

AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
September 18, 2024
5:30 P.M.

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 685 040 953#

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 on how to register. During the public comment portion of the agenda your microphone and video will be enabled.

CALL TO ORDER

- | | | |
|----|--|----------------|
| 1) | STAFF INTRODUCTIONS | 5 min. |
| | A. Matthew Desy, Vehicle Detailer (<i>David Chaffee</i>) | |
| 2) | APPROVAL OF AGENDA | 1 min. |
| 3) | PUBLIC COMMENT | 3 min. |
| 4) | RECOGNITION AND CELEBRATION | 20 min. |
| | A. 2024 State Rodeo Recipients | |
| 5) | SELF INTRODUCTIONS - CAC, ITA and Staff | 15 min. |
| 6) | APPROVAL OF AUTHORITY CONSENT AGENDA ITEMS | 1 min. |
| | A. Minutes - August 7, 2024, and August 21, 2024 | |
| | B. Payroll August: \$5,127,659.73 | |
| | C. Accounts Payable August: \$4,107,355.17 | |
| | • Warrants: \$4,089,532.02 | |
| | • ACH Payments: \$17,823.15 | |
| 7) | NEW BUSINESS | |
| | A. Federal Advocacy Contract Renewal (<i>Noelle Gordon</i>) | 5 min. |
| | B. State Advocacy Contract Renewal (<i>Noelle Gordon</i>) | 5 min. |
| | C. CAC Stipend Program Procedures (<i>Amanda Collins</i>) | 10 min. |
| | D. CAC Self-Assessment (<i>Emily Bergkamp</i>) | 10 min. |
| | E. Strategic Plan Concept Review (<i>Emily Bergkamp</i>) | 20 min. |
| 8) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (Sept. 6) <i>Debbie Sullivan</i> | 5 min. |
| | B. Transportation Policy Board (Sept. 11) (<i>Justin Belk</i>) | 5 min. |

- 9) **GENERAL MANAGER'S REPORT** **5 min.**
- 10) **AUTHORITY/CAC ISSUES** **15 min.**

ADJOURNMENT

Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).

Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 7, 2024

CALL TO ORDER

Chair Gilman called the August 7, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

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

Members Excused: City of Yelm Councilmember Brian Hess; Community Representative Don Melnick.

Staff Present: Emily Bergkamp; Jana Brown; Pat Messmer; Matt Kenney; Brian Nagel; Jessica Gould; Nick Demerice; Amanda Collins; Daniel Van Horn; Michael Midstokke; Rob LaFontaine; Noelle Gordon; Thera Black; Dena Withrow; Jason Aguero; Jonathon Yee; Katie Cunningham; Michael Maverick; Ramon Beltran; Tammy Ferris; Ayub Yasin; Jen Amendala.

Others Present: Jakub Kocztorz, Legal Counsel; Eliane Wilson, Community Advisory Committee.

STAFF INTRODUCTION

- A. Fixed-Route Manager, Michael Midstokke introduced Operator Class 24-04.
- B. Finance Manager, Jen Amendala introduced Ayub Yasin, Accounting Specialist.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

- A. **Surplus Property** (*Noelle Gordon*): The Authority declared the items listed in Exhibit A as surplus. This list includes items from Fleet Maintenance Division which are surplus to our needs. Once declared as surplus these items will be offered for direct purchase by other public agencies, and items not sold in this manner will then be sold competitively through public auction. The total value of the items listed in Exhibit A is estimated at \$2,000.

NEW BUSINESS

- A. **Engineering Services for Bus Stop Improvements.** Tammy Ferris, Construction Projects Coordinator, presented a Task Order from the On-Call Engineering Services Master Contract for design and construction support for bus stop enhancements to support all-door boarding. Ferris introduced Mark Steepy, Principle of KPFF who expanded on the various types of stop improvements and the complexity of the design for this round of stops.

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

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

Work Done to Date:

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

Summary of Bus Stops to be Improved by Jurisdiction

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

Next Steps:

The complexity of the bus stop pad improvements varies significantly from past projects, due to the existing conditions, constraints, and proposed improvements at these sites. As a

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result, a more detailed and tailored approach is required to address the unique challenges of each site. Below is a summary of the stops, grouped into categories based on complexity: less complicated, moderately complicated, and very complicated.

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

Summary of Bus Stops by Complexity

Complexity	No. of Stops
Less Complicated	101
Moderately Complicated	23
Very Complicated	33
Total	157

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

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

It was M/S/A by Belk and Pierce to authorize the General Manager to execute a Task Order with KPFF in the amount of \$392,732.

B. Mobile Column Vehicle Lifts & Equipment Purchase. Noelle Gordon, Procurement and Project Management Coordinator, presented for consideration the purchase of Mobile Column Vehicle Lifts and Equipment for the temporary maintenance building.

The Intercity Transit South Parcel Expansion and Rehabilitation project is quickly moving forward, and the Fleet Maintenance Division will soon move into the new temporary maintenance building. To ensure that the Fleet Maintenance Division remains fully operational, Intercity Transit seeks to purchase Mobile Column Vehicle Lifts and related equipment from Northwest Lift & Equipment under Sourcewell Contract 121223. This purchase will help ensure daily operations are uninterrupted during the Fleet shop remodel phase of construction.

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

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

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

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

It was M/S/A by Cox and Sullivan to authorize the General Manager, pursuant to Sourcewell Contract No. 121223, to purchase Stertil-Koni Mobile Column Vehicle Lifts and related equipment from Northwest Lift & Equipment in the amount of \$554,700, including sales tax.

- C. Adopt the 2023 Annual Report – Transit Development Plan.** Deputy Director of Planning, Rob LaFontaine, presented the 2023 Annual Report and Transit Development Plan for adoption.

LaFontaine indicated there were no changes to the draft version of the TDP presented during the public comment process, and the Plan fulfills all requirements by WSDOT. He reminded the Board the service projections goal is to complete the restoration of pandemic-reduced service later this year, and into 2025 with eyes on positive expansion consistent with the long-range plan and elements identified in the 2018 Proposition 1.

It was M/S/A by Pierce and Cox to adopt the 2023 Annual Report and 2024-2029 Transit Development Plan as presented.

- D. Adopt Title VI Program.** Deputy Director of Planning, Rob LaFontaine, presented the 2024-2027 Title VI Program for adoption.

LaFontaine said this is just the beginning of this Program process. He said the Title VI Program into 2024 will be more comprehensive than prior years, showing more evidence supporting how Intercity Transit works to access demographics of the community and make a meaningful effort in designing and operating an equitable public transit service. He indicated the final document did not change since the public comment process, aside from clarification on some of IT's maps.

It was M/S/A by Sullivan and Cox to adopt the 2024-2027 Title VI Program as presented.

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- E. Schedule Special Meeting September ITA/CAC Joint Meeting.** Bergkamp presented whether to schedule a hybrid Joint Meeting of the Intercity Transit Authority and Community Advisory Committee for Wednesday, September 18, 2024, starting at 5:30 p.m.

It was M/S/A by Sullivan and Belk to schedule a special hybrid meeting at 5:30 p.m., Wednesday, September 18, 2024, with the ITA and the Community Advisory Committee.

COMMITTEE REPORTS - NONE.

GENERAL MANAGER'S REPORT

Intercity Transit staff and volunteers hosted an information table at "Lakefair 50+ in the Park" on Saturday, July 19. This yearly event features a great variety of live entertainment, vendors, activities, prizes and giveaways, and a great event celebrating our community's seniors that offers an opportunity to share information about Intercity Transit's services with them.

New Operator Class 24-03 graduated on July 19 and are on the road. If you've seen training buses out and about, they've all been behind the wheel learning the ropes.

Bergkamp and several DAL and Travel Training staff attended the summer Bus Buddy picnic, organized by Bus Buddy Coordinator Scott Schoengarth. It was a great way to celebrate the program's accomplishments and share a meal.

Bergkamp, Nick Demerice, Chief Marketing, Communications and Outreach Officer, and Sr. Marketing, Communications, and Outreach Coordinator Nicky Upson, attended the Economic Development Council's "Hootenanny" to celebrate the Economic Courage displayed by Thurston County businesses this year. This event recognizes organizations that have demonstrated resilience, determination, and triumph in today's dynamic business landscape.

Bergkamp had the opportunity to meet and share a meal with Thurston County Manager, Leonard Hernandez, who then took a tour of our Administration & Operations building. A great community connection to make!

Bergkamp shared how awesome it was to get back to traditional Transit Appreciation Day (TAD) festivities last week, which is an annual celebration of all transit employees, recognizing milestone work anniversaries and outstanding employee accomplishments. Some of Bergkamp's most memorable moments from the celebration were seeing retirees and employees' family members enjoying all the food, games, and dunk tank fun. Special thanks to Chair Gilman and Vice Chair Mejia for sharing some inspiring words with employees, and for all Board members and CAC members in attendance. TAD has a long-standing tradition of being an event organized by a committee of employees, for employees, and the committee this year did a great job - so a big thank you goes to this year's TAD committee, led by PRO Amanda Collins.

Collins also arranged for an IHOP breakfast for swing and graveyard shift Maintenance employees later that night, which they enjoyed with Maintenance leadership, Bergkamp, and other members of the Senior Management Team.

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Bergkamp shared her pride to be a part of this agency – and TAD is just one-way Intercity Transit gets to celebrate the amazing service we provide to the community, together. Every IT employee, through their service to our community, cares about and responds to the mobility needs of those who rely on us. And through that service, all Intercity Transit staff, no matter the department they work in, are true professionals and subject matter experts helping to co-create a transformational public transit system.

This weekend is the Washington State Roadeo, and as usual, IT has Operator and Maintenance Team competitors! Multiple staff, and our biggest fan from the ITA, Sue Pierce, will head over to Ben Franklin Transit in the Tri Cities, to cheer on our employees. The Roadeo is followed by the Washington State Public Transportation Conference, which provides transit agencies across the state opportunities to explore and discover innovations in the field of public transportation as we continue moving forward together.

Thurston County Auditor, Mary Hall, took time out her busy schedule to meet with Bergkamp and Rob LaFontaine to discuss upgrades to the bus stop at their Ballot Processing and Voter Center, which is on the list of stops to be upgraded as part of the Bus Stop Improvements project. Thurston County received a grant to create a paved walkway from the bus stop to the Voter Center, which is complete and looks great. Auditor Hall also provided a tour of the ballot processing center, and if you've never taken the time to do this, Bergkamp highly recommends it. It is amazing to see the work our local election workers undertake to ensure democracy is in motion. It was both humbling and impressive to learn about what they are able to do under the leadership of Auditor Hall and her award-winning staff.

Subsequent to the site visit and prior to the issuance of the final Triennial Review report, Intercity Transit provided sufficient corrective action for a deficiency of excessive fixed-route bus spare ratio, which officially closed the deficiency effective May 20, 2024. This earned Intercity Transit the final status of "not deficient" following the final report of the review.

The annual State Audit taking place now, is coordinated with the SAO by Jen Amendala and Jana Brown from the Finance Department. The exit conference is scheduled for September 5, 2024.

AUTHORITY ISSUES

Wilson said she rode The One and it wasn't a very full bus, and that bus has the same appearance as all of the other fixed-route buses, so perhaps it needs to be a different color like bright red or green or something that makes it stand out from the other buses.

Belk appreciated seeing that longtime Lacey business Olympia Cards and Comics has its own bus stop directly outside on Pacific Avenue Southeast. Bus No. 68 now stops directly in front of the business. The owner "Gabi" Shephard Trautmann made the request earlier this year and Belk is glad IT was able to accommodate it.

Cox said the Lacey City Council approved an updated public comment/public hearing process across all City Council and Advisory Board meetings following a Zoombombing incident that occurred in March. The new policy aims to enhance accountability and ensure a respectful environment during public meetings, while also safeguarding individuals' First Amendment rights.

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Cox said the Council approved more electric vehicle purchases along with the purchase of the charging units.

Cox said there will be construction taking place on Yelm Highway and will complete approximately in September.

Sullivan said the City of Tumwater conducted a ribbon cutting ceremony for the Capitol Boulevard Corridor Improvements/Trosper Road Intersection Reconfiguration. She said more construction will begin on Israel Road starting the week of August 12.

Pierce said she's attending the annual Washington State Transit Association conference being held in Kennewick next week. She's excited about attending the many classes and seminars being offered. Ben Franklin Transit is the host agency, and they have several tours scheduled that includes the Queensgate Transit Center which is a Regional Hub Connecting BFT's Service Area opening for service on August 25. The Queensgate Transit Center will function as a transportation hub providing better access to those living in the more suburban and rural areas of BFT's PTBA.

Pierce said one of the Bus Buddy clients asked her if there could be a different color on the bus reader board for Out-of-Service or Training Buses to help distinguish from a regular bus. Pierce said similar to The One - which has a blue reader board which makes it distinguishable from other buses. Bergkamp is aware of the request and will follow up. She acknowledged some of the newer BRT buses have the ability to change the reader board colors.

Gilman referred to a meeting that took place recently about issues and conflicts surrounding the bus stop and parking near the Unity Commons and VFW across the street from Intercity Transit. He said the Low-Income Housing Institute and Interface Works are setting up a Community Advisory Board to address these issues, and he encourages an IT representative be part of that Board to participate in conversation.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:42 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST

**Pat Messmer
Clerk to the Authority**

Date Approved: September 18, 2024

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

EXHIBIT A
SURPLUS PROPERTY – AUGUST 2024

FLEET MAINTENANCE DIVISION

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 21, 2024

CALL TO ORDER

Vice Chair Mejia called the August 21, 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: Vice Chair and Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Carolyn Cox; Community Representative Sue Pierce; Community Representative Don Melnick; Mark Neuville, Labor Representative.

Members Excused: Chair and City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Brian Hess; Community Representative Justin Belk.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kenney; Jessica Gould; Amanda Collins; Daniel Van Horn; Noelle Gordon; Dena Withrow; Jonathon Yee; Katie Cunningham; Michael Maverick; Tammy Ferris; Zach Heinemeyer; Lynne Cunningham; Alana Neal; Heidi Fox; Dustin Korn; Magic Aguinaga; David Chaffee; Jonathan Martin; Brenden Houx; Kyle McPherson; Peter Stackpole.

Others Present: Jeff Myers, Legal Counsel; Rachel Weber, and Betty Hauser, Community Advisory Committee; Jakub Kocztorz, Law Lyman Daniel Kamerrer.

STAFF INTRODUCTIONS

- A. **Jonathan Martin**, Construction Projects Coordinator (*Katie Cunningham*)
- B. **Brenden Houx**, Sr. Procurement & Project Management Coordinator (*Katie Cunningham*)
- C. **Heidi Fox**, HR Analyst (*Alana Neal*)
- D. **Dustin Korn**, Vehicle Cleaner (*David Chaffee*)

Vice Chair Mejia noted there was not yet a quorum of Board members and proceeded to non-action items.

PUBLIC COMMENT

Brandon Mixon of Tumwater expressed concern about the lack of night-time service in West Olympia. He noted there are no plans indicated in the upcoming service changes or in the 2024-2029 Transit Development Plan for Routes 45, 47, 48 and 68 to incorporate night-time service. This severely limits people's working and leisure activities. He is suggesting one additional outbound trip to Capital Mall station, two additional inbound trips to LTC and two truncated inbound trips terminating at Tumwater Square. This would provide night-time service to West Olympia without needing to spend revenue hours along the entire line.

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VANPOOL PROGRAM UPDATE. Vanpool Manager, Lynne Cunningham provided an update on the Vanpool Program. Cunningham shared an award Intercity Transit recently received from the Association for Commuter Transportation (ACT) for Organizational Member of the Year.

Cunningham went on to explain the fundamentals of the Vanpool program. An IT vanpool is made up of three or more people who share their commute to work in an Intercity Transit van. Vanpool groups establish a route and schedule, and one or more people in the group volunteer to become approved drivers and reporters. They all pay an affordable fare and IT provides the vehicle, fuel, insurance, and maintenance. The benefits of vanpooling include reduction in the wear and tear on vehicles; shared driving responsibilities; access to HOV lanes; and many employers pay part or all of the vanpool fare for their employees.

Cunningham shared statistics and fun facts:

IT's vanpool program is 42 years old. It started in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT).

The vanpool service has grown to 155 active vanpool groups that commute to 311 employers in the Puget Sound region. There are five vans available to start new vanpools, and their goal is to have all available vans in service by the end of the year.

Cunningham said testament to the benefits of vanpooling is longevity in our vanpool groups. Thirty-nine of our vanpool groups have been in operation for 10 years or more. The two groups that have been on the road the longest started in 1992, **that's 32 years ago** and are still in operation today, carrying commuters from Olympia to Boeing Tukwila and from Shelton to the Washington Department of Highways and Licensing in Olympia. The group with the longest commute travels 175 RTM daily from Olympia to Boeing Everett.

Cunningham shared slides showing a comparison of vanpool statistics from 2019 through 2023. Pre-pandemic in 2019 our numbers were the highest, with 183 vanpool groups, over a quarter million miles traveled and an average of 40k trips per month. Due to the pandemic and shutdown in 2020 through 2021 vanpool usage was at its lowest. In 2022 and 2023 vanpool usage started to recover with significant increases in the number of groups and miles traveled as people started commuting again. In 2023, there was a monthly average of 150 vanpool groups, and that number has continued to increase so far in 2024. Today there are 155 active vanpools

Cunningham showed IT's driver to rider ratio, and more than half of the vanpool customers volunteer to drive for their vanpools – 54% is really high and demonstrates a high level of customer engagement. There is at least the required one driver for each of our 155 vanpools, and we also have 241 additional drivers who share the driving and jump in to do the work that makes their vanpools succeed.

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Cunningham reviewed projects staff is working on:

- In 2023, Intercity Transit was awarded a grant from WSDOT for just over \$710k (\$710,208) to purchase 20 replacement vehicles. However, the number of 7-passenger vans produced and sold to fleets in Washington drastically reduced since the pandemic. After much work, our fleet manager, David Chaffee, was able to reserve 14 7-passenger Toyota Siennas, but we still had 6 more vehicles to purchase to meet our need of replacing 20 vehicles. Chaffee had the idea to look at 5-passenger Toyota Camry's, which were much easier to obtain. Smaller vehicles, popular with customers, have almost all of the needed tools to work on them. Six Camry's were ordered as well, with expected delivery of all vehicles in January 2025.
- Cunningham moved on to the vanpool fare subsidy grant. Washington state employees recently learned they are able to vanpool for free because the Legislature provided funding for state agency employees (with a few exceptions) to cover 100% of the cost of their vanpool fare.
- The vanpool team is currently reaching out to state agencies to help spread the word and form new vanpools. Staff held vanpool informational meetings on August 20, 2024, at DOC and DOL and expect two new vanpools to form as a result. Staff is excited to help state employees take advantage of this new benefit.
- Since rolling out the subsidy on July 1:
 - 26 state agencies signed up with WSDOT
 - 63 Intercity Transit vanpool participants had their fares paid for in the first month
 - Over \$4,000 in total fares were subsidized, allowing commuters go to work with more money in their pockets!
- As a transit agency, monitoring driving records for employees and vanpool drivers is an important part of the accountability process and a best practice required by the insurance pool. Staff considered it an honor when the insurance pool, Washington State Transit Insurance Pool (WSTIP), asked Intercity Transit to partner with them to help create an internal audit process whereby we could check our own work to ensure we are properly managing and monitoring driving records. The self-audit process our agency helped develop is now used by all member agencies of the insurance pool to help ensure we are all following best practices in the area of driver record monitoring. Intercity Transit staff who worked on this project included employees from Vanpool, HR and Village Vans.

Cunningham shared a screen from the vanpool database showing information about one of our vanpool groups, one in which she herself is a member. Cunningham said IT began using this database in mid-2022 and she feels this is one of the best investments IT made. The RidePro database helps staff manage every aspect of the vanpool program. They use it for customer information, all customer and employers served, vanpool group management, creating statements and managing payments, customer comments and more. Total cost was about \$260k (\$260,140) and because we were able

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to obtain a regional mobility grant through WSDOT, we were reimbursed for \$220k – so we only spent about \$40k out of pocket.

Cunningham said in 2021, IT was awarded a WSDOT Regional Mobility Grant (Business to Business Vanpool Marketing) in the amount of \$220,000 with required local match of \$55,000. This funding was used to purchase Vanpool Management software. The total software cost was \$298,102 and was implemented in 2022.

Cunningham said this year's vanpool marketing theme is "Work together? Ride together!" She shared a photo of postcards mailed to home and businesses in Thurston County during the first half of 2024. These mailings were part of an effort to inform the community about the amazing benefits available to them by vanpooling.

Cunningham shared information about the Telematics Demonstration Project that is currently underway. Vanpool and Maintenance departments are working together on this project, and the purpose is to install telematics on the entire vanpool fleet to track and record odometer readings and vehicle location. This will help ensure we are reporting accurate mileage on required monthly and annual reports to the National Transit Database. It will also help verify vanpool routes and tell us a van's location at any given time.

Phase 1 of the demo is complete wherein we installed and tested the telematic devices on five IT employee vanpools for the last few months. We found the devices to be working as expected. She said staff is starting Phase 2 of the demonstration, where the devices will be installed on 10 customer vanpools (who are not IT employees). If all goes as expected, staff will install the telematics devices on all vanpool vehicles.

Mayor Sullivan arrived, and Vice Chair Mejia announced there was a quorum and the ITA was able to proceed with the remainder of the meeting agenda.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

- 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

NEW BUSINESS

A. Hazard Mitigation Plan Presentation-Adoption. Training and Safety Coordinator, Zach Heinemeyer, provided an overview of Intercity Transit's Hazard Mitigation Plan (HMP) that will be an annex within the "Hazards Mitigation Plan for the Thurston Region." He also presented Resolution No. 04-2024 for adoption which accepts Intercity Transit's annex portion of the "Hazards Mitigation Plan for the Thurston Region."

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.

Heinemeyer explained hazard mitigation is best accomplished when based on a comprehensive, long-term plan developed before a disaster strikes. Mitigation planning is the process used by state, tribal, and local leaders to understand risks from natural hazards and develop long-term strategies. Mitigation planning helps us take action now, before a disaster, to reduce impacts when a disaster occurs. Overall, the HMP is an investment in our community's future safety and sustainability.

Having a hazard mitigation plan will:

- Increase awareness of hazards, risks, and vulnerabilities
- Help us identify actions for risk reduction
- Allow us to focus resources on the greatest risks
- Effectively communicate priorities to state and federal officials
- and increase overall awareness of hazards and risks.

IT committed to certain aspects of emergency management. Those commitments are laid out in our strategic plan and in Thurston County's emergency management plan.

Strategic Plan:

- **Goal 3** - Maintain a safe and secure operating system. **End Policy** - Focus on the continual improvement for the safety and security of all customers, employees and facilities.
- **Goal 8** - Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations. **End Policy** - Promote community, organizational and individual resiliency.

Thurston County Emergency Management Plan (Emergency Support Functions):

- ESF1 - Transportation: Provide “windshield” damage assessments of roads, assist with evacuations, and provide transportation needed to doctor’s and medical appointments.
- ESF6 - Mass care, Emergency Assistance, Housing & Human Services: Provide transportation resources to transport special needs or isolated populations to shelters as needed and provide buses for use as temporary shelters.
- ESF15 - External Affairs: We have been recently recognized as a support agency for this ESF during Thurston County's emergency management plan update, although our specific role is not defined right now the general reason for this ESF has to do with local PIOs and the communication that is shared between partners and with the community. This ensures cohesive and consistent messaging throughout emergencies or disasters.

The initiatives shown are presented in order of priority, and the development or revision of each initiative was informed by:

- The jurisdiction (Thurston County) and Intercity Transits hazard risk ratings
- Hazard maps
- Capabilities assessments
- Intercity Transits benefit/cost review

Heinemeyer showed a timeline that outlines of what we have recently done in preparation to submit to the State and FEMA.

Stages 6-9 are markers that will be accomplished in the immediate and near future.

Stage 10: It is important to note that a Hazard Mitigation Plan is an ongoing process that will require constant revisions and potentially implementing new mitigation strategies while completing others. This stage ensures that our plan stays relevant as our community and environment changes. If this plan is approved, it will be reviewed again in February 2029.

It was M/S/A by Sullivan and Melnick to approve Resolution No. 04-2024, which accepts and approves Intercity Transit’s designated annex portion of the “Hazards Mitigation Plan for the Thurston Region.”

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B. Community Advisory Committee Stipend Program. Executive Assistant/Public Records Officer, Amanda Collins, presented Policy EX-0017, Advisory Committee Stipend Program; Resolution 03-2024; and proposed changes to the CAC Bylaws.

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, and as a result Collings presented the following for ITA consideration:

- Stipends paid to volunteers or "lived experience compensation" is becoming a standard practice, locally and nationally.
- In 2022, Washington State's Office of Equity developed best practices for government agencies to follow so they can achieve equitable outcomes in their programs and services.
- Stipends and incentives to promote community engagement continues to be a topic of discussion in transit agencies across Washington State.
- Advisory Committee Members remain volunteers and are not employees of Intercity Transit.
- 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.
- All stipends will comply with applicable federal tax requirements.
- All Advisory Committee Members are eligible to receive \$40 per meeting attended, whether virtually or in-person, not-to-exceed \$500 annually (from January to December) as a part of this program.
- Committee Minutes will be utilized to verify and document meeting attendance.
- 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.
- Advisory Committee Members may "opt-out" of the program, in writing, at any time.

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Discussion ensued among the Board members.

Pierce asked for a better explanation about the sign-up form and what it will look like. She understands CAC members can opt out of the program at any time however she noticed on page 2, number 5 of the Policy, it reads, "forms must be submitted within 90 days to be eligible for enrollment and failure to submit enrollment paperwork will result in members' waiver of participation." Pierce is concerned that by submitting paperwork that it's an opt in, and if members don't do anything within 90 days, it's considered an opt out. Collins responded staff will need additional information from the CAC members in order to process payment for the stipend. This includes another step the members need to complete to participate in the program, and it is an opt in step. This necessitates some form of an enrollment process and if members choose not to participate in the enrollment process, we also want to make clear they're not approving backlog payments. This process gives the members 90 days to decide whether they wish to enroll which corresponds to the quarterly payments, and if they choose not to enroll within the 90 days, they waive their compensation or if they choose to enroll and later change their mind they can do so in writing.

Pierce is concerned about the type of information being requested on the sign-up form other than name, address, etc. Is the stipend considered taxable income, and does the form ask for other private information like income levels. Collins said the form is being directed by the Finance team and she doesn't believe there is intent to solicit information from members regarding financial status or household size or anything like a traditional application. The Finance team needs specific information to report for tax purposes. Collins said staff will bring a draft of the sign-up form to the Authority for review and consideration.

Melnick is concerned about the statement number 3 in the Policy under Budget, "If unfunded, the program is not in effect." Is this language placed in other policies when expenditures are expected? Collins responded she was unable to locate another policy where it references budget appropriations. She said this program is unique in that we are providing a new stipend program for individuals who are not employees of the agency but are receiving a stipend amount to cover expenses in relation to their volunteer work for the agency. The Finance Manager, Jen Amendala, did not see any issues including this language in the Policy. However, Amendala did offer a possible amendment: "Intercity Transit shall consider expenses related to the Advisory Committee Stipend Program in its annual operating budget. The total of annual stipends shall not exceed budget allocated without prior approval from the General Manager." Melnick said he is comfortable with this amendment.

Cox said this language feels unnecessary. Everything allocated is budgeted and we wouldn't do this if there wasn't a budget, and it feels as though we're placing this in a special category that needs extra approval.

Pierce said Bergkamp did say there is money in the budget to cover this program through the end of 2024, budgeted under the ITA/CAC items, and a separate budget line item will be added to the 2025 budget for this specific program.

Pierce suggested a trial period to give the Authority a better idea of how the program works. Sullivan said whenever you conduct a trial period and have it run for so long, it's challenging to remember what the end time is, and we should consider the amount of time it takes to re-establish a program. If people are not taking advantage of the program or it's too costly, etc., a future Authority Board can choose to end the program as opposed to spending a great deal of staff time monitoring a trial period.

Sullivan would prefer the budget stay as written because it's good to have these types of stipulations within a budget, so staff doesn't have to keep going back and forth for approvals when changes are necessary. The budget is in place and there when needed, and if the funding isn't available at any particular time, at least the policy is still in place for when it is available. It's difficult to continuously have to reapprove a program or policy.

Discussion closed with a quote from Melnick, "Social equity is the fair, just and equitable management of all institutions serving the public directly or by contract, and the fair and equitable distribution of public services, and implementation of public policy, and the commitment to provide fairness, justice, and equity in the formation of public policy."

It was M/S/A by Melnick and Cox to adopt Resolution 03-2024 to implement Policy EX-0017 "Advisory Committee Stipend Program" and proposed amendments to the CAC Bylaws to reference stipend eligibility.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

Chief Financial Officer, Jana Brown, is currently guiding staff through the annual budget preparations. IT is incredibly lucky to have Jana at the helm of the Finance division, as she brings a wealth of financial experience and leadership in local government, grounded in transparency and integrity. Jana joined Intercity Transit in June of 2022. Prior to coming to IT, Jana worked at the City of Olympia where she spent three years as their Accounting Manager, and prior to that she spent 19 years at City of Poulsbo. Since she started, she's been working tirelessly to help IT mature in the budgeting and financial practices.

At the end of July, Jana hosted a 2025 budget kickoff meeting with department leaders. Department budgets were due by August 20 for first internal review. Next, a

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preliminary budget will be presented to the Intercity Transit Authority Board (ITA) in early October, followed by a public hearing in early November, and finally, budget adoption by resolution of the ITA in early December. This timeline is very important because an ITA resolution must be approved by December to spend funds starting on January 1, 2025. The annual budget is also an important tool that ensures IT meets the goals and end policies laid out in the Strategic Plan, which also reflect the mission and vision of Intercity Transit, and our commitment to serving the community.

IT's State Rodeo competitors did an amazing job representing Intercity Transit in both the driving and maintenance competitions last week. They all deserve our gratitude for the hard work and dedication they lead with to compete on behalf for the agency. And, if it weren't for the coordination and planning efforts of the State Rodeo Planning Committee, which includes Intercity Transit's own Service Impacts Supervisor David Dudek, Operations Supervisor Bill Miller and his wife Shanika as committee members, the State Rodeo wouldn't be as successful as it is.

Please congratulate the following competitors on their accomplishments and for representing Intercity Transit:

- 2nd Place Overall Maintenance Competition: Richelle Loken, Sean Malay, & Jonathan Reynolds.
- 2nd Place 35-foot Coach Competition: Fred "Uncle Freddie" Sombrano - in his very first State Rodeo appearance!
- 3rd Place Body-on-Chassis Competition: Dan Savage
- Honorable Mention 40-foot Coach Competition: Clinton Jimenez

The following Intercity Transit employees and family members were essential volunteers with the State Rodeo, as judges and in other roles: Operations Supervisor Rob Wood, Family Member Susan Wood, Fixed-Route Manager Michael Midstokke, Operations Deputy Director Cameron Crass, Intercity Transit Authority Board Member Sue Pierce, Operator Janet Depoe, Maintenance Director Jonathon Yee, Human Resources Deputy Director Alana Neal, Customer Service Supervisor Russell Gilsdorf, Family Member Lillian Dudek, and Administrative Services Director Heather Stafford.

Bergkamp also commemorates that while Intercity Transit was the runner up for State Grand Champion this year, IT held the title for 7 years straight. Kitsap Transit won the 2024 Grand Champion - and we congratulate them on this outstanding achievement. Sharing the opportunity to hold the Grand Champion title with other transits only showcases how Intercity Transit shares rodeo knowledge with others to help them learn and grow, which improves the overall competition on the State Rodeo stage and the public transit industry overall.

The word "champion" not only describes the winner of first place in a competition but is also used as a description for individuals who are warriors and fighters. While "winning it all" is nice, Intercity Transit is a champion because our Rodeo Competitors are willing to put themselves in the ring, repeatedly, and simply to compete, regardless

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of the outcome. They are all warriors in our hearts and are true front-line fighters for the mobility needs of the most vulnerable members of our community. We are all so proud of them.

The annual State Audit is taking place now, coordinated with the SAO by Jen Amendala and Jana Brown. The exit conference is scheduled for September 5, 2024.

AUTHORITY ISSUES

Pierce said she attended the WSTA conference and rodeo and she was very pleased to see more staff in attendance on Saturday and Sunday for the rodeo portion of the conference, who helped with many aspects of the event.

Melnick encourages IT staff to continue the connection with WSDOT to find out more about their public participation process and how to engage public in advance of changes.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Mejia adjourned the meeting at 7:03 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 18, 2024

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

**Intercity Transit
Payroll Disbursement List
August 2024**

Pay Periods:

PP16 (Jul 14 -27)

PP 17 (Jul 28 - Aug 10)

PP 18 (Aug 11 - 24)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
8/2/2024 ACH	PR DIRECT DEPOSIT	1,039,742.35
8/2/2024 40411 - 40428	PR PAPER CHECKS	35,849.07
8/2/2024 ACH	IRS	170,195.15
8/2/2024 ACH	HEALTH SAVING	92.59
8/2/2024 ACH	VANGUARD	129,592.17
8/2/2024 ACH	PERS	233,755.89
8/2/2024 ACH	DEF COMP	44,840.11
8/2/2024 ACH	MISSION SQUARE	15,423.89
8/2/2024 ACH	CHILD SUPPORT	3,799.01
8/16/2024 ACH	PR DIRECT DEPOSIT	1,064,324.20
8/16/2024 40529 - 40532	PR PAPER CHECKS	8,043.76
8/16/2024 ACH	IRS	173,997.18
8/16/2024 ACH	HEALTH SAVING	92.59
8/16/2024 ACH	VANGUARD	133,795.14
8/16/2024 ACH	PERS	236,491.78
8/16/2024 ACH	DEF COMP	45,759.46
8/16/2024 ACH	MISSION SQUARE	16,896.09
8/16/2024 ACH	CHILD SUPPORT	3,799.01
8/16/2026 ACH	AFLAC	13,991.46
8/16/2026 ACH	SPLIT MONTH ROUNDING	0.33
8/30/2024 ACH	PR DIRECT DEPOSIT	1,128,778.45
8/30/2024 40636 - 40640	PR PAPER CHECKS	11,190.92
8/30/2024 ACH	IRS	181,415.56
8/30/2024 ACH	HEALTH SAVING	92.59
8/30/2024 ACH	VANGUARD	134,273.87
8/30/2024 ACH	PERS	236,607.26
8/30/2024 ACH	DEF COMP	44,044.00
8/30/2024 ACH	MISSION SQUARE	16,601.80
8/30/2024 ACH	CHILD SUPPORT	4,174.05
Total Payroll Disbursements		5,127,659.73

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

Check No.	Reference Date	Vendor No.	Payee	Amount
40429	08/02/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,168.32
40430	08/02/24	01805	AM BRANAM TOOLS INC.	\$7,453.44
40431	08/02/24	01895	ECOLUBE RECOVERY LLC	\$96.90
40432	08/02/24	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$25.30
40433	08/02/24	03023	BACKUPIFY INC.	\$1,111.50
40434	08/02/24	03353	BENSON ANTHONY	\$151.25
40435	08/02/24	03950	BRUCE TITUS AUTOMOTIVE GROUP	\$42.19
40436	08/02/24	06120	CITY OF OLYMPIA (UTILITIES)	\$8,945.09
40437	08/02/24	06836	CONTINENTAL BATTERY SYSTEMS	\$998.73
40438	08/02/24	07220	CUMMINS INC.	\$67.57
40439	08/02/24	07350	CW JANITORIAL SERVICE LLC	\$46,634.94
40440	08/02/24	07640	DAY MANAGEMENT CORP	\$4,336.01
40441	08/02/24	07660	DAYTECH LIMITED	\$7,175.00
40442	08/02/24	07780	DELL MARKETING LP	\$6,382.45
40443	08/02/24	08091	DSI MEDICAL SERVICES	\$90.00
40444	08/02/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,007.32
40445	08/02/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$86.01
40446	08/02/24	09662	FERRELLGAS LP	\$5,472.11
40447	08/02/24	10162	FRAZEE ELLA	\$2.00
40448	08/02/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40449	08/02/24	10477	GALLS PARENT HOLDINGS LLC	\$1,510.67
40450	08/02/24	10660	GILLIG LLC	\$14,918.40
40451	08/02/24	10759	GORDON TRUCK CENTERS INC	\$492.69
40452	08/02/24	11231	HERC RENTALS INC.	\$7,608.46
40453	08/02/24	11310	HOGAN MFG. INC.	\$155.42
40454	08/02/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
40455	08/02/24	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$675.12
40456	08/02/24	11933	JESSE ORNDORFF	\$472.14
40457	08/02/24	14064	MCCLAIN TIMOTHY	\$22.04
40458	08/02/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40459	08/02/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,945.47
40460	08/02/24	16701	PEAK INDUSTRIAL INC.	\$572.16
40461	08/02/24	16765	PETROCARD INC.	\$30,964.72
40462	08/02/24	16841	PIONEER FIRE & SECURITY INC.	\$177.00
40463	08/02/24	16969	POINT GRAPHICS LLC	\$155.37
40464	08/02/24	16974	POMP'S TIRE SERVICE INC.	\$656.96
40465	08/02/24	17505	RAINIER DODGE INC.	\$717.72
40466	08/02/24	17580	RECARO NORTH AMERICA INC.	\$345.90
40467	08/02/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,494.27
40468	08/02/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$657.25
40469	08/02/24	18052	SHEA CARR & JEWELL INC.	\$15,493.00
40470	08/02/24	18530	STANDARD PARTS CORP.	\$1,149.86

40471	08/02/24	21950	TITUS-WILL CHEVROLET	\$243.12
40472	08/02/24	23800	VESTIS GROUP INC.	\$1,092.69
40473	08/02/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$40.00
40474	08/02/24	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$440.00
40475	08/02/24	26008	WI SCTF	\$50.30
40455	08/07/24	11930	JERRY'S AUTOMOTIVE & TOWING INC. - VOID	(\$675.12)
40476	08/12/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,539.72
40477	08/12/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$899.56
40478	08/12/24	01405	ADVANCE GLASS INC.	\$1,030.80
40479	08/12/24	01895	ECOLUBE RECOVERY LLC	\$185.00
40480	08/12/24	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$89.99
40481	08/12/24	03247	BAUS SYSTEMS LLC	\$105.68
40482	08/12/24	06040	CITY OF LACEY	\$1,366.40
40483	08/12/24	06836	CONTINENTAL BATTERY SYSTEMS	\$1,997.42
40484	08/12/24	07120	GORDON PRODUCTS INC.	\$941.62
40485	08/12/24	07619	DAVID S FOSTER	\$2,000.00
40486	08/12/24	07620	DAVIS WRIGHT TREMAINE LLP	\$8,500.00
40487	08/12/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$627.57
40488	08/12/24	09662	FERRELLGAS LP	\$6,012.03
40489	08/12/24	10251	FRUITION GROWTH LLC	\$4,356.35
40490	08/12/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40491	08/12/24	10477	GALLS PARENT HOLDINGS LLC	\$3,970.33
40492	08/12/24	10660	GILLIG LLC	\$7,039.99
40493	08/12/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
40494	08/12/24	10759	GORDON TRUCK CENTERS INC	\$4,248.14
40495	08/12/24	11310	HOGAN MFG. INC.	\$247.41
40496	08/12/24	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$1,663.47
40497	08/12/24	11933	JESSE ORNDORFF	\$3,241.30
40498	08/12/24	11943	JOANNA GRIST	\$2,000.00
40499	08/12/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,113.65
40500	08/12/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.90
40501	08/12/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$4,176.65
40502	08/12/24	16490	HAROLD LEMAY ENTERPRISES	\$973.81
40503	08/12/24	16765	PETROCARD INC.	\$30,017.80
40504	08/12/24	16969	POINT GRAPHICS LLC	\$163.49
40505	08/12/24	16974	POMP'S TIRE SERVICE INC.	\$974.31
40506	08/12/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$1,091.15
40507	08/12/24	17290	PUGET SOUND ENERGY	\$24,294.32
40508	08/12/24	17746	ROBIN LUCAS	\$525.00
40509	08/12/24	17755	ROOD DAVID A.	\$74.30
40510	08/12/24	17792	ROUSH CLEANTECH LLC	\$1,037.62
40511	08/12/24	17819	RWC INTERNATIONAL LTD	\$1,079.18
40512	08/12/24	17872	SARAH BOYLE	\$2,415.60
40513	08/12/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,095.60
40514	08/12/24	18066	SHI INTERNATIONAL CORP.	\$7,423.41
40515	08/12/24	18101	SIJ HOLDINGS LLC	\$199.92
40516	08/12/24	18145	SIX ROBBLEES' INC.	\$27.48
40517	08/12/24	18530	STANDARD PARTS CORP.	\$282.41
40518	08/12/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,465.65
40519	08/12/24	21659	THERMO KING NORTHWEST INC.	\$6,200.00
40520	08/12/24	21865	THURSTON ECONOMIC DEVELOPMENT COUNCIL	\$500.00

40521	08/12/24	21950	TITUS-WILL CHEVROLET	\$399.23
40522	08/12/24	22010	ROTTERS INC.	\$169.05
40523	08/12/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40524	08/12/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40525	08/12/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
40526	08/12/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$116,216.38
40527	08/12/24	24755	WA ST HEALTH CARE AUTHORITY	\$687,927.27
40528	08/12/24	25909	WEX BANK	\$45,670.69
40533	08/19/24	01780	AMALGAMATED TRANSIT UNION 1765	\$23,464.19
40534	08/19/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,860.44
40535	08/19/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,402.34
40536	08/19/24	02060	AMERISAFE INC.	\$201.92
40537	08/19/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$5,288.32
40538	08/19/24	03754	BOSTON HARBOR SERVICES INC.	\$5,287.42
40539	08/19/24	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,870.42
40540	08/19/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$13,303.50
40541	08/19/24	06836	CONTINENTAL BATTERY SYSTEMS	\$3,737.77
40542	08/19/24	07220	CUMMINS INC.	\$0.00
40543	08/19/24	07220	CUMMINS INC.	\$2,289.36
40544	08/19/24	07640	DAY MANAGEMENT CORP	\$42.00
40545	08/19/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$742.40
40546	08/19/24	09235	ERGOFIT CONSULTING INC.	\$5,856.34
40547	08/19/24	09662	FERRELLGAS LP	\$5,308.92
40548	08/19/24	09961	FORMA CONSTRUCTION COMPANY	\$1,611,604.34
40549	08/19/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40550	08/19/24	10477	GALLS PARENT HOLDINGS LLC	\$3,082.44
40551	08/19/24	10660	GILLIG LLC	\$9,603.03
40552	08/19/24	10759	GORDON TRUCK CENTERS INC	\$149.23
40553	08/19/24	10768	GORDON AMANDA	\$64.06
40554	08/19/24	11800	INTERNATONAL INSTITUTE MUNICIPAL CLERKS	\$225.00
40555	08/19/24	11915	JARRETT WALKER & ASSOCIATES LLC	\$15,000.00
40556	08/19/24	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$527.04
40557	08/19/24	11933	JESSE ORNDORFF	\$442.49
40558	08/19/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,139.90
40559	08/19/24	13743	MAGNUSON ETHAN	\$99.70
40560	08/19/24	13750	MAILBOX OF OLYMPIA - THE	\$3,030.91
40561	08/19/24	13893	MAUL FOSTER & ALONGI INC.	\$385.00
40562	08/19/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,257.72
40563	08/19/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40564	08/19/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$0.00
40565	08/19/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$506.43
40566	08/19/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$406.13
40567	08/19/24	15220	NORTHWEST HANDLING SYSTEMS INC.	\$6,216.76
40568	08/19/24	16623	PALAMERICAN SECURITY INC.	\$79,214.74
40569	08/19/24	16701	PEAK INDUSTRIAL INC.	\$251.77
40570	08/19/24	16765	PETROCARD INC.	\$98,417.27
40571	08/19/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$563.16
40572	08/19/24	18145	SIX ROBBLEES' INC.	\$80.47
40573	08/19/24	18530	STANDARD PARTS CORP.	\$498.00
40574	08/19/24	21950	TITUS-WILL CHEVROLET	\$321.91
40575	08/19/24	22010	ROTTERS INC.	\$231.66

40576	08/19/24	22100	TRANSIT SOLUTIONS LLC	\$32,544.72
40577	08/19/24	22235	TREW ENTERPRISE LLC	\$2,074.37
40578	08/19/24	23660	UNITED WAY OF THURSTON COUNTY	\$426.00
40579	08/19/24	23800	VESTIS GROUP INC.	\$1,049.35
40580	08/19/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$40.00
40581	08/19/24	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$13,992.04
40582	08/19/24	25320	WASHINGTON CENTER FOR PERFORMING ARTS	\$2,200.00
40583	08/19/24	26008	WI SCTF	\$50.30
40584	08/26/24	01567	CANON FINANCIAL SERVICES INC.	\$3,956.77
40585	08/26/24	02480	AGA DISTRIBUTION SPECIALISTS INC.	\$74.34
40586	08/26/24	02828	AVAIL TECHNOLOGIES INC	\$11,972.90
40587	08/26/24	05361	CARASOFT TECHNOLOGY CORPORATION	\$42,260.20
40588	08/26/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,082.68
40589	08/26/24	07220	CUMMINS INC.	\$4,074.75
40590	08/26/24	07640	DAY MANAGEMENT CORP	\$1,461.69
40591	08/26/24	07768	DELAPAZ PATRICK	\$2.00
40592	08/26/24	08743	ELKHART BRASS MANUFACTURING INC	\$659.69
40593	08/26/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,466.25
40594	08/26/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$748.02
40595	08/26/24	09662	FERRELLGAS LP	\$3,060.96
40596	08/26/24	10660	GILLIG LLC	\$3,847.56
40597	08/26/24	10759	GORDON TRUCK CENTERS INC	\$699.32
40598	08/26/24	10820	SOULIERE INC.	\$923.52
40599	08/26/24	11310	HOGAN MFG. INC.	\$3,318.20
40600	08/26/24	11615	INDUSTRIAL HYDRAULICS INC.	\$26.79
40601	08/26/24	11805	ITERIS INC	\$712.62
40602	08/26/24	12875	KPFF CONSULTING ENGINEERS INC	\$16,080.71
40603	08/26/24	13726	M & S COLLISION LLC	\$5,267.42
40604	08/26/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$378.32
40605	08/26/24	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$21,094.50
40606	08/26/24	16600	AMERIDIAN INDUSTRIES LLC	\$6,561.38
40607	08/26/24	16765	PETROCARD INC.	\$29,078.53
40608	08/26/24	16769	PHAM QUI	\$92.41
40609	08/26/24	16974	POMP'S TIRE SERVICE INC.	\$1,822.18
40610	08/26/24	17505	RAINIER DODGE INC.	\$490.55
40611	08/26/24	17580	RECARO NORTH AMERICA INC.	\$130.76
40612	08/26/24	17737	ROCK THE BIKE LLC	\$4,720.41
40613	08/26/24	17819	RWC INTERNATIONAL LTD	\$3,767.10
40614	08/26/24	17861	SAMBA HOLDINGS INC.	\$893.14
40615	08/26/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,749.97
40616	08/26/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$13.78
40617	08/26/24	18052	SHEA CARR & JEWELL INC.	\$22,487.83
40618	08/26/24	18066	SHI INTERNATIONAL CORP.	\$11,417.73
40619	08/26/24	18530	STANDARD PARTS CORP.	\$363.13
40620	08/26/24	18695	SUMMIT LAW GROUP PLLC	\$7,479.00
40621	08/26/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$288.88
40622	08/26/24	21830	THURSTON COUNTY SOLID WASTE	\$9.00
40623	08/26/24	21950	TITUS-WILL CHEVROLET	\$255.21
40624	08/26/24	22010	ROTTERS INC.	\$361.06
40625	08/26/24	22463	TURNER KEN	\$40.02
40626	08/26/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20

40627	08/26/24	24000	W. W. GRAINGER INC.	\$327.98
40628	08/26/24	24030	WA ST AUDITOR'S OFFICE	\$23,507.90
40629	08/26/24	24215	WA ST DEPT OF L & I	\$977.50
40630	08/26/24	26710	ZILLA CORPORATION	\$3,571.80
36978	08/27/24	05340	CAPITOL COURIER SERVICE - VOID	(\$217.42)
40641	08/28/24	03844	BRIDGET UNDERDAHL	\$485.00
40642	08/28/24	05340	CAPITOL COURIER SERVICE	\$217.42
40643	08/28/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40644	08/28/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40645	08/28/24	10477	GALLS PARENT HOLDINGS LLC	\$3,184.96
40646	08/28/24	11476	HYDROGEN FUEL CELL BUS COUNCIL DC	\$2,000.00
40647	08/28/24	13587	LLAMAS CHRISTOPHER	\$90.00
40648	08/28/24	18066	SHI INTERNATIONAL CORP.	\$341.72
40649	08/28/24	24755	WA ST HEALTH CARE AUTHORITY	\$687,629.88
ACH	08/01/24		AUTHORIZE.NET	\$273.67
ACH	08/02/24		COLLINS AMANDA	\$440.83
ACH	08/02/24		DENICOLA JANE	\$545.83
ACH	08/02/24		DUDEK DAVID	\$768.82
ACH	08/02/24		GERCHAK AMANDA JOY	\$559.58
ACH	08/02/24		GILSDORF RUSSELL	\$580.58
ACH	08/02/24		JIMENEZ CLINTON	\$525.82
ACH	08/02/24		MIDSTOKKE II MICHAEL	\$630.82
ACH	08/02/24		MILLER WILLIAM	\$663.82
ACH	08/02/24		SAMBRANO FREDERICK	\$525.82
ACH	08/02/24		SANDBERG BENNY JON	\$23.75
ACH	08/02/24		SAVAGE DANIEL	\$525.82
ACH	08/02/24		SMITH HEATHER	\$237.64
ACH	08/09/24		ALLISON LISA	\$436.81
ACH	08/09/24		BELL JOE	\$193.50
ACH	08/09/24		CHIRHART AMELIA	\$15.00
ACH	08/09/24		FONSECA RENEE E.	\$89.75
ACH	08/09/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,828.75
ACH	08/09/24		LOKEN RICHELLE	\$193.50
ACH	08/09/24		MADISON JACKSON J.	\$193.50
ACH	08/09/24		MALAY SEAN	\$193.50
ACH	08/09/24		MEIERHOFF AMY	\$104.87
ACH	08/09/24		PAUL DENISE	\$89.75
ACH	08/09/24		REYNOLDS JONATHAN	\$193.50
ACH	08/16/24		HAGQUIST MORGAN	\$91.23
ACH	08/16/24		REINHARDT BRYCE	\$163.12
ACH	08/16/24		SUTHERBY BRIAN	\$265.50
ACH	08/16/24		WITHROW DENA	\$137.63
ACH	08/19/24		PARENT JAMES	\$1,099.47
ACH	08/23/24		CRANOR KAYLA R.	\$136.00
ACH	08/23/24		IT PROJECT ASSISTANCE	\$676.00
ACH	08/23/24		IT WELLNESS	\$701.00
ACH	08/26/24		DAVIS MONTY	\$299.50
ACH	08/26/24		FERRIS TAMMY	\$498.50
ACH	08/26/24		REINHARDT BRYCE	\$545.93
ACH	08/26/24		ROGERS KYLE	\$299.50
ACH	08/26/24		DEPARTMENT OF REVENUE	\$1,045.33

ACH	08/30/24	ALLEN KAI	\$136.00
ACH	08/30/24	CUNNINGHAM LYNNE	\$340.50
ACH	08/30/24	DELANCY ARTHUR	\$136.00
ACH	08/30/24	ENNES MOLLY	\$125.00
ACH	08/30/24	LOMEDICO BRUCE	\$125.00
ACH	08/30/24	MCPHERSON KYLE	\$166.71

\$4,107,355.17

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-A
MEETING DATE: September 18, 2024

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: Federal Advocacy Services Contract Renewal

1) **The Issue:** Renew the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Relations for an additional year.

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Relations to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$96,000.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$96,000, the total cumulative value of the contract for Federal Advocacy Services from October 2023 through October 2025 exceeds \$100,000.

4) **Background:** In October 2023, Gordon Thomas Honeywell Governmental Relations was awarded Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal, and the annual contract amount remains the same as the previous term.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Relations representation of its interests over the past fifteen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Relations will continue to provide valuable services at fair and reasonable rates and recommends that a contract extension with Gordon Thomas Honeywell Governmental Relations is approved.

5) Alternatives:

A. Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Relations to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$96,000.

B. Choose not to renew Federal Advocacy Services at this time. All monitoring and advocating would then be the responsibility of Intercity Transit staff.

6) Budget Notes: The total annual contract value of \$96,000 for Federal Advocacy Services falls within the budgeted amount.

7) Goal Reference: **Goal No. 2:** *“Provide outstanding customer service.”* **Goal No. 4:** *“Provide responsive transportation options within financial limitations.”*

8) References: N/A.

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-B
MEETING DATE: September 18, 2024**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: State Legislative Advocacy Services Contract Renewal

-
- 1) **The Issue:** Renew the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$48,000, the total cumulative value of the contract for State Legislative Advocacy Services from October 2021 through October 2025 exceeds \$100,000.
-
- 4) **Background:** In October 2021, Foster Government Relations was awarded Intercity Transit’s contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the third one-year renewal. The annual contract renewal amount remains the same as the original term.

Intercity Transit has worked with Foster Government Relations for the past eight years and has been satisfied with the firm’s representation of our interests during this time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit’s legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit’s interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract extension with this firm.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
- B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.

6) **Budget Notes:** The total annual contract value of \$48,000 for State Legislative Advocacy Services falls within the budgeted amount.

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

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-C
MEETING DATE: September 18, 2024**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: CAC Stipend Procedures

1) **The Issue:** The ITA expressed interest in reviewing procedures for the newly approved Stipend Program.

2) **Recommended Action:** For review and discussion only.

3) **Policy Analysis:** Policy EX-0017, Advisory Committee Stipend Program directs the General Manager to work with the Community Advisory Committee's staff liaison and the finance department to establish a reporting process for the program.

4) **Background:** On August 21, 2024, the ITA voted to approve Resolution 03-2024 and Policy EX-0017 to establish the Advisory Committee Stipend Program. Several ITA members expressed interest in receiving additional information about the stipend program's procedures and reporting process.

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

6) **Budget Notes:** Stipends will be processed for the final quarter of 2024 utilizing available funding from the Executive Department budget. Funding for the Stipend Program was submitted to the 2025 Annual Budget per Policy EX-0017.

7) **Goal Reference: Goal 6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

8) **References:** Draft CAC Stipend Invoice and Attendance Process

Stipend Invoice and Attendance Process

COMMUNITY ADVISORY COMMITTEE (CAC)

CAC members are eligible to receive Stipend payments effective August 21, 2024, per [Policy EX-0017](#).

Participant Information

- CAC members who wish to participate in the Stipend Program will submit a W-9 to ap@intercitytransit.com within 90 days of appointment or 30 days of program funding.

Verifying Attendance

- Attendance is regularly monitored at each meeting and recorded through an attendance sheet that is attached to committee minutes.
- Minutes are then reviewed and approved by the committee.

Invoice Process

- CAC Staff Liaison will prepare a Request for Warrant form at the end of each quarter or more frequently if indicated by the General Manager
- Forms will provide the total amount due to each CAC member based on the attendance record, which will attach to the form as backup documentation.
- CAC members will receive the Request for Warrant form via e-mail and sign to authorize the request.
- CAC staff liaison will approve the Request for Warrant forms and submit to Finance Accounts Payable for processing.
- Checks will issue following Intercity Transit's Warrant Approval process.
- Payment will be mailed to CAC members

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-D
MEETING DATE: September 18, 2024**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: Community Advisory Committee (CAC) Self-Assessment

1) **The Issue:** Review the results of the CAC self-assessment and discuss how the CAC interacts and advises the Authority.

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

3) **Policy Analysis:** The CAC conducts a self-assessment annually and presents the results to the Authority at the September joint meeting.

4) **Background:** The CAC is a 20-member advisory group representing our diverse service area. The CAC provides input on local public transportation issues such as: Dial-A-Lift policies, service changes, strategic plans, the budget, fare structures, transit amenities and more.

The CAC conducted a self-assessment in August 2024. Sixteen members were eligible to complete the assessment, and thirteen members participated before the survey closed.

Discussion of results at the Joint Meeting provides a perfect opportunity to review what is working well and what could work better.

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

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

7) **Goal Reference:** Supporting a positive working relationship and open communications between the CAC and the Authority helps the agency achieve all goals.

8) **References:** 2024 CAC Self-Assessment Results.

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, August 22, 2024 9:55:05 AM
Last Modified: Thursday, August 22, 2024 9:57:34 AM
Time Spent: 00:02:28
IP Address: 67.170.111.216

Page 1

Q1 **Somewhat Agree**

We remained faithful to our purpose.

Q2 **Strongly Agree**

The Community Advisory Committee represents the community.

Q3 **Somewhat Agree**

Intercity Transit and the community benefited from our input.

Q4 **Somewhat Agree**

We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**

Our meetings are run well.

Q6 **Strongly Agree**

I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Somewhat Agree,**

I am prepared for meetings.

Other (please specify):
I forgot one meeting after a crazy day.

Q8 **Somewhat Agree**

I feel comfortable contributing at meetings.

Q9

Respondent skipped this question

Additional Comments

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, August 22, 2024 3:04:03 PM
Last Modified: Thursday, August 22, 2024 3:04:28 PM
Time Spent: 00:00:24
IP Address: 73.221.72.44

Page 1

Q1 **Strongly Agree**
We remained faithful to our purpose.

Q2 **Somewhat Disagree**
The Community Advisory Committee represents the community.

Q3 **Somewhat Agree**
Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**
We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**
Our meetings are run well.

Q6 **Somewhat Disagree**
I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Somewhat Agree**
I am prepared for meetings.

Q8 **Strongly Agree**
I feel comfortable contributing at meetings.

Q9

Respondent skipped this question

Additional Comments

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, August 23, 2024 10:55:20 AM
Last Modified: Friday, August 23, 2024 10:58:58 AM
Time Spent: 00:03:37
IP Address: 47.28.4.137

Page 1

Q1 **Strongly Agree**
We remained faithful to our purpose.

Q2 **Somewhat Agree**
The Community Advisory Committee represents the community.

Q3 **Somewhat Agree**
Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**
We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**
Our meetings are run well.

Q6 **Somewhat Disagree**
I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Somewhat Agree**
I am prepared for meetings.

Q8 **Somewhat Disagree**
I feel comfortable contributing at meetings.

Q9

Additional Comments

I've really enjoyed being on the Intercity Transit CAC in the past few months. I'm excited for the rest of the year and hoping to be more involved especially for the youth in our community.

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, August 23, 2024 3:52:30 PM
Last Modified: Friday, August 23, 2024 3:53:35 PM
Time Spent: 00:01:04
IP Address: 24.17.235.231

Page 1

Q1 **Strongly Agree**
We remained faithful to our purpose.

Q2 **Strongly Agree**
The Community Advisory Committee represents the community.

Q3 **Strongly Agree**
Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**
We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**
Our meetings are run well.

Q6 **Strongly Agree**
I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Strongly Agree**
I am prepared for meetings.

Q8 **Strongly Agree**
I feel comfortable contributing at meetings.

Q9

Respondent skipped this question

Additional Comments

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, August 26, 2024 11:35:29 AM
Last Modified: Monday, August 26, 2024 11:37:07 AM
Time Spent: 00:01:37
IP Address: 209.74.197.106

Page 1

Q1 **Strongly Agree**

We remained faithful to our purpose.

Q2 **Somewhat Agree**

The Community Advisory Committee represents the community.

Q3 **Strongly Agree**

Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**

We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**

Our meetings are run well.

Q6 **Strongly Agree**

I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Strongly Agree**

I am prepared for meetings.

Q8 **Strongly Agree**

I feel comfortable contributing at meetings.

Q9

Additional Comments

I've learned so much in this first year and expect to be a stronger advocate going forward :)

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, August 29, 2024 5:01:42 PM
Last Modified: Thursday, August 29, 2024 5:02:30 PM
Time Spent: 00:00:48
IP Address: 67.168.96.7

Page 1

Q1 **Strongly Agree**

We remained faithful to our purpose.

Q2 **Strongly Agree**

The Community Advisory Committee represents the community.

Q3 **Strongly Agree**

Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**

We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**

Our meetings are run well.

Q6 **Somewhat Agree**

I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Somewhat Agree**

I am prepared for meetings.

Q8 **Strongly Agree**

I feel comfortable contributing at meetings.

Q9

Respondent skipped this question

Additional Comments

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, August 31, 2024 12:10:21 PM
Last Modified: Saturday, August 31, 2024 12:13:07 PM
Time Spent: 00:02:46
IP Address: 76.135.71.75

Page 1

Q1 **Somewhat Agree**
We remained faithful to our purpose.

Q2 **Somewhat Agree**
The Community Advisory Committee represents the community.

Q3 **Somewhat Agree**
Intercity Transit and the community benefited from our input.

Q4 **Somewhat Agree**
We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**
Our meetings are run well.

Q6 **Strongly Agree**
I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Strongly Agree**
I am prepared for meetings.

Q8 **Strongly Agree**
I feel comfortable contributing at meetings.

Q9

Additional Comments

I expect it to be quite easy for future members to join for the stipend, attend virtually, and not actually contribute. Please be on the lookout for that.

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, September 02, 2024 2:48:46 PM
Last Modified: Monday, September 02, 2024 2:54:06 PM
Time Spent: 00:05:19
IP Address: 75.172.127.121

Page 1

Q1 **Strongly Agree**

We remained faithful to our purpose.

Q2 **Somewhat Agree**

The Community Advisory Committee represents the community.

Q3 **Strongly Agree**

Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**

We add value to the Transit Authority's decisions.

Q5 **Somewhat Agree**

Our meetings are run well.

Q6 **Strongly Agree**

I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Somewhat Agree,**

I am prepared for meetings.

Other (please specify):

Having the material as it is going to be presented as opposed to a synthesis would help to prepare better. Such could be done economically via the use of links to access the relevant information.

Q8

Strongly Agree

I feel comfortable contributing at meetings.

Q9

Additional Comments

the CAC is undergoing changes with the influx of new members; by diversifying and bringing new blood, it can become even more beneficial to the ITA.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 04, 2024 2:04:09 PM
Last Modified: Wednesday, September 04, 2024 2:06:19 PM
Time Spent: 00:02:09
IP Address: 174.215.117.194

Page 1

Q1 **Strongly Agree**
We remained faithful to our purpose.

Q2 **Somewhat Agree**
The Community Advisory Committee represents the community.

Q3 **Strongly Agree**
Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**
We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**
Our meetings are run well.

Q6 **Strongly Agree**
I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Somewhat Agree**
I am prepared for meetings.

Q8 **Strongly Agree**
I feel comfortable contributing at meetings.

Q9

Respondent skipped this question

Additional Comments

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 04, 2024 3:40:55 PM
Last Modified: Wednesday, September 04, 2024 3:43:11 PM
Time Spent: 00:02:15
IP Address: 72.168.144.89

Page 1

Q1 **Strongly Agree**

We remained faithful to our purpose.

Q2 **Somewhat Agree,**
Other (please specify):
So many people do not ride the bus and they need to be encouraged to change. They are not on the committee.

The Community Advisory Committee represents the community.

Q3 **Strongly Agree**

Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**

We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**

Our meetings are run well.

Q6 **Strongly Agree**

I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Strongly Agree**

I am prepared for meetings.

Q8 **Strongly Agree**

I feel comfortable contributing at meetings.

Q9

Additional Comments

Thank you to ITA for listening to the CAC.

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 05, 2024 4:14:50 PM
Last Modified: Thursday, September 05, 2024 4:32:08 PM
Time Spent: 00:17:17
IP Address: 172.56.105.28

Page 1

Q1

We remained faithful to our purpose.

Strongly Agree,

Other (please specify):

I think this year we did an exceptional job of informing the committee about all that Intercity Transit does, and a background into the many aspects of the agency.

Q2

The Community Advisory Committee represents the community.

Strongly Agree,

Other (please specify):

Have been impressed over the past two years with the quality of our new CAC Members. They are younger, many are all users of various IT services, and most are focused on the future of Intercity Transit.

Q3

Intercity Transit and the community benefited from our input.

Somewhat Agree,

Other (please specify):

Unless it is controversial, or something that hits the headlines I don't feel the overall public really pays attention to either the Authority or the CAC

Q4

We add value to the Transit Authority's decisions.

Strongly Agree,

Other (please specify):

This is the main reason I enjoy being on the CAC. Members of the Authority are always welcoming, and during their meetings our representative has a seat at the table.

Q5

Our meetings are run well.

Strongly Agree,

Other (please specify):

Yes thanks to "double A"...Amazing Amanda!

Q6

I feel satisfied with my participation level within the Community Advisory Committee.

Strongly Agree

Q7

Strongly Agree

I am prepared for meetings.

Q8

Strongly Agree

I feel comfortable contributing at meetings.

Q9

Respondent skipped this question

Additional Comments

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 05, 2024 5:57:44 PM
Last Modified: Thursday, September 05, 2024 6:00:44 PM
Time Spent: 00:02:59
IP Address: 73.225.201.89

Page 1

Q1 **Strongly Agree**
We remained faithful to our purpose.

Q2 **Strongly Agree**
The Community Advisory Committee represents the community.

Q3 **Strongly Agree**
Intercity Transit and the community benefited from our input.

Q4 **Strongly Agree**
We add value to the Transit Authority's decisions.

Q5 **Strongly Agree**
Our meetings are run well.

Q6 **Strongly Agree**
I feel satisfied with my participation level within the Community Advisory Committee.

Q7 **Strongly Agree**
I am prepared for meetings.

Q8 **Strongly Agree**
I feel comfortable contributing at meetings.

Q9

Additional Comments

Enjoy being able to participate
On the committee

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, September 06, 2024 1:37:39 PM
Last Modified: Friday, September 06, 2024 2:08:37 PM
Time Spent: 00:30:58
IP Address: 216.235.108.84

Page 1

Q1 **Strongly Agree**

We remained faithful to our purpose.

Q2 **Somewhat Disagree,**

The Community Advisory Committee represents the community.

Other (please specify):

I think we could better represent the community and be more diverse, I think the stipend will help. I feel like extending the recruitment might help. I feel like I need to talk it up all year to find folks who are excited about being on CAC. It might be neat to have a representative from SPSCC, Evergreen, and St. Martin's. Those folks use transit a lot and that would help with that segment of the population.

Q3 **Somewhat Agree,**

Intercity Transit and the community benefited from our input.

Other (please specify):

I think we learn a lot and become better advocates for transit. I think it would be neat to advise more directly on routes or timing, too.

Q4 **Somewhat Agree,**

We add value to the Transit Authority's decisions.

Other (please specify):

Basically agree. Am glad we're around for IT to check with.

Q5 **Somewhat Agree,**

Our meetings are run well.

Other (please specify):

They do pretty well for time, sometimes I get antsy if they run past 7:30.

Q6

I feel satisfied with my participation level within the Community Advisory Committee.

Somewhat Agree,

Other (please specify):

I think I'm going to try to make sure to look at packet before meetings so I can ask more informed questions.

Q7

I am prepared for meetings.

Somewhat Agree

Q8

I feel comfortable contributing at meetings.

Strongly Agree,

Other (please specify):

It might be good for us to learn other folks transit interests so we can better include folks that don't talk as much in meetings? It seems that about a quarter of the CAC actively comments, but the other folks have good ideas.

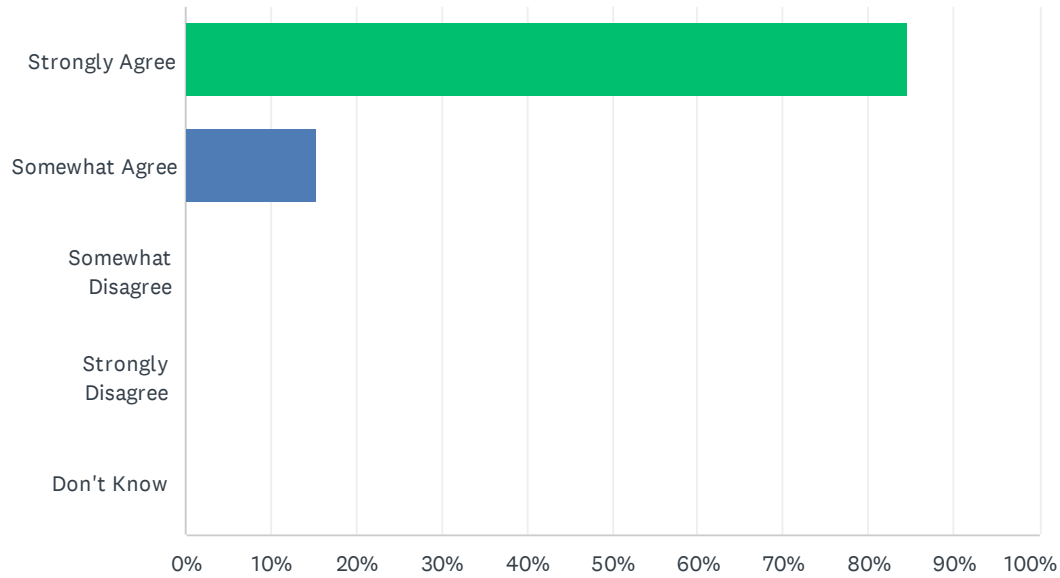
Q9

Additional Comments

Respondent skipped this question

Q1 We remained faithful to our purpose.

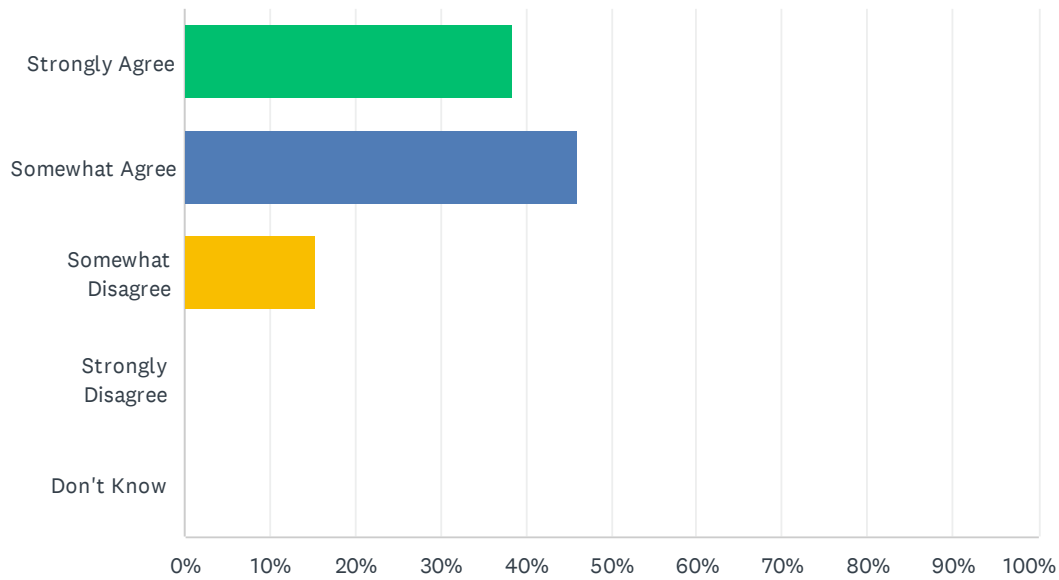
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	15.38%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q2 The Community Advisory Committee represents the community.

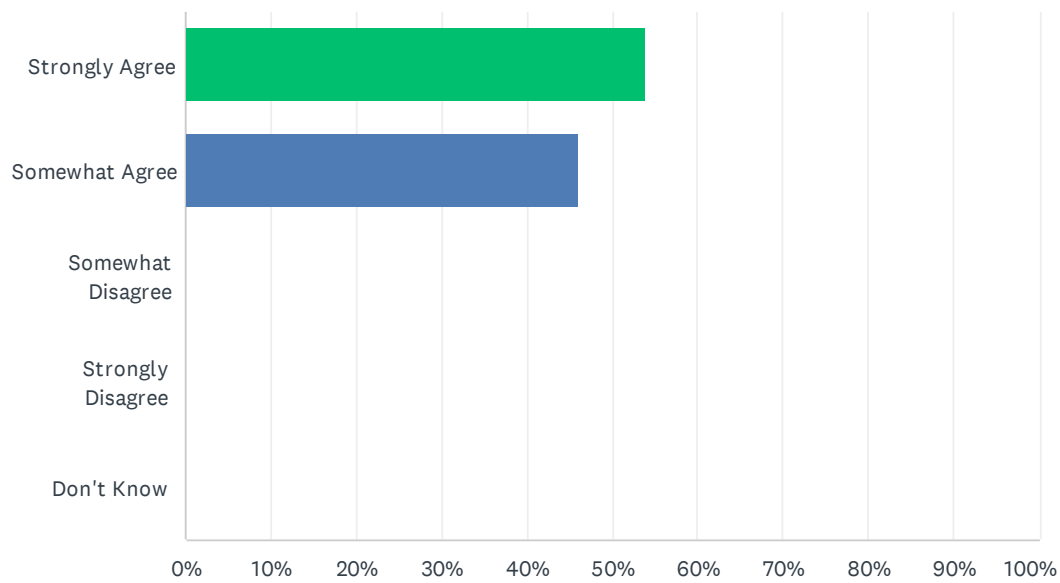
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	38.46%	5
Somewhat Agree	46.15%	6
Somewhat Disagree	15.38%	2
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q3 Intercity Transit and the community benefited from our input.

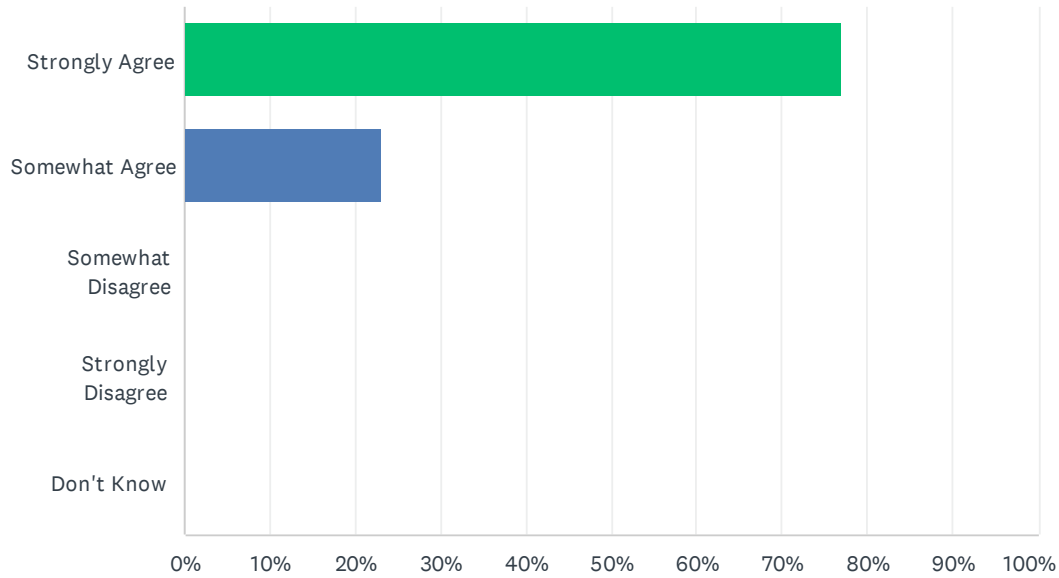
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	53.85%	7
Somewhat Agree	46.15%	6
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q4 We add value to the Transit Authority's decisions.

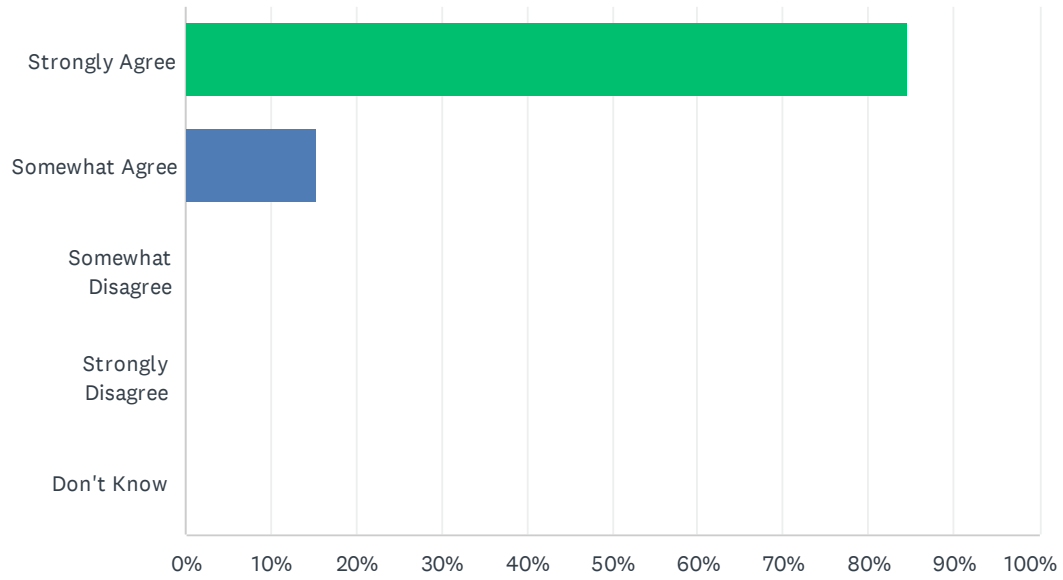
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	76.92%	10
Somewhat Agree	23.08%	3
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q5 Our meetings are run well.

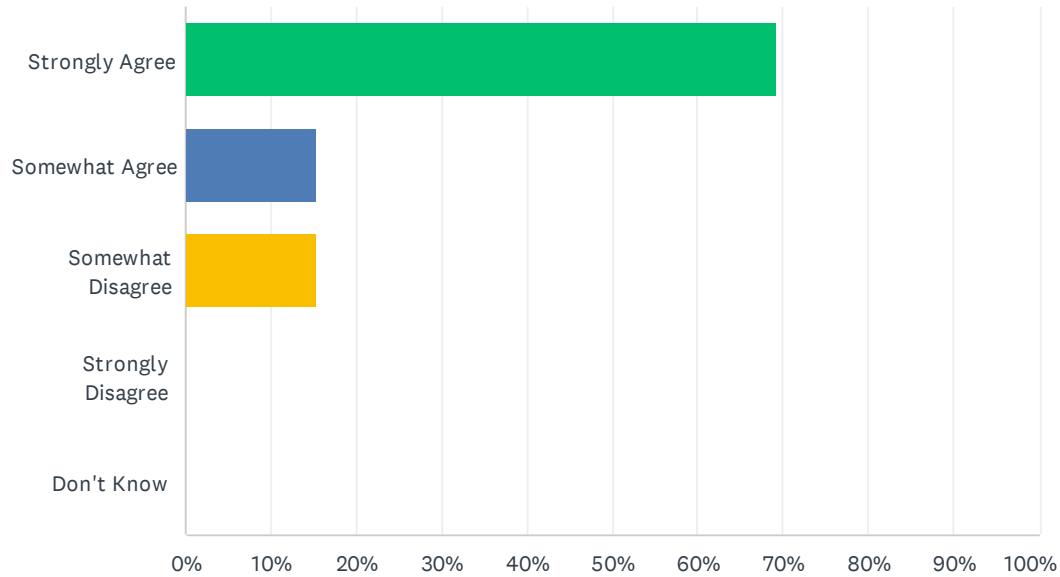
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	15.38%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q6 I feel satisfied with my participation level within the Community Advisory Committee.

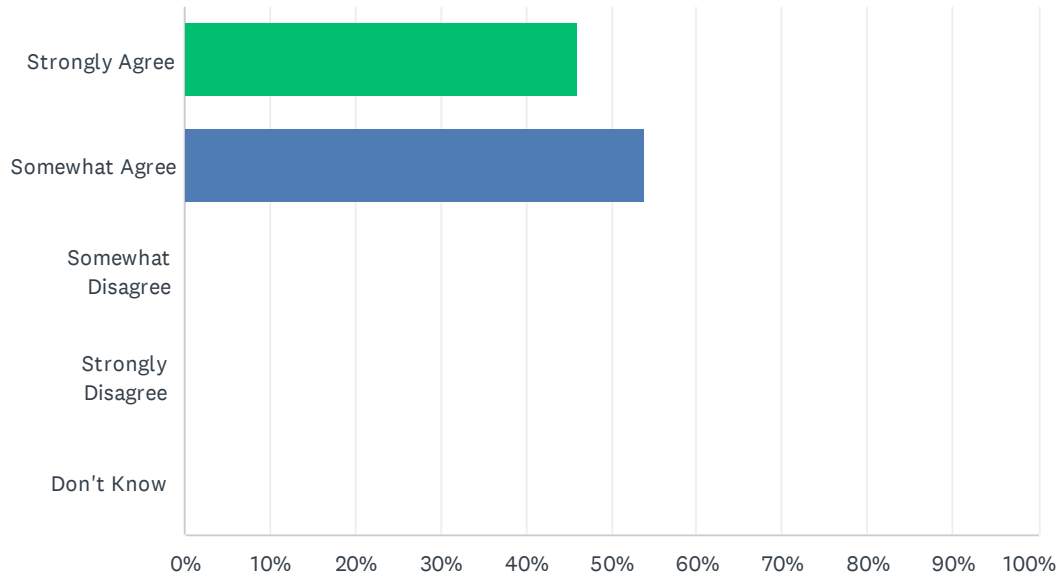
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	69.23%	9
Somewhat Agree	15.38%	2
Somewhat Disagree	15.38%	2
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q7 I am prepared for meetings.

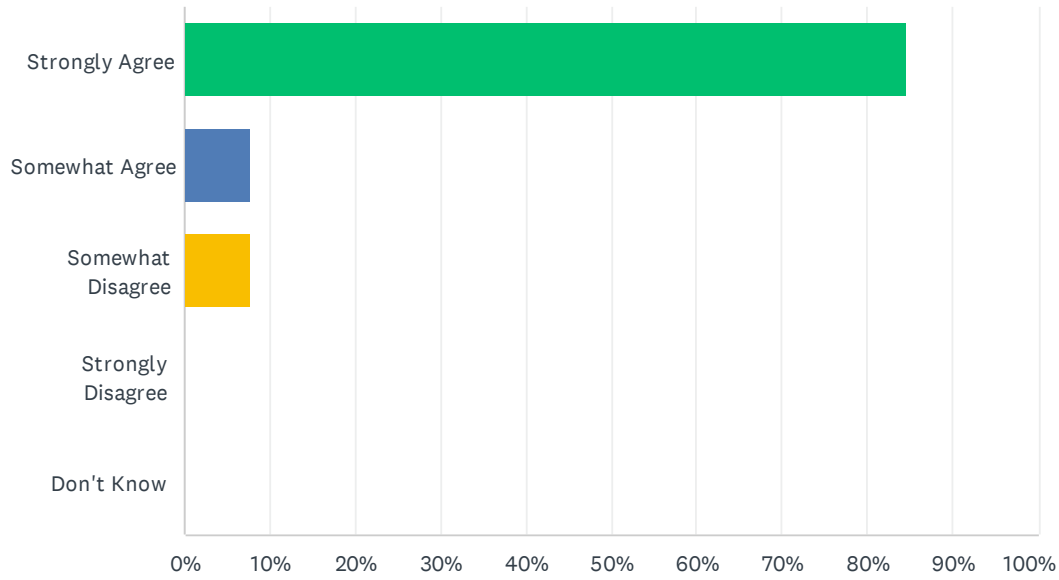
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	46.15%	6
Somewhat Agree	53.85%	7
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q8 I feel comfortable contributing at meetings.

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	7.69%	1
Somewhat Disagree	7.69%	1
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q9 Additional Comments

Answered: 6 Skipped: 7

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7-E
MEETING DATE: September 18, 2024**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Emily Bergkamp, General Manager, 360-705-5838

SUBJECT: Concept Review of Strategic Planning Process

1) **The Issue:** The General Manager will provide a concept review and presentation of the Strategic Planning Process. This will prepare the CAC & ITA for follow-up conversations to inform the draft 2025-2030 Strategic Plan for eventual adoption by the end of the year.

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

3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides direction regarding service levels, programming and capital projects which is the basis of the budget.

4) **Background:** The Strategic Plan is updated yearly by the General Manager and identifies policy positions and includes operating and capital budget recommendations covering a six-year period. It also addresses our state of growth in accordance with the [Intercity Transit's Long-Range Plan](#).

Historically, the CAC and ITA review and discuss policy positions for updates and changes as needed prior to the drafting process. With Intercity Transit's return to pre-pandemic service levels, it also provides a return to a more thoughtful and visionary 2025-2030 Strategic Planning process with the CAC & ITA.

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

6) **Budget Notes.** The Strategic Plan coordinates with the development of the annual budget. There are no contractual costs associated with the development of the plan.

7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.

8) **References:** [FinalStrategicPlan2024-2029.pdf \(intercitytransit.com\)](#)

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

September 6, 2024

Please use this after-meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org> and TRPC's YouTube channel at: <https://youtu.be/BklRMmrKDLw?feature=shared>.

PLEASE NOTE: Participation in the October 4, 2024, Council meeting will be in-person with a remote option for those without the ability to join in-person.

Appointment of 2025 Work Program Subcommittee

Chair Vazquez requested volunteers to be on the 2025 Work Program Subcommittee. Council members O'Callahan, Madrone, Badillo-Diiorio, and Chair Vazquez volunteered.

State Office Facilities Plan

Guest presenter Yvonne Knutson of the Office of Financial Management Facilities Oversight office shared upcoming state facility office plans for the Thurston Region.

The full presentation can be found here: www.trpc.org/DocumentCenter/View/12850/A7-State-Facilities-Plan

Draft 2025-2028 Regional Transportation Improvement Program (RTIP) Annual Update

Staff provided an overview of the annual update of the Regional Transportation Improvement Program (RTIP). The RTIP is a four-year programming document derived from local six-year Transportation Improvement Programs. The RTIP includes federally funded, state-sponsored, and regionally significant projects. It is prepared annually to provide a list of RTIP projects for inclusion in the State Transportation Improvement Program in order for funding to be released. Council will be asked to take action on this item at the October meeting.

The full presentation can be found here: www.trpc.org/DocumentCenter/View/12851/A8-TRPC-PP----DRAFT-2025-RTIP

Assessment Subcommittee Meeting and Recommended Option

Executive Director Daily briefed Council on the recommendation from the TRPC Assessment Subcommittee. The subcommittee recommended that Council consider enacting a Tech Fee to be added to TRPC member annual assessments. The Tech Fee would generate approximately \$97,000 each year for the next five years. This would cover the rolling five-year costs of agency Information Technology (IT) infrastructure. Funds generated by the Tech Fee would be managed separately and only used for IT-related expenses. The subcommittee recommended that the costs be shared proportionally across all members based on members' current assessment. This equates to about a 14 percent increase in assessments for each member. Council directed staff to bring a resolution and draft bylaws changes to incorporate that Tech Fee for Council consideration at its October meeting.

The full presentation can be found here: www.trpc.org/DocumentCenter/View/12852/A10-Council-Assessment-Alt-Rec-090524

2025 Legislative Priorities

Staff presented the draft legislative priorities for the 2025 session.

The full presentation can be found here: www.trpc.org/DocumentCenter/View/12853/A11-2025-Legislative-priorities-presentation

Commute Trip Reduction (CTR) Survey Results

Staff presented the 2023 Commute Trip Reduction Survey Results for the Thurston Region.

The full presentation can be found here: www.trpc.org/DocumentCenter/View/12854/A12-Commute-Trip-Reduction-9-2024