

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
October 21, 2020**

CALL TO ORDER

Chair Warner called the October 21, 2020, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely keeping in compliance with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28 Open Public Meetings Act.

Members Present: Chair and Citizen Representative Ryan Warner; Vice Chair and City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; and Labor Representative David Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Katie Cunningham; Jessica Gould; Roshan KC; Steve Krueger; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Daniel Van Horn; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Melnick and Pierce to approve the agenda.

PUBLIC COMMENT

Public comment was available through email to pmessmer@intercitytransit.com and the commenting period closed at 12:00 p.m. on October 21, 2020.

No public comment was received.

INTRODUCTIONS

- A. Roshan KC, Help Desk Technician** (Jason Aguero)
- B. Daniel Van Horn, Information Systems Technician** (Jason Aguero)

NEW BUSINESS

- A. Operator Uniform Contract Extension.** Procurement Coordinator, Katie Cunningham, presented for approval the purchase of as-needed uniform items for Operations staff.

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Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis. These items typically include replacement garments for current staff and new items for new employees.

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 uniform items and related services, staff is confident that this contract and vendor will serve our staff well.

It was M/S/A by Councilmembers Cox and Sullivan to authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$126,000 per year, including sales tax.

- B. Vehicle Wraps & Graphics Contract Amendment.** Procurement Coordinator, Katie Cunningham, requested an amendment to the vehicle wraps and graphics contract with Western Graphics, Inc. to authorize additional contract authority for the remainder of the current contract term through August 29, 2021.

Intercity Transit awarded its contract for vehicle wraps and graphics to Western Graphics, Inc. in August 2018 with a not-to exceed contract amount of \$130,000. The initial contract term was for a period of one year, with four one-year renewal options. This year we are in the second contract renewal.

Under the contract, Western Graphics, Inc. installs wraps and graphics on Intercity Transit's new vanpool vehicles and completes as needed graphic repairs and maintenance. Throughout the life of this contract Intercity Transit has wrapped 70 new vanpool vehicles and fixed various damaged graphics, which has nearly exhausted the original contract authority.

Intercity Transit is due to receive a total of twelve vanpool vans this year which will need our vanpool graphics package installed. This item adds contract authority to the current contract in the not-to-exceed amount of \$50,000 to accommodate the installation of wraps and graphics on these new vanpool vehicles, and allow capacity for additional ongoing graphic repair, maintenance and incidentals for the remainder of the current contract term.

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Throughout the life of this contract, Western Graphics, Inc. has provided quality products and services to Intercity Transit. Staff is confident that Western Graphics, Inc. will continue to provide valuable services at reasonable rates, and recommends that the amendment is approved.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$50,000 in contract authority for vehicle wraps and graphics for a revised total contract not-to-exceed amount of \$180,000.

- C. Warranty Extension for Vehicle Camera System.** Procurement Coordinator, Jeff Peterson, requested an extension on the warranty plan for video camera equipment on the coach and paratransit vehicles.

In 2017 Intercity Transit completed installation of our video camera system within our coach and paratransit vehicles. Our agreement included three years of standard warranty coverage and provided an option to extend up to four more years. Our three-year warranty period is concluding, and staff recommends extending coverage four more years.

The extended warranty will cover all our cameras, video recorders, software support, most software updates, and training. Intercity has filed an average of 85 warranty claims per year with an estimated \$52,501 annual value. This does not include technical assistance and training we have received that is also included within the extended warranty.

The costs have been pro-rated appropriately based on projected timelines provided to TSI. The TSI video system has been working well and TSI has provided outstanding support. Based on the review of actual warranty claims, the cost proposed is appropriate per the original agreement, and level of support required to maintain our existing system, staff recommends entering into a contract to extend warranty coverage with TSI through September 8, 2024.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to authorize the General Manager to extend an existing warranty plan agreement for our video camera equipment with Transit Solutions LLC (TSI) for an additional four-year period, in the amount of \$173,929.09, tax included.

- D. Maintenance Building GC/CM Pre-Construction Services.** Procurement Manager, Steve Krueger, requested approval to approve funding for Forma Construction Company (Forma) to provide pre-construction services related to the Maintenance building design.

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In June of 2019, Forma competitively won the award to serve as the General Contractor/Construction Manager (GC/CM) for the Pattison Base Expansion and Rehabilitation Project. In the same way Forma helped Intercity Transit achieve design efficiencies and savings for the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF) by contributing their constructability and value engineering expertise during the design process, we are seeking approval for Forma to begin pre-construction service support for the Maintenance Building renovation and rehabilitation work (Phase IV and V of the overall base construction plan). Pre-construction services for the maintenance building work will be similar to those authorized to support the design of the new buildings (ADOPS and FWF) now under construction (Phase 3) on the North Parcel. Unlike the North Parcel buildings, the rehabilitation of the existing Maintenance building requires significantly more planning and coordination before and during construction since this building will remain in use throughout the duration of the project. Pre-construction services under the GC/CM model will also allow Forma to partner with their mechanical and electrical sub-contractors (Sunset Air and Sare Electric) in collaboration with the project architect (Stantec) to assist in the design, construction staging, and the logistical planning required to keep Intercity Transit operational during construction. This includes planning to maintain access to maintenance equipment, and functions throughout the construction and rehabilitation of the existing maintenance building including adjacent site work.

The partnership with the general contractor (Forma) and the design team (Stantec) through the earlier design phase of the Pattison Project have demonstrated that the GC/CM process has yielded the results we hoped for. Pre-construction services provided by Forma will play a prominent role in developing a viable maintenance building design and rehabilitation plan that meets our programming needs with minimal disruption to maintenance operations during construction. Staff recommends authorizing the General Manager to approve funding for Forma to provide the requested pre-construction services.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to have DES contract with Forma to provide pre-construction services related to the Maintenance Building Design for a total not-to-exceed amount of \$330,000.

- A. Community Advisory Committee (CAC) Application Selection.** Freeman-Manzanares said in response to the CAC recruitment, eight applications were received, and the Authority is asked to review and select the applications for the interview process.

The interviews will be held the afternoon of November 4. The panel is expected to make a recommendation to the Authority at the December 2, 2020, meeting.

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The interview panel consists of Board members Debbie Sullivan, Don Melnick and Sue Pierce; and CAC members Allison Spector, Joan O'Connell and Denise Clark.

The Authority directed staff to interview all applicants who reside within Intercity Transit's PTBA as based on IT's policy.

It was M/S/A by Citizen Representatives Melnick and Pierce to interview all eight CAC applicants.

COMMITTEE REPORTS

- A. Transportation Policy Board:** Melnick reported the TPB met on October 14.
- Veena Tabbutt reviewed the updated Diversity Statement and summarized recent activities relating to implementing the Statement.
 - Allison Osterberg provided an update on the draft Climate Mitigation Plan and the Board discussed opportunities for comment.
 - Karen Parkhurst shared what she could about the 2021 State Legislative Session. Policymakers will continue discussions and tighten the list of priority issues for the 2021 Legislative Session.
 - Doug DeForest said the Puget Sound Regional Council met remotely, however, there was not much to report.

GENERAL MANAGER'S REPORT

- The Pattison Street construction project is moving right along. A lot of work has been accomplished to date under the civil permit. The building permit was just issued. There was a pre-construction meeting this week, and the construction of the Administrative/Operations foundation should begin by mid-November. Critical path still looks good, but it will be tight with the foundation work and the weather. Steve Krueger will provide an end-of-year update on the project in December.
- The bus bays and the island at the OTC will open on November 1.
- Staff continues to focus on service restoration. The next step is anticipated to occur on December 6. This is, of course, dependent upon available staffing and any direction we might receive from the state or public health officials. The next possible service change timeframe is expected March 2021.

AUTHORITY ISSUES

Gilman said the City of Olympia will launch a public conversation the first of next year about public safety and policing, and he wants that to be on Intercity Transit's radar. The agency has a strong relationship with local law enforcement across the service area

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and IT's voice should be represented in the conversation about how public safety efforts might evolve.

Menser reported the County is working on a wide range of important issues. The County is working on the 2021 budget and switched to a single-year budget for 2021; they reached a milestone on the Habitat Conservation Plan (HCP) with preliminary federal approval from USFW, and worked on Comprehensive Plan updates including mineral lands and recycled asphalt in the Nisqually subarea.

Sullivan said road construction continues in Tumwater. In her spare time, Sullivan said she's been volunteering to do inspections of the ballots.

Cox said the City of Lacey determined how to spend the second wave of CARES funds. They decided to fund Wi-Fi hotspots in the North Thurston School District. North Thurston is experiencing so many kids using Wi-Fi who can't get a good signal; or the kids live in a remote area and get no signal. This funding supports distance learning that may be around for a while.

Warner thanked staff who manage the IT website. He noticed a piece on how to get riders to voting drop boxes, which is helpful in facilitating our democracy.

Warner said he listened to the Outsider Podcast on KNKX which is their year-long study on homelessness in Olympia, and a woman being interviewed mentioned that one of the most meaningful things that happened in the last year is the free bus service. He wasn't expecting to hear that, but having heard it from someone who is homeless validates the work that Intercity Transit does for the community.

ADJOURNMENT

With no further business to come before the Authority, Chair Warner adjourned the meeting at 6:20 p.m.

INTERCITY TRANSIT AUTHORITY



Ryan Warner, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: November 4, 2020

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