

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 2, 2017

CALL TO ORDER

Chair Sullivan called the August 2, 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 Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Katie Cunningham; Tammy Ferris; Mark Kallas; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Jeff Peterson; Eric Phillips; Rob Rinehart; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Peter Diedrick; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS - None

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: July 19, 2017, Regular Meeting.

A. Payroll - July 2017: \$2,241,850.13

B. Accounts Payable: Warrants dated July 7, 2017, number 23038; numbers 23041-23105; numbers 23111-23114, in the amount of \$315,416.27; Warrants dated July

Intercity Transit Authority Regular Meeting

August 2, 2017

Page 2 of 7

21, 2017, numbers 23115-23180, in the amount of \$794,529.40. Automated Clearing House Transfers for July 2017 in the amount of \$6,321.01 for a monthly total of \$1,116,266.68.

- C. Schedule Special Meeting:** Scheduled a special meeting for Wednesday, September 20, 2017, to conduct a joint meeting of the Authority and the Citizen Advisory Committee. (*Ann Freeman-Manzanares*)

PUBLIC HEARING - None

COMMITTEE REPORTS - None

NEW BUSINESS

- A. Replace Aging Network Equipment.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase 8 Cisco Switches and 2 Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components from CDW LLC.

The requested Cisco equipment will replace the aging equipment purchased in 2005 and warranty coverage will expire in October of 2017. The Proxim Tsunami Wireless Bridges will enhance network communications and reliability to staff located in the Remax Professional Building on Pacific Avenue.

Through market research, staff found CDW offers the requested equipment at a competitive price from the King County Directors' Association (KCDA) purchasing cooperative. KCDA is owned by Washington's public school districts and serves all levels of government. Staff also considered the Washington State contract but pricing and product selection was more advantageous through KCDA. Staff recommends purchasing new network switch equipment to ensure the network system is operating efficiently under a maintenance agreement.

It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to authorize the General Manager to purchase 8 Cisco Switches and 2-Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components in the amount of \$74,593.28, inclusive of tax, from CDW LLC.

- B. Installation of Mobile Video Recording System.** Procurement Coordinator, Jeff Peterson, presented for consideration an amendment to an existing contract from Transit Solutions, LLC to include installation of our mobile digital video recording (DVR) system and high definition front facing cameras.

Intercity Transit Authority Regular Meeting

August 2, 20176

Page 3 of 7

Intercity Transit entered into a contract with Transit Solutions in November 2016 to provide Intercity with the next generation of onboard DVRs and high definition front facing cameras for \$358,641. The contract included the installation of 12 systems on existing fleet intended as training for future in-house installation of the remaining vehicles.

The initial installation and training effort concluded in January 2017. Following a review by Maintenance staff on the efficiency and scale of work following the initial training, it was determined the overall costs, timing, and implementation schedule of the project would improve significantly by having Transit Solutions complete the installation. Having the vendor complete the installations also provides stricter adherence to potential warranty issues related to the installation process. Our amendment to the contract with Transit Solutions provides for timely and efficient completion of installation work and staff recommends exercising this option.

By all accounts, the new DVRs and cameras have been a success and provide superior results. Staff believes the best and most cost effective path forward to implement this technology is to have Transit Solutions install the remaining DVRs and cameras.

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to authorize the General Manager to amend an existing contract with Transit Solutions, LLC to include installation of DVR systems, associated mobile digital video recording system components, and high definition front facing cameras in the not-to-exceed amount of \$72,347, including tax, for 93 vehicles.

- C. New Facilities Truck Purchase.** Procurement Coordinator, Katie Cunningham, presented for consideration a request to issue a purchase order to Columbia Ford of Longview for the purchase of (1) one 2017 Ford F350 truck and service body.

Intercity Transit intends to purchase one (1) new Ford F350 truck with service body to replace a 2005 model year truck which is overdue for replacement. This new truck will be similar to the Ford F350 with service body that was purchased in 2016. Facilities staff has found that this truck make and model has served the department well, and has determined that a similar truck will continue to best meet the department's needs.

In order to increase coverage and efficiency during snow events, staff also planned for the addition of a snow plow attachment to this vehicle. The snow plow package will allow a quicker response to clear the bus yard, transit centers, and park and rides during snow and ice events. While we currently have two vehicles with snow

Intercity Transit Authority Regular Meeting

August 2, 2017

Page 4 of 7

plow attachments which also carry a sander and deicer trailer, this third stand-alone snow plow will enhance our ability to respond.

The Washington State Department of Enterprise Services (DES) competitively awards its vehicle contracts to the lowest responsive and responsible bidder by vehicle class, and Columbia Ford of Longview was selected for this vehicle class under Contract 05916. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off of this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and the contractor's ability to perform. Staff has confidence that this vehicle is mechanically sound and will serve our facilities staff well.

It was M/S/A by Vice Chair and Citizen Representative Messmer and Citizen Representative Melnick to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford F350 truck and service body not-to-exceed the amount of \$74,611, including tax.

D. State Legislative Advocacy Services. Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Foster Government Relations for State Legislative Advocacy Services.

In July 2016, Intercity Transit released a Request for Proposals for State Legislative Advocacy Services, which resulted in a one-year contract award to Foster Government Relations in September 2016. The original contract included four one-year renewal options. This item represents the first one-year renewal. The contracted amount remains as originally proposed.

Intercity Transit has been satisfied with Foster Government Relations' representation of its interests during the first year of this contract. The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Foster Government Relations is approved.

It was M/S/A by Citizen Representative Warner and Councilmember Carmody to authorize the General Manager to enter into a one-year contract extension with

Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.

E. Rejection of Tumwater Square Station Improvements Construction Bid.

Procurement Coordinator, Tammy Ferris, presented for consideration the rejection of the bid submitted by NOVA Contracting, Inc. for the Tumwater Square Station Improvements.

Intercity Transit released a RFB for the Tumwater Square Station Improvements project on June 21, 2017. We received one (1) bid in the amount of \$348,200 by the submittal deadline of July 13, 2017.

Intercity Transit's 2017 budget to complete construction was \$230,000. The Engineer's estimate to complete the project was \$245,113. The bid received exceeded the Engineer's estimate by \$103,087, which is 42% higher than the Engineer's estimate.

Based on discussions with our project Engineer, the lack of bids and higher than anticipated pricing is most likely due to releasing the RFB during the peak season of construction when construction demand is high and contractor availability is low. Our Engineer contacted several contractors to verify the lack of participation and they had reported that they were busy but also confirmed the Engineer's estimate was reasonable.

Staff is requesting the Authority reject the single bid submitted by NOVA Contracting, Inc., as it exceeds the approved budget. Staff intends to re-issue the RFB for the Tumwater Square Station Improvements in the fall of 2017 in order to attract a larger number of contractors to bid the project.

It was M/S/A by Councilmember Clarkson and Councilmember Carmody to authorize the General Manager to reject the bid submitted by NOVA Contracting, Inc. in response to RFB 1621 for Tumwater Square Station Improvements.

GENERAL MANAGER'S REPORT

Transit Appreciation Day is Wednesday, August 9, 2017, from 10 a.m. to 4 p.m. The awards program begins at 12:04 p.m. All are welcome.

The IT Road Trip public outreach kicked-off last week. There was an article in the Olympian, and a piece on KIRO news. There have been 200 completed intercept surveys collected to date. And "thank you" to Councilmembers Clark Gilman and Ryan Warner and CAC member Marilyn Scott for participating. Currently, there 650 surveys have been completed online.

Intercity Transit Authority Regular Meeting

August 2, 2017

Page 6 of 7

At the July 20, 2016, Authority meeting, the Authority acknowledged they are not considering the purchase of more hybrid buses, and will stay with clean diesel. Staff will come before the Authority on December 6, 2017, with a contract to purchase new clean diesel buses. The Procurement Team is formed and staff will send researchers to the APTA Expo to put the final touches on the purchase request.

Staff would like to take advantage of two grant opportunities. One is a state CTR grant that the state dedicated \$250,000 to reduce congestion on I-5 and other major highways to the north. It requires private participation. Staff is looking at potentially doing something around vanpool promotion. Freeman-Manzanares met with David Shaffert from the Thurston County Chamber, and also met with Conduent to determine their level of interest. The deadline is August 15, 2017.

Councilmember Carmody suggested staff contact local hospitals and nursing homes. Medical employees are in need of reliable transportation, and perhaps would benefit from our vanpool program. Freeman-Manzanares said she had a conversation with David Shaffert about the "medical clusters" within the community, and there may be opportunities to go beyond single businesses and look at the medical clusters of employees.

The second grant is Bus and Bus Facilities. Freeman-Manzanares and Eric Phillips are meeting with Intercity Transit's grant writer, Thera Black from SCJ, to view a webinar on the grant-writing process. This grant is due August 25, 2017. Staff is looking at grant opportunities that fall within the strategic plan. The Authority is in agreement and encouraged our applications to these programs.

The Authority Annual Planning Session is scheduled for August 18, 2017, from 8 a.m. to 4 p.m. At the 2016 Planning Session, the Authority received a glimpse at the trade-offs involved with the type of fixed route services the agency provides and defining policy about the type of service the agency puts out on the street. This year's facilitator Jason Robertson, and subject matter expert Thomas Wittmann, will delve more deeply into the policy area.

Intercity Transit hosted the second annual Local Rodeo on Sunday, July 23, resulting in three Operators (Rob Woods, David Randall and Eric Wells) representing the agency at the Washington State competition on Sunday, August 5. Coaching for Operations is Operations Supervisor, David Dudek. In the maintenance competition, the three returning maintenance staff members are Grant Swidecki, James Bush and Joe Bell. Coaching for Maintenance is Maintenance Supervisor, William Snyder.

Intercity Transit Authority Regular Meeting

August 2, 2017

Page 7 of 7

AUTHORITY ISSUES

Carmody suggested, and the Authority members agreed, that staff revisit the Procurement Policy of bringing all items \$25,000 and over to the Authority for approval, and consider increasing that amount to at least \$50,000. Freeman-Manzanares said staff will bring this before the Authority at a future meeting.

Messmer asked staff to add to the next Authority meeting agenda the consideration to cancel the December 20, 2017, meeting. Over the past several years, the Authority has finished business during the first meeting of the month, and this will allow staff and the Authority to plan ahead for holidays.

Clarkson thanked Freeman-Manzanares for doing an outstanding job of giving a presentation to the Kiwanis Club.

Warner invited all to the Washington State Public Transportation Roadeo being held in Everett on Sunday starting at 8 a.m. on August 6.

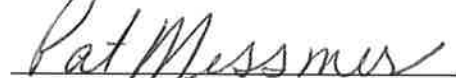
ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to adjourn the meeting at 6:10 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: September 6, 2017.

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