

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 4, 2018

CALL TO ORDER

Chair Sullivan called the April 4, 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 Ryan Warner; City of Olympia Councilmember Renata Rollins (alternate); City of Lacey Councilmember Carolyn Cox; County Commissioner Bud Blake; Citizen Representative Karen Messmer; Labor Representative Art Delancy.

Members Excused: City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Tammy Ferris; Duncan Green; Jessica Gould; Kevin Karkoski; Dave Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Denise Clark; Legal Counsel, Julie Carignan.

Chair Sullivan welcomed Julie Carignan, of Law, Lyman, Daniel, Kamerrer, Bogdonovich, who is Intercity Transit's new legal counsel.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Introduce Lee Peterson, Information Systems Analyst (*Thomas Van Nuys*)
- B. Introduce Gilbert Gonzales, HR Specialist (*Heather Stafford-Smith*)
- C. Introduce Cameron Crass, Fixed-Route Co-Manager (*Emily Bergkamp*)

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: March 7, 2018, and March 21, 2018, Regular Meetings.

B. Payroll – March 2018: \$2,275,931.86.

A. Accounts Payable: Warrants dated March 6, 2018, number 24459 in the amount of \$358,283.71; Warrants dated March 16, 2018, numbers 24462-24535, in the amount of \$895,081.81; Warrants dated March 30, 2018, numbers 24536-24597, in the amount of \$269,879.07; Automated Clearing House Transfers for March 2018 in the amount of \$14,261.84 for a monthly total of \$1,537,506.43.

B. Canceled the July 4, 2018, Regular Meeting (*Ann Freeman-Manzanares*).

PUBLIC HEARING – None.

COMMITTEE REPORTS – None.

NEW BUSINESS

A. 2018 Bicycle Commuter Challenge Update. Prior to the presentation, Councilmember Sullivan presented Duncan Green, BCC Specialist, with a Proclamation from the City of Tumwater, declaring May as Bicycle Commuter Challenge Month.

Green said this is Intercity Transit's thirteenth year administering this countywide event. For the tenth consecutive year, he is directing the BCC and related efforts as a temporary employee (a six month position). He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

Each year a new theme is chosen, and this year's theme is "The World Looks Different When You Ride." Green said the BCC has grown into a series of events during winter and spring:

- The Winter Bicycle Commuter Challenge (BCC);
- Earth Day Market Ride in April;
- Bicycle Commuter Challenge, School Bike Challenge and Bike-to-Work Day (held on a Thursday this year), are all held in May; and the Prize Hoopla in June.

The Winter BCC, which runs the full month of February, was a success with 214 participants. Together they rode 15,395 miles on 1,767 days, saving around 15,000 pounds of CO₂, and many gallons of petroleum runoff. Twenty-four people won

prizes in random drawings and a photo contest on International Winter Bike to Work Day. There was "Pedal Power Bike Expo" held March 28 that Green helped promote through the BCC channels. Earth Day Market Ride will be held Saturday, April 21.

Registration is now open for the 31st Annual Bicycle Commuter Challenge and public outreach is ongoing. There was a website upgrade for the BCC which allows participants to sign up and record their bike trips online each day. New features for 2018 include a road problem reporting form and profile page for each team. There's also a Grand Prize Bike Vacation with Adventure Cycling, and a video ad running on Pandora and many TV outlets in Thurston County.

Bike to Work Day is Thursday, May 17 held from 7 a.m. to 9 a.m. There will be six bike stations around Olympia, Tumwater and Lacey where refreshments are provided and promotional items. This event is sponsored by various community businesses. In the noon hour, WSDOT organizes the Inter-Agency Bike Ride. Intercity Transit will join that event at the Tumwater Historical Park.

To wrap up the event, there's the Prize Hoopla on Saturday, June 23 at 9:30 a.m. There will be tons of coupons and prizes donated by many sponsors. Everyone receives coupons and is entered to win prizes. There are 44 local sponsors this year and 3 supporters. Those who ride 10 days or more are entered to win a new bike or the new grand prize sponsored by Adventure Cycling Association, a non-profit bike advocacy group. They are offering a Dream Bike Trip valued at \$4,000. They also developed an amazing route system all over the country and promote bike travel and they work with Amtrak to make sure Amtrak accommodates bikes on more of their routes. The number of bikes boarding Amtrak trains over the last six years has increased by several hundred percent.

B. Pattison Base Improvements UST Revised Contract Amount. Procurement Coordinator, Tammy Ferris presented for consideration approval of a revised total contract amount for Rognlin's, Inc. to complete the Pattison Base Improvements Underground Storage Tank.

On April 5, 2017, the Authority authorized award of the Pattison Base Improvements - UST project to Rognlin's, Inc., for \$5,343,760. Construction began May 1, 2017. On December 6, 2017, the Authority approved Change Orders No. 1 through 5 and revised the total contract not-to-exceed amount to \$5,540,248.58.

Since that time, and in accordance with the \$25,000 authority limit outlined in the Change Order Procurement Policy, the General Manager executed Change Order No. 6 in the amount of \$6,415.07 for additional electrical and welding work on the unleaded fueling island to address necessary design changes. In addition, the

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General Manager executed Change Order No. 7 that represents a \$15,000 credit by Rognlin's.

Change Order No. 8, in the amount of \$197,702.86, will require the Authority to authorize the General Manager to execute. Change Order No. 8 primarily addresses clarifications to the design and costs related to permanent decommissioning of the old USTs with Control Density Fill. Completing this work now will release the agency from additional ongoing costs related to insurance and tank fees charged by the Department of Ecology.

With the addition of Change Orders No. 6 through No. 8, the total cumulative Change Orders cost \$385,606.51 (approximately 7.22% of the original contract award amount) for a total revised contract amount is \$5,729,366.51.

Staff does not foresee additional large Change Orders to complete the project. The overall project is scheduled to be completed in June of 2018 and is currently under budget.

It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to authorize the General Manager to approve Change Orders No. 6 - 8 and revise the total construction contract amount with Rognlin's, Inc. to \$5,729,366.51.

- C. Bus Stop Pad Construction Contract Award.** Procurement Coordinator, Tammy Ferris, presented for consideration, a contract award for the construction of 63 bus stop pads.

The 2018 budget includes funding for the construction of planned bus stop enhancements. This construction contract will utilize grant funding which provides for 86.5% of the total for the contract. The local funds portion of this contract is \$26,903.61.

Intercity Transit issued a Request for Bids on February 21, 2018. We received three (3) bids by the submittal deadline of March 16, 2018. The bid submitted by Propel Construction Company in the amount of \$199,286 was determined to be the lowest, responsive and responsible bid.

Bids ranged from a high of \$393,502.66 to a low of \$199,286. The low bid is \$25,050.80 or 11% below the Engineer's estimate of \$224,336.80.

References indicate the contractor is reputable and competent. Staff recommends award of contract to the lowest, responsive and responsible bidder, Propel Construction Company.

It was M/S/A by Councilmember Cox and Vice Chair Warner to authorize the General Manager to enter into a contract for the construction of 63 bus stop pads with Propel Construction Company, in the amount of \$199,286.

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D. Setting a Public Hearing Date for September Service Changes. Freeman-Manzanares said in order for staff to execute short-term recommendations for a September service change, the Authority must approve the recommendations by July 18, 2018. In order to meet this schedule, and allow the public ample time to comment on the plan, staff is recommending establishing a public hearing date of May 23, 2018. Staff is recommending this separate special meeting, set aside entirely to hear public comment about that service change, to avoid delaying regular Authority business.

Messmer is concerned that bus riders who wish to attend but work and ride the bus won't be able to get to Intercity Transit by 5:30. She wants to ensure the promotion of the public hearing makes it clear where the public can send comments if they can't attend. Freeman-Manzanares said the public can submit comments via a telephone hotline, email, and they can submit customer comments at the Olympia Transit Center.

Cox asked if the meeting could be held later like 7 p.m. Freeman-Manzanares said when establishing the hearing date on Authority members calendars the 5:30 timeframe was part of that; however, we can ask the question again regarding availability and hold the meeting at a later time. Warner recommends staying with the 5:30 start time because whatever time we hold the meeting, someone isn't going to be able to be in attendance. There are enough other opportunities for the public to participate and share their comments with the staff and the Authority. Sullivan prefers this time versus during the day so not to interfere with typical work schedules.

After discussion and amendment, it was M/S/A by Citizen Representative Messmer and Vice Chair Warner to schedule a special meeting in which Intercity Transit will hold a public hearing at 5:30 p.m. on May 23, 2018, to take comments on proposed service change recommendations.

E. Dial-A-Lift, Travel Training & Bus Buddy Program Update. Kevin Karkoski, Dial-A-Lift Manager, presented an update to the Dial-A-Lift (DAL) service, Travel Training and Bus Buddy program.

Statistics for 2017:

Dial-A-Lift:

- 3,240 Total Clients
- 838 Eligibility Decisions
 - 79% Full Eligibility
 - 1% Conditional
 - 19% Temporary

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- 1% Ineligible
- 44 Functional Assessments
- 411 Re-certifications
- 170,714 Trip – a 3% increase on the year
- 97% On-Time Performance
- 85,570 Total Phone Calls
- 95% Customer Satisfaction Rating

Travel Training Cost Avoidance

Approximately 1,350 Dial-A-Lift trips diverted to Fixed-Route through travel training.

\$50 – Average cost of 1-way ADA trip

-\$6 – Average cost of 1-way Fixed-Route trip

\$44 – Cost difference between ADA and Fixed-Route

\$59,400 Approximate Cost Avoidance (\$44 difference x 1,350 trips)

Commissioner Blake arrived.

Warner asked how many trips are completed per month using the Bus Buddy Program. Karkoski said it varies, and some months are busier than others. In 2017 the Bus Buddy Program helped about 119 people. Bergkamp added that in 2016 23 clients were served.

Warner encouraged staff to think about ways to measure performance as the Bus Buddy program continues.

Messmer asked if Bus Buddy clients have been surveyed. Bergkamp said Catholic Community Services (CCS) receives funding for the program, and they are supposed to survey the clients as part of the proposal they put together. Last year, IT staff gave a separate more detailed Bus Buddy program update to the ITA. She said staff can do this again and return to provide more data from CCS including any surveys they may have administered.

- F. Annual Planning Session.** Freeman-Manzanares presented for consideration a date for the Annual Planning Session. The Authority typically meets once a year for a day-long session to review issues and plan for the future. This year's discussion will focus around long range planning work and local options. Freeman-Manzanares offered several dates, each representing a Friday. Potential dates included August 17, August 24 or August 31. And Freeman-Manzanares suggested selecting Jason Robertson as this year's facilitator, since he's been taking the Authority and staff through the IT Road Trip/Long Range planning process.

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The Authority members in attendance opted for Friday, August 17. Freeman-Manzanares will check with Councilmembers Carmody and Gilman, and Citizen Rep Melnick about their availability.

GENERAL MANAGER'S REPORT

- Per Senator Patty Murray's office, IT was awarded \$1,375,000 in Bus and Bus Facility Grant funds for the expansion and rehabilitation of the Pattison Street Facility.
- Intercity Transit received an approved Federal Transportation Budget. It includes increases for public transportation; however, it's nowhere near where it was pre-2011.
- Due to the construction of the Underground Storage Tank project, vehicle fueling will take place off-site (on Fones Road) beginning the week of April 16 while they transition from old tanks to new.
- Staff is working on permitting for a temporary propane fueling facility to get ready for the Dial-A-Lift vehicles which are due to arrive in the summer of 2018.
- The Governing Body Composition Review will be held on Wednesday, May 16, 2018, at 5 p.m. at the Intercity Transit main office. Invitation letters to the jurisdictions and the County will be mailed out on April 5, 2018.
- The City of Lacey and WSDOT received complaints regarding RV parking at the Martin Way Park-and-Ride. Research thus far does not indicate anything of an illegal nature.
- The third Long Range Steering Committee meeting will be held on Tuesday, April 10 at 11 a.m.
- Freeman-Manzanares, Managers, ATU and IAM staff will attend the 41st Annual LERA conference in Seattle April 5 and 6.
- Summer "Fun" Schedule includes:
 - Pride Parade - June 10 at 11 a.m.
 - Intercity Transit's Local Roadeo - June 10
 - Yelm Prairie Days Parade - June 23 at 9:30 a.m.
 - Tumwater July 4th Parade - July 4 at 11 a.m.
 - Lakefair Parade - July 14 at 4:45 p.m.
 - Transit Appreciation Day - August 10

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AUTHORITY ISSUES – None.

ADJOURNMENT

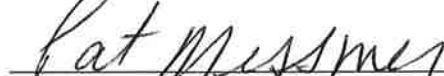
It was M/S/A by Vice Chair Warner and Councilmember Cox to adjourn the meeting at 6:59 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: May 2, 2018.

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