

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 7, 2018

CALL TO ORDER

Chair Sullivan called the February 7, 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; City of Lacey Councilmember Carolyn Cox; 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; Suzanne Coit; Jessica Gould; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Nicky Upson; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Victor VanderDoes; Legal Counsel, Dale Kamerrer; Marc Daily, TRPC.

Chair Sullivan announced that Introductions were pulled from the agenda.

APPROVAL OF AGENDA

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

Vice Chair Messmer welcomed Marc Daily from Thurston Regional Planning Council.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: January 3, 2018, Meeting; January 17, 2018, Meeting.

B. Payroll - January 2018: \$2,357,752.99.

C. Accounts Payable: Warrants dated December 31, 2017, numbers 24115-24156 in the amount of \$336,822.78; Warrants dated January 19, 2018, numbers 24157-24225, in the amount of \$1,357,222.05; Automated Clearing House Transfers for January 2018 in the amount of \$8,371.96 for a monthly total of \$1,702,416.79.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Debbie Sullivan reported on the February 2 TRPC meeting on behalf of Karen Messmer. Sullivan said Josh Brown, Executive Director from Puget Sound Regional Council provided an update on trends in the central Puget Sound Region. Central Puget Sound continues to experience significant growth, primarily due to migration. One in twelve residents are new. Jobs drive the rapid growth in the region. The Growth Management Act has greatly affected development in the area. Currently 96% of new housing units are in cities, compared to 72% in 1991.

The Council adopted the proposed the 2018 PSRC meeting calendar with no changes. Meetings will be on the first Friday of each month aside from August, when the Council will not meet.

The Council agreed to the annual evaluation process that includes Executive Director, Marc Daily completing his self-evaluation by February 23 for distribution to council members. Council members and staff have until March 23 to complete their evaluation forms. The new evaluation committee, comprised of Nathaniel Jones, Cynthia Pratt, Karen Messmer, JW Foster, and Russ Olsen will meet the week of March 26 to review council member and staff evaluation forms and develop a recommendation to the full Council. The Council will hold an executive session at their April 6 meeting to finalize the evaluation.

TRPC held 2018 Election of Officers. The Council unanimously elected Chair Nathaniel Jones, Vice Chair JW Foster, and Secretary Alan Vanell.

Veena Tabbutt presented the 2018 update of the Thurston Population and Employment Forecast. Employment is the major driver of population growth, with the majority of "new" population migrating from other areas for work. For the first time, the forecast projects that Education, Health, and Social Services will overtake State Government as the largest employment sector - this will likely occur in the 2030s. The Council will take action on the population and employment forecast at their March meeting.

Members had a Regional Water discussion. In the Council's 2018-2020 Strategic Plan, convening a regional conversation on long-term potable water availability was

Intercity Transit Authority Regular Meeting

February 7, 2018

Page 3 of 11

identified as one of the highest priorities. Council member Russ Olsen and Executive Director Marc Daily convened senior water managers from Lacey, Olympia, Tumwater, Thurston County, and Thurston PUD in October 2017. The jurisdictions in attendance did not feel that a regional forum through TRPC was added value, as the jurisdictions have sufficient available water, are aggressively implementing conservation programs, and are already working across jurisdictions. Council members discussed the need to protect the quality of our water and the need to consider more junior water rights holders - not just the water for municipal use. The Council convened a subcommittee to work with Russ Olsen and Marc Daily to define additional questions the Council believes would benefit from a regional forum through TRPC.

NEW BUSINESS

- A. Marketing and Communication Services Contract Extension.** Development Director, Eric Phillips presented for consideration the one-year contract extension with JayRay Ads & PR, Inc. for marketing and communication services.

In February 2017 JayRay was awarded the contract for Marketing and Communication Services. The initial contract term was for a period of one year, with four one-year renewal options and included an initial budget award of \$70,000. This item represents the first one-year renewal, and adds contract authority in the not-to-exceed amount of \$115,000 for projects planned as part of the 2018 Marketing, Communications and Outreach work program.

During the initial contract term, JayRay provided valuable marketing and communications support for Intercity Transit's marketing and communications work plan, including the IT Road Trip project, vanpool promotion efforts, and website brand guidelines. During the new (second year) contract term, Intercity Transit expects to partner with JayRay for additional vanpool, fixed-route, and bicycle commuter supplemental professional services related to marketing and communication promotion efforts planned as part of the 2018 work program.

It was M/S/A by Councilmember Cox and Citizen Representative Messmer to authorize the General Manager to execute a one-year contract extension with JayRay to provide Marketing and Communication Services and authorizing an additional of \$115,000 for work planned during 2018 for the revised total contract not-to-exceed amount of \$185,000.

- B. Interagency Agreement with DES for Project Management Services.** Procurement Manager, Steve Krueger, presented for consideration an Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to

Intercity Transit Authority Regular Meeting

February 7, 2018

Page 4 of 11

perform Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility Expansion and Rehabilitation Project.

The Master Plan for the Pattison (MOA) Base Expansion was completed in 2010 and the Phase I Underground Storage Tank Project is scheduled to be complete this spring. To implement Phase II, the Master Plan will need to be updated to reflect growth targets, current operations and facility constraints, long-term service and program space needs and a phasing plan to complete the work. The phasing plan will include rehabilitation of the existing facilities. Project complexities and the need to minimize disruption to operations make this project an ideal candidate for use of the General Contractor/Construction Manager (GC/CM) alternative construction methodology.

Because DES is already authorized and experienced in leading GC/CM public works projects, it is expected that economies and efficiencies will be realized by entering into an IAA with DES to serve as our Project Manager for the Pattison Base Expansion and Rehabilitation Project. Using state standard processes, templates and best practices, DES will then competitively award a contract to have the Master Plan updated (following ITA approval) and then later do the same for the GC/CM contractor.

The DES Project Management fee is based on a percentage of the project amount. Using the \$16.2 million in committed project funds, the DES project management fee is calculated to be \$282,850.60. All future contracts related to this project exceeding \$100,000 will be brought forward separately for Authority consideration.

By leveraging DES resources and expertise, staff believes that entering into an IAA with DES to perform Project Management Services for the Pattison Base Expansion and Rehabilitation project represents the most cost effective and expedient path forward in realizing a successful outcome of this project.

Carmody is concerned about using DES due to their reputation for lagging on other projects. Freeman-Manzanares said there is very good team working on the Olympia Transit Center project and it's moving along quickly. There was concern when the state budget wasn't passed, and DES began layoffs. However, DES provided a well-qualified project manager focused on doing what needs to be done.

It was M/S/A by Citizen Representatives Warner and Messmer to authorize the General Manager to enter into an IAA with DES to provide Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility expansion and rehabilitation project in the amount of \$282,850.60.

- C. Transit Signal Priority Interlocal Agreement with City of Tumwater.** Development Director, Eric Phillips, presented for approval an Interlocal Agreement with the City of Tumwater supporting Transit Signal Priority implementation, coordination and technical support.

The ILA with Tumwater for TSP provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with the FTA grant requirements.

Under this agreement with the City of Tumwater staff can move forward and manage the framework for continued TSP deployments including technical coordination for new intersections, equipment tracking processes consistent with Federal Requirements, and ongoing installation, communication and maintenance of the system. The ILA also provides that Intercity Transit will be responsible for purchasing equipment required for successful TSP implementation. The City of Tumwater will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agencies attorneys reviewed the ILA as presented for consideration and the City of Tumwater is scheduled to take action on this ILA at their February 6, 2018 City Council meeting.

It was M/S/A by Citizen Representatives Messmer and Warner to authorize the General Manager to enter into an Interlocal Agreement with the City of Tumwater identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority.

- D. External Funding Overview.** Eric Phillips provided a review and update on all Intercity Transit external funding sources, processes and update on projects utilizing external funds.

External Funds: Non-local funding that comes from Federal, State and Regional sources. They can be formula distributions, grants, contracts and agreements.

External Funding Sources include Federal Sources (Federal Formula Funds i.e. Section 5307 direct); State (Competitive and formula awards-typically state funds); Regional MPO (Competitive programs for federal funds via the MPO).

Phillips reviewed award and obligation steps. He noted all agencies that receive federal funds are required to follow similar processes. Formula funds are just as hard to manage as the other grants. And USDOT processes are different for transit (FTA) than cities (FHWA). The process of putting the request in to move the money is easy, but managing is more difficult. Once a notice of award is received there are many steps to follow.

All federally funded projects are required to be in the State Transportation Improvement Program (STIP) before funds can be obligated. This also includes several steps. There is also a public process. Each spring IT advertises and holds a public hearing on the annual update of the agencies (TIP).

Phillips reviewed the application management process and the program management.

External Funding Summary:

- State Funding (via WSDOT) - **2017-2019**
 - Regional Mobility Grant - Capital -Pattison MOA
 - \$2 million for RVSC (\$3.9 million for 2019-2021)
 - Regional Mobility Grant - Olympia Express Operations
 - \$993,320 (requires \$510,716 local operating match)
 - Consolidated grant - Special Needs Formula funding
 - \$1,762,790 (biennium)
 - DASH Operations (GCA) \$375,000 (one time)
 - VIP - Vanpool Replacements (40) \$885,000
- Federal Funds
 - FFY 2017 Apportionment - \$3,197,828 (application in development)
 - FFY 2018 (No announcement as of Feb 7, 2018)
 - 2017 PSRC Earned Share - \$2,603,722 (obligation pending)
 - FFY 16 and FFY 17 Sec 5339 Formula
 - Via WSDOT direct application notice
 - Thurston Regional planning Council (TRPC) Awards-
 - \$190,000 - Walk and Roll (CMAQ thru 2020)
 - \$655,500 - Smart Corridors (CMAQ thru 2020)
- Total Federal Funds Awarded - Unliquidated balances
 - TrAMS Applications **Executed**
 - **\$7,089,660**
 - TrAMS Application **In Progress**
 - **\$3,687,331**
 - TrAMS Applications **Pending**

- \$9,744,443

BUS REPLACEMENTS

Total Funds Secured For Coach Replacement
\$5,510,089 (Federal share at 80/20)
Requires \$1,377,522 local

VANPOOL REPLACEMENTS

Total Funds Secured For Vanpool Replacements
\$549,920 Federal 5307 (Federal share ay 80/20)
\$885,000 State (VIP grant- Federal funds can be used to match State)

OLYMPIA TRANSIT CENTER EXPANSION

Total Funds Secured For OTC Expansion
\$4,292,582 - Federal Funds - Design & Construction (\$4.3 local)
\$8,492,282 - 2018 Budget (Local and Grants)

PATTISON MOA BASE EXP/REHAB

LOCAL \$4.1 Million committed by ITA in 2018 Budget.
STATE: \$5.9M State funding. (RMG -2017-2019 secured \$2M and 2019-2021 \$3.9M pending).
FEDERAL: Secured: \$6.2M federal formula funding via PSRC Earned Share.
FEDERAL: \$12.5 Million Federal competitive grant under review. (Sec. 5339 Bus and Bus Facilities)

EXTERNAL FUNDS ANNUAL ESTIMATES

Direct Federal Funds (annual)

Sec. 5307 - Direct Formula \$3,200,000
PSRC - Earned Share (Sec. 5307 and 5339) \$2,400,000
Sec 5339 - Direct or via WSDOT \$240,000

Total Annual Estimated Federal \$5,840,000

State Funds (annual/varies) operating

Special Needs / Consolidated DAL support \$840,000
RMG Operating \$500,000

Total Annual Estimated State \$1,340,000

Regional Funds (Federal) Competitive varies (24 yr. Average)

Approximately 12% of total = \$340,000 per year

***Total Annual Funding From External Sources (Estimated) \$7,520,000**

Intercity Transit Authority Regular Meeting

February 7, 2018

Page 8 of 11

E. Annual Authority Reorganizing Activities. Clerk of the Board, Pat Messmer, led the Authority through the process to nominate/elect a new Chair and Vice Chair. She opened the floor to nominations for Chair.

Councilmember Gilman and Commissioner Blake nominated City of Tumwater Councilmember Debbie Sullivan.

Hearing no further nominations, the Clerk closed nominations for Chair.

By show of hands, there was a unanimous vote of seven in favor to elect Councilmember Sullivan as Chair.

The Clerk opened the floor to nominations for Vice Chair. **Citizen Representative Messmer nominated Citizen Representative Ryan Warner. Councilmember Carmody nominated Citizen Representative Karen Messmer.**

Hearing no further nominations, the Clerk closed nominations for Vice Chair.

By show of hands, there was a unanimous vote of seven in favor of electing Citizen Representative Warner as Vice Chair.

Chair Sullivan lead the Authority in discussion of new committee assignments.

- Citizen Representative Karen Messmer will represent Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Sullivan will serve as alternate.
- Citizen Representative Melnick is currently serving as the primary representative for Intercity Transit on the *Transportation Policy Board* and the Authority recommended he continue to represent Intercity Transit. Citizen Representative Warner will continue to serve as alternate.
- City of Yelm Councilmember Molly Carmody will serve as representative on Intercity Transit's *Pension Committee*.

Commissioner Blake left the meeting.

GENERAL MANAGER'S REPORT

- Staff is working on several video projects that will be ready in March. They include a series of video testimonials for the Vanpool Program. Staff took Councilmember Carmody's suggestion to extend the "free month" program and the tag line at the end of the testimonials is, "And Your First Month is Free."

Intercity Transit Authority Regular Meeting

February 7, 2018

Page 9 of 11

- There were 179 active vanpools at the end of January.
- Staff is participating in a monthly Newcomers Orientation at JBLM to spread the word about the vanpool program.
- Staff is working with Dr. Stokes from SPSCC and other school Superintendents from Yelm, Tenino, Rainier and Rochester School Districts to transport students in vanpools from South County to participate in the Running Start Program.
- Staff received concurrence from the City of Olympia and the City of Tumwater regarding the Transit Signal Prioritization Process. Staff is looking for concurrence from the City of Lacey.
- Board member Melnick recommended sharing with the public what happens at Intercity Transit on a daily basis, so staff created another video to be shown in March entitled, "A Day in the Life of a Bus."
- Staff attended a City of Olympia public meeting about street projects downtown and the addition of a protected bike lane on Washington Street. Intercity Transit expressed safety concerns about that bike lane on Washington Street with buses entering and exiting the facility every 15 minutes. There have been conversations about the bulb-outs proposed throughout town.

The Authority proceeded with a discussion about their concerns with this project:

- What about other transit systems who go in/out of the OTC?
 - Freeman-Manzanares said City of Olympia staff offered IT State Street, in addition to Franklin, Olympia and Washington for parking to benefit transits access into and outside of the city. IT hasn't yet identified where the other bus systems will park.
- Is there enough of a safety concern from a transit perspective that IT has the voice to say this bike lane shouldn't happen on Washington Street?
 - Gilman said from a broader perspective Olympia was looking at the need to repave several north/south streets through downtown and the opportunity to create complete streets. There is no north/south connectivity for cyclists. The City has considered the impacts of bulb-outs and losing parking and how the buses enter/exit the driveways.
- We're not just a bus company. What can IT do to make it safer; how can IT make it more supportive. The only alternative seems to be to move the bike lane to a different street.

Intercity Transit Authority Regular Meeting

February 7, 2018

Page 10 of 11

- The OTC is in Olympia and the Authority and Operations is affected if there is an incident at the OTC due to this city supported design.
- The city should consider mitigation efforts such as extra lighting; setting slower speed limits exiting/entering; automatic sensors when buses are approaching that area, perhaps an arm that comes down across the bike lane.
- Intercity Transit was invited to participate in a meeting hosted by Providence regarding the Community Care Center located in downtown Olympia. They are interested in being proactive with the immediate need to regulate the areas surrounding the facility.
- The Pattison Street Project is moving along. It's anticipated the project will be completed in June 2018.
- On February 21, staff will begin interviews for General Contractors for the Olympia Transit Center Expansion.
- Sales tax received in January was 8.5% over last year.
- SB5288 (authorizing certain public transportation benefit areas to impose a sales and use tax increase approved by voters) passed in the Senate with a 34 to 14 vote. The bill passed with a strong bipartisan vote. Senators Hunt, Sheldon and Becker voted for the bill.

AUTHORITY ISSUES

Messmer is involved in a Thurston Thrives group called The Community Design Action Team; and they received an award for \$25,000 from the Aetna Foundation for the Healthiest Cities & Counties Challenge (the Challenge) Spotlight Award for its "Active Design for a Healthier Community" project.

Gilman asked to see the Responsible Bidder Language at the next Authority meeting.

Gilman asked about the status of the code of conduct regarding Gray Sterling and his public comment. Mr. Sterling provided public comment at the December 6, 2017, authority meeting regarding the incident that happened to him on the bus on November 30, 2017. Staff is working to update.

Warner is working on the City of Olympia's Missing Middle Project. Missing Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. The project is a key component of the City's housing strategy, as it supports housing affordability for

households across all income levels - a key community vision in Olympia's Comprehensive Plan.

Messmer said one of the foundational pieces of that project was to use transit access as the foundation. She's not sure if the City of Olympia Planning Commission notified IT that they were using the existing transit routes as a zoning criteria or asking if the ~~zones~~ would be changed in the future.

Routes

Carmody said she is working with Commissioner Blake and other members of the jurisdictions on the Cold Weather Task Force. The decision was made to change the name to Hazardous Weather Task Force to include a wide range of extreme weather. Its focus is to find funding for emergency shelters.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:04 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: March 7, 2018.

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

