

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
November 4, 2020

CALL TO ORDER

Chair Warner called the November 4, 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 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 Paul Tischer.

Members Excused: City of Yelm Councilmember Molly Carmody and Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Suzanne Coit; Jessica Gould; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Pierce and 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 November 4, 2020.

No public comment was received.

PUBLIC HEARINGS

A. Draft 2021 Budget. Finance Manager, Suzanne Coit, presented the draft 2021 Budget for a public hearing. Coit said there were four changes made to the draft budget originally presented at the September 16, 2020, meeting. Those changes total an additional \$405,000:

1. Security Contract – A rate increase of \$105,000 (from \$455,100 to \$560,100).
2. Martin Way Camera Replacement – A rollover project from 2020 in the amount of \$150,000.
3. Cybersecurity – A new project in the amount of \$100,000.

Intercity Transit Authority Regular Meeting

November 4, 2020

Page 2 of 5

4. Pattison Safety Work Platforms – A new project in which the engineer’s estimate came in higher going from \$150,000 to \$200,000 – a change of \$50,000.

The original budget presented previously was \$178,078,739. With the changes noted above, that brings the budget to \$178,483,739.

Coit indicated no public comments were received prior to this hearing.

Chair Warner opened the public hearing at 5:40 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 giving comment, Chair Warner closed the public hearing at 5:41 p.m.

- B. 2021-2026 Draft Strategic Plan.** Freeman-Manzanares presented the 2021-2026 Draft Strategic Plan for a public hearing. The Authority had the opportunity to review the draft Strategic Plan, and it was available to the community for review. This year’s Strategic Plan is an updated version of the 2019 Strategic Plan, as plans to expand service were derailed by the COVID-19 pandemic. However, it does tie-in directly to the Short-Long range plan work, where we had robust participation. The final Strategic Plan will go before the Authority at the December 2, 2020, meeting.

Chair Warner opened the public hearing at 5:43 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 giving comment, Chair Warner closed the public hearing at 5:44 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** October 7, 2020, and October 21, 2020, Regular Meetings
- B. Payroll – October 2020:** \$3,789,512.23.
- C. Accounts Payable October:** Warrant numbers 31041-31082; 31083-31088; 31089-31125; 31128-31169; and 31170-31209 in the amount of **\$2,848,142.27**; and Automated Clearing House Transfers in the amount of **\$14,626.87** for a monthly total of **\$2,862,769.14**.

Intercity Transit Authority Regular Meeting

November 4, 2020

Page 3 of 5

NEW BUSINESS

- C. Web Support Services Agreement.** Procurement Coordinator, Jeff Peterson, requested an amendment to the existing Service Level Agreement (SLA) with Consolidated Technology Services (CTS), to add funding for website development assistance.

In November of 2016, Intercity Transit entered into a SLA with CTS to provide technical and usability assistance in upgrading our website and platform to include web hosting and support services. In June of 2018, Intercity Transit renewed our web hosting SLA with CTS for a total contract amount of \$50,000 through June 30, 2023. Included in the agreement is the option to have CTS provide additional as needed web development services at their standard hourly rate. Accordingly and in our on-going effort to achieve a more customer focused, modern, engaging, user-friendly website that can be more easily managed, we are now seeking to add \$88,000 in CTS funding to assist us in enhancing our website.

CTS has provided outstanding website support services to date providing support on the backend architecture and hosting as well as design and usability support. CTS' rates are competitive with the marketplace and we have found CTS to be a trusted business partner in the web hosting, development, and technical support. Therefore, staff recommends executing an amendment to add funding for the next phase of our website enhancement initiative.

It was M/S/A by Councilmembers Sullivan and Cox to authorize the General Manager to add \$88,000 to the Service Level Agreement with Consolidated Technology Services, for website development support, for a total adjusted contract value not-to-exceed \$138,000.

- D. Citizen Representative Interview Selection.** Freeman-Manzanares said Chair and Citizen Representative Ryan Warner's term expires December 31, 2020. The Authority directed staff to conduct a recruitment and that was completed, and staff is seeking direction regarding which applicants to put through for interviews.

Eight applications were received by the deadline of October 14, 2020, and those were forwarded to the Authority for review. Interviews are scheduled during a Special Meeting on November 18, 2020, and each of the Authority members received a calendar invite to participate in those interviews.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to interview all eight applicants for the open Citizen Representative position, at a special meeting being held on November 18, 2020.

COMMITTEE REPORTS - None.

Intercity Transit Authority Regular Meeting

November 4, 2020

Page 4 of 5

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.
- Intercity Transit is 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>
- On November 4, 2020, 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.

Intercity Transit Authority Regular Meeting

November 4, 2020

Page 5 of 5

AUTHORITY ISSUES

Gilman said he rode fixed-route (62 / 41 trip) for the first time since the start of the pandemic, and it was great to see a lot of different people riding and everyone wore a mask. It was also the first day of pulling through the Olympia Transit Center, which was exciting.

Cox said the City of Lacey will conduct their budget public hearing on November 5, and she is feeling confident about their revenue projections. She also said that she attended a Transportation Committee meeting on November 3 and received a preview of the Annual State of the Streets Report and she is happy to say they are "right up there" with a high at 80%.

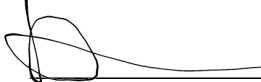
Chair Warner announced once the meeting is adjourned, the Authority will convene to a Closed Session pursuant to RCW 42.30.140 (4) (b), to conduct a discussion related to the ATU Lodge 1765. No further action will be taken.

Attending the Closed Session: General Manager Freeman-Manzanares; Administrative Services Director Heather Stafford-Smith; Authority members Warner, Cox, Sullivan, Menser, Melnick, Gilman, and Pierce.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:02 p.m.

INTERCITY TRANSIT AUTHORITY



Ryan Warner, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: December 2, 2020

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