

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, March 3, 2021
5:30 P.M.

This meeting will be held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

Listen to the meeting using your phone. Dial in at 5 p.m. for a sound check.

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View the meeting live on Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **PUBLIC COMMENT** **5 min.**
General public comment may be submitted prior to each Intercity Transit Authority meeting.
 - By Email to pmessmer@intercitytransit.com by **12 noon on March 3, 2021.**
 - By Phone – Contact the Clerk of the Board at 360-705-5860 by **12 noon March 3, 2021.**
 - By USPS - mail public comment to “Public Comments” P. O. Box 659, Olympia, WA 98507.
- 3) **INTRODUCTIONS** **15 min.**
A. **Operator Class of 21-01** (*Cameron Crass*)
Neil Ward; Stacy Catarina; Trenton Reid; Troy Kelly; Jameyson Miller; Mirra Merkel; Robert Andrews; Elandra Chatman; Caroline Glainyk; Carey Leanord; Nicholas Org; Kimberly Miles.
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
A. **Approval of Minutes:** February 3, 2021, and February 17, 2021, Regular Meetings.

B. **Surplus Property:** Declare Coach Vehicles as surplus. These vehicles have exceeded their useful life and will be replaced by new Coaches in April 2021. The total value of the vehicles is estimated at \$27,000. (*Katie Cunningham*)
- 5) **NEW BUSINESS**
A. **Legal Services Contract Extension** (*Jeff Peterson*) **5 min.**
B. **Maintenance Building HVAC Platform Contract Award** (*Tammy Ferris*) **5 min.**
C. **Service Restoration Overview** (*Rob LaFontaine*) **45 min.**
- 6) **COMMITTEE REPORTS – None.**
- 7) **GENERAL MANAGER’S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
February 3, 2021

CALL TO ORDER

Chair Cox called the February 3, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative David Sharwark.

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

Others Present: Legal Counsel, Jeff Myers; David Bonauto, Community Advisory Committee; and Greg Heidal, IAM Business Agent.

APPROVAL OF AGENDA

It was M/S/A by Commissioner Mejia and Citizen Representative Melnick to approve the agenda.

PUBLIC COMMENT

No public comment was received.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Approval of Minutes:** January 6, 2021.
- B. **Surplus Property:** Declared Dial-A-Lift vehicles 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 \$15,000.
(Katie Cunningham)

NEW BUSINESS

- A. **2021 Procurement Workplan Update.** Steve Krueger, Procurement Manager, provided an update on the 2021 Procurement Project Plan. Each year the Procurement Division provides updates on those projects in the pipeline. This year, Krueger linked procurement projects to the Intercity Transit Goals.

Before proceeding with the update, Krueger recognized the Procurement team members for their exceptional work: Katie Cunningham, Tammy Ferris, and Jeff Peterson (who was recently re-elected as president of the Washington Chapter of the National Institute of Governmental Purchasing).

Goal #1 –Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

End Policy - Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

Procurement manages contracts that support Marketing efforts to include:

- Production of the **Transit Guides**
- On-going **Website Enhancement** efforts
- **GovDelivery** subscription management system that transmits news alerts
- **Graphic Design** Services
- Rebid the contract with Hand Crank Films who produced the video “The Day in the Life of a Bus”
- The introduction of on-street customer information support (or Wayfinding) through digital monitors. It will start with the transit centers and if all goes well and funding allows, it will expand coverage of higher-use areas throughout the network.

In 2021, Procurement will rebid the contract for the production and installation of vehicle wraps. To help promote use of the vanpool program, all of these vans include a rather stunning promotional wrap package. Outdoor advertising is recognized as one of the most cost-effective means of advertising so why not allow the vanpools to self-promote?

Goal 2 - Provide outstanding customer service.

End Policy - Customers, staff and the broader community will report a high level of satisfaction.

An important technology that helps IT manage the buses and DAL Vans is the Computer Aided Dispatch and Automatic Vehicle Location System (or CAD/AVL System). This technology enables IT:

- To better control scheduling by keeping track of vehicle location at any given time.
- Provide location data to mobile apps so riders know where their bus is.
- Used to provide voice communications with operators.
- Transmit data to and from vehicles (such as Automatic Passenger Counter, Enunciator Messaging, Vehicle diagnostics and more).
- The current CAD/AVL system has been in place since 2008 and is near its end-of-life. We expect to award a new CAD/AVL contract in February 2021.
- Extend a consulting contract with IBI who is helping assess the range of potential solutions and solution providers, as well as assisting in navigating the contracting process and implementing the solution.
- Procurement will renew contracts that support the CAD/AVL technology.

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- CAD/AVL Project
- CAD/AVL Consultant Contract
- CAD/AVL Solution Provider-\$9,300,000 IS-012
- Capital Peak Communications Site Lease
- TCOMM Radio Site Agreement

Procurement will extend the landscape services contract. Another exciting project being kicked off this year is landscaping the SW corner of the property, so it harmonizes with the look and feel of the new building. That effort coupled with the repainting of the OTC platform performed last summer will make the entire property look new and unified.

It's important that Operators sport uniform threads that project the friendly yet highly professional Operators we consistently attract. Operators will wear an updated version of the Intercity Transit Hawaiian Shirt that incorporates the newest bus design and color scheme. Procurement manages, and will likely be extending, the Operator Uniform contract as well as the Maintenance Uniform Laundry Service that keeps technicians looking sharp throughout the year.

Goal 3 - Maintain a safe and secure operating system.

End Policy - Focus on the continual improvement for the safety and security of all customers, employees and facilities.

The Pattison Base as we know it today, (built in 1985) was intended to serve 80 vehicles, but currently serves over 400. The initial plan to expand was hatched in 1998, but it wasn't until the summer of 2020 that IT was finally in a position to break ground. Since then, and as part of the soil stabilization efforts, approximately 700 aggregate Geopiers have been drilled and installed within the perimeter of the new ADOPs building location.

- All ADOPs footings, spread footings and stem walls have been poured.
- All deep underground Mechanical, Electrical and Plumbing conduit are in place.
- Next is back filling, installing rebar and the capillary barrier and weather permitting, the [SOG](#) is scheduled to pour on February 11.
- Structural steel is being fabricated and is on its way so the building should start taking shape in March.

Procurement will extend the lease of the Walk-n-Roll space directly across from the Olympia Transit Center. In October of 2022, when the new Fuel Wash Facility (FWF) is complete, the new Walk-n-Roll and Youth Education Program relocate to the FWF and be accessible directly from Martin Way. IT will be free of the downtown lease and the Walk-n-Roll program will have a place they can call home which has been specifically designed to best satisfy their program needs.

IT is always adding and improving bus shelters throughout the system. Procurement is looking to rebid both the bus shelter and related solar lighting contracts. With the introduction of the Zero Fare pilot project, rear door bus boardings is now possible and a number of bus pads will be modified to better accommodate rear door boardings.

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Maintaining a safe and secure operating system is a never-ending project requiring access to a variety of contractors. In 2021, Procurement will assist Facilities with a variety of procurements and contracts related to:

- Assisting the IS Department with the Martin Way Camera Replacement, and installation of Centennial Station Security Cameras.
- Renewing the Elevator Maintenance contract.
- Awarding a contract to install HVAC Safety Access Platforms in the Maintenance Building.
- Awarding a Standby Generator in support of the OTC building.
- Working with the Painting Consultant in closing out the OTC, LTC and Centennial Station Painting work.
- Begin the process of relacing gutters at the LTC

As great as IT's operators and technicians are, there are situations that occasionally require ready access to towing services. The Towing Services Contract expired, and Procurement needed to rebid this contract which was awarded in January 2021 with Nisqually (for motor coaches) and Gene's Towing for all other vehicles.

The need for high quality cleaning and sanitation services has never been more apparent than this past year. A new Janitorial Services Contract was awarded in the Summer of 2019 and will be up for renewal again this summer. Over the last year there were a number of adjustments made to the contract due to the Covid19 Pandemic, and its impact on use of our facilities. Staff has been very pleased with our newest Janitorial Service provider and it's likely Procurement will renew this contract.

Maintaining a safe and secure operating system requires the support of a security services firm and this contract is scheduled to either be renewed or rebid later this year. In so doing, Procurement will collaborate with Operations, Customer Service, and Facilities to assess contractor performance before determining the most appropriate course of action.

Goal 4 - Provide responsive transportation options within financial limitations.

End Policy - Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our community.

Fulfillment of Goal #4 means Procurement must be adept at working with stakeholders to understand their needs as well as satisfying a wide range of vehicle purchasing requirements specific to the funding source. Without the purchase of a variety vehicles, we're limited on the transportation options we can provide.

- In January of 2019, 23 new coaches were ordered. Thirteen (13) are due to be received in April/May 2021 requiring post-delivery inspection and verification.
- The remaining 10 are due in November/December 2021.
- Procurement plans on replacing 18 DAL vans this year that have reached their useful life. It remains hopeful that a portion of the replacements will be supported by grant funding.
- Procurement will also order a Facilities Truck and Van.

Traffic congestion at the Martin Way/I-5 interchange creates a backup during peak hours, and it's not uncommon to take as much as ten minutes to make a left turn to get on the northbound I-5 onramp. A possible remedy includes the development of an alternative onramp on Martin Way as well as a Transit Only direct access ramp into the Martin Way Park-and-Ride lot. However, analysis is needed to determine if an inline station on the ramp is feasible here. Procurement expects to hire the consulting services needed to conduct this analysis.

This TSMO element of the approved Martin Way interchange project improves transit access to the park-and-ride and reduces delay. A potential inline station on the ramp would create an immediate time advantage for the Olympia Express. Remaining interchange elements will provide additional benefits when built.

Goal 5 – Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.

End Policy - Resources will be used efficiently to minimize the negative impact on the environment and the community and, to the extent feasible, efforts will be pursued that integrate or otherwise align with broader sustainability goals.

There is a lot of progress being made towards achieving zero-emissions in the public transportation sector and very soon Procurement will release a solicitation to hire an experienced firm to assess our transit system and provide a practicable, viable and detailed roadmap for achieving a zero-emission fleet and related support infrastructure by 2050. Procurement expects an award for the zero-emission roadmap study will be made in the next few months.

Included in the long-range plan is the prospect of incorporating **high-capacity corridor service** often referred to as **Bus Rapid Transit (BRT)** into our system. However, prior to pursuing BRT Federal grant funding, there is a specific requirement by the FTA to follow a particular modeling protocol, so this year Procurement is looking to hire an engineering consultant with specialized transit modeling experience in high-capacity corridor evaluations that will position Intercity Transit to pursue FTA BRT grant funding. Completing a technical evaluation is a required first step on the way to securing FTA BRT funding.

Smart Corridors (also referred to as the transit signal priority project) enables buses to have priority passage through the busiest and most congested corridors as a means to help buses stay on schedule. It sounds straight forward, but it's actually quite complex and requires coordination with multiple jurisdictions and the assistance from highly specialized engineers and consultants. Procurement provides the Planning and Development staff with access to the engineering and consulting contracts they need to implement their many service planning initiatives and studies.

Last year, as a consequence of the pandemic, many of these short and long-range planning initiatives (such as the smart corridors, innovative service zones, West Olympia study) were put on hold, and if things return to normal, Procurement expects to refresh and award various contracts in support of the Planning and Development efforts.

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- Service Planning initiatives
- Service Planning Contracts
- Transit Planning Work
- Service Studies-West Olympia Study-Innovative Service Zones-BRT work as well
- Smart Corridors
- Innovative service zones
- Consulting Services for Fixed-Route
- Consultant Services Short/Long-Range Plans (Nelson/Nygaard)
- Innovative Service Zones Study-\$75k DEV-022

Goal 6 – Encourage use of our services, reduce barriers to access and increase ridership.

End Policy – Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.

To help Intercity Transit encourage use of services, it would be beneficial to hire experts to help craft and carry our message to decision makers. Procurement manages the following contracts, many that either need to be rebid or renewed in 2021:

- State Advocacy Services Contract
- Federal Advocacy Services Contract
- Grant Writing Service Contract and
- Legal services Contract.

To encourage use of services and increase ridership, Procurement manages the consulting contracts used to keep our finger on the pulse of our market space, but last year, Covid19 shifted the focus on understanding the temperature of the community.

This year, Procurement will continue to keep these contracts alive and is poised to renew and secure any other related contracts as needed as the health of community is restored.

A. Annual Authority Reorganizing Activities. Vice Chair Cox led the Authority through the process to elect a new Chair and Vice Chair.

Vice Chair Cox opened the floor to nominations for Chair. **Councilmember Gilman nominated Councilmember Carolyn Cox.** Hearing no further nominations, nominations for Chair were closed.

By roll call vote, there was a vote of seven in favor to elect Councilmember Carolyn Cox as Chair.

Chair Cox opened the floor to nominations for Vice Chair. **Commissioner Mejia nominated Councilmember Clark Gilman.** Hearing no further nominations, nominations for Vice Chair were closed.

By roll call vote, there was a vote of seven in favor of electing Councilmember Clark Gilman as Vice Chair.

Chair Cox lead the Authority in discussion of new committee assignments.

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- Councilmember Carolyn Cox will be the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Commissioner Mejia will serve as alternate.
- Citizen Representative Don Melnick will be the primary representative for Intercity Transit on the *Transportation Policy Board* and Citizen Representative Justin Belk will serve as alternate.
- Citizen Representative Sue Pierce will serve as representative on Intercity Transit's *Pension Committee*.

COMMITTEE REPORTS

A. **Thurston Regional Planning Council.** Cox said at the January 8 meeting:

- The Council received a review of the Thurston Climate Mitigation Plan developed for the cities of Lacey, Olympia and Tumwater, and Thurston County. The Plan was accepted by all of those jurisdictions and being incorporated into their budgets. A copy of the Plan is available at:
<https://www.trpc.org/DocumentCenter/View/8310/A9> TCMP TRPC 01082021
- The Council updated the Sustainable Thurston Greenhouse Gas Emission Targets. The new targets reflect those in the Climate Mitigation Plan and are consistent with the Sustainable Thurston 2050 targets. Differences include updated current data, and a new base year (2010).
- The Council was briefed on a suggested ranking of Thurston Region Projects submitted for the Washington State Department of Transportation Consolidated Grant program. The Council will take action in February. Intercity Transit is in line to receive approximately \$2.2M to purchase eight new propane powered Dial-A-Lift buses; and five years of funding to support transit service between Thurston and Pierce Counties.

B. **Transportation Policy Board.** Melnick said at the January 13 meeting:

- The Board adopted the 2021 meeting schedule noting there will be no meeting in August and likely a change in the September date for a TPB retreat.
- Staff reviewed the process for election of officers which occurs annually in February.
- The Board received a presentation from Sheri Call of the Washington Trucking Association on trucking in the state of Washington and the Thurston region, touching on the industry's impact on the economy, challenges, safety, COVID and impacts of telework and current and future technology. Discussion also included the phasing in of autonomous trucking operations.
- Russ Elliott, Director of the State Broadband Office in the Department of Commerce provided an overview of broadband coverage and speed in Washington, the impact of high levels of the population working and schooling from home and plans for improvement. The Washington State Broadband Office mapping initiative will help identify gaps in high-speed internet service and areas of broadband infrastructure needs in order to advance the state's goal to have universal broadband access in Washington by 2024. Elliott encouraged people to take the **Washington State Broadband Access and Speed Survey** found on their website at

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<https://www.commerce.wa.gov/building-infrastructure/washington-statewide-broadband-act/speedtestsurvey/>

- Karen Parkhurst discussed the region's priority issues for the 105-day 2021 State Legislative Session.

C. Community Advisory Committee. Bonauto said the CAC met on January 11.

- CAC received a presentation on the Walk N Roll program and how it has adapted to the pandemic.
- CAC heard from Cindy Fisher Waterhouse about the Surplus Van Grant program.
- The CAC will need to elect a new Chair at the February meeting since their former Chair, Justin Belk, joined the ITA.

GENERAL MANAGER'S REPORT

- Intercity Transit requested prioritization for some of its frontline employees to be vaccinated in Phase 1A. Thurston County Public Health checked in with the State Department of Health and approved our request. We submitted that list Monday evening and those individuals are eligible now and waiting to be scheduled. This is a big relief for IT in terms of being able to protect the health of our employees as quickly as possible. **Thank you again to Commissioner Mejia and Thurston County Public Health.**
- The state anticipated the next level of frontline employees (over the age of 50) would be eligible sometime in February. Those under age 50 are anticipated for April. Of course, that could change dependent upon vaccine supply. The latest from Thurston County Public Health is they were likely going to eliminate the over and underage requirement and were estimating late March for the remainder of our frontline employees. We will continue to stay in touch and monitor the situation, so our employees are kept informed.
- November sales tax information for the end of January is IT's best sales tax month ever. It was a 34% increase over January 2020 (\$7,575,674 – \$5,583,494 budget).
- Twelve new Operators joined IT last Monday, and we are very excited to have them onboard. We opened the application process for the next group of Operators, so if anyone knows people who would be a great fit, send them our way, or they can go to www.intercitytransit.com.
- The Winter Bicycle Commuter Challenge is underway for the month of February, and this is a precursor to the May Bicycle Commuter Challenge. To adapt to the evolving circumstances with COVID, Walk N Roll is sponsoring a scavenger hunt to encourage Thurston County youth and families to participate in the 2021 Winter BCC, and to encourage Thurston County residents to get outside for any reason including all kinds of bike rides, including recreation rides.
- The Pattison Street project is on schedule and within budget. The contractor anticipates going vertical in early March which is another exciting milestone. This phase of the project is still on schedule to open summer/fall of 2022.

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- Onsite space is very tight at the Pattison facility, and staff is doing their very best to designate space for Commercial Driver's License (CDL) testing for new operators.
- There are 13 new coaches going into production March 1, 2021, and we anticipate seeing these vehicles mid to late April and having them on the street this summer. The date is a bit uncertain at this point as we are also installing the new CAD/AVL (Computer Automated Dispatch/ Automated Vehicle Location System) system. These vehicles will likely be the pilot vehicles. We are working with a first-generation system now and looking forward to introducing all the advancements that have been developed over the last 12 to 14 years to our customers.
- Last year, the Authority approved the purchase and installation of the back-up radio system and installation and that project is moving forward. They are installed in our DAL vehicles and expect to have the coach fleet completed the end of March. Then moving on to the Operations Supervisor and fleet and facilities service vehicles.
- Staff continues to navigate all things COVID, internally and externally, as well as a variety of detours. While it continues to be taxing, staff is responding amazingly well under the circumstances. **Giving staff another shoutout for their professionalism and resiliency.**
- Intercity Transit is working with Senior Services of South Sound and will be doing outreach to help ensure seniors in the community, particularly those that may not be computer savvy, have access and transportation to receive their COVID vaccine.

AUTHORITY ISSUES

Gilman said Olympia has been working the last couple of years on their first transportation master plan and combined all of their transportation planning projects into one document. Council will soon vote to approve that plan. It's significant to Intercity Transit that it includes a focus on multi-modal transportation on cars but also buses, biking and walking; and also that it specifically calls out the signal prioritization dedicated lane and the other infrastructure necessary for the Bus Rapid Transit.

Gilman said he will remain in contact with Freeman-Manzanares and staff about the area around the Olympia Transit Center; and he noted he saw smoke coming from the homeless camp known as the "Jungle" next to the Intercity Transit Maintenance building, and he'll continue to be available to work on both of those areas and the issues surrounding those areas.

Pierce gave a shout out to IT's Information Systems' staff for their assistance with technology issues. She appreciates their quick response and follow-up. Pierce said, "They are amazing." Also, Pierce can't wait to see the coaches on the road to Pierce County. Never has she appreciated the Operators on the freeway more than in the last six months when she's been driving it herself.

Sullivan said Tom Oliva is resigning from the Tumwater City Council effective February 17, 2021, and he's been the Tumwater Representative for TRPC. Sullivan will be taking over that roll when Oliva leaves.

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Belk thanked staff for getting the CAC meetings going again. He'll miss being part of the CAC, but he appreciates the diversity of opinions the CAC provides.

Cox said the Lacey City Council approved creation of an eight-member Citizen's Commission on Equity, with one youth member, and the members can be drawn from within the Lacey City limits and the urban growth area. The application period is now open and available on the City of Lacey's website for the next few weeks, and Cox encourages all to apply.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: March 3, 2021

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
February 17, 2021

CALL TO ORDER

Vice Chair Gilman called the February 17, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

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; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer (alternate).

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Tammy Ferris; Russell Gilsdorf; Jessica Gould; Aaron Hughes; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Rob Rinehart; Heather Stafford-Smith; Nancy Trail; Nicky Upson; Daniel Van Horn; Amanda Williams; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; David Bonauto, Community Advisory Committee; Walter Smit, Community Advisory Committee; and Greg Heidal, IAM Business Agent.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Melanie Derry of Olympia, WA. Ms. Derry asked if after the March service change, more updated bus schedules could be placed on the buses.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Pierce and Commissioner Mejia to adopt the consent agenda.

A. Payroll for January: \$2,845,932.75.

- B. **Accounts Payable January:** Warrant numbers 31553-31560, 31562-31630, 31631-31638, 31639-31642, 31643-31677 & 31680-31731 for a total amount of **\$6,673,613.60**; and Automated Clearing House Transfers in the amount of **\$5,809.30** for a monthly total of **\$6,679,422.90**.

NEW BUSINESS

- A. **CAD/AVL Systems Replacement Contract.** Procurement Coordinator, Jeff Peterson, presented for consideration a contract with Avail Technologies for the replacement of Intercity Transit's Computer Assisted Dispatching Automatic Vehicle Location system.

The replacement of Intercity Transit's first-generation CAD/AVL system, which was implemented in 2008, has been identified as a priority in the Strategic Plan and annual budget. The current CAD/AVL has reached its useful life, is costly to maintain, and no longer supports the data and communication protocols that best support our operations, maintenance, and customer needs.

In 2019 staff began the internal process to verify system requirements and develop specifications for the acquisition of a modern CAD/AVL solution. A request for proposal (RFP) was issued on May 29, 2020, with the goal of partnering with a highly experienced and qualified CAD/AVL solution provider to replace our current technology with a new system that best meets the needs of Intercity Transit and our users. Following a pre-proposal conference on June 10, 2020, Intercity Transit received four qualified proposals by the due date, June 29, 2020.

Consistent with the process outlined within the RFP, the evaluation was conducted in two phases. The first phase examined qualifications and experience of the firms, project organization and staffing, project management plan, technical approach and pricing. It was determined that all four firms met the RFP Phase 1 requirements. Phase II involved interviews, product demonstrations, and reference checks. The successful proposer is the responsive, responsible, qualified firm whose proposal, in the sole opinion of Transit, best meets RFP requirements and is in the best interest of Transit.

The recommendation of Intercity Transit's evaluation team is that Avail Technologies Inc. (Avail) emerged as the top ranked and most qualified solution provider to replace Intercity Transit's CAD/AVL system.

The procurement summarized above included the process for Intercity Transit to pursue the option of entering into a best and final offer (BAFO) process with Avail. Accordingly, the recommended action is to authorize the General Manager to negotiate the final terms and enter into a contract for a CAD/AVL

replacement system with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.

It was M/S/A by Councilmembers Carmody and Sullivan to authorize the General Manager to negotiate the final terms and enter into a contract with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.

- B. Consultant Services CAD/AVL Implementation Support.** Procurement Coordinator, Jeff Peterson, presented for consideration an amendment to the Computer Assisted Dispatching/ Automatic Vehicle Location consulting services contract with the IBI Group.

Transit awarded a consulting contract to IBI in July 2019 to assist in navigating the selection process and guide the implementation of the resulting CAD/AVL replacement solution. We are currently transitioning from the selection phase to implementation and wish to continue our relationship for technical support services utilizing the IBI Group. IBI has successfully provided consultant services for similar CAD/AVL implementation projects throughout the Pacific Northwest including, Whatcom Transit, Spokane Transit, C-TRAN, Community Transit, Chariots, and TriMet. With IBI's help, an apparent successful CAD/AVL solution provider has now been identified. Accordingly, and consistent with IBI contract provisions, the proposed amendment in the amount of \$160,937.00 is needed to have IBI assist in implementation of the new CAD/AVL replacement system. This amendment will increase the overall value of the IBI contract to \$363,145.00 which has been accounted for in the CAD/AVL project budget.

Based on IBI's track record for success coupled with Transit's most recent experience, the project team is confident that IBI Group will continue to successfully fulfill our CAD/AVL consulting needs through the project implementation and final acceptance phase and therefore are recommending that the proposed amendment with the IBI Group be executed.

It was M/S/A by Citizen Representative Melnick and Councilmember Cox to authorize the General Manager to execute an amendment to the contract with IBI Group increasing the total contract amount by \$160,937 for a revised total not-to-exceed amount of \$363,145.

- C. Engineering Services for Bus Stop Pad Improvements.** Procurement Coordinator, Tammy Ferris, presented a Task Order with SCJ Alliance in the amount of \$58,377.11.

Staff issued a Request for Qualifications for On-call Engineering Services in December of 2019 in which SCJ Alliance, KPFF, and Skillings were awarded contracts.

Currently, with Zero Fare and the goal of enhancing our travel speeds, passengers may enter and leave our buses by either the front or rear-door. COVID-19 has further accentuated the benefits of rear-door boarding to enhance social distancing and better protect our operators. Many of our bus stop pads need to be modified to accommodate rear-door boarding. An initial list of high-use bus stops was identified through our bus stop facilities program to better accommodate our riders. This engineering services contract will lead to a larger construction contract this spring. Based on qualifications, experience, and capacity, and in accordance with contract terms, staff is recommending a Task Order with SCJ Alliance be executed to provide design and construction support for approximately 50 bus stops to support rear-door boarding.

Staff have negotiated the Task Order scope and fee with SCJ Alliance. Based on the scope and proposed hours, staff is confident that the proposed pricing is both fair and reasonable. Accordingly, staff recommends executing this Task Order from the On-Call Engineering Services for design and construction services to support rear-door boarding be issued to SCJ Alliance.

It was M/S/A by Councilmember Sullivan and Commissioner Mejia to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$58,377.11.

- D. Transit Signal Priority Interlocal Agreement w/City of Lacey.** Development Director, Eric Phillips, presented an Interlocal Agreement with the City of Lacey related to implementation of a Transit Signal Priority and Smart Corridors.

The ILA with Lacey for Transit Signal Priority and Smart Corridor implementation provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with Federal Transit Administration (FTA) grant requirements.

Under this agreement with the City of Lacey, staff can move forward and manage the framework for corridor implementation work including TSP deployments and technical coordination in the field at signalized intersections, equipment tracking processes consistent with grant requirements, and ongoing installation, communication, and maintenance of the system. The ILA provides that, Intercity Transit will be responsible to purchase equipment required for successful TSP implementation. The City of Lacey will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes, and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking,

documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agency's attorneys reviewed the ILA as presented for consideration and the City of Lacey is scheduled to act on this ILA following approval by the ITA.

Staff recommends proceeding with the Interlocal Agreement with the City of Lacey to support the overall implementation of TSP as part of the Smart Corridors program.

Project History: TSP deployments are part of the Smart Corridors Initiative; a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ) a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of this study and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP is being deployed to study and enhance transit speed and reliability as these corridors experience increasing traffic, congestion, and travel delay. ILA's are currently in place with Olympia, and Tumwater where Intercity has initiated implementation work.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to authorize the General Manager to enter into an Interlocal Agreement with the City of Lacey identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox said at the February 5 meeting:

- TRPC elected officers for 2021: JW Foster – Chair; Cynthia Pratt – Vice Chair; and Clark Gilman – Secretary.
- Cynthia Pratt was appointed to the Puget Sound Regional Council Growth Management Policy Board. Helen Wheatley was appointed as alternate.
- Council received a presentation from the Public Utility District that included an overview of the water system, as well as a presentation on their goal and vision of telecommunications and broadband.
- There was a report on buildable lands within Thurston County.
- There was an overview of the 2021 Legislative Session from Karen Parkhurst.

B. Transportation Policy Board. Melnick said at the February 10 meeting:

- Former Board member, Karen Messmer, gave public comment to support the discussion on sidewalks presented later during the Board meeting.

Intercity Transit Authority Regular Meeting

February 17, 2021

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- The Board elected officers for 2021: Andy Ryder – Chair; Graeme Sackrison – Vice Chair; Doug DeForest was elected the Emeritus Business Representative for another one-year term.
- The Board received a presentation on the State of Transportation System – Sidewalks. There was discussion about federal funding and potential prioritization. Discussion included the importance of sidewalks connecting with transit and there's been some debate among the jurisdictions about who maintains the sidewalks.

C. Community Advisory Committee. Bonauto said the CAC met on February 8.

- The CAC elected officers: Ursula Euler – Chair; Walter Smit remains the Vice Chair.
- Received a presentation from Steve Krueger on the Procurement Workplan for 2021 and the Pattison Street Expansion project.
- The committee discussed the restoration of the intercounty transit route 612 up to Tacoma.

GENERAL MANAGER'S REPORT

On Wednesday, February 10, Thurston County Public Health held a vaccination clinic for a portion of IT staff who were considered under Phase 1A. We are awaiting additional doses to be allocated to the county for the second half of that group to be vaccinated. They anticipate the remainder of our frontline employees will receive their first dose in late March.

The steel columns for the Pattison Street project arrived February 16. Our contractor, Forma, offered the opportunity for Authority members to recognize this major milestone by signing the last steel column to be erected. Forma estimates it will be sometime around the first half of April. Authority members interested in participating should contact Pat Messmer or Ann Freeman-Manzanares.

A funding request was submitted to the State Senate Transportation Committee and the House Transportation Committee to help fund Phase 4 and Phase 5 of the Pattison Street project. Freeman-Manzanares met with Representatives, as well as individuals on the Transportation Committees, so they are aware of our project. If an opportunity becomes available to testify, she will reach out to Authority members.

Freeman-Manzanares gave a huge thank you to IT's drivers, operations supervisors, and staff in maintenance, communications, customer service, and facilities for allowing IT to operate exceptionally well through the multi-day snow event this past week. The "snowmageddon" of February 2019 (which hit the same month and day) taught us valuable lessons, and staff took the opportunity to debrief that event and took action to ensure we continued to improve our snow response. Intercity Transit fared fairly well.

Each event is different and this one played out exactly as the weather forecasters suggested.

This snow event was messy but IT staff was prepared:

- There was no major damage.
- Some service was canceled to the 512 Park-and-Ride.
- Main roads were addressed well by the jurisdictions. Tumwater and Olympia mentioned clearing “snow routes.” Appreciate that!
- Neighborhoods were tough to get into and out of.
- Staff worked with dialysis centers to ensure their parking lots were passable, and they were.
- Communications were better than ever. We benefited from a COVID-era improvement where we opened a TEAMS channel in Dispatch for information sharing.

AUTHORITY ISSUES

Sullivan gave a shout-out to Legal Counsel, Jeff Myers, for the excellent presentation he gave to the Tumwater joint council and planning commission on the legal basis for land-use planning. Myers said the Washington Cities Insurance Authority helps pay for the cost of this presentation and eligible jurisdictions can take advantage of that opportunity.

Pierce thanked this evening’s staff presenters. They provided a lot of valuable information.

Mejia gave a shout-out to Public Works for their hard work during the snow event.

Cox thanked Freeman-Manzanares and Phillips for working with the City of Lacey on finalizing the Transit Signal Prioritization project.

Carmody said Yelm received approximately eleven inches of snow, and over all everything went well. Carmody said in the next few months, the Yelm City Council may consider changing some commercial and industrial property into residential property because there hasn’t been much interest in commercial/industrial properties.

Belk was glad to see the buses on the roads during the snow event.

Tischer thanked Freeman-Manzanares and the Operations staff for their hard work and support during the snow event.

Gilman was impressed with Operators for their excellent driving during the snow event, navigating left-turn lanes, etc.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Gilman adjourned the meeting at 6:33 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk to the Authority

Date Approved: March 3, 2021

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

DRAFT

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: March 3, 2021

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Vehicles - Coaches

-
- 1) **The Issue:** Whether or not to declare vehicles surplus.
-
- 2) **Recommended Action:** Declare the vehicles listed in Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
-
- 4) **Background:** Staff is requesting the Authority declare the Coaches listed in Exhibit A as surplus. These vehicles have exceeded their useful life and will be replaced by new Coaches in April 2021. In accordance with Intercity Transit's process, once declared surplus these vehicles will first be offered for direct purchase by other public agencies. Surplus vehicles not 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 \$27,000.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
- Four vehicles listed in Exhibit A were purchased using Federal funds. Intercity Transit will follow the Federal Transit Administration (FTA) disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds generated in excess of \$5,000 for a federally funded item can be reprogrammed toward a new eligible FTA grant project. Proceeds received of \$5,000 or more (per vehicle) not programmed would need to be returned to the FTA.
-
- 7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*
-
- 8) **References:** Exhibit A - Surplus Vehicles – March 2021.

EXHIBIT A
SURPLUS VEHICLES - MARCH 2021

COACHES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	941	2005	GILLIG LOWFLOOR 35' COACH	32	437,093	\$3,000.00
2	942	2005	GILLIG LOWFLOOR 35' COACH	32	637,078	\$3,000.00
3	943	2005	GILLIG LOWFLOOR 35' COACH	32	609,399	\$3,000.00
4	944	2005	GILLIG LOWFLOOR 35' COACH	32	667,977	\$3,000.00
5	960	2007	GILLIG LOWFLOOR 35' COACH	32	579,479	\$3,000.00
6	961	2007	GILLIG LOWFLOOR 35' COACH	32	577,532	\$3,000.00
7	962	2007	GILLIG LOWFLOOR 35' COACH	32	352,167	\$3,000.00
8	963	2007	GILLIG LOWFLOOR 35' COACH	32	637,619	\$3,000.00
9	964	2007	GILLIG LOWFLOOR 35' COACH	32	566,645	\$3,000.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$27,000.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: March 3, 2021

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator - 705-5878

SUBJECT: General Legal Services Contract Extension

-
- 1) **The Issue:** Consideration of extending the contract for general legal services with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2022, in accordance with the contract terms.
-
- 2) **Recommended Action:** Authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich extending the term of the agreement through March 31, 2022.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this term will exceed that amount, legal counsel serves the Authority and as such, it is recommended that the Authority authorize the contract extension.
-
- 4) **Background:** Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2018 for as-needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the third of four one-year extension options and once approved, would extend the term to March 31, 2022.

Under the current contract Intercity Transit's primary Counsel is attorney Jeff Myers. Jeff is a Principal at the Firm and has municipal experience providing counsel to several local agencies in our area including the Olympic Region Clean Air Authority, TCOMM 911, LOTT Clean Water Alliance and City of Olympia.

Rates have remained unchanged over the last two terms. The Contract permits negotiation upon contract term extension and due to a general wage increase, the firm is requesting to increase Jeff's rate by 7.5%, as referenced herein. Procurement reviewed the adjustment requested and determined it is fare and reasonable based on local market comparisons.

Staff values the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the proposed contract extension.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich extending the term of the agreement through March 31, 2022.
 - B. Defer action. A decision to delay may impede or delay timely access to legal counsel.
-

- 6) **Budget Notes:** The 2021 budget for general legal services is \$38,000. Historically, Transit spends approximately \$16,460 per year on average for legal services.
-

- 7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals. **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."
-

- 8) **References:** Proposed rate and personnel adjustment for contract term of April 1, 2021 through March 31, 2022.
-

Fully loaded Hourly Rates:

Primary Legal Representative:	Title/Position:	Previous Billable Hourly Rate:	New Billable Hourly Rate:	Minimum Billable Hours:*
W. Dale Kamerrer	Partner	\$235	\$235	.1 hour
Jeffrey Myers	Partner	\$200	\$215	.1 hour
Elizabeth McIntyre	Partner	\$235	\$235	.1 hour
Don Daniel	Partner	\$235	\$235	.1 hour
Michael Throgmorton	Associate	\$190	\$190	.1 hour
Amanda Bely Keuhn	Associate		\$215	.1 hour

Support Personnel:	Title/Position:	Previous Billable Hourly Rate:	New Billable Hourly Rate:	Minimum Billable Hours:*
Tod Monroe	Paralegal	\$95	\$95	.1 hour
Lisa Gates	Paralegal	\$65	\$65	.1 hour
Blake Myers	Paralegal	\$55	\$55	.1 hour

*Minimum number of hours each Representative will bill for any amount of work performed.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: March 3, 2021

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Maintenance Building HVAC Platform Contract Award

-
- 1) **The Issue:** Authorization to execute a contract for the construction of Heating, Ventilation and Air Conditioning (HVAC) service platforms in the Maintenance Facility.

 - 2) **Recommended Action:** Authorize the General Manager to approve funding to have the Washington State Department of Enterprise Services (DES) enter into a contract for the construction of platforms with Forma Construction Company in the amount of \$253,676.72.

 - 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.

 - 4) **Background:** On June 3, 2020, the Authority authorized the General Manager to amend our Interagency Agreement (IAA) with DES for project management services that included use of DES' competitively awarded job order contracting services, on-call consulting contracts, and small works roster for Transit public works projects.

Transit has since engaged MSGS from the DES on-call Architectural and Engineering contract to provide architectural, structural engineering, and construction support for the addition of platforms to access the HVAC units safely and more efficiently in the Maintenance Facility. Maintenance Facility employees have been performing routine maintenance and repair on seven (7) of the heat recovery units throughout the Maintenance Facility using lifts and ladders. Each heat recovery unit is situated differently, some are attached to the facility ceiling and others are suspended over the vehicle maintenance bays; thereby, making it difficult to access the units to safely perform routine maintenance.

MSGS finalized the design and construction documents in mid-January. DES advertised for Request for Bids on January 29, 2021 for fabricating and installing the metal platforms around the HVAC units. A total of eight (8) bids were received by the submittal deadline of 3:00 p.m., on February 25th. The bid submitted by Forma Construction Company in the amount of \$253,676.72 was determined to be the lowest, responsive and responsible bid.

Forma Construction Company is a reputable and competent contractor. Forma was awarded the contract for the Pattison Base MOA project. In addition, they have completed numerous projects in the community, including the successful completion of the Martin Way Park and Ride concrete repairs project. Accordingly, staff recommends award of the contract for the construction of platforms with Forma Construction Company in the amount of \$253,676.72.

5) **Alternatives:**

- A. Authorize the General Manager to approve funding to have DES enter into a contract for the construction of platforms with Forma Construction Company in the amount of \$253,676.72.
- B. Defer action. Deferring action will prolong servicing the HVAC units.

-
- 6) **Budget Notes:** The 2021 budget includes \$200,000 for permit fees, design, construction, and construction support for the HVAC platforms. The entire project cost is anticipated to cost \$305,000 (\$29,000 in design and engineering fees were expended in 2020). Staff is confident we have sufficient funds in the 2021 budget to allow us to pursue this important safety project.

-
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: March 3, 2021

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 360-705-5832

SUBJECT: Service Restoration Overview

-
- 1) **The Issue:** Provide the ITA an overview and discussion of the ongoing restoration of fixed route bus service during the COVID-19 pandemic.
-
- 2) **Recommended Action:** Information and discussion.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** Provide an overview of the adjustments made to fixed-route bus service during the COVID-19 pandemic, as well as a summary of anticipated restoration scheduled to begin March 21, 2021.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #6:** "Encourage use of our services."
-
- 8) **References:** N/A.

**Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
February 8, 2021 - Virtual Meeting**

CALL TO ORDER

Vice-Chair Smit called the virtual February 8, 2021, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Vice-Chair Walter Smit; Ursula Euler; Marilyn Scott; David Bonauto; Nikki Crist; Jihan Grettenberger; John Gear; Allison Spector, and Ty Flint.

Absent: Billie Clark; Jonah Cummings; Isha Gabriel; Marie Lewis; Jini Namboothiri; Joan O'Connell; Scott Paris; Gene Angel; Carissa Putt, and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Steve Krueger; Daniel VanHorn, and Roshan KC.

APPROVAL OF AGENDA

It was M/S/A by DAVID BONAUTO and URSULA EULER to approve the agenda with the addition of a report on the February 3, 2020 ITA meeting to the Reports section.

APPROVAL OF MINUTES

It was M/S/A by URSULA EULER and DAVID BONAUTO to approve the minutes of the January 11, 2021 CAC Meeting.

INTRODUCTIONS

Smit introduced Authority member, JUSTIN BELK, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. February 17, 2021, Work Session - David Bonauto
- B. March 3, 2021, Regular Meeting - Ursula Euler
- C. March 17, 2021, Work Session - Ursula Euler
- D. April 7, 2021, Regular Meeting - Marilyn Scott

NEW BUSINESS

- A. **NOMINATION AND ELECTION OF CHAIR** - (*Nancy Trail*) Trail indicated annually the CAC elects a Chair and Vice Chair. The Authority extended the current officer's appointments due to COVID-19 to December 31, 2021. Chair Justin Belk has since been selected to the Authority leaving a vacancy. Officers serve a term of one (1) year.

Members may nominate other members who are willing to accept the nomination, and members may self-nominate. Please turn on your camera to be recognized to speak. Trail asked if there were any questions prior to opening the floor for nominations.

Trail opened the floor for nominations for Chair.

John Gear nominated *Ursula Euler* for Chair.

Trail asked for any additional nominations for Chair and receiving none, closed the floor for nominations.

Having received only one nomination voting is not necessary and Ursula Euler will be appointed as Chair.

B. 2021 PROCUREMENT PLAN - (*Steve Krueger*) Krueger serves as the Procurement and Capital Projects Manager and shared that annually he updates the ITA and the CAC on the projects that are in the procurements pipeline. To make it more interesting and relatable this year he prepared a presentation linking the projects to the agency goals. He provided links to the [2021 - 2026 Strategic Plan](#) and [2021 Budget](#) on the agency website. Krueger acknowledged his team of Katie, Tammy, and Jeff (noting Jeff was re-elected as president of the Washington Chapter of the National Institute of Governmental Purchasing).

- **Goal 1 – Assess the transportation needs of our community throughout the Public Transportation Benefit Area.**
- *End Policy – Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.*
 - Procurement manages a number of contracts that support marketing's efforts including:
 - Transit guides - rebidding this year.
 - Website enhancements and contracts.
 - GovDelivery - used to transmit news alerts.
 - Graphic design services - a new contract.
 - Video production services – last year Hand Crank Films produced the Day in the Life of a Bus video which is on the agency website. This company was recently acquired and so this contract will be rebid this year.
 - Wayfinding – the introduction of on-street customer information support through digital monitors. This will start with transit centers and will expand coverage to higher use areas.
 - Vehicle wraps - to help promote the vanpool program the vans have a promotional wrap package. This contract will be rebid this year. Outdoor advertising is recognized as one of the most cost-effective means of advertising available to self-promote the vanpool program.
- **Goal 2 – Provide outstanding customer service.**
- *End Policy – Customers, staff, and the broader community will report a high level of satisfaction.*
 - An important technology that helps manage the buses and DAL vans is the Computer Aided Dispatch and Automatic Vehicle Location System (CAD/AVL System). The technology enables the agency to:

- Control scheduling by knowing where vehicles are at any given time.
- Provide location data to mobile apps so riders know where their bus is.
- Provide voice communications with operators.
- Transmit data to and from vehicles (automatic passenger counter, enunciator messaging, vehicle diagnostics).
- The current CAD/AVL system has been in place since 2008 and is nearing its end of life.
- Staff expects to award a new CAD/AVL contract this month.
- Staff expects to also extend a consulting contract with IBI who is helping assess the range of potential solutions and solution providers, as well as navigate the contracting process and implementation.
- Staff also expects to renew two (2) different radio tower contracts that support the CAD/AVL technology.
- Landscape services – customer support takes many forms and includes taking care of the property used by customers waiting for a bus. Staff will likely be extending the landscape services contract so the facilities are inviting, and the community can take pride in the use of the facilities and services.
- OTC public area updates – another new project that includes landscaping the southwest corner of the property so that it harmonizes with the look and feel of the new building. This coupled with the repainting of the OTC platform that was done this summer will make the entire property look new and unified. It will add landscaping measures to deter foot traffic and add hardscape design, street-lamps and other amenities.
- Uniform contracts – when operators bring home the hardware as they tend to do each year it is important they have uniform threads that project the friendly yet highly professional operators the agency consistently attracts. Soon they will be wearing an updated version of the Hawaiian shirt with the newest bus design and color scheme. Procurement manages both the operator and maintenance uniform contracts and will likely be extending both.
- **Goal 3 – Maintain a safe and secure operating system.**
- *End Policy – Focus on the continual improvement for the safety and security of all customers, employees, and facilities.*
 - Pattison base construction – the project broke ground last summer and the committee will see an overview next. This project will keep procurement on their toes for the next 3 years.
 - Pattison furniture package – although the building is not scheduled for completion until October of 2022 staff is already working with stakeholders in refining the furniture package for budgetary purposes.
 - Walk N Roll Lease – procurement will be extending the lease of the WNR space directly across from the OTC. In October 2022 when the new Fuel Wash Facility is complete WNR and youth education will be relocated in that building and be accessible directly from Martin Way. WNR will finally return home to a space designed to satisfy their programming needs.
 - Bus shelters/solar lighting/rear door boarding – the agency is always adding and improving bus shelters throughout the system. This year procurement will rebid both the bus shelter and related solar lighting contracts. Also, with the introduction of the Zero Fare pilot project, rear door bus boarding is now possible. Many bus pads will require modification to better accommodate rear door boarding.

- Facility management – requires access to a variety of contractors. This year staff will be assisting facilities with a variety of procurements and contracts including:
 - Martin Way camera replacement and installation of Centennial Station security cameras – procurement will assist the information systems department.
 - Elevator maintenance contract – renewal.
 - HVAC safety access platforms – a new contract.
 - Standby generator – new contract in support of the OTC building.
 - Painting consultant – working to close out the OTC, LTC and Centennial Station painting work.
 - Gutters replacement at LTC.
- Towing services – as great as the operators/technicians are occasionally towing services are required. In January Nisqually Towing (for motor coaches) and Gene's Towing (for all other vehicles) were awarded contracts.
- Janitorial services – the need for high quality cleaning and sanitation services became clear with COVID-19. A new contract was awarded in the summer of 2019 and will be up for renewal again this summer. Over the last year there have been a number of adjustments made due to COVID-19 and its impacts on the use of facilities. Staff has been pleased with the provider and it is likely procurement will renew this contract.
- Rider and facility security services – maintaining safe and secure operating systems requires the support of a security services firm and this contract is scheduled to either be renewed or rebid later this year. Procurement will collaborate with operations, customer service, and facilities to assess contractor performance before determining the most appropriate course of action.
- **Goal 5 - Provide responsive transportation options within financial limitations.**
- *End Policy – Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our community.*
 - Fleet and service support purchases:
 - 23 new coaches were ordered in January, 2019; 13 are due in April/May of 2021 and will require post delivery inspection and verification. The remaining 10 are due in November/December 2021.
 - The agency plans to replace 18 DAL vans this year that have reached their useful life. Staff remains hopeful that a portion of the replacements will be supported by grant funding.
 - Procurement will also be ordering a new facilities truck and van.
 - Enhanced facility access and use – traffic congestion at the Martin Way/I-5 interchange creates backups during peak hours and it often takes as much as 10 minutes to make a left turn to get onto the northbound I-5 onramp. A possible remedy includes the development of an alternative onramp on Martin Way as well as a transit only direct access ramp into the Martin Way Park and Ride lot. Analysis is needed to determine if an inline station on the ramp is feasible there. Procurement expects to hire the consulting services needed to conduct an analysis.
- **Goal 6 - Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.**

- *End policy – Resources will be used efficiently to minimize the negative impact on the environment and the community and, to the extent feasible, efforts will be pursued that integrate or otherwise align with broader sustainability goals.*
 - Zero emissions roadmap – much progress is being made towards achieving zero emissions in the public transportation sector and very soon procurement will be releasing a solicitation to hire an experienced firm to assess our transit system and provide a practicable, viable and detailed roadmap to achieve a zero emission fleet and related support infrastructure by 2050.
 - Bus Rapid Transit (BRT) – included in the agency's Long Term Plan is the prospect of incorporating high capacity corridor service often referred to as BRT. Prior to pursuing BRT federal grant funding there are specific requirements by FTA to follow a particular modeling protocol. Staff will hire an engineering consultant with specialized transit modeling experience in high capacity corridor evaluations that will position the agency to pursue FTA BRT grant funding. Completing a technical evaluation is the required first step on the way to securing federal funding.
 - Transit Signal Priority (TSP) – Smart Corridors also referred to as TSP provides buses to have priority passage through the busiest and most congested corridors as a means to help buses stay on schedule. It is a complex process and requires coordination with multiple jurisdictions and the assistance from highly specialized engineers and consultants. Procurement provides planning and development with access to the engineering and consulting contracts they need to implement their many service planning initiatives and studies. Due to the pandemic many of the short and long range initiatives were put on hold and as thing return to normal they will move forward.
- **Goal 6 - Encourage use of our services, reduce barriers to access and increase ridership.**
- *End policy – Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.*
 - Advocacy services – it is beneficial to hire experts to craft and carry the agency's message to decision makers. Procurement manages:
 - State advocacy services contracts;
 - Federal advocacy services contract, and
 - Grant writing service contract.
 - Market Assessment – to encourage use of services, increase ridership, and keep pulse on the marketplace for services. The pandemic forced staff to switch gears but they will continue to keep the contracts alive and are poised to renew and secure any other related contracts as needed as the health of the community is restored.

Krueger answered questions.

Euler – thanked Krueger and added it was a great presentation. She encouraged members to ask questions.

Flint – inquired when the OTC would open.

Freeman-Manzanares – indicated staff was meeting with Thurston County Public Health (TCPH) to talk about some of the specifics around service as well as facilities. Part of the

issue is having enough staff to open facilities. Many employees are considered vulnerable so they are able to work from home but not able to work at the facility safely. The one thing that all facilities have in common is they are all too small for the number of people working in them with no opportunity to achieve social distancing required by COVID-19. TCPH will provide the guidance necessary to move forward.

Bonauto – remarked that he heard the presentation at the ITA meeting and what an incredible volume of work it is. Krueger and his team deserve a lot of credit for pulling it all off. He inquired if the agency went through any exercises to ensure minority and women's business as well as diversity in the procurement program.

Krueger – indicated that he does the DBE reporting for the agency and along with the grants program administrator they put together the agency goals which is a federal requirement. All solicitation templates include language around attracting and drawing in DBE applicants. With larger construction projects they try to identify MWBE in advance that might be interested and send them notification of projects. As with everything COVID-19 has made that more challenging because typically staff holds a pre-proposal or pre-bid conference, and they can meet directly with DBE businesses to see if there is an opportunity for an alliance with a larger bidder if they can be prime. Staff also attends various reverse trade shows and has an opportunity to meet DBE's and discuss upcoming opportunities and how they might be able to help them get some of that business. The Pattison project has one DBE so far on that contract and staff anticipates some others in the next phase of the project.

Spector – inquired of the lessons procurement has learned over the past year, and what things went well and what things they might do differently.

Krueger – shared that he has been involved in procurement at IT and with the state and one of the environmental efforts he has always dreamed of is to get to a paperless office. Prior to COVID-19 he and his staff worked in a satellite building and was always trucking paper over and printing material. One thing they have noticed is working from home and remotely they have figured out a way to use less paper. It is very rare when he does any printing. The agency implemented a Docusign policy and now everything is signed electronically. COVID-19 prompted staff to use it even though it's been around a long time. He also uses Microsoft OneNote which is a database built into MS Office as a virtual file cabinet storing all contracts and they are available for everyone to view. The agency has also deployed Microsoft Teams and been using it for 9 months and it has changed the way they do business. He added that the next presentation will show another new tool used in design work that the committee will find quite fascinating.

Spector – asked if anyone had attempted to quantify the paper/printing savings based on recent changes.

Krueger – added that was a great question and they haven't attempted to do that yet but it would be an interesting exercise.

Grettenberger – remarked that it is awesome to hear everything the agency is working on. She liked the Wayfinding project and inquired about the potential location for BRT.

Phillips – indicated IT is part of a regional planning collaboration going on for over 10 years called Smart Corridors that includes a higher level of service on the Martin Way and Capitol corridors. The demonstration project “The One” provides faster service with limited stops and may extend out to Marvin road or maybe as far out as Meridian, and continue all the way to the west side. These areas have higher density housing, more access to shopping, regional employers and housing located along the corridors. The agency has envisioned this in the Long Range Plan as a type of BRT light model that is more nimble and has faster service that doesn’t require the purchase of any right-of-way and fits with existing streets. The agency hopes to see this happening over the next 5-10 years.

Grettenberger – asked if TSP has an effect on bikes.

Phillips – shared that TSP provides interaction with the traffic control system and wouldn’t be anything anyone would notice. People in cars will seem the same. The signal will recognize when a bus is coming and it will look further down the time sequences and possibly extend the green a bit longer or it might shorten the length of the side street traffic to come back quicker. It will limit the time a bus is stopped. A bicyclist wouldn’t see any difference.

Freeman-Manzanares – shared kudos for Krueger and Phillips. She added that staff will bring a planning 101 conversations to the group soon. Phillips has brought many things to the agency and one of them is that time is money, and the amount of service that could be provided if buses weren’t stopped at stop lights. She indicated Krueger and his team are a tremendous group that has adapted amazingly well and continues to move projects forward faster than ever despite the pandemic. The Pattison project is a huge construction project and it is the only project where bids came in less than expected because people were nervous about the economy so the agency got great pricing. The other thing that Krueger and his team have been doing a great job with is being really inclusive in their process and making sure all the right people are around the table. This makes for a better product. They have been great at creating a virtual table. In the past teams have traveled and now they are able to meet with consultants virtually and they don’t have to limit the number of people participating in the conversation so there are more voices at the table.

Euler – inquired about the collaboration requirements with the city of Lacey at the Martin Way/I-5 intersection.

Phillips – This intersection was part of a Federal Highways Justification Report that identified the park and ride for direct access. This was also done in collaboration with the city of Lacey. The agency has applied for a grant with WSDOT Regional Mobility Grant for design and installation for direct access and would be bus only access. The Olympia Express bus can wait in a long line of cars sometimes 10 minutes to make the left turn. This is a time kill so it would allow buses to get in and out of facility quickly and streamline the service as well as potentially adding a stop on the ramp heading north saving 5-10 minutes each trip. I-5 currently lacks HOV lanes so transit is not competitive. When buses are stuck alongside cars it doesn’t attract ridership. The work began with Lacey several years ago.

C. PATTISON REHABILITATION AND EXPANSION PROJECT UPDATE – (Steve Krueger)

Krueger indicated he would provide a high-level overview of the Pattison Rehabilitation and Expansion Project. Like the OTC project the agency chose to use the General Contractor/Construction Manager (GCCM) procurement methodology to minimize issues with tight job sight conditions including the need for continuing operations. Hiring DES as the project manager avoided the state pre-approval process and allows the agency to use DES's public works expertise, relationships, practices, and their on-call support consultants. In May 2018, architects Stantec received the contract to refresh the existing Master Plan and serve as the project architect. Stantec has extensive experience in designing transit facilities around the world. In August of 2019, Forma received the GCCM contract for Phases III and IV of the project. The GCCM advantages include the architect, general contractor and owner working closely together in solving the huge and complicated construction puzzle. For background purposes the existing Pattison building was completed in 1985 and was intended to service 80 vehicles instead of the approximately 400 it is currently servicing. The first Master Plan was developed in 1998 which led to the acquisition of the north parcel in 2005. An updated Master Plan was later completed by Tetra Tech in 2010. The Tetra Tech Master Plan called for replacement of the underground storage tanks, and addition of stormwater gallery on the north parcel. Tammy Ferris spearheaded the project and it was completed in the summer of 2018. Phase II of the project included adding a traffic signal along Martin Way and Pattison which was completed in the fall of 2019. Once Forma received the GCCM award they immediately began their constructability review and contributing their value engineering expertise. Despite all the restrictions and uncertainty of COVID-19 the project team was able to forge ahead with design/review meetings remotely. Nearly 22 years in the making the project broke ground on August 17, 2020. The project attracted significant competition and the low bid for the civil work was approximately \$1M below the cost estimates. When other bid packages were bid later in the summer the agency received good competition and pricing that was below cost estimates as well. The GCCM contract includes a multitude of local contractors, one certified DBE, and a Veteran owned business. Market timing worked in the agency's favor this time and has helped stimulate the local economy as well.

Krueger indicated Forma has not only an emphasis on safety but has implemented a robust COVID-19 safety plan that follows CDC guidelines. There has not been any COVID-19 issues discovered thus far.

Krueger noted that geotechnical studies revealed potential liquefaction at the north parcel and to combat this it was recommended that approximately 700 geopiers be installed inside the perimeter of ADOPS building. As the holes are drilled they are filled and compacted with aggregate to form a self-supporting column to better support the building and the possible side effects of an earthquake. Once the geopiers were installed, footing forms were constructed along with all the necessary mechanical, electrical and plumbing pathways incorporated when the concrete is poured. The stem walls poured along Pattison have a nice wood grain texture. Wood slats were incorporated into the forms to give the concrete the texture. Krueger indicated that if all goes well the slab on grade will be poured on Thursday although snow is predicated so it may be delayed a week. Then the site will be ready to go vertical. Phase III construction of the north parcel is 15% complete and the ADOPS should be substantially complete in June, 2022. The new fuel wash should be substantially complete in September, 2022. Krueger shared a time-lapse video of construction work to date.

Krueger shared several renderings of the what the building will look like from Pattison/Martin Way showing strong horizontal lines. The strong vertical lines serve as bookends to complement and give closure to the dominate horizontal lines on the corner building. There is a long, covered veranda along Pattison that will serve as a nice gathering spot leading to the main entrance. Krueger shared the architectural examples that were presented to the city design review board. As the design evolved the city identified various elements to be addressed including signage, fencing design, and they were also very interested in the bike locker design. The color scheme, material and pattern pallet were also shared with the design review board.

Krueger shared that to increase the much needed vehicle maintenance capacity the fuel FWF will be built next to the ADOPS building along Martin Way. Doing so will free up space at the main lot and increase capacity. Once completed the facilities department will be relocated from the maintenance building to the FWF. The WNR program will also be located in the FWF. He shared a rendering of the exterior of the FWF.

Krueger shared renderings of the layout and design of the various floors of the ADOPS building. He called out the reception area and the multipurpose board/training room. The terrazzo floor in the reception area will consist of composite material of chips of marble, quartz, granite, and glass that will resemble a map of downtown Olympia. The board/training room is adjacent the reception area. A retractable partition allows the room to be divided 60/40 and provides a lot of flexibility. The room(s) will feature large display screens with display monitors throughout. Other floors feature open office space and modular concepts that allow the space to be reconfigured as needs dictate for years to come.

Krueger added that renovation of the maintenance building won't begin until the FWF building is complete and they have been relocated in the fall of 2022. Although there is some time before then there is plenty of planning, design work, and permitting that needs to be done. A new tool in virtual planning was used to provide a scan of the maintenance building. He shared a video of the virtual walkthrough. This provides dimensions between two points as well as a tour of the building. The design team has started the site planning and design work for the south parcel and there will be more to come.

Krueger answered questions.

Euler – remarked about how much work goes underground first.

Krueger – agreed and added that it will be fun in March when steel columns arrive on site since they have spent five months doing underground work. If they hadn't shared the time lapse of the geopiers most would never know all work that went underground. It is a maze of plumbing and conduit and there is a lot of planning in every single piece. Once the slab-on-grade is poured it's difficult to appreciate how much work and technology are underground. The biggest unknow factor in construction is what's underground. Different things pop up and it is the riskiest part of construction. Once the project is past that everything else is a lot more predictable.

Crist – inquired if the building has solar or is solar ready.

Krueger – indicated both this facility and the OTC will be all solar ready and they are exploring grant funding opportunities for both.

Phillips – remarked about construction logistics and likened it to a contractor working in your house while living there. There is work to do, meals to make, life to live, and this is one of the biggest challenges. Occupying the property and buildings while making sure the work flow is happening. Much of the staging was designed around maintaining access and continued operations. The walkthrough scans of the maintenance building will allow mechanical contractors to prepare bids without physical access to the building due to the pandemic. This also allows staff to assure continued service quality. It really is a team effort and it creates a pretty big family with the contractor and staff on site. They gained great experienced at the OTC where they were inside an area with active operations and moving buses.

CONSUMER ISSUES

- *Spector* – inquired about IT resuming express service.
Freeman-Manzanares – indicated they would like to do that. Staff is meeting with county public health to talk about how best to return focusing on restoration of local services first. Originally it was determined that it could be considered when both Pierce and Thurston were in phase III. Now the phasing system has changed and the question is has the public health situation changed. Staff is also pursuing the question of increasing fixed-route service in March.
- *Spector* – responded she understood and that these are extraordinary times. She indicated the past Saturday she was riding the bus from LTC down to OTC and that the bus was almost at capacity. She asked if there have been any protocols established in case a bus gets too full.
Freeman-Manzanares – added they appreciated hearing about that and staff is monitoring ridership. There haven't been clear patterns that can be addressed. It changes from trip to trip and day to day. We have added additional 62's and The One to address ridership.
Phillips – stated the only thing he would add is that there isn't enough uniformity in loads at this time to plan supplementing service. They have a process in place if they know a school trip is happening they could trailer a bus out, but what they're seeing is that the growth has started in the last couple weeks, but since August hadn't really changed. It is hard in the winter to want to stand in the wind, rain, and cold to wait for the next bus. The average trip is at about six per bus but sometimes looking at a particular trip they've seen approximately 20. Those tend to be shorter length trips with the higher loads. They are watching closely and it is a challenge. Looking at the Olympia Express service it takes a tremendous amount of resources in the number of operators and buses so getting local service back up to normal has been the priority. Staff is training a new class of operators down at the new OTC so they can have the room they need to be safe to get out on the road and provide service.

REPORTS

- **February 3, 2021 Authority Meeting** – Bonauto reported they received Krueger's procurement presentation and also elected officers and completed committee appointments. Carolyn Cox of Lacey is Chair, and Clark Gilman from Olympia is Vice-Chair. Cox will cover TRPC, Don Melnick TPB, and Sue Pierce the Pension Committee.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:

- Tours of the facilities is something fun for new members and she remains hopeful this will happen as soon as possible for anyone who is interested.
- As to the question of solar staff is looking for grant funding and has talked about the possibility of a community funded organization like Olympia Community Solar or the Hummingbird project. It's possible staff will bring this conversation to the committee. If anyone knows of an opportunity that would be great to know.
- Thanks to Commissioner Mejia who is the new representative from the Thurston County Commissioner's and also to TCPH who staff has worked closely with to successfully prioritize transit front line employees to be vaccinated in phase 1A. Agency front line employees are eligible now and can participate in a clinic on Wednesday evening. They have set aside 100 doses for IT. The agency has an emergency broadcast system called Informacast and a message went out 3 minutes ago for them to check emails and schedule appointments. This is a big relief for the agency to protect the health of employees.
- The state is anticipating the next level of front line employees over the age of 50 some time in February and under the age of 50 sometime in April. It is an issue of vaccine supply and staff recognizes timing depends on supply. Staff will continue to monitor the situation and keep everyone informed.
- The agency received the November sales tax at the end of January (it runs approximately two months behind after it is collected) and surprisingly it was IT's best sales tax month ever at 34% over January, 2020. It has been a bit up and down all year and has been interesting.
- A new class of 12 operators joined the agency two weeks ago today. This is the first operator class since COVID-19 struck last March. In addition, applications for another class is open now so please send anyone interested to www.intercitytransit.com.
- The winter BCC is underway for the month of February. This is a precursor to the May BCC for those who are weather hearty cyclist. To adapt to evolving circumstances both winter and May BCC will be open to all types of bike rides instead of just work trips because staff just wants people to go out and enjoy being on their bikes and eligible for prizes.
- Things are going well on the Pattison project. She is always pleased to share when a project is on schedule and within budget. It will be exciting going vertical in March. Things change quickly once you go vertical. It is anticipated to open Summer/Fall of 2022. Eric shared how tight the site is and staff along with contractors are doing everything necessary to continue service while construction is going on. Staff must also designate space for CDL testing for new operators. There is a lot of juggling going on and will be for the next few years.
- 13 new coaches are going into production on March 1 and the agency anticipates seeing them in mid to late April. They will be going into service this summer and this hinges on the CAD/AVL project. Staff anticipates these new vehicles will be the pilot vehicles. Hopefully staff will have a contract approved at the February 17, ITA meeting. The agency is currently using first generation CAD/AVL technology that has been in use for 13/14 years and it will be exciting to see what advancements in technology will offer staff and passengers.
- Staff will begin preparing old vehicles to go to surplus so they can be exchanged for the new ones.
- The back-up radio system installation is going well and staff is looking at moving to cellular. The radio back up is installed on all DAL vehicles and staff will have the coaches complete by the end of March and then move to staff vehicles.

Spector – inquired if there might be new grant opportunities with the new administration being focused on environmental issues that might help the agency with renewable energy opportunities. She also inquired about IT's revenue with the no fare implementation compare with other agencies who still collect fares.

Freeman-Manzanares – indicated many transit systems nationwide are suffering in terms of impacts due to COVID-19 and their inability to collect fares. One of the things that happened fairly quickly is systems stopped collecting fares because they weren't sure how COVID-19 was being transmitted so moved to no exchange of money and rear door boarding. The agency's zero fare demonstration project had already begun and they weren't collecting fares and passengers were already boarding from the rear. Staff began working on ways to protect operators with maintenance fabricating the enclosures around operators. Staff is always hopeful for additional grants opportunities. The agency is poised to hire a consultant to complete a study for the future propulsion of vehicles and whether that means hydrogen fuel, or electric and what makes sense for an agency of this size and location. Once that is done the agency can prepare a Long Range Plan and apply for state and federal grants when opportunity arises.

Spector – shared kudos to the mechanics for their solutions and hopes the operators know how appreciated they are. She doesn't have a car and it would be a huge challenge with limited options to get around. She is glad they are getting access to vaccines.

Freeman-Manzanares – indicated she would share the kudos with staff.

Euler – indicated she will look to help anyone on the committee who wants to attend the meetings. Meeting remotely means people don't have to travel and it makes it more accessible. It is proving to be quite useful when the committee can meet from home. She is looking forward to meeting with everyone again in person.

NEXT MEETING: March 15, 2021.

ADJOURNMENT

It was M/S/A by SMIT and SPECTOR to adjourn the meeting at 7:24 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210208.docx

TRPC Members & Representatives

City of Lacey
Malcolm Miller

City of Olympia
Clark Gilman

City of Rainier
Dennis McVey

City of Tenino
Cutter Copland

City of Tumwater
Debbie Sullivan

City of Yelm
JW Foster

**Confederated Tribes of the
Chehalis Reservation**
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Alan Carr

Thurston County
Gary Edwards

Tumwater School District
Mel Murray

**North Thurston Public
Schools**
Melissa "Mel" Hartley

Olympia School District
Hilary Seidel

Intercity Transit
Carolyn Cox

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
EJ Zita

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

**Economic Development
Council of Thurston County**
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
Helen Wheatley



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, March 5, 2021

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar**ACTION**

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – February 5, 2021
- b. Approval of Vouchers – February 2021

Executive Session**DISCUSSION**

The Council will meet in executive session to discuss the annual performance evaluation of the Executive Director.

State of our Transportation System - Sidewalks**PRESENTATION**

Staff will present the next "chapter" in the State of Our Transportation System Report - Sidewalks.

Sidewalks Policy Discussion**PRESENTATION**

After Council is briefed on the State of our Transportation System – Sidewalks, staff will recap the Transportation Policy Board's discussion of possible regional prioritization of sidewalks for federal funding and facilitate a Council discussion.

Overview of WSDOT State of our System**PRESENTATION**

Executive Director, Marc Daily, will provide a summary of Washington State Department of Transportation Secretary Roger Millar's 2021 State of the System presentation to the Legislature. Mr. Daily's summary presentation will focus on the alignment of the Secretary's messaging with the Regional Transportation Plan and other TRPC work.

2021 Legislative Session**INFORMATION**

The Council will meet on the 54th day of the 105-day session – just 3 days before the cutoff for the Legislature to consider (pass) bills in their house of origin. Staff will provide an update of issues of interest to the Thurston region.

Report from Outside Committee Assignments**INFORMATION****Executive Director's Report****INFORMATION****Member Check In****DISCUSSION**