

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 5, 2017

CALL TO ORDER

Chair Sullivan called the April 5, 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 Tumwater Councilmember, Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Katie Cunningham; Suzanne Coit; Tammy Ferris; Duncan Green; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Rob Rinehart; Heather Stafford-Smith.

Others Present: Citizen Advisory Committee Member, Jan Burt; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Don Melnick and Councilmember Clarkson to approve the agenda as presented.

INTRODUCTIONS

- A. Emily Bergkamp introduced Gene Dickens, DAL Dispatch Specialist.
- B. Suzanne Coit introduced Angie Shamburger, Senior Accountant.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA ITEMS

- A. **Approval of Minutes:** March 1, 2017, Regular Meeting; March 15, 2017, Special Meeting.

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B. Payroll – March 2017: \$2,206,303.65.

C. Accounts Payable: Warrants dated March 3, 2017, numbers 22362-22428 in the amount of \$622,210.33; Warrants dated March 17, 2017, numbers 22434-22513, in the amount of \$467,955.71; Warrants dated March 31, 2017, numbers 22514; 22516-22575, in the amount of \$614,400.26; Automated Clearing House Transfers for March 2017 in the amount of \$21,750.90 for a monthly total of \$1,726,317.20.

PUBLIC HEARING – None.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met March 3, 2017, and members received information from Veena Tabbutt about the Marvin Road Diverging Diamond Interchange. A Diverging Interchange is a type of **diamond interchange** in which the two directions of traffic on the non-freeway road cross to the opposite side on both sides of the bridge at the freeway. They viewed the I-5/JBLM Go Lewis McChord videos; and learned about the Deschutes River Land Use Study. Messmer referred to the Journeys brochure and encourages everyone to review the details about the various projects completed in 2016 that are being scheduled in the future with regional funding. Messmer said on Friday, April 7 TRPC members will receive an update from the Thurston POD and will be discussing the Climate Adaptation Plan.
- B. Transportation Policy Board (TPB).** Don Melnick said TPB met March 8. Mark Daily, the new TRPC Executive Director, was introduced and provided some introductory remarks; Scott Davis briefed the members on the county use of High Friction Road Surfacing This is a highly abrasive new product that will dramatically reduce accidents on wet or frozen roads and streets. Holly Gilbert briefed the members on the WSDOT request to amend the Regional Transportation Improvement Plan Amendment 17-04 (I-5 Martin Way Bridge). The members voted to approve the amendment. Karen Parkhurst reviewed TRPC's annual Report "Journeys in Regional Transportation." Paul Brewster provided information about the collaboration between Pierce Transit, Intercity Transit and JBLM to ease congestion on/off base using some creative education videos intended to encourage military and civilian staff to use vanpools. Melnick said he was impressed with the quality of the videos and the outstanding collaboration between all stakeholders.
- C. Citizen Advisory Committee.** CAC member, Jan Burt said the CAC met March 20. The members received numerous presentations: Dennis Bloom provided an update on the 609 and 592 Express routes; an update on the community conversation process and showed the new Road Trip logo; distributed an event calendar and

encouraged everyone to sign-up; and talked about the Summer Youth Pass Program; Carolyn Newsome provided a presentation on the JBLM GO Lewis McChord videos; Erin Pratt provided a Village Vans Update; and Freeman-Manzanares talked about the Dash funding and the bike shop located downtown.

NEW BUSINESS

- A. Back-Up Server Equipment Award.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase Dell backup server equipment. The equipment requested would replace two backup devices that have reached their end of life cycle. The new equipment, PowerVault MD1200 and Power Edge R730, will have sufficient capacity to support the expected needs of transit's backup/restore requirements and business continuity expectations.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to purchase Dell backup server equipment from Dell in the amount of \$30,666, inclusive of tax.

- B. Landscaping and Grounds Maintenance Services Extension.** Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with American Landscape Services for landscaping and grounds maintenance services at Intercity Transit facilities. It's the second one-year renewal, and the service rates will remain the same as the original contract.

Gilman asked if staff inquires whether the employees are hourly or subcontractors. Is there any way of knowing who does the work? Cunningham said American Landscape is a local family-owned company, and they do not have subcontractors.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to authorize the General Manager to enter into a one-year contract extension with American Landscape Services to provide landscaping and grounds maintenance services at Intercity Transit facilities in an amount not-to-exceed \$47,002, including taxes.

- C. Security Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented for consideration a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit centers for a period of one year. The initial contract term was for one year, with three one-year renewals. This is the second one-year renewal. Rates under the renewal reflect a 2.4% increase.

Melnick asked what Pierce County Transit pays security staff per hour. Cunningham said the new hourly rate under the contract is \$17.61/hour for regular

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services; and \$26.42/hour for holiday hours/overtime. This increase allows them to maintain their ratio of 65.3%.

Messmer asked if Intercity Transit changed the hours of service at the Olympia or Lacey Transit Centers or has there been any consideration of making changes due to problems of not having security when security is not present. Cunningham said the hours of service have remained the same and she is not aware of any considerations of changing the hours. Operations Director, Jim Merrill, said hours have not been changed for several years; however, there will be a review for the 2018 budget. And he is not aware of any major problems.

Gilman asked if these are the rates in which the agency is billed. Do we know how their staff is compensated? Cunningham said the labor ratio of 65.3% of the billing rate is salary.

Clarkson recalled when the Lacey Transit Center was newly built there were some security failures until the electronic security system was installed. Is that system still functioning and has there been much in the way of problems outside of these specific hours? Merrill said a few years ago fiber optics was installed from the Lacey Transit Center to the Dispatch center so everything is viewed in real-time. That installation provides cameras 24/7 and has had a big impact and cut down on problems.

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one year in an amount not-to-exceed \$194,116.

- D. ECO 60 Vehicle Lift Upgrades.** Procurement Coordinator, Katie Cunningham, presented for consideration a sole source purchase for gear mechanism upgrades to three ECO 60 Vehicle Lifts in the Maintenance facility. Five ECO 60 Vehicle Lifts were originally purchased/installed in 2006. Two of these lifts were upgraded and this purchase fulfills similar upgrades to the remaining three lifts. The lifts in Bays 5, 15 and 16 require upgrades to ensure Intercity Transit doesn't continue to experience equipment problems which hinder productivity and safety.

It was M/S/A by Councilmember Clarkson and Councilmember Carmody to authorize the General Manager to issue a purchase order to Northwest Lift & Equipment, LLC for gear mechanism upgrades to the ECO 60 Vehicle Lifts in Bays 5, 15, and 16 of the Maintenance facility in the amount of \$33,620, including tax.

- E. Gordon Truck Centers Site Lease Agreement.** Procurement Coordinator, Tammy Ferris presented for consideration a lease agreement to secure temporary storage space at Gordon Truck Centers' property for storing vehicles off site during the construction of the Pattison Base Improvements - Underground Storage Tank project. In order to accommodate the underground storage project, vehicles need to be moved offsite. Several storage options were considered and this location best meets the needs of the agency, including a secure and staffed yard with good access.

Staff reached out to public and private companies such as the City of Olympia, Thurston County, the school districts, Puget Sound Energy, Capcom, and Century Link. Staff originally negotiated a lease agreement with Century Link for a 6-month term under a \$10,000 flat term. However, staff realized the need to store more vehicles for a longer period of time. Staff was working with Century Link to make those changes. However, Century Link rescinded their offer due to recent staff changes and reorganization within their company. Not moving the vehicles off site impacts the construction of the Underground Storage Tank project.

Messmer asked how often will vehicles need to be moved or changed out, and what type of vehicles will be stored at the property. Ferris said an analysis was conducted and the vehicles will consist of overflow vehicles and the amount of traffic going back and forth will be limited to 5 or 6 times a month.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to enter into a short-term lease agreement with Gordon Truck Centers to lease space at property located at 13232 Case Road SW, Olympia, Washington for \$4,160 per month.

- F. Pattison Base Improvements - Underground Storage Tank Contract Award.** Procurement Coordinator, Tammy Ferris, presented for consideration a contract award to Rognlin's, Inc. for the Pattison Base Improvements Underground Storage Tank project.

A bid submitted by Pease Construction, Inc. (Pease) in the amount of \$5,099,321.00 appeared to be the low bid at the time of the bid opening. Shortly thereafter, Pease formally notified Intercity Transit staff that their bid included a significant math error in their bid calculation. In accordance with RFB provisions, Pease timely requested to withdraw their bid from further consideration, as an error of this magnitude would result in severe financial loss to their company. Staff reviewed the supporting documentation and disqualified Pease based on their written request to withdraw their bid from further consideration. Consequently, Rognlin's was determined the lowest responsive and responsible bidder in accordance with the bid procedures.

Further evaluation of their bid submittal documents and reference checks indicated that Rognlin's is a responsive and responsible construction firm. Rognlin's has expertise and a solid reputation in construction, with significant experience working on a wide variety of public work projects similar in size and complexity. Staff is confident in their ability to construct and complete the project and recommends award of the contract to Rognlin's. The low bid as recommended for award at \$5,343,760 is 22% below the Engineer's estimate.

Messmer asked about the anticipated completion timeframe. Ferris said originally it was 120 working days for the construction contract. According to Rognlin's it most likely will be eight months. There is a pre-construction meeting on April 21 where staff will get a better idea of the schedule.

Clarkson asked about the difference between the original low bid that was dropped and the acceptable low bid which is still a large difference from the Engineer's estimate. Has that been rectified as to why the difference exists? Ferris said staff conducted an analysis and the firm that did the engineer's estimate was basing the cost on construction primarily on Seattle area projects, and not looking locally at the Olympia area. They also included contingency in the estimate and it was suggested that amount should not have been considered in the estimate. In addition, the timing of the bid was conducive to good pricing. We got the bid out early and that can be a significant factor in bid pricing. The City of Olympia has received similar good bid pricing.

It was M/S/A by Councilmember Carmody and Councilmember Gilman to authorize the General Manager to enter into a contract with Rognlin's for the Pattison Base Improvements - Underground Storage Tank (UST) project in the amount of \$5,343,760, including taxes.

- G. 2017 Bicycle Commuter Challenge Update.** Duncan Green, Bicycle Commuter Contest, provided the results of 2017 Winter BCC and progress on the 30th Annual Bicycle Commuter Challenge. Green noted this is the 12th year Intercity Transit has hosted the event, and it's Green's 9th year coordinating the event.

The Winter Bicycle Commuter Challenge (BCC) runs the full month of February. This year, 225 people registered for the event, and 8 people won prizes in random drawings and a photo contest on International Winter Bike to Work Day.

Registration is now open for the 30th Annual Bicycle Commuter Challenge and public outreach is ongoing. Intercity Transit kicked off the event with a new name (Bicycle Commuter Challenge) and a new website which allows participants to sign-up and record their bike trips online.

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Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

Carmody asked how a business becomes a sponsor and what does it cost. Green said businesses contact him or he'll reach out to them. Each sponsor is asked to contribute something worth at least \$350 in value, such as discount coupons, prizes, cash or merchandise, i.e. gift cards.

Carmody suggested Intercity Transit look into sponsoring bike races, or some type of sporty bicycling events. These types of events can draw in a lot of money. Green said the Capital Bicycling Club organizes some rides, but not specifically races; and there's another event called Capital Grand Fondo, which is an unofficial race.

Messmer said the Mountain Biking Group puts on competitive events. She indicated that racing events are very "volunteer heavy" in terms of how many people it takes to put the event on. Intercity Transit's sponsorship of the BCC has focused on commuter related support.

Gilman asked about the t-shirts for the BCC. Green said the shirts are ordered in short sleeves, however, he offered the shirts with long sleeves only a few times. Green has created the artwork for the shirts since 2012. The type of material has been a polo shirt for color and texture; however, he's received requests for technical fabric vs. cotton. He ordered a sample of the technical fabric and tried wearing it and it wasn't comfortable. One year he tried organic but they are only available in four muted colors. Currently, the shirts cost \$10 each and can be purchased at the Olympia Transit Center. However, if you sign up for Crank IT you get the shirt for free.

Messmer suggested previous BCC art (posters and shirts) be shared during the Artswalk event.

H. Annual Planning Session. Freeman-Manzanares offered several dates to help the Authority select a date for the Annual Planning Session. Each of the dates represents a Friday, and the event will be held in the Board Room. Potential dates included July 14, August 18; September 8; 22; and October 20.

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The Authority selected either July 14 or August 18. Freeman-Manzanares will check with Commissioner Blake and notify the Authority at the next meeting which of the two dates works best for him.

Freeman-Manzanares said the Chair and Vice Chair reviews and makes the final selection of the facilitator. She asked the Authority if they had a recommendation for who should facilitate the Planning Session. Melnick recommended Jason Robertson, who facilitated the 2016 Session. He said Robertson is an excellent facilitator, and he has a keen understanding of all that is going on in government which adds a lot to the process.

Freeman-Manzanares asked if the Authority would like to identify topics. Melnick said the Authority should have some sense of what is happening with funding; and grasp a better understanding of what is happening with the price of fuel.

Messmer said the prospect of how the Authority manages and continues to move forward in uncertain financial times, and how to prioritize so that they are getting what they need and want done in the short run in the face of being "on our own" in a constrained environment. Authority needs to focus on priorities and still move ahead and provide what we can with this uncertainty.

Sullivan said to use lessons learned from other transit agencies and look for ways to find funding without creating a firestorm of public opinion.

Gilman asked in regards to the public process and reaching out to get community input, if there will be a separate work session to look at those results. Freeman-Manzanares said staff will provide multiple sessions with the Authority to provide results and feedback.

Melnick said perhaps staff could provide an update on the progress of the Thurston Economic Alliance.

GENERAL MANAGER'S REPORT

The Federal Transit Association's Triennial Audit was completed last week and Intercity Transit passed with zero deficiencies. The FTA auditors indicated they have never seen a system that did not receive any findings. Staff deserves much credit for this accomplishment. A member requested information on whether or not FTA issues statements on audit results. Freeman-Manzanares will inquire whether the FTA issues any statements showing results that can be shared.

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This week, Eric Phillips, Steve Krueger and Thomas Van Nuys attended the APTA Fare Collection and Revenue Management and TransitTech Conference in San Antonio. Their feedback will assist in the exploration of that process.

Freeman-Manzanares, Jim Merrill, and Heather Stafford-Smith and members of the ATU and IAM will attend the Labor and Employment Relations Association (LERA) conference in Seattle April 6 and 7.

The National Rodeo is scheduled for the weekend of May 5, 2017, in Reno. Intercity Transit will be represented by Rob Wood of Operations; and the Maintenance Team Joe Bell, Grant Swidecki, and James Bush, as well as Coaches David Dudek and William Snyder.

Staff is exploring dates to host Intercity Transit's 2nd annual Rodeo this summer.

Intercity Transit will have a booth at the Nisqually Home and Garden Show, April 29 and 30. Authority members, CAC member and staff are all encouraged to help seek public input at the event.

Intercity Transit is providing public transportation opportunities for an event sponsored by the County entitled, "Civic Pride Honor Roll" which honors individuals who maintained a perfect voting record for over 50 years. Emily Bergkamp has taken the lead on this event.

Intercity Transit provided transportation for the City of Tumwater - Tumwater University. Freeman-Manzanares reminded the Authority that Intercity Transit can provide jurisdictions with transportation services for official Council functions.

The agency is participating in the development of the County Hazard Mitigation Plan. The plan has been released for public comment. Intercity Transit will bring the agency's annex to the Authority in support of the document this summer.

There are 176 active vanpools.

One of the Village Vans participants was hired by Medline and is starting the first Medline vanpool. Medline is currently located in Sumner and employs 140 people. They will be moving to a 750,000 square foot facility in Hawks Prairie and plans to hire 60-80 more employees. Intercity Transit is assisting employees from Thurston County to vanpool to Sumner, and will help Pierce County employees vanpool to Thurston County when the move is completed. Medline is offering a \$50 stipend, cash bonuses and reserved vanpool parking.

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Staff met with the Operations Manager at Conduent (formerly Xerox) regarding the startup of new vanpools. This is especially timely as a number of their employees use the Sound Transit 592 route to work.

Vanpool Manager, Carolyn Newsome, gave a presentation at the Veteran's Transportation Forum at the Lacey Hub and at the JBLM Military Affairs meeting. This was designed to assist veterans and their families with transportation to critical appointments. The forum helped identify a need in Thurston County, map and pull together existing resources and plan solutions for any gaps.

Carolyn Newsome joined the JBLM GoRideshare Board as the new Co-Chair, sharing duties with Pierce Transit staff. They are developing the Board's work plan and performance measures.

The State Senate and House Budgets include \$375,000 in DASH operational dollars. The two Regional Mobility Grants (for the extension of the 612 commuter service and the Pattison Street Facility) are in the Governor's, Senate's and House's Budget.

Clarkson asked about the Community Action Council, and Freeman-Manzanares said they were awarded a surplus van grant. They are dedicating time from one of their staff and reorganizing how they schedule meetings for their participants in order to use the van to transport people to their new location, where there is currently no public transportation.

AUTHORITY ISSUES

Gilman invited anyone attending the BCC kick-off, and the Earth Day Market Ride to go across to the Lott Wet Science Center. They are hosting an Earth Day Celebration including high school students who will be competing in presentations moderated by Gilman, with prizes offered by Intercity Transit.

Gilman clarified his concern about the Landscape and Security contracts. He thinks generally more diligence is needed on services contracted to consider whether people are direct employees and what sort of compensation they receive. He noted the landscaping contract reports 4 to 6 workers to L & I and they have contracts all up and down the south end of I-5 with large-size crews. It is typical in his work experience, especially with big crews, that they are not actually on the books. More diligence seems to make sense if we're not going to direct-hire work.

Clarkson thanked Intercity Transit for providing bus passes to a group of citizens visiting from Poland, who are avid bus riders. They were very impressed with the Olympia area and the transit system.

ADJOURNMENT


It was M/S/A by Councilmember Carmody and Citizen Representative Warner to adjourn the meeting at 6:57p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: May 3, 2017.

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

