

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 5, 2022

CALL TO ORDER

Chair Gilman called the October 5, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely, with an in-person component at the Pattison Street facility.

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 Yelm Councilmember Brian Hess; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

Members Excused: City of Lacey Councilmember Robin Vazquez; Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Ally McPherson; Pat Messmer; Eric Phillips; Jonathon Yee; Alex Auty; Ramon Beltran; Heather Stafford Smith; Brian Nagel; Nicky Upson; Rob LaFontaine; Tammy Ferris; Jason Aguero; Daniel Van Horn; Michael Maverick; Steve Swan; Kevin Karkoski; Mandy Simons; Claire Daniels; Drew Goffeney; Jessica Gould; Steve Krueger; Jana Brown; Lee Peterson; Josh Jacobs; Ann Xiong; Rob Rinehart; Roshan KC; Cameron Crass; Shem Sargent; Dan Savage; Rob Wood; Clinton Jimenez; Bryce Reinhardt; Sean Malay; Jonathan Reynolds; William Snyder; David Dudek; Bill Miller.

Others Present: Jeff Myers, Legal Counsel.

APPROVAL OF AGENDA

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

PUBLIC COMMENT: None.

PUBLIC HEARING

A. 2021 Annual Report and 2022-2027 Transit Development Plan (TDP). Planning Manager, Rob LaFontaine, said the forecast for the TDP for the next few years is a continued gradual stair step restoration of service following the COVID pandemic, and staff has done their best to forecast their labor resources and estimate that should everything go as planned, IT will potentially be able to restore somewhere between 15,000 and 20,000 annual service hours year over year. LaFontaine indicated no written comments for this hearing have been received.

Chair Gilman opened the public hearing at 5:35 p.m.

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

Intercity Transit Authority Regular Meeting

October 5, 2022

Page 2 of 6

RECOGNITION

A. Excellence in Transit / WOF and State Grand Champions. Freeman-Manzanares recognized the 2022 Excellence in Transit Winners (*Steve Krueger in Procurement; Leata Roberts in Operations; the Information Systems Team: Jason Aguero, Rob Rinehart, Daniel Van Horn, Alex Auty, Roshan KC, Lee Peterson, Shem Sargent, Josh Jacobs, Ann Xiong, Ramon Beltran*); and Wall of Fame recipient, *Christina Loomis, Travel Training.*

Freeman-Manzanares recognized the 2022 Washington State Public Transportation Roadeo Grand Champions. This is the sixth year Intercity Transit won the Washington State Grand Champion Award.

The Maintenance Team took First Place: Coach Technicians *Bryce Reinhardt, Sean Malay and Jonathan Reynolds*. Freeman-Manzanares also recognized Maintenance Supervisor, William Snyder and Mechanic, James Bush, who provided training and coaching to the team. Also, Snyder stepped in to organize and oversee the entire maintenance event. The lead staff person at the host agency suffered a personal loss and William stepped in during the last weeks to organize and run the event.

Our Operators took First Place: *Dan Savage* for Body-on-Chassis; *Clinton Jimenez* 35' Coach; and *Rob Wood* 40' Coach.

Freeman-Manzanares recognized Operations Supervisor, David Dudek, who was the Chair of the State Roadeo Committee and Operations Supervisor Bill Miller. Both have been tremendous advocates and their hard work has led to this great outcome.

Freeman-Manzanares also recognized family members who supported the effort. Shanika Miller (who is now officially on the Roadeo committee); Susan Wood; Lilian Dudek; Ann Savage; Shelly Lazaro-Jimenez; Nanci Snyder (who helped judge the maintenance event); Jennifer Malay; Jennifer Reynolds; and Annie Reinhardt.

Freeman-Manzanares also thanked ITA Board Member, Sue Pierce for her support of the team locally and in Spokane.

Freeman-Manzanares thanked the Port of Olympia for allowing IT to practice at the airport, and to LOTT for allowing IT to use space to host the Regional Roadeo.

STAFF INTRODUCTIONS

- A. Claire Daniels and Drew Goffeney, Associate Planners** (*Rob LaFontaine*)
- B. Mandy Simons, Travel Training Coordinator** (*Kevin Karkoski*)

APPROVAL OF CONSENT AGENDA

Intercity Transit Authority Regular Meeting

October 5, 2022

Page 3 of 6

It was M/S/A by Sullivan and Mejia to approve the consent agenda.

- A. Approval of Minutes:** September 21, 2022, ITA/CAC Joint Meeting.
- B. Payroll for September:** \$4,614,887.27
- C. Accounts Payable September:** Warrant numbers 35382-35391 dated August 26 in the amount of **\$70,778.90**; numbers 35392-35415 dated August 30 in the amount of **\$1,050,499.06**; numbers 35419-35463 dated September 8 in the amount of **\$700,809.09**; numbers 35464-35503 dated September 14 in the amount of **\$304,922.43**; numbers 35505-35552 dated September 21 in the amount of **\$2,986,066.76**; numbers 35553-35581 dated September 26 in the amount of **\$302,930.75**; for a total amount of **\$5,416,006.99**; and Automated Clearing House Transfers in the amount of **\$9,441.07** for a monthly total of **\$5,425,448.06**.

NEW BUSINESS

A. Schedule Public Hearing 2023-2028 Strategic Plan & Final Draft Strategic Plan.

Freeman-Manzanares said the Authority had a very rich conversation at the July 6, 2022, ITA meeting about updating the Strategic Plan. She is looking to the Authority for additions or subtractions to the draft Strategic Plan. She asked whether staff captured the intentions and policy direction of the Authority as shown in the draft Strategic Plan. Chair Gilman said the Authority is almost to the point of adopting final approval and asked the Authority if they felt the Strategic Plan will allow IT to accomplish what the agency is trying to achieve. There were no further comments or direction from the Authority.

It was M/S/A by Sullivan and Belk to schedule a public hearing on Wednesday, November 2, 2022, at 5:30 p.m. to receive comments on the 2023-2028 Draft Strategic Plan.

- B. Schedule Public Hearing 2023 Budget & Draft Budget Review.** Chief Financial Officer, Jana Brown, presented the draft 2023 budget. Brown said the draft budget reflects a total \$329,050,840 in available resources to fund operating and capital expenditures. The main revenue source is sales tax and is budgeted with a 0% increase of our 2022 revenue which is coming in 2% higher than 2021 actual revenues. It's keeping a conservative approach due to inflation and the third largest funding source is State and Federal grants received for operating and capital projects. It's reflecting an anticipated \$54M in grant revenues. The proposed operating budget for 2023 is \$94.5M which includes \$15.9M of rollover projects and \$2.5M new projects and the proposed capital budget is \$85.8M which includes \$1.4M in new projects and \$84.4M in rollover projects for a total proposed 2023 expenditure budget of \$183.3M.

New projects include:

Intercity Transit Authority Regular Meeting

October 5, 2022

Page 4 of 6

- NE Lacey Transit Terminal Facility Project
- Final Phase of Olympia Transit Center Improvements
- Dial-A-Lift Scheduling Software Replacement
- Enhanced Translation Services
- Enterprise Resource Planning (ERP) Software Review
- Additional three (3) Facilities trucks for expanded workplan

Projects continuing into 2023:

- Pattison Facility Improvement Project
- Bus Rapid Transit (BRT) Capital Program
- Alternative Technology Program
- Bus Stop Facility Improvement Program
- Martin Way P&R Express Direct Access
- Purchase of 12 Van Pool Vans
- Outreach Education Services
- Website Enhancement

2023 staffing additions:

- Information Services Help Desk Technician
- Senior Network Systems Analyst
- Network Systems Analyst
- Finance Manager
- Marketing & Communications Coordinator
- Two (2) Associate Planners
- Facilities Specialist
- Maintenance Analyst

Next steps:

- Set Public Hearing for Wednesday, November 2, 2022
- Confirm Draft Budget to be posted to website for public access and comment by October 7, 2022
- Spend the next 8 weeks preparing for the final budget adoption slated for the December 7 Authority Meeting.

It was M/S/A by Belk and Sullivan to schedule a public hearing on Wednesday, November 2, 2022, at 5:45 p.m. to receive comments on the 2023 Draft Budget.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

The City of Olympia Site Plan Review Committee made a recommendation to approve IT's request for a Conditional Use Permit for the final phase of the Pattison MOA Project. Formal notice of approval should come out by the end of the week and the

Intercity Transit Authority Regular Meeting

October 5, 2022

Page 5 of 6

decision will be considered final on October 31 which would be the end of the appeal period for the city's recommendation. This is another major positive step forward in this multi-year project.

Nine Operator candidates begin training on October 10, 2022. IT continues to seek Operator applicants and have seen a slight bump in applications hopefully associated with our campaign for Operators. We hope to conduct one more class before year end.

There were seven positive COVID cases among staff in the first five days of October. Human Resources continues to monitor and ensure employees and passengers are safe.

IT is sponsoring a "Boo to the Flu" shot event on October 26 and kudos to Hannah Toulme in HR for coming up with that "snazzy" marketing concept.

Staff is beginning to talk about public holiday events, and whether we have the staffing to support them, and looking at the ability to both decorate some of the vehicles and support the events themselves. Announcements will be made as events roll out. We are bumping up the number of Jingle buses to two coaches and one Dial-A-Lift vehicle. They bring great joy and cheer to the community and there is a fairly low staff requirement to make it happen.

IT is celebrating Customer Service Week October 3 through 7. We encourage everyone to visit the Olympia Transit Center and thank our amazing Customer Service staff for all of their hard work and dedication.

Artswalk is taking place in downtown Olympia this week and IT is hosting an artist at the OTC2 location. It's the first time IT has had an opportunity to do this in the new building. Everyone is welcomed to stop by.

There are a group of individuals testing the new AVAIL application called "MyStop," and ITA Chair Clark Gilman is part of that group. We hope to get feedback to be able to make enhancements and release that application toward the end of the month, pending the results of the test.

The Community Advisory Committee recruitment is underway, and the information and application are on the website. October 7 is the deadline to apply. If you know of anyone who may be interested, please direct them to www.intercitytransit.com.

Kyle McPherson, our outstanding Vanpool Coordinator, shared a shout out at the Washington State Rideshare Organization conference from speaker Barb Chamberlain, WSDOT Director of Active Transportation. She asked if there was anyone from Intercity Transit in the audience and gave us a HUGE shout out as the leading transit agency, not only in our state, but nationally. She said Intercity Transit is the regional leader in eliminating barriers with our fare-free services and our work to build and support safer

Intercity Transit Authority Regular Meeting

October 5, 2022

Page 6 of 6

community connections for all. Chamberlain believes transit creates a social network of multi-model options, safety and independence.

AUTHORITY ISSUES - None.

CLOSED SESSION - Pursuant to RCW 42.30.140 (4) (b), Chair Gilman announced once the meeting is adjourned, there will be a Closed Session to allow Authority members and necessary staff to discuss items related to the IAM District Lodge 160. No further action will be taken.

Attending the Closed Session: General Manager Freeman-Manzanares; Admin Services Director Heather Stafford-Smith; Authority members Gilman, Belk, Mejia, Hess, Pierce, Sullivan.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:37 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

**Pat Messmer
Clerk to the Authority**

Date Approved: November 2, 2022

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