

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, February 5, 2025**  
**5:30 P.M.**  
**Board Room - 510 Pattison Street SE, Olympia**

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 773 021 949#

**To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email [pmessmer@intercitytransit.com](mailto: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**

**WELCOME NEW ITA BOARD MEMBER**

A. City of Olympia Councilmember, Robert Vanderpool (*Chair Gilman/Vice Chair Mejia*)

**STAFF INTRODUCTIONS** 20 min.

B. Justin Beaber, Vehicle Cleaner (*David Chaffee*)  
C. Greg Kessel, Service Worker (*David Chaffee*)  
D. Sarah Fyers WNR Program Rep (*Kerri Wilson*)  
E. Hana Rothner, WNR Program Rep (*Kerri Wilson*)

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

**2. PUBLIC COMMENT** 30 min.

**3. NEW BUSINESS**

A. September '25 Service Change Equity Analysis/Set a Public Hearing 20 min.  
(*Rob LaFontaine*)  
B. Annual Authority Reorg - ITA Elections & Committee Assignments (*Gilman*) 15 min.

**4. RECOGNITION (New ITA Chair)** 15 min.

A. Proclamation and Recognition:  
o Councilmember Clark Gilman

**5. COMMITTEE REPORTS**

A. Transportation Policy Board (Jan. 8) (*Justin Belk*) 5 min.  
B. Community Advisory Committee (Jan. 27) (*Shawn Sandquist*) 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. 3-A**  
**MEETING DATE: February 5, 2025**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** September 2025 Service Change Equity Analysis  
Set Public Hearing

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- 1)** **The Issue:** Establish a public hearing and corresponding comment period for a systemwide network restructure of bus service anticipated to take effect in September 2025.
- 2)** **Recommended Action:** Authorize a public hearing on the 'September 2025 Major Service Change Summary and Draft Equity Analysis' for Wednesday, March 19, 2025, at 5:30 PM.
- 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. 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.
- 4)** **Background:** In 2018 Intercity Transit adopted a Long-Range Plan intending to incrementally expand and transform local bus service. The Plan called for several elements including bus service later in the evening, enhanced bus stops, service to new areas of the community, and higher frequency on heavily traveled corridors, namely along Martin Way/Harrison Ave/State Ave. in the form of a *Bus Rapid Transit* inspired route. The proposed redesigned fixed route network aims to advance these elements published within Intercity Transit's 2018 Long-Range Plan.

In addition to the adopted Long-Range Plan, the proposed design of each new bus route has been influenced by several years of community feedback, comments, requests for service, and changes in mobility patterns, as well as insight from Intercity Transit Coach Operators and Facilities staff. The proposed restructuring of bus service seeks to fulfill expansion commitments associated with the successful passage of sales tax Proposition 1 in November 2018, combined with community input and guidance collected since November 2018.

Anchored with a new high-capacity corridor route, the objectives of the redesigned fixed route network include preservation of service at over 99% of existing bus stops, as well as route adjustments intended to improve the directness of service along major roadways, and convenient connections to the high-capacity corridor service.

By Intercity Transit policy, and in accordance with Federal Title VI requirements, 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 service. All major service changes require an elevated public process to measure, analyze, and publish the demographic impact of the changes prior to implementation. The methodology, findings, and conclusion of the demographic data (aka Equity Analysis) represent the formal adoption requirement of the Intercity Transit Authority Board. Following a robust public outreach process and public hearing, staff anticipates seeking final adoption of the September 2025 Service Summary & Equity Analysis in April 2025.

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5) **Alternatives:** Decline staff's request to schedule a public hearing or defer the tentative public hearing date and time to a different period.

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6) **Budget Notes:** A decision to schedule and hold a public hearing on March 19, 2025, does not result in a significant impact to budgeted expenses for FY2025. If the proposed changes in service are implemented in September 2025, they are estimated to increase annual fixed route service hours by 40,000, or 14%. This increase to operating expenses is reflected in the adopted 2025 Annual Budget.

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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 #5:** Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan. **Goal #6:** "Encourage use of our services, reduce barriers 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."

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8) **References:** [2018 Long-Range Plan \(Proposition 1\)](#) and [2024-2027 Title VI-Program](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-B**  
**MEETING DATE: February 5, 2025**

**FOR:** **Intercity Transit Authority**

**FROM:** **Clark Gilman, ITA Chair**

**SUBJECT:** **Annual Authority Reorganizing Activities**

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- 1. The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

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- 2. Recommended Action:**
  - A. Election of the Intercity Transit Chair
  - B. Election of the Intercity Transit Vice Chair
  - C. Identify Committee Assignments:
    - Thurston Regional Planning Council
    - Transportation Policy Board
    - Intercity Transit's Pension Committee

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- 3. Policy:** The Intercity Transit Authority bylaws, Article VI. Officers – Chair and Vice Chair, Section 6.2 Term, states, “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.”

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- 4. Background:** Officers serve a one-year term. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year. Clark Gilman held the position of Chair for three years, and County Commissioner Carolina Mejia held the position of Vice Chair for one year. Effective February 2025, Councilmember Gilman will represent the City of Olympia as Alternate on the ITA and Councilmember Vanderpool will be the primary representative on the ITA.

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**Assigning new committee assignments.** The Chair selects members to represent Intercity Transit on several committees. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

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- 5. Alternatives:**
  - A. Elect officers and identify committee assignments.

B. Defer elections and assignments. The current Chair or Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as presiding officer. The most senior member is Community Representative Sue Pierce.

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

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7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enables the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

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8. **References:** 2024 Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws – referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**5.12 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.13 Compensation.** Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

**5.14 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Members attending remotely or in person needing reasonable accommodation to participate shall provide staff with 3 days' notice, unless otherwise approved by the Authority.

In the event that the Authority meets with some members attending remotely by telephone, teleconference or other remote means, the public shall be provided an opportunity to attend by telephonic, teleconference or other electronic means, in addition to any other opportunity to attend required by law. If the Authority holds a public hearing where some members attend remotely, the public shall also be provided an opportunity to be heard by remote means (telephone, teleconference, or other electronic means), in addition to any other opportunity to be heard as may be required by law.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Member will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc. (Res. 01-2015; Res. 03-2020; Res. 3-2023).

## VI. OFFICERS - CHAIR AND VICE CHAIR

**6.1 Election.** The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

**6.2 Term.** The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

**6.3 Duties.** In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

## **VIII. APPOINTED POSITIONS**

**8.1 General Manager.** The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity

**INTERCITY TRANSIT AUTHORITY  
COMMITTEE ASSIGNMENTS  
As of February 2024**

**Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:**

***Thurston Regional Planning Council:*** General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

*Debbie Sullivan*  
(Alternate: Caroline Cox)

***Transportation Policy Board:*** General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:30 AM on the second Wednesday of the month.

*Justin Belk*  
(Alternate: Carolina Mejia)

***Pension Committee:*** The Intercity Transit Pension Committee consists of a Plan Committee (Chief Financial Officer and/or Administrative Director, one Authority member, a representative from the ATU and IAM, and four at-large employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets semi-annually.

*Sue Pierce*  
(Alternate: N/A)

***Ad Hoc Committees:*** The Authority Chair may form ad hoc committees to address specific issues.

***Committee of the Whole:*** The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.