

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 3, 2018

CALL TO ORDER

Chair Sullivan called the January 3, 2018, 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; Citizen Representative Ryan Warner; Labor Representative Art Delancy.

Members Excused: Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; David Claus-Sharwark; Suzanne Coit; Katie Cunningham; Dave Kolar; Paul Koleber; Jim Merrill; Breezy Medina; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Debbie Solomon; Heather Stafford-Smith; Nicky Upson; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Jan Burt; Legal Counsel, Dale Kamerrer.

Chair Sullivan announced that due to the lack of a quorum, the Authority will proceed with non-action items.

CELEBRATION/RECOGNITION

Surplus Van Grant Recognition - Carolyn Newsome, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each provided a brief description on how their agency will use the vans:

- TOGETHER! Deputy Director Meagan Darrow and Adrienne Beverly AmeriCorps VISTA
- Community Youth Services Development Director Lynsi Polanco
- City of Lacey Veteran's HUB Manager, Keith Looker
- Thurston County Food Bank Executive Director Robert Coit, Operations Manager Heather Sundean, and Volunteer/Gleaning Coordinator Allison Zusi
- WaYa Outdoor Institute Board Treasurer Shana Barehand and Board Vice Chair Cynthia Wilkerson
- Yelm Senior Center Board Member Joyce Willms
- Senior Services for South Sound Executive Director Eileen MacKenzie

Commissioner Blake and Councilmember Carmody arrived.

Chair Sullivan recessed the meeting at 6:02 p.m. for refreshments and viewing of a surplus van. The meeting reconvened at 6:24 p.m.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Warner and Councilmember Carmody to approve the agenda as amended.

PUBLIC COMMENT - None.

INTRODUCTIONS

A. Eric Phillips introduced Jessica Gould, Grant Program Administrator.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** December 6, 2017, Regular Meeting.

B. **Payroll - December 2017:** \$3,219,926.16.

C. **Accounts Payable:** Warrant dated December 6, 2017, number 23901, in the amount of \$520.00; Warrants dated December 8, 2017, numbers 23950-23998, in the amount of \$233,032.34; Warrants dated December 11, 2017, numbers 23999-24001, in the amount of \$116,629.67; Warrants dated December 22, 2017, numbers 24003-24066, in the amount of \$1,294,471.00; Warrants dated December 29, 2017, numbers 24068-24114, in the amount of \$342,660.54. Automated Clearing House Transfers for December 2017 in the amount of \$13,784.89 for a monthly total of \$2,001,098.44.

COMMITTEE REPORTS

A. **Transportation Policy Board.** Karen Messmer presented the TPB report from the December 13 meeting on behalf of Don Melnick. There was a Call for Projects Update. Paul Brewster reviewed results of the Technical Advisory Committee's analyses of grant applications received for the STP and CMAQ programs. He explained efforts that had been made to address funding needs considering "project readiness" and to develop lists of "primary" and the "alternative" projects that could be funded if the primary ones were not ready in time to conform with established deadlines. The TPB briefly discussed and then moved to recommend

that the TRPC adopt staff recommendations. It appeared IT grant proposals were included in those recommended to TRPC.

Members received an update on the Thurston County Energy Mapping and Carbon Wedge Analysis. Veena Tabbutt briefed the members on the status of the results of studies conducted by TRPC consultants of sources and end uses of energy in Thurston County and what effect various policy options could have towards meeting established County greenhouse gas emission reduction goals. Tabbutt indicated that study results will be used to guide future TRPC actions on energy policy. Questions were answered but no action was requested nor taken by the TPB.

Karen Parkhurst briefed the TPB on early impressions of the dynamics of and potential direction of Legislative action in 2018. The message received was "stay tuned and be ready to respond quickly when needed."

NEW BUSINESS

- A. Vanpool Vehicle Purchase.** Procurement Coordinator, Katie Cunningham presented for consideration the purchase of twenty-five (25) replacement vanpool vehicles.

This proposed purchase includes the replacement of thirteen, seven-passenger vehicles that are two years beyond their replacement cycle and twelve, twelve-passenger vehicles that are scheduled for replacement in 2018. It's been our experience that most customers have a preference for smaller vehicles and for the first time in some years, we have the ability to purchase seven-passenger vehicles with federal funds. The Washington State Department of Enterprise Services competitively bid a vehicle contract awarding to the lowest, responsive and responsible bidder for each vehicle class. Toyota of Yakima was selected for the seven-passenger mini-van category. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota Sienna minivans, staff is confident these vehicles are mechanically sound and will serve our vanpool customers well. Additional research has also indicated that the Toyota Sienna's meet all FTA requirements for purchase and can be purchased through DES Contract 05916 utilizing federal funds.

It was M/S/A by Councilmembers Carmody and Gilman to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$777,237.00 to purchase twenty-five (25) new seven-passenger Toyota Sienna minivans.

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B. CAC Name Change Proposal. Freeman-Manzanares said at the November CAC meeting, the members voted unanimously to change their committee name to "Community" Advisory Committee. Per the bylaws, the Authority must approve this change.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Citizen Representative Warner to accept the Citizen Advisory Committee's recommendation and approved a name change from Citizen Advisory committee to Community Advisory Committee.

GENERAL MANAGER'S REPORT

Dial-A-Lift Manager Emily Bergkamp and Maintenance Manager Paul Koleber are actively transitioning into their Director positions. At the end of June 2018, upon Jim Merrill's retirement, Bergkamp will transition to the Director of Operations and Koleber will transition to Director of Maintenance. There will be an internal/external recruitment for a Dial-A-Lift Manager position in the next several months.

Active vanpool count for December 2017 was 174, and starting 2018 with 178 groups. In hopes of getting more single-occupancy-vehicles off the road, the Marketing staff is creating a video with testimonials to promote Vanpool. We have two campaigns planned. One involves offering the first month free and the second is offering vanpool groups the opportunity to start a vanpool with three members with the goal of growing to five or more.

A new class of 16 Operators begins January 8, 2018. They will graduate on March 2 with a BBQ celebration. All are invited to attend.

Intercity Transit will welcome four new CAC members at the Community Advisory Committee meeting on January 8, 2018. The new members will attend an orientation and tour the facility prior to the meeting. The fifth "new" member is a past student representative who applied for a full-three year term.

The second meeting of the Short/Long Range IT Road Show Technical Advisory Committee is scheduled for January 18 at 11 a.m.

There was a pre-submittal meeting with the City of Olympia to discuss the Olympia Transit Center project on December 20, 2017.

Dash service begins with the start of the Legislative Session January 8, 2018.

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Although not definite, it's a distinct possibility Senate Bill 5288 will stay in Rules. It's sounding like the House may send HB1410 back to Transportation.

Board members are required to renew their Open Public Meeting Act (OPMA) training every four years. The Citizen Representatives' refresher training is due by June 30, 2018. The refresher course is available online at <http://www.atg.wa.gov/open-government-training>. Intercity Transit staff, particularly those who attend the public meetings, are also encouraged to take the training. Members from the various jurisdictions are asked to send Pat Messmer their updated certificates.

It was announced last month that the Discounted Bus Pass program was \$26,000 below the \$300,000 limit. As of today, about \$20,000 more in requests have been received and applications have been received from the Olympia Municipal Court and for North Thurston Special Education Program. Freeman-Manzanares asked the Authority if they would be interested in discussing raising the dollar limit of the program and the Authority agreed to place it on the next meeting agenda.

Freeman-Manzanares thanked the Operations and Marketing staff for the excellent service they provided during the recent train derailment. And thanked all Intercity Transit staff who worked diligently to support their co-workers, our customers and our community. She read several customer compliments about service during that timeframe.

AUTHORITY ISSUES

Carmody asked about the progress of the No-Cost November campaign and she suggested making every new vanpool group's first month free if it wouldn't present a financial setback.

Gilman said he recently returned from Las Vegas and traveled around using the RT Transit System and they switched to an all-app driven fare system with kiosks where cash can be used to purchase a pass.

Gilman also said AAA was running an autonomous vehicle shuttle from the downtown area as a way to get people to try it.

Gilman asked staff to keep the Authority apprised on the incident reports from the community members.

CLOSED SESSION

Chair Sullivan recessed the meeting at 6:51 p.m. for approximately 15 minutes to allow Authority members and necessary staff to go into a closed session authorized by RCW

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42.30.140(4)(b) to review the final proposal made in negotiations for a collective bargaining agreement with ATU Local 1765.

Attending the closed session were: *Chair and Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; Councilmember Clark Gilman; Councilmember Molly Carmody; Thurston County Commissioner Bud Blake; Citizen Representative Ryan Warner; General Manager, Ann Freeman-Manzanares; Administrative Services Director, Heather Stafford-Smith.*

Chair Sullivan reconvened to a regular meeting at 7:06 p.m.


The Director of Administrative Services Heather Stafford-Smith brought before the Authority for approval a three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union Local 1765. The proposed agreement covers 207 employees in the positions of Coach Operator, Van Operator, Dial-A-Lift Dispatch and Customer Service Representative. The current agreement expired on December 31, 2017. The new contract is effective January 1, 2018, through December 31, 2020.

It was M/S/A by Councilmembers Gilman and Carmody to approve the three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union Local 1765.

ADJOURNMENT

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to adjourn the regular meeting at 7:08 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: February 7, 2018.

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