

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
July 15, 2024 – Remote Meeting  
5:30 PM**

Join on your computer: [Click here to join the meeting](#). The meeting ID: 264 315 444 815  
Passcode: a66hta or call in (audio only) +1 929-229-5501, 187321304# United States, New  
York City Phone Conference ID: 187 321 304#

**CALL TO ORDER**

- |              |   |                |
|--------------|---|----------------|
| <b>I.</b>    | <b>APPROVE AGENDA</b>   | <b>1 min.</b>  |
| <b>II.</b>   | <b>INTRODUCTIONS</b>  | <b>1 min.</b>  |
|              | A. Intercity Transit Authority Representative ( <i>Carolina Mejia</i> ) |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>   | <b>3 min.</b>  |
|              | A. July 17, 2024, ITA Meeting – ( <i>Ursula Euler</i> )                 |                |
|              | B. August 7, 2024, ITA Meeting – ( <i>Need Volunteer</i> )              |                |
|              | C. August 21, 2024, ITA Meeting – ( <i>Rachel Weber</i> )               |                |
| <b>IV.</b>   | <b>NEW BUSINESS</b>   |                |
|              | A. Vanpool Program Update ( <i>Lynne Cunningham</i> )                   | <b>15 min.</b> |
|              | B. Bicycle Community Challenge Update ( <i>Duncan Green</i> )           | <b>15 min.</b> |
| <b>V.</b>    | <b>CONSUMER ISSUES – All</b>  | <b>15 min.</b> |
| <b>VI.</b>   | <b>REPORTS</b>  | <b>10 min.</b> |
|              | A. June 19, 2024, ITA Report ( <i>Nicole Smit</i> )                     |                |
|              | B. General Manager’s Report ( <i>Dena Withrow</i> )                     |                |
| <b>VII.</b>  | <b>NEXT MEETING – August 19, 2024</b>                                   | <b>1 min.</b>  |
| <b>VIII.</b> | <b>ADJOURNMENT</b>  | <b>1 min.</b>  |

**Attendance Report Attached.**

*Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964.  
For more information, see our [Non-Discrimination Policy](#).*

*Committee materials are available at <https://www.intercitytransit.com/agency/community-advisory-committee>. 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. For assistance, contact Customer Service 360-786-1881.*

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 4-A  
MEETING DATE: July 15, 2024**

**FOR:** Community Advisory Committee

**FROM:** Lynne Cunningham, Vanpool Manager, 360-705-5809

**SUBJECT:** Vanpool Program Update

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- 1) **The Issue:** Provide an update on the vanpool program.
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- 2) **Recommended Action:** For information and discussion only.
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- 3) **Policy Analysis:** The Vanpool Manager provides update to the CAC at least once a year, and more often as requested.
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- 4) **Background:** Intercity Transit's vanpool program is 42 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT). We currently have 154 active vanpool groups, a 15% increase from last year's 133 groups. We have five available vans available for new vanpools.

Our vanpool program serves 712 commuters including 386 volunteer drivers. Our vanpool groups travel an average of 96 round trip miles per day and our group with the longest commute travels 175 round trip miles per day. Our marketing efforts this year encourage people who work together to vanpool together to save time and money, and reduce stress and emissions.

This year, we were awarded a WSDOT Vanpool Subsidies Grant in the amount of \$492,375. This funding will be used to subsidize 100% of the vanpool fares for employees at participating state agencies.

In 2023, we were awarded a WSDOT Public Transit Rideshare Grant in the amount of \$710,208 with a required local match of \$177,552. This funding will be used to purchase 7-passenger hybrid replacement vehicles for the vanpool fleet.

In 2023 we had 198,302 passenger trips, a 7% decrease from 2022. Commuters traveled 2,604,976 miles in our program in 2023, a 15% increase from 2022. Retired vanpool vans support our Community Van and Surplus Van Grant programs, removing cars off the road and supporting non-profits in our community, providing transportation for their programs.

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5)     **Alternatives:** N/A

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6)     **Budget Notes:** Rider fares for 2023 totaled \$466,799, a 6% increase from 2022. Direct costs for vanpool service were \$1,675,950 (vanpool division expenses, salaries and wages, fuel and maintenance). In 2023, rider fares recovered 28% of direct operating expenses.

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7.     **Goal Reference:**   **Goal #1:** *“Assess the transportation need of our community throughout the Public Transportation Benefit Area.”*   **Goal #2:** *“Provide outstanding customer service.”*   **Goal #4:** *“Provide responsive transportation options within financial 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..”*

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8.     **References:** N/A

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 4-B  
MEETING DATE: July 15, 2024**

**FOR:** Community Advisory Committee

**FROM:** Duncan Green, BCC Specialist, 360-705-5874

**SUBJECT:** 2024 Bicycle Community Challenge Update

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- 1) **The Issue:** Brief the CAC on the results of the 2024 Bicycle Community Challenge.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest (now Bicycle Community Challenge) in 2006.
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- 4) **Background:** During this year's Bicycle Community Challenge (BCC) that runs for the full month of May, 715 people logged 6,829 rides, covering over 74,400 miles, reducing air and water pollution, and benefitting their own and our community's health and well-being.

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

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

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

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

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

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

**Authority Meeting Highlights/Summary**  
***a brief recap of the June 19, 2024, Intercity Transit Authority Meeting***

**Wednesday night, the Authority:**

- Authorized the General Manager, pursuant to Washington State Contract 05916 and City of Seattle Contract 5535, to purchase and upfit one (1) Ford work van in the amount of \$108,250 including sales tax. *(Katie Cunningham)*
- Authorized the General Manager to enter into lease agreement(s) for warehouse space for the duration of Intercity Transit's Pattison Expansion and Rehabilitation construction project in an amount not-to-exceed \$275,000. *(Jonathon Yee)*
- Approved an increase of 2024 FTE budgeted numbers from 537.5 to 541.5, to include 1 Accounting Specialist, 1 Senior Web Developer, 1 grant-funded Walk N Roll (WNR) Program Representative, 1 grant-funded WNR Assistant. *(Jana Brown)*
- Authorized a public hearing on the 2024 – 2027 Title VI Program for Wednesday, July 17, 2024, at 5:30 PM. *(Rob LaFontaine)*
- Adopted Resolution 02-2024 amending the Intercity Transit Employees' Retirement Plan and Trust to allow Roth 401(k) contributions, including an in-plan conversion feature and procedures on the treatment of missing participants. *(Jana Brown)*
- Authorized a public hearing on July 17, 2024, at 5:30 p.m. to receive public comment on the draft 2023 Annual Report and 2024-2029 TDP. *(Rob LaFontaine)*
- Declared various parts from Inventory and computer equipment from Information Services which as surplus to our needs. The total value of the items listed is estimated at \$37,833.34. *(Noelle Gordon)*
- Directed staff to commence with a recruitment for an ITA Community Representative position as Don Melnick's term ends December 31, 2024.

**Other Items of Interest:**

- Michael Midstokke introduced **Operator Class 24-03**.
- Kevin Karkoski introduced **Erik Gregory, Travel Training Coordinator**.
- Michael Maverick introduced **Katie Cunningham, Project Procurement Materials Mgr**.
- David Chaffee introduced **Joe Bell, Maintenance Supervisor**.
- Alana Neal, Human Resources Deputy Director briefed the ITA on the agency's Diversity, Equity and Inclusion Committee, and highlighted the importance of recognizing Juneteenth and how the agency celebrated the holiday.

## **General Manager's Report:**

Bergkamp invited everyone to ride the Bubble Bus in the Yelm Prairie Days Parade on Saturday, June 22, 2024. The parade begins at 9 a.m., but please arrive by 8:30 a.m. and meet up at the Yelm Cinemas parking lot.

Dial-A-Lift (DAL) Operator Dan Savage competed in the Community Transportation Association of America's (CTAA) Roadeo body-on-chassis division held in West Palm Beach, Florida. Savage took 7th place overall, and also earned the "Most Spirited Driver" award. This award is a testament to honing his craft as a professional driver through countless roadeo competitions, and to the kindness and compassion he shows to co-workers, DAL clients, and anyone he meets. Savage understands that going "The Distance" doesn't always mean placing first at roadeos. There are lessons he learns from competing which he selflessly shares with others.

Reminder that IT's Regional South Sound Roadeo will take place the weekend of June 29 & 30. June 29 is practice day, while the 30<sup>th</sup> is competition day. The maintenance portion of the competition will take place at our maintenance shop at Pattison, while the driving competition will take place at the Tumwater Brewery Grounds.

Board member and Lacey City Councilmember, Carolyn Cox and Bergkamp discussed the opportunity for Intercity Transit employees to participate in a local Toastmasters Club called Stately Speakers by offering a hybrid meeting place for the club to start in September. Intercity Transit hosted a Toastmaster's club in the past called Easy Speakers and it was an incredibly beneficial professional development tool for our employees and it will be great to offer that opportunity again.

Bergkamp invited the Board to Transit Appreciation Day being held on July 31 from 10 a.m. to 4 p.m. to celebrate the work of all transit industry employees, Board and Community Advisory Committee members, and volunteers. This year's theme is Summer Beach Party.

This past weekend, the Diversity, Equity, and Inclusion (DEI) Committee hosted a Gender Diversity workshop, presented by Charlie Best, a consultant in the LGBTQIA+ community, which Bergkamp and other employees attended. The presentation provided the building blocks of understanding and the language to engage in a discussion about gender from identity and cultural lenses. Using the framework of gender expression and gender identity, we were able to self-reflect and have opportunities to story tell as a group to investigate our own identities and better understand the diverse gender identities of ourselves, our customers, and coworkers. Bergkamp personally feels better equipped to recognize how gender identity and expression manifests in her life, deepens her understanding of gender expression, identity, and the gender binary, how to grow in her use of gender-inclusive terminology and language, and expand knowledge of gender-inclusivity frameworks to her life and professional realm. Bergkamp gave a big thank you to all DEI Committee members for coordinating this great workshop, especially with Pride Month upon us.

The 2023 NTD Reporting and NTD Reporting Audit from State Auditor's Office is complete, and IT passed with flying colors. Congrats to CFO Jana Brown, Vanpool Manager Lynne Cunningham, Senior Planner Steve Swan, and DAL Manager Kevin Karkoski, for their tireless efforts on all the data mining and reporting required to make this a success.

*Prepared June 20, 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	X	X	X	X	X						
Clair	Bourgeois	X	X	X	X	ABSENT	ABSENT						
David	Payton	X	X	X	X	X	X						
Doug	Riddels	X	X	X	X	X	ABSENT						
Eliane	Wilson	X	X	X	X	ABSENT	X						
Garrett	Fuelling	X	X	X	X	ABSENT	X						
Harrison	Ashby	X	X	X	X	X	X						
JoAnn	Scott	X	X	X	X	X	X						
Lloyd	Peterson	X	ABSENT	ABSENT	ABSENT	ABSENT	RESIGNED						
Marilyn	Scott	X	X	X	X	X	X						
Nicole	Smit	X	X	X	X	X	X						
Ursula	Euler	X	X	X	X	X	X						
Tony	Mealy-Chapman	X	X	X	RESIGNED	RESIGNED	RESIGNED						
Ty	Flint	X	X	X	X	X	X						
Rachel	Weber	X	X	X	ABSENT	X	X						
Rachel	Wilson	X	X	X	X	X	X						
Trina	Primm	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT						
YOUTH John-Paul	Fox Seidel	X	X	X	X	X	X						

= Joint meeting does not count against required meeting attendance