31/2025

Request description:

High Performance Transit (BRT Light) Implementation - pilot station design and construction. Intercity Transit was awarded a Washington State Department of Transportation Regional Mobility Grant in July 2021. This project complements and will be included in the larger HPT / BRT study work (in coordination with DEV-019 and DEV-029, this project assists with the master planning efforts for the larger project). This project would develop the unique station design (e.g., kit of parts) that can be designed and adjusted to fit different street designs and accommodate different levels of high capacity transit corridors. The project would include design elements that comprise shelters, real time passenger information, and transit supportive elements to improve speed and reliability.

Capital Costs	FY2025	FY2026	FY2027	Total
Design/Engineering	\$200,000			\$200,000
Construction		\$218,750	\$437,500	\$656,250
Total	\$200,000	\$218,750	\$437,500	\$856,250

Funding Source	FY2025	FY2026	FY2027	Total
Capital Reserves	\$171,250			\$171,250
State Capital Grants	\$28,750	\$218,750	\$437,500	\$685,000
Total	\$200,000	\$218,750	\$437,500	\$856,250

Account Codes (Capital Costs):

40-6102000000	\$856,250
	<u>\$856,250</u>

DRAFT

Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)

Project Number: DEV-032
Total Capital Cost: \$7,000,000

Department: Development
Type: Capital Improvement

Timeline: 04/15/2024 to 12/31/2025

Request description:

Preliminary engineering, design, environmental and ROW planning for a bus terminal facility that is anticipated to be located at Meridian/Martin Way (vicinity). The project includes operational analysis, preliminary design and ROW assessment for a roundabout type transit supportive project to plan for frequent transit "end of line" operational staging. This project is anticipated to be partially grant funded but local funding may be used to position the project for a larger Federal Transit Administration competitive request.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Planning	\$350,000				\$350,000
Design/Engineering	\$595,653	\$1,000,000			\$1,595,653
Construction		\$1,018,116	\$2,018,116	\$2,018,115	\$5,054,347
Total	\$945,653	\$2,018,116	\$2,018,116	\$2,018,115	\$7,000,000

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
Federal Capital Grants	\$595,653	\$1,668,116	\$1,668,116	\$1,668,115	\$5,600,000
Total	\$945,653	\$2,018,116	\$2,018,116	\$2,018,115	\$7,000,000

Account Codes (Capital Costs):

45-6209000000	\$350,000
	<u>\$350,000</u>

DRAFT

Vehicle Replacement Contingency

Project Number: VM-106
Total Capital Cost: \$1,391,710

Department: Vehicle Maintenance
Type: Capital Equipment

Request description:

Contingency resources for vehicle replacements due to accidents and/or unplanned failures.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$262,135	\$269,999	\$278,099	\$286,442	\$295,035	\$1,391,710
Total	\$262,135	\$269,999	\$278,099	\$286,442	\$295,035	\$1,391,710

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$262,135	\$269,999	\$278,099	\$286,442	\$295,035	\$1,391,710
Total	\$262,135	\$269,999	\$278,099	\$286,442	\$295,035	\$1,391,710

Account Codes (Capital Costs):

19-6509000000	\$1,391,710
	<u>\$1,391,710</u>

DRAFT

Vanpool Replacement Vehicles

Project Number: VM-102
Total Capital Cost: \$5,396,624

Department: Vehicle Maintenance
Type: Capital Equipment

Request description:

Lifecycle replacement of Vanpool program vehicles that have met or exceeded agency’s useful life benchmark.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$840,480	\$608,957	\$1,532,003	\$952,180	\$1,463,004	\$5,396,624
Total	\$840,480	\$608,957	\$1,532,003	\$952,180	\$1,463,004	\$5,396,624

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$420,240	\$304,479	\$766,002	\$476,090	\$731,502	\$2,698,312
State Capital Grants	\$420,240	\$304,479	\$766,002	\$476,090	\$731,502	\$2,698,312
Total	\$840,480	\$608,957	\$1,532,003	\$952,180	\$1,463,004	\$5,396,625

Account Codes (Capital Costs):

19-6509000000	\$5,396,624
	\$5,396,624

DRAFT

Fixed Route Bus Replacement

Project Number: VM-100
Total Capital Cost: \$31,462,594

Department: Vehicle Maintenance
Type: Capital Equipment

Request description:
 Lifecycle replacement of fixed route buses having met or exceeded agency useful life benchmark.

Capital Costs	FY2026	FY2028	Total
Capital Outlay	\$13,230,000	\$18,232,594	\$31,462,594
Total	\$13,230,000	\$18,232,594	\$31,462,594

Funding Source	FY2026	FY2028	Total
Capital Reserves	\$6,615,000	\$9,116,297	\$15,731,297
Federal Capital Grants	\$6,615,000	\$9,116,297	\$15,731,297
Total	\$13,230,000	\$18,232,594	\$31,462,594

Account Codes (Capital Costs):

19-6509000000	\$31,462,594
	\$31,462,594

DRAFT

Demand Response Van Replacement

Project Number: VM-101
Total Capital Cost: \$7,912,523

Department: Vehicle Maintenance
Type: Capital Equipment

Timeline: 10/01/2021 to 01/31/2024

Request description:

Lifecycle replacement of Dial-A-Lift (DAL) and Village Vans Program vans.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Capital Outlay	\$3,707,856	\$123,064	\$4,028,074	\$53,529	\$7,912,523
Total	\$3,707,856	\$123,064	\$4,028,074	\$53,529	\$7,912,523

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$1,853,928	\$61,532	\$2,014,037	\$53,529	\$3,983,026
Federal Capital Grants	\$1,853,928	\$61,532	\$2,014,037		\$3,929,497
Total	\$3,707,856	\$123,064	\$4,028,074	\$53,529	\$7,912,523

Account Codes (Capital Costs):

19-6509000000	\$7,912,523
	<u>\$7,912,523</u>

DRAFT

Zero Emission Bus purchase - Hydrogen Pilot Project

Project Number: MA-101
Total Capital Cost: \$3,372,174

Department: Maintenance Admin
Type: Capital Equipment

Timeline: 07/01/2023 to 12/31/2025

Request description:

Purchase two (2) replacement Hydrogen Fuel-Cell Electric Buses per grant application for demonstration project.WSDOT Green Transportation Grant 2023-2025.

Capital Costs	FY2025	Total
Capital Outlay	\$3,372,174	\$3,372,174
Total	\$3,372,174	\$3,372,174

Funding Source	FY2025	Total
Capital Reserves	\$674,434	\$674,434
State Capital Grants	\$2,697,740	\$2,697,740
Total	\$3,372,174	\$3,372,174

Account Codes (Capital Costs):

19-6509000000	\$3,372,174
	\$3,372,174

DRAFT

Zero Emission Bus purchase - Hydrogen Demonstration Project

Project Number: MA-100
Total Capital Cost: \$5,578,261.00

Department: Maintenance Admin
Type: Capital Equipment

Timeline: 07/01/2023 to 12/31/2025

Request description:

Purchase three (3) replacement Hydrogen Fuel-Cell Electric buses per grant application for demonstration project. Washington State Department of Transportation Regional Mobility Grant 2023-2025.

Capital Costs	FY2025	Total
Capital Outlay	\$5,578,261	\$5,578,261
Total	\$5,578,261	\$5,578,261

Funding Source	FY2025	Total
Capital Reserves	\$1,115,653	\$1,115,653
State Capital Grants	\$4,462,608	\$4,462,608
Total	\$5,578,261	\$5,578,261

Account Codes (Capital Costs):

19-6509000000	\$5,578,261
	\$5,578,261

DRAFT

Non-Revenue Vehicles and Equipment

Project Number: VM-103
Total Capital Cost: \$2,894,369

Department: Vehicle Maintenance
Type: Capital Equipment

Request description:

Expansion and lifecycle replacement of non-revenue vehicles and equipment used in activities necessary to support transit services.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369
Total	\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369
Total	\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369

Account Codes (Capital Costs):

19-6609000000	\$2,894,369
	<u>\$2,894,369</u>

DRAFT

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement and Project Management
Coordinator, (360) 705-5857

SUBJECT: Landscaping and Grounds Maintenance Services Contract Award

- 1) **The Issue:** Award a one-year contract to American Landscape Services, LLC for Landscaping and Grounds Maintenance Services.

- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with American Landscape Services, LLC to provide Landscaping and Grounds Maintenance Services at Intercity Transit facilities in the amount of \$148,500, including sales tax.

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

- 4) **Background:** In March 2024, Intercity Transit released a Request for Proposals (RFP) for Landscaping and Grounds Maintenance services. The purpose of the RFP was to establish a contract for landscaping and grounds maintenance services for Intercity Transit's locations at the Pattison Street Base, Olympia Transit Center, Lacey Transit Center, Martin Way Park & Ride, Hawks Prairie Park & Ride, Centennial Station, and Bobcat Parking Lot.

A total of six (6) proposals were received by the March 29, 2024, deadline. Proposals were evaluated by Fleet and Facilities Maintenance and Procurement staff in accordance with criteria established in the RFP. Based on the evaluation of cost and non-cost proposal factors, and proposer interviews, Intercity Transit determined that American Landscape Services, LLC is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit to perform the Landscaping and Grounds Maintenance Services.

American Landscaping Services, LLC has successfully maintained Intercity Transit's properties for the past (10) years and has proven to be a reputable and experienced local firm. Intercity Transit is committed to maintaining our properties to be clean, presentable and in healthy condition while taking the

environment into consideration. American Landscape Services, LLC has proven its ability to maintain Intercity Transit grounds to our expectations.

Staff is confident that American Landscape Services, LLC will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates and recommends that the contract award to American Landscaping Services, LLC is approved.

5) **Alternatives:**

A. Authorize the General Manager to execute a contract with, four one-year renewal options, with American Landscaping Services, LLC to provide landscaping and grounds maintenance services at Intercity Transit facilities in the amount of \$148,500, including sales tax.

B. Defer action. This would result in a lack of landscaping and grounds maintenance services at Intercity Transit facilities.

6) **Budget Notes:** The total cost of this contract falls within the 2024 budget allocation for landscaping and grounds maintenance services.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Extended Warranty for Fleet Vehicle Cameras

1) **The Issue:** Consideration of entering into an agreement with Transit Solutions, LLC (TSI) to extend the warranty period for our security camera hardware residing on the Coach and Dial-A-Lift (DAL) fleet of vehicles.

2) **Recommended Action:** Authorize the General Manager to execute a contract with TSI to provide extended warranty coverage of our camera systems on Coach and DAL vehicles effective September 8, 2024, through December 31, 2027, for a total amount not-to-exceed of \$373,235, inclusive of a 10% contingency for adjustments in fleet size and exclusive of sales tax.

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

4) **Background:** In November 2016, Intercity Transit procured an on board security camera solution with TSI for our fleet of Coaches and DAL vehicles. The solution included new recording hardware and high-definition cameras.

The new solution also came with a base warranty period and two extensions. The latest warranty extension period is subject to expire in September 2024.

The camera system is reliable and every new Coach and DAL vehicle we purchase is outfitted with the latest version. The camera system increases safety and security of Operators, Staff, and Passengers. It deters vandalism, improves the ability to respond to false claims, and helps us address customer complaints.

Maintenance and Inventory conducted a maintenance cost analysis of our camera systems and determined it would be beneficial to extend the warranty and support plan through December 31, 2027. The warranty will include upgrading obsolete hard drives, however, will not cover dated analog cameras. Should there be an instance when an analog camera fails, it would be replaced with the latest supported technology solution.

The proposal also includes a software enhancement that will have the capability to blur sensitive information. This feature would assist in our commitment to ensure public records requests with sensitive content are met appropriately.

Overall Operations, Maintenance, and Information Systems is pleased with the performance of the camera system and vendor support. The proposal to extend the warranty of existing equipment is reasonable to ensure full functionality and reliable performance.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Transit Solutions LLC to provide extended warranty coverage of our camera systems on Coach and DAL vehicles effective September 8, 2024, through December 31, 2027, for a total amount not-to-exceed of \$373,235, inclusive of a 10% contingency for adjustments in fleet size and exclusive of sales tax.
- B. Defer action. This would result in a lack of warranty coverage for the camera systems on our Coach and DAL vehicles. Failed equipment would have to be replaced by purchasing new units and increasing maintenance costs.

6) **Budget Notes:** The 2024 budget allocates funding for the September through December 2024 timeframe. The renewal options from 2025 through 2027 are anticipated to have appropriate budget allocations.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **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. 5-F MEETING
DATE: June 5, 2024**

FOR: Intercity Transit Authority

FROM: Kevin Karkoski, Dial-A-Lift Manager, 360.236.5044

SUBJECT: Dial-A-Lift, Travel Training & Bus Buddy Program Update

1) The Issue: Provide the ITA with an update on Dial-A-Lift (DAL) services, Travel Training, and the Bus Buddy Program.

2) Recommended Action: Information only.

3) Policy Analysis: The DAL Manager will provide updates to the Authority at least once a year, and more often as requested.

4) Background: DAL, Travel Training, and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

5) Alternatives: N/A.

6) Budget Notes: N/A.

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 #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-G
MEETING DATE: JUNE 5, 2024

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Deputy Director, 350-705-5832

SUBJECT: Presentation, 2024 - 2027 Title VI Program Update

-
- 1) **The Issue:** Provide a presentation and dialogue previewing the update of Intercity Transit's Title VI Program.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** A preparatory presentation intended to assist ITA members in better understanding the Federal requirements of a Title VI Program, including Public Participation, Language Assistance, Service Standards, and evaluating Major Changes to service.
-
- 4) **Background:** As a requirement under Title VI of the US Civil Rights Act, transit agencies update their Title VI Programs every three years. Intercity Transit will submit an updated Program to the FTA on or before October 1, 2024. The forthcoming Program must reflect specific Standards and Policies required of transit systems operating in urban areas exceeding 200,000 in population. One of the more significant updates for 2024 are definitions of a Major Service Change, as well as metrics and thresholds needed to detect disparity of minority populations and disproportionate financial burdens on low-income populations.
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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 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."
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-H
MEETING DATE: June 5, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Cancel July 3, 2024, Authority Meeting

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- 1) **The Issue:** Whether to cancel the July 3, 2024, Authority meeting.
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- 2) **Recommended Action:** Cancel the Wednesday, July 3, 2024, Authority meeting.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is provided to The Olympian.
-
- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the July 3, 2024, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
- A. Cancel the July 3, 2024, Authority meeting.
 - B. Maintain the schedule as it stands and meet on July 3, 2024.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.