

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
September 6, 2017

CALL TO ORDER

Chair Sullivan called the September 6, 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; Suzanne Coit; Katie Cunningham; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith.

Others Present: Citizen Advisory Committee Member, Marilyn Scott; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Cindy Fisher introduced Zach Heinemeyer, Village Vans Assistant
- B. Eric Phillips introduced Rob LaFontaine, Planning Manager

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** August 2, 2017, Regular Meeting
- B. Payroll - August 2017:** \$2,197,304.01
- C. Accounts Payable:** Warrants dated August 4, 2017, number 23182; numbers

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23185-23259; in the amount of \$913,426.25; Warrants dated August 18, 2017, numbers 23262-23333, in the amount of \$652,711.38. Automated Clearing House Transfers for August 2017 in the amount of \$12,018.00 for a monthly total of \$1,578,155.63.

- D. Operations' Uniforms Contract Extension:** Authorized the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations' staff uniform items in an amount not-to-exceed \$60,000, including taxes. (*Katie Cunningham*)
- E. Transit Pass Printing and Delivery:** Authorized the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract spend will not exceed \$26,609, including taxes. (*Jeff Peterson*)
- F. Surplus Property:** Declared the property listed on Exhibit A as surplus with a total value estimated at \$146,672. (*Katie Cunningham*)

PUBLIC HEARING – None

COMMITTEE REPORTS

- A. Citizen Advisory Committee.** No report, however, CAC member, Marilyn Scott said she very much enjoys and appreciates being a member of the CAC.

Councilmember Carmody arrived.

NEW BUSINESS

- A. Thurston County Economic Alliance Update.** Executive Director of the Thurston Economic Development Council (EDC), Michael Cade, provided an update on the Economic Development Strategic Plan. Cade introduced Aslan Meade, EDC Business and Investor Relations.

The EDC, in cooperation with many community partners including Intercity Transit, has developed a comprehensive economic development strategy to achieve a prosperous and resilient community.

The “Alliance” is a voluntary partnership with local governments, businesses, non-profits, educational institutions, economic development practitioners that collaborate on the development, implementation in review of efforts to build and maintain a dynamic economy.

The Alliance is based on five elements: Career Pathways and Workforce Readiness

• Target Industry Growth and Innovation • Small Business and Entrepreneurial Resources • Infrastructure, Policy and Funding Coordination • Brand Development, Partnerships and Communication.

Cade reviewed the four focus areas. He said the lead person for each one of these areas has been asked to set up a committee and task force, and meet on a regular basis.

Focus Area 1 – Career Pathways and Workforce Readiness – Maintain a progressive education, training and workforce development system that creates career pathway opportunities for all residents and streamlines employer access to a highly-qualified talent pool.

They ensure there are opportunities for success. Currently, the county's unemployment rate is about 4.5%; and there's a youth unemployment rate of about 14%. How do we create career pathways for those individuals? Thurston Regional Library has created e-cards issued to 10,000 Olympia School District students that can access online education and career employment databases. Find ways to get students involved on career pathways. EDC also created summer internships for students with disabilities, by aligning the work and supporting it.

Focus Area 2 – Target Industry Growth and Innovation – Support and stimulate growth in empirically-defined "clean and green" target industries that provide critical jobs, generate significant taxable revenue and attract new investment.

They created a database to search all industrial and commercial sites in Thurston County. At Pac Lab Economic Development Organization, Pac 5 is Pacific Mountain, with 5 EDC's in the region who meet on a regular basis. They are forming an economic development district, and Thurston County is one of two counties in the state without a federal designation under the economic development administration.

State agencies are being interviewed for a supply chain, thinking about state agencies as employers. The state agencies need access to consultants and other agencies. They are our largest employer and they need to be recognized.

Focus Area 3 - Small Business and Entrepreneurial Resources - Promote and support a culture of innovation and entrepreneurship by connecting small and emerging business with the resources they need to launch and grow.

EDC developed a scale-up/tune-up program training programs.

Research Consortium – EDC has a formal relationship with the Evergreen State College, St. Martin’s University and SPSCC. Their faculty will conduct research for a fee, a grant or pro bono.

Focus Area 4 – Infrastructure, Policy and Funding Coordination - Strengthen collaboration to ensure policy alignment, adequate infrastructure funding and effective implementation of strategic community initiatives.

Focus Area 5 – Brand Development, Partnerships and Communication - Develop a Thurston brand and promote our community as a preferred destination for investors, employers and employees based on our geographic location, cultural assets, affordability and integrated workforce and educational systems.

Cade answered questions.

Messmer asked Cade how he sees transit fitting into the infrastructure framework. Cade said EDC can’t do anything without transit, and Intercity Transit needs to be at the table during discussion about new growth and infrastructure and the future of transit.

Clarkson asked Cade what would happen if the U. S. ceased trading with China. Cade said Washington is the most trade-dependent state in the nation, and important to the state’s economy. Cade believes if we stopped trading with China and treat them as an enemy, through economics, the United States will have a real problem.

- B. Adoption of the Annual Report & Transit Development Plan.** Development Director, Eric Phillips presented the 2016 Annual Report and 2017-2022 Transit Development Plan (TDP) for adoption.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to adopt the 2016 Annual Report and 2017-2022 Transit Development Plan (TDP) as presented for the public hearing held on August 16, 2017.

- C. Contracting for Cash Sorting Services.** Finance Manager, Suzanne Coit presented for consideration a contract with Loomis Armored LLC for cash sorting services.

Coit said staff in Finance spends 12 to 16 hours per week sorting cash from the fareboxes. The cash is sorted by denomination, stacked and placed in sealed bags. Loomis picks up and delivers the cash to Key Bank where it’s counted and deposited into our bank account. The average amount of currency per week for the past three months has been about \$15,000 and staff also bags approximately \$6,000

in coins every week, with a total of approximately \$21,500 per week being received from the fareboxes.

By contracting with Loomis to provide this service, the agency expects to save approximately \$56,153 to \$74,870 a year in staff time. This will allow Finance staff to devote time to higher skilled duties and responsibilities. In addition to saving staff time, it reduces the potential risk of repetitive injuries.

This work is proposed to begin in mid-September, and has not been funded in the 2017 budget. The anticipated contract expenditures for 2017 are approximately \$13,000.

Messmer asked if there were any changes in the security of handling the cash and how will that change by using Loomis. Coit said several security changes have been implemented recently that includes installation of a camera that faces the entrance to the farebox room; changing the locks and using the alarm. In terms of security for the actual bundling of cash, nothing is changing except that Loomis will now conduct the sorting.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Citizen Representative Warner to authorize the General Manager, to enter into a contract with Loomis for \$45,000 to sort cash from the fareboxes for a period of one year.

- D. Surplus Van Grant Program Update.** Vanpool Manager, Carolyn Newsome, said the Surplus Van Grant Program kicks off September 11, 2017. The program was adopted by the Authority in 2003, and makes up-to-four surplus vanpool vehicles available to non-profit groups within Intercity Transit's service area on an annual basis.

Since the program began in 2004, the agency's Surplus Van Grant Program has awarded 43 vehicles to organizations, the most recent being Boys and Girls Clubs of Thurston County, Community Youth Services, Senior Services of South Sound, Community Action Council, City Gates Ministries and Center for Natural Lands Management. Past recipients included: Catholic Community Services, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services plus many more.

Newsome cited several examples of the benefits the vans have provided these organizations.

- E. 2017 Citizen Advisory Committee Fall Recruitment.** Freeman-Manzanares said recruitment materials were distributed, and are on the buses and website.

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Applications are due September 26, 2017. Currently, three positions will become available – a youth position and two regular positions. An ad-hoc interview panel consists of CAC members Tim Horton, Jan Burt and Marilyn Scott; and Authority members Don Melnick, Karen Messmer and Debbie Sullivan. Interviews are scheduled for October 18, 2017. Appointments will be announced at the November 1, 2017, Authority meeting.

GENERAL MANAGER'S REPORT

Freeman-Manzanares submitted two grant applications: One requesting \$12M to the Federal Transit Administration for their Bus and Bus Facilities Program, for the Pattison Street renovation and expansion project.

The second for \$250,000 for a new pilot grant project that was approved by the Legislature. Intercity Transit's proposal focused on non-Commute Trip Reduction business sites, which are the majority of businesses sites in the state. Intercity Transit is partnering with Lewis and Pierce Counties (called the Lewis-Thurston-Pierce Business-to-Business Vanpool Promotion). It includes the Puyallup Sumner Chamber of Commerce; Thurston Chamber; Yelm, Lacey, and Tumwater Chambers; and the EDC. This involves a broad-based vanpool educational campaign.

There are 178 vanpool groups. Intercity Transit is proposing 30 new vanpools between Pierce and Intercity Transit.

Since the approval of a contract with the Department of Enterprise Services, staff has been moving forward quickly on the development of the OTC. Since progress was delayed on this project, we can expect a loss of 15-20% due to inflation. Staff is looking at less square footage and focusing on efficiency. The design team is focusing on how to gain the most function with the dollars available.


The IT Road Trip continues with interviews of stakeholders. Through this process, staff realized other opportunities such as the SPSCC. SPSCC will have about 6,000 students on campus and they will allow their staff to administer the IT survey using smartphones.

Freeman-Manzanares is attending the National Transit Institute Board Meeting at Rutgers University next week.

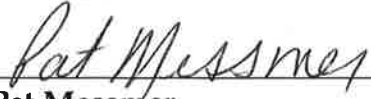
AUTHORITY ISSUES

Melnick said Panorama is having a Drive Less-Go More Symposium on September 20. The key strategy is to enable seniors to age in place and he said seniors need to be

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: October 4, 2017.

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

informed of alternative ways to get around. Intercity Transit, Amtrak and Uber will be there.

Carmody said she spoke with J. T. Wilcox about transportation congestion in Yelm. There is a one lane road on the 507 and 510 and Yelm is rapidly becoming the place where everyone heads when the I-5 is shut down. She told him two lane highways are needed and one of those lanes needs to be HOV. She's trying to start a 507/510 coalition between J. T., JBLM, Yelm, Nisqually Tribe and possibly Lacey and other stakeholders. Carmody will represent Yelm, and encourages representation and support from the Intercity Transit Board.

Clarkson said at one time the Department of Transportation had a great deal of right-of-way through Yelm, and a decision was made not to run I-5 through Yelm. It might be worthy to check into the status of that situation.

Clarkson said he shared the topics of discussion from the Authority Planning Session with his fellow Lacey councilmembers and alluded to the possibility of a no fare transportation system in the future, and that captured their attention and they were receptive to the idea.

Carmody suggested that while staff is researching the purchase of new fareboxes, perhaps we should remove the fareboxes from the buses as a pilot of the no-fare concept. See if it enhances opportunities for more to travel by bus and if it increases our speed.

Messmer said the fare free concept could have political ramifications. Intercity Transit hasn't used all of the taxing authority; and the other question is many will think the public should have to pay for riding the bus. Even if it costs us more to collect the fare than the fare returns. However, she is intrigued by a short-term way to get people talking and thinking about riding the bus.

Melnick said there needs to be the notion that fare free might reduce congestion and there is a cost to congestion.

Sullivan said at the Planning Session, the Authority expressed interest in having a meeting with Pierce Transit to begin a dialogue about regional transportation.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 6:54 p.m.

EXHIBIT A
SURPLUS PROPERTY - SEPTEMBER 2017

VANPOOL					
ITEM	DESCRIPTION	VEHICLE #	# SEATS	MILEAGE	EST. VALUE
1	2008 Chevy Uplander	1912	7	77,841	\$3,765.00
2	2008 Chevy Express	1920	12	72,553	\$10,281.00
3	2008 Chevy Express	1928	12	68,079	\$10,582.00
4	2008 Chevy Express	1929	12	74,212	\$10,130.00
5	2008 Chevy Express	1930	12	74,836	\$10,130.00
6	2009 Toyota Sienna	2007	7	158,109	\$5,945.00
7	2009 Toyota Sienna	2009	7	131,449	\$6,683.00
8	2009 Toyota Sienna	2020	7	144,109	\$6,251.00
9	2010 Dodge Caravan	2103	7	137,851	\$5,797.00
10	2011 Dodge Caravan	2110	7	129,986	\$6,416.00
11	2011 Dodge Caravan	2112	7	122,506	\$6,638.00
12	2011 Dodge Caravan	2118	7	112,575	\$7,054.00
13	2011 Dodge Caravan	2126	7	127,150	\$6,488.00
14	2011 Dodge Caravan	2127	7	115,074	\$6,966.00
15	2011 Ford Econoline	2140	12	77,278	\$11,918.00
16	2011 Ford Econoline	2142	12	69,589	\$12,708.00
17	2012 Dodge Caravan	2214	7	99,563	\$8,055.00
18	2013 Ford Econoline	2325	12	107,284	\$10,280.00
VANPOOL TOTAL					\$146,087.00
FACILITIES					
ITEM	DESCRIPTION	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	3 locker unit - 66" H x 45" W x 21" D	NA	1	\$20.00	\$20.00
2	6' Tripod Wooden Ladder	NA	1	\$5.00	\$5.00
3	Small Printer Cabinet with Pull out tray	NA	1	\$5.00	\$5.00
4	2 Drawer Black File Cabinet (1987)	7110-00-497-1420	1	\$5.00	\$5.00
5	Lincoln Power Master 3 - 82895 Airmotor - 3	N1K Series G	1	\$100.00	\$100.00
6	Lincoln Power Master 3 - 82895 Airmotor - 3	Series G	1	\$100.00	\$100.00
7	Lincoln Power Master 4 - 82730 Airmotor - 4	Series G	1	\$100.00	\$100.00
8	Lincoln Power Master 4 - 82730 Airmotor - 4	Series G	1	\$100.00	\$100.00
9	200 gal galvanized tank with window wash mixer	NA	1	\$50.00	\$50.00
10	Roll-around Oil drain tanks - 1/4 drum	NA	3	\$15.00	\$45.00
11	Portable drum parts washer - 1/4 drum	NA	1	\$15.00	\$15.00
12	Barbeque	Charbroil	1	\$20.00	\$10.00
13	Vacuum - Star	756 / R043914	1	\$10.00	\$10.00
14	Wet/Dry Vacuum - Craftsman	125.12006 / 082016	1	\$10.00	\$10.00
FACILITIES TOTAL					\$585.00
TOTAL SURPLUS VALUE					\$146,672.00

