

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**December 6, 2017**

**CALL TO ORDER**

Chair Sullivan called the December 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 Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody (via teleconference); Citizen Representative Ryan Warner (via teleconference); Citizen Representative Don Melnick; and Labor Representative Art Delancy.

**Members Excused:** City of Lacey Councilmember Virgil Clarkson.

**Staff Present:** Ann Freeman-Manzanares; Tammy Ferris; Dave Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Heather Stafford-Smith; Thomas Van Nuys.

**Others Present:** Citizen Advisory Committee Member, Jonah Cummings; Legal Counsel, Dale Kamerrer.

*Chair Sullivan announced a revised agenda. New business action items will be moved up after the Consent Agenda items and Public Comment will follow new business. This will maintain a quorum allowing Authority members who wish to leave early to attend Virgil Clarkson's celebration being held in Olympia.*

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA ITEMS**

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

**A. Approval of Minutes:** November 1, 2017, Regular Meeting; November 15, 2017, Regular Meeting.

**B. Payroll - November 2017:** \$2,208,093.19.

- C. Accounts Payable:** Warrants dated November 10, 2017, numbers 23753-23822, in the amount of \$995,588.21; Warrants dated November 24, 2017, numbers 23823-23898, in the amount of \$558,883.24; Warrant dated November 28, 2017, number 23899, in the amount of \$500; Warrant dated November 29, 2017, number 23900, in the amount of \$425; Automated Clearing House Transfers for November 2017 in the amount of \$16,255.05 for a monthly total of \$1,571,651.50.

## **NEW BUSINESS**

- A. OTC Project – Authorize Additional A&E Support.** Steve Krueger, Procurement Manager, presented an amended Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to add the additional Architectural & Engineering (A&E) support services necessary to complete the Olympia Transit Center (OTC) Expansion Project.

At a previous meeting, the Authority authorized the General Manager to amend our agreement for services with DES to have SRG Partnership Inc. (SRG) provide “Basic” A&E design services in the amount of \$509,375. As indicated at that time, additional A&E support services would need to be approved to complete the full set of supporting services necessary for the project. The additional services requested would provide for a combined total authorized under our IAA with DES for A&E and all supporting services for the project of \$1,099,375. The additional types of A&E support services anticipated to complete the project include: Civil Engineering, Site Survey, Traffic Engineering, Environmental Review, Geotechnical Investigation, Testing and Inspecting, and Landscape services. Additional consulting services will likely also include Lighting Design, Telecommunications Design, Acoustical and Audio Visual Consulting, Hazardous Materials, Security, Hardware, and HVAC balancing.

As DES conducts the selection process in preparation for Intercity Transit approval, project continuity and economies can best be achieved if the General Manager can readily authorize DES to include these A&E support contracts. Although the exact amount for each of these contracts will not be known until the conclusion of individual negotiations, the combined total amount for these A&E support services would not exceed \$590,000. As referenced above, these A&E support services were anticipated and included in the overall project budget and the project team remains confident that project completion will be within the overall \$8,492,282 OTC project budget. Accordingly, staff recommends that the General Manager be authorized to amend our IAA with DES to add the additional A&E support services by an additional amount not to exceed \$590,000.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to amend the Interagency Agreement with**

**Washington State Department of Enterprise Services to add the additional Architectural and Engineering support services by an additional amount not-to-exceed \$590,000.**

- B. Underground Storage Tank Revised Total Contract Amount.** Tammy Ferris, Procurement Coordinator, submitted a revised contract for Rognlin's, Inc. to complete the Pattison Base Improvements Underground Storage Tank project.

The Authority authorized award of the Pattison Base Improvements – UST project to Rognlin's, Inc., in the amount of \$5,343,760 at their April 5, 2017 meeting. Construction began May 1, 2017. Since that time, a total of five unilateral Change Orders have been issued under this contract.

The summary table included clarifications to the design and fabrication of critical program systems such as the UST access ways and sealed lids, additional conduits, vaults and light pole, revision to site design to avoid design conflicts, additional work on the remodel of the lube room not anticipated in the original design, deductions from the original contract for landscaping and site layout, and costs associated with moving the tank locations and improving the spill containment systems.

The cumulative of Change Orders 1 through 5 is \$196,488.58 or 3.68% of the construction contract of \$5,343,760. The total revised contract amount is \$5,540,248.58. KBA, Intercity Transit's construction management and inspection firm, observed and documented the contractor's work.

While additional Change Orders may be needed, staff believes the majority of high risk issues related to this contract have been reviewed and addressed by the authorized Change Orders summarized above.

**It was M/S/A by Councilmember Gilman and Citizen Representative Messmer to authorize the General Manager to approve the revised total construction contract with Rognlin's, Inc. to \$5,540,248.58 which includes changes, additions, and deletions to the contract for Change Orders 1 through 5 in the cumulative amount of \$196,488.58.**

- C. 2018-2023 Strategic Plan Adoption.** Freeman-Manzanares presented for adoption the 2018–2023 Strategic Plan. It continues to be the Authority's practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002–2008 Strategic Plan in early 2002.

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A draft strategic plan was made available to the public for review and comment with a public hearing on November 15, 2017. The Strategic Plan proposes status quo service levels.

The 2018-2023 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2018 Operating and Capital budget and the Transit Development Plan Update to take place in April 2018.

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to adopt the 2018-2023 Strategic Plan as presented.**

**D. 2018 Budget Adoption.** Suzanne Coit, Finance Manager, presented for adoption the 2018 Budget. The proposed operating budget including new projects and positions for 2018 is \$43.2 million. The capital and major projects budget for 2018 is proposed at \$69.2 million. The total budget for 2018 is \$112.4 million.

Coit indicated the Information Services department asked to roll their budget for the Windows Office upgrade to 2018, which was one minor change made to the budget.

The proposed budget includes two new positions; an administrative assistant in Development, and a new OTC supervisor. Provision for a general wage increase for non-represented employees is included in the budget, and an increase for International Association of Machinists has also been included in the budget per their contract.

**It was M/S/A by Commissioner Blake and Councilmember Gilman to adopt Resolution 07-2017 that establishes the 2018 Budget.**

### **PUBLIC COMMENT**

**Gray Sterling, 43 Broadway, Tacoma, WA:** Mr. Sterling has been a regular Intercity Transit rider for five years. He is a state employee who commutes from Tacoma to Olympia. During his commute on November 30, 2017, he was confronted by a Caucasian woman accompanied by two other men because he moved to an open seat. These individuals verbally attacked Mr. Sterling with racial slurs. After a few attempts to dismiss and ignore the woman, she continued to harass him. Mr. Sterling asked the bus driver to pull over and kick the group off the bus. The bus driver pulled over and went to the back of the bus to talk to the parties involved.

Mr. Sterling does not hold Intercity Transit accountable for the events that took place, but he does believe there are areas which the Agency could address to prevent something like this from happening in the future. Mr. Sterling provided

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recommendations as it relates to Intercity Transit's Rider Code of Conduct, communications of those policies and driver training.

1. Include language in the rules that include the explicit prohibition of hate speech.
2. Better communicate the rules and codes of conduct concerning harassment and hate speech to be prominently displayed and promoted on the buses and at agency facilities. Currently, rules citing harassment are only made available online.
3. Incorporate annual mandatory de-escalation and harassment prevention training for drivers so they are better equipped to handle these types of situations.

**Mark Bergeson, 3821 West Park Ct. NW, Olympia, WA:** Mr. Bergeson has been a bus rider since 1998 and noted he loves riding the bus. He also works for the same agency as Mr. Sterling. He supports Mr. Sterling's request to include explicit language against hate speech within the rules of conduct. He noted the last time the Intercity Transit rules were updated appear to be 1997, so it might be time to update the content. He noted there is a safety and rules web page on the IT website and it doesn't contain all of the rules that are in the rules of conduct and it omits rule 24 which is the most pertinent rule in Mr. Sterling's case. And to get the entire rules of conduct a person has to submit a request - it's not available on the web.

Mr. Bergeson recommends Intercity Transit:

1. Make the rules available online and on the signage within the buses
2. Add explicit language around hate speech
3. Provide annual training for the drivers and make it part of the onboarding for new drivers
4. Interview the driver involved and see how well-equipped he is to handle this situation

Mr. Bergeson referred to the Strategic Plan, and read Goals 2, 3, and 6. He said that these goals should apply for all customers regardless of race, orientation, etc.

**Gail Wootan, a resident of Olympia:** Ms. Wooten is also Mr. Sterling's co-worker and she has used Intercity Transit's services for eight years and has never experienced an incident like this. She noted, however, that this past year hate crimes have been on the rise. She said Intercity Transit should be thinking proactively versus reactively about these types of incidents. She shared some statistics on hate crimes. For example, hate crimes in Seattle since June 2016 have gone up 22%. Countrywide, it's up 5%; the most common motivation for a hate crime is racial bias; 24% of hate crimes happen in a parking lot, a street or on public transit.

She urges Intercity Transit to be proactive with the suggested changes made by Mr. Sterling and Bergeson.

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Chair Sullivan said she attended a training on this topic in Seattle and suggested to Freeman-Manzanares about bringing this training to Intercity Transit in the near future.

Gillman asked that at a future authority meeting, that staff provide a report on the status of policies, publically available documents and driver training. And also consider strengthening those rules of conduct.

**E. OTC Project Update.** The Authority has been supportive of fast-tracking the expansion of the OTC and authorized the use of an alternative construction delivery method called General Contractor/Construction Manager (GCCM). The consultants and staff have worked diligently to achieve a schematic design that best fulfills the required functions within budget parameters. The information presented this evening is the foundation for moving forward with the next phase of the project which is advertising and awarding the GCCM contract. Freeman-Manzanares said staff will solicit the general contractor/general manager firm in December/January with the selection soon to follow. Construction should begin as early as the summer of 2018, and it's anticipated construction will last 12 months with completion the summer of 2019.

Freeman-Manzanares introduced the architecture team Barney Mansavage and Tim Richey from SRG; and Jonathan Martin, Project Manager from DES.

The architecture team showed an electronic presentation that gave a 3-D schematic view of the proposed building; along with poster boards showing the different elevations. They provided a total overview of the building including a layout of the first and second floor.

*Commissioner Blake left the meeting.*

**F. Discounted Bus Pass Program 2018 Recipients.** Freeman-Manzanares presented the results of the application process for the 2018 Discounted Bus Pass Program. Staff issued the application on October 16, 2017, and to date received 21 applications totaling \$288,234. In 2016 the Authority increased the program limit from \$200,000 to \$300,000. There is approximately \$11,766 remaining in the 2018 program budget. The program has a rolling application process which awards on a first-come, first-serve basis, allowing other non-profits and agencies to apply throughout the year. The Summer Youth passes were offered as part of this application process at the regular price of \$20 for the convenience of the applicants, but not counted towards the \$300,000 program limit.

## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council.** Messmer said TRPC met December 1. Members conducted their first review and discussion of all Call for Projects applications consisting of primary and reserved applications. A decision will be finalized on January 5, 2018. The members also reviewed the Draft Climate Adaption Plan. Members received a presentation on the latest edition of the Main Street Journal - TRPC's annual newsletter reporting Sustainable Thurston-related activities from around the region.
- B. Citizen Advisory Committee.** Cummings said the CAC met on November 20. Members elected a new Chair (Sue Pierce) and Vice Chair (Austin Wright); and said farewell to four long-term members. The members approved a recommendation to the Authority to change the name of the Citizen Advisory Committee to Community Advisory Committee. And they received updates on the Marketing program and Vanpool Grant program.

## **GENERAL MANAGER'S REPORT**

- Boardings for the month of October are 356,370, a decrease of 0.2% from October 2016.
- Year-to-date ridership is 3,325,190 boardings, a decrease of 4.5% from the first 10 months of 2016.
- Vanpool started three new vanpool groups in November from Gig Harbor, Lakewood and Napavine.
- The Human Life advertisement will be displayed on buses starting the last week in December for four weeks.
- The Pattison Street UST construction project is progressing well, despite inclement weather.
- Intercity Transit participated in the Lacey Lighted Parade.

Melnick asked what the status is on meeting with Pierce Transit. Freeman-Manzanares said staff is looking into scheduling a meeting with their Board and administration. A City of Tacoma Representative is interested in moving forward because he has constituents who work in Olympia and want better bus service.

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Melnick asked about the status of the IT Road Trip project. Freeman-Manzanares said the first Technical Advisory Committee meeting was held on November 13 with thirteen community stakeholders. The next meeting is scheduled for January 18, 2018.

**AUTHORITY ISSUES**

Melnick said he attended Intercity Transit's presentation to the Lacey Planning Commission and thought it went very well. Melnick said TRPC published a new bicycle map. Melnick would like to send the Authority a 20-minute YouTube video.

Sullivan thanked staff and Authority members for a successful year and well-run meetings.

**ADJOURNMENT**

**It was M/S/A by Citizen Representatives Messmer and Melnick to adjourn the regular meeting at 6:57 p.m.**

**INTERCITY TRANSIT AUTHORITY**



**Debbie Sullivan, Chair**

**ATTEST**



**Pat Messmer**

**Clerk to the Authority**

**Date Approved: January 3, 2018.**

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