

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, November 20, 2024
5:30 P.M.
Board Room – 510 Pattison Street SE, Olympia

To observe the meeting remotely [REGISTER HERE TO OBSERVE THE MEETING ONLINE](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 115 951 441#

To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email pmessmer@intercitytransit.com by noon the day of the meeting to indicate your desire to provide public comment. You will be instructed on how to register. During the public comment portion of the agenda your microphone and video will be enabled.

CALL TO ORDER

- | | |
|---|----------------|
| 1. APPROVAL OF AGENDA | 1 min. |
| 2. PUBLIC COMMENT | 3 min. |
| 3. APPROVAL OF CONSENT AGENDA | 1 min. |
| A. Minutes – October 2, 2024, and October 16, 2024 | |
| B. Payroll October: \$3,858,478.48 | |
| • Warrant Numbers: 40970-40971; 41061 in the amount of \$33,233.18 | |
| • ACH Payment Amount: \$3,825,245.30 | |
| C. Accounts Payable October: \$3,232,141.96 | |
| • Disbursed Warrants: 40914-40969; 40972-41060; 41062-41113 in the amount of \$3,217,480.33 | |
| • Voided Warrant: 40906 | |
| • ACH Payments: \$14,661.63 | |
| 4. NEW BUSINESS | |
| A. Change Order Fleet Vehicle Camera System (Jeff Peterson) | 5 min. |
| B. Adopt January 2025 Service Change Equity Analysis (Rob LaFontaine) | 20 min. |
| C. Marketing/Communication Zero Fare Survey (Nick Demerice) | 20 min. |
| 5. COMMITTEE REPORTS | |
| A. Transportation Policy Board (Nov. 13) (Justin Belk) | 5 min. |
| 6. GENERAL MANAGER'S REPORT | 5 min. |
| 7. AUTHORITY ISSUES | 5 min. |
| 8. CLOSED SESSION – ATU Economic Authority – The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss strategies related to collective bargaining. The Authority will not reconvene to an Open Session and is not expected to take action. (Heather Stafford Smith) | |

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
October 2, 2024

CALL TO ORDER

Chair Gilman called the October 2, 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; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Carolyn Cox; City of Yelm Councilmember Brian Hess; Community Representative Sue Pierce; Community Representative Justin Belk; Mark Neuville, Labor Representative.

Members Excused: Community Representative Don Melnick.

Staff Present: Emily Bergkamp; Daniel Van Horn; Jana Brown; Jessica Gould; Jonathon Yee; Katie Cunningham; Pat Messmer; Peter Stackpole; Thera Black; Ramon Beltran; Brian Nagel; Dena Withrow; Jane Denicola; Rob LaFontaine; Peter Doane.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. Michael Midstokee introduced **Operator Class 24-05 and David Randall, Jason Bryant, Joe Miller, Instructor/Training Interns.**
- B. Jane Denicola introduced **Peter Doane, Customer Service Rep.**

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

- A. **2025 Draft Budget and Set Public Hearing.** Chief Financial Officer, Jana Brown, presented the draft 2025 budget that includes capital projects, new initiatives, new staff, on-going projects from the previous fiscal period, and operational expenses.

The proposed Operating budget for 2025 is \$90.6 million, which includes \$3.9 million for rollover projects. The proposed Capital budget for 2025 is \$70.7 million, which includes \$7.5 million in new projects and \$63.2 million for rollover projects. The total proposed 2025 expenditure budget including staff recommended new projects/positions is \$161.4 million. The major elements of Intercity Transit's 2025 budget are:

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- Sales tax revenue for 2025 has been conservatively budgeted, representing what has been collected thus far in 2024, which represents a 2% decrease of the 2023 actuals.
- Continue construction to renovate the Pattison Street maintenance facility
- Zero Emission – Hydrogen Demonstration
- Agency ERP/EAM Software System Replacement
- Life Cycle Vehicle Replacements
- Continue to pursue grant funded BRT and Corridor Program
- Lacey Intersection Smart Sensor Project
- Transfer Centers and Bus Stop Improvements
- Add 5 new positions:
3 Operations Supervisors, 1 Village Vans Coordinator, and 1 Facilities Tech III

Brown reviewed the 2025 funding resources. She said the draft budget reflects a total of \$371.8M in available resources to fund our Operating and Capital Expenditures. The main revenue source is sales tax, budgeted with no increase compared to our current levels. This is a conservative approach because currently we're seeing the revenues below the 2023 levels for the last few months with an overall 2% decrease. Brown said we are reflecting an anticipated \$35 M in grant revenues.

Beginning Avail. Fund Balance	\$245,700,000
Sales Tax Revenue	84,459,607
VanPool Fares	492,000
Interest Income	5,250,000
Miscellaneous Income	257,936
Operating Grant Revenue	3,990,022
Capital Grant Revenue	31,652,990
Total Available Resources	\$371,802,555

Brown talked about 2025 grant revenues. She said of the total \$35 M in grant revenue, \$4M of which represents operating grant revenue and \$2.5M of that is from the state. It would have been much more; however, we have taken a very conservative approach to this year's budgeting by removing \$11M of questionable revenue. Initiative 2117 on the ballot next month for vote will possibly repeal the 2021 Climate Commitment Act. This will dismantle Move Ahead Washington legislation that allocates \$3B for public transit across the state over a total of 16 years.

Brown provided a summary of the draft budget which includes capital projects, new projects, new staff, on-going projects from the previous year and operational expenses.

Brown reviewed new projects in 2025:

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- Audio/Visual Technology Improvements for the Board Room
- Lacey Intersection Smart Sensor Project
- Vanpool Rideshare software enhancement for Employer Sponsor billings
- Vehicle Replacements - IT's Lifecycle Replacement Schedule
Dial-A-Lift; Vanpool and Non-Revenue vehicles

Projects continuing into 2025 are:

- Pattison Maint Bldg. Improvement Project
- Hydrogen Zero Emission Project
- BRT & Corridor Capital Program
- Bus Stop Facility Improvement Program
- ERP/EAM Software Replacement Project
- Lacey Transit Center Improvements
- Customer Navigation Program

2025 Additions to Staff are:

- 3 Transportation Supervisors
- Facilities Technician III
- Village Vans Coordinator
- Temporary ERP/EAM Support

Brown answered questions. Gilman asked if the dollars for the BRT Corridor and Hydrogen Zero Emission Projects are going to be spent next year. Brown confirmed yes, those funds will be spent in 2025.

It was M/S/A by Sullivan and Pierce to set the public hearing for the 2025 draft budget for 5:30 p.m., Wednesday, November 6, 2024. Final adoption is proposed for December 4, 2024.

- B. January 2025 Service Change Equity Analysis and Set Public Hearing.** Planning Deputy Director, Rob LaFontaine, presented details of the January 2025 service change equity analysis. In accordance with our updated 2024 – 2027 Title VI Program, major changes in bus service require formal adoption of a written equity analysis; a publication intended to identify adverse impacts from proposed changes in bus service and any proportionate disparity to minority and low-income populations. The adoption process for the Analysis includes a public comment period, review and consideration from Intercity Transit's Community Advisory Committee, and a public hearing with the Intercity Transit Authority Board.

The growth of available Operators by late 2024 is projected to provide sufficient resources to support an approximate increase of 15,000 annual hours in fixed route bus service. Correlating with the incoming Operators is a proposal to augment existing service levels by improving frequency on two existing routes (#42 and #67), as well as introduce a new fixed route intended to operate in the vicinity of the Washington State Capitol Campus. Each of the elements of the proposed change in

service are consistent with Intercity Transit's 2018 Long-Range Plan. By Intercity Transit policy, a proposal to increase the volume of service on an existing route by more than fifty percent, or the introduction of a new fixed route to a geographic area are considered major changes to the existing service and require an elevated process to analyze and publish the demographic impact of the changes prior to being implemented by staff.

LaFontaine said the next fixed-route service change will take place January 5, 2025, as follows:

- Increased service on Route 42 (west Olympia)
- Increased service on Route 67 (east Lacey)
- *New Capitol Campus Route* (downtown Olympia)
- 15,000 hours of annual hours of service
- Requires 3 more buses
- 17 FTE's

LaFontaine reviewed what the new routes will look like. The new Capitol Campus route specifics will be:

Weekday Schedule

6:30 AM – 6:30 PM

- No weekend service

30-minute frequency

- Potential for improved frequency in 2026

Features

- Links many State and Association offices to the Capitol Building
- One seat ride from Deschutes Parkway to the Capitol campus
- Connections to OTC and the State/4th Ave/Martin Way corridor

LaFontaine reviewed the major service change equity analysis. *Major* changes to service include:

- ✓ Increase of service on a single route by more than 50%
- ✓ Creation of a new fixed route

LaFontaine reviewed the draft service equity analysis:

- Research Objective:
 - Identify any adverse impact resulting in significant disparity to populations that are a racial minority or low-income
- Disparity is present if:
 - The proportionately adversely affected population impacts more minority or low-income residents by 3% or more (this bullet point doesn't currently apply); or
 - The proportionately benefitting population favors fewer minority or low-income residents by 3% or less

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Methodology: Measure income and race of residents in Census blocks/block groups within ¼ mile of the three routes being considered for expansion of service; compare to the PTBA as a whole.

Findings – Minority Populations:

- The increases to Route 42 and the new Capitol Route disproportionately benefit non-minority residents beyond the 3% allowance, thus resulting in disparity.
- The increase to Route 67 does not reflect a disproportionate benefit to non-minority residents.
- The combination of the benefitting populations does not reflect a negative or otherwise significant measure of disparity.

	Population	Minority	%Minority	Disparate Benefit
PTBA	213,317	64,912	30.4%	<27.4%

	Benefitting Population	Minority	%Minority	<27.4%	Is Disparity Present?
Route 42	3,159	844	26.7%	Yes	Yes
Capitol Route	2,996	650	21.7%	Yes	Yes
Route 67	9,391	3,109	33.1%	No	No
Combined	14,746	4,603	31.2%	No	No

Findings – Low Income Populations:

- The increases to Route 42, the new Capitol Route, and the Route 67 do not reflect a disproportionate benefit to residents not considered low-income.
- The combination of the benefitting populations does not reflect a negative or otherwise significant measure of disproportionate burden to residents considered low-income

	Population	Low Income	% Low Income	Disproportionate Benefit
PTBA	213,317	21,338	10.0%	<7.0%

	Benefitting Population	Low Income	% Low Income	<7.0%	Disproportionate?
Route 42	5,124	686	13.4%	No	No
Capitol Route	3,131	438	14.0%	No	No
Route 67	8,053	841	10.4%	No	No
Combined	16,308	1,965	12.1%	No	No

Conclusion

- There are no reductions of service resulting in a specific adverse impact.
- The measure of disproportionate benefit to non-minority residents specific to Routes 42 and the new Capitol Route are balanced by the increase of service on the Route 67.
- The increase in service anticipated to begin January 5, 2025, does not find a significant measure of disparate or disproportionate benefit to non-minority residents or residents not considered low-income.

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Staff Recommendation

- Initiate a public comment period on the January 2025 summary of changes and Equity Analysis methods and findings.
- Announce a public hearing for Wednesday, October 16th

LaFontaine reviewed the timeline and process, that includes the normal public hearing notice process and staff will accept public comment through the end of October, even though the public hearing may occur on October 16.

Sullivan believes the new Capitol Campus route will be well received and used a lot once riders get used to it.

Councilmember Hess suggested placing public hearing notices in the Nisqually Valley News and The Jolt, as both of these publications receive a lot of readership outside of the county and Yelm area.

It was M/S/A by Sullivan and Cox to authorize a public hearing on the January 2025 Major Service Change Summary and Draft Equity Analysis for Wednesday, October 16, 2024, at 5:30 p.m.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

Intercity Transit's three applications submitted to TRPC's Call for Projects have gone through an initial review by the Transportation Policy Board, in which ITA member Justin Belk serves, and will receive further review by a subcommittee and TRPC, which ITA member Mayor Sullivan serves, before a funding decision is rendered in early December. Those projects are:

- Walk N Roll Operations
- Smart Corridors Phase 4
- Battery Electric DAL's and chargers

ITA Chair Clark Gilman helped arrange a meeting with several members of the ITA and the Olympia-Lacey Depot Amtrak volunteers. Fleet & Facilities Maintenance Director Jonathon Yee worked with volunteer coordinator Larry Ganders to define an agenda to discuss what their needs are at that facility, and it was a very productive meeting. Intercity Transit staff also attended their yearly volunteer meeting on September 24 for more information sharing.

The fifth Operator class of the year started September 9, with 24 participants, which is the largest class to date.

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United Way Workplace Campaign Manager, Kristi Duke, who is a Leadership Thurston County Program participant, interviewed Bergkamp about her leadership, and her role and passion for all things Intercity Transit.

Intercity Transit held its First Annual Safety Fair on September 17. There were several different vendors providing information on safety, security, and emergency management. It was a great opportunity for employees to ask questions and learn from professionals in these respective areas. Legendary Doughnuts was on site with their doughnut truck. Participants also received a safety fair passport, and when they visited each table received a sticker, then submitted their completed passport for a chance to win door prizes.

Five applications were submitted for the open ITA Community Representative position, and twelve applications were received for six open positions on the CAC, however, no new youth applications were submitted. Our current youth member John Paul is continuing for an additional year. Recruitment for both ITA and CAC are set to close on October 4, however, staff are considering extending the CAC timeline for another few weeks in hopes of gaining interest from more youth.

Bergkamp is participating in the **Week Without Driving Event – September 30 through October 6**. This is a yearly event to draw attention to the difficulties faced by nondrivers in accessing our communities across the country and to inspire decision makers to address the barriers and gaps in our transportation system.

Staff met with South Puget Sound Community College (SPSCC) regarding possible grant funding to renovate the transit zone on campus currently located in Crosby Loop for easier access by students and buses/drivers, as the original design of the loop isn't completely compatible with buses. IT staff in attendance were Bergkamp, Rob LaFontaine, Cameron Crass, Dean Taylor, Jonathan Martin, and staff from SPSCC, Director of Safety & Security Fred Creek, Director of Facilities Darrell Huggins, and Vice President for Finance and Operations Dr. Tysha Tolefree. These are preliminary discussions, and no designs have been identified but Dr. Tolefree indicated the college would provide a letter of support for the pursuit of grant funding. IT staff will attend more meetings with SPSCC to dial in the scope of the project in the near future. Staff is also in the process of updating the Memo of Understanding (MOU) with the college for accessing campus property for transit service.

Bergkamp shared recognition of Intercity Transit by North Thurston Public Schools (NTPS) as a partner through our shared commitment to enhancing safety and accessibility for students and families within NTPS district.

- Field trip transportation
- Rolling Classrooms
- Walk N Roll Program for safe walking and biking to school, and utilizing public transportation
- The first bike program at Envision Career Academy

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- Exploring new collaborations for fueling of NTPS propane fueled school buses through an MOU.

A big portion of our partnership with NTPS is through the leadership of IT's Walk N Roll Program Supervisor, Kerri Wilson and A Puri WNR Representative. Additionally, Bergkamp noted that A has been working over the last three years to develop the bike program at Avanti High School which is the blueprint for the program at Envision. The seeds of this program are planted, and we can't wait to see the growth and harvest.

Intercity Transit is a recipient of \$1.8M in community project funding shepherded by Congresswoman Strickland for zero fare bus stop enhancements, which includes expanded concrete pads that accommodate front and rear door boarding and amenities like shelters and solar lighting for our Pacific NW weather. Congresswoman Strickland will visit IT next week, starting with a tour of the IT facility, so staff can provide an overview of the work planned at the stops. Afterwards the group plans to visit a nearby stop scheduled for enhancement. The Clerk will forward information about the date and time of the visit to the Board members.

Bergkamp welcomed past CAC member Michael Van Gelder to the meeting this evening. Van Gelder also worked at Intercity Transit a few decades ago and was Bergkamp's informant for many years in his role at DES about happenings at the Capitol Campus and how they might impact IT Operations.

AUTHORITY ISSUES

Flint suggested staff post a visible sign at the Amtrak Station (as riders exit the train) saying that Intercity Transit operates zero-fare free bus service to Olympia, Lacey, Tumwater and Yelm.

Cox said Lacey is hosting members of their sister city from Poland and they came with an orchestra who will be giving a free concert on October 3 at North Thurston High School's James Koval Center of Performing Arts center at 7 p.m.

Hess appreciates seeing bus routes were expanded in Yelm, especially the one around the high school campus. This should help alleviate traffic in that area. The Yelm council members discussed updating bicycle parking or bike racks around the city and he recommends some bike racks at Walmart, and hopefully this encourages other businesses to do the same. He asked staff when looking at plans to update service, they consider Yelm for micro transit to provide first mile/last mile to Route 94. Hess also thanks Intercity Transit for helping support the Chamber of Commerce with some of their events. The City of Yelm looks forward to reaching out and having more involvement as they continue to grow their activities. He's heard from community members that the personal communication has been very helpful.

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Sullivan said the City of Tumwater presented Walk N Roll Program Supervisor, Kerri Wilson, with a Proclamation for the WNR Programs, and Sullivan thanked staff for all of their help at Fall Fest last week. She also thanked staff for assisting a community member who made a request for a bus stop improvement.

Pierce noticed a nonprofit organization called Dry Tikes and Wet Wipes located on Martin Way. They provide diapers and wipes to families in need. They held a diaper drive at the Target parking lot in Lacey and Intercity Transit helped sponsor it, and the Bubble Bus was there going full strength. Pierce thanked all staff who organized and participated.

Gilman invited everyone to attend Arts Walk being held October 4-5 in downtown Olympia. The Olympia Fire Department is conducting an open house at their main fire station in the afternoon for fire safety awareness week.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:59 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: November 20, 2024

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 16, 2024

CALL TO ORDER

Vice Chair Mejia called the October 16, 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: Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Kelly Von Holtz; Community Representative Sue Pierce; Community Representative Don Melnick. Community Representative Justin Belk; Labor Representative, Mark Neuville.

Members Excused: Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kenney; Jessica Gould; Amanda Collins; Daniel Van Horn; Jonathon Yee; Katie Cunningham; Michael Maverick; Tammy Ferris; Lynne Cunningham; Jonathan Martin; Brenden Houx; Peter Stackpole; Brian Nagel; Jana Brown; Jason Aguero; Rob LaFontaine; Carey Leanord; Jane Denicola; Joy Gerchak; Julie DeRuwe; Nicole Jones.

Others Present: Jeff Myers, Legal Counsel; Clair Bourgeois and Betty Hauser, Community Advisory Committee; Dale Learn, Gordon Thomas Honeywell; Jakub Kocztorz, Law, Lyman, Daniel, Kamerrer & Bogdanovich.

STAFF INTRODUCTIONS

A. Jane Denicola introduced **Carey Leanord, Customer Service Representative.**

APPROVAL OF AGENDA

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

PUBLIC HEARING

A. **January 2025 Service Change.** Planning Deputy Director, Rob LaFontaine said the written summary and draft equity analysis is posted on the website for public comment, which will continue through October 25. LaFontaine shared information about the service change posted on the web page that includes information about the service change, maps of the proposed route at the Capital campus and the draft service equity analysis. He briefly reviewed that document. LaFontaine said in terms of the outreach effort, this information was shared with our contacts at the Washington State Department of Enterprise Services, the City of Olympia, the Downtown Association for Olympia, and the property, formerly known as Quixote Village, which is the New Horizon Communities. He shared the invitation to review and comment with 15 residents who have written to Intercity Transit with comments mostly related to

restoration of services like DASH, or inquiries about frequency on routes 42 and 67.

Vice Chair Mejia opened the public hearing at 5:38 p.m.

Brandon Mixon from Olympia commented on the reintroduction of a Capitol Campus shuttle route. He is concerned with a location the route historically has served but newly proposed plans neglect to acknowledge. The Olympia Farmer's Market may be within a near walkshed to the OTC but as it stands there is no way to get back to the transit center without either connecting to another bus or riding all the way through the Route 45 loop. This is an accessibility concern as the sidewalks on the walking route aren't fit for all people with mobility aids. The DASH shuttle served the purpose of southbound trips from the Farmer's Market, but current route drafts show no signs of service returning to this stop. He understands the modifications to the DASH routing are to give more readily available connections to the OTC and he appreciates that. But he believes there should be some greater consideration to connection in the northern end of downtown.

With no further members of the public giving testimony, Vice Chair Mejia closed the public hearing at 5:40 p.m.

PUBLIC COMMENT

Brandon Mixon of Olympia provided comment on the execution of the One bus route. He rides the route frequently and he runs into the situation of people not understanding or being aware of the limited stops concept. The general public tends to overlook signage related to the One and he proposes the addition to the voice announcement system. Namely, the external speaker should more clearly state limited stops. Also, if people pull the cord the internal speakers should announce the next stop rather than announce that a stop has been requested. A stop request is redundant on a route that stops at all stops along the route, and he feels a notification of what the next stop is more clearly communicates to people what the route is meant to do.

APPROVAL CONSENT AGENDA

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

A. Minutes – September 4, 2024

B. Payroll September: \$3,503,365.76

- Warrant Numbers: 40732-40734; 40829-40856 in the amount of \$53,160.55
- ACH Payment Amount: \$3,450,205.21

C. Accounts Payable September: \$1,803,502.08

- Disbursed Warrants: 40650-40699, 41700-41731, 40735-40828 & 40857-40913 in the amount of \$1,790,380.48.
- Voided Warrants: 37199, 36701 & 40802
- ACH Payments: \$13,121.60

NEW BUSINESS

A. Federal Advocacy Report. Federal Advocate, Dale Learn from Gordon Thomas Honeywell (GTH) provided an update on activities affecting public transportation in Washington D.C. and provided insight on what is going on in Congress. Learn said over the last several years Congress has acted to help transit primarily with more resources beyond those even in the infrastructure law. The Administration is pro transit. The current Senate has been supportive of high transit numbers. The House has been less so. However, it appears we're far away, even in the House, from those days where they were zeroing out discretionary bus accounts, seeking to end the gas tax set aside and fighting to cancel existing full funding grant agreements.

Learn said as we move to a new authorization, who will be in power in January, both the Presidency and Congress will have an impact. On the Congressional administrative action side, Congress stepped up and has gone beyond this transit-friendly administration. CARES and ARPA helped to keep transit afloat during the pandemic on grants and appropriations and there continues to be large increases in the transit accounts over the last several years. Those increases also continued this year in the House and Senate bills aided by that kind of baseline numbers from the current authorization.

The federal grant process at Intercity Transit, led by Jessica Gould, is very aggressive in pursuit of these funds and resulted in some wins for IT, especially in those traditional federal funding areas and hard infrastructure. We also continue to evaluate and sometimes seek funding in other areas.

Learn said he interacts with the FTA in many ways, including on our apportionments. He said IT moved up into a new urbanized area category which improves formula funding and makes us more competitive in those discretionary applications.

The current surface transportation authorization has seen large increases from the past and we're approximately 43% overall in those legacy transit accounts. When we include those supplemental appropriations like Senator Murray as Chair of the Appropriations Committee has added, transit over the last several years has seen a 90% increase overall. Those are programs like bus and bus facilities and alternative fuel buses, BRT, and Small Starts. Alternative fuels have become a big issue with Congress and this Administration. Department of Energy developed a strong

partnership with the Pacific Northwest Hydrogen Association.

There have been increases in multi-modal programs like RAISE and INFRA as well as those aimed at alternative transportation safety, air quality, alternative fuels, resiliency and new programs to assist seniors with disabilities and other accessibility programs.

Learn said we are in the fourth year of the resurrected Congressional earmark system. Congressional directed spending and the House calls them Community project funding. Collectively, Learn calls it the CDSCPF process. The CDSCPF process over the last four years has been light on transit, but there have been some awards. IT was designated in fiscal year 2023 for an earmark of \$1.8M for the Zero Fare bus stop access improvements to upgrade our frequently used bus stops on our system and we continue to move forward.

Overall, the CDSCPF process will remain and hopefully we'll continue to look at request funding for discrete projects in that process. Learn said we're going into a new federal authorization with the last year of the infrastructure law being fiscal year 2026. How federal budget processing works next year will be the last formal work year in the appropriations on our current authorization. The Authorization Committees for Transit, the Transportation Infrastructure Committee in the House, and as mentioned, Congresswoman Strickland's on that committee are beginning to examine what the next bill will look like. They evaluate current programs, explore new ones and it's important to note Congress rarely gets rid of programs - more often than not they add new ones.

In the coming years they extend the current bill because there's a lot on the plate in the new administration and new Congress. We'll see a lot of data information requests from Congress to the FTA hearings proposals. Learn mentioned we currently have one member on the authorization committee, Representative Strickland. There are also two senior Senators with Cantwell, who is currently the Chair of one of the three committees who put this overall bill together, the Commerce Committee, which has jurisdiction over freight issues and safety, and Murray, who is the most senior Democrat in the United States Senate. Learn will work with our trade association on some of the national issues and Learn suggested to Bergkamp that we work to develop our own wish list on policy issues that we would like to see in the reauthorization.

Learn said whoever wins the upcoming election, the President and Congress should have a significant impact on this process. Transportation is still very much a bipartisan issue. On the federal level, the GOP tends to favor more formula funds and few, if any, discretionary accounts. And the Democrats tend to be more of a balance between formula and discretionary. If President Trump wins, like in many things, it will be a huge wild card. Not only will we likely see proposals with more formula funds and the discretionary, but you may recall his infrastructural

proposals during his last term sought to flip through the traditional 80/20 federal state financial split in funding to 20/80 federal state. If Vice President Harris wins, we'll likely see more status quo, with increases in new programs. In the make-up of Congress there's a good chance we'll have a barely Republican majority in the Senate in probably a barely Democratic majority in the House. The surface transportation authorization is a product of Congress, the President does make proposals and often times really drives the top line numbers, but in the end the finished product's really a creature of Congress.

New issues pop up all the time, particularly with the FTA. Learn said we have senior staff and members of Congress like Strickland who finds time to visit our agency. And Learn is in constant contact with them and their staff, both local and in D.C. on the issues that are important to us and seeks help from Congress and the FTA to understand what's happening, but also to advocate on behalf of our interests.

- B. TSP & Smart Corridors Implementation Contract Authority.** Development Director, Peter Stackpole, presented a contract to continue work under the contract with Iteris, Inc. to support the implementation of TSP and the Thurston Smart Corridor projects.

In late 2021, Intercity Transit entered into a contract with Iteris, Inc. to support its TSP and Thurston Smart Corridor Implementation projects. The Authority approved Task Order 1 in October 2021, focusing on coordinating with project partners to develop an implementation "Roadmap" for TSP, conducting bench testing of traffic signal equipment, establishing a data collection approach, and updating other relevant information related to the Smart Corridors project.

In June 2022, the Authority approved Task Orders 2 and 3, which provided additional technical support during the initial implementation phase. Task Order 2 (the Data Task) established an automated web-based program (Data-as-a-Service model) to track intersection operations and integrate corridor data with reporting accessible to project partners. Task Order 3 (the Implementation Task) provided engineering support services, including field testing, design work, implementation coordination, and development of the project's implementation strategy (Roadmap). The Draft Roadmap for Phases 1-3 was completed on June 17, 2024, and presented to project partners at the June Smart Corridors Technical Working Group (TWG) meeting. The scope of work also included a phasing plan and recommendations for funding future efforts consistent with the Smart Corridor program.

The proposed Task Order 4 builds on the foundation of the first three task orders and aims to expand the pilot project's field implementation analysis for the Smart Corridors program. This proposal includes project management, stakeholder coordination, technical support services, EMTRAC data support, and data analytics. The anticipated timeline for completion is approximately six months, with an

estimated cost of \$299,214.49; however, the project team is seeking \$400,000 to accommodate a contingency to allow for any unforeseen modifications.

Intercity Transit is serving as the lead agency and providing all matching funds for the three separate grant awards related to this project. The 2024 and 2025 budgets include \$1.5 million for the TSP and Smart Corridor projects. Future phases are planned in the 2025 budget for \$1,350,000, contingent on Intercity Transit receiving Carbon Reduction Program (CRP) grant funding.

It was M/S/A by Melnick and Pierce to authorize the General Manager to execute Task Order 4 with Iteris, Inc. providing additional contract authority of \$400,000, for a revised total not-to-exceed contract value of \$1,067,642.33, to support engineering and consulting services for implementation of TSP and Thurston Smart Corridors.

C. Design and Construction Services for LTC and Amtrak Restrooms Renovation.

Construction Project Coordinator, Jonathan Martin, presented a Task Order from the On-Call Engineering Services Master Contract for design and construction support services for renovation of the Lacey Transit Center (LTC) and Amtrak restrooms.

The LTC was originally constructed in 1996. Since that time, Transit operations have increased significantly, along with an increase in usage of both the public and staff restrooms. Due to the facility's age and increased usage, the restrooms are now at the end of their useful life, therefore, making it difficult to maintain and keep clean. Additionally, the restrooms are supported by a small utility closet that currently houses janitorial equipment, electrical infrastructure, data communication equipment and security. Due to these issues, LTC restroom facilities are due for a renovation. The goal of the project is to address the deteriorating restrooms and to reconfigure the layout to accommodate current facility needs.

The Centennial Station Amtrak facility was built with volunteer and community support and opened in 1993. While the site has been meticulously maintained over the years, the time has come for the restroom facilities to be replaced. In addition, there have been past issues with sewer backups into the restrooms, likely due to poor slope and failing sewer lines. The goal of the project is to renovate the restrooms and address the site utility issues.

Staff recommend the Authority authorize the General Manager to execute a Task Order with SCJ Alliance to provide design services and construction support for the renovation of LTC and Amtrak restrooms. The scope of work also includes schematic level design and cost estimating for a much-needed addition to LTC to accommodate a staff break room, as well as providing adequate space for a custodial and utility closet. The total requested amount of \$225,000 includes \$175,804.66 for SCJ's fee, an approximate \$25,000 contingency for design beyond schematic and construction support for the LTC addition, and an overall \$25,000 contingency to

allow for unforeseen changes. Staff have negotiated the Task Order scope and fee with SCJ Alliance in accordance with the terms of the existing On-Call Engineering Services Agreement. Based on the scope and proposed hours, staff are confident the pricing is both fair and reasonable.

It was M/S/A by Cox and Von Holtz to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$225,000.

- D. Selection of CAC Candidates for Interviews.** Bergkamp said in response to the CAC recruitment, 14 applications were received to fill 7 vacancies by the submission date of October 4. The ad-hoc committee is made up of three ITA and three CAC members (Board members Debbie Sullivan, Carolina Mejia and Justin Belk; and CAC members Eliane Wilson, Rachel Wilson, and Rachel Weber). They recommend interviewing all applicants on November 8, including an extension for youth applicants who apply through November 6, 2024. The ad-hoc committee would recommend candidates for appointment at the December 4, 2024, ITA meeting.

It was M/S/A by Cox and Melnick for staff to schedule interviews of all CAC applicants on November 8, 2024, including an extension for youth applicants who apply through November 6, 2024.

- E. Selection of ITA Candidates for Interviews.** Bergkamp said Community Representative Don Melnick's term expires December 31, 2024. The Authority directed staff to conduct a recruitment, and staff are seeking direction regarding which applicants to put through for interviews.

Five applications were received by the deadline of October 4, 2024, and those were forwarded to the Authority for review. Interviews are scheduled during a special ITA public meeting on November 22, 2024.

It was M/S/A by Melnick and Von Holtz to interview all five applicants for the Community Representative position, at a special meeting being held on November 22, 2024.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (Oct. 4).** Cox reported staff provided a review of the draft Congestion Management Process report and next steps for adoption. The five objectives identified were to increase walking, bicycling and transit use; reduce congestion and improve travel times; reduce fatal and serious injury crashes; maintain our existing transportation assets; and improve access to jobs and community destinations. The members looked at a strategy toolkit and active transportation safety and land use policies. Members provided direction to staff to include Rainier Road, Old Highway 99, and SR 507 in the route network; the draft report and resolution will be updated to reflect this direction. This item will return

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to Council in November for action. The full report can be found here: [A6_CMP-Presentation](#)

Staff provided the Council with an overview of each federal transportation and Rural Community Support Program grant application. This review was the Council's first step in the process of selecting grant awards, with final action expected on December 6, 2024. The presentation can be found here: [A7-2024-Federal-Transportation-Grant-Funding-Call-for-Projects-09112024](#)

Executive Director Marc Daily reviewed suggested changes to membership fees to include a Technology Fee that would help manage the fund balance and support the agency's required Information Technology infrastructure. The report can be found here: [PowerPoint Presentation](#)

The 2025 legislative priorities were reviewed. Staff reviewed the recommendations of the Council/Policy Board Legislative subcommittee on priority issues for the region to take to State Legislators for the 2025 session and asked Council to take action on the recommendations. Those include a state highway matrix package that adds roundabout improvements throughout South County, i.e. Morris Rd/Bald Hill roundabout in Yelm totaling. They are asking for \$34.8 million, and there is a high-capacity visioning process that they'll be doing an ask for too. Presentation can be found here: [Thurston County Bicycle Map](#)

- B. Transportation Policy Board (Oct. 9)** Belk said the Council approved several recommendations including several Cox mentioned in her report above. Thurston County requested an amendment to the 2024-2027 RTIP to include the Countywide Electrical Services Project (HSIP). The Board approved the amendment, and they recommended the comprehensive plan review and certification process.

Staff provided a review and update of what occurred at the September TPB and TAC meetings as well as the direction provided by the Council at their October 4th meeting. TPB recommended that TRPC adopt a congestion management process (CMP), as outlined in the resolution and modified to include SR 507, Rainier Road, and Old Highway 99 in the route network. Staff will update the CMP report to reflect the revised route network. The council will take action on the CMP at their November meeting.

The TPB is reviewing those Call for Projects applications for those grants and the various pots of money to make a recommendation to the Council.

GENERAL MANAGER'S REPORT

Last week, Intercity Transit's Authority Board Chair Clark Gilman, Administrative Services Director Heather Stafford and Bergkamp met with the Diversity, Equity and Inclusion Committee to collaborate on possible language to include while updating the

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mission and vision statements to better reflect our values of diversity, equity, and inclusion. While the Board approves these renewed mission and vision statements annually with the updated Strategic Plan, this work with staff demonstrates the agency's dedication to ensuring everyone feels a sense of belonging at Intercity Transit so we can better serve our community with these same principles. Bergkamp plans to bring the draft updated Strategic Plan before the Board in November.

Bergkamp, Grants Program Manager Jessica Gould and Chief Marketing, Communications, & Outreach Officer Nick Demeris, met with State advocates Joanna Grist and David Foster to discuss Intercity Transit's priorities for this year's legislative session.

In response to feedback from our employee engagement survey earlier this year, Human Resources developed a Leadership Academy for all levels of leadership at Intercity Transit which started last week. The purpose of this academy is to ensure supervisors, managers, and others have the tools and resources they need. The first session gave leaders the opportunity to learn what their personal strength profiles are, including if they lead from a promoting, supporting, analytical, or driving framework under both positive and adverse conditions. The goal is not to prove one framework is better or worse, but simply provide everyone with the tools on how to best interact with others from styles we may not be as strong in, to avoid miscommunications and unnecessary misunderstandings. The process encourages learning more about us and others and offers an opportunity to celebrate differences and provide support for each other's individuality.

The Maintenance Department held a chili cookoff and potluck recently to commemorate their transition to the temporary structure for Maintenance Operations while their facility is being rehabilitated. They will move in at the first of the year.

Deputy Director of Planning, Rob LaFontaine, provided a Transit 101 to the Tumwater Planning Commission last week. The presentation shared the major ingredients that go into transit planning in cities like Tumwater, as well as an update on current service levels, our progress on promises from Proposition 1, our Long-range Plan, and future system enhancements.

Intercity Transit hosted a visit from Congresswoman Marilyn Strickland last week. The agency is a recipient of \$1.8M in community project funding shepherded by Congresswoman Strickland for zero fare bus stop enhancements, which includes expanded concrete pads that accommodate front and rear door boarding and amenities like shelters and solar lighting for our Pacific NW weather. We started Congresswoman Strickland's visit with a staff overview of the work planned at the stops, similar to the comprehensive update the Board received at their meeting in August. Afterwards we took the Congresswoman on a tour to visit two nearby stops on the 94 at Washington Middle School scheduled for enhancement. Special thanks to ITA member and Lacey City Councilmember Carolyn Cox for joining us for this visit and Operator Lois Thomas

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for being our driver and tour guide going to the bus stops. Staff members, Drew Goffeney, Jessica Gould, Peter Stackpole, and Tammy Ferris were also on hand to provide details of the project.

Bergkamp, Operations Director Dena Withrow, Deputy Director of Operations Cameron Crass, and Service Impacts Supervisor David Dudek attended a memorial service for fellow transit colleague, Shawn Harris Operations Manager at Island Transit, who recently passed away after a battle with cancer. Bergkamp shared the following information from his obituary: "Shawn had plenty of jobs throughout his life because he was always willing to try something new. When he came to Whidbey Island he started working as a driver for Island Transit. With years of consistency, he moved up to Operations Manager where he would be able to showcase his creativity and impact on the company and community with his thoughts and ideas. His work ethic would ensure all of his people were straight and taken care of. He was the glue of the household. Shawn had a glow about him that was noticed every time he walked into a room."

AUTHORITY ISSUES

Cox thanked IT's Marketing and Communications Manager, Nick Demerice, for presenting last night at the City of Lacey Council meeting. He shared information about the Climate Commitment Act ballot issue, and he did a wonderful job on educating without advocating. The Council also presented a Proclamation declaring October Walk to School Month, making bicycling, pedestrian and active transportation safety improvements a priority. Demerice also provided a presentation on this program.

Melnick hopes staff continues their efforts to inform and engage the community in IT's public process to get the public more involved.

Pierce agrees with Melnick. She suggested teaming up with members of the CAC who are willing to step in and go out into the community with talking points or set up visits with other organizations during their monthly meetings.

Mejia thanked Intercity Transit for providing the transportation through its Community Van Program during a tour the County took of an agricultural farm with their Agriculture Advisory Committee, which consisted of 30 individuals and county representatives. They were able to go all around the county visiting different farms.

ADDITIONAL PUBLIC COMMENT

Cory Christopherson of Olympia lives downtown, and he advocates for the return of the Dash bus. He works at the Capitol campus. Not only for personal use, but the DASH was well used during the Legislative session.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Mejia adjourned the meeting at 6:52 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

Pat Messmer
Clerk to the Authority

Date Approved: November 20, 2024

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

DRAFT

Intercity Transit

Payroll Disbursement List

October 2024

Pay Periods:

PP 21 (Sep 22 - OCT 5)

PP22 (Oct 6 - 19)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
10/11/2024 ACH	PR DIRECT DEPOSIT	1,091,976.79
10/11/2024 40970 - 40971	PR PAPER CHECKS	30,886.83
10/11/2024 ACH	IRS	199,327.55
10/11/2024 ACH	HEALTH SAVING	92.59
10/11/2024 ACH	VANGUARD	144,107.18
10/11/2024 ACH	PERS	239,212.68
10/11/2024 ACH	DEF COMP	40,670.72
10/11/2024 ACH	MISSION SQUARE	16,783.22
10/11/2024 ACH	CHILD SUPPORT	3,840.68
10/11/2024 ACH	PERS split month rounding	0.07
10/25/2024 ACH	PR DIRECT DEPOSIT	1,124,484.13
10/25/2024 41061	PR PAPER CHECKS	2,346.35
10/25/2024 ACH	IRS	182,387.13
10/25/2024 ACH	HEALTH SAVING	92.59
10/25/2024 ACH	VANGUARD	142,621.72
10/25/2024 ACH	PERS	245,887.04
10/25/2024 ACH	DEF COMP	42,331.33
10/25/2024 ACH	MISSION SQUARE	18,285.45
10/25/2024 ACH	CHILD SUPPORT	3,855.90
10/25/2024 ACH	L&I Q3 2024	314,934.73
10/29/2024 ACH	Oregon DOR	702.32
10/30/2024 ACH	AFLAC	13,651.48
Total Payroll Disbursements		3,858,478.48

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

Check No.	Reference Date	Vendor No.	Payee	Amount
40906	10/4/2024	24655	THE W.W. WILLIAMS COMPANY LLC - VOID	(\$252.45)
40914	10/7/2024	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,154.32
40915	10/7/2024	01895	ECOLUBE RECOVERY LLC	\$218.60
40916	10/7/2024	03023	BACKUPIFY INC.	\$1,111.50
40917	10/7/2024	03844	BRIDGET UNDERDAHL	\$870.00
40918	10/7/2024	05720	CDW GOVERNMENT INC	\$187.75
40919	10/7/2024	06120	CITY OF OLYMPIA (UTILITIES)	\$9,980.74
40920	10/7/2024	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$776.86
40921	10/7/2024	06836	CONTINENTAL BATTERY SYSTEMS	\$642.81
40922	10/7/2024	07220	CUMMINS INC.	\$0.00
40923	10/7/2024	07220	CUMMINS INC.	\$4,265.13
40924	10/7/2024	07350	CW JANITORIAL SERVICE LLC	\$46,562.16
40925	10/7/2024	07640	DAY MANAGEMENT CORP	\$4,396.40
40926	10/7/2024	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$199.79
40927	10/7/2024	08060	DON SMALL & SONS OIL DIST CO INC.	\$5,384.79
40928	10/7/2024	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$3,194.00
40929	10/7/2024	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,715.80
40930	10/7/2024	08840	JEMMA INC.	\$10,071.30
40931	10/7/2024	09662	FERRELLGAS LP	\$4,984.93
40932	10/7/2024	10162	FRAZEE ELLA	\$62.34
40933	10/7/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40934	10/7/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
40935	10/7/2024	10477	GALLS PARENT HOLDINGS LLC	\$4,085.35
40936	10/7/2024	10660	GILLIG LLC	\$11,099.97
40937	10/7/2024	10759	GORDON TRUCK CENTERS INC	\$1,431.57
40938	10/7/2024	11097	HART HEALTH AND SAFETY INC.	\$78.42
40939	10/7/2024	11615	INDUSTRIAL HYDRAULICS INC.	\$347.17
40940	10/7/2024	11805	ITERIS INC	\$617.13
40941	10/7/2024	13726	M & S COLLISION LLC	\$3,692.68
40942	10/7/2024	14160	MCMASTER-CARR SUPPLY CO.	\$329.31
40943	10/7/2024	14750	MULLINAX FORD OF OLYMPIA LLC	\$578.08
40944	10/7/2024	16841	PIONEER FIRE & SECURITY INC.	\$180.68
40945	10/7/2024	16969	POINT GRAPHICS LLC	\$594.68
40946	10/7/2024	16974	POMP'S TIRE SERVICE INC.	\$656.96
40947	10/7/2024	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$1,285.24
40948	10/7/2024	17505	RAINIER DODGE INC.	\$71.17
40949	10/7/2024	17580	RECARO NORTH AMERICA INC.	\$1,163.00
40950	10/7/2024	17861	SAMBA HOLDINGS INC.	\$304.00
40951	10/7/2024	17900	SCHETKY NORTHWEST SALES INC.	\$1,649.19
40952	10/7/2024	17908	SCHINDLER ELEVATOR CORPORATION	\$2,783.43
40953	10/7/2024	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$361.63
40954	10/7/2024	18007	SELS USA LLC	\$9,959.69
40955	10/7/2024	18066	SHI INTERNATIONAL CORP.	\$173,360.76

40956	10/7/2024	18145	SIX ROBBLEES' INC.	\$42.88
40957	10/7/2024	18530	STANDARD PARTS CORP.	\$2,311.28
40958	10/7/2024	18695	SUMMIT LAW GROUP PLLC	\$1,405.00
40959	10/7/2024	18705	SUNBELT RENTALS INC.	\$1,273.06
40960	10/7/2024	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$1,662.32
40961	10/7/2024	21659	THERMO KING NORTHWEST INC.	\$6,200.00
40962	10/7/2024	21950	TITUS-WILL CHEVROLET	\$1,094.82
40963	10/7/2024	22010	ROTTERS INC.	\$163.69
40964	10/7/2024	23770	VANNER INC.	\$3,011.88
40965	10/7/2024	24640	WA ST DEPT OF TRANSPORTATION	\$23,237.28
40966	10/7/2024	24755	WA ST HEALTH CARE AUTHORITY	\$720,936.24
40967	10/7/2024	25540	WASHINGTON STATE RIDESHARING ORGANIZATIO	\$225.00
40968	10/7/2024	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$1,237.50
40969	10/7/2024	25909	WEX BANK	\$38,642.99
40972	10/11/2024	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,832.10
40973	10/11/2024	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$14,330.08
40974	10/11/2024	03247	BAUS SYSTEMS LLC	\$434.04
40975	10/11/2024	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,860.90
40976	10/11/2024	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$10,461.24
40977	10/11/2024	06040	CITY OF LACEY	\$3,196.49
40978	10/11/2024	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$40.32
40979	10/11/2024	06836	CONTINENTAL BATTERY SYSTEMS	\$3,886.16
40980	10/11/2024	07120	GORDON PRODUCTS INC.	\$2,573.80
40981	10/11/2024	07220	CUMMINS INC.	\$7,659.22
40982	10/11/2024	07869	DEPENDABLE COURIER SERVICE LLC	\$420.09
40983	10/11/2024	08745	ELLIOTT AUTO SUPPLY CO INC.	\$700.54
40984	10/11/2024	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$334.89
40985	10/11/2024	09662	FERRELLGAS LP	\$5,477.56
40986	10/11/2024	10251	FRUITION GROWTH LLC	\$3,412.40
40987	10/11/2024	10660	GILLIG LLC	\$0.00
40988	10/11/2024	10660	GILLIG LLC	\$19,081.62
40989	10/11/2024	10759	GORDON TRUCK CENTERS INC	\$1,965.49
40990	10/11/2024	10832	GRAY FOX LENDING	\$386.52
40991	10/11/2024	11895	J&I POWER EQUIPMENT INC.	\$166.84
40992	10/11/2024	12458	KAUFMAN REAL ESTATE LLC	\$21,162.00
40993	10/11/2024	13369	LANDEROS DANIEL	\$82.96
40994	10/11/2024	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$6,368.40
40995	10/11/2024	13726	M & S COLLISION LLC	\$117.93
40996	10/11/2024	13893	MAUL FOSTER & ALONGI INC.	\$3,165.63
40997	10/11/2024	14405	MICHAEL G. MALAIER TRUSTEE	\$315.69
40998	10/11/2024	14750	MULLINAX FORD OF OLYMPIA LLC	\$9,604.10
40999	10/11/2024	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.90
41000	10/11/2024	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,582.68
41001	10/11/2024	16252	ONSPOT OF NORTH AMERICA INC.	\$23,887.89
41002	10/11/2024	16490	HAROLD LEMAY ENTERPRISES	\$1,019.66
41003	10/11/2024	16623	PALAMERICAN SECURITY INC.	\$74,329.36
41004	10/11/2024	16765	PETROCARD INC.	\$93,553.59
41005	10/11/2024	17290	PUGET SOUND ENERGY	\$23,881.58
41006	10/11/2024	17505	RAINIER DODGE INC.	\$233.66
41007	10/11/2024	17724	ROBERT HALF INC.	\$4,060.00
41008	10/11/2024	18052	SHEA CARR & JEWELL INC.	\$812.07
41009	10/11/2024	18066	SHI INTERNATIONAL CORP.	\$13,995.51

41010	10/11/2024	18530	STANDARD PARTS CORP.	\$156.63
41011	10/11/2024	18651	STORMANS INC.	\$38.50
41012	10/11/2024	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,141.37
41013	10/11/2024	21655	THE W.W. WILLIAMS COMPANY LLC	\$180.17
41014	10/11/2024	21950	TITUS-WILL CHEVROLET	\$203.50
41015	10/11/2024	21985	TOTAL FILTRATION SERVICES INC.	\$178.70
41016	10/11/2024	22010	ROTTERS INC.	\$320.69
41017	10/11/2024	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41018	10/11/2024	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41019	10/11/2024	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41020	10/11/2024	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$129,298.08
41021	10/11/2024	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
41022	10/11/2024	23800	VESTIS GROUP INC.	\$1,108.39
41023	10/11/2024	23835	VIA TRANSPORTATION INC.	\$227,944.80
41024	10/11/2024	26861	WESTERN GRAPHICS INC.	\$193.08
41025	10/21/2024	02060	AMERISAFE INC.	\$185.01
41026	10/21/2024	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,284.06
41027	10/21/2024	05320	CAPITOL CITY PRESS INC	\$29,279.70
41028	10/21/2024	07220	CUMMINS INC.	\$6,421.91
41029	10/21/2024	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$362.31
41030	10/21/2024	08745	ELLIOTT AUTO SUPPLY CO INC.	\$205.73
41031	10/21/2024	09662	FERRELLGAS LP	\$3,129.50
41032	10/21/2024	09961	FORMA CONSTRUCTION COMPANY	\$632,684.98
41033	10/21/2024	10660	GILLIG LLC	\$8,648.87
41034	10/21/2024	10747	GOMEZ ANTHONY	\$20.02
41035	10/21/2024	10759	GORDON TRUCK CENTERS INC	\$3,758.68
41036	10/21/2024	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$5,154.45
41037	10/21/2024	11933	JESSE ORNDORFF	\$329.40
41038	10/21/2024	12477	KEARNEY DAVID	\$87.16
41039	10/21/2024	12875	KPFF CONSULTING ENGINEERS INC	\$46,991.07
41040	10/21/2024	13485	LEMAY MOBILE SHREDDING	\$136.06
41041	10/21/2024	13726	M & S COLLISION LLC	\$2,467.21
41042	10/21/2024	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,221.75
41043	10/21/2024	14750	MULLINAX FORD OF OLYMPIA LLC	\$925.33
41044	10/21/2024	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$5,275.74
41045	10/21/2024	16765	PETROCARD INC.	\$30,431.10
41046	10/21/2024	16974	POMP'S TIRE SERVICE INC.	\$3,524.90
41047	10/21/2024	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$4,987.67
41048	10/21/2024	17724	ROBERT HALF INC.	\$2,030.00
41049	10/21/2024	17900	SCHETKY NORTHWEST SALES INC.	\$1,021.39
41050	10/21/2024	18210	SME SOLUTIONS LLC	\$2,438.93
41051	10/21/2024	18530	STANDARD PARTS CORP.	\$912.35
41052	10/21/2024	18705	SUNBELT RENTALS INC.	\$683.89
41053	10/21/2024	18893	TEC EQUIPMENT INC.	\$492.07
41054	10/21/2024	22010	ROTTERS INC.	\$599.50
41055	10/21/2024	22420	ALLEN WALTON	\$246.83
41056	10/21/2024	24030	WA ST AUDITOR'S OFFICE	\$1,043.25
41057	10/21/2024	24520	WA ST DEPT OF REVENUE	\$15,388.17
41058	10/21/2024	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$90.00
41059	10/21/2024	26861	WESTERN GRAPHICS INC.	\$1,372.50
41060	10/23/2024	06238	CLARY LONGVIEW LLC	\$66,904.48
41062	10/28/2024	01567	CANON FINANCIAL SERVICES INC.	\$4,297.28

41063	10/28/2024	01780	AMALGAMATED TRANSIT UNION 1765	\$24,163.70
41064	10/28/2024	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$14,054.63
41065	10/28/2024	02828	AVAIL TECHNOLOGIES INC	\$2,560.34
41066	10/28/2024	03844	BRIDGET UNDERDAHL	\$640.00
41067	10/28/2024	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$80.64
41068	10/28/2024	06781	COMPUNET INC.	\$37,507.40
41069	10/28/2024	07220	CUMMINS INC.	\$6,415.83
41070	10/28/2024	08745	ELLIOTT AUTO SUPPLY CO INC.	\$387.01
41071	10/28/2024	09662	FERRELLGAS LP	\$5,767.47
41072	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41073	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41074	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41075	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41076	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41077	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41078	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41079	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41080	10/28/2024	10477	GALLS PARENT HOLDINGS LLC	\$9,532.54
41081	10/28/2024	10608	GEOENGINEERS INC.	\$79,351.67
41082	10/28/2024	10660	GILLIG LLC	\$0.00
41083	10/28/2024	10660	GILLIG LLC	\$9,464.81
41084	10/28/2024	10759	GORDON TRUCK CENTERS INC	\$6,403.32
41085	10/28/2024	10832	GRAY FOX LENDING	\$127.74
41086	10/28/2024	11933	JESSE ORNDORFF	\$472.14
41087	10/28/2024	12875	KPFF CONSULTING ENGINEERS INC	\$1,528.45
41088	10/28/2024	13726	M & S COLLISION LLC	\$166.57
41089	10/28/2024	13728	MADSEN ROOFING INC.	\$767.90
41090	10/28/2024	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41091	10/28/2024	14750	MULLINAX FORD OF OLYMPIA LLC	\$77.03
41092	10/28/2024	16252	ONSPOT OF NORTH AMERICA INC.	\$9,245.11
41093	10/28/2024	16969	POINT GRAPHICS LLC	\$153.72
41094	10/28/2024	17130	PRESTIGE TRUCK ACCESSORIES INC.	\$10,982.99
41095	10/28/2024	17505	RAINIER DODGE INC.	\$365.51
41096	10/28/2024	18145	SIX ROBBLEES' INC.	\$38.82
41097	10/28/2024	18530	STANDARD PARTS CORP.	\$1,102.10
41098	10/28/2024	18540	STANTEC CONSULTING SERVICES INC	\$101,830.62
41099	10/28/2024	18651	STORMANS INC.	\$178.25
41100	10/28/2024	18695	SUMMIT LAW GROUP PLLC	\$3,960.50
41101	10/28/2024	18893	TEC EQUIPMENT INC.	\$615.09
41102	10/28/2024	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$7,499.89
41103	10/28/2024	21655	THE W.W. WILLIAMS COMPANY LLC	\$2,095.96
41104	10/28/2024	21830	THURSTON COUNTY SOLID WASTE	\$18.00
41105	10/28/2024	21865	THURSTON ECONOMIC DEVELOPMENT COUNCIL	\$2,000.00
41106	10/28/2024	21950	TITUS-WILL CHEVROLET	\$28.50
41107	10/28/2024	23660	UNITED WAY OF THURSTON COUNTY	\$426.00
41108	10/28/2024	23800	VESTIS GROUP INC.	\$1,173.43
41109	10/28/2024	24000	W. W. GRAINGER INC.	\$42.99
41110	10/28/2024	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$81,486.71
41111	10/28/2024	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$51,973.86
41112	10/28/2024	25385	WASHINGTON PUBLIC AFFAIRS NETWORK	\$5,000.00
41113	10/28/2024	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,125.00
ACH	10/1/2024		AUTHORIZE.NET	\$233.57

ACH	10/4/2024	AGUERO JASON	\$308.13
ACH	10/4/2024	BAIR ALYSIA	\$587.72
ACH	10/4/2024	BROWN JANA	\$302.54
ACH	10/4/2024	EDWARDS CHAD	\$125.00
ACH	10/4/2024	GUTHRIE NOAH	\$136.00
ACH	10/4/2024	AMENDALA JENNIFER	\$95.25
ACH	10/4/2024	IT PROJECT ASSISTANCE	\$1,008.00
ACH	10/4/2024	IT WELLNESS	\$1,049.50
ACH	10/4/2024	OCAMPO DANIEL	\$847.61
ACH	10/4/2024	SMITH HEATHER	\$19.35
ACH	10/11/2024	BERGKAMP EMILY	\$100.00
ACH	10/11/2024	MILLER WILLIAM	\$125.00
ACH	10/11/2024	REVEL STACI A.	\$51.00
ACH	10/11/2024	RIKER KATHLEEN LOIS	\$20.00
ACH	10/11/2024	WILSON KERRI	\$47.57
ACH	10/18/2024	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,903.75
ACH	10/18/2024	LASLIE CRAIG	\$139.87
ACH	10/18/2024	NEAL ALANA	\$99.00
ACH	10/18/2024	PAUL DENISE	\$20.00
ACH	10/18/2024	RUFFINI SARAH	\$85.62
ACH	10/18/2024	TOULME HANNAH	\$241.61
ACH	10/18/2024	ZURFLUH AMY	\$241.61
ACH	10/25/2024	AGUERO JASON	\$1,664.82
ACH	10/24/2024	DEPARTMENT OF REVENUE	\$1,176.77
ACH	10/25/2024	DENICOLA JANE	\$2,700.00
ACH	10/25/2024	DUDEK DAVID	\$200.34
ACH	10/25/2024	MILLER WILLIAM	\$132.00

\$3,232,141.96

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: November 20, 2024

FOR: Intercity Transit Authority

FROM: Jeff Peterson, SR Procurement & Project Management
Coordinator, (360) 705-5878

SUBJECT: Change Order to Fleet Vehicle Camera System

-
- 1) **The Issue:** Consideration to amend our agreement with Transit Solutions LLC to upgrade the storage capacity on our security camera hardware residing on the Coach and Dial-A-Lift fleet of vehicles.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a change order with Transit Solutions LLC to increase the digital storage capacity on our Coach and Dial-A-Lift camera systems through December 31, 2027, for a total increased not-to-exceed amount of \$89,320, inclusive of a 10% contingency for adjustments in fleet size and exclusive of sales tax.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. This agreement does not exceed the expenditure; however, this change order increases the total amount authorized to \$462,555.
-
- 4) **Background:** In June of 2024 the Authority approved the extension of our warranty and support plan through December 31, 2027. Included with this agreement was an upgrade of our 4-terabyte obsolete hard drives to solid state devices of the same capacity. Rapidly advancing camera technology, and our public record requirement to store images longer, has created a new demand for increased storage capacity. Therefore, staff recommend increasing the storage capacity to eight (8) terabytes in the replacement solid state drives.
- Investing in the larger storage capacity today will not only allow us to grow our image capturing capabilities, but it will also ensure a uniform solution is maintained.
- Operations, Maintenance and Information Systems continue to be pleased with the performance of the camera system and vendor support. The proposal to enhance the storage capacity is reasonable to ensure full functionality and reliable performance.

5) **Alternatives:**

- A. Authorize the General Manager to execute a change order with Transit Solutions LLC to increase the digital storage capacity on our Coach and Dial-A-Lift camera systems through December 31, 2027, for a total increased not-to-exceed amount of \$89,320, inclusive of a 10% contingency for adjustments in fleet size and exclusive of sales tax.
- B. Defer action. This would result in the use of the four (4) terabyte hard drives and a potential second replacement effort increasing overall costs to the agency.

6) **Budget Notes:** The 2024 budget allocates funding for the September through December 2024 time frame. The proposed increase of \$27,067 per year throughout the renewal options from 2025 through 2027 is anticipated to have appropriate budget allocations.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **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 AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: November 20, 2024

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Deputy Director, 360-705-5832

SUBJECT: Final Approval – January 2025 Service Change Equity Analysis

-
- 1) **The Issue:** Consider final adoption of the January 2025 Major Service Change Summary and Equity Analysis.
-
- 2) **Recommended Action:** Adopt the January 2025 Major Service Change Summary and Equity Analysis, as presented.
-
- 3) **Policy Analysis:** In accordance with our updated 2024 – 2027 Title VI Program, major changes in bus service require formal adoption of a written equity analysis; a publication intended to identify adverse impacts from proposed changes in bus service and any proportionate disparity to minority and low-income populations. Prior to being considered for final adoption the draft Equity Analysis is presented for public comment, including a formal public hearing, as well as reviewed by Intercity Transit’s Community Advisory Committee (CAC).
-
- 4) **Background:** Staff prepared a fixed-route service schedule intended to be implemented on Sunday, January 5, 2025. The schedule includes added frequency on Routes 42 and 67, as well as a new Route 14 designed to operate in the vicinity of the State Capitol Campus. Each of the elements of the proposed change in service are consistent with Intercity Transit’s 2018 Long-Range Plan. By Intercity Transit policy, a proposal to increase the volume of service on an existing route more than fifty percent, or the introduction of a new fixed route to a geographic area are considered major changes to the existing service and require an elevated process to analyze and publish the demographic impact of the changes prior to being implemented by staff.

The draft Equity Analysis, accompanied by a Major Service Change Summary, was released for public comment on October 7, 2024. While no comments were received regarding the methodology, findings or conclusion of the Equity Analysis, comments came forth regarding the new Route 14, specifically the absence of north Capitol Way and the Olympia Farmer’s Market not being included. In consideration of the public feedback, as well as operational concerns, the final version of Major Service Change Summary and Equity Analysis reflects the Route 14 with modifications from the version presented in the draft. The

modified version includes service to the Olympia Farmer's Market, as well as a decision to operate on a segment of Plum St. in lieu of Eastside St. for operability reasons.

The findings of the Equity Analysis have been adjusted to reflect changes in population. The conclusion remains consistent with the draft analysis; no significant disparate impact or disparate benefit to racial minority or low-income populations related to the changes in service anticipated to take effect on January 5, 2025.

-
- 5) **Alternatives:** Delay adoption of the January 2025 Major Service Change Summary and Equity Analysis.
-
- 6) **Budget Notes:** The anticipated changes in service beginning in January 2025 are estimated to increase annual fixed route service hours by 15,000, or 5%. This increase to operating expenses is reflected in the draft 2025 Annual Budget.
-
- 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 #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers 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."*
-
- 8) **References:**
- 2018 Short & Long-Range Plan
 - 2024 - 2027 Title VI Program
 - 2024 - 2029 Transit Development Plan (TDP)

January 2025 Service Change

Major Service Change Summary & Equity Analysis



Prepared by:

Intercity Transit Planning Division

November 2024

INTERcity
TRANSIT

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Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding Intercity Transit’s civil rights program please contact 360-786-1881, (TTY 360-943-5211); email TitleVI@intercitytransit.com; or visit Customer Service at 205 Franklin St. NE, Olympia, WA 98501.

Executive Summary

Consistent with the draft 2025 Annual Budget and forecast of *Planned Operating Changes* programmed in the **2024 – 2029 Transit Development Plan (TDP)**, Intercity Transit intends to increase fixed route service on January 5, 2025, by approximately 15,000 annual hours, a 5% increase to the existing volume of service.

The changes intend to add weekday frequency to Routes 42 and 67, as well as begin weekend service on Route 42. Inspired by Intercity Transit's former *Dash* service, a new bus route (#14) will be implemented in the downtown Olympia core. While not called *Dash*, the route is designed to augment existing service in downtown Olympia with an emphasis of stops on or adjacent to the Washington State Capitol Campus. There are no reductions in service associated with the January 2025 service change. The increases in service are consistent with Intercity Transit's *2018 Long-Range Plan*. When implemented, all local bus routes will operate with a base weekday frequency of 30-minutes.

The additional service requires approximately 17 full-time Operators and three fixed-route coach buses. Coverage for Operator runs will be initially assigned to Extra Board Operators daily but will be included in the May 2025 service change as biddable work. Five previously deactivated *Dash* bus stops will be restored to support the new Capitol Campus oriented service. This means no other substantive changes to bus stops are warranted.

The January 2025 service change meets Intercity Transit's newly established definition of a *Major* service change. As such, this document includes an analysis of minority and low-income populations directly affected by the adjustments to service. With no reductions in service being proposed, the adverse effect of the changes in service are considered neutral. The presence of racial disparity, along with any disproportionate burden affecting low-income residents was not found to be present among benefitting populations. The associated methodology and presentation of findings are included within this document and will be publicly shared as part of a formal comment period and public hearing. Following the comment period the Authority Board will consider final adoption of the findings of the *Service Equity Analysis* prior to changes being implemented by Intercity Transit staff.

Part 1: Major Service Change Summary

Introduction

The following sections describe specific changes to Intercity Transit bus service being prepared for implementation on Sunday, January 5, 2025.

The expansion of service intended to begin January 2025 reflects an incremental strategy to periodically add or adjust service in tandem with available financial and labor resources. The continued successful hiring and retention of professional bus Operators has made it possible for Intercity Transit to expand service levels consistent with the adopted 2018 Long-Range Plan and related Proposition 1 ballot measure.

In accordance with:

The improvements to service identified in this summary are consistent with Intercity Transit's:

- **Draft 2025 Annual Budget**

As well as the recently updated:

- **2024 – 2029 Transit Development Plan (TDP)**
Shown to the right is an excerpt from the TDP containing the adopted Planned Operating Changes

Section 7 – Planned Operating Changes

Plan Requirement – Provide a yearly plan of changes to existing services that you have scheduled to occur within the plan horizon.

For the years 2024 – 2029 Intercity Transit intends to complete a 100% restoration of service volumes depleted from the COVID-19 pandemic, as well as reach substantial completion of enhancement elements defined in the 2018 Long-Range Plan. The year-by-year forecast outlined below is contingent upon the following assumptions:

- The volume of operators will not decrease from current (2024) levels.
- Demand for unscheduled (or Extra Board) operators will remain stable.
- Year-over-year increases to Operations labor will result in a sustainable net gain.
- Dial-A-Lift service will gradually increase and remain proportionate to the total volume of local fixed route service.

Year	New Hours	Restoration percent	Potential Change in Service	Schedule	Major Change?
2024	17,000	100%	Improved frequency on Route 94	September	No
			Restored night service on Routes 12, 13, 41, 62A, 62B, 65, 66:	September	No
2025	16,000	106%	New DASH Service between Capitol Campus and the Olympia Transit Center	January	Yes
			Improved Route 42 frequency and weekend service	January	No
			Improved frequency on Route 67	January	No
	7,000	108%	Improved late night span on Routes 21, 45, 47, 60 [corrected August 22, 2024]	May	No
			Transition "The One" to a Bus Rapid Transit (BRT) influenced corridor service between west Olympia and east Lacey	September	Yes
	6,000	121%	Alignment changes to most existing routes thereby introducing new service on several segments*	September	Yes
			Introduction of new cross-town routes	September	Yes
2026	<3,000	124%	"Lacey Express": introduction of a grant-supported commuter route with connections to Joint Base Lewis-McChord (JBLM)	September	Yes
2027	<3,000	125%	Schedule maintenance	TBD	No
2028	<3,000	125%	Schedule maintenance	TBD	No
2029	<3,000	125%	Schedule maintenance	TBD	No

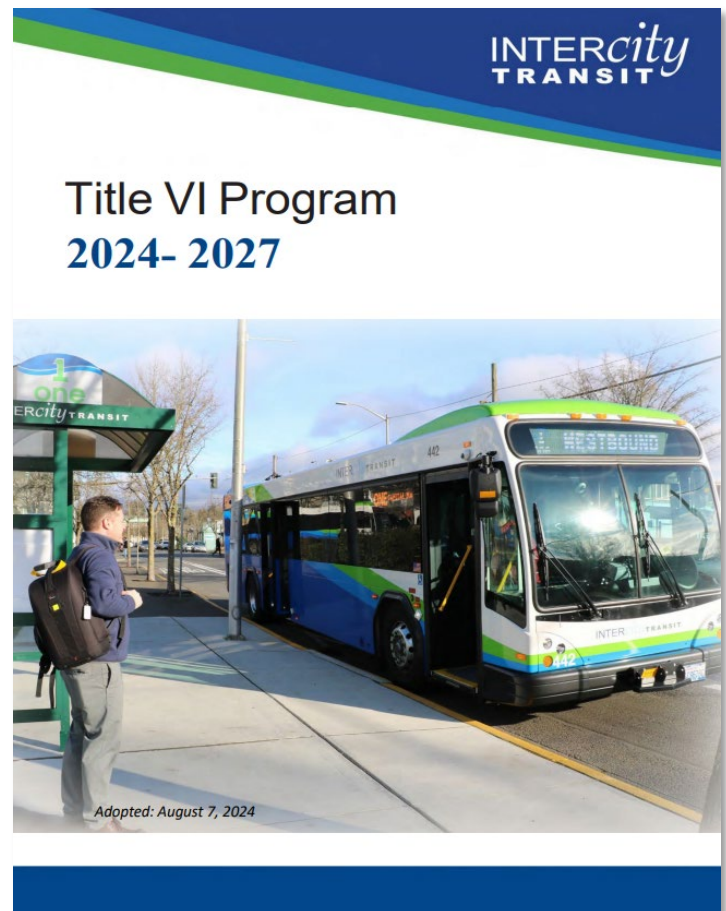
*The fixed route network is likely to be restructured in 2025 to improve the directness of routing, as well as connections with frequent corridor service. Other considerations in routing include improved circulation around community high schools, along with cross-town service to college campuses and the State Capitol Campus

A Major Change in Service

The changes reflected in the January 2025 proposal include the addition of new service, as added frequency on existing routes, as well as the establishment of a new transit route in downtown Olympia. Pursuant to guidance from the Federal Transit Administration (FTA) Intercity Transit's updated **2024 – 2027 Title VI Program** contains formal definitions distinguishing between major and non-major changes in service:

Intercity Transit defines a major change in service as any of the following:

- A single change that reduces an individual route's revenue hours by 10% or more.
- **A single change that increases a route's revenue hours by 50% or more.**
- A single change that reduces the number of consecutive bus stops on an individual route by three or more.
- A single change that increases the number of consecutive bus stops on an individual route by five or more.
- Removing or substantially relocating a single bus stop greater than 500 feet from its original location, and is used by 50 or more passengers per day (combined boardings and alightings).
- **Creation of, or discontinuation of a fixed transit route in entirety.**



Equity Analysis

Part 2 of this summary includes Intercity Transit's Draft Equity Analysis—a requirement of all *major* changes in service to research, identify and measure the presence of any significant disparity impacting transit access among racial minority populations or residents considered to be low-income. Following a public comment period the Draft Equity Analysis must be presented and accepted by Intercity Transit's Authority Board.

Public Comment Period

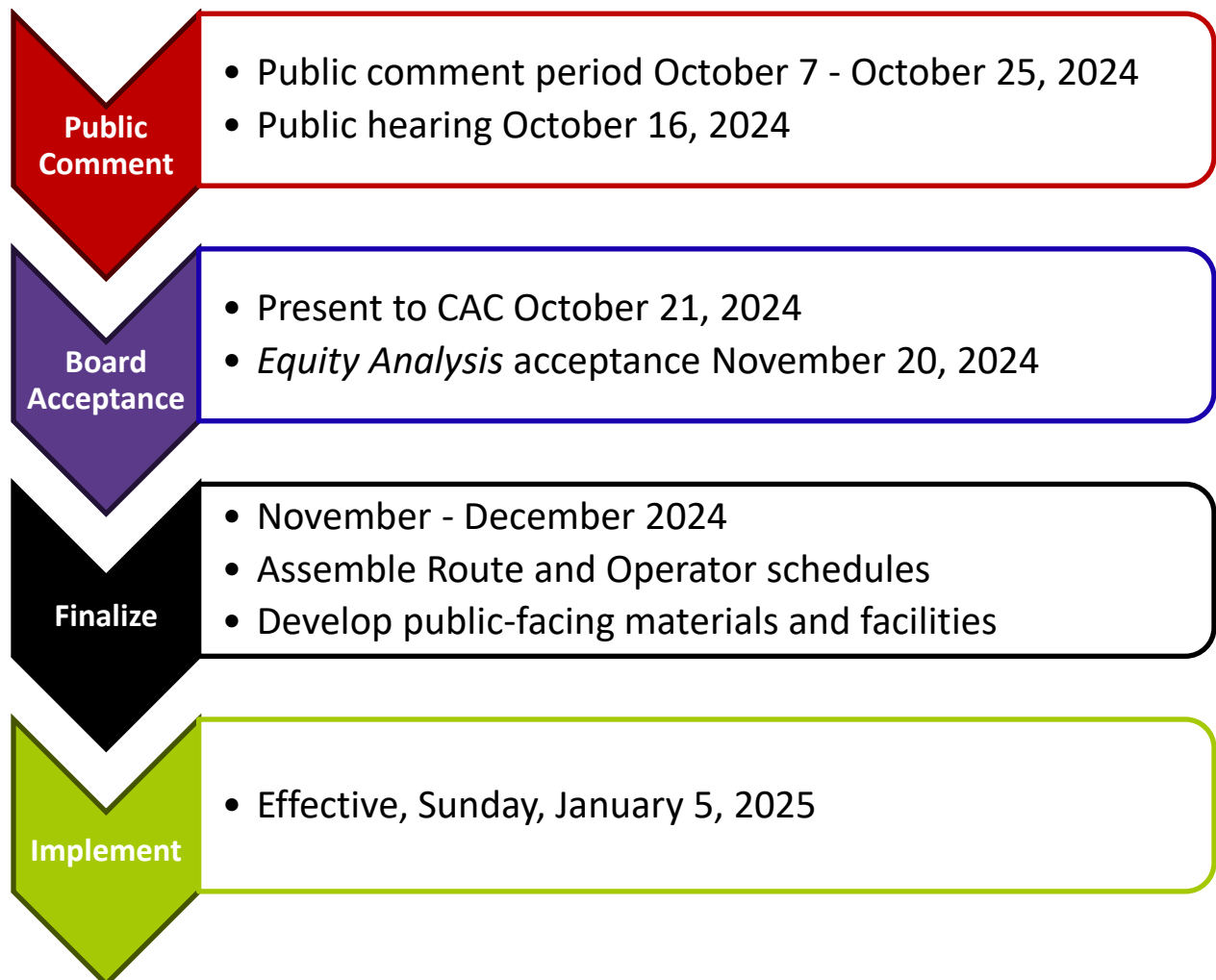
The Summary and Draft Equity Analysis was shared publicly from October 7, 2024 through October 25, 2024. The outreach included correspondence with State and local government,

discussion with the Community Advisory Committee (CAC), and a scheduled public hearing with the Authority Board.

Revision of Route 14 – *Capitol Campus*

Reminiscent of the former *Dash* service, feedback from the CAC, Intercity Transit Coach Operators, and members of the public encouraged an adjustment in the proposal to include north Capitol Way and the Olympia Farmer’s Market on the forthcoming Route 14. As such, the Summary and Equity Analysis that follows have been updated [from the Draft version presented for public comment] to reflect changes to the Route 14 – *Capitol Campus*. No comments were received specific to the methodology, findings and conclusion of the Draft Equity Analysis; the Findings section has been updated to reflect adjustments in measured populations.

Implementation Timeline



List of Changes, by Route

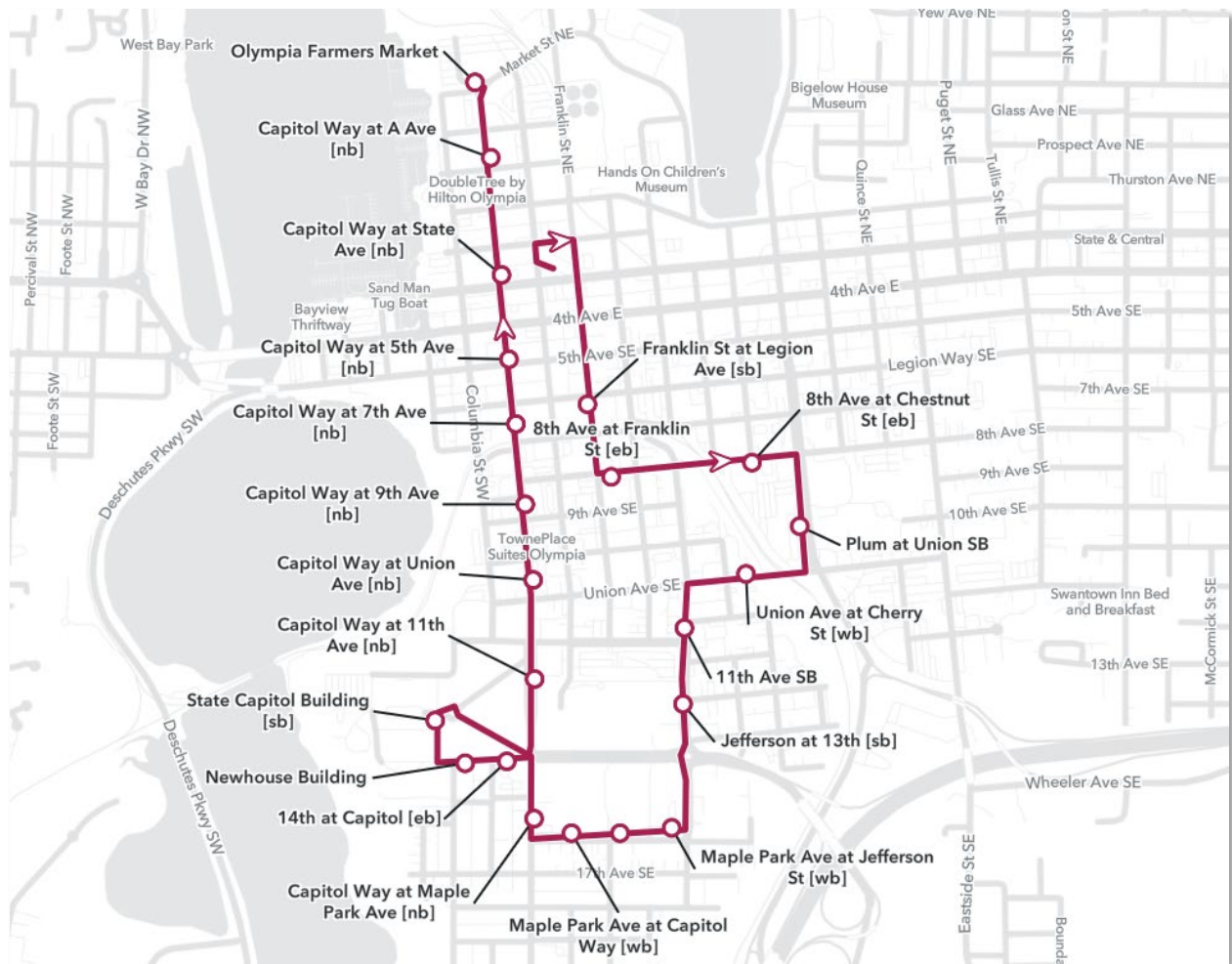
Route	Change	Rationale
42 <i>Family Court</i>	Increase frequency from every 45 minutes to every 30 minutes and operate the route on weekends with 30-minute frequency. No changes to routing or bus stop locations.	<ul style="list-style-type: none"> Long-Range Plan Element – <i>Improved Frequency</i>. Current 45-minute frequency leads to inconsistent transfers to and from other routes. Route 42 is the only route in the network that does not operate on weekends.
67 <i>Tri-Lake</i>	Increase frequency from every 60 minutes to every 30 minutes on all service days. No changes to routing or bus stop locations.	<ul style="list-style-type: none"> Long-Range Plan Element – <i>Improved Frequency</i>. Current 60-minute frequency leads to infrequent transfers to and from other routes. Route 67 is the only route that operates with hourly frequency on weekdays.

Route	Changes	Rationale
NEW 14 <i>Capitol Campus</i>	<ul style="list-style-type: none"> Re-introduce a weekday bus service in proximity to the State Capitol campus reminiscent of the “Dash” service operated pre-pandemic. Operate with 30-minute frequency with the expectation to add more service in future years. Links many State and association offices to the Capitol Building, Deschutes Parkway, and the Olympia Transit Center. 	<ul style="list-style-type: none"> Restoration of a Capitol campus anchored route in lieu of “Dash” capable of operating with Intercity Transit’s 35-foot standard coach. Interline with the existing Route 42 to incorporate campus parking available along Deschutes Pkwy. Operate a conservative 30-minute frequency to assess use, functionality, and distribution of ridership with the existing Route 13 on Capitol Way.
Update From DRAFT	<ul style="list-style-type: none"> The finalized Route 14 includes service on Capitol Way to the farmer’s market, but does not include service on 4th Ave and State Ave between Plum and Capitol Way 	<ul style="list-style-type: none"> Feedback from the CAC, IT Operators, and members of the public encouraged inclusion of north Capitol Way to the Farmer’s Market.

Routing Maps & Bus Stops – Route 14 Capitol Campus

to Farmer's Market (Outbound)

From the Olympia Transit Center, south on Franklin St, east on 8th Ave, south on Plum St, west on Union Ave, south on Jefferson St, west on Maple Park Ave, north on Capitol Way, west on South Diagonal, south on Cherry Ln, east on Sid Snyder Ave, north on Capitol Way to Farmer's Market.



to Farmer's Market (outbound)

Stop #	Stop Name	Action
167	Olympia Transit Center	Add route # to sign
212*	Franklin St at Legion Ave [sb]	Add route # to sign
213*	8 th Ave at Franklin St [be]	Add route # to sign
214	8th Ave at Chestnut St [eb]	Add route # to sign
NEW*	Plum St at Union Ave [sb]	<i>Install pole and sign</i>
781	Union Ave at Cherry St [wb]	Add route # to sign
314	Jefferson St at 11th Ave [sb]	<i>Re-install pole and sign</i>
315	Jefferson St at 13th Ave [sb]	<i>Re-install pole and sign</i>
290	Maple Park Ave at Jefferson St [wb]	Add route # to sign
316	Maple Park Ave at Franklin St [wb]	Add route # to sign
317	Maple Park Ave at Capitol Way [wb]	Add route # to sign
54	Capitol Way at Maple Park Ave [nb]	Add route # to sign
894	State Capitol Building [sb]	<i>Re-install pole and sign</i>
896	Newhouse Building	<i>Re-install pole and sign</i>
961	14th Ave at Capitol Way [eb]	<i>Re-install pole and sign</i>
55	Capitol Way at 11th Ave [nb]	Add route # to sign
56	Capitol Way at Union Ave [nb]	Add route # to sign
57	Capitol Way at 9th Ave [nb]	Add route # to sign
58	Capitol Way at 7th Ave [nb]	Add route # to sign
962	Capitol Way at 5th Ave [nb]	Add route # to sign
868*	Capitol Way at State [nb]	Add route # to sign
70*	Capitol Way at A Ave [nb]	Add route # to sign
69*	Olympia Farmer's Market	Add route # to sign

**notes a change from the Draft Summary*

to Olympia Transit Center (Inbound)

From the Olympia Farmer's Market, south on Capitol Way, west on North Diagonal, south on Cherry Ln, east on Sid Snyder Ave, south on Capitol Way, east on Maple Park Ave, north on Jefferson St, east on Union Ave, north on Plum St, west on 8th Ave, north on Franklin St. to the Olympia Transit Center.



to Olympia Transit Center (Inbound)

Stop #	Stop Name	Action
69*	Olympia Farmer's Market	Add route # to sign
71*	Capitol Way at A Ave [sb]	Add route # to sign
951*	Capitol Way at Olympia Ave [sb]	Add route # to sign
1	Capitol Way at 4th Ave [sb]	Add route # to sign
2	Capitol Way at Legion Way [sb]	Add route # to sign
3	Capitol Way at 9th Ave [sb]	Add route # to sign
4	Capitol Way at Union Ave [sb]	Add route # to sign
5	Capitol Way at 11 th Ave [sb]	Add route # to sign
894	State Capitol Building [sb]	<i>Re-install pole and sign</i>
896	Newhouse Building	<i>Re-install pole and sign</i>
961	14th Ave at Capitol Way [eb]	<i>Re-install pole and sign</i>
950	Capitol Way at 14th Ave [sb]	Add route # to sign
305	Maple Park Ave at Capitol Way [eb]	Add route # to sign
306	Maple Park Ave at Franklin St [eb]	Add route # to sign
307	Jefferson St at Maple Park Ave [nb]	Add route # to sign
308	Jefferson St at 13th Ave [nb]	<i>Re-install pole and sign</i>
309	Jefferson St at 11th Ave [nb]	<i>Re-install pole and sign</i>
707*	Union Ave at Jefferson St [eb]	Add route # to sign
NEW*	Plum St at Union Ave [nb]	<i>Install pole and sign</i>
209*	8 th Ave at Chestnut St	Add route # to sign
210*	8 th Ave at Franklin St [wb]	Add route # to sign
211*	Franklin St at Legion Way [nb]	Add route # to sign

**notes a change from the Draft Summary*

Agency Resources

An increase in service is identified in the Draft 2025 Annual Budget. The September 2024 schedule requires an approximate 283 full-time Operators to perform all assigned Coach, Dial-A-Lift, and Extra Board runs. The January 2025 schedule is estimated to require approximately 300 full-time Operators, an increase of 17 when compared to current service volumes.

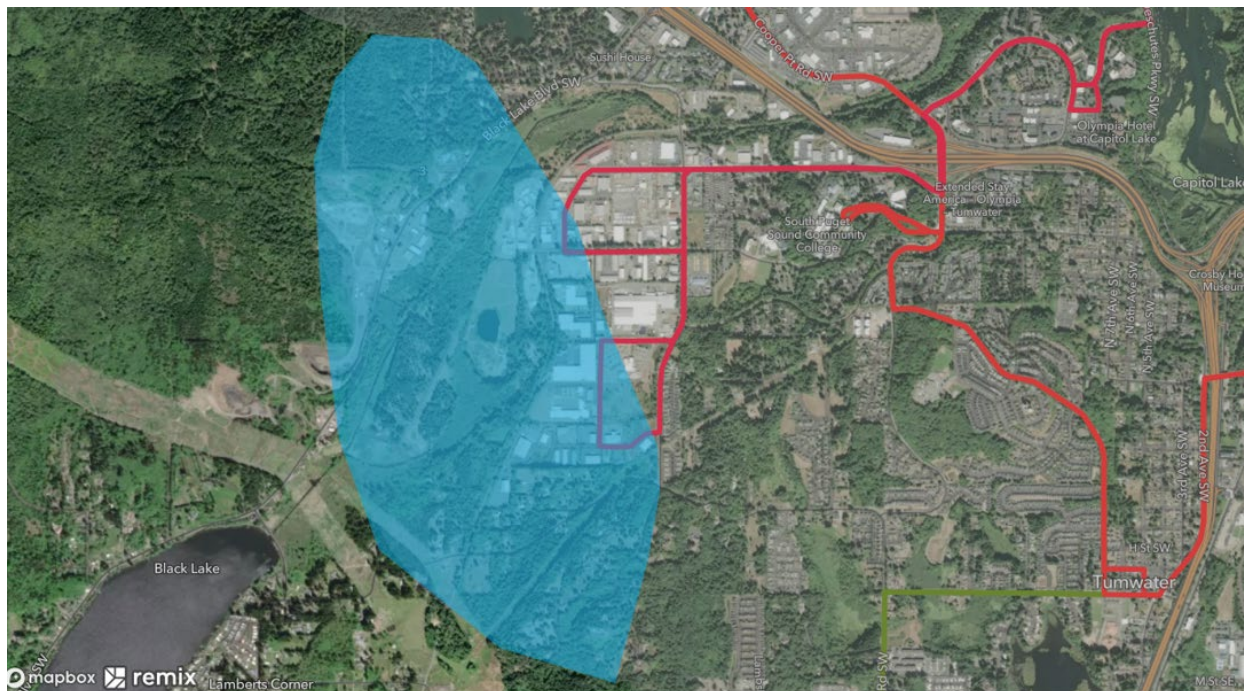
Net Change in Annual Revenue Service Hours, by Route					
Route		Current Schedule (Sept. 8 2024)	Proposed Schedule (Jan. 5, 2025)	Net Change	% Change
42	Family Court	3,443	8,528	+5,085	148%
67	Tri-Lakes	4,673	8,910	+4,237	91%
New	Capitol Campus	0	4,590	+4,590	
TOTAL		8,116	22,028	+13,912	171%

Fleet

The proposed changes to fixed route service require the use of three (3) additional 35-foot buses during all weekdays.

Dial-A-Lift: Implications to ADA Paratransit

The January 2025 schedule introduces weekend service on the existing Route 42. Mirroring fixed route hours of operation, Dial-A-Lift access to locations exclusive to the Route 42 on Saturdays and Sundays will be considered eligible trips. The increase of frequency on Routes 42 and 67 do not change access to Dial-A-Lift, nor does the implementation of a new Capitol Campus route as those geographic areas are already eligible for service.



Shown in blue, the approximate segment of Route 42 associated with weekend Dial-A-Lift service

Part 2: Equity Analysis

Purpose

The changes detailed in Part 1 of this summary reflect a *major change* in fixed route service. As such, the following section presents Intercity Transit's Equity Analysis, including the research methods and findings, of the January 2025 schedule. The objective of the Equity Analysis was to identify any adverse impact resulting in significant disparity to populations that are a racial minority or low-income.

Disparate Impact & Disproportionate Burden Threshold

Reductions in Service

Intercity Transit recognizes the presence of significant racial disparity (or disproportionate burden) if the adversely affected population impacts proportionately more minority residents or low-income residents than the entire population of the service area, plus three percent.

Increases in Service

Intercity Transit recognizes the presence of significant racial disparity (or disproportionate burden) if the benefitting population favors proportionately fewer minority residents or low-income residents than the entire population of the service area, minus three percent.

For more information about Intercity Transit's compliance with laws and regulations preventing unlawful discrimination visit <https://www.intercitytransit.com/business/civil-rights-title-vi>

Assessment of Adverse Service Impacts

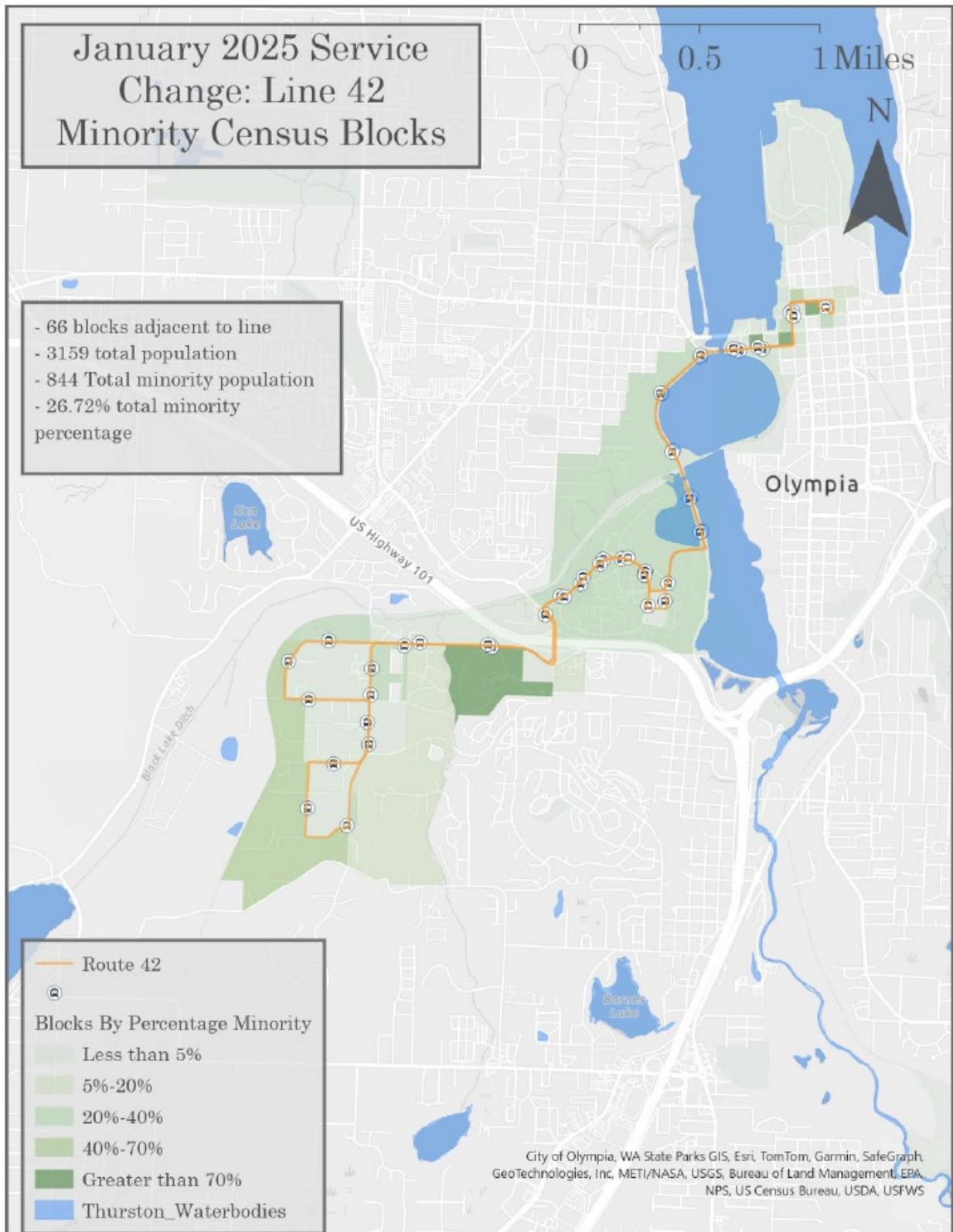
The January 2025 schedule does not contain a reduction of service and does not generate a measurable population of adversely impacted residents within the service area.

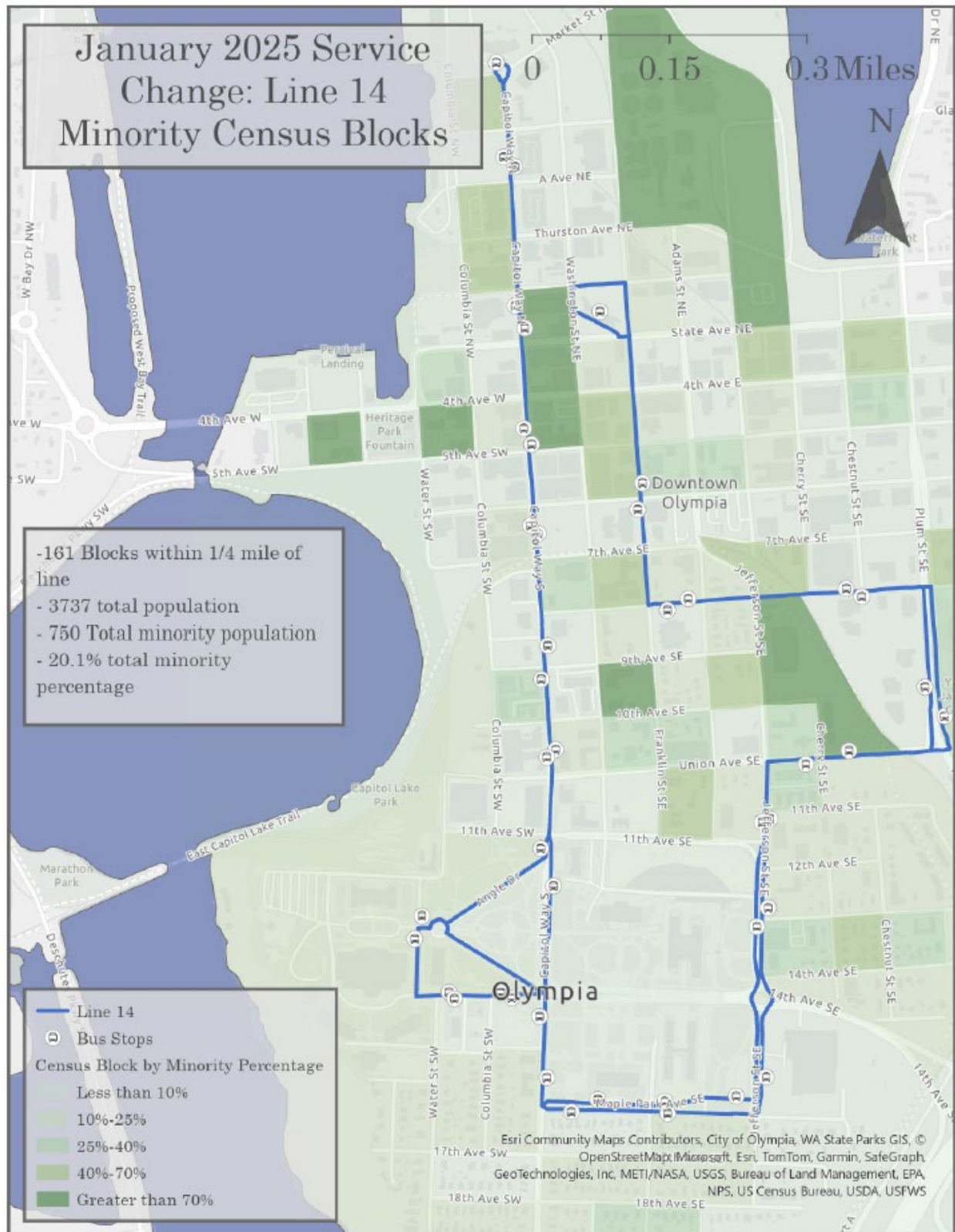
Assessment of Beneficiary Affects

The anticipated increases in service reflected in the January 2025 schedule present a basis to evaluate the presence of a disproportionate benefit to residents in the service area.

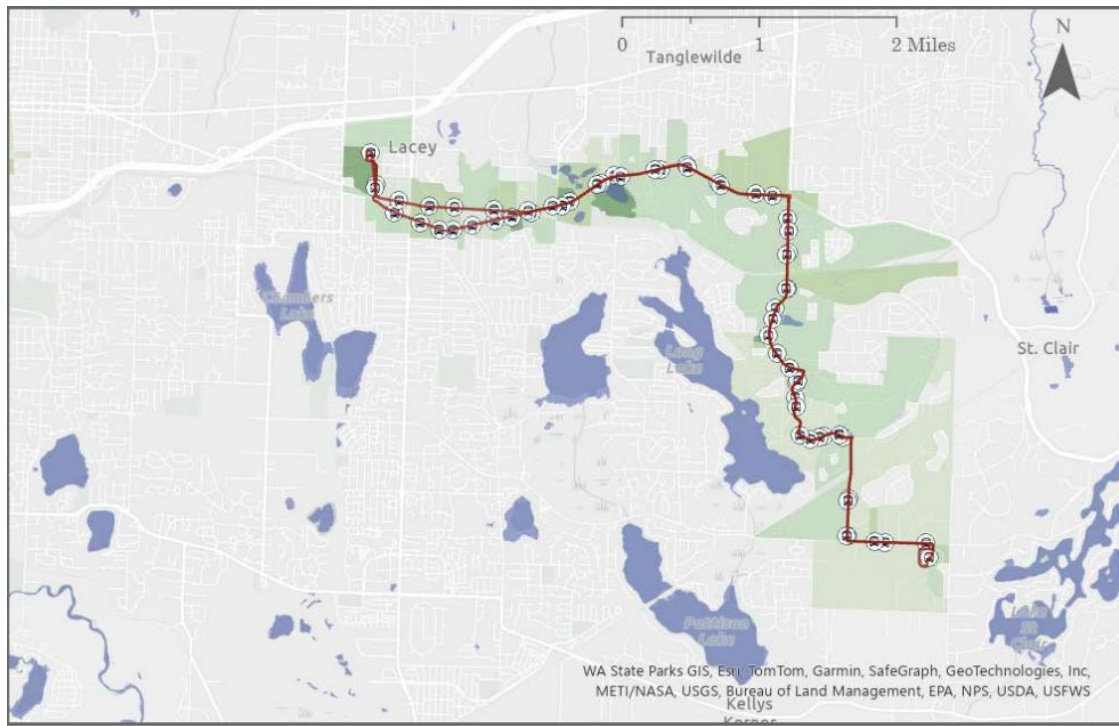
Methodology

To assess, population data from the 2020 U.S. Census containing income and race was obtained for all Census blocks (or Census block groups for income-based calculations) for residents within a quarter mile of each of the three studied routes: Route 42, Route 67, and the new Route 14. The populations associated with each route were compared to the service area and a determination of racial disparity, and disproportionate burden to residents with low-income, was made for each individual route.





Route 67 Minority Census Blocks



Equity Analysis – Findings

Disparate Benefit

A service area population of 213,317 was obtained from measuring all Census blocks reasonably overlapping with the Public Transportation Benefit Area (PTBA) boundary; the political boundary used to define sales tax collection for Intercity Transit. The measured Census blocks within the PTBA indicated an aggregate non-white population of 64,912, or 30.4%. Applying Intercity Transit's disparate impact threshold of 3% establishes that route populations with racial minority distributions between greater than 27.4% do not contain significant disparity; but route populations with less than 27.4% racial minority would indicate a disparate benefit to non-minority populations.

	Population	Minority	%Minority	Disparate Benefit
PTBA Service Area	213,317	64,912	30.4%	<27.4%

When measured, the minority distribution of the Route 42 resident population is 26.7%, which is less than the 27.4% policy threshold, thus resulting in a disparate benefit. Similarly, the minority distribution of the new Route 14 is 20.1%, also containing a disparate benefit to non-minority residents.

	Benefitting Population	Minority	%Minority	<27.4%	Is Disparity Present?
Route 42	3,159	844	26.7%	Yes	Yes
NEW Route 14	3,737	750	20.1%	Yes	Yes
Route 67	9,391	3,109	33.1%	No	No
Combined	16,287	4,703	28.9%	No	No

Note: The figures in the above table have been modified from the Draft version to reflect changes in the Route 14 – Capitol Campus.

The proposed January 2025 schedule also includes increased frequency on the Route 67. When measured, the minority distribution of the Route 67 resident population is 33.1%, which is above the service area average and suggest the absence of a disparate benefit. The combination of the three proposed additions to service measure together to suggest a resident population consisting of 28.9% racial minority, a value lower than the service area average of 30.4%, but not greater than percentage points beneath the service area. These results suggest a non-significant disparate impact or benefit among the major changes included the January 2025 schedule.

Disproportionate Benefit

A service area population of 213,317 was distributed among income categories available within the 2020 U.S. Census. The measured Census block groups overlapping with the PTBA indicated an aggregate low-income population of 21,338, or 10.0%. Applying Intercity Transit's disproportionate burden threshold of 3% establishes that route populations with low-income populations greater than 7.0% do not contain a significant disproportionate burden to residents considered low-income; but route populations with less than 7.0% low-income resident population would indicate a disproportionate benefit to non-low-income populations.

	Population	Low Income	% Low Income	Disproportionate Benefit
PTBA Service Area	213,317	21,338	10.0%	<7.0%

When measured, the low-income distribution of the Route 42 resident population is 13.4%, similarly, the low-income distribution of the new Route 14 is 13.5%, and the low-income distribution of the Route 67 is 10.4%. Each of the three routes suggests a population containing an above-average distribution of residents considered to be low-income.

	Benefitting Population	Low Income	% Low Income	<7.0%	Disproportionate?
Route 42	5,124	686	13.4%	No	No
NEW Route 14	5,460	739	13.5%	No	No
Route 67	8,053	841	10.4%	No	No
Combined	18,637	2,266	12.2%	No	No

Conclusion

The findings of the Equity Analysis conclude the absence of reductions of service resulting in a specific adverse impact. Moreover, the measure of disproportionate benefit to non-minority residents specific to Routes 42 and the new Route 14 are balanced by the increase of service on the Route 67.

The increase in service expected to begin January 5, 2025 results in a benefitting population that does not reflect a negative or otherwise significant measure of racial disparity or burden disproportionate to residents considered to be low-income.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 4-C
MEETING DATE: November 20, 2024

FOR: Intercity Transit Authority

FROM: Nick Demerice, Chief Marketing, Communications and Outreach Officer, 360-236-5058

SUBJECT: Zero-Fare Customer Survey Findings and Other Updates

-
- 1) **The Issue:** Informational briefing for the Authority about the results of our zero-fare customer survey conducted in late summer / early fall 2024.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** Provide an update to the Authority about the activities and plans of the Marketing and Communications team. Discuss next appropriate steps. Solicit feedback and suggestions from Authority members.
-
- 4) **Background:** In September 2024, the Marketing and Communications team conducted a survey soliciting feedback on how the zero-fare pilot has impacted customer's lives and riding experience. This presentation is the result of that feedback.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** No additional budget is required.
-
- 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 4:** "Provide responsive transportation options within financial limitations." **Goal 6:** "Encourage use of our services, reduce barriers to access and increase ridership."
-
- 8) **References:** N/A.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
October 21, 2024 – Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid October 21, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Eliane Wilson; Betty Hauser; Clair Bourgeois; David Payton; Doug Riddels; Garrett Fuelling; Harrison Ashby; JoAnn Scott; John-Paul Fox Seidel; Marilyn Scott; Nicole Smit; Rachel Weber; Rachel Wilson; and Ursula Euler.

Absent: Vice Chair Ty Flint

Staff Present: Amanda Collins; Emily Bergkamp; Jen Amendala; Michael Maverick; Nicole Jones; Peter Stackpole; Ramon Beltran; and Rob LaFontaine.

APPROVAL OF AGENDA

M/S/A by JOANN SCOTT and RACHEL WEBER

INTRODUCTIONS

Wilson introduced Authority member, Brian Hess, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. November 6, 2024, ITA Meeting – Betty Hauser**
- B. November 20, 2024, ITA Meeting – Clair Bourgeois (Requested sub coverage)**

APPROVAL OF JULY MINUTES

M/S/A by RACHEL WEBER and JOHN PAUL FOX-SEIDEL

APPROVAL OF AUGUST MINUTES

M/S/A by JOHN PAUL FOX-SEIDEL and CLAIR BOURGEOIS

NEW BUSINESS

A. 2025 Draft Budget – (*Jen Amendala*)

Jen Amendala, Finance Manager for Intercity Transit, presented an overview of the draft budget for 2025.

The budget was initially presented to the Intercity Transit Authority Board (ITA) on October 2nd, marking the start of the public review period. A public hearing for the budget will be held on November 6th at 5:30 PM.

Budget Highlights:

- **Total Available Resources for 2025:** \$371.8 million.
 - **Beginning Fund Balance:** \$245.7 million.
 - **Sales Tax Revenue:** \$84.5 million (projected conservatively based on 2024 trends).
 - Maintained at 2024 levels due to current trends showing flat or slightly reduced revenues compared to 2023
 - **Grant Revenue:** \$35.5 million.
 - \$11.1 million of at-risk funding was pulled from the budget pending the outcome of Initiative 2117, which could impact Climate Commitment Act funds essential for alternative transportation projects and other Intercity Transit initiatives.
- **Total Expenditures for 2025:** \$161.4 million.
 - **Operating Expenditures:** \$90.6 million (including rollover projects from 2024).
 - **Capital Expenditures:** \$70.7 million.
 - New projects: \$7.5 million.
 - Rollover projects: \$63.2 million.
- **Reserve Use:** The budget reflects using approximately \$35 million in reserves.

Key Projects and Initiatives:

Amendala discussed several new capital projects that are a part of the 2025 budget. These include audio-visual technology improvements for the administration building, the Lacey intersection smart sensor project, enhanced technology for vanpool vehicles that monitor customer driving, and vehicle replacements for dial-a-lift, vanpool, and non-revenue vehicles. Other projects within the budget are carried forward from 2024 and many of them are grant-funded. These projects include the Pattison maintenance building rehabilitation and construction, hydrogen fuel cell zero emissions project, Bus Rapid Transit (BRT), corridor capital program, bus stop facility improvements, ERP/EAM software replacement project, Lacey Transit Center improvements, and the customer navigation program.

Staffing Additions:

Intercity Transit's management team carefully reviewed proposals for new positions going into 2025. Additions focused on supporting service expansion that is planned for 2025.

- **New Positions:**
 - Three transportation supervisor positions due to increased operator numbers.
 - A Facilities Technician to manage maintenance of new buildings.
 - A Village Vans Coordinator to provide redundancy and maintain service levels during staff absences.
 - Temporary support staff for ERP conversion.

Amendala invited questions from the committee and encouraged further engagement during the review period and upcoming public hearing.

Clair Bourgeois asked what does ERP/EAM mean?

Amendala answered that ERP (Enterprise Resource Planning) and EAM (Enterprise Asset Management) refer to computer software systems used for functions like finance and accounting. The current system is severely outdated, and there is a need for an upgraded solution to improve these processes.

B. January 2025 Service Change & Equity Analysis – (Rob LaFontaine)

Rob Lafontaine, Planning Deputy Director, presented upcoming service changes set for January 2025, focusing on the new Route 14 and its required equity analysis. This is a new requirement introduced by Intercity Transit's reclassification as a large, urbanized area (UZA) and updates to the Title VI program.

The proposed changes will take effect on January 5, 2025, with Route 14 marking the first new route since March 2020. This route will connect key state buildings and the Capitol, operating on weekdays from 6:30 AM to 6:30 PM with 30-minute intervals but no weekend service initially. It will share stops with the old "Dash" service and interline with Route 42. Additionally, Route 42 in West Olympia will see improved 30-minute frequencies, extended evenings, and weekend trips. Route 67 will also maintain a 30-minute frequency with an added bus. Overall, around 15,000 service hours will be added, necessitating three more buses and 17 additional drivers.

LaFontaine noted that this is the first time Intercity Transit is conducting an equity analysis prior to making a service change. The draft equity analysis, assessing the impact on various demographics, is open for public feedback until the end of the week, with a public hearing already conducted. Future plans include potentially expanding Route 14 service, possibly adding weekend schedules by 2026, and considering the Farmers Market for future route extensions. These changes align with the 2025 budget and long-term transit goals, with public input encouraged to refine upcoming implementations.

LaFontaine answered questions about the upcoming service changes.

Garrett Fuelling:

Question 1: Inquired about the adjusted routing of Route 14 compared to the previous DASH routing.

LaFontaine:

The route design is influenced by timing constraints and the need to avoid excessive out-of-direction travel. Larger loops can make the service less convenient by increasing travel time for passengers needing to access certain areas. Keeping the loop compact helps maintain efficiency and convenience.

Question 2: Asked if the white dots on the map are bus stops, and if there are stops in the southeast part of the route.

LaFontaine:

Yes, the white dots represent bus stops. The absence of dots in the southeast part of the map is an oversight; stops are indeed present in that area. The map will be updated to reflect these, including stops from existing and former routes like the 620 and 612 (Olympia Express). There will be ongoing adjustments to the route

based on real-world testing, as transit planning lacks simulation capabilities for perfect route design.

Clair Bourgeois asked if this is a loop route?

LaFontaine: The route is not a continuous loop. Instead, it operates bidirectionally along Capitol Way, Maple Park, and Jefferson. The loop sections are limited to specific areas: 8th, East Side, Union, and 4th & State. The bus travels to the end of the route at the rectangle, then turns around and retraces its path back.

Rachel Weber provided input for *Fuelling's* earlier question: the easterly loop of the route includes several key state offices, notably the Healthcare Authority, along with a community college and drug and alcohol services. Additionally, once the route reaches Plum Street, it passes numerous association offices, making this loop a significant area for connecting various governmental and institutional destinations.

Nicole Smit asked what direction the loop is going?

LaFontaine: The northern loop involves three turns: from northbound Capitol, it's a right turn onto 4th Avenue, followed by a left turn onto Plum Street, and another left onto State Avenue.

Clair Bourgeois asked how long the route will take to complete?

LaFontaine: The route is expected to take approximately 35 minutes to complete a full cycle starting and ending at the transit center. This timing aligns with Route 42, which operates on a 45-minute cycle. By pairing the routes and adding another bus, they can maintain a 30-minute frequency.

LaFontaine then began discussing the equity analysis that focuses on the requirements of the newly adopted 2024-2027 Title VI program, which mandates assessing major service changes for potential equity impacts. These major changes include a service increase of more than 50% on a single route or the creation of a new route. The January 2025 service updates fall into this category due to both new routes and increased service, prompting a detailed equity analysis.

The draft equity analysis is currently open for public review and aims to identify any adverse impacts or significant disparities affecting racial minorities or low-income populations. LaFontaine defined disparity as an adverse effect that disproportionately affects minority or low-income groups by 3% or more compared to the general population or provides benefits to fewer minorities by 3% or less. The analysis utilized census data to examine the demographics of residents near the impacted routes.

Key findings revealed that while the service changes only involved additions (not reductions), there was initially a disparity in Route 42 and the new Route 14, which had proportionately fewer minority beneficiaries. However, adding Route 67 into the analysis balanced the findings, showing no significant disparity overall. Additionally, the analysis found no disproportionate benefits or adverse impacts concerning low-income populations, ensuring that changes are equitably distributed.

Clair Bourgeois commented about the importance of Route 67 for Seniors in the Lacey area.

LaFontaine agreed that operationally, Route 67 holds importance for seniors, particularly for accessing the Lacey Senior Center, despite its lower ridership due to less frequent service. Comparisons of higher-frequency routes were considered unfair in evaluating their impact.

John-Paul Fox-Seidel asked for the definition of PTBA.

LaFontaine answered that the acronym stands for Public Transportation Benefit Area. This is Intercity Transit's special taxing district that includes the urban growth areas of Lacey, Olympia, Tumwater, and Yelm.

LaFontaine shared that the public has until the end of the week to provide feedback on the draft equity analysis. The final review and approval by the Intercity Transit Authority (ITA) are set for November 6th. However, before advancing the analysis to the Authority Board, he explained that the CAC is a critical body for feedback and approval. If the CAC had reservations or concerns about the methodology of the analysis, he would not seek approval from the ITA before addressing those issues.

Rachel Weber asked if the methodology is defined by Title VI and if other agencies are following the same methodology.

LaFontaine answered that the Federal Transit Administration (FTA) allows for a lot of discretion for agencies to define their own threshold for major service changes and disparate impact. The methodology for the analysis, however, requires Intercity Transit to identify the racial diversity and income status of populations that are directly affected by the service change and compare them against the populations at large.

Doug Riddels asked if the equity analysis, primarily driven by government requirements like Title VI of the Civil Rights Act, could also track the impact on seniors, who are major service users. He further inquired if this was of interest to the Intercity Transit Authority (ITA).

LaFontaine clarified that the current equity analysis is focused on racial minorities and low-income populations, as mandated by Title VI. However, he acknowledged the importance of expanding the analysis. They suggested that future analyses should be more comprehensive, incorporating various demographics such as seniors, youth, individuals with disabilities, veterans, and those without cars. This broader scope would reflect the diverse needs of the community and ensure the transit service meets those needs effectively.

Ursula Euler asked if the broader analysis would go beyond Title VI requirements and whether the state of Washington mandates such analysis.

LaFontaine confirmed that while the current effort is specific to Title VI, future analyses could be expanded at the agency's discretion to include additional

demographics beyond those required by Title VI. It was also clarified that the state of Washington does not mandate such expanded analysis.

Clair Bourgeois asked whether Route 14 would affect Dial-A-Lift clients.

LaFontaine clarified that Route 14 would not impact these clients as it does not extend beyond the ¾-mile boundary required for Dial-A-Lift coverage. The only changes in the January 5 package that would affect Dial-A-Lift are in Lacey for Route 67 and in West Olympia and Northwest Tumwater for Route 42, due to weekend service increases. Specific locations like the Family Court and the Accountability and Restitution Center will gain weekend Dial-A-Lift access.

Betty Hauser praised the effort to ensure equitable service and inquired about the changes to Route 14 and Route 67.

LaFontaine clarified that Route 14 is a new route, and Route 67 will have increased frequency, though later evening service is planned for May.

Hauser also asked about the number of new drivers required and whether the distribution of drivers between the routes would be equitable.

LaFontaine explained that an estimated 17 new drivers will be needed for the overall service increase. Driver distribution depends on the total hours required for each route, and there is no imbalance in terms of public access to the services.

Hauser appreciated the consideration given to equity in these operational decisions.

Nicole Smit asked if the service change and equity analysis had been shared with OCPC?

LaFontaine acknowledged that the full package of service changes has not been presented to the OCPC (Internal Operations Committee), though some aspects have been discussed. He outlined the timeline for the rollout: the CAC reviewing the proposal, with the next step being a presentation to the Authority Board on November 6th. The finer details will be finalized in November and December, with the new service going into effect on January 5th, 2025.

After extensive discussion, the Community Advisory Committee (CAC) was actively involved in reviewing the analysis and provided a "thumbs up" consensus without formal voting, signaling general agreement to advance the findings to the Authority Board.

C. Nomination of Officers – (Emily Bergkamp)

Bergkamp indicated it is the time of year for the CAC to nominate members to serve as Chair and Vice Chair. Nominations are in October and elections are held in November. Chair Eliane Wilson and Vice Chair Ty Flint have both held their respective positions for one year. Officers serve a one-year term and may serve up to two terms in the same office. Members may nominate other members who are willing to accept the nomination and members may self-nominate.

Vice Chair Flint reported to CAC Liaison Amanda Collins that he will not seek a nomination to serve in 2025 due to health concerns.

Chair Eliane Wilson opened the floor for nominations for Chair.

Eliane Wilson nominated **Rachel Weber** to serve as **Chair**, Weber accepted the nomination.

Wilson closed the nominations.

Amanda Collins, staff liaison, shared that the chair is the primary individual responsible for hosting meetings and guiding the agenda. They act as the "speaker of the house" during meetings, ensuring smooth operations. The chair is involved in agenda planning, collaborating with staff by reviewing the lineup of agenda items before they are shared with the full committee.

The vice chair serves as the backup, stepping in to lead meetings in the chair's absence. They also provide input and feedback on agenda items alongside the chair. The process is collaborative and laid-back, with previous chairs like Nicole possibly sharing their experiences to provide further insight into the role.

Bergkamp shared that while Robert's Rules of Order are referenced, the meetings maintain a flexible approach. The aim is to adhere to rules without being overly formal. There's an emphasis on creating a supportive environment, with Amanda and other staff available to assist. Participants are encouraged not to worry too much about strict adherence to formal rules, fostering a more relaxed and approachable atmosphere.

Wilson opened the floor for nominations for Vice Chair.

Clair Bourgeois nominated **herself** to serve as **Vice Chair**.

Wilson closed the nominations.

Both **Weber** and **Bourgeois** will be appointed to their positions at the November meeting as Chair and Vice-Chair respectively; uncontested nominations do not require a vote.

CONSUMER ISSUES

JoAnn Scott asked about updating or removing outdated signage, specifically referring to the "612" at Lakewood Park and Ride related to the 512 routes.

Bergkamp shared that the issue has been raised at OCPC as well, and ongoing communication with Pierce Transit is taking place to address the updates. The facilities team may need to collaborate with Pierce Transit to resolve the matter. Dena, the Operations Director, has connections with Pierce Transit and will be consulted for the status of the issue.

Scott also raised a concern about reminding passengers with children in strollers to set the brakes and ensure their child is secure, as sudden braking by drivers can pose safety risks. The suggestion is to integrate this reminder into existing safety announcements, though it requires a nuanced approach due to the volume

of current announcements. It was noted that this issue has also come up through customer feedback, indicating prior discussion or action might be underway. Bergkamp will consult with OCPC to help determine the best way to address the issue.

John-Paul Fox-Seidel prompted a discussion regarding the punctuality of buses, particularly the 12 and 68 routes, which are often either on time or around 8 minutes late.

Nicole Jones, Executive Assistant Intern and Coach Operator, answered that factors contributing to this inconsistency include school schedules, with the 68 routes being significantly affected by traffic around school drop-off and pick-up times, as well as general commuter traffic. She acknowledged that these delays tend to be most noticeable during school hours and should not affect subsequent trips.

Rachel Weber asked how the apps gather bus information.

Various members and staff discussed, which centered around the reliability of various bus tracking apps, particularly "One Bus Away" and "MyStop." Users noted that "One Bus Away" had been experiencing data reliability issues recently, making it difficult to track buses like the 94 accurately. The preference seemed to be for "MyStop," which is linked to the CAD system used by Intercity Transit and is considered more dependable.

The conversation highlighted that apps powered by Google tend to be less reliable, while the "Transit" app is generally well regarded. There are plans to potentially replace "One Bus Away" with a new regional transit app, but specifics are still forthcoming.

Accessibility concerns were raised, particularly about the usability of these apps for individuals with low vision. While some features may be available for accessibility, users found it challenging to navigate and read information effectively. Feedback about these accessibility issues is encouraged to be shared with the app developers for improvements.

Clair Bourgeois expressed concern about the lack of night service in and out of Olympia, particularly for events at places like the Washington Center and local restaurants and pubs. While the new Route 14 is being introduced to serve office workers, Bourgeois emphasized the need for transit options that could help people travel to and from their parking lots during busy evening events.

LaFontaine responded that this issue has been acknowledged in the long-range plan for transit service. Additionally, there are plans for the May 25 schedule to include added trips on several residential routes (specifically routes 47, 52, 51, and 64) to extend service hours closer to 11:00 PM. This is in line with the goal of expanding service availability to better meet community needs.

Jo Ann Scott expressed appreciation for the addition of a bus schedule for East Bay Drive and State, noting that it's a positive development for the community.

John-Paul Fox-Seidel asked about the Joint ITA meeting's discussion about updating mission/ vision statements for safety and incorporating diversity, equity, and inclusion (DEI) language into the organization's guiding principles.

Bergkamp mentioned that the new DEI Committee is actively working on these issues within the workforce and raising awareness. She noted that they had captured comments from the meeting and met with the DEI Committee to gather insights. As a result, Bergkamp plans to propose updated mission and vision statements that reflect this new terminology. She indicated that a complete overhaul of the mission and vision might be better suited for an annual planning session, but she will present the proposed updates in November.

REPORTS

- **October 2, 2024, ITA Report** – Ty Flint attended the meeting, but was not available to share the report. ITA meeting highlights were provided in the meeting packet.
- **October 16, 2024, ITA Report** – Clair Bourgeois attended the meeting and reported the following meeting highlights:
 - **Introducing new customer service representatives** and celebrating **Customer Service Appreciation Week** that is a week-long acknowledgement October 21st-25th.
 - **Scheduling a Public Hearing** for the January 2025 Service Change.
- **General Manager's Report** – Bergkamp provided the General Manager's report including:

Meeting with DEI Committee

Last week, Intercity Transit's Authority Board Chair Clark Gilman, Administrative Services Director Heather Stafford and Bergkamp met with the Diversity Equity and Inclusion Committee to collaborate on possible language to include while updating Intercity Transit's mission and vision statements to better reflect our values of diversity, equity, and inclusion. While the Board approves these renewed mission and vision statements annually with the updated Strategic Plan, this work with staff demonstrates the agency's dedication to ensuring everyone feels a sense of belonging at Intercity Transit so we can better serve our community with these same principles. Bergkamp plans to bring the draft updated Strategic Plan before the Board and CAC in November.

The Big Maintenance Move

The Maintenance Department had a chili cookoff & potluck last month to commemorate their transition to the temporary structure for Maintenance Operations while their facility is being rehabilitated. They will move in at the first of the year.

Transit 101 at Tumwater Planning Commission

Deputy Director of Planning, Rob LaFontaine provided Transit 101 training to the Tumwater Planning Commission last week. This presentation shares the major ingredients that go into transit planning in cities like Tumwater, as well as an update on current service levels, our progress on promises from Proposition 1, our Long-range Plan, and future system enhancements.

Visit from Congresswoman Strickland Last Week

Intercity Transit hosted a visit from Congresswoman Marilyn Strickland last week. The agency is a recipient of \$1.8 M in community project funding shepherded by Congresswoman Strickland for zero fare bus stop enhancements, which includes expanded concrete pads that accommodate front and rear door boarding and amenities like shelters and solar lighting for our Pacific NW weather. Intercity Transit started Congresswoman Strickland's visit with a staff overview of the work planned at the stops, similar to the comprehensive update the Board received at their meeting in August. Afterwards staff took Congresswoman on a tour to visit two nearby stops on the 94 at Washington Middle School scheduled for enhancement. Special thanks to ITA Member and Lacey City Councilmember Carolyn Cox for joining us for this visit and Operator Lois Thomas for being the driver and tour guide going to the bus stops. Drew Goffeney, Jessica Gould, Peter Stackpole, and Tammy Ferris were also on hand to provide details of the project.

- **Staff Liaison Updates**– Amanda Collins provided updates to committee:

Introduction of Intern Nicole Jones

"Nikki" has served as a Coach Operator at Intercity Transit for just under 7 years, most recently on the Extraboard. Earlier this year during a transitional work assignment, she also had the opportunity to assist Human Resources, our Customer Service team, and the Executive department with a variety of tasks related to customer care, records management, public disclosure, and other special projects. She will be working with the Executive Department for two years assisting with public records requests and records management, in addition to providing administrative support for the department.

End-of-Year Celebration Date

As the year wraps up, the Committee will need to select their end-of-year celebration date of either their November or December meetings. At this celebration, staff will recognize outgoing CAC members for their service and thank all members of the committee for their contributions to public transit. An informal survey will be sent out to all CAC members to collect feedback on the preferred date.

NEXT MEETING: November 18, 2024, at the Olympia Transit Center

- **ADJOURNMENT at 7:00 pm.**

Prepared by Amanda Collins

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