

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 3, 2017

CALL TO ORDER

Chair Sullivan announced at 5:30 p.m. that she was unable to call the meeting of the Intercity Transit Authority to order due to the lack of a quorum. In the interim, Chair Sullivan conducted non-action business items until a quorum could be assembled.

Members Present: Chair and City of Tumwater Councilmember, Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; Citizen Representative Ryan Warner; and Labor Representative Art Delancy.

Members Excused: Citizen Representative Don Melnick; City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; David Dudek; David Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; David Sharwark; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Victor VanderDoes; Legal Counsel, Dale Kamerrer.

INTRODUCTIONS

A. Mark Sandberg introduced the new Operator class 17-01.

COMMITTEE REPORTS

A. **Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met April 7. John Weidenfeller, General Manager of Thurston PUD gave an overview of what the PUD does and about the variety of water systems they manage, as well as their strategic direction. Members received a tour of the Here to There website; and heard about the Climate Adaptation Plan.

At the upcoming meeting on May 5, members will discuss the potential for an adjustment to the Metropolitan Planning Organization (MPO). This is a boundary change to a county-wide metropolitan planning area.

Members will review for approval Intercity Transit's request that TRPC reauthorize \$63,050 in Congestion Mitigation & Air Quality (CMAQ) Improvement grant funds from the Sustainable Public Transportation - A Community Conversation Project to the Bus Stop Enhancements for Safety and Accessibility project. TRPC is expected to take action in June.

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Messmer said TRPC is nearing completion of the Climate Adaptation Plan and she hopes that in order to keep moving forward on the Sustainable Thurston project that TRPC takes an additional step now to gather data and do inventory of where climate emissions come from, where they are going, and how energy is produced and used. Messmer said the City of Olympia did a project that should be done county-wide which is the assessment of doing inventory of where emissions come from causing climate change. Messmer said an assessment like this would provide a better opportunity to move forward and address the climate emissions and impacts in the community.

B. Transportation Policy Board (TPB). Warner said the TPB met on April 12. Members received an update on the Intercity Transit Road Trip; worked on approving an Amendment to the Regional Transportation Improvement Program (RTIP); received a presentation about rail from Jason Beloso, Strategic Planning Manager from the WSDOT rail office. Beloso presented on behalf of WSDOT because he comes from a public transportation background, and has a good understanding of the nexus between transit and rail; Karen Parkhurst provided an update on the 2017 Legislative Session.

C. Citizen Advisory Committee. CAC member, Victor VanderDoes said the CAC met April 17. The members conducted a lively conversation centered around the Community Conversation Survey. VanderDoes said good ideas transpired from that discussion. There were issues of expanded service and shorter travel times. Some ideas included free bus service for a few months to increase ridership. Members suggested more marketing to schools and students; and more bus rider training.

Messmer attended the April CAC meeting and really enjoyed and appreciated the feedback the CAC provided.

Commissioner Blake arrived.

Chair Sullivan announced a quorum of the Authority had been formed, and she called the April 5, 2017, meeting of the Intercity Transit Authority to order at 6:15 p.m., at the administrative offices of Intercity Transit.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: April 5, 2017, Regular Meeting; April 19, 2017, Special Meeting.

B. Payroll - March 2017: \$2,284,146.20.

NEW BUSINESS

A. Transit Advertising Services. Procurement Manager, Steve Krueger, presented for approval a request to award a contract for Transit Advertising Services. The Transit Advertising Services contract generates revenue for Intercity Transit. The advertising contractor manages all advertising related activities for our motor coaches and Dial-A-Lift vans. In return, the contractor pays Transit a share of the advertising revenue.

Staff issued a Request for Qualifications and Proposals for Transit Advertising Services on March 9. Ooh Media, LLC (Ooh Media) and the incumbent Lamar, submitted responses by a due date of March 30, 2017. Staff evaluated the proposals and determined Lamar was the responsive and responsible proposer offering the greatest overall value to Transit.

Both proposers guaranteed a 55% net revenue sharing percentage although Lamar offered a minimum annual guarantee of \$300,000 as compared to \$200,000 from Ooh Media. The minimum annual revenue guarantee offered exceeds that of the previous Transit Advertising Services Contract by \$50,000.

Because of the increased minimal annual guaranteed revenue potential and the history of success with Lamar as our service provider, staff recommends the contract be awarded to Lamar.

It was M/S/A by Citizen Representative Warner and Citizen Representative Messmer to authorize the General Manager to enter into a contract with Lamar Transit, LLC Outdoor for Transit Advertising Services with a minimum annual revenue guarantee of \$300,000 or \$1,500,000 over five years.

B. Adoption of Changes: Routes ST 592x, IT 609 and IT 612. Planning Manager, Dennis Bloom, presented for consideration the elimination of demonstration Routes ST 592x and IT 609; and increase service trips on Express Route 612.

Intercity Transit has operated two 'demonstration' routes since September 30, 2013, with 80% funding assistance from two WSDOT Regional Mobility Grants. One is the

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extension of Sound Transit's Route 592 to Olympia/Lacey from their regular DuPont to Seattle service (\$1.1M Operating). The second is Intercity Transit's Route 609, service between Tumwater and Lakewood (\$2.4M Operating/\$1.7M Capital). On March 1, 2017, staff briefed the Authority regarding the costs of this demonstration service, and ridership history. At that time the Authority authorized a public hearing and requested that staff solicit rider input regarding the proposed changes.

In light of public comments received at the April 19th public hearing on the proposed service changes, staff adjusted the proposed schedule for new service. This includes better alignment of trip times with current ridership patterns for early morning and late afternoon commute trips and consideration of transfers made by riders (on Capitol Way) to local routes that serve state agency facilities in Tumwater that Route 609 currently serves.

Staff recommends adoption of the following:

- 1) **Elimination of Routes ST 592x and IT 609.** Grant funding for these services ends June 30, 2017, and operating costs cannot be covered without reductions to current Local or Express service. In addition, average ridership on both routes is far below minimum standards for Express service.
- 2) **New Service.** Implement revised schedule to provide 13 additional trips per weekday to Route 612. New service would be funded utilizing WSDOT grant funds over the next two biennium (4 yrs.). The added trips will replace a few 'better than average' ridership trips that Route 609 has, as well as fill some mid-day service gaps. Also, recommend Option 2 (of the new proposed Rt 612 trips), which maintains service at the Hawks Prairie Park & Ride Lot (NE Lacey). The lot is currently being served by Routes 592x and 609. The total estimated operating cost for the added trips, (over 4 years) is approximately \$2,553,600. The grant covers 80% of operating cost with a 20% local match of approximately \$510,716.

In anticipation of the WSDOT grants ending June 30th, Intercity Transit applied for and has been recently notified that a new round of Regional Mobility Grant funds will help fund the addition of 13 trips to Route 612, (service between Olympia/Lacey and Tacoma/ Lakewood). Some of the proposed new trips are aligned to a few Route 609 trips that have better than average ridership. We anticipate this will help lessen the impact of the service loss. No additional grant funding though was available for the ST 592x, but Sound Transit will continue to operate this route between DuPont, Lakewood and Seattle.

Councilmember Gilman arrived.

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It was M/S/A by Citizen Representative Warner and Councilmember Clarkson to adopt recommended service changes as presented with the final day for current grant funded services continuing thru June 30, 2017, and modifying the public schedule for Olympia Express service as recommended in consideration of new grant funding, with revised service beginning Monday, July 3, 2017.

- C. Cancel the July 5, 2017, Authority Meeting.** Freeman-Manzanares presented for consideration the cancellation of the July 5th Authority meeting. The meeting falls after the July 4th holiday which could potentially create the lack of a quorum. In addition, staff does not have any agenda items scheduled for that meeting.

It was M/S/A by Citizen Representative Messmer and Councilmember Clarkson to cancel the July 5, 2017, regular Authority meeting.

- D. 2018-2023 Strategic Plan Policy Positions.** Freeman-Manzanares conducted a first review of the 2018-2023 Strategic Plan at the April 19 meeting, and this was a second review of the remaining Strategic Plan items.

- 1. Should the vanpool program continue to expand to keep pace with demand?**

Authority direction for 2018 is to focus on building the program to previous numbers of active groups and thereafter plan on expanding the program to meet demand.

- 2. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

Authority direction for 2018 is to complete the Pattison Street UST project, focus on finalizing the design and obtaining funds to complete the full renovation and expansion of the Pattison Street Facility, and finalize design and pursue construction at the Olympia Transit Center.

- 3. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**

Authority direction for 2018 is to continue all four of these programs in future years.

- 4. Are our services - Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**

Authority direction for 2018 is to continue to improve its service to persons with disabilities focusing on travel training, bus buddies, improved bus stop locations as well as the surrounding area and enhance marketing.

5. Is the current fare policy appropriate?

Authority direction for 2018 is to retain our current fare structure and retain our policy to review fares every three years.

6. Should Intercity Transit's planning for the next six years be financially constrained?

Authority direction is for the 2018 budget to be financially constrained but to focus on an extensive community engagement and conversation to help define what the community wants public transit to look like in the future.

7. What role should Intercity Transit play in local transportation projects- Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Challenge?

Authority direction for 2018 is to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.

8. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?

Authority direction for 2018 is to maintain ISO 14001 certification for Environmental and Sustainability Management, utilize environmentally friendly equipment and materials, increase our involvement in local and regional land use planning efforts and continue partnerships with Thurston Green Business and Puget Sound Energy's Green Power program.

9. What should be Intercity Transit's policy and actions related to expansion of the PTBA?

Authority direction for 2018 is to maintain the current policy which is not to expand the PTBA.

10. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?

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Authority direction for 2018 is to bring together community stakeholders (schools, private business, non-profits, state and local governments) to define what the community wants public transit to look like and define how to fund the services and programs.

GENERAL MANAGER'S REPORT

There is \$375,000 in the 2017-2018 state budget for DASH service.

Intercity Transit received an award letter for Regional Mobility funds - \$993,612 for the 612 Extension and \$2M to finalize design for the Pattison project. The follow-on awards for 2019-2021 are \$1,049,546 for the 612 and \$3,900,000 for construction of a regional vanpool center.

As part of the ITRoadTrip, the agency participated at the Nisqually Home and Garden Show. Intercity Transit will be at the Lacey Spring Fun Fair this upcoming weekend.

Thomas Wittman is finalizing the analysis of existing service. The agency is tentatively scheduled for public meetings the second and third weeks in June, to share what we've learned and to gather feedback. The tentative schedule is:

- Lacey Library Monday, June 12 from 4 to 6 p.m.
- Tumwater Library Wednesday, June 14 from 4 to 6 p.m.
- Olympia Library Thursday, June 15 from 5 to 7 p.m.
- Yelm Community Center Tuesday, June 20, from 4 to 6 p.m.

Intercity Transit will participate in the first parade of the season - Prairie Days, being held June 24 at 9:30 a.m. in Yelm. The agency will participate in the Pride Parade in Olympia, the July 4th Parade in Tumwater and the Lakefair Parade.

The contractors moved on site Monday, May 1 to begin installing silt and security fencing around the project site. The remainder of the work this week is to install construction entrances off of Martin Way and on Pattison Street. Next week, they will begin moving dirt off site.

Intercity Transit requested an administrative change at the May 5 TRPC meeting to reauthorize \$63,050 in Congestion Mitigation & Air Quality (CMAQ) Improvement grant funds from the Sustainable Public Transportation - A Community Conversation Project to the Bus Stop Enhancements for Safety and Accessibility project.

Intercity Transit received notice from the Federal Transit Association about inactivity on one of three federal grants for the Olympia Transit Center project. That grant is specifically for construction and we won't be expending any dollars on construction

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between now and the end of this federal fiscal year. The grant is for \$1,252,000. Staff is working on a response and seeking assistance from Region 10 to maintain those funds so we can continue to move forward with the project.

Intercity Transit's Maintenance Team, Operators and Coaches are heading to the National Rodeo this weekend being held in Reno, Nevada. We wish them the very best!

AUTHORITY ISSUES

Warner said he and Dial-A-Lift Manager, Emily Bergkamp conducted a training in Leavenworth, in April on the topic, "Working with Your Board Member on the American's With Disability Act."

Warner conducted a Transportation Policy Class on April 30 in the board room of Intercity Transit. He said the students were very impressed with the positive attitude of staff.

Councilmember Clarkson announced he has been appointed to the Intercity Transit Authority.

Clarkson said the City Manager announced that beginning next week Marvin Road will be completely closed north of I-5 to resume road work, and will remain closed until the work is completed. This is due to the poor weather conditions that have made it difficult to complete the necessary road work.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Councilmember Clarkson to adjourn the meeting at 7:22 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: June 7, 2017.

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