

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, December 4, 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 108 154 538#

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 HEARING | 10 min. |
| A. Draft 2025-2030 Draft Strategic Plan (<i>Emily Bergkamp</i>) | |
| 3. PUBLIC COMMENT | 3 min. |
| 4. NEW BUSINESS | |
| A. Security Services Contract Extension (<i>Brenden Houx</i>) | 5 min. |
| B. September 2025 Network Restructure (<i>Rob LaFontaine</i>) | 30 min. |
| C. Community Advisory Committee Recommendations/Appointments
(<i>Emily Bergkamp</i>) | 5 min. |
| D. ITA Community Representative Recommendation/Appointment
(<i>Clark Gilman</i>) | 5 min. |
| 5. COMMITTEE REPORTS | |
| A. Community Advisory Committee (Nov. 18) (<i>David Payton</i>) | 5 min. |
| 6. GENERAL MANAGER'S REPORT | 5 min. |
| 7. AUTHORITY ISSUES | 5 min. |

ADJOURNMENT

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-A
MEETING DATE: December 4, 2024

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360.705.5889

SUBJECT: 2025-2030 Draft Strategic Plan Public Hearing

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- 1) **The Issue:** To conduct a public hearing on the 2025-2030 Draft Strategic Plan.
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- 2) **Recommended Action:** Receive comment on the Draft 2025-2030 Draft Strategic Plan.
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- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects in the following year's budget.
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- 4) **Background:** The Draft 2025-2030 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2025-2030 strategic plan addresses our state of growth in accordance with the long-range plan.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget.
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- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all agency goals.
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- 8) **References:** [Draft 2025-2030 Strategic Plan](#)

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

FOR: Intercity Transit Authority

FROM: Brenden Houx, Sr. Procurement & Project Management
Coordinator, 360-819-0606

SUBJECT: Transit Center Security Services Contract Renewal

1) **The Issue:** Renew the transit center security services contract with PalAmerican Security, Inc. (PalAmerican) for another additional year.

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with PalAmerican to renew the contract for transit center security services for a period of one year in the amount of \$1,046,183.

3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** In June 2022, PalAmerican was awarded Intercity Transit's contract for unarmed security services at Intercity Transit's facilities. The initial contract term was for a period of eighteen (18) months, with four one-year renewal options. The next term was a 12-month extension for security services in 2024. This item represents the second one-year renewal for services in 2025.

Under this renewal effective January 1, 2025, PalAmerican will continue to provide daily unarmed security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, Pattison campus which also includes the leased Bobcat parking lot, and patrols of the Martin Way Park and Ride. Under this renewal, PalAmerican will provide approximately 3200 hours of security services each month.

In accordance with the contract terms, the proposed renewal reflects a 3.8% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on PalAmerican's record of performance and adaptability throughout the first two terms of the contract, staff remains confident that the firm will continue to provide necessary services at our facilities with a professional and valuable presence and recommends that the contract is renewed.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with PalAmerican to renew the contract for transit center security services for a period of one year in the amount of \$1,046,183.
- B. Defer Action. This alternative may result in a lapse of security services and coverage at Intercity Transit facilities.

6) **Budget Notes:** This contract renewal falls with the 2025 budget allocation for security services.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal No. 3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: December 4, 2024

FOR: Intercity Transit Authority

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

SUBJECT: September 2025 - Network Restructure

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- 1) **The Issue:** Provide the Authority with an overview and discussion of the anticipated restructuring of fixed routes in September 2025.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** As a means to improve outreach, transparency, and public involvement, a staff presentation containing the key concepts and considerations for restructuring fixed route service will be shared with the Authority Board.
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- 4) **Background:** Staff identified September 2025 to implement significant changes to the existing fixed-route network. The primary purpose is to establish an enhanced route on the Martin Way/Harrison Ave/State Ave corridor consistent with the Long-Range Plan element of Bus Rapid Transit (BRT). With the frequent corridor route serving as an anchor, it becomes necessary to consider other route changes to reduce duplication of coverage. A restructure of routes also provides opportunities to adjust service in hopes of addressing evolving mobility needs and improving the community's access and use of transit.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** A restructuring of service is reflected in the Draft 2025 Annual Budget in terms of total operating employees, vehicles, and related facilities.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*
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- 8) **References:**
[2018 Long Range Plan \(Proposition 1\)](#)
[2024-2029 Transit Development Plan - Section 7 - Planned Operating Changes](#)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: December 4, 2024

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: Community Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc selection committee for Community Advisory Committee appointments.

2) **Recommended Action:**

- A. Re-appoint the following individuals to serve second consecutive three-year terms beginning January 1, 2025: *Eliane Wilson* and *Rachel Weber*.
 - B. Appoint the following individuals to three-year terms beginning January 1, 2025: *Brandon Mixon, Dara Dotson, Hallie Sutter, Margaret Janis, Michael Gray, Shawn Sandquist, and Suzanne Simons*.
 - C. Re-appoint the following individual to a consecutive one-year term youth position beginning January 1, 2025: *John-Paul Fox-Seidel*.
 - D. Appoint the following individual to a one-year term alternate youth position beginning January 1, 2024: *Julian Preston*
 - E. Select the following individuals to be on the list of approved alternate candidates for 2025: *Kristi Duke, Jim Hanley, Will Stuiivenga, and Wayland "Mike" Hubbard*.
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3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 8, 2024. The committee consisted of *Carolyn Cox, Carolina Mejia, Debbie Sullivan, Justin Belk, Eliane Wilson, Rachel Weber, and Rachel Wilson*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

5) **Alternatives:**

- A. Re-appoint the following individuals to serve second consecutive three-year terms beginning January 1, 2025: *Eliane Wilson* and *Rachel Weber*; appoint the following individuals to three-year terms beginning January 1, 2025: *Brandon Mixon, Dara Dotson, Hallie Sutter, Margaret Janis, Michael Gray, Shawn Sandquist, and Suzanne Simons*; reappoint *John-Paul Fox-Seidel*; appoint *Julian Preston* to one-year youth positions beginning January 1, 2025; and select the following

individuals to be on a list of approved alternate candidates: *Kristi Duke, Jim Hanley, Will Stuiwenga, and Wayland "Mike" Hubbart.*

- A. Defer appointments.
- B. Recommend staff conduct another recruitment.

6) **Budget Notes:** Funding for CAC Stipends is allocated for 20 CAC members in the 2025 operating budget.

7) **Goal References:** Appointment of new members to the CAC meets all Authority goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: December 4, 2024

FOR: Intercity Transit Authority

FROM: Clark Gilman, ITA Chair

SUBJECT: ITA Community Representative Appointment

1) **The Issue:** Whether or not to appoint a Community Representative to the Intercity Transit Authority for a term to begin January 1, 2025, through December 31, 2027.

2) **Recommended Action:** Appoint Wendy Goodwin to the Intercity Transit Authority as a Community Representative, for a term to begin January 1, 2025, through December 31, 2027. This appointment fills the position of outgoing Community Representative Don Melnick.

3) **Policy Analysis:** The Authority, per their bylaws, Article IV, Section 4.3 Selection - Community Representatives, "The three voting community representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years..." "and an appointment for a three-year term shall be made annually to fill an expiring term."

4) **Background:** Community Representative Don Melnick's term expires December 31, 2024. He will have served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Five applications were received by the deadline of October 4, 2024, and the Authority conducted interviews at a special meeting held on Friday, November 22, 2024.

5) **Alternatives:**

- A. Appoint Wendy Goodwin to the Intercity Transit Authority to a term beginning January 1, 2025, ending December 31, 2027.
 - B. Direct staff to conduct another recruitment.
 - C. Delay appointment. The Authority would function with one less member until such time as an appointment is made.
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6) **Budget Notes:** N/A.

7) **Goal References:** The appointment of community representative to the Intercity Transit Authority supports all Authority goals.

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