

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
July 15, 2020

CALL TO ORDER

Chair Warner called the July 15, 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 20.28.7 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 Aguero; Tammy Ferris; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Nicky Upson; Daniel Van Horn; Cindy Fisher Waterhouse; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Cox and Citizen Representative Melnick 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 July 15, 2020.

No public comment was received.

NEW BUSINESS

A. Pattison MOA Project Update. Procurement Manager, Steve Krueger, said in May 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

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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.

This evening Stantec provided an encore of their presentation to the Design Review Board and Forma shared an overview of their structure plan. Krueger proceeded to introduce staff from the Department of Enterprise Services, Stantec and Forma:

- **Jonathan Martin** from Department of Enterprise Services is the Project Manager coordinating the design services with Stantec and Forma.
- **Merlin Maley** from Stantec is Project Principle and Architect of Record.
- **Eric Wood** from Stantec is Project Manager.
- **Barb Berastegui** from Stantec is leading the design effort on the project.
- **Molly Wesmantel** from Stantec is Transportation Architect and supporting Eric Wood on the project.
- **Kody Helm** from Forma is Senior Project Manager and GC/PM lead.
- **Drew Phillips** from Forma is Principle.

Barb Berastegui proceeded with the presentation she gave to the Design Review Board, focusing on the north parcel building. As part of the urban design principles, Stantec was given the task to design the master plan and all buildings per the new commercial corridor requirements, fronting all of the buildings on Martin Way, with a majority of the buildings on the north property line. This creates an elegant buffer between the public side of the project and the internal bus storage site.

Stantec created a clear focal point / front door image with the entry of the building located on the corner of Martin Way and Pattison Street, with Dispatch overlooking the bus yard.

Stantec's Design 2 Thrive Process involves the design team and stakeholders working together on four primary goals (referring to the Rose Diagram): Promote employee happiness and inclusivity; make employee health and safety a top priority; embrace resiliency as a characteristic of IT's culture; and provide visionary leadership for the future.

Stantec came up with three strong architectural elements: Welcoming and Inviting representing IT as a strong supporter of the community and showing transparency; Responsive to IT's Environment showing architecture that speaks to the natural elements of Washington that is contemporary and of a time and place; and

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appropriate materials using natural elements and materials to be resilient, not requiring heavy maintenance.

Berastegui proceeded with building structure and elevations, exterior and interior concepts and specific materials to be used including landscaping.

Merlin Maley from Stantec addressed planning Stantec has done for Zero Emission Buses (ZEB), that include hydrogen or battery-electric buses.

Maley said Stantec has developed facilities for battery-electric and for hydrogen. Future studies will identify what the ideal fleet is for IT.

Kody Helms shared site logistics are challenging due to existing tight conditions with both bus and employee parking onsite, sidewalks on Martin Way and Pattison, and an existing fueling station. There has been a lot of coordination between IT, Stantec and the City of Olympia trying to find the best fit, being efficient and still allowing IT to continue operating without interruption. Helms reviewed the work in three phases. Phase 1 (Early Civil) runs from August through October 2020; Phase 2 runs from October 5th to November 17, 2020 and is the split between the north and south parcels; Phase 3 runs November 17, 2020 to April 22, 2021 – the bus yard work should be completed and construction on the main building begins.

Drew Phillips said the design phase has been a collaborative process. Forma is very familiar with, and will follow all federal and state laws to publicly bid all the packages. They have already bid four packages and three of those will be awarded to local firms. The final bid phases, which included approximately 20 additional bid packages, are anticipated to run through August.

Phillips said contractor trailers are anticipated to be onsite early to mid-August.

B. Surplus Property Resolution. Procurement Manager, Steve Krueger, presented for consideration repealing and replacing Surplus Resolution No. 23-81 with Resolution No. 04-2020.

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

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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.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to adopt Resolution No. 04-2020 related to surplus property.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Cox said at the July 10 meeting:

- Katrina Van Every reviewed public comment and final process for the Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan. The RTP includes extending Log Cabin Road from Boulevard Road east to Wiggins Road, and six of the members opposed the project. The objections centered on the City of Olympia's plan to build this road through the heavily forested LBA Woods which is a popular spot for hikers and nature lovers. After much discussion by TRPC members, the council was reminded that its role is to determine whether proposed projects were of regional significance and it would be highly unusual for the council to try to second-guess a jurisdiction's decision. Ultimately, the council did approve the RTP and adopted the Regional Transportation Improvement Plan as put forward by the Transportation Policy Board (TPB).
- The council received a briefing on the 2020 Federal Transportation Call for Projects awards. The council awarded funding consistent with the TPB's recommendation.
- TRPC will not meet in August.

B. Transportation Policy Board (TPB). Melnick said at the July 8 meeting:

- Marc Daily introduced new staff members: TRPC Associate Planners Aidan Dixon and Veronica Jarvis. The TPB is still looking for a business representative, and Melnick said if the Authority knows of any qualified candidates have them contact Daily.
- TRPC accepted TPB's recommendations and adopted the Regional Transportation Plan and accepted the TPB recommendations and approved the federal funding distribution.
- Freeman-Manzanares provided an overview of Intercity Transit's return to limited fixed-route service, service changes for the fall, vanpooling and coping with COVID-19.
- The Board received a review on the Main Street Rochester and Grand Mound Transportation Study. These are rural projects that were funded through TRPC's Call for Projects with matching funds provided by Thurston County and Washington State. The Rochester project is complete, and the Grand

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Mound project is ongoing. TRPC is drafting a rural county transportation legislative package for consideration by TPB and Council later in the year.

- The TPB will not meet in August. The next meeting is September 9, 2020.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares gave a presentation at a National Users Conference on Zero-Fare, and she is preparing for another presentation at an APTA conference. She had the opportunity to present to the Transportation Policy Board on July 8, 2020, about Intercity Transit's COVID experience.
- On July 8, 2020, Freeman-Manzanares and City of Lacey Councilmember, Carolyn Cox, appeared on TC Media's [Stay Safe Thurston County](#) to talk about IT's return to service.
- Approximately a third of IT's pre-COVID service is on the street, and ridership numbers are between 3,000 and 4,000 a day. Ridership numbers are reported on a daily basis to the Governor's office using February 2020 numbers as a baseline.
- February 2020 was IT's second month of the Zero Fare demonstration project. Ridership increased 39% and that equaled more than 112,000 additional boardings over February 2019. IT's average daily ridership was 16,600. Utilizing those numbers as our base, the fact that we have a third of service on the street, and the whole stay home, stay safe COVID situation, particularly with much of our community workforce telecommuting, our ridership is down about 78%.
- The number of Operators available to work hasn't changed, and many of these individuals meet the definition of a vulnerable employee or they have a family member who is vulnerable. There is continued uncertainty regarding child care and these employees are in protected leave status due to COVID.
- We are doing the work necessary to plan for additional service now. As soon as our employee base can support additional service consistently, we will add service. We are not anticipating a lot of changes between now and the end of the year in terms of service, and perhaps beyond.
- The number of individuals testing positive for COVID in our community is increasing. We have employees impacted by contact tracing because someone in their family tested positive or their family member was exposed. In those cases, employees need to be quarantined in order to protect other staff members.
- Intercity Transit has an intense employee outreach program monitoring everyone's status, and we are actively engaged in helping employees return if they are able. If they are not, we are helping them navigate the system.

Carmody asked if there has been thought towards providing space in the new building for childcare for employees. Freeman-Manzanares said staff had given thought to that initially during the space planning phase and early in the design it was found that space on site was fairly tight so we were unable to accomplish that. She appreciates that line of thought, always and particularly now as employees are addressing childcare issues in this time of COVID.

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Melnick said it's important to convey to the public what is happening with the construction of the new building and that IT is doing everything possible to do what the public asked for when they voted for Prop 1. Also emphasize that we are using local contractors whenever possible. Freeman-Manzanares said management will see about getting the word out both internally to staff so they understand where we are as well as informing the public. This includes placing public notice at the job site.

AUTHORITY ISSUES

Cox said Lacey is closing in on finishing the 22nd Avenue Roundabout on College Street and it's going faster than originally thought. She recommends avoiding the Marvin Road Overpass at Hawk's Prairie because it's causing a lot of delays and that will continue through the end of July.

Gilman said the past six weeks has been an amazing journey of learning and questioning what he understands about race, white supremacy and about public safety. The City of Olympia is hosting four virtual town hall presentations around racial justice and the topics include Racial Justice and the Justice System; Racial Justice and Economic Opportunity; Racial Justice and the Healthcare System; and Racial Justice and the Education System. Gilman suggested the Authority include a conversation about equity, diversity, and inclusion at the next retreat.

Menser said the County Commissioners have had "excruciating" conversations centered on the budget. They made decisions, and then were threatened by elected officials into backtracking on some of those decisions, and completely stalemated on how to respond to that backtracking. The position between the three Commissioners is currently irreconcilable, and he predicts more severe and difficult funding cuts come fall and winter.

Sullivan said Tumwater is working through budget issues. The council reviewed the clinic plan and she is pleased to see all transportation items were already complete.

Carmody said Yelm is also working on budget items. She pointed out to the Yelm council that if the moratorium on evictions lifts we might be facing a lot of homelessness, and IT could see an increase in ridership.

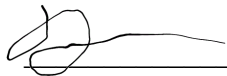
Warner said there is a podcast entitled [The Olympia Standard](#) that includes a discussion about homeless issues from the side of both the landlord as well as someone who represents people being evicted.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:25 p.m.

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Ryan Warner, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: August 5, 2020

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