

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, August 21, 2024
5:30 P.M.

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To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email 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

STAFF INTRODUCTIONS	15 min.
A. Jonathan Martin , Construction Projects Coordinator (<i>Katie Cunningham</i>)	
B. Brenden Houx , Sr. Procurement & Project Management Coordinator (<i>Katie Cunningham</i>)	
C. Heidi Fox , HR Analyst (<i>Alana Neal</i>)	
D. Dustin Korn s, Vehicle Cleaner (<i>David Chaffee</i>)	
1) APPROVAL OF AGENDA	1 min.
2) PUBLIC COMMENT	3 min.
3) APPROVAL OF CONSENT AGENDA	1 min.
A. Minutes - July 17, 2024	
B. Payroll July: \$3,688,580.66	
C. Accounts Payable July: \$3,728,517.05 Warrants: \$3,478,950.95 ACH Payments: \$249,566.10	
4) NEW BUSINESS	
A. Vanpool Program Update (<i>Lynn Cunningham</i>)	20 min.
B. Hazard Mitigation Plan Presentation-Adoption (<i>Zach Heinemeyer</i>)	20 min.
C. Community Advisory Committee Stipend Program (<i>Amanda Collins</i>)	10 min.
5) COMMITTEE REPORTS	
A. Community Advisory Committee (Aug. 19) (<i>Rachel Weber</i>)	5 min.
6) GENERAL MANAGER'S REPORT	5 min.
7) AUTHORITY ISSUES	5 min.
ADJOURNMENT	

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Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 17, 2024

CALL TO ORDER

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

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

Members Excused: Mark Neuville, Labor Representative.

Staff Present: Brian Nagel; Dena Withrow; Jana Brown; Jessica Gould; Jonathon Yee; Katie Cunningham; Michael Maverick; Nick Demerice; Noelle Gordon; Pat Messmer; Peter Stackpole; Ramon Beltran; Tammy Ferris; Matt Kenney; Drew Goffeney; Rob LaFontaine; Duncan Green; Lynne Cunningham; Kerri Wilson; Marianne Copene; Kyle McPherson; Steve Swan; Thera Black.

Others Present: Jeff Myers, Legal Counsel; Ursula Euler, Community Advisory Committee.

STAFF INTRODUCTION

A. Kerri Wilson introduced Marianne Copene, Walk N Roll Program Representative

APPROVAL OF AGENDA

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

PUBLIC HEARINGS

A. Draft 2023 Annual Report and 2024-2029 Transit Development Plan. Rob LaFontaine, Deputy Director of Planning, said there was one official comment received that specifically addressed the TDP. It's a resident interested in express service to Tacoma with 30-minute frequency until 11 p.m. The comment includes operating The One as well as extending service eastward into east Lacey. The comment addresses interest in operating Route 13 with 15-minute frequency beyond what we currently do now, which is further into the evenings as well as offering 15-minute frequency on the weekends. The comment also addresses a desire to have better coordination and perhaps more trips connecting both Grays Harbor and Mason counties with more coordination on the part of Mason Transit and Grays Harbor Transit. The comment provided kind words about the quality of IT's service specifically the wonderful Operators and the cleanliness of the buses and our facilities.

LaFontaine reviewed comments received to date, that were not part of this specific public comment period but were received over the last 12 months that are relevant to the Transit Development Plan or the Title VI Program.

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One comment suggests our inbound Olympia Express buses not use the direct access ramp that was recently constructed at the Martin Park and Ride because it takes an increase of time to get into that left turn lane and reenter the park and ride.

Another comment is about the May 2024 schedule that was implemented that said while it improved connections elsewhere, it broke the connection, which is an informal one between our routes 12 and 68 and Tumwater. If a passenger boarded a bus in west Tumwater, on Littlerock Road, and their destination is somewhere in Lacey, and the commenter is describing how that's a difficult connection to make, and if we adjust schedules to remedy that it's breaking connections elsewhere.

We received comments specifically requesting later span of service on the Route 60; a comment requesting a direct express service to SeaTac. Weekend service on the route 42 which operates in west Olympia and that's part of our plans for service coming up later in 2024; and then we received comments specific to the concept roundabout at Martin Way and Meridian and opposition to that.

LaFontaine said there have been a variety of comments related to expanded service in west Olympia, Hanson Elementary and Route 65 by Marshall Middle School; Capital Campus, not only Dash, but Jefferson; a couple of comments specific to service down in the Black Lake neighborhoods; Kane Road in Olympia; three specific comments for Henderson Boulevard; the Olympia Airport; Intelco Loop at Lacey Corporate Center; the new WSDOT Olympic Region building up in the Hawks Prairie area; service to Dupont, JBLM and SeaTac. Comments that address changes to existing service, increased span on the Route 94; late night service; extended trips on our Route 620 Olympia Express on the weekend; a comment suggesting we operate like TriMet and provide service 24/7; improved connections between the 12 and the 68 and Tumwater as well as improved connections between the Route 64 and College Street and the 62 at the Lacey Transit Center.

LaFontaine said there were comments specific to bus stops - to install a shelter at the Amazon Distribution Center in Hawks Prairie; be mindful of the absence of sidewalks in certain locations where we have bus stops; and a couple of comments and opposition to the Flyer stop that was recently constructed on the northbound onramp adjacent to the Martin Way park and ride.

LaFontaine said although we don't get an overwhelming number of comments, IT does have constant communication with our customers, and we do receive a variety of input. Many of these comments have influenced the draft TDP and influenced the draft Title VI Program.

Chair Gilman opened the public hearing at 5:46 p.m.

With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:49 p.m.

- B. Draft 2024-2027 Title VI Program.** Rob LaFontaine, Deputy Director of Planning, Rob LaFontaine said officially, no comments were received that pertain to the Title VI Program, and that doesn't surprise him. He said although we hope to see public

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comment about our definitions of a major service change or the thresholds that we're using to measure disparity. He said there's been discussion over the last few weeks about this being a new chapter for Intercity Transit and we might be able to continue to evolve and come up with innovative ways to get these definitions presented in a way that resonates with the average person.

Despite not having any formal comments, LaFontaine summarized a few comments he felt were germane to fairness, equity and accessibility for transit service. LaFontaine said within the comment period, there were two comments that came in, both very similar. The first referenced where IT adjusted the location of a bus stop in west Olympia near the intersection of Cooper Point Road and Harrison, and both of the comments expressed the same concern, "many handicapped people use that stop to go shopping at Safeway and Rite Aid and have to walk another 300 yards in today's heat or driving rainstorm with no cover is unacceptable." LaFontaine shared a few more comments - a request to install a shelter on 5th Avenue in Olympia near Sylvester Street; two more comments regarding that particular stop on Cooper Point Road for a total of four. There was a request to move a stop on 10th Avenue in Olympia and a rather troublesome story accompanies that. There is a resident in Olympia who experienced a home break-in and it was their perception their home is at above average risk because the home is adjacent to the bus stop; there was a comment suggesting we do more with Braille, namely place the stop numbers at each of the stops, and there was a similar comment about adding or updating Braille at the bays at the transit centers. LaFontaine said staff is working on that. LaFontaine shared a philosophical comment suggesting that if we're not already, that we should look to meet the needs of those who depend on the bus, and he said IT is doing that very thing.

LaFontaine said as with the TDP, at the conclusion of the formal public hearing, we will ready the document for the Board's final consideration for final adoption at the August 7 meeting.

Chair Gilman opened the public hearing at 5:54 p.m.

With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:55 p.m.

APPROVAL OF CONSENT AGENDA

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

- 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

NEW BUSINESS

- A. **2024 Bicycle Community Challenge Update.** Duncan Green, BCC Specialist, provided the results of the 2024 Bicycle Community Challenge (BCC). Green noted this was the BCC's

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37th consecutive year, encouraging community members to ride their bikes for public health and well-being.

Green said it all begins with the Winter Bicycle Challenge which runs the entire month of February and brings out the hardiest and most enthusiastic riders in Thurston County. This year, 354 participants logged rides. Green said things get hopping when the sun comes out and we celebrate Earth Day with a ride to the Farmer's Market. Over 180 riders showed up this year, and Bergkamp was on hand to give a rousing welcome.

Green explained teams and individual participants log their bike rides throughout the month of May, and this year, 715 people logged rides in the BCC, covering over 74,000 miles and collectively riding a total of 6,829 days.

Bike To Work (or anywhere) Day is an early morning chance for riders to stop on their way and get treats and coffee and mingle with other people on bikes. There were six bike refresher stations, and over 300 people participated. The event is a continually evolving effort between state and local agencies to offer a fun lunchtime ride on Bike to Workday with snacks and prizes. With a brief hiatus during the pandemic, this ride has been going for nearly 20 years, and the BCC supports with communications and prize items. Everyone who logs at least one ride in May receives our coupons, and many participants receive prizes - anything from a small bike bell to an actual bike.

The BCC engages a large community of people, some of whom might not otherwise interact with Intercity Transit. This year, along with the over 700 riders, 26 people volunteered to help us put on our events, 40 sponsors offered coupons, prize items and event support, and 3 jurisdictions proclaimed May as their local Bike Month. The BCC collaborated with TRPC, multiple state agencies and the Walk N Roll program here at Intercity Transit, with mutual support and event planning, production and volunteers.

- B. Vanpool Customer Incentive Policy VP-6501.** Vanpool Manager, Lynne Cunningham, presented the Vanpool Customer Incentive Policy for adoption. Cunningham said traditionally, incentives have played an important role in attracting and retaining vanpool customers and the reasons for this include a very independent society; we love our cars; and it's a habit.

Cunningham said it can be a challenge to attract new customers by coaxing them out of their cars to try vanpooling. This is true now more than ever since commuting patterns changed during the pandemic. But once a person experiences the many benefits of vanpooling for themselves, they often decide to make vanpooling a healthy new habit.

With Intercity Transit's first month free incentive, we have attracted 220 new vanpool riders so far in 2024. Vanpool incentives also help to strengthen customer loyalty by reminding vanpoolers of why they vanpool. Our referral incentive awards vanpoolers who share the benefits of vanpooling with others and recruit them to join a vanpool. In 2024, 118 vanpoolers qualified for this incentive by referring others to use our service, and vanpool incentives increase our engagement with customers, enhancing their satisfaction thereby helping to retain them as customers.

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Cunningham said knowing incentives play an important role in attracting and retaining customers, and in reviewing our incentives program, we saw the opportunity to create a framework for our incentives program and put a policy in place to govern these improvements. It is best practice to have a policy in place over these types of programs to ensure accurate tracking and that eligibility criteria are met so we have greater accountability over those incentives.

In January 2023, staff implemented process improvements that align with this policy. For example, our referral incentive now requires the following:

- Information is now entered in a cross-check process that requires validation by two staff members.
- In addition, we limited the referral incentives to three per year per participant.

Staff is now formalizing those improvements through a policy we will use when developing and conducting future incentives.

It was M/S/A by Sullivan and Mejia to authorize the General Manager to adopt Vanpool Customer Incentives Policy VP-6501.

- C. Property Acquisition of 210 Olympia Ave. NE.** Deputy Director of Procurement and Capital Development, Michael Maverick, requested authorization for the General Manager to execute closing documents on the noted property.

The property is a 7,200 SF parking lot at 210 Olympia Avenue NE, adjacent to the Olympia Transit Center (OTC) that 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.

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.

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

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- D. Vanpool Vehicle Purchase.** Procurement and Project Management Coordinator, Noelle Gordon, presented the purchase of replacement vehicles for the Vanpool program.

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.

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

- E. Janitorial Services and Supplies Contract.** Procurement and Project Management Coordinator, Noelle Gordon, presented a one-year contract for CW Janitorial Service for janitorial services and supplies at Intercity Transit facilities.

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.

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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.

It was M/S/A by Cox and Melnick to 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

- F. **CAC Recruitment Ad-hoc Committee Selection.** Chair Gilman presented the process and timeline for the fall recruitment for the selection of new members for the Community Advisory Committee. The CAC 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 proposed timeframe for recruitment and the selection process is:

- Recruitment is scheduled for September 2, 2024, through October 2, 2024.
- The Authority selects those to be interviewed at the October 16, 2022, Board meeting.
- Interviews are proposed for Wednesday, November 6, 2024.
- Candidate selection is proposed for November 20, 2024, with December 4 as a back-up date. The new members would begin their term on January 1, 2024.

There is a six-member ad-hoc committee, consisting of three Authority members and three CAC members who interview and make recommendations to the full Authority for consideration. Staff requested the Authority identify three members and an alternate for the ad-hoc selection committee.

The Authority requested interviews be held on a different day other than that of an ITA meeting - perhaps a Friday would work with everyone's schedule. Sullivan, Mejia and Belk volunteered to participate on the ad-hoc interview panel, and Pierce will serve as an alternate.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (July 12).** Sullivan said TRPC appointed members to a joint Thurston Regional Planning Council/Transportation Policy Board subcommittee, who will review draft priority issues for the 2025 State Legislative Session and represent the region's issues with legislators.

Staff presented the draft Comprehensive Plan Review and Certification Process. This process is required under RCW 47.80.023(3), which states that regional transportation planning organizations (RTPOs), including TRPC, are required to certify that transportation elements are consistent with the adopted regional transportation plan and the Growth Management Act. The draft guidance incorporates jurisdiction feedback, and uses criteria aligned with the Regional Transportation Plan. This process will come back to Council for action at the October meeting. The full presentation can be found here:

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https://www.trpc.org/DocumentCenter/View/12749/A7_TRPC_Comprehensive-Plan-Review-Process_07122024.

Staff provided an overview of congestion problems and needs, highlighting safety and whether it should be removed as a focus area for the congestion management process. Councilmembers were generally in favor of safety continuing to be a primary focus area for the CMP. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/12750/A8_Congestion-Management-Process.

Staff provided an overview of the Redistributed Funding Process. TRPC submitted to WSDOT a list of 8 projects requesting \$9.3 million in redistributed funding for local projects. While we won't know until the beginning of September the final list of projects receiving funding, as of July 11th, only two of the eight projects submitted (totaling \$5.7 million) are still on the state's list. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/12748/A10_Redistributed-Projects.

The August meeting is canceled.

- B. Transportation Policy Board (July 10).** Belk said the TPB reviewed a proposed amendment to the Regional Transportation Improvement (RTIP). Thurston County requested an amendment to include the Thurston County - SR 507 and Vail Rd SE Roundabout just east of Yelm. It's a little outside IT's PTBA but it would be a good turn spot past Walmart. The Policy Board approved the amendment.

The Board appointed the TPB representation for the 2025 State Legislative Subcommittee that included our representative from Lacey, Olympia, Thurston County and one of the business reps are serving on that subcommittee.

TPB received an update from the Washington State Department of Transportation Olympic Region on the works going on for I-5 on either side of Nisqually from Mounts Road through Nisqually into Thurston County just wrapped up their Planning and Environmental Linkages study, which is a pre-stage early on planning stage that tease up what is considered in the NEPA process. They've moved on now and have kicked off the NEPA process for planning what I-5 looks like between Mounts Road and into Lacey, Olympia and Tumwater. They talked through some of their proposals and what they considered the alternatives were, but Belk thinks the two biggest high clip items that were big considerations is just working through the floodplain through the Nisqually Valley Delta area and considering all the environmental considerations there, and it's role as a transportation corridor and will get one HOV lane in each direction when that time comes.

TPB received an update on the ongoing construction project on the other side of Mounts Road into Pierce County and through the JBLM corridor. They're working from Mounts to Thorne right now, and that construction will be wrapped up in 2025, but it's essentially adding HOV lanes to that segment.

Staff provided an overview on the Congestion Management Process and the TPB opened a discussion on whether safety should be removed as a focus area for the congestion

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management process. The TPB took formal action to reject removing safety as a focus area for the Congestion Management Process.

The TPB had a robust discussion about what the primary goals and considerations should be for that congestion management process. The federally required process is meant to define congestion, study and measure it and come up with ways to address congestion and very traditional measures such as freight mobility and level of service, and congestion-oriented things will certainly be considered and are required. The question was whether or not safety would be a consideration in this specific study, and the tech had met prior to this, and agency staff determined that all of the local agencies have a lot of good things already, either completed safety studies or there's overarching plans to integrate everyone's safety studies. It's not as though we're not doing a lot in the name of traffic safety. They proposed dropping it from the congestion management process, but we received public comment and had some discussion as the Policy Board, and we made the recommendation that they actually do continue to include safety as a consideration. Maybe it's at a higher clip or a little different level of looking at it and some of the reasoning for that was mainly these are our most congested corridors, they are all busy roads and arterials where speeds are highest and speeds are related to higher risk for more serious collisions, especially when vulnerable users are involved. In the congestion management process, transit plays a role in how we manage congestion and how do people typically arrive to transit? They're on foot, on bike and have to walk at some point. Belk said TPB didn't want them to forget about those vulnerable users, even in the congestion management process. Belk made a follow up point that when incidents occur when collisions disrupt the system and there's detours that need to go in place that impacts everybody and only makes congestion worse. Those disruptions are commonly incidents that have some type of collision involved and we should be looking at that because it affects congestion in its own way. TPB hopes they continue to acknowledge and look at safety at some level in that plan.

- C. **Community Advisory Committee (July 15).** Ursula Euler said the CAC received the update from Duncan Green about the Bicycle Community Challenge. Vanpool Manager, Lynn Cunningham provided an update on the Vanpool Program. The CAC members really appreciated the information. Two consumer issues were discussed. The first was about downtown employees who would like to take the bus to work but they can't get back home due to their schedule. The second was a question about bus schedules being up to date at the bus stops. Dena Withrow who was filling in for Bergkamp reminded the CAC about Transit Appreciation Day and spoke about many of the transit awards that Intercity Transit received during the regional rodeo.

GENERAL MANAGER'S REPORT

Peter Stackpole, sitting in for Emily Bergkamp, provided the GM Report.

Latest Call for Projects - Our Grants team, alongside subject matter experts, has been hard at work, submitting seven grant applications. Here's a quick rundown:

1. **Regional Mobility Grants:** We've applied for two Regional Mobility Grants through WSDOT Public Transportation Division, seeking \$17.1 million. These grants will support the operations and marketing of two new services, tentatively named Lacey Express and Corridor Express.

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2. **USDOT Smart Grant:** We're requesting \$2 million in new funding. Partnering with the City of Lacey, this project aims to install smart sensors at selected intersections. These sensors will identify traffic conflicts and help manage signals around the Lacey Transit Center and SPSCC campus, improving transit reliability and performance. We'll also implement an integrated data management dashboard.

TRPC's 2024 Call for Projects: If selected, these projects could secure \$3.9 million. We're seeking funding for:

- Walk N Roll operations
 - Electric Dial-A-Lift vehicles and charging equipment
 - Smart Corridors Phase 4
3. **New Funding Opportunity:** Thanks to Kerri Wilson's collaboration with the Cascade Bicycle Club, we were awarded \$347,000. This funding will support a new staff member to expand the Earn-A-Bike program, encouraging more people to bike safely.

In summary, our team prepared seven projects, potentially securing \$23 million in grant funding.

South Sound Regional Roadeo Results - On June 30, we hosted the South Sound Regional Roadeo, and our team achieved outstanding results:

- **Body on Chassis (BOC) Division:**
 - 1st Place: Dan Savage - Congrats Dan!
- **Maintenance Competition:**
 - 1st Place: Richelle Loken, Sean Malay, and Jonathan Reynolds - Congrats team!
- **Pre-trip Inspection:**
 - 1st Place: Janet Depoe - Amazing job, especially for her first Roadeo!

Local Roadeo Winners:

- **40 Foot Coach Division:**
 - 1st Place: Clinton Jimenez
 - 2nd Place: Fred Sombrano
 - 3rd Place: Doug Turner
- **BOC Division:**
 - 1st Place: Dan Savage
 - 2nd Place: Rachael Allen
 - 3rd Place: Jeana Allen

Thank you to all Intercity Transit staff, Roadeo Committee members, competitors, judges, volunteers, and our Maintenance & Facilities Crew for their hard work in making this event a success.

Lastly, mark your calendars for Transit Appreciation Day on July 31. We'll be celebrating with a summer beach party theme at AdOps and OTC. Join us to appreciate all the good work transit does!

AUTHORITY ISSUES

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Belk said it was good to see the Olympic Region WSDOT facility on the list from LaFontaine's presentation. Belk does ride the bus to that office and last week he did so a couple times and then hearing what Euler was recapping from the CAC meeting and about downtown Olympia workers not being able to make transit work for both parts of their commute. He experienced this firsthand - he went to work via transit and then attended an after-work function at the nearby pickleball place and ended up catching the last bus out of Hawks Prairie back to downtown Olympia. He didn't think much about what time at night it was and when he got to downtown it was looking empty around the transit center and he asked if there were any more 40 somethings heading to the West side and was told no, that this is the last bus rolling in, so Belk figured it out from there. It wasn't even 11 o'clock yet, and downtown Olympia was full of people working and eating so he can imagine if your job is downtown Olympia, and your shift is any amount of time into the night you don't have a bus ride home. This is the comments we've been hearing from the community, and he encourages further discussion about extending service hours.

Sullivan said Tumwater received the grant for the first solar parking station and this is the first one in the state. It's going to be in Pioneer Park. This allows the ability to have vehicle charging stations in areas where there may not be the infrastructure.

Sullivan said the Capital / Trosper roundabout project is having a ribbon cutting next Wednesday which completes a long, complicated process and construction project. On Israel Road, they're still working on sidewalks and hoping to have that work complete before school begins.

Mejia reminded everyone it is construction time for all jurisdictions so plan accordingly and ride the bus as much as possible. There is construction going on everywhere and that's a great example of tax dollars at work, as we're approving all the road conditions across the county and all the different jurisdictions.

Melnick said since his wife has been ill, he's spent a lot of time trying to find a parking spot at the hospital and he was thinking about vanpools. Is there a way IT could go to Providence St. Pete's and see if they have any interest in subsidizing vanpools? He said parking is hard to find after 9 a.m. and requires a great deal of walking to the building. He said it might be worthwhile for staff to approach this as a benefit.

Lynn Cunningham, Vanpool Manager, responded that her staff has been doing outreach to the hospital. She's working with their employee transportation coordinator as recently as last week. Kyle McPherson, one of IT's senior vanpool coordinators, has been speaking with them about trying to get employee vanpools started and subsidizing vanpool. One of the issues is hospital staff works a lot of overtime, and Cunningham hopes to get nursing staff vanpools going - they do their three twelves, but they work so much overtime and it's a challenge.

Cox said Lacey received a report on their July 3rd fireworks extravaganza. The official count was at 23,000 in attendance. She said it couldn't have been done without the support of Intercity Transit. It's always been a challenge getting the public in and out from that event.

Cox said the Lacey City Council proclaimed Astro the Courthouse Service Dog for his outstanding service, dedication, and commitment to the public. Astro has touched thousands of lives and made a difference in our community. They thanked Astro and wished him a happy

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retirement. Astro has helped over 3,000 kids who come into the criminal justice system who go through traumatizing interviews with prosecutors, social workers, and the like.

Chair Gilman noted the next meeting of the Authority is Wednesday, August 7, 2024, so there is an extra week in between meetings.

GENERAL PUBLIC COMMENT

The Clerk of the Board announced there was a remote caller wishing to give public comment. Michael Gray joined the meeting remotely and provided public comment on the following:

- He's in support of extending the One route further to the East.
- He supports the roundabout project on Martin Way/Meridian. Previously, he lived on Yelm Highway when they were in the midst of the widening project and putting in all those roundabouts, and he remembers being uncertain about the roundabouts but afterwards, his ability to get out of those neighborhoods was much improved. He thinks the concerned neighbors of the Martin Way project might benefit from seeing other places where roundabouts have gone in, or they might see their way if the roundabout goes through.
- He would like Intercity Transit to improve how projects and plans are displayed on our website. He pointed out the following issues: Broken links on the web site to resources for the Transit Development Plan (TDP); The TDP projects didn't contain summaries, and he couldn't find much in what was being proposed (besides the roundabout). He feels this is an area the marketing team could improve/assist with.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:26 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST

**Pat Messmer
Clerk to the Authority**

Date Approved: August 21, 2024

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

**Intercity Transit
Payroll Disbursement List
July 2024**

Pay Periods:

PP 14 (June 16 - 29)

PP15 (June 30 - July 13)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
7/5/2024 ACH	PR DIRECT DEPOSIT	1,045,297.35
7/5/2024 40225 - 40229	PR PAPER CHECKS	15,970.91
7/5/2024 ACH	IRS	173,062.91
7/5/2024 ACH	HEALTH SAVING	92.59
7/5/2024 ACH	VANGUARD	131,115.88
7/5/2024 ACH	PERS	236,029.78
7/5/2024 ACH	DEF COMP	43,815.45
7/5/2024 ACH	ICMA	18,655.89
7/5/2024 ACH	CHILD SUPPORT	3,799.01
7/19/2024 ACH	PR DIRECT DEPOSIT	1,097,496.84
7/19/2024 40325 - 40330	PR PAPER CHECKS	6,423.15
7/19/2024 ACH	IRS	185,001.55
7/19/2024 ACH	HEALTH SAVING	92.59
7/19/2024 ACH	VANGUARD	135,789.84
7/19/2024 ACH	PERS	243,857.55
7/19/2024 ACH	DEF COMP	46,660.74
7/19/2024 ACH	ICMA	16,378.52
7/19/2024 ACH	CHILD SUPPORT	3,849.31
7/19/2024	Wisconsin Child Support- AP Check	(50.30)
7/19/2024 ACH	PERS/DCP Split Month Rounding	1.33
7/30/2024 ACH	AFLAC	13,042.54
7/30/2024 ACH	L&I Q2 2024 Payment	272,197.23
Total Payroll Disbursements		3,688,580.66

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

Check No.	Reference Date	Vendor No.	Payee	Amount
40181	07/01/24	05280	CAPITAL LAKEFAIR INC	\$4,968.00
40182	07/01/24	05320	CAPITOL CITY PRESS INC	\$12,409.45
40183	07/01/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,743.70
40184	07/01/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$329.93
40185	07/01/24	06781	COMPUNET INC.	\$9,099.49
40186	07/01/24	07220	CUMMINS INC.	\$6,964.79
40187	07/01/24	07350	CW JANITORIAL SERVICE LLC	\$45,839.64
40188	07/01/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$32.90
40189	07/01/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$569.47
40190	07/01/24	09662	FERRELLGAS LP	\$4,101.00
40191	07/01/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40192	07/01/24	10477	GALLS PARENT HOLDINGS LLC	\$2,445.30
40193	07/01/24	10585	ROBERT EDWARD GEBHART	\$455.00
40194	07/01/24	10660	GILLIG LLC	\$0.00
40195	07/01/24	10660	GILLIG LLC	\$16,657.28
40196	07/01/24	10759	GORDON TRUCK CENTERS INC	\$7,319.05
40197	07/01/24	11097	HART HEALTH AND SAFETY INC.	\$143.61
40198	07/01/24	11776	INTERCLEAN EQUIPMENT LLC	\$5,545.53
40199	07/01/24	11933	JESSE ORNDORFF	\$2,514.42
40200	07/01/24	12875	KPFF CONSULTING ENGINEERS INC	\$703.06
40201	07/01/24	13726	M & S COLLISION LLC	\$3,991.92
40202	07/01/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$661.33
40203	07/01/24	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$55.48
40204	07/01/24	15544	PARFAIT BASSALE	\$1,500.00
40205	07/01/24	16701	PEAK INDUSTRIAL INC.	\$338.10
40206	07/01/24	16765	PETROCARD INC.	\$60,094.70
40207	07/01/24	16841	PIONEER FIRE & SECURITY INC.	\$1,054.10
40208	07/01/24	16969	POINT GRAPHICS LLC	\$215.21
40209	07/01/24	17505	RAINIER DODGE INC.	\$107.63
40210	07/01/24	17792	ROUSH CLEANTECH LLC	\$361.85
40211	07/01/24	17900	SCHETKY NORTHWEST SALES INC.	\$414.12
40212	07/01/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$152.12
40213	07/01/24	18530	STANDARD PARTS CORP.	\$0.00
40214	07/01/24	18530	STANDARD PARTS CORP.	\$254.49
40215	07/01/24	18651	STORMANS INC.	\$54.75
40216	07/01/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$2,849.35
40217	07/01/24	21950	TITUS-WILL CHEVROLET	\$55.05
40218	07/01/24	22010	ROTTERS INC.	\$148.33
40219	07/01/24	22100	TRANSIT SOLUTIONS LLC	\$1,779.13
40220	07/01/24	22235	TREW ENTERPRISE LLC	\$2,315.68
40221	07/01/24	23621	TFORCE FREIGHT INC.	\$326.50
40222	07/01/24	24755	WA ST HEALTH CARE AUTHORITY	\$685,770.93

40223	07/01/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$150.00
40224	07/01/24	26037	WILLIAM WILLIS RUTHERFORD	\$12,145.00
40230	07/08/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$2,583.46
40231	07/08/24	01405	ADVANCE GLASS INC.	\$1,030.80
40232	07/08/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$11,686.09
40233	07/08/24	02828	AVAIL TECHNOLOGIES INC	\$171.65
40234	07/08/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$5,362.35
40235	07/08/24	05939	CHARLIE BEST	\$750.00
40236	07/08/24	06120	CITY OF OLYMPIA (UTILITIES)	\$9,309.25
40237	07/08/24	06836	CONTINENTAL BATTERY SYSTEMS	\$665.80
40238	07/08/24	07220	CUMMINS INC.	\$12,279.21
40239	07/08/24	07640	DAY MANAGEMENT CORP	\$4,336.01
40240	07/08/24	07768	DELAPAZ PATRICK	\$2.00
40241	07/08/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$814.43
40242	07/08/24	08840	JEMMA INC.	\$10,759.32
40243	07/08/24	09662	FERRELLGAS LP	\$4,866.47
40244	07/08/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40245	07/08/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40246	07/08/24	10477	GALLS PARENT HOLDINGS LLC	\$58,442.98
40247	07/08/24	10660	GILLIG LLC	\$8,888.23
40248	07/08/24	10759	GORDON TRUCK CENTERS INC	\$654.26
40249	07/08/24	11097	HART HEALTH AND SAFETY INC.	\$759.92
40250	07/08/24	11615	INDUSTRIAL HYDRAULICS INC.	\$35.41
40251	07/08/24	11836	INTUEOR CONSULTING INC.	\$107,974.75
40252	07/08/24	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$205.88
40253	07/08/24	11933	JESSE ORNDORFF	\$447.98
40254	07/08/24	12918	KURBEGOVIC NARCIS E.	\$20.00
40255	07/08/24	13475	LEGACY TELECOMMUNICATIONS LLC	\$6,588.00
40256	07/08/24	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$5,518.55
40257	07/08/24	13726	M & S COLLISION LLC	\$1,928.53
40258	07/08/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40259	07/08/24	14670	MNS MARKETING LLC	\$810.71
40260	07/08/24	16701	PEAK INDUSTRIAL INC.	\$393.40
40261	07/08/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$854.48
40262	07/08/24	17505	RAINIER DODGE INC.	\$766.06
40263	07/08/24	17580	RECARO NORTH AMERICA INC.	\$1,336.40
40264	07/08/24	17861	SAMBA HOLDINGS INC.	\$991.34
40265	07/08/24	17903	TAPANI INC.	\$16,683.75
40266	07/08/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$574.74
40267	07/08/24	18651	STORMANS INC.	\$85.50
40268	07/08/24	18744	SWANTEK WILLIAM	\$12.00
40269	07/08/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$19,806.77
40270	07/08/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$1,808.24
40271	07/08/24	21659	THERMO KING NORTHWEST INC.	\$6,000.00
40272	07/08/24	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,700.00
40273	07/08/24	21950	TITUS-WILL CHEVROLET	\$167.36
40274	07/08/24	22010	ROTTERS INC.	\$188.84
40275	07/08/24	22235	TREW ENTERPRISE LLC	\$3,919.09
40276	07/08/24	23800	VESTIS GROUP INC.	\$1,037.40
40277	07/08/24	24000	W. W. GRAINGER INC.	\$809.00
40278	07/08/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$40.00

40279	07/08/24	25909	WEX BANK	\$40,915.47
40280	07/15/24	01567	CANON FINANCIAL SERVICES INC.	\$1,195.54
40281	07/15/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,860.44
40282	07/15/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,830.56
40283	07/15/24	03620	BLIND DEPOT INC. - THE	\$10,746.14
40284	07/15/24	05988	CHICAGO TITLE OF WASHINGTON	\$4,400.00
40285	07/15/24	06040	CITY OF LACEY	\$1,383.68
40286	07/15/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$517.90
40287	07/15/24	07115	CREATIVE INK INC.	\$288.50
40288	07/15/24	07220	CUMMINS INC.	\$4,273.87
40289	07/15/24	07619	DAVID S FOSTER	\$2,000.00
40290	07/15/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,483.55
40291	07/15/24	09550	FAIRWAY COLLECTIONS LLC	\$783.26
40292	07/15/24	09662	FERRELLGAS LP	\$4,101.52
40293	07/15/24	10477	GALLS PARENT HOLDINGS LLC	\$754.98
40294	07/15/24	10660	GILLIG LLC	\$10,592.62
40295	07/15/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
40296	07/15/24	10759	GORDON TRUCK CENTERS INC	\$710.20
40297	07/15/24	11310	HOGAN MFG. INC.	\$2,488.65
40298	07/15/24	11943	JOANNA GRIST	\$2,000.00
40299	07/15/24	12458	KAUFMAN REAL ESTATE LLC	\$12,908.82
40300	07/15/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,856.95
40301	07/15/24	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,850.14
40302	07/15/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,208.46
40303	07/15/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,266.92
40304	07/15/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,096.54
40305	07/15/24	16262	OPENSQUARE HOLDINGS	\$280.10
40306	07/15/24	16490	HAROLD LEMAY ENTERPRISES	\$917.44
40307	07/15/24	16701	PEAK INDUSTRIAL INC.	\$4,977.67
40308	07/15/24	16765	PETROCARD INC.	\$96,171.61
40309	07/15/24	16974	POMP'S TIRE SERVICE INC.	\$2,026.48
40310	07/15/24	17290	PUGET SOUND ENERGY	\$22,831.78
40311	07/15/24	17872	SARAH BOYLE	\$11,168.90
40312	07/15/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,433.58
40313	07/15/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$146.09
40314	07/15/24	18530	STANDARD PARTS CORP.	\$0.00
40315	07/15/24	18530	STANDARD PARTS CORP.	\$188.48
40316	07/15/24	21840	THURSTON COUNTY SUPERIOR COURT	\$1,606.81
40317	07/15/24	21950	TITUS-WILL CHEVROLET	\$767.92
40318	07/15/24	22420	ALLEN WALTON	\$471.72
40319	07/15/24	22455	TUMWATER RENTALS	\$1,086.59
40320	07/15/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40321	07/15/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40322	07/15/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40323	07/15/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$135,054.96
40324	07/15/24	26861	WESTERN GRAPHICS INC.	\$3,285.00
40331	07/22/24	01780	AMALGAMATED TRANSIT UNION 1765	\$21,709.46
40332	07/22/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$17,082.00
40333	07/22/24	01895	ECOLUBE RECOVERY LLC	\$464.40
40334	07/22/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$9,717.09
40335	07/22/24	03247	BAUS SYSTEMS LLC	\$105.00

40336	07/22/24	05340	CAPITOL COURIER SERVICE	\$199.44
40337	07/22/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,379.26
40338	07/22/24	07120	GORDON PRODUCTS INC.	\$5,807.18
40339	07/22/24	07220	CUMMINS INC.	\$1,846.95
40340	07/22/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$200.16
40341	07/22/24	09662	FERRELLGAS LP	\$6,023.61
40342	07/22/24	10660	GILLIG LLC	\$5,559.80
40343	07/22/24	10759	GORDON TRUCK CENTERS INC	\$3,670.49
40344	07/22/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40345	07/22/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$0.00
40346	07/22/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,834.71
40347	07/22/24	16623	PALAMERICAN SECURITY INC.	\$74,250.14
40348	07/22/24	17130	PRESTIGE TRUCK ACCESSORIES INC.	\$12,286.04
40349	07/22/24	17560	ROMAINE ELECTRIC CORP.	\$3,409.29
40350	07/22/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,641.34
40351	07/22/24	18530	STANDARD PARTS CORP.	\$483.79
40352	07/22/24	18540	STANTEC CONSULTING SERVICES INC	\$184,970.13
40353	07/22/24	18940	TENNANT SALES AND SERVICE COMPANY	\$149.39
40354	07/22/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$6,149.75
40355	07/22/24	21830	THURSTON COUNTY SOLID WASTE	\$42.00
40356	07/22/24	21950	TITUS-WILL CHEVROLET	\$2.99
40357	07/22/24	22235	TREW ENTERPRISE LLC	\$5,026.10
40358	07/22/24	23660	UNITED WAY OF THURSTON COUNTY	\$423.00
40359	07/22/24	23800	VESTIS GROUP INC.	\$1,037.38
40360	07/22/24	24000	W. W. GRAINGER INC.	\$40.40
40361	07/22/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$40.00
40362	07/22/24	26008	WI SCTF	\$50.30
40363	07/29/24	01567	CANON FINANCIAL SERVICES INC.	\$3,992.38
40364	07/29/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$1,502.46
40365	07/29/24	02060	AMERISAFE INC.	\$1,777.95
40366	07/29/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,753.58
40367	07/29/24	03023	BACKUPIFY INC.	\$1,111.50
40368	07/29/24	03844	BRIDGET UNDERDAHL	\$460.00
40369	07/29/24	06120	CITY OF OLYMPIA (UTILITIES)	\$5,472.95
40370	07/29/24	06836	CONTINENTAL BATTERY SYSTEMS	\$332.90
40371	07/29/24	07220	CUMMINS INC.	\$3,794.35
40372	07/29/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$399.90
40373	07/29/24	08091	DSI MEDICAL SERVICES	\$588.00
40374	07/29/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$718.85
40375	07/29/24	09662	FERRELLGAS LP	\$4,895.50
40376	07/29/24	09961	FORMA CONSTRUCTION COMPANY	\$1,112,828.86
40377	07/29/24	10251	FRUITION GROWTH LLC	\$3,192.30
40378	07/29/24	10481	GALVEZ VICTOR	\$2.00
40379	07/29/24	10660	GILLIG LLC	\$3,560.25
40380	07/29/24	10759	GORDON TRUCK CENTERS INC	\$608.97
40381	07/29/24	11310	HOGAN MFG. INC.	\$1,920.63
40382	07/29/24	11805	ITERIS INC	\$13,776.97
40383	07/29/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
40384	07/29/24	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$2,027.89
40384	07/29/24	11930	JERRY'S AUTOMOTIVE & TOWING INC. - VOID	(\$2,027.89)
40385	07/29/24	12875	KPFF CONSULTING ENGINEERS INC	\$32,357.32

40386	07/29/24	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,850.14
40387	07/29/24	13886	MATERIALS TESTING & CONSULTING INC.	\$7,107.25
40388	07/29/24	13893	MAUL FOSTER & ALONGI INC.	\$1,265.00
40389	07/29/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,018.34
40390	07/29/24	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$14,767.42
40391	07/29/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$243.68
40392	07/29/24	16701	PEAK INDUSTRIAL INC.	\$6,030.97
40393	07/29/24	16765	PETROCARD INC.	\$92,082.96
40394	07/29/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$248.89
40395	07/29/24	18066	SHI INTERNATIONAL CORP.	\$25,512.63
40396	07/29/24	18097	SIERRA FUNDING INC.	\$410.76
40397	07/29/24	18469	SPORTWORKS GLOBAL LLC	\$564.22
40398	07/29/24	18530	STANDARD PARTS CORP.	\$735.17
40399	07/29/24	18695	SUMMIT LAW GROUP PLLC	\$861.00
40400	07/29/24	18940	TENNANT SALES AND SERVICE COMPANY	\$545.38
40401	07/29/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,363.01
40402	07/29/24	21950	TITUS-WILL CHEVROLET	\$171.12
40403	07/29/24	22010	ROTTERS INC.	\$16.31
40404	07/29/24	22100	TRANSIT SOLUTIONS LLC	\$519.66
40405	07/29/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
40406	07/29/24	24030	WA ST AUDITOR'S OFFICE	\$6,676.80
40407	07/29/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$1,890.00
40408	07/29/24	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$67,517.58
40409	07/29/24	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$42,895.63
40410	07/29/24	26003	WHITTAKER KARA	\$24.85
ACH	07/01/24		AUTHORIZE.NET	\$272.92
ACH	07/05/24		AGUERO JASON	\$1,080.34
ACH	07/05/24		HAGQUIST MORGAN	\$327.75
ACH	07/05/24		MILLER WILLIAM	\$453.07
ACH	07/05/24		PARKER MATTHEW	\$370.87
ACH	07/05/24		WITHROW DENA	\$605.55
ACH	07/12/24		BERGKAMP EMILY	\$121.58
ACH	07/12/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,767.50
ACH	07/12/24		KIATTIPAT-AGUINAGA SUTARAT	\$340.50
ACH	07/12/24		MARTIN SHARON	\$340.50
ACH	07/12/24		MCPHERSON KYLE	\$349.59
ACH	07/12/24		WILSON KERRI	\$345.00
ACH	07/19/24		AMMANN KARL	\$265.50
ACH	07/19/24		CUNNINGHAM KATIE	\$265.50
ACH	07/19/24		HARPER RICHARD	\$265.50
ACH	07/19/24		KIERZEK PAUL	\$265.50
ACH	07/19/24		MACMILLAN DANIEL	\$265.50
ACH	07/19/24		MIDSTOKKE II MICHAEL	\$265.50
ACH	07/19/24		REINHARDT BRYCE	\$265.50
ACH	07/19/24		SWANSTROM DYLAN	\$265.50
ACH	07/19/24		WOOD ROBERT D.	\$265.50
ACH	07/19/24		YEE JONATHON	\$265.50
ACH	07/23/24		DEPARTMENT OF REVENUE	\$1,409.62
ACH	07/24/24		KIERZEK PAUL - VOID	(\$265.50)
ACH	07/26/24		IT PROJECT ASSISTANCE	\$645.00
ACH	07/26/24		IT WELLNESS	\$708.00

ACH	07/26/24	NEAL ALANA	\$104.87
ACH	07/26/24	SHAIRULLA AFZAL	\$136.00
ACH	07/29/24	KIERZEK PAUL	\$265.50
ACH	07/30/24	CHICAGO TITLE COMPANY OF WASHINGTON	\$236,532.44
			<u><u>\$3,728,517.05</u></u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: August 21, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Vanpool Program Update

-
- 1) **The Issue:** Provide an update on Intercity Transit's Vanpool program.
-
- 2) **Recommended Action:** This is an informational item. No action is required.
-
- 3) **Policy Analysis:** The Vanpool Manager provides updates to the ITA at least once a year, and more often as requested.
-
- 4) **Background:** Intercity Transit's vanpool program is 42 years old - it started in May 1982 with just two leased vans from the Washington State Department of Transportation (WSDOT). In 2023, we had a monthly average of 150 vanpool groups. Today we serve 155 active vanpool groups that commute to 314 employers in the Puget Sound region.

Our vanpool program serves 723 commuters and includes 394 volunteer drivers. Our vanpools have an average of 4.6 riders and can remove more than 568 cars from our congested roadways daily. The average Intercity Transit vanpool travels 85 daily round trip miles and the average Intercity Transit vanpooler can save up to \$10,000 annually over driving alone. Our 2024 marketing efforts highlight the ease and savings that can be achieved when those who work together, ride together.

In 2023 we had 198,302 passenger trips, a 7% decrease from 2022. This can be at least partially attributed to the increase in remote work during and after the pandemic. For example, Washington State plans to cut office space by 30% over the next four years.

Vanpoolers commuted 2,604,976 miles in our program in 2023, an increase of 15% over 2022.

In 2023, we were awarded a WSDOT Vanpool Subsidies Grant in the amount of \$492,375. This funding will be used to subsidize 100% of the vanpool fares for employees at participating state agencies.

Retired vanpool vans support our Community Van and Surplus Van Grant programs, removing cars from the road and supporting non-profits and government agencies in our community and providing transportation for their programs.

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

6) **Budget Notes:** Rider fares for 2023 totaled \$466799, a 6% increase from 2022. Direct costs for vanpool service were \$1,675,950 (vanpool division expenses, salaries and wages, fuel, and maintenance). In 2023, passenger fares recovered 28% of direct operating costs

7) **Goal Reference:** **Goal #1:** *“Assess the transportation need of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **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.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: August 21, 2024

FOR: Intercity Transit Authority

FROM: Zach Heinemeyer, Training & Safety Coordinator, 360-705-5856

SUBJECT: Intercity Transit Hazards Mitigation Plan

1) **The Issue:** Staff will provide an overview of Intercity Transit’s Hazard Mitigation Plan that will be an annex within the “Hazards Mitigation Plan for the Thurston Region.” Also, whether to approve Resolution No. 04-2024 which accepts Intercity Transit’s annex portion of the “Hazards Mitigation Plan for the Thurston Region.”

2) **Recommended Action:** Approve Resolution No. 04-2024, which accepts and approves Intercity Transit’s designated annex portion of the “Hazards Mitigation Plan for the Thurston Region.”

3) **Policy Analysis:** The Federal Emergency Management Agency (FEMA) requires all planning partners to either approve the Hazards Mitigation Plan for the Thurston Region or cancel their participation. The Intercity Transit Authority approves agency resolutions.

4) **Background:** In an effort to manage risk, contain costs and promote sustainable communities, the federal government outlined new hazard mitigation planning requirements for states, tribes, and local governments in the Disaster Mitigation Act of 2000. The act establishes the requirement for local government to adopt a federally approved hazard mitigation plan to be eligible to receive federal mitigation assistance program grants. Local hazard mitigation plans must be updated and resubmitted to FEMA for approval every five years. This updated plan complies with all of the federal hazard mitigation planning requirements.

A component of the plan is Intercity Transit’s Mitigation Initiative to implement self-identified priorities. Intercity Transit identified six. Priorities do not need dedicated funding to be listed in the plan. Having a plan will provide opportunities to apply for grant funding in the future to fund these priorities.

5) **Alternatives:**

A. Approve Resolution No. 04-2024, which accepts and approves Intercity Transit’s designated annex portion of the “Hazards Mitigation Plan for the Thurston Region.”

B. Cancel participation in the Thurston Region Hazards Mitigation Plan.

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

7) **Goal Reference: Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #8:** *“Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.”*

8) **References:** Resolution No. 04-2024; Intercity Transit’s Annex to the Hazards Mitigation Plan for the Thurston Region.

**INTERCITY TRANSIT
RESOLUTION NO. 04-2024
“HAZARDS MITIGATION PLAN FOR THE THURSTON REGION”**

A **RESOLUTION** of the Intercity Transit Authority adopting the 2024-2029 update to the “Hazards Mitigation Plan for the Thurston Region.” This resolution supersedes Resolution No. 06-2017.

WHEREAS, Intercity Transit is vulnerable to the human and economic costs of natural disasters; and

WHEREAS, Intercity Transit recognizes the importance of reducing or eliminating those vulnerabilities for the overall good and welfare of the community; and

WHEREAS, Intercity Transit has been an active participant in the Hazards Mitigation Planning Workgroup and Task Force, which established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities; and

WHEREAS, Intercity Transit staff identified, justified and prioritized a number of proposed projects and programs needed to mitigate the vulnerabilities of Intercity Transit to the impacts of disasters; and

WHEREAS, these proposed projects and programs have been incorporated into the 2024-2029 updated edition of the “Hazards Mitigation Plan for the Thurston Region” that has been prepared and issued for consideration and implementation by the communities of Thurston County.

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. The Intercity Transit Authority hereby accepts and approves the Intercity Transit Hazards Mitigation Plan as its designated annex to the 2024 update to the “Mitigation Plan for the Thurston Region.”

Section 2. Intercity Transit staff are requested and instructed to pursue available funding opportunities for implementation of the mitigation initiatives designated therein.

Section 3. Intercity Transit will, upon receipt of such funding or other necessary resources, seek to implement the proposals contained in its section of the strategy.

Section 4. Intercity Transit will continue to participate in the updating and expansion of the “Mitigation Plan for the Thurston Region” in the years ahead.

ADOPTED: This 21st day of August 2024

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM

Jeffrey S. Myers
Legal Counsel

INTERCITY TRANSIT ANNEX

HAZARDS MITIGATION PLAN FOR THE THURSTON REGION



2024

Intercity Transit
510 Pattison Street SE
Olympia, WA 98501

intercitytransit.com

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Section 1: Community Profile

1.1: Organization Overview

1.1.1 Background:

Intercity Transit (IT) is the public transit agency that serves Thurston County's Public Transportation Benefit Area (PTBA). The agency provides a variety of transit services and commuter programs within the Thurston region. Intercity Transit was established by voters in September 1980. Intercity Transit's administration, maintenance, and operations centers are in Olympia.

1.1.2 Governance:

The Intercity Transit Authority (Authority), our governing body, consists of five elected officials who represent Olympia, Lacey, Tumwater, Yelm, and Thurston County. Three community members and a labor representative also serve on the Authority. The Community Advisory Committee (CAC), a 20-member community advisory panel, provides input to the Authority.

1.1.3 Our Mission:

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

1.1.4 Our Vision:

To be a leading transit system in the country, recognized by our peers, community and customers for our well-trained, highly motivated, customer focused, community-minded employees committed to enhancing the quality of life for all in Thurston County.

1.2: Service and Operations

1.2.1 Service Summary:

Intercity Transit serves Washington State's capital city, Olympia, and neighboring cities Lacey, Tumwater, and Yelm. Since 1981, we have provided more than 123.3 million rides for area residents and commuters. The agency employs 380 people and is growing.

1.2.2 Fleet:

We currently operate a fleet of 118 buses (86 coaches and 54 Dial-A-Lift vans) and 186 vanpool vans.

1.2.3 System Facilities:

The agency maintains transit centers, bus stops, and park and rides. These consist of three facilities (Operations/Administrative, Maintenance, and Fuel/Wash), two transit centers (Lacey Transit Center and Olympia Transit Center), 1,031 bus stops, 291 bus shelters, and three Park & Rides (P&R): Martin Way P&R, Hawks Prairie P&R, and Amtrak Centennial Station.

1.2.4 Public Transportation Benefit Area (PTBA):

101.423 square miles

1.2.5 Service Area Population:

203,133 (2023 OFM)

1.2.6 Average Weekday Boardings:

Fixed Route: 11,000

Dial-A-Lift: 650

Vanpool: 545

1.2.7 Revenue Service Miles Per Year:

Fixed Route: 3.2 million

Dial-A-Lift: 1 million

Vanpool: 2.6 million

1.2.8 Fixed Route Lane Miles:

600 miles

Section 2: Intercity Transit Plan Development Process

2.1: Hazards Mitigation Plan Development Team

Intercity Transit's Chief Safety Officer, Jason Hanner attended the Hazards Mitigation Plan for the Thurston Region meetings on behalf of Intercity Transit. Zach Heinemeyer, Training and Safety Coordinator, organized agency planning efforts with agency staff and the Authority.

The following staff served as Intercity Transit's hazards mitigation planning development team:

Representative	Title
Zach Heinemeyer	Training & Safety Coordinator
Jason Hanner	Chief Safety Officer
Jason Aguero	Chief Information's Officer
Cameron Crass	Deputy Director of Operations
Heather Stafford-Smith	Administrative Services Director
Emily Bergkamp	General Manager
Michael Maverick	Deputy Director of Procurement
Rob LaFontaine	Planning Manager
Joy Gerchak	Customer Service Manager
Kevin Karkowski	Dial-A-Lift Manager
Robert Reinhardt	Information Systems Manager
Staci Revel	Facilities Manager
Jonathan Yee	Fleet & Facilities Director
Jana Brown	Chief Financial Officer
Kiera Maryott	Finance Supervisor
Nick Demerice	Marketing, Communication, and Outreach Officer

2.2: Hazards Mitigation Plan Development

The planning team met regularly during plan development to review previous plans and update and develop new mitigation priorities. The following activities supported the development of Intercity Transit's hazards mitigation planning process:

Date	Location	Activity	Subject
4/2/2024	Intercity Transit	Planning Team meeting	Review of Hazard Risk Assessment and previous IT HMP ANNEX mitigation initiatives with Planning Team.
4/12/2024	Intercity Transit	Planning Team meeting	Mitigation project ideas generated and discussed.
5/6/2024	Intercity Transit	Planning Team - internal work session	Discussed capabilities assessment and mitigation initiative details.

5/20/2024	Intercity Transit	Planning Team - internal work session	Conducted mitigation priority and cost benefit assessment.
5/22/2024 - 5/29/2024	Intercity Transit	Planning Team - internal work session	Planning Team took time to review the listed previous incidents and gave input on additional information to add.
6/27/2024	Intercity Transit	IT Marketing review	IT Marketing reviewed and formatted HMP ANNEX to align with proper formatting requirements.
7/29/2024 - 8/12/2024	Post on social media and website	Public invited to comment on draft plan	Draft HMP ANNEX is published & open to public comment by social media and our website.
8/19/2024	Intercity Transit	CAC Briefing Public Meeting	Brief our Community Advisory Committee on the draft HMP ANNEX.
8/21/2024	Intercity Transit	Intercity Transit Authority Adoption	Adoption of IT Annex to Hazards Mitigation Plan for Thurston Region.

2.3: Opportunities for Public Participation

Intercity Transit's Community Advisory Committee was briefed on the annex August 19, 2024. The CAC is a 20-member advisory group that provides input to the Authority on local public transportation issues such as: Dial-A-Lift policies, service changes, strategic plans, the budget, fare structures, transit amenities and other issues. Members are selected to achieve diversity and geographical representation of the Public Transportation Benefit Area (PTBA). The membership consists of individual transit riders, local business and agency representatives, nonprofit groups, seniors, and youth. The presentation packet was posted on the website and the public was invited to hear the briefing.

The public was notified of any changes to Intercity Transit's mitigation strategy and was given an opportunity to submit comments in advance of Intercity Transit Authority action.

2.4: Integration in Plans, Policies, and Planning Mechanisms

The Intercity Transit Strategic Plan, Transit Development Plan, and Annual Budget are all used to implement mitigation initiatives specified by this annex. After adoption of the Hazards Mitigation Plan, the agency will continue to integrate mitigation priorities into these documents.

2.5: Plan Monitoring and Maintenance

The Executive Department is responsible for updating the plan as needed. Senior management will continue to participate on the planning team and the project coordinator will provide annual briefings to keep the plan in the forefront to position decision-makers to respond to emerging issues and act to update the plan, if necessary. Intercity Transit will work with Thurston County and Thurston Regional Planning Council in four years to meet the required five-year update of the plan.

Intercity Transit is a regular participant in the Thurston County Emergency Management Council meetings and participates in the region's annual review of the *Hazards Mitigation Plan for the Thurston Region*.

Intercity Transit has participated in updates on a regular basis since the plan was adopted in the early 2000s.

2.6: Mitigation Initiative Prioritization Process

The agency planning team discussed the benefits and costs of each initiative. Members provided input based on their experience with, and understanding of, past disaster events and the ability of mitigation initiatives to protect public and private property. Plan development staff weighed the significance of the initiatives using the criteria established for the regional planning process as shown below. The final ranking of the initiatives was sorted through an iterative, prioritization and benefit-cost evaluation process.

- **Hazard Risk Rating:** A jurisdiction must have at least one mitigation strategy per high-risk hazard. It is acceptable to identify actions or projects for medium and low risk hazards. However, actions that address high risk hazards should be a community priority.
- **Project Cost:** Actions or projects should produce benefits that exceed the cost to implement the project over its life cycle.
- **Hazard Mitigation Plan (HMP) Goals and Policies:** how strongly does the action support the Hazard Mitigation Plan for the Thurston Region's goals and policies?
- **Life/Safety:** What type of benefits will an action or project have on the safety of residents, businesses, and properties within the community?
- **Social Vulnerability:** Local jurisdictions have a responsibility to ensure that the plan's mitigation strategy complies with all applicable legal requirements related to civil rights to ensure nondiscrimination. Compliance can help achieve equitable outcomes through the mitigation planning process for all communities, including underserved communities and socially vulnerable populations.
- **Changes in Development:** Does any of the following affect your projects or actions: 1) Construction completed since the last plan was approved; 2) Planned development or changes under consideration; or 3) Conditions that may affect the risks and vulnerabilities of the jurisdictions (declining populations or, projected increases in population, or foreclosures)? This could also include changes in local policies, standards, codes, regulations, land use regulations and other conditions that influence development patterns in a community.
- **Climate Change:** Climate change is expected to increase the frequency, duration, and intensity of natural hazards, such as wildfires, extreme heat, drought, storms, heavy precipitation, and sea level rise. Impacts are expected to be felt more acutely and frequently by the mid-21st Century. These variations create new risks to local governments and will challenge state and local mitigation planning capabilities. Impacts will threaten communities most at-risk community members by exacerbating the impacts of disasters on underserved and socially vulnerable populations who already experience the greatest losses from natural hazards.
- **Geographic Impact:** The area that will benefit from the proposed action. The location of a hazard is defined as the unique geographic boundaries within the planning area, or assets outside of geographic boundaries that may be affected by the identified hazard. Jurisdictions should mitigate risks wherever they occur within a community.

The order of implementation may vary from the identified priority due to changing hazard conditions or the criteria of available funds and grants. Intercity Transit will pursue funding for projects that stand the greatest chance of competing for limited state and federal mitigation grant programs.

2.6.1: Mitigation Actions Prioritization and Benefit- Cost Review

Jurisdiction/ District/ Agency Name:	Intercity Transit												
Mitigation Initiative	Required Criteria								Optional				Total Score
	1. Hazard Risk Rating	2. Project Cost	3. HMP Goals and Policies	4. Life/Safety	5. Social Vulnerability	6. Changes in Development	7. Climate Change	8. Geographic Impact	9. Capacity Building	10. Other Strategic Plan Goals	11. Co-Benefits	12. Grant Eligibility	
IT-MH 1	Med	Med	High	Med	Med	None	Low	Low					19
IT-MH 2	High	High	High	High	High	None	High	High					35
IT-MH 3	High	High	High	High	High	None	High	High					35
IT-MH 5	High	Med	High	High	High	None	Med	High					31
IT-EH-1	Med	Low	Med	Low	Low	Low	Low	Low					12
IT-EH-2	Med	High	Med	Low	Low	Low	Low	Low					16
					Benefit Points (high=5, Med=3, Low=1)								

Section 3: Intercity Transit Risk Assessment

3.1: Introduction

This Annex describes how Intercity Transit's risks vary from those of the entire planning area. Chapters 4.0 through 4.9 of the core plan address, in detail, the nine natural hazards that have affected or are likely to affect Thurston County in the future. The Risk Assessment includes hazard profiles that describe the hazards, their causes, sources, severity, effects and impacts, probability of occurrence, historical occurrences, geographic extent or delineation, and the portion of the population, assets, and essential facilities potentially exposed to the hazard. The information is presented for general audiences and includes figures, maps, and tables.

3.2: Hazard Analysis Definitions

The *Hazards Mitigation Plan for the Thurston Region* uses data for producing a generalized planning level risk rating. This methodology rates each hazard by multiplying its probability of occurrence by the sum of its potential impacts on community assets. These descriptors are applied to the hazards' probability of occurrence, vulnerability, and overall risk. The following is an overview of this risk measurement model:

Probability of Occurrence: A probability factor is assigned based on how often a hazard is likely to occur. The probability of occurrence of a hazard event is generally based on past hazard events in an area.

Occurrence Description	Probability	Factor
No exposure to a hazard = no probability of occurrence	None	0
Hazard event is not likely to occur within 100 years	Low	1
Hazard event is likely to occur within 100 years	Medium	2
Hazard event is likely to occur within 25 years	High	3

Potential Impacts on Sum of Community Assets: Weighting the value of the impacts on community assets allows a community to place emphasis on what it values most. The Community Hazard Risk Rating calculation includes three weight values that are assigned to assets that are impacted: 1) Impacts on people; 2) Impacts on property; and 3) Impacts on the economy. These weight values are multiplied by their respective impact factors:

Asset Value	Weight
People and their safety are a community's highest priority	3
Protection of property is the second priority	2
The economy is the third priority	1

Community Risk Scores and Hazard Risk Ratings: A community's risk score and rating direct a community's hazard mitigation planning team to focus on mitigation actions for hazards and areas that are prone to hazard impacts. The higher the risk, the greater attention a community should give to evaluating actions to reduce asset vulnerabilities and impacts. Actions that mitigate higher risk hazards should be prioritized over low-risk hazards as part of a jurisdiction's benefit-cost review process.

Risk Score	Risk Rating
0-15	Low
16-32	Medium
33-54	High

3.3: Hazard Profiles

The *Hazards Mitigation Plan for the Thurston Region* includes detailed profiles of hazards that pose the greatest risk to Thurston County and its special purpose districts. Because the core plan treats the entire county as the planning area, the core plan's risk assessment is the definitive risk assessment for Thurston County.

3.3.1 Summary Assessment of Intercity Transit's Risks:

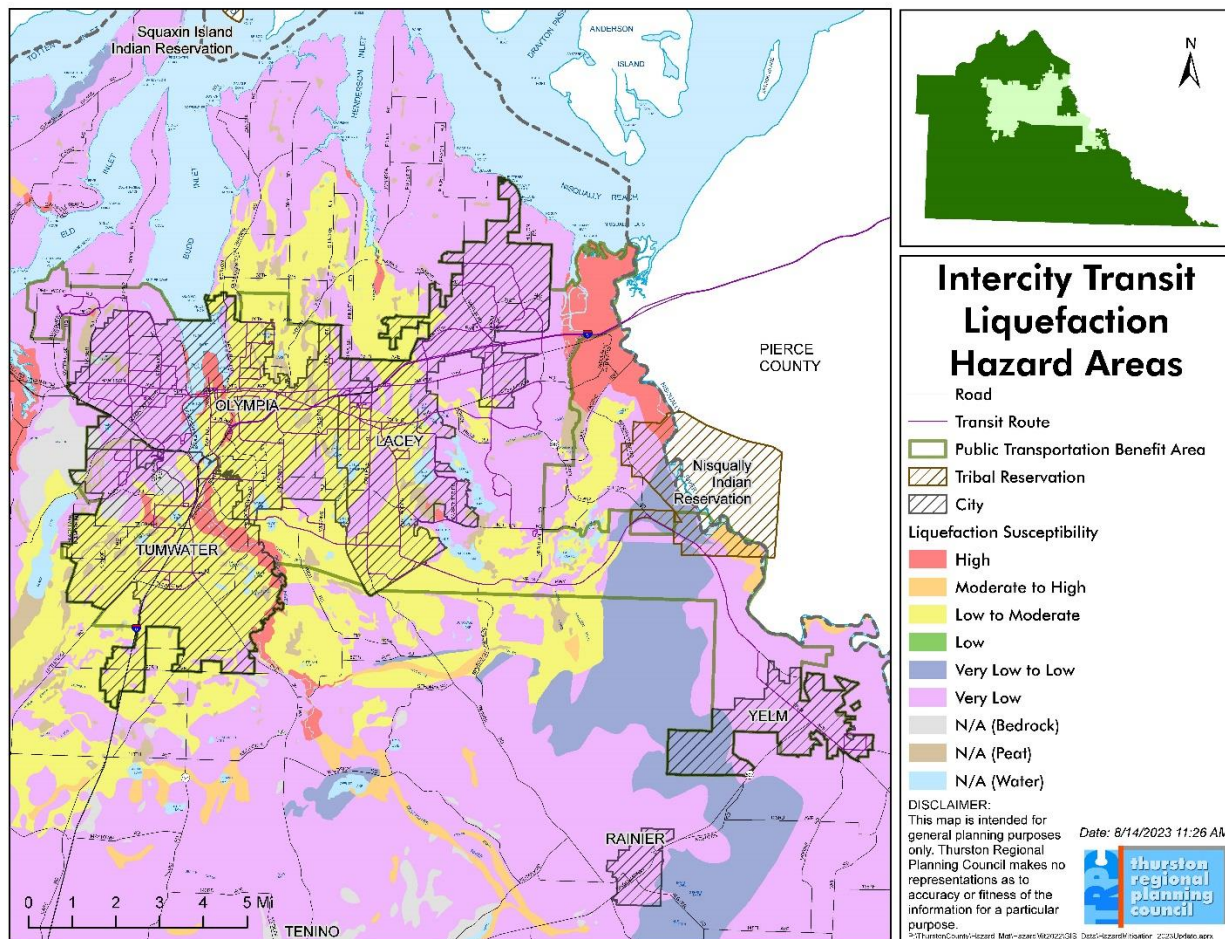
Based on the regional risk assessment and the special purpose district risk assessment in the subsequent section, the following hazards pose the greatest threat to Intercity Transit.

Hazard	Ranking Score	Risk
Earthquake	32	Medium
Severe Weather	18	Medium
Wildland Fires	6	Low
Flood	0	Low
Landslide	0	Low
Volcanic Lahar	0	Low
Sea Level Rise	0	Low
Dam Failure	0	Low
Tsunami	0	Low

3.3.2 Earthquake:

Area of Impacts

The entire Thurston Region would be affected in the case of one of the three types of earthquakes mentioned below. Chapter 4.2 in the *Hazards Mitigation Plan for the Thurston Region* indicates that transportation would be most affected by an earthquake event. Impacts of earthquakes would consist of damage to roadways and subsequent disruption of surface transportation. Three types of earthquakes are recognized in the Pacific Northwest and the Regional Plan's analysis: a Cascadia Subduction Zone Magnitude 9.3, a Nisqually 7.2 deep intraplate, and a Seattle Fault 7.2 shallow or crustal faulting earthquake.



Previous Incidents and Impacts Specific to Intercity Transit

On February 28, 2001, a 6.8 magnitude deep earthquake was centered in the Nisqually Reach northeast of Olympia; the second worst earthquake in recent Washington history. Intercity Transit experienced an acute increase in ridership shortly after the 2001 event, due to riders needing to reach home destinations as soon as possible. Overall impacts of this occurrence were temporary service interruptions to West Olympia destination routes, namely routes traveling over the 4th Avenue Bridge, which received substantial damage from the earthquake, and Deschutes Parkway,

which suffered the most damage of any road in the state. The timeliness of routes, paratransit services and vanpools were temporarily impacted due to high traffic volumes, traffic signal power outages and higher than normal ridership. Temporary detour routes were established to eliminate interruptions and reinstate service to West Olympia. Intercity Transit's facilities (Olympia Transit Center, Lacey Transit Center, and the Pattison Street Administration and Operations hub) did not receive any reportable damage. Landslide impacts were minimal as Intercity Transit's service area and its two transit centers are located in specific "low to moderate" liquefaction zones. Facility power outages did not occur due to Intercity Transit's use of a high-powered generator.

Probability of Occurrence

The risk assessment determined the probability of occurrence is medium, meaning that this type of event is likely to occur within 100 years.

Changes in Development

Construction of our Olympia Transit Center expansion, Administrative/Operations building, and Fuel/ Wash Facility was recently completed. They were constructed in a manner to help minimize the total damage caused by the hazard and reduce total recovery time. This will result in a quicker response time to assist other local resources and community partners. As well as quickly provide service to those that rely on our system for their transportation needs.

Impacts

Transportation infrastructure including roads, bridges, and transit facilities will suffer damage and cause full or partial closure of facilities. All modes of transportation are vulnerable and major traffic disruptions will occur. This would result in a prolonged period when personal commute activities are interrupted. During this time Intercity Transit may be called upon to assist with emergency management objectives within the community.

Summary Risk Assessment for Earthquakes for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
High	High	Low

3.3.3 Severe Weather:

Area of Impact

Chapter 4.6 in the *Hazards Mitigation Plan for the Thurston Region* lists temperatures, precipitation, and wind as the top three types of weather hazards we encounter in our region. All of Thurston County will be impacted in the case of a severe weather event.

Previous Incidents and Impacts Specific to Intercity Transit

In February of 2019 approximately 20 inches of snow fell over a 4-day period. Non-essential staff were sent home while essential staff continued to provide limited service within our PTBA. Much of our efforts included clearing stuck Intercity Transit vehicles, bus shelters, and our bus yard from snow. Our marketing and communications department ensured timely updates externally to the community and internally to staff about schedule changes, route closures and temporary detours. Most damage from the event came from buses and Dial-A-Lift vans being stuck in snow or sliding on the roadways.

The snowstorm of December 2008 caused treacherous road conditions, resulting in temporary detours to eliminate interruptions and reinstate service. This heavy snowfall also caused system-wide use of chains on Intercity Transit buses and vans to ensure better traction and safety.

The ice and windstorms of December 1996 caused large amounts of debris and damage to road systems. Intercity Transit temporarily stopped all service the morning after the event until roads had been cleared of branches and power lines. Treacherous road conditions existed due to the ice; Intercity Transit couldn't serve all regular routes. Temporary detour routes were established to eliminate interruptions and reinstate service.

The timeliness of routes, paratransit services and vanpools in all three events were temporarily impacted due to treacherous road conditions. Intercity Transit's facilities (Olympia Transit Center, Lacey Transit Center, and the Pattison Street Administration and Operations hub) did not receive any reportable damage. Facility power outages did not occur due to Intercity Transit's use of a high-powered generator.

Probability of Occurrence

The risk assessment determined the probability of occurrence is High, meaning this type of event is likely to occur within 25 years.

Impacts

High winds, snow and ice, and heavy rain creates hazardous conditions for surface transportation and increases the risk for accidents, property damage, injuries, and fatalities. Fallen trees and standing water on roadways, downed power lines, and other transportation disruptions cause delays and impact people who are commuting. Each of

these in combination with any other, or if accompanied by extreme temperatures, can exacerbate a storm's impact, further affecting safety, transit schedules, and the functional downtime of surface transportation.

Summary Risk Assessment for Severe Weather for Intercity Transit's Service Area

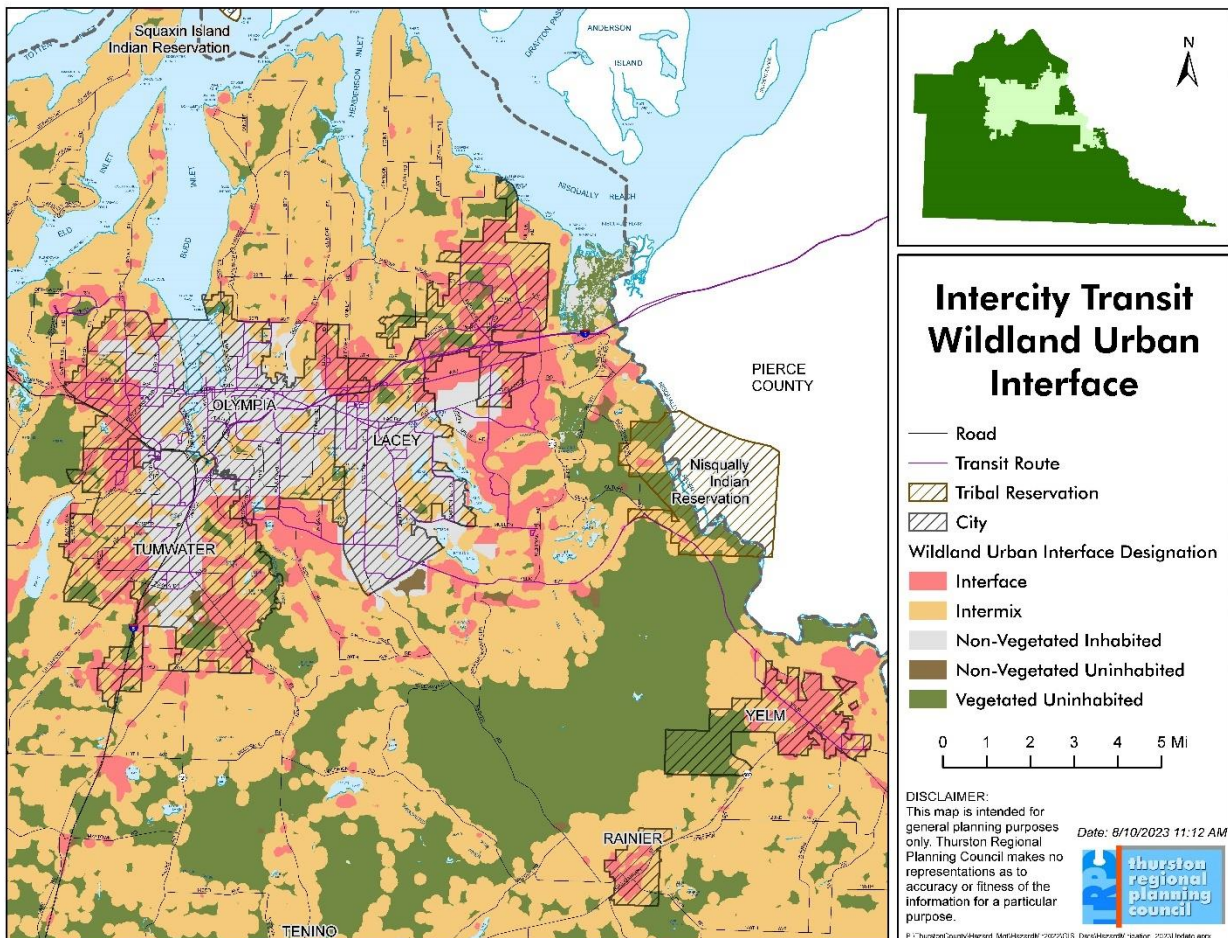
Impact on People	Impact on Property	Impact on Economy
Low	Low	Low

3.3.4 Wildland Fire:

Area of Impact

According to chapter 4.9 in the *Hazards Mitigation Plan for the Thurston Region*, “A wildfire is an uncontrolled non-structural fire that occurs in undeveloped landscapes such as forests, prairies, brushlands and other naturally vegetated areas.” In Thurston County wildfires typically occur from June through October, or anytime during prolonged dry periods causing drought or near-drought conditions. Fires can rapidly burn natural resource lands, recreational areas, and wildlife habitat.

Probability of Occurrence



The risk assessment determined the probability of occurrence is Low (factor 0), meaning that this type of event is unlikely to occur within 100 years.

Previous Incidents and Impacts Specific to Intercity Transit

No significant wildland fire events have taken place inside Intercity Transit's service area in recent history. Any future wildland fire occurrences would call for temporary route detours to eliminate

interruptions and reinstate service due to spread of fires near roadways on routes that Intercity Transit serves. Smoke from wildland fires could reduce motorist and bus operator visibility.

Impacts

Possible impacts of wildland fires on surface transportation are spreading fire near roadways, causing safety issues for motorists and transit services. Also, smoke from wildfires burning outside the Puget Sound lowlands deteriorates Western Washington's air quality. Poor air quality is the most common, widespread, and frequent source of adverse wildfire impacts on individuals and communities in Thurston County.

Because Intercity Transit's service area is in the urbanized areas of Olympia, Lacey, Tumwater and Yelm, matching FEMA's definition of a low wildland fire risk, vulnerability would be low, and the overall risk is low.

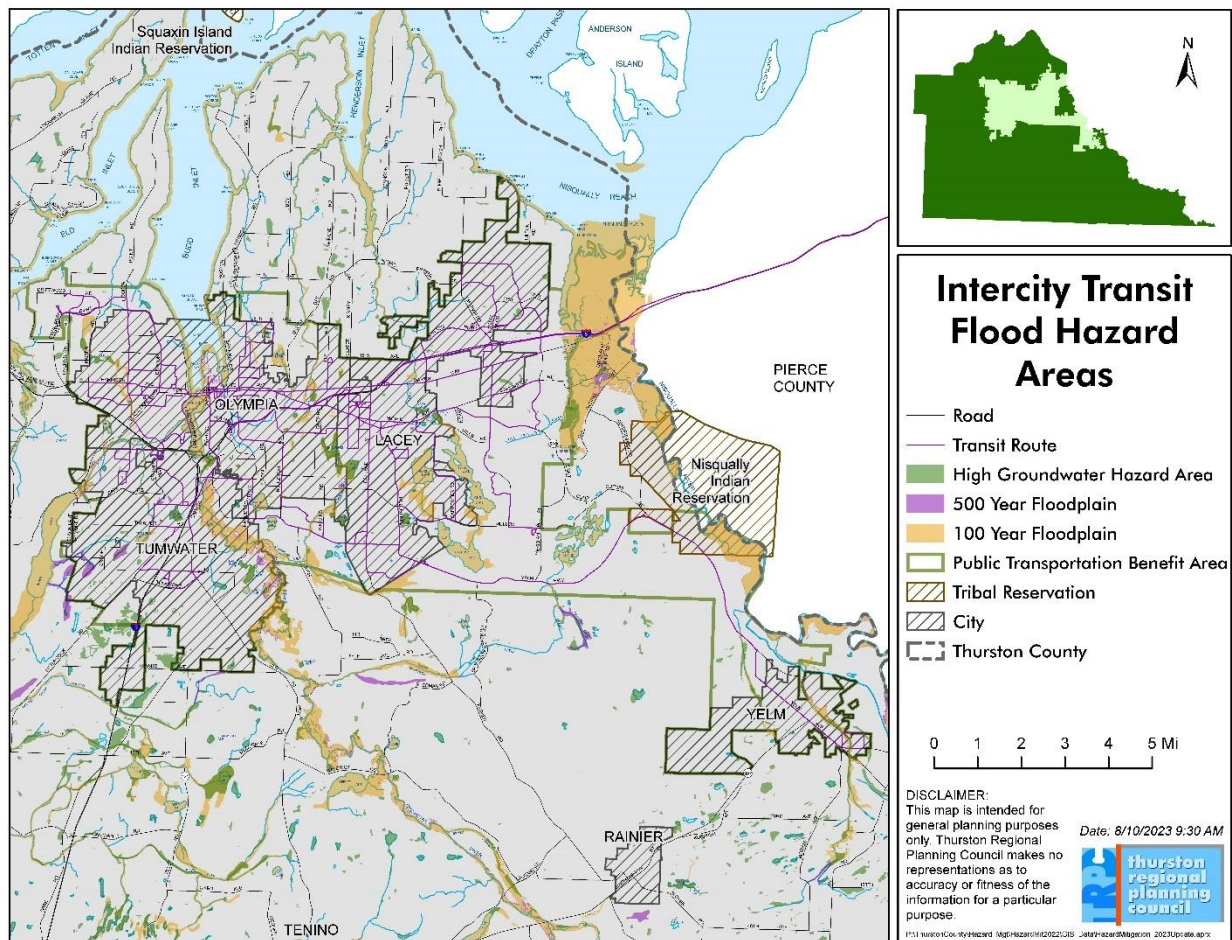
Summary Risk Assessment for Wildland Fire for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
Medium	None	None

3.3.5 Flood:

Area of Impact

Chapter 4.3 in the *Hazards Mitigation Plan for the Thurston Region* addresses four types of flooding: riverine flooding, groundwater flooding, tidal flooding, and urban flooding. Several Thurston County communities are affected by this hazard, but the areas within our Public Transportation Benefit Area - are of most concern for Intercity Transit. The risk assessment map below shows that West Olympia, Downtown Olympia, and parts of Tumwater along the eastside of I-5 are the most susceptible areas to flooding in our PTBA, which would affect not only our transportation services, but also our facilities in downtown Olympia.



Previous Incidents and Impacts Specific to Intercity Transit

Between January 2020 and February 2020, a period of abnormally wet weather persisted across the Pacific Northwest. An area of strong, persistent low pressure over the eastern Pacific caused a series of strong atmospheric river events that hit in quick succession, resulting in overlapping storms. These

events led to widespread sustained riverine flooding and other winter storm impacts across Washington State. Thurston County Department of Emergency Management activated their Emergency Operations Center and issued evacuation orders beginning February 6 for approximately 700 to 1,000 individuals living in the low-lying areas along the Deschutes river. Intercity Transit was a part of the activation and was dispatched to a stand-by location. Although we were not deployed to the affected area, we mobilized due to the event.

In local flooding events of 2007 & 2008, Intercity Transit was called upon for assistance evacuating residents outside Intercity Transit's service area, specifically south Thurston and Lewis Counties.

No significant flooding events have taken place inside Intercity Transit's service area in recent history.

Probability of Occurrence

The risk assessment determined the probability of occurrence is High for 50-year and 100-year floods, but low for 500-year and high ground floods, although, it is important to note that this only includes Intercity Transit's facilities and not the services we provide. If we include our PTBA in this assessment, our probability of occurrence increases to High for all four types of flooding. Tidal flooding is also marked as a High probability because it directly affects the Downtown Olympia area, which is where the Olympia Transit Center is located.

Impacts

Impacts of flooding on surface transportation could be from standing water over roadways due to flash and groundwater flooding. In this were the case, we would enact temporary route detours to eliminate interruptions and reinstate services. Tidal flooding in the downtown Olympia area would impact the Olympia Transit Center. This could render the transit center inoperable and cause a temporary change in services. The final impact is that Intercity Transit may be called upon for assistance with evacuation and rescue operations.

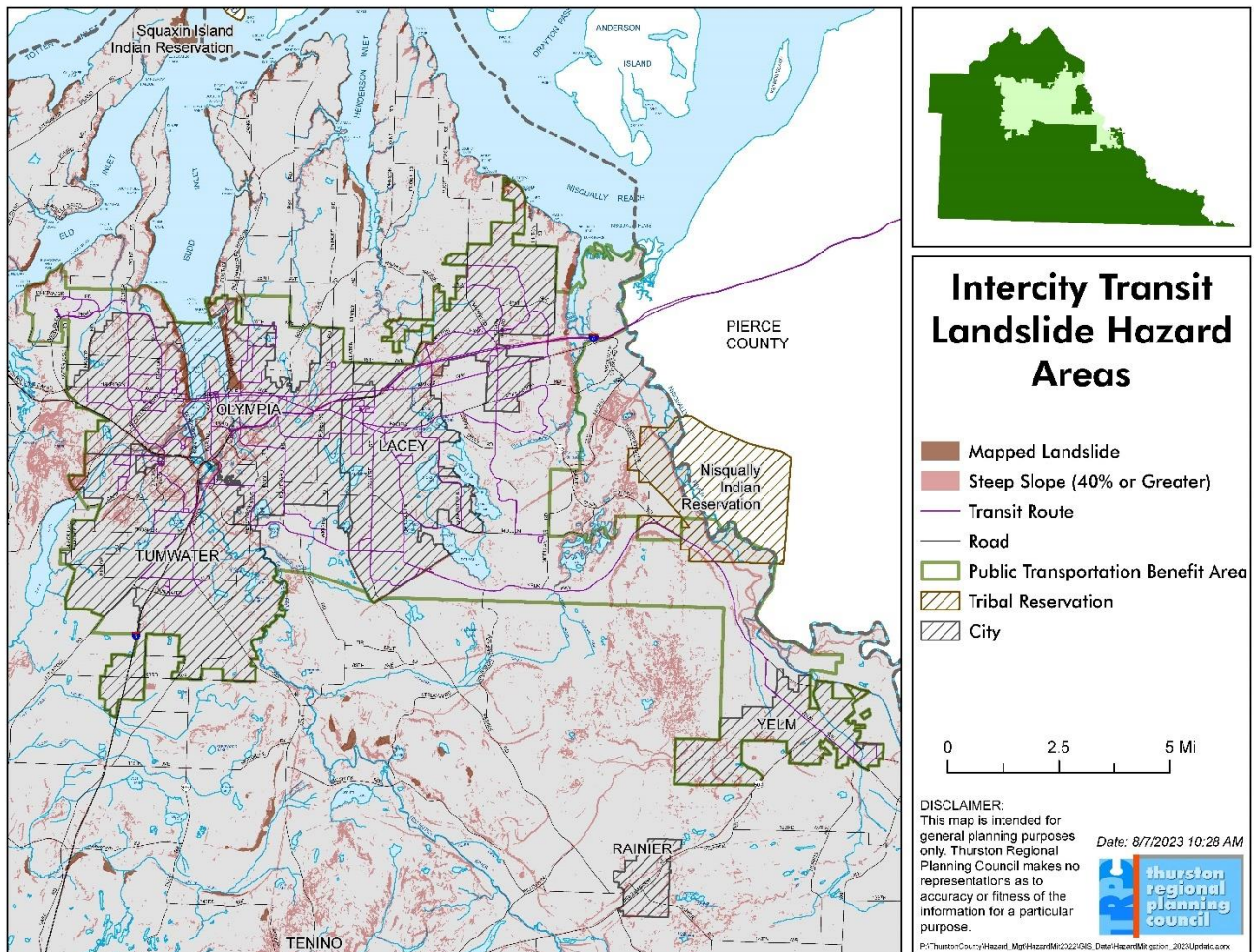
Summary Risk Assessment for Flood for Intercity Transit's Service Area

50Yr Flood	100Yr Flood	500Yr Flood	High Ground Flood
Low	Low	Low	Low

3.3.6 Landslides:

Area of Impact

For the purposes of the hazard risk assessment, the landslide hazard area in Thurston County is defined as a combination of areas with slopes of 40 percent or greater and are in known or historic landslide maps in the Washington State Department of Natural Resources database. The areas most relevant to Intercity Transit is the shoreline along West Olympia, Downtown Olympia, and Capitol lake, as well as sections of North Tumwater and Lacey. See the *Hazards Mitigation Plan for the Thurston Region* chapter 4.4 for more details.



Previous Incidents and Impacts Specific to Intercity Transit

No significant landslide events have occurred within our PTBA or have impacted Intercity Transit. Any future landslide occurrences would call for temporary route detours to eliminate interruptions and reinstate service due to debris over roadways on routes that Intercity Transit serves.

Probability of Occurrence

Landslides occur nearly annually, with a high probability of occurrence overall for the region's planning area and for all the planning partners.

Impacts

Possible impacts of landslides to surface transportation would be debris over roadways. Intercity Transit's service area is located in an urbanized area where landslides are not prevalent and with no significant history of landslide events.

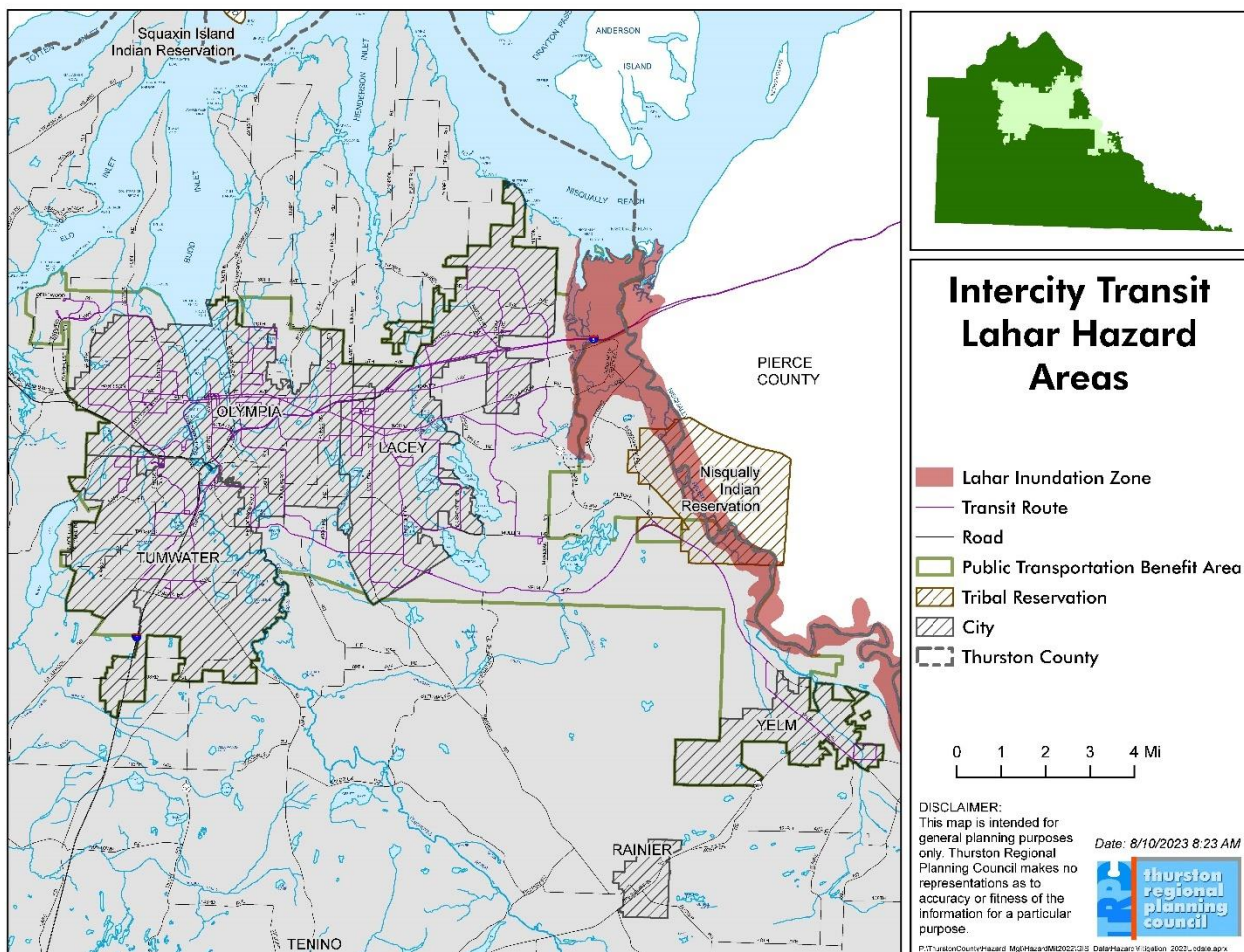
Summary Risk Assessment for Landslide for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
None	None	None

3.3.7 Volcanic Lahar:

Area of Impact

Chapter 4.8 in the *Hazards Mitigation Plan for the Thurston Region* addresses the impacts of an eruption of Mount Rainier and the subsequent lahar that would be confined to the Nisqually River valley, impacting nearby roadways, and disrupting surface transportation in the area. It was also identified that some or all of Thurston County could receive volcanic ash from a dusting or greater from Mount Rainier or other Cascade volcanoes under the right wind conditions. The map below show the hazard area for a lahar and not volcanic ash; there are no documented or mapped scenarios for volcanic ash for our region.



Previous Incidents and Impacts Specific to Intercity Transit

There are no known impacts from volcanic lahar hazards within Intercity Transit's PTBA. We have not been called upon for assistance with evacuation or rescue operations for lahar activity.

Intercity Transit's service area includes the urbanized area of Yelm, home to both the City of Yelm

and the Nisqually Indian Reservation. In the event of a Nisqually valley lahar, nearby roadways would be impacted (I-5, Yelm HWY, HWY 510, and HWY 507) disrupting or potentially cutting off service on Intercity Transit routes in this area. Temporary detour routes would need to be established to eliminate interruptions and attempt to reinstate service.

Probability of Occurrence

The risk assessment, in chapter 4.8, identified the probability of occurrence as none or low.

Impact

Due to the possible impact of a lahar on nearby Nisqually River valley roadways and subsequent disruption of service on Intercity Transit routes, vulnerability would be moderate, but paired with a low probability of occurrence, the overall risk would be low. It is also important to note that volcanic ash fall could reduce motorist and bus operator visibility, cause treacherous road conditions, cause respiratory issues, and contaminate engines.

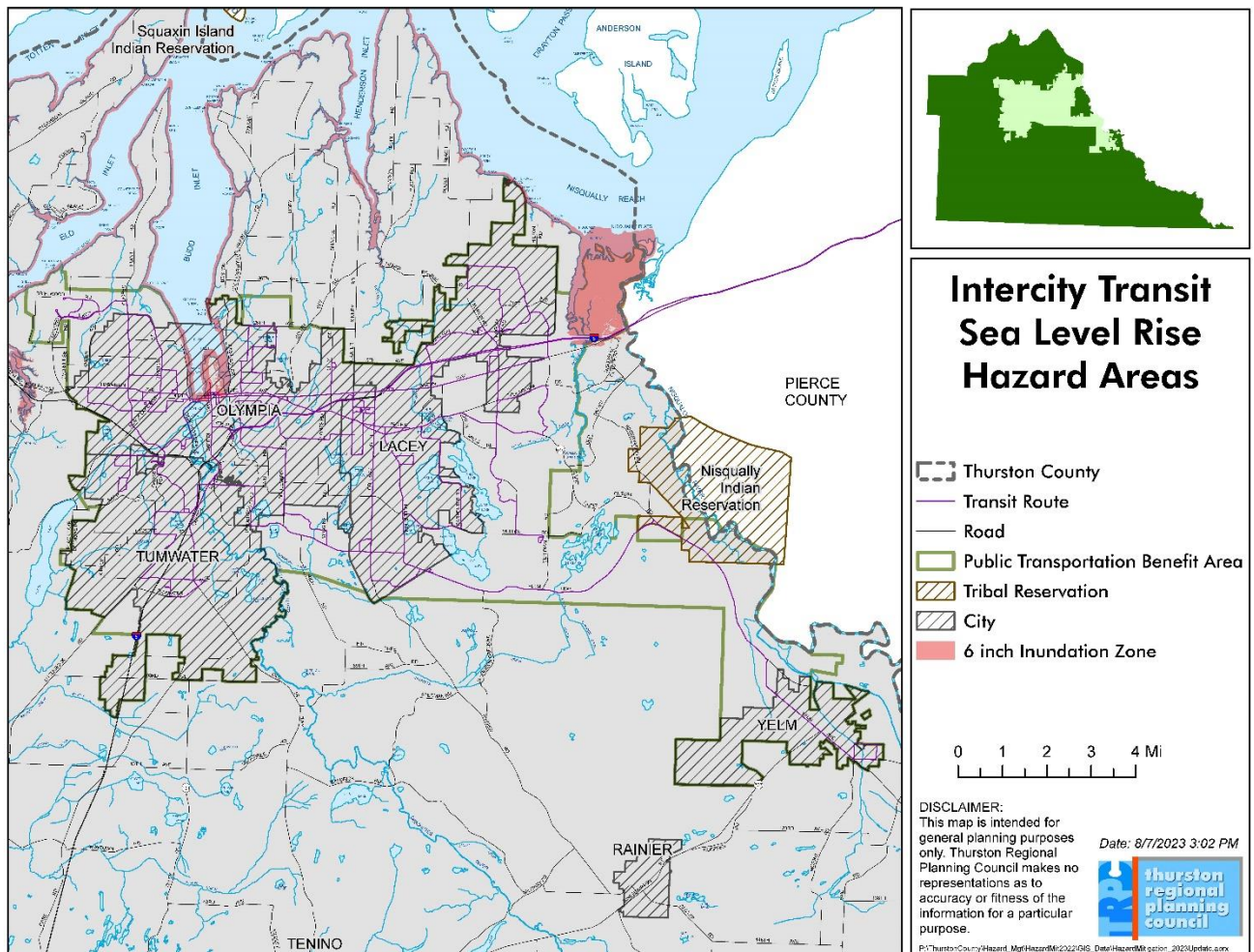
Summary Risk Assessment for Volcanic Events for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
None	None	None

3.3.8 Sea Level Rise:

Area of Impact

Chapter 4.5 in the *Hazards Mitigation Plan for the Thurston Region* explains that if the sea level rises to six-inches, downtown Olympia along Budd Inlet including the Port Peninsula, Percival Landing, portions of historic downtown, and areas around Capitol Lake would be most affected. These areas are highly-developed and include critical infrastructure for the City of Olympia, Intercity Transit, and Port of Olympia.



Previous Incidents and Impacts Specific to Intercity Transit

On December 27, 2022, the high tide in Budd Inlet rose to 18.40 feet at 9:25 a.m. and was 1.77 feet over the predicted tide of 16.33 feet. The barometric pressure during the morning bottomed out at approximately 28.6 but rose at the time of the flooding. This is the worst flooding event on record for Olympia. Because the December 27, 2022, flood was primarily a marine tidal flooding event, it was of short duration. Flooding first occurred at Sylvester Street, where it was controlled by sandbags. Marine

water rose above the shoreline in several locations, including along 4th Avenue between Thurston Avenue and A Avenue, and between B Avenue and Corky Avenue.

The impact this event had on Intercity Transit was very minor. It resulted in temporary detours to navigate around affected streets in downtown Olympia. The temporary detours lasted one service day and no facilities were affected.

Probability of Occurrence

The risk assessment, in chapter 4.5, identified the probability of occurrence as high. This is because rivers and streams cause nuisance flooding annually, and major riverine flooding occurs about every 2 to 5 years in Thurston County.

Impact

As stated above, the Downtown Olympia area will be most affected by sea level rise, including critical infrastructure for the City of Olympia, Intercity Transit, and Port of Olympia. The critical infrastructure impacted would include the Olympia Transit Center and portions of our connecting routes.

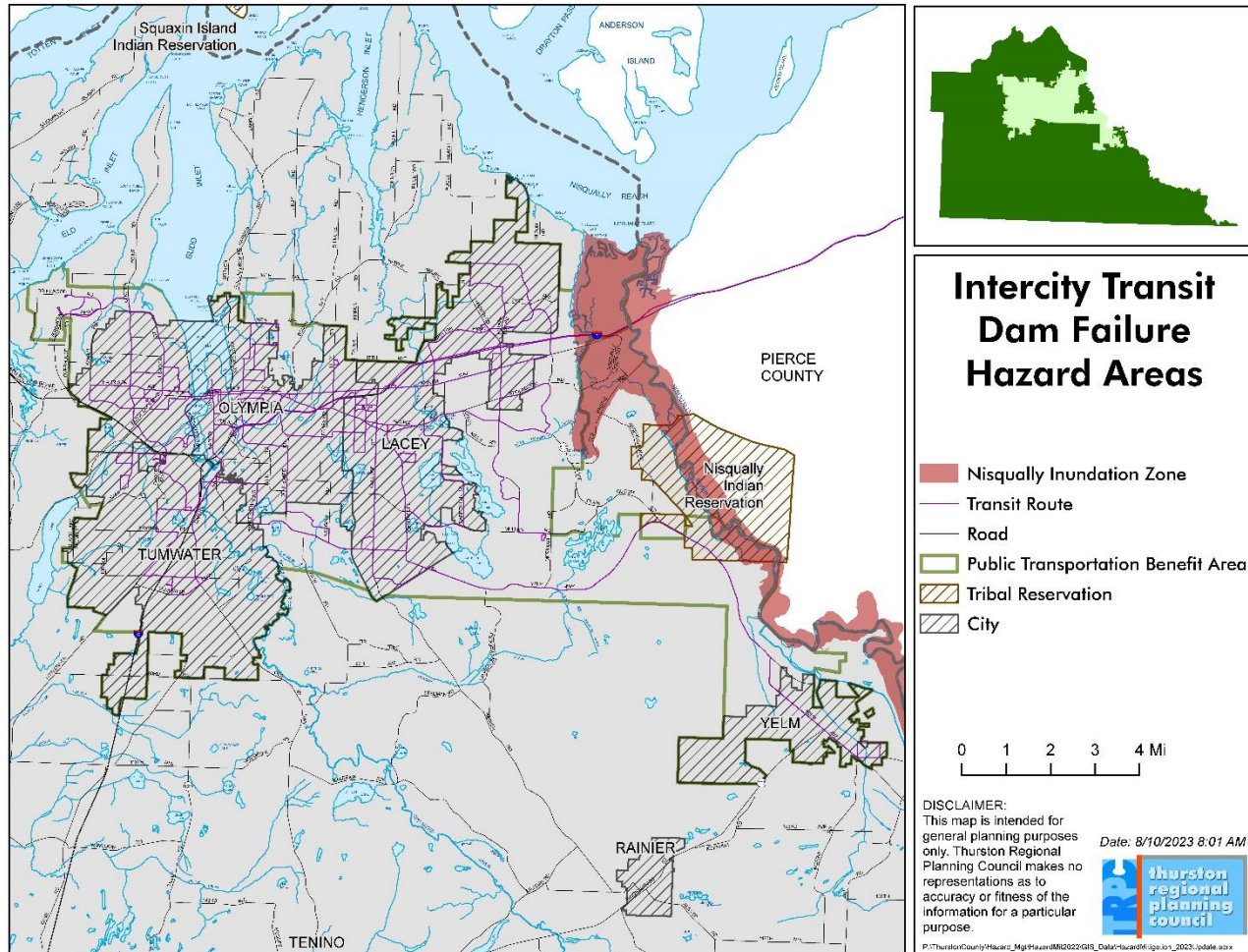
Summary Risk Assessment for Sea Level for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
None	None	None

3.3.9 Dam Failure:

Area of Impact

See chapter 4.1 of the *Hazards Mitigation Plan for the Thurston Region*. Intercity Transit has no assets at risk within the inundation zone.



Previous Incidents and Impacts Specific to this Intercity Transit

There are no documented incidents of dam failure in Thurston County.

Probability of Occurrence

The risk assessment, in chapter 4.1, shows no analysis for this hazard was conducted to estimate the probability of dam failure. For the risk assessment dam failure is categorized as low, meaning a catastrophic dam failure is unlikely to occur within 100 years.

Impact

Chapter 4.1 in the *Hazards Mitigation Plan for the Thurston Region* explains the impact this type of hazard would have on Thurston County.

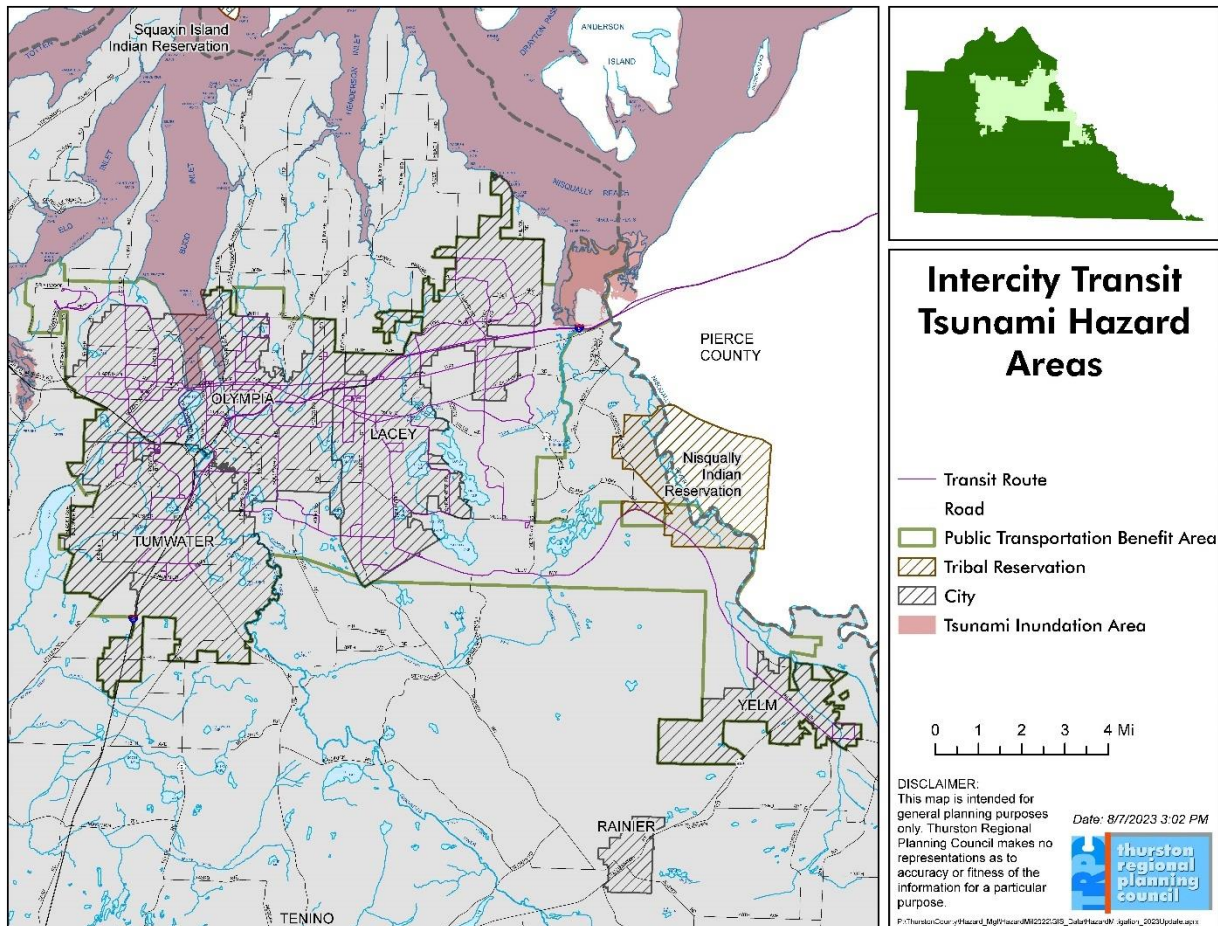
Summary Risk Assessment for Dam Failure for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
None	None	None

3.3.10: Tsunami

Area of Impact

See chapter 4.7 of the *Hazards Mitigation Plan for the Thurston Region*. Intercity Transit has no assets at risk within the inundation zone.



Previous Incidents and Impacts Specific to this Intercity Transit

There are no documented incidents of tsunamis in Thurston County.

Probability of Occurrence

The risk assessment in chapter 4.7 identified the probability of occurrence as medium. This hazard is likely to occur within 100 years.

Impact

Chapter 4.7 in the *Hazards Mitigation Plan for the Thurston Region* explains the impact this type of hazard would have on Thurston County.

Summary Risk Assessment for Dam Failure for Intercity Transit's Service Area

Impact on People	Impact on Property	Impact on Economy
None	None	None

Section 4: Capabilities Assessment

4.1 Introduction to Intercity Transits Capabilities Assessment:

Intercity Transit conducted a capabilities assessment to evaluate and document the organization's unique set of capabilities and tools that can be leveraged to support hazard mitigations and increase the community's resilience. In the below subsections four listed capabilities categories assessed: planning and regulatory, administrative and technical, financial, and education and outreach.

4.2 Planning and Regulatory:

Plans	In Place? Y or N	Notes - Does the plan address hazards? Can the plan be used to implement mitigation actions? When was it last updated? <i>Cite specific sections or language that supports hazard mitigation. Note if there are gaps.</i>
Strategic Plan (2024-2029)	Y	The purpose of the Strategic Plan is to define levels and types of public transportation services offered over the next six years and to determine the amount and sources of revenue to finance the services.
Capital Improvement Plans	Y	Capital Projects that support mitigation activities and initiatives can be included in our Capital Improvement Plan 2024-2028 (CIP). CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets in a state of good repair. Our last CIP was approved on 12/06/2023.
Climate Adaptation Plan Zero-Emissions Fleet Transition Plan	Y	A Zero Emissions Analysis was completed, and the results of this initial analysis provided information for the development of our zero-emissions fleet transition plan which will include short- and long-term plans for implementation of emission-free technology for the agency. The transition plan will be finalized in 2024 and the project is being led by our Maintenance department. Overall, our approved plans will support the Thurston County Regional Climate Mitigation Plan.
Comprehensive Emergency Management Plans	Y	Our Safety department is responsible for reviewing and updating these plans. They are currently in a review process since the completion of our new facilities.
Continuity of Operations Plan	Y	Our Safety department is responsible for reviewing and updating this plan. It is currently in a review process since the completion of our new facilities. This plan is also mentioned within our Strategic Plan.
Economic Development / Resiliency Plan	Y	Located within the TDP (2023-2028) and the Strategic Plan (2024-2029)

Stormwater Site Management Plan	Y	The plan includes both a Stormwater Pollution Prevention Program and the Stormwater Facility Maintenance Program.
Transit Improvement Plan (TIP)	Y	The TIP is managed by our Development department. We will adopt the Statewide Transportation Improvement Program (STIP 2025-2028) in January of 2025. This plan can assist with funding needed in our mitigation initiatives.
Transit Development Plan (TDP)	Y	Described in this plan are the methods and strategies proposed by Intercity Transit staff and endorsed by the Intercity Transit Authority necessary to fulfill the provisions contained in our Mission and Vision statements.

4.3 Administrative and Technical:

Administrative	In Place Y or N	Notes - Is staffing adequate to enforce regulations? Is staff trained in hazards and mitigation? Is coordination between agencies and staff effective?
General Manager	Y	The General Manager is our Chief Executive Officer and provides overall leadership and direction to all Intercity Transit services and resources. The General Manager establishes annual goals and objectives, short- and long-range plans, and policies and procedures to ensure the policy direction of the Authority is carried out in an expeditious and cost-effective manner.
Development Director	Y	Plans, organizes, and directs long range and service planning; marketing, communications, and community outreach efforts; grants; procurement; vehicle and facilities inventory; and the development and management of major agency projects.
Emergency Manager / Safety Coordinator	Y	Serves as an agency Emergency Management expert and is responsible for implementing the emergency management program under the direction of the Chief Safety Officer.
GIS Coordinator/Associate Transit Planner	Y	Responsible for leading and supporting planning and service development activities, including a variety of professional and technical support and implementation activities. They are considered the GIS Admin.
Planning Deputy Director	Y	Manages, plans, and organizes the long-range and service planning function for Intercity Transit and oversees all service-planning activities for fixed route services.
Marketing, Communication, and Outreach Officer	Y	Plans, manages, and executes marketing, advertising, communications, public involvement, and community relations efforts to increase use of agency services and raise awareness of the value of Intercity Transit.

Information Systems Manager	Y	Plans, organizes, leads, and manages the information technology activities of the agency. Responsible for providing advanced, senior-level leadership and developing the agency's short- and long-range technology plan.
Cybersecurity Program Manager	Y	Develops agency's cybersecurity policies and procedures and makes recommendations to the Chief Information Officer for approval. Design, plan, implement, support, and troubleshoot network security software and tools to support the agency's cybersecurity needs.
Operations Deputy Director	Y	Oversees continual process and operations improvements, quality control, and develops and monitors the use of resources. Creates, updates, and adapts policies and standard operating procedures, develops data tracking, reporting processes, and information flows.
Facilities Manager	Y	Plans, organizes, and manages the maintenance and repairs of all facilities, grounds, park & ride lots, bus shelters and bus stops in service area. Responsible for compliance with State, Federal and local environmental and facility safety programs.
Procurement Manager	Y	Performs or manages the performance of the most complex, professional projects, procurements, and materials management activities for the agency.
Fleet Manager	Y	Responsible for the achievement of vehicle maintenance performance and operational goals, and establish the systems and processes required to fulfill those goals
Finance Manager	Y	Plans, organizes, and manages the agency's financial tasks, such as accounting, fiscal management, long-range financials, budgeting and risk management activities in the Finance division.
Chief Financial Officer	Y	Plans, organizes, and directs the major programs and activities of the transit's Finance division including financial operations and financial planning including developing short-and-long range plans.
Technical	In Place Y or N	Notes - Has capability been used to assess/mitigate risk in the past? Will you use it to implement your current action plan?
Grant Writing	Y	Our Development department completes grant writing.

Hazard data and information	Y	The Safety department collects and documents hazard data and information.
GIS Analysis	Y	The Planning department is responsible for analyzing GIS. Our Associate Planner is our lead in this field.
Mutual Aid Agreements	Y	The Thurston County Comprehensive Emergency Management Plan (CEMP) lists Intercity Transit as a support agency for ESF1 (Emergency Support Function), ESF6 (Mass Care, Emergency Assistance, Housing & Human Services), and ESF15 (External Affairs).

4.4 Financial:

Funding Resources	In Place Y or N	Notes - Has the funding resource been used in past and for what type of activities? Could it be used to fund future mitigation actions?
Capital Improvements Project Funding	N	Intercity Transit does not use Capital Improvements Project funding to support hazard mitigation activities.
Community Development Block Grant	N	Intercity Transit does not use Community Development Block Grant funding to support hazard mitigation activities.
Non-FEMA Federal Funding Programs	N	Intercity Transit does not use Non-FEMA Federal funding programs to support hazard mitigation activities.
Impact Fees	N	Intercity Transit does not use impact fees to support hazard mitigation activities.
State Funding Programs	N	Intercity Transit does not use state funding programs to support hazard mitigation activities.
Utility Fees	N	Intercity Transit does not use utility fees to support hazard mitigation activities.
Other	Y	Intercity Transit uses sales tax reserves to support hazard mitigation activities, as needed.

4.5 Education and Outreach:

Programs or Activities	In Place Y or N	Notes - How widespread and effective are these programs in your community?
Internal hazard awareness campaigns	Y	A variety of notices are sent to internal staff (quarterly, monthly, and seasonally) to inform and educate employees on potential hazards. This includes hazards that are safety related, such as safe driving, or extreme weather, having tips and tricks to better be prepared and information about emergency basic needs services to provide to the community.

Local News Media	Y	The agency has partnerships with local media allowing for coverage and coordinating information.
Organizations that represent or advocate for socially vulnerable and underserved populations	Y	Intercity Transit's Community Advisory Committee (CAC) is a 20-member advisory group representing our diverse service area. Members include individual transit riders, local business and agency representatives, nonprofit groups, seniors, and youth.
Social media	Y	LinkedIn, Facebook, YouTube, and X are used to distribute information from Intercity Transit.
Newsletter	Y	Rider News contains the latest information from Intercity Transit. We could include updates to our emergency management material.

Section 5: Mitigation Strategy

5.1 Mitigation Initiatives Process:

The adopted mitigation initiatives are Intercity Transit's specific actions for mitigating losses and protecting life and property. They consist of initiatives that carried over from the previous plan and updates that were identified during the plan review process. All Intercity Transit adopted initiatives were reviewed and updated by the planning team.

Intercity Transit's mitigation strategy focuses on the agency's core assets, its Administration and Operations hub in Olympia, training and preparedness for operators and employees, its communications systems and protocols, and its non-structural assets. Other supporting mitigation strategies to enhance resilience for the roads, bridges, and other transportation facilities within Intercity Transit's service area are addressed by the mitigation strategies of Thurston County and the cities of Lacey, Olympia, and Tumwater. Please refer to these jurisdictions' annexes for more information on their transportation related mitigation activities.

5.2 Mitigation Initiatives – Adopted:

Central to the hazard mitigation plan are the proposed projects, programs, and activities the plan participants will implement to provide long-term and sustained benefits that will reduce losses from the impacts of the hazards that are identified in this plan's risk assessment. Each action or initiative was evaluated and scored by benefit-cost review criteria. Each initiative will require significant investments in planning, design, and construction or coordination, and may take years to complete or be sustained as an ongoing activity. The desired outcomes of this plan's mitigation strategy are that communities:

- Build the necessary capacity to improve their knowledge of hazards and their risks.
- Identify and implement actions that will effectively reduce their jurisdiction's vulnerabilities to the hazard identified in the risk assessment; and
- Implement strategies that will fulfill the plan's goals and policies.

The plan contains two sets of mitigation initiatives. Each participating jurisdiction adopts the core plan's Regional Mitigation Initiatives and the initiatives in their annex to form their community's comprehensive mitigation strategy.

1. **Regional Mitigation Initiatives:** These are countywide actions that were identified by members of the Hazards Mitigation Workgroup and stakeholders and approved by the Emergency Management Council. Many of these actions have carried over from previous plans. The initiatives, if implemented, will benefit multiple jurisdictions and improve interagency hazard mitigation planning capabilities. The regional initiatives will be overseen by the Emergency Management Council, the Hazard Mitigation Planning Workgroup, and other leaders. Thurston County Emergency Management staff will play a role in convening and coordinating stakeholders, and for some actions, managing the actions' implementation.

2. **Jurisdictional Initiatives:** Each plan partner identifies actions that address specific vulnerabilities in their community. The plan partners are responsible for implementing their actions. Intercity Transit initiatives are presented in this annex.

Priority	ID Number	Category	Description	Status
1 of 6	IT-MH-2	Hazard Preparedness	Update Emergency Operations Plan and Develop Continuity of Operations Plan	Ongoing
2 of 6	IT-MH-3	Hazard Preparedness	Provide Emergency Preparedness and Response Training to Employees	Ongoing
3 of 6	IT-MH-5	Hazard Preparedness	Determine Feasibility of a Mobile Command Center	Existing
4 of 6	IT- MH-1	Hazard Preparedness	Investigate alternate power supply to support critical infrastructure at the Olympia Transit Center and determine feasibility.	Modified
5 of 6	IT-EH-2	Critical Facilities Replacement/ Retrofit	Evaluate and Prioritize Non-Structural Seismic Retrofit Options and Costs for Maintenance Building	Modified
6 of 6	IT-EH-1	Critical Facilities Replacement/ Retrofit	Evaluate and Prioritize Structural Seismic Retrofit Options and Costs for Maintenance Building.	Modified

Hazard Category Codes are as follows: EH=Earthquake Hazard; FH=Flood Hazard; LH=Landslide Hazard; MH=Multi Hazard; SH=Storm Hazard; WH=Wildland Fire Hazard; and VH=Volcanic Hazard

Priority: 1 of 6

Status: Ongoing

IT-MH-2 Update Emergency Operations Plan and Develop Continuity of Operations Plan:

Hazard Addressed: Multi Hazard (Earthquake, Severe Weather, Wildland Fires, Flood, Landslide, Volcanic Lahar, Sea Level Rise, Dam Failure, Tsunami)

Category: Hazard Preparedness

Background and Need: As the County's lead support in critical transportation on ESF1, Intercity Transit must have plans in place to ensure preparedness for catastrophic events. Staff will update existing emergency operations plans and develop a continuity of operations plan. These plans will provide the framework for an organized agency response to community disasters and maintain transit services to the community.

Relates to Plan Goal(s) and Objectives: 1D, 3B, 5A, 5C, 7C, 7F, 8B

Lead: Safety Department

Estimated Cost: \$50,000

Time Period: 2024-2026

Funding Source: Local funds, State/Federal Funds

Source and Date: 2009 and 2017 Thurston County Natural Hazards Mitigation Plan: Intercity Transit Annex

Initiative and Implementation Status: This initiative was carried over from the 2017 Hazard Mitigation Plan because plan reviews and updates are an ongoing program at Intercity Transit. During our Hazard Mitigation Plan review process, it was identified that a position focused on emergency management and EOC plans was needed. In 2024, a new Training and Safety Coordinator was hired with job duties including updating, refining, and exercising the Emergency Management Plans and EOC.

Priority: 2 of 6

Status: Ongoing

IT-MH-3 Provide Emergency Preparedness and Response Training to Employees:

Hazard Addressed: Multi Hazard (Earthquake, Severe Weather, Wildland Fires, Flood, Landslide, Volcanic Lahar, Sea Level Rise, Dam Failure, Tsunami)

Category: Hazard Preparedness

Background and Need: Employees who provide a critical service to the community, public transit, must be prepared for all hazard emergencies. Intercity Transit will train employees on the updated Emergency Operations and Continuity of Operations Plan. Training will emphasize personal preparedness and consist of a combination of seminars and drills.

Relates to Plan Goal(s) and Objectives: 1D, 7D, 9A

Lead: Safety Department

Estimated Cost: \$50,000

Time Period: 2024-2029

Funding Source: Local funds, State/Federal Funds

Source and Date: Intercity Transit 2019-2024 Strategic Plan

Initiative and Implementation Status: This initiative was carried over from the 2017 Hazard Mitigation Plan because specialized emergency preparedness and response training is ongoing at Intercity Transit. In 2024, a new Training and Safety Coordinator position was added and tasked with updating, refining, and providing this training to employees.

Priority: 3 of 6

Status: Existing

IT-MH-5 Determine Feasibility of a Mobile Command Center:

Hazard Addressed: Multi Hazard (Earthquake, Severe Weather, Wildland Fires, Flood, Landslide, Volcanic Lahar, Sea Level Rise, Dam Failure, Tsunami)

Category: Hazard Preparedness

Background and Need: Having a Mobile Command Center provides redundancy in the case of building failure where our dispatch center is located. It also provides space, equipment, and flexibility during a large-scale incident. The primary use would be for communications with Bus Operators on the road, On-Scene Coordinators/Road Supervisors, local first responders, and County or State Emergency Managers.

Relates to Plan Goal(s) and Objectives: 1A, 2B, 2C, 5D

Lead: Information Systems Department, Safety Department, Maintenance Department

Estimated Cost: \$100,000

Time Period: 2024-2029

Funding Source: Local funds, State/Federal funds

Source and Date: 2019-2024 Intercity Transit Development Plan

Initiative and Implementation Status: This initiative was carried over from the 2017 Hazard Mitigation Plan. Intercity Transit is investigating grant opportunities to fund this initiative and what viable options are available to use as a Mobile Command Center. In 2023, the board approved the 2024 budget to include an allotted amount towards the technological necessities regarding this initiative. Existing

Priority: 4 of 6**Status: Modified**

IT-MH-1 Investigate alternate power supply to support critical infrastructure at the Olympia Transit Center and determine feasibility:

Hazard Addressed: Multi Hazard (Earthquake, Severe Weather, Flood, Sea Level Rise, Tsunami)

Category: Hazard Preparedness

Background and Need: The Olympia Transit Center is the main transfer center for our service and the location of Customer Service. The ability to maintain our customer information system is another way to keep the public informed and aid emergency responders with requests to transport evacuees. The current emergency system must be supplemented with the use of three portable power generators.

Relates to Plan Goal(s) and Objectives: 1A, 2A, 2B

Lead: Procurement and Capital Projects Division, Information Systems, Facilities

Estimated Cost: \$100,000

Time Period: 2024-2028

Funding Source: Local Funds, State/Federal Funds

Source and Date: Olympia Transit Center Administration Master Plan

Initiative and Implementation Status: It was discovered that this size of generator is not able to be permanently installed at the new Olympia Transit Center location. In 2019, as a temporary solution, Intercity Transit contracted with the Port of Olympia to allow access to one of their generators in the event of an emergency or natural disaster. We are currently investigating more permanent alternate power solutions and determining feasibility. In addition, during the review process we identified critical infrastructures that are necessary for services to continue and a fault tolerance mechanism. The fault tolerance mechanism is designed to automatically switch from the Olympia Transit Center to our new Administration and Operations hub if certain technological infrastructures are inoperable.

Priority: 5 of 6**Status: Modified****IT-EH-2 Evaluate and Prioritize Non-Structural Seismic Retrofit Options and Costs for Maintenance Building****Hazard Addressed: Earthquake****Category: Critical Facilities Replacement / Retrofit**

Background and Need: The goal of seismic non-structural retrofitting is to reduce the risk of death, serious injury, and property damage during a future earthquake event. This will be accomplished by securing, bracing, or isolating architectural elements, mechanical equipment, and building contents. This project coupled with Priority 6 for structural retrofitting will greatly reduce risk of death, injury to occupants and damage to Intercity Transit's primary facility.

Relates to Plan Goal(s) and Objectives: 2A, 2D, 3B**Lead: Procurement and Capital Projects Division****Estimated Cost: \$50,000****Time Period: 2024-2029****Funding Source: State/Federal funding****Source and Date: N/A**

Initiative and Implementation Status: This initiative was carried over from the 2017 Hazard Mitigation Plan and has been modified during the review process. Originally this initiative included our Operations / Administration building. In 2018, Intercity Transit received approval from the ITA to begin construction on the new Operations / Administration Building and completed construction in October of 2022. The new facility meets the non-seismic structural code and is currently being occupied by employees. In 2023, the demolition of the old Operations / Administration building was complete. This resulted in the modification of the initiative to remove the Operations / Administration building and solely focus on our Maintenance building. Construction has begun to create a temporary structure that maintenance and inventory staff can temporarily occupy. Renovation on the Maintenance building is scheduled to start in 2024 and end by 2026.

Priority: 6 of 6**Status: Modified****IT-EH-1 Evaluate and Prioritize Structural Seismic Retrofit Options and Costs for Maintenance Building:****Hazard Addressed: Earthquake****Category: Critical Facilities Replacement / Retrofit**

Background and Need: Intercity Transit completed a cursory structural assessment in 2009. KPFF Consulting Engineers performed seismic evaluations of three structures at Intercity Transit's Pattison Base, located in Olympia, Washington. The evaluations were performed on the Operations/Administration Building, Maintenance Building, and Pedestrian Bridge. The scope of that report included a seismic evaluation and the review of a 1998 Structural Engineering Feasibility Study. Each structure was designed in accordance with 1979 Uniform Building Code (UBC) and is constructed primarily of steel framing. The buildings are one-story tall with partial mezzanines. The Bridge is a steel truss with open sides and a metal roof. During that tier 1 screening, the highest potential risk to life safety was identified. The consultants recommend further evaluation using the more rigorous ASCE 31 Tier 2 procedure to determine whether the potential deficiencies pose life safety hazards. Also, they recommended an evaluation of geologic site hazards be performed by a geotechnical engineer.

Relates to Plan Goal(s) and Objectives: 2A, 2C, 3B**Lead: Procurement and Capital Projects Division****Estimated Cost: \$150,000****Time Period: 2024 - 2029****Funding Source: State and Federal funding****Source and Date: N/A**

Initiative and Implementation Status: This initiative was carried over from the 2017 Hazard Mitigation Plan and has been modified during the review process. Originally this initiative included our Operations / Administration building and the steel bridge that connected both this facility and the Maintenance facility together. In 2018, Intercity Transit received approval from the ITA to begin construction on the new Operations / Administration Building and completed construction in October of 2022. The new facility meets the seismic structural code and is currently being occupied by employees. In 2023, the demolition of the old Operations / Administration building and the steel bridge connecting both facilities was complete. This resulted in the modification of the initiative to solely focus on our Maintenance building. Construction has begun to create a temporary structure that maintenance and inventory staff can temporarily occupy. Renovation on the Maintenance building is scheduled to start in 2024 and end by 2026:

5.3: Mitigation Initiatives - Completed or Removed

Status: Completed

IT-MH-4: Replace satellite navigation and wireless communications system:

Hazard Addressed: Multi Hazard (Earthquake, Severe Weather, Wildland Fires, Flood, Landslide, Volcanic Lahar, Sea Level Rise, Dam Failure, Tsunami)

Category: Hazard Preparedness

Background and Need: Intercity Transit's current analog radio system is 8 years old. The equipment has almost no redundancies, so if the equipment at the main Administration/Operations building stops working, Intercity Transit will have no radio communication with Bus Operators. This places them in an unsafe situation without knowledge of what roads and bridges are passable as well as being unable to keep them informed as to any further hazards that may arise. The current radio's major components are no longer manufactured and will be out of support in three years from the manufacturer. Some equipment is propriety and no longer available. The relay system has many vulnerabilities that need to be addressed and redundancies that need to be created. A new system will create redundancies because it will not be tied to anyone one building, it will be digital.

Relates to Plan Goal(s) and Objectives: 1A

Lead: Finance/Administration Department and Information Systems Department

Estimated Cost: \$5,000,000

Time Period: 10/2022

Funding Source: Local funds

Source and Date: Intercity Transit 2016-2021 Strategic Plan

Initiative and Implementation Status: This initiative was carried over from the 2017 Hazard Mitigation Plan and has been marked as completed. In April of 2021, we signed our contract with Avail-CAD/AVL and in October of 2022 we finalized implementation of our new satellite navigation and communications system.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: August 21, 2024

FOR: Intercity Transit Authority

FROM: Amanda Collins, Executive Assistant – Public Records Officer
360-357-1532

SUBJECT: Advisory Committee Stipend Program

-
- 1) **The Issue:** Whether to adopt Policy EX-0017 “Advisory Committee Stipend Program” to reduce economic barriers related to the costs of civic participation by offering a Stipend to eligible Community Advisory Committee (CAC) members.

 - 2) **Recommended Action:** Adopt Resolution 03-2024 to implement Policy EX-0017 “Advisory Committee Stipend Program” and proposed amendments to the CAC Bylaws to reference stipend eligibility.

 - 3) **Policy Analysis:** The CAC is advisory to the Intercity Transit Authority (ITA). Thus, the ITA oversees the CAC and establishes their operating procedures.

CAC Bylaws Section entitled, “Products” states the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the ITA following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the ITA through the Staff Liaison, using the appropriate agenda forms and process.

Additionally, CAC Bylaws Section, entitled “Amendments” states the proposed revisions or amendments must be provided to CAC and ITA members thirty days in advance of the meeting at which the changes are to be acted upon.

-
- 4) **Background:** On March 6, 2024, the ITA reviewed and approved proposed changes to the CAC Bylaws. During the discussion, ITA Member, Don Melnick, brought forth the issue of considering compensating CAC members for attending meetings through a stipend program. Melnick referenced Lacey City Council’s 2023 approval of an Advisory Board Stipend Program, which aims to remove barriers for civic participation by offsetting costs of travel, parking, internet, and childcare. Melnick also requested staff gather feedback from the CAC on this topic.

At the April 15, 2024, CAC meeting, the CAC reviewed the proposal for a CAC member stipend and shared their feedback with staff. Per CAC Bylaws, the Staff

Liaison forwarded a summary of the various points of view of the issue to the ITA for discussion on May 1, 2024.

On May 1, 2024, the ITA reviewed CAC feedback and sample policies from the City of Lacey and the City of Olympia. Following the direction of the Intercity Transit Authority, staff prepared Policy EX-0017 to establish the Advisory Committee Stipend Program.

-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** Policy EX-0017 establishes the Stipend Program is in effect only if it is fully funded by the annual budget. The Executive Services Department budget allots for expenses related to governing and advisory board administration, including meeting supplies and meals. Expenses related to the Stipend Program will be included in the 2025 operating budget.
-
- 7) **Goal Reference: Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*
-
- 8) **References:** Resolution 03-2024; Exhibit A - EX-0017 Advisory Committee Stipend Program Policy; Exhibit B - Proposed Amendments to the CAC Bylaws

**INTERCITY TRANSIT
RESOLUTION NO. 03-2024
ADOPTING THE
ADVISORY COMMITTEE STIPEND PROGRAM**

WHEREAS, the Intercity Transit Authority (Authority) desires to engage a diverse body of community members in accomplishing Intercity Transit’s mission and goals, by promoting the inclusion of all perspectives regarding transportation issues, service planning, programs, and general operating practices of Intercity Transit; and

WHEREAS, the Authority acknowledges there are economic barriers to civic participation and offering assistance related to the costs of transportation, internet, childcare, meals, etc. can provide opportunity for equitable participation; and

WHEREAS, the Advisory Committee Stipend Program meets Intercity Transit’s Goal #1: “Assess the transportation needs of our community throughout the Public Transportation Benefit Area,” and Goal #6: “Encourage use of our services, reduce barriers to access and increase ridership;” and

WHEREAS, on April 15, 2024, the Community Advisory Committee (CAC) which is Intercity Transit’s advisory committee body, conducted a review and discussion on the issue of an Advisory Committee Stipend Program; and

WHEREAS, on May 1, 2024, a summary of various viewpoints from the CAC was provided to the Authority for review and discussion of an Advisory Committee Stipend Program; and

WHEREAS, staff proposed to incorporate the Advisory Committee Stipend Program policy in a new section of the Community Advisory Committee Bylaws titled Stipend Eligibility; and

WHEREAS, the Authority deems it reasonable and appropriate to amend the CAC Bylaws and incorporate the Advisory Committee Stipend Program policy without seeking a formal recommendation by majority vote of the CAC to avoid potential conflicts of interest.

NOW, THEREFORE, BE IT RESOLVED, that the Advisory Committee Stipend Program policy, as set forth in **Exhibit A**, is hereby adopted as of the date stated therein.

BE IT FURTHER RESOLVED that the Intercity Transit Community Advisory Committee Bylaws shall be updated to include a new section, “Stipend Eligibility,” as set forth in **Exhibit B**.

ADOPTED: This 21st day of August 2024.

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM

Jeffrey S. Myers
Legal Counsel

EXHIBIT A
POLICY-EX-0017
Advisory Committee Stipend Program

Also See: Community Advisory Committee Bylaws

Approved by: _____

Clark Gilman, ITA Chair

Emily Bergkamp, General Manager

Written by: Amanda Collins

Definitions:

“Advisory Committee Members” means all Community Advisory Committee (CAC) members who applied for and were appointed to serve a term on the CAC. This does not apply to Intercity Transit Authority (ITA) members or current Intercity Transit employees serving on advisory committees.

“Meetings” – mean all regularly or special scheduled advisory committee public meetings and joint public meetings between the Advisory Committee and the Intercity Transit Authority Board. “Meetings” do not include informal discussions or planning sessions with agency staff. “Meetings” do not include engagement activities.

“Opt-out” means the voluntary waiver of any stipend offered by Intercity Transit.

This policy establishes the Advisory Committee Stipend Program to engage a diverse body of community members in accomplishing Intercity Transit’s mission and goals, by promoting the inclusion of all perspectives regarding transportation issues, service planning, programs, and general operating practices of Intercity Transit.

1. Purpose

The program aims to reduce economic barriers related to the costs of civic participation including, but not limited to transportation, internet, childcare, meals, etc. This is not compensation for services but is a nominal fee to cover expenses that are incurred incidental to the volunteer activity performed by the Advisory Committee Member.

Advisory Committee Members remain volunteers and are not employees of Intercity Transit.

POLICY-EX-0017

2. Reference

[Community Advisory Committee Bylaws](#)

3. Budget

Intercity Transit shall include expenses related to the Advisory Committee Stipend Program in its annual operating budget. If unfunded, the program is not in effect.

4. Stipend Amounts

All Advisory Committee Members are eligible to receive \$40.00 per meeting attended, whether virtually or in-person, not-to-exceed \$500.00 annually (from January to December) as a part of this program.

5. Participation

Advisory Committee Members will receive enrollment paperwork within 30 days of the program's funding or 30 days of the member's appointment, whichever is sooner. Forms must be submitted within 90 days of receipt to be eligible for enrollment. Failure to submit enrollment paperwork within 90 days will result in the member's waiver of participation. Advisory Committee Members may "opt-out" of the program, in writing, at any time.

6. Payment

Intercity Transit shall provide stipends to Advisory Committee Members at intervals determined by the General Manager but distributed no fewer than four (4) times annually. All stipends will comply with applicable federal tax requirements.

7. Implementation

The General Manager will work with the Community Advisory Committee's staff liaison and the Finance department to establish a reporting process for the program. Committee Minutes will be utilized to verify and document meeting attendance.

EXHIBIT B

INTERCITY TRANSIT COMMUNITY ADVISORY COMMITTEE *Bylaws*

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. (Amended 09/18/13)

The CAC is advisory to the Transit Authority and provides customer feedback to the agency. (Amended 09/18/13)

COMPOSITION

The CAC shall be comprised of no more than twenty members appointed by the Intercity Transit Authority. One position is specifically reserved for a 15-19 year old from Thurston County. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Seniors
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL, etc.)
- Youth (15-19 year olds)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Community-at-Large
- Black, Indigenous, People of Color (BIPOC)
- Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, and more (LGBTQ+)

- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04; 2/14/11; 3/6/24*)

TERMS

CAC members shall serve a term of three years and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04; 2/14/11*)

STIPEND ELIGIBILITY

The Intercity Transit Authority adopted an Advisory Committee Stipend Program to promote equitable civic participation by offsetting costs of travel, parking, internet, childcare, etc. If the program is funded, CAC members are eligible to participate in the Stipend Program. Following the amendment process, the CAC may recommend its removal from eligibility from the Advisory Committee Stipend Program. The Advisory Committee Stipend Program Policy EX-0017 is attached as Exhibit A. (*Incorporated 07/17/2024*)

ATTENDANCE

A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve-month period will be removed from the committee. If a staff member needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair of the Community Advisory Committee when the fourth absence in a 12-month period occurs.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11; 02/13/12; 3/6/24*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for major holidays. Those meetings will be rescheduled to an alternative Monday. All meetings shall be

held at Intercity Transit buildings and include a virtual attendance option. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24 hours in advance of a meeting. *(Amended 12/20/04; 3/6/24)*

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall finalize the agenda at least five days prior to the meeting and will send a copy of the packet to each member electronically. *(Amended 02/13/12; 3/6/24)*

MINUTES

The Staff Liaison shall distribute a summary of the meeting. All meetings are recorded, and AI generated transcripts or videos are available upon request. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent. *(Amended 3/6/24)*

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. *(Amended 07/16/01)*

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of the Chair and Vice Chair. The process for choosing officers shall consist of nomination in October (either self-nomination or nomination by others) and affirmation by majority vote in November. *(Amended 07/16/01; 2/06/08; 07/06/16)*

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two-term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. *(Amended 07/16/01; 12/20/04)*

Section 1. Chair

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority *(Amended 07/16/01)*

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. *(Amended 07/16/01; 12/20/04)*

MEETING PROTOCOL

- ***Presentations*** made by staff or others should be succinct and relevant.
- ***Discussion*** of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.

- **Agreement** on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (Amended 2/19/01)
- **Opposing positions will be shared with the Authority.**
- **Majority Vote** is considered a majority of members present. (Amended: 12/20/04)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process. The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. (Amended 07/16/01)

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC stick to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and/or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. (Amended 07/16/01; February 14, 2005)

USE OF THE OPERATING GUIDELINES

The meeting protocol supersedes all other meeting procedures and will be used by the CAC until and unless it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.

AMENDMENTS

These bylaws may be amended by a majority vote of the Community Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. (New Section Added 12/20/04, 3/6/24)

ADOPTED this 17th day of July, 2000.

**Amended: February 19, 2001
July 16, 2001
December 16, 2002
December 20, 2004
February 14, 2005**

**February 6, 2008
March 5, 2008
February 14, 2011
November 2, 2011
February 13, 2012**

**September 18, 2013
July 6, 2016
March 6, 2024**

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
June 17, 2024 - Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid June 17, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Eliane Wilson, Vice Chair Ty Flint; Betty Hauser; David Payton; Garrett Fuelling; Harrison Ashby; JoAnn Scott; Marilyn Scott; Nicole Smit; Rachel Wilson; Rachel Weber; Ursula Euler; and John-Paul Fox Seidel.

Absent: Clair Bourgeois; Doug Riddels; Lloyd Peterson; and Trina Primm.

Staff Present: Amanda Collins; Emily Bergkamp; Rob LaFontaine; Michael Maverick; Peter Stackpole and Nathaniel Davis.

APPROVAL OF AGENDA

It was M/S/A by RACHEL WEBER and TY FLINT to approve the agenda.

INTRODUCTIONS

Wilson introduced Authority member, Don Melnick, as the ITA representative scheduled to appear. Unfortunately, Melnick was unable to attend the meeting.

MEETING ATTENDANCE

- A. June 19, 2024, ITA Meeting - Nicole Smit
- B. July 3, 2024, ITA Meeting - Cancelled
- C. July 17, 2024, ITA Meeting - Ursula Euler

APPROVAL OF MINUTES

It was M/S/A by MARILYN SCOTT and RACHEL WEBER to approve the May minutes.

NEW BUSINESS

A. DAL, Bus Buddy, and Travel Training Update - (Kevin Karkoski)

Karkoski introduced himself as the Dial-a-Lift (DAL) Program Manager with Intercity Transit and provided an update on DAL services, Travel Training, and the Bus Buddy Program. DAL, Travel Training, and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities, and the community at large by providing a continuum of accessible transportation services. Karkoski also discussed how the Americans with Disabilities Act (ADA) applies to transit services and the realities facing our aging population.

Karkoski began with an agency overview that highlighted Intercity Transit's service area, Fixed Route System, ADA paratransit, DAL program, Rideshare programs, and outreach

initiatives. He also shared the history of how the Americans with Disabilities Act has impacted transit services. In 1990, the ADA was enacted and required accessibility of all new transportation facilities and vehicles in a Fixed Route System. In 1992, the ADA also required equivalent access to demand response services for individuals whose disability prevents them from riding the Fixed Route System. Dial-a-Lift, which is Intercity Transit's complimentary Paratransit Service System was started and its service area is required to extend a minimum of $\frac{3}{4}$ mile beyond the boundaries of the Fixed Route System. In addition to the DAL program, all Intercity Transit buses have been equipped with wheelchair ramps and kneel for ease of boarding, as well as voice and text announcements that play before each stop. There is an ongoing commitment to improved bus stop accessibility through the addition of bus shelters, sidewalk visibility striping, and sidewalk ramp installation. All Intercity Transit's Operators are Passenger Service and Safety Certified to provide quality customer service for all riders on both the Fixed Route System and Dial-a-Lift program.

Karkoski went into further detail about the Dial-a-Lift program, which is an ADA mandated service for people whose disability prevents them from riding the Fixed Route System. DAL Clients must apply for eligibility and recertify every three years. DAL is a shared ride service that serves $\frac{3}{4}$ of a mile beyond the boundaries of the Fixed Route System. The DAL application includes a portion completed by the applicant so they can describe their challenges or abilities, and another portion completed by their medical provider who provides additional information regarding the applicant's disability and how it impacts their ability to use the Fixed Route System. Karkoski clarified that DAL rides are considered a shared service and oftentimes clients ride along with other clients who share similar routes. This allows the program to be administered in the most efficient and cost-effective manner. Dial-a-Lift staff have observed that with the return to pre-COVID service levels without restrictions, many clients are being educated that this is a shared service, and they may need to travel with other clients.

Eligibility criteria include:

- A Client being unable to board, ride, or exit a ramp equipped bus without assistance, OR
- A Client that needs to utilize a ramp, but the ramp cannot be deployed safely at their bus stop, OR
- A Client who has a disability that prevents travel to and from a bus stop under certain conditions.

The categories of program approval include:

- **Unconditional:** A Client can ride anywhere they want within the service area if they are riding during their nearby bus route service hours. DAL service is fully equivalent to Fixed Route service.
- **Conditional:** A Client can utilize DAL service under certain circumstances. Conditions can include walking distance for the trip, weather conditions, etc.
- **Temporary:** A Client can utilize DAL service for a limited time period due to a temporary illness, injury, or disability. About $\frac{1}{3}$ of DAL Clients are currently approved with temporary eligibility.

In 2023, DAL served 1,858 clients and received 990 applications for DAL service. Of the applications, 55% were granted full or unconditional approval, 14% conditional approval, 26% temporary approval, 5% were ineligible. Approximately 31% of the total applications were existing DAL clients applying for recertification. Another tool utilized

by the DAL program is to invite an applicant to complete a functional assessment at the Olympia Transit Center. The assessment includes observing an applicant riding the bus and completing a 2500-foot course within an allotted time. Some applicants can complete the course and assessment, which demonstrates that they may be successful in riding the Fixed Route System. The DAL program has increased the number of functional assessments performed annually to truly vet potential applicants and ensure there is a true need for DAL service. Another assessment tool can be utilized for applicants with cognitive disabilities, and it observes an applicant utilize the routes they would be riding to determine if they can independently navigate the bus system. Karkoski noted that not all applicants need to complete an assessment. Only 287 functional assessments were completed in 2023, which is about a third of total applications.

DAL Program Statistics:

- 134,052 trips in 2023, an increase of 5% from the previous year.
- 96% on-time performance in 2023.
- 77,152 phone calls in 2023, an increase of 12% from the previous year.
- 95% customer satisfaction rating (Moore & Associates, Inc. 2016).

In October 2023, the scheduling and dispatching software was upgraded to Via Mobility. Early data shows that the new software has improved on-time performance to 99%, with many days achieving 100%. The project began in March 2022 and proposals were reviewed through a procurement process in October 2022. Once Via was selected, Intercity Transit's Authority board approved the contract and implementation began in February 2023 with a go live date of October 16, 2023.

Karkoski then introduced the Travel Training Program which teaches independent bus travel and is individualized to each person's needs. Travel Training supports origin to destination trip planning and provides an orientation to all aspects of bus travel. Additionally, Travel Trainers will provide mobility device training for folks who want the ability to practice with their equipment on a bus in a controlled environment to improve confidence. Travel Training creates relationships with bus riders for continued assistance as needs change. Intercity Transit has established agency partnerships to assist transitional students and other individuals with disabilities as they enter the workforce and begin to utilize the Fixed Route System for transportation to and from work.

Karkoski then reviewed the Bus Buddy Program, which is different from Travel Training. Bus Buddies offer ongoing support and companionship beyond the initial education provided in the Travel Training program. The Bus Buddy program's primary goal is to assist individuals by enhancing their mobility, increasing their independence, and maintaining their independent living. Oftentimes, Karkoski shared Bus Buddy program participants are new to the service area and may be familiar with riding a bus but need additional help navigating Intercity Transit's system. Bus Buddies are experienced volunteer riders, and the program is coordinated through a partnership with Catholic Community Services utilizing grant funds from WSDOT. In 2023, the Bus Buddy Program assisted 23 individuals, including 6 DAL clients who successfully rode the fixed route system. 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.

Karkoski answered questions

Marilyn Scott inquired about on-time performance and if one of the reasons contributing to this is that people are late for a scheduled ride? And if so, how long do drivers wait?

Karkoski answered that all clients have a designated pick-up window of time and are given a five-minute grace period from the time their driver arrives within the pickup time. With the old scheduling system, staff had to complete the night-before reminder calls and with the new system, there is now an option to receive a call or text reminder of the ride. The reminder is sent the night before, as well as 15 minutes prior to the arrival of the vehicle in real-time. Folks can opt out, but most appreciate the reminders and it's helped the program to increase on-time performance. If a client is taking too long and the driver needs to move forward on the route without them, they can also try to schedule a same-day ride later on with the new system. However, drivers do not leave very many people behind.

Smit asked Karkoski to elaborate on the issue of DAL clients thinking of the program as a personal taxi service and how staff are addressing this.

Karkoski replied that this has only been an issue since COVID, which caused a lot of changes to Intercity Transit operations. Most clients have continued the service and understand that operations are returning to pre-COVID service levels.

B. Title VI Update

Rob LaFontaine, Planning Deputy Director shared a condensed version of a presentation regarding Title VI compliance.

LaFontaine, reviewed the purpose of Title VI, which ensures that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. His presentation outlines the changes and updates Intercity Transit will need to implement to stay in compliance with those regulations. Title VI compliance is a critical aspect of Intercity Transit operations, especially since the 2020 Census results. The Olympia-Lacey urban area, which is officially recognized by the Census Bureau, now has a population exceeding 200,000. This change reclassifies Intercity Transit to a large transit agency according to the U.S. Department of Transportation. Consequently, LaFontaine explained that IT faces greater accountability and must demonstrate an active effort to eliminate racial and ethnic discrimination from our services.

LaFontaine explained that staff have been working to update the Title VI program for several months, with the goal of submitting a comprehensive document to the Federal Transit Administration (FTA) by October 1st to remain compliant. This update is substantial, involving new documents and revisions to existing ones to better reflect Intercity Transit's commitment to nondiscrimination.

LaFontaine reviewed several Title VI program elements:

- **Public Notices:** These are displayed at IT facilities and on our website to inform the public of their rights under Title VI.

- **Complaint Procedures:** Intercity Transit must have a process for individuals to file discrimination complaints and maintain records of these complaints and investigations.
- **Public Participation Plan:** This outlines IT's approach to engaging the community in decision-making processes, especially when changes in bus services are proposed.
- **Language Assistance Plan:** Ensuring that individuals with limited English proficiency (LEP) have meaningful access to our services.
 - LaFontaine also elaborated that under the Safe Harbor Provision, Intercity Transit must translate vital documents into languages spoken by significant LEP populations. In our service area, Spanish, Vietnamese, and Korean are the primary languages spoken by over 1,000 individuals, thus requiring translation of essential documents. Additionally, tools like Google Translate on Intercity Transit's website help provide real-time translation services.
- **Minority Representation:** Intercity Transit must report on the racial composition of our governing bodies to ensure diverse representation.
- **Contracting and Procurement:** Ensuring that our spending practices support Title VI compliance.
- **Equity Analysis:** Any new facilities or major service changes must undergo an equity analysis to prevent discriminatory effects.
 - **Major Service Changes Defined:**
 - Changes reducing or increasing an individual route's revenue hours by specific percentages.
 - Changes in the number of consecutive bus stops.
 - Creation or discontinuation of routes.
 - Relocation of bus stops used by many passengers.
 - **Threshold for Disparity:** LaFontaine proposed a 3% threshold above the 30.4% minority population for measuring adverse effects, one of the lowest values considered.
 - **Action Steps:** If disparities are found, staff will explore mitigation options or justify the changes.
- **Service Standards and Policies:** To guide how we measure and monitor our transit services to ensure they are equitable.
 - **Metrics Tracked:** Passenger loads, frequency, on-time performance, distribution of service, etc.
 - **Purpose:** Acts as a report card to ensure service is distributed equitably.

LaFontaine paused for questions.

Ursula Euler asked about the service equity analysis and the use of demographic data, maps, and surveys. She wanted to know if there are specific surveys or maps available from sources like Thurston County or the state of Washington to assist in this analysis.

LaFontaine confirmed that they can generate their own maps through GIS, a powerful mapping software. They have access to a wide range of data from the U.S. Census and the American Community Survey (ACS). Additionally, they can collect local and regional data from the Thurston Regional Planning Council (TRPC), which maintains an active GIS team. The board also mentioned that they

conduct their own surveys, such as the passenger intercept survey conducted last fall, and use this data along with ridership and GIS data for their equity analysis.

Betty Hauser asked for clarification on the term "GIS," and LaFontaine answered that it stands for Geographic Information Systems.

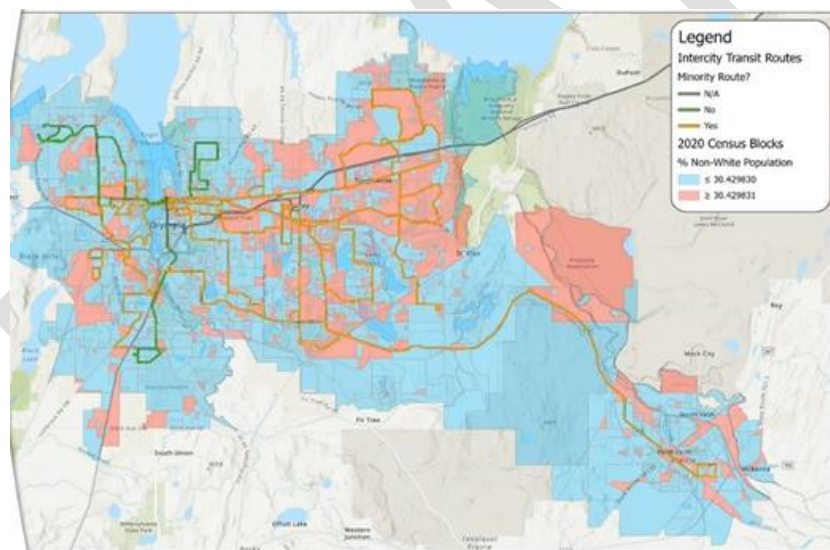
Amanda Collins shared a question that was emailed regarding demographic information that is being requested from CAC members and if Title VI only seeks ethnicity and racial demographic information or other information too.

LaFontaine confirmed that it is only ethnicity and racial demographic information.

Eliane Wilson asked if an equity analysis was every completed before.

LaFontaine answered that this was a new assignment for Intercity Transit and as an agency, we did not engage in a formal equity analysis before these requirements.

LaFontaine shared that Intercity Transit updated its demographic data through a passenger intercept survey conducted with the help of Western Washington University. This data will help define and monitor service standards to ensure nondiscriminatory transit operations.



LaFontaine provided visual distribution of minority populations and shared how the data compared to the passenger survey. The presentation displayed a Census Block Map with blue highlighted areas containing less than 30.4% minority concentration, while pink highlighted areas having more than 30.4%.

- **Key Findings:**

- **Minority Representation:** 30.4% of the service area's population is non-white, according to census data, but the survey showed 36% of passengers are non-white.

- **Language Proficiency:** Significant Spanish and Vietnamese-speaking populations; however, the survey showed twice the percentage of Spanish speakers and no Korean speakers.
- **Income Levels:** Census data indicates approximately 10% of the service area residents are low-income, while over 80% of survey respondents reported being low-income.

From these results, Intercity Transit developed a demographic profile of a transit user. When compared to the general community, bus passengers are proportionately more non-white, Spanish-speaking, low-income, and male.

LaFontaine further discussed the importance of conducting equity analyses for major service changes and outlined the criteria that define such changes, as well as encouraging public comments and continuously improving practices to ensure non-discriminatory service. Whenever a major service change is proposed, staff will conduct a thorough analysis and report the findings to ensure compliance with Title VI. The Community Advisory Committee will play a crucial role in reviewing these reports and providing recommendations to the Intercity Transit Authority Board.

The timeline for Title VI Plan next steps includes a public hearing on July 17th marking an end to the formal public comment period, and final adoption that will be voted on in August before forwarding for the Federal Transportation Administration's (FTA) review.

LaFontaine invited questions.

Rachel Weber mentioned that one of the points for a major change is a certain revenue change and asked how that is measured.

LaFontaine answered that revenue hours is transit jargon that refers the time that the bus is in service and open to the public. While it may also refer to collecting fare, it is accepted by the industry that the term measures when the bus is in service.

C. Draft 2024-2029 Transportation Development Plan

LaFontaine transitioned his presentation to a new topic that focused on Washington State-specific requirements, rather than federal compliance. The Transit Development Plan (TDP) is mandatory for all transit agencies in Washington state to summarize past activities and project future services over the upcoming six years. The draft document summarizes activities from 2023 and planned services or development between 2024-2029. The TDP is due by September 1st and is open for public comment through July 17th when a public hearing is scheduled. Final approval by the Intercity Transit Authority Board is targeted for August.

During the presentation, LaFontaine described the purpose of several sections of the TDP.

- **Section 3: State and agency goals, objectives and action strategies**
 - Compares Intercity Transit goals with state transportation goals.
 - This comparison is beneficial for securing grants by showing alignment with broader mobility goals.

- **Section 5: Plan consistency**
 - Discusses planned consistency with local jurisdictions and regional plans.
 - Ensures that intercity transit planning is integrated with other local and regional development plans.
- **Section 7: Planned operating changes**
 - Focuses on long-range planning.
 - Includes major projects like bus rapid transit (BRT) on the Martin Way corridor.

LaFontaine noted that this year's TDP is finally moving beyond the focus of restoring transit services to pre-COVID service levels. Intercity Transit is projected to achieve pre-pandemic service levels by September 2024, which will be the final service restoration update. While the number of trips day-to-day are different to reflect changing commuter patterns, the volume of service is equivalent to what the community was receiving before the pandemic. Additionally, Intercity Transit staff are excited to begin long range planning for operational and service enhancements that were promised in the 2018 Long-Range Plan and on hold from 2020. These promises include: Expanded Span of Service, Improved Frequency, Service to New Areas, Maintain On-Time Performance, Enhanced Capital Facilities, Bus Rapid Transit (BRT), Night Owl Service, Enhanced Commuter Service, and Fare-Collection Efficiencies.

Bus Rapid Transit (BRT):

- High-frequency transit was originally piloted as “The One” in November 2019, service was recently relaunched in May 2024.
- The One is funded partly by state grants, with operational support through June 2025.
- The TDP outlines an expanded investment in high-performance, limited-stop service on the Martin Way corridor in September 2025.
- Transition to BRT will be gradual with a new identity and brand, and service expansion eastward to SE Lacey.

Redistribution of Underlying Service:

- Adjusting existing services to support the new high-frequency corridor.
- This involves dismantling and rebuilding the current network from the ground up to integrate with BRT.

Future Service Expansion:

- **New Routes and Areas:**
 - Introducing new cross-town routes.
 - Reviewing potential fixed route options for Old Hwy 99, Henderson Blvd., Linderson Way, Lilly Rd., Black Lake Blvd., Kinwood Rd., Mullen Rd., and more.
 - Exploring new commuter services, such as the “Lacey Express”, a grant-supported commuter route connecting Hawks Prairie to JBLM’s Pierce Transit services.
- **Microtransit and On-Demand Services:**
 - Utilizing VIA software for flexible, demand-responsive transit solutions.
 - Potential to replace low-demand routes with on-demand services, especially for late-night coverage and expanding service to Yelm.

- **Student Mobility and Other Services:**
 - Addressing specific needs such as early morning activities, zero-hour classes, and crosstown services for students.
 - Enhancing connections to major community destinations like campuses and government buildings.
 - Focusing on robust service provision to areas with high student populations and activity centers.

LaFontaine discussed goals for operational improvements, including bus stop accessibility, continuing to refine service quality and on-time performance, and investing in infrastructure to support a high-frequency, efficient transit network. Staff have an ambitious plan to pivot the initial transit network to the next version that incorporates the long-range plan elements into a comprehensive network in 2025. This network will emphasize service quality, reliability, and accessibility with continuous monitoring and adjustments based on community feedback and operational data. Intercity Transit will encourage public participation and comments in the planning process and adjust plans based on community needs and feedback to ensure the transit network meets the evolving demands of the population.

LaFontaine answered questions.

Eliane Wilson asked LaFontaine to expand on what he means by redistributing services and if there would be changes to the existing bus stops.

LaFontaine answered that staff will be reviewing the network, which currently offers more than 1,000 bus stops in the service area. Intercity Transit will continue to provide service all stops, but will examine the routes and look for opportunities to add service to areas that we haven't previously served.

Ty Flint asked LaFontaine if the DASH was coming back, and if the route would still use the colorful buses from the past. LaFontaine stated the DASH will be coming back in September but has been redesigned to use 35 foot coaches with standard Intercity Transit branding. The colorful buses reached their useful life with us and were surplus.

Garrett Fuelling inquired about the status of DASH service and if funding is approved.

LaFontaine responded that he believes we have a very compelling grant through the Washington State Regional Mobility Program and should get notification in April of next year.

Emily Bergkamp thanked LaFontaine for he and his team's dedication to the Title VI program updates and continued service restoration and planning.

D. CAC Recruitment Ad hoc Committee

Emily Bergkamp, General Manager of Intercity Transit shared that it is time to begin recruitment efforts for CAC members whose term of service will begin in 2025.

The Ad hoc Committee will be comprised of three Intercity Transit Authority (ITA) members and three Community Advisory Committee (CAC) members who will interview and

recommend CAC members to fill upcoming vacancies. The Ad hoc Committee will also recommend a youth representative to serve for a one-year term.

In 2001, the Authority chartered an advisory committee and in 2011, the Authority voted to include a youth representative increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment for committee vacancies, with new members being appointed directly by the Authority. CAC member terms are three years long and members can serve no more than two consecutive terms with an exception for the youth position, which serves a one- year term. Vacancies are from members who have expired service terms or members who have resigned due to personal or work-related reasons. The goal is for the CAC to be representative of the diversity of our community. The recruitment process will fill upcoming and current vacancies.

Staff will make applications available on September 2nd, 2024, and collect responses by October 4th, 2024. The ITA will select interviewees on October 16th, 2024, and interviews are proposed for November 6th, 2024, with candidate selection to follow. Bergkamp also shared that the Authority is interested in learning more about a stipend option that will likely be an opt-in stipend. Amanda Collins, staff liaison, will be bringing more information for the Authority's review at an upcoming meeting. The goal with the stipend is to increase the diversity of the CAC and ensure that barriers to serving on the committee are mitigated.

Bergkamp invited self-nominations.

Rachel Weber, Rachel Wilson, and Eliane Wilson volunteered to serve on the Ad hoc Committee.

Bergkamp shared that the ITA representatives would be selected at an upcoming meeting.

CONSUMER ISSUES

JoAnn Scott elevated a concern about a Mullen Road bus stop that releases departing riders to very uneven terrain that resembles a ditch. Scott proposed moving the stop to the other side of the road to help with this.

LaFontaine responded that he would look at the issue.

Eliane Wilson extended her appreciation for the service expansion on route 620 and shared some suggestions to improve the visibility of the service at the 512 Park and Ride. The stop sign before the lot has outdated information about the 512/620 schedule and does not indicate that the bus travels to Olympia. Additionally, the scheduling dashboard in the shelter that includes all the Pierce Transit routes and all the Sound Transit routes, but not include Intercity Transit routes.

LaFontaine took notes regarding the comments.

No further consumer issues.

REPORTS

- **June 5, 2024, ITA Report** – Eliane Wilson attended the meeting and reported the following meeting highlights: a series of public comments about the study for the proposed East Martin Way round-about; Intercity Transit recognized the winners in the International

Roadeo and participants spoke about the benefits of the competition on skill development and team building; former General Manager, Ann Freeman-Manzanares was a special guest and received her retired Roadeo Sign; ITA presentations included the Dial-a-Lift update that was also shared with the CAC tonight by Kevin Karkoski and the Title VI update by Rob LaFontaine; and the ITA engaged in discussion about the concept of how to define and measure equity for Title VI compliance.

- **General Manager's Report** – Bergkamp provided the General Manager's report including:
 - Bergkamp invited CAC members to come ride the bubble bus in the Yelm Prairie Days Parade, which will take place on June 22nd at 9am near Yelm Cinemas. Volunteers should plan to arrive by 8:30am.
 - **CTAA Roadeo**
Dial-A-Lift (DAL) Operator Dan Savage recently competed in the Community Transportation Association of America's (CTAA) Roadeo held in West Palm Beach, FL, in the body on chassis division. Dan took 7th place overall, but also earned the "Most Spirited Driver" award. This award is a testament to Dan not only being dedicated to honing his craft as a professional driver through countless roadeo competitions, but to the kindness and compassion he shows to co-workers, DAL clients, and truly anyone he meets. Just like the classic Cake song, Dan understands that going "The Distance" doesn't always mean placing first at roadeos. There are lessons Dan learns from competing which he selflessly shares with others.
 - Bergkamp mentioned a reminder that the 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 on Pattison St., while the driving competition will take place at the Brewery Grounds.
 - **Toastmasters Back at Intercity Transit**
ITA Member, Lacey City Councilmember, and Toastmaster Carolyn Cox and Bergkamp have 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 to start in September. IT hosted a TM club in the past called Easy Speakers and it was an incredibly beneficial as a professional development tool for our employees and it will be great to offer that opportunity again.
 - **TAD July 31st Save the Date**
Bergkamp invited the CAC to save the date for Transit Appreciation Day on July 31st from 10 am to 4 pm 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.
 - **Capital City Pride**
Intercity Transit has reserved a booth at Capital City Pride again this year. Bergkamp invited CAC members to be able to stop by, say hi, and support our co-workers, friends and family members that are part of the LGBTQIA2+ (lesbian, gay, bisexual, transgender, queer or questioning, intersexual, asexual and two spirited)

community. Those who are interested in volunteering can contact Amanda Collins for details. Bergkamp also shared the event date, time, and location with the CAC.

NEXT MEETING: July 15, 2024, at the Olympia Transit Center

- ADJOURNMENT at 7:29 pm.

Prepared by Amanda Collins

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