

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 3, 2018

CALL TO ORDER

Chair Sullivan called the October 3, 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; and Citizen Representative Don Melnick.

Members Not Present: County Commissioner Bud Blake; and Labor Relations Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; David Dudek; Jessica Gould; Dave Kolar; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Rena Shawver.

Others Present: Community Advisory Committee Member, Carla Dawson; and Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Operators – Class 18-02 - *Jane Denicola; Robert Hood; Benny Sandberg; Marc Strickler; Ted Depoe; Drake Stevens; Anthony “Jay” Lirette; Kraig Scherz; Aaron Clay; Ron Parker; Matthew Parker*

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representatives Messmer and Melnick to approve the consent agenda as presented.

A. Approval of Minutes: September 5, 2018, Regular Meeting and September 19, 2018, Joint Meeting.

B. Payroll – September 2018: \$2,429,235.07.

C. Accounts Payable: Warrants dated September 7, 2018, numbers 25654-25695 in the amount of \$110,914.80; Warrants dated September 13, 2018, numbers 25696-25742, in the amount of \$567,951.52; Warrants dated September 21, 2018, numbers 25776-25813, in the amount of \$133,566.41; Warrants dated September 28, 2018, numbers 25814-25859, in the amount of \$678,985.00; Automated Clearing House Transfers for September 2018 in the amount of \$9,562.61 for a monthly total of \$1,500,980.34.

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

NEW BUSINESS

A. Olympia Transit Center Expansion Project Construction Contract. Procurement Capital Projects Manager, Steve Krueger, presented for approval an amendment to the Interagency Agreement (IAA) with the Department of Enterprise Services (DES) to complete the construction of the Olympia Transit Center (OTC) Expansion Project.

In June of 2017, Intercity Transit entered into an Interagency Agreement with DES to provide Project Management Services for the OTC Expansion Project. This contract is inclusive of project administration, design and pre-construction services for DES, our design firm SRG Partnership and our GCCM Contractor Graham Construction & Management Inc.

In the summer of 2018, Graham solicited construction bid packages and in late August we learned that construction costs were approximately 18% over budget. This outcome placed completion of the project at \$1,569,263 over budget. The higher than expected pricing has been attributed to the active construction market.

The team spent some time evaluating how to bring this project in under budget. Because the project is so small, other than eliminating both the trash and bicycle enclosure, no meaningful savings opportunities have been identified without sacrificing project goals. Trimming costs by pursuing a scaled back design would likely be offset by redesign costs and related project delays.

Besides serving as our primary transportation hub, the OTC represents our public face to the community. The need to expand the already overburden OTC is long overdue and while all efforts to complete this project have been stifled by both design and budgetary challenges, it is unlikely that there will be a more optimal time or opportunity to complete the development of the OTC property.

The construction and design team have reviewed the contract bid submittals carefully and have determined that the contractors represent a good market sample for our area, that prices and assumptions about design and materials are consistent with the plans and specifications, and there is no indication that delaying award would result in a different price based on market conditions that are currently very active in our region. Staff's recommendation is to move forward with construction provided the Authority's desire is to complete this project and not risk delay, redesign, or potential funding issues related to the Federal funds being utilized to complete the OTC expansion project.

Councilmember Gilman asked for a description of the contingency that is built into the contract and is there a risk for a lot of change orders. Krueger responded the amount being requested is the complete construction cost; however, assuming there are no unforeseeable issues no one could anticipate. This will be the complete amount for construction, and there are contingencies for the owner and the GCCM of about 5%.

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to authorize the General Manager to execute an amendment to the existing IAA to include all funding to complete the construction of the OTC Expansion Project in an amount not-to-exceed \$8,664,671.

- B. Discounted Bus Pass Program.** Freeman-Manzanares said the Discounted Bus Pass Grant program is in its seventh year, and she shared the list of current recipients of the program. In January 2018, the Authority adopted Resolution 01-2018 directing the General Manager to implement the program up to \$400,000 to qualifying government and non-profit organizations. The program timeline is:

- Applications out to agencies October 8, 2018
- Applications due November 16, 2018
- Present grant awards to the Authority December 5, 2018
- 2019 Program begins January 1, 2018

To date for 2018, Intercity Transit distributed \$323,432 in discounted bus passes to non-profit and governmental agencies throughout Thurston County. The Authority directed staff to proceed with the program.

- C. Surplus Van Grant Program.** Freeman-Manzanares said the Surplus Van Grant Program is in its 14th year and kicks off October 8, 2018. The program makes up-to-four surplus vanpool vehicles available to non-profit groups within Intercity Transit's service area on an annual basis.

Since the program began in 2004, the agency's Surplus Van Grant Program has awarded 54 vehicles to organizations such as Catholic Community Services, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services plus many more.

The most recent van awards went to City of Lacey Veterans Services HUB, Community Youth Services, Senior Services for South Sound, TOGETHER!, Yelm Senior Center, Thurston County Food Bank, and Wa-Ya Outdoor Institute. Last year, based on need and availability of vans, the Authority elected to award seven vehicles. These and other organizations use their vans for transporting low-income clients; trips to the food bank; medical and social services appointments; transporting seniors to nutrition services; medical appointments and much more.

Applications will be available October 8, 2018, and due November 16, 2018. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. IT will host open houses on October 29 (4 pm-5 pm) and November 8 (5:30 pm-6:30 pm) to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December 5, 2018, ITA meeting.

- D. Schedule Public Hearing for 2019-2024 Strategic Plan.** Freeman-Manzanares said the strategic planning process is different this year and noted several months ago, the policy statements and goals were reviewed. The short/long-range plan will be finalized soon which is a culmination of a two-year process. Freeman-Manzanares recommended that rather than spend time in this 30-day period to put together the status quo budget numbers, she would like to release primarily the information that is not fixed-route and Dial-A-Lift related, and point to the short/long-range plan that's coming out soon. She wants to make sure to identify the Authority's preferences for the other programs IT has and identify those through the strategic plan, and will combine that with the short/long-range plan that addresses fixed-route service and ADA service.

Freeman-Manzanares would like to move forward with approval for a public hearing to be held at the November 7 Authority meeting.

It was M/S/A by Vice Chair Warner and Councilmember Cox to schedule a public hearing to receive comment on the 2019-2024 Strategic Plan for 5:30 p.m., Wednesday, November 7, 2018.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

The Community Advisory Committee recruitment is underway. Four CAC members' terms are up for renewal and all but one has expressed a desire to return. Applications were released on October 1, and are due October 30. Interviews will be held November 14 from 3 p.m. to 6 p.m. *The Authority members who will participate on the interview panel are Carolyn Cox, Karen Messmer and Clark Gilman; Ryan Warner and Don Melnick will serve as alternates.*

The lease on the Youth Education building downtown begins November 1, 2018.

Intercity Transit received a \$9.7M grant from the Bus and Bus Facilities Program. IT is one of the highest grantees in the nation. This money was originally slated to complete the rehabilitation on the maintenance facility, build out the north lot and vanpool super center, as well as rehab the Pattison building. However, construction costs have increased and staff is working with the master planning group, Stantec, to figure out how to proceed.

Messmer said staff should think about staging on how to use the funding that needs to be used without getting too deep into the expensive construction phase, and make sure funds are used by their required deadline. She would like to hear more about this at future meetings about how that thinking might be going.

The mailer for the Proposition 1 ballot measure was completed today and will be sent out to the mail house.

International Walk to School Day is Wednesday, October 10. An email will be sent out providing all of the dates, times, and participating schools.

There is an article in the "Voice" published by the Thurston County Chamber indicating their support of Intercity Transit's Proposition 1.

Everyone is invited to the 2018 Holiday Banquet being held on Friday, December 14 from 10 a.m. to 4 p.m.

Messmer asked for a status on the service change. Freeman-Manzanares said generally, positive comments have been coming in, especially from Operators. There were a few areas that needed a connection adjustment like Routes 68 and 13. Many Operators were well prepared for the changes.

AUTHORITY ISSUES

Intercity Transit Authority Regular Meeting

October 3, 2018

Page 6 of 6

Messmer said she appreciated not stopping at the Lacey Transit Center on her way back from Tacoma.

Gilman shared that on two different occasions the past week, while riding the bus he encountered two transit-dependent riders who were pleased with the service transition.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:16 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: November 7, 2018.

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