

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**June 2, 2021**

**CALL TO ORDER**

Chair Cox called the June 2, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

**Members Present:** Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer.

**Members Absent:** Thurston County Commissioner Carolina Mejia; Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Mike Burnham; Suzanne Coit; Julie DeRuwe; Jessica Gould; Roshan KC; Steve Krueger; Ally McPherson; Pat Messmer; Brian Nagel; Eric Phillips; Nicky Upson; Daniel Van Horn; Amanda Williams; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Ursula Euler, Community Advisory Committee; Elizabeth Safsten, WSDOT; Thomasina Cooper, Thurston County.

**APPROVAL OF AGENDA**

**It was M/S/A by Councilmembers Gilman and Sullivan to adopt the agenda.**

**PUBLIC COMMENT:**

**Chad Walters** (via email) asked that route 612 from Olympia to Tacoma be reinstated.

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Councilmember Carmody and Citizen Representative Pierce to adopt the consent agenda.**

- A. Approval of Minutes:** May 5, 2021, Regular meeting.
- B. Payroll for May:** \$2,871,874.29
- C. Accounts Payable May:** Warrant numbers 32287-32313 dated May 5 in the amount of **\$628,505.77**; numbers 32314-32315 dated May 8 in the amount of **\$46,351.17**; numbers 32316-32360 dated May 12 in the amount of **\$2,275,357.04**;

## **Intercity Transit Authority Regular Meeting**

**June 2, 2021**

**Page 2 of 7**

numbers 32362-32389 dated May 18 in the amount of **\$118,831.57**; numbers 32390-32395 dated May 20 in the amount of **\$16,522.45**; numbers 32396-32425 dated May 25 in the amount of **\$72,475.51** for a total amount of **\$3,158,043.51**; and Automated Clearing House Transfers in the amount of **\$4,355.75** for a monthly total of **\$3,162,399.26**.

### **NEW BUSINESS**

**A. Adopt the 2022-2025 TIP.** Grants Coordinator, Jessica Gould, presented for adoption the 2022-2025 TIP projects with anticipated Federal Funding over the next four years.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to adopt the 2022-2025 Transportation Improvement Plan.**

**B. Coach Replacement Seat Pads.** Procurement Coordinator, Katie Cunningham, presented for approval a contract with Gillig, LLC for Coach replacement seat pads.

Intercity Transit currently owns twenty-three (23) hybrid coaches which are not yet due for replacement. The cloth passenger seat pads in these coaches are becoming worn, are difficult to clean and disinfect, and therefore are in need of replacement. The seat pads and material requested are specified to match the seats in Intercity Transit's new coaches.

A Request for Bids (RFB) for Coach Replacement Seat Pads was issued on May 5, 2021. The RFB specified replacement seat pads for all passenger seats in twenty-three (23) thirty-seven (37) passenger hybrid coaches.

A total of three (3) bids were received by the submittal deadline of 11:00 a.m. on May 20, 2021. Based on the RFB evaluation process, which consisted of review of responsiveness, responsibility, and pricing factors, Intercity Transit determined that Gillig is the lowest responsive and responsible bidder.

Gillig is a reputable and competent vendor. Intercity Transit works with Gillig on a frequent basis for parts ordering and receipt. In addition, Gillig has recently built and provided Intercity Transit with several new 35-foot and 40-foot coaches over the last two years. Accordingly, staff recommends award of the contract for coach replacement seat pads with Gillig in an amount not to exceed \$150,000, including sales tax.

**It was M/S/A/ by Councilmember Carmody and Citizen Representative Melnick to authorize the General Manager to enter into a contract with Gillig to provide coach replacement seat pads in an amount not-to-exceed \$150,000, including sales tax.**

## **Intercity Transit Authority Regular Meeting**

**June 2, 2021**

**Page 3 of 7**

- C. Landscaping and Grounds Maintenance Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented for renewal the Landscaping and Grounds Maintenance Services contract with American Landscape Services for an additional year.

In June 2019, ALS won Intercity Transit's contract for Landscaping and Grounds Maintenance Services at Intercity Transit facilities, including Pattison Street, Olympia Transit Center, Lacey Transit Center, Martin Way Park- and-Ride, Hawks Prairie Park-and-Ride, and the Centennial Station. 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.

Under the renewal, ALS will continue to provide monthly scheduled landscaping and grounds maintenance services at Intercity Transit facilities. The renewal rates for the monthly services will remain the same as the current term. In addition, ALS provides mutually agreed upon as needed services, including but not limited to winter services, such as snowplowing and deicing, installation and maintenance of water bladders for the trees at the Martin Way Park-and-Ride, and any additional as needed non-scheduled services such as irrigation repair.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition while encouraging environmentally sensitive maintenance practices. ALS is a reputable and experienced local firm that is committed to ensuring our properties continually look presentable.

Intercity Transit has been satisfied with ALS performance under the contract for the past two years, and staff is confident that ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates. Accordingly, staff recommends extension of the contract for Landscaping and Grounds Maintenance Services with ALS in an amount not to exceed \$75,940, including sales tax.

**It was M/S/A by Councilmembers Gilman and Sullivan to authorize the General Manager to execute a contract amendment with ALS to renew the contract for Landscaping and Grounds Maintenance Services for a period of one year in an amount not-to-exceed \$75,940, including sales tax.**

- D. CAC Recruitment Ad-Hoc Committee.** Freeman-Manzanares presented the process for recruiting new members for the Community Advisory Committee. The CAC members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term.

The proposed timeframe for recruitment and the selection process is:

## **Intercity Transit Authority Regular Meeting**

**June 2, 2021**

**Page 4 of 7**

- Recruitment is scheduled for September 1, 2021, through October 8, 2021.
- The Authority selects those to be interviewed at the October 20, 2021, Board meeting.
- Interviews are proposed for November 3, 2021.
- Candidate selection is proposed for November 17, 2021, with December 1 as a back-up date. The new members would begin their term on January 1, 2022.

This is a six-member ad-hoc committee, consisting of three Authority members and three CAC members who interview and make recommendations to the full Authority for consideration. Staff requested the Authority identify three members and an alternate for the ad-hoc selection committee.

**Don Melnick, Justin Belk, and Debbie Sullivan volunteered to be on the committee. Clark Gilman volunteered as the alternate if a selected member is unable to serve.**

### **E. Engineering Services for Martin Way Park-and-Ride Access Improvements.**

Development Director, Eric Phillips, presented a Task Order from the existing On-Call Engineering Services Contract with SCJ Alliance for traffic and civil engineering support services for improvements at the Martin Way Park-and-Ride.

The Martin Way Park-and-Ride is currently Intercity Transit's main connection point for express bus service, vanpool commuters, and is considered a key location for the future management of high-capacity transit service (what we have been calling "BRT light"). In 2015, H.W. Lochner and SCJ Alliance prepared an Interchange Justification Report (IJR) for the City of Lacey which included a "transit-only" direct access into the Martin Way Park-and-Ride. The project is also identified as a regionally significant project in *What Moves You* - the Regional Transportation Plan.

To advance the direct access project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000 for the 2021-2023 biennium) to design and construct improvements at the Martin Way Park-and-Ride. The primary goal of this project is to seek formal approval and construct the "bus only" direct access into the existing facility from the 1-5 NB ramp. In addition, the project would seek WSDOT review and approval for a new bus loading area that would allow northbound express buses to stop adjacent to the on-ramp. Additional improvements are also being scoped for the site including a layout and internal design that considers future additional parking, circulation changes, and transit operations support facilities at the facility within the supported grant project budget.

Intercity Transit executed a contract with SCJ Alliance on February 21, 2020. Based on SCJ Alliance's qualifications, experience, and capacity, and in accordance with Transit's On-Call Engineering Services contract terms, staff is recommending the Authority authorize the General Manager to execute a Task Order with SCJ Alliance

## **Intercity Transit Authority Regular Meeting**

**June 2, 2021**

**Page 5 of 7**

to provide planning and engineering, design coordination, and construction support for the access and facility improvements proposed at the Martin Way Park-and-Ride. The initial scope of work will include coordination for the WSDOT approvals, development of the design concepts, full cost estimates, environmental review, and final design. Following completion of Task One work staff will recommend a second Task that would include remaining work including construction support services thru the end of the project. Staff have negotiated an initial Task Order scope and fee with SCJ Alliance in accordance with the terms of the existing On-Call Services Agreement and based on the scope and proposed hours, staff is confident the proposed pricing is both fair and reasonable.

**It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$242,000.**

### **GENERAL MANAGER'S REPORT**

The OTC-2 building in downtown Olympia opened to the public on June 1, 2021. Greyhound continues serving the site and sales are anticipated to begin onsite September 13, 2021.

The current new Operator class graduates in mid-July, and we anticipate having enough staff to reintroduce the Olympia Express service on July 19, 2021.

Reminder – Intercity Transit is under the Federal mask mandate at all of our public facilities as well as all employee areas through September 13, 2021.

The Washington State Health Care Authority honored 34 agencies statewide recognizing outstanding Wellness Programs, and Intercity Transit was again a recipient of the Zo8 Award.

It's been a challenge during this time of COVID, however, our Wellness Committee has been creative, focusing on the physical and emotional well-being of staff. The Wellness Committee adapted their programs to include social distancing by adding virtual events, such as:

- The Summer Walking Challenge
- Two Self-Care Challenges
- March Into Motion – Movement Challenge
- Heart Healthy Virtual Walks on Teams
- Provided Healthy Snacks for our front-line workers
- Created a Facebook page to keep people connected
- Hosted a Virtual Healthy Cooking Class

## **Intercity Transit Authority Regular Meeting**

**June 2, 2021**

**Page 6 of 7**

- Provided Farmer's Market tokens for those who contribute to the Wellness program.

We are really proud of the work the Wellness Committee does to support employees and to gain this recognition. **Let's congratulate them! A big shout-out to the Wellness Committee members: Shannie Jenkins, Chair; Nancy Trail, Vice Chair; Katie Cunningham, Treasurer; Ally McPherson, Secretary; Joy Gerchak, Jessica Gould, Brian Nagel, and Larry Smathers.**

Everyone is invited to attend the **Mountain View Elementary Traffic Garden Grand Opening** being held **June 9, 2021, from 2:30 to 3:00 p.m., located at 1900 College Street SE in Lacey.**

The miniature streetscape is a safe and fun place for youth to learn and practice bicycle and pedestrian safety skills. Mountain View's physical education teacher will use the Traffic Garden for the 4th and 5th grade bike unit and will be open to the public during non-school hours. The Traffic Garden is a partnership between Child Care Action Council's Safe Kids Thurston County, Intercity Transit's Walk N Roll Program, North Thurston Public Schools, and Alliance for a Healthier Generation. The project is being funded by a grant from State Farm. This is the first Traffic Garden in Thurston County, and we hope this project will inspire more in the future.

**Attached are photos of various stages of development for the Traffic Garden at Mountain View.** It's not complete as of this meeting date but will be soon.

### **AUTHORITY ISSUES**

**Gilman** referred to the Federal Transportation Package that's working its way through the jurisdictions and the letter Lakewood sent to each of the cities asking if for support to help Representative Larsen advocate for a carve out of the transportation funding for mid-sized cities. Gilman hopes that as that transportation packet winds its way through, that there be another check in about what Intercity Transit might be advocating for in terms of Federal opportunities coming up. He's hoping there will be an abundance of stimulus money and that IT will be competing for it.

**Pierce** said she was the recipient of a scam email sent to her Intercity Transit e-mail. The heading referred to COVID and she immediately alerted the Information Systems staff who confirmed it was a scam. She wants to make sure everyone stays aware of these types of scam emails.

**Tischer** thanked the Authority for approving the new coach seat pads. The ATU appreciates staff and the Board for taking care of the Union members' physical well-being and safety. Tischer reported the ATU conducted a labor management meeting - their first in a couple of months, and it went well. He said the ATU continues to have

**Intercity Transit Authority Regular Meeting**

**June 2, 2021**

**Page 7 of 7**

an outstanding relationship with Senior Management, Cameron Crass and his staff as they work through different issues.

Cox said the Lacey City Council formally approved the creation and appointment of members to the new Commission on Equity. The Commission will look into racial and social equity throughout the City of Lacey's operations from stem to stern, including hiring practices, access, transparency, language translations, and anything else that they can do to remove barriers for people of color, or who are differently abled who may not feel included. She said this is a serious undertaking and she's happy be part of these social changes and a part of this history.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:10 p.m.**

**INTERCITY TRANSIT AUTHORITY**

*Carolyn Cox*

\_\_\_\_\_  
Carolyn Cox, Chair

**ATTEST**

*Patricia Messmer*

\_\_\_\_\_  
Pat Messmer  
Clerk to the Authority

**Date Approved: July 21, 2021**

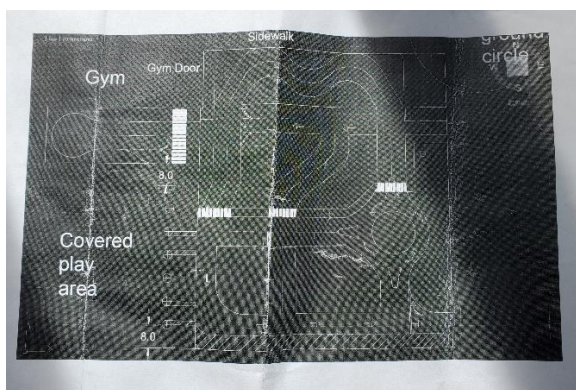
Prepared by Pat Messmer, Clerk of the Board/  
Executive Assistant, Intercity Transit

## Mountain View Elementary School's Traffic Garden

The final traffic garden was inspired by a design created by a 5<sup>th</sup> grade student at Mountain View.



Two North Thurston High School students worked with their teacher to create the design in CAD.



Led by a volunteer Engineer, the team created the traffic garden using chalk.





## Mountain View Elementary School's Traffic Garden

Volunteers painted the background green.



Facilities staff from North Thurston Public Schools painted the lines.



Mountain View teachers added an artistic touch.



Come out to Mountain View to see the final traffic garden!