

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**August 5, 2020**

**CALL TO ORDER**

Chair Warner called the August 5, 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 20.28.8 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; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

**Members Excused:** City of Yelm Councilmember Molly Carmody.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; David Copley; Katie Cunningham; Jessica Gould; Kevin Karkoski; Steve Krueger; Ally McPherson; Pat Messmer; Jeff Peterson; Curtis Prouty; Rob Rinehart; Nicky Upson; Daniel Van Horn; Kerri Wilson; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers.

**APPROVAL OF AGENDA**

**It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to approve the agenda.**

**PUBLIC COMMENT**

*Public comment was available through email to [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) and the commenting period closed at 12:00 p.m. on August 5, 2020.*

**No public comment was received.**

**INTRODUCTIONS**

- A. Curtis Prouty, Dial-A-Lift Supervisor** (*Kevin Karkoski*)
- B. Rob Rinehart, Information Systems Supervisor** (*Jason Aguero*)

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Councilmembers Cox and Sullivan to approve the consent agenda.**

- A. Approval of Minutes:** July 1, 2020, and July 15, 2020, Regular Meetings

**Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 2 of 11**

**B. Payroll – July 2020: \$2,818,648.52**

**C. Accounts Payable July:** Warrant numbers 30491-30526; 30528-30561; 30562-20593; 30594-30624; 30626-30627; and 30628-30672 in the amount of **\$2,376,950.55**; Automated Clearing House Transfers in the amount of **\$7,341.14** for a monthly total of **\$2,384,291.69**.

**NEW BUSINESS**

**A. Janitorial Services and Supplies Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented for renewal the janitorial services and supplies contract with CW Janitorial Service for an additional year.

In August 2019, CW Janitorial Service won Intercity Transit’s contract for Janitorial Services and Supplies. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective September 1, 2020, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, and Amtrak Station. Tasks and requirements have been updated to reflect recent occupancy changes and significantly increase emphasis on disinfection of touchpoints, restrooms, and common areas.

In accordance with the contract terms, proposed renewal rates are increased as compared to the current contract term. This rate increase is due to increased cleaning product and disinfectant usage and costs, increased emphasis on disinfection due to Covid-19, increased paper product usage and costs, and a 12% increase in prevailing wage rates. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service’s record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities, and recommends that the contract be renewed.

**It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$234,948, including taxes.**

## **Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 3 of 11**

- B. State Legislative Advocacy Services Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented for renewal the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.

In September 2016, Foster Government Relations won Intercity Transit's contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the fourth one-year renewal. The annual contract amount remains the same as the original term.

Intercity Transit has been satisfied with Foster Government Relations' representation of its interests during the life of this contract. The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Foster Government Relations is approved.

**It was M/S/A by Citizen Representative Pierce and Councilmember Cox to authorize the General Manager to execute a contract amendment with Foster Government Relations to renew the contract for State Legislative Advocacy Services for a period of one year in the amount of \$42,000.**

- C. Digital Radio Solution Sole Source Contract.** Procurement Coordinator, Jeff Peterson, presented the purchase of digital radio equipment and related subscription service.

Transit's CAD/AVL system installed in 2008 uses analog radio technology together with two leased radio towers to support our primary system for voice communications. The existing system has exceeded its useful life. Equipment for new vehicles is not available and the parts needed to service the equipment are no longer readily available. While our primary CAD/AVL communications project will use internet-based voice and data communications, Intercity desires to maintain a cost-effective communications option for redundancy and emergency use. This request would allow replacement of the existing analog radio system equipment and allow the agency to move forward with executing a communications service agreement that would provide desired communications redundancy without the need to maintain separate capital assets associated with traditional radio systems.

Communications technology has evolved significantly over the past decade. A subscription-based radio service, much like a cellular carrier agreement, is the

## **Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 4 of 11**

preferred replacement strategy. It is a significantly more efficient approach as a redundant communications system. The opportunity to move toward this type of arrangement allows Intercity Transit to make the switch from owning and maintaining our radio network coverage infrastructure and instead utilize services provided by a firm that focuses on developing, maintaining and supporting a viable and workable digital radio solution for subscribers.

Intercity Transit field tested two different radio communication support systems for coverage and connection strength within our service area (including Lakewood and Tacoma) and found that the service package offered by Day Wireless was superior. Our CAD/AVL consultant, IBI, also reviewed the proposed options and determined the Day Wireless solution would best satisfy our needs. Moreover, Transit received positive references from Labor and Industries and King County Metro confirming that the Day Wireless solution, coverage, service and equipment has worked successfully for them.

Technical analysis of service options available that meet our requirements revealed Day Wireless is the only solution provider capable of adequately servicing our PTBA. Transit advertised an intent to sole source this procurement, and although two inquiries were received, neither firm had the coverage or resources currently in place to compete with Day Wireless. The WA State Department of Health, Labor, and Industries similarly entered into a sole source agreement with Day Wireless.

The sole source service package Day Wireless offers is TRBO West digital network access that uses Motorola hardware programed specifically for this network. The proposed turnkey solution includes 20 portable radios, 156 mobile radios, 4 workstations, and support equipment that will be installed, configured and tested on the Day Wireless network to ensure the entire system is operational and supported by a 3-year service agreement. The hardware comes with a five-year factory warranty. Useful life is considered 7 to 10 years. Staff has concluded the equipment and service package offered by Day Wireless will meet the communication needs of Intercity Transit and represents the best value in securing digital radio coverage.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to enter into a sole source contract with Day Wireless to provide and install digital radio equipment on all coaches, DAL vans, maintenance vehicles, supervisor vehicles, and dispatch centers for a not-to-exceed cost of \$456,341 (excluding tax) as well as enter into a three-year term contract for digital radio support services at a cost of \$3,906 per month.**

## **Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 5 of 11**

**D. Walk N Roll 2019-2020 Youth Education Program Update.** Kerri Wilson provided an update on the Youth Education Program including highlights from the 2019-2020 school year and the adjustments made due to the pandemic.

During the school year, 275 students participated in the Rolling Classroom field trips, which included taking the bus to Mountain View Preschool where students received a tour of the bus. Through the Class Pass program, Intercity Transit provided field trip transportation to 482 students, which includes a classroom presentation to prepare students for the bus ride.

From September 2019 through March 2020, 2,860 youth and family participated in the Walk N Roll school event at different schools, and these events are also attended by the Lacey, Tumwater, and Olympia Police and Fire Departments. Other special guests also attend (the Mayors, City Councilmembers and Superintendents).

Intercity Transit provides support to the North Thurston and Tumwater School Districts through a Safe Routes to School Grant Program, which is referred to as Bikes in P. E. All fourth and fifth grade students learn bike skills (like how to safely ride a bike) in their P. E. class.

Two new programs were introduced, and a partnership was formed with the Olympia Police, Thurston County Target Zero and Safe Kids Thurston County. A grant in the amount of \$10,000 was received from State Farm to design and print traffic safety signs, and those signs will be distributed next spring targeting neighborhoods near school walk zones, starting first with Olympia schools. The other program is a Bike Rodeo Kit that includes a "how to" manual. The kit will assist schools and community organizations with bike rodeo events. However, this year all events have been canceled, although a couple of mini bike rodeos are planned for the City of Tumwater Summer Camp.

Many Walk N Roll programs were impacted by the pandemic including the School Bike Challenge which is coordinated along with the Bicycle Commuter Challenge. To keep kids engaged, however, Wilson partnered with Duncan Green to conduct a Scavenger Hunt and a Bike Bingo - both were well received.

Part of Walk N Roll is helping schools celebrate National Bike to School Day held in May, and to keep the spirit alive this year, Wilson partnered with the Olympia Police Department. Using chalk, they wrote inspirational messages on the sidewalks around the schools about walking and biking. The Rolling Storytime program was also canceled with the Lacey and Olympia Libraries. However, it was replaced with a virtual rolling story time. These videos include a story and a song provided by the library, and a short video filmed by staff, providing information about walking, biking and riding the bus. Still to come in August is a "meet a bus driver" video, and the final video includes a tour of IT's maintenance facility.

## Intercity Transit Authority Regular Meeting

August 5, 2020

Page 6 of 11

A series of videos were created starring “T-Rex” that teach bike, pedestrian and transit safety, and those videos are shared on IT’s social media. One of the videos was part of the Safe Kids Virtual Safety Fair. To encourage families to get outside to walk and ride bikes, Wilson created the “Where is T-Rex?” activity that is running the entire month of August. It’s a partnership with the cities, local organizations and businesses to hide T-Rex in windows, parks and community spaces around Olympia, Lacey, Tumwater and Yelm. When T-Rex is found, participants take a photo and are entered into a prize drawing. It just started last Saturday, and there have been 50 submissions so far.

Planning for the 2020-2021 School Year will look different with most schools returning remotely. Starting with the **Healthy Kids, Safe Streets Network**, the goal is to look at ways to provide active transportation safety information and encouragement for students still walking and biking to school to pick up their learning packets and lunches, and also to encourage active transportation as a form of physical activity. In September, Wilson is partnering with the **WET Science Center** to create an online and printed educational activity packet and a theme of transportation. Wilson is launching the **Safe Streets Ambassador** program in the fall and this is the revitalization of the Peace Car Pledge. They are anticipating an increased amount of traffic congestion around schools with parents driving their students to school which creates a hazard for students still walking and biking.

David Copley reviewed the Earn-A-Bike Program:

### Earn-a-Bike 2019-2020

- There was low attendance for the fall classes which were all at the same school throughout the calendar year – 81 graduates in 2019 with 10 grads in the fall.
- Before the pandemic, a change in the format of classes was made so that we visited three schools in a year, one from each school district we serve, instead of one for the entire calendar year. We hope this change in format will help us have fully booked classes.
- Summer classes, which is offered through Olympia Parks and Recreation, are very popular. A fourth summer class session was added in 2019, and there were still slightly overbooked classes.

### Bike MVP 2019-2020

- The winter 2019/20 Bike MVP (Mechanic Volunteer Program) consisted of graduates with the bikes they overhauled. The bikes they built will go to grads of the Earn-a-Bike program.
- Each Bike MVP grad puts in 20 hours of class time and another 20 hours of volunteering in the shop.
- Six of the nine Bike MVP participants completed their 20 hours of shop time when the shop was closed due to the pandemic.

## **Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 7 of 11**

- Many of our Bike MVP participants are former Earn-a-Bike grads.
- A couple of the Bike MVP's are continuing to come into the shop after their required hours are done. Some have brought in friends. The program is helping establish a youth presence in the shop.

### **Adapting the Walk N Roll Program**

- We are adapting the Earn-a-Bike program to a remote learning model.
- We will recruit participants through local social service agencies and others we have partnered with through the van grants program. We will prioritize outreach to those with greatest needs through this approach.
- With remote learning we can reach farther, including Yelm, to support youth throughout the entire service area.
- When we are able to do classes again in person, these remote learning tools can still act as an educational resource for the community.
- The bike shop has remained closed in order to help protect our staff and volunteers.
- We had 1,699 hours of volunteering in 2019. Because of all this work, and since we didn't hold spring and summer classes, we have 168 bikes built. This will allow us to continue to offer classes (adapted to remote learning) for a year or more without needing to open the shop. A typical program year would require a maximum of 110 bikes.

The AmeriCorps member, Kate Fauver, just completed her year of service with Intercity Transit. Fauver performed in the T-Rex suit, as well as narrating and doing the video edited for the T-Rex education videos.

**E. 2020 Thurston Climate Mitigation Plan Briefing.** Jessica Gould, Grants Program Administrator, briefed the Authority on the upcoming release of the Draft Thurston Climate Mitigation Plan. In the summer of 2019, Thurston County and the cities of Lacey, Olympia and Tumwater began working with the Thurston Regional Planning Council to create a strategic roadmap for reducing climate polluting greenhouse gases. Intercity Transit staff was asked to participate in one of the five working groups that were formed of subject matter experts. Many individuals and groups also wanted to be involved. Outreach began in the summer of 2019 with an online survey.

The online survey allowed the public to weigh in on what they thought was most important and what the Climate Mitigation Plan should focus on. The public outreach effort led to the Development of Community-Wide Action Lists. These lists were narrowed down to 71 actions based on the ability to reduce locally produced greenhouse gas emissions, using a scenario analysis tool.

This list includes all actions that received a Total Priority Score of 3.5 or higher in the multi-criteria analysis, as well as top-ranking actions that address key strategies

## **Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 8 of 11**

identified as important by stakeholders and Steering Committee members. Actions were analyzed based on the identified criteria and scenarios were developed based on the adoption of those actions. The analysis is complete and the draft plan is expected to be released this month. The project schedule has been delayed due to COVID-19 but is still moving forward.

Five advisory working groups were formed around the following sectors:

Group 1 - Buildings and Energy with representation from construction companies, Olympia Community Solar, the Housing Authority and more.

Group 2 - Water & Waste advisory workgroups included individuals from Lott, Thurston PUD and Thurston County Environmental Health.

Group 3 - Cross-Cutting Actions group included representation from the colleges, students from OSD, the libraries, the Nisqually Tribe and Thurston EDC.

Group 4 - Agriculture & Forests had representatives from the Thurston Conservation District and the City of Olympia as well as the Evergreen State College.

Group 5 - Transportation and Land Use Advisory Workgroup consisted of WSDOT, Washington Department of Commerce, the Port of Olympia and Intercity Transit.

The groups met six times between fall 2019 and now. The groups all wanted a Plan that would be adopted and implemented. Climate Change is directly impacted by the amount of Greenhouse Gas Emissions that are being released into the environment.

The largest source of emissions is connected to the Built Environment which includes residential energy usage, industrial energy usage and commercial energy usage. Very small portions also originate with Agriculture and Waste.

This briefing focused on the 36% of Greenhouse Gas Emissions that are from passenger vehicles, heavy duty trucks and commercial vehicles. Transit is not pulled out specifically, but Intercity Transit's vanpool fleet is included with passenger vehicles and buses/ DAL's are included with heavy duty vehicles.

Gould reviewed "Phase 1" of the Climate Mitigation planning effort. As part of Phase 1, [TRPC researched and recommended](#) that the jurisdictions use the year 2015 as a common baseline year, and adopt the emissions reduction target:

- Achieve a 45% reduction of 2015 greenhouse gas levels by 2030
- Achieve an 85% reduction of 2015 greenhouse gas levels by 2050.



## **Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 9 of 11**

What resulted from the discussion with the Advisory Workgroup is for transit to be a part of that solution. There are the seven strategies developed for the Transportation & Land Use Advisory Group. All but Strategy 4 apply to the entire Transportation System while Strategy 4 elevates increasing the use of public transit is more specific to IT. Increasing the use of public transit helps the entire transportation system to be more efficient.

The criteria were adopted by the Steering Committee in October 2019. This provided a solid way to measure and rank the many recommended actions that were introduced by the public and by the Advisory Workgroups. All of those actions were ranked using the following criteria:

- **GHG reduction potential** = the annual quantity of greenhouse gas emissions (GHG) an action will avoid or sequester as of 2030. For example, one of the highest scoring action items with the most potential to reduce GHG emissions is to increase middle-density housing.
- **Speed of deployment** = how quickly can the action be implemented. Does it require legislative action? Does the technology exist? Is there a funding mechanism in place? For example, a fareless transit system ranked very high because it was implemented in 2020.
- **Control** = These actions are under the three cities or the County's jurisdiction or they can likely influence the implementer or create the necessary regulatory structure. A good example of an action that ranks high for control is congestion mitigation.
- **Co-benefits** include ecosystem health, social equity, economic benefits, climate adaptation and supports one or more of the regional goals. For example, the 20-minute neighborhood action ranks very high and has multiple co-benefits not only for the public but also to encourage walking, biking and transit use.

The actionable list that the Plan will ask IT to implement to help to reduce GHG emissions are ranked high according to the four criteria which are:

- Greenhouse Gas Reduction Potential
- Control
- Speed of deployment
- Co-benefits

IT's Strategic Plan and forward thinking by the Board already led to the fareless system. We are actively working on T4.1 and T5.4.

The draft plan will be out for review in late August/early September. An online version of an open house will also be held in September. This plan is the first step and there will have to be many more discussions and conversations toward achieving the goals. The general feeling among stakeholders is it is more important

## Intercity Transit Authority Regular Meeting

August 5, 2020

Page 10 of 11

to get a strategy in place and work started than to have every detail exactly worked out.

### COMMITTEE REPORTS - None.

### GENERAL MANAGER'S REPORT

- The Maintenance staff have been experimenting with Renewable Diesel at 10% or R-10. They will share findings about their experimentation at a later date.
- The five-year Zero-Fare Demonstration Project garnered some attention nationally, and Freeman-Manzanares had the opportunity to present at a National Users Conference and at an APTA conference last week.
- Our construction contractor is expected on site at Pattison and Martin Way around August 17<sup>th</sup>. Staff has been working diligently to ensure we are prepared and can continue to provide service to the community while a portion of our site is under construction. We anticipate construction will take place over the next three years.
- A contract was signed to construct 14 bus stop pads, located throughout our service area, but focus primarily on our newer Route 65 and addressing changes at SPSCC. We anticipate the work will begin mid to late August and will be complete late September.
- There are plans to restore some additional service with the September 20, 2020, service change. We are adding service to Routes 13 and the 94 and adding The One to off-set overcrowding on Route 62.
- We received proposals for the new CAD/AVL - Computer Automated Dispatch/Automatic Vehicle Location System and are in the review process. Staff will bring this before the Authority this Fall.
- There is a Puget Sound Passenger-Only Ferry Study Webinar on August 20, 2020, from 1:30 p.m. to 3 p.m. They will share survey results and preliminary study findings. Visit the [Passenger-Only Ferry Study webpage](#) or to [register for the webinar](#).

### AUTHORITY ISSUES

**Gilman** said the City received another month's sales tax revenues and found the impact on City revenue is much less than anticipated although it doesn't mean the impact isn't really hard on brick and mortar retail, restaurants and bars in particular. Olympia is beginning another round of facilitation and direct assistance to those establishments, and a lot of energy is being focused on downtown.

**Menser** said as part of the County budget the Commissioners added in support for a Thurston Climate Action Team proposal to launch a clean energy program to coordinate programming for clean energy upgrades, and be ready for stimulus money to support climate goals, and they are asking for \$150,000 divided between four major jurisdictions. Thurston County committed their quarter of that contingent on at least

**Intercity Transit Authority Regular Meeting**

**August 5, 2020**

**Page 11 of 11**

two other jurisdictions contributing, so there is over \$100,000 collectively to launch the program.

Menser said a big piece of what's in the Climate Mitigation Plan is local land use policy, and he believes the County, more than any other jurisdiction, holds the key to that because cities will develop in their natural way, but it's the County holding the line on gross management principles that will continue to create greater density, greater transportation efficiency, and a series of other goals connected to gross management policy. He is asking for help from the jurisdictions in getting the message to the public the fundamental policy of gross management.

**Pierce** thanked all of the staff who work behind-the scenes to make the virtual/remote ITA meetings run smoothly.

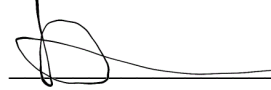
**Sullivan** said the City of Tumwater is working on their Climate Mitigation Plan and on their Forest Canopy, and how to maintain and manage their tree canopy within the city.

**Cox** said the Exit 111 Interchange is now open. There was a delay finishing the College Street and 22<sup>nd</sup> Avenue roundabout because of staff issues and obtaining final materials due to the pandemic situation. However, construction is expected to be finished by the end of next week.

**ADJOURNMENT**


**With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:03 p.m.**

**INTERCITY TRANSIT AUTHORITY**



**Ryan Warner, Chair**

**ATTEST**



**Pat Messmer**

**Clerk to the Authority**

**Date Approved: September 16, 2020**

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