

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, July 15, 2020
5:30 P.M.

In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the [Governor's Proclamation 20.28.7](#) participation in this meeting will be through remote access only.

Dial in using your phone.

United States: +1 (571) 317-3122 / **Access Code: 759-375-757**

- One-touch: <tel:+15713173122,,759375757#>

The public may also join using Facebook:
<https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|-----------|--|----------------------------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
General Public comment may be submitted by email to pmessmer@intercitytransit.com .
Public comments must be submitted by 12:00 p.m. on July 15, 2020.
Emailed comments and public hearing testimony will be provided to the Authority electronically prior to the meeting.

For questions, please contact the Clerk of the Board at 360-705-5860. | 5 min. |
| 3) | NEW BUSINESS
A. Pattison MOA Project Update (Steve Krueger)
B. Surplus Property Policy Amendment Resolution 04-2020 (Steve Krueger) | 60 min.
10 min. |
| 4) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (July 10) (Carolyn Cox)
B. Transportation Policy Board (July 8) (Don Melnick) | 3 min.
3 min. |
| 5) | GENERAL MANAGER'S REPORT | 10 min. |
| 6) | 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: July 15, 2020

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5838

SUBJECT: Pattison MOA Project Update

1) The Issue: Project Architect Stantec Inc. (Stantec) will provide an update of the design for Administration/Operations (ADOPs) Building and the Fuel Wash Facility (FWF) and General Contractor/Construction Manager (GC/CM) Forma Construction Company (Forma) will outline the construction plan and schedule.

2) Recommended Actions: This item is for information only.

3) Policy Analysis: The Authority authorizes the budget for design and construction projects.

4) Background: In May of 2018, Stantec began collaborating with internal stakeholders to devise a plan and design for Intercity Transit's Pattison Base Campus with the goal of anticipating and addressing our programming needs through 2045. In August of 2019, Forma was competitively awarded the General Contractor/Construction Manager (GC/CM) contract for this project and began providing value engineering and constructability recommendations in collaboration with Stantec. On June 25, 2020, the City of Olympia Design Review Board unanimously approved the design for the North Parcel work that includes the construction of both the ADOPs building and the FWF. The permitting process is underway and the civil construction work is targeted to begin this August. Intercity Transit is confident that we have a strong and experienced team poised and in place to successfully execute the construction work on the North Parcel, but before proceeding, staff would like to introduce the key players on the team to the ITA and provide an updated overview of the design and plan.

5) Alternatives: N/A.

6) Budget Notes: N/A.

7) **Goal References:** **Goal # 1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal # 2:** *"Provide outstanding customer service."* **Goal # 3:** *"Maintain a safe and secure operating system."* **Goal # 4:** *"Provide responsive transportation options within financial limitations."* **Goal # 5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: July 15, 2020

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Surplus Property Resolution

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- 1) **The Issue:** Intercity Transit's Surplus Property Resolution.
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- 2) **Recommended Action:** Repeal and replace Surplus Resolution No. 23-81 with Resolution 04-2020.
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- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare excess property as "surplus" prior to disposal.
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- 4) **Background:** On October 16, 1981, the Thurston County Public Transportation Benefit Area Authority (now Intercity Transit Authority) passed Resolution No. 23-81 which details how surplus property is to be disposed. Section 1 requires all surplus items be declared as surplus by the Authority prior to disposal regardless of its estimated value. In practice, all surplus items including low and no value items must be stored and may not be disposed of until a determination is made by the Authority which often occurs as a consent agenda item. Except for surplus vehicles, the proposed Surplus Resolution would delegate authority to the General Manager to dispose of surplus personal property with an estimated value of \$5,000 or less. By adopting the updated Resolution No. 04-2020, all surplus personal property, regardless of its assessed value will be disposed of in an ethical manner using established procedures and practices that exemplify sound stewardship (e.g. sell to government agency, auction, recycle, trade-in, trash, or other means). Accordingly, the recommended action is to replace Resolution No. 23-81 with the updated Resolution No. 04-2020.
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- 5) **Alternatives:**
A. Adopt proposed Resolution No. 04-2020 related to Surplus Property.
B. Continue with existing Resolution No. 23-81.
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- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** Resolution No. 23-81 and replacement Resolution No. 04-2020.
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RESOLUTION NO. 23-81

A RESOLUTION establishing procedures governing the sale of surplus personal property owned by the Thurston County Public Transportation Benefit Area.

WHEREAS, it is deemed desirable to establish appropriate procedures for the sale of surplus personal property owned by the P.T.B.A.;

NOW, THEREFORE, BE IT RESOLVED BY THE THURSTON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA AUTHORITY, as follows:

Section 1. Authority to Sell Personal Property. Whenever it appears to the governing Authority that supplies, materials, equipment or other personal property belonging to the P.T.B.A. is no longer of public use to the P.T.B.A., the governing Authority shall declare, by motion or resolution, such property to be surplus to the foreseeable needs of the P.T.B.A. and shall sell such property according to the manner hereinafter provided.

Section 2. Minimum Price. The governing Authority may fix a minimum price at which personal property of the P.T.B.A. may be sold. If a minimum price is established, no sale shall be made unless at least the minimum price is bid as hereafter provided.

Section 3. Sale of Personal Property of \$500.00 Value or Less. The Director of the P.T.B.A., after the governing Authority declares personal property of \$500.00 value or less to be surplus, shall sell or dispose of such property in accordance with informal procedures and in the best interests of the P.T.B.A.

Section 4. Competitive Bids for Sale of Personal Property - Exceptions. The Director of P.T.B.A., after the governing Authority has declared personal property to be surplus, shall advertise for competitive bids on the sale of such property, except:

- (a) When selling to a governmental agency;
- (b) When personal property to be disposed of is to be traded in upon the purchase of a like article;
- (c) When the estimated value of the property to be sold is \$500.00 or less; or
- (d) When the governing Authority setting forth the facts has declared an emergency to exist.

Section 5. Publication of Advertisement for Bids.. The Director of P.T.B.A. shall publish an advertisement for bids at least once in a legal newspaper of general circulation in Thurston County. The Director may also advertise for bids in such additional publications as is deemed advisable. All pending sales shall also be advertised by a notice posted on a public bulletin board in a conspicuous place at the P.T.B.A. office. Both posting and the date of last publication must be at least five (5) calendar days before the final date for submitting bids.

Section 6. Bid Information. The advertisement for bids must particularly describe the property proposed to be sold or shall refer to approved specifications on file in the office of the Director of the P.T.B.A, designating the place and the time when the bids will be opened, and shall set forth the minimum price, if any, established by the governing Authority.

Section 7. Bid Deposit for Sale of Personal Property Over \$500.00 In Value. Each bid shall be accompanied by a deposit in the form of a certified check in an amount equal to not less than 10% of the amount of the bid. All such deposits so made shall be returned to the unsuccessful bidders depositing the same after award of contract has been made. The deposit of the successful bidder shall be applied upon the price, or upon failure of such bidder to consummate the purchase, such deposit shall be forfeited as liquidated damages and such deposit forfeited shall be credited to the appropriate account.

Section 8. Award of Bid. The bids shall be opened in public at the time and place stated in the newspaper publications. The governing Authority may reject any or all bids, or the bid for any one or more of the articles included in the advertisement for bids.

Section 9. Sales for Cash - Exceptions. Sales of personal property must be for cash except:

- (a) When property is transferred to a governmental agency;
- (b) When the P.T.B.A. property is to be traded in on the purchase of a like article, in which case the proposed cash allowance for the trade-in must be a part of the proposition to be submitted by the seller in the transaction.

Section 10. Bill of Sale Authorized. Upon the sale of any property as provided for in this resolution, the Director of the P.T.B.A. shall, upon request, have the necessary Bill of Sale issued and executed as required by law.

Section 11. Alternate method of sale - Auction. Notwithstanding any other section of this resolution, when an accumulation of P.T.B.A. property is to be sold, the value of which exceeds two thousand dollars, the Director of the P.T.B.A. may, with prior approval of the governing Authority, sell such accumulated property at public auction to the highest bidder. Notice of such sale, stating the time and place thereof, and containing a description in general terms of the property to be sold, shall be published at least once in a newspaper of general circulation within the county at least ten days prior to the date fixed for said sale.

Section 12. Funds deposited in General Fund. All funds realized from the sale of surplus personal property shall be deposited in the P.T.B.A. General Fund and shall be identified by source and amount of sale.

PASSED: October 16, 1981.


THURSTON COUNTY PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY


WESLEY L. BARCLIFT, Chairman

ATTEST:


JIM SLAKEY, Director

APPROVED AS TO FORM


THOMAS J. TAYLOR, JR., Legal Counsel

RESOLUTION NO. 23-81 - 2 of 2

**INTERCITY TRANSIT
RESOLUTION NO. 04-2020
ESTABLISHING PROCEDURES FOR THE SURPLUS AND DISPOSITION OF
SURPLUS INTERCITY TRANSIT PROPERTY**

WHEREAS, Intercity Transit has had procedures in place governing the disposition of agency surplus property since 1981; and

WHEREAS, procedures are periodically reviewed for conformance with agency policies, current laws and best practices; and

WHEREAS, Intercity Transit desires to modify the surplus property processes to allow for efficient disposal of low value items in accordance with industry practices and standards; and

WHEREAS, the updated procedures set forth promotes the fair, impartial, responsible and practical disposition of Intercity Transit surplus property including as required under RCW 39.33.020; and

WHEREAS, the Authority has determined that such policies will ensure that the public shall receive the greatest possible value for such items;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. Policy

It shall be the policy of the Authority to dispose of surplus property in accordance with applicable state and federal requirements and in an ethical manner using procedures and practices that exemplify sound stewardship.

Section 2. Exceptions

The disposal of surplus property shall not be governed by this resolution in the following circumstances:

- a) When the subject property may be used as trade-in upon the purchase of a like article or credit;
- b) When the General Manager or designee has determined the item(s) is considered scrap or has been valued at less than \$10.00 per item.
- c) For real property (land and improvements) owned by Intercity Transit.

Section 3. Disposition of Surplus Property valued at \$5,000 or less

Except for surplus vehicles, the General Manager is hereby delegated authority to declare property with an estimated fair market value of \$5,000 or less as surplus and then dispose of the item in accordance with informal procedures and in a manner that is in the best interest of Intercity Transit.

Section 4. Property valued over \$5,000

The Authority shall declare property valued over \$5,000 as surplus by listing said items and noticing them to a regular meeting agenda indicating intent to surplus by action of the Authority, either by Motion or Resolution. Upon approval, unless otherwise directed by the Intercity Transit Authority, The General Manager shall then dispose of the surplus property in accordance with agency disposition processes.

Section 5. Intergovernmental Transfers of Property valued in excess of \$50,000

In addition to the requirements of Section 4, for any transfer of surplus property to the state or

any municipality or any political subdivision thereof, or the federal government, or a federally recognized Indian tribe, the Authority shall not declare property having an estimated value over \$50,000 as surplus until first holding a public hearing in accordance with RCW 39.33.020. The form and content of the public hearing notice shall conform to the requirements set forth under [RCW39.33.020](#).

Section 6. Supplemental procedures allowed.

Nothing shall prevent the Authority from enacting a procedure for disposition of surplus property (such as sealed bids), provided that the process and procedures for such exceptions shall be set forth prior to disposal separately, by Resolution, in accordance with Authority bylaws and agency procedures.

Section 7. Ethics

Employees of Intercity Transit shall only be eligible to purchase surplus property at a public auction or other public event so as not to give the appearance of a conflict of interest or favoritism.

Section 8. Repeal of Resolution No. 23-81

Upon adoption of Resolution 04-2020, Resolution No. 23-81 is hereby repealed in its entirety. All references to Resolution No. 23-81 are hereby referenced to Resolution No. 04-2020.

ADOPTED: This 15th day of July, 2020

INTERCITY TRANSIT AUTHORITY

Ryan Warner, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM

**Jeffrey S. Myers
Legal Counsel**