

**Authority Meeting Highlights**  
***a brief recap of the Authority Meeting September 16, 2020***

*In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20-28.9 Open Public Meetings Act, this meeting was held remotely.*

**Action Items**

Wednesday night, the Authority:

- Conducted a Public Hearing on the Draft Transit Development Plan.
- Authorized the General Manager to renew the maintenance agreement for an additional 24-months with Conduent and pay the related Orbital CAD/AVL system hardware/software maintenance invoices during this period in the amount of \$458,006, including tax.
- Approved Intercity Transit's Public Transportation Agency Safety Plan.
- Scheduled a public hearing on the 2021 Draft Budget for Wednesday, November 4, 2020.

**Other Items of Interest**

- Intercity Transit's Federal Advocate, Dale Learn, Vice President of Gordon Thomas Honeywell Governmental Affairs, provided an update on activities affecting public transportation in Washington D. C.

**General Manager's Report:**

- Intercity Transit received the state audit results, and to quote the auditors, it was a "very clean audit report." The auditors appreciated how responsive and prepared the IT team was through the audit process, particularly under a different set of circumstances due to the pandemic. The auditors:
  - Track and monitor theft of sensitive assets such as computers, tools and equipment.
  - Review accounts payable, payroll, our financial condition (they said IT was in great financial health in 2019) and open public meetings laws and requirements.
  - Gave IT a clean opinion on grant requirements, and IT is in full compliance.
- Freeman-Manzanares said on a different note this year for everyone's audit is that a state of emergency was declared that could have a negative financial effect on the Authority. It takes a village of individuals doing things right every day. All of these individuals make it happen daily and worked very hard to ensure the audit went well, and in particular, all of the work that goes along with the actual audit. **Freeman-Manzanares recognized the following staff for their contribution to this year's successful audit:**
  - Finance (*Suzanne Coit, Angie Shamburger, Kiera Maryott, Brian White, Lori Vani, Bill Nevue and Heather Smith*).
  - Grants Program and Procurement (*Eric Phillips, Jessica Gould, Steve Krueger, Katie Cunningham, Jeff Peterson, Tammy Ferris*)

- Inventory (*Jon Licht, Brian Sutherby, Becky Nygard*)
  - Maintenance and Facilities (*Jonathon Yee, Tyler Huey, William Snyder, David Hartmann, Karl Hug, Chris Shoultz, Steve Owsley, Dean Taylor, Jayson Click, Mel Zepp*)
  - Information Systems (*Jason Agüero, Kathy Miller, Daniel Van Horn*)
  - Operations (*Emily Bergkamp, Cameron Crass, Kevin Karkoski, Joy Gerchak, Cindy Waterhouse*)
  - *Pat Messmer and Legal Counsel, Jeff Myers*, for ensuring IT is in compliance with the Open Public Meetings Act
- The Annual Flu Shot Clinic is canceled due to the logistical challenge to keep everyone safe. This year's strains of the flu are more dangerous than previous years, including one that apparently hasn't been seen before, and there is no immunity to it. Employees are encouraged to get their flu shot from their doctor or pharmacy.
  - Suzanne Coit mentioned the agency is approximately \$900,000 over what was budgeted, and the sales tax report for June was good, but baffling. It was 8.6% higher year over year. August sales tax revenue was \$7,113,734.
  - IT applied for two state regional mobility grants for the 2021-2023 legislative session. One is for the BRT Project Development and Station Construction. The project is for \$856,000 and the local match is \$171,200. The second grant application is for the Martin Way Park-and-Ride for the I-5 northbound ramp access. This was a goal when the park-and-ride was expanded, but IT didn't have the funding or the Federal Highway's approval to pursue what they call a break-in-access coming from a park-and-ride directly onto the freeway. Eric Phillips is working with WSDOT and Federal Highways, and they are supportive, so we are working through the process. Freeman-Manzanares thanked the City of Lacey, WSDOT, TRPC and the City of Olympia for writing letters of recommendation for those grant projects.
  - The bus stop project which focused on SPSCC in northeast Lacey is now complete. It's a big accomplishment to have completed on schedule for the September Service Change, which takes place September 20, 2020, using the remote processes. It's a good tribute to our team's adaptive productivity during the COVID crisis and keeping on track.
  - A press release went out September 14, 2020, in search of an Authority Citizen Representative on the ITA and Community Advisory Committee members. Thurston Talks released an article entitled, "Intercity Transit Recruiting Volunteers to Help Shape Public Transportation." Intercity Transit is the only public transit authority in the state to allow Citizen Representatives full voting membership on the governing Board, which provides our community with a unique opportunity for people to get involved. Freeman-Manzanares hopes The Olympian will publish an article to help inform the community about this unique opportunity. Outreach also includes the IT website, social media, gov delivery, along with friends and the jurisdictions to help get the word out. Application materials are due by 5 p.m., October 14, 2020.