

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, July 17, 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 HERE FOR THE MEETING](#)

Or telephone at 5 p.m. for a sound check. Toll Free: (844) 730-0140 / Phone Conference ID 647 988 15#

CALL TO ORDER

STAFF INTRODUCTIONS	5 min.
A. Marianne Copene, Walk N Roll Program Representative (<i>Kerri Wilson</i>)	
1) APPROVAL OF AGENDA	1 min.
2) PUBLIC HEARINGS	15 min.
A. Transit Development Plan (<i>Rob LaFontaine</i>)	
B. Title VI Program (<i>Rob LaFontaine</i>)	
3) PUBLIC COMMENT (General)	3 min.
4) APPROVAL OF CONSENT AGENDA	1 min.
A. Minutes – May 10, 2024, Planning Session; June 5, 2024, and June 19, 2024,	
B. Payroll June: \$3,398,804.75	
C. Accounts Payable June: \$3,780,538.56	
Warrants: \$3,766,838.79	
ACH Payments: \$13,699.77	
5) NEW BUSINESS	
A. 2024 Bicycle Community Challenge Update (<i>Duncan Green</i>)	15 min.
B. Vanpool Customer Incentive Policy VS-6501 (<i>Lynne Cunningham</i>)	10 min.
C. Property Acquisition of 210 Olympia Ave. NE (<i>Michael Maverick</i>)	5 min.
D. Vanpool Vehicle Purchase (<i>Noelle Gordon</i>)	5 min.
E. Janitorial Services and Supplies Contract (<i>Noelle Gordon</i>)	5 min.
F. CAC Recruitment Ad-hoc Committee Selection (<i>Clark Gilman</i>)	5 min.
6) COMMITTEE REPORTS	
A. Thurston Regional Planning Council (July 12) (<i>Debbie Sullivan</i>)	5 min.
B. Transportation Policy Board (July 10) (<i>Justin Belk</i>)	5 min.
C. Community Advisory Committee (July 15) (<i>Ursula Euler</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. 2-A
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing: Draft 2023 Annual Report & 2024 – 2029 Transit Development Plan

-
- 1) **The Issue:** Conduct a public hearing on the draft 2023 Annual Report and 2024-2029 Transit Development Plan (TDP).

 - 2) **Recommended Action:** Receive and consider public comments regarding the annual update of the Transit Development Plan.

 - 3) **Policy Analysis:** The State requires the local transit’s governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.

 - 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2023 Summary);
- b) Description of planned changes, if any, to services and facilities (2024-2029); and
- c) Operating and capital financing elements for the previous year (2023), budgeted for current year (2024), and planned for five years (2025 – 2029).

This year’s update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit’s “strategic plan,” which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on July 17, 2024, staff will request final adoption by the Transit Authority at August meeting. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the

Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

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

6) **Budget Notes:** This is currently covered under the 2024 Budget. The TDP simply reports on past and projected services and service levels

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** [Draft Transit Development Plan](#)

2024 Timeline for TDP Process:

June 17:	Overview presentation and discussion with the CAC
June 19:	Present TDP process timeline and authorize a public hearing
June 24 :	Post the Draft TDP at www.intercitytransit.com and invite public comment
July 17:	Conduct a Public Hearing at the ITA Meeting
August 7:	Request the ITA to Adopt the 2023 Summary & 2024-2029 TDP

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-B
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing: Draft 2024 - 2027 Title VI Program

-
- 1) **The Issue:** Conduct a public hearing on the draft 2024-2027 Title VI Program.
-
- 2) **Recommended Action:** Receive and consider public comments regarding 2024-2027 Title VI Program.
-
- 3) **Policy Analysis:** Prior to final adoption and submission to the FTA, Intercity Transit will present a draft of the updated Title VI Program and invite public comment including a formal public hearing with the Intercity Transit Authority Board.
-
- 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. Other updates in the 2024 - 2027 Program are specific to Public Participation, Language Assistance, Service Standards and Service Policies.
-
- 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 #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:** [Draft Title VI Program](#)

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting – Planning Session
May 10, 2024

CALL TO ORDER

Chair Gilman called the May 10, 2024, meeting of the Planning Session to order at 8:30 a.m. This was a hybrid meeting held at the Pattison Street facility.

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

Staff Present In Person: Emily Bergkamp; Jonathon Yee; Jason Aguero; Nick Demerice; Michael Maverick; Peter Stackpole; Heather Stafford; Rob LaFontaine; Cameron Crass; Jana Brown; Dena Withrow; Amanda Collins; Pat Messmer; Alana Neal; Jessica Gould; Kevin Karkoski; Ramon Beltran; Roshan KC.

Staff Present Remotely: Katie Cunningham; Noelle Gordon; Matt Kinney; Tunisia Price; Steve Swan; Michael Midstokke.

Others Present: Jeff Myers, Legal Counsel; Betty Hauser, Ursula Euler and Eliane Wilson, Community Advisory Committee; Jason Robertson of J Robertson & Company; Thomas Wittmann of Nelson Nygaard.

CALL TO ORDER

- 1. Welcome and Introductions:** Chair Gilman led the group, in person and remote attendees in self-introductions and a brief ice-breaker exercise.
- 2. Agenda Overview.** Bergkamp shared the history of Proposition 1, which passed by a 66% vote in 2018 and aimed to enhance and expand transit services through increased sales tax. The nine promises included extended service hours, improved frequency, new area service, better on-time performance, enhanced capital facilities, bus rapid transit, commuter services, night owl service, and fare collection efficiency. Bergkamp said Intercity Transit is in the pivotal position to create a transformational transit system and she noted Intercity Transit's mission is to promote transportation choices that support the community, and staff and the Board are the subject matter experts who can enhance public transit in Thurston County. The previous strategy used by IT to serve the most densely populated areas of the county resulted in high ridership levels, which allowed the greatest impact on the lives of those in the community while running an efficient and financially responsible public transit system. Staff are also listening to other mobility needs being expressed by the community.

- 3. The (sort of) Way Back Machine – Planning Context.** Jason Robertson of JRO+CO, who helped facilitate The IT Road Trip in 2016, provided an overview of what led to Proposition 1. Intercity Transit was facing a financial shortfall, projected to occur in 2023, due to the loss of competitive federal funding for capital projects and rising operational costs. This led to a two-year long, extensive public engagement to determine the community's desired transit system type. Several options were vetted:
1. A smaller transit system that would not require any new funding but would lead to a significant reduction in the agency's workforce. This reduction would have meant a 40% cut in service and staffing.
 2. A status quo transit system was another option examined during the Road Trip and required \$8-\$12 million in new funding to maintain current service levels with increased growth and congestion.
 3. A transformational system was a bold model requiring \$16-\$20 million in new funding to speed up service, cover new service areas and neighborhoods, and extend morning, evening, and weekend service.

Robertson said of the 10,000 survey responses, 83% wanted the transformational system, which led to the development of Proposition 1 and the nine promises. Intercity Transit is one of two transit systems in the state that has higher than a rate of 9/10 of a percent local sales tax revenue, the other being Community Transit in Snohomish County.

Bergkamp added that the nine promises are still in progress and Intercity Transit is working on streamlining frequency of service throughout the day, exploring service to new areas, reviewing schedules to improve on-time performance, enhancing bus stops with better shelters, offering high-frequency routes, adding more commuter service from Olympia to Lakewood, and improving fare efficiencies. Intercity Transit worked with consultants from Nelson Nygaard to evaluate the future of fares and analyze the costs associated with collecting fares. Bergkamp and staff discovered that between the cost of customer service staff selling passes, printing fees, processing money, and other overhead expenses the revenue was less than 2% of the annual operating budget. The choice to go zero-fare had other benefits - it eliminated the cost of farebox replacement and minimized driver and passenger disputes. Zero-fare further supported the community by mitigating sales tax, providing universal access to employment, and not asking individual organizations to subsidize public transit.

- 4. Peer Industry Trends.** Thomas Wittmann of Nelson Nygaard reviewed current trends affecting the industry. Bergkamp and staff collaborated with Wittmann, who in turn worked closely with Robertson of JRO+CO. on the long-range plan and Intercity Transit's Road Trip.

Wittmann highlighted several national and regional transit trends that Intercity Transit needs to consider while maintaining the spirit of the nine promises:

1. **Remote Work:** With a significant portion of transit rider now working from home, particularly state employees, there's a reduction in peak travel times.
2. **Consistent Ridership Throughout the Day:** Unlike the pre-COVID peaks, ridership remains relatively consistent throughout the day.
3. **Variable Work Travel Patterns:** Commuting days have shifted to mid-week, with fewer people traveling on Mondays and Fridays.
4. **Higher-Income Remote Workers:** Remote workers tend to have higher incomes, while low-income community members are less likely to telework.
5. **Weekend Ridership Recovery:** Weekend ridership has recovered faster than weekday ridership, driven by activities such as necessary shopping and appointments rather than work trips.
6. **Slow Recovery of Commuter Ridership:** Commuter ridership is recovering the slowest. Most agencies are operating at 2019 service levels, but operator shortages remain a challenge.

Wittmann said to address these trends, transit agencies are focusing on equity and service design, maintaining service in high-need areas, extending service spans for nontraditional work hours, and considering flexible, on-demand services in areas with low density or challenging bus turnarounds.

Bergkamp summarized that these trends show Intercity Transit is on the right track with its service innovations. She shared an example of Spokane Transit's new Bus Rapid Transit (BRT) light, which is a trending cross-town route that's attracting new ridership. Intercity Transit is also developing its zero-emissions fleet to be innovative and meet community needs.

Chair Gilman recessed for a short break at 10:10 a.m. and reconvened the meeting at 10:35 a.m.

5. **Status of Prop 1 Commitment (The Nine Promises):** Rob LaFontaine, Planning Director reviewed the status of the Prop 1 Nine Promises, detailing progress and remaining tasks. The Nine Promises are:
 - Extended Span of Service
 - Improved Frequency
 - Maintain On-Time Performance
 - Enhanced Capital Facilities
 - Bus Rapid Transit
 - Night Owl Service
 - Service to New Areas with Innovative Service Zones
 - Enhanced Commuter Service
 - Fare Collection Efficiencies

2018-2019 Achievements:

- Introduced the 8th bus on Routes 62A and 62B.

Intercity Transit Authority Planning Session

May 10, 2024

Page 4 of 10

- Consolidated express commuter service.
- Adjusted Route 62A into Northeast Lacey.
- Increased Sunday frequency to match Saturday levels.
- Extended service span and added trips on multiple routes.
- Launched the Bus Rapid Transit (BRT) light demonstration pilot, “The One”.
- Added queue jumps to support on-time performance.
- Adopted the four-year zero-fare pilot.
- Renovated bus stops to support rear door boarding.
- Introduced new service areas, Route 65 in Northeast Lacey.

Bergkamp said by March 2020, Intercity Transit made improvements for eight of its nine promises and only night-owl service remained as a work in progress. However, the COVID pandemic stopped all operations and progress in its tracks.

COVID Impact:

- April- June 2020, Intercity Transit transitioned to advanced reservation service due to stay-home orders.
- Intercity Transit experienced significant drops in ridership.
- Since July 2020, the focus shifted from expanding and the nine promises to restoring service to pre-COVID levels, Intercity Transit is currently at 93%.

Bergkamp was thrilled to announce that after almost 10 service changes, Intercity Transit overcame significant challenges and full restoration is expected by September 2024.

- **Recent and Upcoming Service Enhancements:**
 - Improved frequency on Route 94.
 - Introduce modified DASH service for the capital campus.
 - Plan to resume Nightline late-night service, benefiting downtown businesses.

LaFontaine’s presentation highlighted several honorable mentions that were accomplished between 2020-2024. Despite COVID-19, Intercity Transit accomplished significant milestones, including the completion of new buildings, efforts towards zero emissions, leadership changes, updated service standards, and securing newly available funding through state or federal grants.

Looking ahead to 2025-2026, Intercity Transit’s plans include:

- **Uniform Service Levels:** Standard 30-minute frequency and service until at least 11 p.m. on all routes.
- **Exploring Fixed-Route Options:** Including micro-transit and innovative service zones, particularly in under-served areas like Yelm.

Intercity Transit Authority Planning Session

May 10, 2024

Page 5 of 10

- **Commuter Service:** Linking Hawks Prairie with Joint Base Lewis-McChord (JBLM).
- **High-Capacity Transit:** Using data from our current services to inform future high-frequency transit plans.
- **Eastward Expansion:** Extending service towards Martin Way and River Ridge High School.
- **Express Service to Yelm:** Pending the completion of SR 510 - Yelm Loop.
- **Frequent Service between West Olympia and East Lacey.**
- **Catering to Student Mobility Needs:** Ensuring reliable transit options for students, who remain a constant user group.
- **Expanded Service to Capitol Campus.**
- **Improved Service Allocation:** Overlapping routes to improve frequency.

Bergkamp said these efforts demonstrate Intercity Transit's commitment to adapting to changing circumstances while fulfilling its long-term transit promises.

Zero Fare Implementation: Bergkamp provided a detailed update on zero-fare and a SWOT analysis exercise. As part of Proposition 1, the decision to implement a zero-fare system was influenced by the inefficiency and high administrative cost of fare collection. Zero-fare reduces operator-passenger disputes and the regressive impacts of sales tax to support equitable access to transit.

SWOT stands for:

Strengths

- Increased security & safety liability
- Allows focus on customer service
- Lowers operating costs
- Increased sense of place/community
- Removes stress on driver of who rides/who doesn't
- Equitable for all community members
- Family friendly and easy to use
- Employer of choice

Weaknesses

- Stereotypes about who rides
- Concerns about presence of houseless individuals
- Possible increases to ADA paratransit costs through increased ride frequency of eligible clients
- Possible increases to ADA paratransit costs because the senior demographics is the fastest growing in Thurston County.

Opportunities (External)

- Ridership return
- Buses run faster
- Equity
- Raise awareness about community issues
- Educate non-riders about ease of use
- Regionally compatible
- Recognized as the community's transit system
- Easy for tourists to use

Threats (External)

- Taxing model change
- Us vs. them
- Perceptions of empty buses/government waste
- Misconception of funding levels
- Monumental funding cuts
- Taxpayer/inflation exhaustion

Following the SWOT analysis, there were no conclusive next steps regarding zero-fare. The ITA will continue to discuss the topic because the pilot was extended until 2028. Bergkamp explained that the extended pilot timeline was intended to allow Intercity Transit to collect ridership data to better understand the impacts of zero-fare.

Chair Gilman recessed for a lunch break at 12:28 p.m. and reconvened the meeting at 1:12 p.m.

- 6. Small Group Exercise:** Demerice did an overview of engagement activities that IT has undertaken starting with the four IT brand pillars that are designed around how we are going to message the work that we do and how it resonates with the community. Those pillars are providing equitable access, always putting the customer first, safe and dependable transportation, quality and creativity. The four pillars help encompass the work we do and the communications we need to have within the community.

The other element is the work of those personas Marketing developed. The personas were fictional characters based on research such as the choice riders who love riding the bus; transit dependent riders such as service workers who really need the bus to get around, and in which zero fare makes the most impact; chance riders in which the bus is a tough sell for them for many reasons; and captive drivers who are people where the system doesn't add a lot of value for them but they may still see a benefit to transit.

For the last two groups, they talked about the messages we want to be able to get across to them about the role transit plays in the community. These are the people we need to convince the value of investing in transit. We found that even among

Intercity Transit Authority Planning Session

May 10, 2024

Page 7 of 10

people who don't utilize the system regularly, there's a lot of pride in having a community that invests in transit. Pride in the look and feel of our buses.

Demerice said IT has multiple ways to communicate with all various types of riders and direct customers, for example if they sign up for our Gov delivery messages, they'll hear from us regularly, and there's the Rider News and our social media content. Demerice said we need the help of the advocates and representatives of the community such as the Board to get more of the message out. There are other community groups who could use some of these messages. It would be helpful to figure out who else should be telling these stories and who can we activate in a meaningful way. Another way of getting the word out is utilizing volunteer Operators who are excited about going to outreach events, sharing and answering questions. Now's the time to be back out in the community and engage in conversation.

Robertson initiated a 30-minute break-out session for the purpose of identifying other specific audiences in which to reach out to engage in more of this conversation and to determine the best way to deliver the message. In person attendees were broken into two groups - one led by Robertson, one by Wittmann, and Bergkamp and Collins facilitated the remote attendee group.

Wittmann's group included *Nick Demerice, Mark Neuville, Michael Maverick, Rob LaFontaine, Kevin Karkoski, Justin Belk, Jonathon Yee, Eliane Wilson, Dena Withrow, Clark Gilman, Jeff Myers, Carolina Mejia*. The take-away ideas from this group for targeting audience includes: Groups who advocate for other people/clients; central labor councils for Mason/Lewis/Thurston Counties; activate ambassadors; young retirees; CAC and Bus Buddies; rotary clubs and chambers; signature annual event; Farmer's Market; city evening events; service to community events; using the launching of The One for sharing info; scavenger hunts; social service agencies. The take-away for delivering the message include: Marketing strategic plan - components in the riders' experience when they ride transit.

Robertson's group included *Debbie Sullivan, Carolyn Cox, Sue Pierce, Don Melnick, Jason Aguero, Peter Stackpole, Jana Brown, Jessica Gould, Heather Stafford, Cameron Crass*. The take-away ideas from this group for audience includes: NE Lacey (Jubilee); JBLM - Vet HUB / VA center; senior community/centers; UGA neighbors recently annexed; colleges; HOA's; chamber, rotary, small business; medical community; Work First; churches; climate-caring audiences; EDC/large employers; beer & distillery bus tour; displays - staff board tandem presentations; table events; TV - Movie ads / radio / bus displays; event transportation - ambassadors. The take-away for message approach includes: Safety features - reliable / on time; easy-to-use (youth ed for adults); message delivered by peers; cool drivers; faster service.

Remote group included *Emily Bergkamp, Amanda Collins, Matt Kinney, Katie Cunningham, Noelle Gordon, Tunisia Price, Alysia Bair, Betty Hauser*. The take-away

ideas from this group for audience includes: Entertainment district; tourists; the Casinos; vendors; SeaTac; drivers education (both in high school and private); out of state government workers; special even organizers; flyers posted in small businesses; military families – JBLM orientation; paid parking zones; links on the city websites; bulletin boards at state agencies; Bus Buddy group trips. The take-away for message approach includes: strategic social media following; Instagram; YouTube shorts; riders as story tellers; gamification; maps to parks; short videos made by high school or college students.

Robertson brought the larger group back together for a brief recap of the discussions that took place.

7. Financial Forecasting: Jana Brown, Chief Financial Officer, shared financial forecast scenarios. Brown walked the ITA and staff through the next five years financially by projecting revenue, expenses, and cash flow through 2029. Bergkamp noted that usually, long-range financial forecasts include a 10-year plan, but because of COVID the agency’s actual costs and income have fluctuated substantially.

- **Funding Sources:** Brown took a conservative approach to revenue increasing by two and a half percent per year, which is on the low side. Operating revenues included passenger fares from Vanpool, Sales Tax Revenue, Federal/State Operating Assistance, Interest Revenues, and Other Revenues.
- **Operating Expenditures:** Brown inflated operating expenses by about 15% for 2025 and 5% each year thereafter, creating a worst-case scenario. Bergkamp noted that 2025 will be a busy year for Intercity Transit as we get back on track with the nine promises and 2026 onward expenses should start to level out. Ultimately, the forecast showed conservative revenue and over-exaggerated operating expenditures.
- **Capital Activity:** Brown showed upcoming construction impacts, net proceeds from grants, and the net negative cash flow for capital activity through 2029.
- **Cash Activity:** In the final section of the financial plan, Brown projected beginning cash balances, less operating reserves and the ending total cash (with reserves).

Bergkamp said the forecast shows Intercity Transit is in a very stable fiscal position through 2029. The plan includes the possibility of vehicle replacements and the Climate Commitment Act being repealed. Additional highlights from Brown noted that Intercity Transit has been in a growth phase for several years and is beginning to level out. Bergkamp is mindful about increasing service and staffing levels to the point where it’s feasible for the size of the community and not becoming a larger system such as Pierce Transit or King County Metro. Brown will continue to build out a longer 10-year forecast as time goes on and plans to incorporate service level changes, as well as facilities and maintenance needs.

Development and Grant Priorities: Development Director, Peter Stackpole spoke on grant and development priorities to provide an idea of some of the larger projects that are on the horizon. These priorities include High-Capacity Transit (BRT Light), Smart Corridors, East Martin Way Gateway Station, Real Time Signage, and supporting other agency priorities.

Climate Commitment Act (CCA) Repeal Impacts: Bergkamp reviewed CCA funding impacts and presented a detailed chart showing impacted programs: bus and bus facility grants (East Martin Way facility), green transportation program (fuel cell electric battery demonstration project), paratransit/special needs services, transit support grants (free youth ridership – fixed route and village vans staff), and Cascade Statewide youth development (Walk N Roll operating costs). She explained that Intercity Transit would need to look for additional funding over the next biennia to cover a projected 83% loss of grant funding for these programs.

Chair Gilman recessed for a short break at 3:01 p.m. and reconvened the meeting at 3:15 p.m.

- 8. Re-engaging Our Community:** Robertson asked the Board and staff to share their priorities, and what do they want to say to the audience, and from their perspective, how have the nine promises changed from the original proposition days to now.

Neuville said the target audience would be more of the younger generation that hold key to the issues being discussed, and they're the future voters.

Gilman is excited about the promises, but post-covid, we have permission to reconsider the fixed-route service and it doesn't have to replace one of the promises.

Pierce isn't sure the nine promises need to be changed but it's more about finding a way to remind the public that changes take time.

Melnick said in addition to conveying our message, we have to actively listen to the public, and ask them how they think we're doing.

Robertson said to use actual customer testimonials and Demerice said those are part of the plan in building the zero-fare campaign.

Bergkamp said to create a more informal report about the status of the nine promises.

Yee said what if the overall message is to focus on the higher-level goal and that is the community wanted improvements in the way they get around to include all of the many things IT is currently doing to improve service. And if we check all nine boxes doesn't mean we're done. We'll continue to look for the opportunities to improve based on community needs.

- 9. Final Thoughts on Today and Next Steps:** Robertson said it's time to do a coordinated update to the community where IT is with the nine promises and there's a lot of material to work with. Gilman said what he heard today is IT is committed to staying the course and continuing on the transformational path and interested in using the nine promises internally and having a higher-level of explanation of the types of changes we want to make externally and communicate to the community about what we're doing and what we do.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 3:46 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 17, 2024

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 5, 2024

CALL TO ORDER

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

Members Present: Chair and City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Kelly Von Holtz; Community Representative Sue Pierce; Community Representative Justin Belk; Community Representative Don Melnick.

Members Excused: Vice Chair and Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess; Mark Neuville, Labor Representative.

Staff Present: Emily Bergkamp; Jana Brown; Pat Messmer; Peter Stackpole; Matt Kenney; Heather Stafford; Nathan Davis; Cameron Crass; Brian Nagel; Jessica Gould; Nick Demerice; Amanda Collins; Daniel Van Horn; Joy Gerchak; Michael Midstokke; Kevin Karkoski; Rob LaFontaine; Noelle Gordon; Lynne Cunningham; Sharon Martin; Riley White; Steve Swan; Thera Black; Hauna Borja; Julie DeRuwe; David Chaffee; Kyle White; Christopher Shoultz; Dylan Swanstrom; Jeff Peterson; David Dudek; Bill Miller; Joe Bell; Richelle Loken; Jonathan Reynolds; Sean Malay; Rob Wood; Bryce Reinhardt.

Others Present: Jeff Myers, Legal Counsel; Eliane Wilson and Betty Hauser, Community Advisory Committee; Taylor Rome, Thurston County; Shanaka Miller; Lillian Dudek; Annie Reinhardt; Ann Freeman-Manzanares.

STAFF INTRODUCTION

- A. Lynne Cunningham introduced **Sharon Martin, Senior Vanpool Coordinator**
- B. David Chaffee introduced **Christopher Shoultz and Dylan Swanstrom, Technicians**
- C. David Chaffee introduced **Kyle White, Vehicle Detailer**
- D. Michael Midstokke introduced **Rob Wood, Operations Supervisor**

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Several members of the public (Larry Taylor; Mike Werner; Bethany Davis) provided comments regarding opposition to the East Martin Way Gateway Roundabout project – NE Lacey Operational Support Terminal Facility.

RECOGNITION AND CELEBRATION 2024 INTERNATIONAL ROADEO TEAM

Bergkamp introduced the 2024 American Public Transportation Association's International Roadeo Grand Champions. Following a five-year hiatus, the 2024 American Public Transportation Association's International Roadeo hosted in Portland,

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 2 of 12

Oregon, featured 390 participants, including 76 bus drivers, 46 maintenance teams, and 38 combined teams. Participants navigated obstacle courses, performed simulated driving scenarios, and showcased their ability to conduct thorough vehicle inspections, diagnose mechanical issues, and complete maintenance tasks efficiently and safely. Awards are given in each practice area, and there is an overall grand prize for the transit system with the highest combined score for the bus operator and bus maintenance team.

Bergkamp introduced Intercity Transit's Coach Operator, Rob Wood, who represented Intercity Transit as the reigning International Champion in the driving competition, taking first place.

Bergkamp introduced Coach Technicians Sean Malay, Jonathan Reynolds, and Richelle Loken along with team Coach Bryce Reinhardt. This team took first place in the USSC Bus Inspection, and 5th place overall in the Maintenance Competition.

Bergkamp honored the hard work and dedication of Service Interruptions Supervisor David Dudek and Operations Supervisor, Bill Miller who serve on the International Rodeo Committee. Dudek works to make sure every rodeo he touches a success, much like the devotion he has to his lovely wife Lilian, who matches his love of all things rodeo. Miller and his wife Shanaka provide endless hours of support both with coaching all levels of rodeo competitors and coordinating details of Regional Rodeo operations.

Bergkamp introduced Coach Technician Joe Bell. In 2019, Intercity Transit had a Maintenance Team comprised of Bell along with former employees Grant Swidecki and James Bush, who took first place in the written test in the maintenance modules and 13th place overall in the Maintenance Competition. Bell shares his experience competing on the international stage with this year's International Rodeo Maintenance team, helping ensure they could rightfully say to the other competitors "Don't Call it a Comeback."

Bergkamp also honored former General Manager Ann Freeman-Manzanares who provided unwavering support of carrying on this tradition of excellence and becoming International Rodeo Champions. Freeman-Manzanares was honored with a street sign with her name on it that was used in various rodeos. The sign was created in 2016 for the 1st local rodeo by former Facilities Manager, Mark Kallas to be used as an ADA announcement street sign for one of two passenger stops on a past rodeo course. It was used during two local rodeos in 2016 & 2017 at the Olympia Airport. In 2018 & 2019 it were used for our local rodeo in the new bus yard after construction was completed. In 2022 and 2023 it was used for the 1st and 2nd Annual Regional Rodeo at the Olympia Brewery and it was the 1st obstacle at the 2024 International Rodeo where it was called out by 78 coach operators from across the country and Canada. Tonight, we retire her sign and present it to her in recognition of all the love and devotion she poured into Intercity Transit for 30 years.

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 3 of 12

Chair Gilman recessed the meeting for 15 minutes to enjoy refreshments.

APPROVAL OF CONSENT AGENDA

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

- A. Surplus Vanpool #2622** (Noelle Gordon): 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 requested the Authority declare Vanpool 2622 as surplus.
- B. Surplus Vanpool #3009** (Noelle Gordon): 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 requested the Authority declare Vanpool 3009 as surplus.

NEW BUSINESS

- A. NE Lacey Operational Support Terminal Facility Update.** Development Director, Peter Stackpole, provided an update on this project including work done to date and discussed potential additions to the scope to address community concerns.

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

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 4 of 12

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.

- B. 2025-2028 Transportation Improvement Program Adoption (TIP).** Grants Program Manager, Jessica Gould brought forward for the adoption of the TIP. Gould reviewed the public process to date including the receipt of public comments shared with the Board. Gould said six comments submitted were not specific to the TIP. There were two comments submitted that were tied to the TIP and addressed a specific project noted in the TIP - the Northeast Lacey Operational Support Terminal Facility also known as the East Martin Way Gateway Roundabout Project. Also received were 19 letters hand delivered, and specific to this same project and there was also a Petition with 99 signatures. Should the TIP be adopted staff will submit it to the Thurston Regional Planning Council and Puget Sound Regional Council to be incorporated into their regional TIPS, and those will be rolled forward to the statewide TIP which is expected to be adopted in January 2025.

It was M/S/A by Melnick and Cox to adopt the 2025-2028 Transportation Improvement program (TIP) for projects with anticipated Federal Funding.

- C. Capital Improvement Plan Adoption (CIP).** CFO, Jana Brown, brought forward for adoption the 2025-2029 CIP. Brown reviewed the public process. Brown said the CIP is a strategic planning tool used to communicate plans for capital needs within the next five years. It's used to prepare the transportation improvement plan, transportation development plan and to see potential grant opportunities before it's incorporated into the annual budget process. Brown noted no specific funds identified in the CIP are considered allocated budget until staff officially starts and complete the budget process in the fall.

It was M/S/A by Cox and Von Holtz to adopt the 2025-2029 Capital Improvement Plan (CIP).

- D. Project 2400 Landscaping & Grounds Maintenance.** Noelle Gordon, Procurement and Project Management Coordinator, presented a one-year contract to American Landscape Services, LLC for landscaping and grounds maintenance services.

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.

It was M/S/A by Pierce and Von Holtz to 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.

- E. Extended Warranty Fleet Vehicle Cameras.** Jeff Peterson, Senior Procurement and Project Management Coordinator, presented for consideration an agreement with Transit Solutions, LLC to extend the warranty period for security camera hardware residing on the coach and DAL fleet vehicles.

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.

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

- F. **DAL/Bus Buddy/Travel Training Update.** Dial-A-Lift Manager, Kevin Karkoski, provided an update on the three services.

2023 DAL Eligibility

- *Total Clients: 1,858*
- *Dial-A-Lift applications: 990*
 - *Full Eligibility* 55%
 - *Conditional* 14%
 - *Temporary* 26%
 - *Ineligible* 5 %
 - *Re-certification* 31%
- *Functional Assessments: 287*
- *Re-certifications: 306*

Anyone denied service has the right to appeal within 60 days of the date of notification. In 2023, there were 12 appeals and 3 this year. An independent panel makes the decisions.

2023 DAL by the Numbers

- *Trips: 134,032 - a 5% increase from the previous year*
- *On Time Performance: 96%*
- *Total Phone Calls: 77,152 - a 12% increase from the previous year*
- *95% Customer Satisfaction Rating (Moore & Associates, Inc. 2016)*

Routematch Replacement Timeline

- *March 2022 began work with procurement*

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 7 of 12

- *June 22, 2022, Request for Proposal published*
- *October 3, 2022, demonstration process complete*
- *December 7, 2022, ITA approved proceeding with Via Mobility*
- *February 17, 2023, Contract with Via fully executed*
- *October 16, 2023, Go live with Via*

Age Related Forecast

- *10,000 people are turning 65 per day; one-third has a disability*
- *We outlive our ability to drive by 7 to 10 years*
- *Non-drivers will seek out transportation options, many unfamiliar with public transportation*

Travel Training Teaches Independent Bus Travel

- *Individualized, origin to destination trip planning and training on the Fixed Route bus*
- *Orientation to all aspects of bus travel*
- *Mobility Device Training*
- *Creates relationships with bus riders for continued assistance as needs change*

What our clients learn, and what we learn from Travel Training.

- *Referral sources*
- *Internal Referrals*
- *Social Service Agencies*
- *School Transition Programs*
- *Families*
- *Self-Referrals*
- *Repeat Clients*
- *Non-English Speaking Populations*

Bus Buddy Program is a partnership between Catholic Community Services and Intercity Transit provides free, one-on-one assistance for people who want a little extra help riding the bus. Bus Buddies are volunteers, screened through Catholic Community services and receive training from Travel Trainers. Started 2013 and is funded through the WSDOT consolidated grant program. The program received continued funding through 2019. Bus Buddies increases the strength of the mission and vision of both CCS and IT through shared and combined resources, allowing for greater community outreach and individuals served.

- *Bus Buddy is an experienced or trained bus rider.*
- *Bus Buddy program provides free support to seniors, people with disabilities, fixed income and others riding public transportation*
- *Bus Buddy program assists individuals by enhancing their mobility, increasing their independence and maintaining their independent living*
- *Individuals are matched with an experienced or travel trained Bus Buddy*
- *Bus Buddy travels with the individual on single trips or on a continual basis*

- *Bus Buddy clients served since 2014 - 1,134* *In 2023 - 214*
- *Bus Buddy tabling events since 2014 - 423* *In 2023 - 16*
- *Bus Buddy speaking events since 2014 - 294* *In 2023 - 16*
- *Bus Buddy organized trips since 2014 - 158* *In 2023 - 28*

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 8 of 12

- *The Thurston County Bus Buddy program was recognized “as the most successful Bus Buddy Program in the United States” by the WSDOT and the FTA.*

G. Title VI Program Update. Planning Deputy Director, Rob LaFontaine, provided an update to the Title VI Program. He started with a recap of the first update he conducted in September 2023, noting during the 2020 Census, Olympia-Lacey [Urban Area #65242] surpassed 200,000 in resident population and now IT has new requirements to Measure, Monitor, and Analyze service. To date, IT owes the FTA an updated Title VI program by October 1st, and they’re on file for three years. The timeline includes:

- *June 5 – Preparatory presentation today*
- *June 19 – Present Draft; request Public Hearing for July 17th, begin public comment period*
- *July 17 – Public Hearing, end public comment period*
- *August – Final Adoption, FTA review*

LaFontaine said it’s important to recognize the Title VI Program describes the effort better in the sense that it’s a compilation describing how Intercity Transit protects against racial discrimination as opposed to a plan. It comes out of the federal government’s circular guidebook that outlines the various elements we’re required to have within the Title VI program. It includes everything from public notices, instructions on how to file discrimination complaints. We have to generate lists of closed and pending complaints, investigations, lawsuits. IT’s Public Participation Plan; Language Assistance Program; Subrecipient Compliance and Systemwide Service Standards and Policies. There’s a chapter that includes the Authority as the governing body as well as the Community Advisory Committee with the intent to seek a cross section of representation.

LaFontaine said Tim Payne and his team from Nelson Nygaard are helping IT on this journey who work on Title VI programs regularly, however, haven’t had the opportunity to work with an agency that surpassed the 200K threshold and they are designing/crafting these elements basically for the first time. This includes umbrella policy documents at the heart of this work. Our Title VI program reflects several policy standards, information, references contained within other agency sources. There’s our 2018 long-range plan, in which a lot of the information overlaps the Title VI. LaFontaine said there are more umbrella documents he wants to still create, namely inclusive public participation and service design standards, which will need several “work sessions” with the Authority and staff.

The Title VI program will include important additions to the language assistance program and systemwide service standards and policies. Based on the American Community Survey, IT intends to ensure language assistance to LEP populations (Spanish, Vietnamese and Korean) none of which hit the 5% threshold but surpass the 1,000 in population with our service areas. The internet brings a lot of wonderful things including the ability to translate in almost any language. Having a website that is translation-oriented is one of the things IT will continue to develop as well as human translation options whether over the phone or in person. Written translation of vital documents include comment and complaint forms, Dial-a-Lift applications, passenger

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 9 of 12

surveys (and others), and provide staff training to serve everyone well, whether they are limited English proficient or not.

LaFontaine continued with the systemwide service standards and policies which means staff measures, monitors and analyzes things. The principal purpose is to stay centered on a collection of definitions and processes intended to aid IT in making informed non-discriminatory decisions regarding the design and operation of public transit service. Now that IT is at the higher tier, we must demonstrate greater evidence behind our decision-making.

LaFontaine reviewed demographic data which is a measurement and inclusion of populations, maps, charts and surveys. It requires the following FTA requirements:

1. Board Adoption of a Service Monitoring Report not less than every 3 years
 - Report to be included in our 2027 - 2030 Title VI Program
2. Board Adoption of a written Service Equity Analysis anytime there is a *major* service change
 - September 2025 - a projected Major service change

LaFontaine referred again to the demographic data, using two primary sources. The first is community at large which we use the ACS data that establishes the baseline total population; the total percentage of minority limited proficiency; low income among other populations. And the results of the passenger intercept survey. The census shows give or take, 203,000 in our service area population/PTBA, noting that trying to count census blocks in boundaries doesn't align. 30.4% are non-white and over 1,000 residents who speak Spanish, Korean or Vietnamese and 10% low income. These are the types of data points to capture in the Title VI to help paint the picture who it is we're trying to ensure that we reach.

LaFontaine reviewed what service metrics are being measured and reported:

1. Passengers loads
2. Frequency and On-time Performance
3. Distribution of service across the service area
4. Distribution of bus stop shelters, and worn/aged buses

Key Definitions (i.e. Umbrella Policy Documents)

1. Distinguishing between types of Routes (i.e. primary, secondary, express)
2. Populations (i.e. service area, bus stop walksheds, density, zoning districts)
3. Minority Route
4. Disparate Impact
5. Adverse effect

LaFontaine continued with distribution across the service area. Current update - Typical bus stop spacing measured by Route Type; Additional study - Zoning district allocation; road classifications; coverage percentages.

LaFontaine reviewed action item: Service Equity Analysis. Principal Title VI purpose - *A publicized evaluation to determine any adverse impact (i.e. a measurable action resulting in worsened access to transit) from a proposed Major change in service that disproportionately affects minority or low-income populations*

What is a Major change in service?

- A single change that reduces or increases an individual route's revenue hours by 25% or more [a change in volume]
- A single change that reduces or increases the number of bus stops on an individual route by 5% [a geographic change]
- Creation, or discontinuation of a fixed route in entirety

What is significant Disparate/Disproportionate Impact?

The measured share of people in minority populations of race, color, national origin, or low-income are adversely impacted more than the measured share of people in the service area, plus 3%

LaFontaine talked about IT's public participation plan coupled with the language assistance program. Then he reviewed the goals;

Goals #1 and 2 - Submit the following to the FTA by August and get approval.

- Public Notices
- How to File a Discrimination Complaint
- Listing of Title VI investigations, complaints, or lawsuits
- **IT's Public Participation Plan**
- **IT's Language Assistance Program**
- Authority Board & Community Advisory Committee
- **IT's Subrecipient Compliance;** purchasing contracts
- Adopted Equity Analyses for newly sited Facilities
- **IT's Systemwide Service Standards & Policies**

Goals #3 and 4 - Continue conversation with the community about developing Umbrella Policies and adopt them.

LaFontaine recapped the discussion:

1. Joint presentation to the CAC/ITA on September 20, 2023
 - a. 2020 Census: Olympia-Lacey [Urban Area #65242] surpassed 200k in resident population
 - b. IT has new requirements to Measure, Monitor, and Analyze service
2. The [forthcoming] 2024 - 2027 *Draft* Title VI Program
 - a. Heavy refresh of the prior document (2021 - 2024)
 - b. Prompts updates to, or creation of, other related documents (i.e. a chain reaction)
 - c. Invokes increases in ITA/CAC involvement, and overall public participation

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 11 of 12

3. Intercity Transit's 2024 – 2027 Title VI Program is due to the FTA by October 1, 2024 (3-year expiration)
 - a. June 5 – Preparatory presentation today
 - b. June 19 – Present Draft; request Public Hearing for July 17th, begin public comment period[update to the CAC in June and/or July]
 - c. July 17 – Public Hearing, end public comment period
 - d. August – Final Adoption, FTA review

H. Cancel July 3, 2024, ITA Meeting. Bergkamp presented whether to cancel the Wednesday, July 3, 2024, ITA meeting due to the July 4 holiday.

It was M/S/A by Melnick and Pierce to cancel the July 3, 2024, ITA meeting.

COMMITTEE REPORTS

- A. **Community Advisory Committee (May 20).** Eliane Wilson said Bergkamp gave a summary of the May 10, 2024, Planning Session. There was discussion about how the risk of repeal of the climate commitment act might affect IT's desire for service extension. Wilson said during consumer issues, a CAC member asked if Intercity Transit has bus schedules on audio for community members who need different formats other than a visual schedule. Another member noticed Google Maps was feeding the wrong times a few weeks ago and wondering if it will be updated. Finally, many members are excited to see The One service coming back.

GENERAL MANAGER'S REPORT

Bergkamp invited the Board and staff to save the date for Transit Appreciation Day on July 31, 2024, to celebrate the work of all transit industry employees, Board Members, Community Advisory Committee members, and volunteers. This year's theme is Summer Beach Party.

Intercity Transit is excited to participate in spring and summer events and parades again this year. The Bubble Bus made its seasonal debut at the Lacey Spring Fun Fair on Saturday, May 18. For more appearances, look for information about where to see the Bubble Bus this season by following us on Facebook (@ IntercityTransit) and Twitter (@intercitytransi).

Intercity Transit staffed a table at the Boys & Girls Club Foundation for the Future Breakfast Fundraiser. A great event for a great cause – a special thanks to staff who were able to attend and support the club.

On May 23, 2024, the new Employee Parking lot opened for use. This has been a long process with multiple setbacks, but we are all relieved to have this new and improved parking lot up and running. Big kudos to architecture firm Stantec, construction firm Forma, and Jonathon Yee, Fleet & Facilities Maintenance Director for his dedication to this very long process.

ITA Member, City of Lacey Councilmember, and Toastmaster Carolyn Cox has been discussing the opportunity for Intercity Transit employees to participate in a local Toastmasters Club called Stately Speakers by offering a hybrid meeting place for the club. IT hosted a Toastmaster club in the past called Easy Speakers and it was an incredibly beneficial as a professional development tool for our employees and it would be great to offer that opportunity again.

Intercity Transit Authority Regular Meeting

June 5, 2024

Page 12 of 12

Thurston County Auditor, Mary Hall, visited Intercity Transit last week for a meet and greet plus took a tour of our new facilities. We discussed areas of partnership to share information about how community members can use Intercity Transit to access ballot drop off boxes, accessible voting stations, and the new Voting and Ballot processing center.

Local staff member from Patty Murray's office, Daniel Pailthorpe, toured the Walk N Roll Bike Shop. As an avid cyclist, he thoroughly enjoyed seeing the bike shop in action. Afterwards, he met with Bergkamp and Jessica Gould to discuss future discretionary funding opportunities.

All Intercity Transit staff are invited to attend IT's monthly in-person senior management team meetings. This is so staff have an opportunity to observe and understand the topics of discussion of the senior management team and how we collaborate with each other for more effective agency management, and to share the spirit of transparency the senior management team operates within.

Congratulations to Operator Class 24-02 who graduated on Friday, May 31, 2024, and hit the road solo on Sunday, June 2.

AUTHORITY ISSUES

Pierce reminded everyone about the Regional Roadeo on Saturday, June 29 and Sunday, 30 – competition is on the 30th. It's being held at the Tumwater Brewery from 8 am to 2 pm.

All Board members thoroughly enjoyed tonight's meeting.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 8:32 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST

**Pat Messmer
Clerk to the Authority**

Date Approved: July 17, 2024

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 19, 2024

CALL TO ORDER

Chair Gilman called the June 19, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

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

Members Excused: City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Jana Brown; Katie Cunningham; Pat Messmer; Peter Stackpole; Brian Nagel; Jonathon Yee; Amanda Collins; Daniel Van Horn; Michael Midstokke; Steve Swan; Rob LaFontaine; Michael Maverick; Noelle Gordon; Kevin Karkoski; Erik Gregory; Alana Neal; Joe Bell; Thera Black; David Chaffee; Amy Zurfluh; Ron Parker; Rob Wood; Alysia Bair.

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

STAFF INTRODUCTION

- A. Michael Midstokke introduced Operator Class 24-03
- B. Kevin Karkoski introduced Erik Gregory, Travel Training Coordinator
- C. Michael Maverick introduced Katie Cunningham, Project Procurement Materials Mgr.
- D. David Chaffee introduced Joe Bell, Maintenance Supervisor

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

- A. **Minutes** – April 17, 2024, May 1, 2024, and May 15, 2024
- B. **Payroll May:** \$3,272,867.53
- C. **Accounts Payable May:** \$3,851,171.70
Warrants: \$3,834,890.57
ACH Payments: \$16,281.13
- D. **Surplus Property** (*Noelle Gordon*): Staff requested the Authority declare the items listed in Exhibit A as surplus. This list includes various parts from Inventory and computer equipment from Information Services which are surplus to our needs. The total value of the items listed in Exhibit A is estimated at \$37,833.34.

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 2 of 11

NEW BUSINESS

- A. DEI Committee/Juneteenth Presentation.** Alana Neal, HR Deputy Director, briefed the ITA on the agency's Diversity, Equity, and Inclusion Committee activities. Neal reviewed the DEI mission statement and purpose. Neal said IT has an EEO program to ensure we are following the laws. DEI is about culture. IT continues to develop a culture of belonging so we can cultivate a work environment that champions diversity where every employee is valued. This in turn will ultimately support our ability to deliver outstanding service to our diverse community.

The DEI Committee ensures we are working on the culture and do more than just be compliant with laws. We want employees to come to work feeling valued and like they have a voice. This can be accomplished through education, training, and outreach.

Neal reviewed the various outreach activities, starting with honoring Rosa Parks' legacy in a meaningful way. In 2022, IT began recognizing Rosa Parks to commemorate the day in 1955 when Parks refused to give up her seat on bus to a white passenger. IT placed a rose and small poster on a front row seat on each of our coaches that read, "This seat is reserved in honor of Rosa Parks. Today we celebrate Rosa Parks Day to honor her for contributions promoting civil rights, equal rights, respect, dignity, and opportunities for all."

DEI will have a booth at the Capital City Pride on June 29 from 11 a.m. to 6 p.m. Invitations were sent to staff encouraging attendance and to staff the booth. Neal said the bubble bus participated in the parade.

The DEI also provides education of the various cultures. November is Native American Heritage Month, and last year we invited Chairman Willie Frank from Nisqually Tribe to share information about the Nisqually Tribe's culture and history.

IT hosted a Gender Diversity Workshop facilitated by Charlie Best, a consultant in the LGBTQIA community. Best also serves as Racial Equity and Social Justice Administrator for Department of Children's Youth and Families. The workshop focused on reflecting on our own stories and experiences to recognize how gender identity and expression manifest in our lives including work. It provided education around using gender-inclusive language and applying gender-inclusive frameworks in both personal and professional lives.

Neal said sometimes frontline workers experience hate speech in their work and the DEI Committee wants to make sure that if an employee does experience this, a formalized process is followed to support them after such an event. Working with Operations, in the process of finalizing a Checklist for Operations Supervisors and Dispatch to follow when an Operator reports they experienced this type of episode. Besides getting the details of the episode and taking appropriate action, the protocols include immediately checking with the employee to see if they are okay and offer to relieve them if needed, a referral to Employee Assistance Program, and management following up in 72 hours. This idea originally came from collaborating with Community Transit, and Neal gave a special shout-out to the following Operations employees for their efforts to finalize this program: Pepper Silveria, Russell Gilsdorf, Celso Rangel, and Ron Parker.

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 3 of 11

Neal introduced Alysia Bair, who shared what IT did to celebrate Juneteenth. Bair said Juneteenth's commemoration is held on the anniversary of June 19, 1865, when Army Major General Gordon Granger proclaimed freedom for the enslaved people in Texas, the last state of the Confederacy with institutional slavery, due to the ratification of the Emancipation Proclamation. Originating in Galveston, Texas, Juneteenth has been celebrated annually on June 19 in various parts of the United States since 1866 as a celebration of African American triumph and culture. It became a federal holiday on June 17, 2021, the first new federal holiday since Martin Luther King Jr. Day was adopted in 1983. Juneteenth is often referred to as "Freedom Day" because it signifies freedom for all. Because of this liberation, Juneteenth is America's second Independence Day.

The DEI Committee was excited to host a Juneteenth celebration today for all of IT to come together, learn more about Juneteenth, and share a lunch catered by black owned business, Jerk an Tingz. In addition, the DEI Committee handed out pins with the colors associated with the holiday and hosted a raffle for coffee gift cards.

Neal provided an introduction to the entire DEI Committee: Co-chair Cameron Crass, Nate Conat, Joe Miller, Russell Gilsdorf, Ron Parker, Celso Rangel, Eric Wells, Tunisia Price, Pepper Silveria, Magic Aguinaga, Staci Revel, Alysia Bair, Alana Neal, Amy Zurfluh, and Taylor Sandberg-Slobojan

- B. New Work Van Purchase.** Katie Cunningham presented the purchase of one (1) new Ford work van from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. This vehicle will expand the Facilities work vehicle fleet to accommodate additional staff and departmental needs. This van will also include cargo upfits through Al-Van Equipment Northwest, under City of Seattle Contract 5535, to accommodate tools, operational supplies, and equipment needed for the performance of essential job duties. Intercity Transit expects this new work van will be substantially similar to and complement the work vans currently in use.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 05916, which was competitively awarded to Bud Clary Ford for this vehicle class. Through a cooperative purchasing agreement, Intercity Transit is also eligible to purchase from City of Seattle Contract 5535, which was competitively awarded to Al-Van Equipment Northwest. Staff concurs with DES's and City of Seattle's assessments regarding fair and reasonable pricing for each firm. Based on our past experience with both firms, staff is confident this vehicle and the upfits will be mechanically sound and will serve our agency and staff well.

It was M/S/A by Belk and Melnick to authorize the General Manager, pursuant to Washington State Contract 05916 and City of Seattle Contract 5535, to purchase and upfit one (1) Ford work van in the amount of \$108,250 including sales tax.

- C. Mid-Year Budget Update.** CFO, Jana Brown, provided a mid-year review of the 2024 budget and increase of 2024 full time equivalent allocation. Brown said in the spirit of promoting transparency and accountability, the General Manager requested a mid-year review of the current budget and future budget needs in order to identify unexpected projects or initiatives and any revised costs that have been identified, changes to our funding resources and additional needs and bring forward to the Board and provide you

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 4 of 11

the update. Historically, this was done annually and in the past few years we have been able to make internal shifts within the parameters of our budget.

The review identified the following expenditure changes, and Brown reviewed those:

Expenditures	
Fuel Expenditures - Thurston Schools	\$ 10,000
Rent/Lease Increase - Maint Storage during construction	60,000
Land Acquisition - 210 Olympia purchase	275,000
Software Implementation - Service Planning Software	70,000
Software Implementation - Pre/Post Check pilot program	15,000
Walk N Roll Expenditures - Cascade Grant	130,158
Cut Commute Expenditures - post Covid adjustment	16,750
Total Expenditure Increase	\$ 576,908 *
Funding Sources	
Interest Income increase	\$ 2,000,000
Website Enhancement Profes. Svcs. Budget Decrease	110,000 *
ILA Thurston Schools - Fuel Reimbursement	10,000
Grant income increase- Cascade/WNR	246,558
Salaries and Benefits Budget Decrease *	550,000 *
Total Funding Sources Increase	\$ 2,916,558

** All changes to Expenditure lines items result in an overall decrease, no resolution adjustment is needed.*

Changes to Salaries and Benefits incorporate the following FTE increase needs:

- **1 Accounting Specialist:** Owing to the increase in the use of protected leaves, increase in agency staffing levels and the corresponding increase in workload, along with the antiquated software tools available, there is a need for additional support to administer payroll. Current staffing levels are struggling to keep pace and assure accuracy.
- **1 Web Developer:** This would bring the current contracted website development function in-house. Although the current contractor has performed well, an Intercity Transit employee will give the organization better flexibility and create better value for program funding such as the improvements to the operator website, The HUB, recognition website, etc. The current budget for contracted services will be reallocated to support this position.
- **1 Walk N Roll Program Representative and 1 Assistant:** Intercity Transit received a Cascade grant to fund 2 staff members. These two will manage all aspects of the bike club program, Intercity Transit's bike fleet, and recruit and train volunteers. Staff has coordinated with Grants Program Manager Jessica Gould and confirmed the program anticipates sufficient grant funding to support these positions. Given this will increase our total 2024 budgeted FTEs, it is also included in this FTE increase request.

It was M/S/A by Cox and Melnick to approve an increase of 2024 FTE budgeted numbers from 537.5 to 541.5, to include 1 Accounting Specialist, 1 Senior Web Developer, 1 grant-funded Walk N Roll (WNR) Program Representative, 1 grant-funded WNR Assistant.

D. Amending the Employees' Retirement Plan and Trust Resolution 02-2024. CFO, Jana Brown, presented an amendment and resolution for the Employee's Retirement Plan and Trust. In 2022, legislation passed the *Setting Every Community Up for Retirement Enhancement*

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 5 of 11

(SECURE) 2.0 Act. Its stated goals are to expand and increase retirement savings and to simplify retirement plan rules. The passage affects most retirement plans and increases conformity across different types of plans. The SECURE 2.0 Act contains over 90 changes to retirement plans and tax laws and these changes have different effective dates that have been continually pushed out, as the IRS is still working to finalize several of these changes.

Intercity Transit is working with our legal partners at Davis Wright Tremaine LLP (DWT) to implement these requirements into our 401(k) Trust Plan. This will be a process over the next few years. However, incorporating the Roth option was something that could be implemented today to match what the State Deferred Compensation 457 plan and the MissionSquare 457 plan have also implemented. This keeps all of our supplemental Retirement options consistent and easier to manage.

The Roth option provides participants with the option to make after-tax contributions.

Participation in the 401(k) Supplemental Retirement Plan is optional for Intercity Transit Staff. Participants will still have the option to make pre-tax contributions. The Missing Participant section is an administrative change due to best practices prescribed by Department of Labor and the Employee Benefits Security Administration.

It was M/S/A by Pierce and Mejia to adopt Resolution 02-2024 amending the Intercity Transit Employees' Retirement Plan and Trust to allow Roth 401(k) contributions, including an in-plan conversion feature and procedures on the treatment of missing participants.

- E. Schedule 2024 - 2027 Title VI Public Hearing.** Planning Deputy Director, Rob LaFontaine, proposed a public hearing to receive comment on the 2024-2027 Title VI program for Wednesday, July 17, 2024, at 5:30 p.m. LaFontaine also provided a recap of the efforts made to date.

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. Other updates in the 2024 - 2027 Program are specific to Public Participation, Language Assistance, Service Standards and Service Policies.

LaFontaine provided a refresher of the presentation he did to the Authority on June 5. He reviewed the definition of a major change in service and what the significance is of disparate/disproportionate impact. He also reviewed IT's Language Assistance Program.

Discussion ensued when Melnick shared his concerns about how to reach as many members of the community as part of the service equity analysis. He would like Intercity Transit to go beyond the decision-making body and first look deeper into the community to get input about equity. Gilman said within Chapter 4 of the plan, there is a public participation plan that offers a structure for creating public events, focus groups and ways to more formally

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 6 of 11

consult. He hears that IT could use this as a springboard to plan to hold forums at the community centers, and through community organizations representing the diverse population to determine the wealth, race breakdown. There's an interest in something similar to the road-trip. Melnick said IT has to follow to meet the letter of the law, but in the end, are people going to look at all of this stuff and study it? IT has to find a way to engage the public and help them understand what we're into. Melnick doesn't believe with the current process IT will get a good response from the public most affected. LaFontaine said we could take those pillar documents and craft them in a way to capture proactive efforts.

Gilman asked what LaFontaine has planned beyond the usual publishing notices. Is there other activity this month before the public hearing to create response from the public? LaFontaine said staff will do everything that is typically done through all channels i.e. Rider News. LaFontaine said he's asked co-workers about what to do to help get this message to populations we aren't reaching. He can't offer specifics today, but he's open to ideas.

It was M/S/A by Melnick and Belk to authorize a public hearing on the 2024 - 2027 Title VI Program for Wednesday, July 17, 2024, at 5:30 PM.

- F. Schedule Public Hearing for 2023 Annual Report & 2024-2029 TDP.** Planning Deputy Director, Rob LaFontaine proposed a public hearing to receive public comment on the draft 2023 Annual Report and 2024-2029 Transit Development Plan on Wednesday, July 17, 2024, at 5:30 p.m.

The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include the following elements:

- a) Description of the service area, operations and facilities;
- b) State and agency goals, objectives, and action strategies;
- c) Local performance standards and measures; and
- d) Multiyear financial plan with forecasted changes to service, capital expenses and projects of regional significance.

Following the public hearing on the TDP on July 17th, staff will tentatively seek final adoption by the Transit Authority on August 7, 2024. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

LaFontaine reviewed Section 7 of the TDP. This TDP marks the end of Intercity Transit's projected restoration from the COVID pandemic. Looking into 2024, we are into the May service change currently and September schedule is on deck and when that schedule goes live by volume IT will deliver the same volume of service we were delivering in March 2020. LaFontaine said looking into 2025, IT is the opportunity to transition from the demonstration project, the One into a permanent anchor of our fixed-route network extending the service eastward into Lacey and building the schedule out to be seven days a week full span of service.

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 7 of 11

IT is targeting September 2025 for a major change in service with the transition of the One into a bigger and better version, but the underlying redistribution of service. We want to extend service eastward into Lacey and running from the west side of Olympia into east Lacey with limited stops with emphasis on major intersections, concentrations of development and connections. North and South connections to other routes is a product of multiple phase investments in bus stop characteristics and operational treatments over the course of time. LaFontaine is anticipating micro transit pilot projects and Yelm may be a good candidate, or augmenting evening span of service with something like on demand. He's excited about a project provided through the regional mobility program that would augment the current commuter service with another version which would be anchored out of the Lacey Transit Center and route through Hawks Prairie and make a connection with the Pierce Transit 206 which provide on base service to JBLM.

LaFontaine discussed another added service to provide a route design mindful of the attendance boundaries of the high schools and college students. It's an enhanced focus on student mobility (i.e. early morning and after school activities, and cross-town service).

It was M/S/A by Melnick and Pierce to authorize a public hearing on July 17, 2024, at 5:30 p.m. to receive public comment on the draft 2023 Annual Report and 2024-2029 TDP.

G. Authority Community Representative Recruitment. Bergkamp presented the recruitment for an Authority Community Representative position. Community Representative Don Melnick's term ends December 31, 2024, and he's not eligible for reappointment, per the Authority Bylaws (see section IV 4.3 Selection – Community Representatives as attached). Staff will advertise using available outlets including our website, Facebook, Rider Alerts, and a press release. We also contact our CAC members and ask our community partners and local jurisdictions to share the information on their social media channels and distribute materials to any persons expressing interest.

Staff proposes the following recruitment schedule for Authority member review.

- September 2, 2024: Release recruitment information
- October 23, 2024: Applications Due
- November 6, 2024: ITA Selects Candidates to Interview
- November 13, 2024: Candidate Interviews (Special Meeting)
- November 20 or December 4, 2024: Select Candidate
- January 15, 2024: First ITA meeting with new Community Representative

The Authority directed staff to move forward with the outlined recruitment process. They want to ensure the recruitment outreach reflects the diversity of the community and reaches as many members of the community as possible. They ask staff to look at other ways to reach out besides the regular social media avenues.

H. Warehouse Lease. Director of Fleet & Facilities Maintenance, Jonathon Yee, presented a lease for warehouse space for storage of agency property during construction.

As the Intercity Transit Pattison Expansion and Rehabilitation Project progresses toward the maintenance shop remodel phase there is a need to store shop equipment and other agency property off-site. Moving non-mission-critical equipment and materials offsite will allow

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 8 of 11

the Fleet Maintenance and Inventory Teams to maximize the limited space available for continued operations during the shop remodel and the reduced congestion will increase site safety.

Staff have engaged the support of the Washington State Department of Enterprise Services, Real Estate Services team for assistance in the proper acquisition of leased warehouse space to fulfill our project needs. Through this government-to-government partnership several locations were evaluated and at least two available properties have been identified that will satisfy the space and location requirements and allow staff to regularly access the equipment and materials as needed.

While the need for warehouse space is temporary, it is essential and needed as soon as reasonable through the end of construction which is currently estimated through late 2026. The absence of leased space is hampering our efforts to plan and program the logistics and management of our vital materials and equipment.

The estimated lease costs are not expected to exceed \$275,000, which includes \$239,000 for rental fees, planned electrical additions and an approximate 15% contingency of \$36,000.

It was M/S/A by Melnick and Cox to authorize the General Manager to enter into lease agreement(s) for warehouse space for the duration of Intercity Transit's Pattison Expansion and Rehabilitation construction project in an amount not-to-exceed \$275,000.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (June 7).** Cox said TRPC received an update on the Federal Transit Asset and Transit Safety Performance Measure targets for 2024. Federal law requires IT to set performance targets for their assets and safety and also requires TRPC in its role as the metropolitan planning organization for the Thurston region to track the transit asset performance targets and adopt its own transit safety targets. TRPC historically adopts IT's transit safety performance targets since IT is the only public transit agency provider in the region. Final action will be taken on July 12.

TRPC received a report on rural transit funding service. Rural transit is a weekday accessible route deviated on demand service serving the confederated tribes of the Chehalis Reservation, Tumwater, Bucoda, Grand Mound, Rainier, Rochester and Tenino. It maintains connections to IT, Twin and Grays Harbor Transit. TRPC has been working with the Department of Transportation on two grants for the rural transit service, continuing service and expanded service.

TRPC received two planning grants from WSDOT to continue working with partners to install bus stop signs and timed stops to provide training for riders who request flag down stops.

TRPC is almost ready to rollout an application for people with Samsung and iPhones that will allow riders to track their bus in real time. They had a mid-year update and putting together a subcommittee to review member assessments for the purpose of providing more capital for internet technology projects.

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 9 of 11

- B. Transportation Policy Board (June 12).** Belk said the TPB received the same presentation as TRPC on the transit asset and safety performance measures and made the recommendation that TRPC adopt those targets. TPB also discussed the redistributed project process. Unlike the call for projects that determines how we allocate funding for new money, this is the money that other states and other agencies did not spend. TPB talked through how that typically goes and some of it's out of our control with WSDOT. TRPC has a list of millions of dollars of already obligated projects that are ready to receive more federal funding if it comes our way. There's probably going to be an unprecedented amount of money to spend. He thinks we're well positioned there.

The final topic was regarding the regional transportation plan update and in particular, there's a lot to that, but in this meeting, we discussed the climate change aspects of the RTP update. Marc Daily talked about the history of climate change to what extent it was addressing prior plans and other agency documents and how we plan to incorporate that more directly into specific chapters of the RTP, and there will be more coming on that moving forward. The parts of our RTP to receive more explicit elements regarding climate change will be in Chapter 2 the recommendations portion, Chapter 3 the guiding principles, goals and policies section, Chapter 5 future conditions as we try to into the crystal ball, and Chapter 7, environmental considerations.

- C. Community Advisory Committee (June 17).** Smit said the CAC received an update on the Dial-A-Lift, Travel Training and Bus Buddy programs. LaFontaine gave the presentation on Title VI Program and Draft Transit Development Plan. The members also selected the ad-hoc committee for the upcoming recruitment.

GENERAL MANAGER'S REPORT

Bergkamp invited everyone to ride the Bubble Bus in the Yelm Prairie Days Parade on Saturday, June 22, 2024. The parade begins at 9 a.m., but please arrive by 8:30 a.m. and meet up at the Yelm Cinemas parking lot.

Dial-A-Lift (DAL) Operator Dan Savage competed in the Community Transportation Association of America's (CTAA) Roadeo body-on-chassis division held in West Palm Beach, Florida. Savage took 7th place overall, and also earned the "Most Spirited Driver" award. This award is a testament to honing his craft as a professional driver through countless roadeo competitions, and to the kindness and compassion he shows to co-workers, DAL clients, and anyone he meets. Savage understands that going "The Distance" doesn't always mean placing first at roadeos. There are lessons he learns from competing which he selflessly shares with others.

Reminder that IT's Regional South Sound Roadeo will take place the weekend of June 29 & 30. June 29 is practice day, while the 30th is competition day. The maintenance portion of the competition will take place at our maintenance shop at Pattison, while the driving competition will take place at the Tumwater Brewery Grounds.

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 10 of 11

Board member and Lacey City Councilmember, Carolyn Cox and Bergkamp discussed the opportunity for Intercity Transit employees to participate in a local Toastmasters Club called Stately Speakers by offering a hybrid meeting place for the club to start in September. Intercity Transit hosted a Toastmaster's club in the past called Easy Speakers and it was an incredibly beneficial professional development tool for our employees and it will be great to offer that opportunity again.

Bergkamp invited the Board to Transit Appreciation Day being held on July 31 from 10 a.m. to 4 p.m. to celebrate the work of all transit industry employees, Board and Community Advisory Committee members, and volunteers. This year's theme is Summer Beach Party.

This past weekend, the Diversity, Equity, and Inclusion (DEI) Committee hosted a Gender Diversity workshop, presented by Charlie Best, a consultant in the LGBTQIA+ community, which Bergkamp and other employees attended. The presentation provided the building blocks of understanding and the language to engage in a discussion about gender from identity and cultural lenses. Using the framework of gender expression and gender identity, we were able to self-reflect and have opportunities to story tell as a group to investigate our own identities and better understand the diverse gender identities of ourselves, our customers, and coworkers. Bergkamp personally feels better equipped to recognize how gender identity and expression manifests in her life, deepens her understanding of gender expression, identity, and the gender binary, how to grow in her use of gender-inclusive terminology and language, and expand knowledge of gender-inclusivity frameworks to her life and professional realm. Bergkamp gave a big thank you to all DEI Committee members for coordinating this great workshop, especially with Pride Month upon us.

The 2023 NTD Reporting and NTD Reporting Audit from State Auditor's Office is complete, and IT passed with flying colors. Congrats to CFO Jana Brown, Vanpool Manager Lynne Cunningham, Senior Planner Steve Swan, and DAL Manager Kevin Karkoski, for their tireless efforts on all the data mining and reporting required to make this a success.

AUTHORITY ISSUES

Mejia said the County is going on recess for the next three weeks. Commissioners will be available for individual meetings, but the Board meetings are canceled.

Belk participated in the state auditor's exit meeting which was a review of IT's national transit database process. Belk said it was apparent the auditor's office is happy with Intercity Transit and there was good rapport between them and IT staff.

Cox said construction at the roundabout at Carpenter and Britton Parkway is going to be difficult to access coming from the west. Accessing going north on Carpenter and making a right onto Britton is more accessible. Also, there's construction on East Pacific beyond College Street all the way up to Carpenter.

Melnick said Jonathon Yee gave him a tour because he was curious about what was happening with the maintenance facility remodeling. And Yee convinced Melnick everything is under control regarding process of acquiring the gas hand when the buses arrive so we can test. Melnick said the public comment about the roundabout issue reminded him how public trust in government has declined and IT must be prepared for that and determine what public

Intercity Transit Authority Regular Meeting

June 19, 2024

Page 11 of 11

involvement entails and it involves doing homework in advance and figuring out where the problems will be and engaging the people in the community in the conversation beforehand.

Neuville was in Washington DC last week and met with congressional staff and senators from Washington and he'd be happy to answer any questions about the nature of the conversation. Also, referring to what's been discussed earlier, he said we have to recognize as the younger generation becomes a greater portion of the voting, you'll see they rely on good public works. Don't lose sight that even though things have a way of slowly changing, he thinks they're changing towards public planning and providing good service.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 8:12 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 17, 2024

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

**Intercity Transit
Payroll Disbursement List
June 2024**

Pay Periods:

PP 12 (May 19 - June 1)

PP 13 (June 2 - 15)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
6/7/2024 ACH	PR DIRECT DEPOSIT	1,104,510.92
6/7/2024 40015 - 40017	PR PAPER CHECKS	5,335.85
6/7/2024 ACH	IRS	179,086.65
6/7/2024 ACH	HEALTH SAVING	92.59
6/7/2024 ACH	VANGUARD	134,623.99
6/7/2024 ACH	PERS	248,738.63
6/7/2024 ACH	DEF COMP	46,307.92
6/7/2024 ACH	ICMA	16,354.39
6/7/2024 ACH	CHILD SUPPORT	3,408.10
6/7/2024 ACH	PERS split month rounding	0.05
6/21/2024 ACH	PR DIRECT DEPOSIT	1,036,570.72
6/21/2024 40110 - 40113	PR PAPER CHECKS	8,507.90
6/21/2024 ACH	IRS	169,059.90
6/21/2024 ACH	HEALTH SAVING	92.59
6/21/2024 ACH	VANGUARD	131,217.94
6/21/2024 ACH	PERS	236,694.75
6/21/2024 ACH	DEF COMP	44,386.08
6/21/2024 ACH	ICMA	16,198.85
6/21/2024 ACH	CHILD SUPPORT	3,799.01
6/27/2024 ACH	AFLAC	13,817.92
Total Payroll Disbursements		3,398,804.75

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
JUNE 2024**

Check No.	Reference Date	Vendor No.	Payee	Amount
39979	06/03/24	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$39,250.00
39980	06/03/24	02828	AVAIL TECHNOLOGIES INC	\$2,384.03
39981	06/03/24	03023	BACKUPIFY INC.	\$1,111.50
39982	06/03/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$10,509.88
39983	06/03/24	06120	CITY OF OLYMPIA (UTILITIES)	\$10,583.64
39984	06/03/24	07220	CUMMINS INC.	\$9,654.87
39985	06/03/24	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
39986	06/03/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$444.04
39987	06/03/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$436.90
39988	06/03/24	09662	FERRELLGAS LP	\$2,542.18
39989	06/03/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39990	06/03/24	10477	GALLS PARENT HOLDINGS LLC	\$2,228.16
39991	06/03/24	10660	GILLIG LLC	\$5,142.30
39992	06/03/24	10759	GORDON TRUCK CENTERS INC	\$501.15
39993	06/03/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
39994	06/03/24	11933	JESSE ORNDORFF	\$831.19
39995	06/03/24	12875	KPFF CONSULTING ENGINEERS INC	\$9,305.68
39996	06/03/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$621.95
39997	06/03/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$2,394.67
39998	06/03/24	16600	AMERIDIAN INDUSTRIES LLC	\$303.96
39999	06/03/24	16701	PEAK INDUSTRIAL INC.	\$1,647.64
40000	06/03/24	16765	PETROCARD INC.	\$60,356.96
40001	06/03/24	16974	POMP'S TIRE SERVICE INC.	\$758.35
40002	06/03/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,610.19
40003	06/03/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$354.59
40004	06/03/24	18066	SHI INTERNATIONAL CORP.	\$5,864.19
40005	06/03/24	18101	SIJ HOLDINGS LLC	\$506.70
40006	06/03/24	18530	STANDARD PARTS CORP.	\$720.58
40007	06/03/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$50.07
40008	06/03/24	21950	TITUS-WILL CHEVROLET	\$283.93
40009	06/03/24	21985	TOTAL FILTRATION SERVICES INC.	\$189.97
40010	06/03/24	22420	ALLEN WALTON	\$3,400.72
40011	06/03/24	24000	W. W. GRAINGER INC.	\$378.53
40012	06/03/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$6,378.75
40013	06/03/24	24755	WA ST HEALTH CARE AUTHORITY	\$677,302.12
40014	06/03/24	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$4,372.50
40018	06/10/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,130.17
40019	06/10/24	01405	ADVANCE GLASS INC.	\$1,030.80
40020	06/10/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$1,574.64
40021	06/10/24	06040	CITY OF LACEY	\$1,370.72
40022	06/10/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$4,719.94
40023	06/10/24	07220	CUMMINS INC.	\$1,511.53

40024	06/10/24	07640	DAY MANAGEMENT CORP	\$4,336.01
40025	06/10/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$222.63
40026	06/10/24	09662	FERRELLGAS LP	\$5,268.74
40027	06/10/24	09961	FORMA CONSTRUCTION COMPANY	\$1,184,242.82
40028	06/10/24	10660	GILLIG LLC	\$6,549.00
40029	06/10/24	10759	GORDON TRUCK CENTERS INC	\$4,858.83
40030	06/10/24	11905	JANEK CORPORATION - THE	\$1,993.50
40031	06/10/24	11933	JESSE ORNDORFF	\$329.40
40032	06/10/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40033	06/10/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$529.85
40034	06/10/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$88.27
40035	06/10/24	16490	HAROLD LEMAY ENTERPRISES	\$917.44
40036	06/10/24	16600	AMERIDIAN INDUSTRIES LLC	\$359.16
40037	06/10/24	16765	PETROCARD INC.	\$58,251.15
40038	06/10/24	16841	PIONEER FIRE & SECURITY INC.	\$162.00
40039	06/10/24	16877	PITTS ERIC	\$14.00
40040	06/10/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$567.39
40041	06/10/24	17505	RAINIER DODGE INC.	\$474.72
40042	06/10/24	17861	SAMBA HOLDINGS INC.	\$467.92
40043	06/10/24	18530	STANDARD PARTS CORP.	\$104.84
40044	06/10/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$10,483.60
40045	06/10/24	21659	THERMO KING NORTHWEST INC.	\$6,000.00
40046	06/10/24	21950	TITUS-WILL CHEVROLET	\$412.58
40047	06/10/24	22010	ROTTERS INC.	\$156.76
40048	06/10/24	22100	TRANSIT SOLUTIONS LLC	\$1,291.19
40049	06/10/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40050	06/10/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40051	06/10/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40052	06/10/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$144,213.05
40053	06/10/24	23800	VESTIS GROUP INC.	\$1,050.57
40054	06/10/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$244.47
40055	06/10/24	24100	WA ST DEPT OF ECOLOGY 1	\$2,100.00
40056	06/10/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$7,607.25
40057	06/10/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$40.00
40058	06/10/24	25909	WEX BANK	\$45,697.38
40059	06/10/24	26800	ZUMAR INDUSTRIES INC	\$3,628.45
40062	06/17/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,464.87
40063	06/17/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,939.08
40064	06/17/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,779.73
40065	06/17/24	01895	ECOLUBE RECOVERY LLC	\$382.30
40066	06/17/24	02060	AMERISAFE INC.	\$155.37
40067	06/17/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,958.75
40068	06/17/24	05340	CAPITOL COURIER SERVICE	\$241.28
40069	06/17/24	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$14,607.36
40070	06/17/24	06781	COMPUNET INC.	\$13,051.72
40071	06/17/24	07220	CUMMINS INC.	\$3,875.18
40072	06/17/24	07520	DAILY JOURNAL OF COMMERCE	\$165.30
40073	06/17/24	07619	DAVID S FOSTER	\$2,000.00
40074	06/17/24	07640	DAY MANAGEMENT CORP	\$218.22
40075	06/17/24	07780	DELL MARKETING LP	\$18,574.09
40076	06/17/24	08091	DSI MEDICAL SERVICES	\$709.50

40077	06/17/24	08541	EAGLE GRAPHICS INC	\$1,769.01
40078	06/17/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$459.70
40079	06/17/24	09235	ERGFIT CONSULTING INC.	\$3,085.38
40080	06/17/24	09662	FERRELLGAS LP	\$3,444.58
40081	06/17/24	09961	FORMA CONSTRUCTION COMPANY	\$799,729.13
40082	06/17/24	10251	FRUITION GROWTH LLC	\$2,573.85
40083	06/17/24	10477	GALLS PARENT HOLDINGS LLC	\$1,640.35
40084	06/17/24	10660	GILLIG LLC	\$16,251.01
40085	06/17/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
40086	06/17/24	10759	GORDON TRUCK CENTERS INC	\$634.05
40087	06/17/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,554.77
40088	06/17/24	11231	HERC RENTALS INC.	\$1,836.76
40089	06/17/24	11892	J ROBERTSON AND COMPANY	\$2,200.00
40090	06/17/24	11933	JESSE ORNDORFF	\$863.03
40091	06/17/24	11943	JOANNA GRIST	\$2,000.00
40092	06/17/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,962.60
40093	06/17/24	13485	LEMAY MOBILE SHREDDING	\$248.00
40094	06/17/24	13726	M & S COLLISION LLC	\$117.93
40095	06/17/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,102.10
40096	06/17/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$5,336.94
40097	06/17/24	14879	NANDO P. MERLINO	\$50,342.55
40098	06/17/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,997.29
40099	06/17/24	16623	PALAMERICAN SECURITY INC.	\$91,415.01
40100	06/17/24	17290	PUGET SOUND ENERGY	\$25,894.08
40101	06/17/24	17505	RAINIER DODGE INC.	\$91.80
40102	06/17/24	17580	RECARO NORTH AMERICA INC.	\$1,155.49
40103	06/17/24	17792	ROUSH CLEANTECH LLC	\$2,334.25
40104	06/17/24	18052	SHEA CARR & JEWELL INC.	\$28,438.48
40105	06/17/24	18066	SHI INTERNATIONAL CORP.	\$284.73
40106	06/17/24	18530	STANDARD PARTS CORP.	\$361.19
40107	06/17/24	21950	TITUS-WILL CHEVROLET	\$199.85
40108	06/17/24	22010	ROTTERS INC.	\$231.46
40109	06/17/24	23770	VANNER INC.	\$5,727.94
40114	06/24/24	01567	CANON FINANCIAL SERVICES INC.	\$4,109.84
40115	06/24/24	01780	AMALGAMATED TRANSIT UNION 1765	\$21,103.90
40116	06/24/24	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,871.30
40117	06/24/24	06120	CITY OF OLYMPIA (UTILITIES)	\$200.00
40118	06/24/24	07106	CRANE FINANCE	\$48.16
40119	06/24/24	07120	GORDON PRODUCTS INC.	\$2,176.51
40120	06/24/24	07220	CUMMINS INC.	\$1,766.16
40121	06/24/24	07620	DAVIS WRIGHT TREMAINE LLP	\$2,029.50
40122	06/24/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,215.99
40123	06/24/24	09550	FAIRWAY COLLECTIONS LLC	\$930.89
40124	06/24/24	09662	FERRELLGAS LP	\$4,130.40
40125	06/24/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40126	06/24/24	10477	GALLS PARENT HOLDINGS LLC	\$1,968.29
40127	06/24/24	10660	GILLIG LLC	\$11,989.00
40128	06/24/24	10759	GORDON TRUCK CENTERS INC	\$568.95
40129	06/24/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$3,221.53
40130	06/24/24	11310	HOGAN MFG. INC.	\$25.66
40131	06/24/24	11905	JANEK CORPORATION - THE	\$681.30

40132	06/24/24	11933	JESSE ORNDORFF	\$2,427.69
40133	06/24/24	12875	KPFF CONSULTING ENGINEERS INC	\$13,787.42
40134	06/24/24	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,850.14
40135	06/24/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40136	06/24/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$921.46
40137	06/24/24	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$3,609.98
40138	06/24/24	16252	ONSPOT OF NORTH AMERICA INC.	\$458.65
40139	06/24/24	16701	PEAK INDUSTRIAL INC.	\$384.91
40140	06/24/24	16765	PETROCARD INC.	\$83,507.75
40141	06/24/24	17580	RECARO NORTH AMERICA INC.	\$4,590.71
40142	06/24/24	17900	SCHETKY NORTHWEST SALES INC.	\$292.81
40143	06/24/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$402.46
40144	06/24/24	18101	SIJ HOLDINGS LLC	\$402.58
40145	06/24/24	18695	SUMMIT LAW GROUP PLLC	\$246.00
40146	06/24/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$5,771.96
40147	06/24/24	21950	TITUS-WILL CHEVROLET	\$78.16
40148	06/24/24	22235	TREW ENTERPRISE LLC	\$6,052.73
40149	06/24/24	22420	ALLEN WALTON	\$575.93
40150	06/24/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
40151	06/24/24	23660	UNITED WAY OF THURSTON COUNTY	\$426.00
40152	06/24/24	23715	URBAN SOLAR CORPORATION	\$8,265.52
40153	06/24/24	23800	VESTIS GROUP INC.	\$1,057.11
40154	06/24/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$202.26
40155	06/24/24	24030	WA ST AUDITOR'S OFFICE	\$10,043.02
40156	06/24/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$40.00
40157	06/24/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,050.00
40158	06/24/24	11958	JOHN STEELE CLAYTON	\$2,712.36
ACH	06/03/24		AUTHORIZE.NET	\$199.94
ACH	06/04/24		AUTHORIZE.NET	\$75.92
ACH	06/07/24		AGUERO JASON	\$1,938.51
ACH	06/07/24		BARRETT SEAN	\$257.48
ACH	06/14/24		BERGKAMP EMILY	\$269.76
ACH	06/14/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,670.00
ACH	06/14/24		KENNEY MATT	\$97.75
ACH	06/14/24		MALAY SEAN	\$286.00
ACH	06/14/24		STACKPOLE PETER	\$165.29
ACH	06/21/24		AGUERO JASON	\$70.00
ACH	06/21/24		DAPRANO SHAWN	\$312.25
ACH	06/21/24		MEIERHOFF AMY	\$224.72
ACH	06/24/24		DEPARTMENT OF REVENUE	\$559.96
ACH	06/28/24		BARRY SEAN	\$211.50
ACH	06/28/24		BROWN JANA	\$1,222.30
ACH	06/28/24		CUNNINGHAM KATIE	\$267.25
ACH	06/28/24		DENICOLA JANE	\$240.00
ACH	06/28/24		DUDEK DAVID	\$453.07
ACH	06/28/24		GORDON NOELLE	\$632.61
ACH	06/28/24		IT PROJECT ASSISTANCE	\$599.00
ACH	06/28/24		IT WELLNESS	\$731.00
ACH	06/28/24		MACMILLAN DANIEL	\$406.16
ACH	06/28/24		MILLER WILLIAM	\$426.16
ACH	06/28/24		PETERSON LEE	\$240.00

ACH	06/28/24	REVEL STACI A.	\$205.72
ACH	06/28/24	SAVAGE DANIEL	\$937.42
			<u><u>\$3,780,538.56</u></u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2024 Bicycle Community Challenge Update

1) **The Issue:** Brief the ITA on the results of the 2024 Bicycle Community Challenge.

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

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

4) **Background:** During this year's Bicycle Community Challenge (BCC) that runs for the full month of May, 715 people logged 6,829 rides, covering over 74,400 miles, reducing air and water pollution, and benefitting their own and our community's health and well-being.

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

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

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

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

expenditures are usually less than this amount due to sponsorships and in-kind support.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

FROM: Lynne Cunningham, Vanpool Manager, 360-705-5809

SUBJECT: Vanpool Customer Incentives Policy VS-6501

1) **The Issue:** Whether to adopt Vanpool Customer Incentives Policy VS-6501.

2) **Recommended Action:** Authorize the General Manager to adopt Vanpool Customer Incentives Policy VS-6501.

3) **Policy Analysis:** Adopting a vanpool customer incentive policy would provide a framework for developing all future incentives and serve as a prudent best practice to ensure accuracy and accountability in conducting vanpool incentives.

4) **Background:** Toward the end of 2023, procedural gaps were identified in the execution of vanpool incentives. Staff addressed the issues and improved the processes for creating, implementing and tracking incentives. Staff now seek to codify those improvements through a formal policy for use in the development and execution of future incentives.

5) **Alternatives:**

a. Adopt Vanpool Customer Incentives Policy VS-6501.

b. Take no action.

6) **Budget Notes:** Adopting this policy will not affect budget needs.

7) **Goal Reference:** **Goal #2:** *Provide outstanding customer service.* **Goal #6:** *Encourage use of our services, reduce barriers to access and increase ridership.*

8) **References:** Policy VS-6501.

POLICY VS-6501

APPROVED:

Emily Bergkamp
General Manager

Dena Withrow, Operations Director

Written by: Lynne Cunningham

VANPOOL CUSTOMER INCENTIVES

This is a new policy and applies to all vanpool incentive programs and campaigns.

1. Purpose

The purpose of the Vanpool Customer Incentive Policy is to provide a framework for creating and managing thoughtful incentives with established parameters that are clearly tracked in terms of both accountability and effectiveness. Within that framework, this policy ensures adequate controls are in place to ensure eligibility requirements are met.

Staff will accomplish the following for each incentive program/campaign:

2. Establish goals

Staff will identify the target audience and establish goals that should accomplish one or more of the following:

- engage customers, moving them from participant to partner
- encourage and reward program adherence and exceptional performance
- personalize the value of vanpool so that current riders choose to ride more
- attract new customers

3. Determine eligibility criteria and rewards

Staff will determine eligibility criteria and rewards for the incentive. Eligibility criteria will be reviewed annually or as needed.

4. Develop a communications plan

Staff will craft a communications plan for the incentive as needed. This may include email campaigns, social media, etc. as applicable to carry out the incentive.

5. Create written processes, including rules and tracking mechanism(s)

Staff will create written processes to carry out the incentive. These processes will put controls in place to ensure accuracy and accountability in awarding incentive rewards.

Any changes to this policy require Intercity Transit Authority Board approval.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

FROM: Michael Maverick, Procurement Manager, 360-705-5877

SUBJECT: Property Acquisition: 210 Olympia Ave., Olympia, WA

-
- 1) **The Issue:** A 7,200 SF parking lot at 210 Olympia Avenue NE which is adjacent to the Olympia Transit Center (OTC) recently became available. On February 21, 2024, the General Manager requested and received ITA approval to negotiate a sale for this property which will prove invaluable to Intercity Transit for use by our fixed-route relief vehicles (vans), supervisory and maintenance vehicles. Negotiations, property and environmental surveys were favorable and we're ready to complete the sale.
-
- 2) **Recommended Action:** Authorize the General Manager to execute closing documents regarding the property at 210 Olympia Avenue NE, in the amount of \$240,000, which will transfer ownership to Intercity Transit.
-
- 3) **Policy:** The Procurement Policy, DV-1705, states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Besides serving as our primary passenger transfer station, the Olympia Transit Center (OTC) serves as a hub for both our vehicles and those of our partners, such as Greyhound, Flix, and neighboring public transit providers like Mason, Gray's Harbor, and Lewis County Transit. Additionally, the OTC serves as a primary relief point for our Operators. Consequently, the OTC needs to accommodate several relief vehicles daily to transport Operators to and from the Pattison Base. Currently, relief vehicles park streetside, which presents challenges due to congestion and limited curb space.

Following ITA approval, Intercity Transit hired the Department of Enterprise Services, Real Estate Services (DES-RES) to assist us with the potential purchase. DES-RES recommended and facilitated an appraisal, property survey to ensure clear title, and several environmental surveys and tests, all of which yielded favorable results.

The final step is to execute the closing, which will transfer ownership to Intercity Transit.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to execute closing documents on 210 Olympia Avenue, Olympia, WA in the amount of \$240,000.
 - B. Defer Action. This alternative may result in continued capacity issues impacting services and limiting future opportunities.
-
- 6) **Budget Notes:** In anticipation of this acquisition, on June 19, 2024, Intercity Transit requested and received mid-year ITA budgetary approval.
-
- 7) **Goal Reference: Goal #2:** *“Provide outstanding customer service.”* **Goal No. 3:** *“Maintain a safe and secure operating system.”*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Vanpool Vehicle Purchase

1) **The Issue:** Consideration of the purchase of replacement vehicles for our Vanpool program.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase replacement vehicles to support our Vanpool program from Toyota of Yakima in the amount not-to-exceed \$923,498.

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

4) **Background:** Intercity Transit received a Public Transit Rideshare grant award from the Washington State Department of Transportation (WSDOT) to replace rideshare vehicles to support our Vanpool program which have reached their useful life. To utilize this award, Intercity Transit seeks to purchase a combination of Toyota Sienna hybrids and Camry hybrids from Toyota of Yakima under Washington State Department of Enterprise Services (DES) Contract 05916 to serve as replacement vehicles.

Over the last few years, ordering and production has been extremely limited for Intercity Transit's usual vanpool vehicle, the Toyota Sienna hybrid minivan. Therefore, staff have carefully reviewed the option to incorporate the hybrid Toyota Camry into the fleet. This will allow participants in smaller groups to use fuel efficient vehicles, reserving use of vans for groups of five (5) or more riders.

The total order value will not exceed the budgeted amount of \$923,498. Staff is working diligently to finalize order details and seize this ordering opportunity.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 05916, which was competitively awarded to Toyota of Yakima for these vehicle classes. Staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability

to perform. Based on our past experience with Toyota of Yakima and Toyota vehicles, staff is confident these vehicles are mechanically sound and will serve our agency and vanpool program well.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase replacement vehicles to support our Vanpool program from Toyota of Yakima in the amount not-to-exceed \$923,498.
 - B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.
-

6) **Budget Notes:** Intercity Transit received a Public Transit Rideshare grant award to purchase replacement vanpool vehicles by June 30, 2025. The grant will provide 80% funding per vehicle, not-to-exceed \$710,208 total. The remaining \$213,290 is available in Intercity Transit's 2024 budget. (Note: Vehicles supporting our Vanpool program are exempt from sales tax).

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service,"* and **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: July 17, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Janitorial Services and Supplies

-
- 1) **The Issue:** Award a one-year contract to CW Janitorial Service for Janitorial Services and Supplies at Intercity Transit facilities.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with CW Janitorial Service to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$572,595, including sales tax on supplies.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit's current Janitorial Services and Supplies contract is scheduled to expire on August 31, 2024. To ensure our facilities are consistently cleaned to Intercity Transit standards, a Request for Proposals (RFP) for Janitorial Services and Supplies was advertised on May 09, 2024. The RFP specified required Janitorial Services and Supplies at the following Intercity Transit facilities: the Administration Operations (AdOps) Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Fuel Wash Facility, Walk-N-Roll Bike Shop, Amtrak Station and the new Martin Way Park and Ride facility.

A total of sixteen (16) proposals were received by the submittal deadline of May 31, 2024. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that CW Janitorial Service is the responsible proposer who best meets all RFP requirements and is the most advantageous to Intercity Transit in providing Janitorial Services and Supplies.

CW Janitorial Service has successfully maintained Intercity Transit facilities for the past five (5) years and have proven their experience and reputation of

performance. Staff remain confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities and recommends that the contract award to CW Janitorial Services is approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with CW Janitorial Service to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$572,595, including taxes on supplies, for the initial term.
 - B. Defer action. This would result in a lack of janitorial services and supplies at Intercity Transit facilities.
-

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

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 5-F
MEETING DATE: July 17, 2024

FOR: Intercity Transit Authority

FROM: Clark Gilman, ITA Chair, City of Olympia Councilmember

SUBJECT: 2024 Community Advisory Committee Recruitment

-
- 1) **The Issue:** Present timeline and process information for the 2024 Community Advisory Committee (CAC) recruitment.

 - 2) **Recommended Action:** The Authority will be asked to approve the process, timeline and select three members to participate on an ad-hoc committee to interview candidates and make recommendations to the full Authority.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.

 - 4) **Background:** The Community Advisory Committee members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications are proposed to be available September 2, 2024, and due on October 2, 2024. The Authority will select interviewees on October 16, 2024. Interviews

are proposed for November 6, 2024, with candidate selection on November 20, 2024, or December 4, 2024.

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

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

7) **Goal References:** An engaged Community Advisory Committee supports all agency goals.

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