

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, March 20, 2024**  
**5:30 P.M.**

This is a hybrid meeting. You can attend in person at the Pattison Street location in the boardroom.

To join the meeting remotely [Register Here for Online Meeting](#)

Or telephone at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID 825-931-99#

**CALL TO ORDER**

**STAFF INTRODUCTIONS**

**A. Cameron Crass, Operations Deputy Director** (*Dena Withrow*) **5 min.**

**1) APPROVAL OF AGENDA** **1 min.**

**2) PUBLIC COMMENT** **3 min.**

**3) APPROVAL OF CONSENT AGENDA**

**A. February 7, 2024, and February 21, 2024, Minutes**

**B. Payroll February:** \$3,190,887.98

**C. Accounts Payable February:** \$2,836,537.47

Warrants: \$2,828,268.20

ACH Payments: \$8,268.27

**D. Surplus Property Vanpool 2810** (*Katie Cunningham*): Declare Vanpool 2810 as surplus. Vanpool 2810, a 2018 Toyota Sienna 7-passenger van was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$24,791.74. The estimated cost to repair the damage to this vehicle is \$25,871.60 which exceeds its fair market value, and the vehicle has therefore been deemed a total loss.

**4) NEW BUSINESS**

**A. National Transit Employee Appreciation Day** (*Cameron Crass*) **30 min.**

**B. Equal Employment Opportunity Presentation** (*Alana Neal*) **20 min.**

**5) COMMITTEE REPORTS**

**A. Transportation Policy Board (Mar. 13)** (*Justin Belk*) **5 min.**

**B. Community Advisory Committee (Mar. 18)** (*Eliane Wilson*) **5 min.**

**6) GENERAL MANAGER'S REPORT** **5 min.**

**7) AUTHORITY ISSUES** **5 min.**

**ADJOURNMENT**

*Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of*

1964. For more information, see our [Non-Discrimination Policy](#).

Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 7, 2024**

**CALL TO ORDER**

Chair Gilman called the February 7, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Chair and City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; Vice Chair and Thurston County Commissioner Carolina Mejia; Community Representative Sue Pierce; Labor Representative Mark Neuville.

**Members Excused:** Community Representative Justin Belk; City of Yelm Councilmember Brian Hess; Community Representative Don Melnick.

**Staff Present:** Emily Bergkamp; Daniel Van Horn; Dena Withrow; Eric Phillips; Jana Brown; Jason Aguero; Jessica Gould; Katie Cunningham; Noelle Gordon; Pat Messmer; Peter Stackpole; Steve Krueger; Tammy Ferris; Nathan Davis; Thera Black; Matt Kenney; Amanda Collins; Heather Stafford; Jonathon Yee; Michael Maverick; Nick Demerice; David Chaffee; Cameron Crass; Rob LaFontaine; Dylan Deuel; Ariel Halverson.

**Others Present:** Jeff Myers, Legal Counsel; Betty Hauser, Community Advisory Committee.

**STAFF INTRODUCTION**

- A. **Operator Class 24-01** (*Cameron Crass*)
- B. **Dylan Deuel and Ariel Halverson, Service Workers** (*David Chaffee*)

*Chair Gilman recessed the meeting at 5:42 p.m. until a quorum was met. With the arrival of Commissioner Mejia, Chair Gilman reconvened the meeting at 5:47 p.m.*

**APPROVAL OF AGENDA**

It was M/S/A by Sullivan and Cox to approve the agenda as presented.

**PUBLIC COMMENT – None.**

**NEW BUSINESS**

- A. **OTC Construction Contract Increase** Tammy Ferris presented for approval a revised contract for NPM Construction Company to complete the Olympia Transit Center North Site Improvements. On August 16, 2023, the Authority authorized the General Manager to enter into a contract with NPM Construction Co. in the amount

of \$384,661 for the construction of pedestrian improvements around the northwest corner of the OTC property and bus platforms.

NPM Construction Co., began construction on November 6, 2023. Since that time, a total of six (6) Change Orders have been issued under this contract. These Change Orders were in response to clarifications to the design that involved adding two (2) driveway entrances for the removal and replacement of existing red concrete pavers at internal crossings (omitted in bid documents), revising the scoring pattern of the sidewalks to meet City of Olympia design standards, removing and replacing the existing trees on Washington to avoid existing utilities, adjusting the height of the bus platform along Washington to meet ADA, and adding cast iron detectable warning strips along all bus platform edges that are part of the project.

Staff requests an increase in the total contract authorized amount of \$167,806, which provides an estimated \$60,000 in project contingency funds for a total revised construction contract amount of \$552,467. Staff believes any additional changes beyond those summarized above are likely to be minor and would be covered under the construction contingency funds noted above with approval of this request.

**It was M/S/A by Cox and Sullivan to authorize the General Manager to approve the revised total construction contract with NPM Construction Co., to \$552,467.**

- B. NE Lacey Operational Transit Terminal.** Peter Stackpole presented 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.

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.

**It was M/S/A by Sullivan and Cox to authorize the General Manager to execute a contract with SCJ Alliance in the amount of \$798,124.67.**

- C. MWPR Direct Access/Construction Contract Increase.** Eric Phillips presented a revised contract for Tapani, Inc., to complete the Martin Way Park and Ride Direct Access construction.

On July 19, 2023, the Authority authorized the General Manager to approve an additional \$188,000 to the construction contract with Tapani, Inc., for a revised total amount of \$2,239,411 for the bus access and facility improvements at the Martin Way P & R. This contract increase addressed various change orders related to the parking lot repairs, electrical/lighting upgrades, ADA-compliant bus platform adjustments, and fiber upgrades to the security camera system.

With most of the final contract costs approved, including a new change order to retrofit the older metal halide “cobra head” lights (34) at the P&R to LED lights, staff is anticipating the final contract not-to-exceed value will require \$30,000 to \$40,000 of additional funding authority to close out the construction project with all changes considered. Additional contract authority of \$60,588.83 will ensure the remaining illumination work, shoulder restoration work along the WSDOT right-of-way, is completed and any remaining work to close out the project with Tapani. The total authorized amount requested includes contingency funds beyond the forecasted totals to ensure a timely closeout.

The requested additional contract authority of \$60,588.83 remains within the established project budget, resulting in a total revised construction contract not to exceed authority of \$2,300,000.

Staff believes this final contract increase is reasonable, and addresses any outstanding construction items, with any unforeseen changes covered under the construction contingency.

**It was M/S/A by Sullivan and Cox to authorize 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.**

**D. MWPR On Call Engineering Construction Support Contract Increase.** Eric Phillips requested authorization on additional contract authority for SCJ Alliance to provide construction administration support to complete the Martin Way Park and Ride Direct Access project.

In June of 2021 Intercity Transit onboarded SCJ Alliance to provide engineering support services for the Martin Way P&R Direct Access project. The Authority subsequently provided additional funds as the project progressed into construction including additional contract authority last July to cover additional design and construction contract support related to several large change orders for the project. Those changes were related to the parking lot repairs, electrical/security systems, and fiber upgrades which were added to the scope of the project.

Since our last update to the Authority, we were able to move forward with the upgrade of the facility’s illumination system (34 lights) from the older metal halide cobra head to new LED heads. While this was not part of the original project, when

we realized more than 50% of the older system needed new bulbs/ballasts/and fuses, we did a comparison for LED retrofit and were able to utilize the existing sub-contractor to provide a fast energy/cost efficient upgrade. The return on investment for this retrofit is estimated at around 5 years (updates will pay for themselves) and the fixtures should be maintenance free during the initial five-year warranty period. This work did require additional design and construction management support from SCJ's electrical engineer. Also, due to the delay in close out related to delivery of the final light pole along the I-5 ramp, the project has also required additional construction management support.

Staff are requesting an increase of \$35,000 in total contract authority, for a revised not-to-exceed amount of \$531,288. The additional contract authority also provides some "contingency" funds to support SCJ assisting Intercity Transit later this year with the completion of the new "Use Agreement" with WSDOT and provide any design support necessary to obtain approval for placement of a new passenger shelter at the bus stop on the ramp - which requires a separate air space lease to be obtained before a shelter can be placed. The total amount requested includes contingency resources sufficient to close out the project with the additional scope noted above. Staff are confident that the proposed hours and level of effort for the remaining work can be accomplished with the proposed increase.

**It was M/S/A by Pierce and Mejia to authorize the General Manager to increase the SCJ Alliance contract by \$35,000 for a revised total not-to-exceed amount of \$531,288.**

- E. General Manager Employment Performance Measures.** Chair Gilman led the discussion on the performance measures for the new General Manager. The Authority Board must implement the terms and conditions outlined in the employment contract with the agency's General Manager, to include identifying performance measures and evaluating the General Manager's performance. Emily Bergkamp was selected as the agency's General Manager in November 2023; and she signed an employment contract on November 15, 2023. Section 1 of the employment contract indicates the Board is to adopt performance measures within 90 days of starting employment.

Heather Stafford, Administrative Services Director, provided history of past GM performance evaluations and provided examples of past measures used. Gilman said his interest in formalizing this process is to have this practice in place in the event there is tension between the Board and the General Manager or a crisis, there is a process established. Gilman said many organizations look at the strategic plan and measure the performance of the GM against the organization's progress and plan objectives, and many organizations weigh evaluations towards an Authority evaluation. After some discussion, the Authority provided the following broad categories/measures for Stafford to create a draft from for Authority approval at the next ITA meeting.

- What went well?
- What could have gone better?
- What do you want to work on this year?
- Look back over the evaluation period and what professional development and training occurred.
- Leadership abilities.
- Goal setting.
- Build in objectivity.
- Each performance evaluation the GM provides a written report to the Authority of their performance addressing each of the measures the Authority adopted.
- Evaluations conducted biennially and in alternate years, more of a conversation and consideration of compensation.

**F. Annual Authority Reorganizing & Committee Assignments.** Chair Gilman led the Authority through the process to elect a new Chair and Vice Chair.

Gilman opened the floor to nominations for Chair. **Councilmember Cox nominated Clark Gilman.** Hearing no further nominations, nominations for Chair were closed.

**A unanimous vote was cast to elect Councilmember Clark Gilman as Chair.**

Chair Gilman opened the floor to nominations for Vice Chair. **Community Representative Pierce and Councilmember Cox both nominated Carolina Mejia.** Hearing no further nominations, nominations for Vice Chair were closed.

**A unanimous vote was cast to elect Thurston County Commissioner Carolina Mejia as Vice Chair.**

**Chair Gilman lead the Authority in discussion of new committee assignments and with Authority consensus the following Board members were appointed as follows:**

- **Mayor Debbie Sullivan** as the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and **Councilmember Carolyn Cox** will serve as alternate.
- **Community Representative Justin Belk** as the primary representative for Intercity Transit on the *Transportation Policy Board* and **Thurston County Commissioner Mejia** will serve as alternate.
- **Community Representative Sue Pierce** will serve as representative on Intercity Transit's *Pension Committee*.



## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (Feb. 2)** Sullivan said the Council elected officers for 2024: Robin Vazquez as Chair; Amy Evans Harding as Vice Chair; and John O'Callahan as Secretary.

Chair Seidel asked for volunteers to serve on the Executive Director Evaluation Subcommittee. Volunteers include the Chair, Vazquez and Councilmembers Madrone, Swarthout, McVey, Cox and Mejia.

Staff presented proposed housing need allocations by income for Thurston County jurisdictions to use in upcoming Comprehensive Plan Updates. These housing allocations are a new requirement in the state Growth Management Act but built on planning information TRPC currently provides to jurisdictions through the population and employment forecast. TRPC will take action at the March 1 meeting. The presentation can be found here: [Meeting 1 Requests \(trpc.org\)](https://trpc.org/Meeting-1-Requests)

The Council received a report from Outside Committee Assignments. Councilmember Sterns provided an update on the last two Puget Sound Regional Council's Growth Management Policy Board meetings. The written report can be found here: [PSRC-Growth-Management-Subcommittee-Notes \(trpc.org\)](https://trpc.org/PSRC-Growth-Management-Subcommittee-Notes)

## **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

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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 [Liias](#) (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 of the project.

Bergkamp announced 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:

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- 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.

### **AUTHORITY ISSUES**

Sullivan recognized Bergkamp for being the cover story in the February edition of Thurston Chambers, "The Voice."

Legal counsel, Jeff Myers, introduced new attorney at Law, Lyman, Daniel, Kamerrer, Bogdanovich, Jakub Kocztorz.

Pierce promoted the upcoming APTA Mobility Conference, and the International Roadeo Competition being held in Portland, Oregon April 28 - May 1. The public is invited to watch the competition.

### **ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:15 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Clark Gilman, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 20, 2024.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 21, 2024**

**CALL TO ORDER**

Chair Gilman called the February 21, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Thurston County Commissioner Carolina Mejia; Community Representative Justin Belk; City of Lacey Councilmember Carolyn Cox; Community Representative Sue Pierce; Community Representative Don Melnick; Labor Representative Mark Neuville.

**Members Excused:** City of Yelm Councilmember Brian Hess; City of Tumwater Mayor Debbie Sullivan.

**Staff Present:** Emily Bergkamp; Amanda Collins, Brian Nagel; Daniel Van Horn; Dena Withrow; Jana Brown; Jason Agüero; Jessica Gould; Katie Cunningham; Pat Messmer; Peter Stackpole; Steve Krueger; Thera Black; Matt Kenney; Nick Demerice; Michael Maverick; Jonathon Yee; Heather Stafford; Noelle Gordon; Ramon Beltran.

**Others Present:** Jeff Myers, Legal Counsel; Clair Bourgeois, Community Advisory Committee; David Foster, Foster Government Relations and Joanna Grist, Grist Public Affairs, LLC.

**APPROVAL OF AGENDA**

It was M/S/A by Melnick and Mejia to approve the agenda as presented.

**PUBLIC COMMENT – None.**

**APPROVAL OF CONSENT AGENDA**

It was M/S/A by Cox and Pierce to adopt the consent agenda as presented.

- A. **Payroll January:** \$3,268,126.20
- B. **Accounts Payable January:** \$5,074,147.95
  - Warrants: \$5,061,428.61
  - ACH Payments: \$12,719.34

**NEW BUSINESS**

**A. David Foster/Joanna Grist State Legislative Review & Update.** Bergkamp said Intercity Transit has contracted with Foster Government Relations and Grist Public Affairs, LLC since 2016. David Foster and Joanna Grist are our primary state advocates who will discuss the current issues facing the Washington State

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Legislature and the Governor's Office and how they relate to Intercity Transit. They will focus on current and future State funding issues involving the Washington State Department of Transportation, and other State agencies. They will also discuss current and future State policies that have an impact on our ability to partner with state government. In addition, they will briefly address how Intercity Transit can maintain connection with our state legislators.

Bergkamp introduced Foster.

Foster said the relationship with IT has been quite successful in large part due to the reputation Intercity Transit built up with legislators, not just in Olympia, but throughout the state. He said there have been tours over the years with legislators, Democrats and Republicans, with talk about the good work that Freeman-Manzanares previously did and Bergkamp now and their teams have done to stretch the public dollar and to provide service in Thurston County. That was well received which we saw with legislation a few years ago that allowed IT to place a sales tax initiative on the ballot to increase service.

Foster provided a brief overview of where things stand during this current legislative session. He noted Washington state is in the last two weeks of session, ending on March 7. Today was the cutoff for policy bills in the opposite Chamber. House bills in the Senate. Any bills that are in one of the fiscal committees, such as transportation appropriations from the House or Ways and Means need to move out of those committees to the floor, or else they're theoretically dead. Nothing is ever dead in the legislature until the session ends. Foster and Grist continue watching and monitoring what moves forward. Budgets were released this week so there's a lot of work going on budget preparation as the two sides finalize their proposals before they start meeting to go with the final proposal of the session.

Foster said they've been watching a couple of those such as Bill 2191 that is a piece of legislation that would allow transit Boards to add two citizen members. It doesn't say up to, but it says two citizen members that are transit users and/or represent transit user organizations. Foster said they have worked to get that bill, which is still alive, to include an exemption or any organization that already has community members. He's not sure this is something that's made sense to the legislators. Intercity Transit is the only agency that has community members and it made sense numerically to exempt IT. That bill is still moving along, and they will continue to watch it.

Foster said another bill that did not move forward was Senate Bill 6304. That's the piece of legislation that would have created fines or increased fines for idling heavy transit trucks, buses, etc. for five minutes and that's a bill that may have ended up exempting transit, but it didn't move forward, but certainly something that they'll be watching going forward.

Foster said transportation budgets have been put forward. We did secure \$5 million a couple of years ago for the Pattison Street Project. Those dollars remained in the budget last year when they developed a two-year budget and this year as they're working on a supplemental budget. He brings this up because there are a number of projects that are being either pushed later into the next decade or being defunded because of cost increases on projects that are already underway or that are soon to be underway. They continue to watch and monitor both capital projects as well as some different transit operating grants to make sure those don't go away in the current transportation budget process.

Foster believes IT has been briefed on the Climate Commitment Act Initiative. That was passed a couple years ago as part of the transportation funding package in 2022. There's an initiative to repeal it. He brings this up because transit is heavily funded out of that effort and that is going to be on the ballot in November. If it passes, meaning the Climate Commitment Act is repealed, there will be holes in the transit and transportation budgets all around the state. This is one issue that is going to be carried out after the legislative session. Another issue is local – Senator Hunt announced he will not be running for reelection. He's been representing this area for 22 years and the current Representative Jessica Bateman announced she will be running. There may be others. She'll be running, which means there will also be a race for her open seat.

Foster answered questions.

Mejia asked about the Climate Commitment Act looking towards the future, if there is anything IT can do here within our communities to put out the information of the impact that this will have on Intercity Transit if it's repealed. Bergkamp replied the Washington State Transit Association (WSTA) has a yearly legislative conference and the Board approved some education and outreach around this topic. Justin Leighton, WSTA's Executive Director will be working with a public relations firm to create some education and outreach. We can't tell people how to vote, but we can certainly educate them on what the impacts would be. Most transits will take their lead from WSTA and probably have some materials that can be shared. IT will be doing awareness raising with staff and later share information with the Board about which projects are funded by the Climate Commitment Act. Jeff Myers noted the restrictions about what IT can do with ballot measures. The Board does have the ability to consider a resolution taking a position and also to share factual material to educate the public. The Public Disclosure Commission has been very careful in how they are scrutinizing that and he knows several jurisdictions represented on the ITA have gone through that process. If it's something the ITA has interest in, Myers indicated he could work with WSTA and staff to present at the appropriate time, assuming it gets on the ballot.

Mejia asked if Bill 2191 impacts IT since we already have three community reps sitting on the Board. Foster said at this point there's been discussion about turning

that bill into some type of a study to look at the issue, and he doesn't know what that looks like. If something were to move forward later on that mandated it, IT has a position on record and the opportunity to point to it and note we've been exempted.

Pierce asked what the criteria is surrounding the IT Board members supporting and speaking about initiatives on a ballot. Myers said there is a big difference between your personal position which you have a right as an American citizen to take a personal position, and use of agency resources to speak about your position. There are much more restrictions on the latter and trying to divide that line is something he'd be happy to work with the Board on, to know exactly which side of the line you need to be on and what to say.

Mejia suggested adding to a future agenda the passing of a resolution to have a discussion to determine where everyone is, learning about the projects and getting more in-depth about what the impact would be. Myers said part of that resolution process would require public hearings so the public would have an opportunity to state their positions and advise a Board as to what position the public takes. Bergkamp said she'll work with legal counsel to get an agenda item added.

Bergkamp noted how helpful Foster and Grist have been since she became the GM. During her intern status, they helped coordinate visits with state legislators, specifically Representative Barkis and Fey, as well as staff from Representative Bateman and Senator Hunt's offices. She said Foster helped bridge the historical knowledge between Freeman-Manzanares and Bergkamp and he was often here for those tours, which was very helpful. IT can attribute a lot of the good work that we're able to showcase and our successes with Proposition 1, to Foster and Grist, and remain invaluable for us to maintain those connections and will continue to help us maintain them.

Gilman noted it's important for IT to be exempt from having to change the type of community representation we have, and that the language doesn't say a "rider" but instead says "system user" because we don't want the assumption that transit agencies are primarily fixed route bus organizations. There's a lot of different ways people engage with our agency and other transit agencies.

Melnick said many Authority members came from the Community Advisory Committee. IT is unique by having a Community Advisory Committee that actually works.

Gilman asked if the contract with Foster and Grist includes advocacy around the initiative process, either in terms of strategic advising or messaging. Foster said he wasn't sure if it specifically does, but they would be glad to work with the Board, Bergkamp and legal counsel in any way that is helpful around the legislative process.



**B. On-Call Qualified Vendor List Update.** Development Director, Peter Stackpole, provided an update on the on-call qualified vendor list and associated contracts. In September 2023, Development brought to the ITA the intent to issue an RFQ to competitively solicit qualifications to establish a consultant pool for on-call services in multiple disciplines that Transit will utilize as needed over five (5) years with the option to extend annually for an additional five (5) years. These professional services will enable Transit to obtain professional and technical assistance on short notice and on an on-call basis from our pool of awarded consultants.

Establishing the QVL gives Transit the nimbleness and flexibility to bring on professional services through task orders, as needed, and provides a deep bench of prequalified technical expertise to help staff complete projects without impacting staff capacity to deliver transit services to the community. Additionally, it creates efficiencies by eliminating the need to issue multiple requests for proposals (RFPs) and saves the administrative costs of procuring and managing multiple contracts.

The RFQ was issued on September 8 and generated a great deal of interest from firms. Transit received proposals from firms providing expertise in one or more of the following categories:

- A. System Planning
- B. System Engineering and Design
- C. Compliance, Standards, and Reporting
- D. Data, Analysis, and Modeling
- E. Public Outreach and Observational Research
- F. Specialized Program Support
- G. Financial and Economic Analysis

Transit reviewed the proposals and scored them based on the firms' qualifications and experience. Based on the results, the following thirteen (13) firms were awarded contracts in the corresponding categories:

<u>Consultant</u>	<u>Category</u>						
	A	B	C	D	E	F	G
1. Cambridge Systematics				X			
2. David Evans	X	X					
3. Espousal Strategies					X		
4. Jarrett Walker Associates	X			X	X		
5. KPFF		X					
6. Maul Foster Alongi					X		
7. Momentum PSP					X		
8. Nelson Nygaard	X	X	X	X	X	X	X

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9. SCJ Alliance		X			X		
10. Stantec		X					
11. Toole Design	X				X		
12. Transpo Group	X			X		X	
13. WSP	X	X	X	X	X	X	X

From this list of qualified vendors, task order requests will be generated from Transit's Procurement Department for the performance of defined Consulting Services if and as the need for such work arises. If more than one firm is listed as qualified in a category for which a need arises, Transit will have the ability to direct hire *or* issue competitive task orders. Said task orders will define in detail the scope, schedule, and budget of the work.

- C. Annual Planning Session.** Bergkamp led the discussion to consider dates and identify topics of interest for a Planning Retreat. The Authority typically meets once a year in late spring or early summer for a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda. Considering staff has discussed a revitalization of the long-range plan in the fall to document the progress we've made and work yet to be done, it would be advantageous to hold a planning session prior to this effort. It would also provide an opportunity to perform an update to the Strategic Plan ahead of considering adoption at the end of the year. This is an opportunity to identify topics of interest, potential dates, and facilitators.

The Authority discussed potential topics of interest:

Melnick – Discuss if there are other ways we can improve ridership like the last mile option - ways to get people who are half a mile away from the bus stops. Melnick recommends consultant Jason Robertson to facilitate the retreat. Gilman also suggested bringing back the consultant from Nelson Nygaard.

Gilman is interested in both the ridership and the fare free discussion and combine having a report during an Authority meeting ahead of time. Perhaps bring in Rob LaFontaine to talk about ridership and routes at a summary level of what have been the impacts of going fare free, similar to what the Board anticipated when they initiated fare free, rather than squeezing in more lengthy presentations.

Pierce suggested discussing the long-range plan and looking at the strategic plan as well as a discussion about fare free and the ridership that all fits together.

Cox is interested in the evolving workforce with more state agencies allowing their employees to work from home and how that affects ridership.

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Bourgeois would like to see discussion about improving perceptions of safety and security on the bus.

Mejia would like a topic about promoting biking with transit and equity and ridership.

Neuville would like discussion about how to promote the park and ride lots.

**D. General Manager's Performance Measures.** Chair Gilman led the discussion on the performance measures for the general manager's evaluation. At the last ITA meeting, the Authority had a broad conversation on this topic. It is stipulated in the general manager's contract about having this process in place within 90 days of Bergkamp stepping into the position. Gilman referred to a handout prepared by Human Resources containing 10 questions to be answered by both the Authority and Bergkamp in the way of a self-evaluation. Gilman read each question and the Authority provided discussion.

1. What went well this past year?
2. What could have gone better?
3. Efforts in the past year to ensure/maintain a positive, inclusive culture at the agency and with the community.
4. Efforts to create/maintain a positive working relationship with both unions.
5. Areas or topic of focus for the coming year?
6. Continuing education, training, and/or conferences attended in the past year.
7. Continuing education, training, and/or conferences planned for in the coming year.
8. How would you rate the GM-Board relationship?
9. How would you rate the Community Advisory Committee (CAC) relationship?
10. Please identify opportunities to create an even better relationship between the GM, the Board and CAC (stop - start - continue).

Melnick said the general manager should have a good relationship in the community.

Belk would like to see added to questions 1 and 2 "and why" things went well or could go better.

Pierce said questions 1 and 2 are a two-way street and should be answered by both the GM and the Board.

Mejia would add "How can the Board support the GM?" to question 8, and "How would you rate the GM-Board relationship?"

Melnick said Board members will come and go and it's important that all current and incoming Board members understand the process. He recommends adding an

introduction to the document explaining the process so future Board members understand the expectations and can amend accordingly in the future. Legal Counsel, Jeff Myers further explained it's about how this evaluation is going to be used by the Authority and Bergkamp (and all future GM's) as part of the evaluation process under their contract and include a couple of introductory sentences saying that during performance evaluations, the general manager is going to provide a self-assessment using the following criteria as performance measures to evaluate their performance.

Cox suggested adding to question 2 "What did we learn from this and how can it be prevented in the future?"

**It was M/S/A by Pierce and Belk to approve the proposed questions presented tonight for the annual review for the General Manager and give direction to Human Resources to formulate the annual review document so the General Manager and the Authority are familiar going forward with what the expectations for the review will be.**

## **COMMITTEE REPORTS**

**A. Transportation Policy Board (Feb. 14).** Belk reported the TPB elected officers for 2024: Andy Ryder, Chair; Renee Radcliff Sinclair, First Vice Chair; and Wayne Fournier, Second Vice Chair. Belk said the bulk of the meeting centered on the Puget Sound Energy (PSE) Presentation on Meeting Energy Needs as Adopted on Electric Vehicle Increases. Representatives from Puget Sound Energy's (PSE's) Strategic System Planning Division discussed long term planning by PSE to meet the growing regional energy demand.

- Overview of the typical electric delivery system
- Future of the grid to meet demand
- System planning process 5 to 10 years
- Customer request summary
- Thurston County distribution system overview
- Transmission system overview

The full presentation can be viewed on TRPC's YouTube Channel at:

<https://youtu.be/HcFQyupQLlw?t=901>

Lastly Marc Daily provided an orientation for new members and refresher for current members of the Transportation Policy Board. The full presentation can be found here:

<https://www.trpc.org/DocumentCenter/View/12489/Orientation2024>

**B. Community Advisory Committee (Feb. 12) – No report.**

## **GENERAL MANAGER'S REPORT**

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Fifteen Operators from Class 24-01 and three new maintenance employees achieved their Commercial Drivers Licenses. Testing took place February 8 - 10. Congratulations to these individuals for their achievement.

Last week Bergkamp presented an overview of Intercity Transit's Emergency Operation Protocols at the JBLM Joint Operations Group Meeting.

Newly appointed Thurston County Commissioner, Wayne Fournier, visited Intercity Transit last week for a tour of the Pattison Street facilities. Staff had a great visit with Commissioner Fournier and invited him to return with his stepson for a ride through the bus wash. Special thanks to Tumwater Mayor, Debbie Sullivan for helping us give a warm welcome to Commissioner Fournier and his Assistant Matt.

Lane Johnson, who volunteers at Amtrak's Centennial Station, requested permission for his harp circle to perform for train passengers. Operations Director, Dena Withrow, coordinated his request and on February 9 from 1 to 3 p.m., Johnson and two other harpists played music for all to enjoy.

Human Resources is working hard to screen over 75 applicants for the next Operator Class 24-02 starting on March 25. They currently have three days of interviews planned to meet with these folks and determine if they are a good fit for serving the community.

Bergkamp attended the APTA CEO's conference last weekend in Savannah, Georgia.

Topics of discussion included:

- Ridership: Is it "Normal Yet?"
- The ZEB Quandary: Hydrogen, Electric or Both?
- FTA Focus on Bus Manufacturing by FTA Administrator Nuria Fernandez
- Smart Cities
- Navigating an NTSB Investigation
- Capital Costs: Is it Possible to Rein in The Cost of Projects?
- Bus Manufacturing Task Force – Procurement Refresh to Enhance Competition
- Women are the Future! 50% of CEOs in attendance were women.
- CEO Journey – Positioning for Success

The Bus Buddy Program is officially 10 years old. Save-the-date for an anniversary celebration on Saturday, March 16 at the Olympia Transit Center.

Bergkamp, Nick Demerice, ITA members Chair Clark Gilman, Vice Chair Carolina Mejia and Tumwater Mayor Debbie Sullivan will attend the APTA Legislative Conference in Washington D. C. on April 6 - 9. Federal Advocate Dale Learn will facilitate the visit with Federal legislators.

Sihe (Simon) Sun, Master's in Environmental Science candidate at The Evergreen State College, is doing a Zero-Fare Bus Thesis Research project, examining factors that influence people's choice of public transit in Thurston County. He is currently

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distributing an online survey and has posted flyers with a QR code linking to the survey at different locations throughout the Intercity Transit system. The Marketing Department is also helping spread the word about the survey to recruit more participants to ensure the findings are directly relevant for Intercity Transit. Simon plans to share his collected data with Intercity Transit under the appropriate confidentiality protocols so we can utilize the findings for purposes of understanding the impact of zero-fare on ridership.

Intercity Transit's Deputy Director of Procurement, Steve Krueger, is retiring effective February 23. Krueger started as the Procurement and Capital Projects Manager on May 16, 2016. Since his arrival, he has shepherded many of the major projects and initiatives Intercity Transit has completed or are still in progress since this time.

Krueger came to us from the Washington State Department of Enterprise Services (DES) where he served as Policy and Protest Manager and prior to that was a Unit Manager for General Administration (before they were DES), and also served as a buyer developing master contracts for the state.

Krueger is a Washington native and graduate of Western Washington University and holds his professional certifications of Certified Public Procurement Official and Certified Public Procurement Buyer and amassed over 30 years of procurement, contracting, and marketing experience.

Krueger will fill his retirement with his love of traveling, camping, exploring and all things outdoors, including scooting around town on his newly acquired one-wheel balancing skateboard. That's the adult equivalent of asking Santa for a Red-Rider BB gun – and we wish him fun without injuries with his new toy.

Krueger has brought a lot of kindness, enthusiasm, excitement, and experience to Procurement and we are sad to see him leave us but are so happy for his next adventure of retirement.

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

### **AUTHORITY ISSUES**

Cox reported there have been two protests at Lacey City Hall over the new police station and training center, and she expects more protests to occur, that could potentially interfere with transit as they tend to gather at College and 3<sup>rd</sup> Avenue.

Melnick shared a flyer created by the Marketing Department for a volunteer fair being held at Panorama on February 22. The event is an opportunity for residents to understand volunteer opportunities throughout the area.

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Melnick said he's been pushing the idea of Artificial Intelligence (AI) that will offer both good and bad things. Bergkamp connected Melnick with IT's Deputy Director of Information Systems, Jason Aguero who met with Melnick along with DAL Manager, Kevin Karkoski. They provided some positive ways that artificial intelligence is materializing and changing how they're doing things. Melnick suggested implementing some form of public transit agency study.

Mejia said Thurston County hired a county manager, Leonard Hernandez, who begins April 1. The County is hosting an open house on April 5 for the public to meet him, and invitations will be sent out soon.

Pierce suggested it was time for the Community Advisory Committee to gather at some point to update their group photo.

**EXECUTIVE SESSION** - In accordance with RCW 42.30.110, paragraph (1) (b), Chair Gilman recessed the meeting at 7:25 p.m. to go into an Executive Session to discuss the potential acquisition of real estate. He announced the Authority would be in Executive session until 7:45 p.m.

Those attending included: Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; Community Representatives Sue Pierce, Justin Belk and Don Melnick; Labor Representative Mark Neuville; Emily Bergkamp; Peter Stackpole; Michael Maverick; Steve Krueger; Jonathon Yee; Jana Brown; Legal Counsel, Jeff Myers.

The Authority reconvened to regular session at 7:49 p.m.

**It was M/S/A by Melnick and Cox to authorize the General Manager to further explore and potentially negotiate the possible purchase of property subject to final approval by the Authority Board.**

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:51 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Clark Gilman, Chair**

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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: March 20, 2024**

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

# Intercity Transit

## Payroll Disbursement List

### February 2024

#### Pay Periods:

PP 3 (Jan 14 - 27)

PP 4 (Jan 28 - Feb 10)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
2/2/2024 ACH	PR DIRECT DEPOSIT	973,179.06
2/2/2024 39035 - 39057	PR PAPER CHECKS	39,876.74
2/2/2024 ACH	IRS	156,692.54
2/2/2024 ACH	HEALTH SAVING	92.59
2/2/2024 ACH	VANGUARD	125,872.66
2/2/2024 ACH	PERS	226,771.22
2/2/2024 ACH	DEF COMP	40,690.43
2/2/2024 ACH	ICMA	14,206.94
2/2/2024 ACH	CHILD SUPPORT	2,457.36
2/16/2024 ACH	PR DIRECT DEPOSIT	1,020,912.55
2/16/2024	PR PAPER CHECKS	-
2/16/2024 ACH	IRS	168,596.12
2/16/2024 ACH	HEALTH SAVING	92.59
2/16/2024 ACH	VANGUARD	133,450.40
2/16/2024 ACH	PERS	229,516.37
2/16/2024 ACH	DEF COMP	41,571.56
2/16/2024 ACH	ICMA	14,451.53
2/16/2024 ACH	CHILD SUPPORT	2,457.36
2/16/2024 ACH	PERS split month rounding	(0.04)
<b>Total Payroll Disbursements</b>		<b>3,190,887.98</b>



**INTERCITY TRANSIT  
A/P DISBURSEMENT LIST  
FEBRUARY 2024**

<b><u>Check No.</u></b>	<b><u>Reference Date</u></b>	<b><u>Vendor No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount</u></b>
39058	02/05/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,540.50
39059	02/05/24	02828	AVAIL TECHNOLOGIES INC	\$41,356.43
39060	02/05/24	03023	BACKUPIFY INC.	\$1,111.50
39061	02/05/24	06120	CITY OF OLYMPIA (UTILITIES)	\$8,360.26
39062	02/05/24	06238	CLARY LONGVIEW LLC	\$58,572.64
39063	02/05/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$516.49
39064	02/05/24	07120	GORDON PRODUCTS INC.	\$58.34
39065	02/05/24	07220	CUMMINS INC.	\$3,323.12
39066	02/05/24	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
39067	02/05/24	07640	DAY MANAGEMENT CORP	\$76.87
39068	02/05/24	08607	EDNETICS INC	\$713.94
39069	02/05/24	08825	EMTECH LLC	\$10,800.00
39070	02/05/24	09180	EXPRESS SERVICES INC	\$3,131.20
39071	02/05/24	09662	FERRELLGAS LP	\$2,035.99
39072	02/05/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39073	02/05/24	10477	GALLS PARENT HOLDINGS LLC	\$4,066.95
39074	02/05/24	10660	GILLIG LLC	\$0.00
39075	02/05/24	10660	GILLIG LLC	\$8,583.94
39076	02/05/24	10759	GORDON TRUCK CENTERS INC	\$580.27
39077	02/05/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
39078	02/05/24	13726	M & S COLLISION LLC	\$5,645.68
39079	02/05/24	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
39080	02/05/24	14590	MOHAWK MFG & SUPPLY CO.	\$1,571.00
39081	02/05/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,962.54
39082	02/05/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$675.63
39083	02/05/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,349.81
39084	02/05/24	16765	PETROCARD INC.	\$61,869.42
39085	02/05/24	16969	POINT GRAPHICS LLC	\$42.16
39086	02/05/24	16974	POMP'S TIRE SERVICE INC.	\$2,685.56
39087	02/05/24	17580	RECARO NORTH AMERICA INC.	\$637.64
39088	02/05/24	17792	ROUSH CLEANTECH LLC	\$1,402.55
39089	02/05/24	17900	SCHETKY NORTHWEST SALES INC.	\$417.77
39090	02/05/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$364.06
39091	02/05/24	18469	SPORTWORKS GLOBAL LLC	\$563.09
39092	02/05/24	18530	STANDARD PARTS CORP.	\$454.96
39093	02/05/24	18540	STANTEC CONSULTING SERVICES INC	\$1,425.00
39094	02/05/24	18651	STORMANS INC. (LICENSING)	\$19.25
39095	02/05/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$288.10
39096	02/05/24	21880	THURSTON REGIONAL PLANNING COUNCIL	\$42,514.00

39097	02/05/24	21950	TITUS-WILL CHEVROLET	\$2,318.30
39098	02/05/24	22010	ROTTERS INC.	\$227.60
39099	02/05/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$51.02
39100	02/05/24	24000	W. W. GRAINGER INC.	\$569.64
39101	02/05/24	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$28,734.08
39102	02/05/24	24755	WA ST HEALTH CARE AUTHORITY	\$619,614.83
39103	02/05/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00
39105	02/12/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$2,029.73
39106	02/12/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$609.65
39107	02/12/24	01895	ECOLUBE RECOVERY LLC	\$70.30
39108	02/12/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$15,763.61
39109	02/12/24	02680	ASSOCIATION OF WASHINGTON CITIES	\$495.00
39110	02/12/24	05320	CAPITOL CITY PRESS INC	\$10,118.29
39111	02/12/24	06040	CITY OF LACEY	\$1,236.74
39112	02/12/24	06238	CLARY LONGVIEW LLC	\$94,529.54
39113	02/12/24	06781	COMPUNET INC.	\$7,147.28
39114	02/12/24	07120	GORDON PRODUCTS INC.	\$2,966.68
39115	02/12/24	07220	CUMMINS INC.	\$6,940.87
39116	02/12/24	07619	DAVID S FOSTER	\$2,000.00
39117	02/12/24	09662	FERRELLGAS LP	\$3,361.11
39118	02/12/24	10251	FRUITION GROWTH LLC	\$6,068.75
39119	02/12/24	10276	FSX INC.	\$426.66
39120	02/12/24	10580	GENE'S TOWING INC	\$217.40
39121	02/12/24	10660	GILLIG LLC	\$11,156.47
39122	02/12/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
39123	02/12/24	10759	GORDON TRUCK CENTERS INC	\$603.83
39124	02/12/24	10864	GREATLAND CORPORATION	\$765.41
39125	02/12/24	11776	INTERCLEAN EQUIPMENT LLC	\$3,487.22
39126	02/12/24	11943	JOANNA GRIST	\$2,000.00
39127	02/12/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$4,227.40
39128	02/12/24	13726	M & S COLLISION LLC	\$1,097.85
39129	02/12/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,303.78
39130	02/12/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,656.03
39131	02/12/24	14879	NANDO P. MERLINO	\$43,642.93
39132	02/12/24	15127	NGUYEN BE	\$103.20
39133	02/12/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,278.29
39134	02/12/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,149.27
39135	02/12/24	15560	OLYMPIA DOWNTOWN ALLIANCE	\$300.00
39136	02/12/24	16490	HAROLD LEMAY ENTERPRISES	\$918.48
39137	02/12/24	16623	PALAMERICAN SECURITY INC.	\$96,402.25
39138	02/12/24	16765	PETROCARD INC.	\$23,931.09
39139	02/12/24	16888	REXEL USA INC.	\$180.13
39140	02/12/24	16969	POINT GRAPHICS LLC	\$693.44
39141	02/12/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$318.93
39142	02/12/24	17290	PUGET SOUND ENERGY	\$40,412.05
39143	02/12/24	17505	RAINIER DODGE INC.	\$85.18
39144	02/12/24	17580	RECARO NORTH AMERICA INC.	\$2,198.87

39145	02/12/24	17861	SAMBA HOLDINGS INC.	\$474.91
39146	02/12/24	17900	SCHETKY NORTHWEST SALES INC.	\$389.74
39147	02/12/24	17903	TAPANI INC.	\$70,981.87
39148	02/12/24	17908	SCHINDLER ELEVATOR CORPORATION	\$2,660.86
39149	02/12/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$363.14
39150	02/12/24	18047	SHARP ELECTRONICS CORPORATION	\$391.56
39151	02/12/24	18066	SHI INTERNATIONAL CORP.	\$17,363.87
39152	02/12/24	18530	STANDARD PARTS CORP.	\$525.20
39153	02/12/24	18651	STORMANS INC.	\$123.50
39154	02/12/24	21630	THE ATHENA GROUP LLC	\$7,060.00
39155	02/12/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,287.50
39156	02/12/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$329.06
39157	02/12/24	21659	THERMO KING NORTHWEST INC.	\$6,000.00
39158	02/12/24	22010	ROTTERS INC.	\$165.36
39159	02/12/24	22235	TREW ENTERPRISE LLC	\$4,596.80
39160	02/12/24	23715	URBAN SOLAR CORPORATION	\$2,378.75
39161	02/12/24	24000	W. W. GRAINGER INC.	\$72.04
39162	02/12/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$1,015.16
39163	02/12/24	25540	WASHINGTON STATE RIDESHARING ORGANIZATIO	\$225.00
39164	02/12/24	25909	WEX BANK	\$40,170.53
39165	02/12/24	26560	YELM AREA CHAMBER OF COMMERCE	\$550.00
39166	02/12/24	26861	WESTERN GRAPHICS INC.	\$2,764.88
39169	02/14/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,883.07
39170	02/15/24	01567	CANON FINANCIAL SERVICES INC.	\$3,939.26
39171	02/15/24	06365	CLOUDPWR LLC	\$3,066.00
39172	02/15/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39173	02/15/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39174	02/15/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39175	02/15/24	10477	GALLS PARENT HOLDINGS LLC	\$5,235.89
39176	02/15/24	15128	NGUYEN HEIN	\$30.00
39177	02/15/24	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$1,730.61
39178	02/15/24	18016	SENIOR ACTION NETWORK	\$300.00
39179	02/15/24	22420	ALLEN WALTON	\$246.38
39180	02/15/24	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
39181	02/15/24	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$132,026.21
39182	02/15/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$1,679.81
39183	02/15/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$443.00
39184	02/15/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$708.75
39185	02/19/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,364.38
39186	02/19/24	01405	ADVANCE GLASS INC.	\$1,027.99
39187	02/19/24	01780	AMALGAMATED TRANSIT UNION 1765	\$24,184.16
39188	02/19/24	01805	AM BRANAM TOOLS INC.	\$280.03
39189	02/19/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,766.67
39190	02/19/24	02060	AMERISAFE INC.	\$92.26
39191	02/19/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,526.66
39192	02/19/24	02828	AVAIL TECHNOLOGIES INC	\$35,259.00
39193	02/19/24	03620	BLIND DEPOT INC. - THE	\$13,169.57

39194	02/19/24	05340	CAPITOL COURIER SERVICE	\$232.68
39195	02/19/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,032.98
39196	02/19/24	06836	CONTINENTAL BATTERY SYSTEMS	\$620.11
39197	02/19/24	07220	CUMMINS INC.	\$0.00
39198	02/19/24	07220	CUMMINS INC.	\$2,395.62
39199	02/19/24	08091	DSI MEDICAL SERVICES	\$1,348.50
39200	02/19/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$221.56
39201	02/19/24	09662	FERRELLGAS LP	\$2,738.89
39202	02/19/24	09961	FORMA CONSTRUCTION COMPANY	\$803,707.24
39203	02/19/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39204	02/19/24	10477	GALLS PARENT HOLDINGS LLC	\$2,943.40
39205	02/19/24	10580	GENE'S TOWING INC	\$217.40
39206	02/19/24	10660	GILLIG LLC	\$6,865.68
39207	02/19/24	10759	GORDON TRUCK CENTERS INC	\$6,166.54
39208	02/19/24	11905	JANEK CORPORATION - THE	\$1,561.45
39209	02/19/24	11933	JESSE ORNDORFF	\$1,122.38
39210	02/19/24	13485	LEMAY MOBILE SHREDDING	\$372.00
39211	02/19/24	14405	MICHAEL G. MALAIER TRUSTEE	\$207.69
39212	02/19/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,594.60
39213	02/19/24	14760	MUNCIE TRANSIT SUPPLY	\$483.87
39214	02/19/24	16262	OPENSQUARE HOLDINGS	\$778.00
39215	02/19/24	16765	PETROCARD INC.	\$58,795.73
39216	02/19/24	17746	ROBIN LUCAS	\$525.00
39217	02/19/24	17900	SCHETKY NORTHWEST SALES INC.	\$406.19
39218	02/19/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,066.20
39219	02/19/24	18052	SHEA CARR & JEWELL INC.	\$4,631.49
39220	02/19/24	18530	STANDARD PARTS CORP.	\$317.81
39221	02/19/24	18705	SUNBELT RENTALS INC.	\$3,881.77
39222	02/19/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$15,339.71
39223	02/19/24	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,600.00
39224	02/19/24	21950	TITUS-WILL CHEVROLET	\$621.88
39225	02/19/24	23660	UNITED WAY OF THURSTON COUNTY	\$436.00
39226	02/19/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$68.68
39227	02/19/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
39228	02/26/24	01095	4IMPRINT INC.	\$2,411.51
39229	02/26/24	01490	AIRE PRO INC.	\$454.43
39230	02/26/24	01895	ECOLUBE RECOVERY LLC	\$762.75
39231	02/26/24	03754	BOSTON HARBOR SERVICES INC.	\$11,171.74
39232	02/26/24	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$153.30
39233	02/26/24	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$10,785.43
39234	02/26/24	06045	CITY OF LACEY	\$10,605.02
39235	02/26/24	06120	CITY OF OLYMPIA (UTILITIES)	\$1,223.41
39236	02/26/24	07120	GORDON PRODUCTS INC.	\$612.11
39237	02/26/24	07220	CUMMINS INC.	\$3,314.98
39238	02/26/24	07640	DAY MANAGEMENT CORP	\$4,324.16
39239	02/26/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,953.78
39240	02/26/24	09180	EXPRESS SERVICES INC	\$4,070.56

39241	02/26/24	09205	ERF COMPANY INC.	\$275.00
39242	02/26/24	09662	FERRELLGAS LP	\$2,640.32
39243	02/26/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39244	02/26/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39245	02/26/24	10477	GALLS PARENT HOLDINGS LLC	\$3,423.08
39246	02/26/24	10660	GILLIG LLC	\$9,705.94
39247	02/26/24	10759	GORDON TRUCK CENTERS INC	\$3,031.97
39248	02/26/24	11615	INDUSTRIAL HYDRAULICS INC.	\$47.90
39249	02/26/24	11933	JESSE ORNDORFF	\$1,040.25
39250	02/26/24	13726	M & S COLLISION LLC	\$986.60
39251	02/26/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,425.53
39252	02/26/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
39253	02/26/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$928.70
39254	02/26/24	15544	PARFAIT BASSALE	\$500.00
39255	02/26/24	16252	ONSPOT OF NORTH AMERICA INC.	\$2,531.25
39256	02/26/24	16262	OPENSQUARE HOLDINGS	\$1,378.07
39257	02/26/24	17391	QUALITY MUFFLER & BRAKE	\$1,138.16
39258	02/26/24	17560	ROMAINE ELECTRIC CORP.	\$1,116.79
39259	02/26/24	17580	RECARO NORTH AMERICA INC.	\$1,510.86
39260	02/26/24	17765	ROTARY INTERNATIONAL	\$500.00
39261	02/26/24	17900	SCHETKY NORTHWEST SALES INC.	\$868.10
39262	02/26/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$156.72
39263	02/26/24	18052	SHEA CARR & JEWELL INC.	\$3,894.62
39264	02/26/24	18530	STANDARD PARTS CORP.	\$1,712.91
39265	02/26/24	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$258.97
39266	02/26/24	21950	TITUS-WILL CHEVROLET	\$492.18
39267	02/26/24	21976	TOTAL BATTERY SUPPLY AND AUTOMOTIVE LLC	\$254.70
39268	02/26/24	22010	ROTTERS INC.	\$248.88
39269	02/26/24	22188	TRAVERS ELECTRIC INC.	\$517.39
39270	02/26/24	24000	W. W. GRAINGER INC.	\$132.70
39271	02/26/24	24215	WA ST DEPT OF L & I	\$800.00
39272	02/26/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$125.00
ACH	02/02/24		VAY TINA	\$315.00
ACH	02/02/24		AUTHORIZE.NET	\$228.24
ACH	02/09/24		CLICK JAYSON	\$17.00
ACH	02/09/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,040.00
ACH	02/16/24		ALEXANDER NICOLE	\$279.00
ACH	02/16/24		BROWN JANA	\$358.94
ACH	02/16/24		CUNNINGHAM LYNNE	\$203.50
ACH	02/21/24		DEPARTMENT OF REVENUE	\$2,027.02
ACH	02/23/24		GORDON NOELLE	\$475.34
ACH	02/23/24		IT PROJECT ASSISTANCE	\$521.00
ACH	02/23/24		IT WELLNESS	\$770.00
ACH	02/23/24		SLOBOJAN TAYLOR M.	\$34.23
				<b><u>\$2,836,537.47</u></b>

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 3-D

MEETING DATE: March 20,2024

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, Senior Procurement & Project Management  
Coordinator, 360-705-5837

**SUBJECT:** Surplus Vanpool 2810

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- 1) **The Issue:** Whether to declare Vanpool 2810 as surplus.
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- 2) **Recommended Action:** Declare the property listed as surplus.
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- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale or disposal.
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- 4) **Background:** Vanpool 2810, a 2018 Toyota Sienna 7-passenger van was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$24,791.74. The estimated cost to repair the damage to this vehicle is \$25,871.60 which exceeds its fair market value, and the vehicle has therefore been deemed a total loss. This vehicle has met useful life requirements. The recommended action is to work through WSTIP to facilitate sale of the vehicle through its salvage dealers. Based on the information provided herein, staff is requesting the Authority declare Vanpool 2810 as surplus.
- 
- 5) **Alternatives:**
- A. Declare the item surplus. The vehicle has met its useful life, has been totaled and will cost more than its fair market value to repair.
  - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
  - C. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** Vanpool 2810 was purchased with Federal funds and Intercity Transit will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds received in excess of \$5,000 for a federally funded item may need to be returned to FTA.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** N/A.
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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: March 20, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Cameron Crass, Operations Deputy Director, 360-705-5824

**SUBJECT:** National Transit Employee Appreciation Day

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- 1) **The Issue:** In honor of National Transit Employee Appreciation Day, staff will share footage highlighting how Intercity Transit Operators and frontline transit staff make a difference in our communities.
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- 2) **Recommended Action:** This item is for information only.
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- 3) **Policy Analysis:** Complimenting Intercity Transit's Employee Recognition Program, National Customer Service Week, Transit Appreciation Day, and Annual Holiday Banquet, it is our privilege to participate in National Transit Employee Appreciation Day to thank Operators and other frontline staff for their service to the community.
- 
- 4) **Background:** Intercity Transit equips all buses and Dial-A-Lift vehicles with surveillance capturing dashcam, exterior video, interior cabin video, and operator audio. Surveillance assists the agency with reviewing security incidents, collisions, and customer comments. Staff have been able to utilize this camera system to locate lost items, identify missing persons, demonstrate real-life scenarios of defensive driving, and more. Upon reviewing situations, which are typically brought to supervisors' attention through event reports, customer comments, and public records requests, we discover Operators' heroic actions from behind the wheel. This presentation will provide an overview of the existing system and highlight some footage to show "a day in the life" of an operator.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** This item is for information only.
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- 7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: March 20, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Alana Neal, Human Resources Deputy Director, 564.233.1982

**SUBJECT:** EEO Program – Overview and Utilization Analysis

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1) **The Issue:** Brief the ITA on the agency's Equal Employment Opportunity (EEO) program and recent applicant and employee utilization analysis.

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

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3) **Policy Analysis:** The HR Deputy Director is the EEO Program Coordinator and will provide a program update to the Authority.

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4) **Background:** Federal Transit Administration (FTA) grant recipients are required to carry out FTA's Equal Employment Opportunity requirements and prepare EEO Programs.

Under Federal Transit Laws, FTA is responsible for ensuring that its recipients do not engage in employment discrimination:

*A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age.*

An updated program plan, including an annual utilization analysis and program goals, must be submitted to FTA every four years for review and approval. Additionally, the program is evaluated as part of the FTA Triennial Review.

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

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

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7) **Goal Reference:** Our hiring practices are instrumental in achieving all seven of our strategic goals.

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