

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, October 19, 2022
5:30 P.M.

You can dial in using your phone. Dial in at 5 p.m. for a sound check.

(844) 730-0140 Toll-Free / Conference ID: 285-313-768#

The public may join in person at the Pattison Street Facility or view the meeting via Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

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|----|---|--|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT | 5 min. |
| 3) | STAFF INTRODUCTIONS
A. Shawn DaPrano, Facilities Tech 3 (<i>Julie DeRuwe</i>) | 5 min. |
| 4) | NEW BUSINESS
A. Federal Advocacy Report (<i>Dale Learn, Gordon Thomas Honeywell</i>)
B. Surplus Vanpool Vehicle 2620 (<i>Katie Cunningham</i>)
C. Zero Emissions Analysis Contract (<i>Katie Cunningham</i>)
D. Village Vans Update (<i>Emily Bergkamp & Izi LeMay</i>)
E. Community Advisory Committee Application Selection
<i>(Ann Freeman-Manzanares)</i> | 30 min.
5 min.
5 min.
30 min.
15 min. |
| 5) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Oct. 7) (<i>Debbie Sullivan</i>)
B. Transportation Policy Board (Oct. 12) (<i>Justin Belk</i>)
C. Community Advisory Committee (Oct. 17) (<i>Naythan Raymos</i>) | 5 min.
5 min.
5 min. |
| 6) | GENERAL MANAGER'S REPORT | 5 min. |
| 7) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: October 19, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Update on Federal Advocacy Activity

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

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

3) **Policy Analysis:** Intercity Transit employs the firm Gordon Thomas Honeywell to assist staff in keeping up-to-date with federal activities.

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

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

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

6) **Budget Notes:** Intercity Transit's contract with Gordon Thomas Honeywell Governmental Affairs is \$72,000 a year.

7) **Goal Reference: Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: October 19, 2022

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Vanpool Vehicle No. 2620

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- 1) **The Issue:** Whether or not to declare Vanpool vehicle no. 2620 as surplus.
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- 2) **Recommended Action:** Declare the property listed as surplus.
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- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale or disposal.
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- 4) **Background:** Vanpool 2620, a 2016 Chevrolet Express 12-passenger van, was involved in an accident in June of 2022. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$32,947. The estimated cost to repair the damage of this vehicle exceeded the fair market value, and the vehicle has therefore been deemed a total loss. This vehicle has met useful life requirements. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare Vanpool 2620 as surplus.
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- 5) **Alternatives:**
- A. Declare the item surplus. The vehicle has met its useful life, has been totaled and will cost more than its fair market value to repair.
 - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - C. Retain all items. Storage availability and off-site storage costs are an issue.
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- 6) **Budget Notes:** Vanpool 2620 was originally purchased using local funds. No Federal or State grant funds were used in the purchase of this vehicle. The insurance remittance for the remaining value of the vehicle (\$27,947 for the value of the vehicle, less the insurance deductible) will be credited as local funds available for future agency projects.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: October 19, 2022

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Zero Emissions Analysis Contract Award

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- 1) **The Issue:** Award a one-year contract to The Center for Transportation and the Environment (CTE) for a Zero Emissions Analysis.
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- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with CTE to provide a Zero Emissions Analysis in the amount of \$318,904, which includes an approximate 10% contingency.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** Intercity Transit released a Request for Proposals (RFP) for a Zero Emissions Analysis on July 8, 2022. The purpose of the RFP was to establish a contract with a consultant to perform an analysis of current and emerging zero emission vehicle and infrastructure technologies to assist Transit in preparing for development of a long-term zero emissions fleet transition plan.

A total of four (4) proposals were received by the submittal deadline of August 1, 2022. Proposals were evaluated by the General Manager, and Fleet and Facilities Maintenance, Operations, Development, and Procurement staff in accordance with criteria established in the RFP. Based on the evaluation of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that CTE is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit to perform the Zero Emissions Analysis.

The total Zero Emissions Analysis cost is \$289,904. This includes but is not limited to: Development of a baseline of Transit's current fleet and service profile; analysis of available zero emission vehicle technologies; possible solutions and strategies; identification of related capital projects or infrastructure needs; estimated costs for fleet, infrastructure and operations; a recommended transition timeline; and evaluation of benefits, performance issues, risks, and life

cycle costs. With an approximate 10% contingency, to allow for any unforeseen additional needs, the total requested amount is \$318,904.

CTE has extensive experience working with public and transportation agencies in developing, implementing, and administering advanced transportation technology projects, with a focus on zero-emission vehicles. The firm has assisted over 75 transit agencies in their zero-emissions endeavors. Staff believes CTE will provide significant and valuable services at fair and reasonable rates and recommends approval of the Zero Emissions Analysis contract award to CTE.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract, with four one-year renewal options, with CTE to provide a Zero Emissions Analysis in the amount of \$318,904, which includes an approximate 10% contingency.
- B. Defer action. This alternative would result in a delay in obtaining information needed to develop a long-term zero emissions fleet transition plan.

6) **Budget Notes:** The total contract value of \$318,904 falls within the 2022 budget allocation for this project.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: October 19, 2022

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, 360-705-5889 & Izi Lemay, 360-705-5831

SUBJECT: Village Vans Program Update

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- 1) **The Issue:** Provide a Status Report.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** At least annually, staff provides the Authority and Community Advisory Committee status reports on various programs the agency provides.
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- 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 Administrative Assistants who receive current work experience, job search coaching and skill building instruction. Passengers are able to travel to employment-related resources and volunteers receive significant support in advancing their professional development in 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. 4-E
MEETING DATE: October 19, 2022

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (360.705.5838)

SUBJECT: 2022 Community Advisory Committee Recruitment

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- 1) **The Issue:** To review applications and identify applicants for interviews.
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- 2) **Recommended Action:** Review and select applications received for vacancies on the CAC. Staff will schedule interviews after the Authority provides direction.
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- 3) **Policy:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment.
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- 4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are five adult and one youth positions vacant.
- Ten (10) applications were received by the submission due date of October 7, 2022. The ad hoc committee, made up of three Authority and three CAC members will conduct interviews of applicants on November 2. The committee will recommend candidates for appointment at the December 2, 2022, ITA meeting.
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- 5) **Alternatives:**
- A. Direct staff to schedule interviews for all or some of the applicants.
 - B. Direct staff to defer to a new recruitment until 2023.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal References:** Maintaining active, interested Community Advisory Committee members supports all agency goals.
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- 8) **References:** Community Advisory Committee applications.

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

October 7, 2022

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>.

PLEASE NOTE: Participation in the November 4, 2022, Council meeting will be remote only for members.

LOTT Reclaimed Water Study

Lisa Dennis-Perez and Wendy Steffensen, LOTT Clean Water Alliance, provided an overview of the LOTT Reclaimed Water Infiltration Study. The mission of the study is to protect public health and the environment by cleaning and restoring water resources. The study looks at:

- Community questions about residual chemicals in reclaimed water including medicines, household products, personal care products, business and industrial uses, and most not currently regulated chemicals.
- Opportunities to advance the science using local information.
- Ensure long-term plans are appropriate and responsible.

The next step of the plan is to integrate study findings and input into the mater planning effort and refine long-term strategy for managing the wastewater system into the future. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/11347/A6_RWIS-Community-Presentation-October-2022 TRPC.

2023 Legislative Priorities

Planning & Policy Director Karen Parkhurst reviewed the Legislative Priorities Subcommittee recommendations for the 2023 State Legislative Session. The priority list consists of:

- Funding for hard shoulder running.
- The states work on identifying a location for a new regional airport
- Rural Project Package: Projects in Tenino, Yelm Rainer, Bucoda, and Grand Mound.
- Broadband Expansion: Funding for rural and other underserved areas.
- Clarification for Public Meeting Requirement: In-person public component.
- Regional Mobility Grants: Tribes and Metropolitan Planning Organization are not eligible.

Council will be asked to take action on the 2023 Legislative Priorities at their November 4, 2022, meeting. The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11348/A7_2023-State-Legislative-Priority-Issues.

School Walking Route Mapping Project

Senior Planner Veronica Jarvis provided an update on the School Walking Route Mapping Project. The project started in 2018 developing school walking route maps for North Thurston Public Schools, and the Olympia and Tumwater school districts. The maps are posted on the TRPC and school district transportation websites. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/11349/A9_School-Walking-Route-Mapping-Presentation-to-council-and-TPB-

Commute Trip Reduction at Joint Base Lewis McCord

Senior Planner Veronica Jarvis provided an update on Commute Trip Reduction (CTR), specifically related to Joint Base Lewis McCord. The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/11350/A10_CTR-on-JBLM-for-Council-10-7-22.

Commercial Aviation Coordinating Commission Update

Executive Director Marc Daily updated the Council on the Commercial Aviation Coordinating Commission's (CACC) work with producing a plan to meet the state's projected commercial passenger and freight needs. Potential greenfield sites are being considered in Thurston and Pierce County. The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/11346/A11_TRPC-Commercial-Aviation-100622.

Announcements:

<https://www.trpc.org/DocumentCenter/View/11354/Announcements>

Written Public Comments:

Written Public Comments - https://www.trpc.org/DocumentCenter/View/11352/trpc100722_Additional-Public-Comments_all.

Additional information provided though public comment includes the link to the following web page:

<https://bestlifethurston.com/aviation/aviation-shifts-health-and-wealth/>