

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
August 18, 2021

CALL TO ORDER

Chair Cox called the August 18, 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 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 Paul Tischer.

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Katie Cunningham; Tammy Ferris; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Hannah Newton; Eric Phillips; Heather Stafford; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Jihan Grettenberger and Joan O'Connell, Community Advisory Committee; Elizabeth Safsten, WSDOT.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: There was no general public comment.

PUBLIC HEARING:

Five-Year Vanpool Fare Demonstration Project. Vanpool Manager, Cindy Waterhouse, presented for public testimony, the proposed Five-Year Demonstration Project. Waterhouse said six members of the public submitted written testimony which was emailed to the Board and will be entered into the record. Following today's hearing, staff will request final adoption on September 1, 2021.

Chair Cox opened the public hearing at 5:35 p.m. and the Clerk of the Board confirmed there were no members of the public wishing to make public testimony.

With no one from the public giving testimony, Chair Cox closed the public hearing at 5:36 p.m.

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INTRODUCTIONS

Nicky Upson introduced Hannah Newton, Marketing, Communications and Outreach Representative.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Sullivan and Citizen Representative Belk to adopt the consent agenda.

- A. **Approval of Minutes:** July 21, 2021, Regular Meeting.
- B. **Payroll for July:** \$2,977,181.39.
- C. **Accounts Payable July:** Warrant numbers 32613-32638 dated July 7 in the amount of **\$861,822.61**; numbers 32640-32684 dated July 13 in the amount of **\$163,483.54**; numbers 32685-32686 dated July 20 in the amount of **\$76,375.21**; numbers 32687-32726 dated July 21 in the amount of **\$101,268.79**; numbers 32729-32732 dated July 22 in the amount of **\$1,993,137.47**; numbers 32733-32772 dated July 24 in the amount of **\$146,353.22** for a total amount of **\$3,342,440.84**; and Automated Clearing House Transfers in the amount of **\$5,569.77** for a monthly total of **\$3,348,010.61**.

NEW BUSINESS

- A. **Janitorial Contract Renewal.** Procurement Coordinator, Katie Cunningham, presented the renewal contract for janitorial services and supplies.

In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal.

Under this renewal effective September 1, 2021, CW Janitorial Service will continue to provide daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station. Tasks and requirements have been updated to reflect current service and supply needs, and modifications implemented throughout the past year to increase emphasis on disinfection and overall cleanliness.

Proposed renewal rates are increased as compared to the current contract term, due to enhanced disinfection practices and adjustments to janitorial staff wages to be in closer alignment with current market rates. Market research indicates the proposed renewal rates are fair and reasonable.

Based on CW Janitorial Service's record of performance throughout the current year, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities and recommends renewal of the contract.

It was M/S/A by Citizen Representatives Belk and Pierce to authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$281,578, including taxes.

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- B. Contract Award of OTC South Site Improvements Project.** Procurement Coordinator, Tammy Ferris, requested authorization to execute a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center.

On June 3, 2020, the Authority authorized the General Manager to amend our Interagency Agreement (IAA) with DES for project management services to include the use of DES' competitively awarded job order contracting services, on-call consulting contracts, and small works roster for Transit public works projects.

Earlier this year staff engaged MSGS Architects (MSGs) from the DES On-call Architectural and Engineering contract to provide civil engineering, landscape architecture, and project management services for design development, construction documents, and bidding and construction support for site improvements on the south side of the OTC property. Planned work will include improved site amenities including new lighting for safety, redesigned walkways to improve pedestrian flow both onsite and crossing to the main bus platform, updated landscaping, and street furniture appropriate for the use and area. The site refresh and improvements will include replacement of the sidewalks on State Avenue and on Washington Street and replace the trees that currently interfere with existing bus zones with an integrated walkway and planting plan on the site that is appropriate for the level of pedestrian use and bus activity at the Olympia Transit Center. The design is taken from and complements the previous work done with the construction of the new customer service building recently completed.

MSGs finalized the design and construction documents in mid-July. DES advertised for Request for Bids on July 22, 2021, for the construction and improvements on the south portion of the OTC property. A total of six (6) bids were received by the submittal deadline of 3:00 p.m., on August 12th. The bid submitted by Christensen, Inc. in the amount of \$364,775 was determined to be the lowest, responsive, and responsible bid. Christensen, Inc. is a reputable and competent contractor. Christensen, Inc. recently completed a project for DES for the construction of a new building for the Washington State School Directors Association in Lacey.

Accordingly, staff recommends granting approval authority to the General Manager authorizing DES to move forward with award and administration of the OTC Site Improvement project in the amount of \$435,541.35, which includes the low bid amount, sales tax, and a 10% contingency in accordance with DES's contracting processes.

It was M/S/A/ by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to approve funding in the amount of \$435,541.35 to have the Washington State Department of Enterprise Services (DES) enter into a contract for site improvements and updates on the southwest quarter of the Olympia Transit Center (OTC) site with Christensen, Inc.

- C. Schedule Special Meeting September 15, 2021, ITA/CAC Joint Meeting.** Freeman-Manzanares presented whether to schedule a remote Joint Meeting of the Intercity Transit Authority and Community Advisory Committee for Wednesday, September 15, 2021, starting at 5:30 p.m.

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With the consensus from the Authority, a remote joint meeting was scheduled for 5:30 p.m., Wednesday, September 15, 2021, with the ITA and the Community Advisory Committee.

COMMITTEE REPORTS - NONE.

GENERAL MANAGER'S REPORT

- Staff just completed the interview process for the next Operator class, that is scheduled to start September 20th.
- The Operations Department will take the opportunity to introduce the current class of six Operators at the September 1, 2021, ITA meeting.
- The Pattison project is going very well. If you haven't seen the site lately, take an opportunity to swing by. It is beginning to look more and more like those design plans we have been looking at for quite some time. We are still tracking for completion around September 2022. Steve Krueger reminded us this morning at our weekly construction meeting that we issued a Notice to Proceed on August 11 of last year. It is really incredible how much has been accomplished, and we'll be close to completion this time next year.
- We are continuing to work on the design elements and budget for the south parcel, which is the remainder of the campus including the maintenance building, the existing building, the bus yard and employee parking.
- The Avail CAD/AVL project is going well. We anticipate having a presentation for the ITA the first quarter of 2022.
- We did reroute the 60 off Ensign Road for safety purposes, so it travels on Martin Way and Lilly. To our knowledge all is going well.
- Freeman-Manzanares gave a shout out to the City of Olympia staff for moving quickly and extending the green left-hand turn arrow on Martin Way to Lilly. We know that is not an easy thing and that seconds matter with light signals, so a big thank you for helping us out.
- The Transportation Security Administration extended the Federal mask mandate through January 18, 2022.
- We are starting to once again see high numbers of congregate care facilities in outbreak status meaning we are pausing Dial-A-Lift transport to/from these locations.
- We are also seeing an increase of COVID-related activity amongst our staff and are having to cancel meetings like the Operator Communications and Policy Committee (OCPC) which typically meets once a week to discuss and solve service-related issues, because we are tight on Operators, and it is threatening our ability to keep service on the street.

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- This is a significant health issue for our employees and passengers. We have taken many steps throughout this pandemic to keep our employees and passengers safe. Including suspending fixed-route service, relying on advanced reservation service, and providing employees with 80 hours of COVID leave to get vaccinated, get tested, or to quarantine.
- Staff has been researching issues around requiring vaccines as a condition of employment, and in response to the Governor's request that local governments follow suit, staff and legal counsel will present for the ITA's review and approval a resolution similar to the Governor's plan. We will work with our two labor unions and communicate with employees to ensure everyone is aware of how we intend to move forward.

Sullivan supports moving forward to keep service on the streets. It would become critical if IT started losing operators and staff due to an outbreak or being quarantined. We need to keep service on the street and she looks forward to seeing what will be presented.

Melnick shared that he read information about the Governor's plan and it is clear what he felt he needed to do and what he did do. Melnick is supportive of the notion that IT find a way to go along with what the Governor recommended.

Carmody supports this and said it's a good idea. She said COVID isn't going away as quickly as everybody hoped it would, so let's try to nip it in the bud.

Cox added her support. The County Commissioners are going to require it of county employees. The city and county managers are having conversations and she hopes they follow suit. Unfortunately, this isn't getting better, and she thinks we need to set an example for other employers by requiring this mandate. We can make accommodations for people who might not physically be able to get the vaccination and meet individual needs realistically.

Gilman agrees with each of the Board members that have spoken. He said the health of employees and their families is an important responsibility that we carry, as well as keeping the system up and running. He supports a resolution and understands these are "super" difficult conversations and difficult actions. He said the moment is upon us and this is a "scary wave."

Belk supported what has been stated by the other Board members and he acknowledges that IT staff is directly involved in public interaction, or in direct support of those public interactions, and to accomplish IT's mission he supports the health of IT employees and looks forward to seeing what is proposed.

Pierce stated she agrees with everything that has been stated by the other Board members.

Tischer appreciates the Board's concern for the safety of members and appreciates Freeman-Manzanares for looking out for the employees. The Union looks forward to having conversations with the management team about how to come to the best resolution that will be safe for all IT members, their families and the public as a whole. He looks forward to Freeman-Manzanares inviting the Union to be part of the conversation and come to a positive resolution that is best for everyone.

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Mejia is in full support and feels it's for the safety of everyone IT serves, and she's excited that IT has decided to be a leader.

AUTHORITY ISSUES

Melnick is excited about revising the vanpool rates and once it's approved, he would like to see a presentation on the marketing plan that staff is putting together.

Gilman recognized the hailstorm of issues in which the world and individuals he is interacting with is experiencing. He appreciates everyone's leadership and is honored to serve with the IT Board.

Cox said the City of Lacey had at least nine active cases of COVID among city staff across three departments and they are tightening things up again. At City Hall, masks are now required, and unvaccinated employees will have to socially distance or preferably work from home if they can. This is a real crisis, and we all need to be responsible, not only for ourselves, but for each other.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:04 p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox
Carolyn Cox, Chair

ATTEST

Patricia Messmer
Pat Messmer
Clerk to the Authority

Date Approved: September 1, 2021

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