

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**January 5, 2022**

**CALL TO ORDER**

Chair Cox called the January 5, 2022, 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 Mayor Pro-Tem Clark Gilman; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Suzanne Coit; Katie Cunningham; Tammy Ferris; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Paul Tischer; Nicky Upson; Daniel Van Horn; Jonathon Yee.

**Others Present:** Legal Counsel, Jeff Myers; John Gear, Rachel Weber, and Edwina Waehling, Community Advisory Committee.

**APPROVAL OF AGENDA**

**It was M/S/A by Mejia and Sullivan to adopt the agenda as presented.**

**PUBLIC COMMENT: No public comments were received.**

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Melnick and Pierce to approve the consent agenda.**

- A. **Approval of Minutes:** December 1, 2021, and December 15, 2021, Regular Meeting.
- B. **Payroll for December:** \$2,901,324.69
- C. **Accounts Payable December:** Warrant numbers 33471-33478 dated November 30 in the amount of **\$37,650.55**; number 33479 dated December 1 in the amount of **\$25,132.04**; numbers 33480-33529 dated December 8 in the amount of **\$754,257.50**; numbers 33530-33531 dated December 9 in the amount of **\$86,033.39**; numbers 33532-33592 dated December 15 in the amount of **\$2,703,326.55**; number 33593 dated December 16 in the amount of **\$24,758**; numbers 33594-33628 dated December 21 in the amount of **\$443,686.73**; numbers 33629-33640 dated December

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23 in the amount of **\$74,537.63**; numbers 33641-33685 dated December 29 in the amount of **\$192,493.85**; for a total amount of **\$4,341,876.24**; and Automated Clearing House Transfers in the amount of **\$15,286.17** for a monthly total of **\$4,357,162.41**.

### **NEW BUSINESS**

**A. Engineering Services for Bus Stop Improvements.** Procurement Coordinator, Tammy Ferris, presented a Task Order from the On-Call Engineering Services Contract for design and construction support for bus stop enhancements to support rear-door boarding.

On February 17, 2021, the Authority authorized the General Manager to execute a Task Order with SCJ Alliance from the On-Call Engineering Services contract to provide design and construction services for approximately 50 rear-landing bus pads. Since that date, SCJ has completed the design of those bus stop pads and construction is underway.

In addition, at that the time of the Authority meeting, staff stated this contract would lead to a larger contract in 2022 to improve bus stops throughout Thurston County. Accordingly, staff have negotiated a Task Order scope and fee with SCJ Alliance to provide additional design and construction support for improving 152 rear-landing bus pads. Based on the scope and proposed hours, staff is confident the pricing is both fair and reasonable and recommends executing this Task Order from the On-Call Engineering Services contract for design and construction services to SCJ Alliance in support of rear-door boarding.

**It was M/S/A by Mejia and Melnick to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$130,123.00 for the design and construction support for improving 152 rear-landing bus pads.**

**B. Transit Bus Air Purification Solution.** Procurement Coordinator, Katie Cunningham, presented a contract with Peak Thermo King for a Transit Bus Air Purification Solution.

Intercity Transit determined a need for an air purification system for its fleet of 86 Gillig coaches, to facilitate a safer environment for customers and staff. Therefore, a Request for Bids (RFB) for a Transit Bus Air Purification Solution was issued on November 10, 2021. The RFB specified a Thermo King air purification solution so that Intercity Transit can retrofit the HVAC system in its entire fleet of 86 coaches. Since Intercity Transit's coaches are currently equipped with a Thermo King HVAC system and integrated diagnostics, the Thermo King air purification solution will seamlessly integrate with our current systems and promises installation efficiencies and streamlined support resolution through the manufacturer.

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A total of two (2) bids were received by the submittal deadline of 11:00 a.m. on November 30, 2021. Based on the RFB evaluation process, which consisted of review of responsiveness, responsibility, and pricing factors, Intercity Transit determined that Peak Thermo King is the lowest responsive and responsible bidder.

Review of the information submitted in the company's bid indicates that Peak Thermo King is a reputable and competent vendor. Accordingly, staff recommends award of the contract for the transit bus air purification solution with Peak Thermo King in an amount not to exceed \$254,329, including sales tax.

**It was M/S/A by Sullivan and Mejia to authorize the General Manager to execute a contract with Peak Thermo King to provide a transit bus air purification solution in an amount not-to-exceed \$254,329, including sales tax.**

### **COMMITTEE REPORTS - NONE**

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

Eleven new Operator candidates began their training on Monday, January 3. It was such a pleasure to meet them, and IT is pleased they are here.

Freeman-Manzanares and Nancy Trail met with five of the new Community Advisory Committee members for a CAC 101 introduction. Based on the fabulous conversation, they are going to extend the period of time for members to introduce themselves and create connections and awareness between the members. They all have a vast experience, and IT is lucky they volunteered to dedicate their time. The first meeting of the CAC is Monday, January 10, 2022.

It's no surprise that Intercity Transit employees do outstanding things in service to the community on a daily basis, and Freeman-Manzanares gave a shout-out to Fixed-Route and Dial-A-Lift Operations, Vehicle and Facilities Maintenance, Customer Service, Marketing & Communications and Planning for the recent snow event. Everyone did an outstanding job responding to an incredibly bad weather situation. Many employees went above and beyond to make a bad situation bearable. Many worked on what would have been a vacation day, and they did so with great positivity. There was a lot of snow for our area, and it's been slick. In addition, IT is contending with Omicron staffing issues. Freeman-Manzanares said she is feeling overwhelming gratitude for everyone's outstanding performance in very difficult circumstances.

There was the decision to end service early one evening when the road conditions dictated the necessity. Operators and Operations Supervisors did an outstanding job, sharing information with each other about the conditions of the road to define needed detours, and in the worst- case situations, needing to cancel service. IT recognizes that changing service is an imposition to the community, and it is not taken lightly. IT is always looking to strike the appropriate balance regarding safety and the needs of

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community members. She encourages everyone riding the bus to check out IT's website and sign up for GovDelivery notices to stay up to date regarding service.

Freeman-Manzanares recognized Operators Paul Tischer and Ted Depoe for going above and beyond. An individual at Capital Mall was in distress and not breathing. Depoe called 911 while Tischer provided CPR-Chess Compressions until emergency services arrived. IT is very proud of their willingness to jump in and help individuals in distress.

A tour of the Pattison Construction Project is scheduled for Monday, January 31, 2022, at 3:30 p.m. and the ITA and Community Advisory Committee are invited to join. An invitation will be extended to members of TRPC and the Transportation Policy Board. Members from the design team and the construction team will be on site to help lead the tours and respond to questions. This will be the first opportunity for the Lead Architect, Barb Berastegui, to see the design come to life. A reminder to anyone attending to please wear sturdy shoes. Note: The elevator is not yet fully functional. This doesn't typically happen until later in the project. It's anticipated the elevator will be fully installed and approved in the April/May timeframe. We will work with the contractor and the design team to offer another opportunity to view the facility before completion.

The City of Olympia Design Review Board selected the Olympia Transit Center project, (OTC2), for special recognition. IT will receive the Design Review Board Award of Merit 2021. The Board said, "We found this project to be an excellent example of Civic Architecture integrating so many qualities from how it fits within its context, to the material choices and the energy efficiency." The ceremony takes place on Tuesday, January 18, 2022, at 6 p.m. at Olympia City Hall in Council's Chambers.

### **Freeman-Manzanares shared several customer comments:**

A bystander witnessed a bus driver help a couple of elderly people get onto the bus. She was stopped at a traffic light and witnessed a couple of passengers struggling on the ice, one with a walker, to get to the bus. The bus driver stopped the bus and got out to physically assist these passengers onto the bus. She was impressed with the service this driver provided and wanted him to be recognized.

New bus riders on the Route 60 Panorama to Kaiser thanked Facilities staff who kindly provided information about the condition of the roads while they were clearing off snow and de-iced the area. They also thank the bus driver for courteously answering questions about the return route. This was the first time in ages they had taken the bus, however, it was so convenient and easy they will be doing it again more regularly.

A customer nominated Carmen Vanmansart for "Driver of the Year." The customer said Carmen is always customer aware and puts the safety of her passengers above all else and does it with courtesy and grace.

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### **AUTHORITY ISSUES**

Pierce said she rode the bus after being absent for a week, going to and from Tacoma and running errands on the weekend. She said the Operators did a marvelous job. They were patient, and morale seemed good, too. Pierce mentioned that it seems when it gets really cold like it did the past week, the buttons for the lights and the bus signal at some of the stops freeze up. She also had an opportunity to go inside the OTC2 building and she noticed the power button on the doors wasn't functioning properly.

Freeman-Manzanares said Facilities staff is aware of the issue with the automatic door at OTC2 and are working to get that fixed.

Gilman appreciates all of the IT staff working in such tough conditions through the holidays and keeping everything moving. He gave a shout-out to the Marketing and Communications staff, for their work on updating the GovDelivery and the scheduling app which told him in real time where the buses were going to stop. Gilman said that the integration system has really paid off. Gilman also gave a personal thank you to IT because during the snow event, he and his wife were able to leave the car at home and get around on foot and bus.

Melnick said IT staff makes things happen and are so resilient during these snow events, and everyone responds admirably.

Sullivan said she heard a comment during the snow event about how the chains on the buses broke up the ice on the roads and that made it easier for the Tumwater road crews to remove the snow/ice.

Gilman said he was surprised to see one of the new coaches with cable chains instead of the automatic chains. He asked if there is a plan for all of the coaches to have the automatic chain system and wanted to know how that system performed in the recent event.

Bergkamp said the automatic chains are used when there is not going to be more than four inches of snow, and the day after Christmas, it started snowing heavily and icing up with close to six inches of snow, therefore, Maintenance staff began installing the traditional chains. Bergkamp said staff are still getting familiar with the automatic chain system and they are helpful with low accumulations of snow, and it gets IT by until staff knows if the other chains are needed.

Yee said the automatic chain system is installed on all of the coaches and the propane Dial-A-Lift vehicles with the traditional chains as a backup.

Gilman gave a big kudos to all Maintenance staff who were chaining / unchaining all of those vehicles during the extreme snow event.

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**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:06 p.m.**

**INTERCITY TRANSIT AUTHORITY**

*Clark Gilman*  
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**Clark Gilman, Chair**

**ATTEST**

*Patricia Messmer*  
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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: February 16, 2022**

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