

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 4, 2017

CALL TO ORDER

Chair Sullivan called the October 4, 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 Olympia Councilmember Clark Gilman; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: City of Lacey Councilmember Virgil Clarkson; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Tammy Ferris; Paul Koleber; Steve Krueger; Rob LaFontaine; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Marie Lewis; Legal Counsel, Dale Kamerrer.

Chair Sullivan asked the Authority and members of the audience to take a moment of silence on behalf of the victims of the Las Vegas shooting, and recent hurricanes in Puerto Rico, Florida and Texas.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Rena Shawver introduced Nicky Upson, Marketing/Communications/Outreach Coordinator

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 2 of 9

- A. Approval of Minutes:** August 16, 2017, Regular Meeting; September 6, 2017, Regular Meeting; September 20, 2017, Joint Meeting
- B. Payroll - September 2017:** \$2,198,566.64
- C. Accounts Payable:** Warrants dated September 1, 2017, number 23335-23395, in the amount of \$549,337.04; Warrants dated September 15, 2017, numbers 23401-23470, in the amount of \$456,766.63. Automated Clearing House Transfers for September 2017 in the amount of \$12,934.49 for a monthly total of \$1,019,038.16.

PUBLIC HEARING - None

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met September 8. Members received a State of our Transportation System report. This was a compilation of data about scores and ratings for pavement preservation, bridges and safe passage. Pavement preservation funding is chronically running low and things are okay now, but at the level that's being funded there could be deterioration. Currently, 42% of bridges are in fair condition, 3 are in poor condition in the county and there are 353 known fish barriers, and 161 of those are in local government jurisdictions and that's about \$138M worth of recovery and renovations. This report is available online.

Messmer said every year staff at TRPC compiles a list and works at the legislative level representing TRPC which includes Intercity Transit. Karen Parkhurst distributed a survey asking TRPC membership to respond with three legislative priorities. Messmer said Intercity Transit staff works directly with TRPC and IT should be aware of where we sit on the list and what our specific legislative targets are. After discussion the Authority selected their three legislative issues:

- Transit and transportation
- Multi-modal
- Seeking funding for region and rural mobility

Messmer said IT created a list last year and had to work to get the language more explicit.

- B. Transportation Policy Board (TPB).** Melnick said the TPB met on September 13. Members reviewed and discussed the draft 2018-2021 Regional Transportation Improvement Program (RTIP); discussed the proposed WSDOT and City of Lacey Amendment 17-10 of the RTIP and made a recommendation to TRPC; and they received a briefing on the State of our Transportation System.

Melnick noted he will not be able to attend the retreat on Wednesday, October 11 because he'll be attending the APTA Annual Conference and Expo. He asked if any other Authority members were available. It will be held 8:00 a.m. to 3:00 p.m. at the Yelm Community Center.

NEW BUSINESS

A. Yearly ACS Maintenance Contract Extension and Invoice. Procurement

Coordinator Jeff Peterson presented for consideration a payment for the ACS radio system annual maintenance agreement.

The ACS system provides radio contact between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

In September 2013, Intercity Transit entered into a five-year agreement with ACS/Xerox to provide maintenance services for the operation of the agency radio system. The company was restructured in January 2017 and now the service is performed under the new brand name Conduent. Based on review of actual maintenance needs for previous years and our current knowledge of the ACS system, staff negotiated and established the costs for each year of the agreement. Staff believes the cost established for this year of the agreement continues to be fair and reasonable.

It was M/S/A by Citizen Rep Melnick and Citizen Rep Warner to authorize the General Manager to pay the annual invoice for Conduent/ACS radio system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$212,611, including taxes.

B. Rejection of Fall Protection Procurement. Procurement Coordinator Jeff Peterson presented for consideration of the rejection of the bid submitted by Rognlin's, Inc. for the fall protection project.

Intercity Transit completed a fall protection project in 2012 for multiple maintenance bays. Additional funding of \$55,000 was allocated to the 2017 budget to install the fall protection system within three additional bays. The Engineer's estimate to complete the project was \$58,000, about 20% more than the project in 2012.

Recognizing the construction market is currently at capacity, a flexible installation schedule was included to encourage more participation. Intercity Transit released a RFB for the fall protection project on August 2, 2017. We received one (1) bid in the

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 4 of 9

amount of \$95,200 by the submittal deadline of August 24, 2017. The bid received exceeded the Engineer's estimate by \$37,200.

Procurement contacted known suppliers, including the 2012 awarded supplier, a supplier that attended the pre-bid, and a supplier who submitted a late response to understand the market conditions that may have contributed to the lack of participation. In general they stated they did not have the resources to respond to the bid, key project staff was unavailable as priorities were higher in other areas. The installation deadline was less of a concern. Our project Engineer believes the lack of participation is due to high construction demand and limited suppliers of the product being sought.

Staff is requesting the Authority reject the single bid submitted by Rognlin's Inc., as it exceeds the approved budget. Staff intends to re-issue the RFB for the fall protection project in early 2018 and encourage more responses by allowing for more time for bidders to respond as well as more lead time for the awarded contractor to complete the work.

It was M/S/A by Citizen Rep Messmer and Citizen Rep Melnick to authorize the General Manager to reject the bid submitted by Rognlin's Inc. in response to RFB 1711 for fall protection equipment and installation.

C. Exterior Facility Paint Specifications Development and Inspection Services Professional Services Contract Award. Procurement Coordinator Tammy Ferris presented for consideration a contract award for Professional Services.

Exterior paint at Intercity Transit facilities is flaking and in general losing its ability to adhere to metal surfaces. To remedy, staff issued a Request for Qualifications for Professional Services for the Exterior Painting Improvements project on April 26, 2017. The scope of work includes the development of project bid specifications, and project oversight for the painting of the exteriors at each of Transit's facilities (Centennial Station, Lacey Transit Center, Olympia Transit Center, and Pattison Street Facility). We received two proposals by the submittal deadline of May 17, 2017. An evaluation team reviewed the proposals and selected the two firms to interview.

Following the interviews, the team identified Quality Coatings Inspection and Consulting (QCIC), Inc. as the highest-ranked firm and recommended Procurement begin contract negotiations. Unfortunately, Procurement and QCIC were unable to reach an agreement on the project costs and scope of work. As a result, Procurement and QCIC mutually agreed to conclude negotiations, and Procurement initiated negotiations with KTA-Tator, Inc., the second-ranked firm.

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 5 of 9

KTA-Tator, Inc. has the knowledge and expertise in providing bid specifications, and monitoring and inspecting the work of coating contractors for projects such as ours. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the Exterior Painting Improvements project to KTA-Tator, Inc.

It was M/S/A by Councilmember Gilman and Citizen Rep Messmer to authorize the General Manager, to enter into a contract with KTA-Tator, Inc., for Professional Services for the Exterior Painting Improvements project in the amount of \$37,862.24.

- D. 2018 Draft Budget/Request for Public Hearing.** Suzanne Coit, Finance Manager, presented the draft budget and seeks approval to schedule a public hearing for the 2018 draft budget on Wednesday, November 15, 2017, at 5:30 p.m. Formal comment will be accepted through the November 15, 2017, Authority meeting. Final adoption is proposed for December 6, 2017.

It was M/S/A by Citizen Representatives Warner and Melnick to set a public hearing for the 2018 draft budget for 5:30 p.m., Wednesday, November 15, 2017, Authority meeting.

Freeman-Manzanares provided recommendations to the Authority for capital projects, new projects, and new staff as well as identifying projects that are on-going from the previous year. She said the Proposed New Capital Expenses for 2018 are:

- 8 Replacement Coaches in the amount of \$5,200,000
- 47 Replacement Vanpool Vehicles in the amount of \$892,500

Freeman-Manzanares explained the vanpool vehicles are replacements. IT has delayed the purchase because clients prefer the 7-passenger vehicles, and there is an issue purchasing 7-passenger vehicles because they do not comply with Buy America. IT will take the opportunity to purchase these vehicles with either local or state dollars and a vanpool improvement grant is available at 65% to replace vanpool vehicles.

Freeman-Manzanares reviewed the Proposed Projects for 2018.

OTC Furniture, Fixtures, Equipment	\$600,000
Grants Consultant	\$40,000
Replace Tennant Floor Scrubber	\$16,000
Purchase and Install Safety Beacons at Bus Wash Exits	\$7,500
Relocate Fuel Island Heaters	\$10,000
Replace De-Icer Trailer	\$12,000
Active Threat Mitigation	\$25,000

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 6 of 9

Computers, software, radios, security cameras, SAN's	\$453,000
Web Professional Services	\$106,000
Operator Payroll Optimization	\$35,000
Community Conversation Amendment to Current Project	\$20,000
Bus Stop Enhancements	\$350,000
Replace Operations Supervisor Vehicle & Associated Equipment	\$48,000

Freeman-Manzanares reviewed the Potential Grant Opportunities. These grant opportunities are in line with the 2018 strategic goals. TRPC notified IT that there is an upcoming grant opportunity for congestion mitigation air quality dollars. The three projects identified are:

- Bus Stop Enhancements
- Transit Signal Prioritization Expansion
- Youth Education

In addition, staff received approval from the Authority to pursue funding for the renovation and expansion of the Pattison Street facility. IT received \$2M in regional mobility grants to finalize the design of this facility and staff is looking at \$3.9M in the 2021 biennium for the construction of this facility. There is an application in for \$12M for bus and bus facility. If IT does receive that funding, staff is looking at hiring a project manager.

An application has been submitted for a Vanpool Grant Promotion in the amount of \$250,000 State Legislative mandate for a CTR pilot project. IT is number three in that process.

Freeman-Manzanares said Messmer asked for information to reflect how the organization has grown over the last few years.

1. Planned as part of the budget process were 2,000 hours for additional Dial-a-Lift service on a yearly basis and received four year regional mobility grants for the 609 and 592 services. IT also received additional dollars for the 612 service.
2. Since 2003, IT hired a Travel Trainer; added a quarter time position to a three quarters time position for a Village Vans Assistant; hired a Vanpool Coordinator; an HR Assistant; a Maintenance Supervisor to address the extended shifts; a Facility Technician to address all of the newly added bus stops and shelters; 11 Operators to cover the DAL hours.
3. Prior to Freeman-Manzanares becoming the General Manager, there were 6 Directors. Currently there are 3 Directors (Operations/Maintenance; Administrative Services and Development).
4. In 2014, the Maintenance Director's position was eliminated and the Director of Operations, Jim Merrill was asked to oversee that area. Then a Maintenance Manager position was created. When Merrill retires, the Maintenance Manager

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 7 of 9

will take over as the Director of Maintenance, and the Dial-A-Lift Manager will become Director of Operations.

5. The Finance and Human Resources Department merged into one creating Administrative Services.
6. There are plans to hire back a Development Assistant; and to hire an additional Operations Supervisor who will be dedicated to the Olympia Transit Center.

Gilman asked what is the net gain or loss of supervisory or senior staff positions since Freeman-Manzanares took over as the General Manager. Freeman-Manzanares said it's been more of a re-balancing. For example, there was the elimination of the Executive Services Director which created an opportunity to better utilize the Executive Services Assistant and incorporate the Development Assistant into Executive. At the same time, we didn't back-fill the Development Director position for more than two years. The administrative assistant positions were reclassified to better reflect responsibilities and five years later we are looking to add a Development support position. The work is being done more efficiently and at the appropriate level. Another example of accomplishing the work, I believe more efficiently, is reflected in the recent reorganization of Finance. Both the Finance Director and the Finance Manger retired. I eliminated the Finance Director and Accounting Assistance position, and hired a Finance Manager and Senior Accountant.

- E. 2017 Fall CAC Recruitment.** Freeman-Manzanares updated the Authority on the CAC recruitment. There are four vacancies and twelve applications were received by the deadline. The Authority directed staff to interview all twelve applicants.

An Ad-hoc committee made up of Authority members Debbie Sullivan, Karen Messmer and Don Melnick, and CAC members Tim Horton, Jan Burt and Marilyn Scott will conduct interviews at Intercity Transit on Wednesday, October 18.

- F. 2018 Discounted Bus Pass Program.** Freeman-Manzanares provided a history of the Discounted Bus Pass program, which is in its sixth year, and shared the list of current recipients of the program. The timeline is:

- Applications out to agencies October 16, 2017
- Applications due November 17, 2017
- Present grant awards to the Authority December 6
- Passes mailed to agencies December 18
- 2018 Program begins January 1, 2018

To date for 2017, Intercity Transit distributed \$260,406 in discounted bus passes to non-profit and governmental agencies throughout Thurston County. The Authority directed staff to proceed with the program.

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 8 of 9

GENERAL MANAGER'S REPORT

- Today was International Walk-to-School Day. Participating schools were Pioneer Elementary School with 200 students; Peter G Schmidt with 60; Tumwater Hills Elementary School with 60; Mountain View Elementary School with 100; and Garfield (tally not yet known). In addition, the Cities of Olympia, Tumwater and Lacey are all making Walk to School month proclamations and OSD did as well.
- Thank you to Authority member Don Melnick, along with six Intercity Transit staff and family members for participating in the United Way Day of Caring on Friday, September 22. Their project took them to Tenino where they painted the historical Tenino Depot Museum.
- The State Auditor is on site for their annual audit.
- Freeman-Manzanares, Authority members Karen Messmer, Don Melnick and Molly Carmody and several staff members will attend the 2017 APTA Conference and Expo October 8 through 11 in Atlanta, GA.
- Staff announced the winner of the \$250 gift card from those who participated in the Open Ended IT Road Trip Survey. The winner is Ed Girard! Over 3,500 surveys have been submitted to date.
- The Annual Holiday Banquet will be held on Friday, December 8 beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.

AUTHORITY ISSUES

Melnick thanked Freeman-Manzanares and staff for attending the Drive Less-Go More event at Panorama.

Melnick said he recently called Customer Service to get directions for a friend who was taking a trip to Seattle, and he said the Rep did a superb job.

Pursuant to RCW 42.30.140 (4) (b), Chair Sullivan reminded the Authority there will be a Closed Session to conduct a discussion about the ATU Lodge 1765 negotiations.

Attending the Closed Session: General Manager Freeman-Manzanares; Admin Services Director Heather Smit; Legal Counsel Dale Kamerrer; Authority Members Sullivan, Messmer, Melnick, and Warner.

ADJOURNMENT

It was M/S/A by Citizen Rep Melnick and Citizen Rep Warner to adjourn the regular meeting at 6:38 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: November 1, 2017.

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

