

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, October 16, 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 403 516 650#

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	5 min.
A. Carey Leanord, Customer Service Rep (<i>Jane Denicola</i>)	
1. APPROVAL OF AGENDA	1 min.
2. PUBLIC HEARING	
A. January 2025 Service Change (<i>Rob LaFontaine</i>)	10 min.
3. PUBLIC COMMENT	3 min.
4. APPROVAL CONSENT AGENDA	1 min.
A. Minutes – September 4, 2024	
B. Payroll September: \$3,503,365.76	
C. Accounts Payable September: \$1,803,502.08	
• Warrants: \$1,790,380.48	
• ACH Payments: \$13,121.60	
5. NEW BUSINESS	
A. Federal Advocacy Report (<i>Dale Learn, Gordon Thomas Honeywell</i>)	30 min.
B. TSP & Smart Corridors Implementation Contract Authority (<i>Peter Stackpole</i>)	10 min.
C. Design and Construction Services for LTC and Amtrak Restrooms Renovation (<i>Jonathan Martin</i>)	5 min.
D. Selection of CAC Candidates for Interviews (<i>Emily Bergkamp</i>)	10 min.
E. Selection of ITA Candidates for Interviews (<i>Emily Bergkamp</i>)	10 min.
6. COMMITTEE REPORTS	
A. Thurston Regional Planning Council (Oct. 4) (<i>Debbie Sullivan</i>)	5 min.
B. Transportation Policy Board (Oct. 9) (<i>Justin Belk</i>)	5 min.
7. GENERAL MANAGER’S REPORT	5 min.

8. AUTHORITY ISSUES

5 min.

ADJOURNMENT

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-A
MEETING DATE: October 16, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing - January 2025 Service Change Equity Analysis

1) **The Issue:** Take public testimony on the three planned changes to bus service anticipated to take effect in January 2025.

2) **Recommended Action:** Receive and consider public comments.

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 service 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:** Cancel, reschedule, or otherwise postpone the public hearing.

6) **Budget Notes:** Conducting a public hearing 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:** January 2025 Major Service Change Summary & Draft Equity Analysis: www.intercitytransit.com/servicechanges

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
September 4, 2024

CALL TO ORDER

Chair Gilman called the September 4, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

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

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

Staff Present: Emily Bergkamp; Daniel Van Horn; Jana Brown; Jessica Gould; Jonathon Yee; Katie Cunningham; Michael Maverick; Nicky Upson; Pat Messmer; Peter Stackpole; Matt Kenney; Thera Black; Tammy Ferris; Brenden Houx; Jonathan Martin; Julie DeRuwe.

Others Present: Jeff Myers, Legal Counsel; Rachel Wilson, Community Advisory Committee; Jakub Kocztorz, Law, Lyman, Daniel, Kamerrer & Bogdanovich.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Valerie Lange provided comment asking the Authority to consider providing direct transit service to SeaTac. Perhaps begin as a pilot program. Gilman asked the General Manager to explain what service IT has available that may fill this need. Bergkamp said IT's Express service travels between Olympia and the Lakewood station as the northern most point we go, connecting with Sound Transit. Bergkamp will share the comment with the Planning staff, and they can respond accordingly as they have conducted research on the ability to provide service directly to SeaTac.

NEW BUSINESS

A. Accessible Wayfinding Pilot Project. Sr. Marketing & Communications Coordinator, Nicky Upson, provided an overview of the upcoming accessible wayfinding pilot project. Visually impaired individuals rely heavily on auditory and tactile cues to navigate their surroundings. Visual signage alone may not be

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accessible to them, making it challenging for them to locate bus stops, platforms, entrances, and other facilities within our transit system.

Without adequate guidance, visually impaired individuals may struggle to navigate our transit centers efficiently and independently. Safety concerns such as navigating around moving vehicles or boarding the wrong bus are additional challenges these individuals may face while using our system.

This project will implement an accessible wayfinding tool designed to support our visually impaired passengers. By utilizing accessible QR codes, we will provide both wayfinding assistance and route information, addressing some of the challenges they encounter while navigating our transit centers.

Funds for this project are available in the 2024 budget. The project cost of \$8,700 will cover the costs of the codes and their use for 6 months. Our pilot can be extended for an additional 6-month period for \$299. This does not include the cost to produce and mount signs.

Upson shared the benefits and features of the NaviLens system:

- Provides real time bus information or any other information stored in code.
- Provides orientation (distance and direction) to the code.
- Provides audio in 34 different languages in the user's phone language.
- Code can be detected from up to 40 ft. away.
- Code is read and detected within a second.
- Can be read unfocused even when user is unaware a code is within range.
- Can be read from an angle of 160 degrees.
- Can be read in all light conditions.

Upson shared a demo of the NaviLens system currently in use in New York and then she provided next steps:

- Form a cross-functional team to work on NaviLens implementation.
- Develop, print codes and associated content.
- Recruit volunteers to test product prior to launch.
- Install at OTC and LTC.
- Pilot 6 months.
- Evaluate project.
- Could be expanded to include bus stops.

Discussion ensued among the Board members with several questions.

Can the audio playback speed on the NaviLens app be adjusted?

Yes, this is an easy adjustment in the settings of the app.

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Are there any exclusive clauses in the contract?

There are no exclusive clauses other than that the codes are to be used only for the scope of the project. There is nothing that would prevent us from trying multiple solutions at one time.

What are the costs after the pilot period?

During the pilot, there is a \$299 fee for activation cost covering up to 36 codes for 6 months. We can extend for another 6 months for an additional \$299. After that, they quoted \$4.99 per month per code; the price decreases with higher volume, though they did not provide a scale with different costs.

How will volunteers be recruited to test the system?

There are individuals who ride our system that we can connect with, and Upson will work with the Capital City Council for the Blind, and there may be situations to reach out to non-riders, and work with Senior Services for South Sound to recruit low vision and sighted seniors to test the products.

Perhaps utilize the Bus Buddy program to reach more riders? Upson said training materials will be developed to roll out to the Travel Trainers and Customer Service so they can share how to use this technology.

- B. Lacey Transit Center – Amtrak Drainage and Pavement Repairs.** Tammy Ferris, Construction Projects Coordinator, presented a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station.

Intercity Transit is responsible for the maintenance and operation of the Lacey Transit Center and Amtrak Station. Since their construction, the drainage systems at these sites have not undergone any major upgrades or improvements. Currently, the existing trench drain system at the Lacey Transit Center is not functioning properly, leading to areas of pavement failure. Additionally, the biofiltration swale in the northern parking lot of Amtrak Station is not functioning correctly and needs to be repaired.

In early 2024, Intercity Transit issued a Task Order with KPFF under the On-Call Engineering Services Master Contract to conduct the initial site assessment and engineering design for the necessary repairs at both sites. KPFF finalized the design and construction documents in late July.

Procurement then advertised a Request for Bids on August 7, 2024, for the drainage and pavement repairs at the Lacey Transit Center and Amtrak Station. By the submission deadline of August 22, 2024, we received two (2) bids. The bid submitted by Northwest Cascade, Inc. in the amount of \$178,413 was determined to be both responsive and responsible. Bids range from a high of \$205,500 to a low of \$178,413. The low bid submitted by Northwest Cascade, Inc. is \$14,177 or 8.63% above the

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Engineer's estimate. Our analysis indicates that Northwest Cascade, Inc. is a reputable and competent contractor. Northwest Cascade, Inc. has completed similar projects and staff is confident in their ability to complete this project.

Therefore, staff recommends the Authority authorize the General Manager to enter into a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station in the amount of \$178,413.

The completed project will improve the drainage and pavement features at both the Lacey Transit Center and Amtrak Station. In the southeast quadrant of the Lacey Transit Center, final improvements will include the replacement of the trench drain system, storm pipe, and cement concrete sidewalk and curb. In the northern parking lot of the Amtrak Station, improvements will consist of restoring the existing biofiltration swale, replacing storm drain culverts, and installing cement concrete sidewalks and quarry spalls.

It was M/S/A by Melnick and Cox to authorize the General Manager to enter into a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station in the amount of \$178,413.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

The fifth Operator class of the year starts Monday, September 9 and it will be one of the largest classes to date, with a possible 31 drivers. We look forward to this group starting their careers with us.

The service change taking place Sunday, September 8, 2024, marks the final step in a series of 17 incremental adjustments that began in June 2020, aimed at restoring service levels to those before the COVID-19 pandemic. With this latest change, we will exceed pre-pandemic service levels, reaching 102% of the service we provided prior to the pandemic. Routes 12, 13, 41, 62A, 62B, 65, and 66 will have late night service restored on weekdays and weekends. Route 41 will have extended late-night service on Friday and Saturday nights when The Evergreen State College is in session.

The exit conference for the annual state audit is scheduled for September 5, 2024, and was coordinated with the State Auditor's Office by Finance Manager Jen Amendala and CFO Jana Brown.

Bergkamp shared she was interviewed by Transportation Choices Coalition Executive Director Kirk Hovenkotter & Policy Analyst, Nivya Murthi for a future blog about topics of Transit Safety and Workforce shortage. Bergkamp shared key points about Intercity Transit's motto of "Safety, Service, Schedule." This is a training tool for all bus drivers that emphasizes Safety first, followed by Service to our customers, placing the pressure

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they sometimes feel to keep to the timeliness of their Schedule as last. The safety of and service to our customers is paramount. This includes safety on the road and taking the time to answer questions about our service.

Bergkamp shared Intercity Transit has comprehensive “Rules of Conduct” for our riders that we carefully uphold. Bus drivers inform passengers of the rules of the ride if they encounter passengers not following them, and always have the option to refer the enforcements of these rules to our Road Supervisors if they encounter a chronic issue.

Bergkamp said another big cornerstone of the safety of our service is that Intercity Transit has cameras on all revenue vehicles, as well as being a Zero-Fare system. Nationwide, the number one cause of assaults on bus drivers is disputes over fares, and we simply don’t have that.

Another point Bergkamp included during her interview with TCC is the difference between feeling unsafe versus feeling uneasy. Transit serves a diverse group of people from all walks of life, backgrounds, and lived experiences. Riding public transit offers the unique opportunity to ride with the general public and that means encountering others who don’t look like or behave like us, or speak the same language and there can be a discomfort from being around others different from ourselves, but that doesn’t constitute unsafe conditions.

Bergkamp was happy to report during the interview that Intercity Transit is no longer experiencing the workforce shortage challenges COVID brought to the industry. She said we integrate transit hiring practices with workforce development programs in Washington state. IT began to gain traction when HR partnered with WorkSource. WorkSource streamlined the application process providing access to folks who are actively seeking work. IT worked hard to shorten the timeline from when people apply to when they are offered a position. IT used to have applicants apply, then attend a separate customer service test session, then bring them in for an interview, and sometimes have them come in separately for a practical fit test. Using this new model, candidates are brought in for a day-long hiring event to get all of these parts of the recruitment process done on one day.

The Zero-Fare survey is wrapping up on September 5. Intercity Transit's bus and Dial-A-Lift services have been zero-fare (fare free) for a few years, and our goal is to continue to share and promote the ease, convenience and equity this service provides. Over the last few years, IT staff attended local events and talked with many members of the community, and we've seen that many still don’t know that riding all Intercity Transit bus routes is free, and we want to change that. The link to the survey can be found on the website: <https://www.intercitytransit.com/news/rider-survey-zero-fare-demonstration-project>

Stately Speakers Toastmasters (in partnership with Board member Carolyn Cox) is hosting an Open House at Intercity Transit Thursday, September 12 during the noon hour

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so employees and anyone from the community can learn the many benefits of Toastmasters. The club will hold a hybrid meeting weekly at Intercity Transit every Thursday from 12:05 p.m. to 12:55 p.m. Toastmasters is a learn-by-doing workshop where participants hone their speaking and leadership skills in a no-pressure atmosphere. There is no instructor in a Toastmasters meeting. Instead, members evaluate one another's presentations. This feedback process is a key part of the program's success. Meeting participants also give impromptu talks on assigned topics, conduct meetings and develop leadership.

Those interested should plan to arrive at 11:45 a.m. to learn about the club and how to join, ask questions, plus have the opportunity to socialize and enjoy some light refreshments. Intercity Transit will cover the cost of employees' membership if they choose to join. Professional development is priceless, and joining Toastmasters is one of the best investments you can make no matter what your career aspirations.

AUTHORITY ISSUES - None.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:34 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: October 16, 2024

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

**Intercity Transit
Payroll Disbursement List
September 2024**

Pay Periods:

PP19 (Aug 25 - Sep 7)

PP20 (Sep 8 - 21)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
9/13/2024 ACH	PR DIRECT DEPOSIT	1,114,458.00
9/13/2024 40732 - 40734	PR PAPER CHECKS	4,688.77
9/13/2024 ACH	IRS	186,620.90
9/13/2024 ACH	HEALTH SAVING	92.59
9/13/2024 ACH	VANGUARD	144,803.42
9/13/2024 ACH	PERS	249,009.68
9/13/2024 ACH	DEF COMP	43,682.32
9/13/2024 ACH	MISSION SQUARE	17,382.30
9/13/2024 ACH	CHILD SUPPORT	4,174.05
9/13/2024 ACH	PERS Adjustment & rounding	18.44
9/27/2024 ACH	PR DIRECT DEPOSIT	1,058,383.73
9/27/2024 40829 - 40856	PR PAPER CHECKS	48,471.78
9/27/2024 ACH	IRS	175,299.64
9/27/2024 ACH	HEALTH SAVING	92.59
9/27/2024 ACH	VANGUARD	139,646.94
9/27/2024 ACH	PERS	242,309.44
9/27/2024 ACH	DEF COMP	40,378.65
9/27/2024 ACH	MISSION SQUARE	16,312.52
9/27/2024 ACH	CHILD SUPPORT	3,840.68
9/27/2024 ACH	AFLAC	13,699.32
Total Payroll Disbursements		3,503,365.76

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

Check No.	Reference Date	Vendor No.	Payee	Amount
40650	09/05/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$1,756.80
40651	09/05/24	01895	ECOLUBE RECOVERY LLC	\$93.10
40652	09/05/24	03023	BACKUPIFY INC.	\$1,111.50
40653	09/05/24	03247	BAUS SYSTEMS LLC	\$21.14
40654	09/05/24	06120	CITY OF OLYMPIA (UTILITIES)	\$9,198.49
40655	09/05/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$647.38
40656	09/05/24	06781	COMPUNET INC.	\$80,813.63
40657	09/05/24	06836	CONTINENTAL BATTERY SYSTEMS	\$332.90
40658	09/05/24	07106	CRANE FINANCE	\$440.40
40659	09/05/24	07220	CUMMINS INC.	\$2,124.76
40660	09/05/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$848.90
40661	09/05/24	09662	FERRELLGAS LP	\$5,509.72
40662	09/05/24	10660	GILLIG LLC	\$1,213.78
40663	09/05/24	10759	GORDON TRUCK CENTERS INC	\$716.70
40664	09/05/24	11615	INDUSTRIAL HYDRAULICS INC.	\$157.80
40665	09/05/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
40666	09/05/24	11933	JESSE ORNDORFF	\$329.40
40667	09/05/24	13726	M & S COLLISION LLC	\$4,419.42
40668	09/05/24	13728	MADSEN ROOFING INC.	\$419.06
40669	09/05/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40670	09/05/24	14590	MOHAWK MFG & SUPPLY CO.	\$198.22
40671	09/05/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$300.75
40672	09/05/24	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$15,715.29
40673	09/05/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$690.41
40674	09/05/24	16765	PETROCARD INC.	\$29,070.00
40675	09/05/24	16841	PIONEER FIRE & SECURITY INC.	\$131.40
40676	09/05/24	16888	REXEL USA INC.	\$362.34
40677	09/05/24	16974	POMP'S TIRE SERVICE INC.	\$779.45
40678	09/05/24	17560	ROMAINE ELECTRIC CORP.	\$1,704.65
40679	09/05/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$16.79
40680	09/05/24	18145	SIX ROBBLEES' INC.	\$59.76
40681	09/05/24	18530	STANDARD PARTS CORP.	\$461.25
40682	09/05/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$11,882.42
40683	09/05/24	21950	TITUS-WILL CHEVROLET	\$1,521.74
40684	09/05/24	22010	ROTTERS INC.	\$375.96
40685	09/05/24	23800	VESTIS GROUP INC.	\$1,039.74
40686	09/05/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$3.82
40687	09/05/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$700.00
40688	09/05/24	26008	WI SCTF	\$50.30
40689	09/05/24	26861	WESTERN GRAPHICS INC.	\$1,087.02
40690	09/09/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,209.19
40691	09/09/24	01895	ECOLUBE RECOVERY LLC	\$629.10
40692	09/09/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,176.47

40693	09/09/24	06040	CITY OF LACEY	\$2,390.59
40694	09/09/24	06120	CITY OF OLYMPIA (UTILITIES)	\$17.10
40695	09/09/24	07220	CUMMINS INC.	\$885.21
40696	09/09/24	07640	DAY MANAGEMENT CORP	\$4,336.01
40697	09/09/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$464.43
40698	09/09/24	09662	FERRELLGAS LP	\$6,626.09
40699	09/09/24	10660	GILLIG LLC	\$5,635.60
41700	09/09/24	10759	GORDON TRUCK CENTERS INC	\$991.74
41701	09/09/24	10786	GOVERNMENTJOBS.COM INC.	\$31,564.27
41702	09/09/24	11310	HOGAN MFG. INC.	\$4,229.44
41703	09/09/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$179.61
41704	09/09/24	15141	NICOLAS RODNEY	\$16.99
41705	09/09/24	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$314.00
41706	09/09/24	16490	HAROLD LEMAY ENTERPRISES	\$1,011.38
41707	09/09/24	16811	PIERCE SUE	\$332.32
41708	09/09/24	16874	PITNEY BOWES BANK INC.	\$1,500.00
41709	09/09/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$1,370.22
41710	09/09/24	17505	RAINIER DODGE INC.	\$610.06
41711	09/09/24	17819	RWC INTERNATIONAL LTD	\$616.58
41712	09/09/24	17900	SCHETKY NORTHWEST SALES INC.	\$361.98
41713	09/09/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$637.09
41714	09/09/24	18066	SHI INTERNATIONAL CORP.	\$3.89
41715	09/09/24	18145	SIX ROBBLEES' INC.	\$50.39
41716	09/09/24	18530	STANDARD PARTS CORP.	\$741.36
41717	09/09/24	18705	SUNBELT RENTALS INC.	\$1,273.06
41718	09/09/24	21659	THERMO KING NORTHWEST INC.	\$6,200.00
41719	09/09/24	21950	TITUS-WILL CHEVROLET	\$377.39
41720	09/09/24	21985	TOTAL FILTRATION SERVICES INC.	\$147.42
41721	09/09/24	22010	ROTTERS INC.	\$1,083.30
41722	09/09/24	22084	TRAN DANH	\$80.00
41723	09/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41724	09/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41725	09/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41726	09/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$147,096.97
41727	09/09/24	23740	USSC ACQUISITION CORP	\$1,526.13
41728	09/09/24	23800	VESTIS GROUP INC.	\$1,108.14
41729	09/09/24	24000	W. W. GRAINGER INC.	\$1,283.57
41730	09/09/24	25909	WEX BANK	\$45,022.98
41731	09/09/24	26405	XIOLOGIX LLC	\$2,100.36
40735	09/16/24	01405	ADVANCE GLASS INC.	\$1,296.45
40736	09/16/24	02060	AMERISAFE INC.	\$234.10
40737	09/16/24	03754	BOSTON HARBOR SERVICES INC.	\$5,993.19
40738	09/16/24	05320	CAPITOL CITY PRESS INC	\$1,546.65
40739	09/16/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$10,512.55
40740	09/16/24	07220	CUMMINS INC.	\$2,336.21
40741	09/16/24	07619	DAVID S FOSTER	\$2,000.00
40742	09/16/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$205.60
40743	09/16/24	09662	FERRELLGAS LP	\$3,193.52
40744	09/16/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40745	09/16/24	10477	GALLS PARENT HOLDINGS LLC	\$4,382.60
40746	09/16/24	10660	GILLIG LLC	\$2,691.65
40747	09/16/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00

40748	09/16/24	10759	GORDON TRUCK CENTERS INC	\$255.83
40749	09/16/24	10832	GRAY FOX LENDING	\$264.81
40750	09/16/24	11776	INTERCLEAN EQUIPMENT LLC	\$5,682.38
40751	09/16/24	11933	JESSE ORNDORFF	\$329.40
40752	09/16/24	11943	JOANNA GRIST	\$2,000.00
40753	09/16/24	12665	KGY INC.	\$1,500.00
40754	09/16/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,306.00
40755	09/16/24	13893	MAUL FOSTER & ALONGI INC.	\$1,210.00
40756	09/16/24	14160	MCMASTER-CARR SUPPLY CO.	\$64.45
40757	09/16/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,300.49
40758	09/16/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40759	09/16/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$4,108.67
40760	09/16/24	15132	NGUYEN TU	\$40.49
40761	09/16/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,071.09
40762	09/16/24	15203	NORTHWEST CASCADE INC	\$7,348.03
40763	09/16/24	16623	PALAMERICAN SECURITY INC.	\$79,991.88
40764	09/16/24	16701	PEAK INDUSTRIAL INC.	\$2,449.33
40765	09/16/24	16765	PETROCARD INC.	\$83,776.80
40766	09/16/24	16841	PIONEER FIRE & SECURITY INC.	\$1,214.00
40767	09/16/24	16969	POINT GRAPHICS LLC	\$356.30
40768	09/16/24	17290	PUGET SOUND ENERGY	\$23,114.56
40769	09/16/24	17505	RAINIER DODGE INC.	\$101.69
40770	09/16/24	17861	SAMBA HOLDINGS INC.	\$434.16
40771	09/16/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$59.80
40772	09/16/24	18101	SIJ HOLDINGS LLC	\$1,035.30
40773	09/16/24	18469	SPORTWORKS GLOBAL LLC	\$470.48
40774	09/16/24	18530	STANDARD PARTS CORP.	\$398.36
40775	09/16/24	18648	STORAGELAND LLC	\$1,980.00
40776	09/16/24	18695	SUMMIT LAW GROUP PLLC	\$219.60
40777	09/16/24	22010	ROTTERS INC.	\$29.36
40778	09/16/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
40779	09/16/24	24000	W. W. GRAINGER INC.	\$118.66
40780	09/16/24	26008	WI SCTF	\$50.30
40781	09/16/24	26861	WESTERN GRAPHICS INC.	\$1,806.22
37199	09/20/24	13369	LANDEROS DANIEL - VOID	(\$10.00)
36701	09/23/24	02158	ANDERSON JOANNA - VOID	(\$20.01)
40782	09/23/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,519.07
40783	09/23/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$4,431.92
40784	09/23/24	01567	CANON FINANCIAL SERVICES INC.	\$3,990.40
40785	09/23/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,832.10
40786	09/23/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$601.43
40787	09/23/24	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00
40788	09/23/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,132.00
40789	09/23/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$647.38
40790	09/23/24	07120	GORDON PRODUCTS INC.	\$4,365.73
40791	09/23/24	07220	CUMMINS INC.	\$18,268.23
40792	09/23/24	07350	CW JANITORIAL SERVICE LLC	\$46,634.94
40793	09/23/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,052.38
40794	09/23/24	09662	FERRELLGAS LP	\$7,601.52
40795	09/23/24	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$2,300.31
40796	09/23/24	09961	FORMA CONSTRUCTION COMPANY	\$524,424.68
40797	09/23/24	10251	FRUITION GROWTH LLC	\$4,136.25

40798	09/23/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40799	09/23/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40800	09/23/24	10477	GALLS PARENT HOLDINGS LLC	\$7,063.84
40801	09/23/24	10660	GILLIG LLC	\$8,914.71
40802	09/23/24	10700	NATIONAL WASTE L.P.	\$57.57
40803	09/23/24	10759	GORDON TRUCK CENTERS INC	\$7,433.66
40804	09/23/24	10880	GRIMM COLLECTIONS	\$590.35
40805	09/23/24	11895	J&I POWER EQUIPMENT INC.	\$283.27
40806	09/23/24	11933	JESSE ORNDORFF	\$759.82
40807	09/23/24	12845	KNIGHT FIRE PROTECTION INC.	\$1,455.94
40808	09/23/24	12875	KPFF CONSULTING ENGINEERS INC	\$12,936.15
40809	09/23/24	13485	LEMAY MOBILE SHREDDING	\$390.60
40810	09/23/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,987.18
40811	09/23/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.90
40812	09/23/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,353.87
40813	09/23/24	16765	PETROCARD INC.	\$22,177.52
40814	09/23/24	16969	POINT GRAPHICS LLC	\$105.41
40815	09/23/24	16974	POMP'S TIRE SERVICE INC.	\$3,088.73
40816	09/23/24	17505	RAINIER DODGE INC.	\$141.51
40817	09/23/24	17900	SCHETKY NORTHWEST SALES INC.	\$719.28
40818	09/23/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$326.23
40819	09/23/24	18052	SHEA CARR & JEWELL INC.	\$9,287.65
40820	09/23/24	18066	SHI INTERNATIONAL CORP.	\$4,671.06
40821	09/23/24	18145	SIX ROBBLEES' INC.	\$177.99
40822	09/23/24	18210	SME SOLUTIONS LLC	\$31,968.11
40823	09/23/24	18530	STANDARD PARTS CORP.	\$611.02
40824	09/23/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$11,708.52
40825	09/23/24	21950	TITUS-WILL CHEVROLET	\$25.74
40826	09/23/24	22010	ROTTERS INC.	\$454.49
40827	09/23/24	23751	VANCE KIMBERLEY	\$36.18
40828	09/23/24	24030	WA ST AUDITOR'S OFFICE	\$16,692.00
40802	09/24/24	10700	NATIONAL WASTE L.P. - VOID	(\$57.57)
40857	09/30/24	01405	ADVANCE GLASS INC.	\$1,030.80
40858	09/30/24	01661	ALL STAR RENT A FENCE INC.	\$3,789.20
40859	09/30/24	01687	ALEXANDER WENDY	\$25.35
40860	09/30/24	01780	AMALGAMATED TRANSIT UNION 1765	\$23,640.54
40861	09/30/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,193.60
40862	09/30/24	03247	BAUS SYSTEMS LLC	\$32.94
40863	09/30/24	03604	BLACK LAKE TOWING LLC	\$515.59
40864	09/30/24	06120	CITY OF OLYMPIA (UTILITIES)	\$5,794.02
40865	09/30/24	06836	CONTINENTAL BATTERY SYSTEMS	\$3,214.14
40866	09/30/24	07120	GORDON PRODUCTS INC.	\$82.22
40867	09/30/24	07220	CUMMINS INC.	\$11,130.81
40868	09/30/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$300.90
40869	09/30/24	09205	ERF COMPANY INC.	\$295.00
40870	09/30/24	09662	FERRELLGAS LP	\$5,241.00
40871	09/30/24	09789	FLEETGENIUS LLC	\$57.57
40872	09/30/24	10660	GILLIG LLC	\$0.00
40873	09/30/24	10660	GILLIG LLC	\$20,551.98
40874	09/30/24	10759	GORDON TRUCK CENTERS INC	\$1,128.22
40875	09/30/24	10832	GRAY FOX LENDING	\$301.23
40876	09/30/24	11097	HART HEALTH AND SAFETY INC.	\$1,062.82

40877	09/30/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,237.94
40878	09/30/24	11310	HOGAN MFG. INC.	\$2,488.65
40879	09/30/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
40880	09/30/24	11933	JESSE ORNDORFF	\$2,045.57
40881	09/30/24	12950	KYSER MICHAEL	\$12.00
40882	09/30/24	13726	M & S COLLISION LLC	\$2,025.46
40883	09/30/24	14160	MCMASTER-CARR SUPPLY CO.	\$65.93
40884	09/30/24	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40885	09/30/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,045.76
40886	09/30/24	14760	MUNCIE TRANSIT SUPPLY	\$380.93
40887	09/30/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$406.13
40888	09/30/24	15196	NORTHLAND SAFETY SOLUTIONS LLC	\$6,039.00
40889	09/30/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$2,114.52
40890	09/30/24	15544	PARFAIT BASSALE	\$1,500.00
40891	09/30/24	16252	ONSPOT OF NORTH AMERICA INC.	\$776.71
40892	09/30/24	16600	AMERIDIAN INDUSTRIES LLC	\$520.06
40893	09/30/24	16701	PEAK INDUSTRIAL INC.	\$384.91
40894	09/30/24	16765	PETROCARD INC.	\$103,023.39
40895	09/30/24	16841	PIONEER FIRE & SECURITY INC.	\$1,054.10
40896	09/30/24	17872	SARAH BOYLE	\$2,706.96
40897	09/30/24	17900	SCHETKY NORTHWEST SALES INC.	\$323.06
40898	09/30/24	17908	SCHINDLER ELEVATOR CORPORATION	\$2,783.43
40899	09/30/24	18052	SHEA CARR & JEWELL INC.	\$408.23
40900	09/30/24	18145	SIX ROBBLEES' INC.	\$53.65
40901	09/30/24	18530	STANDARD PARTS CORP.	\$216.23
40902	09/30/24	18540	STANTEC CONSULTING SERVICES INC	\$50,161.81
40903	09/30/24	18697	SUMMIT TOWING INC.	\$514.69
40904	09/30/24	18705	SUNBELT RENTALS INC.	\$1,667.80
40905	09/30/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$7,690.83
40906	09/30/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$252.45
40907	09/30/24	21950	TITUS-WILL CHEVROLET	\$141.26
40908	09/30/24	22010	ROTTERS INC.	\$427.36
40909	09/30/24	23621	TFORCE FREIGHT INC.	\$322.50
40910	09/30/24	23660	UNITED WAY OF THURSTON COUNTY	\$633.00
40911	09/30/24	23800	VESTIS GROUP INC.	\$1,061.88
40912	09/30/24	24000	W. W. GRAINGER INC.	\$21.09
40913	09/30/24	25670	WAXIE'S ENTERPRISES INC.	\$1,919.85
ACH	09/01/24		AUTHORIZE.NET	\$249.76
ACH	09/06/24		BARRY SEAN	\$312.15
ACH	09/06/24		CRASS CAMERON	\$630.82
ACH	09/06/24		KIATTIPAT-AGUINAGA SUTARAT	\$68.34
ACH	09/06/24		LASLIE CRAIG	\$223.79
ACH	09/06/24		MARTIN SHARON	\$60.75
ACH	09/06/24		WITHROW DENA	\$561.82
ACH	09/13/24		AGUERO JASON	\$940.37
ACH	09/13/24		BERGKAMP EMILY	\$544.82
ACH	09/13/24		CRASS CAMERON	\$558.46
ACH	09/13/24		GERCHAK AMANDA JOY	\$228.00
ACH	09/13/24		GOFFENEY ANDREW	\$313.00
ACH	09/13/24		MIDSTOKKE II MICHAEL	\$558.46
ACH	09/13/24		REINHARDT BRYCE	\$136.00
ACH	09/13/24		SMATHERS LARRY J	\$184.50

ACH	09/13/24	STACKPOLE PETER	\$204.19
ACH	09/13/24	UPSON NICOLA J	\$292.75
ACH	09/13/24	YEE JONATHON	\$513.82
ACH	09/20/24	FERRIS TAMMY	\$35.00
ACH	09/20/24	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,875.62
ACH	09/20/24	DEPARTMENT OF REVENUE	\$30.01
ACH	09/25/24	DEPARTMENT OF REVENUE	\$2,354.29
ACH	09/27/24	REINHARDT BRYCE	\$992.88
ACH	09/27/24	SWAN STEPHEN	\$252.00
			<u><u>\$1,803,502.08</u></u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: October 16, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Update On Federal Advocacy Activity

1) **The Issue:** Dale Learn, our federal advocate from Gordon Thomas Honeywell Governmental Affairs, will provide the Authority with an update on activities affecting public transportation in Washington D.C.

2) **Recommended Action:** This is an informational item.

3) **Policy Analysis:** Policy EX-0008 “Establishing Organization Relationships” asserts Intercity Transit shall maintain and strengthen relationships with jurisdictions including the Federal Transit Administration (FTA). This ensures Intercity Transit takes advantage of the resources made available by, and the experience of, federal transportation agencies. Intercity Transit employs the firm Gordon Thomas Honeywell to assist staff in keeping up to date with federal activities.

4) **Background:** Dale Learn, Managing Partner-Federal Affairs at Gordon Thomas Honeywell Governmental Affairs, will discuss the current issues facing Congress and the Administration and how they relate to Intercity Transit. He will focus on current and future federal funding issues involving the U. S. Department of Transportation, Federal Transit Administration and other federal agencies. He will also discuss current and future federal policies that have an impact on our ability to partner with the federal government. In addition, he will briefly address how Intercity Transit can be more connected with our federal legislators outside of our annual visit to Washington, D.C.

Intercity Transit has contracted with Gordon Thomas Honeywell since 2008. Dale Learn and Paul Hoover, Senior Government Affairs Consultant, are our primary contacts with the firm.

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

6) **Budget Notes:** Intercity Transit’s contract with Gordon Thomas Honeywell Governmental Affairs is \$96,000 a year.

7) **Goal Reference:** Consistent federal advocacy will help achieve all goals of the agency.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: October 16, 2024

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director, (360) 357-1795

SUBJECT: Transit Signal Priority (TSP) & Smart Corridors Implementation Contract Authority

1) **The Issue:** Authorizing additional contract authority to continue work under the contract with Iteris, Inc. to support the implementation of TSP and the Thurston Smart Corridor projects.

2) **Recommended Action:** Authorize the General Manager to execute Task Order 4 with Iteris, Inc. providing additional contract authority of \$400,000, for a revised total not-to-exceed contract value of \$1,067,642.33, to support engineering and consulting services for implementation of TSP and Thurston Smart Corridors.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. This request represents the fourth of several Task Orders anticipated to be awarded under this multi-year professional services contract which includes funding from three prior federal grant awards.

4) **Background:** In late 2021, Intercity Transit entered into a contract with Iteris, Inc. to support its TSP and Thurston Smart Corridor Implementation projects. The Authority approved Task Order 1 in October 2021, focusing on coordinating with project partners to develop an implementation “Roadmap” for TSP, conducting bench testing of traffic signal equipment, establishing a data collection approach, and updating other relevant information related to the Smart Corridors project.

In June 2022, the Authority approved Task Orders 2 and 3, which provided additional technical support during the initial implementation phase. Task Order 2 (the Data Task) established an automated web-based program (Data-as-a-Service model) to track intersection operations and integrate corridor data with reporting accessible to project partners. Task Order 3 (the Implementation Task) provided engineering support services, including field testing, design work, implementation coordination, and development of the project’s implementation strategy (Roadmap). The Draft Roadmap for Phases 1-3 was completed on June 17, 2024, and presented to project partners at the June Smart Corridors Technical Working Group (TWG) meeting. The scope of work also included a phasing plan

and recommendations for funding future efforts consistent with the Smart Corridor program.

The proposed Task Order 4 builds on the foundation of the first three task orders and aims to expand the pilot project's field implementation analysis for the Smart Corridors program. This proposal includes project management, stakeholder coordination, technical support services, EMTRAC data support, and data analytics. The anticipated timeline for completion is approximately six months, with an estimated cost of \$299,214.49; however, the project team is seeking \$400,000 to accommodate a contingency to allow for any unforeseen modifications.

Intercity Transit is serving as the lead agency and providing all matching funds for the three separate grant awards related to this project. The 2024 and 2025 budgets include \$1.5 million for the TSP and Smart Corridor projects. Future phases are planned in the 2025 budget for \$1,350,000, contingent on Intercity Transit receiving Carbon Reduction Program (CRP) grant funding.

5) **Alternatives:**

- A. Authorize the General Manager to execute Task Order 4 with Iteris, Inc. providing additional contract authority of \$400,000, for a revised total not-to-exceed contract value of \$1,067,642.33, to support engineering and consulting services for implementation of TSP and Thurston Smart Corridors.
- B. Defer action. A decision to delay may affect the project schedule and grant funding for the TSP and the Smart Corridors projects.

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- 6) **Budget Notes:** This project is included in the 2024 budget and draft 2025 budget. Project funds for TSP and the Smart Corridors project are allocated from grant sources as well as local funding. Unexpended project funds will be carried forward in future budgets until the project is completed.

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- 7) **Goal References:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #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." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: October 16, 2024

FOR: Intercity Transit Authority
FROM: Jonathan Martin, Construction Projects Coordinator, 360-819-0244
SUBJECT: Design and Construction Services for Lacey Transit Center (LTC)
and Amtrak Restrooms Renovation

1) **The Issue:** Authorization to execute a Task Order from the On-Call Engineering Services Master Contract for design and construction support services for renovation of the LTC and Amtrak restrooms.

2) **Recommended Action:** Authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$225,000.

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

4) **Background:** The LTC was originally constructed in 1996. Since that time, Transit operations have increased significantly, along with an increase in usage of both the public and staff restrooms. Due to the facility's age and increased usage, the restrooms are now at the end of their useful life, therefore, making them difficult to maintain and keep clean. Additionally, the restrooms are supported by a small utility closet that currently houses janitorial equipment, electrical infrastructure, data communication equipment and security. Due to these issues, LTC restroom facilities are due for a renovation. The goal of the project is to address the deteriorating restrooms and to reconfigure the layout to accommodate current facility needs.

The Centennial Station Amtrak facility was built with volunteer and community support and opened in 1993. While the site has been meticulously maintained over the years, the time has come for the restroom facilities to be replaced. In addition, there have been past issues with sewer backups into the restrooms, likely due to poor slope and failing sewer lines. The goal of the project is to renovate the restrooms and address the site utility issues.

Staff is recommending the Authority authorize the General Manager to execute a Task Order with SCJ Alliance to provide design services and construction support for the renovation of LTC and Amtrak restrooms. The scope of work also includes schematic level design and cost estimating for a much-needed addition to LTC to accommodate a staff break room, as well

as providing adequate space for a custodial and utility closet. The total requested amount of \$225,000 includes \$175,804.66 for SCJ's fee, an approximate \$25,000 contingency for design beyond schematic and construction support for the LTC addition, and an overall \$25,000 contingency to allow for unforeseen changes. Staff have negotiated the Task Order scope and fee with SCJ Alliance in accordance with the terms of the existing On-Call Engineering Services Agreement. Based on the scope and proposed hours, staff is confident the pricing is both fair and reasonable.

5) **Alternatives:**

- A. Authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$225,000.
- B. Defer action, this would result in a delay in much-needed renovations of the restroom facilities.

6) **Budget Notes:** The 2024 budget includes programmed funding sufficient to cover this work effort.

7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #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."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: October 16, 2024

FOR: Intercity Transit Authority

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

SUBJECT: 2024 Community Advisory Committee (CAC) Recruitment

1) **The Issue:** To review CAC applications and identify applicants for interviews.

2) **Recommended Action:** Direct staff to schedule interviews of all applicants on November 8, 2024, including an extension for youth applicants who apply through November 6, 2024.

3) **Policy:** Per CAC bylaws, the Intercity Transit Authority (ITA) appoints members to the Community Advisory Committee. In 2011, the ITA approved an additional youth position, increasing the number of members from 19 to 20. In 2023, the Ad hoc Committee recommended the inclusion of an alternate youth representative, and the alternate youth position began in 2024. It is the ITA's direction to conduct an annual recruitment for open advisory committee member vacancies and youth representatives.

4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are seven vacant positions, including an open position for the alternate youth representative.

Fourteen (14) applications were received by the submission due date of October 4, 2024. The ad-hoc committee, made up of three ITA and three CAC members wish to conduct interviews of all applicants on November 8, including an extension for youth applicants who apply through November 6, 2024. The committee will recommend candidates for appointment at the December 4, 2024, ITA meeting.

5) **Alternatives:**

- A. Direct staff to schedule interviews for all applicants, including an extension for youth applicants who apply through November 6, 2024.
- B. Direct staff to schedule interviews for some of the applicants.
- C. Direct staff to schedule interviews for all of the applicants.
- D. Direct staff to defer to a new recruitment until 2025.

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

7) **Goal References:** Maintaining active, interested Community Advisory Committee members supports all agency goals.

8) **References:** Community Advisory Committee applications.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: October 16, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Intercity Transit Authority (ITA) Community Representative Candidate Selection for Interview

1) **The Issue:** Consider applications for ITA Community Representative received to date.

2) **Recommended Action:** Direct staff to schedule interviews for November 22, 2024, with the applicants selected by the Authority.

3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 Selection – Community Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Community Representative positions.

4) **Background:** Community Representative Don Melnick’s term expires December 31, 2024. The Authority directed staff to conduct a recruitment process to fill the position. Applications were due October 4, by 5 p.m. Copies of the letters of interest and resumes were forwarded to the Authority for their review.

The Authority will discuss and direct staff to schedule interviews with selected candidates. The Authority is expected to deliberate and make a selection at their December 4, 2024, meeting.

5) **Alternatives:**

- A. Direct staff to schedule interviews with the selected candidates on November 22, 2024.
- B. Direct staff to continue the recruitment with the goal of soliciting additional applicants from the public.

6) **Budget Notes:** The cost of a recruitment includes production of paid advertisements.

7) **Goal References:** The appointment of a Community Representative supports all goals of the agency.

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- 8) **References:** ITA Community Representative Candidates' Letter of Interest and Resume.

INTERCITY TRANSIT AUTHORITY

BYLAWS

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 510 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) Community Representatives. Three Community members selected by the full Authority from members of the Community of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Community Representatives. The three voting Community Representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Community Representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any Community member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a Community Representative position, the Authority may, by a majority vote, reappoint the Community Representative for a full three-year term, provided that a Community Representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring Community Representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested members of the Community , or appoint an interested member of the Community from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91; 3-2023).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.