

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
September 5, 2018

CALL TO ORDER

Chair Sullivan called the September 5, 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; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Labor Relations Representative Art Delancy.

Members Not Present: County Commissioner Bud Blake; and Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Katie Cunningham; David Dudek; Tammy Ferris; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Jeff Peterson; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Sue Pierce; and Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Laurie Knox, Accounting Specialist (*Suzanne Coit*)

Councilmember Carmody arrived.

RECOGNITION

Freeman-Manzanares recognized the 2018 Excellence in Transit Winners (*Thomas Van Nuys, IS Manager; Reuben Lamberson, Operations Supervisor; Steve Krueger, Procurement Manager; and Procurement Coordinators Katie Cunningham, Tammy Ferris and Jeff Peterson*).

Freeman-Manzanares recognized the 2018 Washington State Public Transportation Roadeo Grand Champions. This is the fourth year Intercity Transit won the Washington

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State Grand Champion Award which is a combination of Operations and Maintenance scores.

The Maintenance Team took First Place: Coach Technicians *Joe Bell, James Bush and Grant Swidecki*. Also recognized - Maintenance Supervisor, William Snyder who provided support and coaching for the team and Paul Koleber, Maintenance Director.

And our Operators, in three individual competitions each took Second Place: Body-on-Chassis Operator *Dan Savage*; 35' Coach Operator *Rob Wood*; 40' Coach and Pre-Trip Inspection Award Coach Operator *David Randall*. Freeman-Manzanares recognized the great job of the team coaches David Dudek and Bill Miller. She thanked Dudek for his energy and organization in planning the State Rodeo competitions and thanked the entire team for their efforts supporting the Intercity Transit Local Rodeo to focus on enhancing our skills but also for inviting other properties to participate as well.

Chair Sullivan recessed the meeting for refreshments and to congratulate the participants and coaches at 5:40 p.m. for twenty minutes.

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Vice Chair Warner and Councilmember Gilman to approve the consent agenda as presented.

- A. Approval of Minutes:** August 1, 2018, Regular Meeting and August 15, 2018, Regular Meeting.
- B. Payroll – August 2018:** \$2,333,867.23.
- C. Accounts Payable:** Warrants dated August 3, 2018, numbers 25410-25451 in the amount of \$855,907.83; Warrants dated August 10, 2018, numbers 25455-25496, in the amount of \$152,686.24; Warrants dated August 17, 2018, numbers 25497-25545, in the amount of \$339,802.80; Warrants dated August 24, 2018, numbers 25549-25596, in the amount of \$601,335.84; Warrants dated August 31, 2018, numbers 25597-25648, in the amount of \$547,976.52; Automated Clearing House Transfers for August 2018 in the amount of \$14, 423.98 for a monthly total of \$2,512,133.21.

COMMITTEE REPORTS

- A. Community Advisory Committee.** Sue Pierce reported the CAC met August 27, 2018. The CAC received a presentation about the ballot measure campaign procedures which promoted a lot of ideas and plenty of questions. They also

received an updated presentation about the design of the Olympia Transit Center; and received a Long Range Plan update.

NEW BUSINESS

A. Adoption of the 2017 Annual Report & 2018-2023 Transit Development Plan.

Planning Manager, Rob LaFontaine, presented the final 2017 Annual Report and 2018-2023 Transit Development Plan for adoption.

It was M/S/A by Vice Chair Warner and Citizen Representative Messmer to adopt the 2017 Annual Report and 2018-2023 Transit Development Plan as presented.

B. Annual ACS Maintenance Contract Extension and Invoice. Procurement Coordinator, Jeff Peterson, presented for consideration an extension of a maintenance contract and payment for the Orbital CAD/AVL radio system.

Conduent's proprietary Orbital system provides radio contact between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

In 2008, Intercity Transit completed installation of the Orbital system and entered into a five-year maintenance agreement. The agreement expires September 25, 2018.

Based on review of actual maintenance needs for previous years and our current knowledge of the Orbital system, staff believes the cost established within the updated agreement continues to be fair and reasonable.

It was M/S/A by Councilmembers Gilman and Carmody to authorize the General Manager to enter into a one-year term contract, with eight optional six-month renewal periods, with Conduent Transport Solutions (Conduent) and pay the annual invoice for the Conduent Orbital CAD/AVL system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$216,934.25, including taxes.

C. State Legislative Advocacy Services. Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Foster Government Relations for State Legislative Advocacy Services.

In July 2016 Intercity Transit released a Request for Proposals for State Legislative Advocacy Services, which resulted in a one-year contract award to Foster Government Relations in September 2016. The original contract included four one-

year renewal options. This item represents the second one-year renewal. The contracted amount remains as originally proposed.

The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

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 extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.

- D. Federal Advocacy Services.** Freeman-Manzanares presented for consideration a one-year contract award to Gordon Thomas Honeywell Governmental Affairs for federal advocacy services.

Intercity Transit released a Request for Proposals (RFP) for Federal Advocacy Services on June 26, 2018. The purpose of the RFP was to establish a contract with a qualified and experienced individual or firm ideally positioned to serve as a federal legislative liaison on behalf of Intercity Transit on a year-round basis.

Two (2) proposals were received by the submittal deadline of July 17, 2018. Based on the RFP evaluation process, which consisted of experience and qualification factors, references, and cost proposal factors, Gordon Thomas Honeywell Governmental Affairs was identified as the top-ranked firm that meets all RFP requirements and is the most advantageous to Transit.

Gordon Thomas Honeywell Governmental Affairs has represented Intercity Transit's interests in Washington D.C. for several years, and Intercity Transit staff and Authority members have been highly satisfied with the firm's representation. As federal funding, policy rules, and regulations remain uncertain, the need for Intercity Transit interests to stay engaged in Washington D.C. continues.

It was M/S/A by Councilmembers Carmody and Cox to authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

- E. Citizen Representative Reappointment/Recruitment.** Freeman-Manzanares presented whether to reappoint Citizen Representative Don Melnick to a second three-year term, or conduct recruitment for the position which expires December 31,

2018. Melnick is eligible for another three-year term and has expressed a desire to remain on the Authority.

Messmer said Melnick really does his homework, has good participation and attendance and she values his contributions to the Authority.

Sullivan said Melnick provides a valued perspective on behalf of the senior community.

Cox said Melnick goes out of his way to champion for Intercity Transit whenever he can.

Carmody said Melnick is a great representative of a geographic area within Panorama.

It was M/S/A by Citizen Representative Messmer and Councilmember Cox to reappoint Citizen Representative Don Melnick to a second three-year term of the Intercity Transit Authority, effective January 1, 2019.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares said staff continues to meet with the jurisdictions and others to provide information about the ballot measure.
- The State Auditors completed their audit and will conduct their exit conference on September 19.
- United Way's Day of Caring is Friday, September 28 and there's still time to join Intercity Transit's team. Russell Gilsdorf from Customer Service is coordinating the event.
- Freeman-Manzanares brought an issue to the Authority's attention in which she asked for direction from the Authority related to the construction of the Olympia Transit Center Project (OTC). She said staff has been working diligently with the architect, contractor and project manager, with the intent to bring the construction contract before the Authority at the September 19 meeting. However, a series of bids were received and they are all \$1M over budget for the project for a variety of reasons.

Construction costs are running high for many projects throughout the region, especially in Tacoma and many school projects in Centralia, which suggests the labor market is stretched. The design team recognized the bids are higher than the value of the construction, and that's happening everywhere.

Freeman-Manzanares reviewed options and their risks:

Option 1: Do not move forward with this project.

Risks: Lose all time, effort, dollars spent to date; pay back the federal dollars already expended and return grant dollars not expended yet.

Option 2: Pause the project and hope the market gets better. Permits are good for about 18 months.

Risks: Grant funding will be in jeopardy.

Option 3: Redesign the project to reduce scope.

Risks: It will take four months to redesign and will cost more to do that; the market could get worse during that time; and would have to go through the entire permitting process.

Option 4: Eliminate the scope.

Risks: Eliminate 20 bike enclosures and the trash enclosure and build later when there is funding. Would need to get buy-in from the city to remove the trash enclosure which would require additional people power to haul trash offsite.

Option 5: Dedicate funds, go through Scope Clarification and Value Engineering with the subcontractors and maybe see a reduction of \$100K to \$200K. The benefit of the GCCM process is that we can negotiate with the subs as opposed to a hard bid.

The underground storage tank project finished about \$1.4M less than anticipated and staff was hoping to use those dollars for Pattison. We could use those funds for the OTC.

The Authority discussed the options and directed staff to move forward without eliminating key amenities. Reasons cited were:

- Public perception of a transit agency depends a lot on location, and how it looks and feels. Skimping on the construction could make it look like the community doesn't care about transit.
- The permits are ready, and this location is not an "easy" site and a number of elements were difficult to manage within the codes and requirements.
- Keep the bicycle parking. There's a large cycling group who use the system.
- The trash enclosure could potentially be eliminated but it would add operational expense and inconvenience. It has become complex and expensive, and it's also front and center on State Street. Other businesses in the area discussed joining in

with the City of Olympia and using their trash compactor which will be located across the street from the OTC. Staff would need to look at the operational expense and the safety of carting trash across the street.

Freeman-Manzanares said staff would go through a scoping and value engineering exercise to see if there were dollars to be saved and what the trade-offs might be. Staff will likely present a construction award on October 3.

AUTHORITY ISSUES

- Gilman said the City of Olympia will consider a resolution supporting Intercity Transit's Proposition 1 at their October meeting.
- Gilman said Development Director, Eric Phillips, joined him in a podcast with The Olympia Standard to explain factual details about the proposition. Podcast link: <http://www.olympiapoprocks.com/theolympiastandard/>
- Carmody said Freeman-Manzanares presented the Yelm work session with a thorough presentation of facts about the ballot measure.
- Carmody asked if Committee Reports could be moved towards the end of the Authority meeting agenda.
- Cox said the City of Lacey General Government and Public Safety Committee received a presentation on August 28, 2018, about the Intercity Transit ballot initiative and a request for Lacey City Council to pass a resolution in support of Proposition 1.


ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:41 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: October 3, 2018.

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

