

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**October 2, 2024**

**CALL TO ORDER**

Chair Gilman called the October 2, 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; City of Yelm Councilmember Brian Hess; Community Representative Sue Pierce; Community Representative Justin Belk; Mark Neuville, Labor Representative.

**Members Excused:** Community Representative Don Melnick.

**Staff Present:** Emily Bergkamp; Daniel Van Horn; Jana Brown; Jessica Gould; Jonathon Yee; Katie Cunningham; Pat Messmer; Peter Stackpole; Thera Black; Ramon Beltran; Brian Nagel; Dena Withrow; Jane Denicola; Rob LaFontaine; Peter Doane.

**Others Present:** Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee.

**STAFF INTRODUCTIONS**

- A. Michael Midstokee introduced **Operator Class 24-05 and David Randall, Jason Bryant, Joe Miller, Instructor/Training Interns.**
- B. Jane Denicola introduced **Peter Doane, Customer Service Rep.**

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**NEW BUSINESS**

- A. **2025 Draft Budget and Set Public Hearing.** Chief Financial Officer, Jana Brown, presented the draft 2025 budget that includes capital projects, new initiatives, new staff, on-going projects from the previous fiscal period, and operational expenses.

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:

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- 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 to pursue 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

Brown reviewed the 2025 funding resources. She said the draft budget reflects a total of \$371.8M in available resources to fund our Operating and Capital Expenditures. The main revenue source is sales tax, budgeted with no increase compared to our current levels. This is a conservative approach because currently we’re seeing the revenues below the 2023 levels for the last few months with an overall 2% decrease. Brown said we are reflecting an anticipated \$35 M in grant revenues.

Beginning Avail. Fund Balance	\$245,700,000
Sales Tax Revenue	84,459,607
VanPool Fares	492,000
Interest Income	5,250,000
Miscellaneous Income	257,936
Operating Grant Revenue	3,990,022
Capital Grant Revenue	<u>31,652,990</u>
<b>Total Available Resources</b>	<b><u>\$371,802,555</u></b>

Brown talked about 2025 grant revenues. She said of the total \$35 M in grant revenue, \$4M of which represents operating grant revenue and \$2.5M of that is from the state. It would have been much more; however, we have taken a very conservative approach to this year’s budgeting by removing \$11M of questionable revenue. Initiative 2117 on the ballot next month for vote will possibly repeal the 2021 Climate Commitment Act. This will dismantle Move Ahead Washington legislation that allocates \$3B for public transit across the state over a total of 16 years.

Brown provided a summary of the draft budget which includes capital projects, new projects, new staff, on-going projects from the previous year and operational expenses.

Brown reviewed new projects in 2025:

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- Audio/Visual Technology Improvements for the Board Room
- Lacey Intersection Smart Sensor Project
- Vanpool Rideshare software enhancement for Employer Sponsor billings
- Vehicle Replacements - IT's Lifecycle Replacement Schedule  
Dial-A-Lift; Vanpool and Non-Revenue vehicles

Projects continuing into 2025 are:

- Pattison Maint Bldg. Improvement Project
- Hydrogen Zero Emission Project
- BRT & Corridor Capital Program
- Bus Stop Facility Improvement Program
- ERP/EAM Software Replacement Project
- Lacey Transit Center Improvements
- Customer Navigation Program

2025 Additions to Staff are:

- 3 Transportation Supervisors
- Facilities Technician III
- Village Vans Coordinator
- Temporary ERP/EAM Support

Brown answered questions. Gilman asked if the dollars for the BRT Corridor and Hydrogen Zero Emission Projects are going to be spent next year. Brown confirmed yes, those funds will be spent in 2025.

**It was M/S/A by Sullivan and Pierce to 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.**

- B. January 2025 Service Change Equity Analysis and Set Public Hearing.** Planning Deputy Director, Rob LaFontaine, presented details of the January 2025 service change equity 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.

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

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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 by 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.

LaFontaine said the next fixed-route service change will take place January 5, 2025, as follows:

- Increased service on Route 42 (west Olympia)
- Increased service on Route 67 (east Lacey)
- *New Capitol Campus Route* (downtown Olympia)
- 15,000 hours of annual hours of service
- Requires 3 more buses
- 17 FTE's

LaFontaine reviewed what the new routes will look like. The new Capitol Campus route specifics will be:

### **Weekday Schedule**

6:30 AM - 6:30 PM

- No weekend service

30-minute frequency

- Potential for improved frequency in 2026

### **Features**

- Links many State and Association offices to the Capitol Building
- One seat ride from Deschutes Parkway to the Capitol campus
- Connections to OTC and the State/4<sup>th</sup> Ave/Martin Way corridor

LaFontaine reviewed the major service change equity analysis. *Major* changes to service include:

- ✓ Increase of service on a single route by more than 50%
- ✓ Creation of a new fixed route

LaFontaine reviewed the draft service equity analysis:

- Research Objective:
  - Identify any adverse impact resulting in significant disparity to populations that are a racial minority or low-income
- Disparity is present if:
  - The proportionately adversely affected population impacts more minority or low-income residents by 3% or more (this bullet point doesn't currently apply); or
  - The proportionately benefitting population favors fewer minority or low-income residents by 3% or less

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Methodology: Measure income and race of residents in Census blocks/block groups within ¼ mile of the three routes being considered for expansion of service; compare to the PTBA as a whole.

### Findings - Minority Populations:

- The increases to Route 42 and the new Capitol Route disproportionately benefit non-minority residents beyond the 3% allowance, thus resulting in disparity.
- The increase to Route 67 does not reflect a disproportionate benefit to non-minority residents.
- The combination of the benefitting populations does not reflect a negative or otherwise significant measure of disparity.

	Population	Minority	%Minority	Disparate Benefit
PTBA	213,317	64,912	30.4%	<27.4%

  

	Benefitting Population	Minority	%Minority	<27.4%	Is Disparity Present?
Route 42	3,159	844	26.7%	Yes	Yes
Capitol Route	2,996	650	21.7%	Yes	Yes
Route 67	9,391	3,109	33.1%	No	No
Combined	14,746	4,603	31.2%	No	No

### Findings - Low Income Populations:

- The increases to Route 42, the new Capitol Route, and the Route 67 do not reflect a disproportionate benefit to residents not considered low-income.
- The combination of the benefitting populations does not reflect a negative or otherwise significant measure of disproportionate burden to residents considered low-income

	Population	Low Income	% Low Income	Disproportionate Benefit
PTBA	213,317	21,338	10.0%	<7.0%

  

	Benefitting Population	Low Income	% Low Income	<7.0%	Disproportionate?
Route 42	5,124	686	13.4%	No	No
Capitol Route	3,131	438	14.0%	No	No
Route 67	8,053	841	10.4%	No	No
Combined	16,308	1,965	12.1%	No	No

### Conclusion

- There are no reductions of service resulting in a specific adverse impact.
- The measure of disproportionate benefit to non-minority residents specific to Routes 42 and the new Capitol Route are balanced by the increase of service on the Route 67.
- The increase in service anticipated to begin January 5, 2025, does not find a significant measure of disparate or disproportionate benefit to non-minority residents or residents not considered low-income.

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### Staff Recommendation

- Initiate a public comment period on the January 2025 summary of changes and Equity Analysis methods and findings.
- Announce a public hearing for Wednesday, October 16<sup>th</sup>

LaFontaine reviewed the timeline and process, that includes the normal public hearing notice process and staff will accept public comment through the end of October, even though the public hearing may occur on October 16.

Sullivan believes the new Capitol Campus route will be well received and used a lot once riders get used to it.

Councilmember Hess suggested placing public hearing notices in the Nisqually Valley News and The Jolt, as both of these publications receive a lot of readership outside of the county and Yelm area.

**It was M/S/A by Sullivan and Cox to authorize a public hearing on the January 2025 Major Service Change Summary and Draft Equity Analysis for Wednesday, October 16, 2024, at 5:30 p.m.**

**COMMITTEE REPORTS - None.**

### **GENERAL MANAGER'S REPORT**

Intercity Transit's three applications submitted to TRPC's Call for Projects have gone through an initial review by the Transportation Policy Board, in which ITA member Justin Belk serves, and will receive further review by a subcommittee and TRPC, which ITA member Mayor Sullivan serves, before a funding decision is rendered in early December. Those projects are:

- Walk N Roll Operations
- Smart Corridors Phase 4
- Battery Electric DAL's and chargers

ITA Chair Clark Gilman helped arrange a meeting with several members of the ITA and the Olympia-Lacey Depot Amtrak volunteers. Fleet & Facilities Maintenance Director Jonathon Yee worked with volunteer coordinator Larry Ganders to define an agenda to discuss what their needs are at that facility, and it was a very productive meeting. Intercity Transit staff also attended their yearly volunteer meeting on September 24 for more information sharing.

The fifth Operator class of the year started September 9, with 24 participants, which is the largest class to date.

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United Way Workplace Campaign Manager, Kristi Duke, who is a Leadership Thurston County Program participant, interviewed Bergkamp about her leadership, and her role and passion for all things Intercity Transit.

Intercity Transit held its First Annual Safety Fair on September 17. There were several different vendors providing information on safety, security, and emergency management. It was a great opportunity for employees to ask questions and learn from professionals in these respective areas. Legendary Doughnuts was on site with their doughnut truck. Participants also received a safety fair passport, and when they visited each table received a sticker, then submitted their completed passport for a chance to win door prizes.

Five applications were submitted for the open ITA Community Representative position, and twelve applications were received for six open positions on the CAC, however, no new youth applications were submitted. Our current youth member John Paul is continuing for an additional year. Recruitment for both ITA and CAC are set to close on October 4, however, staff are considering extending the CAC timeline for another few weeks in hopes of gaining interest from more youth.

Bergkamp is participating in the **Week Without Driving Event – September 30 through October 6**. This is a yearly event to draw attention to the difficulties faced by nondrivers in accessing our communities across the country and to inspire decision makers to address the barriers and gaps in our transportation system.

Staff met with South Puget Sound Community College (SPSCC) regarding possible grant funding to renovate the transit zone on campus currently located in Crosby Loop for easier access by students and buses/drivers, as the original design of the loop isn't completely compatible with buses. IT staff in attendance were Bergkamp, Rob LaFontaine, Cameron Crass, Dean Taylor, Jonathan Martin, and staff from SPSCC, Director of Safety & Security Fred Creek, Director of Facilities Darrell Huggins, and Vice President for Finance and Operations Dr. Tysha Tolefree. These are preliminary discussions, and no designs have been identified but Dr. Tolefree indicated the college would provide a letter of support for the pursuit of grant funding. IT staff will attend more meetings with SPSCC to dial in the scope of the project in the near future. Staff is also in the process of updating the Memo of Understanding (MOU) with the college for accessing campus property for transit service.

Bergkamp shared recognition of Intercity Transit by North Thurston Public Schools (NTPS) as a partner through our shared commitment to enhancing safety and accessibility for students and families within NTPS district.

- Field trip transportation
- Rolling Classrooms
- Walk N Roll Program for safe walking and biking to school, and utilizing public transportation
- The first bike program at Envision Career Academy

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- Exploring new collaborations for fueling of NTPS propane fueled school buses through an MOU.

A big portion of our partnership with NTPS is through the leadership of IT's Walk N Roll Program Supervisor, Kerri Wilson and A Puri WNR Representative. Additionally, Bergkamp noted that A has been working over the last three years to develop the bike program at Avanti High School which is the blueprint for the program at Envision. The seeds of this program are planted, and we can't wait to see the growth and harvest.

Intercity Transit is a recipient of \$1.8M in community project funding shepherded by Congresswoman Strickland for zero fare bus stop enhancements, which includes expanded concrete pads that accommodate front and rear door boarding and amenities like shelters and solar lighting for our Pacific NW weather. Congresswoman Strickland will visit IT next week, starting with a tour of the IT facility, so staff can provide an overview of the work planned at the stops. Afterwards the group plans to visit a nearby stop scheduled for enhancement. The Clerk will forward information about the date and time of the visit to the Board members.

Bergkamp welcomed past CAC member Michael Van Gelder to the meeting this evening. Van Gelder also worked at Intercity Transit a few decades ago and was Bergkamp's informant for many years in his role at DES about happenings at the Capitol Campus and how they might impact IT Operations.

### **AUTHORITY ISSUES**

Flint suggested staff post a visible sign at the Amtrak Station (as riders exit the train) saying that Intercity Transit operates zero-fare free bus service to Olympia, Lacey, Tumwater and Yelm.

Cox said Lacey is hosting members of their sister city from Poland and they came with an orchestra who will be giving a free concert on October 3 at North Thurston High School's James Koval Center of Performing Arts center at 7 p.m.

Hess appreciates seeing bus routes were expanded in Yelm, especially the one around the high school campus. This should help alleviate traffic in that area. The Yelm council members discussed updating bicycle parking or bike racks around the city and he recommends some bike racks at Walmart, and hopefully this encourages other businesses to do the same. He asked staff when looking at plans to update service, they consider Yelm for micro transit to provide first mile/last mile to Route 94. Hess also thanks Intercity Transit for helping support the Chamber of Commerce with some of their events. The City of Yelm looks forward to reaching out and having more involvement as they continue to grow their activities. He's heard from community members that the personal communication has been very helpful.



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Sullivan said the City of Tumwater presented Walk N Roll Program Supervisor, Kerri Wilson, with a Proclamation for the WNR Programs, and Sullivan thanked staff for all of their help at Fall Fest last week. She also thanked staff for assisting a community member who made a request for a bus stop improvement.

Pierce noticed a nonprofit organization called Dry Tikes and Wet Wipes located on Martin Way. They provide diapers and wipes to families in need. They held a diaper drive at the Target parking lot in Lacey and Intercity Transit helped sponsor it, and the Bubble Bus was there going full strength. Pierce thanked all staff who organized and participated.

Gilman invited everyone to attend Arts Walk being held October 4-5 in downtown Olympia. The Olympia Fire Department is conducting an open house at their main fire station in the afternoon for fire safety awareness week.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:59 p.m.**

**INTERCITY TRANSIT AUTHORITY**

*Clark Gilman*  
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Clark Gilman, Chair

**ATTEST**

*Patricia Messmer*  
\_\_\_\_\_  
Pat Messmer  
Clerk to the Authority

**Date Approved: November 20, 2024**

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