

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 17, 2018

CALL TO ORDER

Vice Chair Messmer called the January 17, 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 (via teleconference); Vice Chair and Citizen Representative Karen Messmer; City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Bud Blake; Citizen Representative Don Melnick; and Citizen Representative Ryan Warner;

Members Excused: City of Yelm Councilmember Molly Carmody; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; David Dudek; Dave Kolar; Steve Krueger; Jim Merrill; Pat Messmer; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Billie Clark.

Vice Chair Karen Messmer welcomed the new City of Lacey Councilmember, Carolyn Cox to the Intercity Transit Authority.

Vice Chair Messmer also welcomed Councilmember Renata Rollins from the City of Olympia. Rollins will act as the jurisdiction's alternate on the Authority Board.

APPROVAL OF AGENDA

Vice Chair Messmer announced an amendment to the agenda. Agenda item 5-D Bus Camera Overview will be presented first under new business.

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

INTRODUCTIONS

- A. Introduce Kevin Karkoski, Temporary DAL Manager** (*Emily Bergkamp*)
- B. Introduce Paul Bedford, Interim Operations Supervisor** (*Cameron Crass*)
- C. Operators – Class 18-01:** Rachel Bell; Janet Depoe; Nicole Jones; Jefferson Chase; Paul Tischer; Andretti Niccolucci; John Flynn; Zachary Licht; Scott Smith; Willian Nevue; Tina Yates; Vaughn Ellis;

Robert Andrews; Thomas Howell; Eric Jones; Ryan Harper

PUBLIC COMMENT

Water Sanford from Olympia, WA – Ms. Sanford addressed the Authority regarding the anti-abortion advertisement on the buses. Ms. Sanford feels the ads ridicule women who have made the “responsible life-changing decision to have an abortion and it ridicules victims of sexual violence who were impregnated.”

Ms. Sanford said King County has an advertising policy that would not allow this type of advertising on their buses because of the controversy and they have a detailed policy and it's clear what can/cannot be advertised on their buses.

Councilmember Cox asked the Board to look into this policy and bring it up for discussion at a future meeting.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Karen Messmer said the TRPC met on January 5, 2018. The members adopted the Climate Adaptation Plan. Members received a report on the Energy Mapping and Carbon Wedge Analysis which is a detailed analysis of where our energy comes from and how it is generated, processed and used. Also the Thurston Thrives Community Design Action Team will hold a workshop in February for planners, plan reviewers, and agencies focused on exploring tools to build communities that encourage physical activities such as riding bikes and walking.

B. Transportation Policy Board. Don Melnick said the TPB met January 10, 2018. Members were briefed on the Thurston Thrives Community Design Action Team workshop. There were housekeeping amendments for the Regional Transportation Improvement program that do not affect IT. The 2018 TPB meeting schedule was adopted.

At its November 8, 2017, meeting, the TPB elected new citizen and business representatives. The TPB will consider an action to correct the citizen representative term for Kevin Pestinger from 1 to 2 years and to consider appointing another staff member from the Olympia Master Builders to fill the remainder of Joel Baxter's term, as he left employment with that organization. The members prepared for the election of officers to be held in February.

There was an I-5 Strategy presentation by Marc Daily about the \$5M 2018 I-5 Congestion Relief Transportation Budget Request. And Karen Parkhurst passed out the 2018 Legislative Session agenda.

- C. Community Advisory Committee.** Billie Clark said the CAC met January 8, 2018. She noted the committee's new name change from Citizen Advisory Committee to Community Advisory Committee. Members received an update on the Walk N Roll Program; viewed the Bus Camera Overview video; and received an update about the Discounted Bus Pass Program.

NEW BUSINESS

- A. Bus Camera Overview.** Freeman-Manzanares said that staff wanted to highlight enhancements to the bus camera system which were part of an Authority approved financial commitment in 2017, and also show the immense skills of our Operators and circumstances they face on a daily basis. Operations Supervisor, David Dudek, provided an overview of the agency's mobile camera systems and their capabilities.

Dudek said the new forward facing cameras are HD and the DVR's on the buses have a lot more storage capacity. They were able to increase the frame rates of the old cameras due to the increased storage capacity so they are clearer. He showed a side-by-side comparison of the two video systems. He provided examples of the different types of situations the cameras can capture outside the bus.

- B. 2018 Procurement Work Plan.** Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2018 Procurement Projects. The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Krueger referred to and reviewed the 2018 Procurement Projects List containing 39 projects.

- C. Cellular Data Connections for Coaches.** Thomas Van Nuys, Information Systems Manager, requested approval to authorize the General Manager to spend up to \$200,000 to enhance the CAD/ AVL system to accept data via cellular connections.

Communication with the buses (data and voice) relies on a single set of technologies known as Land Mobile Radios. While this technology is durable, it does present a single point of failure should there be a disruption. Additionally, the equipment in use is near the end of its useful life.

Under optimal conditions, due to the limitations of Land Mobile Radio technology, Intercity Transit buses do not have data connectivity throughout our route system. This is most noticeable to dispatchers and operations supervisors when a bus location is displayed inaccurately; and most noticeable to customers when trying to use One-Bus-Away and other real-time location services.

In 2017 Intercity Transit established a project for replacement of the aging communications system. This expenditure represents the first step in phased approach to upgrading our systems to a modern, fully supported platform. In addition to improving the timeliness and accuracy of bus location information, the cellular data connection will form the foundation for communication redundancy with our fleet in the event of radio system disruption.

This solution uses existing technology that is compatible with our current CAD/ AVL software. This expenditure covers the cost of a pilot program to implement up to three (3) vehicles.

It was M/S/A by Citizen Representative Warner and Councilmember Cox to authorize the General Manager to spend up to \$200,000 to enhance the CAD/AVL system to accept data via cellular connections.

- D. Amend Discounted Bus Pass Program.** Freeman-Manzanares stated that requests for the 2018 Discounted Bus Pass Program have exceeded the limit of \$300,000 by \$20,000. At the January 3, 2018, Authority members expressed a desire to have a

conversation about the number of bus passes available and possibly establishing a new limit. The general consensus of the Community Advisory Committee was to increase the monetary limit of the program. Freeman-Manzanares presented to the Authority a request to approve a new resolution for the Discounted Bus Pass Program indicating the increase of the level amount to \$400,000.

It was M/S/A by Citizen Representatives Warner and Melnick to adopt Resolution 01-2018 amending the Discounted Bus Pass Program limit to \$400,000.

GENERAL MANAGER'S REPORT

Freeman-Manzanares asked the members to review and reply to the Clerk's (Pat Messmer) email regarding Authority attendance at the 2018 Community Advisory Committee meetings. If the proposed dates do not work, the Clerk will make every effort to reschedule another date. The Authority's participation at the CAC meetings has showed the commitment and appreciation the Authority has for the CAC members and their work advising the Authority.

The Clerk emailed the Authority a copy of the Conflict of Interest form which is an annual requirement to complete and a hard copy of the signature page was provided at the meeting. Please complete and sign this page and return to the Clerk.

Intercity Transit received the Grant Award letter from TRPC for Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant funds totaling \$845,500 for Federal Fiscal Years 2018 and 2020. They are:

1. Walk N Roll for School Year 2019/2020, \$95,000 for FFY 2018
2. Walk N Roll for School Year 2020/2021, \$95,000 for FFY 2020
3. Smart Corridors Signal Optimization and Transit Signal Priority Project: Phase II 2018, \$387,500 for FFY 2018
4. Smart Corridors Signal Optimization and Transit Signal Priority Project: Phase III 2020, \$268,000 for FFY 2020

The Bus Stop Enhancements for Safety and Accessibility for 2020 is a contingency project FFY 2020 should additional funds become available.

Freeman-Manzanares is working with the CEO of Pierce Transit to have a conversation regarding shared responsibility for services between Pierce and Thurston Counties. Pierce Transit's Authority is holding a retreat in March. We will continue the discussion about how to move forward after their retreat.

There was a Bus Coalition conference call and Intercity Transit is one of 75 properties that are members. The Coalition was formed after the Bus and Bus Facilities Program

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was eliminated in 2011. It was eliminated for four years and was reinstated in late 2015 at a significantly reduced rate. Intercity Transit applied for a \$12M Bus and Bus Facility grant in late summer for the Pattison Street renovation and expansion and anticipated hearing about results in the fall. The results of that extremely competitive process has not been announced nor have they shared an anticipated release schedule. We did hear the program is oversubscribed 10 to 1, and they are considering the possibility, because of the late award date, of combining two Federal Fiscal Year apportionments to make a single award.

The infrastructure proposal from the Trump Administration will be released within the next two weeks. We understand there is a proposed 20/80 federal/local split instead of a traditional 80/20 split, and there will be no modal sensitivity. The assumption is Congresses' package will include a modal divide so there is money for bridges, roads, transit, water, etc. and they won't be looking at a 20/80 split.

A bi-partisan congressional bus caucus is forming with Rick Larson from Washington State and David Young from Iowa is taking the lead. There are 13 members thus far. They are hoping 40 members will have signed on by the end of March.

Our local options Bills (HB1410 and SB5288) are in play. SB5288 was retained in Senate Rules waiting to be pulled to the floor. HB1410 was referred back to Finance.

Intercity Transit is also submitting another request for DASH funding. The past Chair of the Senate Transportation Committee expressed a willingness to support the funding if the City of Olympia returned to the funding equation. It costs approximately \$750,000 to support the operation of the DASH.

Staff is conducting the second Long Range Steering Committee meeting on January 18 with 13 members from around the community.

AUTHORITY ISSUES

Gilman said the Olympia City Council held their annual retreat where they announced the jurisdictional assignments. Gilman will remain as primary on the Intercity Transit Authority; and Councilmember Renata Rollins will act as alternate.

Melnick suggested showing a YouTube video by Tony Seba, a Stanford University Professor on the subject of solar, battery and autonomous vehicles technologies. The video will be presented at the April Authority meeting.

Melnick suggested talking with the Port of Olympia regarding the Seattle-Tacoma-Olympia ferry situation. Freeman-Manzanares said there is a request sponsored by

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Senator Hunt to fund for a feasibility study. If the legislation is approved, transit is listed as a participant in the study.

Melnick feels the Economic Alliance Open House taking place on February 7 is an important event. He encourages everyone to spread the word to get optimal attendance.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Councilmember Cox to adjourn the meeting at 7:16 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

