

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 4, 2017

CALL TO ORDER

Chair Gadman called the January 4, 2017, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Jessica Brandt; Jeff Brewster; David Claus-Sharwark; Ben Foreman; Paul Koleber; Steve Krueger; Breezy Medina; Jim Merrill; Pat Messmer; Carolyn Newsome; Lee Peterson; Eric Phillips; Stephanie Randolph.

Others Present: Citizen Advisory Committee Member, Sue Pierce; and Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Sullivan and Vice Chair/Citizen Representative Warner to approve the agenda as presented.

Chair Gadman introduced newly elected President of the ATU 1765, and Authority Labor Representative, Art Delancy.

Delancy introduced ATU Vice President, David Claus-Sharwark and Secretary/Treasurer, Debra Solomon.

Councilmember Gilman and Commissioner Blake arrived.

INTRODUCTIONS

- A. Ben Foreman introduced *Raphael Freeman, Network System Analyst and Thomas Van Nuys, IS Manager.*
- B. Mark Sandberg introduced *Cameron Crass, Scheduling Coordinator.*
- C. Paul Koleber introduced *Buddy Foster, Support Specialist.*

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CELEBRATION/RECOGNITION

A. Surplus Van Grant Recognition

Carolyn Newsome, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each provided a brief description on how their agency will use the vans:

- Patrick Dunn, Director and Carola Tejeda, Conservation Assistant – Centers for Land Management
- Katya Miltimore, Executive Director, along with Shellica Trevino and Kym Greene – Boys and Girls Club
- Eileen McKenzie Sullivan, Executive Director – Senior Services for the South Sound
- John Walsh, Chief Executive Officer and Kathryn Hall-Thompson, Executive Assistant – Community Action Council
- Phil Prietto, President and Founder – City Gates Ministries
- Scott Hanauer, Executive Director – Community Youth Services

Chair Gadman recessed the meeting at 6:20 p.m. for refreshments and viewing of the vans, and resumed the meeting at 6:35 p.m.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to approve the consent agenda as presented.

APPROVAL OF CONSENT AGENDA ITEMS

A. Approval of Minutes: December 7, 2016, Regular Meeting.

B. Payroll – December 2016: \$3,028,766.76

C. Accounts Payable: Warrants dated November 11, 2016, numbers 21800-21866, in the amount of \$313,212.04; Warrants dated November 25, 2016, numbers 21873-21931, in the amount of \$952,831.93. Automated Clearing House Transfers for November 2016 in the amount of \$21,991.56 for a monthly total of \$1,288,035.53.

PUBLIC HEARING – None.

COMMITTEE REPORTS

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- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC meets January 6, 2017. Prior to that meeting, there will be a stakeholder meeting on January 5, 2017, at 4:30 p.m. with the top three candidates in position for Executive Director. A candidate selection will be made at the TRPC meeting on January 6th.
- B. Transportation Policy Board (TPB).** Sullivan said the TPB met December 14, 2016. Members received an overview by Dial-A-Lift Manager, Emily Bergkamp on Intercity Transit's complementary paratransit services, as part of the Policy Board's continuing transit discussion. It was suggested Bergkamp make a shorter version of her presentation to municipalities. Gadman said the City of Lacey Councilmembers would like to see Intercity Transit representatives at their work sessions telling Intercity Transit's story, which would provide the public with more of an understanding of the services provided.
- TRPC members also received an update on the City of Olympia Bicycle and Pedestrian Strategies; the Business Representative Recruitment process is underway to fill two open business representative positions; a presentation on Thurston Thrives – Tools for Improving Access to Trails. The Thurston Thrives Community Design Action Team reported on a strategy and new tool to improve access to the trail system; and State Legislative Priorities update.
- C. Citizen Advisory Committee.** Pierce said the CAC did not meet in December. The last meeting was held November 21, 2016, when officer elections were held. Victor Vander Does was reelected for a second term as Chair, and Pierce was elected Vice Chair. Pierce said the CAC will welcome new members at the meeting on January 9, 2017.

NEW BUSINESS

ESMS Sustainability Update. Environmental and Sustainability Coordinator, Jessica Brandt, provided an update on Intercity Transit's sustainability efforts and the recent ISO-14001:2015 recertification to international standards. Currently, Intercity Transit is one of only two transit agencies in the country who have met the new standards. L. A. Metro is the other. Staff will get ready for another three-year certification at the end of 2020.

The new ISO Standards:

1. Context of Organization (What do we do at Intercity Transit?)
2. Leadership (All agency departments get involved)
3. Communication (Sharing information with community via various media outlets)
4. Life Cycle Perspective: Environmental Impacts
5. Environmental Focus Areas

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- a. Fuel use
 - b. Spill prevention and response
6. Fleet Efficiency
7. Continual Analysis: Fuels and Technologies
8. Evaluating R99 - Renewable Diesel
9. Electricity Use
10. PSE Green Power Program
11. APTA Sustainability Commitment – Report Annually On:
 - a. GHG Emissions
 - b. Fuel
 - c. Electricity and Gas Use
 - d. Water Use
 - e. Waste Output and Diversion
 - f. Criteria Air Pollutants
12. Connections
 - a. Thurston Thrives
 - b. WSTA
 - c. APTA
 - d. Thurston Climate Action Team
 - e. Thurston Green Business
 - f. Sustainability Professionals of Thurston County

Carmody asked if there is grant money to invest in solar energy. Sullivan replied currently, there are not very many grants available. Brandt said the agency is focusing on conservation first and then buying renewable energy credit. Freeman-Manzanares said staff was looking at solar energy during the development process for the Olympia Transit Center, and the building is being outfitted for that in the future; and it's been considered for the Pattison Street facility also.

Gilman asked if the agency uses a lot of hot water, in particular during the bus washes. Koleber said the only heated water via hot water heaters is used for showers and sinks; and there is a boiler which is on the radar to be upgraded.

GENERAL MANAGER'S REPORT

- Intercity Transit will welcome five new CAC members at the Citizen Advisory Committee meeting on January 9, 2017.
- It's a new year for the APTA conferences, and the 2017 budget allows for eight slots for Authority members to attend. The Legislative Conference is March 12-14 in Washington D.C.; Transit Board Member's Conference is July 22-25 in Chicago; Sustainability Conference is August 6-9 in Minneapolis; and the Annual Conference and Expo is October 8-11 in Atlanta.

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- Intercity Transit submitted a grant application for commuter service and rehabilitation and expansion of the Pattison Street facility. The agency was ranked #1 and #10 in the state for those two applications. The Department of Transportation ranks those projects based on their established criteria and then it goes through the Governor to the State Legislature.
- Regional Mobility Grant Express Service for routes 609 and 592 are expiring June 30.
- Intercity Transit purchased three surplus vehicles from Mason Transit for \$1 each. These vehicles will provide backup for Dial-A-Lift while waiting for new vehicles to arrive.
- Intercity Transit launched a new website December 28, 2016.
- Reminder – Authority Officer Reorganization takes place February 1, 2017. A new Chair and Vice Chair will be elected; and members will be selected to represent the agency on the various outside committees (TRPC, TPB and Pension Committee).
- Freeman-Manzanares said many customer commendations were received in regards to the excellent driving by the Operators during the icy road conditions.

AUTHORITY ISSUES

Melnick said he continues to work with Panorama on the Drive Less Go More marketing program, and in January the emphasis will be placed on “Think About Giving Up Driving.” An article was placed in the Panorama Newsletter, and it will be on Panorama television. He said Panorama is planning a symposium to be held in September; and Scott Schoengarth will be on Panorama TV in February to talk about the Bus Buddy Program. Jessica Gould and David Coppley from the Walk N Roll program will appear on Panorama TV sometime in January to talk about what they do, and encourage more volunteers.

Melnick and Intercity Transit Marketing Manager, Jeff Brewster, went to the Department of Transportation Leadership Academy held in Seattle. He said the main topic was about how public transportation projects get done, and the emphasis was on that process.

Carmody hasn't seen many Intercity Transit advertisements in Yelm, or much interaction from Intercity Transit with the citizens of Yelm. She would like to see Intercity Transit attend the Home and Garden Show and participate in the Prairie Days Parade -- and making the agency more visible to the public.

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Warner thanked the staff for putting on a very successful Annual Holiday Banquet.

Gadman announced the upcoming Intercity Transit Bike Shop Open house being held Wednesday, January 11 from 4 to 7 p.m. and Saturday, January 14 from 11 a.m. to 4 p.m.

The Dash buses will be operating for the Governor's Inaugural Ball being held Wednesday, January 11, 2017, from 7 p.m. to 11:30 p.m. The Dash schedule can be found on the agency website.

ADJOURNMENT


With no further business to come before the Authority, Chair Gadman adjourned the meeting at 7:35 p.m.

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Jeff Gadman, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: February 1, 2017.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit