

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
November 17, 2021

CALL TO ORDER

Chair Cox called the November 17, 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; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; Labor Representative David Sharwark.

Members Absent: Thurston County Commissioner Carolina Mejia.

Staff Present: Ann Freeman-Manzanares; Jason Agüero; Magic Agüinaga; Suzanne Coit; Jessie Gould; Steve Krueger; Ally McPherson; Kyle McPherson; Pat Messmer; Eric Phillips; Heather Stafford; Daniel Van Horn; Cindy Waterhouse; Riley White.

Others Present: Legal Counsel, Jeff Myers; Sara Develle, Executive Aide to Commissioner Mejia.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: No public comment.

INTRODUCTIONS

A. Cindy Waterhouse introduced Riley White, Vanpool Coordinator.

NEW BUSINESS

A. Surplus Van Grant Program. Vanpool Manager, Cindy Waterhouse, presented 15 recommended recipients for the surplus van grant program. On September 3, 2003, the Intercity Transit Authority adopted Resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not met by Intercity Transit's fixed-route services. The Authority has granted 68 vans to community groups since the program began.

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A review team consisting of, General Manager Ann Freeman-Manzanares, DSHS Supervisor Carson Moore, Phil Prietto of City Gates Ministries, Vanpool Coordinator Riley White, and Vanpool Manager Cindy Waterhouse evaluated 17 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 Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association - Elite Boxing Academy.

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 Gilman and Sullivan to authorize the General Manager to grant surplus vanpool vehicles to Innovations Human Trafficking Collaboration, Thurston County Food Bank, Interfaith Works, SafePlace, Veterans Services Hub City of Lacey, Homeless Response Team and Scattered Site Program City of Olympia, Coastal Community Action Program, OlyMAP, Peer Washington, PiPE, Senior Services for South Sound Transportation, Bridge Music Project, The River Walkers, TOGETHER, and Thurston County Police Academy Athletic Association - Elite Boxing Academy.

- B. Adopt 2022-2027 Strategic Plan.** Freeman-Manzanares presented the final 2022-2027 Strategic Plan for adoption.

It was M/S/A by Councilmembers Carmody and Sullivan to adopt the 2022-2027 Strategic Plan.

- C. Adopt 2022 Budget.** Suzanne Coit, Finance Manager, presented the final 2022 Budget for adoption.

It was M/S/A by Citizen Representatives Melnick and Pierce to adopt Resolution 05-2021 that establishes the 2022 Budget.

- D. InterClean Bus Wash Systems.** Procurement Manager, Steve Krueger, presented for approval the acquisition of two new InterClean bus Wash Systems for the new Fuel Wash Facility.

The new FWF has been designed to house two new bus wash systems. In January 2020, Transit met with bus wash system manufacturers Westmatic, NS Wash Systems, and InterClean to determine which best meets Transit's needs. Internal stakeholders

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conducted follow-on market research and surveyed transit peers to capture and consider their bus wash experience and recommendations. The market research favored InterClean and to further validate, the stakeholder team toured Kitsap Transit to experience firsthand the quality of wash performance and construction as well as assess reliability and serviceability of their InterClean system before concluding it is best suited to meet Transit needs.

Because the InterClean Bus Wash system is available for purchase through the National Cooperative Purchasing Alliance (NCPA) competitively awarded cooperative contract (#06-17), the design team was able to collaborate with InterClean early on to design the FWF to best accommodate the InterClean Bus Wash systems. Each InterClean Bus Wash system itself is made to order and although the two systems are not slated to be installed until April of 2022, due to supply chain constraints, InterClean is recommending we lock in our order now to allow ample time for InterClean to secure all the materials and begin construction to minimize potential for delivery delays.

From the onset, InterClean has been very responsive and helpful in assisting the team in the design and configuration process. The contract price quoted includes all the necessary components and options although we won't know the actual shipping cost until the units arrive, so the requested approval amount includes a 2% contingency to cover shipping and any other unforeseen expense. Based on our market research and our experience working with InterClean, staff recommend issuing the purchase order for the two needed bus wash systems.

It was M/S/A by Councilmembers Carmody and Sullivan to authorize the General Manager to issue a Purchase Order for two InterClean Bus Wash Systems for the new FWF in an amount not-to-exceed \$744,833 which includes estimated shipping cost, sales tax and a 2% contingency.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox said TRPC met November 5. Jennica Machado, the Thurston County Economic Development Manager, updated the Council on the Thurston Broadband Action Team. Cox said this is a community-driven effort that identifies connectivity and accessibility needs for the communities. There are black holes in Thurston County where people have a terrible time getting broadband service. This team is looking to identify those places and work to try to do all they can to get them service. It will be a big benefit for students who need broadband for distance learning, and employees telecommuting for work.

Aidan Dixon provided new state safety targets and reviewed transportation data for Thurston County.

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Karen Parkhurst reviewed the 2022 Legislative Priorities Subcommittee recommendations.

Marc Daily briefed the Council on the Washington State Transportation Commission's October meeting on logistics and next steps for autonomous vehicles.

- B. Transportation Policy Board.** Melnick said TPB met November 10, and the Board reviewed many of the same item as TPRC except for the report on autonomous vehicles.

John Wynands from WSDOT discussed the agency's aggressive goals for remote work/flexible schedules and provided a visual tour of the new Olympic Regional Offices, which is designed to support modern ways of working. Wynands talked about the changes in culture that were necessary to work through. He estimated 30% to 40% of the positions are suitable for telework. They budgeted \$70M for the new facility. There are no assigned workstations. Employees are assigned lockers, and workstation eating is banned. It's driven by the newer technology, which enables people to work together in ways that we didn't envision years ago. Tours of the facility are encouraged with a reservation.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares said the Federal Infrastructure Bill passed, and IT is excited to see the possibilities for transit in our community.
- Interviews are in progress for the next class of Operators. That class starts January 2022.
- Staff submitted the Conditional Use Permit to the City of Olympia for the remainder of the Pattison Street Facility development.
- We continue to deal with unlawful activity at the Pattison Street Facility. There has been a rash of catalytic converter thefts on our vehicles. Last week an employee had their catalytic converter stolen from the parking lot and another employee had their window smashed and items stolen. We hired security for the Pattison facility for the first time toward the beginning of COVID and have since approved additional hours for 24/7 coverage. Our contractor, Forma, is also hiring security personnel to enhance the protection of the construction site.
- The recipients of the Surplus Van Grant will attend the December 1, 2021, ITA meeting, and the Authority will also have the opportunity to finalize the candidate selection for the Community Advisory Committee.

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- The Jingle Bus design selection is complete and the designs receiving the highest votes were Artic World, Gnomes, and Elves. The first vehicle was sent out to receive some cheer today. The other two vehicles will follow over the next week, so they are ready to go into service after the Thanksgiving holiday.

RECOGNITION

A. Proclamation and Recognition for Councilmember Molly Carmody. Chair Cox read a Proclamation of Appreciation to Carmody, who served on the Authority from January 2016 through November 2021, and the Authority members bid Carmody farewell.

AUTHORITY ISSUES

- Melnick said he was watching television when the new Vanpool service advertisement came on. He said it was “way cool” and thanked Marketing for making that happen.
- Cox noted the Lacey Veterans Services Hub is a recipient of one of the surplus vans. Currently 18 different organizations offer programs, assistance, and training at the 4,500-square-foot facility. The City of Lacey expects a total of two dozen partners by year’s end, with services encompassing housing, education, employment, nutrition, healthcare screening, counseling, federal benefits, and other assistance. There was a Grand Reopening on November 16 attended by representatives from Patty Murray's and Maria Cantwell's office, Denny Heck and Marilyn Strickland sent Representatives and there were several mayors.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:15 p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox

Carolyn Cox, Chair

ATTEST

Patricia Messmer

Pat Messmer

Clerk to the Authority

Date Approved: December 1, 2021

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