

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
December 1, 2021

CALL TO ORDER

Chair Cox called the December 1, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Mayor Pro-Tem Clark Gilman; City of Tumwater Mayor-Elect Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Agüero; Emily Bergkamp; Katie Cunningham; Jessica Gould; Steve Krueger; Pat Messmer; Brian Nagel; Eric Phillips; Heather Stafford; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee; Zachary Rose; Jeremy Eaton; Alihaundra Borja; Alexander Auty; Tom Crow; Mark Brown; Carmen Brown; Kyle McPherson; Riley White; Magic Aguinaga; Zach Heinemeyer.

Others Present: Legal Counsel, Jeff Myers; David Bonauto, Community Advisory Committee.

APPROVAL OF AGENDA

Chair Cox announced staff introductions would come before the surplus van grant recognition.

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

PUBLIC COMMENT: No public comments were received.

INTRODUCTIONS

- A. Jason Agüero introduced Alexander Auty, Information Systems Technician**
- B. Jonathon Yee introduced Alihaundra Borja, Jeremy Eaton, and Zachary Rose, Vehicle Detailers**

RECOGNITION

2021 Surplus Van Grant Recipient Recognition. Cindy Fisher-Waterhouse, Vanpool Manager, thanked the Authority and Freeman-Manzanares for supporting this great program. Waterhouse also thanked the following staff members involved in preparing

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the retired vans for the recipients: From Maintenance - Tom Crow; Afzal Shairulla; Carmen Brown; Mark Brown; Joe Schmitt; and Buddy Foster. From Marketing and Communications - Nicky Upson, Ally McPherson and Hannah Newton; From Vanpool - Riley White, Magic Aguinaga and Kyle McPherson.

Waterhouse introduced the 15 recipients of the Surplus Van Grant program. Each agency provided a brief description on how their agency will use the vans:

- Bobby Williams - Bridge Music Project
- Shannon Kelly-Fong and James Notter - City of Lacey Veterans' Service Hub
- Kim Kondrat - City of Olympia Homeless Response Team and Scattered Site Program
- Tony Russell - Coastal Community Action Program
- Meg Martin - Interfaith Works
- Tye Gundel - Olympia Mutual Aid Partners
- Joshua Wallace, Cody West, Stephanie Thompkins - Peer Washington
- Charlia Messinger - Partners in Prevention Education
- Rachel Norman - The River Walkers
- Matthew Solomon - SafePlace
- Brian Hildebrand - Senior Services for South Sound Transportation
- Judy Jones - Thurston County Food Bank
- Ted Hohney - Thurston County Police Academy Athletic Association - Elite Boxing Academy.
- Kahlo Flores, TOGETHER!
- Jeri Moomaw, Innovations Human Trafficking Collaborative

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** November 3, 2021, and November 17, 2021, Regular Meeting.
- B. Payroll for November:** \$2,963,011.60
- C. Accounts Payable November:** Warrant numbers 33313-33343 dated November 2 in the amount of **\$639,988.91**; numbers 33344-33381 dated November 9 in the amount of **\$1,254,302.87**; numbers 33382-33397 dated November 13 in the amount of **\$2,088,355.17**; numbers 33398-33440 dated November 18 in the amount of **\$121,748.18**; numbers 33441-33469 dated November 24 in the amount of **\$295,674.43**; for a total amount of **\$4,400,069.56**; and Automated Clearing House Transfers in the amount of **\$14,873.19** for a monthly total of **\$4,414,942.75**.

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NEW BUSINESS

- A. Surplus Property - Coaches.** Procurement Coordinator, Katie Cunningham, requested the Authority declare coach vehicles listed in Exhibit A as surplus. These vehicles exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus these vehicles will be either offered for direct purchase by other public agencies or granted as part of the surplus van grant program. Surplus vehicles not granted or sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$46,000.

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

- B. Security Services Contract Extension.** Procurement Coordinator, Katie Cunningham, presented for approval the renewal of the Security Services contract with Pacific Security for an additional six months. In May 2019, Pacific Security won Intercity Transit's contract for Security Services. The initial contract term was for a period of seventeen months, with renewal options of up to four additional years, or portions thereof, until December 31, 2024. This item represents the second contract renewal.

Under this renewal effective January 1, 2022, through June 30, 2022, Pacific Security will continue to provide daily security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, and Pattison Street facilities. Due to increased activity in our area and properties, service requirements have increased since the original award of the contract. Pacific Security will provide 24-hour security at the Olympia Transit Center and Pattison Street facilities and continue to provide security during Intercity Transit's service hours at the Lacey Transit Center. This six-month renewal will allow Intercity Transit the time needed to better understand our security needs profile, assess market conditions, and develop a plan best suits our needs.

At the end of this renewal term, Intercity Transit will have partnered with Pacific Security for its security needs for a total of three years. Staff remains confident that the firm will continue to provide valuable services at our facilities and recommends that the contract is renewed.

It was M/S/A by Citizen Representative Belk and Commissioner Mejia to authorize the General Manager to execute a contract amendment with Pacific Security for security services at Intercity Transit facilities for a period of six months in an amount not-to-exceed \$360,000.

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- C. **Community Advisory Committee Recommendation/Appointments.** Freeman-Manzanares presented the Community Advisory Committee (CAC) candidate recommendations.

At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Ten applications were received, and interviews took place on November 3, 2021. The ad-hoc committee consisted of *Debbie Sullivan, Don Melnick, Justin Belk, Allison Spector, Jihan Grettenberger and Ty Flint*. The Authority expressed their appreciation regarding the caliber of candidates. The candidates were all very impressive and it was with regret that an invitation couldn't be extended to everyone.

Upon conclusion of the interviews the ad-hoc committees' recommendation is to appoint *Edwina Waehling, Lloyd Peterson, Natalie Smith, Betty Hauser, Eliane Wilson, Rachel Weber, and Ursula Euler to a three-year term beginning January 1, 2022; and appoint Naythan Ramos to a one-year youth position beginning on January 1, 2022.*

It was M/S/A by Commissioner Mejia and Mayor-Elect Sullivan to appoint *Edwina Waehling, Lloyd Peterson, Natalie Smith, Betty Hauser, Eliane Wilson, Rachel Weber, and Ursula Euler to a three-year term beginning January 1, 2022; and appoint Naythan Ramos to a one-year youth position beginning on January 1, 2022.*

COMMITTEE REPORTS - NONE

GENERAL MANAGER'S REPORT

- A tentative agreement was reached with the ATU on a contract for 2022 through 2024. ATU has a vote scheduled for December 10, 2021. If approved, staff intends to bring the issue to the Authority at the December 15, 2021, meeting.
- The Pattison north parcel construction and the south parcel design project continues to go well. The Fuel/Wash facility and the Walk and Roll building, dependent upon weather, is anticipated to be roofed and dried in by the end of December.
- The CAD/AVL project, with a lot of work on the part of staff and the consultant from Avail, is moving along at a very quick pace. The speed at which this project is being deployed is astounding. Operators and Operations Supervisors are being trained so the pilot can be deployed Sunday of this week. This is a very complex project, and like the Pattison design and construction project, shows the great results of developing great relationships with our partners.

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- The Operations staff has been working with the Olympia Crisis Response Unit and they will be utilizing an office at the original Olympia Transit Center building beginning first of the new year.

AUTHORITY ISSUES

Melnick said he continues to see the Vanpool ads on television. They are really cute ads and pretty thorough. Hopefully, sometime early next year, we begin to “bear some fruit” from those ads.

Belk said he had the opportunity, to ride the 65 bus and it’s great. It serves a lot of land uses out here, but I look forward to when we get full service back on the street, finding opportunities to plan for and implement better neighborhood access like this, it's great.

Belk said he saw a story on the news about distilleries around Seattle trying to rid of extra hand sanitizer they made for the pandemic due to their expiration date. Not to jump the line in front of hospitals or anyone else that might want to get their hands on that. It’s his understanding they're giving it away for free or it will be destroyed by a certain time next year. He suggested Intercity Transit may be interested – he even offered to drive a van and go get some. He figures our mission is important enough to take advantage of that if it's appropriate. And there are several local distilleries that did the same thing. It's worth checking into.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Gilman adjourned the meeting at 6:59 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman
Clark Gilman, Vice Chair

ATTEST

Patricia Messmer
Pat Messmer
Clerk to the Authority

Date Approved: January 5, 2022

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

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**EXHIBIT A
SURPLUS VEHICLES - DECEMBER 2021**

COACHES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	950	2005	GILLIG LOWFLOOR 29' COACH	23	232,375	\$4,000.00
2	951	2005	GILLIG LOWFLOOR 29' COACH	23	215,600	\$4,000.00
3	952	2005	GILLIG LOWFLOOR 29' COACH	23	222,164	\$4,000.00
4	953	2005	GILLIG LOWFLOOR 29' COACH	23	232,585	\$4,000.00
5	980	2007	GILLIG LOWFLOOR 35' COACH	32	478,078	\$3,000.00
6	981	2007	GILLIG LOWFLOOR 35' COACH	32	448,009	\$3,000.00
7	982	2007	GILLIG LOWFLOOR 35' COACH	32	453,781	\$3,000.00
8	983	2007	GILLIG LOWFLOOR 35' COACH	32	320,659	\$3,000.00
9	984	2007	GILLIG LOWFLOOR 35' COACH	32	588,988	\$3,000.00
10	990	2007	GILLIG LOWFLOOR 40' COACH	37	731,252	\$3,000.00
11	991	2007	GILLIG LOWFLOOR 40' COACH	37	673,248	\$3,000.00
12	992	2007	GILLIG LOWFLOOR 40' COACH	37	688,441	\$3,000.00
13	993	2007	GILLIG LOWFLOOR 40' COACH	37	339,881	\$3,000.00
14	994	2007	GILLIG LOWFLOOR 40' COACH	37	749,178	\$3,000.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$46,000.00