

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 7, 2024

CALL TO ORDER

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

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

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

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

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

STAFF INTRODUCTION

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

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

NEW BUSINESS

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

Intercity Transit Authority Regular Meeting

August 7, 2024

Page 2 of 8

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

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

Work Done to Date:

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

Summary of Bus Stops to be Improved by Jurisdiction

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

Next Steps:

The complexity of the bus stop pad improvements varies significantly from past projects, due to the existing conditions, constraints, and proposed improvements at these sites. As a result, a more detailed and tailored approach is required to address the unique challenges of

Intercity Transit Authority Regular Meeting

August 7, 2024

Page 3 of 8

each site. Below is a summary of the stops, grouped into categories based on complexity: less complicated, moderately complicated, and very complicated.

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

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

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

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

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

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

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

Intercity Transit Authority Regular Meeting

August 7, 2024

Page 4 of 8

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

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

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

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

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

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

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

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

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

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

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

Intercity Transit Authority Regular Meeting

August 7, 2024

Page 5 of 8

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

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

COMMITTEE REPORTS - NONE.

GENERAL MANAGER'S REPORT

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

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

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

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

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

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

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

Intercity Transit Authority Regular Meeting

August 7, 2024

Page 6 of 8

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

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

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

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

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

AUTHORITY ISSUES

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

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

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

Intercity Transit Authority Regular Meeting

August 7, 2024

Page 7 of 8

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

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

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

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

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

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

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

Pat Messmer

Clerk to the Authority

Date Approved: September 18, 2024

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

**Intercity Transit Authority Regular Meeting
August 7, 2024
Page 8 of 8**

**EXHIBIT A
SURPLUS PROPERTY – AUGUST 2024**

FLEET MAINTENANCE DIVISION

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