

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 1, 2017**

CALL TO ORDER

Chair Gadman called the February 1, 2017, 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 Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Jeff Peterson; Eric Phillips.

Others Present: Citizen Advisory Committee Member, Ursula Euler; and Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

Chair Gadman announced a Revised Agenda, pulling Agenda Item 7-A Construction Management Inspection Services Contract.

Commissioner Blake and Councilmember Carmody informed the Chair of their need to leave the meeting early.

In order to ensure a quorum for action items, Chair Gadman entertained a motion to move Agenda Item 7-D Annual Authority Reorganizing Activities up and place it before Committee Reports.

It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to move Agenda Item 7-D Annual Authority Reorganizing Activities before the Committee Reports.

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

Councilmember Gilman arrived.

INTRODUCTIONS

- A. Paul Koleber introduced *Joe Wilson and Kevin Haider, Vehicle Service Workers.*

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA ITEMS

- A. **Approval of Minutes:** January 4, 2017, Regular Meeting; January 18, 2017, Work Session.
- B. **Payroll – January 2017:** \$2,254,514.41.
- C. **Accounts Payable:** Warrants dated December 9, 2016, numbers 21932, 21937-21998 the amount of \$413,230.13; Warrants dated December 23, 2016, numbers 21999, 22005-22074, in the amount of \$688,754.84; Warrants dated December 30, 2016, numbers 22075, 22079-22149, in the amount of \$234,624.39; Warrants dated December 31, 2016, numbers 22154-22188, in the amount of \$220,837.24; Automated Clearing House Transfers for December 2016 in the amount of \$15,964.95 for a monthly total of \$1,573,411.55.
- Warrants dated January 20, 2017, numbers 22189-22208, in the amount of \$1,260,006.90; Automated Clearing House Transfers for January 2017 in the amount of \$3,452.68 for a monthly total of \$1,263,459.58.
- D. **Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)

PUBLIC HEARING – None.

ANNUAL AUTHORITY REORGANIZING ACTIVITIES. Clerk of the Board, Pat Messmer, opened the floor to nominations for Chair. **Citizen Representative Karen Messmer nominated City of Lacey Councilmember Jeff Gadman; Commissioner Blake nominated City of Tumwater Councilmember Debbie Sullivan. Both nominees accepted.**

Councilmember Sullivan asked to make a comment. She said believes the elected officials have a limited opportunity to fill a leadership role as elected officials serve at the pleasure of the mayor. This could limit the ability to take a leadership role on the

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Intercity Transit Board. Whereas Citizen Representatives have three-year terms and have up to a six-year opportunity to serve on the Board.

The Clerk asked if there were any further nominations for Chair. Councilmember Carmody nominated Citizen Representative Ryan Warner. Warner declined the nomination.

Hearing no further nominations, the Clerk closed nominations for Chair.

By show of hands, four votes were cast in favor to elect Councilmember Gadman and four votes were cast in favor to elect Councilmember Sullivan as Chair.

Considering the tie vote, Citizen Representative Messmer suggested both nominees give a brief comment. Both nominees provided a statement about why they should be elected.

The Clerk asked for another vote of the two nominees. **Four votes were cast in favor to elect Councilmember Gadman and four votes were cast in favor to elect Councilmember Sullivan as Chair.**

Councilmember Gadman then rescinded his acceptance of the nomination for Chair.

The Clerk proceeded with a vote asking for a show of hands for those in favor of electing Councilmember Sullivan as Chair. **By show of hands, a unanimous vote of eight was cast in favor to elect Councilmember Sullivan as Chair.**

The Clerk opened the floor to nominations for Vice Chair. Councilmember Gadman nominated Citizen Representative **Karen Messmer.**

Hearing no further nominations, the Clerk closed nominations for Vice Chair.

By show of hands, there was a unanimous vote of eight cast in favor of electing Citizen Representative Karen Messmer as Vice Chair.

Chair Sullivan lead the Authority in discussion of new committee assignments.

- Citizen Representative Karen Messmer will represent Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Gadman will serve as alternate.
- Citizen Representative Melnick will represent Intercity Transit on the *Transportation Policy Board* and Citizen Representative Warner will serve as alternate.

- Citizen Representative Ryan Warner will serve as representative on Intercity Transit's *Pension Committee*.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC selected a new Executive Director. Marc Daily begins his new role starting February 21, 2017. The TRPC meets next on February 3 where they will receive a presentation from Reema Griffith from the WA State Transportation Commission about Road Usage Charging Pilot Project.
- B. Transportation Policy Board (TPB).** Don Melnick attended the TBP on January 11, 2017. He reported Vanpool Manager, Carolyn Newsome, provided a fantastic presentation on Intercity Transit's Vanpool Program.
- C. Citizen Advisory Committee.** Ursula Euler said the CAC met January 16. Members received a report on the Van Grant Program and heard real-life stories of how the program helped community organizations. They also received feedback on several driver commendations, and five new CAC members attended their first meeting and were introduced to the group.

NEW BUSINESS

A. General Legal Counsel Contract Renewal.

Procurement Coordinator, Jeff Peterson presented for consideration a one-year contract extension for legal services with Dale Kamerrer. This is the final renewal option remaining on this contract.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to authorize the Intercity Transit Chair to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services at the rate of \$215 per hour.

B. 2017 Procurement Project Review.

Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2017 Procurement Projects. Krueger said it's customary to introduce the Authority to upcoming projects, especially those that are over \$25,000. Krueger referred to and reviewed the 2017 Procurement Projects List containing 29 projects.

Krueger answered questions from the Authority:

Melnick asked what is a GCCM Contract. Krueger said it stands for General Contractor Construction Manager and it's a project delivery method whereby the owner engages the General Contractor in the design phase so there is less likelihood of having difficulties during construction.

Carmody said the copier contract appeared expensive and can it be reduced? Jeff Peterson said all machines currently under contract are multifunction devices, and staff appears to be reasonable in making the appropriate number of copies. We are also replacing devices we own that are over 10 years old. Carmody said it seems cheaper to purchase copiers than deal with a contract in these days. Freeman-Manzanares said that may depend on a number of circumstances. Staff looks at best value and does an evaluation based on use, to decide if it makes more sense to purchase or go through the state or other established contract to lease or purchase. The nice thing about leasing is it comes with a maintenance agreement.

Karen Messmer asked if there are any grant programs the agency is waiting for on the purchase of the motor coaches and DAL vans, such as federal or state funding. Freeman-Manzanares said the agency is not dialed into any of the bus or bus facility dollars, and would be focusing more on the Pattison Street Expansion for that next grant opportunity. There are some earned share funds or FTA funds that we will likely be programming for vehicles.

Messmer asked if the DAL vehicles would be propane. Paul Koleber, Maintenance Manager said the five vehicles being ordered will be propane.

Gilman asked about funding for the vehicles. Freeman-Manzanares said for DAL vehicles, we've always used local funds, and we've dedicated federal funds to construction projects, coach purchases and capital preventative maintenance (vehicle maintenance) support. We're looking at designating the formula federal dollars for the coach purchases. We also get some funding through Puget Sound Regional Council because we send vehicles into the Seattle UZA. We get a percentage based on the amount of vanpools going into the Seattle UZA and our commuter bus service.

GENERAL MANAGER'S REPORT

Commissioner Blake left the meeting.

- Intercity Transit staff had the opportunity to view and demo a refurbished 2000 Gillig 40' coach that had a diesel drive system replaced with a complete electric drive system from Complete Coach Works.

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- Freeman-Manzanares continues to meet with Senators and Representatives regarding Intercity Transit's legislative agenda.
- Freeman-Manzanares, City of Olympia Councilmember Nathaniel Jones, Thurston County Commissioner Bud Blake, CAC members Lin Zenki and Walter Smit, EDC Executive Director Michael Cade, and former Intercity Transit Authority member Larry Watkinson testified at the House Finance Committee hearing on HB1410 held January 24, 2017.
- Freeman-Manzanares, City of Olympia Councilmember Nathaniel Jones, Thurston County Commissioner Bud Blake, CAC members Lin Zenki and Walter Smit, and former Intercity Transit Authority member Larry Watkinson testified at the Senate Transportation hearing on SB5288 held January 30, 2017.
- Freeman-Manzanares submitted a request for \$5M for the Pattison Street Facility Expansion from the transportation budget. Senator Hunt is going to take the lead on the Senate side, and he'll be looking for support from Senator Becker and others. Representative Doglio is taking the lead on the House side, but Intercity Transit will be looking for support from Representatives Dolan, Wilcox and Barkis and anyone else willing to sign on.
- Village Vans and Human Resources staff attended the Nisqually Community Center Employment and Job Training Fair.
- Intercity Transit is participating in the Lacey Loves to Read program and is providing free transportation to anyone who attends the February 2 event, and provided buses passes to each of the 27 book mark winners. Staff will also be at Yelm Community Schools. They are conducting their first student-parent resource night for special needs students.
- Freeman-Manzanares is attending the APTA CEO Conference February 11 through February 14.

AUTHORITY ISSUES

- Melnick said he had the opportunity to take a ride on the electric bus, and although smooth-riding, there is work to be done in terms of providing power and distance.
- Melnick said Intercity Transit staff Jessica Gould and David Coppley visited Panorama TV and talked about the Walk N Roll program and encouraged volunteers at the bike shop.
- Melnick said several Panorama residents also appeared on Panorama TV to talk about why they decided to give up driving. One of the individuals is an avid user of

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Uber and transit who said connections between Intercity Transit and other transit districts do not work very well in terms of timing.

ADJOURNMENT


With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:35 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: March 1, 2017.

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

EXHIBIT A - SURPLUS PROPERTY - FEBRUARY 2017

INFORMATION SYSTEMS					
ITEM	DESCRIPTION	MODEL # / SERIAL # / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Radio Shack Weather Alert	C016730	1	\$5.00	\$5.00
2	Radio Shack Programmable Scanner	C006453	1	\$5.00	\$5.00
3	RCA 27" CRT TV	F27242GY/745327045	1	\$5.00	\$5.00
4	Mitsubishi VCR	HS-U120/012133M	1	\$5.00	\$5.00
5	Werner 14' combination ladder (375 lb rate)	model # 7807	1	\$125.00	\$125.00
6	Werner 16' combination ladder (375 lb rate)	model # 7808	1	\$150.00	\$150.00
7	TV cart	n/a	1	\$15.00	\$15.00
8	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2GTL	1	\$15.00	\$15.00
9	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-294L	1	\$15.00	\$15.00
10	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2E3L	1	\$15.00	\$15.00
11	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2E2L	1	\$15.00	\$15.00
12	Dell UltraSharp 2007FPb Flat Panel	MX-0C9536-74262-849-2GKL	1	\$15.00	\$15.00
INFORMATION SYSTEMS TOTAL					\$385.00
INVENTORY					
ITEM	DESCRIPTION	MODEL # / SERIAL # / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	RCA Bus Smooth Flooring-30' Roll	702	1	\$90.00	\$90.00
2	RCA Bus Ribbed Flooring-12' Roll	872	1	\$60.00	\$60.00
3	Radio, Mobile 450-530 MHZ	TM8110H6A00	2	\$85.20	\$170.40
4	Motorola M800 Phones	M800	3	\$20.00	\$60.00
5	Lamp, Panel ASM, 144"	82-27364-000	1	\$116.40	\$116.40
6	Vehicle Skirt - Plastic	Unknown	1	\$5.00	\$5.00
7	Vehicle Skirt - Metal	Unknown	1	\$5.00	\$5.00
INVENTORY TOTAL					\$506.80
FACILITIES & VEHICLE MAINTENANCE					
ITEM	DESCRIPTION	MODEL # / SERIAL # / PART #	QTY	UNIT VALUE	TOTAL VALUE
1	FSX Kiln	Model KM-1027/Serial 016995	1	\$1,800.00	\$1,800.00
3	Laminator, 40" - SircleLam EM-40HC - 100-120V 20 Amps 60 Hz	Model EM40HC/Serial EM20132	1	\$50.00	\$50.00
4	Dayton 10" Contractor Table Saw 120V	Model 4TJ89/Serial 9907	1	\$150.00	\$150.00
5	Coats, Auto Rim Clamp Tire Changer	Model 5060AX/Part 8047025	1	\$300.00	\$300.00
6	COATS Computer Wheel Balance, 220V 20 Amps, 60 Hz. 1 phase	Model 950/Part 8500904603/Serial 1106302521	1	\$300.00	\$300.00
7	Hose Reel Bench (3 reels) 3'H x 3'D x 3'W	N/A	2	\$50.00	\$100.00
8	Hose Reel Bench (1 reel) 3'H x 3'D x 1'W	N/A	1	\$30.00	\$30.00
9	Metal work bench 3'H x 3'D x 6'W	N/A	1	\$100.00	\$100.00
10	Metal Cabinets (2 door) 72"h x 18"d x 48"w	N/A	4	\$25.00	\$100.00
11	Metal Cabinets (2 door) 72"h x 18"d x 36"w	N/A	2	\$25.00	\$50.00
12	Misc. pallet of hoses/various sizes	N/A	1	\$30.00	\$30.00
FACILITIES & VEHICLE MAINTENANCE TOTAL					\$3,060.00
TOTAL SURPLUS VALUE					\$3,951.80