

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 2, 2022

CALL TO ORDER

Chair Gilman called the November 2, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

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

Members Excused: City of Lacey Councilmember Robin Vazquez; City of Tumwater Mayor Debbie Sullivan; City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Emily Bergkamp; Brian Nagel; Daniel Van Horn; Michael Maverick; Jessica Gould; Steve Krueger; Jana Brown; Katie Cunningham; Rob LaFontaine; Jon Licht; Drew Goffeney; Alex Auty; Jason Aguero; Rob Rinehart; Heather Stafford Smith; Nicky Upson; Bailey Leiendecker; Courtney McLees.

Others Present: Jeff Myers, Legal Counsel; Walter Smit and John Gear, Community Advisory Committee.

APPROVAL OF AGENDA

It was M/S/A by Melnick and Pierce to adopt the agenda as presented.

STAFF INTRODUCTIONS

A. Bailey Leiendecker and Courtney McLees, Inventory Specialists (*Jon Licht*)

PUBLIC COMMENT - None.

PUBLIC HEARING - STRATEGIC PLAN

A. Public Hearing 2023-2028 Strategic Plan & Final Draft Strategic Plan Review. Freeman-Manzanares presented the draft Strategic Plan for public comment. She said the Strategic Plan is Intercity Transit's primary policy document that allows the Authority to define the level of resources and priorities devoted to services and projects in the following budget years. The Community Advisory Committee and the Authority reviewed the document, and in particular the policy statements, to ensure they reflect the workplan. No public comments were received prior to the public hearing.

Chair Gilman opened the public hearing at 5:37 p.m.

With no one from the public giving testimony, Chair Gilman closed the public hearing at 5:38 p.m.

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APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Mejia and Pierce to approve the consent agenda items as presented.

- A. Approval of Minutes:** October 5, 2022, and October 19, 2022, Regular Meetings
- B. Payroll for October:** \$3,229,446.49
- C. Accounts Payable October:** Warrant numbers 35583-35671 and numbers 35682-35768 for a total amount of **\$3,517,068.28**; and Automated Clearing House Transfers in the amount of **\$4,542.59** for a monthly total of **\$3,521,610.87**.

NEW BUSINESS

- A. Adopt the Transit Development Plan.** Planning Manager, Rob LaFontaine, presented the Transit Development Plan for approval. He said there were no public comments received specifically addressing the TDP, however, they do receive comments from riders occasionally and restoration of service is the number one issue/question that comes up.

It was M/S/A by Melnick and Mejia to adopt the 2021 Annual Report and 2022-2027 Transit Development Plan as presented.

PUBLIC HEARING - DRAFT BUDGET

- B. Public Hearing 2023 Budget & Draft Budget Review.** Jana Brown, CFO, presented the draft 2023 budget for public comment.

Chair Gilman opened the public hearing at 5:50 p.m.

Janet Depoe (remotely) - Depoe is employed as an Operator with Intercity Transit for five years and she asks the Board and the General Manager meet with the ATU President about a proposed MOU for a wage increase.

Molly Ennes (in person) - Ennes is employed as an Operator with Intercity Transit for just over a year. Ennes loves her job and feels fortunate to work at Intercity Transit and noted that Intercity Transit offers a good wage compared to other employers, however, for employees with families, it's not always enough. She noted that she struggled at the beginning of her employment to pay her bills before being eligible to work overtime. Ennes said she knows of coworkers with families who are working second jobs to make ends meet. Ennes is asking that the General Manager meet with the ATU President to discuss a proposed wage increase.

Chair Gilman closed the public hearing at 5:55 p.m.

NEW BUSINESS

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B. Operations Uniform Contract Extension. Procurement Coordinator, Katie Cunningham, presented an as-needed proposal of uniform items for Operations staff. Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis in 2023. These purchases typically include replacement garments for current staff and new uniform items for new employees. Galls has been Intercity Transit's uniform provider for the past several years.

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

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

It was M/S/A by Belk and Cox to authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not-to-exceed \$155,000 per year, including sales tax.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

- This afternoon, the Authority/CAC ad-hoc panel interviewed eight candidates remotely for the open CAC positions. Thank you to Don Melnick and Sue Pierce for representing the Authority, and Ty Flint, Eliane Wilson and Walter Smit from the CAC. They will make candidate recommendations to the Authority at the December 7 meeting.
- Freeman-Manzanares thanked the seventeen staff members who conducted IT's physical inventory on November 1. This is a huge accomplishment. Performing a physical inventory count is a critical necessity to meet audit requirements, confirm assets are accounted for internal control purposes and to keep records accurate in order to ensure parts are readily available when needed. These individuals counted close to 16,000 parts and products, 950 feet of cord and wire, over 5,000 gallons of engine fluids, close to 6,000 gallons in motor oil and over 70,000 gallons of a variety of fuels. The variance was extraordinarily low. This is a result of the great job done by our Inventory Team. Maintenance and our Accounting team are a great support to this effort.

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- Intercity Transit conducted a Flu Shot Clinic last week, and a record number of people (staff and family members) participated and received their flu shots. A shout out to Craig Laslie in HR for organizing the event. Also, 70% of our employees have received their COVID booster.
- Operations staff are interviewing candidates today and tomorrow in preparation for the next Operator class which begins training on December 5.

AUTHORITY ISSUES

Carolyn Cox reported the Lacey City Manager is departing to take a City Manager position in Astoria, Oregon. The City of Lacey will conduct a national search to replace that position. Cox said the City of Lacey Holiday Lights event is taking place and hopes to see the Intercity Transit Jingle Bus.

Paul Tischer asked the Board to consider having the General Manager and her management teamwork with the ATU's negotiating team before the 2023 budget is approved to negotiate a wage increase. Tischer asked that since the pandemic has been declared over, he recommends the Board begin meeting in person.

Sue Pierce said during the CAC interviews today, there were questions from the candidates about what the Community Advisory Committee does and its purpose. She suggested providing that information on the IT website.

Don Melnick said the Community Advisory Committee is a valuable resource to the ITA and staff. He noted three current Board members started on the CAC.

Carolina Mejia said the County is discussing the move to the new location on Pacific Avenue and some offices will begin moving in November and will be officially open December 15. The Board of County Commissioners' meetings will begin in January 2023 at that new location.

CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160. The Intercity Transit Authority conducted a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss whether to approve a Memo of Understanding between Intercity Transit and the IAM.

Chair Gilman recessed to a closed session at 6:20 p.m.

Chair Gilman reconvened to a regular meeting at 6:53 p.m.

Memo of Understanding with International Association of Machinists (IAM), District Lodge 160. Heather Stafford-Smith, Administrative Services Director, presented for consideration a proposed Memorandum of Understanding between Intercity Transit and the International Association of Machinists. The IAM represents 43 employees in

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the positions of technician, service worker, support specialist and vehicle detailer. The current collective bargaining agreement expires on December 31, 2022. Parties met on October 13, 2022, and reached a tentative agreement. The new proposed agreement is a one-year contract extension from January 1, 2023, through December 31, 2023, and provides for a general wage increase of 5.5%. The agreement is a fair and equitable agreement.

It was M/S/A by Pierce and Melnick to approve the Memo of Understanding between Intercity Transit and the International Association of Machinists (IAM), District Lodge 160 for a one-year period (January 1, 2023, through December 31, 2023) that provides for a general wage increase of 5.5%.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:57 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

Pat Messmer

Clerk to the Authority

Date Approved: December 7, 2022

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