

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, August 7, 2024**  
**5:30 P.M.**

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

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

Or telephone at 5 p.m. for a sound check. Toll Free: (844) 730-0140 / Phone Conference ID 639 854 458#

To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) by noon the day of the meeting to indicate your desire to provide public comment. You will be instructed in how to register. During the public comment portion of the agenda your microphone and video will be enabled.

**CALL TO ORDER**

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|--|----------------|
| <b>STAFF INTRODUCTIONS</b>   | <b>15 min.</b> |
| A. Operator Class 24-04 ( <i>Michael Midstokke</i> )   |                |
| B. Dustin Korn, Vehicle Cleaner ( <i>David Chaffee</i> )   |                |
| C. Ayub Yasin, Accounting Specialist ( <i>Jen Amendala</i> )   |                |
| <b>1. APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| <b>2. PUBLIC COMMENT</b>   | <b>3 min.</b>  |
| <b>3. APPROVAL OF CONSENT AGENDA</b>   | <b>1 min.</b>  |
| A. <b>Surplus Property</b> ( <i>Noelle Gordon</i> ): Staff is requesting the Authority declare the items listed in Exhibit A as surplus. This list includes items from Fleet Maintenance Division which are surplus to our needs. Once declared as surplus these items will be offered for direct purchase by other public agencies, and items not sold in this manner will then be sold competitively through public auction. The total value of the items listed in Exhibit A is estimated at \$2,000. |                |
| <b>4. NEW BUSINESS</b>   |                |
| A. Engineering Services for Bus Stop Improvements ( <i>Tammy Ferris</i> )  |                |
| B. Mobile Column Vehicle Lifts & Equipment Purchase ( <i>Noelle Gordon</i> )   |                |
| C. Adopt 2023 Annual Report - Transit Development Plan ( <i>Rob LaFontaine</i> )   |                |
| D. Adopt Title VI Program ( <i>Rob LaFontaine</i> )  |                |
| E. Schedule Special Meeting September ITA/CAC Joint Meeting ( <i>Emily Bergkamp</i> )  |                |
| <b>5. COMMITTEE REPORTS - None.</b>  |                |
| <b>6. GENERAL MANAGER'S REPORT</b>   | <b>5 min.</b>  |
| <b>7. AUTHORITY ISSUES</b>   | <b>5 min.</b>  |

**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. 3-A**  
**MEETING DATE: August 7, 2024**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Surplus Property

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- 1) **The Issue:** Whether to declare property surplus.
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- 2) **Recommended Action:** Declare the property listed in Exhibit A as surplus.
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- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare all vehicles as surplus to our needs prior to disposition. This request includes two trailers from our vehicle fleet as listed in Appendix A.
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- 4) **Background:** Staff are requesting the Authority declare the items listed in Exhibit A as surplus. This list includes items from Fleet Maintenance Division which are surplus to our needs. Once declared as surplus, these items will be offered for direct purchase by other public agencies, and items not sold in this manner will then be sold competitively through public auction. The total value of the items listed in Exhibit A is estimated at \$2,000.
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- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items as surplus.
  - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
  - D. Retain all items. Storage availability and off-site storage costs are an issue.
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- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
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- 7) **Goal Reference:** **Goal No. 3:** *"Maintain a safe and secure operating system."*
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- 8) **References:** Exhibit A - Surplus Property - August 2024.

**EXHIBIT A**  
**SURPLUS PROPERTY - AUGUST 2024**

**FLEET MAINTENANCE DIVISION**

<b>Item</b>	<b>Description</b>	<b>Serial / Part #</b>	<b>Qty</b>	<b>Est. Fair Market Unit Value</b>	<b>Est. Total Value</b>
1	2008 5x10 flatbed trailer	1278	1	\$500.00	\$500.00
2	2013 7x10 enclosed trailer (tree damage)	1279	1	\$1500.00	\$1,500.00
<b>FLEET MAINTENANCE DIVISION TOTAL</b>					<b>\$2,000.00</b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: August 7, 2024**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, Construction Projects Coordinator, 360-705-5818  
**SUBJECT:** Engineering Services for Bus Stop Improvements

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- 1) **The Issue:** Authorization to execute a Task Order from the On-Call Engineering Services Master Contract for design and construction support for bus stop enhancements to support all-door boarding.

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- 2) **Recommended Action:** Authorize the General Manager to execute a Task Order with KPFF in the amount of \$392,732.

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

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- 4) **Background:** Intercity Transit applied for and received grants through Congresswoman Strickland’s Community Project Funding Requests and the Washington State Department of Transportation’s Regional Mobility Grant Program. These grants aim to improve and enhance bus stop pads to facilitate all-door access, which complements Intercity Transit’s innovative zero-fare service.

The project will renovate and enhance approximately 157 existing bus stops within the Public Transportation Benefit Area’s (PTBA) local jurisdictions’ rights-of-way. The final improvements will include longer concrete pads, bulb-outs, and bus stop islands (enhanced bulb-outs) at key locations. These enhancements are designed to provide all-door access for passengers, improving both boarding efficiency and transit operations. Additionally, this project fulfills three of the nine promises made to the community in Intercity Transit’s Proposition 1: Maintain On-Time Performance (reduced wait times), Enhanced Capital Facilities (better bus stops), and Fare-Collection Efficiencies (reduce delays and simplify access). All these aspects contribute to reducing wait times for passengers and help preserve transit as a reliable alternative to single-occupancy commutes.

Work Done to Date:

In December of 2023, a Task Order was issued to KPFF under the On-Call Engineering Services Master Contract to conduct a site evaluation and feasibility review of the proposed stop improvements. In early 2024, KPFF, in collaboration with an interdisciplinary team from Planning, Facilities, and Operations, conducted a thorough evaluation of the 157 identified stop locations within our transit system. After completing the site evaluations, feasibility review, and consultations with the applicable jurisdictions, a determination was made to proceed with the design and construction of the 157 stops (see table below summarizing stops by jurisdiction). As part of the environmental compliance requirements under Federal policy, staff completed the required paperwork to the Federal Transit Administration (FTA) for National Environmental Policy Act (NEPA) and Section 106 approval. We are currently awaiting approval from the FTA, which is a critical step in ensuring that the project meets all environmental requirements.

### Summary of Bus Stops to be Improved by Jurisdiction

Jurisdiction	No. of Stops
Olympia	66
Lacey	50
Tumwater	18
Yelm	10
Thurston	7
Department of Enterprise Services	4
WSDOT	1
Nisqually Tribe	1
<b>Total</b>	<b>157</b>

#### Next Steps:

The complexity of the bus stop pad improvements varies significantly from past projects, due to the existing conditions, constraints, and proposed improvements at these sites. As a result, a more detailed and tailored approach is required to address the unique challenges of each site. Below is a summary of the stops, grouped into categories based on complexity: less complicated, moderately complicated, and very complicated.

*Note: Thirty-six percent of the 157 stops are moderately to very complicated*

### Summary of Bus Stops by Complexity

Complexity	No. of Stops
Less Complicated	101
Moderately Complicated	23
Very Complicated	33
<b>Total</b>	<b>157</b>

- Less complicated sites typically include basic concrete pads or elevated concrete pads, requiring limited design effort.
- Moderately complicated sites involve basic and elevated concrete pads, with additional improvements or more extensive impacts anticipated, such as drainage modifications, sidewalk replacement and extensions, retaining and curb walls.
- Very complicated sites often feature bulb-outs, bus stop islands, or other improvements, including drainage modifications, utility impacts, lane adjustments, and more, requiring the most design effort.
- A topographic survey is anticipated for sites with drainage and ponding concerns, utility impacts, ADA compliance concerns, grade drops, and impacts to above-ground site constraints.

Given these complexities and to advance the project, staff is recommending the Authority authorize the General Manager to execute a Task Order with KPFF under the On-Call Engineering Services Master Contract #1937 to provide engineering design, survey, permitting, bidding and construction support for the bus stop improvements. Staff have negotiated an initial Task Order scope and fee with KPFF following the terms of the existing On-Call Engineering Services Contract. Based on the scope and proposed hours, staff are confident the pricing is both fair and reasonable. KPFF has a successful track record working with Intercity Transit and other public agencies delivering engineering projects.

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- 5) **Alternatives:**
- A. Authorize the General Manager to execute a Task Order with KPFF in the amount of \$392,732.
  - B. Defer authorization. Due to the tight schedule, any delays could jeopardize our ability to meet the established timelines.
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- 6) **Budget Notes:** The 2024 budget includes programmed funding sufficient to cover this work effort.
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- 7) **Goal References:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer."
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: August 7, 2024**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Mobile Column Vehicle Lifts & Equipment Purchase

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- 1) **The Issue:** Consideration of the purchase of Mobile Column Vehicle Lifts and Equipment for the temporary maintenance building.
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- 2) **Recommended Action:** Authorize the General Manager, pursuant to Sourcewell Contract No. 121223, to purchase Stertil-Koni Mobile Column Vehicle Lifts and related equipment from Northwest Lift & Equipment in the amount of \$554,700, including sales tax.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** The Intercity Transit South Parcel Expansion and Rehabilitation project is quickly moving forward, and the Fleet Maintenance Division will soon move into the new temporary maintenance building. To ensure that the Fleet Maintenance Division remains fully operational, Intercity Transit seeks to purchase Mobile Column Vehicle Lifts and related equipment from Northwest Lift & Equipment under Sourcewell Contract 121223. This purchase will help ensure daily operations are uninterrupted during the Fleet shop remodel phase of construction.

Intercity Transit will purchase the following Stertil-Koni items through Northwest Lift and Equipment to facilitate Maintenance operations:

- 7 Sets of 4 - Mobile Column Lifts
- 28 Jack Stands, Folding, Range 33"-54"
- 4 Jack Stand, Folding, Range, 50"-80"
- 2 Low profile cross beams
- 1 High Lift Wheel Dolly
- 1 Diamond Lift Cassette Set



Once the Maintenance Department is able to move back into the renovated permanent maintenance facility, Northwest Lifts & Equipment will buy back the seven (7) mobile column lifts from Intercity Transit in the amount of \$135,000.

Through a cooperative purchasing agreement, Intercity Transit is eligible to purchase from Sourcewell Contract 121223, which was competitively awarded to Northwest Lift & Equipment. Based on our past experience with Northwest Lift & Equipment and Stertil-Koni products, staff are confident that the lifts and equipment will be mechanically sound and serve our agency and staff well and recommends approval of this purchase.

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5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Sourcewell Contract No. 121223, to purchase Stertil-Koni Mobile Vehicle Lifts and related equipment from Northwest Lift & Equipment in the amount of \$554,700, including sales tax
- B. Defer action. Deferring order placement would result in a significant delay in maintenance of Intercity Transit coaches and vehicles during construction.

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- 6) **Budget Notes:** The 2024 Capital Improvement Plan includes the funding necessary to purchase the equipment needed for the temporary fleet maintenance facility move.

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- 7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: August 7, 2024**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Adoption of the 2023 Annual Report & 2024-2029 Transit Development Plan

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- 1) **The Issue:** The annual update of the agency’s Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.
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- 2) **Recommended Action:** Adopt the 2023 Annual Report and 2024–2029 Transit Development Plan, as presented.
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- 3) **Policy Analysis:** Washington State requires the local transit agency to prepare an annual report and to update the agency’s six-year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website and *The Olympian* newspaper. A formal Public Hearing was properly noticed and held during the Transit Authority's July 17, 2024, regular meeting.
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- 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). 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.
- The completed Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.
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- 5) **Alternatives:**
- A. Adopt plan as recommended by staff.
  - B. Delay adoption to a later date.

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

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7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community.”*  
This is achieved by providing clear and comprehensive information related to the transportation needs of our community.

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: August 7, 2024**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Adopt 2024 - 2027 Title VI Program

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- 1) **The Issue:** The 2024-2027 Title VI Program requires Authority adoption before submitting it to the Federal Transit Administration.
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- 2) **Recommended Action:** Adopt the 2024-2027 Title VI Program as presented.
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- 3) **Policy Analysis:** Prior to final adoption and submission to the FTA, Intercity Transit presented a draft of the updated Title VI Program and invited public comment including a formal public hearing on July 17, 2024, with the Intercity Transit Authority Board.
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- 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 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.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #6:** *“Encourage use of our services, reduce barriers and increase ridership.”* **Goal #7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer.”*
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- 8) **References:** [Draft Title VI Program](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-E**  
**MEETING DATE: August 7, 2024**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Schedule a Special Meeting – September 18, 2024

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- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 18, 2024, to conduct a joint meeting of the Intercity Transit Authority and the Community Advisory Committee (CAC).
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- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 18, 2024, to conduct a joint hybrid meeting of the Authority and the Community Advisory Committee.
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- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
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- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 18, 2024, to conduct the annual joint meeting of the Authority and Community Advisory Committee (CAC). Staff would cancel the regularly scheduled September 16 meeting of the CAC. CAC members have requested a hybrid meeting format with both in-person and virtual attendance options for the joint meeting if the ITA is amendable to that.
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- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 18, 2024, to conduct a joint hybrid meeting of the Authority and Community Advisory Committee.
  - B. Schedule a joint meeting for a different date.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Having an opportunity to learn and share ideas meets all goals of Intercity Transit.
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- 8) **References:** N/A.