

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
June 3, 2020

CALL TO ORDER

Chair Warner called the June 3, 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 20.28.4 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; Suzanne Coit; Jessica Gould; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee; Mike Burnham; Nancy Trail; Russell Gilsdorf.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody 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 June 3, 2020.

No public comment was received.

PUBLIC HEARINGS

A. 2021-2024 Transportation Improvement Program. Grants Program Administrator, Jessica Gould, presented for public comment the 2021-2024 Transportation Improvement Program (TIP). During the public comment period between May 7, 2020, and June 3, 2020, one comment was received by email questioning the TIP process in Clallam County. Historically, the lack of public comment on the TIP is not unique.

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Chair Warner opened the public hearing at 5:39 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.

With no one from the public giving comment, Chair Warner closed the public hearing at 5:40 p.m.

- B. Proposed September 2020 Service Change.** Planning Manager, Rob LaFontaine, presented for public comment the proposed adjustments to bus service anticipated for September 20, 2020, including Route 42 at SPSCC. LaFontaine provided a recap of the proposal, which includes minor adjustments to time-points on Routes 45, 60, 62A, 62B, 67, 94, and DASH; proposal to change access to Route 42 at SPSCC; and revenue service hours remain neutral. The proposed realignment to Route 42 involves the transfer access from the campus onto Mottman Road.

To date, four written public comments were received. All four comments share a common concern with the decrease in proximity to the southern portion of the campus and the perceived decrease in safety in pedestrian activity on Mottman Road. Staff will review the concerns about accessibility and lighting. The proposed stop location on Mottman is not only accessible but decently illuminated with both street lighting and campus lighting as well as the lighted pedestrian crossing.

Carmody agrees with the concerns expressed by the four comments that Mottman Road is dangerous. She asked instead of going along Mottman Road, what about using the Community College drive that's a circle road around the campus instead of going through the U-turn, and take a right hand jog on the Community College drive and take a right onto the unnamed street and hook back up on 29th Avenue and have that going westbound and then eastbound continue the 29th Avenue to Dr. Nels Hanson Way or continue going up the unnamed road and go down Community College Circle road. Buses wouldn't be making huge U-turns and speed would be increased without forcing the public to cross Mottman Road.

LaFontaine said staff has looked at the interior campus roadways as an alternative. Mottman Road has a few favorable things – has good site distance; the speed limit is not terribly high; there's a lighted crosswalk in addition to the street light. It checks a lot of boxes in the amenities staff looks for in a safe and welcoming crossing. Staff is aware of the heavy truck traffic but the speed limit and sight distance works in our favor, and staff wouldn't propose the change if they felt it was unsafe.

LaFontaine said staff will take a second look at these suggestions; however, there are some of the limitations that stopped the use of interior campus roads, such as increased pedestrian activity where students are not paying attention, similar to a parking lot. The campus also comes with gates that have been a source of concern

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and problematic with coordination with security on site, making sure a bus doesn't have to deal with a locked gate.

Sullivan understands Carmody's concerns, and she is familiar with the campus interior road Carmody refers to. It's a very narrow road, even for a regular vehicle, and she's experienced people walking out in front of her, not paying attention. Sullivan doesn't believe the road would be safe for a bus to travel.

Menser said he is also concerned about the safety on Mottman Road, and he also concurs that roads on campus are potentially unsafe as student attention is frequently focused elsewhere.

Chair Warner opened the public hearing at 6:02 p.m. Jason Aguero from Information Systems checked and confirmed there were no callers wishing to make public comment.

With no one from the public giving comment, Chair Warner closed the public hearing at 6:03 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

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

- 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**.

NEW BUSINESS

- A. DES Project Management Service Agreement.** Procurement Manager, Steve Krueger, presented for consideration an amendment to the DES Project Management Agreement for the Pattison Maintenance, Operations and Administrative Rehab and Expansion project. He referred to renderings of the new building. The design architect, Stantec is working to complete 100% construction design drawings to be presented to the design review board with the city on June 25.

Several years ago, Intercity Transit decided to pursue a General Contractor/Construction Manager (GC/CM) model to achieve the best value in

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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.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to 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. Construction Funding Pattison Base Expansion/Rehab Project.** Procurement Manager, Steve Krueger, presented for consideration the next phase of funding for the construction of the Administration/Operations (ADOPs) building and Fuel Wash Facility (FWF).

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

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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 storm water 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 to 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.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to 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).

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

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- We've been preparing to restore approximately 35% of our bus service later this month.
- The run cuts and rosters are complete and the Operator Bid was posted earlier this week. Refresher training begins next week and is anticipated to be completed in approximately two weeks.
- We are completing installation of the Plexiglas barriers around all of the drivers' compartments.
- Generally speaking, the span of service is 8:30 a.m. to 8:30 p.m. with the majority of routes operating hourly, with the exception of the 94 which will be about every 2.5 hours. We will also be operating DAL and try to fill the gaps with the Advanced Reservation System for early and late trips. The dates and the path to restoration all depend upon our available workforce.
- Our Operators are required to wear masks when transporting individuals. We are requiring our passengers to wear masks, and that is supported by the County requirement to wear a mask while in public. It is all the more important for our passengers to wear a mask to protect our Operators allowing them to keep service on the street.
- We encourage passengers to come prepared, but if individuals do not have a mask, we are offering a mask.
- I want to reiterate how very important it is to keep our Operators safe and healthy. We estimate we consistently have about 45% of our workforce available to drive.
- We are assisting Tenino with a Community Van to deliver food during the COVID-19 crisis.
- The Intercity Transit Community Vans being used by the City of Olympia have been distributing 150 meals a day/7 days a week to regional homeless camps with help from the CCS Community Kitchen at the Salvation Army. The City of Olympia says, "Thank you for allowing us to utilize the vans!" And we say "thank you" for doing the amazing work you are doing with those vans.
- Family Support Services and the Olympia Fire Department shared a huge "THANK YOU" for IT's help on Friday, May 22 responding to the fire at the Quality Inn in Olympia. The homeless families being housed at Quality Inn were evacuated with only what they could carry. Many of these families lost their EBT cards, shoes, clothing, glasses, stuffed animals and other personal items. The fire was so catastrophic that none of these lost items were retrievable. Joe Bell and Kyle Rogers from Maintenance assisted by driving two coaches transporting **13 households**,

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equaling about 50-80 people, to their new temporary “home.” They helped provide a warm, safe place during the chaos.

- A special “thank you” to Heather Stafford-Smith and Jonathon Yee for receiving the call for help and coordinating our response.
- “Thank you” to Curtis Prouty, DAL Supervisor, for quickly coordinating transportation for these families so they could replace some much needed items.
- Although Village Vans is currently not operating in its former capacity, they are helping with our Advanced Reservation System, and they are still helping people gain employment which is really exciting.
- At the OTC, we are replacing cracking bus lane panels and installing underground utilities in preparation of adding lighting and cameras to the bike locker area. Although the temporary shutdown of the OTC was unexpected, we have taken this opportunity to do work that would have otherwise been much more complex and costly if the OTC was operational. Painting is anticipated to begin next week and be completed by the end of June.
- The budgeted painting project began at the LTC this week. It should be completed mid-July. The painting project is anticipated to start at the Centennial Station the beginning of July and finish the beginning of August.
- We submitted two Regional Mobility Grant application concept letters to WSDOT for the 2021-2023 biennium. The first concept application was for construction funds to design and build a transit-only direct access from the NB I-5 ramp into the Martin Way Park-and-Ride (P&R) to reduce delays getting in/out of the P&R. The ability to do this was incorporated into the original design of the P&R, but Federal Highways was not interested in providing approval for what they call a “break-in access.” They have reconsidered and are willing to approve that break-in access. It will be safer and save us considerable time not having to traverse three lanes of traffic from the off-ramp to the entrance of the P&R, then having to wait on Martin Way to make a left-hand turn into the P&R.
- The second concept submitted was for funding our BRT implementation plan so the project is eligible for federal funding.
- We completed our 2019 Annual National Transportation Database Reporting, which is a significant process to go through every year.
- We’ve been working with SCJ Alliance to improve and install bus stop pads along Route 65 and on Mottman Road (near SPSCC). We anticipate advertising for the construction of the bus stop pads mid to late-June.

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Customer Comments:

A customer wrote, "As a long-term resident of Thurston County, I've ridden the bus well over two decades. I've seen routes change, new routes added, and remember when the transit center moved to its current location. Intercity Transit has been a part of my life for so long, I honestly don't know what I would do to get myself around without IT. When my husband and I were preparing to buy our home, proximity to a bus stop was a high priority. I consider myself very lucky to not only have found a home within four hundred feet of a bus stop, but I am also lucky to have access to a transit company that is responsive and respectful of their patron's needs and health."

"I have found IT's response to the pandemic to be reasonable and based on logic. It's a sad sign of these times that reasonable precautions that are proven to save lives will be received with anger and vitriol. I sincerely hope IT continues with the life-saving precautions that have been implemented. I also believe it is because of these precautions that Thurston County has not had a far more serious outbreak. Keeping bus drivers from being exposed means they can't catch or spread the virus."

"In short, please keep doing what you're doing. These are not precautions taken because of fear; they're precautions that are based on an assessment of the risk. Just like I'm not willing to ride in a car without a seat belt or cross a busy road without looking both ways, I am not willing to risk my life for the sake of convenience. With much appreciation and respect, Melanie Leiren."

Freeman-Manzanares answered questions:

Gilman asked about the re-opening plan for the OTC. He's had conversations with several merchants in the area who described their hopes for coordination that the transit center, community care center, and the Olympia center would open in some coordination with each other. Freeman-Manzanares said staff are continuing to have conversations with others regarding their phased re-opening. Her understanding is the community care center doesn't yet have a re-opening plan and indications are they may be providing services in a different way. The library system is not intending to open their facilities but have curbside service. The community center didn't offer specific plans or dates other than to share access would be very limited. The senior services area did not have plans to re-open pending more information about the progression of this public health crisis. Planning and Operations are preparing to provide service for a period of time on the exterior of the transit facility because we likely will not have staff available to operate the transit center.

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Cox asked what the sales tax revenue projection is looking like. Freeman-Manzanares said for March there was a 20.55% decrease in what we were anticipating. We will have April data at the end of June.

Sharwark asked if anything is being done to protect drivers from protestors. Freeman-Manzanares said she's been in direct contact with law enforcement, and they have been proactive about informing the agency about what is going on and what areas to avoid to protect vehicles and staff. Staff are sharing that information with drivers.

Menser asked when the public will have the information regarding the opening of service on their favorite routes. Freeman-Manzanares said staff is working on the communication pieces now. Planning is finalizing service elements and we'll get that information out as soon as possible.

AUTHORITY ISSUES

Gilman said in the last week the City of Olympia has seen a number of establishments reopening during Phase 2, especially downtown. He said in the last week, there have been numerous demonstrations and protests around the racial justice black lives matter. While there had been some antagonistic actions at City Hall, there hasn't been any major property damage or individuals injured. Tuesday night there was a large gathering that peacefully moved through the city and dispersed by dark.

Melnick liked Sullivan's interview on TC Media. He said TC media appears to be expanding what it does in regards to Thurston County paralleling what TVW does for the entire state. He continues to encourage Freeman-Manzanares to set up an interview with them.

Menser said the County is carefully tracking the spread of the virus and moved to Phase 2 successfully. The County is eligible to apply on June 17 to move to Phase 3. The County will be ready as long as the numbers support it. As of today, there were no new cases, and the two outbreaks in the care facilities are being managed and under control. The County is asking the public to follow the directive to wear masks and abide with non-essential travel because this will help the County to reopen sooner and get the economy up and running faster. Menser thanks IT for providing a community van to the Tenino Food Bank, allowing them to deliver meals to the residents in Bucoda. It's a huge win for the South County.

Pierce was present in the board room tonight when a member of the public came in thinking this was an open meeting, and she appreciates how staff graciously tried to assist him. This brings up a valid point - this was an individual living out of his car, and who does not have access to a phone or a computer. As we get closer to opening up the transit center and service, she encourages the agency to post signs in as many

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places as possible, especially public service agencies, so individuals without access to technology will have access to those updates.

Sullivan said many are trying to manage through the COVID-19 situation and the cities are limited by the Governor's orders. She said there is extensive road work happening in Tumwater during the summer and several of the projects are on Capital Boulevard which will impact IT service.

Cox said the Lacey City Council will have discussions on how to allocate the \$1.5M they received from the CARES Act. They may retain some dollars to pay back the \$1M they put up for small business grants in order to keep reserves stable. Some dollars will go to social services, and to continue support to small business so jobs open up in the community.

Carmody said Yelm is in the process of selecting a new councilmember to replace Cody Colt who stepped up to the position of Public Works Director. Yelm is also deciding what to do with their CARES Act dollars, received in the amount of \$274,000. There's a proposal on the table to retain half of that for city expenses including overtime for employees and extra protection needed to institute within their building. The social service agency, TOGETHER!, has a set up a fund with ATU Credit Union that is used for the citizens of Yelm, and it has about \$30,000 which people have been tapping into to help pay water bills, etc. The fund writes checks directly to the City of Yelm so there is no overhead work. Yelm will put part of their CARES dollars into that fund to help pay for anything from childcare to utilities. Another \$93,000 will go to the business community in the form of a direct check to each business that applies for it.

ADJOURNMENT

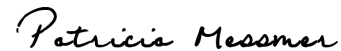
With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:53 p.m.

INTERCITY TRANSIT AUTHORITY



Ryan Warner, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: July 1, 2020

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