

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 15, 2025

CALL TO ORDER

Chair Gilman called the January 15, 2025, meeting of the Intercity Transit Authority to order at 5:32 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 Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Kelly Von Holtz; City of Yelm Councilmember Brian Hess; Community Representative Sue Pierce; Community Representative Wendy Goodwin.

Members Excused: Community Representative Justin Belk; Labor Representative, Mark Neuville.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kenney; Amanda Collins; Peter Stackpole; Brian Nagel; Jana Brown; Dena Withrow; Heather Stafford; Jason Aguero; Ramon Beltran; Jessica Gould; Jeff Peterson; Michael Maverick; Nick Demerice; Nicky Upson; Tammy Ferris; Brenden Houx; Lynn Cunningham; Daniel Ocampo; Jerald Bledsoe; Rob LaFontaine; Thera Black; Alana Neal; Jane Denicola; Paul Kierzek.

Others Present: Jeff Myers, Legal Counsel; Eliane Wilson, Community Advisory Committee.

WELCOME NEW BOARD MEMBERS (*Chair Gilman / Vice Chair Mejia*)

- A. City of Tumwater Councilmember Kelly Von Holtz
- B. Community Representative Wendy Goodwin

STAFF INTRODUCTIONS

- A. Jane Denicola, Customer Service Manager (*Dena Withrow*)
- B. John Garner, DAL Dispatch Specialist (*Kevin Karkoski*)
- C. Jerald Bledsoe, Cybersecurity Analyst (*Daniel Ocampo*)

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Members of Amalgamated Transit Union Local 1765 and the general public gave public comment regarding wages and benefits being considered in Intercity Transit's current contract negotiations with ATU Local 1765. ATU is the labor union representing Operators, Customer Service Representatives and Dial-A-Lift Dispatch Specialists.

APPROVAL CONSENT AGENDA

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

A. Minutes – December 4, 2024, Regular Meeting, and December 18, 2024, Regular Meeting

B. Payroll December: \$3,500,232.54

- Warrant Numbers: 41362-41377; 41513-41514 in the amount of \$32,081.72
- ACH Payment Amount: \$3,468,150.82

C. Accounts Payable December: \$2,911,986.84

- Disbursed Warrants: 41378-41512 & 41515-41604 in the amount of \$2,900,474.35
- Voided Warrant: 0
- ACH Payments: \$11,512.49

NEW BUSINESS

A. Consultant Services for ERP/ETMS Procurement. Jeff Peterson, Senior Procurement & Project Management Coordinator presented an amendment with Intueor Consulting, Inc. to utilize an independent expert to assist in the procurement of a Transit Operations System that supports an Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) solution.

Intercity Transit implemented FleetNet software in 1993 (acquired by Avail Technologies about four years ago) which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety, and maintenance and facilities inventory.

Since June of 2023, Intueor has been assisting Intercity Transit with its acquisition of a new Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) solution to replace FleetNet. As part of this project, they have conducted a broad, unbiased analysis of our workflow and the software that supports everyday operations and provided procurement assistance.

Under the proposed amendment, Intueor will provide guidance and consulting to assist Intercity Transit in the replacement of our Transit Operations System that currently resides in FleetNet (Operator Timekeeping) that will no longer be supported starting in March of 2025.

This scope is within the original agreement to provide overall technical assistance for the replacement of our ERP solution and will provide an opportunity for Intercity Transit to integrate modern software tools that will carry Operator scheduling from Planning through Operations and into Payroll ensuring employees are paid accurately and appropriately.

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The Intercity Transit project team has appreciated the work Intueor has provided thus far and believes the firm can provide technical guidance to allow us to procure an appropriate Transit Operations System, and therefore the project team recommends proceeding with Intueor.

It was M/S/A by Mejia and Cox to authorize the General Manager to execute an amendment with Intueor Consulting Inc. (Intueor) to provide the guidance, recommendations, technical expertise and supporting documentation needed to procure a viable Transit Operations System in a not to exceed amount of \$71,500, inclusive of a 10% contingency, bringing the total amount authorized not to exceed \$626,227.50.

B. **September 2025 – Network Restructure.** Deputy Director of Planning, Rob LaFontaine, provided the Authority with a route-level review and discussion of the anticipated restructuring of fixed-routes in September 2025. 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 restructuring 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.

At the December 4, 2024, ITA meeting, LaFontaine focused on why we want to change service and the various influences that go into such a big change. The current presentation provided route-level detail and recapped a portion of that, but the lion's share of his presentation went route-by-route describing how the proposed routes are different from existing service.

Timeline for implementation:



The presentation concluded with LaFontaine and Nick Demerice from Marketing talking about the process for public outreach and participation.

Open Houses

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- First Look on January 27 at OTC
CAC meeting to follow
- In-person and virtual sessions

Website & Social media

- Examples from other agencies

Schools & Families

- Newsletters

State Employees - DES

Associations

Accessible formats

Launch Public Outreach

1. Finalize Content
 - Draft Schedules
 - Draft Summary & Equity Analysis
2. First Look Open House
3. Set a Public Hearing (March 19)

COMMITTEE REPORTS

A. Thurston Regional Planning Council (Jan. 10). Cox said Marc Daily provided an overview of TRPC's 2025 Consolidated Operating Budget and Pay and Classification Plan and the Council approved the budget and Plan as presented in the amount of \$6.5M. The full presentation can be found here: [PowerPoint Presentation](#)

Staff provided an overview of the current conditions report for the Emergency Detour Routes project. Staff discussed with members the report's main conclusions and recommendations as well as next steps for the project including modeling various scenarios inspired by the Amtrak train derailment in 2017. The full report can be found here: [A8 Detour-Routes-Council-Presentation](#)

Cox said staff provided an overview of information from the 2024 edition of The Profile. The winner of the Profile Update this year was the newly appointed County Commissioner, Rachel Grant. The profile is a database of all kinds of information related to Thurston County. To view The Profile online visit: [The Profile | Thurston Regional Planning Council, WA](#)

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Lastly, Daily talked about the Martin Way Corridor Open house that ended on January 10 and the very top priority is pedestrian crosswalks,

GENERAL MANAGER'S REPORT

To prepare for the renovation of our ageing Maintenance Facility, Maintenance and Inventory staff made the move to a temporary shop which will be their home for the duration of the renovation. This was a huge lift by everyone involved and was completed from January 3-6, with the temporary shop now fully operational, minus some details still being dialed in. In a recent email to staff, Fleet & Facilities Maintenance Director Jonathon Yee thanked the following folks who played major roles in the move:

- Entire Inventory Team
 - Brian Sutherby, Lead Inventory Specialist as lead planner
- Entire Maintenance Team
 - Mike Reinhardt, Vehicle Maintenance Technician coordinating details of off-sight storage, helping make decisions about what should stay vs. what could be stored.
- Unpacking and setting up new equipment
 - Bob Coffman, Vehicle Maintenance Technician
 - Steve Owsley, Vehicle Maintenance Technician
 - Eric Trefsgar, Vehicle Maintenance Technician
- The entire Facilities and IS Teams for their assistance getting the shop ready to go.

The January 5, 2025, service change added 15,000 annual hours, a 5 percent increase, to our current volume of service, including:

New stops for The One route were added at Harrison Avenue at Perry St. in the westbound direction, and at Harrison Avenue at Plymouth in the eastbound direction.

Bergkamp rode the new Route 14 for the first time this week. It offers weekday service between the Olympia Farmer's Market, State Capitol Campus, and Olympia Transit Center. Similar to pre-COVID Dash service, Route 14 improves access to the Washington State Capitol from downtown office buildings, businesses, other transit routes, and nearby parking.

Increased frequency from every 45 minutes to every 30 minutes; added weekend service at 30-minute frequency on Route 42.

Minor schedule adjustments at the Bowman at Rogers stop for buses heading toward the Olympia Transit Center on Route 45.

Increased frequency from every 60 minutes to every 30 minutes every day on Route 47.

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Staff recently met with Dale Learn from Gordon Thomas Honeywell, who we contract with for Federal Advocacy. Learn provided a general federal update and started planning for the APTA Legislative Conference which will take place May 18-20, 2025, in Washington, D.C. Normally, two ITA members attend along with a small number of staff for in-person visits with our federal legislators. ITA members interested in attending should contact Clerk of the Board, Pat Messmer.

This week, our state advocates David Foster and Joanna Grist facilitated meetings with 22nd Legislative District Representative Jessica Bateman. We discussed Intercity Transit's projects prioritized by WSDOT for funding consideration in the 2025-2027 biennium including:

- Battery Electric Coach Replacement Project
- Corridor Express Introducing New Limited-Stop Service from West Olympia to East Lacey
- Lacey Express Introducing I-5 Service from Lacey Transit Center to Sounder Station via Hawks Prairie and JBLM,
- Crosby Loop at SPSCC Improvements

We also discussed possible funding of Intercity Transit's new Route 14, which is taking the place of previous DASH service, by serving the Capitol Campus region and downtown Olympia with service to the Farmer's Market. IT is respectfully requesting 50% of estimated operating costs over the coming biennium (\$1,225,000).

Friday, January 10, the Amalgamated Transit Union (ATU) Local 587 hosted a procession and memorial service at Lumen Field Event Center paying tribute to Shawn Yim. Shawn, who had been a Coach Operator at King County Metro for nearly a decade, was killed in the line of duty on December 18, 2024. Several news articles published in the wake of his death shared that Shawn, who called the Pacific Northwest home, was a 1984 graduate of Foster High School in Tukwila, WA. Shawn is remembered by his community and friends for his smile, laughter, and genuine kindness. Most importantly, family members recall Shawn as a caring person who loved and protected his family.

ATU Local 1765, the union representing Intercity Transit's Coach & Van Operators, Customer Service Representatives, and DAL Dispatch Specialists, partnered with agency leadership to ensure that over 30 employees and 3 buses driven by Operators Justice Hensiek-Aman, Lori Chambers, and Jameson Miller, could participate in the procession and service, to honor Shawn with the dignity and respect he deserves.

Special thanks to ATU Local 1765 President and Intercity Transit Authority Board Labor Representative Mark Neuville, Operations Director Dena Withrow, Operations Scheduling Coordinators Lyle Gilbertson, Jason Wolfe, Randy Laffey, and Intern Sean Mateski, Fleet & Facilities Maintenance Director Jonathon Yee, Fleet Manager David

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Chaffee, Service Disruption Supervisor David Dudek and Planning Scheduler Paul Kierzek, and countless other ATU members and staff behind the scenes, for ensuring all pertinent details were thoughtfully taken care of. Their collaboration allowed Intercity Transit to join the transit community in solidarity to mourn the loss of a beloved Operator.

The Walk N Roll team held a volunteer celebration on Saturday at the Walk N Roll Bike Shop with great attendance. Bergkamp had a chance to be there and share the entire agency's thanks for the program's amazing volunteers and its staff. Whether as a bike shop volunteer, bicycle education class assistant, or at special events, program volunteers are part of what makes our community such an amazing place, one that values active transportation, making a difference in people's lives and the health of our community. The celebration honored the great work volunteers supported in 2024 and also highlighted plans for 2025. Volunteers had the opportunity to meet each other and Walk N Roll staff, including one of our new WNR Program Representatives, Hana.

AUTHORITY ISSUES

Cox said the City of Lacey is contemplating going out again for a Metropolitan Park District. There's a huge laundry list of park infrastructure and development, as well as things that need repair. The City is hoping to do this on the August primary ballot, but a final decision has not been made and this is a property tax as opposed to a sales tax and it's a harder sell to the voters, and they're looking at a \$0.45 per \$1,000 assessed value. Parks are one of Lacey's greatest assets – it needs walking trails, and restrooms and those kinds of amenities.

Gilman said after nine years of "horse trading" committee assignments in Olympia, he's fairly certain this will be his last meeting representing the city on the ITA. After the City of Olympia conducts their yearly retreat, there will be a new representative on the ITA. Gilman said being on the ITA has been the highlight of his service on the Olympia city council, to be part of all of the things that IT has done together.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 8:15 p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox

Carolyn Cox, Chair

ATTEST

Patricia Messmer

Pat Messmer
Clerk to the Authority

Date Approved: February 19, 2025

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