

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 7, 2017

CALL TO ORDER

Chair Sullivan called the June 7, 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; Thurston County Commissioner Bud Blake; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Debbie Solomon (Alternate)

Members Excused: City of Yelm Councilmember Molly Carmody; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Paul Koleber; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Joan O'Connell; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Mark Sandberg introduced **Cameron Crass, Operations Supervisor and Randy Laffey, Scheduling Coordinator.**
- B. Eric Phillips introduced **Rena Shawver, Marketing Communications & Outreach Manager.**

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

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A. Approval of Minutes: May 3, 2017, Regular Meeting; May 17, 2017, Special Meeting.

B. Payroll – May 2017: \$2,292,382.37

C. Accounts Payable: Warrants dated April 14, 2017, numbers 22581-22657, in the amount of \$329,879.76; Warrants dated April 28, 2017, numbers 22658-22719, in the amount of \$547,970.74; Automated Clearing House Transfers for April 2017 in the amount of \$8,620.05 for a monthly total of \$886,470.55.

Warrants dated May 12, 2017, numbers 22738-22805, in the amount of \$373,383.49; Warrants dated May 26, 2017, numbers 22826-22901, in the amount of \$621,365.01; Automated Clearing House Transfers for May 2017 in the amount of \$10,963.26 for a monthly total of \$1,005,711.76.

D. Surplus Property: Declare the property listed on Exhibit A as surplus to our needs.
(Katie Cunningham)

PUBLIC HEARING – None.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Karen Messmer reported on the May 5, 2017, TRPC meeting where members received a presentation about the North Lewis County Industrial Access Project which is an effort exploring strategies that increase access to industrial properties and improve system-wide mobility of people and goods while ensuring the transportation system is safe and efficient to operate as well as strategies that remove barriers or incentivize compatible industrial development. The NLCIA study is investigating and developing partnerships, policies and projects that will facilitate access to industrial properties in north Lewis County or otherwise increase the attractiveness of industrial growth. The study is looking at alternative routes utilizing existing interchanges, existing local roadway improvements, and the feasibility of a new interchange between Harrison Avenue (Exit 82) and Grand Mound (Exit 88), as well as potential new routes or connections.

The June 2, 2017, meeting consisted of the TRPC Planning Retreat which was held at the Bucoda Community Center, a true historic landmark. Messmer said two types of surveys given to the members in advance of the retreat – one was an online survey for members and alternates and the other was a phone survey the consultant prepared, asking people about their concerns and priorities. Messmer said she was disappointed by the total number of survey participants. She said there were some interesting results and topics included transit walkable communities, traffic congestion and how to deal with shifting to multimodal, as a role TRPC should

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have. One issue that kept cropping up was the lack of something regional. There was a sense of urgency in planning about water resources, and transportation was also high on the list. The Sustainable Thurston plan and climate issues did not come up much during the day's conversation, or in the surveys.

- B. Transportation Policy Board (TPB).** Karen Messmer reported on the May 10, 2017, TPB meeting. Mike Harbour, Deputy CEO of Sound Transit, gave a presentation about Sound Transit's exploration of transit and passenger rail plans and challenges. Sounder Commuter Rail construction is estimated to be completed in 2036 in DuPont. In the meantime, the public will need to rely on express buses.

Messmer said since TRPC and TPB only meet once a month, she suggested placing committee reports on the agenda for both Authority meetings because of the amount of time between meetings, and that would eliminate information lagging behind.

- C. Citizen Advisory Committee.** CAC member, Joan O'Connell said the CAC met May 15, 2017, and a report was provided at the May 17 Authority meeting by Michael Van Gelder.

NEW BUSINESS

- A. Tire Carousel.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase a tire carousel. Intercity Transit keeps about 100 tires on site at any given time and our limited space makes storage of these tires a challenge. They must be either stored outside or lifted to a mezzanine with a forklift or pulley system which poses a safety hazard.

The tire carousel, which is a mechanical rack system, will solve these challenges as it can store up to 91 tires in a relatively small footprint. The unit takes advantage of vertical storage space and acts like an elevator, lifting up tires from ground level where they can be removed at the top of the mezzanine safely.

Messmer asked who maintains the equipment and how easy is it to repair. Peterson said the equipment is a simple mechanical device which is gear driven and easy to maintain, so the Maintenance staff will maintain the equipment.

It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Messmer to authorize the General Manager to enter into a contract with Black and Decker, DBA SWS Vidmar Lista, to purchase one tire carousel in the amount of \$47,536.90, inclusive of tax and installation.

- B. 2018-2021 Transportation Improvement Program Adoption.** Development Director, Eric Phillips, presented for consideration the adoption of the 2018-2021

transportation improvement program for projects with anticipated Federal funding over the next four years.

It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to adopt the 2018-2021 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- C. Amending the Appointment of Agent to Receive Claims for Damages.** Heather Stafford-Smith, Human Resources Director, presented for consideration the adoption of Resolution 03-2017 to reflect current staff designated to receive claims for damages.

On April 3, 2017, Intercity Transit combined Human Resources, Finance and Information Systems into one department called "Administrative Services." Stafford Smith, previously the HR Director, now leads all three divisions. Her title is "Administrative Services Director." There is no longer a Finance Director position which is specifically mentioned in the existing resolution. This resolution will replace the reference to the HR Director position with the Administrative Services Director and assigns the Finance Manager as a secondary designated signer.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to adopt Resolution 03-2017 to reflect the most recent Administrative Organizational Structure changes and laws regarding receipt of claims for damages.

- D. Strategic Plan - Goals and End Policies.** Freeman-Manzanares reviewed existing Goals and End Policies from the 2017-2022 Strategic Plan to determine if they remain relevant for the 2018-2023 Strategic Plan. Last year the Authority amended and added statements to focus on accessing transportation needs throughout the PTBA, insuring the agency was addressing needs within the financial limitations, defining success based on satisfaction levels as opposed to increased ridership, and explicitly stating that the goal is to encourage the youth.

The six Goals and End Policies from the 2017-2022 Strategic Plan are as follows:

- *Goal 1 - Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*
End Policy-Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

No changes - remains the same for 2018-2023.

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- Goal 2 – *Provide outstanding customer service.*
End Policy–Customers and the community will report a high level of satisfaction.

No changes – remains the same for 2018-2023.

- Goal 3 – *Maintain a safe and secure operating system.*
End Policy–Focus on continual improvement for the safety and security of all customers, employees, and facilities.

No changes – remains the same for 2018-2023.

- Goal 4 – *Provide responsive transportation options within financial limitations.*
End Policy–Customers and staff will have access to programs and services that benefit and promote community sustainability.

Messmer suggested adding to the End Policy, “Customers and staff will have access to programs and services that *serve their transportation needs and* benefit and promote community sustainability.”

Melnick suggested acknowledging the Regional Alliance and would like to add something regarding being responsive to growth, transportation needs and demands and the communities role in assisting in this process.

Messmer suggested adding to Melnick’s suggestion to the Goal 6 End Policy terminology related to educate, encourage community members and work with community partners to explore and appreciate the benefits of public transportation, incorporating private partnerships could be part of that.

- Goal 5 – *Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.*
End Policy–Resources will be used efficiently with minimal impact on the environment.

Gilman said sustainability isn’t limited to environment. Add something reflecting the social and environmental sustainability impacts.

- Goal 6 – *Encourage use of services.*

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End Policy-Educate and encourage community members (and all partners or stakeholder) to explore and appreciate the benefits of public transportation.

Amend End Policy to, "Educate, encourage and work with community members, partners and stakeholders to explore and appreciate the benefits of public transportation."

Gilman said with the completion of the long range plan and the open houses, that the results may inspire the Authority to revisit these goals next year.

Commissioner Blake arrived.

GENERAL MANAGER'S REPORT

Freeman-Manzanares introduced the General Manager from Twin Transit, Rob LaFontaine, who was a guest in the audience.

The new class of Operators will graduate on Friday, June 16. All are invited to their Graduation Celebration Potluck being held from 11:30 a.m. to 1 p.m. in the Maintenance Rebuild Room.

Operations/Maintenance Director, Jim Merrill, participated in a public safety meeting held in Yelm. They discussed emergency management issues from throughout the county.

The underground storage tank construction taking place along Martin Way is moving along quickly. They are currently placing rock over the stormwater chambers on the newly installed infiltration gallery.

Lee Peterson, Vanpool Coordinator, is graduating from the Leadership Thurston County Program on June 14. Congratulations to Lee and many thanks for representing the agency so well.

There are 176 vanpools. Intercity Transit lost a vanpool group from JBLM because the riders were reassigned to other military bases; however, they "recruited" an all new soldier group to replace them. We haven't really seen that sort of participation in the past. It's really notable and we appreciate them. Staff is reaching out to many groups, and attending community and hiring events to increase the number of vanpool riders.

Per WSDOT, Intercity Transit was awarded an \$885,000 grant for the replacement of 40 vanpool vehicles. We are focused primarily on 7 passenger vans that have gone beyond

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their regular replacement cycle. They are the most in demand by our customers and although many are built in the US, they do not comply with Buy America as the manufacturers have chosen not to participate in the certification process. This state funding will benefit our customers.

Intercity Transit's federal advocate, Dale Learn, from Gordon Thomas Honeywell will attend the August 16, 2017, Authority meeting.

The IT Road Trip dates are:

- Lacey Timberland Library Monday, June 12 from 4:30 to 6 p.m.
- Tumwater Library Wednesday, June 14 from 4:30 to 6 p.m.
- Olympia Community Center, Thursday, June 15 from 12 to 1:30 p.m.
- Olympia Timberland Library Thursday, June 15 from 5:30 to 7 p.m.
- Yelm Community Center Tuesday, June 20, from 4:30 to 6 p.m.

Intercity Transit will participate in the following parades:

- Capital City Pride - June 17 @ noon
- Yelm Prairie Days - June 24 @ 9:30 a.m.
- Tumwater 4th of July Parade @ 11 a.m.
- Lake Fair parade - July 15 @ 5 p.m.

Due to the amount of activity at the Evergreen State College, Intercity Transit was asked to assist with transportation to their graduation ceremony; however, Intercity Transit cannot provide charter service so unfortunately, we are unable to assist. Staff did offer to provide assistance coordinating with Travel Training and Dial-A-Lift service.

AUTHORITY ISSUES

Sullivan thanked staff for attending the Tumwater Community Summit held May 16, 2017. The City of Tumwater, the Tumwater School District and TOGETHER! co-hosted a Community Summit at Peter G Schmidt Elementary School. She noted that even though conversation centered on partnerships with the schools and other agencies such as law enforcement, transportation did come up several times in the conversation. She said it's important that Intercity Transit be invited to community outreach events.

Melnick said during his trip to Charleston, North Carolina, he rode the free buses around the city, and although the buses were nice, the drivers were not very friendly. They also use a lot of wrap advertisements on their buses.

Clarkson said the SPSCC graduation exercises have been relocated to Ingersoll Stadium at Olympia High School, and they are scheduled to hand out over 1,400 certificates/diplomas.

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Blake thanked Freeman-Manzanares for her leadership during the 2016-2017 Leadership Thurston County program.

Blake said the Thurston County Commissioners passed Resolution 15476 calling for a public hearing on the proposed creation of a cultural arts and convention center. He said all jurisdictions will be involved in the discussion.

ADJOURNMENT


It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 6:42 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: July 19, 2017.

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