

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 18, 2018

CALL TO ORDER

Vice Chair Warner called the July 18, 2018, meeting of the Intercity Transit Authority to order at 5:31 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 Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; County Commissioner Bud Blake. Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Todd Morrow; Brian Nagel; Eric Phillips; Rena Shawver; Steve Swan; Nancy Trail; and Nicky Upson.

Vice Chair Warner announced an amendment to the agenda. Agenda item 6-C "Discuss Potential Ballot Measure Language" will be moved to after the Consent Agenda and before Committee Reports.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Mark Quamme, Dial-A-Lift Dispatch Specialist (Kevin Karkoski)
- B. Emily Bergkamp, Operations Director (Ann Freeman-Manzanares)
- C. Paul Koleber, Maintenance Director (Ann Freeman-Manzanares)

PUBLIC COMMENT

Heath Reynolds, Olympia. Mr. Reynolds voiced his concerns regarding the proposed service changes. He hopes the improvements won't affect those with disabilities who rely on transit in their daily lives.

Michael Rogers, Olympia. Mr. Rogers hopes whatever decision the Authority decides regarding the proposed service changes, that the Authority will be open to changes if the new changes don't work. He also mentioned the recent survey - he had difficulty accessing it. He needed assistance from someone else to complete it online.

Mr. Rogers asked how the public could help pass the ballot measure, or how does a member of the public start that process. Freeman-Manzanares said the Auditor will identify a pro/con group, and the public is free to participate that way.

Augustus Northcraft, Olympia. Mr. Northcraft provided concerns about the cleanliness of the buses, noting he found black smudge on the back bus vents and perhaps the filters need to be changed. He also said there can be poor air circulation on the buses and the air conditioning gets turned off when the buses are stopped at the transit centers. He said it can get very uncomfortable.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Surplus Property: Declare the property listed on Exhibit A as surplus to our needs.
(Katie Cunningham)

AGENDA ITEM 6-C

Discuss Potential Ballot Measure Language. Freeman-Manzanares explained the state legislation that allows Intercity Transit to request additional sales tax authority, takes effect August 1, 2018. She presented a draft resolution for the November 2018 ballot for Authority discussion, identifying the need and the process that led up to the recommendation for an increase of 4/10ths of one percent sales tax.

Freeman-Manzanares recognized Todd Morrow, who was Chief of External Affairs with Community Transit. Morrow is working with staff to guide them through this process and lend his expertise. Staff is also working with Julie Carignan, Intercity Transit's legal counsel.

Staff wants to insure the process being used to form the resolution feels comfortable to the Authority and they have the opportunity to provide comment both at today's meeting and on August 1st.

Messmer said the platform of some of the needs is that there is an increasing population and an increasing aging population which are two of the demographics occurring in our service area that caused Intercity Transit to want/need to provide additional services. Those should be the foundation and part of the ground rules.

Gilman said somewhere between paragraphs 5 and 8 describe the process of receiving community input. In addition to the increasing and aging population, there's also seen

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a shift in demographics and the places people are coming and going has shifted and IT needs additional capacity to serve that. That may be part of the story of how this was framed and how it was solicited to the public for input and fill in with why there is the need.

Messmer said perhaps there is no need to lay out so much detail, but instead describe what people are asking for.

Melnick referred to paragraph 12 where it refers to "accommodate the demand," and say instead something regarding the reduction in service. It may be appropriate to make that clear as a reason for the tax increase.

Cox asked for clarification regarding the language that says, "...increase the sales and use tax by four tenths of one percent." She asked if that shouldn't be "a cent." Discussion ensued regarding the correct language and Freeman-Manzanares will get clarification.

Messmer said the language on page 2 - Section 1 - last sentence, "would be used for the sole purpose of providing funds for the operation, maintenance and capital needs of public transportation systems." She said as long as that covers virtually everything the agency does, those words will work. If administration or education programs, or something else doesn't fall within Operations, Maintenance and Capital then staff needs to make sure the words are all encompassing.

COMMITTEE REPORTS

A. Community Advisory Committee. No Report.

NEW BUSINESS

A. Review Annual Update and Schedule a Public Hearing on the 2018-2023 Transit Development Plan. Rob LaFontaine, Planning Manager, provided an overview of the schedule and process of the 2017 Annual Report and the 2018-2023 Transit Development Plan (TDP). He ran through the timeline:

- July 30 - Draft TDP published for public review
- August 15 - Conduct Public Hearing
- September 5 - Request adoption of the TDP

It was M/S/A by Citizen Representatives Messmer and Melnick to schedule a public hearing at 5:30 p.m. on August 15, 2018, on the 2017 Annual Report and the 2018-2023 Transit Development Plan.

- B. September Service Change Adopt Final Recommendations.** Rob LaFontaine, Planning Manager presented final recommendations for proposed service changes. He provided a brief recap.

The reason for the changes is the pursuit of reaching optimization for a more healthy operating system with on-time performance and improved schedule reliability; to reach optimization through refreshing the distribution of resources by consolidating some trips that are currently traveling to downtown Olympia as well as providing new trip options; and strengthen the ridership and market for the express commuter service traveling to and through Pierce County.

He is forecasting a slight increase in revenue service hours – about 5 ½% which is based on what is currently provided. He said it's important to note the current hours do not account for unscheduled service. The service hours for extra buses sent out to help mitigate problem areas are not part of this plan.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to adopt the staff recommended service change package, including any minor adjustments that may be necessary to fully implement the planning route and schedule changes, including minor modifications for Dial-A-Lift complementary paratransit services consistent with Intercity Transit policies; with an effective date of September 23, 2018.

Messmer has a concern about Route 68 and the need to transfer. She asked staff to be open to watching for any issues that may arise. She also asked staff to be out there during the change to ensure the public is aware of these changes because of the impacts to their daily schedules.

Melnick asked that as staff rolls out the changes, to keep the Authority informed of what is being done and the outcome.

Councilmember Carmody left the meeting.

Commissioner Blake arrived.

GENERAL MANAGER'S REPORT

Staff continues to meet with the Pattison Street consultant team on a regular basis, and will meet with the City of Olympia staff next week to discuss the path forward. Staff is looking to Olympia for guidance as the regional mobility grant that needs to be expended by the end of June 2019 will prove to be challenging.

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Staff is working to have the Olympia Transit Center construction contract finalized by the September 5, 2018, Authority meeting.

Staff submitted regional mobility grants for continuation of the vanpool promotion campaign; and applied for the start of the bus rapid transit project and those applications will be evaluated by WSDOT and passed along to the Governor in December, and the Legislature will discuss during session.

Freeman-Manzanares asked the Authority to share the ITROADTRIP.NET with all possible resources.

AUTHORITY ISSUES

Melnick attended the July CAC meeting and he appreciates the amount of discussion at their meetings and the amount of details provided in the minutes.

Gilman thanked staff members Rob LaFontaine and Eric Phillips for their participation in the meeting at St. Francis House and helping to explain the service changes that affect them.

Gilman asked about the status of the Walk N Roll shop space. Freeman-Manzanares said staff ran into a roadblock looking for contractors to help evaluate that site and what might be necessary in terms of improvements.

Messmer participated in the Lakefair parade and appreciates the air-conditioned bus since it was extremely hot that day.

Messmer suggested staff look into the purchase of a height-adjustable podium that is ADA compliant.

Commissioner Blake also participated in the Lakefair parade and was delighted with the Intercity Transit interaction with the kids.

Delancy appreciates the efforts of the Planning Department during the service change process and their openness to adjustments. He said it's a good plan and looks forward to seeing it in action.

ADJOURNMENT


It was M/S/A by Citizen Representatives Melnick and Councilmember Cox to adjourn the meeting at 6:16 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: August 1, 2018.

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

EXHIBIT A
SURPLUS PROPERTY – JULY 2018

INFORMATION SYSTEMS					
ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	Epson Flatbed Scanner	GT-1500	1	\$5.00	\$5.00
2	Dell Latitude E5500 laptop (NO P/S)	HJK9BM1	1	\$40.00	\$40.00
3	Mac Mini computer	C07R190DY3H	1	\$200.00	\$200.00
4	Dell Projector (color wheel starting to go out)	FQG24P1	1	\$25.00	\$25.00
5	Canon PowerShot SD450 camera & case	2223605277	1	\$15.00	\$15.00
6	Fujifilm FinePix S4800 camera & case	3UH99374	1	\$60.00	\$60.00
7	OKI yellow drum/yellow, magenta, and cyan toners (lot)	n/a	1	\$40.00	\$40.00
8	Dell Optiplex 780 mini (NO Power Supply)	3X3WGK1	1	\$1.00	\$1.00
9	Dell Optiplex 780 tower	33CZDQ1	1	\$45.00	\$45.00
10	Dell Optiplex 780 tower	33F0FQ1	1	\$45.00	\$45.00
11	Dell Optiplex 780 tower	33KXDQ1	1	\$45.00	\$45.00
12	Dell Optiplex 780 tower	33BZDQ1	1	\$45.00	\$45.00
13	Dell Optiplex 780 tower	33FYDQ1	1	\$45.00	\$45.00
14	Dell Optiplex 780 tower	33DYDQ1	1	\$45.00	\$45.00
15	Dell Optiplex 780 tower	33GYDQ1	1	\$45.00	\$45.00
16	Dell Optiplex 780 tower	33H0FQ1	1	\$45.00	\$45.00
17	Dell Optiplex 790 tower	GM818V1	1	\$65.00	\$65.00
18	Dell Optiplex 790 tower	GM4Z7V1	1	\$65.00	\$65.00
19	Dell Optiplex 790 tower	GM638V1	1	\$65.00	\$65.00
20	Dell Optiplex 9010 tower	J219SW1	1	\$125.00	\$125.00
21	Dell Optiplex 780 mini	DKFSFK1	1	\$15.00	\$15.00
22	Dell Optiplex 780 mini	3X4FHK1	1	\$15.00	\$15.00
23	Dell Optiplex 780 tower	33JYDQ1	1	\$45.00	\$45.00
24	Dell Optiplex 780 tower	33HZDQ1	1	\$45.00	\$45.00
25	Dell Optiplex 780 tower	33HYDQ1	1	\$45.00	\$45.00
26	Dell Optiplex 780 mini (parts only)	3X4TGK1	1	\$1.00	\$1.00
27	Dell Optiplex 780 tower	3390FQ1	1	\$45.00	\$45.00
28	Dell Optiplex 780 tower	33KYDQ1	1	\$45.00	\$45.00
29	Dell Optiplex 780 tower	338ZDQ1	1	\$45.00	\$45.00
30	Dell Optiplex 780 tower	33GZDQ1	1	\$45.00	\$45.00
31	Dell Optiplex 780 tower	33FZDQ1	1	\$45.00	\$45.00
32	Dell Optiplex 780 tower	33J0FQ1	1	\$45.00	\$45.00
33	Dell Optiplex 780 tower	33DZDQ1	1	\$45.00	\$45.00
34	Dell Optiplex 780 tower	33D0FQ1	1	\$45.00	\$45.00
35	Dell Optiplex 790 tower	GM6Y7V1	1	\$65.00	\$65.00
36	Dell Optiplex 780 tower	33G0FQ1	1	\$45.00	\$45.00
37	2 Boxes misc computer parts (mice, keyboards, etc.) (pair)	NA	1	\$35.00	\$35.00

INFORMATION SYSTEMS TOTAL					\$1,737.00
FACILITIES					
ITEM	DESCRIPTION	MODEL # / SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	6' tall tan shelving units	NA	2	\$10.00	\$20.00
2	4' tall gray cabinets	NA	2	\$10.00	\$20.00
3	6' tall gray cabinet	NA	1	\$10.00	\$10.00
4	Wooden door	NA	1	\$10.00	\$10.00
5	4-legged book stand	NA	1	\$5.00	\$5.00
6	Black computer cabinet 7' tall	NA	1	\$10.00	\$10.00
7	120 gal plastic barrels	NA	2	\$30.00	\$60.00
8	Spools of wire	NA	2	\$5.00	\$10.00
9	Pieces of black ABS pipe	NA	3	\$5.00	\$15.00
10	Man snow plows	NA	2	\$10.00	\$20.00
11	Tire lifting dolly	NA	1	\$35.00	\$35.00
12	Window washing makeup tank	NA	1	\$100.00	\$100.00
13	5' x 5' metal frame / expanded metal	NA	1	\$10.00	\$10.00
14	Green square plastic garbage can	NA	6	\$20.00	\$120.00
15	Glass partition corners	NA	2	\$10.00	\$20.00
16	4" dust / exhaust tube 50'	NA	1	\$25.00	\$25.00
17	8" dust / exhaust tube 25'	NA	1	\$25.00	\$25.00
18	Hand tool shovel	NA	4	\$5.00	\$20.00
19	Pole wash brush	NA	1	\$10.00	\$10.00
20	Grey garbage can lid	NA	7	\$2.00	\$14.00
21	Colorado canopy - white	NA	1	\$75.00	\$75.00
22	Green bus stop roof	NA	1	\$20.00	\$20.00
23	Stihl back blower	264461376	1	\$100.00	\$100.00
24	150 gal poly tank	NA	2	\$75.00	\$150.00
25	Extendable pressure washer pole	NA	1	\$50.00	\$50.00
26	Poly tank	110414124	1	\$50.00	\$50.00
27	Deicer Trailer / Deicer spray unit	LS35508R	1	\$350.00	\$350.00
28	Multi-piece Hand Railing	NA	2	\$10.00	\$20.00
29	Rotary 4 post lift	SM180-1	1	\$500.00	\$500.00
30	Old brown bus stop shelters	NA	3	\$50.00	\$150.00
FACILITIES TOTAL					\$2,024.00
INVENTORY					
ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Shock, Front, (Stiffer) 29 ft. Buses	08-67835-000	4	\$200.00	\$800.00
2	Shock, Front, Red Adjustable	53-35882	4	\$150.00	\$600.00
3	Controller, E Fan Module	82-66834-000	5	\$450.00	\$2,250.00
4	Spider Assy, RF Brake	82-02138-000	2	\$80.00	\$160.00
5	Retractor, Drivers Seat Belt	19181648	1	\$20.00	\$20.00
6	Cover, Drivers Seat Headrest, Baltic Blue	9903-110111-053	1	\$20.00	\$20.00
7	Seal End, Retarder Accum.	29527010	2	\$15.00	\$30.00
8	Handle Latch Assembly, Knapheide Tool Box	26227868	1	\$30.00	\$30.00
INVENTORY TOTAL					\$3,910.00