

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**January 19, 2022**

**CALL TO ORDER**

Chair Cox called the January 19, 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.

**Members Absent:** Labor Representative David Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Sara Bradley; Suzanne Coit; Katie Cunningham; Jessica Gould; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Megan Melton; Nicholas Orf; Zac Collins; Brian Nagel; Alex Auty.

**Others Present:** Legal Counsel, Jeff Myers; David Bonauto, and Edwina Waehling, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

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

**INTRODUCTIONS**

- A. Megan Melton**, HR Analyst (*Sara Bradley*)
- B. Nicholas Orf**, Administrative Assistant (*Sara Bradley*)

**NEW BUSINESS**

- A. New ADOPS Building/FWF AV Equipment Purchase.** Procurement Coordinator, Jeff Peterson, presented the purchase of Audio Visual (AV) equipment for the new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF).

Intercity Transit's Pattison Expansion and Rehabilitation North Parcel Project includes two new buildings, the ADOPS building and the new FWF. Both buildings include several conference rooms requiring displays, projectors, screens, microphones, and other related information technology equipment to support our virtual training and presentation needs.

To complete this purchase, Intercity Transit intends to utilize the Department of Enterprise Services existing contract (number 03418) for audio/visual equipment and installation services with Diversified. The project team have been collaborating with representatives from Diversified who have reviewed the plans and toured the construction site before developing a proposal based on similar technologies utilized at the Olympia Transit Center (OTC2) expansion project.

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The proposal has been reviewed and approved by the project team to ensure it met the intentions of the design. The total quoted AV package cost is \$276,776.19. This includes all equipment, estimated sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for both buildings. With an approximate 5% contingency, the total requested amount is \$290,000.

Based on our experience working with Diversified on the OTC2, staff is confident the proposed solution, installation services and technical support expertise is sure to satisfy our virtual presentation needs at both the ADOPS building and FWF.

**It was M/S/A by Mejia and Belk to authorize the General Manager to execute a purchase order with Diversified for AV equipment in an amount of \$290,000, which includes estimated sales tax and an approximate 5% contingency.**

- B. New ADOPS Building/FWF Furniture Purchase.** Procurement Coordinator, Katie Cunningham, presented the purchase of furniture for the new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF).

Intercity Transit's Pattison Expansion and Rehabilitation North Parcel Project includes two new buildings, the ADOPS building and the new FWF. The project includes office furniture, storage furniture, and related items. Intercity Transit has partnered with OpenSquare, under an established University of Washington (UW) contract, to develop and provide a new furniture package for both buildings.

OpenSquare, procurement staff, and internal stakeholders collaborated throughout the past year to determine furniture needs for the new ADOPS and FWF buildings. Discussions included office furniture needs, common space needs, storage needs, and furniture fit and finish. This resulted in an overall furniture package which encompasses both buildings, with line-item detail and renderings for each floor of each building.

The total quoted furniture package cost is \$1,850,892.40. This includes all furniture products, sales tax, and services, including delivery, labor and installation, and packaging removal and disposal for both buildings. With an approximate 1% contingency, the total requested amount is \$1,870,000.

To complete this purchase, Intercity Transit intends to utilize UW Contract number UW-18-61518 with OpenSquare for Steelcase products and related services. UW competitively awarded this contract which Intercity Transit is eligible to purchase from. OpenSquare will also source several furniture items from cooperative contracts through Omnia Partners and The Interlocal Purchasing System (TIPS). Intercity Transit is also eligible to use contracts from these cooperative groups, and a review of each contract to be utilized was conducted to verify that each was awarded in accordance with Intercity Transit's procurement standards.

Based on our experience with OpenSquare, staff is confident in the firm's responsibility and ability to perform. Staff is also confident that the products supplied by OpenSquare are of sound quality and will serve our staff well for many years to come. Accordingly, staff recommends award of the purchase for the new ADOPS and FWF furniture package to OpenSquare.

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**It was M/S/A by Sullivan and Pierce to authorize the General Manager to purchase furniture for the new ADOPS and FWF buildings from OpenSquare in an amount of \$1,870,000, which includes sales tax and an approximate 1% contingency.**

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council met January 14, 2022.** Cox reported the Council took care of housekeeping items and approved TRPC's operating budget for 2022.

Karen Parkhurst provided a quick legislative preview noting this is a short session that will focus on various I-5 strategies and Broadband funding.

TRPC received \$1.58M in Sanctioned and Redistributed Surface Transportation Block Grant Funding. These are dollars that were awarded to other jurisdictions whose projects may have been delayed or otherwise couldn't use the money in a timely fashion. She said it's possible Intercity Transit could receive additional funds for the Pattison Street expansion project as a first priority. The second and third priorities were more funding for propane fueled Dial-A-Lift vans and bus stop enhancements.

- B. Transportation Policy Board met January 12, 2022.** Melnick reported the TPB appointed former Tumwater Mayor, Pete Kmet, as an Emeritus Representative for a two-year term.

Marc Dailey reported when the TPB or TRPC appoints a representative, to ensure they appoint an alternative person.

Staff reviewed the process for the election of TPB officers. The officers will be elected at the February TPB meeting.

Chair Ryder and Daily recognized out-going Policy Board member Sackrison for his many years of service on the TPB, TRPC, and to the Thurston Region.

Staff reviewed the draft Federal Funding Call for Projects process update. The presentation can be found here: [https://www.trpc.org/DocumentCenter/View/9215/A13\\_Call-for-Projects-Update-TPB-January-2022](https://www.trpc.org/DocumentCenter/View/9215/A13_Call-for-Projects-Update-TPB-January-2022)

The TPB approved an amendment to the 2022-2025 Regional Transportation Improvement Program to include three City of Olympia Projects: Olympia Eastside Pavement Preservation, Olympia Westside Pavement Preservation, and State Avenue Safety Improvements - Pear Street to Chestnut Street.

The TPB approved the formation of a High-Capacity Transportation Study Subcommittee. The Subcommittee will include members from both TPB and TRPC. The Board will appoint members to the Subcommittee at the February regular meeting. Melnick is very interested in this because IT does transportation planning and he followed up with Karen Parkhurst. It's a collaborative effort involving TRPC to begin the access options for high capacity, public transportation in the South Sound Region. It's a two-year effort in terms of what are and are not viable options politically, technically, and financially. The decision was made to have a working committee, and representation from TRPC and TPB called a steering

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committee to work with the staff and the consultant. They've selected two to lead the study. Melnick said the staff and the steering committee and a consultant will be working to finalize the scope of work.

Melnick said the consultant is Fehr and Peers – a national transportation planning firm with offices in Tacoma and Portland. Melnick hopes sometime in the next few years there will be funding available, and because this planning effort will have been done regionally with public input or some substance, it will be analogous to what we've heard before about shovel ready projects in the sense there won't be time to do this planning effort when the funding becomes available. The steering committee will meet four to six times a year.

Melnick expressed interest in serving on the TPB next year.

- C. Community Advisory Committee met January 10, 2022.** Bonauto reported the new CAC members were introduced and all CAC members provided a self-introduction. He said it was a productive meeting with an update of the Pattison Facility expansion project and a Transit 101 presentation.

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

Due to the Omicron virus and the recent flooding, it has been a very eventful period of time. Thurston County Emergency Management was partially activated earlier in the month in response to flooding. Although the majority of the flooding occurred in Lewis County, Intercity Transit was asked to be ready to help evacuate areas. We were prepared to respond but in the end, Emergency Management was able to respond. While challenging at times, IT navigated well around the trouble spots in our area.

The Omicron virus is hitting IT very hard. Due to staffing shortages, we have reduced some service temporarily until we have adequate resources. We are proceeding with additional fallback contingency planning just in case this situation gets worse.

There are ten 40' coaches in production at the Gillig plant in Northern California and some staff members are there now going through the inspection process for those vehicles. And not surprising, there are a few potential supplier issues. We will likely have those vehicles out on the street in a March/April timeframe. This is the last set of vehicles ordered right after the successful November 2018 ballot measure. With these vehicles, we will have 63 coaches that are three years old or newer.

TRPC notified us that Intercity Transit received \$500,500 for the Pattison Rehabilitation and Expansion project. These funds are much needed for the completion of the maintenance facility.

Freeman-Manzanares shared a customer comment entitled, "Bus driver saves woman from jumping off a bridge." A citizen called to let us know she witnessed a woman standing on the bridge at the Sleater-Kinney freeway overpass whom the caller believes was going to jump. She then saw an Intercity Transit bus driver pull over and get off the bus and prevented the woman from jumping. The caller appreciates the driver for stopping this from happening and is amazed that an Intercity Transit employee did not hesitate to take the initiative to do something. The bus driver is Leata Roberts, and IT will recognize Leata for her initiative and compassion.

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Cox asked at what level has service been cut. Freeman-Manzanares said IT temporarily eliminated The One service along the 62 A & B corridors. The area will continue to be served but unfortunately not with express service, which does not stop at every stop. And Route 13 was move to every 30 minutes, as opposed to our targeted service of every 15 minutes. Due to COVID, Freeman-Manzanares stated IT is contingency planning and would likely need to return to something similar to our summer 2021 service which would eliminate some of the early morning trips, but she is hoping we don't need to do this. As of Friday, January 14, 2022, there were 66 staff members who were either isolating because they tested positive for COVID or because they were exposed to the virus.

Bonauto said transit agency employees are eligible to file a Worker's Compensation Claim when they contract COVID as part of a presumptive coverage law, Senate Bill 5115, and he asked if any of IT's workers have initiated a Worker's Comp claim. Stafford-Smith said currently there have not been any employees who contracted COVID in the workplace or as part of a workplace exposure - cases have all been identified as outside of work, however, HR will continue to navigate this as more staff members test positive.

### **AUTHORITY ISSUES**

Melnick attended the January 10 CAC meeting, and he was very impressed with the quality of the members.

Gilman said Olympia's Designer Review Board recognized the Olympia Transit Center expansion as a design of merit. Every few years, they select projects to recognize the project in planning went well beyond the expectations of submission and code requirements and they think the new building is a "knockout" in terms of a level of distinction about the design being appropriate for the surroundings and its use, and its function as a public facility visually, and it reflects place in time and culture with contemporary elements. Gilman acknowledged the new capital facility projects are housing our needs and creating gorgeous projects we can expect to have a long life.

Pierce appreciates that when staff has to make service cuts, they look at places where they can reduce the frequency of service instead of totally cutting out a run.

Cox announced she will no longer be representing the City of Lacey on the ITA Board effective February, and Councilmember Robin Vazquez has been assigned to the sit on the Authority Board. Transportation is one of her top issues. Cox thanked the Authority and staff for making her feel welcomed. However, Cox said she is appointed as an Alternate for Vazquez.

Sullivan thanked Cox for her leadership as Chair of the Authority.

Melnick thanked Cox and said it's been a pleasure working with her.

Pierce commends Cox on how well she's Chaired the remote meetings.

### **ADJOURNMENT**

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**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:17 p.m.**

**INTERCITY TRANSIT AUTHORITY**

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

**ATTEST**

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

**Date Approved: February 16, 2022**

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