

**Authority Meeting Highlights**  
***a brief recap of the Authority Meeting November 4, 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 Open Public Meetings Act, this meeting was held remotely.*

**Action Items**

Wednesday night, the Authority:

- Authorized the General Manager to add \$88,000 to our Service Level Agreement with Consolidated Technology Services, for website development support, for a total adjusted contract value not-to-exceed \$138,000.
- Conducted a Public Hearing on the 2021 Draft Budget.
- Conducted a Public Hearing on the Draft 2021-2026 Strategic Plan.
- Instructed staff to schedule interviews for all eight candidates at a special meeting on Wednesday, November 18, 2020, for the ITA Citizen Representative Position recruitment.

**General Manager's Report:**

- The agency is keeping track, on a daily basis, of those who tested for COVID; and staff is doing contact tracing to ensure everyone who needs to quarantine is notified and able to quarantine as quickly as possible. We immediately sanitize any portion of the building or vehicle that was potentially exposed if the situation calls for that. The majority of individuals needing to test are doing so for non-work-related activities such as a family member or close friend who has tested positive.
- Internally staff is proceeding with potential plans to restore service as well as fallback positions if we do not have the employees to support the service.
- It takes a tremendous amount of work to have multiple game plans depending on the path of the pandemic. Freeman-Manzanares gave a "shoutout" to all employees who are going above and beyond to deliver great service to each other as well as our passengers.
- Staff continues to work with Thurston County Public Health in keeping tabs on outbreaks in the community to ensure Intercity Transit keeps everyone healthy.
- We are asking for the community's help (including the Authority and the Community Advisory Committee) to improve our website. If possible, we would appreciate everyone's participation in the survey. The link to that survey is located on our website: <https://anthrotech.optimalworkshop.com/optimalsort/intercity-transit>

- This afternoon, the ITA and CAC ad-hoc committee interviewed 7 out of 8 applicants for the Community Advisory Committee open positions. The committee consisted of Debbie Sullivan, Don Melnick and Sue Pierce, representing the Authority; and Justin Belk, Joan O’Connell and Allison Spector representing the CAC. A candidate recommendation will be brought before the Authority at the December 2, 2020, ITA meeting.
- Sales Tax for August was 7 ½% year-over-year. That is almost \$482,000 above our budget expectation (\$6,115,000). That is approximately a 4.2% increase from the year prior.
- Freeman-Manzanares gave a “shoutout” to Nicky Upson, Marketing Coordinator, who was selected as a co-chair of the Thurston Green Business Committee.

Prepared November 5, 2020  
Pat Messmer/Clerk of the Board