

**MINUTES
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
SEPTEMBER 19, 2018**

CALL TO ORDER

Chair Sullivan called the September 19, 2018, Joint Meeting of the Intercity Transit Authority and Community Advisory Committee to order at 5:35 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; Thurston County Commissioner Bud Blake (via teleconference); Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and Labor Representative Art Delancy.

Members Excused: City of Yelm Councilmember Molly Carmody.

CAC Members Present: Sue Pierce (Chair); Justin Belk; Jan Burt; Billie Clark; Carla Dawson; Peter Diedrick; Tim Horton; Marie Lewis; Joan O'Connell; Scott Paris; Marilyn Scott; Walter Smit; Linda Vail; Victor VanderDoes; Michael VanGelder.

Members Excused: Denise Clark; Jonah Cummings; Ursula Euler; Austin Wright; Lin Zenki.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; David Dudek; Tammy Ferris; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Brian Nagel; Eric Phillips; Nancy Trail.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Heath Reynolds, Olympia. Mr. Heath thanked Intercity Transit Authority for their service and appreciates the new service changes.

Kathy Balcom, Lacey. Ms. Balcom asked the Authority to consider extending the boundaries to include Greenview Drive in the Hawks Prairie area near Jubilee. Ms. Balcom's mother is wheel-chair bound and by extending the boundaries, her mother

would be able to use Dial-A-Lift. There are many others who would benefit from this service who live in that area.

INTRODUCTIONS

The Authority, CAC members and staff provided self-introductions.

REVISED CONTRACT AMOUNT BUS STOP PAD CONSTRUCTION AND IMPROVEMENT PROJECT

Procurement Coordinator, Tammy Ferris, presented for consideration the approval of a revised contract amount for Propel Construction Company to complete bus stop pad construction and improvements.

On April 4, 2018, the Authority authorized award of the Bus Stop Pad Construction and Improvements project to Propel Construction Company for \$199,286. Construction began June 11, 2018. Change Order No. 1 was a “no cost change” to the project providing Propel Construction Company the updated Federal Wage Rates.

Change Order No. 2, in the amount of \$35,092.73 provides for the construction of twelve cement concrete bus stop pads, landscaping, and irrigation restoration to support the new service change that goes into effect on September 23, 2018. With the addition of Change Order No. 2, the total revised contract amount is \$234,378.73, approximately 17.6% of the original contract award amount. Any additional change orders necessary to complete the project will be considered in accordance with procurement policies. The overall project is scheduled to be completed this fall 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 Order No. 2 and revise the total construction contract amount with Propel Construction Company to \$234,378.73.

CAC SELF-ASSESSMENT

The Chair of the Community Advisory Committee, Sue Pierce, led the discussion in reviewing the results of the CAC’s annual Self-Assessment survey. Highlights and comments include:

- Out of 20 CAC members, 13 members responded to the survey (65%).
- Melnick said he commends the CAC for the depth in which they take on various issues, and he appreciates reading their comments in the monthly minutes.
- O’Connell referred to the “comment” portion of the survey, and agrees that more CAC members could be riding the bus. She suggests looking at the make-up of

the committee in terms of their ridership. For example what encourages/discourages them from riding.

- Messmer responded to question 4: "We add value to the Transit Authority's decisions." She reads all of the CAC minutes and that helps her prepare for the Authority meetings. The CAC discussion about topics influences how staff is going to present it to the Authority. Between their notes and feedback, the CAC adds value and dimension to the Authority's conversation.
- Smit said he would like to see better chronology in regards to the timing of the meetings as they relate to the Authority meetings. The CAC needs to discuss topics before they go before the Authority in order for the feedback to have value.
- Horton would like the Authority's feedback to be passed along to the CAC in a more timely manner.
- O'Connell said she's noticed consistently during her 9 years on the CAC that the question about whether the CAC brings value and do they talk too much keeps coming up. She thinks good conversation on particular topics is important, while at the same time being sensitive to running over meeting timeframe, perhaps other agenda items could be tabled for another meeting.
- O'Connell referred to the survey comments about having full agendas making it difficult for members to discuss other ideas/topics they have. Perhaps topics can be presented ahead of time in a different format (i.e. lists or notes, roundtable discussions, etc.).
- Horton said one way to address meeting run-over, especially for members who ride DAL could be to provide a separate dedicated Dial-A-Lift bus with a flexible schedule to provide a ride to those members needing a ride. He's worked with other transit agencies that do this.
- Responding to the question 7 about members being prepared for meetings, Messmer asked if there was something that would help the CAC prepare for their meetings. She suggested making notes on agendas for discussion at the meeting; or do research in advance of the meeting.
- O'Connell said it helps her to know the Authority is reading the CAC minutes, and it makes her want to share useful comments.
- Melnick said it could take more than one meeting to get a handle on a topic.
- O'Connell said the Authority could provide the CAC with a topic or issue and the CAC provide feedback based around that.
- Melnick said a question could be added to the self-assessment survey asking if there is anything the Authority or CAC leadership could do to make new members feel more comfortable.
- VanderDoes asked if yearly comparisons of the self-assessment surveys could be provided to track any trends.
- Pierce said CAC members are welcome to attend all of the Authority meetings - not only those they are assigned to attend.

Councilmember Gilman left the meeting.

2019 DRAFT BUDGET

Finance Manager, Suzanne Coit, presented the draft budget and reviewed the timeline:

- October 3 – Address questions the Authority may have
- October 17 – Public Hearing
- November 7 – Adopt the budget

Coit said this is a status quo budget and includes IAM and ATU wage increases. A supplemental budget will be presented after the November election. Coit and Freeman-Manzanas continued with a review of the line item budget items (New Capital Projects; Capital Rollover Projects; New FTE's). The budget includes 11 new operators, bringing the total operators FTE to 202 (coach, extra board and Dial-A-Lift); two new customer service positions were added to accommodate the new facility downtown when it opens in the fall.

Coit then asked for approval to schedule a public hearing on October 17, 2018.

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to set the public hearing for the 2019 draft budget for Wednesday, October 17, 2018.

FLEET TECHNOLOGY OVERVIEW

Maintenance Director, Paul Koleber provided an overview of current, new and future fleet technology. The purchase and maintenance of vehicles is a major expense significantly impacting the budget. The technology type purchased is at the discretion of the Authority. Koleber's presentation offered an opportunity to learn more about Intercity Transit's current fleet and associated technological advances, get an overview of the most recent Dial-A-Lift and bus purchases as well as get an update on new technology.

Paris, Diedrick, Dawson, Vail, Lewis left the meeting.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council** – Messmer reported the TRPC met September 7. Members received an Intercity Transit update on the Road Trip (Moving Forward Together). Messmer said TRPC discussed the key decision to take on the role of Lead Entity Fiscal Agent for the Deschutes Watershed.

- B. Transportation Policy Board** – Melnick reported the TPB met September 12. Members reviewed and discussed the draft 2019-2022 Regional Transportation Improvement Program which is going to TRPC for adoption in October. Intercity Transit's items were listed. TPB also received Intercity Transit's Road Trip Update, and Melnick noted Development Director Eric Phillips did a superb job of presenting. Members were also briefed about the 2019 Legislative Session Preparation, which covers fixing the congestion on I-5 through various ways.

GENERAL MANAGER'S REPORT

- Intercity Transit welcomed a class of 11 new operators on September 10, 2018.
- The State Auditor's exit interview was held September 19, 2018, and they presented no findings.
- At the September 5, 2018, Authority meeting, Freeman-Manzanares brought an issue to the Authority's attention in which she asked the Authority if they wish to move forward with the construction of the Olympia Transit Center Project (OTC).

Bids were received and they were over budget for the project for a variety of reasons, likely due to construction costs are running high for many projects throughout the region. Staff met again with the architects, SRG, and Graham Construction and the Department of Enterprise Services and learned the combined tax liability, contingency, and project oversight along with the construction costs, even after going through all of the data and trying to save as much money as possible, the project is about \$1.5M over what was originally budgeted in the 2018 budget. Trying to eliminate the additional \$500,000 means going back to the City of Olympia for improvement and design review which could take up to 12 months and construction costs are likely to increase during that time.

The Authority directed staff to move forward with the project.

AUTHORITY/CAC ISSUES

- VanderDoes appreciates the transition to the new service changes.
- Melnick said he is concerned about owning buses for 10 or 12 years when technology continues to advance, and IT needs to begin thinking about this.
- Pierce said she's getting feedback from other bus riders about the Olympia Express route with concerns about timing; and thanked staff for putting the new schedule online.
- Freeman-Manzanares said people can go onto the IT Trip Planner and put a trip in for today, and next week and it will show the schedule.

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- Warner said as he was driving down Yelm Highway he noticed there are some attractive bus pads along that way.
- Smit asked if IT can do anything about improving crosswalks. He said along Yelm Highway on the 68 there is no crosswalk. Freeman-Manzanares suggested he contact the city or jurisdiction.
- Cox invited everyone to the September 27 Lacey City Council meeting where they will be voting on a resolution in support of the Proposition 1 ballot measure.

ADJOURNMENT

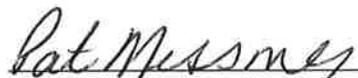
It was M/S/A by Vice Chair Warner and Councilmember Cox to adjourn the meeting at 8:08 p.m.

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