

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 18, 2017

CALL TO ORDER

Chair Sullivan called the October 18, 2017, meeting of the Intercity Transit Authority to order at 5:36 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; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

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

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Shannon Hoffstetter; Dave Kolar; Steve Krueger; Jim Merrill; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith

Others Present: Citizen Advisory Committee Member, Walter Smit.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Director of Administrative Services, Heather Stafford-Smith introduced Chris McClure, Administrative Assistant.

PUBLIC COMMENT - None.

PUBLIC HEARING - None.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council -** Messmer said TRPC met October 6. There was a discussion on the Call for Transportation Projects; members reviewed the draft of the TRPC 2018-2020 Strategic Plan; and conducted the six-month evaluation of the Executive Director, Marc Daily.

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- B. Citizen Advisory Committee** – Walter Smit said the CAC met October 16. Members had a discussion on the 2018-2023 Draft Budget; and also discussed a possible name change for the committee to Community Advisory Committee. Members will continue this conversation at a future meeting after they have had an opportunity to give it more thought and come up with other ideas.

NEW BUSINESS

- A. Approval of 2017 Non-Represented Employee Compensation Review Findings.** Heather Stafford-Smith presented for approval the Non-Represented Employee Market Alignment Compensation Review.

The current classification/compensation plan (CCP) system, the Decision Band Method (DBM), for non-represented employees at Intercity Transit was adopted in 2004. The Intercity Transit DBM system was last verified and updated in 2011. Fox-Lawson, the firm which has proprietary rights over the Decision Band Method (DBM), was engaged for the 2011 review and again for this current review. In 2011, the review resulted in a matrix adjustment and updated job descriptions.

This 2017 Compensation Review included the following:

- A review and verification of alignment with the appropriate external job markets to assure Intercity Transit maintains competitive parity to attract and retain qualified and competent professional, managerial, technical, administrative, and craft/trade personnel.
- Recommended adjustments, if appropriate, to the non-represented DBM compensation system.

The results of the Review indicate a slight salary structure adjustment is needed. The market data findings for the entire classification system, A12 through E81, indicate non-represented employee wages at C41 and above are slightly below the market midpoint.

Lori Messer of Fox-Lawson (FLG) provided a PowerPoint presentation to further present the data statistics and answered questions.

- FLG developed a survey questionnaire to collect salary data in a fashion that was standard and easy to quantify and analyze.
- Nine organizations were asked to participate and all nine responded.
- FLG asked organizations to make a match for only those jobs that reflected at least 80% of the duties as outlined in the benchmark summaries.
- Results of the survey indicate IT's current structure is overall highly competitive.

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- Some midpoints were adjusted to ensure a minimum 5% progression between midpoints and bands.
- The range spreads remain at 35% for all bands which is consistent with average range spreads found in the market.
- The cost to move employees into the step that most closely aligns with their current rate of pay is approximately \$44K.

Clarkson asked if the term “true cost” Messer referred to included benefits. Messer said the term refers solely to base pay and does not include benefits. Stafford-Smith said the associated cost with the benefits comes to \$8,825 maximum.

Gilman said the survey of competitive parity makes sense as an organization to position ourselves for recruiting and attracting but it's not necessarily fair to the people who are getting two cents or \$1.40 to get them to industry alignment, nor is it necessarily increasing equity for different positions across the organization. He asked how to address pay equity especially around gender across positions internally? Stafford-Smith said these decisions are placed into the bands based on decisions that are being made within the organization and not based on a particular position title. She said staff forms a position based on those decisions and assigns it to a decision band and it doesn't discriminate as to a male gender-based position or a female-typical based position because it's about the decisions. There is also an internal equity opportunity. From a comparative standpoint, IT follows the same comparators as done for the labor unions. There is internal harmony around that idea that IT is growing wages in the same way as the labor groups.

It was M/S by Citizen Representative Melnick and Councilmember Clarkson to approve the Decision Band Method (DBM) matrix adjustments as recommended in the amount of \$43,500.

For clarification, Messmer made an amendment to Melnick's motion to add, “in the amount of \$43,500 in salaries only.”

Motion carried unanimously.

- B. Amend DES IAA to include SRG Partnership, Inc.** Procurement Manager, Steve Krueger presented for consideration an amendment of the Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to include a contract with SRG Partnership to provide A&E design services for the Olympia Transit Center Expansion Project.

Intercity Transit entered into an IAA with DES to provide project management services related to the OTC Expansion Project. The IAA also authorizes DES to negotiate and administer A&E and Construction contracts (on behalf of and in

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consultation with Intercity Transit) using State standard contracting templates, terms, conditions and processes. Accordingly, using the results of Intercity Transit's OTC A&E competitive selection process, DES has negotiated and prepared a replacement A&E contract with SRG pending approval by Intercity Transit.

The SRG replacement contract follows the Office of Financial Management (OFM) A&E Guidelines and applies a fee schedule determined to be fair and reasonable. The A&E fee is calculated by applying a formula to the agreed upon Maximum Allowable Construction Cost (MACC). Using the OTC approved budget of \$8,492,282, an estimated MACC of \$6,250,000 was established. The \$509,375 fee for A&E services was established utilizing the OFM fee schedule, and negotiating a credit for work previously completed.

Although Intercity Transit already has an agreement with SRG to provide OTC design services, creating a new SRG contract under the DES IAA will better enable DES to fulfill their project management duties by adhering to State standard terms, conditions, and practices. Staff has also verified that the OFM hourly rates are slightly better than our existing SRG contract and therefore, staff recommends this request be approved.

Sullivan asked did the failure of producing a capital budget have any bearing or consequence on this situation. Krueger replied yes in the sense of our project manager has to be reassigned due to the lack of a capitol budget. No in the sense of we would have had to establish and A&E contract to do this work regardless.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to authorize the General Manager to authorize DES to amend our IAA to include a contract with SRG to provide A&E basic design services for the OTC Expansion Project in an amount of \$509,375.

- C. **2018 Draft Budget.** Suzanne Coit conducted a second review of the draft budget for review.

Messmer referred to the agency summaries, and suggested providing a better explanation or label to help the public better understand what everything means. Freeman-Manzanares said staff could update the numbers, showing what has been spent through September of 2017, and what is anticipated to be spent. She also noted the non-represented market alignment adjustment and the general wage increase for non-represented employees and said staff is recommending a 3% increase for 2018. Staff looked at the Washington state comparatives which is Ben Franklin Transit at 3%; Kitsap at 2.5%; and Whatcom at 3%. Locally, Lacey is proposing 2.9%; Olympia 3%; Tumwater 3%; and Yelm 2.75%.

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Messmer asked if the \$225,000 general wage increase for non-reps included the benefits package in the budget. Coit replied the \$225,000 does include the benefit package.

D. 2018-2023 Draft Strategic Plan. Freeman-Manzanares requested to set a public hearing, along with the budget, to receive comment on the 2018-2023 Strategic Plan for Wednesday, November 15, 2017, at 5:30 p.m. The strategic plan will be ready for public review on October 23.

Freeman-Manzanares said IT is going through the short/long range process and the community conversation, which will likely inspire the Citizen Advisory Committee and the Authority to make more significant changes in the 2019-2023 strategic plan.

Freeman-Manzanares revisited and updated the Authority on changes they proposed to the Goals and End Policies earlier in the year, and noted she is proposing a new Goal #7.

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.

Authority Direction for Goal 1 remains unchanged.

Goal 2: Provide outstanding customer service.

End Policy: Customers and the community will report a high level of satisfaction.

Authority Direction for Goal 2 remains unchanged.

Goal 3: Maintain a safe and secure operating system.

End Policy: Focus on the continual improvement for the safety and security of all customers, employees and facilities.

Authority Direction for Goal 3 remains unchanged

Goal 4: Provide responsive transportation options within financial limitations.

Original End Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability.

Proposed New End Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability *focused on serving the mobility needs and demands of our community.*

Authority Direction for Goal 4 is to concur with the proposed new End Policy.

Original Goal 5: Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.

Proposed New Goal 5: Integrate sustainability into all agency decisions and operations to lower *social and* environmental impact *and to* enhance our community.

End Policy: Resources will be used efficiently with minimal *“negative”* impact on the environment *“and the community.”*

Authority Direction for Goal 5 is to make the noted changes to the End Policy.

Goal 6: Encourage use of *“our”* services.

End Policy: Educate and encourage community members to explore and appreciate the benefits of ~~*public transportation*~~ *“our services and programs.”*

Authority Direction for Goal 6 is to make the noted changes.

Proposed New Goal

Goal 7: Build ~~*coalitions*~~ *“partnerships”* to address and jointly find solutions to the mobility needs and demands in our community.

End Policy: Work with ~~*private*~~ governmental, *private, for profit* and *not-for-profit* community partners to understand our joint responsibility to insure great mobility options and opportunities in our community.

Authority Direction for Goal 7 is to make the noted changes.

Freeman-Manzanares confirmed other items the Authority asked staff to pursue:

- Make an effort to work with Pierce Transit;
- Restore intercounty services;
- Intensify vanpool outreach;

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- Track intra-county trips to determine potential level of support for local express service and the potential of bus rapid transit;
- Complete the install of transit signal prioritization project and look at potentially making a larger impact with the follow on project to address coordination with all jurisdictions;
- Continue to engage in the conversation about others helping to fund DASH service;
- Gain understanding of how to reduce school transportation budgets by providing student transportation;
- Focus on senior and youth populations.

Freeman-Manzanares said IT has made a lot of progress on the strategic policy positions in terms of the Pattison Street Underground Storage Tank replacement project (i.e. the new sidewalk along Pattison Street). And staff is moving quickly forward on the Olympia Transit Center project and the IT Road Trip/Short-Long Range Plan.

She said the state legislature awarded additional funds for special mobility services; there is funding to replace 40 vanpool vehicles; received the regional mobility grant for the expansion of the 612 Route and service between here and Tacoma; and received \$2M for final design for the Pattison Street facility; and follow-on two-year contracts slated for both of those projects; and IT received \$375,000 in operating funds for the DASH service; still waiting to hear about \$12M for Pattison Street Renovation and Expansion; and there is a \$250,000 grant that WSDOT is reviewing in terms of the vanpool promotion.

It was M/S/A by Citizen Representatives Warner and Messmer to set a public hearing for the 2018-2023 Strategic Plan for 5:30 p.m., Wednesday, November 15, 2017.

GENERAL MANAGER'S REPORT

Timberland Regional Library will become an outlet selling bus passes beginning in December.

The camera project for vehicles is complete. Staff will prepare a presentation for the Authority and the CAC showing the progress made since the installation of the new cameras.

The State Audit report is expected to be released the end of November. In addition, they will release a separate fraud audit report.

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The Pattison Street underground storage tank construction is moving along smoothly. The Olympia Transit Center architectural team will attend an Authority meeting either November 15 or December 6.

The Marketing and Vanpool Departments will present to the Authority in November the progress of the vanpool promotions (No Pay November).

Freeman-Manzanares was invited by Representative Dolan to attend a meeting arranged as a result of a request from Councilmember Carmody to explore Highways 507 and 510 and the congestion that occurs in Yelm. The meeting was well attended and included Senators Hunt and Becker, Representatives Doglio, Wilcox and Barkis, the Mayors from Yelm and Roy, the State Patrol and WSDOT.

She said it was apparent to those in the room that something needs to be done about congestion. It was also clear that there is a great deal of interest in building more roads - for congestion relief and emergency evacuations. Freeman-Manzanares promoted vanpool as a means we can pursue immediately to reduce congestion, and a far less expensive option to building new roads. There is talk about coordinating a group of legislators similar to the Pierce County coalition. She is extending the invitation to Pierce Transit and Sound Transit.

Freeman-Manzanares said there is a funding opportunity through TRPC and staff is in the process of formulating what IT's ask will be. IT will be asking for youth education funding, bus stop amenities and Transit Signal Prioritization. There are STP funds and IT may be looking at application funding for back-up projects like Pattison, the OTC, depending on how quickly money needs to be expended.

AUTHORITY ISSUES

Gilman said the Olympia Land Use Committee is looking at parking plan updates, and talked about employee parking and bus passes. He asked how does IT provide bus passes to small employers who don't have a commute reduction program. Gilman is interested in encouraging small businesses to help make them more successful and free up parking meters in front of their stores. He doesn't know what the mechanism will be but he recalls an earlier conversation regarding an issue offering free or reduced passes. He said King County Metro is currently promoting a program to very small businesses.

Freeman-Manzanares said IT is interested in being responsive to community need. IT is forming a technical advisory committee as part of the planning process and hopes that ideas like this and others are reviewed and incorporated into a list of alternatives.

Melnick noted the Transportation Policy Board's retreat was canceled. Melnick sat on a committee with Graeme Sackrison, Mayor Andy Ryder and Thurston County

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Commissioner John Hutchings to select two business representatives to sit on the TPB. Melnick enjoyed the APTA Annual Conference. He spent time with Paul Koleber and two of IT's Operators walking the Expo.

Messmer said the CAC fall recruitment interviews were held today. The ad-hoc committee interviewed ten applicants, and will prepare a recommendation to the Authority for the November 1 meeting. She thanked the three CAC members who participated in the interviews.

Sullivan said at the recent council meeting, the City of Tumwater presented the Walk-to-School Proclamation; and she promoted the Discounted Bus Pass Program.


Warner said he's participating in Leadership Thurston County, and last month they toured around Thurston County (Scene Day) that mainly focused on rural Thurston County. They met with leadership of the various jurisdictions, planners from Lacey, and toured the brewery which was a great experience.

Clarkson said the City of Lacey will celebrate their 51st anniversary on December 6, and that will include a farewell party for him at the Virgil Clarkson Lacey Senior Center starting at 5:30 p.m. to 7:30 p.m. and all are invited. Chair Sullivan noted this is the same date at an Authority meeting.


ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to adjourn the meeting at 7:35 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

