

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, October 2, 2024
5:30 P.M.

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 438 266 924#

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

STAFF INTRODUCTIONS	10 min.
A. Operator Class 24-05 (<i>Michael Midstokke</i>)	
1. APPROVAL OF AGENDA	1 min.
2. PUBLIC COMMENT	3 min.
3. NEW BUSINESS	
A. Draft 2025 Budget Presentation / Set Public Hearing (<i>Jana Brow</i>)	15 min.
B. January 2025 Service Change Equity Analysis / Set a Public Hearing (<i>Rob LaFontaine</i>)	20 min.
4. COMMITTEE REPORTS - None	
5. GENERAL MANAGER'S REPORT	5 min.
6. AUTHORITY ISSUES	5 min.

ADJOURNMENT

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: October 2, 2024

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer, 360-705-5816
Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: 2025 Draft Budget and Set Public Hearing

-
- 1) **The Issue:** Introduce the Draft 2025 Budget and set the Public Hearing date.
-
- 2) **Recommended Action:** Set the public hearing for the 2025 draft budget for 5:30 p.m., Wednesday, November 6, 2024. Final adoption is proposed for December 4, 2024.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the Capital Improvement Plan and coordinates with the Strategic Plan. The Strategic Plan identifies the Authority's plan regarding service levels, which is the prime driver of proposed expenses for 2025.
-
- 4) **Background:** Staff will present elements of the draft 2025 budget to include capital projects, new initiatives, new staff, on-going projects from the previous fiscal period, and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget.

The proposed Operating budget for 2025 is \$90.6 million, which includes \$3.9 million for rollover projects.

The proposed Capital budget for 2025 is \$70.7 million, which includes \$7.5 million in new projects and \$63.2 million for rollover projects.

The total proposed 2025 expenditure budget including staff recommended new projects/positions is \$161.4 million.

The major elements of Intercity Transit's 2025 budget are:

- Sales tax revenue for 2025 has been conservatively budgeted, representing what has been collected thus far in 2024, which represents a 2% decrease of the 2023 actuals.

- Continue construction to renovate the Pattison Street maintenance facility
- Zero Emission – Hydrogen Demonstration
- Agency ERP/EAM Software System Replacement
- Life Cycle Vehicle Replacements
- Continue pursue of grant funded BRT and Corridor Program
- Lacey Intersection Smart Sensor Project
- Transfer Centers and Bus Stop Improvements
- Add 5 new positions:
3 Operations Supervisors, 1 Village Vans Coordinator, and 1 Facilities Tech III

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

6) **Budget Notes:** The Authority will review the draft budget at their October 2, 2024, meeting. A public hearing has been scheduled for Wednesday, November 6, 2024. The Draft Budget package is available for public review and comment on Intercity's public facing webpage. The budget is scheduled for adoption at the December 4, 2024, Authority meeting.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** [2025 Draft Budget](#)

INTERcity TRANSIT



Olympia, Washington

2025 DRAFT Budget

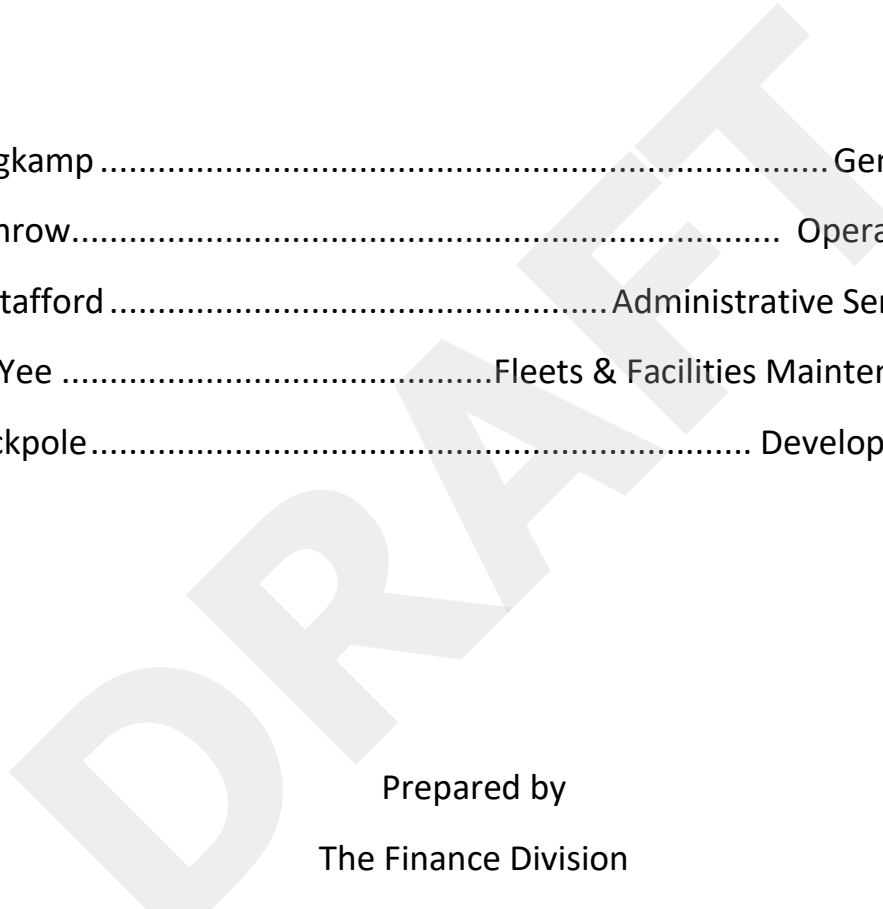
Mission Statement:

Provide and promote transportation choices that support an accessible, sustainable, livable, healthy, and prosperous community

2025 Budget

Fiscal Year January 1, 2025, through December 31, 2025

Emily Bergkamp General Manager
Dena Withrow..... Operations Director
Heather Stafford Administrative Services Director
Jonathan Yee Fleets & Facilities Maintenance Director
Peter Stackpole..... Development Director



Prepared by
The Finance Division
Jana Brown, Deputy Director- Chief Financial Officer

For more information:

www.intercitytransit.com

510 Pattison Street SE
Olympia, Washington 98501

2025 Intercity Transit Authority

Clark Gilman, Chair	City of Olympia
Carolina Mejia, Vice Chair	Thurston County Commissioner
Carolyn Cox.....	City of Lacey Councilmember
Debbie Sullivan	City of Tumwater Mayor
Brian Hess	City of Yelm Councilmember
VACANT	Citizen Representative
Sue Pierce	Citizen Representative
Justin Belk	Citizen Representative
Mark Neuville	Labor Representative

2025 Strategic Plan Goals

1. Assess the transportation needs of our community throughout the Public Transportation Benefit Area
2. Provide outstanding customer service
3. Maintain a safe and secure operating system
4. Provide responsive transportation options within financial and staffing limitations
5. Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan
6. Encourage use of our services, reduce barriers to access and increase ridership
7. Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer
8. Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations

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DRAFT

**SPACE SAVED
FOR
BUDGET MESSAGE**

DRAFT

**SPACE SAVED FOR
PASSED BUDGET
RESOLUTION SLATED
TO BE APPROVED ON
DECEMBER 6, 2023**

DRAFT

Budget Summary - Cash Basis

**DRAFT 2025
Budget**

Beginning Cash Balance \$245,700,000

Add:

Operating Revenues: Sales tax	84,459,607
Operating Revenues: VP fares	492,000
Operating Revenues: interest income, misc.	5,507,936
Grant Revenue - Operating	3,990,022
Grant Revenue - Capital	31,652,990
Total Revenues	<u>126,102,555</u>

Less:

Operating Expenditures

Operating	86,741,000
Operating - Rollover projects	3,901,300
Total Operating Expenditures	90,642,300

Capital Expenditures

Capital - New	7,510,060
Capital - Rollover	63,237,698
Total Capital Expenditures	<u>70,747,758</u>
Total Expenditures	<u>161,390,058</u>

Ending Cash Balance **210,412,497**

Less Operating Reserve (25% of operating expenditures) **(22,660,575)**

Ending Unreserved Cash Balance **\$187,751,922**

REVENUES

Operating Revenues

Vanpool revenues for 2025 have been set based on the past three-year results. This assumes some recovery of the activity lost in response to the COVID-19 Pandemic when many of the Vanpool groups made the move to work from home.

Non-Transportation Revenue

Interest Income is increasing with the strong reserves and due to the interest rate rising. Amtrak Depot operations are funded through contracts with local jurisdictions and Agency operating revenues.

Sales Tax

The 2025 budget assumes Sales Tax collections will not increase from what was collected in 2024.

State and Federal Support

Includes grant funding for:

- High Performance Transit – Bus Rapid Transit (BRT) Corridor Program
- Zero Emission Hydrogen Demonstration Project – to include Vehicles, fueling equipment and facility upgrades
- Pattison Street Restoration and Expansion
- NE Lacey Operational Improvements
- Replacement of Fixed Route and Vanpool vehicles
- Operating dollars for Smart Corridors, Walk N Roll, Express Connections and marketing and communications

CAPITAL

Administrative Buildings

Pattison Street Property continued renovation of the existing Maintenance Building and parking improvements.

Communication & Information Systems

Replace and implementation of new technologies to include an Enterprise Resource Planning (ERP) System, Vehicle Telematics, Facilities Maintenance Management System, Emergency response and transit center and customer information navigation.

Guideways

BRT modeling and smart corridor assessment

Maintenance Buildings

Zero Emission Hydrogen Demonstration Project to include Fueling Equipment and facility upgrades, Alternative Fuel design, electronic line detectors and the UST large vault repair project.

Passenger Stations

Lacey Transit Center Stormwater repair and restroom improvements, Amtrak/Centennial Station stormwater restoration and building improvements, NE Lacey Operation Terminal Facility roundabout.

Revenue Vehicles

Dial-A-Lift and Vanpool Vehicles replacements based on Intercity Transit's replacement schedule and Zero Emission Hydrogen Demonstration bus purchases.

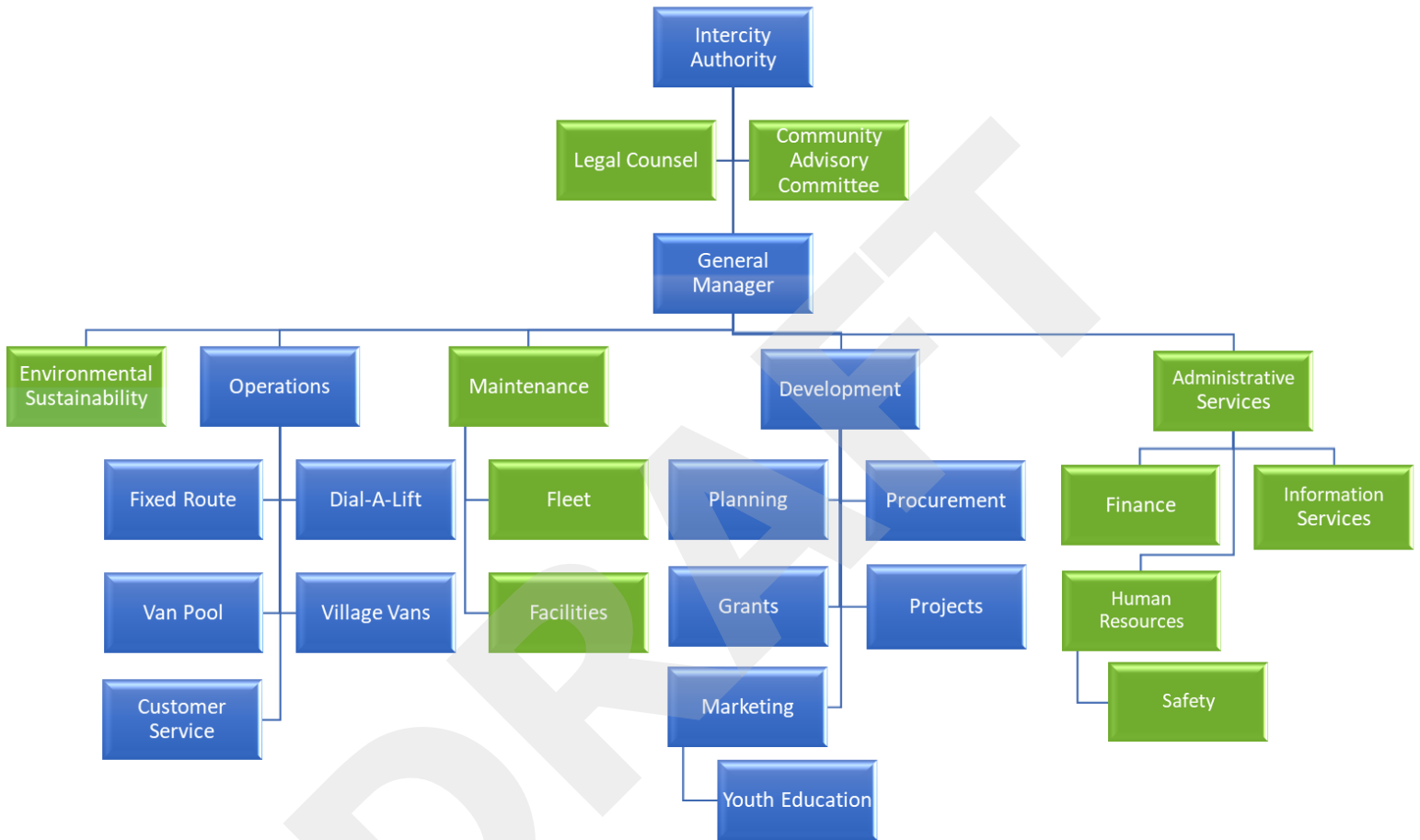
Service Vehicles

Vehicle Replacements based on replacement schedule.

Other

Facility capital equipment and improvements due to associated improvement projects and bus stop facility improvements.

Intercity Transit Organizational Chart



Intercity Transit Departments & Divisions

Administrative Services Department

Finance Division

The Finance Division performs the function of recording and maintaining the Agency's financial transactions and files in conformance with state and federal accounting regulations and generally accepted accounting principles. Finance provides payroll; accounts payable; accounts receivable; fixed assets; cash management, budget, and general ledger services for the Agency. Finance develops and maintains internal controls over these functions to safeguard Agency assets. Finance produces internal and external financial reports including coordinating the National Transit Database (NTD) report. They coordinate the annual state audit and assist with financial forecasting and modeling. Finance prepares the Agency's annual Capital Improvement Plan (CIP), budget and monitors revenues and expenditures through the year. Agency-wide services and expenses such as liability and property insurance, administration of the Agency's deferred compensation plans, and the Cut Commute Committee are included in their budget.

Human Resources Division

The Human Resources Division is tasked to maximize the effectiveness of Intercity Transit's primary resource, its employees. This is accomplished by hiring and retaining highly effective people who are committed to the services of public transit through professional recruitment procedures, prudent compensation analysis, respectful labor-management relations as well as pro-active labor contract administration. The Human Resources Division is also responsible for employee and customer accident and claims administration and the implementation of a federally required comprehensive drug and alcohol program that includes post-accident and random testing of employees. The Human Resources Division coordinates with the Finance Division in managing payroll and employee benefit programs. Agency-wide services and expenses such as the receptionist function, office supplies, and centralized office equipment are also administered by the Human Resources Division and are included in its budget. Since 2020, the Human Resources Division has been responsible for COVID leave management, maintaining compliance with local and state health department guidelines, and contact tracing within the agency.

Information Systems Division

The Information Systems Division administers, manages, and supports the Agency's information technology needs. This includes the network, servers, telephones, security cameras, desktop and laptop PCs, websites, and applications across seven different physical locations. Beyond the

information technology's industry standard products like VMware vSphere, Cisco networking equipment, Microsoft Windows (both client and server), Active Directory, Exchange, and SQL Server, they also support several transit specific applications such as Fleet-Net, Via Transit, and CAD/AVL. For all these products, IS staff provides systems analysis, project management, and help desk level support. Finally, the IS department is responsible for managing cybersecurity risks and deploying mitigation strategies.

Safety Division

The Safety department supports all departments by providing safety oversight including risk assessments, root cause analysis of accidents and incidents, creation and review of all safety related documents, and agency-wide safety trainings.

Executive Department

Executive Division

The Executive Department is responsible for the overall direction, supervision, and coordination of Agency activities to ensure consistency with policies prescribed by the Transit Authority. They are responsible for the coordination of knowledge, effort, and resources between all departments to achieve Agency goals and mission. The Department is responsible for development and administration of agency plans, services, programs, and policies and procedures. They promote linkage of transit and community development. And they ensure and develop communication processes between employees, departments, the Authority, the Community Advisory Committee, and the community.

Development Department

Development Division

The Development Department oversees the Planning, Procurement/Capital Projects, Marketing/Communications/Outreach Divisions as well as the Grant Program administration and reporting activities. This includes the management and oversight of major agency planning and capital projects and programs pursuant to Federal and State grant funding and agency priority projects.

Department staff coordinate, manage, and monitor compliance with state and federal funding requirements including contracting, reporting, and project oversight of required programs including annual audits and reporting, Federal Transit Administration (FTA) Triennial review, environmental compliance, the Disadvantaged Business Enterprise Program and Title VI compliance. Staff also support the agency's public communications and outreach with riders

and the community. The Development Department also coordinates the support, execution and completion of projects entered into or supported by interagency agreements and contracts.

Planning Division

The Planning Division is responsible for planning, developing, monitoring, and evaluating Intercity Transit fixed route services, and preparing operator work assignments. Division staff also provides short- and long-range planning services, including preparing and coordinating the agency's annual Transit Development Plan and other annual reporting on services and facilities including National Transit Database (NTD) reporting. The division coordinates closely with regional and local jurisdictions to review and update comprehensive land use and transportation plans, works with both public agencies and private sector developers to ensure new developments accommodate and meet transit customer needs, including bus stop locations, and participates in regional transportation demand management efforts to help reduce single occupant vehicle trips. Planning also maintains and updates the agency financial model and revenue forecasts based on service and capital projections in coordination with the Finance Department and consistent with the adopted Long-Range Plan to support the agency's annual and long-range budget planning processes.

Procurement Division

The Procurement and Capital Projects Division develops and administers capital construction contracts and spearheads other major agency-wide projects including federal compliance and reporting. The team manages procurements of goods and services including contract development and oversight and supervision of vendors, consultants, and contractors. Procurement maintains agency-wide tracking tools for project oversight, develops agency-wide procedures for the proper acquisition of goods and services, including development of procurement and contract documents. Procurement also leads or assists others in contract administration and project oversight, procures and maintains facility and vehicle parts, fuel, and operating supplies inventory. The Inventory team is responsible for entry and audits of the agency's inventory, vehicle component, and work order systems within the Fleet-Net database. Inventory staff is also responsible for the administration of the warranty claims systems.

Marketing, Communications & Outreach Division

The Marketing, Communications & Outreach Division produces agency public information materials and promotes awareness and use of Intercity Transit services. The division oversees the website and real-time customer communications via (GovDelivery), printed materials, public information pieces, and social media. Marketing, Communication & Outreach staff coordinates marketing, advertising, communications, and outreach programs, supports media relations, and represents the

agency to the news media and our community partners to promote services and in response to agency needs. This Division also administers Intercity Transit's Youth Education Program including Walk-N-Roll, the Thurston County Bicycle Community Challenge (BCC) and Earn-A-Bike program and bike shop staffed by volunteers.

Maintenance Department

Maintenance Administration Division

The Maintenance Department is a key support team for Intercity transit. The Office of the Director and Maintenance Administration Division provide guidance and administrative support for the Fleet and Facility Maintenance Divisions asset management activities in providing safe and reliable vehicles, facilities and bus stops for employees and passengers. Agency-wide, the Director and Maintenance Administration Division coordinate delivery of support services with other Departments and formulate and implement agency goals consistent with the mission of Intercity Transit. The Office of the Director plays a key role in the administration of the bargaining agreement between International Association of Machinists and Aerospace Workers (IAM) and Intercity Transit and in maintaining a positive working relationship with union leaders and represented employees.

Facilities Maintenance Division

The Facilities Division is responsible for the Agency's buildings and grounds, building systems, furnishings, and all Intercity bus stops. Included in these responsibilities are all staff facilities at the Pattison Base, Olympia and Lacey transit centers, Amtrak Centennial Station, and Park and Ride facilities at Martin Way and Hawk's Prairie. The Facilities team is also responsible for many of the agency's compliance programs, including hazardous materials management, storm water management, fire protection systems, elevator inspections, and recycling programs. As a part of overall facility support, this division also manages several contracts for maintenance and support services including custodial, landscaping, elevator maintenance, security, and fire protection services. The Facilities Division also supports other Departments in the management and implementation of agency projects.

Fleet (vehicle maintenance) Division

The Fleet Division's primary focus is to provide safe and reliable vehicles and equipment for use in service delivery to the public, and in support of all other agency business and community activities. The division is involved in the selection and procurement of vehicles and parts, supplies, tools, and equipment. Fleet Staff continuously monitor and evaluate products and work methods to achieve a high level of productivity, efficiency, and sustainability. The Division constantly strives to enhance vehicle performance and safety to provide a clean, safe, reliable, and efficient environment for internal and external customers.

Operations Department

Operations Division

The Operations Department is the service delivery arm of Intercity Transit. The Operations Division includes the Office of the Director which provides guidance and administrative support for the Transportation, Coach Operator, Dial-A-Lift Administration & Operations, Van Operator, Vanpool Program Services, Customer Service, and Village Vans Divisions. Agency-wide, the Director coordinates service delivery with other Departments, and formulates and implements agency goals consistent with the mission of Intercity Transit. The Office of the Director plays a key role in the administration of the bargaining agreement between ATU and Intercity Transit and in maintaining a positive working relationship with union leaders and represented employees.

Transportation Division

The Transportation Division is supported by a Fixed Route manager, Operations supervisors, Operations scheduling coordinators, and Operations trainers. The primary function of the Division is to effectively meet 100% of Intercity Transit service commitments 362 days a year. Services provided by the Division include the operation of all Fixed Route services and special event services. Transportation also provides support services to other Departments within the Agency in the form of staff training, staff assistance, and assistance with special projects.

Coach Operator Division

The Coach Operator Division consists of over 270 coach and extra board operators who provide Fixed Route service to customers.

Dial-A-Lift Administration & Operations Division

The Dial-A-Lift Administration & Operations Division includes staff members who support the activities of the Dial-A-Lift program. The primary function of the Division is to deliver quality specialized transportation service to the riding public within the legal parameters established by the Americans with Disabilities Act (ADA). The Division also works closely with other agencies to develop and implement demonstration projects. The Dial-A-Lift Administration & Operations Division provides guidance to the Agency on the potential ramifications of decisions as they relate to the ADA and acts as a liaison between the local special needs community and the agency through such mediums as public forums.

Van Operator Division

The Van Operator Division consists of over 50 van operators who provide Dial-A-Lift service to customers.

Vanpool Services Division

The Vanpool Services Division administers, manages, and coordinates Intercity Transit's vanpool program, providing vanpool vehicles for approximately 150 groups of commuters who have at least one end of their commute in Thurston County. The Division provides day-to-day support to vanpool participants; to include recruitment and retention of participants, and training volunteer coordinators, drivers, and bookkeepers. WSTIP Vanpool Risk Management program is maintained, providing driver training and refresher training. A regional ride-matching service for commuters seeking carpools or vanpools is also administered by this Division, as well as the Community Van and Surplus Van grant programs, providing transportation solutions for nonprofit organizations and community groups.

Customer Service Division

The Customer Service Division, located at the Olympia Transit Center, provides public information about transit services. Other functions include Greyhound ticket sales, schedule and brochure delivery, maintenance of lost and found items, and field trip planning.

Village Vans Division

The Village Van Division provides transportation for low-income individuals encountering transportation barriers related to sustaining or gaining employment within our service area. This volunteer-based program provides job shadowing for volunteer drivers who are interested in a variety of careers. The volunteer opportunity also provides support from Village Vans staff in job application processes, cover letter and resume writing and interviews. Intercity Transit employs staff for ongoing development and operation of the program. The Village Vans Division is funded by grants, in collaboration with local funding, uniting with social service agencies to assist volunteers working towards economic independence.

Draft 2025 Budget - Operating Expenditures as of 10/1/2024

Project Type	Item	FY2025
Proposed New Projects	ADOPS Audio/Visual Redesign	\$150,000
	Dial-A-Lift (DAL) Van Replacement	\$3,707,856
	Lacey Intersec Smart Sensors	\$2,000,000
	Non-Revenue Vehicles & Equipment	\$1,596,931
	RidePro Employer Statement Module	\$37,658
	Vanpool Replacement Vehicles	\$840,480
	Vehicle Replacement Contingency	\$262,135
	Total	\$8,595,060
Rollover Project	Agency ERP SW System	\$7,000,000
	Alternative Fuel Infrastructure Design	\$650,000
	Alternative Technology Project Management	\$350,000
	Amtrak Restroom Remodel	\$250,000
	Amtrak Site Stormwater Swale Restoration	\$85,000
	Amtrak Staff Room Improvements	\$12,000
	BRT & Corridor Capital Program	\$5,708,000
	Building Condition Assessment	\$200,000
	Bus Stop Facility Improvements	\$2,282,438
	Cascade-WNR Bicycle Program	\$124,800
	Centennial Amtrak Station Security System	\$10,000
	Core Infrastructure & Communications	\$385,000
	Driver Barriers/HVAC system	\$1,200,000
	EOC Communications	\$65,000
	ERP Research and Review (Consultant)	\$350,000
	Facilities Maintenance Management System	\$50,000
	Facility Capital Equipmt & Improvmts	\$430,000
	Hydrogen Demonstration Project	\$6,098,261
	Hydrogen Pilot Project	\$8,572,174
	LTC Restroom Remodel	\$850,000
	LTC Stormwater Repair & Improvmts	\$600,000
	Maintenance Shop Equipment	\$3,056,030
	NE Lacey Operation Terminal Fac (Roundabout)	\$945,653
	Offsite parking	\$75,000
	Pattison Furn, Fixtures, Equipmt & Tech	\$2,495,787
	Pattison Rehab & Expansion	\$19,739,390
	Smart Corridor	\$1,422,465

Rollover Project	Strategic Comm/Community Engagement	\$250,000
	Traffic Engineering Services	\$47,000
	Transit Center & Core Customer Info Navigation	\$2,000,000
	Transit Signal Priority (TSP)	\$325,000
	Translation Services	\$20,000
	UST Large Vault Repair	\$15,000
	Vehicle Telematics	\$300,000
	Website enhancements	\$90,000
	Total	\$66,053,998
Operational Expenses	Admin Serv/Finance - Operating Expenses	\$108,650
	Admin Serv/Finance - Training	\$30,000
	Admin Serv/HR - Operating Expenses	\$131,000
	Admin Serv/HR - Training	\$70,000
	Admin Serv/IS - Training	\$71,500
	Admin Serv/Safety - Operating expenses	\$1,550
	Admin Serv/Safety - Training	\$13,000
	Agency Wellness Activities	\$10,500
	Agency-Wide Safety Compliance and Training	\$18,850
	Amtrak Background Checks	\$150
	Amtrak Operational Expenses	\$120,400
	Amtrak parking lot maint service	\$5,000
	Amtrak property taxes/insurance	\$3,500
	Annual Authority Planning Session	\$11,500
	Annual Recognition Banquet	\$23,500
	Annual State/Federal Audits	\$82,000
	Bicycle Community Challenge	\$24,500
	Buildings/Grounds Maintenance	\$822,000
	CAC/Authority Support	\$11,875
	Catch Basin Cleaning Contract	\$40,000
	Central Supplies	\$87,100
	Cloud Subscriptions	\$1,586,000
	Credit Card Processing Fees	\$15,000
	Custodial Services	\$610,000
	Cut Commute Committee	\$65,000
	Cybersecurity	\$75,000
	Development/Dev - Operating Expenses	\$4,000
	Development/Dev- Training	\$13,500
	Development/Planning - Training	\$20,000

Operational Expenses	Development/Procurement - Operating Expenses	\$5,150
	Development/Procurement - Training	\$43,500
	Diversity, Equity & Inclusion (DEI)	\$17,500
	Drug & Alcohol Program	\$36,500
	Elevator Maintenance Contract	\$22,000
	Emergency Management	\$2,000
	Employee Medical Programs	\$29,000
	Employee/Volunteer Recognition	\$34,000
	Equipment Rental (agency)	\$86,000
	Executive - Operating Expenses	\$10,500
	Executive - Training	\$30,000
	Executive/Marketing - Training	\$25,000
	General Agency Insurance	\$2,286,854
	General Wage Adjustment	\$500,000
	IS Communication Infrastructure	\$213,000
	IS Enterprise Application Support	\$114,000
	IS Infrastructure and Operations	\$382,000
	IT Local Roadeo	\$15,000
	ITA/CAC Training & Development	\$15,850
	Landscaping Services	\$250,000
	Legal Notices	\$2,000
	Legal Services	\$110,000
	Maint seasonal temp help	\$49,000
	Maintain Coaches operating expenses	\$8,660,500
	Maintain DAL vans operating expenses	\$1,262,800
	Maintain Staff Vehicles operating expenses	\$190,600
	Maintain VP operating expenses	\$1,207,500
	Maintain VV operating exp	\$15,200
	Maintenance/Facilities - Training	\$30,000
	Maintenance/Maint Admin - Operating Expenses	\$2,350
	Maintenance/Maint Admin - Training	\$27,000
	Maintenance/Vehicle Maint - Training	\$125,000
	Marketing Support for Agency Services	\$311,500
	Marketing/WalknRoll- Training	\$14,000
	Membership Dues	\$145,000
	Operations/Customer Serv - Operating Expenses	\$14,450
	Operations/Customer Serv - Training	\$12,000
	Operations/DAL - Operating Expenses	\$4,000

Operational Expenses	Operations/DAL - Training	\$15,000
	Operations/Operations - Operating Expenses	\$6,600
	Operations/Operations - Training	\$10,700
	Operations/Transportation - Operating Expenses	\$14,200
	Operations/Transportation - Training	\$57,750
	Operations/VP - Operating Expenses	\$14,250
	Operations/VP - Training	\$21,500
	Operations/VV - Operating Expenses	\$4,000
	Operations/VV - Training	\$4,500
	Operator/Supervisor uniforms	\$225,000
	Organizational Development	\$90,500
	Parking Lot Maint Services	\$5,000
	Pension Committee	\$10,000
	Planning Operating Expenses	\$5,000
	Recruitment & Selection	\$89,500
	Regulatory Reporting Requirements	\$50,000
	Safety/Accident Mitigation	\$10,000
	Salaries/Wages & Benefits	\$63,064,188
	Security Contract	\$1,046,183
	Service and Community	\$5,000
	State & Fed Advocacy Services	\$154,000
	System Planning and Analysis	\$200,000
	Transit Appreciation Day/Recognition	\$35,000
	Tuition - ATU	\$5,000
	Tuition - IAM	\$2,000
	Tuition - Non Represented	\$2,700
	Utilities	\$591,000
	Vanpool Incentive Program	\$16,500
	Vehicle Fleet Support	\$549,750
	WalknRoll Education Programs	\$60,350
	Total	\$86,741,000
Grand Total	\$161,390,058	

Staffing by Department & Division

Administrative Services Department		
Finance Division		
Deputy Director -Chief Financial Officer		1
Finance Manager		1
Finance Supervisor		1
Lead Payroll Specialist		2
Accounting Specialists		3
Subtotal - Finance Division		8
Human Resources Division		
Administrative Services Director		1
Deputy Director -Human Resources		1
Human Resources Administrative Assistant		1
Senior Human Resources Analyst		2
Human Resources Analyst		2
Human Resources Specialist		2
Subtotal - Human Resources Division		9
Information Services Division		
Deputy Director - Chief Information Officer		1
Information Services Manager		1
Information Services Senior Technician		1
Information Services Technician		1
Information Services Help Desk Technician		1
Information Services Senior Database Developer		1
Information Services Database Developer		1
Information Services Senior Network Systems Analyst		1
Information Services Network Systems Analyst		3
Information Services Cybersecurity Program Manager		1
Information Services Cybersecurity Analyst		1
Information Services Senior Web Developer		1
Subtotal - Information Services Division		14
Safety Division		
Chief Safety Officer		1
Senior Training & Safety Coordinator		1
Training & Safety Coordinator		1
Subtotal - Safety Division		3
Total Administrative Services Department		34

Executive Department		
Executive Division		
General Manager		1
Deputy General Manager		1
Environmental Sustainability Manager		1
Executive Assistants		2
Subtotal - Executive division		5
Total Executive Department		5.0
Development Department		
Development Division		
Development Director		1
Administrative Assistant		1
Grants Program Manager		1
Subtotal - Development Division		3
Planning Division		
Deputy Director Planning Manager		1
Senior Planner		2
Associate Planner		2
Senior Planning Scheduler		1
Planning Scheduler		1
Subtotal - Planning Division		7
Procurement Division		
Deputy Director - Procurement & Capital Projects		1
Procurement & Capital Projects Manager		1
Construction Project Coordinator		2
Senior Procurement & Project Coordinator		2
Procurement/Project Mgmt Coordinator		1
Inventory Supervisor		1
Lead Inventory Specialists		1
Inventory Specialists		3
Subtotal - Procurement Division		12

Marketing Division		
Marketing, Communications & Outreach Manager		1
Senior Mktg Communicatios Coordinator		1
Marketing & Communications Coordinator		2
Marketing & Communication Representative		1
WalkNRoll Program Supervisor		1
WalkNRoll Program Representative		3
WalkNRoll Program Assistant		1
Bicycle Commuter Challenge Coordinator		0.5
Subtotal - Marketing Division		10.5
Total Development Department		32.5
Maintenance Department		
Maintenance Administration		
Director of Fleet & Facilities		1
Facilities Manager		1
Fleet Manager		1
Maintenance Supervisors (Fleet)		6
Senior Training & Safety Coordinator		1
Maintenance Analyst		1
Facilities Specialist Supervisor		2
Facilities Analyst		1
Maintenance Admin Assistant		1
Subtotal - Maintenance Admin Division		15
Facilities Maintenance Division		
Lead Facilities Specialists		2
Facilities Specialists		8
Facilities Technicians I		1
Facilities Technicians II		1
Facilities Technicians III		3
Subtotal - Facilities Division		15
Fleet (Vehicle Maintenance) Division		
Vehicle Detailers		9
Service Workers		10
Support Specialists		4
Technicians		28
Subtotal - Vehicle Maintenance Division		51
Total Maintenance Department		81

Operations Department		
Operations Division		
Operations Director		1
Deputy Director - Operations		1
Operations Assistant		1
Subtotal - Operations		3
Transportation Division		
Fixed Route Manager		1
Transportation Supervisors		20
Senior Scheduling Coordinator		1
Service Impact Supervisor		1
Scheduling Coordinators		2
Operations Trainers		4
Subtotal - Transportation Division		29
Dial-A-Lift Admin & Operations Division		
DAL Dispatch Specialists		11
DAL Travel Training Coordinators		2
DAL Supervisor		2
DAL Manager		1
Subtotal - Dial-A-Lift Admin & Operations Division		16
Coach Operators Division		
Coach Operators		271
Subtotal - Coach Operators Division		271
DAL Operators Division		
Van Operators		54
Subtotal - DAL Operators Division		54

	Vanpool Division	
	Vanpool Manager	1
	Vanpool Coordinator	1
	Senior Vanpool Coordinators	4
	Subtotal - Vanpool Division	6
	Village Vans Division	
	Village Vans Supervisor	1
	Village Vans Coordinator	2
	Subtotal - Village Vans Division	3
	Customer Services Division	
	Customer Service Manager	1
	Customer Service Supervisor	2
	Customer Service Representatives	9
	Subtotal - Customer Services Division	12
	Total Operations Department	394
	Agency Totals	546.5

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: October 2, 2024

FOR: Intercity Transit Authority

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

SUBJECT: January 2025 Service Change Equity Analysis, Set Public Hearing

-
- 1) **The Issue:** Establish a public hearing and corresponding comment period for three planned changes to bus service anticipated to take effect in January 2025.
-
- 2) **Recommended Action:** Authorize a public hearing on the 'January 2025 Major Service Change Summary and Draft Equity Analysis' for Wednesday, October 16, 2024, at 5:30 PM.
-
- 3) **Policy Analysis:** In accordance with our updated 2024 - 2027 Title VI Program, major changes in bus service require formal adoption of a written equity analysis; a publication intended to identify adverse impacts from proposed changes in bus service and any proportionate disparity to minority and low-income populations. The adoption process for the Analysis includes a public comment period, review and consideration from Intercity Transit's Community Advisory Committee, and a public hearing with the Intercity Transit Authority Board.
-
- 4) **Background:** The growth of available Operators by late 2024 is projected to provide sufficient resources to support an approximate increase of 15,000 annual hours in fixed route bus service. Correlating with the incoming Operators is a proposal to augment existing service levels by improving frequency on two existing routes (#42 and #67), as well as introduce a new fixed route intended to operate in the vicinity of the Washington State Capitol Campus. Each of the elements of the proposed change in service are consistent with Intercity Transit's 2018 Long-Range Plan. By Intercity Transit policy, a proposal to increase the volume of service on an existing route more than fifty percent, or the introduction of a new fixed route to a geographic area are considered major changes to the existing service and require an elevated process to analyze and publish the demographic impact of the changes prior to being implemented by staff.
-
- 5) **Alternatives:** Decline staff's request to schedule a public hearing or defer the tentative public hearing date and time to a different period.
-
- 6) **Budget Notes:** A decision to schedule and hold a public hearing on October 16, 2024, does not result in a significant impact to budgeted expenses for FY2024. If

the proposed changes in service are implemented in January 2025, they are estimated to increase annual fixed route service hours by 15,000, or 5%. This increase to operating expenses is reflected in the draft 2025 Annual Budget.

-
- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”* **Goal #6:** *“Encourage use of our services, reduce barriers and increase ridership.”* **Goal #7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer.”*

-
- 8) **References:** [Intercity Transit's 2018 Long-Range Plan](#); [Intercity Transit's 2024-2027 Title VI Program](#)

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
August 19, 2024 - Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid August 19, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Eliane Wilson; Clair Bourgeois; David Payton; Garrett Fuelling; Harrison Ashby; JoAnn Scott; John-Paul Fox Seidel; Marilyn Scott; Nicole Smit; Rachel Wilson; and Ursula Euler.

Absent: Vice Chair Ty Flint; Betty Hauser; Doug Riddels; Lloyd Peterson; Rachel Weber; and Trina Primm.

Staff Present: Amanda Collins; Emily Bergkamp; Andrew Scarborough; Peter Stackpole; and Zach Heinemeyer.

APPROVAL OF AGENDA

M/S/A by CLAIR BOURGEOIS and JOANN SCOTT

INTRODUCTIONS

Wilson introduced Authority member, Clark Gilman, as the ITA representative attending the meeting.

APPROVAL OF MINUTES

M/S/A by JOANN SCOTT and CLAIR BOURGEOIS

MEETING ATTENDANCE

- A. August 21, 2024, ITA Meeting - Rachel Weber**
- B. September 4, 2024, ITA Meeting - Rachel Wilson**
- C. September 18, 2024, ITA Meeting - All**
- D. October 2, 2024, ITA Meeting - **Need Volunteer****

NEW BUSINESS

A. Hazard Mitigation Plan - (Zach Heinemeyer)

Zach Heinemeyer serves as a Training and Safety Coordinator for Intercity Transit. He provided an overview of the agency's Hazard Mitigation Plan (HMP) and its role in emergency preparedness.

Heinemeyer introduced the concept of Hazard Mitigation Planning, which is a proactive long-term plan developed to reduce the impact of disasters before they occur. Planning for hazard mitigation is a collaborative effort involving state, tribal, and local leaders to understand risks from natural hazards and prepare effective strategies to mitigate them.

Intercity Transit's HMP helps ensure community safety and sustainability in the future. Additionally, Heinemeyer discussed the importance of a Hazard Mitigation Plan. The HMP helps increase awareness of hazards, risks, and vulnerabilities. Then, actions are identified to reduce risks, allocate resources effectively, and prioritize communication with state and federal officials. Ultimately, promoting awareness of hazard risks within the community.

Heinemeyer shared that Intercity Transit's commitment to emergency management is outlined in its Strategic Plan and Thurston County's Emergency Management Plan. Intercity Transit's goals three and eight both support the development and implementation of the Hazard Mitigation Plan. Goal three states: "Maintain a safe and secure operating system." and Goal eight states: "Integrate resiliency into all agency decisions to anticipate, plan and adapt given the critical functions of transit operations." Intercity Transit is listed under three emergency support functions (ESFs) in Thurston County:

- **ESF 1 (Transportation):** Provides windshield damage assessments and transport during emergencies.
- **ESF 6 (Emergency Assistance, Housing, Human Services):** Assists with transporting special populations to shelters.
- **ESF 15 (External Affairs):** Supports public communication and cohesive messaging during emergencies.

The HMP outlines six proposed mitigation initiatives in order of priority, these initiatives are potential projects to pursue with appropriate funding, but adopting the plan does not guarantee their implementation. Heinemeyer noted that adoption of the plan makes Intercity Transit eligible to receive mitigation funds that could be applied for and utilized towards these initiatives.

1. Updating the **Emergency Operations Plan** and developing a **Continuity of Operations Plan**.
2. Providing **emergency preparedness training** for employees.
3. Investigating the feasibility of a **mobile command center**.
4. Exploring **alternate power sources** for the Olympia Transit Center.
5. Evaluating and prioritizing **nonstructural seismic retrofits** for the maintenance building.
6. Assessing **structural seismic retrofit** options for the same building.

Heinemeyer then reviewed the overall timeline by outlining steps taken so far and future stages in the submission and approval process. The steps completed so far are in preparation to submit the draft Hazard Mitigation Plan to Washington State and the Federal Emergency Management Administration (FEMA).

- **Stage 1 Complete:** Forming the planning team and drafting the HMP.
- **Stage 2 Complete:** Pre-review by Thurston County Emergency Management to minimize potential revisions from the state or FEMA.
- **Stage 3 Complete:** Internal review by the marketing team.
- **Stage 4 Complete:** Public comment period (July 29 - August 12).
- **Stage 5:** Presenting the plan to the CAC (currently in progress).
- **Upcoming stages:** Submitting the HMP for review by Thurston County and Washington State Emergency Management, followed by submission to FEMA.
- **Final stage:** Ongoing monitoring and revisions to the plan, with a review set for 2029.

Heinemeyer concluded the presentation by inviting questions from the audience and explaining that hazard mitigation is an evolving process that will require constant review as

community needs change. The approval of the plan will help ensure the safety, resilience, and preparedness of our transit system in the face of potential hazards.

Rachel Wilson asked about the initial feedback we received from Thurston County's Emergency Response Team.

Heinemeyer replied that the feedback was minimal but important. Thurston County recommended adding specific verbiage, based on FEMA's suggestion, to explicitly state that the proposed mitigation initiatives would be pursued once the plan was approved. Although this seemed implied, FEMA will want clear language confirming this commitment.

Ursula Euler asked Heinemeyer to give an example of how collaboration between jurisdictions and Intercity Transit would work in creating a hazard mitigation plan, and if he had specific emergencies in mind?

Heinemeyer responded that plan creation involves multiple factors. Thurston County conducts a hazard risk assessment to identify the biggest risks, such as floods, earthquakes, volcanic lahars, and tsunamis. Additionally, the county's hazard mitigation plan includes goals set collaboratively by stakeholders and community partners. The mitigation initiatives are developed to align with these goals while addressing the most significant risks in the area. This collaborative process ensures all parties work toward reducing those risks.

B. CAC Self-Assessment – (Emily Bergkamp)

Bergkamp reviewed the 2024 CAC self-assessment, which is an annual process where the Community Advisory Committee (CAC) evaluates its effectiveness. Typically conducted in spring, this year's assessment was delayed until summer. The assessment is a valuable tool for CAC members to provide feedback on how well they feel the committee is serving the community and if there are any changes or new topics they would like staff to address.

Due to disruptions from the COVID-19 pandemic, assessments were paused in 2020, and remote-only meetings led to lower attendance. After transitioning to hybrid meetings last year, a post-COVID survey was conducted. Now, the meeting schedule is more established, and attendance has increased.

The survey is distributed via SurveyMonkey, and all members are encouraged to participate to reach the goal of 100% participation. The survey link will be sent out on August 20th, and responses are due by September 6th. The results will be compiled and shared with both the ITA and CAC at their upcoming joint meeting.

Bergkamp noted that the action item for tonight is for CAC members to complete the survey by the deadline. Staff will email the survey link, and any concerns about the timeline can be addressed.

Bergkamp invited questions from the committee.

Rachel Wilson applauded the effort for committee members to reflect on their performance and asked if there will be an opportunity for Intercity Transit staff to provide their perspectives on the committee's performance, including constructive criticism, during the self-assessment process?

Bergkamp replied While this isn't typically part of the process, a conversation with staff about their feedback can be arranged. The survey is designed to assess the CAC's purpose, but staff can come prepared to share information at the joint meeting.

Amanda Collins, Staff Liaison, added that the CAC handbook and documentation will also be shared with the survey link to help members reflect on the committee's goals and purpose.

CONSUMER ISSUES

Clair Bourgeois stated that she has been talking to several people on the bus and many folks are wanting to know about the upcoming service change and specifically if route 68 could be shortened because it is a lengthy route.

Bergkamp announced that upcoming service changes will take effect on Sunday, September 8th. The marketing team is preparing to release updates through Rider News, social media, and changes to the route pages on the website. Intercity Transit will return to 100% pre-pandemic service levels, with late-night service restored on routes 12, 13, 41, Nightline, 62A, 62B, 65, and 66. This has been well-received by business owners and Evergreen College students. Additionally, "The One" express service, running from the Martin Way Park and Ride to the Capitol Mall, is operational. Funded by the State of Washington, "The One" serves as a pilot project to gather data for a potential Bus Rapid Transit (BRT) system. Staff are confident that stable staffing will allow for safe expansion in the future, and adjustments to "The One" will be made to meet current commuter needs.

Bergkamp mentioned that a major service change is planned for September 2025 to fulfill commitments from Intercity Transit's 2018 long-range plan. Although Planning Deputy Director Rob LaFontaine has presented several concepts for service enhancements, nothing has been finalized yet. The next year will involve extensive public engagement to gather feedback on these potential changes.

Bourgeois also commented that she noticed route 68 does not mention transfer of The One, but mentions all other routes transfers

Bergkamp responded that she will send a message to the planning department.

JoAnn Scott asked if The One is only on weekdays.

Bergkamp clarified that "The One" express service now operates on weekends but starts after 11 a.m., which is inconvenient for those wanting to reach downtown early. She speculated that the issue could be related to frequency, as the route requires multiple buses on Martin Way. This can lead to "leap-frogging," where too many buses at the same stops interfere with each other, as "The One" route gets priority. Bergkamp plans to follow up with Rob LaFontaine, the Planning Deputy Director, to address the issue.

Clair Bourgeois asked if the bus route from Olympia to Tacoma Mall was being brought back.

Bergkamp shared that since the pandemic, Intercity Transit has focused on connecting people to other regional transit systems, such as Pierce Transit and Sound Transit, via the 512 Park & Ride and Lakewood Station. Additionally, Intercity Transit is pursuing grant opportunities to

Intercity Transit Community Advisory Committee

July 15, 2024

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increase service between Lacey and JBLM. Enhancing the frequency of Route 620 and expanding service to JBLM will improve connections to Pierce County.

Eliane Wilson asked about late-night service and if frequency is increasing.

Bergkamp shared that we are increasing the span of service to 11pm, but frequency will remain the same.

JoAnn inquired about people camping near bus stops and who she should call.

Bergkamp responded that concerns about bus stops should be reported to Customer Service. In such cases, Operations Supervisors will visit the locations to address the issues, although this can sometimes be challenging. Intercity Transit also collaborates with local jurisdictions based on the bus stop's location. Bergkamp noted that Intercity Transit has had positive outcomes working with the City of Olympia's Homelessness Response Team.

Clair Bourgeois provided a positive comment about folks receiving DAL service. Clients are very pleased with the eligibility process.

Bergkamp commented that the Dial-a-Lift team is being more consistent with their eligibility process and that she will make sure the team hears this feedback.

Marilyn Scott discussed a situation affecting a local senior-living complex where DAL drivers are not going up to client's doors and may be showing up in a wrong spot due to unclear navigation. Scott is concerned that drivers are just calling folks and possibly leaving without making contact with clients.

Bergkamp collected the name of the apartment complex and will have DAL staff follow up with the property manager to figure out a solution and communicate this with DAL drivers. She shared that some options could include a designated pickup zone, like those that are utilized at grocery stores and colleges.

Scott stated that there are other possible solutions such as better marking the buildings because she noted that other delivery services also have a difficult time finding the correct address. Scott also requested if a pickup zone is established that there be adequate seating for those who are waiting for their ride.

No further consumer issues.

REPORTS

- **July 17, 2024, ITA Report** - Ursula Euler reported on the ITA meeting, highlighting the following:
 - **Public Hearings:** Two hearings were held for the Transit Development Plan and Title VI Program. No in-person testimony, but written comments received included requests for expanded services, routes, schedules, and concerns about the Martin Way Roundabout.
 - **Vanpool Program:** The incentive policy was discussed and modified following staff recommendations.
 - **Property Acquisition:** Approved purchase of a \$240,000 property for a 7,200-square-foot parking lot adjacent to the Olympia Transit Center.

- **Vehicle Replacement:** Approval was sought for replacing Vanpool Vehicles with hybrid Toyota Sienna and Camry models. Euler also shared her concern about supply chain issues leading to decreased price competition.
- **Janitorial Services:** Contract for janitorial services approved.
- **CAC Selection:** ITA members were appointed to serve on the ad hoc committee and select new CAC members.
- **Late Evening Service:** ITA member Justin Belk agreed with the CAC's call for late night service. He highlighted the need for late evening bus service to support downtown Olympia residents and workers.
- **August 7, 2024, ITA Report** – Eliane Wilson attended the meeting and reported the following meeting highlights:
 - **Bus Stop Improvements:** Presentation on enhancements and designs for challenging bus stop locations.
 - **Mobile Lift:** Approved the purchase of a mobile lift for temporary use in the interim maintenance facility.
 - **Annual Report:** Received a brief on the 2023 Annual Report and 2024-2029 Transit Development Plan, which will be submitted to WSDOT.
 - **Title VI Program:** Final adoption of the Title VI Program, to be submitted to the FTA.
 - **Joint Meeting:** Decision to host the CAC for a joint meeting on September 18th.
- **General Manager's Report** – Bergkamp provided the General Manager's report including:
 - **2025 Budget Preparations**
Intercity Transit's Chief Financial Officer, Jana Brown, is currently guiding the agency through its annual budget preparation. Bergkamp notes that we are incredibly lucky to have Jana at the helm of our 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 the City of Poulsbo. Since she started, she's been working tirelessly to help us mature in our budgeting and financial practices.

At the end of July, Jana hosted a 2025 budget kickoff meeting with department leaders. Department budgets are due by August 20 for first internal review. After that, a 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. Bergkamp stressed that the timeline is very important because an ITA resolution must be approved by December to spend funds starting on Jan. 1, 2025. Intercity Transit's annual budget is also an important tool that ensures we meet 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.
 - **State Roadeo**
IT's State Roadeo competitors did an amazing job representing Intercity Transit in both the driving and maintenance competitions this past weekend. Bergkamp shared her gratitude for the hard work and dedication they led with to compete on behalf for the agency. She also commended the coordination and planning efforts of the State Roadeo Planning Committee, which includes Intercity Transit's own Service Impacts Supervisor

David Dudek, Operations Supervisor Bill Miller and his wife Shanika as committee members.

Bergkamp congratulated 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 Roadeo appearance!
- 2nd 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 Roadeo, 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 commemorated that while Intercity Transit was the runner up for State Grand Champion this year, it had held the title for 7 years straight. Kitsap Transit won the 2024 Grand Champion – and she congratulated them on their outstanding achievement. Sharing the opportunity to hold the Grand Champion title with other transits only showcases how Intercity Transit shares its Roadeo knowledge with others to help them learn and grow, which improves the overall competition on the State Roadeo 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 Roadeo Competitors are willing to put themselves in the ring, repeatedly, and simply to compete, regardless of the outcome.

- **Triennial Review Final Report - No Deficiencies**
Subsequent to the site visit and prior to the issuance of the final 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.
- **Annual Audit by the State Auditor’s Office (SAO) underway**
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.

NEXT MEETING: September 18, 2024, at the Intercity Transit Administrative Offices

- **ADJOURNMENT at 6:44 pm.**

TRPC Members & Representatives

City of Lacey
Robin Vazquez

City of Olympia
Dani Madrone

City of Rainier
Dennis McVey

City of Tenino
John O'Callahan

City of Tumwater
Eileen Swarhout

City of Yelm
Joe DePinto

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Miriam Gordon

Thurston County
Carolina Mejia

Tumwater School District
Mel Murray

North Thurston Public Schools
Esperanza Badillo-Diiorio

Olympia School District
Hilary Seidel

Intercity Transit
Debbie Sullivan

LOTT Clean Water Alliance
Carolyn Cox

Port of Olympia
Amy Evans Harding

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Liberty Hetzler

Puget Sound Regional Council
Josh Brown

The Evergreen State College
William Ward

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, October 4, 2024

NOTE: In-person meeting with a remote option.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes (Attachment) – September 6, 2024
- b. Approval of Vouchers (Attachment) – September 2024
- c. 2025-2028 Regional Transportation Improvement Program (RTIP) Annual Update and Resolution 2024-06 (Attachment)

Congestion Management Process

1st REVIEW

Staff will provide a 1st review of the Congestion Management Process (CMP), a systematic and regionally-accepted approach for managing congestion in the Thurston Region.

Call for Projects

1st REVIEW

Staff will update the Council on the 2024 Federal Transportation grant application proposals. This review serves as the first step in the Council's process of selecting grant awards, with final action expected on December 6, 2024.

Member Assessments: Technology Fee Assessment

1st REVIEW

As directed by Council at its last meeting, staff will present draft bylaw changes and policy for Council's consideration of inking a Tech Fee as part of member assessments. The Tech Fee would help to manage the fund balance and support the agency's required Information Technology infrastructure.

2025 Legislative Priorities

ACTION

Staff will review the recommendations of the Council/Policy Board Legislative subcommittee on priority issues for the region to take to State Legislators for the 2025 session and ask Council to take action on the recommendations.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION