

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
January 22, 2024 – Olympia Transit Center  
5:30 PM**

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New York City Phone Conference ID: 266 290 044#

**CALL TO ORDER**

- |              |  |                |
|--------------|--|----------------|
| <b>I.</b>    | <b>APPROVE AGENDA</b>  | <b>1 min.</b>  |
| <b>II.</b>   | <b>INTRODUCTIONS</b>   | <b>1 min.</b>  |
|              | A. Intercity Transit Authority Representative ( <i>Justin Belk</i> ) |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>  | <b>3 min.</b>  |
|              | A. February 7, 2024, ITA Meeting– ( <i>Clair Bourgeois</i> )         |                |
|              | B. February 21, 2024, ITA Meeting – ( <i>David Payton</i> )          |                |
|              | C. March 6, 2024, ITA Meeting - ( <i>Doug Riddels</i> )              |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES – November 20, 2023</b>                       | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>  |                |
|              | A. Introduce New CAC Members ( <i>Emily Bergkamp</i> )               | <b>15 min.</b> |
|              | B. Transit Planning 101 ( <i>Rob LaFontaine</i> )                    | <b>20 min.</b> |
|              | C. Zero Emissions Transition Recommendation ( <i>Jonathon Yee</i> )  | <b>20 min.</b> |
|              | D. OCPC Outcomes ( <i>Dena Withrow</i> )                             | <b>15 min.</b> |
|              | E. Topics of Interest ( <i>Emily Bergkamp</i> )                      | <b>15 min.</b> |
| <b>VI.</b>   | <b>CONSUMER ISSUES – All</b>   | <b>10 min.</b> |
| <b>VII.</b>  | <b>REPORTS</b>   | <b>15 min.</b> |
|              | A. January 3, 2024, ITA Report ( <i>Ty Flint</i> )                   |                |
|              | B. January 17, 2023, ITA Report ( <i>Betty Hauser</i> )              |                |
|              | C. General Manager’s Report ( <i>Emily Bergkamp</i> )                |                |
| <b>VIII.</b> | <b>NEXT MEETING – February 12, 2024</b>                              | <b>1 min.</b>  |
| <b>IX.</b>   | <b>ADJOURNMENT</b>   | <b>1 min.</b>  |

**Attendance Report Attached.**

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**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**November 20, 2023 – Hybrid Meeting**

**CALL TO ORDER**

Chair Smit called the hybrid November 20, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

**Members Present:** Chair Nicole Smit; Vice Chair Jihan Grettenberger; Harrison Ashby; Clair Bourgeois; Ty Flint; Betty Hauser; Lloyd Peterson; Marilyn Scott; and Eliane Wilson.

**Absent:** Alejandro Garcia; Allison Spector; Doug Riddels; Edwina Waehling; Nikki Crist; Ursula Euler; Trina Primm; and Rachel Weber.

**Staff Present:** Amanda Collins; Emily Bergkamp; Izi LeMay; Jonathon Yee; Michael Maverick; Jessica Gould; Zach Heinemeyer; and Daniel Van Horn.

**Guests Present:** Kylie McCord, CTE and Maggie, CTE.

**RECOGNITION**

Chair Smit recognized outgoing CAC members: Alijandro Garcia, Allison Spector, and Jihan Grettenberger.

**APPROVAL OF AGENDA**

It was M/S/A by TY FLINT and CLAIR BOURGEOIS to approve the agenda.

**INTRODUCTIONS**

Smit introduced Authority member, Don Melnick, as the ITA representative attending the meeting.

**MEETING ATTENDANCE**

- A. December 6, 2023, ITA Meeting – Nicole Smit
- B. December 20, 2023, ITA Meeting – Ursula Euler
- C. January 3, 2023, ITA Meeting – Ty Flint

**MOTION TO APPROVE MINUTES**

It was M/S/A by Jihan Grettenberger and Ty Flint to approve the October 16, 2023, minutes.

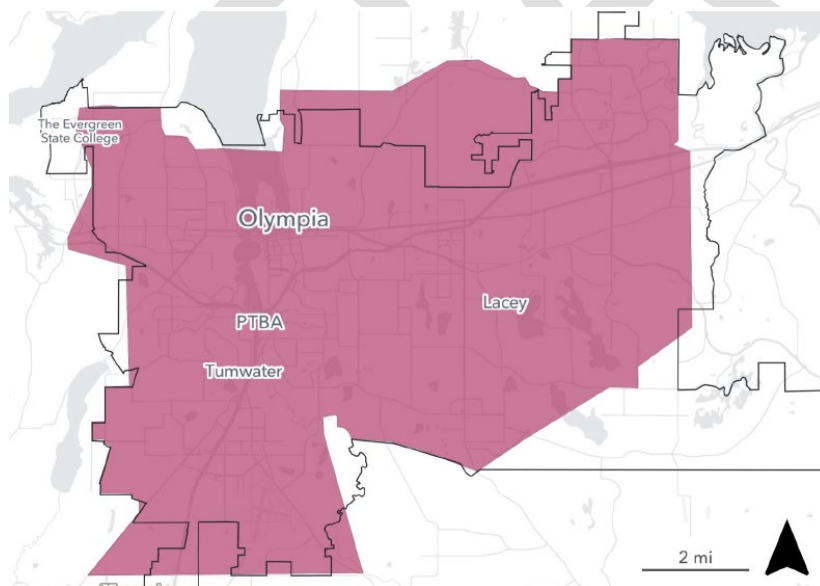
**NEW BUSINESS**

- A. **Village Vans Update** - (*Izi LeMay*) LeMay (they/them) introduced themselves as the Village Vans Supervisor and presented a review of the Village Vans program for 2023.

LeMay began the presentation with an overview of the program, why it was started, why the agency has continued to support it, and the context of why it's so impactful to the service area. Then, LeMay reviewed 2023 program statistics to highlight wins and challenges experienced in operations and with community partners. And finally, LeMay took questions from the CAC.

They shared the history behind the Village Vans program, which has been around since 2002. The program started as a work-related transportation service, specifically because community organizations noticed that Work First participants were really struggling to gain and maintain employment because of their transportation barriers. Village Vans serves as a supplement to fixed route service, so that anyone who's trying to gain and maintain employment can get to school, work, training programs, and daycare stops. The program also connects to other transportation services and refers participants to community resources. Participants become eligible for the program if they report that they are low-income and need supplemental transportation. Examples include needing multiple destinations for one direction, such as a daycare stop or a work site being more than a 15-minute walk from the nearest bus stop. In 2004, Village Vans incorporated the workforce development program where the actual drivers of Village Vans are part of Village Vans to bolster their professional development through transferable skills. Drivers gain experience working in public transit at Intercity Transit, and then build professional habits, as well as professional driving skills.

*LeMay paused for questions.*



LeMay displayed a simplified map of the Olympia, Lacey, and Tumwater area and identified the Village Vans service area as the pink highlighted portion of the map, they also explained the black outline identifies the Public Transportation Benefit Area (PTBA). LeMay then displayed a series of maps to bring context to the different needs of the community that Village Vans works to address. LeMay used publicly available data and through a program called Remix overlaid data for length (time) of bus commutes to work and household

poverty rates within the service areas. The first map showed 2012-2017 data of workers who are 16 and older, based on census block, who have a 60+ minute commute by bus. Those areas highlight individuals within the PTBA that may struggle to get to work by bus. LeMay further explained that this is the most recent commute survey data they could locate. The other map included an overlay of poverty data from the 2020 Census. This highlighted that the same neighborhoods that have 60+ minute commutes are also more likely to experience poverty.

Next, LeMay reviewed various operations statistics for 2023:

- **Jan-Oct Total passenger count: 2,666**
  - **Unlinked passenger trips: 77%**
  - **Child passenger count: 23%**
- **Jan-Oct Vehicle revenue hours: 2,523**
  - **Volunteer hours: 5%**
  - **Third party funded hours: 0%**
  - **Intercity Transit staff hours: 95%**

For comparison, LeMay also highlighted 2021 and 2022 operations statistics:

- **2021 Vehicle revenue hours: 2,143**
  - **Volunteer hours: 14%**
  - **Third party funded hours: 59%**
  - **Intercity Transit staff hours: 27%**
- **2022 Vehicle revenue hours: 3,788**
  - **Volunteer hours: 24%**
  - **Third party funded hours: 5%**
  - **Intercity Transit staff hours: 71%**

LeMay explained that the stats show that in 2023, nearly a quarter of all riders were accompanying children for participants who either bring their children to their workplace or require a two-part trip where the van makes a daycare stop and then takes the individual to work. They also explained that the majority of 2023 transportation was completed by Intercity Transit staff. The core Village Vans teams is Izi LeMay, Eric Wells, and two staff intern operators who rotate between the program and fixed route shifts. Village Vans is a demand-response service and only fulfills requests based on driver availability with fixed route service taking priority. The next data point includes rides that were completed by program volunteers (5% for 2023). And finally, a third data point includes rides completed by third party funded drivers (0% for 2023). LeMay explained that the program historically partnered with Work Source and Work First participants employed by those programs and then contracted to do either paid work or community jobs through Village Vans. In 2021, nearly 60% of Village Vans service was completed by third-party programs and 14% was completed by volunteers, leaving only 27% completed by IT staff. In 2022, there was a significant decrease in third party funding and the program switched to more volunteer-based coverage. During this transition, LeMay shared that the rider demand stayed the same and Intercity Transit supplemented coverage with internal staff, including LeMay. Third party funding was affected by federal cuts to the Workforce Innovation and Opportunity Act (WIOA) and paid work experience. Intercity Transit is no longer supported as a place where participants can get paid to accrue work experience. Work Source is still a valued community partner for the program and supports Village Vans by hosting outreach events to recruit drivers and bolster the program.

LeMay highlighted other current community partnerships for the Village Vans program including Coastal Community Action Program: WorkFirst, which provides participants an opportunity to work in Village Vans. This recent agreement is a positive step in restarting Third-party funded and Volunteer driving support. The Coastal Community Action Program also runs a comparable service called Driven to Opportunity that encompasses all of Thurston County and focuses on the struggles rural workers encounter in their commutes. While Village Vans is focused on the greater urban areas of Olympia, Lacey, and Tumwater, Driven to Opportunity goes all throughout Thurston County. The two programs often share passengers to share the workload, and Village Vans refers participants who may live outside the Village Vans service area so they can still get transportation within the county. Safe Kids Thurston County is another community partner who helps Village Vans with in-kind donations of car seats to ensure that the program can transport kids safely. Safe Kids also supported the training of program staff to be certified Child Passenger Safety Technicians (CPSTs) so the program can install car seats properly. Another community partner includes, ASHHO Cultural Community Center who provides an outreach location for the program.

LeMay highlighted several program accomplishments, including Child Passenger Safety enhancements such as certified CPSTs on staff, an improved family onboarding process, child passenger liability statements, and subrecipient grant funding to purchase adjustable car seats. Village Vans staff orient new families who will have kids riding in the van by instructing the family on proper car seat use and reviewing a liability waiver before the family's first ride. LeMay also explained the benefit of using grant funding to purchase adjustable car seats, rather than switching out different types of seats for different sized child passengers. Parents will now easily be able to adjust the head rests to the proper height and quickly buckle their child into the van and start their ride.

Finally, LeMay displayed a passenger testimony for the committee to review while they entertained questions.

*LeMay answered questions.*

*Clair Bourgeois asked if the program needs volunteers in the light of the contract that was just signed.*

*LeMay answered that Village Vans is also being supported by a pilot program through the human resources department where operations operators who are on light duty can work in Village Vans, which has been a big help. Village Vans currently has one work first participant and two volunteers who are limited in the amount of time they can devote to the program compared to a light-duty operator. The program's operating hours are Monday through Friday 7:00 AM to 6:00 PM. Light duty operators have helped with the earlier and later shifts. However, the program has highest demand for rides in the early morning and they are always in need of volunteer drivers who are willing to be early birds and help with the morning commute.*

*Bourgeois then asked if there is a timeline for how long a client can use the service.*

*LeMay responded that the program is meant to be a transitional or temporary service. Typically, passengers are certified to participate for one year and extensions can be approved on a case-by-case basis. Typically, participants do not ride for more than a total of three years.*

- B. Zero Emissions Update** – (*Jonathon Yee, Kylie McCord, and Maggie Maddrey*) Jonathon Yee serves as the Director of Fleet and Maintenance at Intercity Transit. Yee introduced Kylie McCord and Maggie Maddrey to provide an update on Intercity Transit's zero emissions journey. Yee thanked all involved parties involved in the Zero Emissions Analysis process, including staff from the Center for Transportation and the Environment (CTE), subcontractors from Nelson Nygaard and Hatch, LTK, ITA board members, CAC members, and Intercity Transit staff.

Yee provided the project background that a contract was awarded to CTE one year ago to begin a full analysis of Intercity Transit's fleet and what the impacts and costs would be to implement various zero emissions vehicle technologies and the infrastructures necessary to run the fleet. The analysis is now complete, and the next phase includes creating a formal transition plan. Concurrently, Yee and team are also working on an implementation phase to take advantage of grant money that was awarded through the Washington State Department of Transportation (WSDOT) to begin the hydrogen fuel cell demonstration project with fuel cell buses and hydrogen fueling. Yee shared that Kylie McCord and Maggie Maddrey will provide an overview of the 100+ page analysis report through the presentation.

Kylie McCord is the Senior Project Manager with the Center for Transportation and the Environment (CTE). McCord thanked Yee for the introduction and invited CAC members to ask questions throughout the presentation. McCord also introduced Maggie Maddrey who serves as a Project Manager with CTE. CTE is a nonprofit organization that works across the country with transit agencies in developing and helping them transition to zero emission technology. The Zero Emissions Analysis looked at what it would take for Intercity Transit to develop a long-term transition plan and to understand the barriers, the constraints, the risks, and the associated costs so that the organization can make informed decisions about the best approach to transition and provide the services needed for the community.

McCord then explained the basics of Zero Emission technology. Intercity Transit's current fleet is made up of heavy-duty, diesel buses for fixed route service and smaller, gas-powered cutaway vehicles for paratransit service. When transitioning the options include a battery electric vehicle or a hydrogen fuel cell vehicle, which both have zero emissions from the tailpipe and are essentially run on batteries. McCord stated that the primary difference between the two technologies is the battery bank. Batteries running on battery-electric vehicles, such as a Tesla or other passenger vehicles that are on the market are beginning to come onto the market. With hydrogen fuel cell vehicles, there is a smaller, high-voltage battery that uses hydrogen to create the energy stored on the bus. This means you store hydrogen and create electricity using a fuel cell on board the bus. The refueling time for a fuel cell bus is 10-20 minutes, while refueling a battery electric bus takes upwards of a couple of hours and up to four hours depending on the size of the battery. Another consideration McCord shared is infrastructure, he displayed a graphic showing that as the fleet grows battery electric vehicles scalability and costs go up considerably compared to fuel cell vehicles where increasing fleet size decreases the associated effort and cost. Dispensing hydrogen is like dispensing fuel as Intercity Transit does today.

A part of the project work by CTE, McCord included a state of the industry analysis that looked at operating original equipment manufacturers (OEMs) that are in the market

today. McCord displayed ten OEM companies for battery electric transit buses and two OEMs for fuel cell transit bus. The industry is continually evolving and unfortunately, in a matter of months NovaBus and Proterra are no longer viable manufacturers for battery electric transit buses since they are either leaving the U.S. market or declaring bankruptcy. There are only two fuel cell manufacturers (ENC and New Flyer). Gillig, which is a traditional bus manufacturer, has indicated that they're likely moving into the fuel cell market but hasn't yet. With less fuel cell manufacturers, the costs are higher for fuel cell vehicles, but there are other market conditions that mitigate that. McCord's team also looked at cutaway vehicle OEMs, which follow the same trend as transit buses with seven manufacturers on the battery electric side and only two on the fuel cell side. The fuel cell options are not cost competitive, whereas battery electric is, but they're still considerably more expensive than a gasoline or diesel-powered vehicle. McCord is optimistic that there will be a lot more movement in this market over the next couple of years. The State of California for example has the Innovative Clean transit rule, which is in effect now for all the state's large heavy-duty fleets to be zero emissions by 2040. More entries into the market will drive the course of competition and cost.

McCord reviewed the project approach and methodology graphic including:

- Project Planning & Initiation,
- Requirements & Data Collection,
- Service Assessment,
- Fleet Assessment,
- Fuel Assessment & Utility Interface,
  - Fleet Emissions Inventory,
- Maintenance Assessment,
- Facilities Assessment,
- TCO Assessment & Change Assessment,
- ZEB Transition Plan

CTE began looking at Intercity Transit fixed route service through a service assessment. This contemplated what's required to operate the routes and services provided by IT, how many miles and the conditions of those routes to determine what the vehicles can do. CTE also considered if replacement can be on a one-to-one basis while maintaining the same amount of service in a day or if it may take more vehicles or a different way to fuel them for daily service to determine if it's feasible. The next step was to walk through a different analysis and determine the cost to replace the entire fleet with various options. This contemplated fuel costs, utility costs, maintenance costs, and infrastructure costs to build out the necessary infrastructure to develop the total cost of ownership. McCord explained that compared to the status quo, zero emissions is always going to be more expensive, at least today. The fleet assessment provided answers to how much more expensive the fleet will be and where those costs fall (infrastructure, fuel, etc.). CTE looked at four different scenarios, which will be repeated throughout the presentation. Two scenarios replace all vehicles that could be replaced with battery electric and maintained diesel buses as diesel buses if the range of battery electric options were insufficient to complete daily service. This would include battery electric charging at the depot and supplementing with on route charging, including high-capacity chargers where a bus would run through for a few minutes at either the Olympic Transit Center or the Lacey Transit Center. Supplement charging is used as a range extension to be able to complete daily service. The third scenario looked at mixing the fleet up between battery electric and fuel cell. And the fourth scenario looked at a

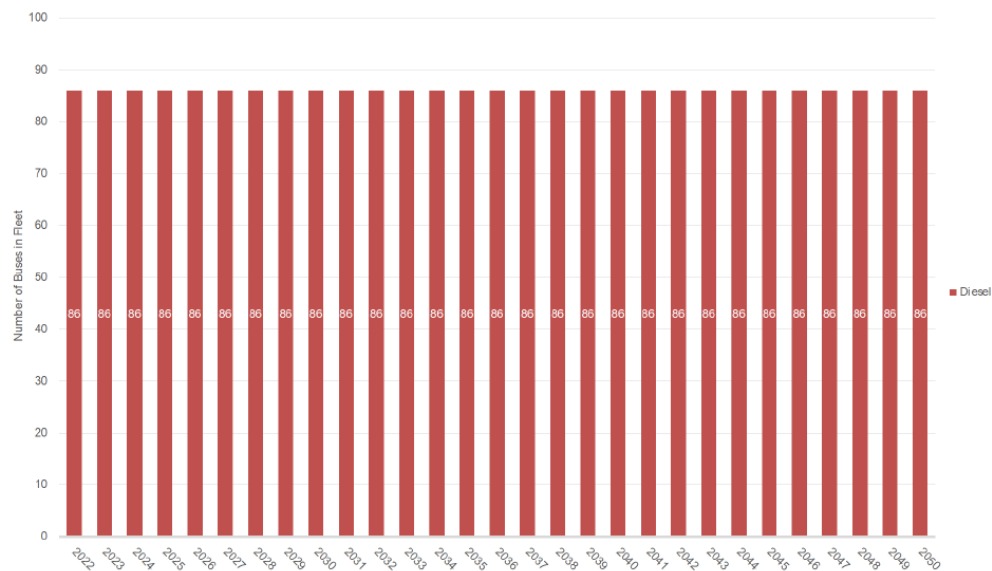


fuel cell only fleet. In terms of feasibility, a hydrogen fuel cell bus can do much closer to what a diesel bus can do in a day than a battery electric can do today. McCord shared four charts displaying fleet composition scenarios from 2023-2050 and possible timelines. The number of buses in the fleet is denoted on the left (Y-Axis) and the year on the bottom (X-Axis) with the specific replacement schedule for buses following 12 years per FTA guidelines. Even factoring in improvements in technology through 2050, CTE does not believe battery electric can fully support the Intercity Transit fleet by charging at the depot alone. Adding on-route charging makes battery electric much more feasible, but there are other considerations to be discussed with non-route charging. The dark green in chart three represents buses that would be charged or could be charged on route at a transit center during their service operations. CTE also looked at a mixed fleet essentially doing everything with a battery electric bus at the charge from the depot could do, and then supplementing that with hydrogen fuel cell vehicles. McCord and team looked at accelerating the transition, which is why the plan shows fuel cell vehicles by 2036. And finally, looking at hydrogen fuel cell only not incorporating battery electric and only using hydrogen fuel cell technology.

Chart 1

## Baseline Fleet Composition

### Fixed-Route Service



Note: 'Diesel' includes both diesel and diesel-hybrid vehicles

Chart 2

## BEB Depot-Only Charging Fleet Composition

### Fixed-Route Service

Replaces all 35' and 40' diesel buses with FCEBs based on block feasibility. All 35' vehicles can be replaced by depot-only BEB alternatives. Since the feasibility of routes serviced by 40' vehicles is dependent on BEB nameplate capacity improvements of 5% every other year, Intercity Transit's depot-only BEB fleet will be 84% zero-emission by 2050. Other technology solutions will need to be considered to meet 100% zero-emission within this timeline.

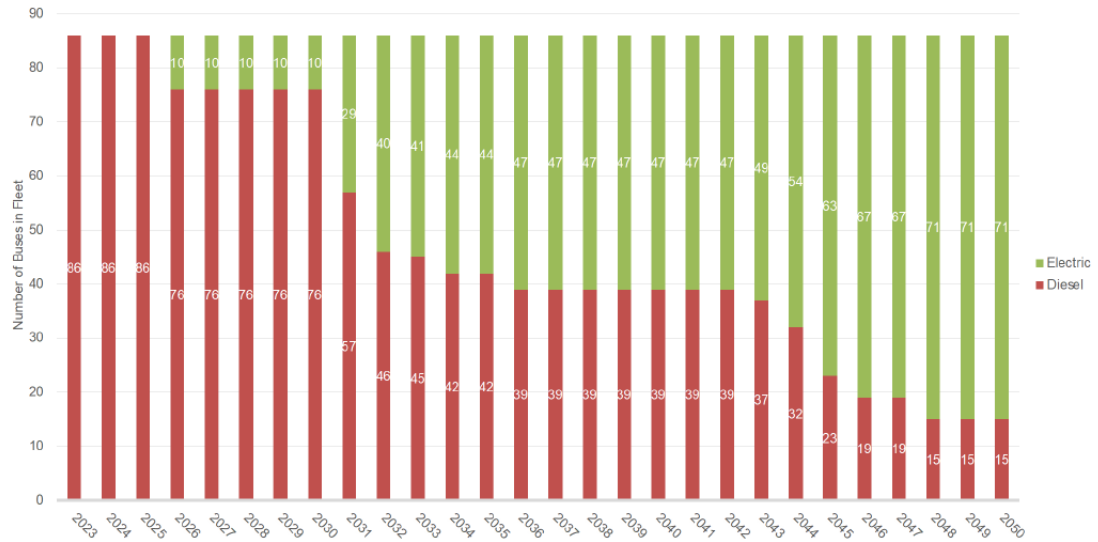


Chart 3

## BEB Depot and On-Route Charging Fleet Composition

### Fixed-Route Service

An overnight depot-charged BEB is deployed in place of a diesel bus, if the vehicle's block is feasible. An on-route charged BEB is deployed in place of a diesel bus, if the vehicle's block with overnight depot-charged BEB is infeasible. Once a bus is replaced with an on-route charged BEB, it stays on-route charged for perpetuity.

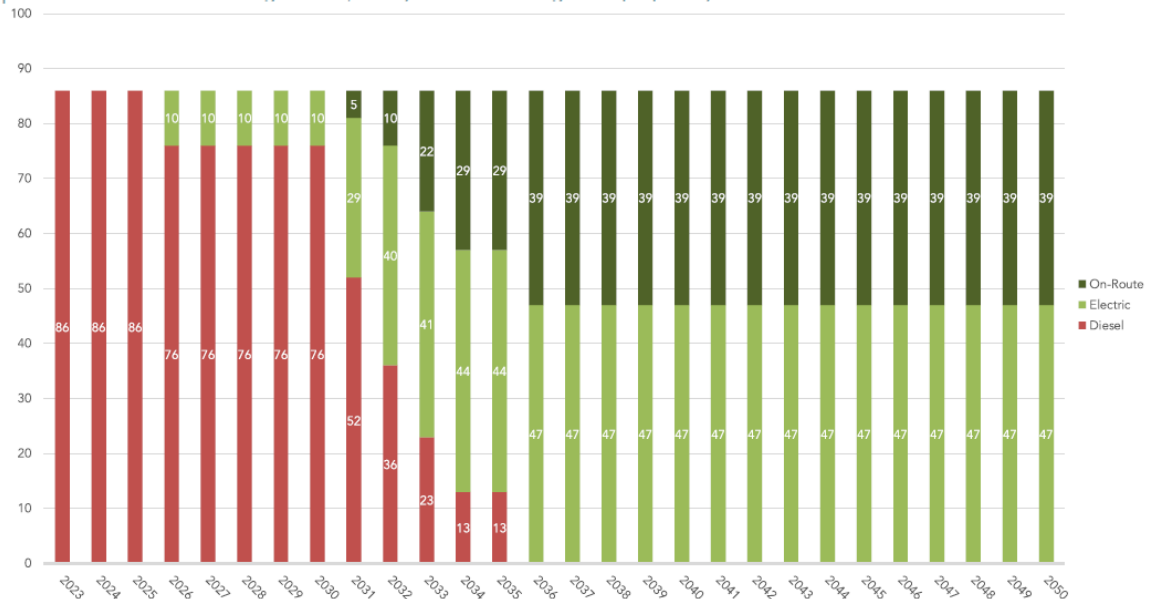


Chart 4

## Mixed (BEB and FCEB) Fleet Composition

### Fixed-Route Service

A depot-charged BEB is deployed in place of a diesel bus, if the vehicle's block is feasible. An FCEB is deployed in place of a diesel bus, if the vehicle's block is infeasible with depot charged BEB. Once a bus is replaced with an FCEB, it stays FCEB for perpetuity

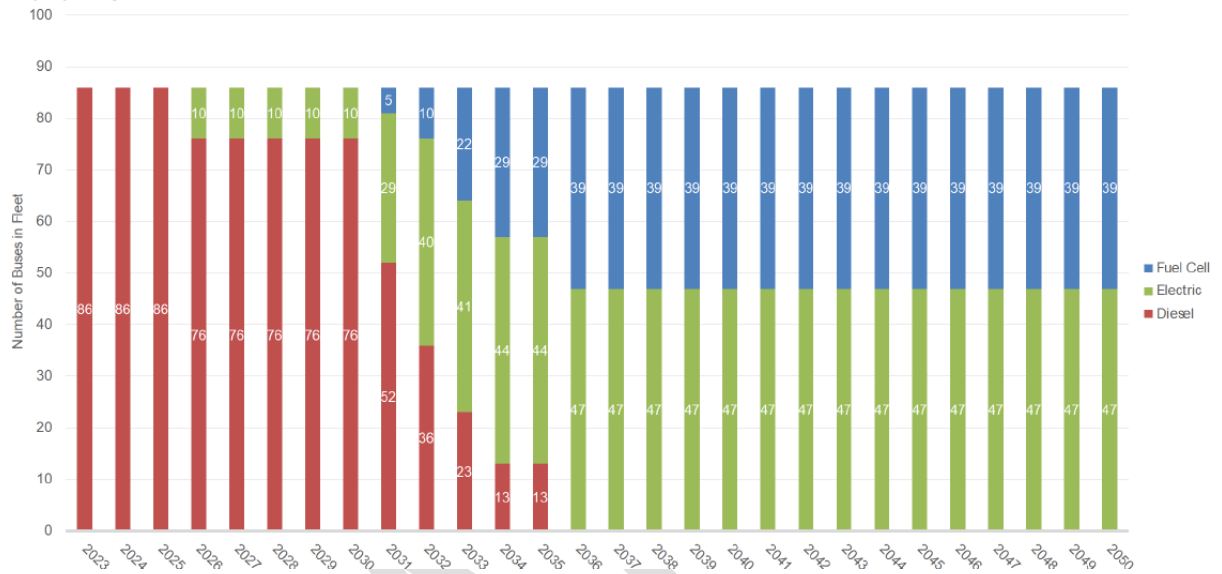
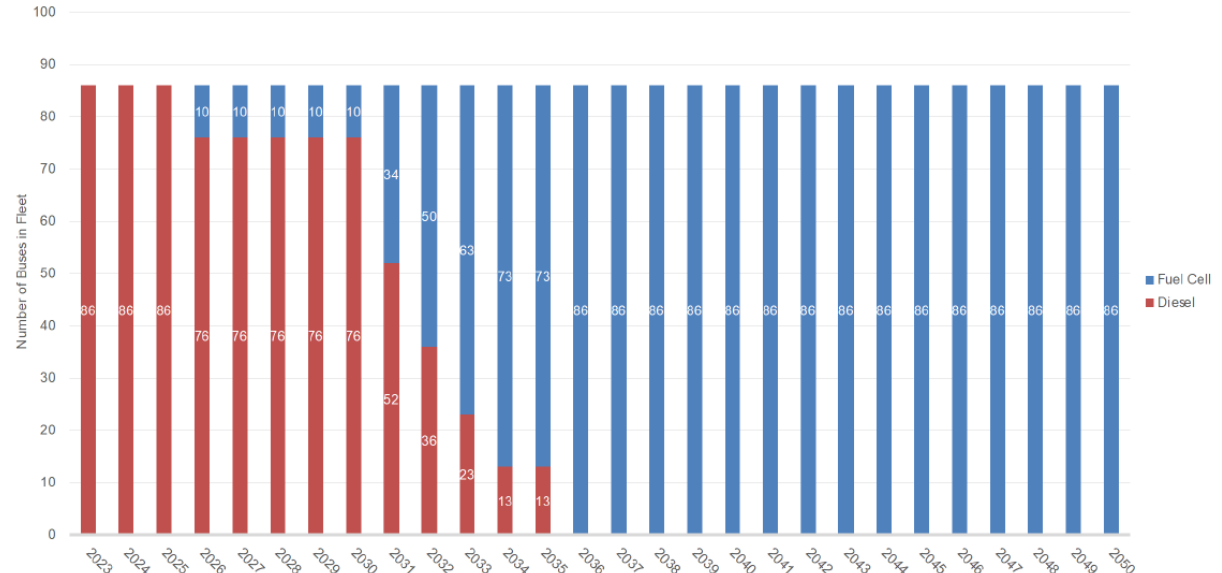


Chart 5

## FCEB Only Fleet Composition

### Fixed-Route Service

Replaces all 35' and 40' diesel buses with FCEBs based on block feasibility. 98% of Intercity Transit's blocks are feasible based on current-day technology (350-mile range). With FCEB improvements, however, all blocks are expected to be feasible by 2050



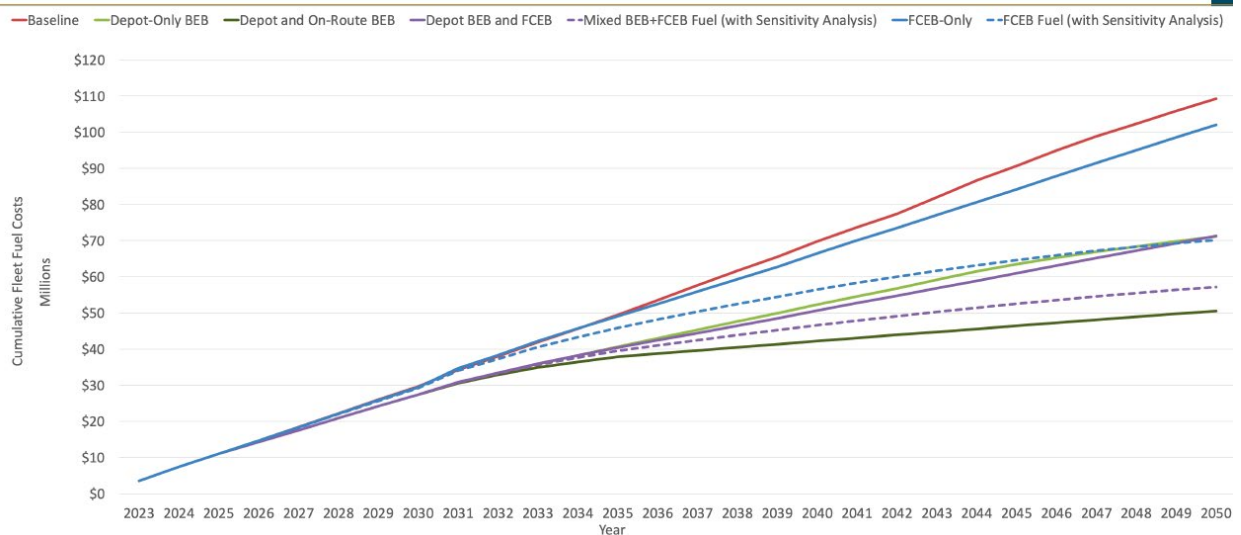
McCord also shared a cumulative fuel costs chart which contemplates diesel fuel costs as of today (\$4.80/DGE) with fluctuating inflation based on the Energy Information Association's (EIA) projection for diesel fuel and electricity costs with fluctuating inflation based on Puget Sound Energy (PSEs) Schedule 26 for Large Demand General

Service. Additional factors include charging station maintenance for depot only and depot plus on-route charging. Hydrogen pricing, which is unfortunately expensive at today's rate of \$8.61/kg was also contemplated. CTE made assumptions about future hydrogen costs based on the EIA's projection for compressed natural gas. Another consideration for hydrogen fuel costs was Department of Energy's (DOE) funding opportunities, such as their recent announcement of an \$8 billion award for hydrogen hub programs across the country. The goal of hydrogen hubs is to develop clean hydrogen production at a scale to reduce the cost of hydrogen and improve the supply across the country and the Pacific Northwest (PNW). Led by Washington, Oregon, and Montana, the PNW hub received about a billion dollars from DOE's program. Assuming infrastructure is built out, CTE assumed a price reduction of 3% YOY for hydrogen beginning in 2026. Overall, Intercity's diesel fuel baseline is projected to be the costliest, even more so than hydrogen powered scenarios. Electricity only scenarios such as Depot Only and Depot plus On-Route charging are the most cost effective.

## Cumulative Fuel Costs

All ZEB Scenarios, 2023-2050

Fixed-Route Service



CTE also looked at infrastructure and applied inflation to the costs for different scenarios. Hatch LTK, which is an architecture and engineering firm that does a lot of work with transit depots assisted with these calculations. McCord noted that CTE and Hatch consultants assumed Intercity Transit's baseline fleet is a continuation of today's operations, and therefore infrastructure costs are not considered for the business-as-usual scenario. There were also no land acquisition costs included in the project costs and an inflation rate of 3% YOY was applied to the infrastructure costs through 2050, based on historical CPI for labor. McCord explained that the different scenarios look at ways that depot charging can be configured with the various zero emissions options because all require additional infrastructure. If battery electric is selected, adding charging equipment, equipment to support the chargers on a portion of the yard, and finally placing pedestals with concrete medians throughout the yard. This construction creates challenges because of limitations on parking. So as the transition plan develops, there will be a lot of emphasis placed on planning the depot infrastructure and on-route infrastructure layouts. CTE also developed concepts for combination battery electric and

hydrogen fuel cell, which requires a liquid hydrogen storage tank on the property that must remain above ground and has various placement limitations in respect to building proximity and property lines. And finally, CTE looked at a hydrogen storage only infrastructure.

The Summary Cost Evaluation was then shared with the CAC, which showed significant cost differences between each scenario. Continuing with baseline (diesel fuel) buses were assigned a summary cost of \$475.3M, battery electric (depot charging only) buses were a cost of \$572M, battery electric (depot and on-route charging only) buses were a cost of \$614.8M, mixed fleet (battery electric and fuel cell electric) were a cost of \$646.5M, and fuel cell electric (hydrogen only) were a cost of \$695.4M. What the analysis shows is that zero emissions vehicles are more expensive and that may or may not change over time. More technology has been applied to vehicles to create more range, but costs have not come down. Other costs also varied, but the cost of the fleet was the main factor driving up costs in zero emissions scenarios.

## Summary Cost Evaluation

### Fixed-Route Service

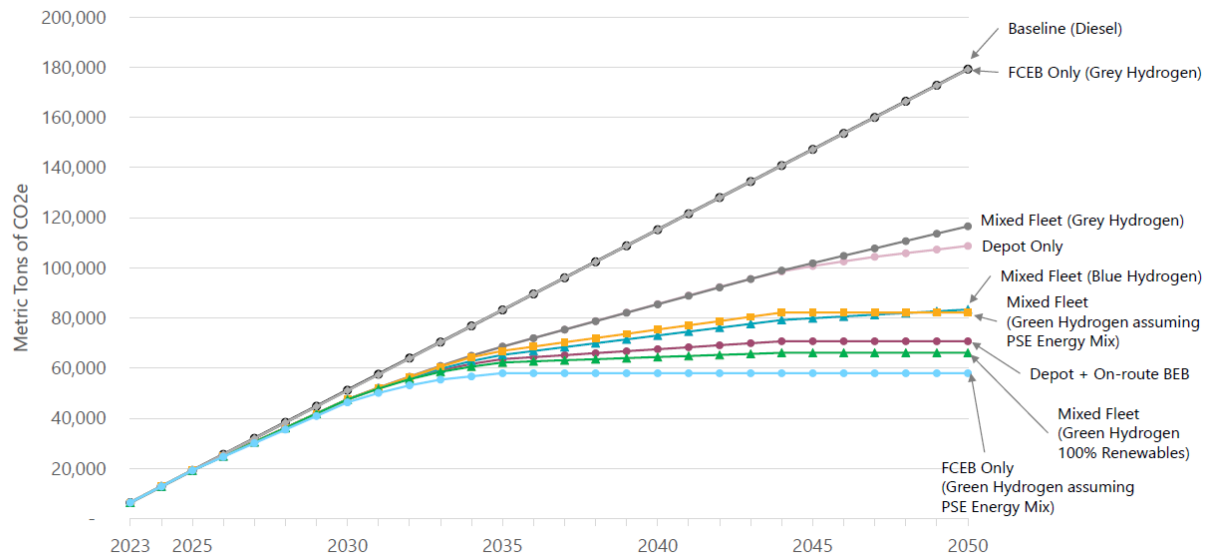
All ZEB Scenarios, 2023-2050

Total Cost of Ownership	Baseline	BEB Depot Charging Only	BEB Depot and On-Route Charging	Mixed Fleet (BEB/FCEB)	FCEB Only
Fleet	\$270.3M	\$408.8M	\$468.6M	\$477.5M	\$493.5M
Fuel	\$109.3M	\$71.2M	\$50.5M	\$71.3M	\$102M
Maintenance	\$95.7M	\$81.5M	\$74M	\$78M	\$88.2M
Infrastructure	\$-	\$10.6M	\$21.6M	\$17.7M	\$11.6M
<b>Total</b>	<b>\$475.3M</b>	<b>\$572M</b>	<b>\$614.8M</b>	<b>\$646.5M</b>	<b>\$695.4M</b>
Compared to Baseline	\$-	+\$96.7M	+\$139.5M	+\$171.2M	+\$220.1M
% of ZEB Blocks Achievable with ZEBs by 2050	0%	83%	100%	100%	100%

\*Sensitivity analysis reduces overall costs for Mixed Fleet scenario by \$14.1M and the FCEB-only Fleet Scenario by \$31.9M

Finally, McCord displayed the impact each scenario had on emissions, which the core focus of the project is to mitigate both on route and from the production of fuel. Subcontractor Nelson Nygaard put a tool together for Intercity Transit to calculate their environmental footprint based on how the fleet changes over time. McCord also explained that hydrogen is produced in many ways that impact emissions differently. The graphic displays the differences in the emissions footprint between water, hydroelectric, power, wind power, and other production methods. The goal is to lower emissions and emissions associated with the utility grid, which there is little control over. As PSE changes their utilities and production over time, the environmental footprint of the fleet will also evolve.

## Cumulative Emissions – All scenarios



CTE performed the same analysis for paratransit, also known as the Dial-a-Lift (DAL) program. McCord shared that the same graphics will be shown but will be more straightforward. DAL's baseline fleet of 54 cutaway vehicles shows that Intercity Transit will begin operating a primarily propane fueled fleet starting in 2024. Most DAL services can be replaced with battery electric vehicles over time. McCord stated that CTE recommends delaying the transition to allow technology to catch up to where it needs to be to run the number of miles that the paratransit vehicles average in a day. DAL is an on-demand service, so it is difficult to predict how many miles each vehicle is going to run each day without relying strictly on the average of the fleet and minimums and maximums traveled each day. CTE contemplated both overnight depot and midday charging for the battery electric vehicles in the DAL fleet. A mixed fleet composition would supplement the couple of vehicles needing longer range. A hydrogen only fleet would pose challenges because there are not many OEM options in the cutaway market today. McCord would also recommend delaying the transition of fuel cell cutaways allowing these technologies to catch up. Finally, he noted it would only make sense to pursue a hydrogen fuel cell paratransit fleet if the heavy-duty fleet had necessary fuel cell infrastructure. The fuel costs were presented and showed hydrogen as the more expensive option rather than the baseline fuel costs, since propane is less expensive than diesel fuel. Battery electric vehicles represented the least expensive option for fuel related costs. McCord also showed the infrastructure layout necessary for battery electric vehicles within the fleet.

DAL's zero emissions summary cost evaluation showed the costs of the baseline fleet were more expensive than battery electric vehicle options. McCord noted that the costs also appear to be consistent with what Intercity Transit would pay for the service as it is. Additionally, the hydrogen fuel cell fleet is significantly more expensive than a battery electric or mixed composition fleet because fuel cell vehicles are expensive as of today. If fuel cell vehicles come down in price, which McCord expects to happen, then the fuel cell fleet will become much more cost competitive.



## Summary Cost Evaluation

### Dial-a-Lift Service

All ZEB Scenarios, 2023-2050

	Baseline	BEB Overnight Charging Only	BEB Overnight and Midday Charging	Mixed Fleet	FCEB Only Fleet
Fleet	\$75.3M	\$79.2M	\$79.3M	\$80.3M	\$111.7M
Fuel	\$13.9M	\$8.9M	\$8.7M	\$9.1M	\$16.3M
Maintenance	\$38.6M	\$32.8M	\$32.6M	\$32.7M	\$34.0M
Infrastructure	\$-	\$2.5M	\$2.6M	\$4.8M	\$1.9M
Total	\$127.8M	\$123.4M	\$123.1M	\$126.8M	\$163.9M
Compared to Baseline	\$-	-\$4.4M	-\$4.6M	-\$951k	+\$36.1M
% of Blocks Achievable with ZEBs by 2050	0%	96%	100%	100%	100%

The final analysis was for the feasibility of electrification of the Vanpool program. McCord began by sharing the vanpool service electrification is challenging because there is currently no electric minivan on the market. There are plug-in hybrid versions and regular hybrid versions, some of which Intercity Transit is already using but there are no true battery electric options available on the market today. There are battery electric passenger vans available, but no fuel cell options other than one that is exorbitantly expensive. Another challenge with electrifying the fleet is charging since Vanpools are not parked at the depot and instead are parked at private residences. Therefore, Intercity has limited control over how the vehicles are fueled or how they're charged. McCord found this to be a common problem on a similar project for King County. CTE recommended working with utility companies to figure out a program to support charging for Vanpool service. The Village Vans fleet, however, could be charged at the depot overnight and battery electric vehicles are feasible with the next replacement cycle.

CTE also analyzed non-revenue vehicles that Intercity Transit operates, such as support vehicles, trucks, sweepers, etc. The analysis looked at what options are available in the market, how those were cost competitive, and if they could perform the service that was necessary. McCord shared that there are several all-electric pickup truck, sedan, and SUV options. There are only two fuel cell passenger car options that are only available in California. Both battery electric and fuel cell electric street sweepers are available. Electric forklifts and utility vehicles are widely available. And, unfortunately, there are no zero emissions minivan options available (only hybrid).

*McCord answered questions.*

*Eliane Wilson asked for clarification on what was meant by block feasibility.*

*McCord answered that the way that Intercity Transit plans their service is in discreet sections of routes and they may run the same route 8 times in a row in a day and then they would call that a block. So, a block is the work that one vehicle*

would do in a day. When reviewing zero emissions options, whether that's a battery electric vehicle or a hydrogen fuel cell vehicle, determining if it could run the same service in a day without having to refuel, just like a diesel bus does today. So you can replace it one bus for one bus.

Wilson also inquired about the 12-year lifespan per the FTA and if that is the period to wait before introducing new technology.

Yee answered that from the time a heavy-duty bus is purchased Intercity Transit, must keep it for at least 12 years. However, that does not mean that IT won't add any zero emissions buses until 12 years from now. IT will start to proceed with adding zero emissions vehicles to the fleet through the replacement schedule. Yee also shared that IT received grant funding to order five fuel cell buses, which should be delivered in late 2025. Yee and the team will be testing those vehicles and figuring out what the next several years looks like as far as the procurement plan for buses.

McCord added that CTE sees anywhere from about 18-22 months of lead time from the time an order is placed to the time it is delivered. Unfortunately, it is not like going to a car dealership and getting a car. Every bus is specially made, and the bus manufacturer schedules production for about a year out. So as soon as there is a purchase order, they put you on the schedule and it just takes a long time to get them delivered.

Nicole Smit asked for a brief overview as to the challenges for when a battery electric bus has an empty battery and it still has more range to go, what's so hard about taking off the empty battery and putting on a charged one and putting the used battery on a charger.

McCord answered that the industry is looking at that technology, but the batteries weigh thousands of pounds and are integrated into the bus system. They have special cooling requirements because they can create a lot of heat and cause potential issues if they're not properly managed. A lot of systems must integrate with that battery on a vehicle and unfortunately nobody has come up with an easy way to drive a bus in and drop a new battery. In fact, several battery and bus manufacturers placed the batteries underneath the vehicle, and some put them on the roof of the vehicle. There is no consistency in the batteries and how they are installed. It may be something in the long term and they're looking at that, particularly in China, but we're just not there yet.

Smit responded that could also mean a solution for some would not be a solution for all, such as if a battery is on the roof and then new buses where the batteries aren't on the roof and the solution would not work anymore.

McCord responded there's not enough standardization between the manufacturers, which creates challenges when you're talking about possible solutions.

Jihan Grettenberger shared feedback she heard from a coworker that has continually asked about electric vehicles for vanpool, many state agencies have electric charging stations and could be charged while parked at the work site before going back to a private residence. She further acknowledged that this would be a solution for the future since there are no market options for fully electric minivans.



*McCord responded that workplace charging is definitely an option, especially if Intercity Transit has a long-term contract with a state agency or something like that. But typically, there are no contracts, and the option is disparate for those with smaller employers or other challenges.*

*Nicole Smit asked an additional question about hydrogen sourcing and if there was an answer to making it on site or getting it delivered to Intercity.*

*Yee responded that the analysis includes costs of delivered hydrogen and when the 5 fuel cell buses are purchased, the hydrogen will also be delivered. However, the decision has not been settled because Intercity could do something temporary with small-scale production, but if the agency commits to fuel cells long term for the fleet there is not enough room to produce on site and create a production facility with storage and dispensing. As the scenario looks, hydrogen would have to be delivered and Yee is hopeful that with the PNW hydrogen hub that there may be multiple major producers in the Northwest. However, today it would most likely come from California.*

*Smit commented that it would be almost entirely blue hydrogen and asked if there is enough green hydrogen to go around.*

*McCord stated that the PNW is supposed to be all green. They have committed to 100% green hydrogen, even down to the level of delivery of the hydrogen using hydrogen fuel cell tractors. CTE is working with the arches program in California and doing some work with the PNW hub. McCord is optimistic about the potential in the pacific northwest. He also added that CTE is working with agencies that are producing or planning on producing their own hydrogen, but it's all very small scale. Even to produce it is very energy intensive and requires a lot of water to be delivered.*

*Smit thanked CTE for their presentation.*

### **C. CAC Self-Assessment Results – (Emily Bergkamp)**

Bergkamp recently accepted her promotion to serve as General Manager of Intercity Transit. She provided the results of the 2023 CAC Self-Assessment for discussion. Per the CAC Bylaws, the CAC conducts a self-evaluation annually and presents the results to the Intercity Transit Authority Board. Due to disruptions from the pandemic, this practice was paused, and the last self-evaluation was done in 2019. Meetings are now hybrid, and the committee felt like it would be good to get a baseline evaluation in this new format post COVID. Staff sent out the survey in October and 8 people participated out of 18.

#### **Q1 – We remained faithful to our purpose.**

**87% Strongly Agree and 13% Somewhat Agree**

Additional comments: None

#### **Q2 – The Community Advisory Committee represents the community.**

**50% Strongly Agree and 50% Somewhat Agree**

Additional comments: There seems to be an underrepresentation of adults as opposed to seniors. Granted, such individuals hold jobs and have families making it harder to commit to monthly attendance.

**Q3 – Intercity Transit and the community benefitted from our input.**

**62% Strongly Agree and 38% Somewhat Agree**

Additional comments: The fact that the committee, which is respected and acknowledged exists at all reminds the authority to keep the public informed.

**Q4 – We add value to the Transit Authority’s decisions.**

**50% Strongly Agree and 50% Somewhat Agree**

Additional comments: When the ITA meets 48 hours after CAC, there is not enough time to process the input item by item.

The assigned CAC member gives what they recall or choose to emphasize, which can fit in a short amount of time provided, but that information comes after the fact or at the end of the meeting.

We do add value, but the Transit Authority includes amazing public officials who are always looking out for the well being of their constituents. After all, only a certain kind of person volunteers to benefit the transit system.

**Q5 – Our meetings are run well.**

**100% Strongly Agree**

Additional comments: They are full of information about our transit system.

**Q6 – Feel satisfied with my participation level within the CAC.**

**37% Strongly Agree, 50% Somewhat Agree, and 13% Somewhat Disagree.**

Additional comments: I don't know many people who take the bus, although I did recently hear a comment about how great the free buses are, not because of the free part, but because of how it adds to the smooth running of the buses.

**Q7 – I am prepared for meetings.**

**75% Strongly Agree and 25% Somewhat Agree**

Additional comments: With the use of Power Point presentations, the material sent with the agenda gets skinnier. While this is more efficient than a full-blown staff report, it also scales back what a CAC member can access ahead of each meeting. A delicate balance between maybe other or maybe too much information.

**Q8 – I feel comfortable contributing at meetings.**

**62% Strongly Agree and 38% Somewhat Agree**

Additional comments: It's just a little trickier online, which I usually am.

#### **Q9 – Additional Comments.**

At times I am not sure how useful attending a presentation is beneficial though overall being a CAC member has been worth my time. I also appreciate the hybrid aspect now.

The size of the CAC may need to be revisited down to a more manageable size like 12 to 15. While the larger number is on the books, regular attendance is an issue. Probably more important is to increase member participation. It appears that just a few members provide verbal input, and they tend to be repeat speakers. It would be healthier to have more evenly distributed feedback. A smaller CAC could achieve this more easily, although the concept might not be popular with the ITA.

Enjoy being part of the CAC and glad that it feels like a family.

We are blessed with an amazing community.

*Bergkamp opened the floor for discussion.*

*Ty Flint commented that he was surprised that only 8 people on the committee responded.*

*Clair Bourgeois added that a reminder with the survey attachment would have been helpful because she only recalls getting one message and neglected to follow-up on taking the survey.*

*Eliane Wilson added that the survey was discussed at the CAC meeting and the reminder came when the email was sent out with the survey link. Wilson also asked about the status of new CAC members coming on board.*

*Bergkamp replied that there was a bit of a lag, but the Ad-hoc committee is making recommendations to the Board for a vote on December 6<sup>th</sup>.*

*Wilson also shared that the CAC gets more participation in person than online.*

*Betty Hauser shared that it is nice to have the hybrid option for many reasons, including COVID cases still being on the rise. Many groups have hybrid meetings, and it is tricky for the facilitator who must keep checking after every topic or cycle of input to see if there's any input online. People are more reticent to contribute and there's another layer that must be overcome to encourage participation.*

*Bergkamp replied that she also recognizes the importance of the person leading the meeting checking in and commended Nicole for the stellar job she does with that task. Hybrid meetings are also convenient for staff who need to be closer to home. However, it does change the dynamics of the meeting.*

*Eliane Wilson asked if there will be another survey next year.*

*Bergkamp answered that that is the goal.*

*Collins shared that the next survey will be sent in 2024, starting the discussion in the Spring and pushing out the administration of the survey to summer for discussion in the fall at the Joint ITA/CAC meeting.*

- D. Appoint Officers** – (Nicole Smit) Chair Smit announced that only one person was nominated for each position, therefore no voting is needed. Smit declared Eliane Wilson Chair and Ty Flint as Vice Chair serving one-year terms effective at the January 2024 meeting.
- E. Cancellation of December CAC Meeting** – (Emily Bergkamp) Bergkamp brought forth discussion of cancelling the normally scheduled December meeting due to lack of agenda items. The alternative would be to maintain the planned schedule and meet on August 21, 2023, as scheduled.

*Ty Flint commented that it is traditional to cancel the December meeting based on past years. Flint also suggested during the January meeting that key staff attend to give new members an overview of what IT is and what services we offer.*

*Bergkamp shared that she plans to work with Amanda Collins to plan a new member orientation. She also appreciates the suggestion.*

**It was M/S/A by TY FLINT and JIHAN GRETTEMBERGER to cancel December's meeting.**

## **CONSUMER ISSUES**

*Clair Bourgeois* shared that she is having issues with the 62A/62B as it is coming down State St. beyond Central, the announcement is still announcing Central when the bus has already passed Central and is approaching Bethel St. The announcement consistently comes too late. Another announcement going down and up College St. announces Lacey Park Apartments, which promotes riders to cross a very busy street. Riders frequently ask where Providence Family Practice is, and she believes that would be a more appropriate announcement.

*Bergkamp* responded that the announcement system may need to be tweaked a bit for route 62 announcement and may have planning staff follow up with her about announcing the clinic off College St.

*Jihan Grettenberger* shared in reference to the Vanpool program, it is a requirement to hold a Washington state drivers license for a certain number of years before being eligible to drive. The state is hiring many workers from out of state, and they are having trouble getting credentialed to drive a vanpool. She is inquiring if exceptions can be made, or those situations further considered.

*Bergkamp* shared that typically licensing requirements are set by WSTIP, which is Intercity Transit's insurance provider. However, she will check in with the new Vanpool Manager Lynn Cunningham to see if there are updated guidelines to consider at the state program level.

## **REPORTS**

- **October 18<sup>th</sup> Intercity Transit Authority Meeting** Eliane Wilson was unable to provide a meeting report.

- **November 1<sup>st</sup> Intercity Transit Authority Meeting** Betty Hauser provided a meeting report for the November 1<sup>st</sup> ITA meeting. She shared that the ITA began the meeting with an executive session to discuss candidates for public employment; then several public hearings were held for the 2024 capital improvement plan and the 2024 budget with no public comment provided; next staff introductions were given for the most recent operator class (fifth of the year) and for Lynn Cunningham the new Vanpool Program Manager who came from Pierce Transit and was very successful winning several awards, but lives in Thurston County; next Todd Cutts spoke about the downtown improvement district, which is a funding mechanism to enhance existing downtown municipal services the ITA voted to opt in with a \$2,400 per year assessment to support the group's efforts, and finally ITA Chair Clark Gilman announced Emily Bergkamp with a unanimous vote as Intercity Transit's permanent General Manager. Bergkamp then shared her General Manager's report.
- **November 15<sup>th</sup> Intercity Transit Authority Meeting** Clair Bourgeois was unable to provide a meeting report.
- Amanda Collins to send ITA meeting highlights for the three meetings listed above.
- **General Manager's Report** – Bergkamp provided the General Manager's report including:
  - **Class 23-05 Passes CDL Test**  
On November 2nd & 3rd, Class 23-05 took their test to achieve their Commercial Driver's License. Out of 12 new Operators testing, all 12 passed. Congratulations to these Operators, and big kudos go to Operations, Core and Route and Revenue Trainers, to ensure these folks were successful in achieving their status as professional drivers.
  - **Construction**  
On November 2nd, Intercity Transit learned that work on our new employee parking lot would be paused indefinitely. The infiltration gallery in that area, a structure that collects groundwater from subsurface water levels, is not allowing water to drain at a rate needed to maintain the structural integrity of the parking lot. Further engineering is needed to resolve this issue. However, to avoid needless costs from a pause in work, in true Intercity Transit style, staff worked tirelessly over the past two weeks to plan to pivot and allow contractor FORMA to start on other work earlier than planned, beginning with demolition and excavation of a large portion of the southeast bus yard. This caused significant disruption to "normal" activities within the bus yard and unfortunately, one of the major impacts was the elimination of employee parking within the bus yard as of that date.

To ensure all frontline staff in Operations and Maintenance have access to parking nearest the building, other staff park at the Martin Way Park-and-Ride and commute to and from Pattison on the 62s or on a temporary employee shuttle. Several staff have started using a commute alternative – for example Facilities Staff formed a vanpool, Bergkamp and other staff are taking the bus, others are walking, biking, or carpooling to work. It was a good opportunity for all staff, as transit professionals, to walk the walk and leave our cars at home. So far front-line staff have had the parking they need, and administrative staff are learning new habits for commute trip reduction. As Oprah Winfrey says, "Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks

down.” Bergkamp commended her fellow employees for always doing what it takes to support the frontline – these are the folks who don’t need a limo ride – they’ll help out in any way they can.

- **Enterprise Resource Planning**

Key staff received an overview of Enterprise Resource Planning software market and options from consultant, Intueor. This work will aid Intercity Transit in researching ERP products that best meet our needs.

- **WSTA Board Meeting**

Bergkamp attended the quarterly WSTA Board meeting with other General Managers of Transit Systems from around the state. WSTA had visits from State Representative Rick Larsen, from the 2nd Congressional District, and the ranking minority member on the Transportation and Infrastructure Committee and co-chair of the congressional bus caucus and Dave Paul from the 10th Legislative District, and vice chair of the House Transportation Committee & Deputy Majority Floor Leader. WSTA also had a Federal Update by Simon and Co, and a presentation on Washington State Transit’s Hydrogen Future by Twin Transit Executive Director, Joe Clark. Justin Leighton WSTA Executive Director shared WSTA’s 2024 Legislative Priorities, which include preserving, maintaining, and increasing public transit investments, addressing transit workforce challenges, incentivize transition to zero-emission fleets, support efforts for behavioral health treatment funding and services, and protecting the effective and efficient delivery of public transit. Susan Fletcher, FTA Region 10 Administrator provided an FTA Region 10 update, and Firas Makhoul – Capital Projects and Funding Manager, provided a WSDOT update.

- **Settlement**

Intercity Transit, the City of Olympia, Waunch construction and the Department of Enterprise Services were part of a \$90,000 settlement agreement related to alleged property damages to adjacent business Aztec Lanes during and following construction to install the traffic signal at Martin Way and Pattison. Intercity Transit entered into the settlement agreement without any admission of fault. The settlement amount was agreed upon and distributed as follows: \$25,000 from the City of Olympia, \$20,000 from Intercity Transit through our insurance carrier WSTIP, and \$45,000 from Waunch/DES. Intercity Transit’s General Counsel Jeff Myers assisted with the settlement process. Intercity Transit is thankful this issue is resolved, so we can return to more productive interactions with our neighbors moving forward.

- **IAM Contract Negotiations**

Intercity Transit leadership is currently participating in contract negotiations with the International Association of Machinists & Aerospace Workers, the union that represents our Maintenance technicians. These discussions have been very positive and productive thus far.

- **LOTT Tour**

Yee and Bergkamp met with LOTT Executive Director Matt Kennelly to discuss areas of partnership and to take a tour of LOTT, which is an incredible facility that makes Bergkamp think twice about letting water go to waste at work and at home.

- **IT Baby**

Accounting Specialist Amanda Williams is expecting a baby boy soon. Our Finance Division, led by CFO Jana Brown and Finance Manager Jen Houk, had a wonderful baby shower today with light snacks and fun activities. Amanda's co-workers Bill Nevue, Brian White and Ayub Yasin decorated the finance space adorably, with baby animals. Ayub Yasin's wife also made a delicious lunch of chicken biryani for all to share. Congratulations to Amanda!

**NEXT MEETING: January 22, 2024, Olympia Transit Center**

**ADJOURNMENT at 7:30 pm.**

Prepared by Amanda Collins

<https://intercitytransitwa.sharepoint.com/sites/ExecutiveServices/Shared Documents/General/CAC/2023/2023 Minutes/Draft/July 2023 CAC Minutes.docx>

# COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12
CAC	Members	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Harrison	Ashby								Cancelled				
Clair	Bourgeois								Cancelled				
Nikki	Crist			Absent				Absent	Cancelled			Absent	
Ursula	Euler	Absent						Absent	Cancelled		Absent		
Ty	Flint		Absent						Cancelled	Excused			
Alejandro	Garcia	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Cancelled	Excused	Absent	Absent	
John	Gear		Absent	Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Jihan	Grettenberger					Absent			Cancelled	Excused			
Betty	Hauser						Absent	Absent	Cancelled				
Marie	Lewis	Absent	Absent	Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Jeremy	Mott			Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Lloyd	Peterson	Absent		Absent		Absent			Cancelled				
Trina	Primm		Absent	Absent	Absent	Absent	Absent	Absent	Cancelled	Excused	Absent	Absent	
Doug	Riddels								Cancelled		Absent	Absent	
Marilyn	Scott	Absent	Absent			Absent			Cancelled				
Nicole	Smit								Cancelled				
Allison	Spector	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Cancelled	Excused	Absent	Absent	
Edwina	Waehling	Absent		Absent	Absent	Absent	Absent	Absent	Cancelled	Excused	Absent	Absent	
Rachel	Weber	Absent							Cancelled				
Eliane	Wilson								Cancelled	Excused			

= Joint meeting does not count against required meeting attendance



**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-B  
MEETING DATE: January 22, 2024**

**FOR:** Community Advisory Committee

**FROM:** Rob LaFontaine, Planning Manager

**SUBJECT:** Presentation – “Transit Planning 101”

- 
- 1) **The Issue:** Provide a presentation about transit planning including transit terminology, policies, and trade-offs.
- 
- 2) **Recommended Action:** Information and discussion.
- 
- 3) **Policy Analysis:** An educational presentation intended to assist CAC members in better understanding transit operations and related policy decisions.
- 
- 4) **Background:** Provide an introduction to transit fixed-route planning.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** N/A.
- 
- 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, reduce barriers to access and increase ridership.”
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-C  
MEETING DATE: January 22, 2024**

**FOR:** Community Advisory Committee

**FROM:** Jonathon Yee, Fleet & Facilities Maintenance Director  
360-705-5884

**SUBJECT:** Zero Emissions Transition Recommendations

- 
- 1) **The Issue:** Staff will share recommendations for fleet transition based on the recent Zero Emissions Analysis completed by the Center for Transportation and the Environment (CTE).
- 
- 2) **Recommended Action:** This presentation is for information and discussion.
- 
- 3) **Policy:** The CAC expressed interest in keeping abreast of the progress of the zero-emissions analysis and fleet transition planning.
- 
- 4) **Background:** CTE was awarded the contract for the full analysis of our fleet to gain an in-depth understanding of the impacts and costs related to transitioning Intercity Transit's fleet to zero-emissions technology. The results of this initial analysis have provided information for the development of our zero-emissions fleet transition plan which will include short- and long-term plans for implementation of emission-free technology for the agency. The transition plan will be finalized in 2024 and include project information related to grant funding awarded in 2023 by the Washington State Department of Transportation for hydrogen fuel-cell demonstration projects.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** Multiple projects supporting the future steps are included in the 2024 budget. Specifically related to this update, staff plans to initiate or continue planned, budgeted work on the agency fleet transition plan as well as planning and implementation of the grant funded hydrogen fuel-cell demonstration projects.
- 
- 7) **Goal Reference:** **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 #5:** *"Integrate*

*sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal #7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer.”*

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

INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-D  
MEETING DATE: January 22, 2024

**FOR:** Community Advisory Committee

**FROM:** Dena Withrow, Operations Director, 360-357-1569

**SUBJECT:** Operations Communication and Policy Committee Outcomes

- 
- 1) **The Issue:** Provide an update on Operations Communication and Policy Committee (OCPC) outcomes.
- 
- 2) **Recommended Action:** For information purposes.
- 
- 3) **Policy Analysis:** The Director of Operations will provide a year end report recapping the outcomes of the Operations Communication and Policy Committee to the Authority.
- 
- 4) **Background:** OCPC is a platform for Operators to report issues and offer solutions while maintaining a shared purpose with agency leadership.

The purpose of OCPC is to improve the safety and quality of service we provide to our customers and troubleshoot issues Operators face during the course of their duties. Operators are our frontline and our best source of feedback. OCPC members and staff from Maintenance, Facilities, Planning, Marketing, Operations, and Executive attend the weekly meetings.

The committee is comprised of Operators that serve a five (5) bid term. The meetings are led by the most senior member of the committee. A wide variety of topics are discussed from communications to logistical considerations regarding fleet and facilities and more.

- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** N/A.
- 
- 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 #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."* **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  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-E  
MEETING DATE: January 22, 2024**

**FOR:** Community Advisory Committee

**FROM:** Emily Bergkamp, General Manager 360.705.5838

**SUBJECT:** Agenda Collaboration – Topics of Interest

- 
- 1) **The Issue:** Ensure there are meaningful agendas in 2024.
- 
- 2) **Recommended Action:** This item is for discussion only.
- 
- 3) **Policy Analysis:** The CAC serves as an advisory committee to the Intercity Transit Authority. As such, staff wants to ensure the CAC has their needs met in terms of understanding programs, policies and projects.
- 
- 4) **Background:** The CAC provides important feedback to staff and advises the Authority. As we on-board new members in January and serve existing members with varying levels of experience on the committee, it is important to understand what information is of interest to you. Staff will continue to target discussions to coincide within decision points for the Authority. This is an opportunity for committee members to share their interests regarding programs, policies and projects.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** There are no anticipated budgetary impacts.
- 
- 7) **Goal Reference:** As an advisory committee, this work encompasses all agency goals.
- 
- 8) **References:** [Transit 101 Handbook](#)

**Authority Meeting Highlights**  
***a brief recap of the December 6, 2023, Intercity Transit Authority Meeting***

**Wednesday night, the Authority:**

- Adopted the 2024-2029 Strategic Plan. *(Emily Bergkamp)*
- Adopted the 2024 Budget. *(Jana Brown)*
- Adopted the 2024-2028 Capital Improvement Plan. *(Jana Brown)*
- Canceled the Wednesday, December 20, 2023, Authority meeting. *(Emily Bergkamp)*
- Appointed the following individuals to three-year terms beginning January 1, 2024: *David Payton, Selena Kilmoier, Tony Mealy-Chapman, Robert Vanderpool Rachel Wilson, and JoAnn Scott*; and appointed the following individuals to a one-year youth position beginning January 1, 2024: *John-Paul Fox Seidel and Avis Dealan-de.*
- Authorized the General Manager to revise the Procurement Policy DV-1705 competitive requirements to align with the Federal Procurement Micro-Purchase Threshold (currently \$10,000) and Simplified Acquisitions Threshold (currently \$250,000) and realign should those change.
- Authorized the General Manager to execute a contract amendment with PalAmerican to renew the contract for transit center security services for a period of one year in the amount of \$1,386,000.
- Discussed the results of the Community Advisory Committee's self-assessment and how the CAC interacts and advises the Authority.
- Approved the proposed collective bargaining agreement between Intercity Transit and the International Association of Machinists, Lodge 160 for the contract period of January 1, 2024, through December 31, 2026.

**General Manager's Report:**

The class of 23-05 graduated on December 1, and 15 new Operators hit the road on their own this week.

Intercity Transit participated in the Christmas in the Park Parade in Yelm Saturday, December 2 and the Lacey Lighted Vehicle Parade, Monday, December 4 and won most lighted entry share ribbon.



Intercity Transit is ending service early on Christmas Eve, and there is no service Christmas Day or New Years Day.

Bergkamp encourages everyone to volunteer to salvage and recycle bikes at the Walk N Roll Bike Shop! We will take apart bikes to salvage parts, recycle metal and divert as much as possible from the landfill. Volunteers will learn about tools, work stands, and the parts of a bicycle. This is a great opportunity for people new to bike mechanics and for experienced mechanics too! No experience is needed. New volunteers should fill out a volunteer application. You can find the Walk N Roll Bike Shop address and vehicle parking information on our website. The first Friday Salvage Parties are 10 a.m. to 3 p.m. on: January 5; February 2; March 1; April 5; May 3.

Intercity Transit Pattison Maintenance Operations Administration Expansion was selected by the 2023 Northwest Construction Consumer Council and won a Distinguished Project Award for Safety Excellence. Congrats!

In honor of November as Native American Heritage Month, our Diversity, Equity, and Inclusion committee invited Chairman Willie Frank III from the Nisqually Tribe to Intercity Transit on November 30, where he shared a presentation about their unique history, culture, and experiences in the community. The event was well attended, and IT is enjoying interactions with the tribe.

Intercity Transit began issuing agency cell phones to staff who utilize cell phones for work purposes.

*Prepared December 7, 2023  
Pat Messmer/Clerk of the Board*

**Authority Meeting Highlights**  
***a brief recap of the January 3, 2024, Intercity Transit Authority Meeting***

**Wednesday night, the Authority:**

- Adopted Resolution 01-2024 Amending the Community Van Program. *(Lynne Cunningham)*
- Declared Vanpool 2624 as surplus. *(Noelle Gordon)*
- Authorized the General Manager to issue a change order to Bud Clary Ford in the amount of \$6,100, including sales tax, for changes to its order of four (4) Ford work trucks. *(Katie Cunningham)*
- Authorized the General Manager to execute a Task Order with KPFF in the amount of \$171,457. *(Tammy Ferris)*

**General Manager's Report:**

On January 15, Intercity Transit will welcome the first class of Operators for 2024. Class 24-01 may be as large as 22 people.

Forma is back on track working towards the completion of the upper employee parking lot. The updated design for the infiltration gallery, gallery 2, that caused the delay was approved by the city. We will see more activity at that location starting January 19. Forma and subcontractors are nearing completion of the new infiltration gallery, gallery 3, located in the bus yard. They pivoted to work on that site during the redesign of gallery 2, successfully avoiding lost time and resources.

We received our official notice regarding the 2024 Triennial Review. All transit agencies that receive federal funds are subject to an FTA triennial review every three years. It's an assessment of our compliance with federal requirements, based on award management and program implementation practices across as many as 23 areas. Before their site visit, we participate in a pre-site review, which includes Intercity Transit providing requested information on topics like financial management and capacity, procurement, maintenance, ADA, safety, and more, which is due February 29, 2024.

As in the past, Grants Program Manager Jessica Gould will coordinate our pre-site visit response, and overall internal review process, working with appropriate departments and divisions to provide the information requested. The actual site visit date is still to be determined. RLS & Associates, the subcontractor assisting FTA with the review, will contact us soon to schedule our review.

During the holiday season, the DEI Committee put together a food drive, which they coordinated with Village Vans, for families who participate in the employment-related transportation portion of the Village Vans Program. In addition to collecting food items, the DEI Committee partnered with a local grocer who provided gift certificates to help with some of the families' next grocery trip.

We provided three families with grocery gift cards @ \$25 each (\$50 donated from Ralph's and Bayview Thriftway). There was a total of 20 bags of food. In all, nine families received food donations.

Matt Parker, Training and Safety Coordinator, created a Naloxone Administration Protocol Policy. Certain non-driver designated staff are trained to utilize Naloxone during a suspected fentanyl



overdose scenario. Currently, two supervisors at the OTC have received training on its administration and are carrying doses with them.

Jonathon Yee will present Intercity Transit's Zero Emissions Analysis to the Thurston Regional Planning Council (TRPC) and the Transportation Policy Board (TPB) this month. Bergkamp will take a little bit of time at the beginning of the TRPC and TPB presentations to introduce herself as IT's new General Manager and talk about Intercity Transit's historical commitment to sustainability.

Yee will provide an overview of our path to a zero Emissions transition: Timeline 2019-present, and actions to-date; provide a discussion about our current project with Center for Transportation and the Environment (CTE) and next steps: Zero-Emissions [feasibility] Analysis – overview and results; Fleet Transition Plan – short and long-term; and Technology Implementation.

*Prepared January 4, 2024  
Pat Messmer/Clerk of the Board*