

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
October 7, 2020**

CALL TO ORDER

Vice Chair Cox called the October 7, 2020, meeting of the Intercity Transit Authority to order at 5:32 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 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.

Members Excused: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguerro; Emily Bergkamp; Mike Burnham; Katie Cunningham; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Kasey Scott; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Daivd Bonauto, Community Advisory Committee.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Carmody 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 October 7, 2020.

No public comment was received.

INTRODUCTIONS

A. Kasey Scott, Service Worker (Jonathon Yee)

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmembers Carmody and Gilman to approve the consent agenda.

Intercity Transit Authority Regular Meeting

October 7, 2020

Page 2 of 7

A. Approval of Minutes: September 16, 2020, Regular Meeting

B. Payroll – September 2020: \$2,704,939.68

C. Accounts Payable September: Warrant numbers 30869-30897; 30900-30938; 30939-30977; 30978-31013; and 31014-31040 in the amount of **\$1,261,999.00**; and Automated Clearing House Transfers in the amount of **\$8,542.79** for a monthly total of **\$1,270,541.79**.

NEW BUSINESS

A. Adopt 2019 Annual Report and 2020-2025 Transit Development Plan. Mike Burnham, Associate Planner, presented for adoption the final 2019 Annual Report and 2020-2025 Transit Development Plan.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to adopt the 2019 Annual Report and 2020-2025 Transit Development Plan.

B. Federal Advocacy Services Contract Renewal. Procurement Coordinator, Katie Cunningham, presented for renewal the Federal Advocacy Services contract with Gordon Thomas Honeywell for an additional year.

In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

The annual contract amount reflects a rate increase from the previous term in the amount of \$12,000. This is the first rate increase that Gordon Thomas Honeywell Governmental Affairs has requested from Intercity Transit in twelve years. The rate increase is commensurate with comparable transit contracts and the Consumer Price Index over that period of time.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past twelve years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates and recommends that a

Intercity Transit Authority Regular Meeting

October 7, 2020

Page 3 of 7

contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Affairs to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$84,000.

- C. Pattison Street Expansion and Rehabilitation Project On-Call Support Services Contract.** Procurement Manager, Steve Krueger, presented for approval funding for three Washington State Department of Enterprise Services (DES) On-Call contracts needed to support the Pattison Expansion and Rehab project.

In February of 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to lead the Pattison Base Expansion and Rehabilitation Project using State standard contracting processes, practices, and templates. Besides gaining their expertise, we also have access to the DES competitively awarded suite of On-Call consulting services contracts covering an array of disciplines needed to support public works projects.

Intercity Transit authorized DES to execute an On-Call contract with GeoEngineers on March 28, 2019, for a total contract value of \$75,300 to conduct a geotechnical study needed for the north parcel design. Now, geotechnical studies are needed for the south parcel requiring an additional \$123,100 in funding for a total revised GeoEngineers contract amount of \$198,400.

Intercity Transit authorized DES to execute into an On-Call contract with Keithly Barber Associates (KBA) on June 9, 2020, for a total contract value of \$24,330 to validate compliance with the Washington State Energy Code. Now certified commissioning services are needed to finalize construction of the north parcel requiring an additional \$245,000 for a total revised KBA contract amount of \$269,330.

In addition, vibration monitoring and other special testing services will be needed throughout the north parcel construction work. Staff are recommending Intercity Transit authorize DES to execute an On-Call contract with Material Testing and Consulting Inc. (MTC) for a total amount of \$196,891.

DES and Intercity Transit's experience working with these firms has been very positive. The fee structure for DES On-Call contracts align with the Office of Financial Management (OFM) Architectural & Engineering Guidelines and has been determined to be fair and reasonable. Therefore, staff is recommending the Authority authorize the General Manager to approve funding for these DES On-Call contracts.

Intercity Transit Authority Regular Meeting

October 7, 2020

Page 4 of 7

It was M/S/A by Councilmembers Gilman and Cox to authorize the General Manager to approve funding for DES On-Call contracts with GeoEngineers for a total not-to-exceed amount of \$198,400; Keithly Barber Associates (KBA) for a total not-to-exceed amount of \$269,330; and Material Testing and Consulting, Inc. (MTC) for a total not-to-exceed amount of \$196,891.

- D. Extend Community Advisory Committee (CAC) Appointments.** Freeman-Manzanares requested approval to allow CAC members to extend their commitment and participation on the Community Advisory Committee by one year. Due to the COVID-19 pandemic, staff had to cancel the CAC meetings, and the Community Advisory Committee members have not had the opportunity to share their perspective and expertise as they would under normal circumstances.

Several CAC members expressed a desire to extend the term of their commitment by a period of one year due to the COVID crisis. The CAC Chair and Vice Chair also expressed a desire to remain in their leadership positions for an additional year because their terms were significantly interrupted by the public health crisis.

It was M/S/A by Councilmember Camody and Citizen Representative Pierce to allow those serving on the Community Advisory Committee to extend their commitment by one year.

- E. 2021-2026 Draft Strategic Plan/Request to Set Public Hearing.** Freeman-Manzanares requested to set a public hearing for the 2021-2026 Draft Strategic Plan for 5:30 p.m., November 4, 2020.

The Authority reviewed the Goals as well as the 19 Policy Statements in July of this year. The Authority pointed out it would be best to delay any decisions until more was known about the impacts of the pandemic, however, they did provide direction so staff could develop a draft budget.

The plan, pending economic outcomes, is to restore service to Authority-approved levels as we are able and then continue expansion as outlined in the Long-Range and the Strategic Plan. The Goals remained the same at the Authority's direction.

Notes were added from the July 2020 conversation to engage the school districts in terms of operational endeavors and ensure that work with the school districts is focused within the PTBA. And a recognition that Intercity Transit will participate in the process as the jurisdictions finalize the Climate Mitigation Plan.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to set a public hearing for 5:30 p.m. on November 4, 2020, to receive comments on the 2021-2026 Draft Strategic Plan.

Intercity Transit Authority Regular Meeting

October 7, 2020

Page 5 of 7

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox reported the TRPC met on October 2.

- Members continued discussion of the updated Diversity Statement.
- Reviewed the Transportation Policy Board's recommendations for the 2020 Rural Community Support Program Call for Projects and took action to approve the process.
- Received an update on the 2020 census response rates for Thurston County and outreach efforts taken in the Complete Count Committee.
- Continued discussion of issues for the 2021 State Legislative Session.

Cox said the Council is proceeding on the Thurston Climate Mitigation Plan and they are in the process of a public comment period. Information can be found on the TRPC website, under "Climate" which leads to a virtual open house. The draft Plan can also be reviewed online. Once public comment ends, the steering committee will formally vote on the Plan, then it goes to each of the four participating jurisdictions for approval (Lacey, Olympia, Tumwater and Thurston County). Cox said TRPC is eager to hear from the public, and she encourages everyone to contact the individual Commissioners and city council members with comments.

GENERAL MANAGER'S REPORT

- Staff is working to open the transit island and transit lanes at the Olympia Transit Center in November. All departments are working together to define a specific date. Some areas will continue to be fenced to allow work to continue.
- IT does not anticipate the customer service office will open due to staff availability. Staffing continues to be a bit of a revolving door. Much of that continues to be related to COVID, and some of it is unrelated life circumstances
- We believe IT will be in position to take another step towards service restoration in early December. However, not yet certain if DASH or Express Service will be restored between Pierce and Thurston Counties.
- Staff is communicating with Thurston County Public Health and awaiting both Thurston and Pierce County obtain and maintain Phase 3 status before restoring service. And administrators of the House and Senate have advised they will not likely make a decision regarding the legislative session, and the number of people on campus, until after Thanksgiving.
- Operations Director, Emily Bergkamp attended the yearly coordination meeting with staff from the Capitol campus and local jurisdictions, and everyone is working together on winter plans. A La Nina winter is expected, which means a wetter, colder season and possibly "snowmagedon." Staff is taking the necessary steps to be prepared.
- Staff is paying attention to conversations about the potential resurgence and the confluence of COVID cases and the flu and making sure IT is prepared in terms of

Intercity Transit Authority Regular Meeting

October 7, 2020

Page 6 of 7

PPE and sanitizing products to ensure we do our part to keep our employees and passengers safe and healthy.

- The traffic signal at Martin Way and Pattison Street is complete and the Interlocal Cost Sharing Agreement for that project has been accepted by the City of Olympia.
- Sales tax has been impossible to predict. However, the July numbers, which were received at the end of September, were 18.94% higher than the year prior. In March the numbers were 20.55% lower than the year prior. In April, they were 7.13% lower than the year prior. In May and June numbers were up 10.93% and 8.6%. Note – July Sales Tax \$6,767,110.
- Applications are being accepted for the Surplus Van Grant Program through October 23. The jurisdictions are encouraged to notify governmental or non-profit organizations about the program, who are within IT's service area, and whose clients would benefit by providing transportation. Application packets are available on the IT website. Anyone needing additional information about the grant program can call 360-786-8800 or email vans@intercitytransit.com. To date, the Authority awarded 65 vehicles to meet the transportation needs of local organizations. (Coastal Community Action, Veterans for Suicide Prevention, Kokua Services and Wa-Ya Outdoor Institute).
- Applications for the ITA Citizen Representative position and the Community Advisory Committee positions are due October 14. These positions were advertised in Thurston Talks and the Olympian.
- Congress and the Trump Administration reached agreement to extend the Surface Transportation Authorization Act, securing funding for transit investments over the next year. This provides us with some certainty regarding funding in FY 2021. This does not, however, address funds that would support transit systems nationwide through the pandemic. IT will continue to work with APTA and the Bus Coalition to press that issue.
- Freeman-Manzanares congratulated Dial-A-Lift Manager, Kevin Karkoski, on his graduation from the Leadership Thurston County program. Representing IT in the upcoming year are Cameron Crass, Fixed-Route Manager and Nicky Upson, Marketing/Communications Coordinator.

AUTHORITY ISSUES

Gilman said the north/south streets (State, Franklin and Washington) in downtown Olympia are getting a makeover along with a repaving. The Public Works staff appreciates working with Intercity Transit staff, especially Eric Phillips, in figuring out how to deal with the construction and also what the best circulation patterns will be once the streets are finished. Gilman is excited to move forward with these projects, and even more excited about the remake of the intersection of Olympia Avenue and East Bay Drive, coming out of the Hands On Children's Museum, and the intersection at State Avenue to make it more friendly for walkers and bikers to make their way back into the neighborhood and out of downtown.

Intercity Transit Authority Regular Meeting

October 7, 2020

Page 7 of 7

Gilman said Olympia recommended six people to be Citizen Observers of the police investigation into a critical incident or a use of deadly force. They received 71 applications and any one of those could have served – it was a really strong pool of volunteers who came forward. On October 8, Olympia is interviewing firms to reinstate a law firm as a police auditor.

Melnick thanked Gilman for filling in for him at the Transportation Policy Board.

Menser said the Commissioners are working with the state and the tribe on a proposal to permanently close 188th Avenue Southwest between Moon Road Southwest and Lucky Eagle Casino's employee parking lot near Rochester. The action is aimed at improving safety. A 2012 regional transportation study, completed in response to a high number of serious-injury and fatality crashes, recommended roundabouts be installed where U.S. 12 intersects Anderson Road and Moon Road. A public hearing was held, and a vote is expected next week.

Sullivan appreciates Intercity Transit's patience during the road construction in the City of Tumwater.

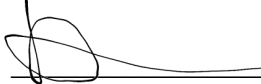
Cox said the interchange at I-5 and Marvin Road is complete. That project would not have happened without support from the legislative delegation.

Carmody said Yelm received a notice of application for the Tahoma Terra Phase II Sub-division development which will consist of 234 single family residential units and 4 apartment buildings. The public comment and approval process are complete, and there will be a groundbreaking in about six months. Yelm is anticipating a significant increase in traffic. Carmody said in the next six months, Yelm is breaking ground on the Mosman Avenue side road expansion to help decrease traffic off of Yelm Avenue.

ADJOURNMENT

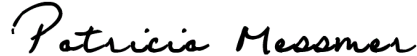
With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:24 p.m.

INTERCITY TRANSIT AUTHORITY



Ryan Warner, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: November 4, 2020

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