

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, August 2, 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: 900 890 968#**

**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**

- |           |  |                |
|-----------|--|----------------|
| <b>1)</b> | <b>STAFF INTRODUCTIONS</b>   | <b>5 min.</b>  |
|           | A. Daniel Ocampo, Cybersecurity Program Manager ( <i>Jason Agüero</i> )                            |                |
| <b>2)</b> | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>3)</b> | <b>PUBLIC COMMENT</b>  | <b>5 min.</b>  |
| <b>4)</b> | <b>NEW BUSINESS</b>  |                |
|           | A. Policy Update EX-0005 Requesting Public Records ( <i>Amanda Collins</i> )                       | <b>10 min.</b> |
|           | B. General Manager Hiring Process Update ( <i>Heather Stafford Smith</i> )                         | <b>10 min.</b> |
|           | C. Service Restoration and TDP Overview ( <i>Rob LaFontaine</i> )                                  | <b>30 min.</b> |
|           | D. Schedule Special Meeting September 20, 2023, ITA/CAC Joint Meeting<br>( <i>Emily Bergkamp</i> ) | <b>5 min.</b>  |
| <b>5)</b> | <b>INTERIM GENERAL MANAGER'S REPORT</b>  | <b>5 min.</b>  |
| <b>6)</b> | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |

**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](mailto:TitleVI@intercitytransit.com).*

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: August 2, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Amanda Collins, Executive Assistant/Public Records Officer

**SUBJECT:** Policy Update EX-0005 Requesting Public Records

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- 1) **The Issue:** Whether to amend Policy EX-0005 “Requesting Public Records” to include updated staff contact information, agency location, and designated hours that records are available for public inspection; to establish procedure for requesting electronic records; to update fee schedules and charge fees as allowed by law; and to update references to old legal statutes.
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- 2) **Recommended Action:** Adopt resolution 02-2023 to amend Policy EX-0005 “Requesting Public Records” for the purpose of ensuring a comprehensive policy is available to support the public’s full access to Intercity Transit records.
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- 3) **Policy Analysis:** The Public Records Act (PRA) requires that all public records are maintained and made available to members of the public, with very narrow statutory exemptions. The PRA also requires that agencies adopt a specific policy to facilitate access to public records, while ensuring continuity of essential agency functions.
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- 4) **Background:** Intercity Transit’s Public Records Request Policy EX-0005 was approved on April 4, 2007, following the recodification of the Public Records Act, RCW 42.56. Since the approval of the policy, which was over 16 years ago, there have been developments in technology, best practices for processing records requests, and case law related to the Public Records Act. Notably, Intercity Transit’s existing Public Records Request policy reserves any reference to processing requests for electronic records (WAC 44-14-050), which accounts for most of Intercity Transit’s public records and requests for records.

Staff have reviewed the existing policy to reflect the current agency address and staff contact information to access public records; schedule for availability of inspecting public records; current practices for processing public records requests; and current fee schedule for electronic records, paper records, and customized services needed to process certain requests.

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- 5) **Alternatives:**  
A. Adopt Resolution 02-2023 amending Intercity Transit's Public Records Request Policy EX-0005.  
B. Take no action.

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

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- 7) **Goal Reference: Goal 2:** *"Provide outstanding customer service."* **Goal 6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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- 8) **References:** Proposed Updates to Public Records Policy EX-0005 and Resolution 02-2023 Amending Intercity Transit's Public Records Policy EX-0005.

# INTERCITY TRANSIT POLICY-EX-0005

See Also: RCW 42.56.570(2) and (3); RCW 42.56.040 through /42.56.570

Approved by: \_\_\_\_\_  
Clark Gilman, Chair  
Intercity Transit

\_\_\_\_\_  
Emily Bergkamp, Interim General Manager

Written by: Rhodetta Seward  
Updated by: Amanda Collins

## REQUESTING PUBLIC RECORDS

This policy applies to all persons requesting public records of Intercity Transit and to those personnel providing public record(s).

### **1. Purpose**

Intercity Transit is required by [RCW 42.56.100](#) to adopt and enforce reasonable rules and regulations consistent with the intent of the Washington State Public Records Act (PRA), referenced in [RCW 42.56](#) and the Model Rules of [WAC 44-14](#). The agency is required to provide the public with full access to information concerning the conduct of agency business, mindful of individuals' privacy rights, while preventing excessive interference with essential functions of the agency. The PRA provides a statutory framework by which to administer access to public records.

### **2. Reference**

[RCW 42.56](#), Public Records Act; and

[Chapter 44-14](#), WAC Public Records Act - Model Rules

### **3. Policy**

Intercity Transit shall provide for inspection and copying of identifiable public records as provided in this policy and procedure, unless such records are exempt from disclosure under [RCW 42.56](#), or other law under which disclosure is regulated. Agency staff shall provide the fullest assistance to requestors in obtaining the public records they seek. Intercity Transit reserves the right to revise or change the policy at any time. Failure to comply with any provision of these rules shall not result in any liability imposed upon the agency other than that required in the PRA.

### **4. Responsibility/Authority**

#### **4.1 Public Records Officer**

Any person requesting access to Intercity Transit records or seeking assistance in making such a request must contact:

## INTERCITY TRANSIT POLICY-EX-0005

Amanda Collins, Public Records Officer  
510 Pattison Street SE  
Olympia, WA 98501  
Phone: (360) 357-1532  
Email: [acollins@intercitytransit.com](mailto:acollins@intercitytransit.com)  
Hours: 8:00 am – 4:30 pm, Monday through Friday

### 4.2 Agency Staff

Agency staff will provide assistance to requestors, reasonably ensure that public records are protected from damage or disorganization and prevent fulfilling public records requests from causing excessive interference with essential function of Intercity Transit. Agency staff will be responsible and held accountable to meet the agency's responsibilities of this policy.

### 4.3 Agency Offices

Intercity Transit is a special purpose district. Intercity Transit's administrative office for requesting records is located at 510 Pattison ST SE, Olympia, WA 98501.

### Authority and Purpose. WAC 44-14-010

- (1) RCW 42.56.070(1) requires Intercity Transit to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public records" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by Intercity Transit. RCW 42.56.070(2) requires Intercity Transit to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by Intercity Transit.
- (2) The purpose of these rules is to establish the procedures Intercity Transit will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of Intercity Transit and establish processes for both requestors and Intercity Transit staff designated to best assist members of the public in obtaining such access.
- (3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, Intercity Transit will be guided by the provisions of the act describing its purposes and interpretation.

## INTERCITY TRANSIT POLICY-EX-0005

### Agency Description – Contact Information – Public Records Officer. WAC 44-14-020

- (1) Intercity Transit provides public transportation services to the Public Transportation Benefit Area within Thurston County. Intercity Transit's administrative office is located at 510 Pattison SE, Olympia, WA 98501. Intercity Transit also manages the Olympia Transit Center on State Avenue between Franklin and Washington Streets, and the Lacey Transit Center, downtown Lacey, just off Sleater-Kinney Road, at the corner of 6<sup>th</sup> Avenue and Golf Club Place.
- (2) Requests for identifiable records may be made in person during normal office hours, by mail, or by email. Any person wishing to request access to public records of Intercity Transit, or seeking assistance shall contact or direct such requests to the Public Records Officer of Intercity Transit:

Public Records Officer  
Intercity Transit  
PO Box 659  
510 Pattison SE  
Olympia, WA 98507-0659  
Phone: (360) 786-1881  
Email: [publicrecordsrequest@intercitytransit.com](mailto:publicrecordsrequest@intercitytransit.com)

- (3) Information is also available at Intercity Transit's website: [www.intercitytransit.com](http://www.intercitytransit.com).
- (4) The Public Records Officer will oversee compliance with the act, but another Intercity Transit staff member may process the request. Therefore, these rules will refer to the Public Records Officer "or designee." The Public Records Officer or designee and Intercity Transit will provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of Intercity Transit.

### Availability of Public Records. WAC 44-14-030

- (1) *Hours for inspection of records.* Public records may be requested in person and will be made available for inspection and copying by appointment during designated business hours, Monday-Friday, 9:00 a.m. to 3:00 p.m., excluding legal holidays. Records must be inspected at the offices of Intercity Transit.
- (2) *Records Index.* The Intercity Transit Authority has issued Order 01-2007 as authorized by RCW 42.56.070 that declares maintaining a current public records index would be unduly burdensome, if not physically impossible for the agency.

## INTERCITY TRANSIT POLICY-EX-0005

Intercity Transit staff will give the public the fullest assistance practicable in identifying and disclosing public records.

- (3) *Organization of records.* Intercity Transit will maintain its records in a reasonably organized manner. Intercity Transit will take reasonable actions to protect records from damage and disorganization. A requestor shall not take Intercity Transit records from Intercity Transit offices without the permission of the Public Records Officer or designee. A variety of records are available on Intercity Transit's web site at [www.intercitytransit.com](http://www.intercitytransit.com). Requestors are encouraged to view documents on the website prior to submitting a records request.
- (4) *Making a request for public records.* Any person wishing to inspect or copy public records of Intercity Transit should make the request in writing on Intercity Transit's request form, by letter, or e-mail addressed to the Public Records Officer and include the following information:
  - a. Name of requestor;
  - b. Address of requestor;
  - c. Other contact information, including telephone number and any e-mail address;
  - d. Identification of the public records adequate for the Public Records Officer or designee to identify and locate the records; and
  - e. Date of the request.

A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by Intercity Transit is not a valid request for identifiable records, provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of an agency's records.

If the requestor wishes to have copies of the records made instead of simply inspecting them, they should so indicate and make arrangements to pay for copies of the records or a deposit RCW 42.56.120(4). Fees are 15 cents per page for printed copies, 10 cents per page for scanned copies, 5 cents for each (4) electronic files or attachments, and 10 cents per gigabyte for video. Fees will be charged for any request over \$1.00.

The Public Records Officer or designee may provide copies of Intercity Transit records at no charge to individuals or government agencies doing business with Intercity Transit, if the Public Records Officer or designee determines such action is in the best interests of Intercity Transit.

A form is available for use by requestors at the office of the Public Records Officer and online at <https://www.intercitytransit.com/business/public-records-requests>

## INTERCITY TRANSIT POLICY-EX-0005

The public records officer or designee may accept requests for public records that contain the above information by telephone, email, or in person. If the Public Records Officer or designee accepts such a request, they will confirm receipt of the information and the substance of the request in writing.

### Processing of Public Records Requests – General. WAC 44-14-040

- (1) *Providing “fullest assistance.”* Intercity Transit is charged by statute with adopting rules which provide for how it will “provide full access to public records,” “protect records from damage or disorganization,” “prevent excessive interference with other essential functions of the agency,” provide “fullest assistance” to requestors, and provide the “most timely possible action” on public records requests. The Public Records Officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- (2) Upon receipt of a request, Intercity Transit will assign it a tracking number and log it in.
- (3) The Public Records Officer or designee will evaluate the request according to the nature of the request, volume, and availability of requested records.
- (4) *Acknowledging receipt of request.* Within five business days of receipt of the request, the public records officer will do one or more of the following:
  - a. Make the records available for inspection or copying; or
  - b. If available on Intercity Transit’s website, provide an internet address and link on the website to specific records requested; or
  - c. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; or
  - d. Provide a reasonable estimate of when records or an installment of records will be available; or
  - e. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The Public Records Officer or designee may revise the estimate of when records will be available; or
  - f. Deny the request.
- (5) *Consequences of failure to respond.* If Intercity Transit does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the Public Records Officer to determine the reason for the failure to respond.



## INTERCITY TRANSIT POLICY-EX-0005

- (6) *Protecting rights of others.* If the requested records contain information that may affect rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give third-party notice to such others whose rights may be affected by the disclosure. Such notice will generally be provided ten (10) days prior to disclosure and should be given to make it possible for those third parties to contact the requestor and ask them to revise the request, or, if necessary, seek an order from a court to prevent or limit disclosure. The notice to the third-party will include a copy of the request. For requests seeking records located exclusively in an employee's personnel, payroll, supervisor, or training file, third party notice will be provided to the employee, any union representing the employee, and to the requestor.
- (7) *Records exempt from disclosure.* Some records are exempt from disclosure, in whole or in part. If Intercity Transit believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will identify the record or portion thereof which is claimed to be exempt, state the specific exemption, and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.
- (8) *Inspection of records.* Consistent with other demands, Intercity Transit shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents they wish the agency to copy.
- The requestor must claim or review the responsive records within thirty days of Intercity Transit's notification that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that they should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, Intercity Transit may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.
- (9) *Providing copies of records.* After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying.
- (10) *Providing records in installments.* When the request is for a large number of records, the Public Records Officer or designee will provide access for inspection and

## INTERCITY TRANSIT POLICY-EX-0005

copying in installments, if it is reasonably determined that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public Records Officer or designee may stop searching for the remaining records and close the request.

- (11) *Completion of inspection.* When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate that Intercity Transit has completed a diligent search for the requested records and made any located nonexempt records available for inspection.
- (12) *Closing withdrawn or abandoned request.* When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that Intercity Transit has closed the request.
- (13) *Later discovered documents.* If, after Intercity Transit has informed the requestor that it has provided all available records, Intercity Transit becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

### **Electronic Records. WAC 44-14-050**

- (1) *Requesting electronic records.* The process for requesting electronic public records is the same as for requesting paper public records.
- (2) *Providing electronic records.* When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the (name of agency) and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by RCW 42.56.120 and 42.56.130. The fee schedule is available at <https://www.intercitytransit.com/business/public-records-requests>.
- (3) *Customized electronic access services.* While not required, and with the consent of the requestor, the (name of agency) may decide to provide customized electronic access services and assess charges under RCW 42.56.120 (2)(f). A customized service charge applies only if Intercity Transit estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations and customized access services are not used by the agency for other purposes. Intercity Transit may charge a fee consistent

## INTERCITY TRANSIT POLICY-EX-0005

with RCW 42.56.120 (2)(f) for such customized access. The fee schedule is available at <https://www.intercitytransit.com/business/public-records-requests>.

### Exemptions. WAC 44-14-060

- (1) The Public Records Act provides that several types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by Intercity Transit for inspection and copying.

This list does not necessarily include all disclosure exemptions that may apply to Intercity Transit records.

Exempt Record	Legal Authority
Attorney Client Privilege & Privileged Communications	RCW 5.60.060 and RCW 5.60.060(2)(a)
Attorney Work Product	RCW 42.56.290
Trade Secrets (Under Uniform Trade Secrets Act)	RCW Chapter 19.108
Private Keys Used to Create Digital Signatures	RCW 19.34
Records Identifying Location of Archaeological Sites	RCW 27.52.070
Identity of Employee Reporting Alleged Improper Governmental Action (Whistleblower Statute)	RCW 42.41.030
Self Insurance or Risk Pool Funds Available to Satisfy a Claim	RCW 48.62.101
Records From State Employment Security Department	RCW 50.13

- (2) Intercity Transit is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW

### Costs of Providing Copies of Public Records. WAC 44-14-070

- (1) *Costs for paper records.* There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for fifteen cents per page.
- (2) *Costs for electronic records.* There is no fee for inspecting public records. The cost of electronic copies of records shall be five cents per each four (4) electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery. A fee of ten cents per gigabyte will be charged for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically.
- (3) Intercity Transit charges actual costs for nonstandard copies to include, but not limited to color copies, engineering drawings, maps, and photographs. A statement

## INTERCITY TRANSIT POLICY-EX-0005

of the factors and the manner used to determine this charge is available from the Public Records Officer.

- (4) *Deposit and Installments.* Before beginning to make the copies, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. Intercity Transit will not charge sales tax when it makes copies of public records.
- (5) *Costs of materials.* Intercity Transit may also charge actual costs of digital storage media or devices, cost of postage or delivery fees for mailing records, and the cost of the shipping container or envelope used to mail records to the requestor.
- (6) *Customized service charge.* In addition to the charge imposed for providing copies of public records and for the use by any person of agency equipment copying costs, an agency may include a customized service charge. A customized service charge may be imposed if the agency estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations and customized access services are not used by the agency for other agency purposes. Intercity Transit will charge the actual cost of providing the services.
- (7) *Payment.* Payment may be made by cash, check, or money order payable to Intercity Transit.
- (8) Intercity Transit reserves the right to send records to an outside vendor to make copies, or scan records into an electronic format if it determines, in its sole discretion, that it is necessary given available agency resources or it determines that an outside vendor can complete the project more quickly and less expensively than Intercity Transit. In such cases, the requestor will be charged the actual Intercity Transit may arrange with the requestor to pay the vendor directly.

### Review of Denials of Public Records. WAC 44-14-080

- (1) *Petition for internal administrative review of denial of access.* Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

## INTERCITY TRANSIT POLICY-EX-0005

(2) *Consideration of petition for review.* The public records officer shall promptly provide the petition and any other relevant information to the General Manager. The General Manager will immediately consider the petition and either affirm or reverse the denial within two business days following Intercity Transit's receipt of the petition, or within such other time as Intercity Transit and the requestor mutually agree to.

(3) *Judicial review.* Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550.

### **Public Form for Records Requests**

A requestor of public records may use the Public Records Request form to submit their request for records to the public records officer. A requestor may find the form on Intercity Transit's website, <https://www.intercitytransit.com/business/public-records-requests>, or they may request the form be sent electronically, or pick up a copy of the form at Intercity Transit's administrative office located at 510 Pattison SE, Olympia, WA.

### **Employees May Authorize Release of Exempt Personnel Information**

When a requestor requests public records regarding an employee, and if the records requested are exempt from disclosure, the employee may authorize release of the respective record(s) without redaction.

**INTERCITY TRANSIT  
RESOLUTION 02-2023  
AMENDING INTERCITY TRANSIT'S PUBLIC RECORDS REQUEST POLICY**

A **RESOLUTION** amending certain sections of POLICY-EX-0005, Resolution 02-2007, adopted April 4, 2007, relating to compliance with the Public Records Act, RCW 42.56.

**WHEREAS**, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

**WHEREAS**, Intercity Transit previously adopted Resolution 02-2007, POLICY-EX-0005 "Requesting Public Records," to establish policy and procedures that Intercity Transit staff will follow in order to provide full access to public records; and

**WHEREAS**, recent state legislation has amended the Public Records Act; and

**WHEREAS**, Intercity Transit desires to adopt an amended policy with current procedures for processing public records requests; and

**WHEREAS**, Intercity Transit will charge fees to copy and provide public records not to exceed those permitted by the Public Records Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY**, that Intercity Transit hereby repeals Resolution 02-2007.

**BE IT FURTHER RESOLVED** by the Intercity Transit Authority to adopt the amendments within Policy-EX-0005, Exhibit "A" to become effective August 2, 2023.

**ADOPTED this 2<sup>nd</sup> day of August 2023.**

**INTERCITY TRANSIT AUTHORITY**

\_\_\_\_\_  
**Clark Gilman, Chair**

**ATTEST:**

\_\_\_\_\_  
**Pat Messmer, Executive Assistant  
Clerk of the Board**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Jeffrey S. Myers, Legal Counsel**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: August 2, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford Smith, Human Resources Director, 705-5861

**SUBJECT:** General Manager Hiring Process Update

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1) **The Issue:** Staff will present an update on the General Manager hiring process.

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

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3) **Policy:** Per Authority Chair direction, staff will provide an update regarding the status of the General Manager recruitment and selection process.

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4) **Background:** Following the March 1, 2023, meeting, the Authority Chair appointed four Authority members to a sub-committee. The sole purpose of this committee is to work with Human Resources staff to develop a recruitment and selection process for the agency's General Manager position. The four members appointed are City of Tumwater Mayor Debbie Sullivan, City of Lacey Councilmember Robin Vazquez, Vice Chair and Citizen Representative Justin Belk, and Citizen Representative Don Melnick. Human Resources staff participating on the sub-committee includes HR Manager Alana Neal and Administrative Services Director Heather Stafford Smith. Chief Marketing, Communications, and Outreach Officer Nick Demerice and Clerk of the Board, Pat Messmer are also participating on the committee.

The sub-committee has met several times and will provide an update to the full board, including the internal and external stakeholder survey results, the draft job announcement and success factors, the recruitment timeline, the outreach strategy, and the candidate screening plan. Additionally, staff will recommend setting a date for the in-person selection process that is tentatively scheduled for the 4<sup>th</sup> week in October.

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

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

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7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: August 2, 2023**

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Manager, 360-705-5832

**SUBJECT:** Presentation: Service Restoration and Transit Development Plan Overview

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- 1) **The Issue:** Provide the Authority with an overview and discussion of the ongoing restoration of fixed-route bus service during the COVID-19 pandemic.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** N/A.
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- 4) **Background:** Provide an overview of the adjustments made to fixed-route bus service during the COVID-19 pandemic, as well as a summary of anticipated restoration through the next five years.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 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 #6:** *“Encourage use of our services.”*
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- 8) **References:** N/A.



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: August 2, 2023**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Schedule a Special Meeting – September 20, 2023

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- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 20, 2023, to conduct a joint meeting of the Intercity Transit Authority and the Community Advisory Committee (CAC).
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- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 20, 2023, to conduct a joint hybrid meeting of the Authority and the Community Advisory Committee.
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- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
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- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 20, 2023, to conduct the annual joint meeting of the Authority and Community Advisory Committee (CAC). Staff would cancel the regularly scheduled September 18 meeting of the CAC. CAC members have requested a hybrid meeting format with both in-person and virtual attendance options for the joint meeting if the ITA is amendable to that.
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- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 20, 2023, to conduct a joint hybrid meeting of the Authority and Community Advisory Committee.
  - B. Schedule a joint meeting for a different date.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Having an opportunity to learn and share ideas meets all goals of Intercity Transit.
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- 8) **References:** N/A.