

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
September 16, 2020**

CALL TO ORDER

Chair Warner called the September 16, 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 20.28.9 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 Sue Pierce; and Alternate Labor Representative Paul Tischer.

Members Excused: City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; and Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Suzanne Coit; Jason Hanner; Rob LaFontaine; Pat Messmer; Eric Phillips; Jeff Peterson; Heather Stafford Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee; Mike Burnham; Jessica Gould; Steve Krueger; Ally McPherson.

Others Present: Legal Counsel, Jeff Myers and Dale Learn, Gordon Thomas Honeywell Governmental Affairs.

APPROVAL OF AGENDA

It was M/S/A by Councilmembers Sullivan and Gilman 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 September 16, 2020.

No public comment was received.

PUBLIC HEARING

A. 2020-2025 Transportation Development Plan (TDP). Planning Manager, Rob LaFontaine, reminded everyone the TDP is a rolling document reviewed/updated annually, and a draft of the TDP has been available on the website for viewing. This year's TDP does not include any major announcements, however, it does provide a recap of 2019 that included the Zero-Fare public outreach process, implementation

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of the long-range plan, and the launch of The One BRT demonstration project. It also includes a comprehensive summary of the 2019 operating statistics. The theme of this year's TDP is a continued path towards implementation of the elements contained within the long-range plan.

LaFontaine said four individuals submitted public comment/testimony specifically addressed to the draft TDP, and those comments all shared an inquiry about the restoration of the Olympia Express Service, the commuter service between Thurston and Pierce counties. LaFontaine notified those individuals about Intercity Transit's current situation as well as the intent to restore the express service as soon as policy and resources permit. A Summary of these comments were forwarded to the Board, and a copy will be retained on file.

Chair Warner opened the public hearing at 5:42 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 present to give testimony, Chair Warner closed the public hearing at 5:43 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** August 5, 2020, Regular Meeting Minutes; and August 19, 2020, Regular Meeting Minutes
- B. Payroll - August 2020:** \$2,687,547.05
- C. Accounts Payable - August:** Warrant numbers 30673-30687, 30688-30722, 30724-30725, 30726-30780, 30781-30791, 30792-30822, 30824-30863, and 30864-30868 in the amount of **\$1,713,305.88**; Automated Clearing House Transfers in the amount of **\$6,002.30** for a monthly total of **\$1,719,308.18**.

NEW BUSINESS

- A. Update on Federal Advocacy Activity.** Federal Advocate, Dale Learn from Gordon Thomas Honeywell provided an update on activities affecting public transportation in Washington D. C. Learn said his job is to do all things Federal, working with Intercity Transit, trade associations like APTA and the Bus Coalition, keep in close contact with the Federal Transit Association, Congress including committees and delegations.

Learn started off with Appropriations.

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Fiscal Year 2021 is typical and the House approved the Transportation Housing and Urban Development bill (July 31, 2020)

- Bus Programs @ \$1.307 billion
 - On the Competitive side (5339b) – \$374 million above the 2020 Fast Act authorization level plus-up, for a total \$663 million (\$514 million FY2020), House bill - 100% federal. Our ask was a \$485 million plus-up.
 - Low and No Emissions (5339c) – \$125 million plus-up, total \$180 million (\$130 million FY2020).
 - MAP-21, in 2012, eliminated the competitive program and overall went from \$984 million to \$422 million – Made substantial progress in eight years!

Fiscal Year 2021 – not much Senate Action. Will have a budget for 2021 after the election.

Bus and Bus Facilities Program Success –

- Pattison Project aggressive advocacy – Meeting with Members, FTA, and a lot of letters of support.
- \$27.38 million with award each of the last four years, with \$11.345 million in FY2020 (August 6, 2020).

Reauthorization of the FAST Act –

- \$48.7 billion for FTA programs in the 5 years (FYY2016-20)
- House INVEST Act \$105 billion for 5 years; Senate Highway Committee action moved with a 30% increase.
- Ask is \$7.14 billion for core Bus Programs for 5 years (\$3.75 billion in the FAST Act).

COVID Response Actions –

- CARES Act (March 27, 2020)
 - \$25 billion for transit (our apportionment was \$10,465,977)
- House HEROES Act passed (May 15, 2020)
 - Additional \$15.75 billion for transit, but \$11.75 billion for those agencies of 3 million population – 14 largest agencies, so only \$4 billion for competitive for all agencies.
- \$32 billion similar to the CARES Act, focusing on traditional formula programs.

Other Funding –

- BUILD/TIGER Grants (FY2020 - \$118 million, 1/3), Infrastructure Packages have been discussed.

Other Issues –

- Always multiple issues involving Buy America and rules associated with that, as well as technology and energy issues.

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- Most of the delegation was interested in attending the OTC Grand Opening in March but was canceled due to the pandemic.
- Politics – There will be a new House member of Congress from the 10th congressional district. There's the outcome of the election, and possibly a new President. The former Vice President was a big advocate for transit. Current President has done well with the Department of Transportation and FTA and core bus programs.

B. Conduent Maintenance Contract Extension. Procurement Coordinator, Jeff Peterson, presented an extension of the Conduent Transport Solutions (Conduent) Orbital CAD/AVL radio system maintenance contract.

In 2008, Intercity Transit completed installation of the Orbital system and entered into a maintenance agreement with Conduent with the option to extend through September 25, 2023. Conduent's proprietary Orbital system provides radio communications between Dispatch and all fixed route and DAL vehicles. The Orbital system updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

The Orbital system maintenance and support services contract is crucial to ensuring that the system is performing properly at all times and therefore an extension of the hardware and software maintenance agreement is essential to our operations.

Based on review of actual maintenance needs for previous years and our current knowledge of the Orbital system, staff recommends the contract with Conduent be extended and believes the costs established within the agreement continues to be fair and reasonable.

It was M/S/A by Councilmembers Gilman and Sullivan to authorize 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, tax included.

C. Intercity Transit's Public Transportation Agency Safety Plan (PTASP). Chief Safety Officer and Safety Program Manager, Jason Hanner, provided an overview of the agency's Public Transportation Safety Plan.

The PTASP is required by the Federal Transportation Association (FTA). Final Rule of 49 Code of Regulations Part 673 requires operators of public transportation systems who are recipients or sub-recipients of FTA grant funds to develop a safety Plan that includes the processes and procedures necessary for implementing Safety Management Systems (SMS). Intercity Transit will self-certify it has a Plan that meets the requirements set by the FTA. Important dates regarding the PTASP are:

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- July 19, 2019 is the date the final rule from the FTA became effective. This started the clock for the compliance deadline.
- July 20, 2020 was the initial deadline that transit agencies were given to have a completed Plan. However, due to COVID-19, the deadline was extended to December 31, 2020.

Once completed, the draft Plan went through an external review process. The FTA's Technical Assistance Center (TAC) reviewed the Plan to ensure all requirements were met. IT's Plan was reviewed twice by the Technical Assistance Center, and they had only one minor recommended edit. From there the Plan was reviewed internally by the Senior Management Team. This ensured the Plan would work for Intercity Transit. Finally, each department's leadership staff reviewed the Plan and made recommended edits. This process allowed leadership staff to become familiar with the document and make the responsibility clear.

Hanner went on to explain the Safety Management Systems (SMS) is a formal, top down, organization-wide, data driven approach to managing safety risk and assuring the effectiveness of safety risk mitigations. It's a process to identify risks and make sure the mitigations that are put in place are effective and do not create new risks. Being a top-down, organization-wide approach helps create a safety culture with shared values, actions, and behaviors that demonstrate a commitment to safety over competing goals and demands. For example, when a new class of operators is hired, the first thing they are taught are the three S's (Safety, Service, and Schedule). Safety is always first because it is a core value at Intercity Transit.

The four components of an SMS are:

1. **Safety Policy:** This is Senior Management's commitment to continually improve safety. It defines the methods, processes, and organizational structure needed to meet safety goals.
2. **Safety Risk Management:** This determines the need for and adequacy of, new or revised risk controls based on the assessment of acceptable risks.
3. **Safety Assurance:** This evaluates the effectiveness of implemented risk control strategies and supports the identification of new hazards.
4. **Safety Promotion:** This includes training, communication, and other actions to create a positive safety culture within all levels of the workforce.

Hanner reviewed the most notable requirements of the PTASP:

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1. The agency's Accountable Executive and Authority Board must approve and sign the plan.
2. A Chief Safety Officer (CSO) must be designated. The FTA defines a CSO as an adequately trained individual who has responsibility for safety and reports directly to a transit agency's General Manager. A Chief Safety Officer may not serve in other operational or maintenance capacities.
3. The documented processes of an agency's SMS.
4. An employee reporting program must be created. Intercity Transit has a fantastic site where employees can scan a QR code or enter a web address in their web browser and report their safety concerns.

<https://trackitnearmiss.com/3925423432423-2/>

Performance targets consist of four main categories with a total of seven targets for each mode of service IT operates. The categories are fatalities, injuries, safety events, and system reliability. For fatalities, injuries, and safety events, IT must show the total number and the number per 100,000 vehicle revenue miles (VRM). IT has a To Be Determined in system reliability. With the way the FTA defined "Major Mechanical Failure," IT discovered additional data needed to be tracked. Maintenance and Information Systems are working together to capture this data. IT's plan is to capture data beginning in 2021 and report on it in 2022. Safety performance and targets will be shared each year with the Thurston Regional Planning Council and Washington State Department of Transportation.

It was M/S/A by Councilmember Sullivan and Citizen Representative Pierce to approve the Intercity Transit Public Transportation Agency Safety Plan.

D. 2021 Draft Budget. Finance Manager, Suzanne Coit, presented the draft 2021 budget which is similar to the 2020 budget. The 2021 budget is a fiscally conservative budget consistent with the TDP.

In terms of sales tax, which is our major revenue source, the agency is in a relatively good place. Sales tax has, thus far, come in slightly above our budget projection. IT is aware of the potential for decreases due to COVID-19 and the resultant economic impacts. If sales tax revenue decreases, IT will pause and re-evaluate expenditures.

Revenue for May/June was \$1.4M under what was budgeted; July/ August revenue was over \$1.3M. Currently, IT is above our budget projection by \$900,000. Sales tax in the 2021 budget is projected to be the same as 2020. It is assumed there will be a return to pre-COVID level service in March 2021, and an increase in service in September 2021.

The budget anticipates an increase in the existing Dial-A-Lift service levels by almost 10,000 hours; an increase in fixed route service levels by 6,200 service hours; the purchase of 23 replacement coaches, 9 of which are grant funded; the purchase

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18 replacement and 3 expansion Dial-A-Lift vans. The hybrid bus mid-life rebuild will happen only if needed. Purchase 4 replacement and 3 expansion staff vehicles, two of which may be delayed until 2022. Continue construction to renovate and expand the Pattison Street Facility and continue the CAD/AVL. Adding 12 new operator positions, but only if needed for an increase in service; and adding one new vehicle cleaner.

The proposed Operating Budget is \$65,106,361; the total Capital Budget is \$112,972,378 for a total of \$178,078,739.

Coit reviewed 2021 Budget Expenditures starting with proposed new projects totaling \$17,914,378; rollover projects totaled \$100,240,460; and operational expenses total \$59,923,901.

It was M/S/A by Commissioner Menser and Councilmember Cox to schedule a public hearing on the 2021 Draft Budget on November 4, 2020.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Cox said at the September 4 meeting:
- The Council was briefed on the draft Transit Safety Performance Measures and Targets and the Council will take formal action in October.
 - The Council reviewed the draft 2021-2024 Regional Transportation Improvement Plan also scheduled for final adoption in October. If the Plan is approved in its present form, Intercity Transit will fair pretty well with funding (for the Walk N Roll Youth Education Program, for 8 new coaches, 4 new propane powered Dial-A-Lift vans, and \$10.3M over four years to help with the Pattison Street project).
 - Paul Brewster briefed the Council on the 2020 Rural Community Support Program Call for Projects process.
 - Marc Daily provided a mid-year update of some of the major projects underway at TRPC.
 - Karen Parkhurst provided an update on the 2020 State Legislative Session and draft 2021 legislative priorities.
 - **Transportation Policy Board.** Gilman filled in for Melnick and said at the September 9 meeting the Board received the same information as that of TRPC. Gilman said in the Legislative Session early priorities discussion, the I-5 work definitely includes thinking about Intercity Transit, specifically around the Martin Way Park-and-Ride and how access might be improved. Also, facilitating express buses.

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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 very clean audit opinion on grant requirements, and IT is in full compliance.
- Freeman-Manzanares shared that everyone’s state audit was to include a note that a state of emergency was declared and it could have a negative financial effect on the entity. Freeman-Manzanares stated that it takes a village of individuals doing things right every day to get a great audit report. There are so many individuals at IT that make it happen daily and so many that worked very hard to ensure the audit went well.
- **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 Aguero, 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 on-site. The nurse who regularly provides our clinic shared that this year’s strains of the flu are purported to be 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

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\$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 and in northeast Lacey for the Route 65 is now complete. The project was completed on schedule for the September Service Change, which takes place September 20, 2020. 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, and sharing through our jurisdictions to help get the word out. Application materials are due by 5 p.m., October 14, 2020.

AUTHORITY ISSUES

Cox said a lawsuit has been filed against the City of Lacey challenging the city's ordinance involving the restrictions and requirements for recreational vehicle parking. In September of 2019, Lacey City Council approved an ordinance which shortened the amount of time RVs could park and extended the rule to cover city-owned lots. The ordinance was aimed at curbing the growing number of recreational vehicles parked in the city-owned lot behind the Lacey City Council and library building.

Menser said the Board of County Commissioners passed a resolution recognizing the hard work of the Public Health Department. The Department was not receiving hazard pay when the Board was granting it to other County employees, and they have been dealing with the health pandemic, helping businesses reopen safely and reconfiguring businesses reopening requirements, plus dealing with a sewage spill and now the air quality due to the wildfires.

Menser said that a big "chunk" of the Cares Act funding that came to the County was held by the state, and now the state is releasing it. However, the County has been given a limited amount of time to get the money allocated. The County has until the end of November to allocate the remaining dollars. During the first round of funding only a

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small amount of money was given to the Thurston Strong Program, and then the United Way and Community Foundation, working on social service needs. The County can now provide bigger chunks of money to these groups (\$5.5M to Thurston Strong and \$2M to the United Way).

Pierce said the Community Advisory Committee (CAC) has not had the opportunity to attend their monthly meetings remotely, and she is concerned about the CAC members feeling left out. Freeman-Manzanares said the CAC receives the Authority meeting materials and they are invited and encouraged to attend the ITA meetings virtually either listening by phone or through Facebook.

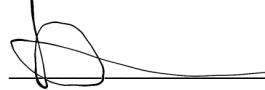
Sullivan said construction is wrapping up on Capital Blvd. and this should help with Route 13.

Gilman said City of Olympia has made the decision to not go back to large in-person meetings anytime soon. They've been able to refine their remote capabilities to hold meetings successfully. They are gearing up to return to public processes and some of the bigger decision-making that was stalled at the beginning of the pandemic.

ADJOURNMENT

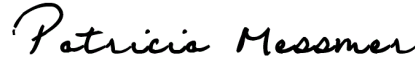
With no further business to come before the Authority, Chair Warner adjourned the meeting at 7:07 p.m.

INTERCITY TRANSIT AUTHORITY



Ryan Warner, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: October 7, 2020

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