

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**November 7, 2018**

**CALL TO ORDER**

Chair Sullivan called the November 7, 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; and Labor Relations Representative Art Delancy.

**Members Not Present:** County Commissioner Bud Blake.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; David Dudek; Jessica Gould; Dave Kolar; Steve Krueger; Rob LaFontaine; Pat Messmer; Brian Nagel; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Steve Swan; Nancy Trail.

**Others Present:** Community Advisory Committee Member, Justin Belk; Legal Counsel, Julie Carignan, Jason Robertson of JRO +Co, and Thomas Wittmann of Nelson Nygaard.

**APPROVAL OF AGENDA**

*Chair Sullivan proposed including a brief recess of the meeting after the public hearing and before new business to announce the outcome of the November 6 ballot measure.*

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

**INTRODUCTIONS**

**A. Fixed Route Manager, Cameron Crass introduced Operators – Class 18-03 – *Randi Jones; Peter Doane; Stacey Johnson***

**PUBLIC COMMENT**

**Heath Reynolds, Olympia.** Mr. Reynolds requested an on-street schedule at the bus stop he uses on Yelm Highway at Parkside Dr. (westbound).

**APPROVAL OF CONSENT AGENDA ITEMS**

*Chair Sullivan announced the consent agenda was amended to remove agenda item 4-D Canceling the December 19, 2018, Authority meeting.*

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

**A. Approval of Minutes:** October 3, 2018, Regular Meeting.

**B. Payroll – October 2018:** \$2,455,476.82.

**C. Accounts Payable:** Warrants dated October 5, 2018, numbers 25863-25912 in the amount of \$106,250.04; Warrants dated October 11, 2018, numbers 25965-25966, in the amount of \$4,957.42; Warrants dated October 12, 2018, numbers 25913-25967, in the amount of \$317,053.27; Warrants dated October 19, 2018, numbers 26000-26031, in the amount of \$810,798.57; Warrant dated October 23, 2018, number 26032, in the amount of \$473.44; Warrants dated October 26, 2018, numbers 26146-26201, in the amount of \$931,248.11; Warrants dated October 30, 2018, numbers 26202-26208, in the amount of \$165,900.24; Automated Clearing House Transfers for October 2018 in the amount of \$16,333.05 for a monthly total of \$2,353,014.14.

**PUBLIC HEARING**

**A. 2019-2024 Draft Strategic Plan –** Freeman-Manzanares shared this Strategic Plan is different from years prior in that it was developed concurrently with the Short and Long Range Plan and Community Conversation/IT Road Trip effort. The Authority addressed agency goals and updated twenty policy statements to develop an interim budget pending the outcome of the November 2018 election.

*Chair Sullivan opened the public hearing for the 2019-2024 Draft Strategic Plan at 5:36 p.m.*

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

**ELECTION RESULTS**

Freeman-Manzanares announced the voting results for Intercity Transit Proposition 1 Sales and Use Tax Ballot Measure as of 8 p.m. November 6 to be at 64.75% in favor of the measure. Votes are still being counted and the election is anticipated to be certified November 27, 2018. The passing of this measure shows the trust the community has in Intercity Transit and our ability to fulfill promises made. Intercity Transit has a lot to

## **Intercity Transit Authority Regular Meeting**

**November 7, 2018**

**Page 3 of 7**

deliver in the short and long term and once the election is certified, the Authority can expect to see issues and purchase requests almost immediately which will move us forward and allow us to meet the proposed schedule. The implementation is complex and impacts our fleet, physical space, staffing, workflow, budget, and culture. We have a lot to accomplish and are so thankful to our community for their vote of confidence and thankful to have a supportive board focused on the needs of our community and our ability to deliver service.

Chair Sullivan thanked everyone involved for their hard work and dedication.

*Chair Sullivan recessed the meeting at 5:45 p.m. for 15-minutes for refreshments.*

*Chair Sullivan reconvened the meeting at 6 p.m.*

### **NEW BUSINESS**

- A. Adoption of the Intercity Transit Short / Long Range Plan.** Development Director, Eric Phillips, presented for adoption the Intercity Transit Short and Long Range Plan incorporating, by reference, the "IT Road Trip" public involvement process, surveys and public comments.

The Intercity Transit Short and Long Range Plan provides the framework for both the technical review of current fixed route services but also provides a roadmap for future service enhancements based on the public involvement process (IT Road Trip) that identified community priorities for future transit services. The plan also identifies future capital needs and considers constraints to reliance on future federal funding levels. The adoption of the S&LRP will support annual consideration of service levels, capital planning and updates to the Intercity Transit Strategic Plan which supports the annual budget development.

Jason Robertson of JRO+Co, who led the Public Involvement process which was branded as the "IT Road Trip" thanked the Authority for their willingness to take the problem statement to the community allowing them to speak and lead the response.

Thomas Wittmann of Nelson Nygaard, who led the technical portion of the work, provided an overview of what is coming next.

This is the link to the Intercity Transit website where you can view the Short and Long Range Plan.

<https://www.intercitytransit.com/agency/plans-publications-fact-sheets>.

**Intercity Transit Authority Regular Meeting**

**November 7, 2018**

**Page 4 of 7**

**It was M/S/A by Councilmember Cox and Vice Chair Citizen Representative Warner to adopt the Intercity Transit Short and Long Range plan as recommended.**

- B. 2019 Budget Adoption.** Suzanne Coit, Finance Manager, presented Resolution 03-2018 to adopt the 2019 Budget.

**It was M/S/A by Citizen Representatives Messmer and Melnick to adopt Resolution 03-2018 establishing the 2019 Budget.**

- C. Design Services for Traffic Signal and Frontage Improvements.** Procurement Manager, Steve Krueger, presented for approval the authorization to have the Department of Enterprise Services (DES) enter into an agreement with Stantec to provide design services for a traffic signal at the intersection of Pattison and Martin and frontage improvements associated with the north parcel.

In February 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to provide project management services related to the Pattison Base Maintenance, Operations, and Administration (MOA) expansion and rehabilitation project. In May, Stantec was awarded the contract to update the Pattison Base MOA Master Plan for a total not-to-exceed amount of \$411,751. Included in the Request for Qualifications (RFQ) was the option to contract with Stantec to provide additional design services specific to this project. In conjunction with the Master Planning work, Intercity Transit seeks to contract with Stantec to design the traffic signal at the Pattison and Martin Way intersection and the north parcel frontage improvements in accordance with our development agreement with the City of Olympia. The total not-to-exceed amount for Stantec's design services for the traffic signal and frontage is \$145,500.

Intercity Transit is working closely with the City of Olympia to expedite this work and staff recommends contracting with Stantec to provide the design services necessary to satisfy our project goals and grant requirements.

**It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to have DES enter into an agreement with Stantec to provide design services for a traffic signal at the intersection of Pattison and Martin Way and the frontage improvements associated with our north parcel for a total amount not-to-exceed \$145,500.**

- D. Interlocal Agreement for Martin Way Corridor Study.** Development Director, Eric Phillips, presented for consideration an Interlocal Agreement between Thurston County, the City of Lacey, the City of Olympia, Thurston Regional Planning Council and Intercity Transit supporting the Martin Way Corridor Study.

Interlocal Agreements (ILA's) are an efficient tool to support coordination between local agencies working cooperatively. The ILA between Thurston County, the City of Lacey, the City of Olympia, Thurston Regional Planning Council and Intercity Transit provides for a cooperative approach to coordinate the project oversight and shared funding responsibilities to support the Martin Way Corridor Study. The ILA, to be managed by TRPC, provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with all grant requirements.

Under this agreement the jurisdictions will contract with TRPC to manage the joint project and TRPC will form a Steering Committee with representatives of each of the funding jurisdictions. Funding amounts previously agreed to have been established for the total project and TRPC will act as the CA agency for the overall project including administrative responsibilities associated with federal grant funds. Agency input was received by all parties and the ILA as presented includes staff input and legal review in the final form as presented.

Project funding was awarded for the project under previously submitted joint applications by the jurisdictions. Funds were awarded in 2018 through TRPC's competitive process. Intercity Transit's share of the grant funding match for this project is \$6,750 total.

Martin Way, from Pacific Avenue in Olympia to Marvin Road in Lacey (7.5 miles), has been identified as both an urban corridor (land use designation) and strategy corridor (transportation designation) in regional and local plans. Martin Way has frequent transit service and is a prime candidate for increasing land use intensity and walking and biking activity. This former state highway serves as an alternative to I-5 and carries between 9,000 to 35,000 daily vehicles, depending on the roadway section.

The roadway links major urban centers and has been identified as a focal point for more intensive urban development. As an urban corridor, opportunity areas for more intensive development could be identified. Zoning and development regulations along the corridor as it passes through Olympia, Lacey, and Thurston County should be updated to better align with the urban form envisioned for the future of this corridor.

As a strategy corridor, the roadway experiences safety and mobility challenges for all modes of travel. The corridor has been designated as a Smart Corridor, and investments are underway in traffic signal optimization and transit signal prioritization. In addition, Intercity Transit is hoping to begin "express service", or "bus rapid transit light" service, along the route.

**It was M/S/A by Councilmembers Carmody and Gilman to authorize the General Manager to enter into an Interlocal Agreement with Thurston County, the City of Lacey, the City of Olympia, Thurston Regional Planning Council and Intercity Transit, supporting the Martin Way Corridor Study.**

## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council** – Messmer said the TRPC met November 2. She said the TRPC failed to reach a quorum for almost the entire meeting. However, there was a call-in from a County Commissioner whereby they were able to adopt the consent calendar in order to pay the bills, but left important items for next month. Messmer noted that Councilmember Sullivan will attend the December meeting in her place.

Messmer noted the TRPC did receive an update from Marc Daily regarding two important efforts in relation to I-5 corridor. The first being WSDOT's planning work intended to result in a comprehensive plan for I-5 from Marysville through Tumwater; the second being WSDOT led effort to identify and evaluate short, mid, and long term solutions for the I-5 corridor to improve system performance and habitat function in the Nisqually River delta. She asked that Intercity Transit staff keep up-to-date on the local process.

There was also a discussion on the Ruckelshaus Center Workshops. They are tasked with working on a Road Map to Washington's Future (an assessment of the Washington Growth Management Act) and are holding workshops for the Thurston Region to get input on how the Growth Management Act is working and what needs to be improved. Councilmembers discuss among themselves their perceptions of the workshops and outcomes and any feedback that TRPC staff can ensure gets to the Ruckelshaus staff.

## **GENERAL MANAGER'S REPORT**

- A class of 11 new Operators graduated on November 2, 2018.
- There were 113 applicants for the most recent Operator recruitment. Of those, 24% were from employee referrals.
- Last week, the Youth Education staff took occupancy of their new site located in downtown Olympia across from the OTC. Office furniture was purchased through the State Surplus, and on Saturday, November 3, 2018, several staff members painted the floor of the building. An Open House is anticipated in January 2019.

**Intercity Transit Authority Regular Meeting**

**November 7, 2018**

**Page 7 of 7**

- Graham Construction, the contractor for the Olympia Transit Center Expansion Project, began work along State Street.
- Staff is working closely with the City of Olympia regarding issues downtown with staff being assaulted. In the near future, staff will bring before the Authority a request for additional security on site to insure customer and staff safety.
- Freeman-Manzanares is scheduling meetings with state legislators to discuss continued funding for DASH, the Pattison Street Facility, the need for HOV lanes as well as our request for grant funds.

**AUTHORITY ISSUES**

Carmody said the Nisqually River Council (NRC) and its Citizen Advisory Committee, associated non-profit and member organizations promote a sustainable Nisqually Watershed community and environment, everywhere from Eatonville, Roy, Thurston and Pierce Counties are discussing whether to get politically active endorsing certain issues, specifically concerned with the I-5 corridor because it's location to the Nisqually River and it's destroying the delta which in turn destroys the salmon run, etc. Their involvement could result in a big push for HOV lanes.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:01 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

