

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 Aguero; 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.

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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.

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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 Chair. **Councilmember Gilman nominated Councilmember Carolyn Cox for Chair.** 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



Carolyn Cox, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: March 3, 2021

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