

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 21, 2023
5:30 P.M.

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

Toll Free: (844) 730-0140 / Phone Conference ID: 786-658-299#

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

- | | | |
|-----------|--|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT | 5 min. |
| 3) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
| | A. Minutes – May 3, 2023, and May 17, 2023, Regular Minutes | |
| | B. Payroll May: \$3,179,524.71 | |
| | C. Accounts Payable May: \$3,160,157.11 | |
| | • Warrants: \$3,150,503.93 | |
| | • ACH Payments: \$9,653.18 | |
| 4) | NEW BUSINESS | |
| | A. Bicycle Commuter Challenge Results (<i>Duncan Green</i>) | 15 min. |
| | B. Consultant Services ERP/ETMS Analysis (<i>Jeff Peterson</i>) | 5 min. |
| | C. Martin Way Park & Ride Direct Access Project Update (<i>Eric Phillips</i>) | 25 min. |
| | D. Martin Way Park & Ride Direct Access Construction Contract Increase with Tapani, Inc. (<i>Eric Phillips</i>) | 5 min. |
| | E. Martin Way Park & Ride WSDOT Facility Use Agreement Update (<i>Eric Phillips and JoAnn Schueler</i>) | 20 min. |
| | F. Authority Citizen Rep Recruitment (<i>Emily Bergkamp</i>) | 5 min. |
| | G. CAC Fall Recruitment/Select Ad Hoc Committee (<i>Emily Bergkamp</i>) | 5 min. |
| | H. Cancel the July 5, 2023, ITA Meeting (<i>Emily Bergkamp</i>) | 5 min. |
| 5) | COMMITTEE REPORTS | |
| | A. Transportation Policy Board (June 14) (<i>Don Melnick</i>) | 5 min. |
| 6) | INTERIM 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).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 3, 2023

CALL TO ORDER

Chair Gilman called the May 3, 2023, 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; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Carolyn Cox; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess; City of Lacey Councilmember Robin Vazquez.

Staff Present: Emily Bergkamp; Eric Phillips; Jonathon Yee; Peter Stackpole; Dena Withrow; Steve Krueger; Michael Maverick; Pat Messmer; Nicky Upson; Ramon Beltran; Daniel Van Horn; Brian Nagel; Zach Heinemeyer; Drew Goffeney; Jason Agüero; Jana Brown; Nick Demerice.

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

STAFF INTRODUCTIONS

A. **Alysia Bean, HR Specialist** (*Alana Neal*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

A. **Capital Asset Surplus Property.** Procurement Coordinator, Katie Cunningham, presented capital assets as surplus. As Intercity Transit enters the next phase of construction staff will soon begin to decommission and recycle or dispose of several Maintenance facility components which are surplus to our needs. For items that are feasible for use by others, Intercity Transit will work with Ehli Auctions, our contracted auctioneer, to conduct a competitive on-line public auction to achieve the highest rate of return. The total value of the items listed in Exhibit A is estimated at \$8,300.

It was M/S/A by Melnick and Pierce to declare capital assets as surplus with a total value of \$8,300.

- B. Cybersecurity Update.** Jason Aguero, Chief Information Officer, gave an update on the progress IT is making around improving the agency's cybersecurity posture. Aguero said that cybersecurity is a hot topic around the country. He said in 2020, the pandemic forced us to transform the way we work and changed where we work. We went from a traditional onsite environment to a full-time remote workforce, and that's one of the things that caused us to reevaluate the ways in which we use technology and made us focus on how to protect our technology and data assets. Now we put cybersecurity at the forefront of everything we do.

Cyber threats are all around us and increasing. In 2021, 6.3 million notices were sent out to Washingtonians who were affected by data breaches. In 2022, there were 4.5 million. The ratio between how many Washingtonians versus how many notices are sent out is approximately 7-8 million people.

In 2020, several Washington state agencies were hit with a cyber incident and then just this year in Western Washington there was a major medical chain that were shut down for a couple weeks all through Tacoma. Just last month Pierce Transit received a major cyberattack, putting them down for a couple of weeks, and they're still recovering today. Those are only a few examples that are really close to home, and so Intercity Transit's journey began.

In 2021, the first step we took was to hire a cybersecurity program manager with specific goals in mind, one being to create a cybersecurity policy and then double down on our cybersecurity awareness training. We also increased the monthly assessment around our most vulnerable and common attack vector, which is email. We're only as strong as our weakest link and in the cybersecurity world, that is the users of the systems. It takes one person to click on a link and let the bad actors in. Lastly, we started assessing our environment to determine how we are doing.

Aguero said the Department of Homeland Security defines cybersecurity as the art of protecting networks, devices and data from unauthorized access or criminal use and ensuring confidentiality, integrity, and availability of information and in the cybersecurity world it's known as CIA triad. For Intercity Transit, we broke it down into pieces:

- Senior Management provides a clear direction on how to address cybersecurity.
- All departments identify their valuable information assets and the technology used to handle it.

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- Cybersecurity staff assesses the risk of all information and develops policies to encourage secure use.
- IS staff implement reasonable controls to automate security because we can't be awake 24 hours a day trying to keep protection.

Aguero touched on the most important highlights of what Intercity Transit has done to date, because there are a ton of behind-the-scenes actions that he won't address today.

We engaged cybersecurity experts, one of them being the nationwide Cyber Security Review who is sponsored by our federal counterparts from CISA. We engaged AON CyQu through WSTIP. That was a competitive arrangement that went out through an RFP and they ended up with Aon CyQu. They came out and took an extensive look at our environment.

Aguero reviewed our report card from those reviews. The NCSR result was a 1.8 out of 7 maximum score possible. When we did this assessment, everything was done informally, and we were not able to score anything higher than a 2 without a cybersecurity plan. When we did this assessment, we did not have a security plan, however, we did learn some valuable information about remediations that we can take. We further engaged our federal counterparts on a weekly basis still today.

Aguero shared the timeline from 2020 to today, and through the hard work and leadership of our IS team, today we have 0 vulnerabilities, 0 vulnerable host and 0 of medium high.

Aguero talked about the WSTIP Pilot Project that was our second assessment. WSTIP went out for an RFP and hired Aon and their goal was to help reduce risk among the membership when it comes to cybersecurity. They were looking for five agencies to pilot this new program and Intercity Transit volunteered. This involved an assessment and a look at our environment and obtaining recommendations and remediations, and WSTIP gave us a \$15,000 grant to help with some of those remediations. We did the assessment looking at several categories like remote work, access control, network security, physical security and when we did this assessment, we did not have a cybersecurity plan and that was a big contributor to our score to 1.9 out of 4 maximum points that could be achieved. Putting it all together with two assessments we were unable to achieve higher than a 2 and this masked all of the efforts that the IS team was doing on the back end to secure our assets. We look forward to another assessment in the future to see exactly where we're at.

On February 15, 2023, Freeman-Manzanares enacted our cybersecurity policy that was in the making for the past two years, that included a review by attorney. Recently, we conducted a tabletop exercise where staff from Department of

Homeland Security conducted a cyber incident for our agency and went through scenarios that were real life tailored to our business. While we were doing that, there was a third-party observer which was not part of the exercise - cybersecurity experts from Aon who were taking notes and going to give us feedback about how we did in their eyes. We had one other person that was not part of the exercise but was part of our organization who took notes, and we're going to take those two pieces of information, communicate back with our federal counterparts and that's the next steps in this process to put together recommendations.

Aguero said next steps include filling the vacant cybersecurity program manager position as Shem Sargent left the agency; working on the Aon remediations as a result of our assessment; take next steps from our tabletop; and Public Transportation Agency Cybersecurity Plan, we will take next steps because there are actions we need to take from that policy and one of them is to create a standards document so our cybersecurity plan is the "what's important" and our standards document is the "how do you keep the what's important safe."

We'll continue to build on the resilience of our infrastructure and that's an everyday thing for IS, keep training staff and build a culture around cybersecurity in the agency because the most vulnerable attack vector is our people, and last is our cybersecurity insurance which has been hard to acquire. Underwriters ask a ton of questions. Going through this process makes us knowledgeable of our environment and makes those questionnaires as they come through a lot easier.

INTERIM GENERAL MANAGER'S REPORT

Duncan Green reported 135 people participated in the Earth Day Market Ride Saturday, April 22, which is the kick-off event for the May Bicycle Community Challenge. The current May Bicycle Community Challenge activity shows 287 riders have logged 4,219 miles.

Intercity Transit attended two hiring events this week. SPSCC hosted a Career Day which brings together a variety of local employers to share career and internship opportunities, recruit employees, and share information about their businesses. It's a free event open to the community. JBLM hosts brown bag hiring fairs every Wednesday, which staff attended today. Service members, Military Spouses, and all other Department of Defense ID Card holders get to meet a variety of employers who are actively hiring. Attendees build their professional network and benefit from a supportive environment to help them find their next career.

Interviews for the next Operator Class 23-03 took place this week. This group will start their Intercity Transit careers on June 5. We are hoping for a class size

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of about 13. Special thanks to Interim Operations Director Dena Withrow, Cameron Crass, Fixed Route Manager, Kevin Karkoski, DAL Manager and Hannah Toulme, Human Resource Specialist for all their work on the hiring process and interviews.

Intercity Transit participated in the pilot study of "SHIFT Onboard." SHIFT stands for "Success and Health Impacts For new bus operators during **Onboarding**." It is an enhanced training and support program for new bus operators during their first year on the job. It involves group activities and discussion during operators' initial training period, followed by collaborative and supportive online challenges. Online challenges include setting health and job success goals, tracking goal progress and job satisfaction, and completing short training topics on health and job success. They provide the opportunity for Supervisors to receive training to continue supporting the health and wellbeing of our Operators. Research professionals from the program will provide an update to staff Friday and invite them for a board presentation in the future.

April 26 was Administrative Professionals' Day and it's a perfect reason to be thankful. A big shout out to our Administrative Professionals, Pat Messmer, Amanda Collins, Mike Serrienne, Tyler Huey, Noelle Gordon, and Taylor Slobojan. Thank you for consistently keeping us organized and creating a network of support for all staff to thrive in.

Bergkamp gave a big shout out to Jonathon Yee for diligently working with the staff of Center for Transportation and the Environment (CTE) to identify a good date for a Board workshop to learn about the status of CTE's work on Intercity Transit's Zero Emissions Transition Plan. Yee and Clerk of the Board, Pat Messmer will continue to poll the Authority and staff to find a date and time that works for everyone.

Currently, one date stands out - June 20. However, there are a few Board members who are unable to attend on that date. Bergkamp asked the Board what they thought about the possibility that not all Board members will be able to attend and presented the option of sending an alternate if they are available. The Authority asked staff to conduct another poll for at least one more date in an attempt to get as many Board members in attendance.

AUTHORITY ISSUES

Belk reported on the second GM Recruitment Committee meeting held Monday, April 24. The Committee began to review materials that will be put into use, beginning with the position description and laying out all of the roles and responsibilities for the new General Manager. The Committee reviewed proposed outreach material, both external and internal, to help align the values of the community and staff. Once those are finalized, the Authority and the

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public will be able to respond to that kind of outreach, probably in June. Another item discussed was salary. The Committee reviewed the comps of other transit agencies of similar size in Washington as well as local agencies in Tumwater, Olympia and Lacey.

Sullivan said Duncan Green provided a presentation to the Tumwater City Council and the City of Tumwater presented Intercity Transit with a Proclamation for the Bicycle Community Challenge.

Cox said the City of Lacey is close to hiring a new City Manager, and she reminded everyone that road construction season is upon us, which likely will impact transit to some degree.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:31p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 21, 2023

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

**EXHIBIT A
 CAPITAL ASSET SURPLUS - MAY 2023**

MAINTENANCE BUILDING - FIXED ASSETS				
ITEM	DESCRIPTION	MODEL # / SERIAL #	QTY	EST. FAIR MARKET VALUE
1	MEZZANINE EQUIPMENT	STORAGE AREA STRUCTURE	1	\$200
2	GROUNDS SWEEPER - TENNANT	385-7515	1	\$2,000
3	POSI-LOCK TRAMWAY	NA	1	\$300
4	POSI-LOCK TRAMWAY	NA	1	\$300
5	VEHICLE WASHER	NA	1	\$1,500
6	VEHICLE WASHER	NA	1	\$1,500
7	REVERSE OSMOSIS UNIT	NA	1	\$500
8	AIR CONDITIONER (SERVER ROOM)	MISTUBISHI M-SERIES	1	\$2,000
TOTAL ESTIMATED SURPLUS VALUE				\$8,300

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 17, 2023

CALL TO ORDER

Vice Chair Belk called the May 17, 2023, 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: Vice Chair and Citizen Representative Justin Belk; Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: Chair and City of Olympia Mayor Pro-Tem Clark Gilman.

Staff Present: Emily Bergkamp; Eric Phillips; Jonathon Yee; Nicky Upson; Daniel Van Horn; Pat Messmer; Ramon Beltran; Jessica Gould; Steve Krueger; Jana Brown; Michael Maverick; Peter Stackpole; Nick Demerice; Dena Withrow; Brian Nagel; Zach Heinemeyer; Joy Gerchak; Kellin King.

Others Present: Jeff Myers, Legal Counsel; Jihan Grettenberger and Ursula Euler, Community Advisory Committee.

STAFF INTRODUCTIONS

A. Kellin King, Customer Service Rep (*Joy Gerchak*)

APPROVAL OF AGENDA

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

PUBLIC HEARING

A. 2024-2027 Transportation Improvement Program (TIP). Grants Administrator, Jessica Gould said the public comment period was open between April 20 and May 17, 2023, with notice being published in the Olympian and promoted on social media, the agency's website, and a news release in the May Rider News.

Nine public comments were received, however, only two were specific to the TIP. The other comments were focused on service planning and suggestions for improvement. All comments were compiled and included for the Authority's consideration. Following this hearing staff will come back to the Authority on June 7 with a recommendation to adopt the draft TIP. After the TIP is adopted, staff will submit the TIP to the Thurston Regional Planning Council and the Puget Sound Regional Council. Intercity Transit's projects will be included in their Regional TIP's

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and move forward into the Statewide TIP, which is expected to be adopted in early January of 2024.

Vice Chair Belk opened the public hearing at 5:39 p.m.

With no one from the public giving testimony, Vice Chair Belk closed the public hearing at 5:39 p.m.

PUBLIC COMMENT

Ursula Euler, Olympia, WA. Euler is a member of the Community Advisory Committee, however, tonight she spoke as a citizen of Thurston County and a volunteer for various aviation related groups. Euler said this week the Governor vetoed a large section of House Bill 1791 pertaining to the aviation expansion work. The interpretation by many, although the Governor didn't say specifically, is a move to exclude any possibility of a new mega airport or new greenfield airport anytime soon. The Governor didn't specifically say that but said his reasoning for the veto is about how important it is to first look at capacity of potential and existing facilities at existing airports. Euler said this opens the door for public transportation discussions. Large portions of Bill 1791 were struck, but the voice to introduce a rail service for example, is becoming louder, and she doesn't know the viability of solutions, but it did prompt a thought in her mind having lived in Europe where there are extensive rail systems and rail services available. Here in the United States, the first step is to always introduce bus service. If the public starts using bus service, that is a good sign that rail service might be a good next step. Bus service would be a first step to rail service.

There are more funds available through the Climate Commitment Act through the Capital Trade Program for local jurisdictions. She suggests Thurston County continue to think about better bus service north of Thurston County, including an HOV lane or a bus dedicated lane between Olympia and Tacoma. These might be a new and better opportunity to rethink and bring that in front of the legislature again.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Minutes - April 5, 2023, and April 19, 2023, Meetings**
- B. Payroll April: \$2,922,752.89**
- C. Accounts Payable April: \$2,251,296.14**
 - Warrants: \$2,238,730.75
 - ACH Payments: \$12,565.39

NEW BUSINESS

- A. Resolution 01-2023 End Universal Vaccination Requirement.** Bergkamp presented Resolution 01-2023 for adoption.

In the wake of the Governor's proclamations concerning the COVID-19 emergency, the Authority recognized the COVID-19 public health emergency granted explicit rights to the General Manager to take steps to protect and safeguard public health, safety, and welfare, including the health, safety and welfare of Transit passengers and employees. The Governor issued proclamations requiring state and educational system employees be vaccinated. These proclamations were intended to promote universal vaccination of state and school workers to safeguard the health and safety of such workers and those who come into contact with them.

Intercity Transit shared many of the underlying concerns that were addressed by a universal vaccination requirement for its employees and volunteers. Intercity Transit provides essential transit services to the public and community, which was threatened by the increase in cases among its staff. To maintain staff levels necessary to provide basic services, the General Manager requested Board approval to follow the State's lead in implementing work rules that established a universal vaccination requirement for employees and volunteers of Intercity Transit. On September 1, 2021, the Intercity Transit Authority Board passed Resolution No. 03-2021 titled, "Universal Vaccination Requirement." This initiated Intercity Transit's COVID-19 Vaccination Requirement Policy as a condition of employment on October 29, 2021.

The Department of Health and Human Services declared the federal Public Health Emergency for COVID-19 expired effective May 11, 2023. In alignment with the ending of the national public health emergency, the Governor rescinded Directive 22-13.1, May 11, 2023, ending the COVID-19 vaccination requirement as a condition of employment for executive cabinet and small cabinet state agencies. Following this example, with the end of the national public health emergency, the end of COVID-19 vaccination requirement as a condition of employment for executive cabinet and small cabinet state agencies, and guidance from Thurston County Public Health on the status of COVID-19 locally, the Interim General Manager requests the Intercity Transit Authority to consider discontinuing its COVID-19 Vaccination Requirement Policy.

Before officially ending the requirement, the Intercity Transit Authority needs to repeal Resolution No. 03-2021. Following that action Senior Management will update existing policies and procedures to reflect this change.

Intercity Transit employees will continue to be eligible for a \$200 stipend for COVID-19 boosters they receive. To date, about 70% of employees have received at least one booster since receiving the initial vaccine.

It was M/S/A by Vazquez and Mejia to adopt Resolution 01-2023 ending/repealing Resolution 03-2021 Universal Vaccination Requirement.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (May 5):** Sullivan said TRPC approved the Executive Director's annual evaluation, and Marc Daily scored well. He was presented with a one-time bonus which fits in with the criteria of approximately 3.5%.

The Council approved the State Fiscal Year 2024 Indirect Cost Proposal.

Daily provided an overview of a new position classification – Planning Manager. Planning and Policy Director Karen Parkhurst is retiring and they created this new position that will focus on supervision, mentorship and project/program management and other parts of the management team.

The Council discussed the State Fiscal Year 2024 Unified Planning Work Program. The Work Program is a requirement to receive federal and state planning funds and consists of six parts: Program management, project programming and tracking, ongoing planning and outreach, data collection, analysis and forecasting, major initiatives, and contingency and carryover. The Council will take action on June 2. The full presentation can be found here: [PowerPoint Presentation \(trpc.org\)](#)

The Council received a legislative update from Karen Parkhurst. Full presentation: [2023 State Legislative Session \(trpc.org\)](#)

- B. Transportation Policy Board (May 10):** Melnick said Marc Daily announced Parkhurst's retirement who has been an amazing resource and will be a tough act to follow.

The Board received an overview of the Carbon Reduction Program (CRP). TRPC has about \$500,000 annually in CRP funding to program out between 2022 and 2026. The Board will act on a recommendation to TRPC at the June 14 meeting.

The Board received an update on the Martin Way Corridor Study. This is a joint planning effort between TRPC, Thurston County, IT and the cities of Olympia and Lacey. Things are not proceeding as rapidly as hoped. Melnick took the opportunity to mention that IT's bus rapid transit prototyping is occurring on Martin Way and is going well, and we're very hopeful things that are

contemplated for Martin Way which enhance our ability to provide service do show up. There seemed to be some angst in some quarters that maybe some sort of a separate sub-organization should be created within TRPC to oversee the corridor improvement, and Melnick thinks there's some challenge as it runs through different cities and there are different views of what ought to happen, but nothing was decided about that.

- C. Community Advisory Committee (May 15):** Jihan Grettenberger reported the members discussed conducting hybrid meetings and it was decided a more formal process such as a survey/poll will be conducted to help make a final decision. She knows from a previous meeting it was very important to have a hybrid meeting to increase accessibility, knowing that people have transportation barriers, health differences that may prevent them from being able to attend.

INTERIM GENERAL MANAGER'S REPORT

Bergkamp said the Community Advisory Committee met Monday, May 17 and the members discussed conducting hybrid / in-person meetings. Amanda Collins will put together a formal poll to capture all CAC members' preference. Bergkamp noted it was also discussed possibly holding CAC meetings at the OTC2 because several members felt it would be easier to meet there because many ride the bus and it would eliminate transfers.

Bergkamp took a moment to honor the dedication of all Intercity Transit employees throughout the pandemic the past three years. This time wasn't easy for anyone, but we never wavered in our dedication to providing quality public transportation for our community. Although it was a team effort, she will be forever thankful for the frontline workers who showed incredible bravery and courageousness each day during the pandemic. They continued showing up for us in our community, driving, dispatching, providing road support, vehicle and facilities maintenance and kept our work environment clean and transit center safe. Together, we continue to be transit strong.

Bergkamp shared photos provided by Eric Phillips showing the progress at the Martin Way Park-and-ride. Photos included the on-ramp to I-5 and some of the curb and sidewalk amenities where passenger loading will take place and the bus pull through lane. There will also be amenities for Operators such as Operator only restrooms.

Bergkamp reminded everyone participating in the Bicycle Community Challenge or who regularly bike in our community that there are free day use bike lockers at the OTC. Users need to bring their own lock to secure the bike. The lockers are located south of the main covered bus terminal. They are available from 5 a.m. to 11 p.m. and all items need to be removed nightly by 11 p.m. There is also 24-hour live and recorded video surveillance.

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Bergkamp and Jonathon Yee attended the Southwest Washington Regional Transit Partners meeting at Centralia Community College hosted by Twin Transit. The purpose of this meeting was to discuss agency projects, gaps and service, and how we can best collaborate in the coming year. Other attendees included Mason Transit, WSDOT, Cowlitz, Rural and Tribal Transit, plus their contractor, Around the Sound and River Cities Transit.

Bergkamp attended a 30th year celebration on Saturday, May 13 honoring the Amtrak Centennial Station. Also attending were Mayor Sullivan and Commissioner Mejia. Intercity Transit has maintained the Centennial Station since 1994 and IT's Facilities Maintenance team takes great pride in keeping Centennial Station looking her best, but we know the true heroes behind Centennial Station are its volunteers. Centennial Station president and volunteer coordinator William AKA Al Jackson and his team worked tirelessly to open and close the station, provide information, and help passengers at the platform and monitor trains. The volunteers play a vital role in our region's mobility and help connect passengers to IT's local service so they can enjoy all that our community has to offer. Bergkamp gave a shout out to Facilities Manager, Julie DeRuwe and Dean Taylor, Facilities Specialist Supervisor for quickly taking care of issues at the station.

Bergkamp said Authority members are invited to attend the State Transportation Conference, Vendor Expo, and State Rodeo, being held in Vancouver, Washington August 12 through 15. Members interested in attending should contact Clerk of the Board, Pat Messmer.

The Olympia Police Department presented Intercity Transit with a Community Partner Award, and the ceremony was held today. Bergkamp said it was an honor to accept the award on behalf of the many IT employees who work in partnership with OPD to keep our transit system and surrounding community accessible, welcoming, and safe for all. When we call for support, our friends at OPD take action, making sure we get the assistance that best meets our needs, whether it's an officer that shows up, a crisis response unit team member, or Familiar Faces peer. And with our transportation resources and hundreds of eyes on the road each day, we take pride assisting OPD to help those in crisis access, transportation to the support systems they need, and we also help locate missing children and vulnerable adults. IT provides video from buses of accidents and incidents and also provide buses as mobile warming or cooling centers as well as transportation to groups to a safer location when an evacuation is needed. Bergkamp looks forward to being a continued ally with law enforcement from all jurisdictions.

Intercity Transit will operate on a weekend schedule for Memorial Day, Monday, May 29. Customer Service at the Olympia Transit Center will be open from 7 a.m. to 6 p.m., and we encourage anyone who needs assistance planning their trip that day to contact Customer Service.

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Jonathon Yee worked with the Center for Transportation and the Environment staff, and Pat Messmer worked with IT staff and the Authority to identify a date to conduct a workshop to learn about the status of Intercity Transit's Zero Emissions Transition Plan. The workshop will be held from 9 a.m. to 4 p.m. on July 12.

AUTHORITY ISSUES

Hess said the City of Yelm is growing, and he was approached by the Planners from the Public Service Department to discuss access to Tahoma Terra residences, and the availability of bus service to that particular area where apartments are almost completed.

Hess said summer events are coming to Yelm and wanted to know if Intercity Transit could provide bus service to satellite parking to help bring people from the satellite parking to the main events. Thousands of people show up for these events and parking is very limited in downtown Yelm.

Bergkamp said IT is currently focused on restoring service following COVID and trying to determine how much pre-COVID service might be restored specifically in September. However, Bergkamp will bring this to the attention of Rob LaFontaine, Planning Manager, and he can reach out to obtain more information and to see about the possibility of bringing more service to this newly built area in Yelm. His staff tracks population density, etc. Regarding providing service to summer events, Bergkamp will connect with Hess to get more information.

Vazquez said there's been media coverage of the partnership developing between the YMCA, North Thurston School District, and the City of Lacey to build a childcare center and they're looking at a site close to Nisqually Middle School on Marvin Road. It's a good location for building a childcare center and the planning phase now suggests that we would be able to provide slots for preschool for up to 600 kids. There aren't enough childcare centers in the North Thurston School District and estimates are that about 30% of our childcare providers went under during the COVID-19 pandemic. It exacerbated an already very tough situation for families, including military families who live in Lacey. Last week, the City of Lacey held a joint meeting with the North Thurston Public School District, and a question was asked by one of the board members about transportation options. If this gets built it would be a community amenity that would include indoor and outdoor playgrounds and other offerings as well as the slots for childcare. We might want to look at enhancing the transportation support in that particular area. If we see 10,000 families using that space in one way or another it would be similar in terms of the goal for community use like the Briggs YMCA. Vazquez wants to put this on IT's radar now so in four or five years if we end up building the center, are we going to support folks needing transportation so that they can take their kids to their childcare?

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Melnick responded to Euler's public comment about the airport exercise and what the Governor did to the House Bill. Something is happening and that is high-capacity transportation between Olympia and Tacoma. TRPC has an ongoing program to study that and Freeman-Manzanares did a lot to influence how that happened. Even though IT isn't actively involved in it, Melnick thinks TRPC did get some more funds and studies will continue. There is funding for a long-term high-capacity transit system from the north to the south. He doesn't know where that stands, but it is another avenue that will be included in the planning effort that the latest surgically altered legislation will cover.

Melnick referred to the Amtrak celebration and is glad IT was represented there. He has a neighbor who was Chair of the volunteer crew and he expressed concern about the fact they lost 20% of their volunteers during COVID and IT did several things including putting an announcement in the newsletter that Amtrak was in need of volunteers. IT did all they could to help with that situation.

Pierce said she'll be attending the state conference and Rodeo in August being held in Vancouver and said it's two busy days of meetings and the classes are informational, and there's the opportunity to watch the different transit agencies compete in the Rodeo. If you can't attend, there's the Regional Rodeo being held in July locally. David Dudeck and Bill Miller do an amazing job to get that set up and they always need volunteers. Even for just one day, you can volunteer or come and watch. A great way to spend the day outside.

Belk said kudos to everyone who keeps the Amtrak station going. He doesn't get the opportunity to pass through that area very often or as much as he'd like, but it's one of his favorite places in Thurston County. It's important to the community and he hopes we all give it the support it needs to keep going.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Belk adjourned the meeting at 6:31 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 21, 2023

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

**Intercity Transit
Payroll Disbursement List
May 2023**

Pay Periods:

PP 10 (April 23 - May 6)

PP11 (May 7 - 20)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
5/1/2023 ACH	L&I Q! 2023 Payment	216,468.99
5/12/2023 ACH	PR DIRECT DEPOSIT	917,546.56
5/12/2023 37169 - 37172	PR PAPER CHECKS	7,867.55
5/12/2023 ACH	IRS	150,083.01
5/12/2023 ACH	HEALTH SAVING	92.59
5/12/2023 ACH	VANGUARD	127,253.94
5/12/2023 ACH	PERS	216,994.00
5/12/2023 ACH	DEF COMP	34,899.43
5/12/2023 ACH	ICMA	12,752.30
5/12/2023 ACH	CHILD SUPPORT	1,457.21
5/26/2023 ACH	PR DIRECT DEPOSIT	921,344.02
5/26/2023 37268 - 37270	PR PAPER CHECKS	5,886.81
5/26/2023 ACH	IRS	154,891.03
5/26/2023 ACH	HEALTH SAVING	92.59
5/26/2023 ACH	VANGUARD	131,240.89
5/26/2023 ACH	PERS	217,722.31
5/26/2023 ACH	DEF COMP	35,981.76
5/26/2023 ACH	ICMA	13,568.92
5/26/2023 ACH	CHILD SUPPORT	1,547.21
5/30/2023 ACH	AFLAC	11,833.59
Total Payroll Disbursements		3,179,524.71

ACCOUNTS PAYABLE DISBURSEMENT LIST
MAY 2023

Check No.	Reference Date	Vendor #	Payee	Amount
37068	05/02/23	01567	CANON FINANCIAL SERVICES INC.	\$5,174.75
37069	05/02/23	01780	AMALGAMATED TRANSIT UNION 1765	\$20,760.97
37070	05/02/23	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,925.41
37071	05/02/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$228.36
37072	05/02/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,461.92
37073	05/02/23	02565	ASPHALT PATCH SYSTEMS INC	\$109,155.00
37074	05/02/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$212,539.94
37075	05/02/23	02833	AUTO GLASS PROFESSIONALS LLC	\$2,282.89
37076	05/02/23	05740	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$30.48
37077	05/02/23	06120	CITY OF OLYMPIA (UTILITIES)	\$490.00
37078	05/02/23	06238	CLARY LONGVIEW LLC	\$81,163.43
37079	05/02/23	07220	CUMMINS INC.	\$7,745.83
37080	05/02/23	08091	DSI MEDICAL SERVICES	\$3,345.00
37081	05/02/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24
37082	05/02/23	09662	FERRELLGAS LP	\$2,265.51
37083	05/02/23	09961	FORMA CONSTRUCTION COMPANY	\$40,021.16
37084	05/02/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37085	05/02/23	10477	GALLS PARENT HOLDINGS LLC	\$1,360.85
37086	05/02/23	10580	GENE'S TOWING INC	\$173.92
37087	05/02/23	10585	ROBERT EDWARD GEBHART	\$5,733.00
37088	05/02/23	10608	GEOENGINEERS INC.	\$187.50
37089	05/02/23	10660	GILLIG LLC	\$4,665.93
37090	05/02/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,217.37
37091	05/02/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$73.60
37092	05/02/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37093	05/02/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37094	05/02/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$555.50
37095	05/02/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,401.73
37096	05/02/23	16262	OPENSQUARE HOLDINGS	\$20,721.71
37097	05/02/23	16701	PEAK INDUSTRIAL INC.	\$834.88
37098	05/02/23	16974	POMP'S TIRE SERVICE INC.	\$504.20
37099	05/02/23	17560	ROMAINE ELECTRIC CORP.	\$1,675.19
37100	05/02/23	17792	ROUSH CLEANTECH LLC	\$693.98
37101	05/02/23	17900	SCHETKY NORTHWEST SALES INC.	\$265.25
37102	05/02/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$511.52
37103	05/02/23	18047	SHARP ELECTRONICS CORPORATION	\$179.75
37104	05/02/23	18052	SHEA CARR & JEWELL INC.	\$9,059.20
37105	05/02/23	18097	SIERRA FUNDING INC.	\$249.10
37106	05/02/23	18530	STANDARD PARTS CORP.	\$2,445.45
37107	05/02/23	18540	STANTEC CONSULTING SERVICES INC	\$126,111.34
37108	05/02/23	18651	STORMANS INC. (LICENSING)	\$123.50
37109	05/02/23	21765	THURSTON COUNTY CPED	\$100.00
37110	05/02/23	21950	TITUS-WILL CHEVROLET	\$840.01
37111	05/02/23	21992	TOWN SQUARE PUBLICATIONS LLC	\$1,150.00
37112	05/02/23	22100	TRANSIT SOLUTIONS LLC	\$132.89
37113	05/02/23	23641	UNITED STATES TREASURY	\$35.50
37114	05/02/23	23660	UNITED WAY OF THURSTON COUNTY	\$692.00
37115	05/02/23	24000	W. W. GRAINGER INC.	\$362.23
37116	05/02/23	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$38,832.54
37117	05/02/23	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
37118	05/09/23	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$312.96
37119	05/09/23	01360	ACT TRAFFIC SOLUTIONS INC	\$27,344.79
37120	05/09/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$9,584.96

37121	05/09/23	02680	ASSOCIATION OF WASHINGTON CITIES	\$2,400.00
37122	05/09/23	02828	AVAIL TECHNOLOGIES INC	\$6,217.96
37123	05/09/23	02833	AUTO GLASS PROFESSIONALS LLC	\$847.83
37124	05/09/23	05320	CAPITOL CITY PRESS INC	\$2,085.98
37125	05/09/23	06048	CITY OF LACEY	\$500.00
37126	05/09/23	06120	CITY OF OLYMPIA (UTILITIES)	\$8,915.69
37127	05/09/23	07220	CUMMINS INC.	\$515.02
37128	05/09/23	07350	CW JANITORIAL SERVICE LLC	\$34,456.19
37129	05/09/23	07619	DAVID S FOSTER	\$2,000.00
37130	05/09/23	08091	DSI MEDICAL SERVICES	\$346.00
37131	05/09/23	09662	FERRELLGAS LP	\$2,371.23
37132	05/09/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37133	05/09/23	10477	GALLS PARENT HOLDINGS LLC	\$2,613.80
37134	05/09/23	10660	GILLIG LLC	\$0.00
37135	05/09/23	10660	GILLIG LLC	\$19,520.45
37136	05/09/23	10759	GORDON TRUCK CENTERS INC	\$370.70
37137	05/09/23	10865	GREAT FLOORS LLC	\$196.44
37138	05/09/23	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$35.35
37139	05/09/23	11805	ITERIS INC	\$19,847.74
37140	05/09/23	11933	JESSE ORNDORFF	\$695.33
37141	05/09/23	11943	JOANNA GRIST	\$2,000.00
37142	05/09/23	11971	JOHNSON CONTROLS INC.	\$14,203.82
37143	05/09/23	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,337.30
37144	05/09/23	13485	LEMAY MOBILE SHREDDING	\$114.00
37145	05/09/23	13893	MAUL FOSTER & ALONGI INC.	\$18,171.18
37146	05/09/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$22,969.40
37147	05/09/23	15136	NICCOLOCCI ANDRETTI	\$1,500.00
37148	05/09/23	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$99.00
37149	05/09/23	16490	HAROLD LEMAY ENTERPRISES	\$884.20
37150	05/09/23	16701	PEAK INDUSTRIAL INC.	\$125.27
37151	05/09/23	16969	POINT GRAPHICS LLC	\$125.93
37152	05/09/23	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$288.28
37153	05/09/23	17860	SAMEDAY INC.	\$355.88
37154	05/09/23	17900	SCHETKY NORTHWEST SALES INC.	\$569.08
37155	05/09/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,457.66
37156	05/09/23	18180	SKYLINE DISPLAYS INTERMEDIATE INC. AND S	\$776.06
37157	05/09/23	18530	STANDARD PARTS CORP.	\$865.19
37158	05/09/23	18651	STORMANS INC. (LICENSING)	\$710.00
37159	05/09/23	21950	TITUS-WILL CHEVROLET	\$1,958.85
37160	05/09/23	22010	ROTTERS INC.	\$344.77
37161	05/09/23	22100	TRANSIT SOLUTIONS LLC	\$268.11
37162	05/09/23	22420	ALLEN WALTON	\$224.48
37163	05/09/23	24260	WA ST DEPT OF L & I BOILER	\$179.40
37164	05/09/23	24755	WA ST HEALTH CARE AUTHORITY	\$610,681.87
37165	05/09/23	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$6,000.00
37166	05/09/23	25909	WEX BANK	\$41,256.43
37167	05/09/23	26861	WESTERN GRAPHICS INC.	\$16,435.71
37168	05/09/23	06105	CITY OF OLYMPIA COMMUNITY PLANNING & DEV	\$21,156.54
37173	05/13/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37174	05/13/23	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$13,784.22
37175	05/16/23	01405	ADVANCE GLASS INC.	\$245.82
37176	05/16/23	01624	ALLWEST TRANSPORTATION INC.	\$1,418.00
37177	05/16/23	01780	AMALGAMATED TRANSIT UNION 1765	\$100.50
37178	05/16/23	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,201.74
37179	05/16/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,553.99
37180	05/16/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$116,657.07
37181	05/16/23	02833	AUTO GLASS PROFESSIONALS LLC	\$1,036.97
37182	05/16/23	03250	BATTERY SYSTEMS INC.	\$3,480.44

37183	05/16/23	05340	CAPITOL COURIER SERVICE	\$199.44
37184	05/16/23	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$36,562.00
37185	05/16/23	06040	CITY OF LACEY	\$1,174.38
37186	05/16/23	07220	CUMMINS INC.	\$4,257.19
37187	05/16/23	07544	DANIEL MICHAEL	\$741.65
37188	05/16/23	07919	DIMETRIUS DIAL	\$12.00
37189	05/16/23	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$48.66
37190	05/16/23	09550	FAIRWAY COLLECTIONS LLC	\$43.24
37191	05/16/23	09961	FORMA CONSTRUCTION COMPANY	\$525,964.94
37192	05/16/23	10477	GALLS PARENT HOLDINGS LLC	\$1,420.44
37193	05/16/23	10571	GCSYSTEMS INC.	\$8,356.89
37194	05/16/23	10660	GILLIG LLC	\$3,161.15
37195	05/16/23	10759	GORDON TRUCK CENTERS INC	\$729.07
37196	05/16/23	11392	HUB INTERNATIONAL GREAT PLAINS LLC	\$7,700.00
37197	05/16/23	11933	JESSE ORNDORFF	\$863.96
37198	05/16/23	12488	KEITHLY BARBER ASSOCIATES INC.	\$6,210.00
37199	05/16/23	13369	LANDEROS DANIEL	\$10.00
37200	05/16/23	13495	LENDMARK FINANCIAL SERVICES LLC	\$72.20
37201	05/16/23	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$3,316.80
37202	05/16/23	13726	M & S COLLISION LLC	\$5,219.88
37203	05/16/23	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
37204	05/16/23	14450	MIDLAND CREDIT MANAGEMENT INC	\$77.98
37205	05/16/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,564.01
37206	05/16/23	15045	NATIONAL TESTING NETWORK INC.	\$45.00
37207	05/16/23	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$414.78
37208	05/16/23	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$2,562.30
37209	05/16/23	16221	ONE DIVERSIFIED LLC	\$8,469.83
37210	05/16/23	16623	PALAMERICAN SECURITY INC.	\$74,212.30
37211	05/16/23	17290	PUGET SOUND ENERGY	\$38,386.00
37212	05/16/23	17505	RAINIER DODGE INC.	\$258.82
37213	05/16/23	17900	SCHETKY NORTHWEST SALES INC.	\$511.21
37214	05/16/23	17903	TAPANI INC.	\$296,638.09
37215	05/16/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,374.96
37216	05/16/23	18052	SHEA CARR & JEWELL INC.	\$42,286.79
37217	05/16/23	18180	SKYLINE DISPLAYS INTERMEDIATE INC. AND S	\$944.03
37218	05/16/23	18530	STANDARD PARTS CORP.	\$14.15
37219	05/16/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$12,924.38
37220	05/16/23	21659	THERMO KING NORTHWEST INC.	\$5,000.00
37221	05/16/23	21950	TITUS-WILL CHEVROLET	\$2,442.48
37222	05/16/23	21985	TOTAL FILTRATION SERVICES INC.	\$211.74
37223	05/16/23	22010	ROTTERS INC.	\$295.11
37224	05/16/23	23621	TFORCE FREIGHT INC.	\$318.21
37225	05/16/23	23641	UNITED STATES TREASURY	\$35.50
37226	05/16/23	24000	W. W. GRAINGER INC.	\$188.84
37227	05/16/23	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$30.00
37228	05/16/23	26861	WESTERN GRAPHICS INC.	\$2,739.29
37229	05/22/23	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$2,863.11
37230	05/22/23	01567	CANON FINANCIAL SERVICES INC.	\$165.68
37231	05/22/23	02060	AMERISAFE INC.	\$131.84
37232	05/22/23	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,438.29
37233	05/22/23	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$123,502.96
37234	05/22/23	03023	BACKUPIFY INC.	\$1,111.50
37235	05/22/23	07220	CUMMINS INC.	\$4,247.74
37236	05/22/23	07640	DAY MANAGEMENT CORP	\$4,324.16
37237	05/22/23	10477	GALLS PARENT HOLDINGS LLC	\$0.00
37238	05/22/23	10477	GALLS PARENT HOLDINGS LLC	\$2,507.34
37239	05/22/23	10580	GENE'S TOWING INC	\$304.36
37240	05/22/23	10660	GILLIG LLC	\$0.00

37241	05/22/23	10660	GILLIG LLC	\$11,791.49
37242	05/22/23	10759	GORDON TRUCK CENTERS INC	\$481.43
37243	05/22/23	11615	INDUSTRIAL HYDRAULICS INC.	\$145.70
37244	05/22/23	11971	JOHNSON CONTROLS INC.	\$3,397.93
37245	05/22/23	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,486.07
37246	05/22/23	14681	SID TOOL CO. INC.	\$4,083.24
37247	05/22/23	14750	MULLINAX FORD OF OLYMPIA LLC	\$311.35
37248	05/22/23	14760	MUNCIE TRANSIT SUPPLY	\$340.57
37249	05/22/23	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$901.00
37250	05/22/23	16888	REXEL USA INC.	\$241.78
37251	05/22/23	17290	PUGET SOUND ENERGY	\$4,620.87
37252	05/22/23	17505	RAINIER DODGE INC.	\$239.51
37253	05/22/23	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$363.57
37254	05/22/23	18052	SHEA CARR & JEWELL INC.	\$5,832.43
37255	05/22/23	18469	SPORTWORKS GLOBAL LLC	\$425.71
37256	05/22/23	18530	STANDARD PARTS CORP.	\$1,020.86
37257	05/22/23	18651	STORMANS INC. (LICENSING)	\$61.75
37258	05/22/23	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$1,400.00
37259	05/22/23	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$18,259.29
37260	05/22/23	21830	THURSTON COUNTY SOLID WASTE	\$18.00
37261	05/22/23	21950	TITUS-WILL CHEVROLET	\$503.08
37262	05/22/23	22010	ROTTERS INC.	\$213.43
37263	05/22/23	22181	TRAPEZE SOFTWARE GROUP INC.	\$5,995.00
37264	05/22/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
37265	05/22/23	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$103,093.91
37266	05/22/23	26405	XIOLOGIX LLC	\$8,759.12
37267	05/22/23	26861	WESTERN GRAPHICS INC.	\$2,739.29
37007	05/23/23	17290	PUGET SOUND ENERGY	(\$43,980.83)
ACH	05/02/23		AUTHORIZE.NET	\$186.87
ACH	05/05/23		IT PROJECT ASSISTANCE	\$963.00
ACH	05/05/23		IT WELLNESS	\$908.50
ACH	05/05/23		SMITH HEATHER	\$586.88
ACH	05/12/23		AGUERO JASON	\$216.25
ACH	05/12/23		BERGKAMP EMILY	\$102.00
ACH	05/12/23		BUSH JAMES L.	\$35.00
ACH	05/12/23		CRASS CAMERON	\$330.25
ACH	05/12/23		CUNNINGHAM KATIE	\$20.00
ACH	05/12/23		LINDEMEIER SEAN	\$15.00
ACH	05/12/23		MARYOTT KIERA	\$20.00
ACH	05/12/23		YEE JONATHON	\$165.75
ACH	05/19/23		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,602.50
ACH	05/19/23		PROUTY CURTIS	\$256.75
ACH	05/19/23		PHILLIPS ERIC	\$480.68
ACH	05/19/23		SAVAGE DANIEL	\$238.75
ACH	05/19/23		SCHEEL RONALD	\$985.00
ACH	05/19/23		SMITH HEATHER	\$67.00
ACH	05/24/23		DEPARTMENT OF REVENUE	\$709.50
ACH	05/26/23		DUJMOV RICK DAVID	\$215.00
ACH	05/26/23		GOFFENEY ANDREW	\$17.00
ACH	05/26/23		STACKPOLE PETER	\$242.00
ACH	05/26/23		SWAN STEPHEN	\$289.50
				<u>\$3,160,157.11</u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2023 Bicycle Community Challenge Update

-
- 1) **The Issue:** Brief the ITA on the results of the 2023 Bicycle Community Challenge.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest (now Bicycle Community Challenge) in 2006.
-
- 4) **Background:** During this year's Bicycle Community Challenge (BCC) and Youth Bike Challenge (YBC), that run for the full month of May, 843 people logged approximately 8,500 rides, covering over 82,000 miles, reducing air and water pollution, and benefitting their own and our community's health and well-being.

Bicycling is a significant transportation and public health element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen a trend of increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC has broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generating public goodwill. Participation in the BCC has been impacted by the COVID-19 pandemic and changes in commuting habits but is beginning to rebound.

This is Intercity Transit's eighteenth year administering this countywide event. For the fifteenth consecutive year, Duncan Green directed the BCC and related efforts. He received assistance from the other members of Intercity Transit's Walk N Roll staff and other Marketing and Communications staff.

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

6) **Budget Notes:** The cost of the Bicycle Community Challenge is largely staff time for one temporary position. The annual budget for the BCC is \$25,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support.

7) **Goal Reference: Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator, 705-5878

SUBJECT: Consultant Services for ERP/ETMS Analysis

1) **The Issue:** Hire an independent expert to conduct an analysis to aid in decision making of our Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) solution.

2) **Recommended Action:** Authorize the General Manager to execute a contract with Intueor Consulting, Inc. (Intueor) to conduct an analysis of our current Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) environment for the not-to-exceed amount of \$184,827.50, inclusive of a 10% contingency.

3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** Intercity Transit implemented the FleetNet software in 1993 which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety and maintenance and facilities inventory. FleetNet was also designed to accommodate the National Transit Database reporting requirements and generates all required reporting information.

Fleet-Net was acquired by Avail Technologies about four years ago and Intercity is currently working with Avail to transition to their cloud-based ETMS solution. As Intercity prepares to make this transition, the project team determined it would be advantageous to conduct a broad, unbiased, analysis of our workflow and the software programs that support our everyday operations.

The team prepared a solicitation to hire an expert consulting firm to potentially conduct four phases of work: first an analysis of the current environment, second assist in specification development for enhancements as appropriate, third be a resource during the procurement of enhancements, and fourth to assist with the implementation of system enhancements. The result was the publication of a request for proposal.

Intercity issued a solicitation on February 24th and received five responses upon the due date of March 31st, all were determined responsive and three advanced to the interview phase. Upon conclusion of the interviews, the team elected to contact references of the top ranked firm (Intueor), and all references were positive.

Intercity negotiated a best and final offer from Intueor Consulting to complete the first two phases of work, the analysis of our current environment and assist in specification development as appropriate.

Their cost proposed is anticipated to satisfy the first two phases and Intercity is seeking a 10% contingency in case there are unforeseen circumstances identified during the discovery process. Intercity reserves the right to negotiate the third and fourth phase as appropriate at a later date.

Upon conclusion of the evaluation process, it was determined that their cost proposed is fair and reasonable and the project team is confident that Intueor has the expertise to analyze our ERP solution and make appropriate recommendations to effectively guide our business software. Therefore, the project team recommends awarding to Intueor Consulting Inc.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Intueor Consulting Inc (Intueor) to conduct an analysis of our current Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) environment for the not-to-exceed amount of \$184,827.50, inclusive of a 10% contingency.
- B. Continue utilizing the current program and forego any third-party analysis of our current environment.

6) **Budget Notes:** The 2023 budget includes funding for this project and the proposed not to exceed costs associated with the analysis is within budget.

7) **Goal Reference: Goal #8:** *"Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

FROM: Eric Phillips AICP- Strategic Programs Director - 705-5885

SUBJECT: Martin Way Park and Ride - Direct Access Project Update

1) **The Issue:** Provide an update on the Martin Way Park and Ride Direct Access Regional Mobility Grant Project.

2) **Recommended Action:** Discussion only.

3) **Policy Analysis:** Regular updates of planned projects undertaken by Intercity Transit consistent with the Strategic Plan and Long-Range Plan provide an opportunity for the Authority to learn more about project progress, ask questions of staff, and provide feedback.

4) **Background:** The Martin Way Park and Ride is a key location for transit service. The need for a direct access connection for buses to enter the facility more efficiently is an identified project in the agencies adopted Transportation Improvement Program and is listed as a regionally significant project in *What Moves You* - the Regional Transportation Plan. The Martin Way Park and Ride direct access project will improve the safety of our operations by eliminating unsignalized left turns and reduce scheduled trip times eliminating circuitous routing getting into and out of the Park and Ride. The facility changes result in more direct service and a reduction in schedule times for Olympia Express trips.

To advance this direct access construction project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000) from WSDOT to design and construct improvements at the Martin Way Park and Ride including a “bus only” direct access into the existing facility and a new “flyer” bus stop that would allow buses to stop on the NB on-ramp to board riders rather than deviate into the Park and Ride. Additional improvements are also designed and part of the site changes proposed with the current grant project. This project update will cover construction progress, obstacles and schedule since construction began in early March.

5) **Alternatives:** N/A

6) **Budget Notes:** This grant funded project is included in the 2023 budget.

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 and staffing limitations." **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, access, and equity as a service provider and as an employer" **Goal 8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority
FROM: Eric Phillips, Director of Strategic Programs, 705-5885
SUBJECT: Martin Way Park & Ride Direct Access / Construction Contract Increase

-
- 1) **The Issue:** Approval of a revised total contract amount for Tapani, Inc., to complete the Martin Way Park and Ride Direct Access/Flyer Stop construction.

 - 2) **Recommended Action:** Authorize the General Manager to approve the revised total construction contract with Tapani, Inc., to \$2,051,411.17.

 - 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.

 - 4) **Background:** On February 1, 2023, the Authority authorized the General Manager to enter into a contract with Tapani, Inc., in the amount of \$1,731,000 to construct bus access and facility improvements at the Martin Way Park and Ride. Construction began on March 8, 2023. Since that time, a total of eight (8) Change Orders have been issued as part of the construction under this contract. The most substantial Change Order for the project to date included substantial repair of the subgrade and repaving of the north parking lot area and additional I-5 ramp work as requested by WSDOT.

Change Orders consisted of additional clarifications to the design, WSDOT right-of-way construction changes, repair, and repaving of the northern portion of the parking lot, and restriping of the complete park-and-ride facility, and contract incentives anticipated to be awarded as allowed under the contract. The cumulative cost of all approved Change Orders and incentives to date is \$260,411.17. Staff is also recommending contingency funding be authorized to address any remaining Change Orders as we move toward project closeout of \$60,000. The total requested increase in the contract authorized amount is \$320,411.17, for a total revised construction contract not-to-exceed amount of \$2,051,411.17.

Staff believes the issues related to cost risk for this construction project have been addressed and any changes forthcoming should be minor and covered under the construction contingency. Tapani, Inc., is making great progress on the project

under a very tight schedule and is on target to complete the project in early July 2023.

5) **Alternatives:**

- A. Authorize the General Manager to approve the revised total construction contract with Tapani, Inc., to \$2,051,411.17.
 - B. Defer action. Deferring action may jeopardize our ability to complete the project within our established timelines and put Intercity Transit at risk for contract delays.
-

- 6) **Budget Notes:** This project is funded with a WSDOT Regional Mobility Grant with a 20% local agency match requirement. The 2023 budget includes programmed funding sufficient to cover this work effort and price adjustment.
-

- 7) **Goal References:** Goal #2: *"Providing outstanding customer service,"* Goal #3: *"Maintain a safe and secure operating system,"* Goal #4: *"Provide responsive transportation options within financial and staffing limitations,"* and Goal #6: *"Encourage use of our services, reduce barriers to access and increase ridership."*
-

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

FROM: Eric Phillips AICP- Strategic Programs Director - 705-5885
JoAnn Schueler, P.E., WSDOT Olympic Region - Assistant Region Administrator

SUBJECT: Martin Way Park & Ride - WSDOT Facility Use Agreement Update

1) **The Issue:** Notify the Authority on the process to update the Cooperative Agreement between the Washington State Department of Transportation (WSDOT) and Intercity Transit for the operation and maintenance of the Martin Way Park & Ride.

2) **Recommended Action:** Discussion only.

3) **Policy Analysis:** Regular updates and discussion of policy and operating changes including amendments to contracts or interagency agreements provide an opportunity for the Authority to seek clarification, ask questions, and provide direction to staff prior to considering approval of a change to an agreement.

4) **Background:** The Martin Way Park & Ride is a key location for transit service. Intercity Transit has maintained an ongoing agreement with WSDOT for the operation and maintenance of the Martin Way Park & Ride since October 1983. The current version of the agreement (GCA 7440) was executed and recorded in March 2009 following the last expansion of the facility by Intercity Transit. The purpose of this discussion is to provide an opportunity to brief the Authority on the process and schedule to update the Cooperative Agreement including highlighting proposed changes to the agreement. WSDOT will have a representative in attendance to address questions and provide additional background on new requirements and changes to the Cooperative Agreement.

Intercity Transit received approval from WSDOT Olympic Region to plan and construct changes to the Martin Way Park & Ride facility. Over the past two years the agencies have worked collaboratively with Federal Highways and WSDOT headquarters staff to work through the various State and Federal requirements for the project. A major component of the project includes approval for new access breaks providing access to the Park & Ride from the northbound I-5 on-ramp; and the construction of a new northbound bus stop adjacent to the I-5 northbound on-ramp. A Construction Agreement between WSDOT and Intercity Transit currently

provides interim use of the facility while the new improvements are being completed in accordance with the approved plans until a new Cooperative Agreement is executed.

Consistent with prior facility changes, an update of the WSDOT Cooperative Agreement will be required following completion of the construction project. A recommendation on an updated agreement is anticipated to be brought forward to the Authority for review and consideration of approval by the fall of 2023.

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

6) **Budget Notes:** This Park & Ride project under construction is a grant funded capital project. The agreement in place does not have any direct budgetary impacts. However, Intercity Transit plans for costs related to the facility use and upkeep in its annual capital and operating budget in accordance with the current agreement's terms and conditions. Any future updates and requirements under an amended agreement with WSDOT would be incorporated as annual budget costs for the facility and reflected as operations or capital costs through the budget process.

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 and staffing limitations."* **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, access, and equity as a service provider and as an employer"* **Goal 8:** *"Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

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

SUBJECT: Citizen Representative Reappointment/Recruitment

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- 1) **The Issue:** Whether to reappoint Citizen Representative Justin Belk or conduct a recruitment for the position which expires December 31, 2023.
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- 2) **Recommended Action:** Reappoint Citizen Representative Justin Belk or direct staff to conduct a recruitment for the position.
-
- 3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 – Selection – Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.
-
- 4) **Background:** Citizen Representative Justin Belk’s term ends December 31, 2023. He is eligible for reappointment for a second, 3-year term per the Authority bylaws (see Section IV 4.3 Selection – Citizen Representatives as attached).

The Authority options include:

- A. Reappoint the incumbent for an additional three-year term; or
- B. Open the position for the purpose of soliciting and receiving applications from interested community members.

Staff contacted Citizen Representative Belk to determine his interest in continuing to serve on the Authority. He expressed a strong desire to serve another 3-year term.

If the Authority should choose to open the position for a full recruitment, staff would advertise using all outlets available including our website, Facebook, Rider Alert, *The Olympian*, Business Examiner, and the *Nisqually Valley News*. We would also contact our CAC members, along with local jurisdictions and other partners to recruit and distribute application materials.

At the November regular meeting, we would ask the Authority to select candidates for interview and seek appointment at the December meeting.

-
- 5) **Alternatives:**
A. Reappoint the incumbent for an additional three-year term.
B. Open the position for the purpose of soliciting and receiving applications from interested community members.
-
- 6) **Budget Notes:** A recruitment process costs approximately \$1,800. Funds are included in the annual budget.
-
- 7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.
-
- 8) **References:** Authority Bylaw Section IV. AUTHORITY COMPOSITION, 4.3, Selection - Citizen Representatives

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Citizen Representatives. The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 4-G
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

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

SUBJECT: 2023 Community Advisory Committee Recruitment

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- 1) **The Issue:** Present timeline and process information for the 2023 Community Advisory Committee (CAC) recruitment.

 - 2) **Recommended Action:** The Authority will be asked to approve the process, timeline and select three members to participate on an ad-hoc committee to interview candidates and make recommendations to the full Authority.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.

 - 4) **Background:** The Community Advisory Committee members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications are proposed to be available September 1, 2023, and due on October 6, 2023. The Authority will select interviewees on October 18, 2023. Interviews

are proposed for November 1, 2023, with candidate selection on November 15, 2023, or December 6, 2023.

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

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

7) **Goal References:** An engaged Community Advisory Committee supports all agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-H
MEETING DATE: June 21, 2023

FOR: Intercity Transit Authority

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

SUBJECT: Cancel July 5, 2023, Authority Meeting

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- 1) **The Issue:** Whether to cancel the July 5, 2023, Authority meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, July 5, 2023, Authority meeting.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting 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:** At this time, staff does not anticipate any agenda items scheduled for the July 5, 2023, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
- A. Cancel the July 5, 2023, Authority meeting.
 - B. Maintain the schedule as it stands and meet on July 5, 2023.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

TRPC Members & Representatives

City of Lacey
Robin Vazquez

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
John O'Callahan

City of Tumwater
Eileen Swarhout

City of Yelm
Joe DePinto

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Robert Gordon

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

North Thurston Public Schools
Graeme Sackrison

Olympia School District
Hilary Seidel

Intercity Transit
Debbie Sullivan

LOTT Clean Water Alliance
Carolyn Cox

Port of Olympia
Amy Evans Harding

PUD No. 1 of Thurston County
Russ Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Liberty Hetzler

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
Helen Wheatley



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, July 7, 2023

NOTE: Remote meeting with an in-person option.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – June 2, 2023
- b. Approval of Vouchers – June 2023
- c. Transit Safety Performance Measures Targets – 2023 Update & Approval of Resolution 2023-06

I-5 Tumwater to Mounts Road

PRESENTATION

Ashley Carle, WSDOT, will brief the Council on the I-5 Tumwater to Mounts Road work.

TRPC Allocation of Federal Carbon Reduction Funds (CRP)

ACTION

Staff will present a proposed obligation plan for Carbon Reduction Program (CRP) funds, a new source of funding for the federal Call for Projects process and ask Council to take action.

State Contract for WRIA 13 Deschutes Salmon Recovery Lead

Entity Agreement with the Recreation & Conservation Office

PRESENTATION

Staff will provide a brief update on the WRIA 13/Deschutes Salmon Habitat Recovery Lead Entity's projects and activities for 2023. Staff will also present a request for Council to adopt a resolution to enable the Executive Director to sign the Applicant Authorization Resolution. This authorization enables TRPC to contract with RCO for the Lead Entity grant contract and continue to serve as the fiscal agent for the Lead Entity program.

Mid-year Program Update

PRESENTATION

Executive Director Daily will provide Council with an update on the organization's progress in implementing the annual work program.

Rural Transit (rT) Update

PRESENTATION

Staff will provide a funding update for rural Transit (rT), along with sharing progress towards installing bus stop signage.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION