

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**October 19, 2022**

**CALL TO ORDER**

Chair Gilman called the October 19, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

**Members Present:** Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

**Members Excused:** City of Yelm Councilmember Brian Hess.

**Staff Present:** Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Emily Bergkamp; Ramon Beltran; Brian Nagel; Daniel Van Horn; Michael Maverick; Jessica Gould; Steve Krueger; Jana Brown; Izi Lemay; Julie DeRuwe; Shawn DaPrano; Katie Cunningham.

**Others Present:** Naythan Raymos, Community Advisory Committee; Dale Learn from Gordon Thomas Honeywell.

**APPROVAL OF AGENDA**

**It was M/S/A by Melnick and Vazquez to adopt the agenda as presented.**

**PUBLIC COMMENT:** None.

**STAFF INTRODUCTIONS**

**A. Shawn DaPrano, Facilities Tech III** (*Julie DeRuwe*)

**NEW BUSINESS**

**A. Update on Federal Advocacy Activity.** Federal Advocate, Dale Learn from Gordon Thomas Honeywell (GTH) provided an update on activities affecting public transportation in Washington D. C. and provided insight on what is going on in Congress.

Learn shared he's from the northwest born in Seattle and grew up in Renton and when he graduated from undergraduate school at Washington University, he left for D. C. to go to law school with the intent of working in a senior position on Capitol Hill. He worked for Congressman Adam Smith and then for Senator Patty Murray in her second term. Learn "fell in love" with D.C. and joined Gordon Thomas Honeywell. Today, he's their managing partner for federal affairs. GTH retains clients in private and public sector, mostly in the northwest. Also on his staff is Paul Hoover, Travis Lumpkin, and part-time, former Congressman Dave Reichert.

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Learn reiterated how he works closely with Freeman-Manzanares, Jessica Gould, Eric Phillips and others on IT's issues and priorities. They primarily engage our congressional delegation, and the Federal Transit Association. GTH have a powerful delegation who are very involved in IT's issues. House Member Marilyn Strickland is a member of the Transportation Infrastructure Committee on the House side, Senator Murray, if she were to win reelection, will be in position, if the democrats retain the majority, to be offered the chair position on the Senate Appropriations Committee. Learn said that Murray would likely take the position if all those things fall into place. Many would argue that the Senate Appropriations Committee is probably the most powerful committee in Congress, which is awesome for Murray and IT, potentially.

Learn said the current Administration is pro-transit and sees transit as a major pillar of their Climate Action Plan, and GTH has been engaged there. GTH works in D. C. with prominent public transportation trade associations, such as APTA and the Bus Coalition. Learn said perhaps in 2023, we'll see the return of those legislative conferences the ITA likes to attend.

Learn said the pandemic had a huge impact on transit. Congress and the Administration reacted to the pandemic and it's still impacting some things in the sense of the way we do business. The Administration is primarily still virtual, and it's really difficult to get into the administrative buildings in D. C. Congress has a more complicated process - you can go in, but you have to get an appointment, and somebody has to come get you. That will eventually change because of the nature of Congress and our Democracy.

Learn said Congress over the last several years and certainly the last year has acted to help transit and there's been a couple of new pieces of legislation to that effect and it's provided more resources. The Administration is very pro-transit and Congress, and the Administration are a long ways away from the days that we fought and debated whether transit set aside of the gas tax would actually exist anymore - we're beyond those debates.

The Cares Act and the American Rescue Plan provided a lot of funding. Congress and the Administration stepped up to help us in our time of need, our grants and appropriations issues continue to increase with continued increases in the bus accounts over the last several years. We exceeded what was stripped out in MAP 21. That took a lot of work. The Bus Coalition and APTA were both very helpful. We've been aggressive in pursuing funds with several wins, including a total of over \$27M for the Pattison facility as well as other pass-through funds and competitive federal funds through our RPO. We're excited to see a milestone on November 10 for the Pattison Street facility and how the ITA planned and shaped the project.

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GTH continues to evaluate and seek grant funding in other areas such as alternative fuels, and bus rapid transit light. Grants are important and this Administration comes with the emphasis on climate impacts and servicing underserved areas. The Administration and the Congress realize that on a national basis, transit agencies are working to serve the ridership in a cost-effective way, so it's always challenging to change a system overnight.

From the FAST Act levels, if you include the supplemental appropriations, we saw for transit over the last several years approximately an 83% increase over those FAST Act authorizations. The Bill also increases funding on multimodal programs like raise and infra and those aimed at alternative transportation, safety, air quality, alternative fuels resiliency, and there's a new program, an addition to the transit program for seniors and those with disabilities, which transit can certainly tap. The other big piece of legislation we've seen over the last year is the Inflation or Reduction Act. This was signed on August 16, 2022. GTH was fighting for even more traditional transit funding, but the Bill was significantly pared down. It did provide tax credits and incentives on clean vehicles and alternative fuel infrastructure, as well as focus on neighborhood access and equity grants, which falls into their two main pillars we see from this Administration on transportation issues.

Finally, on the funding issues, we are in the second year of congressional earmarks being back as the House calls them Community Project Funding and the Senate congressionally directed spending. Our current budget is under a CR, and the fiscal year ends on September 30, but they do a CR to continue the government as they debate what the final federal budget will be in the current CR's through December 16.

Learn said the process has been pretty light on transit because as far as the earmark process, it's revived process primarily because of the federal funding that has come through COVID and then some of the Bill grants have been substantially increased. However, the Authority and working with Freeman-Manzanares and her staff, IT has been designated in the preliminary Bills this year, for a little over \$1.8M for the Zero Fare bus stop access improvements, which will upgrade 160 frequently used bus stops on our system on our zero fare, and to go back to how transit has been sort of light in the year marks process as it's been revived the last two years, only three projects for Washington were in the House Bill and two in the Senate from Washington on transit.

GTH is working with IT staff, and our delegation and FTA know our issues and sometimes new ones pop up from time to time. GTH interacts directly with the Congressional staff and FTA on issues and have a dialogue with them. GTH gets senior staff to visit and talk about transit issues and issues at Intercity Transit.

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Learn said compliance issues have been popping up here and there and GTH is working with Freeman-Manzanares on some that have been moving larger like Buy America requirements and the FTA on waiver processes and issues as well as getting congressional allies involved or interested.

- B. Surplus Vanpool Vehicle 2620.** Procurement Coordinator, Katie Cunningham, presented Vanpool Vehicle No. 2620 as surplus. 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.

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.

**It was M/S/A by Melnick and Sullivan to declare Vanpool Vehicle 2620 as surplus.**

- C. Zero Emissions Analysis Contract.** Procurement Coordinator, Katie Cunningham, presented a contract for a Zero Emissions Analysis. 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

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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.

**It was M/S/A by Melnick and Vazquez to 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.**

- D. Village Vans Update.** Director of Operations, Emily Bergkamp and Village Vans Supervisor, Izi Lemay provided an update on the Village Vans Program. Bergkamp said the Village Vans Program is a two-part program. The California Association for Coordinated Transportation contacted Freeman-Manzanares because they heard about Village Vans as a way that we could also recruit Operators. Many times, Village Vans volunteers have gone on to becoming Operators at Intercity Transit or other employment in other areas. Statistics show that volunteering increases chances of employment which is a big part of what Village Vans does as a workforce development program.

The California Association for Coordinated Transportation wanted to know what IT was doing to recruit Operators. They were curious about the synergy we've had between Operator recruitment and Village Vans. Bergkamp explained IT hires for customer service skills. However, back in the '80's IT primarily hired individuals who just had a commercial drivers' license, however, realized that not everyone who has a commercial license enjoys providing customer service. We changed the skill set needed to be a successful Operator. We learned that if people come with soft skills in customer service, they can be taught the technical skills of driving a bus. IT focuses on transit as a career with an excellent benefits package. Currently, IT has a great Operator recruitment campaign going on with an excellent video featuring many of IT's newer Operators who joined over the past three years.

Councilmember Vazquez asked if Intercity Transit has any part-time positions available. Bergkamp said IT does not currently have a part-time option. Transit agencies are struggling to find part-time employees. IT has talked about what it would take to get to this point, however, transit schedules are full timer challenging.

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Bergkamp said IT advertises Operator recruitment in all the usual places and works closely with Work Source, County Chamber hot jobs list, Pacific Mountain Workforce Development Council, JBLM and outreach to commercial driving schools, the bus headway signs and government jobs.

Bergkamp explained the Operator training timeline and things IT offers people as they wait to start Operator training. Candidates apply for the position and if they meet the requirements, they take a video customer service test specifically geared towards public transportation and common situations that arise. IT is looking for candidates to be able to show their ability to make decisions in the moment to the best of their ability. While people are wading through this process which can take a while, we offer temporary jobs as an interim option. We offer temporary vehicle cleaner positions. We offer a fully paid eight-week training cycle and have suggested Village Vans for unsuccessful candidates. It's an opportunity for individuals who haven't interviewed in a long time or may not interview well or need help with application materials. This is the Nexus where Village Vans can help. They might be a really stellar candidate, and we'll suggest they reach out to the Village Vans staff to consider volunteering in the program

Lemay explained how IT works with the unemployed or underemployed, giving them a boost towards their next career. They receive one-on-one mentorship working on their resumes, cover letters, and practice interviewing. They also get connected to other community resources as well as networking within Intercity Transit. Lemay explained the driver training program which is on the job training and also work with SPSCC and work source to develop shorter term, more extensive internships. Village Vans drivers provide a stabilized transportation service that supplements fixed route for people who have a difficult time accessing fixed route because they live too far away from a bus route, but are still within the Village Vans service area, or their commute would be over an hour long – this often applies to parents who have to make a daycare stop on their way to work or school.

Bergkamp said Village Vans was founded in 2002 and has been awarded multiple federal competitive funds – both operating and capital expenses. Operating funds were used to fund 50% of the staff time to administer the program and capital funds were used to purchase 50% of the vans used in the program.

Village Vans was only one of 16 agencies awarded an innovative transit workforce development grant in 2015. The total federal grant funding secured for the program totaled nearly \$1M. A study from 2013 from the Office of Research and Evaluation Corporation from National and Community service found that after controlling for demographic variables, they found that volunteering was associated with 27% higher odds of employment, statistically significant at the 99.9% confidence level. The association between volunteering and employment had the strongest effect on individuals without a high school diploma or equivalent, and individuals who live in rural areas. They found the relationship between volunteering and employment

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is stable or was stable at that point in time across gender, race and ethnic categories. Age time, metropolitan statistical area and unemployment rate. It is very difficult to recruit volunteers because people are looking for paid employment.

Lemay touched on Poverty Competency. There's a 2-day intensive course offered at the Beagle Poverty Immersion Institute out of Portland, Oregon that provides a grounded understanding of poverty and what we can do to successfully assist people in moving out and staying out of poverty.

Bergkamp reviewed statistics. Intercity Transit has hired 41 Village Vans Volunteers since 2002, and 25 of these volunteers still work at IT including 22 Operators. Fifty percent of all volunteers from 2019 to 2021 have been hired on at Intercity City Transit in some capacity.

### **Village Vans Volunteer State - Employment Hires Since 2019:**

- 2019: 21
- 2020: 19
- 2021: 7

### **Employment with Intercity Transit:**

- 2019: 11
- 2020: 4
- 2021: 4

### **Employment in Transportation Field:**

- 2019: 16
- 2020: 2
- 2021: 2

### **Village Vans Passenger Trips:**

#### **2019 Trips**

- Work Support: 3,708
- Daycare Stops: 1,640
- School or Training: 952

#### **2020 Trips**

- Work Support: 1,892
- Daycare Stops: 1,378
- School or Training: 450

#### **2021 Trips**

- Work Support: 1,292
- Daycare Stops: 128
- School or Training: 226

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Community Partners directly support:

- Coordinated online resource referrals
- Ongoing coordination meetings
- Scheduled resource fairs to educate client-based programs to ongoing resource development
- One on one referrals to address access by clients and employers
- Joint marketing and outreach crossing program boundaries
- Direct referral and placements

Outreach and marketing of the Village Vans Program is ongoing. Outreach is targeted towards low-income community members seeking or sustaining new employment or those encountering transportation barriers related to employment. Outreach consists of career fairs, development and distribution of program materials, weekly and monthly meetings with strategic partners and recruitment interviews and referrals of potential new volunteers or participants. Ongoing website updates related to Program operation and services and through our strategic partners is part of the coordination and communications supporting the partnerships.

Bergkamp reviewed the online application form for interns or volunteers which is helpful at job fairs. People can fill them out right away instead of just giving them our brochure and watching them walk off and wonder if they're ever going to think about Village Vans again after that interaction. We can have a laptop there and help them apply.

Bergkamp shared success stories of current Intercity Transit employees who started out in the Village Vans program – Grant Stevens who went from volunteer to Operator and then to DAL Dispatcher; and Izi Lemay who went from volunteer to Operator and then Village Vans Supervisor. Bergkamp then shared passenger success stories (Jennifer and Kim).

- E. Community Advisory Committee Application Selection.** Freeman-Manzanares said in response to the CAC recruitment, ten applications were received to fill five vacancies for 3-year terms and one 1-year youth vacancy. The Authority is asked to review and select the applications for the interview process.

The interviews will be held the afternoon of November 2. The panel is expected to make a recommendation to the Authority at the December 7 meeting.

The interview panel consists of Board members Debbie Sullivan, Don Melnick and Justin Belk and Sue Pierce volunteered as an alternate. CAC members are Ty Flint, Eliane Wilson and Walter Smit with Ursula Euler and Lloyd Peterson as alternates.

Belk said he is unable to attend the interviews due to a conflict and defers to Pierce if she's able to serve in Belk's place. Pierce can attend.



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**It was M/S/A by Melnick and Sullivan to interview all ten applicants.**

**COMMITTEE REPORTS**

**Thurston Regional Planning Council (Oct. 7):** Sullivan said TRPC received a briefing on the LOTT Reclaimed Water Study.

The Council reviewed the 2023 Legislative Priorities with Karen Parkhurst, and the priority lists 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](https://www.trpc.org/DocumentCenter/View/11348/A7_2023-State-Legislative-Priority-Issues)

Senior Planner Veronica Jarvis provided an update on the School Walking Route Mapping Project and the Commute Trip Reduction (CTR) at Joint Base Lewis McCord. Sullivan felt the update on the CTR was disconnected from Intercity Transit and she would like to follow up on this.

Marc Daily provided an update on Commercial Aviation Coordinating Commission.

**Transportation Policy Board (Oct. 13):** Belk filled in for Melnick. Belk said the topic of the airport came up and the conversation went from seemingly nothing to something very serious to consider. Belk believes there's more to come as far as the Transportation Policy Board and TRPC staff to providing more of an update at the next TPB meeting.

There was an update on the Martin Way Corridor process and TRPC came to us a while back, and this presentation is much of the same nature on the Martin Way Project, except it was a step forward. When they came to us a while back, that online survey was still live and they were having their online public open house, so based on the feedback from that and other inputs the steering committee came with a recommended vision for Martin Way. There were different land use scenarios they were looking at and the steering committee is landing on the nodal focus with focus on affordable housing with a few nodes along the corridor, and then the transportation aspects broke it into two parts. Short-term being moderate improvements, cost effective but high

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impact improvements at certain locations to help all modes. In the long term, recognizing that they need to set the foundation for what they called mighty improvements, which was more transformational for the corridor like Business Access transit lanes for buses and other big-ticket items.

TPB received the same update on the six legislative priorities.

The final agenda item was discussing the process to break ties for projects for the 2022 Call for Projects. In this scenario, all these great projects that were submitted to TRPC there's a need for a tie break and they were just feeling out the Transportation Policy Board on how they would break such a tie. They talked about a simple vote, they talked about pairwise and they talked about ranked choice. Pairwise is described as more of a head-to-head competition between each project and, depending on the nuances of that head-to-head, projects would be scored accordingly. Bring to choice is a different way to get to that same kind of nuance. Everyone would vote for their first choice, their second choice, their third choice, and then through the process, then weighting everyone's choices accordingly. The TPB landed on ranked choice as their preferred method to break any ties, but with the acknowledgement they'd like to be able to discuss the projects.

**Community Advisory Committee (Oct. 17):** Raymos said the CAC received a review of the 2023 Draft Budget, and a presentation on the Village Vans Program. The CAC conducted nominations for Chair and Vice Chair – Walter Smit remains the Chair and Jihan Grettenberger remains Vice Chair.

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

Regarding the 2022 OTC pedestrian improvement budget items, staff will request an additional \$100,000 be added to that project budget to complete the work on that site. Staff continues to work with engineers to define the scope and cost related to bringing the 29-year-old facility fully up to standard. Staff is focusing on the final corner that has yet to be redeveloped at Washington and Olympia, ensuring good pedestrian and ADA access, as well as dealing with several other areas that are showing their age and potentially negatively impacting pedestrians and those utilizing mobility devices. In the interest of full transparency and rather than coming back in mid-2023, since we're getting the information now, we want to highlight that request and incorporate it into the 2023 budget and seek approval at the December ITA meeting.

Freeman-Manzanares thanked the Authority and Community Advisory Committee members who volunteered to test the new CAD/AVL "MyStop" application. Many staff members in the organization are working to make sure it is ready to be released to riders in the next couple of months. We're advertising "MyStop" in the November Rider News with a link to a video that provides instruction on how to use the app. The link will soon be available at [intercitytransit.com/mystop](https://intercitytransit.com/mystop).

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Since 2004, the Authority has granted a total of 86 surplus vanpool vehicles to nonprofits and governmental entities serving the community. The Authority awarded 15 vehicles in 2021, which was a huge number for IT; 7 vehicles in 2020; and 4 vehicles in 2019. It's a wonderful tradition to grant vans in December and hear from the grantees and their inspiring stories in January. Unfortunately, this year is the first time since 2008 that we do not have surplus vanpool vehicles eligible to use in this way. The surplus vanpool vehicles we have are federally funded and are not eligible to be surplus and used in this manner.

Freeman-Manzanares gave a huge shout out to Jonathon Yee, Jessica Gould, and Thera Black, for diving into the alternative fuels world and gathering a tremendous amount of information, developing many relationships and helping IT move forward in a holistic and thorough way with this project. It has been amazing and years in the making. We have been working in partnership with Pacific Northwest Laboratories, WSU, utility companies and many associations. Staff submitted a response to a Request for Information from the Department of Energy's Hydrogen Energy Earthshot in July of 2021 so they would know of our interest and make sure to further connect us throughout this alternative fuels space. This was not an easy RFI to respond to, but we're currently considered a competitive part of the Pacific Northwest Association's request for information for the development of hydrogen in the Pacific Northwest. We submitted that application in August 2022 and had a follow up interview on October 10 and continue to stay connected. In addition to those efforts and in preparation for the completion of alternative fuels analysis, we submitted pilot opportunity grants to the state Regional Mobility Grant Program as well as the Green Transportation Grant Program for both vehicles and infrastructure.

Staff is working on the Grand Opening of the Pattison Street facility which will take place on Thursday, November 10 from 2 to 4 p.m.

**AUTHORITY ISSUES - None.**

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:20 p.m.**

**INTERCITY TRANSIT AUTHORITY***Clark Gilman***Clark Gilman, Chair****ATTEST***Patricia Messmer***Pat Messmer****Clerk to the Authority****Date Approved: November 2, 2022**

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