

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
December 2, 2020

CALL TO ORDER

Chair Warner called the December 2, 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 Yelm Councilmember Molly Carmody; 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: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Suzanne Coit; Cameron Crass; Katie Cunningham; Tammy Ferris; Cindy Fisher-Waterhouse; Joy Gerchak; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Ron Parker; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Jonathan Martin, Department of Enterprise Services; Merlin Maley, Eric Wood, and Barb Berastegui from Stantec; Kody Helm and Drew Phillips from Forma.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Melnick and Pierce 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 December 2, 2020.

No public comment was received.

INTRODUCTIONS

A. Ron Parker, Operations Supervisor (*Cameron Crass*)

APPROVAL OF CONSENT AGENDA ITEMS

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

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- A. **Approval of Minutes:** November 4, 2020, and November 18, 2020, Regular Meetings; November 18, 2020, Special Meeting.
- B. **Payroll – November 2020:** \$2,677,712.53
- C. **Accounts Payable November:** Warrant numbers 31212-31250; 31251-31300; 31302-31340; and 31341-31374 in the amount of **\$2,151,588.58**; and Automated Clearing House Transfers in the amount of **\$8,889.06** for a monthly total of **\$2,160,477.71**.
- D. **Surplus Property:** Declared Vanpool Vans as surplus. These vehicles are surplus to our needs and will be either offered for direct purchase by other public agencies, granted as part of the surplus van grant program, or sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles is estimated at \$116,597. (*Katie Cunningham*)

NEW BUSINESS

Pattison Expansion Update. Procurement Manager, Steve Krueger, provided an update on the Pattison Expansion and Rehab project. Krueger introduced staff from the Department of Enterprise Services, Stantec and Forma:

- **Kody Helm** from Forma is Senior Project Manager and GC/PM lead.
- **Drew Phillips** from Forma is Principle.
- **Eric Wood** from Stantec is Project Manager.
- **Merlin Maley** from Stantec is Project Principle and Architect of Record.
- **Barb Berastegui** from Stantec is leading the design effort on the project.
- **Jonathan Martin** from Department of Enterprise Services is the Project Manager coordinating the design services with Stantec and Forma.

Krueger provided a brief history of the project noting the facility opened in 1985 when construction of the original Pattison Maintenance Operations and Administration facility was completed. IT quickly outgrew the facility and 13 years later a master plan was developed in 1998. In 2005 IT acquired the north parcel and a revised master plan was completed in 2010.

From the 2010 Master Plan, IT was able to complete Phase I of the plan which included the replacement of the fuel storage tanks as well as adding the stormwater gallery on the north parcel. Tammy Ferris spearheaded this project which was completed in the summer of 2018.

In May of 2018, Stantec was competitively awarded the contract to update the 2010 master plan and lead the Phase II frontage improvement project. This included adding a

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traffic signal along Martin Way and Pattison street as well as the site improvements along the north parcel. This work was completed in the Fall of 2019.

In August of 2019, Forma was competitively awarded the GCCM contract and immediately began contributing their constructability and value engineering expertise to the design process. Despite all the restrictions and uncertainty resulting from COVID-19, using virtual meetings, the project team was able to forge ahead with the design and permitting process. IT broke ground on August 17, 2020.

Kody Helm provided a FORMA – Phase II ADOPs & FWF Project Update. He said with great collaboration with Stantec and all other parties involved, they were able to add \$3.1M to contingency funds from project buyout to hold close to \$4.5M in Project Contingency protection. Helm said they are currently working with one Disadvantaged Business Enterprise (DBE) and one Veteran Owned Business and he feels confident they are going to exceed Intercity Transit's DBE goal. Helm noted they are on track to meet the State's 15% apprentice participation goal.

Helm said Phase III started in August and they are on schedule at roughly 7% complete. They expect Administration/Operations (ADOPS) building substantial completion in June 2022, with Fuel, Wash Facilities building (FWF) substantial completion September 2022. Helm said during COVID-19, all workers are following CDC guidelines and have had no issues or potential outbreaks, and nothing affecting material procurement. This is being monitored frequently with the trade partners.

Helm said during Phase III they have set up a system for monitoring site progress with:

- High level drone images capturing site progress weekly.
- QC level photos to capture details of work performed at ground level.
- Truelook camera system to capture project progress through time-lapse views.

Phase IV Preconstruction consists of updating the south parcel maintenance facility. Preconstruction technology is being used during the pandemic. Helm showed a building scan of the existing Maintenance structure to help coordinate with design team and trade partners.

Wood said the COVID situation hindered the design efforts and forced the entire team to adapt to other strategies to stay on schedule. Due to innovative technology, work has been done virtually to complete this phase on time.

Berastegui said a detailed design review board meeting was held on June 15, 2020, with the City of Olympia that included Stantec's Design 2 Thrive process. With the design team and stakeholders working together, four primary goals were developed:

- Promote employee happiness & inclusivity
- Make employee health and safety a top priority
- Embrace resiliency as a characteristic of IT's culture

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- Provide visionary leadership for the future

Berastegui showed slides of exterior views which were detailed and true to the materials being used.

Wood said moving forward, design endeavors will be focused on the south parcel scope of work which includes secured employee access in and around the campus, additional employee parking, stormwater, sustainable upgrades, and a revamped maintenance building. Wood answered questions.

Gilman said in light of the new pandemic guidelines he asked what flexibility or contingencies are in place for rethinking the original open office floor plan. How will that be accommodated in a future workplace environment? Krueger said the floor plan is flexible and IT is working with a state contractor, Open Square, who provided the furniture package for the Olympia Transit Center, and there are new innovations being implemented, and staff will explore those options. That includes a new air filtration system.

Melnick asked about adding solar technology to the roof. Wood said a good majority of the roof is solar-ready and there are pathways in the building that will allow for the expansion of solar energy for both the admin and fuel wash buildings.

Councilmember Carmody arrived.

Surplus Van Grant Recommendations. Cindy Fisher-Waterhouse, Vanpool Manager, presented the recommendation to award up to seven surplus vanpool vehicles to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not well met by Intercity Transit's fixed-route services. The Authority has granted 61 vans to community groups since the program began.

A review team consisting of the General Manager Ann Freeman-Manzanares, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, DSHS Supervisor Carson Moore, Commuter Services Assistant Riley White, and Vanpool Manager Cindy Fisher Waterhouse evaluated 12 applications received. Utilizing selection criteria including community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Innovations Human Trafficking Collaborative, Catholic Community Services of Western WA, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Heart Catholic Church, and Behavioral Health Resources. All have worthy programs, demonstrate community benefits, and have the ability to comply with the requirements of the grant.

It was M/S/A by Councilmembers Cox and Sullivan to authorize the General Manager to grant seven surplus vanpool vehicles to Innovations Human Trafficking

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Collaborative, Catholic Community Services of Western Washington, Thurston County Food Bank, Interfaith Works, SafePlace, Sacred Hearth Catholic Church, and Behavioral Health Resources.

Security Services Contract Extension. Procurement Coordinator, Katie Cunningham, presented for approval a contract renewal for security services with Pacific Security for an additional year.

In May 2019, Pacific Security won Intercity Transit's contract for Security Services. The initial contract term was for a period of seventeen months, with four one-year renewal options. This item represents the first one-year renewal.

Under this renewal effective January 1, 2021, Pacific Security will continue to provide daily security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, and Pattison Street facilities. In accordance with the contract terms, the proposed renewal reflects a 1.6% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase of 1.6% for services over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on Pacific Security's record of performance throughout the initial contract term, staff remains confident that the firm will continue to provide high quality services at our facilities with a professional and valuable presence, and recommends that the contract is renewed.

It was M/S/A by Citizen Representative Pierce and Councilmember Sullivan to authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of one year in an amount not-to-exceed \$560,100.

Adopt 2021-2026 Strategic Plan. Freeman-Manzanares said the strategic plan provides the framework for the budget, the transportation improvement program, and projects over the course of the next six years. It's not a required document the Authority needs to have or approve, but the Authority and staff finds it a valuable tool to confirm Intercity Transit's direction as an agency or to make course corrections as needed. A draft was made available to public in October and a public hearing was held on November 4. The strategic plan reflects the outcome of the IT Road Trip, public outreach work for the Long-Range planning process and Proposition 1.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to adopt the 2021-2026 Strategic Plan.

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Adopt Resolution 05-2020 the 2021 Budget. Finance Manager, Suzanne Coit, said the draft budget was made available to the public in October and a public hearing was held in November.

It was M/S/A by Councilmembers Sullivan and Cox to adopt Resolution 05-2020 that establishes the 2021 Budget.

ITA Citizen Representative Recommendation. Citizen Representative Ryan Warner's term expires December 31, 2020. He will have served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Eight applications were received by the deadline of October 14, 2020, and the Authority conducted interviews at a special meeting held on Wednesday, November 18, 2020.

Chair Warner brought forward the Authority's recommendation to appoint current Community Advisory Committee member, Justin Belk, to fill this position for a term to begin January 1, 2021, through December 31, 2023.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to appoint Justin Belk to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2021, through December 31, 2023.

Community Advisory Committee Appointments. Chair Warner presented the Community Advisory Committee (CAC) recommendations.

At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Eight applications were received and interviews took place on November 4, 2020. The ad-hoc committee consisted of *Debbie Sullivan, Don Melnick, Sue Pierce, Justin Belk, Allison Spector and Joan O'Connell*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

It was M/S/A by Councilmembers Cox and Sullivan to appoint the following individuals to the Community Advisory Committee for a three-year term beginning January 1, 2021: Isha Gabriel, Jihan Grettenberger, Nikki Crist, and Tom Mull.

Cancel December 16, 2020, Authority Meeting. Freeman-Manzanares said staff does not anticipate any agenda items scheduled for the December 16, 2020, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to cancel the Wednesday, December 16, 2020, Authority meeting.

COMMITTEE REPORTS - NONE.

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GENERAL MANAGER'S REPORT

Intercity Transit continues to have multiple service plans at the ready, and was hopeful of providing additional service starting December 6, however, IT has been affected by the surge in COVID cases, and as a result IT does not have the staffing to expand service at this time. Intercity Transit will continue to monitor the situation, and how the holidays through New Year's will have an impact on COVID rates, our staff and passengers.

There are approximately 176 Operators available today, however, that number changes daily. We were budgeted to end 2020 with 266 Operators. At the beginning of COVID we had 236 Operators. Currently, it takes 110 to run service. The new service would have taken 191 Operators.

HR staff has been hiring to fill vacant positions throughout the year. The last Operator new hire class started driving right as the pandemic was declared. Interviews for new Operators begins next week. COVID restrictions have complicated things in terms of administering testing. A big shout out to Human Resources and Operations for figuring out how to move through the hiring process and develop a training program where we can accomplish what we need to and do so safely. We will continue to advertise and recruit and look forward to bringing new Operators onboard.

Freeman-Manzanares highlighted some of the wonderful work Nicky Upson and Ally McPherson from the Marketing/Communications group have accomplished in addition to Passenger Information, Rider Alerts, the website, social media, GovDelivery, and how they gather and incorporate input internally and externally to improve communication channels.

Upson and McPherson are looking for community input via a survey to improve IT's website and to make it more intuitive. The survey will help define where people expect to find information. The survey takes about 10 minutes and is located at www.intercitytransit.com.

Upson and McPherson are also releasing the "**Respect the Ride**" campaign. Everyone has a responsibility to Respect the Ride when onboard Intercity Transit. IT strives to make everyone's trip as safe and as comfortable as possible. When you Respect the Ride, you ensure everyone onboard enjoys their journey. While riding, please remember to *Respect the diversity of your fellow passengers. Being considerate and kind to other riders makes the ride better for everyone.* To Respect the Ride means you:

1. Keep your voice, music and phone conversations low.
2. For your safety, please don't sleep while onboard.
3. Have a destination when you get onboard.
4. Save the front seats for people that need them.
5. Be respectful and use family-friendly language while onboard.

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6. Ensure your personal items aren't taking seats away from other passengers.

Freeman-Manzanares gave a **big thank you** to all frontline employees and those working behind the scenes. Staff have been nimble, hard-working and resilient. This has been a really challenging year and they have done an outstanding job. Our world and our work looks different, and COVID has added a significant amount of work on top of already full schedules. Staff have moved forward remarkably well in that changed space. And have found the year full of opportunity as well moving projects forward and improving upon what we do.

Freeman-Manzanares also extended a **big thank you** to the Authority, IT passengers, all of our partners, including the Thurston County Public Health, for supporting us to get through this year.

AUTHORITY ISSUES

Gilman said he took Intercity Transit's online communications survey and thought it was useful. He hopes for a lot of feedback. He wishes everyone a blessed holiday.

Menser said the Board of Commissioners will meet January 5, 2021, to reset Board assignments as there is a new Commissioner and Board Chair coming in. Menser said it is likely he will not be the County's Representative on the Intercity Transit's Board, however, he will try to remain as an alternate. It's been an honor to work with Intercity Transit and learn about the organization. Commissioner Elect Mejia is likely to be selected to represent the County on the Authority.

Pierce said she hopes when Intercity Transit is able to meet in person, she concurs with Councilmember Carmody – there should be cake. Pierce also thanked the Board members and staff for their help and patience with her as she's gotten acclimated to being a Citizen Representative on the Board.

Sullivan said Tumwater canceled their holiday events due to the pandemic. She also expressed her gratitude and appreciation to the Board, staff and leadership for how well Intercity Transit has done to keep everything moving forward in this unprecedented year.

Tischer gave a special thanks to Freeman-Manzanares, Heather Stafford Smith, Emily Bergkamp and Cameron Crass for their support and work with the ATU. Great strides have been made to establish a strong relationship between Management and the Union, and he and the ATU look forward to this in the future.

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RECOGNITION

A. Proclamation and Recognition for Citizen Representative Ryan Warner. Clerk of the Board, Pat Messmer, read a Proclamation of Appreciation to Warner, who served on the Authority from January 2012 through December 2020.

ADJOURNMENT


With no further business to come before the Authority, Vice Chair Cox adjourned the meeting at 7:02 p.m.

INTERCITY TRANSIT AUTHORITY



Carolyn Cox, Vice Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: January 6, 2021

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