

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**May 18, 2022**

**CALL TO ORDER**

Chair Gilman called the May 18, 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 Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

**Staff Present:** Ann Freeman-Manzanares; Steve Krueger; Ally McPherson; Pat Messmer; Eric Phillips; Daniel Van Horn; Jonathon Yee; Alex Auty; Tammy Ferris; Katie Cunningham; Kerri Wilson; Heather Smith; Suzanne Coit; Steve Krueger; Russell Gilsdorf; Julie DeRuwe; Steve Swan; Rob LaFontaine; Dan Savage; David Dudek; Bill Miller; Brian Nagel; Alana Neal; Afzal Shairulla; Tina Gese; Dylan AINU'u; Tony Houdyshell; Mason Kuentler; Bill Nevue; A Puri.

**Others Present:** Ty Flint, Community Advisory Committee; Allison Osterberg and Aidan Dixon from Thurston Regional Planning Council.

**APPROVAL OF AGENDA**

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

**RECOGNITION: Annual Community Transportation Association of America Roadeo.**

Freeman-Manzanares recognized Dial-A-Lift driver, Dan Savage, who placed second at the 31<sup>st</sup> Annual Community Transportation Association of America (CTAA) Roadeo last week in Louisville, Kentucky. The CTAA Roadeo honors and celebrates the value of rural and community transit operators. It provides an opportunity for drivers to gain recognition for their driving skills.

Savage competed in the Body-on-Chassis/Paratransit Division against 50 competitors from 48 transit agencies across the country. The Roadeo tests drivers' skills and abilities with a primary focus on safe operations and passenger sensitivity. Competitors complete a series of skills tests including a written test of their knowledge of ADA compliance as well as driving rules and situational awareness. They are judged on a timed pre-trip inspection, passenger assistance and navigating a driving course with 10 obstacles in under seven minutes.

Savage previously competed in the 2019 CTAA National Roadeo and placed 15<sup>th</sup> overall. He placed first in the 2019 Washington State Roadeo paratransit competition, earning the title "Best Paratransit Driver in Washington State." We are proud of his hard work and win at this year's Roadeo competition. His win showcases his exceptional driving skills and the compassion he has for his passengers.

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Freeman-Manzanaras also recognized Operations Supervisors Bill Miller and David Dudek, who are incredibly dedicated individuals who take charge of hosting Intercity Transit's own regional rodeo competitions as well as participate on the state and national levels. They have been the energy and force behind IT's rodeo success.

Stay tuned for more information about Intercity Transit's Rodeo taking place on July 23 (practice day) and 24 (Rodeo Competition), 2022.

### **PUBLIC COMMENT:**

Nine members of the public sent comments via email regarding reinstating the mask mandate on Intercity Transit buses. Those comments were forwarded to the Authority and are attached and entered into the record.

*The Authority directed staff to bring this topic to a June meeting either as a staff report or as part of the General Manager's report. Sullivan would like to know how this fits into what the Governor is doing and the national requirements. Melnick said these are valid concerns, however, there are likely other factors to consider and further discussion is appropriate. Mejia would like a legal perspective on what Intercity Transit can do, especially with the Governor's orders as well as the national orders that have come down recently.*

### **INTRODUCTIONS**

- A. **Afzal Shairulla, Auto Tech** (Jonathon Yee)
- B. **Tina Gese, Dylan AINU'u, Anthony Houdyshell, Mason Kuenstler, Vehicle Detailers** (Jonathon Yee)
- C. **Bill Nevue, Lead Accounting Specialist** (Suzanne Coit)
- D. **A Puri, Walk N Roll Program Representative** (Kerri Wilson)
- E. **Alana Neal, HR Manager** (Heather Stafford Smith)

### **APPROVAL OF CONSENT AGENDA**

It was M/S/A by Councilmember Vazquez and Mayor Sullivan to approve the consent agenda.

- A. **Approval of Minutes:** April 20, 2022, Regular Meeting.
- B. **Payroll for April:** \$4,221,942.42
- C. **Accounts Payable April:** Warrant numbers 34364-34412 dated March 30 in the amount of **\$252,712.29**; number 34118 dated April 4 in the amount of **\$3,773,696.76**; numbers 34119-34454 dated April 5 in the amount of **\$179,286.39**; number 34455 dated April 8 in the amount of **\$2,515,797.24**; numbers 34456-34503 dated April 9 in the amount of **\$1,207,812.30**; numbers 34504-34532 dated April 11 in the amount of **\$2,684.66**; numbers 34533-34534 dated April 14 in the amount of **\$94,031.11**; numbers 34535-34597 dated April 21 in the amount of **\$2,878,091.12**; numbers 34598-34609 dated April 20 in the amount of **\$867.15**; numbers 34610-35633 dated April 26 in the amount of \$71,658.76 for a total amount of **\$10,976,587.78**; and Automated Clearing House Transfers in the amount of **\$6,595.98** for a monthly total of **\$10,983,183.76**.

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### NEW BUSINESS

**A. Martin Way Corridor.** TRPC Senior Planner Allison Osterberg provided a presentation on the Martin Way Corridor Study. The Martin Way Corridor study is a partnership between many entities, bringing together Thurston County, the cities of Lacey, and Olympia, Intercity Transit, and TRPC. They all agree that Martin Way is one of Thurston County's most important urban routes, and they want to work together to develop a common vision for the corridor, and policies to support that vision as the corridor develops in the future. This accounts for of the many things the public will see going on within the corridor. For example, safety, bicycle and pedestrian facilities, transit, land use, access management and neighborhood connectivity.

Osterberg said the Martin Way Corridor is a really long roadway, and the focus is on the area from the Pacific Triangle where Pacific and State turn into Martin Way, all the way out to the intersection with Meridian and Yelm, and from Pacific to Marvin Road.

There have been many pieces bringing this project together. TRPC worked on a current conditions report looking at things influencing Martin Way. They recently conducted public outreach, a survey of residences and businesses. They brought in outside expert consultants to help with a market study of the corridor and transportation operations assessment that helps evaluate some of the transportation conditions on the corridor.

In 2021, TRPC did a first round of outreach with an online open house and focus group meetings with different groups. All of this information will influence an action plan that will develop the corridor, which is the ultimate product to come out of this project.

Osterberg provided a history of Martin Way.

- It dates back to the 1930's
- Was developed originally to be part of the state highway system and soon after that, the Federal Highway system.
- Designed to move cars faster and provide shorter/straighter connection between Olympia and Tacoma.

Most of the area that Martin Way went through at the time, was not developed. There was a lot of wetland areas, there wasn't the type of environmental protection like today.

Osterberg discussed Martin Way today. Over the past 80 years since Martin Way opened, the community has grown up around it, and it still functions as a critical east-west route, but it connects to large cities like Lacey and Olympia, and it's a lifeline for the region with a lot of surrounding homes, schools, and major medical center. Since I-5 opened up in the 1960's it's no longer the only or the fastest way to get across town.

Approximately 9,000 people now live within the corridor, and it's been a major economic driver for the region, with more than 11,000 jobs. When many think about Martin Way, they often think about the big box stores like the Home Depot and Lowe's. However, most of the businesses on Martin Way are small, with five or fewer employees, and there's a real mix of the type of businesses that are out there - retail, restaurants, government offices, health care, etc.

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It's a major transportation route. There are 40,000 vehicle trips per day and particularly relevant to Intercity Transit it's an enormously important route. There are seven transit routes that run along Martin Way, about a quarter of all IT riders pass on Martin Way at some point, and it accounts for about 27% of total IT ridership.

Martin Way Corridor, when compared to the region as a whole is one of the most diverse parts of Thurston County. There's a higher proportion of people who live on Martin Way who identify themselves as a person of color. There's a higher proportion of people who speak languages other than English, higher proportions of people who are renters than we see in other parts of the county. Parts of Martin Way are areas with some of the biggest environmental health disparities and outreach.

There's a lot of different users using Martin Way. While conducting the Current Conditions Assessment they found challenges people face include problems with sidewalks. There are gaps in that sidewalk network. There are bike lanes on Martin Way, but those bike lanes consist of one little line, and people biking there don't feel comfortable.

There are ways to get across Martin Way, but often those crossings are widely spaced, and it can be challenging for people to get across – they have to walk a long way to get across.

There are a lot of access points to Martin Way, so when looking at the collision patterns on Martin Way, there are a lot of side collisions. There's a lot of anxiety about making left turns in and out of businesses, and that that creates some safety concern for people driving, and also for people walking and biking.

Osterberg talked about land use on Martin Way. Looking at current land use on Martin Way, there's a really wide variety of land use out there. There are businesses that have been there since the 1930's and are landmarks. And there's a lot of new development of new housing and apartments.

There are places with low density, either helping develop neighborhoods like Tanglewild and Thompson. There are parts of the corridor across the three streams along its length and there are a lot of wetlands associated with that. A lot of environmentally sensitive areas are these big areas, sort of open space that bring a lot to the community, but they also can pose challenges, and TRPC is trying to plan for transportation.

Osterberg reviewed the Market Study, that included looking at what type of development might be most possible on Martin Way. The market looking ahead for housing on the corridor is good. The type of housing they're likely to see is multi-family but it's still at a relatively low density and a lot of that gets tied to the cost of parking. The consultants said the type of housing on the corridor in the near future without any changes consists of three to four stories. But still two to three stories most likely with outside surface parking.

When conducting outreach last year, they asked people what they would like to see more of on Martin Way, and people want to see more public amenities. People use the corridor a lot to get access to services, retail and restaurants. There is an interest in having more housing and offices, etc. On the street side of things, people would like to see that complete

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sidewalk network, and safe crossings. There's also interest in a thoughtful approach to aesthetics and more landscaping along the corridor.

Osterberg said the study identified key needs and goals. They'd like to find a way through the study and then through the work that comes out of it to improve safety for all users of the corridor and all different modes of travel - walking, biking, and driving.

There needs to be support for inclusive growth. As the corridor grows, how do we make sure that it continues to be a place that's not pushing people out and keeping an affordable space for people and the types of businesses that are there now. To do that they're going to need to balance the needs of different users. A lot of people use Martin Way for a lot of different reasons, and some of those things are going to be challenging to balance. They need to increase connectivity so how people can get across the corridor and how the neighborhoods around Martin Way can connect to other parts of the region.

Osterberg talked about the future of Martin Way. Using TRPC's population projections and employment forecast, they see population on the corridor is going to increase significantly. Regardless of any decisions made coming out of this project Martin Way will change. We'll see more than 50% increase in population, significant increase in employment, and more multi-family development and with all of those new jobs and new people, it's likely to lead to more congestion on the corridor.

Osterberg reviewed what the Martin Way corridor would look like if no changes were made, and that includes transportation improvements that are part of the transportation improvement plan on the books now and planned for the near future.

When TRPC looked at the transportation operations analysis, they saw that those improvements are many of which are focused on addressing congestion of major safety issues, but mostly focused on improvements for vehicle travel. There is some improvement to traveling the corridor when considering how long it takes to drive, but overall, there wouldn't be a lot of changes in the feel of Martin Way from how it is today. There would likely be more transit times overall, because there are more people using the corridor. There will be a lot of the sidewalk gaps that we have today, because development in some of those environmentally sensitive areas is unlikely to lead to the frontage improvements seen in other places and there would continue to be unprotected bike lanes.

The existing future on the land use side, expect to see a similar look and feel, a more significant increase in population, and more than 2,000 housing units on the corridor, many of those in multi-family affordable units for people making 80% or less of the area median income. There will be about 230 acres of redeveloped land, but unlikely to see any new public amenities on the corridor.

Osterberg talked about the Sustainable Thurston Target, which presents a challenge for the region beyond Martin Way, as part of the sustainable planning project. During the community-wide discussion a number of years ago set a vision for how we wanted our community to look and feel in the future, and one of the targets was tied to land use, talking about urban centers and corridors. They'd like 72% of housing within our urban areas to be located within a half mile of an urban center or corridor. We're know 49% of our urban housing is located at the center of corridor. When looking at projecting out of that track

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now, that is likely to increase to about 57% but still falls short of the overall regional goal of 72%. It's also part of the regional strategy around climate change, and targets are one of the strategies in the Thurston Climate Mitigation Plan to help reduce vehicle miles traveled, and emissions from car travel.

The vision for the Martin Way corridor is to become an attractive mixed-use high-density residential and commercial area where people enjoy walking, shopping, working, and living. Over time it will transition away from automobile dominated use to a more pedestrian friendly streetscape that encourages biking and supports high-capacity transit.

Osterberg talked about Martin Way alternatives. When they started looking at alternatives to evaluate, there were a number of different performance metrics. They wanted to see how different strategies on the transportation side might improve safety, affect access to businesses, and affect people traveling by different modes, by car, bike, transit or walking.

On the land use side, they tracked how to change the amount of housing on the corridor, how affordable that housing might be, and overall, how the look and feel of the corridor might be and how we might be able to increase community engagement.

Regarding transportation alternatives they looked at what they refer to as minimal improvements, and what small investments can be made that would improve safety without requiring major reconstruction. They ramped that up and asked what a more moderate improvement would be at key locations that would improve safety, and mobility for all users. Then went a step above that and looking corridor-wide what can we do that will be a real game changer from the corridor and improve things on the corridor.

Those minimal improvements included:

- Painted buffer between traffic and bike lanes
- Shared use pathway with protected barrier between I-5 and Carpenter Road
- Driveway consolidation (access management)

Moderate improvements are:

- 10' sidewalks throughout
- Physically buffered bike lanes and improved crossing/pavement markings at Lilly, Sleater Kinney, and Duterrow
- Driveway consolidation
- Midblock crossings where warranted
- Roundabouts at Pacific, Lilly
- Bus pull-outs converted to in-lane stops

Mighty Improvements look like:

- 10' sidewalks throughout with improved pedestrian crossing at Duterrow
- Physically buffered (and wider) bike lanes and improved crossing/pavement markings at Lilly, Sleater Kinney, Duterrow
- Driveway consolidation (access management)
- Midblock crossings where warranted
- Roundabouts at Pacific, Lilly
- Bus pull-outs converted to in-lane stops
- Business access transit (BAT) lanes between Pacific and Marvin

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Land Use Alternatives:

- **Nodal Development: Affordable Housing Focused** – concentrate land use interventions at nodes to increase affordable housing options
- **Nodal Development: Maximum Redevelopment** – concentrate land use interventions at nodes to maximize redevelopment
- **Corridorwide Continuity** – implement land use interventions that enhance consistency along the entire Martin Way Corridor

Land Use Tools:

Involve more regulatory approaches, like looking at zoning and development regulation. What we saw in focus group interviews, and from the market study is that the zoning and development regulations on the corridor aren't what's limiting the type of development consistent with the vision, it's that the market conditions aren't quite there to support it. It will be necessary to see a different kind of pattern on Martin Way will be more of the tools that are around either financial tools that are different types of civic investments or creative public private partnerships.

What They Learned:

- Overall, moving forward with the status quo means the vision for Martin Way is not likely to be attainable in the next 25 years
- Interventions in transportation issues can improve safety and mobility for all modes of travel (car, bus, bike, and foot)
- Interventions in land use can build vibrancy, investment, economic activity, and accommodate growth

Next Steps:

- Online open house and survey open through May 31<sup>st</sup>
- Fall 2022 Corridor Action Plan

Osterberg answered questions.

Vazquez asked how do we affect an agreement between the jurisdictions that have the most to gain? How are we going to get there, because getting the funding right and having a shared understanding and vision for how much we want to invest and what we want to change will help secure grants or pursue the opportunity to create a funding district.

Osterberg replied that's the idea of where we end up coming out of this project. Laying that foundation for how all of the partners to move forward to put all those pieces of funding together. They want to get through looking at all alternatives and want to get feedback from these presentations with policymakers and the public about what they would like to see moving forward. Then working with staff and policymakers to hone in on the things to put into an agreement.

Belk applauds some of the alternatives around which developments can be emphasized and encouraged and incentivized and get these nice community assets centered around transit stops that service that corridor. Is it worth acknowledging or to what extent can

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jurisdictions find opportunistic nodes? He likes how the four nodes along the corridor have been identified as it stands now – those make sense in the current land use patterns. But to the extent Intercity Transit continues to invest in The One or if that evolves into BRT type service or BRT light, and we put more emphasis on these station locations based on what we see with The One and how far would we expect people to walk to this enhanced service that we'll end up with more than four high quality transit stops for that corridor bus option.

We'll have nodes potentially to encourage more intense smarter development but recognize that in zoning there's opportunities to have polices that within 800 feet of existing high frequency transit stops that we can allow more density or a different type of development if the market were there to introduce new nodes as they would organically develop.

Belk said having rented and experienced the housing market over the last year, it's important to seize every opportunity to increase housing in this community. It's evident the market is ill equipped to provide enough housing at a rate that provides for everyone who needs it which is everyone. We need to incentivize everything we can in these nodes, but also seize every opportunity that exists in between the nodes especially where we've invested in a transit stop. This corridor is ripe for development, and there are a lot of great existing businesses and fantastic services provided along the corridor, but there's a lot of room for more of everything – housing, mixed-use and commercial development. In his opinion everything under the sun that can be done to increase housing should be incentivized. We can't afford to get behind on housing. He liked the slide showing the pros and cons of different levels of investment regarding transportation because it's important to acknowledge that with transportation alternatives there's a trade-off to be had between a business access transit lane or not providing that more exclusive bus lane usage. Given it's the public right of way, and the public consists of people, it would be worth emphasizing that the opportunity for maximizing people movement in the corridor under that type of option versus if you don't allocate space for high frequency transit.

Belk asked can we still provide density opportunistic nodes around transit locations that don't happen to be in some kind of centerpiece node.

Osterberg said they picked some nodes for the purposes of doing the analysis. We picked the ones that we thought would make sense, but also create a little bit of variety. If the partners feel coming out of this project that we would want to get an approach if that's the outcome we get when we want to take an approach, what does that really look like? What are those actual boundaries? What are the specifics of where they occur, and how they get created? It looks different than what we draw a map. It's to give an idea of what might be possible on Martin Way. The conversation is about how to move people most effectively, and that might mean providing a bigger emphasis on how we move people through transit, including bus rapid transit, as opposed to how the corridor was originally designed which was how fast can we move cars.

Vazquez said along the same lines of what Belk said about housing affordability, are there things that jurisdictions can do to make it more likely that developers would be interested in building pedestal multi-family residential units versus some of the less dense options where there are only one or two stories with a lot of on-surface parking, which is not very dense, and very expensive in terms of land use.



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Osterberg replied there are things that jurisdictions can think about. One thing that comes up are parking requirements. Looking at Martin Way, there's a lot of parking and those parking lots are put right up front along the street. Parking is expensive for developers – they need to set aside a lot of space that would otherwise be used for something that would be bringing in income. Emphasizing the requirements for parking is one thing that our consultant said would help things pencil out. Another thing is to reduce the cost of the land, but another thing that helped war zones, the multi-family tax exemption, that's another tool that helps all those little pieces. Often there's a lot of stormwater and frontage requirements that might be done to redevelop a site. Coming to some kind of agreement with the city or the county on a development that would do things that we might want to see and help offset those costs instead of having private developers carry all of it might be something that would be enticing.

Vazquez asked if parking requirements either didn't exist or were much diminished, would developers cease building multi-family residential use developments with parking?

Osterberg replied it's not just that we can take away the requirements. As a community we drive to get places. When we talk to people on the corridor about why they live or located their business on Martin Way, it's because it's easy to get there by car. That's the way it was set up to be, but as we continue to grow as a region, what we know is that relying entirely on expecting every person to get to every location by driving themselves in a vehicle creates inefficiency and uses up a lot of our most valuable land that we could be using for housing or economic development, and its tradeoff we're making. She doesn't think we can just change the regulations because developers want to offer a product that people are going to want, people are used to there being parking. It's a broader change than just a regulatory one.

Belk added to the parking requirements waiver and referred to living in an apartment in Portland that didn't require parking. Portland didn't waive parking for any and all development and nor can we, but certainly we can craft a policy around transit and around transportation alternatives. In Portland, if the apartment building was within a certain distance of a high frequency transit stop then there would be an opportunity to waive parking requirements. By not having to provide the space, parking is costly to provide for, that, reduces the development costs and helps it pencil out. Belk said there's a balance to be had to incentivize less parking spaces in it helps lower development costs, and we're not allocating as much space to the cars, which is costly, and it can fit in certain context if people have other good options they may not find that they need cars that often. There should be room in the conversation with a blanket policy there's still opportunities for injecting that kind of incentive.

Gilman said Olympia made a pledge to have a 60% carbon reduction by 2030 and to be net 0 by 2040. So even the mighty options in this scenario are not a transformation and there's still improvements on an auto dependent retail corridor and auto dependent housing. Gilman's not sure how this will be reconciled but hopes there'll be room in the conversation to consider more transformational options, so the Sustainable Thurston and regional climate and regional housing conversations are reflected in these development decisions.

- B. Adopt the 2023-2026 TIP.** Eric Phillips presented the final 2023-2026 Transportation Improvement Program, that includes the listing of all the capital projects that IT anticipates

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will receive some share of federal funding over the next four years. This year's program is typical to our policies and included a public hearing at the April 20, 2022, Authority meeting. No additional public comments were received. This year's list of projects includes the typical list of projects that we brought forward in the past.

There was one update to the list of projects to the northeast Lacey operational project added this year. The cost estimates of that project were updated as it moves forward, and has a significant amount of traffic control, which when we ran the numbers, staff bumped that up to make sure to be in the right ballpark for any future ask on that project.

**It was M/S/A by Citizen Representative Melnick and Commissioner Mejia to adopt the 2023-2026 Transportation Improvement Program for projects with anticipated Federal funding.**

- C. LTC Roof and Gutter Upgrades Contract Award.** Procurement Coordinator, Tammy Ferris, requested authorization to execute a contract with Washington State Department of Enterprise Services for roof and gutter upgrades on the Lacey Transit Center shelter stations.

The original design of the gutter system for the three (3) shelter stations at the LTC is significantly undersized and shows evidence of corrosion and leaking. Earlier this year, staff engaged MSGS Architects from the DES On-call A&E contract to design a new roof and gutter system with adequate capacity for our regional rainfall.

MSGs finalized the design and construction documents in mid-April. DES advertised for Request for Bids on April 19, 2022, for the construction and improvements on the shelters of the LTC property. DES received one (1) bid by the submittal deadline of 3:00 p.m., on May 12<sup>th</sup>. The bid submitted by Emtech, LLC in the amount of \$179,470 was determined to be a responsive and responsible bid. Our analysis indicates that Emtech, LLC is a reputable and competent contractor.

Accordingly, staff recommends granting approval authority to the General Manager authorizing DES to move forward with the award and administration of the LTC Roof and Gutter Upgrades project in the amount of \$179,470, which includes 10% in contingency.

**It was M/S/A by Councilmember Vazquez and Citizen Representative Belk to authorize the General Manager to approve funding in the amount of \$179,470.00 to have DES enter into a contract for roof and gutter upgrades on the Lacey Transit Center shelter stations with Emtech, LLC.**

- D. Transit Center Security Services Contract.** Procurement Coordinator, Katie Cunningham, requested the approval of a new 18-month contract to PalAmerican Security, Inc. for Transit Center Security services.

Intercity Transit has traditionally retained contracted security services to provide additional support to the public at our major facilities. Historically, these services have been increased or decreased based on staffing needs and Intercity Transit's need for supplemental support. Our current Transit Center Security Services contract was originally executed in June 2019, and the current term is due to expire on June 30, 2022. Since 2019, the need to provide

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heightened protection and safety at our property has increased substantially and now includes around the clock coverage of the Pattison campus and leased parking lots. Such an increase in scope, coverage and overall contract value has prompted a rebid consistent with best procurement practices.

Intercity Transit released a Request for Proposals (RFP) for Transit Center Security Services on March 2, 2022. The RFP specified daily unarmed security services at the Olympia Transit Center, Lacey Transit Center, and Pattison Street Facility. The proposed contract as presented will provide for approximately 2,720 hours of security services each month. The Olympia Transit Center will be staffed with two (2) security guards 24 hours per day, the Pattison Street Facility will be staffed with one (1) security guard 24 hours per day, and the Lacey Transit Center will be staffed with one (1) security guard 16 hours per day on weekdays and 15 hours per day on weekends.

A total of nine (9) proposals were received by the submittal deadline of March 24, 2022. Proposals were evaluated by the Fleet and Facilities Maintenance Director, Facilities Manager, Fixed Route Manager, an Operations Supervisor, Customer Service Supervisor, and procurement staff in accordance with criteria established in the RFP. Based on the evaluation of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that PalAmerican is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit to perform Transit Center Security Services.

Proposal and interview information indicates that PalAmerican is a sound firm and that its employees receive a fair living wage and benefits. The firm provides services to multiple public transit and other high-traffic, public entities including TransLink, Phoenix Transit, and Premera Blue Cross. Staff believes PalAmerican will provide professional and valuable security services at Intercity Transit Facilities at reasonable rates and recommends approval of the contract award. To better ensure success, staff is also recommending an 18-month initial contract term to provide PalAmerican adequate time to get acclimated and Transit sufficient time to assess their performance prior to contract extension.

**It was M/S/A by Commissioner Mejia and Citizen Representative Belk to authorize the General Manager to execute an 18-month contract, with four one-year renewal options, with PalAmerican to provide Transit Center Security Services in the amount of \$1,530,000.00**

### COMMITTEE REPORTS

- A. **Thurston Regional Planning Council met May 6, 2022.** Sullivan said the Council received an overview of the 2022 update to the Federal Transit Safety Performance Measure Targets. TRPC is required to adopt the transit safety performance targets as the Metropolitan Planning Organization for Thurston County. The Council will be asked to adopt the updates at the June 3 meeting. The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11030/A6\\_Federal-Transit-Safety-Performance-Measures](https://www.trpc.org/DocumentCenter/View/11030/A6_Federal-Transit-Safety-Performance-Measures)

Deputy Director Veena Tabbutt reviewed the draft TRPC Outreach Compensation Policy and Procedures and asked for Council feedback. The purpose of the Outreach

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Compensation Policy and Procedures is to establish policy and procedures for compensating committee and board members, and individuals participating in outreach activities. The intent is to increase participation in outreach activities and select committees. The full presentation can be found here:

[https://www.trpc.org/DocumentCenter/View/11031/A7\\_Outreach-and-Compensation](https://www.trpc.org/DocumentCenter/View/11031/A7_Outreach-and-Compensation)

Veena Tabbutt provided an overview of the Call for Projects Update: Set Asides, Funding Caps, and Public Process. The reason for the update is to:

- Provide a more direct tie to performance goals and targets.
- Provide a competitive process with clear and transparent project eligibility and evaluation criteria.
- Continue to position the region to meet obligation targets and be eligible for redistributed funding.

Staff will continue to work with the Technical Advisory Committee on refining criteria before this topic is brought back to the Council. The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11032/A8\\_Call-for-Projects-Funding-Caps-2022](https://www.trpc.org/DocumentCenter/View/11032/A8_Call-for-Projects-Funding-Caps-2022)

Amy Hatch-Winecka, WRIA 13 Salmon Habitat Recovery Lead Entity Coordinator, provided an update on salmon habitat recovery activities in South Puget Sound. The goal is to restore salmon in the WRIA 13 Deschutes Lead Entity. The full presentation can be found here: <https://www.trpc.org/DocumentCenter/View/11029/WRIA-13-Lead-Entity-Presentation-5-2-2022-TRPC>

Council received additional information on the Martin Way Corridor Study. The Martin Way Corridor Study is a joint planning effort between TRPC, Thurston County, the City of Olympia, the City of Lacey, and Intercity Transit. And Councilmember Wheatley provided an update on the Puget Sound Regional Council Growth Management Policy Board meeting. <https://www.trpc.org/DocumentCenter/View/11046/Growth-Management-Board-Update>

- B. Transportation Policy Board met May 11, 2022.** Melnick said Marc Daly presented the organizational change as a new position forthcoming for TRPC to get input and two of the most longstanding senior employees at TRPC are leaving the organization – Veena Tabbutt is leaving in September; and Karen Parkhurst is leaving early next year. Melnick feels a lot of institutional knowledge that has accumulated over the years will leave with these two women as they leave the organization.

Chair Ryder discussed the Federal Infrastructure Package, noting this is a rare opportunity to fund regional transformational projects and programs. He proposed identifying additional staff resources to track funding opportunities; review jurisdictional and regional projects and needs; and package compelling transformational applications.

Marc Daily discussed options to support member organizations in coordinating and developing regional applications for federal grant opportunities due to the Bipartisan Infrastructure Bill (BIL).

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The two options presented were:

- Hire a part time project Senior Planner at TRPC; or
- Hire a consultant to perform the coordination and grant application support scope of work.

TPB recommends that TRPC use the \$100k of contingency funds identified in the Unified Planning Work Program (UPWP) to hire a temporary staff person. Council will discuss TPB's recommendation at their June 3rd meeting.

Senior Planner Katrina Van Every provided an update on the High-Capacity Transportation Study, which will create a roadmap to move toward future high-capacity transportation options. In addition to the High-Capacity Transportation Study effort, TRPC received \$250,000 in the state Supplemental Transportation budget to conduct a study to look at options for multimodal high-capacity transportation to serve travelers on the I-5 corridor between Thurston and Pierce Counties. The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/11071/A8\\_High-Capacity-Transportation](https://www.trpc.org/DocumentCenter/View/11071/A8_High-Capacity-Transportation)

Melnick noted the technical advisory committee, a consultant and staff are meeting to discuss the future of this study. Melnick said there aren't any meeting notes and recommended there be some way to capture detailed notes or something in writing about what the group is working on.

Veena Tabbutt provided an overview of the Call for Projects Update: Set Asides, Funding Caps, and Public Process. Melnick said TRPC has done a superb job over the past year and a half coming up with a more objective analysis of what the various needs are. Individual stakeholders submit applications and then TRPC runs them through this process. It is a much more thorough process. Melnick heard rumblings that some of the stakeholders don't like the outcome because they're funding went down, and others went up.

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

The Pattison Street North Parcel Construction Project continues to go well, as does the design work for the remainder of the project, referred to as the South Parcel. There is a lot of activity, and IT has a great team comprised of Intercity Transit staff, Forma, Stantec and DES. Another tour of the facility is planned sometime in June.

Freeman-Manzanares thanked the TRPC staff (Allison Osterberg, Aiden Dixon, Katrina Van Every and Karen Parkhurst) for presenting and being present at both the CAC and ITA meetings to share important information about the Martin Way Corridor study. We encourage everyone to take part in the survey.

A new class of Operators begin training June 6, 2022.

Freeman-Manzanares gave a shout-out to Authority member, Councilmember Brian Hess from Yelm. He has been chatting with folks associated with JBLM who are preparing to transition to civilian life and staying in the area, and recommending they get their CDL from Troops into Transportation and apply to Intercity Transit to be a bus driver. This is very much appreciated as we need additional staff to be able to support service on the street, and it's imperative that we recruit additional individuals so IT can fulfill the promises made in Proposition 1 and fulfill

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the Authority-approved Strategic Plan. It is incredibly frustrating and disappointing to have the funding to deliver more service but simply do not have enough people to deliver that service.

The State Audit process has begun, and we thank Chair Gilman for taking care of the entry audit conversation. Suzanne Coit, Chief Financial Officer, is retiring in July and she requested we get on the state audit schedule as quickly as possible so we could complete our audit before she leaves. The Olympia office typically does our audit, but had no availability, however, the audits are being done remotely, and Coit asked if it was possible to look for a team in another part of the state to get this done as quickly as possible. Freeman-Manzanares recognized Coit for her many years of outstanding service to Intercity Transit and the community as well as her "above and beyond" actions ensuring she leaves Intercity Transit well as she moved into retirement.

Staff will start the Resolution process in June to comply with new state funding requirements for individuals 18 and under to ride public transportation for free. Intercity Transit has a resolution for zero fare on bus and paratransit service, however, do not currently have such a policy for vanpool, and without that, IT is not eligible for state funding. Currently, we do not have vanpool riders who are 18 and under.

Within the next month staff will reach out to the CAC and the Authority for feedback about IT's "going digital" campaign. IT stopped printing bus schedule books during COVID because bus schedules were changing quickly and IT continues to experience change, and is approaching another change trigger point, which is the construction season. Going digital will allow IT to be more nimble informing customers of schedule changes and be more environmentally friendly. Since December 2021, staff has been talking to passengers about going digital effective September 2022. This will allow us and the community to take advantage of the investment in our website, GovDelivery and the new CAD/AVL system, which is in the final installation process. There is a new app that comes along with the technology improvements of the new system, which is far more accurate than what we are utilizing today. Intercity Transit does not intend to leave anyone behind, and staff has been working with individuals who might have difficulty accessing the information and has been training with social service agencies and schools.

The website allows for printing the schedule(s) one might need, rather than requiring everyone take the entire booklet, and we are printing schedules for those who still need them. We are looking at videos to teach individuals how to utilize the system and utilize focus groups to test. We are looking forward to getting feedback and ensuring our staff and customers gain the benefits of the investments we are making.

We recognized Dan Savage this evening for taking second place in the National CTAA Roadeo competition in Louisville Kentucky. The Roadeo is meant to test all the skills a driver possesses and enhances our focus on safety.

It's worth mentioning the depth of talent within Intercity Transit. In 2019, in addition to Savage taking first in BOC, Operators David Randall took 2<sup>nd</sup> place in the 35' coach category, Rob Wood took 1<sup>st</sup> in 40' coach, and our Maintenance Team (Joe Bell, Grant Swidecki and James Bush) took 1<sup>st</sup> place. Because of all this success, Intercity Transit was awarded the Grand Champion designation for the fifth year in a row. At the last APTA International competition

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held in 2019, our Maintenance Team took 13<sup>th</sup> in North America, and Rob Wood took the 40' coach competition, and won the title of the Best Driver in North America. IT's combined score earned second place for overall achievement in North America between two much larger systems: Oakland and Dallas.

Staff is in the process of applying for the APTA Outstanding Public Transportation System Award showcasing all that has been accomplished over the last three years. APTA will announce the award at their Fall conference being held in Seattle.

On Monday, May 16, 2022, we were notified by Congresswoman Strickland's office that IT's Zero Fare Bus Stop Access Improvements grant application was selected as part of the fifteen submissions for the FY 2023 Community Project Funding (CPF) request. Those applications will go before the House Appropriations Committee, and we expect to hear something anytime between three and nine months.

### AUTHORITY ISSUES

Melnick was impressed with the Martin Way Corridor Study presentation, and with Vazquez's observation, and for Belk's mention of the Portland area. Melnick said Portland is a much bigger area than we are, but it gets pretty good marks for regional management.

Melnick said he had to replace his ORCA card because the new ones are being bought out.

Gilman said he'll attend Bike to Work Day, Thursday, May 19. You can find him at the corner of Harrison and Division from 7 a.m. to 9 a.m. with OCR, coffee, Bread Peddler pastries, and some swag. Duncan Green wants to make sure people understand that in this hybrid environment, you can still ride your bike by between 7 and 9 a.m. and receive full credit.

Pierce gave a shout out to the Information Services Team and everybody who supports them because of their ability to take care of technical problems quickly. This is the kind of quality IT has all over the system that will help IT's chance to win the APTA Best Transit System award.

Pierce is looking forward to Intercity Transit's local Rodeo in July. She said the Rodeos are a lot of fun, and it's amazing to observe the maneuvers the Operators perform with a bus.


### ADJOURNMENT

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:46 p.m.**

INTERCITY TRANSIT AUTHORITY

  
\_\_\_\_\_  
Clark Gilman, Chair

ATTEST

  
\_\_\_\_\_  
Pat Messmer  
Clerk to the Authority

Date Approved: June 15, 2022

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

## SUMMARY OF PUBLIC COMMENTS

### Mask Mandate on Buses

(Comments received by May 18, 2022)

Date/From	Comment	How Received
<p>5/16/22 Lucia Kamp</p>	<p>To whom it may concern, My name is Lucia Kamp and I am submitting a public comment in favor of returning the mask mandate on public transport. The bus is the only form of transportation for many people, and some people who rely on it are immunocompromised. With the roll back of mask mandates on transport the bus becomes no longer accessible for immunocompromised people. This puts people in the position of having to put their health at risk to get to work, the store or appointments. Masking is a communal responsibility and we should all be masking up for those most vulnerable in our communities. This is especially true for buses which are a necessity for people. Thank you, Lucia Kamp</p>	<p>Email <a href="mailto:luciakamp@gmail.com">luciakamp@gmail.com</a></p>
<p>Georgia Aust 5/16/22</p>	<p>I am writing in support of reinstating the mask mandate on Intercity Transit buses. Universal mask use not only helps stop the spread of COVID and protects public health, it also makes the buses more accessible to disabled people, who cannot risk riding with unmasked passengers.</p> <p>I know we're all tired of the ongoing pandemic and long for a "return to normalcy" but the truth is that the COVID 19 pandemic rages on. While those of us who are vaccinated feel like we can breathe easier, disabled community members who cannot get vaccinated are living with an even greater threat than before as mask use declines. Let's all do our part to make public spaces safe for everyone and show our disabled neighbors that they are not forgotten.</p> <p>Sincerely, Georgia Aust</p>	<p>Email <a href="mailto:georgia.aust@protonmail.com">georgia.aust@protonmail.com</a></p>



<b>KC Illustration 5/17/22</b>	<p>Hello,</p> <p>I'm an immuno-compromised person. I have been afraid to take public transit since masks haven't been required. The purpose of masks is to protect people, like myself, but also they protect everyone.</p> <p>Authorities should never say "no one has to wear masks anymore" during a pandemic much like authorities would never say "no one has to stop at stop signs anymore." We don't just stop at stop signs to keep ourselves alive, we do it for others. These measures keeps us all safe and secure as we get around. It feels like everyone has forgotten that this is also what masks do.</p> <p>If some people ignored red lights because it was more convenient, we'd all be in trouble. People would constantly get hurt. Employees would suddenly disappear. The hospitals would be fuller, resources stretched thin. The harm would be very obvious. The harm experienced by unmasking too soon is not as obvious to the individual, or made known to the public, but can be just as detrimental to our public health infrastructure, our workforce, ultimately, to everyone. Starting with immuno compromised people like me.</p> <p>I see unmasked people as reckless drivers who say things like "I'm healthy, I have insurance, this is my right" I feel in constant danger, lacking resources and support from my city. I feel invisiblized. The virus continues on and on and we continue to crash into eachother spreading the infection and elongating the pandemic with no end in sight and a very large body count.</p> <p>No one is happy about the pandemic. There are a lot of additional things I could personally use to make my life easier, but ultimately, unmasking in public places is unjustly taking something away from me.</p>	<b>Email</b> <a href="mailto:illustrationactivism@gmail.com">illustrationactivism@gmail.com</a>

	<p>I feel like our city is constantly overlooking people who experience harm or hardship with the implied suggestion that it's peoples personal responsibility to live well. There has been a narrative of "you've brought your circumstances on yourself." I see it with homelessness and mental health crises the most. it's cruel and it's wrong. During the pandemic that line of thinking has leaked into our systems, our laws, our enforcement (or lack there of) and even into our transit. Its so scary to suggest the harm that befalls me when you take away basic safety measures is my own fault, or my responsibility. I know it's a bigger narrative than just our city, or transit system, it's work we have to undo societally. The point is the same; It's all out of my hands and the quality of my life is deteriorating because of it.</p> <p>Please help curb the wrecklessness of this pandemic. We have to be in groups sometimes and we need basic measures of safety to do it well. Please require masks on the bus.</p> <p>Thank you for reading, it means a lot.</p> <p>Kidd C Author and illustrator in Olympia, Wa on nisqually squaxin land</p>	
<p><b>Devon D</b> 5/17/22</p>	<p>Please bring back masks required on busses! Thank you, Devon D. - concerned bus rider</p>	<p><b>Email</b> <a href="mailto:devonimation@gmail.com">devonimation@gmail.com</a></p>
<p><b>Mi Di</b> 5/17/22</p>	<p>I'm writing in to voice my support for instituting a mask mandate on Intercity Transit busses. Requiring masks for all on the bus helps keep vulnerable people safe from being un-consentingly exposed to COVID. A mask is not only a personal protection device, it also helps protect those around you from inhaling viral particles that you may be exhaling. Because it can be difficult to know exactly when you are contagious with COVID, requiring masks for all prevents folks from spreading the virus unknowingly. In addition, many</p>	<p><b>Email</b> <a href="mailto:collectiveliberationmagic@gmail.com">collectiveliberationmagic@gmail.com</a></p>

	<p>people have no other means of transit other than the bus, especially in our area since it can be quite spread out. We should not be punishing people who have no other options but to travel in public by increasing their risk of being exposed to COVID. Requiring masks for all riders increases safety and helps support the general wellbeing and health of our community. It is a smart move that is good for workers, riders and non riders alike.</p> <p>Thank you for your time.</p>	
?? 5/17/22	Please reinstate the mask mandate on public transit for the health of disabled people, the elderly and the general public.	Email <a href="mailto:relicriot@gmail.com">relicriot@gmail.com</a>
5/17/22 Amber Kennedy	<p>Hello,</p> <p>I'm writing to voice my concerns about Intercity Transit lifting the requirement to be masked while riding the bus.</p> <p>In my opinion, it was a premature decision that has put many people at risk. While a wide variety of people ride the bus, many people who do are disadvantaged or vulnerable to infection. For those people, riding the bus may be their only form of transportation. This means a person who may have a weakened immune system and limited access to healthcare is forced to be in close proximity to an infected and unmasked individual just to go grocery shopping or to go to a doctor's appointment.</p> <p>Personally, the bus is my main form of transportation. While I am relatively healthy, I do not want to be near any unmasked people, especially on a bus where it is impossible to maintain distance. I have had to limit my bus trips since the lifting of the mandate in order to feel safe. With the unpredictability of covid's severity, I cannot afford to get sick and miss work for an unforeseeable amount of time. More importantly, I do not want to risk spreading the virus to other people. I am wholeheartedly opposed to passing on a sickness that can cause death or disability.</p>	Email <a href="mailto:amberellkay@gmail.com">amberellkay@gmail.com</a>

	<p>Please reinstate the mask mandate for Intercity Transit. Covid cases are on the rise. While many things contribute to the uptick in cases, such as mass gatherings like ArtsWalk and people socializing more in general, I can't help but make a correlation between the increase and the lifting of the mandate. Since the mandate was lifted, I have seen crowded buses with unmasked people, some of who were clearly sick and coughing without covering their mouths.</p> <p>I think we have proved that leaving it up to the individual is NOT working. It's not about doing what's best for "you," it's about doing what's best for "us." We need mask mandates to keep each other safe.</p> <p>Thank you, Amber Kennedy</p>	
<p>5/17/22 Noah Goldman</p>	<p>Hello:</p> <p>I am an immuno-compromised resident in Olympia who has relied on Intercity Transit for years for traveling to achieve my basic needs. However, with the removal of the mask mandate, it has made the buses unusable for me. Scientists at the <a href="#">Laboratory for Fluid Physics, Pattern Formation and Biocomplexity</a> found that one-way masking reduces the efficacy of protection for the said mask wearer by a significant amount. <a href="#">With new variants floating around that greatly evade vaccination</a> and are as infectious as measles, it is only a great injustice that transit does not require masking. I now have to rely on other means of transportation because Intercity Transit buses are now inaccessible and unsafe for disabled people due to a lack of mandatory masking. Please bring back the mask mandate so that disabled people can use the buses again without having to risk death.</p> <p>Thank you.</p>	<p>Email <a href="mailto:noahbgoldman@gmail.com">noahbgoldman@gmail.com</a></p>

<p>5/18/22 Alice Rosewater</p>	<p>Here is my comment for the Intercity Transit Authority meeting today:</p> <p>“I moved to Olympia in 2014 and since then, Intercity Transit has been my primary mode of transportation. I rely on Intercity Transit every day, and have wholeheartedly supported every measure to increase funding to IT because I believe in free, <i>accessible</i> public transportation. I have never, ever been disappointed by Intercity Transit until last month, when a Trump-appointed federal judge struck down the federal mask mandate for public transportation, and IT fell in line with that flimsy ruling, abandoning its obligations to public health and accessibility, and almost literally throwing disabled and immunocompromised passengers under the bus. I work a customer service job where I spend eight long hours each work day facing the public. When the general mask mandate was lifted by Inslee, my job got significantly more dangerous, but at least I could breathe a sigh of relief on my long commute to work (from Northwest Oly to south Tumwater). I can’t do that anymore. Instead, I feel trapped, and I have to hope and pray that the person coughing right behind my head on a full bus complaining about a scratchy throat isn’t going to give me a virus capable of causing long-term disability and brain damage – a virus which has killed over a million people in this country <i>so far</i>, and which is still raging in our communities. That’s why Intercity Transit needs to correct course immediately and resume requiring masking. You’ve been the vanguard of public transportation before with your fare-free policy – I know you can do it again here. And to the drivers who have continued masking – thank you, from the bottom of my heart – you deserve better protections and more power at your workplace. The safer drivers are, the safer the public is, and vice versa.”</p> <p>Sincerely,</p> <p>Alice Rosewater she/they pronouns</p>	<p>Email <a href="mailto:alicerosewater@outlook.com">alicerosewater@outlook.com</a></p>

