

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
June 21, 2017

CALL TO ORDER

Chair Debbie Sullivan called the June 21, 2017, Special 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; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick.

Members Excused: Citizen Representative Ryan Warner; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Duncan Green; Paul Koleber; Steve Krueger; Pat Messmer; Jim Merrill; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith;

Others Present: Citizen Advisory Committee member, Jonah Cummings.

APPROVAL OF AGENDA

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

RECOGNITIONS

Freeman-Manzanares introduced the 2017 Excellence In Transit Honorees: Jim Merrill; Rick Smart; Jon Licht, Brian Sutherby and Judy Selleck from the Inventory Team; and from the Operations Supervisors Team: Steve Barlow, David Dudek, Cindy Fisher, Jason Hanner, Kevin Karkoski, Reuben Lamberson, Ruby Lance, Tom Mateski, Michael Midstokke, and Rudy Vento. These individuals will be recognized at the annual Transit Appreciation Day event, and at the Washington State Transportation Conference.

PUBLIC COMMENT

Mark Dublin - 1919 Evergreen Park, Olympia, WA. Mr. Dublin addressed the Authority regarding the “wrap” advertising on the windows on the outside of the Intercity Transit buses. He doesn’t like looking through the mesh, and he feels like his ride quality is being ruined. He understands the ads are a form of revenue for the agency, and he wouldn’t mind seeing advertisements at the bus zones/shelters. But he asked the Authority to consider not wrapping the windows. He also suggested developing television screens around the bus where the windows are and present different scenes i.e. outer space, for the entertainment and enjoyment of the riders.

Mr. Dublin would also like to see the return of the 600 series buses up to Tacoma. Mr. Dublin said he used to drive for Metro Transit in Seattle for 13 years, and Intercity Transit is a wonderful system.

COMMITTEE REPORTS

A. Transportation Policy Board - Don Melnick said the TPB met on June 14. Members received a presentation on the WA Transportation Plan Phase II Implementation & Freight System Plan; and Veena Tabbut gave a briefing on the Federal Safety Performance Measures. It appears the county is doing well except for a couple of categories. Serious injuries to motorists have increased and non-motorist fatalities have increased. The goal for those two categories is going in wrong direction and there wasn’t an explanation provided as to why.

Gilman said one of the categories included people who were using a personal electronic device while driving when their accident occurred.

B. Citizen Advisory Committee - Jonah Cummings reported the CAC met June 19 and a large portion of the meeting focused on the technical report by Thomas Wittmann. He noted one trend shows Thurston County is turning into a “bedroom community” due to people who live in Thurston County but work further up north, and the Intercity Transit buses that connect to the systems up north aren’t being as well utilized as they could be; however, if that growth trend continues those buses will become more important as time goes on. Having a way to more quickly move through the congestion, such as an HOV lane, would provide benefit and incentive to getting on the bus. We can move far more people in a far smaller space. There was discussion on how other transit systems from other regions partnered with third party companies like Uber and Lyft to help with those growing pains, and there was a bit of push back by the CAC. Higher pricing, especially during high demand times, were a concern as was the lack of disabled transport. There was

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discussion about Intercity Transit participating in the Yelm Prairie Day parade again and several CAC members were planning to join in.

Regarding tonight's public comment, Cummings said he understands how the mesh advertisements on the windows of the bus can become frustrating, especially if it's a bus route one is unfamiliar with.

Carmody said Intercity Transit should approach WSDOT to suggest turning the shoulder of the I-5 into an HOV lane.

Freeman-Manzanares said the current I-5 JBLM study showed higher people through-put with an HOV lane; however, the Legislature would only approve project continuation with a general purpose lane only. She would have to research if the study addressed running on the shoulder. Claus-Sharwark said Intercity Transit buses currently do not drive on the shoulder due to weight restrictions.

Clarkson represented the Authority at the CAC meeting on June 19, and he said Intercity Transit recruits quality citizens for the Advisory Committee.. He said their questions and comments demonstrated how knowledgeable they are. They do a great job.

DELL COMPUTER EQUIPMENT AWARD

Procurement Coordinator, Jeff Peterson, presented for consideration the purchase of 41 personal computers and 16 monitors from Dell, Inc.

The desktop computers being requested are going to replace computers that have been out of warranty since April of 2016. Historically, computer hardware was refreshed on a 3-year cycle. Current technology is trending to 5-year life cycles and this purchase includes a 5-year warranty. The Information Systems team considered different suppliers of computers and found Dell offers quality reliable computer equipment at the most competitive rate. Intercity Transit's current computer environment consists of Dell equipment. Continuing to proceed with Dell equipment allows for operational efficiencies by avoiding compatibility issues, minimizing support of disparate technologies, and reducing learning curve.

To ensure price competitiveness, staff compared different equipment providers and costs from the State of Washington (DES) contract. Dell meets or exceeds our requirements and offered the lowest cost for both the PC's and the monitors. Staff recommends proceeding with a contract with Dell.

Clarkson asked if computers are replaced on a rotation basis. Peterson confirmed that is correct.

Messmer asked if staff have desktop stationary computers or laptops. Peterson said staff either receives a stationary computer or a laptop. Those who travel a lot receive laptops, and others receive the stationary computers.

It was M/S/A by Councilmember Gilman and Councilmember Clarkson to authorize the General Manager to purchase 41 personal computers and 16 monitors from Dell Inc. in the amount of \$59,381.44, inclusive of tax.

SCHEDULE A PUBLIC HEARING ON THE 2017-2022 TDP

Planning Manager, Dennis Bloom, asked for approval to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).

The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The annual TDP update must include three elements:

- a) Description of the system from the previous year (a 2016 Summary);
- b) Description of planned changes, if any, to services and facilities (2017-22); and
- c) Operating and capital financing elements for the previous year (2016), budgeted for current year (2017), and planned for five years (2018 - 22).

Staff will present the Draft TDP for discussion purposes to the Citizen's Advisory Committee meeting on July 17 and the Authority meeting July 19. The document will be available for public review and comment on July 20. After the public hearing, staff will request adoption by the Authority at their September 6, 2017, meeting. Upon final approval, the document is to be sent to WSDOT, local jurisdictions and other appropriate organizations and businesses.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to schedule a public hearing for August 16, 2017, at 5:30 p.m. for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2016 Summary and the 2017-2022 Plan.

PROJECT MANAGEMENT SERVICES AGREEMENT

Commissioner Blake arrived.

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Procurement Manager, Steve Krueger, presented for approval consideration to enter into an Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to perform project management services in support of the Olympia Transit Center Expansion Project.

OTC Expansion Project is at 30% design and has gone through Value Engineering. This project was initially pursued as a traditional design/bid/build project. A variety of challenges, including a very tight site, the requirement to operate the existing facility during construction, as well as complicated geotechnical, design and utility requirements, has lead us to pursue an alternative construction deliver method. Staff proposes an IAA with DES to perform construction project management services as the most productive, cost effective and expedient way forward.

State statutes authorize DES to provide construction project management services to State and local government. In addition, FTA regulations support grant recipients entering intergovernmental service agreements.

DES has extensive engineering, architectural and public works expertise. A highly experienced and qualified construction project management team is needed to ensure Intercity Transit's interests are effectively advanced and a successful outcome occurs. The DES Project Manager and support team has been vetted by staff. They have a strong working relationship with a variety of permitting and regulatory agencies, public utilities as well as design, construction and industry support professionals. An additional benefit is DES is authorized to pursue projects utilizing alternative project deliver methods, which allows us to forgo the state application, review and approval process, typically required of public entities.

Staff feels confident DES fees are fair and reasonable and that by partnering with DES, the OTC Expansion Project will gain a breadth of public works project management expertise and resources needed to achieve the desired results in a timely manner.

Any future work under the IAA with DES beyond the current scope of work for the OTC project that exceeds \$25,000 would be brought forward for Authority consideration separately.

Melnick asked for overall project budget. Krueger said the last estimate was \$8.2M to complete the project.

Melnick asked if staff looked at private consultants versus public; and why did staff select DES. Staff has utilized information from both private sector providers as well as DES. Part of the attraction to DES is the time savings involved with not having to apply for permission from the state to pursue this alternative delivery method. Another is the hour rates, in light of the considerable experience worked out in DES's favor as well.

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This project will include private sector contractors in partnership to move the project forward.

Clarkson asked what estimated savings does the agency benefit from using value engineering. Freeman-Manzanares said the benefits of value engineering have as much to do with ensuring the highest levels of functionality as they do with ensuring the most economical way to proceed. Freeman-Manzanares cited several examples of results of the value engineering exercise.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to enter into an IAA with DES to provide Project management Services and authorize Project Management Services in support of the Olympia Transit Center Project in the amount of \$157,493.

AMEND AUTHORITY BYLAWS - AUTHORITY PUBLIC MEETINGS ARTICLE V

Clerk of the Board, Pat Messmer, presented for consideration the adoption of Resolution 04-2017 amending the Intercity Transit Authority Bylaws to change the monthly Work Session public meeting to a Regular monthly public meeting.

The Intercity Transit Authority conducts two public meetings monthly in accordance with the Open Public Meetings Act RCW 42.30.070. The first Wednesday of the month the Authority conducts a Regular meeting in which the Authority is known to take "action" on agency matters. The third Wednesday of the month is a Work Session, whereby the Authority discusses non-action items. However, due to the timing of agency business, it often times becomes necessary for the Authority to take action at the second meeting (Work Session). This requires changing the Work Session to a Special Meeting, and publishing the agenda in the local newspaper.

Resolution 04-2017 will amend the Bylaws to eliminate Article V - 5.4 Work Sessions; and change Article V - 5.1 Meetings to read, "Regular meetings of the Authority will be held *twice* each month at its designated offices...."

It was M/S/A by Councilmember Carmody and Councilmember Clarkson to adopt Resolution 04-2017 amending the Intercity Transit Authority Bylaws eliminating Article V - Section 5.4 - Work Sessions and changing that meeting to a Regular monthly meeting.

BICYCLE COMMUTER CHALLENGE RESULTS

Bicycle Commuter Challenge Specialist (BCC), Duncan Green, provided the results of the 2017 BCC. The event kicked off in February with the 4th Annual Winter BCC with

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225 participants who celebrated with a selfie contest. Next there was the 11th (second rainiest ever) Earth Day Market Ride with over 70 riders.

All of the jurisdictions in Thurston County, including Tenino, proclaimed May as Bike Month.

The BCC fosters collaboration, communication and community to make bike month a success. That includes partnering with TRPC, Capital Bicycling Club, all local jurisdictions, Neighborhood Associations, The Evergreen State College Sustainability Office, state agencies and volunteers.

The BCC attended many local events: Washington Bike Summit; Thurston County Green Business Luncheon; REI Bike Commuting Basics Class; Evergreen State College Bike Fest; Capitol Campus Bike Expo; ELG Campus Bike Expo; Public Service Appreciation Day; Interagency Bike Ride; and DES Sustainability Fair.

Bike to Work Day was held May 19, with six bike commuter stations around Olympia, Lacey and Tumwater. Held on the same day was the Inter-Agency Bike Ride with over 30 riders from 12 agencies. All gathered for a picnic at Tumwater Historical Park.

Coming up on Saturday, June 24 is the Prize Hoopla where prizes from sponsors are awarded to over 200 people.

In spite of being the wettest and coldest spring, the BCC showed a registration of 1,600 people (down from 2016). There were:

- 85 Teams
- 48 Sponsors
- 200+ Prizewinners
- Rode 92,247 total miles
- 12,246 total commute days
- Prevented 46 tons of CO₂ from entering the atmosphere

Melnick asked if Intercity Transit gets any media coverage in Seattle. Green doesn't believe the BCC receives Seattle media coverage, most likely because Seattle and King County have their own bike events.

Carmody suggested Intercity Transit share this data with other media outlets.

SHORT RANGE SERVICE PLAN/COMMUNITY CONVERSATION

Planning Manager, Dennis Bloom, provided an update on the most recent outreach efforts to the Short Range Service Plan/Community Conversation.

Bloom shared the results from the open houses that were held at the Lacey, Tumwater and Olympia Timberline Libraries and the Olympia Community Center.

Bloom reviewed the updated Road Trip web page. There was an estimated 5,000 invites sent out to individuals and businesses. The open house invitation was distributed to all of the jurisdictions, TRPC, Thurston Chamber, EDC, planning commissions, social services agencies, and state agencies. It was advertised in the Rider News, on social media and in the Olympian, Nisqually News and Roxy radio. Bloom shared examples of the various ads.

A total of 44 people attended the open houses. Bloom reviewed a summary of the "green dot" exercise which showed that the "Add more service to new areas" category received the most green dots. Two other categories were tied: "Operate more routes in the evening" and "Add more shelters at stops."

Road Trip Inputs to Date:

- Online survey - 144 entries
- Public Comment Log - 300+
- Stakeholder interview are ongoing
- Intercept surveys are ongoing

Next Steps:

- Jason Robertson & Thomas Wittmann continue public outreach
- Meeting with Operators
- Next round of public involvement

Thomas Wittmann is working on:

- Land use scenarios
- Defining mobility options
- Alternatives development

Melnick asked Bloom how he feels about these first efforts. Bloom said there was a lot of effort to get the public to attend, and the fact that only 44 people attended was disappointing. He thinks people respond best by going to the website, versus in-person attendance, and social media is also the better route to take.

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Melnick asked how the Road Show is being rolled out to the Planning Commissions. Bloom said the idea is to provide presentations to the individual commissions.

Messmer said there are many other ways to have this conversation. Replicate the materials and the story that was told at the open houses to the planning commissions. At some point line up sometime in September/October planning commission timeframe for about 20 minutes.

Gilman said he had a different image of what this process was and it appears largely focused on people who don't ride the bus and not expected to use the services, but we expect them to support Intercity Transit as an important mobility agency within the community. He's excited the business organizations and public entities distributed this message but either the message or the location of the open houses was not the place for convening those business leaders or CTR staff. He said keep an eye on how to reach the people we want to support the idea and work of a mobility agency within our community without a mind to recruiting those individuals to use the services themselves but to think it's a tool for their business or agency.

Carmody said these statistics would be a great marketing tool for the Washington State Legislators.

Melnick asked what the plan is to interface with the business community. He suggested presentations to the chambers and rotary clubs to help them understand that Intercity Transit is trying to find out how to best serve customers including the business people whose employees need to get to work.

GENERAL MANAGER'S REPORT

Staff received notice of a grant award from WSDOT for the 2017-2019 Vanpool Investment Program in the amount of \$885,000 to replace 40 vanpool vehicles. Intercity Transit doesn't intend to purchase additional vans at this time but will look at the following year. The agency has delayed the replacement of 7-passenger vehicles, so this money will be used to replace those vehicles.

A month ago, Freeman-Manzanares reported there was the potential to lose about \$1.4M in federal dollars for the Olympia Transit Center construction project. There are three different federal grants that combined will complete the project to bring Greyhound on site and expand that facility. Two of those grants include both architectural and engineering services as well as construction, and one grant is just for construction. The grant in question was just for construction and since the agency hasn't drawn-down any funds, and construction hasn't started yet, the FTA thought there was no movement on the project. Unfortunately, FTA does not allow combining grants into

one project so on paper they are linked. Staff was able to show the connection and, in fact, there has been progress so the money remains in place to move forward with the project.

Construction is moving along nicely on the Underground Storage Tanks project.

The Citizen Advisory Committee will take their photo shoot at the July 17, 2017, meeting to advertise the recruitment for new CAC members in the fall.

AUTHORITY ISSUES

Karen Messmer reminded the Authority the July 5 meeting is canceled. The next meeting will be July 19.

Melnick said Panorama received a bus stop and shelter. The Drive More Go Less team meets Thursday, June 22. Panorama is planning another symposium in September. A presentation is scheduled at the July TPB meeting regarding the last mile.

Melnick asked about the status of the Pierce Transit's \$4M grant. Freeman-Manzanares will follow up.

Sullivan said Intercity Transit provided the transportation for a group of CTR Coordinators, and many in the group never rode transit, and they were very impressed with the service.

ADJOURNMENT

It was M/S/A by Councilmember Carmody and Councilmember Clarkson to adjourn the meeting at 7:25 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk of the Board

Date Approved: July 19, 2017

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