

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 1, 2023

CALL TO ORDER

Chair Gilman called the February 1, 2023, 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; Thurston County Commissioners Carolina Mejia and Tye Menser (alternate); City of Lacey Councilmember Robin Vazquez; City of Tumwater Mayor Debbie Sullivan; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jonathon Yee; Emily Bergkamp; Heather Stafford Smith; Peter Stackpole; Nick Demerice; Ally McPherson; Nicky Upson; Dena Withrow; Steve Krueger; Jana Brown; Cindy Waterhouse; Drew Goffeney; Pat Messmer; Brian Nagel; Jessica Gould; Katie Cunningham; Kevin Karkoski; Cameron Crass; Ramon Beltran; Roshan KC; Zach Heinemeyer; Amanda Brown; Dylan AINU'U; Harwinder Chokar; Jackson Madison; Lucas Sampson; Jeremy Hale.

Others Present: Jeff Myers, Legal Counsel; Harrison Ashby and Jeremy Mott, Community Advisory Committee; Eric Wood and Molly Weismante, Stantec; Alex Chicano, Eric Lindstrom, FORMA; Jonathan Martin, Department of Enterprise Services.

APPROVAL OF AGENDA

It was M/S/A by Pierce and Vazquez to adopt the agenda as presented.

STAFF INTRODUCTIONS

- A. New Operator Class 22-06** (*Cameron Crass*)
- B. Peter Stackpole, Development Director** (*Ann Freeman-Manzanares*)
- C. Nick Demerice, Chief Marketing, Communications & Outreach Officer** (*Ann Freeman-Manzanares*)
- D. Amanda Brown, Vehicle Detailer** (*Jonathon Yee*)
- E. Dylan AINU'U, Service Worker** (*Jonathon Yee*)
- F. Harwinder Chokar, Support Specialist** (*Jonathon Yee*)
- G. Jackson Madison, Technician 1** (*Jonathon Yee*)
- H. Lucas Sampson, Service Worker** (*Jonathon Yee*)
- I. Jeremy Hale, DAL Dispatch Specialist** (*Kevin Karkoski*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Sullivan and Melnick to approve the consent agenda items as presented.

- A. Approval of Minutes:** December 7, 2022, Regular Meeting
- B. Payroll for December:** \$3,668,845.36
- C. Accounts Payable December:** \$4,654,297.28.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 2 of 10

NEW BUSINESS

- A. Pattison South Parcel Project Presentation and Contract Award.** Steve Krueger introduced Eric Wood and Molly Weismante from Stantec, Alex Chicano and Eric Lindstrom from FORMA, and Jonathan Martin from DES. This team provided an overview of the Patterson project and a sneak peek of the end product.

Krueger explained with the recent completion of the Phase III Pattison North Parcel construction that included a new Administration/Operations (ADOPS) building and Fuel Wash Facility (FWF), we're now poised to proceed with the Phase IV South Parcel work which includes the renovation of our Maintenance Building, demolition of the old Administration Building, expansion of the employee parking lot, rehabilitation of the bus yard and related sitework which will close out the Pattison Expansion and Rehabilitation Project. Now that the South Parcel design work is complete, cost estimates updated, a viable logistic plan formulated, and permitting nearing completion, we are now ready to lock in the Phase IV South Parcel MACC with our General Contractor/Construction Manager (GCCM) Forma Construction (Forma). Like the North Parcel construction work, once the MACC is authorized, Forma will be committed to complete the South Parcel construction work at or below the agreed upon MACC price and any savings will be retained by Intercity Transit.

Despite the many challenges caused by the pandemic, use of the GCCM alternative procurement methodology on the Phase III North Parcel construction has not only allowed operations to continue unabated but also produced high quality results on schedule while also yielding approximately \$2.5M in savings. Consequently, we are confident that the Forma and Stantec team are sure to deliver similar results with the Phase IV South Parcel work and therefore, staff recommend the ITA authorize the General Manager to have DES allocate funding for a MACC in the amount of \$39,408,367 which includes sales tax and contingencies necessary to complete the Phase IV South Parcel construction.

It was M/S/A by Melnick and Sullivan to authorize the General Manager to have DES allocate funding for a MACC in the amount of \$39,408,367 to complete the Phase IV Pattison South Parcel construction.

- B. Marketing & Communication Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented renewing the marketing and communication services contract with Maul Foster and Alongi for an additional year.

In March 2022, MFA competitively won Intercity Transit's contract for supplemental marketing and communication services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal and adds contract authority in the amount of \$350,000 for projects planned as part of the 2023 Marketing, Communications and Outreach work program. All work assigned to MFA under the contract is by task order and subject to Intercity Transit staff approval.

During the first contract term, MFA provided valuable marketing and communications support for Intercity Transit's Going Digital Campaign, Operator Recruitment Campaign, and Vanpool Marketing Campaign. During the next contract term, Intercity Transit expects

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 3 of 10

to partner with MFA for continued recruitment efforts, vanpool marketing, and strategic community communications.

Intercity Transit has already cultivated a sound working relationship with MFA and is pleased with the firm's performance throughout the initial contract term, and staff is confident that MFA will continue to provide valuable marketing and communications support services throughout the next term. Accordingly, Staff recommends approval of the contract renewal with MFA.

It was M/S/A by Sullivan and Vazquez to authorize the General Manager to execute a contract amendment with MFA to renew the contract for marketing and communication services for a period of one year in the amount of \$350,000.

- C. Surplus Vehicles.** Procurement Coordinator, Katie Cunningham, presented whether to declare Vanpool, Facilities, and Staff vehicles listed in Exhibit A as surplus. Intercity Transit received or is due to receive replacements for these vehicles which exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus the non-federally funded vehicles will be offered for direct purchase by other public agencies. Surplus vehicles not sold in this manner will then be sold competitively through public auction to achieve the highest rate of return. The total value of the vehicles listed in Exhibit A is estimated at \$179,835.

It was M/S/A by Vazquez and Melnick to declare vehicles listed in Exhibit A as surplus with an estimated total value of \$179,835.

- D. Vehicle Graphics Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented an amendment contract with Western Graphics, Inc. Intercity Transit awarded its contract for vehicle wraps and graphics to Western Graphics, Inc. in August 2018 with a not-to exceed contract amount of \$130,000, which was subsequently amended to \$180,000 in the year 2020. The initial contract term was for a period of one year, with four one-year renewal options. We are currently in the fourth and final contract renewal term.

Under the contract, Western Graphics, Inc. installs wraps and graphics on Intercity Transit's new vanpool vehicles and completes as needed graphic repairs and maintenance. Throughout the life of this contract Intercity Transit has wrapped 82 new vanpool vehicles and fixed various damaged graphics, which has nearly exhausted the current contract authority.

Intercity Transit is due to receive a total of twelve new hybrid vanpool vans and two new electric staff cars this year which will need graphics packages installed. This item adds contract authority to the current contract in the amount of \$35,000 to accommodate the installation of wraps and graphics on these new vehicles, and allow capacity for additional ongoing graphic repair, maintenance and incidentals for the remainder of the current contract term.

Throughout the life of this contract, Western Graphics, Inc. has provided quality products and services to Intercity Transit. Staff is confident that Western Graphics, Inc. will continue to provide valuable services at reasonable rates and recommends that the amendment is approved.

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 4 of 10

It was M/S/A by Belk and Pierce to authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$35,000 in contract authority for vehicle wraps and graphics for a revised total contract amount of \$215,000.

- E. Janitorial Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented an amendment to the janitorial contract with CW Janitorial Service. In August 2019, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The firm currently provides daily janitorial services and supplies at Intercity Transit facilities, including the Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Walk-N-Roll Bike Shop, and Amtrak Station.

Intercity Transit recently began utilizing the new ADOPS building and expects to transition to the new FWF building this month. As such, our current contract with CW Janitorial Service requires an amendment to add janitorial services and supplies at these new locations. Tasks and requirements have been determined to reflect anticipated service and supply needs, including special attention to maintain the new finishes and surfaces in the buildings.

Based on CW Janitorial Service's record of performance throughout our contract, staff remains confident that the firm will continue to provide high quality services which enhance and maintain the cleanliness of our facilities and recommends approval of the amendment.

It was M/S/A by Belk and Sullivan to authorize the General Manager to execute a contract amendment with CW Janitorial Service to incorporate janitorial services and supplies at new ADOPS and FWF Buildings in the amount of \$120,213, including taxes.

- F. Martin Way Park & Ride Improvements Construction Contract Award.** Eric Phillips presented a contract with Tapani, Inc., to construct facility improvements at the Martin Way Park-and-Ride. In early 2021, Intercity Transit was awarded a WSDOT Regional Mobility Grant (RMG) to construct improvements at the Martin Way Park-and-Ride. The RMG agreement requires completion of the grant project by the end of the 2021-2023 biennium or June 30, 2023. The improvements include a "bus only" direct access from the northbound I-5 on-ramp into the Park-and-Ride, a new bus stop placed adjacent to the on-ramp, and related facility updates to improve operational safety and speed up service.

As a result of the fast schedule for the project a Task Order under our existing contract with SCJ Alliance was approved (June 2021) to support the technical coordination, submittal package, and documentation requirements to obtain the direct access approvals from WSDOT. SCJ also provided services to complete the design of the facility improvements, provide permitting support, prepare the bid package, and provide construction management support through completion of the project. Local agency land use permitting (Lacey) and environmental review were completed in the fall of 2022. With design completed and official approval of the access break request confirmed by FHWA, WSDOT confirmed support for Intercity Transit to put the project out to bid just before the holidays. Procurement issued a Request for Bids on December 19, 2022, for the construction and improvements at the Martin Way Park-and-Ride. We received seven (7) bids by the submittal deadline of January 19, 2023. The bid submitted by Tapani, Inc., in the amount of \$1,731,000 was determined to be the lowest, responsive and responsible bid. Bids ranged

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 5 of 10

from a high of \$2,133,133 to a low of \$1,731,000. The low bid is \$34,496 or 2.03% above the Engineer's estimate.

Tapani, Inc., has successfully completed numerous projects in Washington and Oregon, along with similar projects with C-Tran. Staff is confident in their ability to complete this project and recommends the award of the contract to Tapani, Inc., for access and facility improvements at the Martin Way Park-and-Ride.

It was M/S/A by Pierce and Vazquez to authorize the General Manager to enter into a contract with Tapani, Inc., in the amount of \$1,731,000 to construct access and facility improvements at the Martin Way Park-and-Ride.

G. Annual Authority Reorganizing & Committee Assignments. Clerk of the Board, Pat Messmer led the Authority through the process to elect a new Chair and Vice Chair.

Messmer opened the floor to nominations for Chair. **Mayor Sullivan nominated Clark Gilman.** Hearing no further nominations, nominations for Chair were closed.

A unanimous vote was cast to elect Mayor Pro-Tem Clark Gilman as Chair.

Messmer opened the floor to nominations for Vice Chair. **Citizen Representative Pierce nominated Justin Belk.** Hearing no further nominations, nominations for Vice Chair were closed.

A unanimous vote was cast to elect Citizen Representative Justin Belk as Vice Chair.

Chair Gilman lead the Authority in discussion of new committee assignments and recommended the following Board members be appointed. The Authority consensus is to appoint:

- Mayor Debbie Sullivan as the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Citizen Representative Don Melnick will serve as alternate.
- Citizen Representative Don Melnick as the primary representative for Intercity Transit on the *Transportation Policy Board* and Citizen Representative Justin Belk will serve as alternate.
- Citizen Representative Sue Pierce to serve as representative on Intercity Transit's *Pension Committee*.

COMMITTEE REPORTS

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 6 of 10

Thurston Regional Planning Council. Don Melnick filled in for Debbie Sullivan on January 13. Melnick said there were two individuals from the public giving comment in opposition to the proposed airport in Thurston County.

TRPC approved the letter to the Commercial Aviation Coordinating Commission opposing the airport in Thurston County.

Chair Seidel reviewed the process for electing new officers and called for written nominations be sent to Burlina Lucas by January 23. Elections will occur in February.

TRPC approved the operating budget and pay classification plan that was presented. Karen Parkhurst advised that Council adopted the Human Services Transportation Plan (HSTP) at the November 4, 2022, meeting. The HSTP includes a Prioritized Project List which in order to qualify for the WSDOT Consolidated Grant Program, projects must be a part of that list.

Parkhurst is leaving TRPC and Melnick believes it will be difficult to replace her because she's been such an institution at TRPC.

Transportation Policy Board. Melnick said they met on January 11. The TPB approved the 2023 meeting calendar. A new meeting time was set to 7:30 a.m. to 9 a.m. and it was agreed all meetings in 2023 would be remote with an in-person option for members and the public.

TPB was advised on the proposed amendment to the 2023-2026 Regional Transportation Improvement Program.

Katrina Van Every reviewed the amendments to the Regional Transportation Plan that included the funding Intercity Transit requested on the Northeast Lacey Operational Terminal Facility and Alternative Fuel Infrastructure Project.

TPB received a presentation by a consultant on the Household Travel Survey. They used the consultant to get input from unrepresented parts of the community, which is very difficult at times. They used small incentives, like Starbucks coffee card that came with the invitation to comment.

TPB received an update to the 2022 Profile, and Parkhurst briefed the TPB on the 2023 State Legislative Session.

Community Advisory Committee. Harrison Ashby said the Community Advisory Committee (CAC) met Monday, January 9, and they heard introductions from new CAC members and Intercity Transit staff. The CAC received a presentation from Jonathon Yee about alternative fuels and the fleet and he took questions about safety concerns, the price of buses, refueling and range of buses, the difference in service life of hydrogen vehicles versus battery electric vehicles, and ethical sourcing of materials and battery recycling. After that section, the CAC moved on to consumer issues where members talked about anticipating the return of night service from downtown. There was a suggestion about of some sort of subscription service for night service from downtown and concerns about use of the app.

GENERAL MANAGER'S REPORT

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 7 of 10

Operator Class 22-06 graduated on Friday, January 27, and we are very pleased to have five new operators on the road.

A new class of 11 Operator candidates will begin 8 weeks of training Monday, February 6.

IT held a graduation ceremony on January 31 for Operator class 20-01. This was the class that graduated in March 2020 just as COVID hit so we paused on celebrating their graduation. The training group arranged for the class to get together allowing us to celebrate the completion of their training and their three years of dedicated service to Intercity Transit.

Staff is diligently working to pack up and move fully into the new Admin/Operations, Fuel, and Wash facility. We are still experiencing some delays in deliveries i.e., the antenna for the digital radio back-up system. Time is of the essence to clear out of the old building, hopefully by the end of February so Ehli's Auction can move in and document all that is remaining in the building and get everything up for auction so Forma can move in and demolish the facility.

The state legislature is in session, and we are monitoring several 2023- 2025 biennium projects IT submitted. The projects have been recommended through the legislature or have been recommended as high scoring projects by the WA State Department of Transportation. We need to ensure they remain in the budget. The Maintenance Facility Renovation is in the budget for \$5,046,000. This is the last piece of funding for the Pattison Street campus.

IT has two projects on the **WSDOT Regional Mobility Grant Prioritized Project List:**

- **Rear Door Boarding and Real-Time Passenger Information Deployments** to upgrade 55 bus stops to facilitate rear door access, deploy real-time traveler information devices at 17 locations, and rehabilitate three critical bus zones at the Olympia Transit Center for about \$1,211,221.
- **Zero-Emission Alternative Fuels Demonstration Project** to purchase three alternatively powered buses to use on select routes, along with fueling facility infrastructure for a total of \$10.3M over a 4-year period.

IT applied for \$6.8M project under the **WSDOT Green Transportation Grant Program – Intercity Transit Green Hydrogen Fuel-Cell-Electric Buses Demonstration Project** - IT is looking to acquire two additional alternatively fueled vehicles, address fueling infrastructure and upgrade facility safety features. The objective is to demonstrate alternatively fueled vehicles can replace diesel hybrid vehicles on the most demanding routes Intercity Transit operates with no degradation to safety, reliability, operating or scheduling efficiency, or public confidence.

WSDOT Bus & Bus Facility Project - for the East Martin Way Round About Preliminary Engineering to prepare for Right-of-Way and then construction. This will create a transit turnaround for future BRT service to increase efficiency and improve access for walkers, bikers and transit users. That grant is for \$850,000.

There is a lot happening within Vanpool.

- In January, Vanpool formed 10 new vanpool groups (4 vans to Costco on 93rd, 3 vans for Lacey Fire Department, and 3 vans for the National Guard).

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 8 of 10

- Freeman-Manzanares gave a shoutout to Vanpool Coordinator, Magic Aguinaga, who was accepted into the ACT Impact Leadership Program. ACT stands for Association of Commuter Transportation. The program recognizes, supports and develops professionals in their growth as leaders in Transportation Demand Management in which 15 individuals are selected nationwide.

Freeman-Manzanares showed graphics of the projects going on in Vanpool and Operations.

- Staff sent out 138,000 mailers to Thurston County residences and business to inform and educate about vanpool and the new fare structure showing how economical it is to vanpool.
- Staff is working on new ways to reach out the recruitment efforts for Operators. Freeman-Manzanares showed a flyer created by Hannah Newton in Marketing featuring Operator Ambassador Morgan Hagquist. There is a hiring event at WorkSource on February 22.
- Human Resources (Heather Stafford Smith, Amy Zurfluh, Amy Meierhoff, Alana Neal, Hannah Toulme), along with Operations (Emily Bergkamp, Dena Withrow, Cameron Crass and Kevin Karkoski) are working very hard to be responsive to the needs of applicants and the needs of the market to simplify and speed up the hiring process. IT is looking for Operators and if anyone is interested in exploring the opportunity, please check our website at intercitytransit.com or give us a call.

Freeman-Manzanares shared that on Friday, January 20, Operator, Ted Depoe was notified there was an unresponsive individual and Depoe didn't hesitate to jump out of his bus, called 911 and was then directed to start compressions. Depoe continued the life-saving efforts until EMTs arrived, and then went back to driving to complete his shift. We thank Depoe for going above and beyond for this individual and praise him for his efforts.

AUTHORITY ISSUES

Vazquez is interested in the late-night bus service returning and is eager to see IT's staffing go up so there is more bus service in the evenings from downtown Olympia to the Lacey area.

Melnick thanked staff for allowing him to join the briefing with the alternative energy fuel consultant. He was very impressed with what the consultant said and what IT staff has learned. IT has been working on this for two years, not just talking about it but they are doing a heck of a good job and have a tremendous consultant. Melnick believes they will provide answers and have some sort of a plan in the not-too-distant future.

Melnick said regarding the concerns about construction overruns during the Pattison rehab project he appreciates that IT used the GCCM approach. By having the contractors as part of the team minimizes a lot of problems.

Melnick thanked IT for bringing back to Panorama the bus rider training program known as Bus Buddies. These are volunteers who provide training to the seniors on how to ride transit and they will actually accompany a rider to show them how it all works.

Sullivan said she sits on the WSDOT I-5 Marvin Road to Mounts Road Executive Advisory Group and at the first meeting they introduced the members which include several other transit

Intercity Transit Authority Regular Meeting

February 1, 2023

Page 9 of 10

agencies, including Pierce Transit. Sullivan said she pointed out that Intercity Transit should be participating, so hopefully, someone will reach out to IT soon invite them to join the Advisory Group.

Sullivan said the 18-month construction project on the Capital and Trospen roundabout exchange gets underway there could be some traffic disruption, especially for the Route 13. However, everything will be done to ensure traffic continues to flow well.

Gilman said he has had conversations about when IT might begin in person meetings again, and he would like to add this topic to an agenda during one of the next upcoming meetings to determine the level of interest in continuing remotely, conducting a hybrid meeting or returning to in person.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:42 p.m.

INTERCITY TRANSIT AUTHORITY

Clark Gilman

Clark Gilman, Chair

ATTEST

Patricia Messmer

Pat Messmer

Clerk to the Authority

Date Approved: March 1, 2023

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

Intercity Transit Authority Regular Meeting
February 1, 2023
Page 10 of 10

VANPOOL VANS						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	2446	2014	CHEVROLET EXPRESS	12	140,125	\$10,963.00
2	2435	2014	CHEVROLET EXPRESS	12	155,066	\$10,145.00
3	2421	2014	CHEVROLET EXPRESS	12	142,720	\$10,963.00
4	2341	2013	FORD ECONOLINE E350	12	113,475	\$12,549.00
5	2445	2014	CHEVROLET EXPRESS	12	131,923	\$11,865.00
6	2509	2015	CHEVROLET EXPRESS	12	124,286	\$13,391.00
7	2439	2014	CHEVROLET EXPRESS	12	116,799	\$12,105.00
8	2336	2013	FORD ECONOLINE E350	12	105,100	\$13,439.00
9	2448	2014	CHEVROLET EXPRESS	12	104,891	\$14,787.00
10	2438	2014	CHEVROLET EXPRESS	12	118,553	\$13,321.00
11	2433	2014	CHEVROLET EXPRESS	12	114,599	\$13,793.00
12	2451	2014	CHEVROLET EXPRESS	12	109,855	\$14,282.00
13	2204	2012	DODGE CARAVAN	7	76,134	\$8,384.00
14	2124	2011	DODGE CARAVAN	7	77,148	\$6,255.00
SUBTOTAL						\$166,242.00
FACILITIES VEHICLE						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	1296	2008	FORD E350 SD VAN	2	90,279	\$11,757.00
SUBTOTAL						\$11,757.00
STAFF CARS						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	1215	2004	FORD TAURUS WAGON	5	89,824	\$1,836.00
SUBTOTAL						\$1,836.00
TOTAL ESTIMATED SURPLUS VEHICLE VALUE						\$179,835.00