

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 17, 2018

CALL TO ORDER

Chair Sullivan called the October 17, 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; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

Members Excused: Vice Chair and Citizen Representative Ryan Warner; County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Nicky Upson

Others Present: Community Advisory Committee Member Linda Vail.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

PUBLIC HEARING 2019 DRAFT BUDGET

Finance Manager, Suzanne Coit reviewed changes made to the 2019 Budget since it was last presented to the Authority in September. The following changes were noted:

- \$22,000 to Information Systems to cover maintenance contracts
- \$34,000 for the New Family/Medical Leave Tax effective January 2019
- \$10,000 for the PERS rate increase
- \$18,150 for 2 Americorps Stipends
- \$113,000 for Operator Overtime
- \$1,569,257 for Olympia Transit Center Expansion
- \$125,000 for Facilities Service Contracts (landscaping & custodial)

Freeman-Manzanares reviewed the following changes:

- \$180,000 for Satisfaction Survey – a compilation of fixed-route and Dial-a-Lift satisfaction survey that is done periodically as well as market segmentation and vanpool study.
- \$550,000 Vanpool Promotion (RMG) – this is grant dependent. There is a pilot project that is utilizing funds set aside by the state legislature to promote the vanpool program.
- \$5,775,000 for High Performance Corridor demo project (RMG) is a study in implementation; there are vehicles in that grant and regional mobility funds.

Messmer referred to the High Performance Corridor project and said from an informational perspective it would be helpful to note somewhere this is grant dependent to give the public a better understanding of the process.

Messmer referred to Operator Overtime and asked if IT had a strategy to deal with overtime. Freeman-Manzanares said maintaining an appropriate level of operators has always been a tough balancing act generally with attrition, absences and other factors. This year the service change also had an impact on overtime. Service hours/span of service and how we schedule those hours has an impact as well. Staff is focused on defining that equalization point regarding the use of overtime versus adding staff and the benefits that go along with that added staff.

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

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

APPROVAL OF CONSENT AGENDA ITEMS

- A. Surplus Property:** Declared the property listed on Exhibit A as surplus to our needs. *(Katie Cunningham)*
- B. Operations Uniform Contract Extension** *(Katie Cunningham)*

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

EXTERNAL FUNDING OVERVIEW

Development Director, Eric Phillips, provided an external funding overview.

Messmer stated that she was appreciative of the review recognizing the very difficult and complex set of rules around funding. She expressed her support and continued

interest in how staff continued to serve the community in new and creative ways with the funding available in support of our strategic direction.

Carmody suggested the potential of partnering with big companies that have resources.

Melnick suggested the agency continue to push the system forward with funding and technology as it becomes available.

Councilmember Gilman arrived.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said TRPC met October 5, at the Rainier Senior Center in Rainier. She said some people in Rainier are promoting to change the name of the Tenino/Yelm Trail to the TRY Trail.

Messmer said TRPC received a report on the Chehalis River Basin Flood Authority. They heard a report from the Thurston Community Economic Alliance, and there was a conversation about the 2019 Legislative Session Preparation; and the new Thurston County Bicycle Map - 6th Edition is available. It's also accessible online. She noted the map is a great walking map for trails and different access to urban areas and county like how to get to the trail and where to park

- B. Transportation Policy Board.** Don Melnick said the TPB met October 10. The TBP received an update on the Tumwater Pavement Project; reviewed the new Bicycle Map; and received an update on the Economic Alliance Sustainable Thurston.

- C. Community Advisory Committee.** Linda Vail reported the CAC met on October 15. The CAC agreed to cancel the December 17 meeting; they received an update on the Discounted Bus Pass Program and the Surplus Van Grant program; received a report by Planning Manager, Rob LaFontaine, on the recent service changes, in which the members had a full discussion about why the changes were made, and discussed how the changes affected them personally. LaFontaine said the areas needing tweaking is the website and the way it works with the new changes; and also Tumwater Square needs some change.

GENERAL MANAGER'S REPORT

Staff continues to educate the community regarding Intercity Transit's Proposition 1 ballot initiative. Freeman-Manzanares and ITA member Cox met with the Lacey Chamber Government Affairs, the Jubilee community, the Board of the Thurston

Intercity Transit Authority Regular Meeting

October 17, 2018

Page 4 of 5

County Food Bank. Upcoming presentations include the Unitarian Universalist/League of Women Voters, Multiple Listing Group, various Rotary clubs and Kiwanis club.

Proposition 1 goes is in the November 6 election, and Intercity Transit's information should be in mailboxes this week, as well as ballots.

Wednesday, October 10, 2018, was declared International Walk to School Day by the Cities of Olympia, Lacey and Tumwater. Over 900 students participated.

The current class of 11 Operators will graduate and be on the road the beginning of November. A new class of 4 Operators begins October 22 and will be on the road beginning in December.

Messmer said the Chamber issues a joint agenda in which the Mayors attend, but she wonders about the policy expectations the Intercity Transit Board that determines how they relate to that process. Does that mean the IT Board endorses that entire agenda? She said it's a great idea for the Chamber and the jurisdiction government bodies, but do they adopt and endorse the entire agenda. She said the ITA needs to have further discussion and would like to see it as a future ITA meeting agenda item.

AUTHORITY ISSUES

Melnick said Jason Robertson is involved with the Port of Olympia Vision 2050. He urges the Board to have some connection with that effort. And he reiterated his interest in engaging with the transit agencies to the north.

Gilman said he saw a presentation from the Office of Financial Management at the Transportation Policy Network that was about building a modern work environment, by Governor's Executive Order and it's an OFM team looking at mobile workforce commute trip reduction. It's reducing greenhouse gas emissions by a whole community of state workers and as the transit agency serving the Capitol campus, IT should see if there's a way to have a voice in those conversations.

Messmer has concerns about how much IT should get involved in the ferry situation because it could turn into a giant sinkhole where effort and money could go.

Messmer said one of her concerns about the Olympia Transit Center is sidewalks get closed for a long time due to construction projects. She hopes IT can tighten up when and how the sidewalks are obstructed during the construction at the new site. She wants to be sure we think safety and comfort for allowing the public get around. Freeman-Manzanares said staff is working with the contractor to keep the sidewalks open as much as possible.

**Intercity Transit Authority Regular Meeting
October 17, 2018
Page 5 of 5**

Messmer said the County is having conversations about a new location for the courthouse and she has concerns about locating it in the far west. And it's also about people using the I-5 interchange to get that courthouse.

Carmody sits on the committee to relocate the courthouse. She said numerous studies have been conducted, looking at the 100-year flood plan and sea level rise; along with walkability and bus ability. The Harrison location would be hard to get to; the Plum Street location is a better location, and she's pushing for that site.

Carmody said Yelm is moving to a bi-annual budget starting 2019 to be matched up with the state budget process.

Cox said the Lacey City Council is meeting with North Thurston Public School Board and one of the topics is about homeless students and the efforts to address that issue. She said transportation could have an interest in that.

Sullivan is attending a fundraiser for the Tumwater School District Principal Emergency Fund Breakfast, which is a fundraiser breakfast to provide principals with funds to quickly meet emergent needs of students and families, helping to remove barriers so low-income students can maximize their potential.

ADJOURNMENT

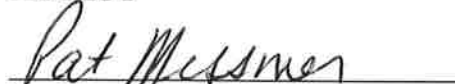
It was M/S/A by Councilmembers Carmody and Cox to adjourn the meeting at 6:54 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: December 5, 2018.

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

