

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, December 18, 2024
5:30 P.M.

Board Room – 510 Pattison Street SE, Olympia

To observe the meeting remotely [REGISTER HERE TO OBSERVE THE MEETING ONLINE](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 481 661 772#

To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email pmessmer@intercitytransit.com by noon the day of the meeting to indicate your desire to provide public comment. You will be instructed on how to register. During the public comment portion of the agenda your microphone and video will be enabled.

CALL TO ORDER

STAFF INTRODUCTIONS 10 min.

A. Operator Class 24-06 (*Michael Midstokke*)

1. APPROVAL OF AGENDA 1 min.

2. PUBLIC COMMENT 3 min.

3. RECOGNITION (*Vice Chair Mejia*) 30 min.

A. Proclamation and Recognition:

- Community Representative Don Melnick
- Mayor Debbie Sullivan

4. APPROVAL OF CONSENT AGENDA 1 min.

A. Minutes – November 6, 2024, November 20, 2024, November 22, 2024, Special Meeting

B. Payroll November: \$3,432,094.65

- Warrant Numbers: 41167 and 41281
- ACH Payment Amount: \$2,215.54

C. Accounts Payable November: \$3,349,902.90

- Disbursed Warrants: 41114-41166; 41168-41280; 41282-41361 in the amount of \$3,337,864.57
- Voided Warrant: None.
- ACH Payments: \$12,056.33

D. **Surplus Property:** Dial-A-Lift (DAL) 24226, a 2024 Ford Eldorado 12-passenger vehicle, was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$247,565.00. The cost to repair the damage to this vehicle exceeds its fair market value, and the vehicle has therefore been deemed a total loss. Based on the information provided herein, staff is requesting the Authority declare DAL vehicle 24226 as surplus. (*Noelle Gordon*)

- 5. NEW BUSINESS
 - A. Village Vans Update (*Izi LeMay*) 15 min.
 - B. Adopt 2025 Budget (*Jana Brown*) 5 min.
 - C. Adopt 2025-2030 Strategic Plan (*Emily Bergkamp*) 5 min.
 - D. Cancel January 1, 2025, ITA Meeting (*Emily Bergkamp*) 5 min.

- 6. COMMITTEE REPORTS
 - A. Thurston Regional Planning Council (Dec. 6) (*Debbie Sullivan*) 5 min.
 - B. Transportation Policy Board (Dec. 11) (*Justin Belk*) 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).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 6, 2024

CALL TO ORDER

Chair Gilman called the November 6, 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 Mayor Debbie Sullivan; Community Representative Sue Pierce; Community Representative Don Melnick; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess; Community Representative Justin Belk.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kerney; Amanda Collins; Daniel Van Horn; Jonathon Yee; Katie Cunningham; Michael Maverick; Tammy Ferris; Lynne Cunningham; Jonathan Martin; Brenden Houx; Peter Stackpole; Jana Brown; Jason Aguero; David Chaffee; Thera Black; Noelle Gordon; Ramon Beltran; Nicole Jones.

Others Present: Jeff Myers, Legal Counsel; Betty Hauser and Doug Riddels, Community Advisory Committee.

STAFF INTRODUCTIONS

A. David Chaffee introduced **Joshua Yearout, Technician 1.**

APPROVAL OF AGENDA

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

PUBLIC HEARING

A. **Draft 2025 Budget.** Chief Financial Officer, Jana Brown presented the updated 2025 Draft Budget for public comment. The original proposed Operating Budget for 2025 was \$90.6 million and the proposed Capital Budget was \$70.7 million for a total proposed 2025 expenditure budget of \$161.4 million. Brown said there have been three changes made to the original budget.

Jonathon Yee, Fleet and Maintenance Director requested we pull \$5 million from the Capital 2026 budget into the 2025 budget. It's been determined staff have repeatedly needed to order ahead of time fixed route bus replacements, resulting in staff coming back to the Authority in order place those orders.

Intercity Transit is a member of the Washington State Transit Insurance Pool and insurance has been a challenge across the nation. IT self-insures and we have

carriers that provide different layers on top of that, and one of the layers was not renewed because the insurance provider didn't wish to do so, and staff is struggling to find that coverage. Staff are aware there is going to be an increase in cost, and by the end of November, Brown will know the exact amount, and in the meantime, an additional \$50,595 is added to the budget.

Brown said IT received increases to the Labor and Industries rates and the Washington paid medical leave premium rate, which brings another increase of about \$84,000, and brings the new total 2025 budget to \$166.5 million Operating and Capital.

Chair Gilman opened the public hearing at 5:36 p.m.

With no members of the public giving testimony, Chair Gilman closed the public hearing at 5:36 p.m.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

- A. Minutes** - September 18, 2024, ITA/CAC Joint Meeting
- B. Surplus Property** (*Noelle Gordon*): Staff is requesting to declare the property Operations vehicle 1227 as surplus. Operations vehicle 1227, a 2018 Ford Explorer 5-passenger vehicle, was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$14,726.98. The estimated cost to repair the damage to this vehicle is \$29,093.54, which exceeds its fair market value, and the vehicle has therefore been deemed a total loss.

NEW BUSINESS

- A. Design Services for Zero Emission Master Plan.** Construction Projects Coordinator, Jonathan Martin, presented a Task Order from Transit Planning On-Call Consulting Services Master Contract for design services for the development of a long-term site master plan to support the agency's zero-emission transition planning efforts.

Following the zero-emissions analysis and final report completed in 2023, in January 2024 staff shared recommendations for both short- and long-term implementation steps that will be included in the final agency zero-emission transition plan. In addition to vehicle purchases, the transition plan will

incorporate major site and infrastructure upgrades necessary to accommodate both fuel-cell electric and battery electric vehicles at full-fleet scale.

This task order, issued to Stantec Architecture, Inc. utilizes the Transit Planning On-Call Consulting Services Master Contract. Stantec has been the primary design firm for the 2018 Pattison Master Plan and the Pattison Site Expansion and Rehabilitation Project. The scope of this task order includes coordination and collaboration with internal and external stakeholders to verify programming needs, includes both hydrogen fueling and electric vehicle charging, and explores design solutions for incorporation of all necessary infrastructure upgrades to support the long term zero-emissions transition. The total requested amount of \$275,000 includes \$232,555.91 for Stantec Architecture design labor fees, reimbursable expenses and an approximate 18% contingency.

Given their long-term involvement with Intercity and our Pattison facility, staff are confident that Stantec is well qualified and the best fit to assist with this next phase of design and site master planning for our zero-emission vehicle and infrastructure transition.

It was M/S/A by Melnick and Cox to authorize the General Manager to execute a Task Order with Stantec Architecture, Inc. in an amount not-to-exceed \$275,000.

- B. Draft Strategic Plan and Request for Public Hearing.** Bergkamp reviewed the major changes to the draft Strategic Plan. Bergkamp said 2025 recognizes that we met our primary goal to return to full-service levels pre-pandemic and re-establishes a clear focus on accomplishing goals from Proposition 1 and the Authority approved long-range plan out to 2030.

Bergkamp made some structural changes to the plan. Notable changes to the Plan include:

- Combined Historical Perspective with Background
- Updated State and Federal reimbursement amounts and projections
- Added grants applied for 2025-2027 State Biennium and for TRPC's consideration of FHA 2025-2030 funding
- Discussed estimated total cost of ownership of zero-emissions technology
- Updated sales tax trends
- Discussion of I-2117 and funding impermanence
- Modification of Guiding Principles to reflect our commitment to diversity, equity, and inclusion
- Updated Policy Positions to remove expired references to COVID-19 impacts no longer adversely impacting the agency

Bergkamp reviewed the alterations she's recommending to the mission and vision statements based on the conversation with the ITA and CAC at the September Joint Meeting that included adding language that reflects our

commitment to DEI principles as an agency. Several take-aways resulted from the Joint meeting conversation – safety and inclusion and barrier free and be respectful. Bergkamp combined these suggested changes and offered this **revised Mission Statement:**

“To provide and promote transportation choices respectful of the safety, comfort, and diverse needs of all our customers, to support an accessible, sustainable, livable, healthy and prosperous community.”

Bergkamp moved on to the Vision Statement which reflects what organizational success looks like. It serves as our guide to action. It is consistent with the organization’s values. It challenges and inspires us to achieve our mission, and incorporating pieces from the conversation at the Joint meeting as well as from the DEI Committee, she offered this **revised Vision Statement:**

“To be a leading transit system in the country, recognized by our peers, community and customers for our well-trained, highly motivated, customer-focused, community-minded employees committed to providing inclusive and exceptional transit services that enhance the quality of life for all in Thurston County.”

Bergkamp reviewed the Goals and End Policies in which revisions are noted in red below:

Goal 1: Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

- End Policy - Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the **diverse** transportation needs of our Public Transportation Benefit Area.

Goal 2: Provide outstanding and **inclusive** customer service.

- End Policy – Customers, staff and the broader community will report a high level of satisfaction

Goal 3: Maintain a safe and secure operating system.

- End Policy – Focus on the continual improvement for the safety and security of all customers, employees and facilities.

Goal 4: Provide responsive transportation options within financial and staffing limitations.

- End Policy - Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our **diverse** community.

Goal 5: Integrate **equity** and 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.

- End Policy - Resources will be used efficiently to minimize the overall impact on the community and environment, and to the extent possible efforts will be pursued that integrate or otherwise align with broader **equity** and sustainability goals.

Goal 6 - Encourage use of our services, reduce barriers to access and increase ridership.

- End Policy - Educate and encourage all community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.

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.

- End Policy - Work with governmental entities, educational institutions, businesses, not-for profit community partners and customers to facilitate **high-quality and inclusive** mobility options as well as educational and socio-economic opportunities in our community.

Goal 8 - Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.

- End Policy - Promote community, organizational and individual resiliency.

Bergkamp reviewed the Design Principles. In developing recommendations for the Thurston County PTBA, seven general design principles were identified. These principles guide development of a public transportation system appropriate for our PTBA over the next six years. These principles provided guidance in the development of a Short- and Long-Range Service Plan and remain relevant today.

1. Operate a range of services, each designed to meet the needs and capabilities of the neighborhoods it serves.
2. Strengthen service operating along major corridors.
3. Reduce customer travel times.
4. Keep pace with development.
5. Expand regional express routes.
6. Support a range of transportation choices.
7. Provide fixed facilities and equipment that support the region's public transit infrastructure.

Bergkamp reviewed changes she made to the Policy Positions and other sections of the strategic plan.

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Section 2 – Policy Positions #1: Should Intercity Transit maintain service levels in 2025 or consider new or expanded local transit services needed to serve the growing population?

- ~~Continue to focus on the restoration of service to pre-COVID-19 levels.~~
- Proceed with the implementation of the **expansion focused** Long-Range Plan recognizing that COVID-19, and in particular impacts to the labor market, temporarily paused our forward momentum.

Section 3 – Recommended Service Plan: Bergkamp said IT met the goal of restoration, now it's time to lean into our promises to the community. "Intercity Transit's recently adopted Transit Development Plan forecast for years 2025 – 2029 reflects Intercity Transit's expectation to reach substantial completion of enhancement elements defined in the 2018 Long-Range Plan. Specifically in 2025, Intercity Transit will transition from restoration of service to a state of growth and expansion." Bergkamp said we're hopeful to end the year with just over 4 million rides, which is excellent progress and 2025 brings with it the expectation of extra service hours and hoping for continuation of trajectory of increased ridership.

Section 4 – Capital Plan: Bergkamp said staying the course with Pattison Street Facility rehabilitation and expansion to ensure effective operations of services for the next 3-4 decades. Keep building out the Capital Improvement Plan from 5 to 10 years to ensure we have the tools we need to ensure responsible operation of services as a lifeline provider. The Capital Improvement Plan identifies \$166.6 million in capital projects estimated to take place over the course of the 2025-2030 Strategic Plan:

- Preventive maintenance of vehicles in IT's fleet.
- Purchase of replacement vanpool vans.
- Continuing progress on Bus Stop Enhancements and Accessibility program
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
- Purchase of replacement Dial-A-Lift vans to meet the needs of our region's eligible clients.
- Planning, design, and capital improvements to provide High Performance corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Planning, design, and construction of the NE Lacey Operational Support Terminal Facility
- Real Time and Digital Signage project

Section 5 – Financial Plan: The future is never certain. IT has survived the loss of revenue from economic downturns, past initiatives and the threat of new initiatives like I-2117. It is our responsibility to not take the community's support

in vain, but to plan service within our financial means and create a plan for a state of good repair. Our intent is to move forward with an iterative financial approach implementing capital improvements and a level of service that can be sustained with often variable funding levels. And finally, Bergkamp talked about financing the Strategic Plan with these considerations:

- Managing Growth identified in Long-range plan
- Enterprise Resource Planning software system
- Cost of Services
- State of Good Repair/Zero Emissions Transition
- Voters rejected I-2117 by over 60% in the first ballot count. Climate Commitment Act funding for Move Ahead Washington remains unchanged, but also serves as a reminder the future likely holds more funding challenges.

Melnick suggests taking advantage of current funding to and be part of the experiment to purchase battery electric vehicles versus waiting for when the experiment is over and the dust settles. He doesn't believe Intercity Transit should wait to be part of this new technology and he'd like to see that placed in the strategic plan. Bergkamp said she'll address it in the document itself to bring it into the mind stream that this is something we'll need to plan for and it's a very costly expenditure. She can speak more about our vision of what that's going to look like and mention the pilots we have planned like with hydrogen fuel cell and purchasing some battery electric vehicles.

Cox suggested more reference to what Intercity Transit is doing in the way of Diversity, Equity and Inclusion language within the strategic plan. Bergkamp said she can provide more of that information for context, however, explained the DEI Committee mainly focuses on highlighting the diversity of our workforce about issues that pertain to LGBTQ community or sharing slides about Filipino Heritage month and in November we'll honor Native American Heritage. These are the pieces we've started to share information and trying to bring everyone's attention to the fact there is a lot of diversity in our workforce. We also convey the message to treat everyone with respect.

Gilman would like to see language about being an employer of choice and recognizing our desire to create an equitable, welcoming, belonging sort of work culture and Intercity Transit's success in recruiting and retaining staff and the level of morale that's allowed us to engage in innovation and growth.

Neuville said there's a new group called Regional Hydrogen Alliance RH based in Oregon, but they're interacting with Centralia College. They're creating curriculums as we speak and by us being there they realize that operators are going to be using this. It's focused initially on building trades because they're building the hydrogen plant there. It's the operators and maintenance that are going to be doing this in the foreseeable future. Being involved at that level will

allow us to create those programs coming out that provide the emphasis you need to bring people who already know what to expect with driving and dealing with everything that goes along with the technology.

It was M/S/A by Sullivan and Melnick to schedule a public hearing on Wednesday, December 4, 2024, at 5:30 p.m. to receive comments on the 2025-2030 Draft Strategic Plan.

C. ITA Community Representative Interview Questions. Bergkamp reviewed the questions used during past interviews for the ITA Community Representative to determine if they need to be updated. The Board discussed each of the questions and determined the following changes should be incorporated to formulate the questions for the upcoming interviews being held on November 22. The Board directed staff to make the following changes.

Question 5: Remove the words “specifically in Thurston County.” New question: How do you think transportation fits into today’s society and culture?

Add a question 9: Do you have any questions for us?

COMMITTEE REPORTS

A. Thurston Regional Planning Council (Nov. 1) Sullivan said Marc Daily reviewed suggested changes to membership fees to include a Technology Fee that would help manage the fund balance and support the agency’s required Information Technology infrastructure. The Council approved the proposed membership fees and associated changes to the Bylaws. Access the presentation [PowerPoint Presentation](#).

TRPC adopted a congestion management process which includes a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management. Access the presentation [A7_CMP](#)

The Council discussed the Growth Management Act (GMA) Housing Need Allocations. TRPC is working with local partners to implement new state requirements for jurisdictions to plan for and accommodate affordable housing to a range of incomes in their Comprehensive Plan updates. Access the presentation [Meeting 1 Requests](#)

The Council performed a first review of the proposal to add TRPC’s Multimodal Level of Service Phase 2 project to the Regional Transportation Improvement Program (RTIP) Contingency List. Access the report [A10_Contingency-List](#)

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Staff presented an overview of TRPC's Draft 2025 TRPC Annual Work Program that highlights agency projects and programs for the coming year and is the basis for the agency budget. Access the presentation [Rochester/Grand Mound Trail Feasibility](#)

The Council discussed the events and next steps of the High-Capacity Transportation Study Visioning Event held on October 23, 2024. Sullivan attended this event, and it was a really good event, and a lot was learned. The event brought in different partners for example the light rail system, and looking at all those different options. Access the presentation [A12_HCT-Visioning-Event-Presentation-Council-11012024](#)

Lastly, there was a report from Chris Sterns on the Puget Sound Regional Council Growth Management Policy.

- B. Community Advisory Committee (Oct. 21).** Betty Hauser reported the CAC received a review of the draft 2025 Budget. They reviewed the upcoming route changes. There was some discussion about the new downtown route because it doesn't include the Farmer's Market and that was explained. Reviewed the equity regulation in regard to the route changes. The CAC conducted nominations for 2025 Officers. Rachel Weber was nominated for Chair and Claire Bourgeois for Vice Chair. They discussed a consumer issue regarding signage at the park and ride that 612 is still up there and there was discussion about what was the most dependable transit app and One Bus Away is being deleted.

GENERAL MANAGER'S REPORT

- The agency celebrated Customer Service week, October 21-25, which saluted our dedicated and knowledgeable Customer Service division. Festivities included an open house, Intercity Transit swag giveaways for customers, and a staff potluck.
- Bergkamp, Rob Lafontaine Deputy Director of Planning and Drew Goffeney Sr. Planner participated in TRPC's half day transportation leaders visioning meeting on October 23. At the meeting, TRPC shared their High-Capacity Transportation project findings, and a panel of regional transportation providers, including Bergkamp and Goffeney from Intercity Transit, and other professionals from Pierce Transit, Sound Transit, Rural Transit and Amtrak discussed possible future high-capacity options.
- Intercity Transit continued the tradition of employees wearing work-appropriate Halloween costumes on October 31. Employees dressed up in a wide variety of amazing costumes, showing our community we can deliver our mission in a way that brings a smile to their face.
- Last week, we celebrated Denise Paul's retirement after almost 17 years of service to the community. Paul started her career at Intercity Transit in 2008 as a

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Coach Operator, before becoming a Customer Service Representative where she worked for the past seven years making sure customers got the most out of our services. In both roles, Paul consistently advocated for her customers and co-workers alike, always putting others' needs before her own. Many of us were aware that she has dealt with significant health challenges over the past few years, making her transition to retirement even more important as she focuses on herself for a change. We will miss Paul's steadfast presence, hard work, and compassion.

- On November 8, 14 candidates will be interviewed to fill 6 open positions on the Community Advisory Committee. The combined ITA/CAC ad-hoc committee will complete the interviews and make recommendations to the Authority at the December 4 ITA meeting. Similarly, interviews for Don Melnick's Community Representative position, whose term ends at the end of this year, will take place on Friday, November 22. We all look forward to the outcome of these important recruitments.

AUTHORITY ISSUES

Melnick said public hearings meet the letter of the law but it's evident they don't generate much public attention or engage our staff. Melnick thinks it's critical because when it comes time for the public to vote on something affecting us, public hearings don't really carry the water. It's critical that the public understands there are human beings who are caring who are trying to keep the system going.

Sullivan thanks staff for the fast turnaround to make improvements to a bus stop in Tumwater. And construction on Israel Road is complete with the exception of some bumps in the middle of the road. Due to supply chain issues the covers are on back order.

Pierce said Whatcom Transit has a special button on their newer buses that Operators can push whenever public drivers behind them let them merge in or change lanes. When the button is pushed an electronic emoji (fist) shows up on the outside back of the bus thanking the driver(s) for courtesy.

Pierce also suggested Pierce Transit provide a quicker bus between the 512 parking and ride and downtown and meet those commuter buses at 512 and get riders into downtown or into Tacoma Dome station in less than 45 minutes.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:04 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 18, 2024

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 20, 2024

CALL TO ORDER

Chair Gilman called the November 20, 2024, meeting of the Intercity Transit Authority to order at 5:35 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess; Community Representative Sue Pierce; Community Representative Don Melnick; Community Representative Justin Belk; Labor Representative, Mark Neuville.

Members Excused: Vice Chair and Thurston County Commissioner Carolina Mejia.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kenney; Amanda Collins; Daniel Van Horn; Jonathon Yee; Katie Cunningham; Michael Maverick; Tammy Ferris; Peter Stackpole; Brian Nagel; Jana Brown; Rob LaFontaine; Nick Demerice; Dena Withrow; Heather Stafford; Jana Brown; Jeff Peterson; Noelle Gordon; Cameron Crass; Thera Black; Drew Goffeney; Jesse Eckstrom.

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

- A. **Minutes** - October 2, 2024, and October 16, 2024
- B. **Payroll October: \$3,858,478.48**
 - Warrant Numbers: 40970-40971; 41061 in the amount of \$33,233.18
 - ACH Payment Amount: \$3,825,245.30
- C. **Accounts Payable October: \$3,232,141.96**
 - Disbursed Warrants: 40914-40969; 40972-41060; 41062-41113 in the amount of \$3,217,480.33
 - Voided Warrant: 40906
 - ACH Payments: \$14,661.63

NEW BUSINESS

- A. Change Order Fleet Vehicle Camera System.** Senior Procurement & Project Coordinator Jeff Peterson presented an amendment to the agreement with Transit Solutions LLC to upgrade storage capacity on our security camera hardware residing on the Coach and DAL fleet of vehicles.

In June of 2024 the Authority approved the extension of our warranty and support plan through December 31, 2027. Included with this agreement was an upgrade of our 4-terabyte obsolete hard drives to solid state devices of the same capacity. Rapidly advancing camera technology, and our public record requirement to store images longer, has created a new demand for increased storage capacity. Therefore, staff recommend increasing the storage capacity to eight (8) terabytes in the replacement solid state drives.

Investing in the larger storage capacity today will not only allow us to grow our image capturing capabilities, but it will also ensure a uniform solution is maintained.

Operations, Maintenance and Information Systems continue to be pleased with the performance of the camera system and vendor support. The proposal to enhance the storage capacity is reasonable to ensure full functionality and reliable performance.

It was M/S/A by Sullivan and Pierce to authorize the General Manager to execute a change order with Transit Solutions LLC to increase the digital storage capacity on our Coach and Dial-A-Lift camera systems through December 31, 2027, for a total increased not-to-exceed amount of \$89,320, inclusive of a 10% contingency for adjustments in fleet size and exclusive of sales tax.

- B. Adopt January 2025 Service Change Equity Analysis.** Planning Deputy Director Rob LaFontaine brought forth for final adoption the January 2025 Major Service Change Summary and Equity Analysis.

Staff prepared a fixed-route service schedule intended to be implemented on Sunday, January 5, 2025. The schedule includes added frequency on Routes 42 and 67, as well as a new Route 14 designed to operate in the vicinity of the 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 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.

The draft Equity Analysis, accompanied by a Major Service Change Summary, was released for public comment on October 7, 2024. While no comments were received regarding the methodology, findings or conclusion of the Equity Analysis, comments came forth regarding the new Route 14, specifically the absence of north Capitol Way and the Olympia Farmer's Market not being included. In consideration of the public feedback, as well as operational concerns, the final version of Major Service Change Summary and Equity Analysis reflects the Route 14 with modifications from the version presented in the draft. The modified version includes service to the Olympia Farmer's Market, as well as a decision to operate on a segment of Plum St. in lieu of Eastside St. for operability reasons.

The findings of the Equity Analysis have been adjusted to reflect changes in population. The conclusion remains consistent with the draft analysis; no significant disparate impact or disparate benefit to racial minority or low-income populations related to the changes in service anticipated to take effect on January 5, 2025.

It was M/S/A by Melnick and Sullivan to adopt the January 2025 Major Service Change Summary and Equity Analysis, as presented.

C. Marketing/Communication Zero Fare Survey. Chief Marketing Communications and Outreach Officer, Nick Demerice, provided an update on the feedback received through the Zero Fare Survey that was launched in October. Questions included: Who are you? How has zero fare impacted your family? What sort of things do you use the bus to do in our community? What sort of rides do you take? What sort of routes do you ride? Overall, we received wonderful feedback. Results included the following using various means:

- a. 270 people participated
- b. Rider News link 135
- c. Website link 60
- d. Social media link 75

By working through one of our partners (contractor), we offered a financial incentive like gift cards that helped motivate people. Last year during the focus groups we learned a lot about our ridership, and the more we talk to the riders, there's a disconnect between what people hear us say about ourselves and what people hear other people say about our service.

Demerice said we also started promoting the ride for free and zero fare and to check on how's it going. Demerice said IT extended the pilot through 2028, and this marks the halfway point. Demerice reviewed key takeaways:

Feedback was overwhelmingly positive. Themes included:

- Family benefits
- Essential and empowering access
- Recovery and rebuilding

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- Accessibility and independence
- Improved rider experience
- Community and quality of life

Negative feedback came predominantly from non-riders and included:

- Feeling unsafe due to substance use or unclean, crowded conditions on buses
- Complaints or concerns regarding financial viability of Zero Fare

Multiple respondents expressed the benefit Zero Fare had on their families, citing their ability to cut down significantly on transportation costs and reducing their need for multiple cars.

Busy parents appreciated needing to spend less time driving their children to activities (or to be in two places at once) and helping their teens build independence by getting around safely by themselves. Teens also chimed in with appreciation!

- Savings on car payments, fuel, and maintenance, as well as transit fares
- Confidence in reducing to a single-car household
- Flexibility and increased independence for teens

Demerice shared survey comments:

"For my kids riding a city bus knowing they will be safe and it's free for them whenever parents aren't able to give them a ride, truly is a blessing to our family! This is appreciated in so many ways!"

"It will soon help my teens get to college, as I am the only driver with five kids that often need to be two places at once."

"I really think the most amazing thing about free buses has been how easy and accessible it has made public transportation for my children and the other kids in our neighborhood. Kids started taking it to school when the school buses were not running consistently and have kept riding because they learned how easy it is to get around."

Several respondents shared that Zero Fare gave them the ability to find and maintain employment, from printing off their resume at the library to having a reliable way to get to and from work, all while removing the financial burden which would have been a barrier.

Some respondents shared that Zero Fare made a huge difference in mobility while recovering from setbacks such as surgeries, injuries, or financial hardship.

Respondents of all abilities also shared the difference it has made in accessing necessities such as medical appointments and the grocery store, and some cited Zero Fare as a key factor in their decision to pursue education, because they know that transportation will not be a barrier. Essential and empowering access:

- Reliable, cost-saving commute
- Access to health appointments and the grocery store
- Empowerment to pursue education, attend interviews
- Mobility retained during setbacks

"It has helped me keep my job and housing while also allowing me to see family and friends more often. I also use the bus to go grocery shopping and run my daily errands. Being able to do this all for free has considerably improved my life overall."

"What a weight off my shoulders that I can hop on a bus without any thought to whether I have the resources to be there. I don't have to consider any barriers to entry; I belong there, on the bus, with everyone else."

"I was recently in a severe auto crash/accident and was facing losing my job. Because of the transit service I can continue my employment."

Demerice reviewed the Recovery and Rebuilding category. This category included responses from people noting the impact Zero Fare has had on their ability to navigate and come back from difficult circumstances such as homelessness, unemployment, or addiction.

- Accessing services, grocery stores, and temporary housing
- Attending court, mental health services, and support groups
- Not losing mobility during unemployment
- Safety and independence during recovery

Accessibility and Independence - Multiple respondents who self-identified as seniors or people with disabilities shared that Zero Fare has provided them with mobility and independence, particularly when living on a fixed or low income, and that Dial-a-Lift is now easier to use because they don't have to pay before riding. Respondents also reported feeling less isolated, due to having the ability to engage more with their community due to lowered transportation and cost barriers. Some respondents also shared that removing the anxiety of interacting with the bus driver or using a special transit pass has given riders with mental health conditions more confidence in using public transit.

- Accessible, reliable mobility (including paratransit)
- Engaging more with community
- Cost savings redirected to more enriching activities
- Removed anxiety over special fares, public interactions

Improved Rider Experience - On the subject of removing anxiety, multiple respondents shared that Zero Fare has removed much of the stress and indecision of riding transit, as they no longer worry about carrying exact change, factoring in time to buy a bus pass, or dealing with delays or conflict on the bus due to fare disputes. Respondents also shared that they could travel more often and further if desired and don't need to carefully plot out their routes based on fare differences and transfers. Several shared they are encouraged to explore more places in their area because of Zero Fare. Multiple respondents were glad that the Zero Fare pilot has inspired zero-fare programs for other transit agencies, allowing them to travel throughout the region hassle-free. Multiple respondents shared they were glad that it was so easy to choose the safest, most environmentally friendly way to get around town and frequently recommend transit to new riders.

- No need to carry exact change or build in time to buy a pass
- Smoother boarding process
- Able to travel further and more efficiently without cost worries
- Peace of mind and confidence in riding often and recommending transit to others

Demerice continued with Community and Quality of Life - This bucket really encompasses many of the others already discussed, with respondents speaking to how Zero Fare has meant shifting out of a necessity mindset into one of enjoyment and community pride. Many respondents cited Zero Fare as helping them feel less isolated and more plugged in with community, whether through accessing local businesses at the center of town, or visiting friends and family, or enjoying events held further outside of town, such as the fair, without worry over transportation costs or parking. Several mentioned they enjoy the health benefits of walking or riding their bikes more, knowing they can get a "bus boost" uphill or home in the evenings. Mirroring other comments, many people shared that money they would have otherwise spent on transportation now goes toward more enjoyable activities, such as restaurants or the movies. Some respondents shared that they moved to the area in part because of the excellent transit system; others shared that they relocated from out of state or another country, and Zero Fare made it possible for them to get out and explore their new surroundings, so they felt far less isolated than if they had needed a vehicle to get around. Respondents shared that the convenience and cost savings of Zero Fare encouraged them to live downtown. Multiple respondents expressed a sense of community pride in seeing this important service made available to people from all walks of life, including those experiencing poverty or homelessness, people with disabilities, and the elderly.

- Access and financial incentive to enjoy local businesses
- Visiting friends and family
- Walking/biking more often
- Accessing events and amenities downtown and further away
- Community pride

Demerice said improved rider experience was the most common feedback theme, with 113 comments in this category. Essential and empowering access and community and quality of life followed, with 39 and 36 comments, respectively. Unsafe/unclean conditions was the most common negative theme, with 9 comments in this category. There were 14 neutral comments.

Next Steps

- Follow-up interviews
- Recording testimonials
- Reinforce key messages. For example, our discussion is more around how it's free to ride and ride for free because many don't fully understand what zero fare means.

Demerice said Marketing team member, Ally McPherson had a great idea to reach out to a woman, Bridget, who runs a social media account named Eat, Drink and See Oly with about 12,000 local followers. We started working with her in the summer and so far, we've had 14 posts involving our services and we've had really incredible engagement around these and engendered incredible connections and engagement. Just within those posts, not even including the ones in November have reached more than 39,000 accounts across the platforms that they interact with and reaches the demographics we're looking for. Bridget also interviewed the woman who runs the 41-fan account on Instagram - Route 41 has a fan account on Instagram that gets a lot of great posts and engagement.

Melnick asked if there's a way to engage employers and people who run businesses and is there some way you could engage those people because they become our advocates. Demerice said he and Bergkamp have been doing some tag teaming in the community with presentations. Bergkamp recently presented to the Gateway Rotary. We also have a robust LinkedIn engagement, and we'll do some more things with Bridget in the spring highlighting more service outside of our fixed route and doing some promotions around vanpool and Walk N Roll to continue educating the community.

COMMITTEE REPORTS

A. Transportation Policy Board (Nov. 13) Belk said the TPB made a recommendation that TRPC adopt an additional project on the Contingency List Addition from the Regional Transportation Improvement Program and that project is of the nature that would allow TRPC to do some planning to incorporate multimodal level of service and that's a measure of effectiveness that incorporates other modes besides just the vehicle delay rather than normal level of service for vehicles alone. The TPB recommended TRPC fund a certain package from the 2024 Federal Transportation Call for Projects and in the recommended package Intercity Transit fares really well. Belk said submitted in those grants was funding for Walk N Roll from 2027 to 2030, and Smart Corridors Phase IV and a battery electric DAL vehicle with charging

infrastructure project. Belk said of the \$3.9M we requested, we're getting \$3.8M and they were able to squeeze out extra funds for regional trails planning. Belk was part of the subcommittee that helped assess the scoring for all of the projects and while there are process improvements and lessons learned, the process is well received and ended up benefiting IT really well in addition to our partners. Belk said TPB received a presentation on the Regional Transportation Plan project list and financial forecast. This was a primer about how this goes and there's 30+ projects that will be assumed in the regional transportation planning and of course, that has to be a fiscally constrained plan and staff and agencies have a lot of work ahead of them.

GENERAL MANAGER'S REPORT

- Twelve candidates interviewed on Friday, November 18 to fill six open positions on the Community Advisory Committee. The caliber of candidates was very impressive – they have a lot of passion for public transportation and the community. Recommendations of new CAC members will be made to the ITA at the December 4 meeting. Interviews for ITA Board member Don Melnick's Community Representative position will be held Friday, November 22. We all look forward to the outcome of these important recruitments.
- Intercity Transit hosted a discussion and ride-and-look with partners from Puget Sound Energy (PSE) and Lewis County Transit on November 12. The primary intent was to educate PSE Leadership and staff regarding the prospective outlook, market, and impacts of the implementation of hydrogen fuel-cell vehicles within our region and across their service territory. Several other transit agencies attended the discussion remotely. Over the past few years, Intercity Transit has been building a relationship with PSE as we explored our zero-emission transition, and we continue to strengthen that partnership as early-stage planning and implementation become reality. Just as we have discussed the impacts a major change will have on Intercity Transit, PSE is facing even greater challenges as they work to support similar customer efforts across their service territory, including increasing their own renewable energy supply.
- Intercity Transit commemorated Veteran's Day on November 11 to honor and thank our employees and their loved ones who served in the United States Armed Forces. Staff put together a wonderful slide show for agency monitors featuring pictures and quotes from IT employees who are Veteran's as well as employees' Veteran family members. Thank you to all our Veteran's past, present, and future, for your sacrifice in service to our country. In the words of Bob Dylan, "I think of a hero as someone who understands the degree of responsibility that comes with his freedom."
- Intercity Transit leadership attended a "Microaggressions" training to learn about subtle acts of exclusion and actionable strategies to **mitigate**

microaggressions through conflict resolution. **We left with a better understanding of:**

- How to be an ally when witnessing implicit discriminatory actions
 - Best practices for responding to microaggressions and exclusionary behaviors
 - Tactics for conflict resolution and bystander intervention
-
- Bergkamp attended the Washington State Transit Association's fourth quarter board meeting in Spokane. She rode Spokane Transit Authority's (STA) very convenient Routes 60 and 74 to get to and from the airport to the hotel downtown. It was super easy to board with a credit card tap and pay option, and convenient, dropping her off a short walk from her destination. Bergkamp joined transit CEO's and General Managers from across the state to discuss topics of safety and security, including a presentation from King County Metro's General Manager Michelle Allison about new safety and security initiatives, 2025 legislative priorities of preserving, maintaining and increasing public transit investments, incentivizing transition to zero-emission fleets, supporting safety and security for transit employees and customers, and protecting the effective and efficient delivery of public transit. They also took a tour of STA's [Downtown Plaza](#) transit hub, including further conversation about safety and security at transit centers, plus the fun of seeing an extremely busy hub during rush hour, including the operation and amenities of STA's new [City Line](#) Bus Rapid Transit service. The meeting culminated with updates about the Northwest Hydrogen Hub and Washington State Department of Transportation.
 - Operator Class 24-05, the largest Operator class in IT history with 22 individuals, graduated Friday, November 15, and they are out on the road. Congratulations to Andrew Pritchett, Anita Donaldson, Brian Schumacher, Carolyn Mickel, Chris McConnon, Ernest Shabaan, Holly Persyn, James Phillips, Jason Robers, Jessica Adams, John Conley, Jon Phillips, Katerina Rose, Kristen Kibilowski, Miles Woodam, Payton Newell, Rachel Permann, Rebecca Chrisler, Shaun Stoffer, Stephen Crawford, Steven Williams and Thomas Dhamers. Intercity Transit is fortunate they said yes to serving our community in their role as an essential service provider. Operators are the face of our agency, and we are all very proud to support you as you represent IT.
 - Intercity Transit leadership and the Amalgamated Transit Union (ATU) have begun meetings for ATU's next contract, and we look forward to bargaining in good faith together. These leaders already meet monthly during Joint Labor Management Committee meetings, where we strive to work through operational issues and concerns as they arise. We also attend an annual labor relations conference together each spring hosted by the Labor and Employee Relations Association to grow in our collaboration and understanding of each other's interests. Maintaining positive labor relations is vital to navigating times when we have differences of opinion or are faced with challenges that threaten our

ability to provide public transportation to our community as an essential service provider. Contract negotiations offer management and union leadership alike the opportunity to better understand each other and work together with sincere intention to be fair, open, and honest, with the goal of offering a contract that supports the needs of our mutual employees and union members.

- Bergkamp gave a special thanks to ITA Board member Don Melnick for introducing and facilitating a meeting with Executive Director Mr. Phil Jones from the Alliance for Transportation Electrification (ATE). Alliance for Transportation Electrification (ATE) is a recently established industry-funded non-profit association that seeks to promote the acceleration of transportation electrification deployments, a robust utility role, and interoperability and open standards. Mr. Jones also served on the Washington Utilities and Transportation Commission (UTC) from March 2005 to March 2017. His unique experience makes him especially knowledgeable about purchasing electricity from regulated private electric utilities. We hope to host Mr. Jones at IT in the near future to provide an electric energy purchase 101 as we prepare for our zero-emissions transition.

AUTHORITY ISSUES

Cox said the Lacey City Council held a small celebration for Lacey's Makerspace winning the Governor's Smart Cities Award. They held a reception before the council meeting where all the big partners attended, like Saint Martin's University, and Economic Development Council. Cox said there were impressive statistics about how membership has tripled and the space tripled thanks to generous federal grants. Cox said the City of Lacey is in hyper budget mode conducting public hearings and she anticipates their budget will be reduced next year, but there are no anticipated layoffs.

Hess said he's happy to hear about the wonderful marketing campaign to get more information from the riders. He thinks it's important that IT continues to work to get more influencers so to speak because there's a lot of fun things that can be done on the bus such as scavenger hunts which might encourage more ridership. Hess appreciates the service IT does provide.

Belk enjoyed hearing the presentation from Marketing and about the community. He also enjoyed serving on the CAC ad-hoc recruitment selection committee. He said we live in a fantastic community and they're so supportive of IT and we're very lucky.

Pierce said the City of Lacey is holding the Lacey Holiday Lights on Monday, December 2 at Huntamer Park from 5:30 to 7:30 instead of the traditional evening lighted parade.

Sullivan announced effective January 1, 2025, Councilmember Kelly Von Holtz will represent the City of Tumwater on the ITA and Sullivan will be the alternate. Sullivan also said she will not be running for re-election for Mayor.

Intercity Transit Authority Regular Meeting

November 20, 2024

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Melnick is excited that the CAC is still alive and well and how they get involved by being presented with issues in advance of the Authority meeting, allowing them to provide input that is helpful to the Authority. Melnick said it's been helpful for him as a member of the ITA.

Melnick is glad the meeting with Phil Jones went well because it will help position a good start for IT to begin using hydrogen fuel and battery electric vehicles for the Dial-A-Lift fleet.

CLOSED SESSION - At 6:50 p.m. Chair Gilman announced the Intercity Transit Authority would conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss strategies related to ATU collective bargaining. Chair Gilman announced the Authority would not reconvene to an Open Session and no further action would be taken. Attending the closed session were Clark Gilman, Debbie Sullivan, Don Melnick, Sue Pierce, Justin Belk, Brian Hess, Carolyn Cox; Emily Bergkamp, Heather Smith, Jeff Myers, and John Lee of Summit Law.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:51p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 18, 2024

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

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
Community Representative Interviews
November 22, 2024

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

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

Staff Present: Emily Bergkamp; Pat Messmer.

CALL TO ORDER

Chair Gilman called the November 22, 2024, special meeting of the Intercity Transit Authority to order at 10 a.m. This was a hybrid meeting held at the Pattison Street facility.

APPROVAL OF AGENDA

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

APPLICANT INTERVIEWS

Applicants: Michael Van Gelder, Wendy Goodwin, Eliane Wilson, and Dara Dotson.

From 10 to 10:25 a.m. the Authority discussed their interview strategy. Starting with the first applicant at 10:30 a.m., each applicant was given 30 minutes to interview. The interviews concluded at 12:45 p.m. The Authority discussed the applicants' qualifications.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the special meeting at 1:33 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

Pat Messmer
Clerk to the Authority

Date Approved: December 18, 2024

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

**Intercity Transit
Payroll Disbursement List
November 2024**

Pay Periods:

PP 23 (Oct 20 - Nov 2)

PP 24 (Nov 3 - 16)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
11/8/2024 ACH	PR DIRECT DEPOSIT	1,088,765.10
11/8/2024 41167	PR PAPER CHECKS	1,183.23
11/8/2024 ACH	IRS	177,595.54
11/8/2024 ACH	HEALTH SAVING	92.59
11/8/2024 ACH	VANGUARD	142,108.96
11/8/2024 ACH	PERS	242,324.63
11/8/2024 ACH	DEF COMP	41,700.83
11/8/2024 ACH	MISSION SQUARE	16,525.03
11/8/2024 ACH	CHILD SUPPORT	3,848.52
11/8/2024 ACH	PERS split month rounding	0.27
11/18/2024 ACH	Oregon DOR	363.70
11/22/2024 ACH	PR DIRECT DEPOSIT	1,086,300.79
11/22/2024 41281	PR PAPER CHECKS	1,032.31
11/22/2024 ACH	IRS	174,864.80
11/22/2024 ACH	HEALTH SAVING	92.59
11/22/2024 ACH	VANGUARD	140,823.39
11/22/2024 ACH	PERS	238,798.08
11/22/2024 ACH	DEF COMP	41,751.12
11/22/2024 ACH	MISSION SQUARE	16,662.75
11/22/2024 ACH	CHILD SUPPORT	3,389.29
11/22/2024 ACH	Oregon DOR	355.34
11/25/2024 ACH	PR DIRECT DEPOSIT	(91.63)
11/27/2024 ACH	AFLAC	13,607.42
	Total Payroll Disbursements	3,432,094.65

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

Check No.	Reference Date	Vendor No.	Payee	Amount
41114	11/04/24	01405	ADVANCE GLASS INC.	\$1,030.80
41115	11/04/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$2,640.69
41116	11/04/24	02060	AMERISAFE INC.	\$439.20
41117	11/04/24	05320	CAPITOL CITY PRESS INC	\$12,521.62
41118	11/04/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,476.39
41119	11/04/24	06238	CLARY LONGVIEW LLC	\$68,847.01
41120	11/04/24	06836	CONTINENTAL BATTERY SYSTEMS	\$421.29
41121	11/04/24	07120	GORDON PRODUCTS INC.	\$1,015.65
41122	11/04/24	07220	CUMMINS INC.	\$5,010.07
41123	11/04/24	07350	CW JANITORIAL SERVICE LLC	\$44,694.16
41124	11/04/24	07640	DAY MANAGEMENT CORP	\$82.35
41125	11/04/24	08607	EDNETICS INC	\$8,076.35
41126	11/04/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$2,276.04
41127	11/04/24	09662	FERRELLGAS LP	\$4,724.93
41128	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41129	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41130	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41131	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41132	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41133	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41134	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41135	11/04/24	10477	GALLS PARENT HOLDINGS LLC	\$7,358.66
41136	11/04/24	10580	GENE'S TOWING INC	\$181.67
41137	11/04/24	10608	GEOENGINEERS INC.	\$237.50
41138	11/04/24	10660	GILLIG LLC	\$16,036.77
41139	11/04/24	10759	GORDON TRUCK CENTERS INC	\$515.97
41140	11/04/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,295.64
41141	11/04/24	11343	HOOD LAWTON	\$107.39
41142	11/04/24	11615	INDUSTRIAL HYDRAULICS INC.	\$45.59
41143	11/04/24	11640	INFO-TECH RESEARCH GROUP INC.	\$50,938.14
41144	11/04/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
41145	11/04/24	11933	JESSE ORNDORFF	\$1,482.30
41146	11/04/24	12845	KNIGHT FIRE PROTECTION INC.	\$7,132.26
41147	11/04/24	12875	KPFF CONSULTING ENGINEERS INC	\$39,388.25
41148	11/04/24	13886	MATERIALS TESTING & CONSULTING INC.	\$3,781.75
41149	11/04/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$714.78
41150	11/04/24	16765	PETROCARD INC.	\$85,118.38
41151	11/04/24	16974	POMP'S TIRE SERVICE INC.	\$656.96
41152	11/04/24	17391	QUALITY MUFFLER & BRAKE	\$1,325.39
41153	11/04/24	17724	ROBERT HALF INC.	\$4,060.00
41154	11/04/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,190.79
41155	11/04/24	18066	SHI INTERNATIONAL CORP.	\$24,814.80
41156	11/04/24	18530	STANDARD PARTS CORP.	\$537.66

41157	11/04/24	18648	STORAGELAND LLC	\$4,455.00
41158	11/04/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,229.12
41159	11/04/24	21950	TITUS-WILL CHEVROLET	\$175.20
41160	11/04/24	21985	TOTAL FILTRATION SERVICES INC.	\$89.20
41161	11/04/24	22010	ROTTERS INC.	\$258.58
41162	11/04/24	22100	TRANSIT SOLUTIONS LLC	\$939.88
41163	11/04/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$165.71
41164	11/04/24	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$9,807.36
41165	11/04/24	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$632.50
41166	11/04/24	26700	ZEIGLERS WELDING INC.	\$2,611.42
41168	11/11/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,527.11
41169	11/11/24	01405	ADVANCE GLASS INC.	\$1,030.80
41170	11/11/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,137.82
41171	11/11/24	01895	ECOLUBE RECOVERY LLC	\$419.40
41172	11/11/24	02060	AMERISAFE INC.	\$262.86
41173	11/11/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,269.39
41174	11/11/24	03023	BACKUPIFY INC.	\$1,111.50
41175	11/11/24	03247	BAUS SYSTEMS LLC	\$1,510.34
41176	11/11/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$5,274.57
41177	11/11/24	06040	CITY OF LACEY	\$1,331.77
41178	11/11/24	06120	CITY OF OLYMPIA (UTILITIES)	\$8,846.45
41179	11/11/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$329.93
41180	11/11/24	06836	CONTINENTAL BATTERY SYSTEMS	\$1,371.58
41181	11/11/24	07220	CUMMINS INC.	\$12,132.89
41182	11/11/24	07619	DAVID S FOSTER	\$2,000.00
41183	11/11/24	07869	DEPENDABLE COURIER SERVICE LLC	\$600.88
41184	11/11/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$783.58
41185	11/11/24	09205	ERF COMPANY INC.	\$295.00
41186	11/11/24	09662	FERRELLGAS LP	\$12,493.63
41187	11/11/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41188	11/11/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41189	11/11/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41190	11/11/24	10477	GALLS PARENT HOLDINGS LLC	\$3,413.08
41191	11/11/24	10660	GILLIG LLC	\$12,796.62
41192	11/11/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
41193	11/11/24	10759	GORDON TRUCK CENTERS INC	\$466.70
41194	11/11/24	10820	SOULIERE INC.	\$187.52
41195	11/11/24	11776	INTERCLEAN EQUIPMENT LLC	\$9,217.60
41196	11/11/24	11905	JANEK CORPORATION - THE	\$406.80
41197	11/11/24	11943	JOANNA GRIST	\$2,000.00
41198	11/11/24	11952	JLG PROMOTIONS INC.	\$3,958.29
41199	11/11/24	12370	KAISER FOUNDATION HEALTH PLAN OF WASHING	\$8,441.00
41200	11/11/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$4,112.35
41201	11/11/24	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$4,941.00
41202	11/11/24	13726	M & S COLLISION LLC	\$5,986.05
41203	11/11/24	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41204	11/11/24	14457	MIDWEST BUS CORPORATION	\$173.85
41205	11/11/24	14590	MOHAWK MFG & SUPPLY CO.	\$271.49
41206	11/11/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$9.11
41207	11/11/24	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$40.90
41208	11/11/24	16252	ONSPOT OF NORTH AMERICA INC.	\$2,786.56
41209	11/11/24	16490	HAROLD LEMAY ENTERPRISES	\$1,006.17

41210	11/11/24	16765	PETROCARD INC.	\$29,066.51
41211	11/11/24	16969	POINT GRAPHICS LLC	\$1,023.34
41212	11/11/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$380.04
41213	11/11/24	17290	PUGET SOUND ENERGY	\$29,771.02
41214	11/11/24	17505	RAINIER DODGE INC.	\$39.43
41215	11/11/24	17861	SAMBA HOLDINGS INC.	\$596.22
41216	11/11/24	17900	SCHETKY NORTHWEST SALES INC.	\$683.82
41217	11/11/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$262.86
41218	11/11/24	18101	SIJ HOLDINGS LLC	\$928.46
41219	11/11/24	18145	SIX ROBBLEES' INC.	\$77.64
41220	11/11/24	18210	SME SOLUTIONS LLC	\$4,999.24
41221	11/11/24	18530	STANDARD PARTS CORP.	\$499.26
41222	11/11/24	18705	SUNBELT RENTALS INC.	\$1,273.06
41223	11/11/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$16,933.56
41224	11/11/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$7,554.33
41225	11/11/24	21659	THERMO KING NORTHWEST INC.	\$6,200.00
41226	11/11/24	21840	THURSTON COUNTY SUPERIOR COURT	\$1,930.05
41227	11/11/24	21950	TITUS-WILL CHEVROLET	\$787.10
41228	11/11/24	22010	ROTTERS INC.	\$991.05
41229	11/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41230	11/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41231	11/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41232	11/11/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$175,098.76
41233	11/11/24	23621	TFORCE FREIGHT INC.	\$321.25
41234	11/11/24	23800	VESTIS GROUP INC.	\$1,081.11
41235	11/11/24	24000	W. W. GRAINGER INC.	\$441.48
41236	11/11/24	24755	WA ST HEALTH CARE AUTHORITY	\$719,010.23
41237	11/11/24	25909	WEX BANK	\$40,474.66
41238	11/18/24	01545	AL VAN EQUIP NW INC.	\$6,663.80
41239	11/18/24	01567	CANON FINANCIAL SERVICES INC.	\$4,411.85
41240	11/18/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,477.06
41241	11/18/24	01895	ECOLUBE RECOVERY LLC	\$150.80
41242	11/18/24	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$184.38
41243	11/18/24	02828	AVAIL TECHNOLOGIES INC	\$2,405.99
41244	11/18/24	07120	GORDON PRODUCTS INC.	\$4,010.09
41245	11/18/24	07220	CUMMINS INC.	\$8,489.80
41246	11/18/24	07640	DAY MANAGEMENT CORP	\$4,336.01
41247	11/18/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$986.79
41248	11/18/24	09662	FERRELLGAS LP	\$4,482.27
41249	11/18/24	09961	FORMA CONSTRUCTION COMPANY	\$938,792.38
41250	11/18/24	10251	FRUITION GROWTH LLC	\$3,644.90
41251	11/18/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41252	11/18/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41253	11/18/24	10477	GALLS PARENT HOLDINGS LLC	\$6,069.38
41254	11/18/24	10660	GILLIG LLC	\$8,459.66
41255	11/18/24	10759	GORDON TRUCK CENTERS INC	\$8,052.93
41256	11/18/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$162.13
41257	11/18/24	12458	KAUFMAN REAL ESTATE LLC	\$7,584.08
41258	11/18/24	12488	KEITHLY BARBER ASSOCIATES INC.	\$959.25
41259	11/18/24	13485	LEMAY MOBILE SHREDDING	\$390.60
41260	11/18/24	13886	MATERIALS TESTING & CONSULTING INC.	\$767.50
41261	11/18/24	13893	MAUL FOSTER & ALONGI INC.	\$3,977.95

41262	11/18/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,571.70
41263	11/18/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,815.40
41264	11/18/24	15203	NORTHWEST CASCADE INC	\$2,976.35
41265	11/18/24	16221	ONE DIVERSIFIED LLC	\$14,257.18
41266	11/18/24	16630	PANORAMA	\$465.00
41267	11/18/24	16765	PETROCARD INC.	\$88,503.02
41268	11/18/24	17505	RAINIER DODGE INC.	\$89.05
41269	11/18/24	17580	RECARO NORTH AMERICA INC.	\$424.86
41270	11/18/24	17724	ROBERT HALF INC.	\$4,060.00
41271	11/18/24	17900	SCHETKY NORTHWEST SALES INC.	\$771.28
41272	11/18/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$262.86
41273	11/18/24	18052	SHEA CARR & JEWELL INC.	\$72,911.30
41274	11/18/24	18530	STANDARD PARTS CORP.	\$310.37
41275	11/18/24	18651	STORMANS INC.	\$390.50
41276	11/18/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$483.87
41277	11/18/24	21950	TITUS-WILL CHEVROLET	\$77.96
41278	11/18/24	22010	ROTTERS INC.	\$453.93
41279	11/18/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
41280	11/18/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$1,039.50
41282	11/25/24	01545	AL VAN EQUIP NW INC.	\$31,314.15
41283	11/25/24	01780	AMALGAMATED TRANSIT UNION 1765	\$24,176.49
41284	11/25/24	01811	AMBER SIMONSEN	\$2,800.00
41285	11/25/24	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$91.09
41286	11/25/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,847.35
41287	11/25/24	06120	CITY OF OLYMPIA (UTILITIES)	\$6,287.44
41288	11/25/24	07220	CUMMINS INC.	\$2,552.95
41289	11/25/24	07520	DAILY JOURNAL OF COMMERCE	\$130.50
41290	11/25/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$44.89
41291	11/25/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$368.82
41292	11/25/24	09662	FERRELLGAS LP	\$8,830.83
41293	11/25/24	10290	FUSION GRAPHIX LLC	\$4,269.81
41294	11/25/24	10660	GILLIG LLC	\$9,091.94
41295	11/25/24	10759	GORDON TRUCK CENTERS INC	\$1,705.64
41296	11/25/24	10820	SOULIERE INC.	\$269.83
41297	11/25/24	11097	HART HEALTH AND SAFETY INC.	\$175.07
41298	11/25/24	11615	INDUSTRIAL HYDRAULICS INC.	\$41.95
41299	11/25/24	11933	JESSE ORNDORFF	\$865.22
41300	11/25/24	12458	KAUFMAN REAL ESTATE LLC	\$9,602.00
41301	11/25/24	12875	KPFF CONSULTING ENGINEERS INC	\$105,985.16
41302	11/25/24	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41303	11/25/24	14590	MOHAWK MFG & SUPPLY CO.	\$650.00
41304	11/25/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,755.43
41305	11/25/24	15544	PARFAIT BASSALE	\$500.00
41306	11/25/24	16252	ONSPOT OF NORTH AMERICA INC.	\$1,180.35
41307	11/25/24	16623	PALAMERICAN SECURITY INC.	\$89,785.29
41308	11/25/24	16701	PEAK INDUSTRIAL INC.	\$2,834.25
41309	11/25/24	16974	POMP'S TIRE SERVICE INC.	\$349.16
41310	11/25/24	17505	RAINIER DODGE INC.	\$593.21
41311	11/25/24	17900	SCHETKY NORTHWEST SALES INC.	\$781.81
41312	11/25/24	18145	SIX ROBBLEES' INC.	\$72.25
41313	11/25/24	18530	STANDARD PARTS CORP.	\$946.41
41314	11/25/24	18893	TEC EQUIPMENT INC.	\$1,968.28

41315	11/25/24	21950	TITUS-WILL CHEVROLET	\$1,125.91
41316	11/25/24	22010	ROTTERS INC.	\$412.30
41317	11/25/24	22045	TRACKIT LLC	\$18,485.00
41318	11/25/24	22100	TRANSIT SOLUTIONS LLC	\$2,976.86
41319	11/25/24	23660	UNITED WAY OF THURSTON COUNTY	\$425.00
41320	11/25/24	23800	VESTIS GROUP INC.	\$1,049.07
41321	11/25/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$189.00
41322	11/25/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$2,625.00
41323	11/27/24	03604	BLACK LAKE TOWING LLC	\$1,160.55
41324	11/27/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$5,265.62
41325	11/27/24	07220	CUMMINS INC.	\$4,164.50
41326	11/27/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$118.89
41327	11/27/24	09662	FERRELLGAS LP	\$6,118.21
41328	11/27/24	10180	FREEDMAN SEATING COMPANY	\$590.27
41329	11/27/24	10608	GEOENGINEERS INC.	\$1,629.56
41330	11/27/24	10660	GILLIG LLC	\$2,059.55
41331	11/27/24	10759	GORDON TRUCK CENTERS INC	\$2,917.75
41332	11/27/24	10826	GRAVITEC SYSTEMS INC.	\$8,071.00
41333	11/27/24	11097	HART HEALTH AND SAFETY INC.	\$448.04
41334	11/27/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,699.77
41335	11/27/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
41336	11/27/24	11933	JESSE ORNDORFF	\$1,744.69
41337	11/27/24	12488	KEITHLY BARBER ASSOCIATES INC.	\$414.00
41338	11/27/24	12856	KNOWBE4 INC.	\$656.82
41339	11/27/24	14590	MOHAWK MFG & SUPPLY CO.	\$2,445.35
41340	11/27/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,607.39
41341	11/27/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,830.27
41342	11/27/24	15284	NYANG REGINA	\$91.63
41343	11/27/24	16765	PETROCARD INC.	\$23,548.54
41344	11/27/24	16841	PIONEER FIRE & SECURITY INC.	\$2,829.96
41345	11/27/24	17420	R&R TIRE COMPANY INC.	\$2,959.76
41346	11/27/24	17505	RAINIER DODGE INC.	\$353.67
41347	11/27/24	17560	ROMAINE ELECTRIC CORP.	\$1,704.65
41348	11/27/24	17724	ROBERT HALF INC.	\$4,060.00
41349	11/27/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$397.19
41350	11/27/24	18145	SIX ROBBLEES' INC.	\$382.92
41351	11/27/24	18530	STANDARD PARTS CORP.	\$156.16
41352	11/27/24	18540	STANTEC CONSULTING SERVICES INC	\$71,310.65
41353	11/27/24	18695	SUMMIT LAW GROUP PLLC	\$1,597.50
41354	11/27/24	18705	SUNBELT RENTALS INC.	\$709.25
41355	11/27/24	18893	TEC EQUIPMENT INC.	\$148.88
41356	11/27/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,813.10
41357	11/27/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$6,325.37
41358	11/27/24	21830	THURSTON COUNTY SOLID WASTE	\$235.00
41359	11/27/24	21950	TITUS-WILL CHEVROLET	\$9,646.01
41360	11/27/24	22420	ALLEN WALTON	\$929.72
41361	11/27/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$125.00
ACH	11/01/24		ANDREWS III ROBERT L.	\$123.57
ACH	11/01/24		AUTHORIZE.NET	\$211.22
ACH	11/01/24		IT PROJECT ASSISTANCE	\$675.00
ACH	11/01/24		IT WELLNESS	\$665.00
ACH	11/01/24		KARKOSKI KEVIN	\$97.00

ACH	11/01/24	KIATTIPAT-AGUINAGA SUTARAT	\$560.96
ACH	11/01/24	LASLIE CRAIG	\$181.87
ACH	11/01/24	MACMILLAN DANIEL	\$76.78
ACH	11/01/24	REVEL STACI A.	\$76.78
ACH	11/01/24	WITHROW DENA	\$524.46
ACH	11/04/24	AGUERO JASON	\$23.00
ACH	11/04/24	ANDREWS III ROBERT L.	\$9.75
ACH	11/04/24	DUDEK DAVID	\$26.00
ACH	11/04/24	KARKOSKI KEVIN	\$17.00
ACH	11/04/24	KIATTIPAT-AGUINAGA SUTARAT	\$2.00
ACH	11/04/24	MILLER WILLIAM	\$26.00
ACH	11/04/24	WITHROW DENA	\$17.00
ACH	11/08/24	CUNNINGHAM LYNNE	\$135.50
ACH	11/08/24	EDWARDS CHAD	\$400.00
ACH	11/08/24	FISKNESS SCOTT	\$75.00
ACH	11/08/24	HEINEMEYER ALLEN	\$400.00
ACH	11/08/24	KENNEY MATT	\$380.00
ACH	11/08/24	LASLIE CRAIG	\$99.95
ACH	11/08/24	MACMILLAN DANIEL	\$609.88
ACH	11/08/24	REINHARDT BRYCE	\$275.00
ACH	11/08/24	SWAN STEPHEN	\$51.50
ACH	11/15/24	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,047.49
ACH	11/15/24	ZURFLUH AMY	\$91.00
ACH	11/22/24	ALLISON LISA	\$181.48
ACH	11/22/24	BARRETT SEAN	\$64.32
ACH	11/22/24	DEPARTMENT OF REVENUE	\$571.15
ACH	11/22/24	FONSECA RENEE E.	\$106.00
ACH	11/29/24	GILSDORF RUSSELL	\$106.00
ACH	11/29/24	IT PROJECT ASSISTANCE	\$712.50
ACH	11/29/24	IT WELLNESS	\$650.50
ACH	11/29/24	PURI AARON	\$291.00
ACH	11/29/24	WILSON KERRI	\$494.67

\$3,349,920.90

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: December 18, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Surplus Property - Dial-A-Lift Vehicle 24226

-
- 1) **The Issue:** Whether to declare Dial-A-Lift Vehicle 24226 as surplus.
-
- 2) **Recommended Action:** Declare the property vehicle 24226 as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale or disposal.
-
- 4) **Background:** Dial-A-Lift (DAL) 24226, a 2024 Ford Eldorado 12-passenger vehicle, was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$247,565.00. The cost to repair the damage to this vehicle exceeds its fair market value, and the vehicle has therefore been deemed a total loss. Staff will work with WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare DAL vehicle 24226 as surplus
-
- 5) **Alternatives:**
A. Declare the item surplus. The vehicle has been deemed a total loss.
B. Defer action. Storage availability on-site and off-site storage costs are an issue.
-
- 6) **Budget Notes:** DAL vehicle 24226 was originally purchased using local funds. No Federal or State grant funds were used in the purchase of this vehicle. The insurance remittance received for the vehicle will be credited as local funds available for future agency projects.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: December 18, 2024

FOR: Intercity Transit Authority

FROM: Izi LeMay, Village Vans Supervisor, 360-705-5831

SUBJECT: Village Vans Program Update

-
- 1) **The Issue:** Provide a Status Report regarding the Village Vans Program.
-
- 2) **Recommended Action:** Information only.
-
- 3) **Policy Analysis:** At least annually, staff provides the Authority and Community Advisory Committee status reports on various programs the agency provides.
-
- 4) **Background:** The concept of the Village Vans Program developed during collaboration of over 40 community human service organizations in the late 1990's. These groups participated in research activities to identify gaps in services to families with low or no income for reaching economic independence. In Intercity Transit's continuing quest to provide better, more reliable and innovative services, this organization took leadership in developing an effective and efficient program to help close the transportation gap.

The service, which began in February 2002, continues today facilitating access to work support activities and other necessary locations. In 2004, staff designed a Customized Job Skills Training program that doubles Village Vans' important impact by using eligible volunteer Drivers and Program Assistants. Participants receive work experience, job search coaching and skill building instruction. Passengers can travel to employment-related resources and volunteers receive significant support in advancing their professional development and reaching their employment goals.

Through an on-going assessment of transportation needs of low-income citizens, Village Vans provides a responsive and innovative service that facilitates customer transitions to economic independence. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health with less demand on limited human service resources.

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

6) **Budget Notes:** Intercity Transit was one of 17 agencies in the nation to receive the Innovative Public Transportation Workforce Development Grant (Ladders of Opportunity Initiative) for \$200,000. This was a 50% matching grant expended in FY 2019.

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 3:** “Maintain a safe and secure operating system.” **Goal 4:** “Provide responsive transportation options within financial limitations.” **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.” **Goal 7:** “Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community, such as access and equity as a service provider and as an employer.”

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: December 18, 2024

FOR: Intercity Transit Authority
FROM: Jana Brown, Chief Financial Officer, 360.705.5816
SUBJECT: 2025 Budget Adoption

-
- 1) **The Issue:** Adopt the 2025 Budget.
-
- 2) **Recommended Action:** Adopt Resolution 05-2024 that establishes the 2025 Budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2025 budget is prepared according to the Capital Improvement Plan and coordinates with the Strategic Plan. The Strategic Plan identifies the Authority’s intent regarding service levels, which are the prime drivers of all proposed expenses for 2025.
-
- 4) **Background:** The 2025 draft budget has been available to the public on Intercity Transit’s website since October 9th. A public hearing was held on Wednesday, November 6, 2024.

The proposed Operating budget for 2025 is \$90.3 million, which includes \$1.8 million for rollover projects.

The proposed Capital budget for 2025 is \$78.3 million, which includes \$14 million in new projects and \$64.2 million for rollover projects.

The total proposed 2025 expenditure budget including staff recommended new projects/positions is \$168.6 million.

The changes implemented from the draft budget presented to the Authority Board and the public on October 9th resulted in an overall increase of \$7.2 million for the following operating and capital expenditure items:

Original 2025 DRAFT Budget -		
Total Operating and Capital (10.1.2024)	\$ 161,390,058	
Fixed Route Bus Replacements	5,000,000	• <i>Adjust timing due to backorders</i>
General Agency Insurance	50,595	• <i>Increase due to casualty coverage renewal</i>
Salaries & Benefits	1,584,061	• <i>Increase L&I & WPFML along with Non-rep General Wage Increase & placeholder for ATU</i>
Downtown Parking Improvement	50,000	
Park & Ride Operator Relief Facility	30,000	• <i>Initial architect/engineer assessments for the following potential or future projects</i>
Temporary Warehouse due to Maint Improvements	35,000	• <i>Contingency due to remote warehousing needs during construction</i>
Vehicle Replacement	385,000	• <i>DAL Van; 2 Van Pool - Replacements due to Collision Total Losses</i>
Shuttle Support for remote warehousing	70,000	• <i>Need to shuttle parts to/from the remote warehouses and for parts/supply pick-up</i>
BRT & Corridor Capital Program	(4,778,000)	• <i>Reduction due to not receiving grant funding for this fiscal period</i>
2025 FINAL Budget - Operating and Capital Expenditures	\$ 163,816,714	

Along with the changes to our Operating and Capital expenditure needs. We are also taking the opportunity to recognize the changes in revenues we know will now be forthcoming in 2025. They are the following:

Original 2025 DRAFT Budget -		
Total Revenues (10.1.2024)	\$	126,102,555
Insurance Proceeds	179,999	• <i>Increased due to pending claims</i>
Grant Revenue	11,094,818	• <i>Include Climate Commitment Act grant funding</i>
Grant Revenue	(2,115,278)	• <i>Reduction due to not receiving grant funding</i>
2025 FINAL Budget - Revenues	\$	<u>135,262,094</u>

-
- 5) **Alternatives:**
- A) Accept the budget as presented and formally adopt the budget for 2025.
 - B) Direct staff to revise the proposed 2025 budget and adopt the budget as revised.
 - C) Direct staff to revise the proposed 2025 budget and bring the revised budget back to the Authority.
-
- 6) **Budget Notes:** The 2025 Budget sets the budget for the coming year.
-
- 7) **Goal Reference:** The annual budget directs how we address all our goals.
-
- 8) **References:** 2025 Budget and Resolution 05-2023 Adopting the 2025 Budget.

**INTERCITY TRANSIT
RESOLUTION NO 05-2024
ADOPTION OF THE 2025 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2025 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2025; and

WHEREAS, at said public meeting, the 2025 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2025 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$ 250,000,000
Estimated Revenues	135,262,094
TOTAL ESTIMATED RESOURCES	<u>\$ 385,262,094</u>

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$ 163,816,714
Estimated Ending Cash Balance	221,445,380
TOTAL ESTIMATED UTILIZATION OF RESOURCES	<u>\$ 385,262,094</u>

ADOPTED: This 18th day of December 2024

INTERCITY TRANSIT AUTHORITY

Clark Gilman, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM:

**Jeffrey S. Myers
Legal Counsel**

INTERcity TRANSIT



Olympia, Washington

2025 Budget

Mission Statement:

To provide and promote transportation choices that prioritize the safety, comfort, and diverse needs of all our customers, to support an accessible, sustainable, livable, healthy and prosperous community

2025 Budget

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

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

Prepared by

The Finance Division

Jana Brown, Deputy Director- Chief Financial Officer

For more information:

www.intercitytransit.com

510 Pattison Street SE
Olympia, Washington 98501

2025 Intercity Transit Authority Board

Clark Gilman, Chair City of Olympia
Carolina Mejia, Vice ChairThurston County Commissioner
Carolyn Cox..... City of Lacey Councilmember
Debbie Sullivan City of Tumwater Mayor
Brian HessCity of Yelm Councilmember
Wendy Goodwin Community Representative
Sue Pierce Community Representative
Justin Belk Community Representative
Mark NeuvilleLabor Representative

2025 Strategic Plan Goals

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

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To: Intercity Transit Authority Board and Public Transportation Benefit Area Community Residents

From: Emily Bergkamp, General Manager

On behalf of the leadership team, I'm pleased to present Intercity Transit's Proposed Budget for 2025. With continued support from our local community, and with significant commitments from our federal, state, and regional partners, Intercity Transit's 2025 budget maintains stable footing for continued progress on the transformational transit system detailed in our Long-range Plan and supported by voters through the passing of Proposition 1 in 2018.

Because of recent partnerships with regional workforce development resources, paired with ongoing enhanced recruitment and retention strategies, Intercity Transit is no longer facing challenges in recruiting employees, from bus operators to maintenance employees and administration. And while our hiring efforts focus more on remaining ahead of attrition, Intercity Transit continues to enjoy a thriving work culture and continues as an employer of choice.

It is important to note that state and federal funding are always at risk of change. A good current example of this is Initiative 2117, which would repeal the Climate Commitment Act if passed, and eliminate a projected \$143 million in funding for Intercity Transit over the next 14 years, including:

- \$64 million in operating costs for bus and Village Vans employment related transportation services.
- \$24 million for Dial-A-Lift (paratransit) services for the elderly and people with disabilities.
- \$48 million for zero emission vehicles and necessary infrastructure.
- \$5 million to provide faster service along Martin Way.
- \$2 million for active transportation safety and education.

The 2025 budget and future financial forecasting takes this potential lost revenue into account and budgets sales tax revenue for 2025 conservatively. These factors are why Intercity Transit continues to use caution and a conservative approach to yearly budgeting, with a goal to save for future capital investments, given the risk of reduced or modified funding levels for these projects over time. As a result, the agency has established capital and operating reserves at the levels necessary to support ongoing investment in employees, upgrading facilities and expanding access to transit as the region continues to grow.

Intercity Transit continues to see increased ridership as more individuals return to work, school and to their pre-COVID levels of activity. Our 540 employees have worked diligently to accomplish our goal of returning to pre-pandemic service levels, which I am happy to report we achieved in September 2024. We are ending the year with significant progress on a variety of projects and initiatives we outlined in the 2024 budget and enter 2025 appropriately resourced. Revenues have matched forecasts, the agency continues efforts to secure federal and state grant funding, and we have been able to manage cost growth within prudent, sustainable financial planning.

Every yearly budget represents a financial plan driven by the policy and action strategies outlined in our Strategic Plan. The Strategic Plan includes approaches based on agency policy positions, guiding service levels and corresponding resource expenditures. The Strategic Plan also references Intercity Transit's Capital Improvement Plan and the investments necessary to implement corresponding service levels and policies. The following are just some highlights of what is in store for Intercity Transit in 2025:

- Continue construction to renovate the Pattison Street maintenance facility
- Zero Emission – Hydrogen Fuel Cell Bus & Fueling Demonstration
- Agency Enterprise Resource Planning/Asset Management Software System Replacement
- Life Cycle Vehicle Replacements
- Continue pursuing grant funded Bus Rapid Transit and Corridor Program
- Lacey Intersection Smart Sensor Project
- Transfer Centers and Bus Stop Improvements
- Return service to the Capitol Campus during the legislative session
- Improve span and frequency on multiple routes
- Improved high performance corridor service between West Olympia and Lacey, with refined directness of routing and better connectivity

Together with our employees, the Authority Board, Community Advisory Committee, and our community partners, Intercity Transit is poised and excited to continue providing Thurston County residents transportation choices supporting an accessible, sustainable, livable, healthy, and prosperous community.

Sincerely,



Emily Bergkamp
General Manager

**SPACE SAVED FOR
PASSED BUDGET
RESOLUTION SLATED
TO BE APPROVED ON
DECEMBER 18, 2024**

<i>Budget Summary - Cash Basis</i>	2025 Budget
<i>Beginning Cash Balance</i>	<u>\$250,000,000</u>
<i>Add:</i>	
Operating Revenues: Sales tax	84,459,607
Operating Revenues: VP fares	492,000
Operating Revenues: interest income, misc.	5,687,935
Grant Revenue - Operating	16,491,312
Grant Revenue - Capital	28,131,240
Total Revenues	<u>135,262,094</u>
<i>Less:</i>	
Operating Expenditures	
Operating	88,535,656
Operating - Rollover projects	1,771,800
Total Operating Expenditures	90,307,456
Capital Expenditures	
Capital - New	14,050,060
Capital - Rollover	59,459,198
Total Capital Expenditures	<u>73,509,258</u>
Total Expenditures	<u>163,816,714</u>
<i>Ending Cash Balance</i>	<u>221,445,380</u>
<i>Less Operating Reserve (25% of operating expenditures)</i>	<u>(22,576,864)</u>
<i>Ending Unreserved Cash Balance</i>	<u><u>\$198,868,516</u></u>

REVENUES

Operating Revenues

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

Non-Transportation Revenue

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

Sales Tax

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

State and Federal Support

Includes grant funding for:

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

CAPITAL

Administrative Buildings

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

Communication & Information Systems

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

Guideways

BRT modeling and smart corridor assessment

Maintenance Buildings

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

Passenger Stations

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

Revenue Vehicles

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

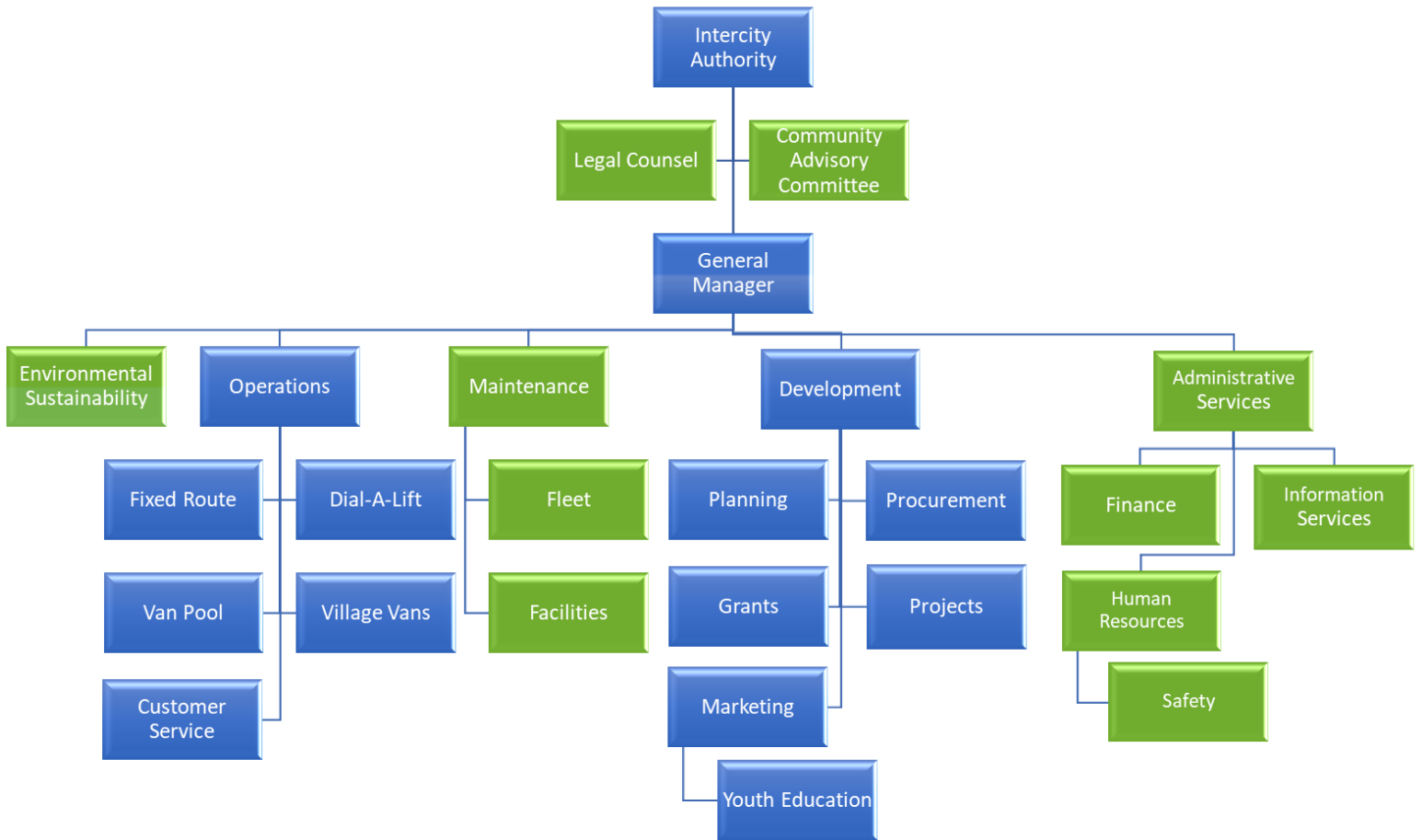
Service Vehicles

Vehicle Replacements based on replacement schedule.

Other

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

Intercity Transit Organizational Chart



Intercity Transit Departments & Divisions

Administrative Services Department

Finance Division

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

Human Resources Division

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

Information Systems Division

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

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

Safety Division

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

Executive Department

Executive Division

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

Development Department

Development Division

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

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

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

Planning Division

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

Procurement Division

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

Marketing, Communications & Outreach Division

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

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

Maintenance Department

Maintenance Administration Division

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

Facilities Maintenance Division

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

Fleet (vehicle maintenance) Division

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

Operations Department

Operations Division

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

Transportation Division

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

Coach Operator Division

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

Dial-A-Lift Administration & Operations Division

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

Van Operator Division

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

Vanpool Services Division

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

Customer Service Division

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

Village Vans Division

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

2025 Budget Detail

Project Type	Name	Budget
Proposed New Project	ADOPS Audio/Visual Redesign	\$150,000
	Dial-A-Lift (DAL) Van Replacement	\$3,707,856
	Fixed Route Bus Replacements	\$5,000,000
	Lacey Intersec Smart Sensors	\$2,000,000
	Non-Revenue Vehicles & Equipment	\$1,666,931
	RidePro Employer Statement Module	\$37,658
	Vanpool Replacement Vehicles	\$840,480
	Vehicle Replacement Contingency	\$647,135
	Total	\$14,050,060
Rollover Project	Agency ERP SW System	\$7,000,000
	Alternative Fuel Infrastructure Design	\$650,000
	Alternative Technology Project Management	\$350,000
	Amtrak Restroom Remodel	\$250,000
	Amtrak Site Stormwater Swale Restoration	\$85,000
	Amtrak Staff Room Improvements	\$12,000
	BRT & Corridor Capital Program	\$930,000
	Building Condition Assessment	\$200,000
	Bus Stop Enhancements/Facilities	\$30,000
	Bus Stop Facility Improvements	\$2,282,438
	Cascade-WNR Bicycle Program	\$124,800
	Centennial Amtrak Station Security System	\$10,000
	Core Infrastructure & Communications	\$385,000
	Driver Barriers	\$1,200,000
	EOC Communications	\$65,000
	ERP Research and Review (Consultant)	\$350,000
	Facilities Maintenance Management System	\$50,000
	Facility Capital Equipmt & Improvmts	\$430,000
	Hydrogen Demonstration Project	\$6,098,261
	Hydrogen Pilot Project	\$8,572,174
	LTC Restroom Remodel	\$850,000
	LTC Stormwater Repair & Improvmts	\$600,000
	Maintenance Shop Equipment	\$3,056,030
	NE Lacey Operation Terminal Fac (Roundabout)	\$945,653
	Pattison Furn, Fixtures, Equipmt & Tech	\$2,495,787
	Pattison Rehab & Expansion	\$19,739,390
	Smart Corridor	\$1,422,465

Rollover Project	Strategic Comm/Community Engagement	\$250,000
	Traffic Engineering Services	\$47,000
	Transit Center & Core Customer Info Navigation	\$2,000,000
	Transit Signal Priority (TSP)	\$325,000
	Translation Services	\$20,000
	UST Large Vault Repair	\$15,000
	Vehicle Telematics	\$300,000
	Website enhancements	\$90,000
	Total	\$61,230,998
Operational Expenses	Admin Serv/Finance - Operating Expenses	\$108,650
	Admin Serv/Finance - Training	\$30,000
	Admin Serv/HR - Operating Expenses	\$131,000
	Admin Serv/HR - Training	\$70,000
	Admin Serv/IS - Training	\$71,500
	Admin Serv/Safety - Operating expenses	\$1,550
	Admin Serv/Safety - Training	\$13,000
	Agency Wellness Activities	\$10,500
	Agency-Wide Safety Compliance and Training	\$18,850
	Amtrak Background Checks	\$150
	Amtrak Operational Expenses	\$120,400
	Amtrak parking lot maint service	\$5,000
	Amtrak property taxes/insurance	\$3,500
	Annual Authority Planning Session	\$11,500
	Annual Recognition Banquet	\$23,500
	Annual State/Federal Audits	\$82,000
	Bicycle Community Challenge	\$24,500
	Buildings/Grounds Maintenance	\$932,000
	CAC/Authority Support	\$11,875
	Catch Basin Cleaning Contract	\$40,000
	Central Supplies	\$87,100
	Cloud Subscriptions	\$1,586,000
	Credit Card Processing Fees	\$15,000
	Custodial Services	\$610,000
	Cut Commute Committee	\$65,000
	Cybersecurity	\$75,000
	Development/Dev - Operating Expenses	\$79,000
	Development/Dev- Training	\$13,500
	Development/Planning - Training	\$20,000
	Development/Procurement - Operating Expenses	\$5,150

Operational Expenses	Development/Procurement - Training	\$43,500
	Diversity, Equity & Inclusion (DEI)	\$17,500
	Drug & Alcohol Program	\$36,500
	Elevator Maintenance Contract	\$22,000
	Emergency Management	\$2,000
	Employee Medical Programs	\$29,000
	Employee/Volunteer Recognition	\$34,000
	Equipment Rental (agency)	\$86,000
	Executive - Operating Expenses	\$10,500
	Executive - Training	\$30,000
	Executive/Marketing - Training	\$25,000
	General Agency Insurance	\$2,337,449
	General Wage Adjustment	\$500,000
	IS Communication Infrastructure	\$213,000
	IS Enterprise Application Support	\$114,000
	IS Infrastructure and Operations	\$382,000
	IT Local Rodeo	\$15,000
	ITA/CAC Training & Development	\$15,850
	Landscaping Services	\$250,000
	Legal Notices	\$2,000
	Legal Services	\$110,000
	Maint seasonal temp help	\$119,000
	Maintain Coaches operating expenses	\$8,660,500
	Maintain DAL vans operating expenses	\$1,262,800
	Maintain Staff Vehicles operating expenses	\$190,600
	Maintain VP operating expenses	\$1,207,500
	Maintain VV operating exp	\$15,200
	Maintenance/Facilities - Training	\$30,000
	Maintenance/Maint Admin - Operating Expenses	\$2,350
	Maintenance/Maint Admin - Training	\$27,000
	Maintenance/Vehicle Maint - Training	\$125,000
	Marketing Support for Agency Services	\$311,500
	Marketing/WalknRoll- Training	\$14,000
	Membership Dues	\$145,000
	Operations/Customer Serv - Operating Expenses	\$14,450
	Operations/Customer Serv - Training	\$12,000
	Operations/DAL - Operating Expenses	\$4,000
	Operations/DAL - Training	\$15,000
	Operations/Operations - Operating Expenses	\$6,600

Operational Expenses	Operations/Operations - Training	\$10,700
	Operations/Transportation - Operating Expenses	\$14,200
	Operations/Transportation - Training	\$57,750
	Operations/VP - Operating Expenses	\$14,250
	Operations/VP - Training	\$21,500
	Operations/VV - Operating Expenses	\$4,000
	Operations/VV - Training	\$4,500
	Operator/Supervisor uniforms	\$225,000
	Organizational Development	\$90,500
	Parking Lot Maint Services	\$55,000
	Pension Committee	\$10,000
	Planning Operating Expenses	\$5,000
	Recruitment & Selection	\$89,500
	Regulatory Reporting Requirements	\$50,000
	Safety/Accident Mitigation	\$10,000
	Salaries/Wages & Benefits	\$64,503,249
	Security Contract	\$1,046,183
	Service and Community	\$5,000
	State & Fed Advocacy Services	\$154,000
	System Planning and Analysis	\$200,000
	Transit Appreciation Day/Recognition	\$35,000
	Tuition - ATU	\$5,000
	Tuition - IAM	\$2,000
	Tuition - Non Represented	\$2,700
	Utilities	\$591,000
	Vanpool Incentive Program	\$16,500
Vehicle Fleet Support	\$549,750	
WalknRoll Education Programs	\$60,350	
Total	\$88,535,656	
Total	\$163,816,714	

Staffing by Department & Division

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

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

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: December 18, 2024

FOR: Intercity Transit Authority

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

SUBJECT: 2025-2030 Strategic Plan Adoption

-
- 1) **The Issue:** Adopt the 2025-2030 Strategic Plan.
-
- 2) **Recommended Action:** Adopt the 2025-2030 Strategic Plan.
-
- 3) **Policy Analysis:** The Intercity Transit Authority is required to adopt a Budget and the Transportation Improvement Program/Program of Projects annually. The Strategic Plan provides the framework for these documents and maps Intercity Transit’s trajectory over the next six years.
-
- 4) **Background:** The 2025-2030 Strategic Plan continues the Authority’s practice of annually updating and adopting a Strategic Plan. It coordinates with the development of the 2025 Operating and Capital budget. A public hearing was held on Wednesday, December 4. The Strategic Planning process for 2025 recognizes and celebrates meeting our primary goal of returning to pre-pandemic levels in 2024 and re-establishes a clear focus on accomplishing goals from Proposition 1 and the Authority approved Long-range plan out to 2030. Notable plan updates include
- Grant reimbursement amounts/projections
 - Grants applied for through end of the Plan
 - Sales tax trends
 - Overall funding impermanence
 - Updated Guiding Principles reflecting our values of Diversity, Equity, and Inclusion
 - Removed expired references of COVID-19 impacts
 - Incorporated feedback from ITA, CAC, Public Comment
 - Employer of Choice
 - Community Outreach
 - Zero Emissions
-
- 5) **Alternatives:**
- A) Adopt the 2025-2030 Strategic Plan.

- B) Direct staff to revise the proposed 2025-2030 draft plan for adoption at a later date. There is no requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The Strategic Plan identifies and addresses all the goals.

8) **References:** [Strategic Plan 2025-2030](#)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: December 18, 2024

FOR: Intercity Transit Authority

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

SUBJECT: Cancel January 1, 2025, Authority Meeting

-
- 1) **The Issue:** Whether to cancel the January 1, 2025, Authority meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, January 1, 2025, Authority meeting.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting on the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is provided to The Olympian.
-
- 4) **Background:** The January 1, 2025, Authority meeting falls on the New Year's Day Holiday. If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
A. Cancel the January 1, 2025, Authority meeting.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

December 6, 2024

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

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org> and TRPC's YouTube channel at: <https://www.youtube.com/watch?v=B33Y1IKL0kY>.

PLEASE NOTE: Participation in the January 10, 2025, Council meeting will be in-person with a remote option for those without the ability to join in person.

Staff Longevity Recognition

Chair Vasquez recognized the following staff members for their years of service at TRPC:

- Theresa Julius – 5 years
- Allison Osterberg – 5 years
- Aaron Grimes – 10 years
- Scott Carte – 25 years
- Sarah Selstrom – 30 years

2024 Federal Transportation Funding Call for Projects Action: Award Recommendations

On December 6, 2024, the Council approved the Transportation Policy Board's recommendation to award \$19.18 million in federal grant funding to 14 projects and programs located in Intercity Transit's service area, the cities of Lacey, Olympia, Tumwater, and Yelm, and Unincorporated Thurston County. In addition, \$550,000 was awarded to three projects located in the Town of Bucoda, the City of Rainier, and the Nisqually Indian Reservation. The grant funding will support projects starting in 2025 through 2030.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13020/A11_2024-Call-for-Projects-TRPC--Action-12062024_b.

Consolidated Grant Rankings

Staff provided a first review of WSDOT's Consolidated Grants process, TRPC's regional rankings, and the two applications requesting funding (TRPC for ruralTransit continuation of expanded service and TransServe PNP for eight ruralTransit replacement vehicles). Staff's recommendation is to apply an A ranking (automatically awarded funding) to TRPC's ruralTransit continuation of expanded service and a B ranking (25 regional points) to TransServe PNP's eight ruralTransit replacement vehicles. Council's discussion highlighted the importance both proposals have in keeping ruralTransit running.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13019/A10_Consolidated-Grants.

Regional Transportation Plan's (RTP) Project List & Financial Forecast

Staff presented an overview of the 2050 Regional Transportation Plan's proposed projects and financial forecast. The RTP contemplates 79 projects being completed during the planning horizon (2025-2050). The RTP must be fiscally constrained, meaning the region must have enough revenue to cover anticipated expenditures. Based on the financial forecast for transit, cities, and the county, the region has sufficient transportation funding to cover transportation expenses during the planning horizon.

The full presentation can be found here: <https://www.trpc.org/DocumentCenter/View/13018/RTP-Finances-and-Projects>.

Transportation Policy Board (TPB)
**AFTER MEETING
SUMMARY**
December 11, 2024

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

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org> and TRPC's YouTube channel at: <https://www.youtube.com/watch?v=o2ITCP3Ya5Q>.

Please note: Participation in the TPB meeting was remote with an in-person option.

Consolidated Grant Rankings

Executive Director Marc Daily reviewed the agency's proposed rankings of applications for activities based in the Thurston Region that are seeking funding through the Washington State Department of Transportation Consolidated Grant program. WSDOT's Consolidated Grant Program provides funds for public transportation improvements, especially for services connecting rural and tribal communities. The Board made a recommendation to Council on the rankings.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13031/A6_Consolidated-Grants.

Littlerock Road & 113th Ave SW Bridge and Intersection Improvement Project Overview

Keevan Forbes-Kashani, Thurston County Public Works, provided an overview of the Littlerock Road & 113th Ave SW Bridge and Intersection Improvement project.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13032/A7_Littlerock-Road.

High Capacity Transportation Study Visioning Event Recap

Staff provided a recap of the High-capacity Transportation Visioning Event held on 10/23/24. TPB members discussed the event and next steps.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13030/A8_HCT-Visioning-Event-Presentation-TPB-12112024.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
November 18, 2024 - Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid November 18, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

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

Absent: Vice Chair Ty Flint

Staff Present: Amanda Collins; Emily Bergkamp; Jessica Gould; Nick Demerice; Nicole Jones; Peter Stackpole; Ramon Beltran; and Rob LaFontaine.

APPROVAL OF AGENDA

M/S/A by NICOLE SMIT and RACHEL WEBER

INTRODUCTIONS

Wilson introduced Authority member, Mark Neuville, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. November 20, 2024, ITA Meeting - Clair Bourgeois**
- B. December 4, 2024, ITA Meeting - David Payton**
- C. December 18, 2024, ITA Meeting - Doug Riddels**

APPROVAL OF OCTOBER MINUTES

M/S/A by NICOLE SMIT and CLAIR BOURGEOIS

RECOGNITION OF OUTGOING MEMBERS AND OFFICERS

Emily Bergkamp, General Manager, presented certificates of appreciation to outgoing members Betty Hauser, Marilyn Scott, Nicole Smit, and Ursula Euler to honor their service to Thurston County. Bergkamp also thanked Chair Eliane Wilson and Vice Chair Ty Flint for their support as committee officers in 2024.

NEW BUSINESS

- A. Zero Fare Survey and Marketing Update- (Nick Demerice)**

Nick Demerice, Chief Marketing, Communications, and Outreach Officer presented the results of a community survey on the impact of zero-fare transit. Demerice manages marketing, communications, community outreach, and engagement with a small team of

five staff, in collaboration with Planning, Operations, and the Executive office. His background includes spending 13 years with the state departments of Commerce and Employment Security, 3 years with the Ports of Seattle and Tacoma. Demerice feels very privileged to work with Intercity Transit to promote high-quality, free transit services.

The zero-fare pilot launched in January 2020 as part of an innovative fare design under Proposition 1. However, due to the COVID pandemic and its impacts on transit usage, the pilot was extended at least through 2028. Demerice's team conducted a zero-fare community survey in the fall, which is separate from a current Penn State University partnership survey. Its purpose was to gather community feedback on the zero-fare initiative and its impact on the community. The survey collected 270 responses with a mix of rider demographics and usage patterns. It was advertised through the agency's Rider News monthly newsletter, website, and social media. Over 98% of the responses were positive and key themes included family benefits, accessibility, independence, equity, and quality of life.

Demerice shared several direct quotes collected from the survey responses with the committee to highlight key takeaways. The responses emphasized the impact of zero-fare in the following areas:

Family Benefits:

- Zero fare facilitates youth ridership and family mobility.
- Example: Families expressed gratitude for enabling children to travel independently for school and college.

Accessibility and Independence:

- Vital for individuals with disabilities or mobility challenges.
- Enables errands, community participation, and improved mental well-being.

Economic and Survival Impact:

- Life-changing for transit-dependent riders.
- Supports employment, housing stability, and access to essential services.

Improved Rider Experience:

- Simplifies transit use by eliminating fare payment stress.
- Faster boarding times improve efficiency.

Community and Quality of Life:

- Encourages local exploration and economic activity.
- Reduces dependency on personal vehicles.

Demerice also noted a few responses that raised concerns about non-riders perceiving buses or waiting for the bus as unsafe. Additionally, there were questions raised about the long-term financial sustainability of the zero-fare model. Next steps include the start of a community storytelling campaign where selected participants can share testimonials for radio, television, or web advertising. The marketing staff can also use the feedback to enhance communication with the public and address misconceptions about safety and sustainability. There will be an ongoing effort to engage survey participants to collect more personal stories and insights.

Demerice paused for questions.

Eliane Wilson asked if all the respondents were riders?

Demerice answered not entirely, some respondents were community partners that reported on behalf of their clients. His team plans to follow up and capture details about those experiences too. He also highlighted the disconnect between perceptions of bus safety among respondents that were riders and non-riders. While data and statistics can demonstrate that buses are safe, individual experiences – such as witnessing a mental health episode or a police intervention on a bus – can have a lasting negative impact on perceptions.

To combat this, *Demerice* emphasized the importance of storytelling by regular riders. Hearing firsthand accounts from individuals who use the bus daily – affirming that buses are clean, safe, and well-managed – is far more persuasive than hearing similar messages from someone like him who is paid to represent the transit service. His own experiences as a frequent rider are positive, and any challenging situations are rare and always handled effectively by transit staff.

JoAnn Scott commented that Intercity Transit has good communication tools such as signage and overhead announcements to help enforce common rider rules, like sleeping on the bus.

Demerice added most of the rider rules are to promote the safety of passengers and operators. In the case of sleeping on the bus, if there is a sudden need to stop, a passenger could be thrown around or go flying. Most interactions to enforce rider rules involve educating passengers and offering solutions, such as stepping outside to get some air before continuing with the ride.

Demerice continued his presentation by sharing that his team launched a successful social media initiative over the summer. The new partnership addressed challenges in maintaining effective online engagement. Traditional use of platforms like Facebook and Twitter for rider alerts has become unreliable due to algorithm changes. He noted that seeing different posts out of order was leading to potential confusion with time-sensitive information like detours. Instead of focusing solely on alert notifications, the team sought to promote ridership through engaging and relevant content.

They partnered with *Bridget Erdal*, who runs the popular local account *Eat Drink See Oly*. *Bridget* creates posts that highlight local businesses and events, integrating public transit into her stories by mentioning how she uses the bus to reach destinations. Since starting the collaboration, she has created 14 posts featuring transit-related content, such as trips to small businesses for Small Business Saturday.

The partnership has significantly increased visibility and engagement. *Bridget's* accounts, with 12,000 predominantly local followers, have far surpassed the transit agency's own social media reach. Her posts on Instagram alone reached 39,000 accounts within three months. This approach has successfully targeted key demographics (ages 25–54) and expanded outreach within Thurston County.

Demerice was excited to report that this collaboration is proving to be a cost-effective and creative way to engage new audiences, inspire transit usage, and connect the community. The team plans to continue the partnership into the new year.

Demerice responded to more questions.

John-Paul Fox-Seidel asked if the survey responses were anonymous, and if any identifiers like age range were included?

Demerice clarified that the responses were not entirely anonymous due to the optional incentive of a \$50 gift card, which required participants to provide their contact information if they chose to enter. The survey collected details such as contact preferences, riding frequency, routes used, purposes for riding, and participants' names, emails, and phone numbers (if they opted in). Demographics like age range were not explicitly collected, but follow-up efforts aim to include a diverse cross-section of the community, with a focus on communities of color and areas with low ridership.

Doug Riddels inquired about how the social media partnership and what are the details of the arrangement? Is it being considered for expansion?

Demerice responded that the partnership began as a pilot after the idea was suggested by Ally McPherson from the marketing team, who followed the influencer's account. The influencer, Bridget Erdal, was approached to collaborate, and she agreed. She is compensated for her work (\$2,500 for the first quarter) and acknowledges being paid, though not in every post. The partnership has been cost-effective, offering substantial organic reach and engagement compared to traditional marketing costs.

The partnership focuses on leveraging her significant local following and creative storytelling, but the team plans to pause the collaboration temporarily to avoid overexposure. There may be future expansion that will include other influencers or creative partnerships. Eat Drink See Oly's posts have also highlighted the community's appreciation for transit, such as a local photographer and Evergreen College student who runs a fan account for route 14, building on diverse engagement opportunities.

Ursula Euler commented that it's striking how many survey respondents mentioned feeling safe putting their kids on the bus, yet non-riders often express safety concerns. There's a disconnect between the experience of current riders, including those who trust the bus for their children, and the perception of non-riders.

Demerice replied that this highlights an untapped market, as evidenced by consistent ridership among school-aged children. For example, 20-30 kids are seen regularly boarding and alighting buses at school times. This trust from parents in the safety of the bus system could be a compelling angle for outreach to non-riders.

He also shared that Spokane Transit had a very successful campaign featuring fun, engaging YouTube videos created by a summer intern. The marketing team is exploring a similar initiative and aims to involve high school students or recent graduates as summer interns to create relatable, authentic content that could address safety perceptions and appeal to broader audiences.

Ursula Euler also shared that she believes increasing ridership is one of the most effective ways to reduce carbon emissions, potentially even more impactful than purchasing electric buses. While the Climate Commitment Act funding can help buy equipment, she believes funding should also be allowed to subsidize creative strategies like paying individuals to ride the bus

and share their experiences on social media to encourage others. Euler acknowledges potential government restrictions on funding for private purposes but thinks this could work if the riders offer something in return, like promoting the service on their networks. She was excited to see the partnership in action.

Demerice agrees that incentivizing ridership is key and emphasized the importance of attracting "choice riders" – those who could drive but opt for transit if it's convenient enough. He noted that improvements in frequency, service expansion, and reducing waiting times are also effective ways of "paying" riders by offering a more appealing system. He acknowledged that compared to Europe, U.S. cities face different challenges due to being car-centric. However, building a more comprehensive and convenient transit system can lead to a shift in behavior, encouraging more choice riders to use public transit.

Demerice also highlighted efforts to connect transit services with climate action, mentioning decals that are placed on buses funded by Climate Commitment Act dollars and outreach campaigns like mailers during the 2117 initiative. Those who don't ride the bus benefit, as full buses reduce the number of cars on the road, serving as an effective climate-saving strategy. He also emphasized the "tipping point" benefits of ridership: higher passenger numbers naturally enhance safety by creating a more secure environment compared to sparsely populated buses.

B. September 2025 Network Update – (Rob LaFontaine)

Rob LaFontaine, Planning Deputy Director, introduced plans for restructuring Intercity Transit's fixed-route network in September 2025. The goal is to improve route directness, connections, and service efficiency, aligning with long-term transit and regional development plans. He highlighted key upcoming changes, including expanded service to local schools, enhanced connections, and reduced route duplications.

La Fontaine outlined the process behind the redesign, which incorporated regional development data, development and land use, operational staff comments, and extensive community input. The network redesign has been on Intercity Transit's workplan for many years, first mentioned in the 2018 Long-Range Plan, 2024-2029 Transportation Development Plan, and 2025 Draft Budget. Specific focus areas include serving younger riders, supporting high school and college students, and promoting equitable service to high-density areas. Research findings include that teens are driving less, and young adults use transit proportionately more than older adults. The restructured network purposefully supports mobility of younger riders.

The timeline for implementation includes public outreach, an equity analysis, and ITA adoption in March 2025. Changes will involve faster, more direct routes, additional connections, and minimal stop removals. LaFontaine also provided interactive maps to assist CAC members with exploring the proposed new routes.

Clair Bourgeois asked if the redesigned service that focuses on connecting schools still allows regular riders to use the buses. She also raised concerns about managing student behavior and the atmosphere on buses to ensure it remains comfortable for all riders.

LaFontaine clarified that the redesigned service aims to enhance connections to schools, but it is not intended to replace school bus services. Regular stops between schools will remain accessible to all riders. While school districts typically provide

one trip to and from school, the new service seeks to address broader mobility needs for families and students beyond these limited trips. The focus is on augmenting existing options rather than competing with school transportation.

Bourgeois also asked about student behavior on public transit buses and if there will be inappropriate behavior like what might occur on school buses.

LaFontaine responded that bus operators are skilled and proactive in addressing inappropriate behavior to ensure a positive environment for all riders.

John Paul Fox-Seidel, who is a youth representative, shared that students often behave differently on public transit compared to school buses, recognizing public transit as a shared, public space with different social norms.

Doug Riddels asked to clarify the proposed corridor express route and its purpose. He didn't understand the graphic or the reference to "The One" route.

LaFontaine responded that the proposed corridor express is a high-frequency "trunk" route running from West Olympia to East Lacey, designed to operate like a transit freeway, like I-5 for motorists. It would run all day with intervals of 15-30 minutes. The service is modeled after bus rapid transit (BRT), aiming to provide a direct, reliable option akin to light rail but on rubber tires. The graphic highlighted key intersection points where other routes would connect to this corridor, forming an integrated network.

Nicole Smith asked if the proposed service restructuring was budget-neutral, or if it involved additional costs?

LaFontaine answered that the restructuring will involve a growth in service compared to current offerings, resulting in higher operational costs. However, the expense is already accounted for in the 2025 budget and the long-range financial management forecast.

C. 2024-2029 Draft Strategic Plan – (Emily Bergkamp)

Emily Bergkamp, General Manager, outlined updates to the draft strategic plan, emphasizing a renewed commitment to diversity, equity, and inclusion (DEI), operational growth, and financial sustainability. The plan, currently available for public comment, is scheduled for a public hearing on December 4th. Bergkamp highlighted the agency's recovery to 102% of pre-COVID service levels and 98% of pre-COVID ridership, marking significant progress since the pandemic.

A key focus of the strategic plan is integrating DEI principles into the agency's mission, vision, and goals. The revised mission emphasizes safety, comfort, and respect for diverse needs, while the updated vision aspires to position the agency as a leading, inclusive transit system. Goals now explicitly address equity and sustainability, reflecting the agency's dedication to a barrier-free and community-centered transit service.

Bergkamp made updates to the format and content of the strategic plan, including combining the historical section with the agency's background information, emphasizing the instability

of transit funding, and detailing the cost implications of transitioning to zero-emissions technology. She also revised the policy framework by removing outdated COVID-19 references.

The agency's capital improvement plan, which spans five years, supports infrastructure and service enhancements while ensuring financial sustainability. Future projects include real-time signage at transit centers and expanded fixed-route service designs. Bergkamp also highlighted the agency's commitment to matching growth with community needs and balancing express and local service priorities. Financially, flat sales tax revenues and successful grant applications have underscored the importance of prudent financial planning and resilience against future funding challenges.

As the strategic plan evolves, the public is encouraged to provide feedback to shape the agency's path forward, ensuring it remains responsive to community needs while striving for excellence in public transportation.

Doug Riddels asked how often we review and update the strategic plan?

Bergkamp answered that the strategic plan is typically reviewed on a yearly basis by the general manager. While updates aren't always necessary annually, the past few years, especially during COVID, have required more frequent updates due to significant changes. Last year, for example, involved more of a status quo update. The yearly review ensures the plan remains relevant, though adjustments are made only when needed.

Riddels commented that the current mission and value statements are fine, but they could benefit from being streamlined.

Bergkamp agreed and said that over time, such statements can become overly wordy or a list of adjectives. To address this, it could be valuable to carve out time during an annual retreat to refine them, potentially with the help of a consultant. The goal would be to create something elegant, clear, and meaningful, avoiding "word salad."

Ursula Euler asked about extending the capital facilities plan timeline from five to ten years. Euler shared that extending the capital facilities plan to ten years is a good idea, despite the challenges of forecasting beyond five years. Long-term planning reduces the risk of error, even with approximations for distant future scenarios. This approach allows for early preparation and aligns with the operational budgets since capital projects typically affect operational costs. Synchronizing timelines for capital and operational planning ensures resources are allocated effectively for maintenance and future replacements.

Bergkamp responded that the ERP software is intended to significantly enhance project and financial management, supporting the development of more accurate long-range financial forecasts. The Chief Financial Officer, Jana Brown, has been working on a five-year plan, constrained by data heavily affected by COVID. Her goal is to expand this to a 10-year financial forecast and a comprehensive capital improvement plan as more reliable data becomes available. Bergkamp will share

Euler's comment with Brown as it would likely align with her objectives and enthusiasm for improved long-term planning.

Euler also emphasized that the mission and vision statements were good to work on, but she was concerned with wordiness and length. Euler thinks they can be streamlined to improve clarity.

D. 2025 Election of Officers – (*Amanda Collins*) Following the Community Advisory Committee Bylaws, Chair Eliane Wilson announced newly appointed officers for next year. Only one person was nominated for each position, therefore no voting is needed. Wilson declared Rachel Weber Chair and Clair Bourgeois as Vice Chair serving one-year terms effective at the January 2025 meeting.

E. Cancel December 2024 Meeting – (*Emily Bergkamp*) Bergkamp brought forth discussion of cancelling the normally scheduled December meeting due to lack of agenda items. The alternative would be to maintain the planned schedule and meet on December 16th, 2024, as scheduled.

It was M/S/A by NICOLE SMIT and JOHN PAUL FOX-SEIDEL to cancel December's meeting.

CONSUMER ISSUES

Marilyn Scott shared a concern about a wheelchair user who missed three buses on Route 13 and was dropped off at incorrect locations on different occasions. The user mentioned incidents near a fountain and Kentucky Fried Chicken, with one driver leaving without deploying the ramp. The specific times or dates were unclear, but Bergkamp will raise the issue to operations for investigation.

Scott also shared concerns about Dial-a-Lift (DAL) drivers having difficulty finding specific apartment locations due to unclear directions or a lack of visible apartment numbers. Drivers sometimes go to the wrong locations, instead of the intended address. It was suggested that a map showing apartment numbers could help drivers navigate better. Bergkamp will ask Dial-a-Lift Manager, Kevin Karkoski to reach out directly and gather details to address the issue.

Clair Bourgeois raised a concern about a Dial-a-Lift conditional client who had an accident on October 31 while using a fixed-route bus to travel to a Federal Way doctor appointment. Her rolling bag caused her to fall and injure herself. Bourgeois believed that the client, who had a previous stroke affecting her mobility, might have been better served by Dial-a-Lift but was using the fixed-route bus due to service limitations. Bergkamp explained that Dial-a-Lift does not operate between counties, leaving the express route as her only option. She also suggested using Pierce Transit's Shuttle at transfer points for better support in such cases. Bergkamp will reach out to Bourgeois for the client's name and discuss more details privately.

John-Paul Fox-Seidel discussed the possibility of bus stop improvements with the network redesign to help make sure passengers are not passed up, particularly at night. LaFontaine highlighted the focus on enhancements such as concrete landings, shelters, and, where possible, solar lighting. Stops may also be repositioned slightly to benefit from existing streetlights. While direct power and hardwired lighting are not common, they are considered for future rapid

transit developments. However, there are also other challenges like tree coverage and limited solar suitability. Passengers are encouraged to make themselves visible, especially at night, by avoiding dark clothing, staying out of shadows, using phone flashlights, and ensuring movement is visible to drivers.

JoAnn Scott asked what the term "no standing service" means, it is used on certain days in Dial-a-Lift. *Bergkamp* replied that the term refers to the suspension of standing rides, which are pre-scheduled trips for regular destinations like work. This allows riders with routine schedules to avoid booking trips daily. On holidays or specific days, standing rides are often canceled as travel patterns change, reducing demand.

REPORTS

- **November 6, 2024, ITA Report** – *Betty Hauser* attended the meeting and reported the following meeting highlights:
 - **Public Comments:** None were reported.
 - **Route Changes:** Reviewed upcoming changes and equity regulations presented previously to the CAC.
 - **Insurance:** Discussed complexities due to the need for a new carrier, given multiple types of coverage.
 - **Design Services:** Approved updates to accommodate fuel cell and electric vehicles on-site.
 - **Strategic and Capital Plans:** Discussed the 2025-2030 capital plan, totaling \$166.6 million, with *Jana Brown* recognized for her planning efforts.
 - **Community Rep Interviews:** Reviewed questions for November 22nd interviews.
- **General Manager's Report** – *Bergkamp* provided the General Manager's report including:

ATU Negotiations

Intercity Transit leadership and the Amalgamated Transit Union (ATU) have begun meetings for ATU's next contract, and we look forward to bargaining in good faith together. These leaders already meet monthly during Joint Labor Management Committee meetings, where we strive to work through operational issues and concerns as they arise. We also attend an annual labor relations conference together each spring hosted by the Labor and Employee Relations Association to grow in our collaboration and understanding of each other's interests. Maintaining positive labor relations is vital to navigating times when we have differences of opinion or are faced with challenges that threaten our ability to provide public transportation to our community as an essential service provider. Contract negotiations offer management and union leadership alike the opportunity to better understand each other and work together with sincere intention to be fair, open, and honest, with the goal of offering a contract that supports the needs of our mutual employees and union members.

CAC Recruitment

Twelve candidates interviewed on Friday, November 18 to fill six open positions on the Community Advisory Committee. The caliber of candidates was very impressive – they have a lot of passion for public transportation and the community. Recommendations of new CAC members will be made to the ITA at the December 4

meeting. Interviews for ITA Board member Don Melnick's Community Representative position will be held Friday, November 22. We all look forward to the outcome of these important recruitments.

NEXT MEETING: January 27, 2025, at the Olympia Transit Center

- **ADJOURNMENT at 7:44 pm.**

Prepared by Amanda Collins

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DRAFT