

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**Held Remotely**  
**March 2, 2022**

**CALL TO ORDER**

Chair Gilman called the March 2, 2022, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with Governor Inslee's Proclamation 20-28.15 Safe Start/Roadmap to Recovery.

**Members Present:** Chair and City of Olympia Mayor Pro-Tem Clark Gilman; Vice Chair and Citizen Representative Justin Belk; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Robin Vazquez; City of Yelm Councilmember Brian Hess; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Labor Representative Paul Tischer.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Katie Cunningham; Tammy Ferris; Jessica Gould; Steve Krueger; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nicky Upson; Daniel Van Horn; Cindy Waterhouse; Jonathon Yee; Brian Nagel; Alex Auty; Izi Lemay; Zach Heinemeyer; Riley White; Kyle McPherson; Magic Aguinaga; Rob LaFontaine; Thera Black.

**Others Present:** Legal Counsel, Jeff Myers; Marilyn Scott from the Community Advisory Committee; Jennifer Emerson-Martin, Iteris; Mark Yand, Parametrix; and Patrick Holm, SCJ.

**APPROVAL OF AGENDA**

**It was M/S/A by Melnick and Mejia to adopt the agenda as presented.**

**WELCOME NEW BOARD MEMBERS**

- Chair Gilman welcomed new Board members **Councilmember Brian Hess from the City of Yelm and Paul Tischer, Labor Representative for the ATU 1765.**

**INTRODUCTIONS**

- A. **Izi LeMay, Village Vans Supervisor** (*Emily Bergkamp*)
- B. **Zach Heinemeyer, Vanpool Coordinator** (*Cindy Waterhouse*)

**PUBLIC COMMENT: No public comments were received.**

**APPROVAL OF CONSENT AGENDA**

**It was M/S/A by Sullivan and Mejia to approve the consent agenda.**

- A. **Approval of Minutes:** February 16, 2022, Regular Meeting
- B. **Payroll for February: \$2,956,428.61**

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- C. **Accounts Payable February:** Warrant numbers 33850-33882 dated February 2 in the amount of **\$208,960.62**; numbers 33884-33939 dated February 9 in the amount of **\$1,068,222.63**; numbers 33940-33941 dated February 11 in the amount of **\$41,317.09**; numbers 33942-33993 dated February 16 in the amount of **\$2,174,780.61**; numbers 33996-34031 dated February 23 in the amount of **\$133,779.60**; for a total amount of **\$3,627,060.55**; and Automated Clearing House Transfers in the amount of **\$5,684.77** for a monthly total of **\$3,632,745.32**.

### **NEW BUSINESS**

- A. **Legal Services Extension.** Procurement Coordinator, Jeff Peterson, presented an amendment to the legal contract. Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2018, for as-needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the final one-year extension option and once approved, would extend the term to March 31, 2023.

Under the current contract Intercity Transit's primary Counsel is attorney Jeff Myers. Jeff is a Principal at the Firm and has municipal experience providing counsel to several local agencies in our area including the Olympic Region Clean Air Authority, TCOMM 911 and LOTT Clean Water Alliance and City of Olympia.

A rate increase for Jeff is not being proposed this term for his work. The firm has implemented a general wage increase of 4%, and the other Partners noted within our agreement are seeking this increase. Historically, Intercity Transit utilizes Jeff's services exclusively, and the impact of the wage increase incurred by the other Partners is minimal.

Staff values the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the proposed contract extension.

**It was M/S/A by Mejia and Sullivan to authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich extending the term of the agreement through March 31, 2023.**

- B. **Marketing & Communications Services Contract.** Procurement Coordinator, Katie Cunningham, presented a contract for Marketing & Communications services.

Intercity Transit released a Request for Qualifications and Proposals (RFQP) for Marketing and Communication Services on December 9, 2021. A total of six (6) proposals were received by the submittal deadline of January 19, 2022.

Proposals were evaluated by the General Manager, Marketing and Communications staff, the Vanpool Manager, a Human Resources Analyst, and procurement staff in accordance with criteria established in the RFQP. Based on the evaluation of non-

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cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that MFA is the responsible proposer who best meets all RFQP requirements and is the most advantageous to Transit to perform Marketing and Communication Services.

MFA has extensive experience working with public and transportation agencies and has completed multiple successful marketing and communication campaigns with Pierce County, Sound Transit, Seattle Department of Transportation, the Port of Seattle, and the Washington State Department of Transportation. Staff believes MFA will provide significant and valuable marketing and communications support services at fair and reasonable rates. Accordingly, Staff recommends approval of the contract award to MFA.

**It was M/S/A by Vazquez and Melnick to authorize the General Manager to execute a one-year contract, with four one-year renewal options, with MFA to provide Marketing and Communication Services in the amount of \$300,000.**

- C. Smart Corridor and TSP Project Update.** Development Director, Eric Phillip, said the Smart Corridors and Transit Signal Priority are two very different but related projects. Both projects are moving forward to support implementation. The Smart Corridor /Transit Signal Prioritization project goes back more than 15 years starting around 2007 with some of the background study work that identified existing conditions, gaps and system engineering documentation. This led to \$3.4 million being awarded to the partner agencies to update traffic signal equipment at the intersection level –these updates were required to allow forward functionality to provide for the option of adding Transit Signal Priority as an operating strategy later. The equipment upgrades were done between 2012 and 2016. In 2018 Olympia was awarded some additional funds to upgrade the rest of the City signal systems. Between 2018 and 2020 Lacey, Thurston County and Tumwater were awarded additional funds to upgrade detection software and hardware. The current project was developed as a regional implementation effort and was awarded in 2018 and 2020 with Intercity Transit taking the lead and covering the match for the implementation phase.

The Smart Corridors high intensity transit supported corridors generally fall along the primary arterials - the Martin Way Corridor through downtown and Fourth Avenue and State up through the west Side, and also Capital Boulevard off the Pacific Avenue triangle from College Street.

The goal with this technology investment will convert those regionally designated strategy quarters into smart corridors using the specific IPS components, and we've made hardware, software, detection, technology investments, and now we're working on that focus, where those major arterials come together that we put those investments to work. Regionally we've invested over \$5 million in those projects.

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### **Presentation Highlights:**

#### **PROJECT STRUCTURE**

- Smart Corridors is a regional implementation project.
- Intercity Transit is the project lead, grant recipient and sole funding partner
- TRPC is contracted by IT to provide coordination support
- Technical Workgroup (TWG) including all jurisdictional partners is in place
  - Coordinated by TRPC, IT and Consulting Team
  - Consists of staff from IT, Lacey, Olympia, Tumwater, Thurston County and WSDOT
  - TWG may be expanded to include other stakeholders for specific meetings
  - Role is to work through technical issues relating to the project; be liaison to their organizations; help collect data; provide input to project team
- IT has ILA's with each agency to support TSP and Smart Corridor coordination and implementation work.
- IT is responsible for hiring and managing the Traffic Engineering Consultant and coordinate work.

#### **CONSULTANT TEAM**

- Iteris (Jennifer Martin) – Has extensive experience with similar project deployments, testing capacity and familiarity with technology and agency operations.
- Parametrix (Mark Yand) – Has local Project Manager experience and trusted traffic engineer has worked with many of the partner jurisdictions.

#### **DATA COLLECTION**

- Coordination with jurisdictional partners
- Testing and field verification
- Project Roadmap – deliverable will address the implementation phase of and remaining work under Smart Corridors

Phillips said when we reference data collection, we are looking at a wide range of data, its intersection level data as well as transit data and signal timing plans. One of the long-term considerations you will hear more about in the next update is if we are able to automate data collection and use it for the project. Typical data collection for three types of implementation projects can be very labor intensive and tend to be very specific to the time that the data was collected. In developing an implementation strategy it's important to develop a maintainable data collection tool that can be utilized to continue the evolution, use and management of our Smart Corridors moving forward.

#### **CONCEPT DEVELOPMENT**

- Fit existing conditions and constraints
- Evaluate existing conditions

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- Test controller TSP functionality and software
- Develop signal timing strategies (side streets, left turns, EV, coordination, cycle length, TSP strategies)

### TESTING PILOT PROJECT

- Select test intersections
- Test priority system
- Test controller TSP response and functionality
- Validate performance and benefits
- Identify impacts
- Adjust concept and strategies as needed

### PROJECT CHALLENGES

- Changed conditions due to COVID
  - Traffic volumes and travel patterns
  - Transit ridership
  - Working in the field and in the shop environment
- Data Collection
  - Traditional methods provide limited static data set for design
  - New technologies provide more diverse and rich real time data
- Forward Looking
  - Management of the TSP system
  - Foundation to build future smart corridor improvements

### IMPLEMENTATION SCHEDULE

Thurston Smart Corridors and TSP Implementation Schedule												
Project Activity & Milestones	2022											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Agency Working Group Mtgs	★		★	★	★	★	★	★	★	★	★	★
<b>Task Order No. 1</b>												
Data Collection Request	★											
Data Collection		■										
Evaluate TSP Strategies			■									
Select Test Intersection(s)				★								
Bench Test Controllers and System Equip			■	■								
Field Demo					■							
Develop Project Roadmap						■						
<b>Additional Task Orders</b>												
Avail CAD/AVL Integration			■	■	■	■						
Corridor Implementation							■	■	■	■	■	■

Phillips answered questions.

**D. Martin Way Park-and-Ride Direct Access Project Update.** Development Director, Eric Phillips said this project is a Capital Program and is a multi-faceted project

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designed to improve operations, reduce trip times for riders and enhance operator comfort and security.

It's also a multi-agency coordination effort with time spent working with the WSDOT Olympia Region staff as well as headquarters staff and includes an internal IT team to support facility design and operations. It's a Regional Mobility Grant funded program with a deadline of June 2023.

Project support from the IT Project Team includes Phillips, Thera Black - Project Coordinator and Tammy Ferris - Procurement Coordinator. The IT Project Development Team includes Facilities, Operations, IS, Planning and Procurement staff. On the engineering side, there is Patrick Holm, Project Lead with SCJ, Scott Sawyer, Principal with SCJ and Garner Miller, Architect with MSG Architects. There has also been significant support from WSDOT divisions - Traffic, Access, Environmental, Operations, Planning OR and HQ staff.

This project primarily targets the Olympia Express Service that runs in and out of our region and over the last 20 years we've seen significant ridership. Over the last 20 years, we've tracked 3.5 million trips between Pierce and Thurston Counties. Ridership peaked in 2012 when there was a boom in ridership that occurred with the bust in the economy, following the economic downturn in those high prices of fuel. At that time IT was getting about 228,000 rides on the Olympics Bus service, and following that, we saw some significant decreases.

In 2018 there was discussion about cancelling express service, but it was decided to restructure that service rather than eliminate it, and then ridership went back up. In the fall of 2019, IT was almost back up to peak ridership levels. There is significant history with this project and the direct access component of the park-and-ride was always part of the bigger Martin Way picture. The project we're moving forward with today is a component of that previous planned project that was approved.

This has been a well-documented project that's in the Regional Transportation Plan as a regionally significant project and it's part of our long-range plan and our local agency transportation improvement program. It's still included in the Martin Way Corridor Study that's ongoing as a key location on the corridor. It's been part of our strategic plan update both in context of our TDM strategies and our Park-and-Ride Utilization, as well as our strategic planning about increasing services and it's included in our Transit Development Plan.

### **Phillips reviewed the problems being addressed with the project:**

- Unprotected left turn into Martin Way Park-and-Ride across three lanes of traffic can be a safety issue and is difficult when congested due to signal queues & challenging when traffic is free-flowing due to variable traffic speeds on Martin Way.

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- Delays create running time unpredictability affecting route schedules, adding 5-7 minutes to the one-way Olympia Express trip during peak periods and costing IT an estimated \$350,000 - \$400,000 a year due to recurring congestion & delays built into the public schedule.
- Delays getting into and out of the P&R add to inconvenience and unreliability for customers, accounting for 15% of travel time on average between Olympia and Lakewood and discouraging potential growth and retention in ridership

### Phillips reviewed the project benefits for riders:

- **Shorter and More Direct Trip:** The addition of a new “flyer stop” on the I-5 NB on-ramp will reduce the time it takes for the bus to continue NB to Lakewood. A significant savings for the NB trip compared to current operations.
- **Schedule Reliability:** The direct access improvements and new flyer stop will result in revised routing into the Park and Ride that uses traffic signals during peak times. We anticipate around a 15% potential savings for each trip leg.
- **Additional Parking, lighting, security cameras,** updates. Riders will see a general “refresh” of the facility and be able to benefit from the new flyer stop and updated rider facilities at the Park-and-Ride.

### Phillips reviewed the project benefits for IT:

- **Protected Movements:** “Transit Only” Direct access from the I-5 NB on-ramp will allow IT to use the intersection and ramp traffic signals providing protected turn movements into the Park and Ride and create one-way flow for buses.
- **Schedule Predictability:** once operational we will begin a process to revise running times to capture the schedule savings providing the opportunity to add more frequent service and improve the public schedule. These savings are estimated at around \$350,000 a year and would be reinvested into service.
- **Enhanced site amenities** including operator restrooms, new lighting, security cameras, layover area and updated waiting areas for riders.

### Phillips reviewed the Park-and-Ride Project Elements:

Three distinct operational efficiency and safety improvements

1. **Add a flyer stop to the I-5 northbound on-ramp** - NB Olympia Express skips the Park-and-Ride completely
2. **Add a transit-only direct access lane from the northbound on-ramp** - EB buses turn left at the signal and pull right into the Park-and-Ride
3. **Modify the site layout** of the Park-and-Ride to
  - reconfigure bus bays and travel ways,
  - add pedestrian access to the flyer stop,

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- add operator comfort facilities and on-site storage
- Reconfigure and add new parking

Phillips reviewed the concept plan that includes an employee restroom and storage building – basic conditioned space with some central storage and mechanical or IS space.

Phillips reviewed project costs, revenues and schedule:

\$ 350,000	Engineering/Design
\$3,341,000	Construction
\$3,691,000	Estimated Cost
\$3,700,000	2022 Project Budget
\$2,152,800	WSDOT RM Grant (2020)
\$1,547,200	Local Funds

Per grant rules, grant-funded portion of the project must be complete by June 30, 2023.

Phillips answered questions.

**COMMITTEE REPORTS - None.**

### **GENERAL MANAGER'S REPORT**

Freeman-Manzanares said staff is preparing for another Operator class to begin on March 21, however, IT is not seeing a gain in Operators as staff leave employment or retire. IT is attempting to work through those issues and looking forward to continuing the campaign to hire additional employees. Because of this, service for the March service change will remain consistent with the current offering.

Two conceptual applications were submitted for the Washington State Regional Mobility Grant Program for projects that will be awarded in the 2023-2025 biennium. Both of these concepts are supported by IT's Strategic Plan. One application would help IT continue on the journey to zero emission, focusing on pilot vehicles and infrastructure. The second application is continuing construction to support rear door entry at bus stops, rehabilitating the Washington and Olympia corner at the Olympia Transit Center and venturing into the installation of electronic wayfinding at multiple locations, such as the transit centers and the Martin Way Park-and-Ride, to further support physical enhancements at those locations and to better support our passengers. These applications are due later this Spring, and we will likely hear about how the Washington State DOT ranks those projects in December of 2022. It goes to the State Legislature in 2023.

IT continues to follow all things COVID. The federal mask mandate remains in place through March 18, and we haven't heard officially if the Transportation Security



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Administration plans to end or extend the mask mandate. Transit is on the Governor's "continue to mask" list. We believe the intent is to continue that requirement until expiration of the federal mandate. IT continues to watch this unfold and will communicate with our passengers and staff accordingly.

Tonight, Eric Phillips introduced two very important projects IT is pursuing and there are so many more in support of the Strategic Plan. Staff will continue to update on the progress, and seek Authority approval where appropriate

Freeman-Manzanares provided a brief update of the Transportation Package at the State Legislature. There have been a number of amendments, and the Senate and House leadership are committed to moving the proposal forward attempting to get agreement by March 10. IT will stay tuned and keep everyone updated. IT does have a little over \$5M in that budget for completion of the Pattison Street Project and the Maintenance Facility.

**AUTHORITY ISSUES**

Sullivan said she participated in APTA's Transit Board's Talk Live Trends topic on transit fares. There were 23 participants from all over the country. She said it was very interesting because the consultant was talking about all of the different issues like COVID, fares, etc. and he talked about the areas participating in zero fare, and Intercity Transit wasn't on that list. When the consultant asked for comments and questions, Sullivan said she went into great detail outlining and providing the history of how IT got to zero fare and shared the pros of going zero fare. Sullivan said there appeared to be a lot of interest and she hopes the consultant who did the presentation updates his materials to include Intercity Transit. Sullivan said she will share a link to the presentation when she receives one.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:02 p.m.**

**INTERCITY TRANSIT AUTHORITY**

*Clark Gilman*

Clark Gilman, Chair

**ATTEST**

*Patricia Messmer*

Pat Messmer

Clerk to the Authority

**Date Approved: April 20, 2022**

Prepared by Pat Messmer, Clerk of the Board/  
Executive Assistant, Intercity Transit