

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 2, 2018

CALL TO ORDER

Chair Sullivan called the May 2, 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 Don Melnick; Citizen Representative Karen Messmer; Labor Representative Art Delancy.

Members Excused: County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; David Copley; Katie Cunningham; Emily Bergkamp; Jessica Gould; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Rena Shawver.

Others Present: Community Advisory Committee Member, Marilyn Scott; Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Introduce Rose Shultz, Accounting Specialist (*Suzanne Coit*)
- B. Introduce Lori Vani, Accounting Specialist (*Suzanne Coit*)
- C. Introduce Richard Slavin, Vehicle Detailer (*Paul Koleber*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes: April 4, 2018, and April 18, 2018, Regular Meetings

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 2 of 8

B. Payroll – April 2018: \$ 2,244,975.76.

C. Accounts Payable: Warrants dated April 6, 2018, number 24598 in the amount of \$364,368.59; Warrants dated April 13, 2018, numbers 24603-24675, in the amount of \$943,105.87; Warrants dated April 16, 2018, numbers 24682; 24684-24686, in the amount of \$118,451.40; Warrants dated April 27, 2018, numbers 24690-24758, in the amount of \$624,207.85; Automated Clearing House Transfers for April 2018 in the amount of \$10,934.10 for a monthly total of \$2,061,067.81.

PUBLIC COMMENT

John Wilson, Olympia, WA – Mr. Wilson asked Intercity Transit to install three position bicycle racks onto the buses, especially those along the heavily used routes. He said most routes are busy, the buses are full, and the bike racks fill up quickly. If Intercity Transit doesn't wish to consider installing the three position bike racks, then allow bikes on to the bus.

COMMITTEE REPORTS – None.

NEW BUSINESS

- A. Security Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented for approval a contract extension for security services. In May 2015, Pierce County Security won the contract for transit center security services. The initial contract term was for one year, with three one-year renewal options. This item represents the third and final one-year renewal.

Under this renewal, Pierce County Security will continue to provide one (1) security officer at each facility. In accordance with contract terms, rates under the proposed renewal reflect a 4.7 percent increase. This rate increase is in alignment within the Seattle Consumer Price Index increase of 4.7 percent for services over the past year, and is expected to assist with a reduction in security officer turnover at our transit centers. Pierce County Security's labor ratio will remain the same as during the previous terms, and market research indicates the new rates are fair and reasonable.

Based on the Contractor's record of performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional security presence and customer service at the Olympia and Lacey Transit Centers, and therefore recommends the contract be renewed.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 3 of 8

Messmer asked how, over a period of time, does staff measure the success of the level of service needed for security services before going out to bid. Cunningham said Operations tracks this information, and recently there was an amendment to the contract to add additional hours at the Olympia Transit Center, and before going out to bid, Procurement staff will work with Operations staff to ensure there is enough coverage.

Gilman said when renewing these types of contracts, staff should consider the compensation employees will receive.

Carmody said it's important to know where the increase in the contract amount is going. She suggested when working future contracts that staff look at the wages of the CEO's and compare to their employees' wages.

Messmer said what capacity does the Authority have that's legal to structure the bidding process so there are assurances the labor ratio is proportionate to the workers' compensation.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of (1) year in an amount not-to-exceed \$208,922.

- B. AmeriCorps Youth-in-Service Placement.** Rena Shawver presented for consideration approval to expand IT's programs to youth in the service area through a partnership with AmeriCorps Youth-in-Service program. This opportunity will allow IT to better support youth programming and expand into new school locations to educate youth and their families about walking, biking and taking the bus as economical and healthy transportation alternatives.

Community Youth Services, which administers the AmeriCorps Youth-in-Service program locally, notified IT about an award for one position for three years and that IT may be awarded a second position if they were to receive additional funding. Intercity Transit would be responsible for approximately 25% of the cost of supporting the position. This equates to approximately \$8,250, or \$825 per month, per position for the service term of September through June.

Staff is excited about the opportunity to expand the education program in this very economical manner as well as provide valuable training opportunities for program participants.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 4 of 8

It was M/S/A by Citizen Representative Messmer and Councilmember Gilman to authorize the General Manager to accept a three year grant from Serve Washington, administered through Community Youth Services, for an AmeriCorps Youth-in-Service member to assist with our Youth Education Program; and

To accept a second Youth-in-Service member if grant funding becomes available during the three year grant cycle.

- C. Marketing and Communication Services Contract Amendment.** Rena Shawver presented a contract amendment to support the recently awarded Commute Trip Innovation Grant Award for Vanpool Awareness Campaign.

Intercity Transit awarded a Marketing and Communication Services contract to JayRay Ads & PR in February 2017. The contract was for one year with four, one-year options to extend.

Intercity Transit was awarded a Commute Trip Innovation Grant in March 2018. The Innovation Grant is a pilot program established by the Washington State Legislature in the 2017-2019 biennium to reduce traffic congestion on our major highway systems. There were three grants awarded state-wide. Our grant, which was entitled "Business to Business Vanpool Promotion," proposed to deliver a broad vanpool awareness campaign, customize materials and outreach strategies for employers/employees, as well as "sales training" for staff utilizing the connections and expertise of business associations such as the Thurston County Chamber of Commerce.

This contract amendment with JayRay will include developing a social marketing campaign strategy utilizing the expertise of a University of Washington Evans School faculty member, as well as developing a marketing campaign utilizing a media buyer to raise awareness of the program and change commuter behavior. It will include market research with business and business associations to test messaging and approach. Our intention is to produce a social marketing model replicable throughout the state of Washington. As a result of this work, our goal is to start 25 new vanpool groups by June 30, 2019, which is the end of the legislative biennium. The ultimate goal is by educating the public, particularly employers and employees who are unfamiliar with the program, to utilize vanpooling to a greater extent thus reducing congestion, enhancing our business environment, decreasing investments required to expand roadways and improving our environment.

It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to enter into a contract amendment with JayRay Ads & PR, Inc.

to support our Vanpool Awareness Campaign in an amount not-to-exceed \$200,000.

D. Youth Education Support Space. Rena Shawver presented for consideration whether to pursue a different rental space, and commit additional resources to support and grow the Youth Education Program.

Currently, Intercity Transit rents approximately 700 square feet in a machine shop on Thurston Avenue near the Olympia Transit Center for the Earn-A-Bike program. Adult volunteers currently work at the location, but as the leased space is interior to the main building which is an active machine shop, the space is not very accessible for the program volunteers and staff. While the current shop works for bicycle repair work, the facility is not appropriate for youth engagement. In order to compensate for the lack of space in the machine shop, the program maintains two storage units on Pattison Street for bikes and supplies associated with the program. A fourth storage area has been under consideration. The three existing spaces cost approximately \$1,115 a month. The downtown space was selected three years ago because of its proximity to the OTC and because it was one of few spaces available. Since the existing space was leased in 2015, Intercity Transit has been successful at securing a higher level of grant funding to continue the Youth Education Program.

Space on Washington Street, directly across from OTC customer service, is now available. The new space would provide 6,140 square feet and allow us to locate all of the Youth Education operation – staff, volunteers, storage, and youth activities – in one central, accessible area. This would leverage staff time in a more efficient manner and provide a safer and more visible workspace to recruit and engage volunteers of all ages. As program participation has grown, including the number of active volunteers, the access and security of the workspace has become increasingly important. The space on Washington Street offers more security in support of the program and offers room to expand program functions into the shop area, an option currently not feasible in the current shop. From an overall risk management perspective we believe a change in the shop location is timely as we work to expand both our outreach and continue to engage volunteers into the program.

Warner asked what needs to be done to this building to make it ready. Freeman-Manzanares said it's a warehouse space and the building will need paint, checked for asbestos, potentially some electrical work, bathroom retrofit, door hardware upgrades and insuring the fire suppressant system is in good working order. The hope is any issues could be worked out with the owner.

Gilman urged staff to be aggressive in asking for a generous tenant improvement allowance.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 6 of 8

It was M/S/A by Citizen Representatives Messmer and Melnick to authorize the General Manager to pursue a lease agreement and commit approximately \$30,000 a year in additional resources to support and grow the Youth Education program.

- E. 2018 Community Advisory Committee Recruitment.** Freeman-Manzanares asked for three volunteers to participate on the Community Advisory Committee selection ad-hoc committee in November, along with 3 CAC members, to conduct interviews and make a recommendation to the Authority at their December meeting.

CAC applications will be available October 1 and due October 30. Interviews are scheduled for Wednesday, November 14 from 3 p.m. to 6 p.m. The Authority is scheduled to make appointments December 5, 2018.

The following Authority members volunteered: Carolyn Cox; Karen Messmer; Clark Gilman. Ryan Warner and Don Melnick will service as alternates if needed.

GENERAL MANAGER'S REPORT

- April sales tax is in with a 4.7% increase over 2017.
- The Pattison Street Project is nearing completion.
- The Tumwater Square project is complete.
- The Running Start Express project is a vanpool pilot project to bring south county high school students to SPSCC by utilizing vanpools. This is a partnership with SPSCC, Yelm, Rainer, Rochester, Tenino High Schools and Intercity Transit.
- Staff submitted grant applications to TRPC for the Pattison Street Project (STP); for the continuation of the Youth Education Program (TAP); and six propane Dial-A-Lift vehicles (CMAQ). In the past, Dial-A-Lift (DAL) vehicles have been fully funded with local dollars.
- There is an electric bus grant available through the Department of Ecology – the Washington VW settlement money. They are offering grants up to \$500,000 for pre-2007 vehicles and the requirement is we have to decommission those vehicles. Freeman-Manzanares met with Gillig about their cost model for their new electric vehicles and whether that makes sense for IT. The Authority has discussed moving towards electric vehicles when the time is appropriate and since we keep them anywhere from 12 to 17 years it's a big investment. Freeman-Manzanares asked for direction from the Authority.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 7 of 8

- The Authority agreed to test at least one electric bus.
 - Identify state or federal matching funds for this purpose.
 - Check with Puget Sound Energy regarding new initiative to reduce carbon emissions.
-
- Meetings are scheduled with the jurisdictions, colleges, chamber and EDC to discuss the work IT is doing on the first phase of the long range plan and embarking on the public engagement 2.0. This research will further refine what the community wants and is interested in supporting. If the Authority is interested in the November 2018 ballot, we must submit a resolution no later than August 7, 2018. There are expenses associated with a ballot measure that were not included in the 2018 budget.
 - Freeman-Manzanares will attend the APTA Bus and Paratransit conference and the International Bus Roadeo May 4 - 9.
 - Operations Director, Jim Merrill will retire the end of June after 30 years with Intercity Transit. Staff is honoring him with a retirement farewell on June 15. The ITA is most welcome to attend.

AUTHORITY ISSUES

Cox reported that work is starting on a new roundabout on College Street and 22nd Avenue but the current work is on underground utilities. She also reported that physical construction that could disrupt on-time bus service won't happen until next year.

Carmody recommends placing the sales tax election on the November ballot.

Carmody also said Yelm may potentially lose one trip with the September service change and it's her believe that Yelm residents are looking for more, not less bus service.

Carmody asked if IT has considered talking to the parks and recreation department or the different sports leagues about purchasing "season" tickets to transport kids and their parents who participate in sports. Freeman-Manzanares said that could be considered a "charter" and as a transit agency, IT is not allowed to provide charter service. But perhaps staff could explore options.

Messmer noticed the Tumwater/Capital crossings are almost complete and she said that will be a bonus for bus riders crossing the multi-lane street.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 8 of 8

Messmer said she would like to see more conversations on future ITA agendas about what the criteria is for going out for a ballot measure.

Cox recommended looking at the steps needed and public education that needs to happen; how to get the message out; what's being adopted; take a survey or poll the public about a potential sales tax increase.

Gilman said he met an IT Marketing Intern (Operator) named Brian who attended a day-long event at South Sound High School organized by the Education Committee of the Lacey South Sound Chamber. Gilman was impressed how Brian brought a lot of energy to the kids about career paths and about how wonderful it was to be an IT employee.

Warner said he participated in an ADA conference which is a conference for ADA coordinators from the transit systems around the state. Intercity Transit's Travel Trainer, Diana Clause-Sharwark gave a remarkable presentation on IT's travel training program and what she does to determine DAL eligibility using outdoor practical practices.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:21p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: June 6, 2018.

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