

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**August 15, 2018**

**CALL TO ORDER**

Chair Sullivan called the August 15, 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 Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

**Members Not Present:** City of Yelm Councilmember Molly Carmody.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Jessica Gould; David Kolar; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Thomas Van Nuys.

**Others Present:** Community Advisory Committee member, Walter Smit; Tim Richey, SRG; and Dale Learn, Gordon Thomas Honeywell.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

**Heath Reynolds, Olympia.** Mr. Reynolds enjoys riding Intercity Transit and he thanked the Authority for approving the upcoming service changes.

**PUBLIC HEARING**

**A. Draft Annual Report & Transit Development Plan (TDP).** Rob LaFontaine, Planning Manager, indicated the TDP is due to WSDOT in September, and is supposed to indicate upcoming changes for the next few years. However, with the planned upcoming service changes, and the sales tax ballot measure taking place, the TDP is currently at "status quo." It fulfills the administrative requirement, but does not speak to any of the assumptions relating to a new ballot item. The current TDP relates to activity in 2017 as well as programmed changes for equipment, facilities and buses taking IT through 2023.

## **Intercity Transit Authority Regular Meeting**

**August 15, 2018**

**Page 2 of 8**

To date, one comment was received, however, it related more to the September service change. Staff is still on course for a September 5 adoption of the TDP.

Cox asked depending on the outcome of the ballot measure will the Plan be amended. LaFontaine said staff gets the opportunity to amend the Plan every year, and the TDP would get updated heading into 2019. Freeman-Manzanares said the document that would be more applicable is the Strategic Plan which will be addressed after the election in November.

*Chair Sullivan opened the public hearing at 5:36 p.m.*

*With no one present for the public hearing, Chair Sullivan closed the public hearing at 5:36 p.m.*

Messmer noted a correction on Page 2 of the TDP to remove her name as the Vice Chair and add Ryan Warner.

### **COMMITTEE REPORTS – None.**

**VEHICLE WRAPS AND GRAPHICS.** Steve Krueger, Capital Projects Manager, presented for consideration a contract award to Western Graphics, Inc. for Vehicle Wraps and Graphics.

Intercity Transit released a Request for Proposals (RFP) for Vehicle Wraps and Graphics on May 3, 2018. The purpose of the RFP was to establish a term contract for the production and installation of wraps and graphics for Intercity Transit's 2016 Chevrolet Express, 2018 Toyota Sienna's and future vanpool vehicle purchases, as well as allow for repair and replacement of any damaged wraps and decals.

A total of eight (8) proposals were received by the submittal deadline of May 24, 2018. Based on the RFP evaluation process, which consisted of experience and quality factors, cost proposal factors, graphic proofs and samples, and reference checks, Western Graphics was identified as the top-ranked firm. They have been in business since 1957, producing and installing graphics for numerous public agencies including King County Metro, Pierce County Sheriff, and King County Sheriff as well as other public and private agencies. Staff is confident that Western Graphics will provide high quality products and services, and recommends that the one-year contract award be approved.

*Walter Smit arrived.*

**It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to authorize the General Manager to enter into a one-year contract with four one-year renewal**

## **Intercity Transit Authority Regular Meeting**

**August 15, 2018**

**Page 3 of 8**

**options, with Western Graphics to provide Vehicle Wraps and Graphics in an amount not-to-exceed \$130,000.**

**UPDATE ON FEDERAL ADVOCACY ACTIVITY.** Intercity Transit's Federal Advocate, Dale Learn, from Gordon Thomas Honeywell Governmental Affairs (GTHGA), provided an update on the main federal issues and activities affecting public transportation in Washington D. C.

Learn continues to work closely with Intercity Transit staff, including attending the Annual APTA conference held in D. C. where they work well in framing the issues to the legislators and the Administration officials.

Learn noted that K. Jane Williams is the Acting Administrator of the Federal Transit Association, and Thelma Drake, a Norfolk-area transportation official was nominated by President Trump to lead the Federal Transit Administration, the agency that provides funding and policy to local public transit systems, including buses, subways, light rail and ferries. Drake will still have to go through a confirmation process – the FTA has not had a confirmed administrator since January 2014. The administrator oversees \$12 billion budget and 550 employees.

Learn said, overall, Congress is doing well on Appropriations, with likely nine bills in the Senate by Sept 1<sup>st</sup> and six in the House, including the transportation bill out of committee in both chambers.

Gordon Thomas Honeywell continues to work closely and engage with the Trade Associations:

- APTA
- Bus Coalition – Now over 155 members in 43 states, 15 in WA.
- Congressional Delegation & Committees of Jurisdiction
- USDOT/FTA – No Administrator yet, but they continue to get to know the Trump USDOT folks

When Freeman-Manzanares and Board Members attended the APTA conference in D. C., GTHGA connected Intercity Transit up with Mark Bathrick, who manages the two most important funding accounts (5339 and BUILD/TIGER). He shared good information indicating that at least in this fiscal year one will likely not get awards in multiple 5339 accounts, and if you win you likely get the lower request.

The number one issue remains transit funding. Currently, GTHGA is working with the FAST Act through 2020. Prior to 2012 – SAFETEA-LU (FY05-12) competed well for Bus and Bus Facilities dollars, and the program funded about 80% of bus replacements.

## Intercity Transit Authority Regular Meeting

August 15, 2018

Page 4 of 8

In 2012 under MAP-21 (FY13-15) Congress replaced the BBF account – which was \$984M for competitive grants in 2012 with a formula bus program that was half the size (\$422m/year) and geared toward rural systems. For four years we were shut out of even competing for bus money. Systems like Intercity Transit mobilized and were a big part of that in D. C. and this became a motivation to start the Bus Coalition. Today we are in little better place than in 2012 but still have a lot to fight in terms of funding to get to where we need to be.

In the FAST Act (FY16-20) we were able to reinstate the BBF discretionary account, but at much more modest numbers than 2012. They also retained the BBF Formula, still favoring rural systems. Authorized in FY16 at \$268m has slowly risen every year to \$344M in FY20. These numbers include a subcategory for No/Low Emission Buses of \$55M/year. Therefore, the available funding for systems like Intercity Transit would be, less than 30% of what it was in 2012 nationwide. Again, there is a focus on rural systems. There is continual chatter of removing the program again entirely.

The Appropriations Committee have honored FAST Act funding levels for BBF and very recently added some extra funding:

- **FY 18** - BBF Discretionary is \$160M above the FAST Act, (\$461.5M total). Take out the No/Low subcategory (\$84.5M), then \$377M is available (compared to just \$213M in FY17).
- **FY19** – Is currently going through the legislative process. House bill is \$300M above the FAST Act (\$622.1m total). Take out the No/Low subcategory (\$105M), then \$517.1M would be available – This is still only about half of what was available in 2012. The Senate bill has similar plus ups to FY18, so with the gradual rise in the authorization, then \$397.1M would be available, which is still on 40% of the 2012 number. Ultimately, none of these numbers may be adopted.
- We favor the House proposal and have let our allies know, including our delegation's appropriators, Senator Murray, and Representatives Herrera Beutler, Kilmer, and Newhouse.
- **Formula funding remains** – FY18 for ITC. We were allocated \$3.3M for Section 5307 Urbanized Area Formula & \$808,000 for Small Transit Intensive Cities – Small increases from FY17.
- **BUILD/TIGER** – Increases to \$1.5B in FY18; In FY19 \$1B in Senate and \$750M in the House. We'll see what is approved. These dollars have rarely gone to transit projects. It costs a lot to submit a project for this funding source.
- We have applied in the past and look at it every year. It is very competitive, and you need professional grant writing help to be competitive.
- This program is a product of Appropriations (Murray).
- As in the previous Administration the USDOT opposes all of these plus ups.

## **Intercity Transit Authority Regular Meeting**

**August 15, 2018**

**Page 5 of 8**

- **New Infrastructure Package** – Where is it going and what will be in it? Administration has said more P3s and streamlining. Many congressional leaders have already provided ideas, including Cantwell.
- Chairman Shuster put out a concept document asking for an increase of 15 cents on the federal gas tax. We have asked for \$2.85 billion in any new package – This would be on top of the FAST Act funding. We've have signed letters asking for that amount to our delegation, to the relevant committees, and to the Administration and have done direct advocacy with the Bus Coalition. Important to note USDOT has identified a \$90 billion bus capital backlog nationally.

It continues to be all about the budget process, water resources, trade, more tax issues, foreign policy, start work on infrastructure, etc. Mass Transit Account remains a target in DC and not well liked by this Administration. The FAST Act is chugging along but a new authorization has started to be discussed in a preliminary fashion, and an infrastructure package as previously mentioned is still very much "live." GTHGA will continue to work with the trade associations, committees, and a powerful delegation to push transit and Intercity Transit priorities.

**FAST Act Grants** - No/Low recent increases (\$84.45M in FY18). We've looked and have deferred for right now, but always an option. 5339 Competitive continues to slowly increase under FAST, and recent bumps from \$283M just two years ago and the House is talking about \$622M for FY19 has us all hopeful. It is important to note we requested \$12M for Pattison and received a \$1.375M grant for Pattison, which was tied for the highest from Washington. Our application scored very well as all six criteria got "highly recommended" and there were \$124M requested from Washington, but only \$13M awarded for 10 projects. There was a current FY18 grant application submitted on August 6<sup>th</sup>, which we applied for. We hit on all six major criteria in F17, so we are hopeful. We are working on congressional support for our request as well.

**BUILD/TIGER** should remain, but it too is highly competitive and costs to submit. We will continue to aggressively lobby for our needs in D. C. and with our trade associations.

*Chair Sullivan recessed the meeting for five minutes to allow SRG to set up their presentation.*

**OTC DESIGN AND PROJECT UPDATE.** Intercity Transit's Architect, Tim Richey of SRG Partnership, Inc. provided an update on the expansion plans for the Olympia Transit Center.

Over the last year, the SRG Design Team has collaborated with stakeholders in designing the OTC expansion facility that not only satisfies Intercity Transit's programming needs and City of Olympia's design standards but also stays true to our budgetary constraints. A construction contract is anticipated to come before the Authority for approval at the September 5, 2018, meeting.

Richey said they are getting close to the start of construction, and have selected Graham Construction as the General Contractor from a list of three finalists. SRG is currently in the bidding phase of the project and that means the work of the architects is complete as are the documents, which were given to the General Contractor and they have sent them out in packages to the sub-contractor community. After August 29, Graham Construction will know the final total construction costs. SRG will return to address the Authority on September 5 to share those final costs and ask for final approval, and construction would start in September. It should be noted that the construction market is incredibly strong and bid numbers are coming in high. We will adjust as necessary.

The drawings have been submitted to the City of Olympia for permitting and land use applications. SRG received the initial comments from the City on the building and engineering permit. SRG will submit response, clarifications and revisions next week. On August 23, SRG will have their second and final meeting in front of the designer review board, and expect approval. The building permit should be available the middle of September.

The total project budget is \$8.4M. Richey referred to a site plan showing the existing transit center and the new project. He continued to review a 3-dimensional presentation of the new building providing specific details.

Richey answered questions.

#### **GENERAL MANAGER'S REPORT**

The State Auditors are onsite until the end of August. Chair Sullivan represented the Authority at the entrance conference. Information will be shared regarding the closing conference in the event the Authority would be able to attend.

The FTA 5339 Grant Application for the Pattison Street Rehab and Expansion Project was submitted on Monday, August 6, 2018.

**Intercity Transit Authority Regular Meeting**  
**August 15, 2018**  
**Page 7 of 8**

All Ballot Measure information was submitted to the County Auditor's Office by the August 7 deadline. It was approved by the Prosecutor's office and certified by the County Auditor.

The Gillig Bus Build Team returned from their meeting where they meticulously went over the specifications for the next eight buses. Buses are scheduled to be delivered in six months.

Freeman-Manzanares will provide the City of Lacey with a presentation on the ballot measure on August 16, 2018.

The Authority Planning Session is Friday, August 17, 2018.

The Operations and Maintenance Roadeo Team are headed for the Washington State Roadeo Competition being held in Kennewick, WA.

The Washington State Transportation Conference begins August 18, 2018, through August 22, 2018.

On Thursday, August 23, the Olympia Transit Center Project will go before the City of Olympia review board. It remains hopeful that there will be a construction contract come September.

Freeman-Manzanares reminded the Authority that Intercity Transit is a member of MRSC and they are a terrific resource for information for staff and Authority members. You can access their website at <http://mrsc.org/Home.aspx>.

## **AUTHORITY ISSUES**

Delancy said he's keeping an eye on the Operator scheduling for the new service change package. He's seen movement going in the right direction, and he's confident it will continue in a positive direction.

Cox invites all to the City of Lacey Council meeting on Thursday, August 16 at 7 p.m. to show support. Freeman-Manzanares is giving a presentation on the ballot measure.

Messmer would like to be informed of upcoming meetings and presentations so the Authority can provide support.

Messmer thanked Sullivan for attending the Audit entrance conference. She believes it's important for the members to attend those and she would like staff to send out a notification.

**Intercity Transit Authority Regular Meeting**  
**August 15, 2018**  
**Page 8 of 8**

Warner said he'll be giving a presentation at the State Conference on mobility management performance measures. He'll highlight Intercity Transit's mission and vision and mobility management (travel training).

Sullivan thanked staff for putting on a successful Transit Appreciation Day.


**ADJOURNMENT**

It was M/S/A by Vice Chair Warner and Councilmember Cox to adjourn the meeting at 7:51 p.m.

**INTERCITY TRANSIT AUTHORITY**

  
Debbie Sullivan, Chair

**ATTEST**

  
Pat Messmer  
Clerk to the Authority

**Date Approved: September 5, 2018.**

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