

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 15, 2017

CALL TO ORDER

Chair Sullivan called the November 15, 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; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Tammy Ferris; Jessica Gould; Dave Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith.

Others Present: Citizen Advisory Committee Member, Ursula Euler.

Chair Sullivan announced Councilmember Clarkson was delayed and asked that the recognition/celebration for him be moved to the end of the agenda.

APPROVAL OF AGENDA

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to approve the agenda as amended.

PUBLIC COMMENT

Darren Wright, 2641 Wilderness Drive SE, Olympia, WA – Mr. Wright asked the Authority to ban the “Go Hawks” message being advertised on Intercity Transit’s bus reader boards. He believes this is a misuse of resources because Intercity Transit is giving free advertising to a “for profit” private organization. Mr. Wright feels supporting a profit organization is inappropriate and disrespectful.

Mr. Wright asked if by advertising “Go Seahawks” does that mean the Transit Authority supports the Seahawks and does that include the offensive and disrespectful actions they are participating in. The Seahawks are disrespecting veterans during their protest of the National Anthem. When Mr. Wright sees “Go Seahawks” on Intercity Transit’s bus reader boards he interprets that Intercity Transit supports the actions of

the Seahawks protest. Mr. Wright said that is offensive to veterans and to patriots of this country.

Mr. Wright recently requested a Public Records Request from Intercity Transit regarding the use of the reader boards and obtained an email response submitted by Intercity Transit's Marketing/Communications Manager, Rena Shawver. Her response was, "Intercity Transit uses automated message boards to communicate to riders about stops, rider's alerts, surveys and other key communication relevant to ridership. We don't typically use the system to communicate anything else. In the case of "Go Hawks" our employees have had the long-standing tradition of wanting to support our local NFL team - a team that most every rider and community member can relate to and doesn't cause any feelings of rivalry. We limit our support to the one team that most people will not find objectionable." Mr. Wright disagrees with this statement and he respectfully requests that Intercity Transit ban such ads/announcements on their buses.

PUBLIC HEARING 2018-2023 DRAFT STRATEGIC PLAN

Freeman-Manzanares said the process to update the strategic plan began in April, 2017 and there have been a number of updates that included feedback from the Citizen Advisory Committee. It was approved in draft form by the Authority and has been made available to the public.

Chair Sullivan opened the public hearing for the 2018-2023 Draft Strategic Plan at 5:36 p.m.

With no one present for public comment, Chair Sullivan closed the public hearing at 5:36 p.m.

Councilmember Carmody arrived

PUBLIC HEARING 2018 DRAFT BUDGET

Finance Manager, Suzanne Coit reviewed changes made to the 2018 Budget since it was last presented to the Authority in October. Changes were made to:

- Underground Storage Tank Replacement project in the amount of (\$2,000,000)
- Short/Long Range Service Plan project in the amount (\$28,000)
- Bus Stop Enhancements in the amount of (\$50,000)
- The addition of \$5,000 for the WSTIP Safety Award
- \$20,000 additional for FleetNet Timekeeping Module
- \$20,000 additional for FleetNet Asset Management Module
- \$7,000 for added Exterior Paint Consultant

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 3 of 10

- Removed \$200,000 from the Pattison Exterior Painting because it doesn't make sense to paint before performing the remodel
- Increased the bid for painting LTC, OTC, Amtrak station in the amount of \$100,000
- Increased the Community Conversation Amendment in the amount of \$40,000
- Increased Buildings/Grounds Maintenance in the amount of \$2,400 to purchase a Port-a-Potty at the Hawks Prairie Park-and-Ride
- Reduced Land Use and Development in the amount of \$10,000

Coit said the 2018 Budget revised total is \$112,255,091 of which \$69,220,735 is Capital and \$43,034,356 is Operating Expense.

Freeman-Manzanares said the Short/Long Range plan is reflective of what has been spent to date as is the Bus Stop Enhancements. She said staff hired experts to look at the existing paint and they reported there were delamination issues, which means the paint is pulling away from the metal, and the \$7,000 is reflective of that. As a very high level estimate, the expert said for those four projects it might be in the \$950,000 range. They are returning next week to perform an onsite analysis, and staff feels confident about moving forward with the Amtrak Station, Lacey and Olympia Transit Centers. She said staff wants more time to see about receiving the federal bus and bus facility dollars and then approach it as a combined project.

Chair Sullivan opened the public hearing for the 2018 draft budget at 5:45 p.m.

Freeman-Manzanares read out loud a written letter received via US mail, submitted for public comment by Mr. Jack Latteman, 3116 Moore Street SE, Olympia regarding both the strategic plan and draft budget. In summation, Mr. Latteman is "pleased to see Intercity Transit plans to take a fresh look at its route and schedule structure for 2018." And he thanks Intercity Transit for securing a state Regional Mobility grant to add express service to I-5.

With no further public comment, Chair Sullivan closed the public hearing at 5:52 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council** – Messmer said TRPC met November 3 for a short meeting followed by a 50th anniversary celebration where members honored of Virgil Clarkson for his length of service at TRPC. There was an interesting mix of previous staff who had worked at TRPC. There were photos and stories about TRPC.

Members discussed legislative priorities. Messmer noted that Intercity Transit needs to keep in close touch and make sure that any of the agency's staff or

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 4 of 10

consultants who are working on legislative items to continue to stay in touch with TRPC. Members voted on a new member of TRPC - the Tumwater School District rejoined.

- B. Transportation Policy Board** – Melnick said the TBP met November 8. The Board considered the recommendation of the Interview Panel on candidates to fill the Business and Citizen Representative slots. The members approved Doug DeForest for another one term, Joe Baxter and Renee Radcliff Sinclair for two year terms, and Kevin Pestinger for a one year term. Members also approved a revision to the process for amending the Regional Transportation Improvement Program. The Board discussed responses from Board and Council on a recent survey of priorities for the 2018 State Legislative session.

NEW BUSINESS

A. Youth Education Program 2017 Update.

Youth Education Specialist, Jessica Gould showed a slide show of some of the activities conducted through the Walk N Roll program this year.

Gould said Walk N Roll has its own mission/vision statement. Mission: "To educate and encourage youth to get around by biking, walking and riding the bus to foster an active and healthy community." Vision: "Youth will access their community using healthy, active transportation."

The Walk N Roll program has been focused on presentations (17 completed this year reaching 900 students) explaining information about the dynamics of neighborhoods and benefits of active transportation. They focus on the middle school level because these are kids who are able to make their own transportation decisions.

The program includes rolling classrooms and field trips. In rolling classrooms the students tour the IT maintenance facility and go through the bus wash and learn how IT takes care of the buses. The field trips take the students to places in the community they might not be able to get to, using their school transportation.

There is also the Walk to School Day events with several schools participating through the year. In 2017, 3,000 students participated in this event. It includes police officers, fire fighters, and councilmembers from the various jurisdictions

Gould does a lot of outreach in the community that includes the Walk N Roll pace car sticker which is a way to interact with people who don't walk and bike, but are concerned about traffic. They can pledge to give bicyclists three feet of space when passing, stop for pedestrians at crosswalks, and drive extra slow around school

zones - this encourages slower traffic within the neighborhoods; the school walking map that TRPC creates; and there is the wheel of fortune - the wheel can be customized depending on the audience. Participants spin the wheel and answer various questions.

Gould explained the Earn-a-Bike program and showed the "Wall of Fame." Students take eight hours of after school classes, teaching them how to take care of the bikes and after they complete the eight hours, they get to keep the bike. IT ends up with many abandoned bikes. After holding them for 2-4 months, they go to the bike shop to get refurbished.

Gould explained the Bike and Pedestrian Education Program. Tumwater School District and North Thurston were awarded grants for these programs allowing them to purchase bikes and a trailer, and the bikes travel from school-to-school. IT goes to the schools and assists the PE teachers with teaching that curriculum.

Gould said there will be some changes to Walk N Roll. She hopes to incorporate AmeriCorps staff people into the team because this is a person-intensive program so the more people, the more efficient the program.

Messmer asked how the bright green helmets the students were wearing are incorporated into the program. Gould said during the Earn-a-Bike classes, the kids receive a helmet and that's part of what IT provides. IT also partnered with Safe Kids Thurston County and they received grant funding to give every school in Thurston County 13 helmets. If you see them at the Earn-a-Bike schools, those are from Walk N Roll; if you see them out in the community you'll know they are from the Safe Kids Thurston County grant.

- B. Right-of-Way Dedication Deed.** Procurement Coordinator, Tammy Ferris, asked the Authority to consider approval allowing the General Manager to sign the necessary documents dedicating 15.5' of Right-of-Way between the City of Olympia and Intercity Transit.

In December of 2015, the City of Olympia and Intercity Transit mutually entered into a Development Agreement for Phases I and II of the Pattison Rehabilitation and Expansion project. As part of that Agreement, Intercity Transit agreed to dedicate 15.5' of ROW along the east side of Pattison Street for future roadway improvements. Staff has worked with the City of Olympia Surveyor and our Surveyor David Evans and Associates to prepare the ROW Dedication Deed and associated exhibits for recording, as agreed to in the Development Agreement between Intercity Transit and the City of Olympia.

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 6 of 10

Staff has researched RCWs, policies, and ITA Bylaws and found RCW 39.33.010 states that municipalities and governmental agencies may sell, transfer, exchange property to another governmental agency on terms and conditions mutually agreed upon by said parties. Transit's surplus property policy requires no "noticing" or advertising for the sale or transfer of said property. However, Section 9.3, of the Bylaws, states the ITA must authorize the execution of any contract, which includes all legal documents.

Gilman asked how this fits in with the expansion and improvements and potential street improvements. What is the purpose of the 15.5'? Ferris said it's trying to get through the permitting process and through the development for phases 1 and 2 of the Pattison base. IT needs to enter into a development agreement with the City of Olympia and part of that is the alignment of the existing roadway. It's not aligned so the 15.5' pushed out to an even line.

Councilmember Clarkson arrived.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to sign necessary documents to dedicate 15.5' of ROW along Pattison Street and execute the ROW Dedication Deed between the City of Olympia and Intercity Transit.

- C. Tumwater Square Station Improvements Contract Award.** Procurement Coordinator, Tammy Ferris, presented for approval a contract with Rognlin's, Inc. for the Tumwater Square Station Improvements.

The project was previously bid in June 2017 and a single bid of \$348,200 was subsequently rejected by the ITA on August 2, 2017. Following review by Tumwater's engineering staff, the project cost estimate was updated and clarification was made to the bid package. The bid range, as determined at the time of the second request for bid in October 2017, was \$230,000 to \$270,000. The budget for the project includes \$230,000 in grant funding for construction. The City of Tumwater provided the engineering, preparation of the bid documents, and will provide the majority of the on-site construction support to complete this project.

Staff reissued a Request for Bids (RFB) for the Tumwater Square Station Improvements project on October 13, 2017. Nine (9) bids were received by the submittal deadline of November 8, 2017. Bids ranged from a high of \$323,789.34 to a low of \$251,486. The bid submitted by Rognlin's, Inc. in the amount of \$251,486 was determined to be the lowest responsive and responsible bid. The low bid is \$1,473 or 0.59% above the Engineer's estimate of \$250,013.

Rognlin's, Inc. has expertise and a solid reputation in construction, with significant experience working on a wide variety of public work projects similar in size and complexity. Rognlin's, Inc. is currently the contractor on Intercity Transit's Pattison Base Improvements - UST project. Staff is confident in their ability to construct and complete the project and recommends award of the contract to Rognlin's, Inc.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to authorize the General Manager to enter into a contract with Rognlin's, Inc. for the Tumwater Square Station Improvements project in the amount of \$251,486, including taxes.

D. APTA Annual Conference and Trade Show Debrief.

Authority members Carmody, Melnick and Messmer shared their experience at the American Public Transportation Association Annual Conference and Expo held in Atlanta, Georgia October 8 through 11.

Carmody said she concentrated on information about fare collection, and she found there are a lot of different systems being designed ranging from actual fare collection similar to ORCA by waving a card over a reader or placing a smartphone against a screen. She was most impressed with the Account Based Ticketing. It's similar to having an ORCA account, but you purchase the ticket and it stays on your cellphone to show the drivers. It literally reduces time and it's cheaper. She spoke with vendors who said 70% of people have smartphones and for the remaining 30% who do not, they would use the existing fareboxes. It's all in the Cloud, they do all of the management; it requires no extra hiring; and it's scalable for all systems. She was impressed with their analytics - they can tell which routes are being used the most, how many riders, etc.

Carmody was impressed with the vendor Complete Coach Works who re-manufactures buses which is supposedly cheaper to purchase.

Warner said Metro uses the fare collection system. There is a transit go app for Sound Transit and Metro in Seattle and you can get a day pass.

Melnick said he attended sessions along with Paul Koleber because he wanted to learn more about the nuts and bolts of buses. He saw the latest in electric buses and Dial-A-Lift vehicles. He attended a session entitled, "Transit System Overhaul." Three transit systems provided a presentation about how they handle changing route structures and educate the public. He attended sessions about public and private partnership and on tax laws. He also attended a session about System Education for Technicians. IT sending technicians away for training could get expensive. They were talking about collaboration between colleges and main street

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 8 of 10

and provide some type of remote training and make the training available when needed. Also, Melnick attended a session on driverless technology and he thinks it's coming soon, and it's something for IT to be thinking about.

Messmer said she appreciated the opportunity to attend the conference/expo because it provides the opportunity to see and talk with people about their products and services. She also looked into the various fare systems and noted how many options are available. She said one thing that struck her was the transformation that is occurring in the transit industry signaled by an announcement that Gillig and Cummins have a partnership for making electric buses. This means the industry is getting a big signal and it's time to make the shift and diesel is not the future.

She also liked interacting with IT staff and being able to ask questions. The voice transmission vendors were next door to Gillig and made her realize that we're not just looking at different products and what costs the least, but about reliability and durability and the experience with what is purchased.

Messmer also visited the companies that offer the three bike racks and noted the details could make a big difference for the people using them. She hadn't heard the stories about the security issues for bike lockers and there were a couple of products on display that claimed to solve any problems, such as a fiberglass clamshell that comes down and gives the opportunity for art to be displayed. It's a softer looking product.

GENERAL MANAGER'S REPORT

Freeman-Manzanares said staff has been active in pursuing a legislative agenda. She met and toured the IT facility with Senator King, the Chair of the Senate Transportation Committee; Representative DeBolt who is the Ranking Minority Leader House Capital; and Representative Orcutt, the Ranking Minority Leader House Transportation. DeBolt was impressed with the facility and understood IT's request and suggested we get something in immediately. DeBolt brought his legislative assistant and a member of the Capital Republican Caucus who spent some time discussing the submittal of applications for funding. A meeting with Senator Hobb will take place in January. He will likely be the Chair of Senate Transportation.

Freeman-Manzanares continues to work on the local options bill funding for the Dash. They are interested in leveraging state funding as well as local Intercity Transit funding to talk with the City of Olympia about re-engaging in the conversations to split the operational costs of Dash by a third.

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 9 of 10

Staff is celebrating the WSTIP Safety Star award with a boxed lunch on Friday, November 17. Staff will do something similar again in the spring/summer to keep safety at the forefront.

Progress is being made on the Olympia Transit Center project. The architects from SRG who are working on the project and the project manager from DES will give a presentation at the December 6 Authority meeting.

Staff is focusing on the vanpool promotion. Three vanpools have been formed. There is the No-Cost November promotion which is attracting people and there is the Three is Enough coming up in January. The team is advertising now.

Filming begins next Tuesday on the "Day in the Life of a Bus."

A Technical Advisory Committee meeting for the short/long range plan was held on Monday, November 13 consisting of thirteen major stakeholders. Jason Robertson and Thomas Wittmann led the discussion. There is a plan to meet twice in the first quarter of 2018 to move forward.

AUTHORITY ISSUES

Messmer said in response to this evening's public comment, she would like to have a conversation in a more broad context at a future meeting. She would like to talk about what goes on the reader boards and the current approach and if there is something that needs to be changed.

Gilman said last month he suggested free passes for downtown employees, and the City of Olympia rolled out Phase 1 proposal for the parking strategy for downtown Olympia and it includes using parking revenue to pay for 100 bus passes per month for downtown employees. He said the details haven't been settled yet. If there are state agencies that do not have commute trip reduction and don't offer a Star Pass then that would make sense, but most of the state employees already have the Star Pass option as do city employees. It's not clear whether to target it down to vary small businesses intentionally or just open it up to first come/first serve.

Gilman said King County Metro acquired a new coach that is a plug in running over to the east gate park-and-ride with a 10 minute charger at each end of the run. They will have an electric bus shoot out in 2018. They will have five different kinds of electric coaches.

Warner said he appreciates the IT Operators who worked on Monday during the very bad stormy weather. He said the drivers were calm and all did a great job maneuvering the routes.

Carmody congratulated Councilmembers Sullivan and Gilman for being re-elected to their jurisdictions.

Carmody said the 507 Coalition is meeting on December 6 and IT will make a presentation. The goal is to get everyone talking about reducing congestion in general rather than adding roads. Perhaps talk about setting up a transit station in McKenna where Pierce could come down as it's on the county line.

RECOGNITION

A. Proclamation and Recognition for Councilmember Virgil Clarkson. Chair Sullivan read a Proclamation of Appreciation to City of Lacey Councilmember Virgil Clarkson. *The meeting recessed at 6:57 p.m. for refreshments.*

Chair Sullivan reconvened the meeting at 7:17 p.m.

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 Stafford-Smith; Authority members Sullivan, Messmer, Melnick, Gilman, Carmody, Clarkson and Warner.

ADJOURNMENT

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to adjourn the meeting at 7:19 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: December 6, 2017.

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