

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA
February 12, 2024 – Olympia Transit Center
5:30 PM**

Join on your computer: [Click here to join the meeting](#). The meeting ID: 222 312 606 057
Passcode: aJ5wt7 or call in (audio only) +1 929-229-5501, 328546463# United States, New
York City Phone Conference ID: 328 546 463#

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative (<i>Mark Neuville & Kierstin Price</i>) | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. February 21, 2024, ITA Meeting – (<i>David Payton</i>) | |
| | B. March 6, 2024, ITA Meeting - (<i>Rachel Weber</i>) | |
| | C. March 20, 2024, ITA Meeting - (<i>Eliane Wilson</i>) | |
| IV. | NEW BUSINESS | |
| | A. Transit Planning 101 (<i>Rob LaFontaine</i>) | 20 min. |
| | B. OCPC Outcomes (<i>Dena Withrow</i>) | 15 min. |
| | C. NE Lacey Operational Transit Terminal (<i>Peter Stackpole</i>) | 15 min. |
| | D. CAC Bylaws Update (<i>Emily Bergkamp</i>) | 10 min. |
| V. | CONSUMER ISSUES – All | 10 min. |
| VI. | REPORTS | 15 min. |
| | A. February 7, 2024, ITA Report (<i>Clair Bourgeois</i>) | |
| | B. General Manager’s Report (<i>Emily Bergkamp</i>) | |
| VII. | NEXT MEETING – March 18, 2024 | 1 min. |
| VIII. | ADJOURNMENT | 1 min. |

Attendance Report Attached.

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. For assistance, contact Customer Service 360-786-1881.

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 4-A
MEETING DATE: February 12, 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. 4-B
MEETING DATE: February 12, 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. 4-C
MEETING DATE: February 12, 2024**

FOR: Intercity Transit Authority

FROM: Peter Stackpole, 357-1795

SUBJECT: East Martin Way Gateway Station Roundabout Project (RAB @ Martin Way and Duterrow Road/Meridian Road)

-
- 1) **The Issue:** Present to the Community Advisory Committee a contract to engage SCJ Alliance for the design and permitting of a roundabout at the intersection of Martin Way and Duterrow Road/Meridian Road.
-
- 2) **Recommended Action:** For information and discussion only.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000 and the purpose of this agenda item is to provide an awareness of the procurements that may require Authority approval in 2024.
-
- 4) **Background:** Transit applied for and received grants under Washington State's Bus and Bus Facility grant program and the Federal Transit Administration's (FTA) Surface Transportation Program (STP) to provide "end of line" operational staging through the construction of a roundabout at the intersection of Martin Way and Duterrow Road/Meridian Road. The new multimodal facility will enable Transit to extend frequent and direct transit service to this end of the regionally significant Martin Way Corridor, at the heart of the emerging neighborhood center in this fast-growing, diverse part of the Thurston metro area.

The fully realized project will convert the signalized intersection at Martin Way at Duterrow Road/ Meridian Road to a multi-lane roundabout at the intersection. It provides a gateway station at this easternmost entrance to Lacey's urban growth area and includes constructing pedestrian facilities, retaining walls, and stormwater facilities. The roundabout will allow Transit to resume two-way service on Martin Way (Routes 62A and 62B) and will enable Transit to extend future high-frequency transit service the length of the urban corridor and provide increased access to transit.

A preliminary design is illustrated below:



This first phase will develop an effective station area, roundabout, and pedestrian access design that not only meets Transit's operational needs but also current and future needs of the general purpose and freight traffic that dominate intersection usage today. Thurston County and Lacey recognize roundabouts for their safety and operational efficiency and support Transit's efforts. Through initiating the project at this time, Transit hopes to take advantage of the currently undeveloped right-of-way (ROW) that will be needed to accommodate this transit supportive project and pursue construction within the next two years.

If approved, this initial phase calls for preliminary engineering, design, environmental and ROW planning to be conducted by SCJ Alliance and would consist of the following elements:

- Topographic Survey and ROW Mapping
- Geotechnical Design
- Traffic Validation
- 30% Design
- Environmental Permitting
- Hazardous Materials
- Utility Coordination
- 60% Design
- Final Design

- ROW Coordination and Acquisition

SCJ Alliance is on Transit's On-Call Engineering Services Contract (Master Contract No. 1937) and has a successful track record working with IT and other public transportation agencies delivering engineering projects to support transit mobility.

5) **Alternatives:** N/A

6) **Budget Notes:** This contract falls within the 2024 budget allocation for East Martin Way Gateway Station Roundabout Project and associated State and FTA grants.

7) **Goal Reference:** **#1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #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." **Goal #8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

8) **References:** Support letters from City of Lacey, Thurston County, and Thurston Regional Planning Council

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 4-D
MEETING DATE: February 12, 2024**

FOR: Community Advisory Committee

FROM: Emily Bergkamp, General Manager

SUBJECT: CAC Bylaw Updates

-
- 1) **The Issue:** Review proposed amendments to CAC bylaw language.
-
- 2) **Recommended Action:** Discuss recommended changes and/or entertain additional amended language. If consensus is reached at this meeting the amendment may be voted upon at the March 18 CAC meeting.
-
- 3) **Policy Analysis:** The CAC bylaws may be amended by a majority vote of the Community Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon.
-
- 4) **Background:** The CAC Bylaws provide the framework for the committee's operation and function. The CAC Bylaws were last updated in 2016, prompting a review and update to elements of the document.
- Proposed updates were sent for review via e-mail to all CAC members on January 12, 2024.
-
- 5) **Alternatives:**
1. Accept the proposed language.
 2. Alter the language.
 3. Continue to work on revisions.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.
-
- 8) **References:** CAC Bylaws.
-

Authority Meeting Highlights/Summary

a brief recap of the February 7, 2024, Intercity Transit Authority Meeting

Wednesday night, the Authority:

- Authorized the General Manager to approve the revised total construction contract with NPM Construction Co., to \$552,467 (*Tammy Ferris*)
- Authorized the General Manager to execute a contract with SCJ Alliance in the amount of \$798,124.67. (*Peter Stackpole*)
- Authorized the General Manager to increase Tapani, Inc's contract by \$60,588.83 for a revised total not-to-exceed amount of \$2,300,000. (*Eric Phillips*)
- Authorized the General Manager to increase the SCJ Alliance contract by \$35,000 for a revised total not-to-exceed amount of \$531,288. (*Eric Phillips*)
- Discussed and identified performance measures for the General Manager as outlined in the employment contract. Section 1 of the General Manager's employment contract indicates the Board is to adopt performance measures within 90 days of the General Manager's employment start date.
- Elected City of Olympia Councilmember, Clark Gilman as Chair of the Intercity Transit Authority.
- Elected Thurston County Commissioner, Carolina Mejia as Vice Chair of the Intercity Transit Authority.
- Completed committee assignments as follows:

--Thurston Regional Planning Council: Alternate	Mayor Debbie Sullivan Councilmember Carolyn Cox
--Transportation Policy Board: Alternate	Community Representative Justin Belk Commissioner Carolina Mejia
--Pension (401K) Committee:	Community Representative Sue Pierce

Other Items of Interest:

- Cameron Crass introduced Operator Class 24-01.
- David Chaffee introduced Service Workers Dylan Deuel and Ariel Halverson.

General Manager's Report:

On Friday, January 26, 2024, Intercity Transit and ATU staff and leadership celebrated the retirement of **Transit 1, Operator Dave Rood**. **Rood retired** after 42 years of service to our community. Rood has taken thousands, if not millions of people of all ages and walks of life to work, school, medical appointments, the grocery store, and other essential destinations since he started in 1982. Not only is Rood's career a testament to his loyalty and dedication as an Operator, but also to the culture we have at Intercity Transit, the importance of the services we provide, and the difference they make in people's lives. Rood was joined at the celebration by his daughters, Michelle & Rebecca. They intend to take their dad to more live concerts now that he has more free time. It is one of their favorite pastimes as a family. They already have their tickets to see **New Kids on the Block** together.

Bergkamp had the opportunity to meet with North Thurston Public School Superintendent (NTPS) Dr. Debra Clemens, Assistant Superintendent Operations Troy Oliver, Executive Director Communications Amy Blondin, and Transportation Director Garrett Kendall to discuss various partnership opportunities. NTPS is very familiar with Walk N Roll, with traffic gardens at Lydia Hawk and Mountain View Elementary Schools and looks forward

to getting reconnected with all our services. Staff shared their district's desire to increase student participation in school and/or community-based activities. We discussed ways Intercity Transit can provide helpful tools for families and students to successfully navigate their public transit system, so transportation isn't a barrier to accessing inclusive experiences.

- Explore opportunities for more Walk N Roll activities.
- Create videos/materials for advisory hour use, to easily educate students on "how to ride Intercity Transit."
- Work with NTPS to recruit youth for participation on our Community Advisory Committee and other volunteer opportunities that help us include vital feedback from youth to improve our public transportation system.

Last Wednesday, Walk N Roll Program Supervisor Kerri Wilson and Bergkamp had the opportunity to attend the [North Thurston Public School's Ribbon Cutting Ceremony](#) for newly remodeled [Komachin Middle School](#). Attending this event reminded Bergkamp to put our own construction woes into perspective. While IT's project has been challenging with employee parking, daily bus yard changes, and schedule setbacks, imagine working around **1,400** students, during multiple school years, moving them into portables, out of portables, all while teachers and staff do their best to help students learn. Suddenly, IT's project looks like a cakewalk! But it will be great to finally cut the ribbon on our project someday too and turn our current construction challenges into distant memories.

Bergkamp attended the [Washington State Transit Association's](#) (WSTA) Quarterly Board Meeting and Legislative Conference, held in Olympia and Intercity Transit's service area. This event allowed General Managers from transit agencies around the state the opportunity to:

- Learn about potential impacts for regional transit systems from Seattle being selected one of several host cities in the United States for the 2026 FIFA World Cup,
- Meet Kirk Hovenkotter, Executive Director of [Transportation Choices Coalition](#),
- Receive an update from [WSDOT's Public Transportation Division](#),
- Tour Intercity Transit's AdOps and Maintenance facilities, and
- Meet [Senate](#) and [House Transportation Committee](#) members Senators [Lias](#) (Chair), [Shewmake](#) (Vice Chair), and [King](#), plus Representatives [Fey](#) (Chair) and [Donaghy](#) (Vice Chair).

Special thanks to IT's Operations Crew – Dena Withrow, Cameron Crass, David Dudek and Operator Rob Wood, for ensuring the transportation for the tour of our Pattison Facilities went off without a hitch, and to our Maintenance Crew for always making sure we have a beautiful, well maintained, clean bus available for tours like these. Our Marketing Crew also did an outstanding job of providing "goodie bags" for each transit General Manager complete with a sampling of Intercity Transit swag and a few sweet treats. Everyone really helped us put our best foot forward as system hosts.

A reminder that local and Express bus service, Dial-A-Lift and Village Vans will operate on regular schedules on Presidents Day, Monday, February 19.

With the removal of the temporary Plexiglas barriers installed during the pandemic, we're happy to announce our fixed route service returns to all-door boarding for all passengers. When the barriers were in place, front door boarding was reserved for people with mobility issues. Work continues to identify an appropriate barrier for operator's personal safety, but our goal is to find a design that ensures we maintain all-door boarding moving forward.

An employee's role is crucial in shaping Intercity Transit's success as an organization. The Human Resources division is coordinating an Employee Engagement Survey to help us identify what's working well and where we have opportunities to improve as an organization. Every Intercity Transit employee is invited to complete the survey and share feedback regarding their experience with our workplace culture. Everyone's insights will guide us in co-creating a workplace that continues to exceed expectations. The survey is open until February 29 at 11:59 p.m.

Intercity Transit is improving transparency by making public records easily accessible to the public. Requestors of public information will have the option of submitting Public Records Requests through an online form. While other methods for submitting requests are still available, we are excited to be able to offer a more convenient option. The online request form is available on our website under the **Contact Us - Public Records Request** page.

A big shoutout to Public Records Officer Amanda Collins for leading the implementation, Rob Rinehart, Jen Amandala, Pat Messmer, Michael Maverick, and Jason Aguero for supporting the implementation project!

Intercity Transit's Strategic Programs Director, Eric Phillips, is retiring after eight years. Phillips started as Intercity Transit's Development Director on March 28, 2016. Since his arrival, Phillips has shepherded many of the major projects and initiatives Intercity Transit has completed or are still in progress since this time.

Phillips came to IT from the City of Edgewood, where he served as their Community Development Director, Assistant City Manager and Acting City Manager. Previous to his work with the City of Edgewood, he was a Transportation Planning Specialist 4 and a Regional Coordination Branch Manager with WSDOT as well as a Project Manager and Senior Planner with Pierce Transit.

Phillips grew up in the San Juan Islands and lives in Lacey with his wife Joyce, who is a Senior Planner-Special Project Manager with the City of Olympia, their son Keegan and dog Yuki. He's been a well-respected member of the Intercity Transit Senior Management team where he has helped us make a difference in people's lives every day.

Specifically, Phillip's worked on the following:

- Organized our grants management, helping IT get the most use out of past and present grant funding.
- Guided IT through multiple Triennial Reviews
- Worked tirelessly on the Intercity Transit Road Trip, which led to the creation of our current long-range plan and increased sales tax funding voters approved through Proposition 1.
- Planning and implementation of The One, IT's Bus Rapid Transit demonstration project.
- Construction of OTC2 with improved Operator, Customer Service Staff and Customer amenities, plus the ability to accommodate Greyhound and Flixbus service.
- Underground storage tank replacement, installation of the traffic signal at Martin Way and Pattison, paving the way for Construction of Ad/Ops, plus countless hours of work to ensure the building we work in could become a reality.
- Martin Way Park & Ride improvements, with a new flyer stop and Operator amenities, to name just a few.

Bergkamp read a Proclamation of Appreciation for Phillips and his work.

*Prepared February 8, 2024
Pat Messmer/Clerk of the Board*

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
Betty	Hauser	X											
Clair	Bourgeois	X											
David	Payton	X											
Doug	Riddels	X											
Eliane	Wilson	X											
Garrett	Fuelling	X											
Harrison	Ashby	X											
JoAnn	Scott	X											
Lloyd	Peterson	X											
Marilyn	Scott	X											
Nicole	Smit	X											
Ursula	Euler	x											
Tony	Mealy-Chapman	X											
Ty	Flint	X											
Rachel	Weber	X											
Rachel	Wilson	X											
Trina	Primm	ABSENT											
YOUTH John-Paul	Fox Seidel	X											

= Joint meeting does not count against required meeting attendance