

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**December 4, 2019**

**CALL TO ORDER**

Chair Sullivan called the December 4, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Yelm Councilmember Molly Carmody; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and Labor Representative Debbie Solomon.

**Members Excused:** Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Michael Burnham; Suzanne Coit; Julie DuRuwe; Cindy Fisher; Joy Gerchak; Russell Gilsdorf; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Steve Swan; Nicky Upson; Brian Wilcock; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; Marilyn Scott, Community Advisory Committee; Jason Robertson, JRO+Co.

**APPROVAL OF AGENDA**

**It was M/S/A by Citizen Representative Messmer and Vice Chair/Citizen Representative Warner to approve the agenda as presented.**

**INTRODUCTIONS**

**Russell Gilsdorf, Customer Service Supervisor** (*Joy Gerchak*)

**RECOGNITION**

**A. Proclamation and Recognition for Citizen Representative Karen Messmer.** Chair Sullivan read a Proclamation of Appreciation to Messmer, who served on the Authority from January 2011 through December 2019. The meeting was recessed at 5:45 p.m. for refreshments.

Chair Sullivan reconvened the meeting at 6:00 p.m.

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Warner to approve the consent agenda as presented.**

- A. Approval of Minutes:** October 16, 2019, Regular Meeting; November 6, 2019, Regular Meeting; November 20, 2019, Regular Meeting; November 25, 2019, Special Meeting.
- B. Payroll:** \$3,869,766.15.
- C. Accounts Payable:** Warrants dated November 1, 2019, numbers 28849-28873, in the amount of \$2,450,601.22; Warrants dated November 8, 2019, numbers 28874-28928, in the amount of \$1,379,736.06; Warrants dated November 15, 2019, numbers 28930-28984 in the amount of \$199,679.46; Warrant dated November 14, 2019, number 28985, in the amount of \$277,492.73; Warrant dated November 20, 2019, number 28988, in the amount of \$5,168.54; Warrants dated November 19, 2019, numbers 28986-28987, in the amount of \$83,299.36; Warrants dated November 22, 2019, numbers 28989-29034, in the amount of \$713,189.66; Warrants dated November 29, 2019, numbers 29046-29092, in the amount of \$246,404.98; Automated Clearing House Transfers for November 2019 in the amount of \$12,865.13 for a monthly total of \$5,368,427.14.
- D. Surplus Property:** Declared the list of Vanpool vehicles attached in Exhibit A as surplus. The total value is estimated at \$26,494. (*Katie Cunningham*)
- E. Surplus Property:** Declared the list of Coach Vehicles attached in Exhibit A as surplus. The total value is estimated at \$27,000. (*Katie Cunningham*)
- F. Set a Public Hearing:** Scheduled a public hearing for January 15, 2020, at 5:30 p.m. to receive public comment on the proposed *Route 65 Hawks Prairie* with associated routing and schedule alternatives.
- G. Canceled the January 1, 2020, Authority Meeting** (*Ann Freeman-Manzanares*)

**NEW BUSINESS**

- A. Adopt Resolution 03-2019 Implementing Five-Year Zero Fare Demonstration Project.** The community survey and IT Proposition 1, approved in November 2018 supported consideration of the current fare collection system and creating a transformational transit system. The Authority solicited and reviewed a technical analysis of existing fare collection systems, capital and operating cost, and how best to provide a broad range of benefits desired by the community documented during the two-year public engagement process entitled "IT Road Trip." The results of that

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analysis resulted in a proposal for a five-year, zero-fare demonstration project. Public comment was solicited and heard on November 20, 2019. The Authority received 125 comments prior to the hearing and 30 during the hearing. The majority of those comments were in favor of the five-year, zero-fare demonstration project.

Messmer referred to the woman who spoke during public comment regarding transportation between libraries when they are closed for renovation. Messmer asked if staff has anything planned to help with that. Freeman-Manzanares said similar to other requests of this nature, the Operators have been notified of the situation and will transport individuals who needs to get the Lacey or Tumwater libraries.

**It was M/S/A by Citizen Representative Messmer and Councilmember Carmody to adopt Resolution 03-2019 establishing a five-year zero-fare demonstration project.**

- B. 2020-2025 Strategic Plan Adoption.** Freeman-Manzanares said that although zero fare is part of the strategic plan, it seemed appropriate to notify the public and allow them to comment independently since it is such a departure from our current way of doing business. She noted the strategic plan is not a requirement of the state, but it's something the Authority chose to do annually. From staff's perspective it's incredibly helpful, and it provides the ability to develop a good budget and work plan to move forward.

Messmer noted a public comment sent in regarding providing service to parks and outdoor recreation, etc. and suggested including this in a future strategic plan. Start thinking about future route planning and what's being served in the area.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to adopt the 2020-2025 Strategic Plan.**

- C. Adopt Resolution 02-2019 the 2020 Budget.** Finance Manager, Suzanne Coit, noted a minor adjustment was made to the budget that included \$95,000 for the WSTIP insurance premium. WSTIP is the Washington State Transit Insurance Pool, and rates increased for a number of reasons including an appraisal, the purchase of more buses, more employees, and providing more service that creates more mileage.

**It was M/S/A by Councilmember Cox and Commissioner Menser to adopt Resolution 02-2019 the 2020 Budget.**

- D. Cancel December 18, 2019, Authority Meeting.** Staff does not anticipate any agenda items scheduled for the December 18, 2019, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

**It was M/S/A by Councilmember Gilman and Vice Chair/Citizen Representative Warner to cancel the December 18, 2019, Authority meeting.**

- E. Surplus Van Grant Program.** Cindy Fisher, Vanpool Manager, presented the recommendation to award up to four surplus vanpool vehicles to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not well met by Intercity Transit's fixed-route services. The Authority has granted 57 vans to community groups since the program began.

A review team consisting of the General Manager Ann Freeman-Manzanares, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, WorkForce Transitions Specialist at SPSCC, Tonya Huffines, and Vanpool Manager Cindy Fisher Waterhouse evaluated nine applications received. Utilizing selection criteria including; community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Veterans For Peace, Coastal Community Action Program, Kokua, and Wa-Ya Outdoor Institute. All have worthy programs, demonstrate community benefits and have the ability to comply with the requirements of the grant.

**It was M/S/A by Councilmembers Carmody and Cox to authorize the General Manager to grant surplus vanpool vehicles to Veterans for Peace, Coastal Community Action Program, Kokua and Wa-Ya Outdoor Institute.**

- F. CAC Appointments.** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 6, 2019. The committee consisted of *Debbie Sullivan, Karen Messmer, Carolyn Cox, Marilyn Scott, Ursula Euler, and Michael VanGelder*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

**It was M/S/A by Vice Chair/Citizen Representative Warner and Citizen Representative Melnick to reappoint *Tim Horton, Marie Lewis and Marilyn Scott* to three-year terms beginning January 1, 2020; Appoint *Sreerenjini Namboothiri* to a full three-year term beginning January 1, 2020; Appoint the following individuals to three-year terms beginning January 1, 2020: *Gene Angel; John Gear; Allison Spector; Ty Flint*; and Appoint *Carissa Putt* to the youth position beginning January 1, 2020.**

- G. Citizen Representative Appointment.** Citizen Representative Karen Messmer's term expires December 31, 2019. She served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Seven

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applications were received by the deadline of October 23, 2019, and the Authority conducted interviews at a special meeting held on Monday, November 25, 2019.

**It was M/S/A by Citizen Representatives Messmer and Melnick to appoint Sue Pierce to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2020, through December 31, 2022.**

**COMMITTEE REPORTS - None.**

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

Intercity Transit's Jingle and Lighted buses are participating in many holiday festivities, including the Lacey Lighted Parade; The Children's Hands On Museum first Friday event; the Yelm Parade; the Lighted Boat Parade; and the Tumwater Tree Lighting. We want to give a big shout out to Mike Reinhardt in Maintenance for doing a fabulous job of decorating the lighted bus.

Customer Service Supervisor, Russell Gilsdorf, coordinated our own United Way Day of Caring being held on Saturday, December 14. IT will volunteer at the South Sound Reading Foundation from 10 a.m. until noon to help them prepare for the holidays.

The injunction request regarding I-976 was granted, and the Supreme Court denied a request for an emergency motion. A possible lawsuit hearing is scheduled in King County on February 7, 2020.

Staff is looking at possibilities to fund solar at the Olympia Transit Center. The building is outfitted for solar, but IT didn't have the funding to install solar, so staff is looking at other ways to make that happen. Staff will look into solar for the Pattison Street facility as well.

Staff is working to schedule a tour of the new building for the ITA either December 19 or 20 (or both). More information will be sent out next week.

### **AUTHORITY ISSUES**

Gilman personally acknowledged how valuable Karen Messmer's mentorship and leadership has meant to him. He's grateful for her service in the community.

Carmody said she spoke with a friend who is a driver for Village Vans, who asked if there was any way to combine trips so she's not taking one person at a time.

Cox said riding the lighted bus was amazing.

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Menser said he's approaching the end of his first full year in office, and he ran for office to make responsible but transformational changes in the community. He said the zero fare is the closest he's come to being part of that. He thanked everyone at IT for allowing him the opportunity to be a part of this.

**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 collective bargaining agreement between Intercity Transit and the IAM.

*Chair Sullivan recessed to a closed session at 6:39 p.m.*

*Chair Sullivan reconvened to a regular meeting at 6:57 p.m.*

**Collective Bargaining Agreement with International Association of Machinists (IAM), District Lodge 160.** Heather Stafford-Smith, Administrative Services Director, presented for consideration a request to ratify a three-year collective bargaining agreement between Intercity Transit and the IAM. IAM represents 42 Intercity Transit employees in the Maintenance Division, in the classifications of Maintenance Technician, Support Specialist, Service Worker and Vehicle Detailer. The current labor agreement expires December 31, 2019. Parties were successful in negotiating a successor labor agreement. A three-year contract is proposed (January 1, 2020 through December 31, 2022), and it provides for a general wage increase, a signing bonus, and a small increase in safety shoe allowance. The agreement is within the economic authority and is considered a fair, equitable, and agreeable contract.

**It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to approve the collective bargaining agreement between Intercity Transit and International Association of Machinists.**

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7 p.m.**

**INTERCITY TRANSIT AUTHORITY**



**Debbie Sullivan, Chair**

**ATTEST**



**Pat Messmer  
Clerk to the Authority**

**Date Approved: January 15, 2020.**

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

**EXHIBIT A**  
**SURPLUS PROPERTY - DECEMBER 2019**

<b>VANPOOL VEHICLES</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>VALUE</b>
1	2026	2009	TOYOTA SIENNA	7	136,564	\$4,513.00
2	2031	2009	TOYOTA SIENNA	7	143,094	\$4,374.00
3	2442	2014	CHEV EXPRESS 12	12	106,371	\$9,640.00
4	2424	2014	CHEV EXPRESS 12	12	131,651	\$7,967.00
<b>TOTAL VALUE</b>						<b>\$26,494.00</b>





**EXHIBIT A  
SURPLUS PROPERTY - COACHES**

<b>COACHES</b>						
<b>ITEM</b>	<b>VEHICLE #</b>	<b>YEAR</b>	<b>MAKE/MODEL</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>VALUE</b>
1	920	2004	35' Gillig Lowfloor Coach	31	552,600	\$3,000.00
2	921	2004	35' Gillig Lowfloor Coach	31	610,643	\$3,000.00
3	922	2004	35' Gillig Lowfloor Coach	31	533,633	\$3,000.00
4	923	2004	35' Gillig Lowfloor Coach	31	541,065	\$3,000.00
5	924	2004	35' Gillig Lowfloor Coach	31	552,600	\$3,000.00
6	925	2004	35' Gillig Lowfloor Coach	31	522,069	\$3,000.00
7	926	2004	35' Gillig Lowfloor Coach	31	660,494	\$3,000.00
8	927	2004	35' Gillig Lowfloor Coach	31	647,330	\$3,000.00
9	936	2005	35' Gillig Lowfloor Coach	32	730,443	\$3,000.00
<b>TOTAL VALUE</b>						<b>\$27,000.00</b>

