

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 3, 2020
5:30 P.M.

Due to the COVID-19 public health emergency, Intercity Transit is currently closed to the public. To adhere to the [Governor's Proclamation 20-28.4](#), the public may attend the **June 3, 2020**, Authority meeting listening by telephone or via Facebook.

You can dial in using your phone.

United States: +1 (408) 650-3123 / Access Code: 509-299-197

Join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

1) APPROVAL OF AGENDA 1 min.

2) PUBLIC COMMENT 5 min.
General Public comment may be submitted by email to pmessmer@intercitytransit.com.

Public comments must be submitted by 12:00 p.m. on June 3, 2020.

Emailed comments and public hearing testimony will be provided to the Authority electronically prior to the meeting.

3) PUBLIC HEARINGS 15 min.
A. 2021-2024 TIP (*Jessica Gould*)
B. Proposed September 20 Service Change (*Rob LaFontaine*)

Public Hearing on the 2021-2024 TIP and the September 2020 Service Change - You may provide testimony on the public hearings by Email or Phone.

Submit testimony **by email** to pmessmer@intercitytransit.com. **Emailed testimony must be submitted by 12:00 p.m. on June 3, 2020.**

By Phone: Please register with the Clerk of the Board if you wish to testify by phone. **Email your request to pmessmer@intercitytransit.com by 12:00 p.m. on June 3, 2020. Please dial-in at least 15 minutes prior to the start of the meeting which begins at 5:30 p.m.**

For questions, please contact the Clerk of the Board at 360-705-5860.

4) APPROVAL OF CONSENT AGENDA ITEMS 1 min.
A. Approval of Minutes: May 6, 2020, and May 20, 2020

B. Payroll - May 2020: \$3,872,664.01

C. Accounts Payable May: Warrant numbers 30172-30205, 30206, 30207-30243, 30244-30294, 30297-30336, and 30337-30359 in the amount of **\$1,371,278.66**; Automated Clearing House Transfers in the amount of **\$6,115.82** for a monthly total of **\$1,377,394.48**.

- 5) **NEW BUSINESS**
 - A. **DES Project Management Service Agreement** (*Steve Krueger*) **10 min.**
 - B. **Construction Funding Pattison Base Expansion / Rehab Project** (*Steve Krueger*) **10 min.**
- 6) **COMMITTEE REPORTS - None** **0 min.**
- 7) **GENERAL MANAGER'S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

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: June 3, 2020

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Administrator, 360.705.5808
SUBJECT: 2021-2024 Transportation Improvement Program Public Hearing

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- 1) **The Issue:** Take public testimony on the draft 2021-2024 Transportation Improvement Program (TIP) for anticipated federally funded projects identified for programming into the local, regional and state planning documents prior to proposed ITA adoption on June 17, 2020.
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- 2) **Recommended Action:** Consider public testimony.
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- 3) **Policy Analysis:** Federal grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.
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- 4) **Background:** On May 6, 2020, the ITA scheduled a public hearing on the draft 2021-2024 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's *2019- 2024 Transit Development Plan*, adopted *Short and Long Range Plan*, and the *2020-2024 Strategic Plan*. These documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Tonight's scheduled public hearing provides an opportunity to receive public input regarding the programming of federally funded projects. Projects in the TIP are included if they are anticipated to receive Federal Funding during the Plan years.

Program elements in the draft 2021- 2024 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2021- 2024;
- Construction of Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.
- Acquisition of heavy duty coaches to replace ones that have been in service at or beyond their expected useful life.
- Purchase of replacement and expansion Dial-A-Lift vans to meet the needs of our region's eligible clients;
- Purchasing of replacement vanpool vans;

- Continuing Youth Education Program(s) that foster skills and provides education on using transit and bicycling as a transportation choices;
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long Range Plan;
- Planning, design and capital improvements to provide High Capacity or “BRT Light” corridor service consistent with the adopted Long Range Plan;
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle-Tacoma-Everett metropolitan area.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 17, 2020. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must be included in the STIP prior to actual funding being available.

The 2021- 2024 TIP projects total more than \$65 million with more than \$52 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for 2021 through 2024 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options within financial limitations.”

8) **References:** Exhibit 1 - Draft 2021 - 2024 TIP.
Exhibit 2 - Published TIP News Release.

2021- 2024 INTERCITY TRANSIT
Transportation Improvement Program-- draft 4/28/2020

IT #	Project	2021	2022	2023	2024	TOTAL 2021-2024	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance (PSRC Earned Share)	\$320,000	\$320,000	\$320,000	\$320,000	\$1,280,000	\$1,024,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$256,000.00	\$1,280,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement (PSRC Earned Share)	\$1,474,000	\$1,474,000	\$1,125,000	\$1,125,000	\$5,198,000	\$4,158,400	PSRC Earned Share Sec. 5307 and Sec. 5339	\$1,039,600.00	\$5,198,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TA & CMAQ)	\$0	\$200,000	\$200,000	\$200,000	\$600,000	\$519,000	Local and Federal/Regional	\$81,000.00	\$600,000.00	TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TA)	\$129,000	\$129,000	\$148,350	\$148,350	\$554,700	\$479,816	FHWA (TA in 2022) transfer to FTA	\$74,884.50	\$554,700.00	TRPC Anticipated Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$675k ea (PSRC earned share and Direct Apportionment)	\$2,193,750	\$2,193,750	\$2,193,750	\$2,193,750	\$8,775,000	\$7,020,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$1,755,000.00	\$8,775,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement & Expansion Dial A Lift Propane ready vehicles - \$156K (TRPC- FHWA Transfers (CMAQ)	\$700,000	876,770	\$1,914,460	\$876,770	\$4,368,000	\$3,494,400	Regional Funds (STP/CMAQ) and State/WSDOT Consolidated Grant	\$873,600.00	\$4,368,000.00	Partially funded (includes State Consolidated grant and Fed CMAQ application)
7	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$21,345,700	\$2,450,000	\$0	\$0	\$23,795,700	\$19,036,560	Federal 5339B Competitive	\$4,759,140.00	\$23,795,700.00	Partially funded. Recent FY20 5339 competitive application submitted.
8	IT1902 Martin Way Park & Ride Direct Access	\$400,000	\$850,000	\$750,000	\$400,000	\$2,400,000	\$1,920,000	State RMG & Federal 5339 & 5307	\$480,000.00	\$2,400,000.00	Unfunded
9	IT1903 High Capacity Corridor Service or BRT "light"	\$350,000	\$350,000	\$1,600,000	\$14,000,000	\$16,300,000	\$13,040,000	State RMG & Federal 5339 & 5307 or competitive	\$3,260,000.00	\$16,300,000.00	Partial funding, RMG project supports implementation plan
10	IT2001 Alternative Fuels Infrastructure: Environmental, Prelim Eng & Design	\$0	\$0	\$400,000	\$1,780,000	\$2,180,000	\$1,744,000	State RMG & Federal 5339 & 5307 or competitive	\$436,000.00	\$2,180,000.00	Unfunded/New
Total Federal Funded Projects		\$26,912,450	\$8,843,520	\$8,651,560	\$21,043,870	\$65,451,400	\$52,436,176		\$13,015,224.50	\$65,451,400.00	Secured and Estimated Federal Funding Sources

Notes
Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration.
Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements are noted.
FY20 CARES Act: This federal funding does not require TIP approval.
*Puget Sound Regional Council



NEWS RELEASE

For Immediate Release:

May 15, 2020

Transit seeks public comment on transportation improvement projects

Olympia, WA - Intercity Transit invites public comment on potential federally funded transit projects proposed in its draft 2021-2024 Transportation Improvement Program (TIP). The comment period will be from May 7 – June 3, 2020. Intercity Transit will follow the public meetings guidance of “Safe Start Washington: A Phased Approach to Recovery.” If allowable, the comment period will culminate with a public hearing on Wednesday, June 3, 2020 at 5:30 p.m. at Intercity Transit’s business office located at 526 Pattison Street SE in Olympia. If an in-person public meeting is not permitted, opportunities to give public comment by telephone or remote means will be made available. Further details concerning how to provide comment at the public hearing will be posted at intercitytransit.com.

The draft TIP details Intercity Transit’s complete program of potentially federally funded projects for 2021-2024. It includes projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

Once the Intercity Transit Authority approves the projects outlined in the TIP, TRPC and PSRC will review them. Regional planning organizations must integrate projects specific to their respective areas into the State Transportation Improvement Program (STIP), which is subject to federal and state transportation agency review.

The draft TIP projects could total more than \$65 million in combined federal and local funds for projects planned in 2021-2024. The draft TIP and a complete list of programmed projects for potential funding are available online at intercitytransit.com/agency/plans-publications-fact-sheets or by contacting Intercity Transit’s grants program administrator at 360-705-5808 or jgould@intercitytransit.com.

The public may comment by emailing jgould@intercitytransit.com or by mailing comments to Intercity Transit, Attn: Grants Program Administrator, P.O. Box 659, Olympia, WA 98507-0659. Written comments must be received by 2 p.m. Wednesday, June 3, 2020, to be considered. Email questions or comments to jgould@intercitytransit.com or call 360-705-5808.

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For More Information:

Jessica Gould, Grants Program Administrator

jgould@intercitytransit.com

360-705-5808

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: June 3, 2020

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 360-705-5832

SUBJECT: Public Hearing - September 2020 Service Change Proposal

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- 1) **The Issue:** Take public testimony on the proposed adjustments to bus service anticipated for September 20, 2020, including the Route 42 at SPSCC.
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- 2) **Recommended Action:** Receive and consider public comments.
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- 3) **Policy Analysis:** Any time there are meaningful changes to service (additions, modifications and reductions) that would impact our riders, our goal is to provide opportunities to review proposed changes and opportunities for the public to respond. Prior to finalizing the recommendation, staff will provide an opportunity to review the proposal with the public.
-
- 4) **Background:** Following our service change process, staff is now finalizing public outreach on the proposed service adjustments. A public hearing, which has been advertised for June 3, 2020, will conclude the formal public comment process. Staff intends to present a service recommendation for ITA approval on June 17, 2020, with implementation of new service effective Sunday, September 20, 2020.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** While the adopted 2020 budget includes planned service changes, including considerations for equipment, human resources, and operational funding required to implement new and expanded public transportation services included in the adopted long range plan, the proposal under consideration for September 2020 has been modified to remain neutral on Intercity Transit resources.
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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 limitations." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."
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- 8) **References:** Service change webpage, www.intercitytransit.com/servicechanges

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
May 6, 2020

CALL TO ORDER

Chair Warner called the May 6, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28.2 Open Public Meetings Act.

Members Present: Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Agüero; Emily Bergkamp; Katie Cunningham; Jessica Gould; Rob LaFontaine; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Community Advisory Committee member, Joan O'Connell.

APPROVAL OF AGENDA

It was M/S by Councilmembers Carmody and Sullivan to approve the agenda.

Commissioner Menser asked if there would be an item added to this agenda or a future agenda allowing the Board to ratify the modification of service models made by the General Manager during the COVID-19 health emergency. He also asked about discussing the plan for restoring fixed-route service.

Freeman-Manzanares responded that after consulting with Legal Counsel she was authorized to take emergency action to insure the safe operation of transit services, as long as it fell within the budget. A plan to return to policy level service has not been fully developed as the availability of staffing, as well as what is known surrounding this public health crisis is constantly evolving. The hope is to pursue a phased return in line with the Governor's plan to restore the economy, and as the non-essential travel ban is eliminated.

Gilman suggested devoting time at the next Authority meeting to take the opportunity to bring forward any decisions the Board needs to make related to the change in service

Intercity Transit Authority Regular Meeting

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and whatever obligations there are under the statute or terms and conditions of the federal support.

Cox agreed the Authority should devote time at the next Authority meeting to the COVID-19 emergency and ratify the steps already taken, and spend time discussing next steps.

Chair Warner confirmed the suggested topics will be placed on the May 20, 2020, meeting agenda.

Motion to approve the agenda carried unanimously.

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on May 6, 2020.

No public comment was received.

APPROVAL OF CONSENT AGENDA ITEMS

Warner noted an amendment to the Consent Agenda. Under 3.A - Approval of Minutes, the date was corrected to read, "March 4, 2020."

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to approve the consent agenda as amended.

- A. Approval of Minutes:** March 4, 2020.
- B. Payroll - March 2020:** \$2,955,327.84.
- C. Payroll - April 2020:** \$2,758,473.73.
- D. Accounts Payable March:** Warrant numbers 29783, 29787-29833, 29834-29887, 29888-29891, 29892-29898, 29899-29933, 29937-29938, 29939-29991, in the amount of **\$9,121,284.05**; Automated Clearing House Transfers in the amount of **\$9,259.62** for a monthly total of **\$9,130,543.67**.
- E. Accounts Payable April:** Warrant numbers 29992-30029, 30030-30074, 30075-30084, 30085-30130, 30131-30171, in the amount of **\$4,095,734.20**; Automated Clearing House Transfers in the amount of **\$7,793.30** for a monthly total of **\$4,103,527.50**.

NEW BUSINESS

- A. Vanpool Vehicle Purchase.** Procurement Coordinator, Katie Cunningham, presented a request to purchase twelve replacement vanpool vehicles.

Intercity Transit received a Vanpool Investment Program (VIP) grant from the Washington State Department of Transportation (WSDOT) to replace vanpool vans

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which have reached their useful life (Note: Intercity Transit applied for 50 replacement vans through WSDOT's VIP program, however only 12 were awarded).

To utilize this award, Intercity Transit seeks to purchase 12 new seven-passenger Toyota Sienna minivans under Washington State Department of Enterprise Services (DES) Contract 05916 to serve as replacement vehicles. DES competitively bid this vehicle contract awarding to the lowest, responsive and responsible bidder for each vehicle class, and Toyota of Yakima was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off this contract. This year's deadline for purchasing off the contract is May 7th for the 2020 model. Based on past purchasing experience using the State contract it is uncertain if another purchasing opportunity will be available prior to the end of the biennium.

Melnick said some time ago he suggested looking into hybrid vans similar to Pierce Transit's purchase, and wanted to know if the vans were too big, or if it was determined that Pierce Transit hasn't had a good experience with the vans. Eric Phillips said staff is still tracking and researching the hybrid vans purchased by Pierce. That was a very particular circumstance in that the vans were to be utilized at the public utility. Not every vanpool group would have that sort of access which is why it is a demonstration project. The vans IT is purchasing are the eligible vehicles on the state contract. The grant submitted a year ago was for this type of replacement vehicles.

Carmody said as a result of the COVID-19 emergency, people are taking note of the cleaner air due to less traffic. She asked what are the chances are of getting the Washington State Legislature to approve hybrid or electric vehicles in the future. Phillips said technology is still moving forward and it's more about getting the charging infrastructure in place. Staff will continue to follow up on hybrid and electric options as IT looks at future purchases.

Freeman-Manzanares added the timing might be good to have our community press the issue of HOV lanes, which are less expensive than building additional lanes, enhance traffic flow and improve air quality by encouraging car and vanpooling.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$377,868 to purchase twelve (12) new seven-passenger Toyota Sienna minivans.

- B. Surplus Coach 940.** Procurement Coordinator, Katie Cunningham, presented a request to declare Coach 940 as surplus. Coach 940, a 2005 thirty-five foot Gillig low floor heavy-duty bus, was recently in an accident. The estimated cost to repair the damage of this vehicle will exceed the fair market value, and the vehicle has,

therefore, been deemed a total loss. The vehicle has met federal useful life requirements with approximately 650,000 miles and 15 years of service. Staff is requesting the Authority declare Coach 940 as surplus. The recommended action is to sell the coach as-is at public auction. The total estimated pre-accident fair market of the vehicle is \$13,558.

It was M/S/A by Councilmembers Gilman and Cox to declare Coach 940 as surplus to our needs.

- C. Schedule 2021-2024 TIP Public Hearing.** Jessica Gould, Grants Program Administrator, presented for approval, consideration of conducting a public hearing for the 2021-2024 Transportation Improvement Program (TIP).

The draft 2021-2024 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2019- 2024 Transit Development Plan*, and the *2020- 2025 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2021-2024 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2021- 2024;
- Construction of Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.
- Acquisition of heavy duty coaches to replace ones that have been in service at or beyond their expected useful life.
- Purchase of replacement and expansion *Dial-A-Lift* vans to meet the needs of our region's eligible clients;
- Purchasing of replacement vanpool vans;
- Continuing Youth Education Program(s) that foster skills and provides education on using transit and bicycling as a transportation choices;
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long Range Plan;

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- Planning, design and capital improvements to provide High Capacity or “BRT Light” corridor service consistent with the adopted Long Rang Plan;
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle-Tacoma-Everett metropolitan area.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **May 6, 2020** – Brief ITA on schedule and request Public Hearing Date.
- **May 4, 2020- June 2, 2020** –Public Participation and outreach
- **June 3, 2020** – Public Hearing on Draft TIP
- **June 17, 2020** – Consideration of 2021-2024 TIP for adoption
- **July 3, 2020** – Submit Approved TIP to MPO and State Update and Enter Projects in STIP (Early July is the typical deadline for local jurisdiction to forward their approved TIP to the MPO for inclusion in the RTIP).

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 17, 2020. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following adoption of the schedule and will be reviewed with the ITA at the June 3 regular meeting.

Melnick said he feels public hearings are not always an effective way to get public participation unless it’s a contentious issue – hardly anyone shows up and gives input. Given now that meetings are conducted remotely, is there a way to provide for people to call in and provide testimony. Gould said staff will accept public comment throughout the entire month, and the public are invited to comment by email, phone or USPS. Gould could also provide for special accommodations.

Menser asked how the public hearing will be conducted on June 3 if the Governor extends the Open Public Meeting exemptions or the Stay Home Stay Healthy orders. And can a public hearing be legally held. Myers said the requirement for what constitutes a public hearing are proper notice and a meaningful opportunity to be heard. The agency could provide an opportunity for individuals to appear at the

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physical location where they could stand before an IT computer connected to the virtual meeting so they could have an opportunity to appear and state their comments while exercising social distancing.

Carmody said not everyone has access to a computer or the ability to call, and the agency needs to insure compliance with the OPMA. She believes the public hearing should be postponed until its known when the public can attend a hearing in person. She suggests offering a public survey to ask the public if they have questions or if there's anything they'd change about the TIP.

Carmody made a motion to amend the TIP public hearing to June 17, 2020.

Cox asked if there are any consequences to delaying the hearing. Phillips said it could delay eligibility for federal funds. He said the requirement for the TIP public hearing is tied to federal requirements to receive funds and it comes through the state charter.

Phillips said staff doesn't procedurally take action immediately following a public hearing due to the formal notice requirement (legal ad) which is a month-long process. The TIP hearing is set in June in order to take action in early July because otherwise we do not meet the state's deadline.

Freeman-Manzanares said the agency has a good track record in terms of public outreach and receiving customer comments. The agency received significant input during the Short and Long Range Planning process. Sometimes the community does not feel as compelled to comment and we cannot force their interest. In respect to the TIP, which typically does not receive much comment, perhaps because it is a potential list of projects that may or may not receive funding but need to be listed in order to be eligible. There are really no surprises on this list in that they are part of our strategic planning process and have already been under review and available for public comment. She stated that she is concerned that the state has not waived the submittal timeframe and not moving forward now might cause us to be out of compliance.

Sullivan recommends keeping the original motion, and wait to see what happens after May 31, and whether the Governor extends his proclamation. If he doesn't, IT would move forward with the hearing as normal, and if he extends the proclamation beyond that, the Board and staff will make the necessary accommodations to conduct a remote hearing.

Carmody withdrew her motion.

It was M/S/A by Councilmembers Sullivan and Gilman to schedule a public hearing for June 3, 2020, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2021-2024 TIP.

Menser reiterated that if a public hearing requires the setup of a station where the public can physically attend, he wants that done. He wants to insure this will be a meticulous adherence to the standards, because he wants to set that standard across the county.

D. September 2020 Service Change / Schedule a Public Hearing. Planning Manager, Rob LaFontaine, presented for consideration the process for the proposed September 2020 service change; and requested a public hearing be scheduled for June 3, 2020 at 5:30 p.m. to receive public comment.

LaFontaine indicated because of the small level of changes associated with this service change it does not require a public hearing. Staff always reaches out to involved parties and takes customer comments.

The proposed September 20, 2020, service change package is revenue neutral. It will address some route adjustments required to accommodate a full size bus and its turning radius. Intercity Transit has been updating the fleet replacing some smaller coaches with larger 40-foot coaches to support future ridership growth supported by Proposition 1 service expansion and the zero fare demonstration project. Some route adjustments have already been accomplished but one additional change proposed is a change on Route 42 and how we provide access to SPSCC's main campus in SW Olympia and NW Tumwater. This change would move the portion of the route internal to the SPSCC campus (Crosby Loop. a.k.a. Community College Drive to Dr. Nels Hanson Way in the campus interior) out to Mottman Road between Crosby Blvd. and RW Johnson Blvd. This is the same pattern Route 42 riders are familiar with during snow detours or other campus closures.

The remaining changes being proposed for September 2020 are to support schedule adherence including adjustments to time-points in the public schedules.

Setting and holding a public hearing is one of several elements of public outreach. Following our service change process, we communicate directly with key stakeholders, as well as use other communication methods (Rider News, social media, website, etc.) to publicize the proposal prior to forwarding a formal service change recommendation to the Intercity Transit Authority on June 17, 2020.

Melnick said if a public hearing isn't necessary or effective, why bother. LaFontaine said a public hearing is another public outreach tool. Melnick said engaging with SPSCC regarding the changes may be more effective than the hearing. LaFontaine said staff is working with the Executive team at SPSCC and the proposal is being

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considered can commented upon. They will also advertise the change to their staff and students.

Gilman asked how the realignment of route 42 along Mottman impacts service to the regional justice center employees in the industrial park and Quixote Village.

LaFontaine said the change would only directly impact people who are seeking bus access within the campus of SPSCC. Other destinations along route 42 would not be affected. As the concept schedule is being put together, there is the potential to bring a slight increase in frequency to route 42. Currently, the bus comes every 30 minutes. Under the new proposal, there could be a frequency approximately every 22 minutes.

Pierce sees four stops being eliminated by the new routing and wants to know how far of a walk it is from where the bus stops; and will that impact anyone getting on regularly with mobility issues or other reasons they are able to take the bus as opposed to having to call DAL. And she's also concerned anytime there are service changes, a fair amount of people show up to provide comment about their concerns, and she suggests postponing the hearing because having two public hearings on the same night could draw a larger crowd and add more confusion.

LaFontaine said there are six stops anticipating a change in service all within the campus or in close proximity to the campus. The primary stop at Crosby Loop is the busiest and route 42 on a typical fall day sees about 100 to 120 boardings at the campus and that's at the main stop. The others along Dr. Nels Hanson Way are considerably less with one to three per day. The distance between the main stop on Crosby Loop and the proposed stop location on Mottman Road is somewhere between 900 and 1000 feet depending on which side of the sidewalk - if you were to be on the very southern end of campus and now seeking route 42 on northern end you wouldn't have to travel across campus, probably in the vicinity of 2000 feet. We are not aware of anyone who has mobility limitations or uses a mobility device that would be impacted by this proposal.

Carmody said it's important that all students are made aware of these changes.

Melnick asked if there was a way to straighten out the curve on the street at the expense of the city.

Freeman-Manzanares said SPSCC's executive group met on Tuesday, and they didn't have significant concerns about this route change, because Intercity Transit is already providing a lot of service to the campus, not just this route. They wanted to insure that well used stops are sheltered. SPSCC has a reputation of providing great communication with their students and staff. She is not sure if the curve of the street could be straighten to accommodate our larger vehicle and is not sure who would step up to accept that financial responsibility. As an agency though, we have

committed to increasing our capacity and enhancing our efficiency and that requires larger vehicles. We will continue to focus on this effort in the years to come.

It was M/S by Citizen Representative Melnick and Councilmember Sullivan to schedule a public hearing for June 3, 2020, at 5:30 p.m. to receive public comment on the proposed September 20, 2020, fixed-route service changes.

Motion carried 7-1. Pierce voted no.

COMMITTEE REPORTS

A. Thurston Regional Planning Council - April 3 - Carolyn Cox

- Veena Tabbutt briefed the Council on the Regional Transportation Plan Future Conditions.
- Katrina Van Every briefed the Council on the results of the public outreach for the Regional Transportation Plan. There was a survey taken by more than 1,400 participants.
- The Council approved releasing the draft plan for public comment, pending incorporation of the TPB input.
- Tabbutt briefed Council on the transportation work program known as the Unified Planning Work Program. Council suggested adding a work program item related to analyzing changes in transportation behavior after the COVID-19 pandemic.

At the May 1 meeting:

- Council received a presentation by Michael Cade, Director of Thurston Economic Development Council on the emerging economic impacts of COVID-19. Cox said it was a rather grim report with losses already topping \$1 billion in Thurston County.
- Holly Gilbert, Senior Planner is retiring at the end of May. The Council recognized Gilbert for 30+ years of service to TRPC.
- Based on a recommendation from the Executive Director Evaluation Subcommittee, Marc Daily, Executive Director, received a positive evaluation for his third year with the Council. Daily was awarded a merit bonus of 3.5 percent.
- The Council approved changes to the TRPC bylaws to allow for remote meetings.

B. Transportation Policy Board - April 8 - Don Melnick

- The Board took action to recommend the Council release the Regional Transportation Plan for public comment. Staff provided an overview of the timeline and outreach efforts.
- The Board reviewed the Draft TRPC Obligation Authority Policy and Procedures. Staff discussed the complicated process of distributing and management of federal funds which includes ensuring projects meet

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- deadlines and that TRPC has clear remedies in those instances when project fall behind so the region and the state does not lose funding.
- There was a briefing on the Federal Call for Projects Update. The submittal deadline was March 27, 2020. The Board will begin review at their May 13 meeting and conclude at the June meeting.
 - Melnick announced to the Board that Intercity Transit fixed-route was being changed and later on TRPC posted this data.

GENERAL MANAGER'S REPORT

February 2020 ridership ended with approximately 112,000 more trips than February 2019. In March 2020, due to the COVID-19 public health crisis, we changed our focus from promoting ridership to limiting ridership to essential trips only.

The COVID-19 public health emergency has been rapidly unfolding and Intercity Transit has been seeking as much information as possible to ensure the safety of our employees and passengers.

Beginning March 11, 2020, all personnel who did not have to be on site to support service on the street were directed to work remotely.

The weeks following, groups like customer service and DAL staff were moved off site. Staff who never thought they could work remotely were making it happen. Because of the contagious nature of this disease, removing everyone possible from our facilities allowed us to eliminate as much risk as possible and preserve service on the street.

The Governor issued the Stay Home, Stay Safe Order, and Intercity Transit, along with nine other transit systems in the state were sharing information with the Governor's Office on ridership so they could ascertain behavior. Intercity Transit advertised essential trips only and our ridership didn't drop significantly enough to abide by the social distancing requirements.

Backup buses were added to see if we could provide better social distancing and the passenger load remained too high to make that happen. We were getting reports that individuals were riding without destinations, and as a result individuals who needed to get to work and essential errands were being left behind. Intercity Transit was stuck between a rock and a hard place, so when it came down to how we could best keep our employees and passengers safe, we started an advanced reservation system to insure people with essential travel needs could get to their destinations and we could ensure social distancing. We have provided over 10,000 rides between April 13 and May 6. The highest daily ridership thus far has been approximately 600. Up until this last week the balance of trips was about 80% work trips and 20% were essential errands. Last week it changed to 70% work trips and 30% essential errands. We have not turned

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down any essential trips made within the 2 to 5 day window. Exceptions have been made on a case-by-case basis for same-day and next-day trips.

Freeman-Manzanares gave a huge thanks to the creative and hard-working staff who stepped up to ensure that those with essential trips were able to make them safely while ensuring our staff stayed safe. Intercity Transit staff are a great example of people who are flexible, out-of-the box thinkers and are totally in-service to our community.

The Senior Management Team met with transit systems and organization from around the world to learn as much as possible about this rapidly changing situation. It's interesting to note that one of the first things systems did was eliminate fares to protect drivers from the virus.

Currently, the agency is developing virus barriers around the drivers' compartments for DAL and Coaches, and Operators are testing with safety protocols. A big shout-out to the creative Maintenance and Operations staff for their work on this. We are experiencing some supply chain issues but are moving forward to make this happen prior to returning to fixed route service.

Intercity Transit enhanced cleaning protocols using electrostatic sprayers and hospital grade cleaners, and tested the supply chain, as have many others, to get what is needed to support a clean and safe environment.

There are currently five Community Vans working within the community (3 with the City of Olympia, 1 with Pipe, and 1 with Sacred Heart). We will make more available to the community if there is need.

Management is looking at a phased approach to re-establishing fixed-route service in accordance with the Governor's plan to the extent possible. The level of service we are able to offer will be dependent upon the number of staff reliably available to support that service.

CARES Act

Intercity Transit submitted an application for approximately \$17.4 million dollars under the Coronavirus Aid, Relief and Economic Security (Cares) Act. The grant funds will be used for operating assistance, paratransit service, preventive maintenance, project administration, security services and security equipment in order to respond to and recover from the COVID-19 public health emergency.

Public transportation systems are facing extraordinary challenges and these funds will go a long way to assist in battling COVID-19. There is no guarantee, however, that this will cover the true impact of this public health crisis. Intercity Transit will continue to work with our advocates and associations to ensure we can provide critical transportation infrastructure.

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I-976

It was announced that the Washington Supreme Court decided to keep the injunction preventing implementation of I-976 in place during the appeal. Additionally, the Court agreed to accept direct review of this case and to set an expedited briefing schedule. The Supreme Court set oral argument for June 30, 2020, at 1:30 pm. It is not yet known if argument will be virtual or in person, but we will keep the Authority posted on those details.

Open Public Meetings Act (OPMA)

On May 4, 2020, the state legislative leadership agreed to an extension of the OPMA Proclamation 20.28.1 through May 31, 2020.

AUTHORITY ISSUES

Carmody said Yelm is getting restless and people are upset the Phase 1 of the Governor's plan to open is taking too long. Yelm City Council is keeping with the Governor's orders and asking the community to be patient.

Gilman said IT was bold and unafraid before starting the Proposition 1 campaign; IT made bold moves to change the service model and expand the way IT serves the community, and IT continues this with the COVID response. He was on a teleconference with the EDC's Economic Recovery Team and they were holding IT's service changes and initiative as a model regional community collaboration for the greatest good for the community. Gilman said let's stay the course and continue to be bold and unafraid.

Speaking from a personal experience, Melnick said patients entering a hospital are treated as though they have the virus until they are tested, and it's not a pleasant experience.

Menser said he's heard a lot of what Carmody mentioned within his own county commission. The death toll for the nation was up 86% while Washington was down by 20%. That speaks to what everyone should be doing and hopes the community follows the Governor's orders. The County will try to cut 10% from the 2020 budget, and they are not moving forward with the industrialization in Millersylvania State Park, or a prison project in Grand Mound.

Pierce appreciates IT employees and she is aware of the hard work they are doing. IT is doing a great job.

Sullivan said Tumwater passed their Transportation Benefit District and there will be major road construction starting in June through October in which there is already funding and grants. The projects affecting Intercity Transit will be at Tumwater

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Boulevard and Capital Boulevard by Cleveland; and by the Safeway store near the main bus stop. Sullivan said she has a video interview with TV Media on May 7, and she received her questions ahead of time, many of which are about IT.

Sullivan said she has a friend who is recovering from the virus, and she said everyone needs to take this pandemic seriously. The virus is in Thurston County and it can affect family and friends.

Cox said Lacey City Council approved \$1 million to the COVID-19 Lacey Small Business Stabilization Grant Fund to assist small, locally owned Lacey based for profit businesses. This is an emergency fund that provided working capital grants in amounts up to \$10,000 to qualifying small businesses. To date, they have handed out 91 grants amounting to \$814,500. The Thurston County Food Bank is going to make two deliveries at the St. Martin's campus for Lacey residents on May 7 and May 21. The Lacey City Council work sessions have been replaced with "Conversations with the Council." The next one is scheduled for May 7 at 4 p.m. with an emphasis on parks and recreation along with COVID updates.

Cox appreciates Freeman-Manzanares and all IT staff for all of their hard work during the pandemic.

O'Connell said IT does amazing work, and she appreciates their out of the box thinking. She has friends who were not taking the Governor's Stay Home, Stay Safe order seriously and were traveling as if we were not in the midst of a pandemic. IT stopping bus services and providing transportation only for essential trips changed their behavior and likely changed the behavior for a lot of others as well. The results of IT's actions kept our community much safer than it may have been otherwise. Thank you for taking the bold steps to limit how many people were getting on the bus.

Sharwark said IT is well run under Freeman-Manzanares and it has never been more evident than over the last few months. The ATU has worked with her and senior management and it has been so helpful and so seamless. Things have been accomplished he didn't think were possible, ensuring ATU members and employees of IT were taken care. He's proud to say he's an IT employee.

Warner said he concurs that IT has handled the COVID-19 health emergency well, and he thanks Freeman-Manzanares and staff. They've put in a lot of hours and commitment into the community.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clerk to the Authority

Date Approved: June 3, 2020

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
May 20, 2020

CALL TO ORDER

Chair Warner called the May 20, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28.2 Open Public Meetings Act.

Members Present: Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Daniel Van Horn; Jonathon Yee; Nicky Upson; Steve Krueger; Ally McPherson.

Others Present: Legal Counsel, Jeff Myers; Community Advisory Committee member, Ursula Euler.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Melnick and Pierce to approve the agenda.

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on May 20, 2020.

No public comment was received.

NEW BUSINESS

A. Public Hearings During the COVID-19 Emergency. Legal Counsel, Jeff Myers, explained the process on how to proceed with public hearings during the COVID-19 emergency.

In considering actions that require public hearings, the Authority inquired how public hearings should be conducted during the COVID-19 emergency. The requirements differ during the time that Proclamation 20-28 is in effect, which

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suspends portions of the Open Public Meetings Act and which prohibits agencies from holding in-person meetings unless the meetings provide an option for the public to attend at a minimum through telephonic access and may also include an option for other electronic, internet or means of remote access that provide the ability of all persons attending the meeting to hear each other at the same time.

In providing for public hearings, the purpose of such hearings is to allow comment by the public on issues of concern after being provided notice and an opportunity to be heard. Such a process generally allows consideration of public comments submitted in writing or orally.

Hearings while Proclamation 20-28 is in effect: Under Proclamation 20-28, a public hearing could be held at the type of remote meeting required by the Governor by allowing the public to call or obtain remote access through electronic means so long as the all attendees could hear each other at the same time and the public attendees could orally communicate their comments to the Authority. This could be accomplished by allowing the public to access the meeting on a telephone conference line or access via virtual meeting software, such as GoToMeeting, Zoom, WebEx or other web-based meeting platforms. Such software is specifically contemplated by Proclamation 20-28. Under the proclamation, it will not be a violation of the OPMA for an agency to require the public to use a conference call-in or remote access login number or to comply with other similar conditions of remote attendance during the time the proclamation is in effect.

Hearings after expiration of Proclamation 20-28: After the expiration of Proclamation 20-28, which currently is in force through May 31, 2020, the agency would be required to have a physical location where the public could attend public meetings. Intercity Transit's By-Laws and the Open Public Meetings Act allow attendance at meetings provided the public has the ability to listen and attend in real time. If such access is provided through telephonic or remote access to the meeting, there is no violation of the Open Public Meetings Act. See 2017 AGO No. 4.

The Attorney General's Opinion in 2017, 2017 AGO No. 4, stated that under the OPMA, an agency could lawfully conduct its regular meetings by properly-noticed telephone conference call if the conference call is broadcast over a speakerphone or similar technology at a set location where the public can attend and listen to the proceedings without difficulty, and that technology permits the public to testify.

The Attorney General's guidance on the OPMA agrees that public hearings can be conducted in this fashion, provided all attendees can hear each other during the proceedings. The AG's Guidance document states:

While the OPMA does not require public comment (see Question # 5), if the agency permits oral public comment at a meeting for other reasons, its remote participation arrangement will

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also need to have a means for each member of the public who is speaking to hear each other, not just to hear the members of the governing body who are speaking.

Thus, those attending in person, those calling in or accessing the meeting remotely must be able to hear the comments of other participants. This can be accomplished if those attending in person are given remote access to the meeting via remote software provided for commenters. This would require a computer remotely connected to each of the Authority members and a platform by which other members of the public could join in, allowing all persons to hear the proceedings.

If a remote access is provided at Intercity Transit's offices in such a manner, each person physically attending could make their comments to the Authority in turn by coming to the podium designated for this purpose, where they would be captured by webcam and remotely connected to the Authority members attending remotely. The comments would be able to be heard by all attending the remote meeting via conference call or remote meeting software. I also recommend that it be shown on a screen at Intercity Transit's offices so that members of the public could observe when not speaking.

Such a public hearing should take precautions to safeguard public health. Social distancing of all persons at the meeting should be required. Commenters should not touch the computer station while providing their remarks. If they do, the station should be sanitized prior to use by additional commenters. The public should be encouraged to wear face masks while attending the meeting.

- B. Amendment to ITA Bylaws.** Legal Counsel, Jeff Myers, presented for consideration the adoption of Resolution 03-2020, amending the Intercity Transit Authority Bylaws.

This amendment responds to Proclamation 20-28 in which the Governor suspended provisions of the OPMA and prohibited meetings unless conducted by telephonic or other remote means. The Governor's proclamation required that any meeting conducted by a governing body during the effective period of the proclamation would provide, at a minimum, for the ability of all persons attending the meeting to hear each other at the same time.

In January 2015, Intercity Transit adopted Section 5.14 of the Bylaws which permits members to attend meetings remotely. The Bylaws provide that if the Chair or Vice Chair attends meetings concurrently by remote means, they cannot preside over the meeting, but the next most senior member of the Authority would preside over the meeting as acting Chair.

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Section 5.14 makes no provisions concerning how the public would participate in remotely conducted meetings or hearings. **Therefore, Section 5.14 of the Intercity Transit shall be amended as follows:**

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.

Member's requiring remote attendance shall provide staff with at least 2 days' notice to allow for reasonable accommodation, unless otherwise approved by the Authority.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely, unless the meeting is conducted entirely by remote means. In the event that a majority of members attend by remote means, the Chair or Vice Chair may preside over the meeting remotely. Otherwise, in the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member physically present having served on the Authority the longest shall serve as acting Chair.

In the event that the Authority meets with a majority of 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 a majority of 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.

Section 2. All other provisions of the bylaws shall remain unchanged.

Cox asked that prior to the start of a remote meeting, that staff make it a practice to say exactly what software is being used for the remote/virtual meeting and how to access it.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to adopt Resolution 03-2020 amending Section 5.14 of the Bylaws to provide for the

conduct of remotely attended meetings and public participation at meetings and hearings conducted by remote means.

Citizen Representative Melnick asked if he could make a statement prior to beginning the next agenda item, as it relates to the subject.

Melnick referred to RCW 38.52.020, and his interpretation of the state law on the disaster declaration was that the Governor, who is an "executive" and all other administrative leaders who are executives, such as Freeman-Manzanares, are empowered to "declare" that a disaster has occurred and act accordingly. He questions why the Authority would have to formally declare that a disaster had occurred. In fact, for the COVID-19 health emergency, Freeman-Manzanares already so determined and acted accordingly. Melnick is concerned that Freeman-Manzanares or her successor might hesitate to declare a disaster and not take remedial action for a future disaster, for example after a massive earthquake. In the event of such a disaster it might be difficult to convene a quorum of the Authority members, and thereby cause delays in the GM responding.

- C. COVID-19 Emergency Declaration and Service Level Discussion.** Legal Counsel, Jeff Myers, presented for consideration the adoption of Resolution 02-2020 proclaiming an emergency.

The Authority is responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. Under our existing Bylaws, the General Manager is given broad authority to carry out the executive and administrative functions of the agency, implementing these policies and overseeing operation of the transit agency. The General Manager has significant discretion to act, particularly in emergency situations, whether declared or undeclared, to make necessary operational decisions consistent with existing resolutions of the Authority. The Authority retains control over budgetary matters and has the power to direct, countermand or reverse decisions of the General Manager. This relationship is not unlike that of a Board of Directors and Chief Executive Officer, who is responsible for operational decisions and reports to the Board consistent with the entity's By-Laws.

In the wake of the Governor's proclamations concerning the COVID-19 emergency, the General Manager took steps to protect and safeguard public health, safety and welfare, including the health, safety and welfare of Transit passengers and employees. These measures have resulted in temporary alterations of service during this emergency. Service will be restored to Authority approved policy levels when both external and internal conditions allow.

Myers said when Freeman-Manzanares first approached him and as the scope of the crisis became apparent as the Governor was in the process of shutting down the

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state in order to protect people's health, it became apparent the impact on transit and she was concerned about being able to take action as necessary. In looking at the existing bylaws and the law, the GM is given administrative authority to operate the transit system much in the manner of a CEO has authority to operate a company, subject to the Board of Directors. Myers believes, and agrees with Melnick, that unless there is a contrary direction from the Authority, that Freeman-Manzanares has significant discretion to address operational issues in response to an emergency such as the Amtrak situation or a weather-related emergency. The scope of the COVID-19 emergency and the economic consequences are unlike anything we've seen that is more limited in time and it is much more like an earthquake of a catastrophic scale that has impacts we haven't yet addressed. In looking at Proclamation 02-2020, Myers doesn't believe that any of the actions the GM has taken or is proposing are contingent in any way on its passing. What the effect of this does is it gives emergency authority and sets forth the emergency contracting authority that you have in statute so you have even more flexibility in order to respond without having to go through some of the same contracting procedures and formalities. This allows management the authority to act in as a broad of fashion with as much discretion as possible so there are no tripwires that someone can question later.

In addition, this allows the Authority the ability to have input into the process to talk about what actions have been taken, and what actions are necessary so we can respond to this emergency, and the GM can certainly do that.

Menser said he was looking for clarity that certain policy level changes are the privy of the Board, and he doesn't have a preference what form that takes, whether stated in bylaws or a separate resolution, or by this emergency declaration. Menser suggested adding a subsection "D" to Section 2 - Emergency Powers to state: *"Extraordinary emergency actions taken pursuant to this resolution with a significant effect on either the Intercity Transit budget or policy level of service shall be brought to the Board for review and/or ratification no later than the next regularly scheduled Board meeting."*

Menser said this would allow the GM to do everything and anything to respond to a crisis. He wants recognition that something of a major scope would then come before the Board.

Melnick asked if there is a way to address having the GM retain emergency powers as opposed to a specific resolution so the next time there is a major emergency the Board won't have to go through this again. He believes the GM should have the authority to sole declare an emergency if/when it occurs. Myers said the law does not forbid the CEO of a political subdivision from proclaiming the emergency, and the GM of Intercity Transit has broad authority to act in an emergency.

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Gilman agrees with Menser's proposed amendment to the resolution. There is a balance the Board is trying to achieve of having a Board awareness and oversight of operational changes while allowing the GM flexibility to respond to an emergency. The Board holds the responsibility and it's important the Board be consulted, even if it's done retroactively to affirm the decisions made in a crisis.

Pierce agrees with Menser's suggested amendment to the resolution. However, she is of the understanding that Resolution 02-2020 is specific to the COVID-19 emergency, and she believes Melnick is saying he is looking at a more broad recommendation for emergencies that may happen in the future.

Melnick said adopting this resolution will set a precedence meaning the Authority has to hereafter be the party that declares the emergency. The title of this resolution is "Proclaiming an Emergency and Directing the GM to Take Appropriate Steps." He would be comfortable if the whole resolution were to change, affirming the decisions the GM took. He thinks there will future disasters bigger than this, and it's not going to be possible for the GM has to get approval from the Authority to respond to an emergency. Is there some way to change a policy that makes it clearer that the GM has this authority and they have the obligation to inform and confer with the Board?

Cox said there is some wisdom to having the Authority, at least retroactively, affirm the actions that were taken by the GM, particularly with the nature of a huge disruption in the way the agency does things. She wants to see the Board more actively involved without interfering with the GM's ability to get the job done.

Sullivan understands Melnick's point of view. And she knows that IT is involved with regional emergency planning and response. If an emergency were to occur, the GM has authority to respond and the Board would be able to adopt a declaration of that sort after the fact. She doesn't want to tie the GM's hands to be able to make decisions on the fly and she hasn't disagreed with any of the changes made by the GM thus far.

Melnick suggested changing the title on the resolution to make clear we're affirming what's already happened and the Board concurs with it, as opposed to directing retroactively that the GM take appropriate steps.

Pierce said she and the other Board members have faith in Freeman-Manzanares' decision-making abilities, and Pierce has faith in the decision-making powers that go into selecting the GM; however, the Board doesn't know who the future GM may be at a later date, and she thinks it wouldn't hurt for there to be a perception of a precedent or even precedent by this Board or future Boards to be able to take a hold of that and use it as the need arises.

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Menser asked if adopting this resolution limits the GM's authority in the future. Myers stated that he does not believe it does, and that the language in the introduction says it directs the GM to continue to take necessary steps. He points to this as an affirmation that the GM had the authority to take appropriate steps in response to the emergency. As the CEO, the GM has the authority whether it's a declared state of emergency or an undeclared event.

It was M/S/A by Commissioner Menser and Councilmember Cox to amend the draft Resolution 02-2020 by adding a subsection "D" under Section 2 - Emergency Powers to state, *"Extraordinary emergency actions taken pursuant to this resolution with a significant effect on either the Intercity Transit budget or policy level of service shall be brought to the Board for review and/or ratification no later than the next regularly scheduled Board meeting."*

Menser noted a correction to subsection "C" under Section 2 - Emergency Powers. He believes it should read, "The Board authorizes the Intercity Transit Authority General Manager to"

It was M/S/A by Citizen Representative Melnick and Commissioner Menser to amend subsection C under Section 2 changing the word "authorizing" to "authorizes."

It was M/S/A by Citizen Representative Melnick and Councilmember Cox to adopt Resolution 02-2020, as amended, Declaring an Emergency and Directing the General Manager to continue to take necessary and appropriate steps in response to the emergency.

Freeman-Manzanares provided details of the emergency situation and ideas for moving forward. She said the COVID-19 public health emergency provided many challenges and she anticipates it will continue to do so. Because Washington State was ground zero in the U. S., we didn't have a lot of information to work with, so with all of this uncertainty and many conversations among staff, we moved forward attempting to provide the safest working conditions for our employees and the safest travel experience for the passengers.

The nature and the transmission of the disease continues to unfold, and we are continually looking for guidance from the CDC, state and local public health officials, labor and industries, other transit systems and essential businesses.

Our staff are front line serving the community seven days a week, and this is decision-making real-time. And in this instance, it is potentially deadly.

Freeman-Manzanares noted that Intercity Transit's most fundamental challenge today is the availability of Operator staffing.

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- Although availability changes daily, the current best estimate is approximately 45% of Operators are available to drive on a regular basis.
- That means that 55% of the Operators needed to run Policy Level Service are unavailable to us for a variety of COVID-19 and non-COVID-19 reasons.
- A number of the individuals are considered in a vulnerable category based on age or an underlying health condition.
- Or a family member is in a vulnerable category and they need to quarantine in order to care for that individual.
- There are individuals on leave to attend to childcare issues either due to school or childcare facility closures.
- There are number of individuals who are out long-term due to surgery or injury.
- We have with attrition some natural and perhaps some brought on by COVID-19.
- We have staff who are retiring and some who may be retiring earlier because of the virus.
- Some staff may choose not to continue working in this profession due to its essential, frontline nature.
- We have had staff come back from leave, others go out on leave, making the number of available Operators a moving target.
- Another complication is we are not hiring or training Operators at this time due to the COVID situation.
- For example, pre-COVID-19 it took 258 Operators to run our policy level of service.
- We estimate that at this point we will reliably have approximately 115 Operators to work with on some combination of fixed-route, DAL and potentially some Advanced Reservation to serve those who have early or late essential trip needs.

Staff is attempting to effectively navigate what level of service makes sense.

- What can we sustain from a staffing perspective?
- We are likely talking in the 30% range of our pre-COVID service. This conversation and the calculations are evolving.
- The span and frequency of service will be considerably less than our policy level of service.
- It is a tremendous effort to put together a new bid.

We are tentatively looking towards the end of June.

- This may or may not coincide with Phase 3 of the Governor's phased approach which is when it moves from "limited non-essential travel within proximity of your home" - Phase 2, to "Resuming non-essential travel," - Phase 3, and we move from "Gathering with no more than five people outside your household per week" to allowing gatherings of no more than 50 people.
- We do not know how long we will have to run this limited offering of service.

Intercity Transit Authority Regular Meeting

May 20, 2020

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- There is the potential we will not have a stable and available work force through the end of the year or even into 2021.

Our Advanced Reservation System has provided over 18,000 trips thus far. We still have capacity. As employers open up, that might change so while we are shooting for the end of June to reintroduce fixed route service, we are attempting to pull things together as quickly as possible in case we find that we can no longer handle those essential trips through our Advanced Reservation system.

- We need several weeks to provide refresher training for our operators.
- We are installing a Plexiglas shield around the drivers' compartment to further enhance their safety and add a layer of protection against the virus. Maintenance staff designed the shields with assistance from Operators who were all invited to test and provided feedback.
- We don't know what demand will look like when we return to fixed route, but if mid-March to mid-April was any example, we can assume that social distancing recommendations likely will not be achieved.
- We attempted to limit passenger loads to achieve social distancing and it just wasn't effective, and we ended up leaving people standing beside the road unable to make their trips.
- We're talking to the community about wearing masks. It's a requirement for our Operators to wear masks. It is a confined space and if we are interested in maintaining service, we need to protect the Operators and we need to protect each other so we don't share this contagious virus.
- We continue to purchase face coverings for ourselves and we have a supply for passengers.
- We're working through the supply chain issues, and that will very likely continue to be challenging.
- We are working with non-profits to insure those in the community have masks that need them.
- We have enhanced cleaning protocols. Cleaning and sanitizing with hospital grade cleaners, and electro-static sprayers.
- We have and continue to procure hand sanitizer, touchless dispensers, wipes and gloves, but none of these items are easy to come by at this point.
- We received federal funding from the CARES Act which has allowed us to address expenses related to COVID and anticipated economic impacts.

Warner shared that the Department of Transportation put together a spreadsheet on the service level of transit agencies during the COVID-19 and there's a wide variety of how the different transit systems have been impacted. Anyone wishing access to the document should contact Warner.

COMMITTEE REPORTS

A. Transportation Policy Board. Melnick said at the May 13 meeting:

- Executive Director, Marc Daily recognized Holly Gilbert, who will retire on June 1st, for her 30+ years of service.
- The TPB amended their bylaws to allow for remote participation by members upon prior notice to the Executive Director.
- The Board approved a time change for the June 10, 2020, meeting to 8 a.m. This will be an extended meeting to consider recommendations about the Regional Transportation Plan and the Federal Funding Package, likely ending at 10:30 a.m. or 11 a.m.
- The Board discussed strategies and considerations on how to recruit for two Business Representative openings. They directed staff to begin a “soft” recruitment, including outreach to the Chambers of Commerce and Thurston Economic Development Council.
- Paul Brewster briefed the Board on the process for the Call for Projects, available funding and provided details on each application. However, there are more projects dollar-wise than there are available funds. The Board will consider a funding recommendation to Council at the June meeting.

GENERAL MANAGER’S REPORT

Freeman-Manzanares gave a shout-out to staff for making all of this work in the middle of this uncertainty. Staff has been working hard, doing things outside the norm, and being incredibly creative.

Projects continue to move forward, and staff is evaluating what projects need to move forward and what could and should wait.

- The Pattison Street Expansion is moving along at a fast clip. We anticipate going to the Design Review Board on June 25, 2020, and we believe we will be in the ground by late August.
- As of today, we have had 21 fraudulent unemployment claims made for employees. We talked with all of the employees, and they reported their claim online on ESD’s fraud reporting website, and some have filed police reports.
- The annual Local Roadeo has been canceled.
- The State Transportation Conference and Roadeo is canceled.
- For financial and safety reasons we are not looking at travel for the remainder of the year.

Intercity Transit Authority Regular Meeting

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- We've asked staff members who can perform their essential duties offsite to continue to do so.
- Senior Management Team is going over the budget and work plan and that will be presented to the Authority in the not too distant future about what needs to move forward and what can wait.

AUTHORITY ISSUES

Gilman said the City of Olympia is working with the Olympian Downtown Alliance on a downtown project looking at synergies on reopening downtown and also considering street closures temporarily for pedestrian mall type spaces, and he hopes Intercity Transit is at the table as they move forward with planning and considering both temporary street closures and what organizations and businesses might do collaboratively to open back up.

Gilman reiterated the request earlier to allow access to the media to the Intercity Transit video portion of the Authority meetings.

Melnick said he is very impressed with how Freeman-Manzanares and staff have handled the COVID-19 health emergency.

Pierce said Sound Transit is going back to charging fares and part of the reason is there were riders with no definite destination, and they were clogging the system, and there were riders who were making inappropriate use of the facilities on the Link. Pierce said IT has managed to get past these types of issues by recognizing they couldn't get a handle on the social distancing, and thus went to the Advanced Reservation System for essential trips only. Kudos to Freeman-Manzanares and staff for making that decision.

Pierce said she received the Passenger Transport publication put out by APTA, and there was an article from Ben Franklin Transit in Washington State about their version of on-demand service, partially expanded because of the COVID situation, and she is glad to see another transit agency made news and is doing interesting things.

Pierce said Thursday, May 21, 2020, is Sound the Horn day, supporting public transportation workers, and at 12 noon, give a shout-out by sounding a horn.

Sullivan participated in a video interview for TC Media. Here is the link:

<https://www.youtube.com/watch?v=0qm11bt6USY>.

Cox said there has been a diagnosed case of the virus in the Lacey Police Department, and the City is doing everything possible to double-down on safety precautions for the police force, which includes extensive sanitizing. The individual is recuperating at home. Some businesses are starting to open up in Lacey, for example taking some of

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the parking lot restrictions off of the parks, but the public needs to “go before you go” because public restrooms are still closed. Road projects continue, and it will be painful to drive down College Street for a while longer.

Freeman-Manzanares shared photos that are available on IT’s social media:

- Intercity Transit requires employees to wear masks and she shared those masks that don the IT logo as well as the KN-95 mask; and staff are allowed to wear their own appropriate masks.
- Photo of the Plexiglas driver barrier on the bus designed by Maintenance and Operators. Some Operators thought it was too confining if it came up against the seat, but it does have a position with a magnet on the lower right corner and will also open and connect to the first stanchion, which allows the Operator to work in the entire front area of the bus safely.
- Youth Education is taking the opportunity with schools being closed to shoot videos and the photo is for Pedestrian Safety using a T-Rex character.
- Photo of two new Dial-A-Lift vehicles just delivered. There are a total of 14 new vehicles in which seven are propane.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:57 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Ryan Warner, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 3, 2020

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

PERIOD DATES: 4/1/2020-4/29/2020					PERIOD DATES: 4/29/2020-6/9/2020					PERIOD DATES: 6/10/2020-6/23/2020				
IRIS	FIT	MT	EFT	2ND CHECK AMOUNT	IRIS	FIT	MT	EFT	2ND CHECK AMOUNT	IRIS	FIT	MT	EFT	2ND CHECK AMOUNT
				71,316.53					74,333.26					76,883.31
				26,763.44					27,287.48					27,820.44
				96,079.97					101,620.74					104,703.75
				0.00					10,622.53					0.00
INS	D3DI	Disability Ins		2,726.03	INS	A2	Met Life		2,768.83	INS	D3DI	Disability Ins		0.00
HEALTH	HEHM/SP/7B	Health Inst#N2ND		227,161.00	HEALTH	HEHM/SP/7B	Health Inst#N2ND		227,369.50	HEALTH	HEHM/SP/7B	Health Inst#N2ND		0.00
GARNISHMENT	GN	Garnish	CHECK last	589.43	GARNISHMENT	GN	Garnish	CHECK last	588.95	GARNISHMENT	GN	Garnish	CHECK last	799.82
CHILD SUPPORT	CS	DSHS	EFT	1,728.50	CHILD SUPPORT	CS	Child Support	EFT	1,728.50	CHILD SUPPORT	CS	Child Support	EFT	1,843.88
				0.00					0.00					0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,164.91	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,653.44	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	9,810.00
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,564.37	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	9,554.49	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	8,902.75
				0.00					0.00					0.00
GET	GT	G.Ed.Tuit	Check every	30.00	GET	GT	G.Ed.Tuit	Check every	30.00	GET	GT	G.Ed.Tuit	Check every	30.00
HEALTH SAVING	HS	Health Svgs	ACH Wire every	499.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	499.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	499.00
401K	DC	Vgrd EE	Wire	54,446.51	401K	DC	Vgrd EE	Wire	54,708.01	401K	DC	Vgrd EE	Wire	54,107.21
YANGUARD	DC	Vgrd ER	Wire	36,919.80	YANGUARD	DC	Vgrd ER	Wire	37,376.85	YANGUARD	DC	Vgrd ER	Wire	36,841.80
LOAN	L3	401K Ln#2	Wire	4,396.60	LOAN	L3	401K Ln#2	Wire	4,431.04	LOAN	L3	401K Ln#2	Wire	4,128.11
LOAN	LN	401K Ln #1	Wire	6,227.76	LOAN	LN	401K Ln #1	Wire	6,364.56	LOAN	LN	401K Ln #1	Wire	6,080.75
				101,989.66					102,890.16					101,157.57
LABOR INS	L1LA	LMI	EFT Quarterly	18,646.62	LABOR INS	L1LA	LMI -LA +LI +ER	EFT Quarterly	17,698.07	LABOR INS	L1LA	LMI -LA +LI +ER	EFT Quarterly	18,048.33
ESD	CF8CL	WPFML	EFT Quarterly	3,814.99	ESD	CF8CL	WPFML	EFT Quarterly	3,886.59	ESD	CF8CL	WPFML	EFT Quarterly	3,820.14
MACHINISTS	MDM2	Mch.UnDues	Check last	1,741.12	MACHINISTS	MD	Mch.UnDues-164 PEREE	Check last	1,773.26	MACHINISTS	MD	Mch.UnDues-164 PEREE	Check last	0.00
UNION DUES	MI	Mac.Inflon	Check last	96.62	UNION DUES	MI	Mac.Inflon	Check last	0.00	UNION DUES	MI	Mac.Inflon	Check last	0.00
				0.00					0.00					0.00
				30.00					50.00					195.00
PROJECT ASSIST	PA	Proj.Assist	Check last	443.00	PROJECT ASSIST	PA	Proj.Assist	Check last	446.00	PROJECT ASSIST	PA	Proj.Assist	Check last	442.00
PENSION	PN	PERS EE	EFT	74,146.86	PENSION	PN	PERS EE	EFT	73,541.56	PENSION	PN	PERS EE	EFT	73,219.79
STATE	PN	PERS ER	EFT	121,679.07	STATE	PN	PERS ER	EFT	120,700.47	STATE	PN	PERS ER	EFT	120,146.41
				195,825.93					194,242.03					193,366.20
ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95
ICMA	RC	ICMA EE	WIRE	6,349.34	ICMA	RC	ICMA EE	WIRE	6,349.88	ICMA	RC	ICMA EE	WIRE	6,470.19
ICMA BOTH	RI	ICMA Roth	WIRE	376.00	ICMA BOTH	RI	ICMA Roth	WIRE	376.00	ICMA BOTH	RI	ICMA Roth	WIRE	376.00
ICMA LON	RL	ICMA Ln#1	WIRE	836.74	ICMA LON	RL	ICMA Ln#1	WIRE	836.74	ICMA LON	RL	ICMA Ln#1	WIRE	836.74
ICMA	RR	ICMA ER	WIRE	2,776.57	ICMA	RR	ICMA ER	WIRE	2,788.37	ICMA	RR	ICMA ER	WIRE	2,880.87
				10,030.60					10,417.94					10,609.75
457 STATE	SD	457 ST EE	EFT	16,901.52	457 STATE	SD	457 ST EE	EFT	16,325.06	457 STATE	SD	457 ST EE	EFT	16,669.79
DEFERRED	SR	457 ST ER	EFT	9,511.36	DEFERRED	SR	457 ST ER	EFT	9,970.22	DEFERRED	SR	457 ST ER	EFT	9,306.40
AFLAC	STASS	AFLAC/STASS	EFT	7,226.25	AFLAC	STASS	ST/Trn/Stub-AFLAC	EFT	7,114.16	AFLAC	STASS	ST/Trn/Stub-AFLAC	EFT	0.00
				0.00					0.00					0.00
ATU	UC	Un COPE	Check last	179.00	ATU	UC	Un COPE	Check last	0.00	ATU	UC	Un COPE	Check last	0.00
UNION DUES	UA	Un Asses	Check last	0.00	UNION DUES	UA	Un Asses-2ND PP	Check last	648.00	UNION DUES	UA	Un Asses-2ND PP	Check last	0.00
				6,701.83					6,718.76					0.00
				10.00					20.00					10.00
				3,465.00					0.00					0.00
UNITED WAY	UW	United Way	Check last	294.50	UNITED WAY	UW	United Way	Check last	278.50	UNITED WAY	UW	United Way	Check last	292.50
WELLNESS	WF	Wellness	Check last	363.50	WELLNESS	WF	Wellness	Check last	365.50	WELLNESS	WF	Wellness	Check last	361.50
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every)		624,376.11	DIRECT DEP.	NP	ACH Wire every		629,146.42	DIRECT DEP.	NP	ACH Wire every		674,376.14
LIVE CHECKS		Paychecks		0.00	LIVE CHECKS		Paychecks - LIVE CHECKS		1,340.04	LIVE CHECKS		Paychecks - LIVE CHECKS		0.00
		TOTAL TRANSFER (lie to Treasurer Notifications)		\$1,082,893.66			TOTAL TRANSFER (lie to Treasurer Notifications)		\$1,095,082.15			TOTAL TRANSFER (lie to Treasurer Notifications)		\$1,130,218.53
		TOTAL PAYROLL:		\$1,850,675.82			TOTAL PAYROLL:		\$1,867,909.67			TOTAL PAYROLL:		\$1,154,178.52
GROSS WAGE		GROSS EARNINGS:		963,790.08	GROSS WAGE		GROSS EARNINGS:		971,724.87	GROSS WAGE		GROSS EARNINGS:		966,094.21
EMP MISC DED		EMP MISC DED		363,404.05	EMP MISC DED		EMP MISC DED		362,541.06	EMP MISC DED		EMP MISC DED		13,910.32
MEDICARE TAX		MEDICARE TAX		13,381.72	MEDICARE TAX		MEDICARE TAX		13,643.74	MEDICARE TAX		MEDICARE TAX		185,174.09
		PP9 Total		\$1,850,675.82			PP10 Total		\$1,867,909.67			PP11		\$1,154,178.52
DIRECT DEP.	ACH WIRE TOTAL			643,694.97	DIRECT DEP.	ACH WIRE TOTAL			648,853.36	DIRECT DEP.	ACH WIRE TOTAL			693,887.89

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/30/2020

Thru Date: 4/30/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30172	4/30/2020	01895	ECOLUBE RECOVERY LLC	\$124.00	
30173	4/30/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$187.18	
30174	4/30/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$32,423.76	
30175	4/30/2020	02730	ATKINSON MANUFACTURING INC.	\$3,542.83	
30176	4/30/2020	02825	AUTO PLUS - OLYMPIA 10364	\$121.11	
30177	4/30/2020	03890	BRIDGESTONE AMERICAS INC	\$2,056.67	
30178	4/30/2020	05340	CAPITOL COURIER SERVICE	\$243.67	
30179	4/30/2020	07220	CUMMINS INC.	\$381.99	
30180	4/30/2020	10477	GALLS PARENT HOLDINGS LLC	\$758.29	
30181	4/30/2020	10608	GEOENGINEERS INC.	\$11,236.54	
30182	4/30/2020	10660	GILLIG LLC	\$5,111.29	
30183	4/30/2020	10826	GRAVITEC SYSTEMS INC.	\$4,956.00	
30184	4/30/2020	11261	HERMANSON COMPANY LLP	\$1,020.63	
30185	4/30/2020	11905	JANEK CORPORATION	\$491.85	
30186	4/30/2020	14590	MOHAWK MFG & SUPPLY CO.	\$717.06	
30187	4/30/2020	14750	MULLINAX FORD OF OLYMPIA	\$1,219.56	
30188	4/30/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$7,500.94	
30189	4/30/2020	15140	NISQUALLY TOWING SERVICE	\$276.26	
30190	4/30/2020	15535	OLYMPIA COLLISION REPAIR	\$1,104.72	
30191	4/30/2020	16262	OPEN SQUARE	\$5,250.00	
30192	4/30/2020	16595	PACIFIC POWER GROUP LLC	\$964.19	
30193	4/30/2020	16873	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	\$878.71	
30194	4/30/2020	16888	REXEL USA INC.	\$7.90	
30195	4/30/2020	17391	QUALITY MUFFLER & BRAKE	\$279.28	
30196	4/30/2020	17505	RAINIER DODGE INC.	\$375.25	
30197	4/30/2020	17760	ROSS AND WHITE COMPANY	\$133.98	
30198	4/30/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$393.24	
30199	4/30/2020	18210	SME SOLUTIONS LLC	\$4,462.55	
30200	4/30/2020	18470	SPORTWORKS NORTHWEST INC	\$217.99	
30201	4/30/2020	18530	STANDARD PARTS CORP.	\$835.58	
30202	4/30/2020	21840	THURSTON COUNTY SUPERIOR COURT	\$1,598.42	
30203	4/30/2020	21950	TITUS-WILL CHEVROLET	\$303.47	
30204	4/30/2020	22010	TOYOTA OF OLYMPIA	\$205.47	
30205	4/30/2020	25661	WAUNCH CONSTRUCTION & TRUCKING INC	\$14,250.00	
			Total:	\$103,630.38	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/1/2020

Thru Date: 5/1/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30206	5/1/2020	23576	UNG CHAE	\$2,700.00	
			Total:	\$2,700.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/6/2020

Thru Date: 5/6/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30207	5/8/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
30208	5/6/2020	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
30209	5/6/2020	01895	ECOLUBE RECOVERY LLC	\$435.50	
30210	5/6/2020	02380	ARAMARK UNIFORM SERVICES	\$1,001.06	
30211	5/6/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$549.33	
30212	5/6/2020	02825	AUTO PLUS - OLYMPIA 10364	\$132.34	
30213	5/6/2020	03890	BRIDGESTONE AMERICAS INC	\$100.56	
30214	5/6/2020	05740	CED	\$192.72	
30215	5/6/2020	05941	CENTURYLINK	\$4,752.00	
30216	5/6/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$5.14	
30217	5/6/2020	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$101,595.00	
30218	5/6/2020	07220	CUMMINS INC.	\$352.45	
30219	5/6/2020	07350	CW JANITORIAL SERVICE LLC	\$14,114.84	
30220	5/6/2020	10477	GALLS PARENT HOLDINGS LLC	\$0.00	<input checked="" type="checkbox"/>
30221	5/6/2020	10477	GALLS PARENT HOLDINGS LLC	\$1,478.87	
30222	5/6/2020	10580	GENE'S TOWING INC	\$108.70	
30223	5/6/2020	10660	GILLIG LLC	\$4,722.26	
30224	5/6/2020	11331	HOME DEPOT USA INC.	\$1,375.67	
30225	5/6/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$105.46	
30226	5/6/2020	11702	INSPECTORATE AMERICA CORPORATION	\$2,650.70	
30227	5/6/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30228	5/6/2020	14750	MULLINAX FORD OF OLYMPIA	\$302.73	
30229	5/6/2020	16262	OPEN SQUARE	\$2,167.35	
30230	5/6/2020	16490	HAROLD LEMAY ENTERPRISES	\$666.71	
30231	5/6/2020	16595	PACIFIC POWER GROUP LLC	\$484.61	
30232	5/6/2020	17871	SARE ELECTRIC INC.	\$4,503.76	
30233	5/6/2020	17900	SCHETKY NORTHWEST SALES INC.	\$67.54	
30234	5/6/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$351.58	
30235	5/6/2020	18530	STANDARD PARTS CORP.	\$17,362.22	
30236	5/6/2020	21660	THERMO KING NORTHWEST INC.	\$271.07	
30237	5/6/2020	21950	TITUS-WILL CHEVROLET	\$1,134.99	
30238	5/6/2020	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$94.07	
30239	5/6/2020	23641	United States Treasury	\$35.50	
30240	5/6/2020	24000	W. W. GRAINGER INC.	\$313.46	
30241	5/6/2020	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
30242	5/6/2020	24750	WA ST GET PROGRAM	\$30.00	
30243	5/6/2020	24755	WA ST HEALTH CARE AUTHORITY	\$463,299.40	
Total:				\$628,964.76	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/13/2020

Thru Date: 5/13/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30244	5/13/2020	01090	VIRGINIA THERA BLACK	\$4,750.00	
30245	5/13/2020	02162	ANTHRO-TECH INC.	\$19,160.00	
30246	5/13/2020	02380	ARAMARK UNIFORM SERVICES	\$1,063.21	
30247	5/13/2020	03023	BACKUPIFY INC.	\$390.00	
30248	5/13/2020	03250	BATTERY SYSTEMS INC	\$1,459.94	
30249	5/13/2020	06040	CITY OF LACEY	\$942.42	
30250	5/13/2020	06120	CITY OF OLYMPIA UTILITIES	\$9,591.58	
30251	5/13/2020	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$131.66	
30252	5/13/2020	06741	COMMUNITY YOUTH SERVICES	\$450.00	
30253	5/13/2020	07220	CUMMINS INC.	\$565.13	
30254	5/13/2020	07619	DAVID S FOSTER	\$1,750.00	
30255	5/13/2020	09120	EXCEL SUPPLY COMPANY INC	\$12,670.99	
30256	5/13/2020	09660	FERGUSON ENTERPRISES INC	\$835.46	
30257	5/13/2020	09662	FERRELLGAS	\$2,533.97	
30258	5/13/2020	10180	FREEDMAN SEATING CORPORATION	\$482.75	
30259	5/13/2020	10660	GILLIG LLC	\$3,044.67	
30260	5/13/2020	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
30261	5/13/2020	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$101,534.08	
30262	5/13/2020	11331	HOME DEPOT USA INC.	\$965.34	
30263	5/13/2020	11498	IBI GROUP	\$15,609.09	
30264	5/13/2020	11892	J ROBERTSON AND COMPANY	\$90.16	
30265	5/13/2020	11909	JAYRAY ADS & PR INC	\$131.25	
30266	5/13/2020	11943	JOANNA GRIST	\$1,750.00	
30267	5/13/2020	14590	MOHAWK MFG & SUPPLY CO.	\$227.40	
30268	5/13/2020	14750	MULLINAX FORD OF OLYMPIA	\$422.59	
30269	5/13/2020	14760	MUNCIE TRANSIT SUPPLY	\$289.72	
30270	5/13/2020	16654	PARKER CORPORATE SERVICES INC.	\$6,959.70	
30271	5/13/2020	16695	PATTISON WATER COMPANY	\$78.00	
30272	5/13/2020	17290	PUGET SOUND ENERGY	\$13,893.71	
30273	5/13/2020	17392	QUALITY PARKING LOT SERVICES LLC	\$1,153.12	
30274	5/13/2020	17420	R&R TIRE COMPANY INC.	\$1,637.92	
30275	5/13/2020	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
30276	5/13/2020	17900	SCHETKY NORTHWEST SALES INC.	\$952.49	
30277	5/13/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,274.51	
30278	5/13/2020	18015	SEMROW MIKA	\$71.67	
30279	5/13/2020	18145	SIX ROBBLEES INC	\$1,504.53	
30280	5/13/2020	18470	SPORTWORKS NORTHWEST INC.	\$327.29	
30281	5/13/2020	18530	STANDARD PARTS CORP.	\$7,054.94	
30282	5/13/2020	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,981.97	
30283	5/13/2020	21750	THURSTON COUNTY CHAMBER OF COMMER	\$2,000.00	
30284	5/13/2020	21790	THURSTON COUNTY PUBLIC WORKS	\$5,866.95	
30285	5/13/2020	21950	TITUS-WILL CHEVROLET	\$1,435.08	
30286	5/13/2020	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$35.94	
30287	5/13/2020	22010	TOYOTA OF OLYMPIA	\$83.18	
30288	5/13/2020	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
30289	5/13/2020	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$84,109.01	
30290	5/13/2020	23410	U S BANK VOYAGER FLEET SYSTEMS	\$11,408.58	
30291	5/13/2020	24000	W. W. GRAINGER INC.	\$83.84	
30292	5/13/2020	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
30293	5/13/2020	26560	YELM AREA CHAMBER OF COMMERCE	\$500.00	
30294	5/13/2020	26861	WESTERN GRAPHICS INC.	\$306.04	
Total:				\$336,516.88	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/20/2020

Thru Date: 5/20/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30297	5/20/2020	01780	AMALGAMATED TRANSIT UNION 1765	\$17,551.58	
30298	5/20/2020	01885	AMERICAN LANDSCAPE SERVICES LLC	\$4,927.38	
30299	5/20/2020	02425	ARONSON SECURITY GROUP INC.	\$3,212.13	
30300	5/20/2020	03250	BATTERY SYSTEMS INC	\$2,760.60	
30301	5/20/2020	06781	COMPUNET INC.	\$2,748.00	
30302	5/20/2020	07220	CUMMINS INC.	\$904.56	
30303	5/20/2020	07780	DELL MARKETING LP	\$50,094.26	
30304	5/20/2020	10477	GALLS PARENT HOLDINGS LLC	\$274.25	
30305	5/20/2020	10580	GENE'S TOWING INC	\$108.70	
30306	5/20/2020	10660	GILLIG LLC	\$1,783.09	
30307	5/20/2020	11615	INDUSTRIAL HYDRAULICS INC.	\$276.25	
30308	5/20/2020	14381	METLIFE	\$10,613.03	
30309	5/20/2020	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
30310	5/20/2020	14590	MOHAWK MFG & SUPPLY CO.	\$283.80	
30311	5/20/2020	14750	MULLINAX FORD OF OLYMPIA	\$1,141.50	
30312	5/20/2020	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$5,917.07	
30313	5/20/2020	16490	HAROLD LEMAY ENTERPRISES	\$735.51	
30314	5/20/2020	16595	PACIFIC POWER GROUP LLC	\$310.70	
30315	5/20/2020	16654	PARKER CORPORATE SERVICES INC.	\$33,369.66	
30316	5/20/2020	16966	POINT & PAY LLC	\$189.18	
30317	5/20/2020	17505	RAINIER DODGE INC.	\$348.02	
30318	5/20/2020	17716	RIGHT! SYSTEMS INC.	\$1,148.70	
30319	5/20/2020	17760	ROSS AND WHITE COMPANY	\$3,083.73	
30320	5/20/2020	17860	SAMEDAY INC.	\$408.00	
30321	5/20/2020	17861	SAMBA HOLDINGS INC.	\$850.71	
30322	5/20/2020	17900	SCHETKY NORTHWEST SALES INC.	\$37.85	
30323	5/20/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,718.26	
30324	5/20/2020	18052	SHEA CARR & JEWELL INC.	\$6,848.67	
30325	5/20/2020	18530	STANDARD PARTS CORP.	\$40,902.91	
30326	5/20/2020	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$10,376.19	
30327	5/20/2020	18705	SUNBELT RENTALS	\$3,631.18	
30328	5/20/2020	21950	TITUS-WILL CHEVROLET	\$940.64	
30329	5/20/2020	23576	UNG CHAE	\$2,700.00	
30330	5/20/2020	23641	United States Treasury	\$35.50	
30331	5/20/2020	23660	UNITED WAY OF THURSTON COUNTY	\$575.00	
30332	5/20/2020	24000	W. W. GRAINGER INC.	\$200.91	
30333	5/20/2020	24030	WA ST AUDITOR'S OFFICE	\$2,262.00	
30334	5/20/2020	24742	WA ST EMPLOYMENT SECURITY	\$399.52	
30335	5/20/2020	24750	WA ST GET PROGRAM	\$30.00	
30336	5/20/2020	26005	WILCOX AND FLEGEL	\$5,348.51	
			Total:	\$219,439.86	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/28/2020

Thru Date: 5/28/2020

Check #	Check Date	Ref #	Name	Amount	Voided
30337	5/28/2020	01405	ADVANCE GLASS INC.	\$1,082.57	
30338	5/28/2020	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$115.40	
30339	5/28/2020	02380	ARAMARK UNIFORM SERVICES	\$1,031.76	
30340	5/28/2020	02580	ASSOCIATED PETROLEUM PRODUCTS	\$9,121.47	
30341	5/28/2020	06120	CITY OF OLYMPIA UTILITIES	\$5,889.05	
30342	5/28/2020	07220	CUMMINS INC.	\$335.56	
30343	5/28/2020	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
30344	5/28/2020	09660	FERGUSON ENTERPRISES INC	\$43.67	
30345	5/28/2020	10478	GALLWAS GREGG	\$110.00	
30346	5/28/2020	10660	GILLIG LLC	\$3,571.91	
30347	5/28/2020	11331	HOME DEPOT USA INC.	\$10,433.75	
30348	5/28/2020	14590	MOHAWK MFG & SUPPLY CO.	\$194.16	
30349	5/28/2020	14750	MULLINAX FORD OF OLYMPIA	\$151.14	
30350	5/28/2020	15535	OLYMPIA COLLISION REPAIR	\$2,636.98	
30351	5/28/2020	16595	PACIFIC POWER GROUP LLC	\$32.69	
30352	5/28/2020	17900	SCHETKY NORTHWEST SALES INC.	\$107.26	
30353	5/28/2020	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$714.93	
30354	5/28/2020	18530	STANDARD PARTS CORP.	\$98.21	
30355	5/28/2020	18705	SUNBELT RENTALS INC.	\$4,412.44	
30356	5/28/2020	21950	TITUS-WILL CHEVROLET	\$233.38	
30357	5/28/2020	22010	TOYOTA OF OLYMPIA	\$48.84	
30358	5/28/2020	23406	U S. BANCORP GOVERNMENT LEASING & FIN	\$116.61	
30359	5/28/2020	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$39,270.00	
Total:				\$80,028.78	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
21901 TIMM GARY										
00	04/23 RECOG CASH O	DI	5/1/2020			30.00	30.00	30.00		30.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
07881 DEPOE THEODORE										
00	05/01 RECOG CSH OU	DI	5/8/2020			30.00	30.00	30.00		30.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2020 MAY	DI	5/8/2020			3,712.50	3,712.50	3,712.50		3,742.50

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03887 BROCK MICHAEL										
00	05/18 RECOG CSH OU	DI	5/22/2020			20.00	20.00	20.00		20.00
03952 BUCKLEY JR. WILLIAM										
00	05/13 RECOG CSH OU	DI	5/22/2020			175.00	175.00	175.00		195.00
11770 IT PROJECT ASSISTANCE										
00	2020 MAY	DI	5/22/2020			888.00	888.00	888.00		1,083.00
11775 IT WELLNESS										
00	2020 MAY	DI	5/22/2020			729.00	729.00	729.00		1,812.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06487 COIT SUZANNE										
00	05/21/20 REIMB.	DI	5/29/2020			77.48	77.48	77.48		77.48
12815 KIRBY CATHY										
00	ICMA LOAN 003	DI	5/29/2020			38.84	38.84	38.84		116.32
17657 REINHARDT MICHAEL										
00	05/20 RECOG CSH OU	DI	5/29/2020			415.00	415.00	415.00		531.32

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: June 3, 2020

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: DES Project Management Services Agreement

-
- 1) **The Issue:** Amending the Department of Enterprise Services (DES) Project Management Agreement for the Pattison Maintenance, Operations and Administrative (MOA) Rehabilitation and Expansion project.
-
- 2) **Recommended Action:** Authorize the General Manager to increase the DES Project Management Agreement by \$571,490 for a total not-to-exceed cost of \$854,341.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Several years ago, Intercity Transit decided to pursue a General Contractor/Construction Manager (GC/CM) model to achieve the best value in designing and constructing the rehabilitation and expansion of our Maintenance, Operations and Administrative (MOA) facility. A key advantage to DES Project Management Services is they have achieved State mandated approval to use the GC/CM construction methodology, which allows us to avoid the expense and delay associated with gaining approval ourselves, and we get the benefit of their expertise in leading the process. Intercity Transit also benefits from the longstanding relationships with approving authorities as well as design, construction and industry support professionals that DES has cultivated. This includes ready access to a host of DES competitively awarded on-call consultants needed to support this project. Besides having a highly experienced public works project manager at the helm, it also comes with support staff, tools, templates and state approved processes.

In February of 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to provide project management services for the Pattison MOA Project in the amount of \$282,851. Following the completion of the Pattison Base Master Plan, the total project was estimated at \$85,000,000 and that number is reflected in our 2020 Budget. Using an \$85,000,000 budget, the revised DES

Project Management fee schedule is calculated at approximately 1% of the overall project costs to equal \$854,341. Included in this contract amount, Intercity Transit will have access to additional DES project management services, job order contracting services, on-call consulting contracts, and the small works roster related to public works projects with a combined total of up to \$1,000,000.

By all accounts, leveraging DES's breadth of experience and resources in the execution of this project adds considerable value and staff believes the costs of these services and their contribution to the success of our project is both fair and reasonable.

5) **Alternatives:**

A. Authorize the General Manager to increase the DES Project Management Agreement by \$571,490 for a total not-to-exceed cost of \$854,341.

B. Defer action. Delay will not allow us to take advantage of marketing conditions and achieve some cost savings.

6) **Budget Notes:** The revised total project management fee of \$854,341 is included within the project budget.

7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: June 3, 2020

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Authorize construction funding for the Pattison Base Rehabilitation and Expansion Project

-
- 1) **The Issue:** Authorize the next phase of funding for the construction of the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF).
-
- 2) **Recommended Actions:** Authorize the General Manager to have the Department of Enterprise Services (DES) allocate the construction funding necessary, in an amount not-to-exceed \$47,438,466, for contracts necessary to complete the construction of both the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF).
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** The Pattison Base Maintenance, Operations and Administration (MOA) Expansion and Rehabilitation Project has been segmented into five phases. Phase I entailed the replacement of our underground fuel storage tanks which was completed in the summer of 2018. In 2019, Phase II construction work was completed which included various frontage improvements along Pattison Street and Martin Way as well as the installation of a traffic signal. Phase III includes construction of the new Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF). Once Phase III is complete, we will then be positioned to renovate and rehabilitate the Maintenance Building which is Phase IV. Finally, Phase V includes the removal of the existing Administration Building and related site work as well as repair of the bus yard while increasing the south parcel stormwater capacity.

In August of 2019, Forma Construction Company (Forma) was competitively awarded the General Contractor/Construction Manager (GC/CM) contract for the remaining phases of the Pattison MOA Project. Included in Forma's contract was \$273,250 for pre-construction services to provide value engineering and constructability review assistance in the Phase III design process. Including the contractor early on in the design process is a key benefit of the GC/CM construction methodology that promises improved design economies and efficiencies. Moreover, and despite COVID-19, over the last several months, the collaborative MOA design work continued unabated and stayed on track with our grant requirements and

deadlines. Now that the ADOPs and FWF design work is largely complete, and the permitting process is underway, the team is ready solicit construction bid packages and award them in time for the summer construction season.

Unlike the past several years in which the construction market was saturated and costs steadily increased, market indicators suggest increased competition and interest in this project especially now as the economy prepares to reopen and construction firms eagerly prepare to book summer construction work. Although everyone was caught off guard by the abrupt disruption of our economy, in our own way, Intercity Transit is uniquely positioned to help restart our local economy and be able to stretch our project dollars if we can begin construction this summer. Moreover, with Stantec's transit design expertise and Forma's reputation for high quality construction services together with DES' public works expertise and resources, staff is confident that we have a very strong and experienced project team poised to successfully execute the completion of this project. Therefore, staff recommends the authorization of construction funding for Phase III of the Pattison MOA project.

5) Alternatives:

- A. Authorize the General Manager to have the Department of Enterprise Services (DES) allocate the construction funding necessary, in an amount not-to-exceed \$47,438,466, for contracts necessary to complete the construction of both the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF).
 - B. Defer action. Doing so will eliminate our ability to take advantage of the current beneficial bidding environment and may place our grant funding in jeopardy.
-

6) Budget Notes: The overall projected cost to complete Phases III thru V of Pattison Base Project is \$85,000,000, which as reflected in the Intercity Transit 2020 Budget. To ensure the overall project is designed to stay true to budgetary constraints, both Stantec (project architect) and Forma have their own cost estimators who periodically review the design and compare costs estimates to verify alignment or adjust the design so that they are. This practice will also be applied to Phases IV and V of the design process and therefore staff is confident that the overall project will be designed within our \$85,000,000 budget.

7) Goal References: **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."*

8) References: N/A.

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Alan Carr

Thurston County
Tye Menser

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Hilary Seidel

Intercity Transit
Carolyn Cox

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
EJ Zita

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, June 5, 2020

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – May 1, 2020
- b. Approval of Vouchers – May 2020

Obligation Authority Review

1st REVIEW

Staff will present the draft TRPC Obligation Authority and Procedures to Council. This document has been developed to formalize roles and responsibilities around transportation project obligations in response to an updated state policy.

Commercial Aviation Coordinating Commission

PRESENTATION

David Fleckenstein will brief the Council on the Commercial Aviation Coordinating Commission's (CACC) effort to identify the long term needs and potential solutions for the states aviation needs. The CACC is considering Thurston County as a possible location for new or expanded commercial aviation facilities.

Regional Transportation Plan

1st REVIEW

Staff will present public comments received for the Regional Transportation Plan (RTP). This is TRPC's first review of the RTP for consideration of adoption.

2020 Federal Transportation Funding Call for Projects Proposal Review and Discussion

1st REVIEW

The council will review the 2022-2025 federal Surface Transportation Block Grant (STBG), Transportation Alternative (TA), and Congestion Mitigation and Air Quality Improvement Program (CMAQ) regional grant proposals.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION