

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
October 6, 2021

CALL TO ORDER

Chair Cox called the October 6, 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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Lori Chambers.

Members Absent: City of Yelm Councilmember Molly Carmody; Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Katie Cunningham; Jessica Gould; Steve Krueger; Pat Messmer; Matt Parker; Eric Phillips; Heather Stafford; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Ty Flint, Community Advisory Committee.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to adopt the agenda.

PUBLIC COMMENT: No public comments were received.

INTRODUCTIONS

Matt Parker introduced Operator Class 21-04: *Randy Chase, Molly Ennes, Arthur Wilburn, Jacob Bulut, Nolan Elias, Robert Reed, Nadia Larson, Neal Christensen*

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** September 1, 2021, Regular Meeting, and September 15, 2021, ITA/CAC Joint Meeting

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 2 of 9

- B. Payroll for September:** \$2,960,209.98
- C. Accounts Payable September:** Warrant numbers 32941-32975 dated September 2 in the amount of **\$131,887.70**; numbers 32977-33012 dated September 8 in the amount of **\$707,497.49**; numbers 33013-33014 dated September 11 in the amount of **\$67,421.04**; numbers 33015-33053 dated September 15 in the amount of **\$591,419.99**; numbers 33055-33098 dated September 21 in the amount of **\$185,932.24**; numbers 33099-33132 dated September 28 in the amount of \$108,508.83; numbers 33133-33137 dated September 29 in the amount of \$2,645,863.20; for a total amount of **\$4,438,530.49**; and Automated Clearing House Transfers in the amount of **\$8,050.08** for a monthly total of **\$4,446,580.57**.

NEW BUSINESS

- A. Operations Uniform Contract Extension.** Procurement Coordinator, Katie Cunningham, presented a contract to purchase uniform items for Operations staff on an as-needed basis in 2022. These purchases typically include replacement garments for current staff and new uniform items for new employees. Galls has been Intercity Transit's uniform provider for the past several years.

In July 2019, the Washington State Department of Enterprise Services (DES) awarded master contract 01417 for uniforms and accessories to Galls. Intercity Transit began utilizing this contract in November 2019 and seeks to continue to purchase Operations uniform items from Galls under this contract.

Intercity Transit has been satisfied with the products and services provided by Galls and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniforms, staff is confident that this contract and vendor will continue serve our staff well.

It was M/S/A by Citizen Representatives Belk and Pierce to authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$115,000 per year, including sales tax.

- B. State Legislative Advocacy Services Contract Award.** Procurement Coordinator, Katie Cunningham, presented a contract for State Legislative Advocacy Services.

Intercity Transit released a Request for Proposals (RFP) for State Legislative Advocacy Services on August 6, 2021. One proposal from Foster Government Relations was received by the submittal deadline of August 31, 2021.

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 3 of 9

The proposal was evaluated by the General Manager, Development Director, Grants Program Administrator, and procurement staff in accordance with criteria established in the RFP. Based on the evaluation process, which consisted of review of non-cost and cost proposal factors, Intercity Transit determined that Foster Government Relations is a responsible proposer and meets all RFP requirements.

The annual contract amount reflects an increase from the previous contract rate in the amount of \$6,000 per year. This increase is commensurate with comparable transit contracts and the Consumer Price Index.

Intercity Transit has worked with Foster Government Relations under our previous contract for the past five years and has been satisfied with the firm's representation of our interests during that time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes the firm will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract award to Foster Government Relations.

It was M/S/A by Commissioner Mejia and Councilmember Sullivan to authorize the General Manager to execute a one-year contract, with four one-year renewal options, with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.

C. Federal Advocacy Services Contract Renewal. Procurement Coordinator, Katie Cunningham, presented a contract for Federal Advocacy Services.

In October 2018, Gordon Thomas Honeywell Governmental Affairs won Intercity Transit's new 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 third one-year renewal, and the annual contract amount remains the same as the previous term.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests over the past thirteen 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 D. C. continues. It remains beneficial for Intercity Transit to have an advocate in Washington D. C. to

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 4 of 9

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 contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

It was M/S/A by Councilmember Sullivan and Commissioner Mejia 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.

- D. Surplus Vanpool Vehicles.** Procurement Coordinator, Katie Cunningham, requested the Authority declare vanpool vehicles listed in Exhibit A as surplus. These vehicles exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus these vehicles will be either offered for direct purchase by other public agencies or granted as part of the surplus van grant program. Surplus vehicles not granted or sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$228,187.

It was M/S/A by Citizen Representatives Melnick and Pierce to declare the vanpool vehicles listed on Exhibit A as surplus.

- E. Title VI Program Updates.** Grants Program Administrator, Jessica Gould, presented the updated Title VI Program Plan. Gould said the last Title VI Program update was in 2018, and it must be updated every three years per FTA guidelines. Having an up-to-date Title VI Program is a federal requirement to receive federal funds. Federal law requires all entities receiving federal assistance to provide all communities with equal access to these programs and to have a Title VI Program in place.

Title VI of the Civil Rights Act of 1964 was designed to ensure that no person in the United States, based on race, color, or national origin, is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program that DOT financially assists.

Gould expects a determination to be made based on the 2020 census numbers as to whether Intercity Transit will transition from a small UZA to a large UZA. Staff is preparing for that potential transition when we'll need to add additional components to the current Title VI Program.

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 5 of 9

Gould said staff did a lot of housekeeping including formatting the program, inserting updated graphics and tables and updating any outdated information.

The draft updates have been submitted to the FTA in advance of the October 1 due date. If the Authority approves the Program updates, staff will submit the final approved Title VI Program. Gould will keep the Authority updated as to any potential changes needed to meet the new requirements if/ when the agency transitions to a L-UZA.

It was M/S/A by Commissioner Mejia and Councilmember Gilman to approve Intercity Transit's Title VI Program updates as presented and requested staff submit the updated Plan to the Federal Transit Administration.

- F. Public Hearing 2022-2027 Draft Strategic Plan.** Freeman-Manzanares said staff is recommending the Authority conduct a public hearing on Wednesday, November 3 at 5:30 p.m. to receive comments on the 2022-2027 Draft Strategic Plan. The Authority reviewed the elements in the spring and provided staff direction in the development of the 2022 budget. This has the elements which allow us to focus on the implementation of the approved Long-Range Plan and IT Proposition 1.

The Authority directed two changes to the document:

- **Goal #5 - The Authority directed staff to include "supporting the Thurston County Regional Climate Mitigation Plan." The goal now reads:**

"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan."

- **Goal #7 - The Authority directed staff to add the phrase, "such as access and equity as a service provider and as an employer." The goal now reads:**

"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community such as access and equity as a service provider and as an employer."

The public will be notified early next week that the draft document is available for review and comment. Depending upon the outcome of the public hearing, we are on track to approve the document at the November 17, 2021, Authority meeting.

It was M/S/A by Citizen Representative Melnick and Commissioner Mejia to schedule a public hearing at 5:30 p.m., Wednesday, November 3, 2021, to receive comments on the 2022-2027 Draft Strategic Plan.

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 6 of 9

G. Public Hearing 2022 Budget. Finance Manager, Suzanne Coit, requested to set a public hearing for November 3 to receive public comment on the Draft 2022 budget. Coit also provided updated budget numbers to reflect two additional items. The added items are:

Security Costs - There have been increased costs, and the original amount wasn't inclusive of all of our buildings, so that's an increase of \$175,900.

Alternative Technology Master Planning and Detailed Design - This is to hire consultant services to integrate alternative fuel infrastructure into the site master plan, and complete detailed design work for an additional \$650,000.

This brings a new budget total to \$182,640,453.

It was M/S/A by Citizen Representative Pierce and Councilmember Gilman to schedule a public hearing at 5:30 p.m., Wednesday, November 3, 2021, to receive comments on the 2022 Draft Budget.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox said TRPC met October 1. The Council conducted a follow up on their summer retreat and had a conversation with the retreat facilitator, Amy Leneker, about values, vision, and mission. Cox said it was a good discussion. Leneker's presentation can be found on the TRPC website at: https://www.trpc.org/DocumentCenter/View/8849/A6_60-day-Check-In

Council received a presentation from Transportation Modeler, Theresa Julius about State of our System website that TRPC hosts. The focus was on Electric Vehicles. Information can be found: <https://www.trpc.org/1082/Electric-Vehicles>

Council received an overview from GIS & Modeling Manager, Scott Carte, on the interactive map that finds the nearest AV Charging Stations in Thurston County. The map can be found here:

<https://trpc.maps.arcgis.com/apps/Directions/index.html?appid=7fb748582ab645328ff659463a3051e0>

Lastly, the Council received an update on the WRIA 13 Deschutes Watershed planning process and next steps. That's been through a couple of ups and downs in the planning process and that report can be found here:

https://www.trpc.org/DocumentCenter/View/8848/A8_WRIA-13-Watershed-Update-100121

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 7 of 9

Gilman attended the TRPC meeting, and he's excited about some things moving forward into next year. One is a priority around the Martin Way Corridor and continuing that work on the traffic signal prioritization across the region; also, our high-speed transit effort that they're helping to cross the T's and dot the I's, so that Intercity Transit's proposals for bus rapid transit will be successful. He also referred to conversations about when a school district buys property out in the urban growth area, and then expects transit to serve it and expects it to be convenient. The same conversation is beginning to happen around permanent supportive housing and services for individuals who need extra social services. Gilman thinks it's beginning to be discussed at TRPC and it's something IT would want to advocate that we want the planners to consider the reality of public transit doesn't exist today before they imagine putting people in the outlying areas to access services.

Melnick referred to the charging stations and he urges whoever does the monitoring also check on this because there's been a big problem with some of the vendors of charging stations - they don't stay in service. They need to find a way to track which ones are kept in service and which are not. Melnick referred to the notion of ensuring that IT has as an opportunity to be engaged in discussions about where there's going to be new subdivisions and transit access should be a criteria. He hopes more cities in the county will consider that to be important.

GENERAL MANAGER'S REPORT

- Applications for the Community Advisory Committee are due Friday, October 8. Six applications have been submitted to date. Freeman-Manzanares said anyone interested in serving should visit the website at www.intercitytransit.com, or if you know of anyone interested, please share the opportunity with them and she or Nancy Trail would be happy to reach out to them.
- Applications for the Surplus Van Grant program are due Wednesday, October 13. Freeman-Manzanares encourages organizations whose clients would benefit from transportation to contact Intercity Transit. The information is available on the website at www.intercitytransit.com. Or if you know of anyone interested, share their information and she or Cindy Waterhouse will reach out to them.
- Sadly, the Centennial Station was broken into on September 30. The glass in the doors and some side windows were broken. These areas are boarded up; however, glass is a long lead-time item due to the pandemic so that repair work will be completed as quickly as possible. The drawers and cabinets were rummaged through, but nothing appears to be missing, and no cash is kept on site at the station. Security cameras will be installed on the building at the Centennial Station; however, they are also a long lead-time item. Had the cameras been in place, we

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 8 of 9

likely would have captured the individual(s). Camera install will occur as soon as they arrive.

- Staff, Forma Construction and StanTec are looking forward to offering the Authority and CAC members a tour of the Pattison construction site on Wednesday, October 20, 2021, before the start of the Authority meeting. Forma mentioned today they are a bit behind schedule on the Fuel, Wash and Facility Building. They, like everyone else on the planet, are experiencing delivery delays and staffing issues due to the pandemic. Overall, the project is going really well (despite the pandemic) and they believe they will be able to make the time up along the way. Target completion date is the Fall of 2022.
- Ninety-five percent of staff are either fully vaccinated or have begun the process of getting vaccinated. Staff are required to receive their second dose of the Pfizer or Moderna or single dose of Johnson and Johnson by October 15.

AUTHORITY ISSUES – None.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:15p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox
Carolyn Cox, Chair

ATTEST

Patricia Messmer
**Pat Messmer
Clerk to the Authority**

Date Approved: November 3, 2021

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

Intercity Transit Authority Regular Meeting

October 6, 2021

Page 9 of 9

EXHIBIT A
SURPLUS VEHICLES - OCTOBER 2021

COACHES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	2121	2011	Dodge Caravan	7	103,843	\$6,166.00
2	2170	2011	Ford Econoline E-350	15	120,852	\$9,503.00
3	2171	2011	Ford Econoline E-350	15	115,938	\$10,006.00
4	2172	2011	Ford Econoline	15	91,761	\$12,230.00
5	2201	2012	Dodge Caravan	7	97,960	\$6,868.00
6	2300	2013	Dodge Caravan	7	98,078	\$7,522.00
7	2360	2013	Chevrolet Express	15	105,584	\$13,983.00
8	2460	2014	Chevrolet Express	15	128,090	\$11,558.00
9	2461	2014	Chevrolet Express	15	107,159	\$13,956.00
10	2462	2014	Chevrolet Express	15	136,883	\$10,839.00
11	2463	2014	Chevrolet Express	15	64,792	\$19,766.00
12	2464	2014	Chevrolet Express	15	113,232	\$13,239.00
13	2465	2014	Chevrolet Express	15	119,459	\$12,561.00
14	2540	2015	Chevrolet Express	15	102,219	\$15,047.00
15	2541	2015	Chevrolet Express	15	91,222	\$16,566.00
16	2542	2015	Chevrolet Express	15	81,755	\$18,044.00
17	2543	2015	Chevrolet Express	15	131,406	\$11,830.00
18	2544	2015	Chevrolet Express	15	78,692	\$18,503.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$228,187.00