

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 17, 2019

CALL TO ORDER

Chair Sullivan called the July 17, 2019, 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; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Lisa Allison.

Members Excused: Vice Chair and Citizen Representative Ryan Warner; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Mike Burnham; David Copley; Cindy Fisher; Jessica Gould; Kevin Karkoski; Steve Krueger; Pat Messmer; Brian Nagel; Eric Phillips; Steve Swan; Nicky Upson; Kerri Wilson; Jonathon Yee.

Others Present: Community Advisory Committee Member, Walter Smit; Jeff Myers, Legal Counsel.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Jonathon Yee, Fleet & Facilities Director** (*Ann Freeman-Manzanares*)
- B. Michael Burnham, Associate Planner** (*Eric Phillips*)
- C. Brian White, Accounting Specialist** (*Suzanne Coit*)
- D. Jarod Burke, Service Worker** (*Paul Koleber*)

Jeff Myers arrived.

PUBLIC COMMENT

Ken Mauermann, Olympia, WA – Mr. Mauermann is a member of the Centennial Train Station Board of Directors which operates as a registered non-profit 501(C) organization, and he's been involved with the station since 1987. Mr. Mauermann addressed the Authority regarding the need for security cameras at the Amtrak station.

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He said a number of issues have occurred over the station's 26 years tenure in which video footage would have been useful. He said he has concerns about incident frequency increasing. He said over 64,000 people boarded the train and there's a plan to add four more trains per day. Safety for all persons on the property is a concern, including volunteer staff. It's a fairly remote location with the need for later evening hours of station operation, and volunteer coverage is becoming more difficult to staff as many are reluctant to work until 1 to 2 a.m. Another issue is liability surrounding incidents that can occur if someone falls or slips. The property is split up in terms of ownership between Burlington Northern, WSDOT, Intercity Transit and Amtrak. It makes sense to Mr. Mauermann to keep all bases covered with cameras being a big part of that.

Mr. Mauermann said he was recently contacted by the Thurston County Sheriff's office seeking video footage of an incident in the south parking lot, and there have been other incidents where Amtrak has questioned other issues from passenger complaints regarding the action of the volunteers. Mr. Mauermann would like the Authority to consider adding security cameras at Amtrak to the agency's 2020 budget.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** June 5, 2019, Regular Meeting; June 19, 2019, Regular Meeting.
- B. Payroll - June 2019:** \$2,838,589.95.
- C. Accounts Payable:** Warrants dated June 7, 2019, numbers 27755-27805, in the amount of \$348,334.75; Warrants dated June 14, 2019, numbers 27811-27867, in the amount of \$367,799.24; Warrants dated June 19, 2019, numbers 27917-27918 in the amount of \$1,247.51; Warrants dated June 21, 2019, numbers 27868-27916, in the amount of \$498,037.52; Warrants dated June 28, 2019, numbers 27921-27973, in the amount of \$1,288,678.89; Automated Clearing House Transfers for June 2019 in the amount of \$9,930.88 for a monthly total of \$2,514,028.79.

Councilmember Gilman arrived.

NEW BUSINESS

- A. Pierce Transit First and Last Mile Demonstration Project.** Freeman-Manzanares introduced Penny Grellier, Pierce Transit's Business Partnership Administrator. Grellier provided an overview of their first and last mile demonstration project.

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Pierce Transit has a partnership with Lyft Transportation Networking Company (TNC). Other partners in the project include Pierce College Puyallup and Sound Transit.

In the spring of 2016 Pierce applied for funding (\$205,000) from the Federal Government for a grant called the Mobility on Demand (MOD) Sandbox Funding. This is a research grant that was available to transit agencies in partnership with Transportation Networking companies to test the theory to see if transportation networking companies and transit could work together to improve the availability of shared use mobility options. Eleven transit agencies around the country were selected to receive the Sandbox funding. It took three years to get the project launched

The name of Pierce's project is entitled, "Limited Access Connections." The goal is to provide first and last mile connections to transit hubs and bus stops in areas/times of limited service.

Some of the challenges they've faced include:

1. Conducting negotiations with the transportation networking companies, specifically around the issue of sharing data. TNC's are private companies who are competitive and sharing of info is limited.
2. Equity and service provision. The federal government was clear in rolling out the funds to ensure that as a public transit agency to make services available to those with mobility issues and those without smartphones and who were unbanked (no credit cards). TNC's contract with independent drivers and it's rare to find a TNC driver here in the U. S. who has a wheelchair accessible vehicle available.
3. Getting the word out about the service is a big challenge. They did all types of marketing from old fashioned brochures to up-to-the minute social media campaigns.

Pierce launched the project in May of 2018 and it was initially designed to be one year in length. They obtained permission to extend the project until December 31, of 2019.

Grellier referred to a map showing the various zones where on particular days and times you can get a free Lyft ride to/from a particular bus stop or transit station in order to make public transit part of the commute.

Different ways to access this service is to set up an account using an app on your smartphone and you book your ride through Lyft. The Lyft driver doesn't know you're a "free" ride but the cost of the ride shows as a 0 credit on your account.

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Those without a smartphone can use the concierge service. Pierce's customer service reps are trained to use this and it's a Lyft service which is a desktop computer version of their app. You call in and schedule the ride. It's also for those who don't have a credit card or who need a wheelchair accessible vehicle.

To date:

1. Total trips provided = 4,654
2. Average cost per trip = \$10.74
3. Most popular zone is FIFE/Puyallup

What's next?

1. Continue marketing and outreach.
2. A rider survey is going out shortly. Lyft keeps the identity of the users private and Pierce doesn't know who all of the users are. To conduct a survey, Pierce has to go through Lyft.
3. Independent evaluation - after 1 year of the project a team is assigned to each of the sandbox agencies and does an independent evaluation.
4. Adjust zones based on customer feedback.
5. Report to the community at the end of the project to show impact.

B. Walk N Roll 2018-2019 School Year Report. Kerri Wilson and David Copley provided an update on the Walk N Roll (WNR) program.

Wilson said the partnership has been successful with the North Thurston, Olympia and Tumwater School Districts and it has been a busy school year. They provided outreach and education to 33 schools which is 15 more schools than previous year. One of the reasons for reaching more schools is from the launch of the Class Pass Pilot which started in January. Class Pass helped connect with a lot of new schools, especially in the North Thurston school district.

The Class Pass is a program where public schools and non-profit youth organizations can ride buses for free. Between January and June there were 50 field trips on the buses. Combining the class pass and rolling classrooms the program was able to take almost 2,000 students on a bus riding experience. Of those, 580 participated in the classroom presentation learning the importance of public transportation to encourage them to use in the future.

Another major part is encouraging walking or rolling to school by biking, roller skating, skateboarding, or some other human power. Staff helped schools organize 89 WNR school events with 4,300 youth and families participating. These events get youth and their families out of their cars with the goal to get more physical activity, reduce traffic congestion and improve safety around the schools, and improve air quality.

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In 2018 we held events in 15 schools. The program also promotes biking and bike safety skills, and one of the ways is through the school bike challenge. Eleven schools participated and this program is part of the Bicycle Commuter Challenge. This past school year 196 youth participated and rode just over 1,700 days.

WNR also supports Tumwater and North Thurston School Districts with their bike safety classes taught by their PE teachers. Both of those school districts have a fleet and David Coppley and some of our volunteer mechanics go out and help maintain those fleets.

The Earn-A-Bike classes worked with Jefferson and Tumwater Middle schools. There were 75 students in the class, and 59 received refurbished bikes.

- C. Authority Photo Shoot.** Chair Sullivan recessed the meeting at 6:42 p.m. for five minutes to take a group photo of the Authority. The photo will be used in the Citizen Representative Recruitment process.

- D. Schedule a Public Hearing on the Draft Transit Development Plan.** Eric Phillips, Development Director, requested to set a Public Hearing on August 7, 2019, for the purpose of receiving and considering public comments on the 2018 Annual Report and 2019-2024 Transit Development Plan.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to schedule a public hearing on August 7, 2019, for the purpose of receiving and considering public comments on the 2018 Annual Report and 2019-2024 Transit Development Plan.

- E. Consideration of Resolution 01-2019 Reimbursement of Capital Expenditures from Proceeds of Bonds.** Intercity Transit may consider utilizing its bonding authority to fund major capital projects in the future. Federal reimbursement regulations relating to the use of proceeds of tax exempt bonds or other obligations ("bonds") require that expenditures made prior to the issue date of the bond be declared prior - in order to be included in the amount that can be financed. The Resolution allows the Intercity Transit Authority to designate the General Manager to make these declarations of intent, if needed, and would allow consideration of expenditures made before the issue date of the bonds (not later than 60 days after payment of the original expenditure) and declare a reasonable official intent to reimburse those expenditures from proceeds of bonds. The declaration form (Exhibit A to Resolution 01-2019) is intended to meet the Treasury Regulations and federal reimbursement regulations in the event we move forward with the issuance of bonds in the future.

Intercity Transit is exploring long term debt options and requirements. In consultation with Bond Counsel from Foster Pepper PLLC it was advised that we establish authority to seek reimbursement for eligible project expenses that may be incurred prior to the completion of sale of bonds or similar financing instrument. Resolution 01-2019 provides the opportunity, should the need arise, to legally identify capital project costs incurred and assure that they can be included in the reimbursement from the proceeds of bonds.

It was M/S/A by Councilmember Carmody and Citizen Representative Messmer to adopt Resolution 01-2019, designating the General Manager to execute declarations of official intent to reimburse expenditures from proceeds of Bonds.

- F. Complete Design Work for Phases 3 and 4 of the Pattison MOA Expansion Rehab Project.** In February 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to provide project management services related to the Pattison Base MOA Expansion/Rehabilitation Project. Using State standard contracting templates, terms, conditions and processes, in May of 2018, DES competitively award a contract to Stantec to update the Pattison MOA Base Expansion/Rehabilitation Master Plan. Included in the Request of Qualifications (RFQ) was the option to contract with Stantec to provide A&E design services specific to this project. To determine A&E design costs, DES applies the Office of Financial Management (OFM) A&E Guidelines which uses a fee scheduled determined to be both fair and reasonable. The A&E Basic Design Services fee for each project is calculated by applying the OFM formula to the Maximum Allowable Construction Cost (MACC). The Basic Design Service fee is broken down further by percentages to determine the cost for Schematic Design (SD), Design Development (DD), Construction Design (CD), Bid, Construction Administration (CA) and Close out. Other additional A&E Support Services unique to each project are also estimated based on a percentage of the Basic Design Services fees before determining overall A&E design costs. Stantec has already completed the Schematic Design (SD) for Phase-3 and the total A&E cost to complete the remaining Phases 3 design work is projected to be an amount not-to-exceed \$4,053,933. The total not-to-exceed amount to begin SD design work for Phase 4 through project close-out is projected to be \$2,819,298.

Since the DES A&E design fees are formulaic in nature, economies and efficiencies can be realized by streamlining the A&E contract process by authorizing DES to contract with Stantec at this time rather than seeking ITA approval with each design phase. Accordingly, the recommended action is to authorize DES to contract with Stantec to complete the remaining Phase 3 design work and to begin the SD work for Phase 4 through completion. In so doing, Intercity Transit will also be better positioned to immediately engage our GC/CM into the design process follow contract award targeted for August of 2019.

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It was M/S/A by Councilmember Carmody and Councilmember Cox to authorize the General Manager to have DES contract with Stantec to complete the design work related to Phases 3 and 4 of the Pattison MOA Project for a total not-to-exceed amount of \$6,873,231.

G. COMMITTEE REPORTS

- A. **Thurston Regional Planning Council.** Messmer said TRPC met July 12 in which they held an all-day retreat. However, they did hold a shortened business meeting that included discussion on the 2018 Population and Housing Forecast Allocation.
- B. **Transportation Policy Board.** Melnick said TPB met July 10. He said during their public comment period, Karen Messmer reported on the kick-off of the regional trails plan and the work done since the 2007 adoption of that plan. There was a presentation by Paul Brewster on the Regional Trails Plan. They discussed the upcoming retreat on September 11. Melnick is unable to attend. There was a debrief on the Joint Meeting with TRPC, TPB and TAC by Marc Daily.
- C. **Community Advisory Committee.** Smit said the CAC met July 15. They received an update on the Walk N Roll Program; conducted a photo shoot; and reviewed the CAC self-assessment.

GENERAL MANAGER'S REPORT

The electric bus conversations with fellow transit agencies has begun, starting with a representative from Valley Transit (Walla Walla) on July 11. More are scheduled: July 19 between 2:30 and 3:30 p.m. with Pierce Transit; July 22 between 10 and 11 a.m. with King County Metro. Conversation dates/times are still being determined with Link Transit and Gillig. The invitation was extended to the Community Advisory Committee and a member will join the discussion on July 22.

The next order of 16 buses goes into production in August. The Bus Build Team is finalizing the follow on order for 16 buses which starts production in January 2020.

The GC/CM Contract for the Pattison Street project is on the street.

Work is starting with IBI on the CAD/AVL replacement project.

Staff will provide an update on the September Service Change and the demonstration express service (a.k.a. BRT Light) at the August 7, 2019, Authority meeting.

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Intercity Transit provided service to the Lacey July 3 Fireworks event. We transported an estimated 750 to 850 people.

Intercity Transit participated in many fun community events. Every area of the agency is getting involved (Vanpool, HR, Marketing, Travel Training and Bus Buddies.)

- Tumwater's July 4th parade
- Inaugural Yelm BBQ Festival
- South Sound BBQ Festival
- The Lakefair Parade coming up on Saturday, July 20 at 5 p.m.

There is a second Authority Planning Session scheduled Friday, July 26. Breakfast is at 8 a.m. and the meeting begins at 8:30 a.m. and will end around 1 p.m.

Nineteen Operators graduated on July 12 after eight weeks of training. A new class of 18 Operators began on July 15.

Transit Appreciation Day is Friday, August 9 starting at 10 a.m. until 4 p.m. The awards program begins at 12:04 p.m. This year's theme is "Go Wild with Transit."

AUTHORITY ISSUES

Melnick thanked staff for arranging the electric bus conversations. He also saw the electric school bus demonstration at North Thurston School and met with Mike Boyer from the Department of Ecology. The DOE is funding electric buses with the money from Volkswagen's federal settlement as offering "a critical opportunity" to put 50 more zero-emission vehicles, including school buses, on the streets. The state of Washington announced its first allocation of that funding, distributing \$13.3 million among six transit agencies purchasing 50 zero-emission electric buses. The department has also begun steps toward putting some of the settlement money into electric school buses.

Gilman attended the Community Advisory Committee and there was a comment and conversation about when it's appropriate to utilize Dial-A-Lift service. He suggested focusing on reiterating the multiple purposes of DAL. It's not just for medical appointments. It's also for the social quality of life kinds of rides which are appropriate. Is there a way to underscore this, because he's gotten the impression from others there's a caution "not to waste the resource."

Messmer referred to the Transportation Policy Board meeting, and said the regional trails plan has not been updated since 2007, and a lot has happened over the years. She believes there is something for the Authority to look at in terms of participation as to what does a trail system mean with transit. Are people using the trail system to get to a

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transit stop? The trails are not just a recreational system, and how do we get together with the jurisdictions and create a better accessibility between the trails and bus stops.

Carmody has been researching electric buses and it's a hot issue, and she's noticed a large percentage of other countries going with electric buses successfully. She'd like the agency to look at examples of how other countries are getting this done.

Cox said the Board of Interfaith Works will conduct outreach meetings about the 2020 Martin Way future shelter and supported living, and she is making sure Intercity Transit is on the invitation list. Also construction on College and Yelm Highway is making good progress despite the weather.

Menser added to the TPB discussion about the trails. The exciting piece about the trail expansion is it connects with Lewis County, however, there are no funds to maintain the trail. You can spend federal dollars to build the trails, but not to maintain them. That means the need to find creative ways to find funding for upkeep.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:45 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: August 7, 2019.

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

