

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 2, 2019

CALL TO ORDER

Chair Sullivan called the January 2, 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; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Tye Menser; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Relations Representative Art Delancy.

Members Excused: City of Yelm Councilmember Molly Carmody; City of Olympia Councilmember Clark Gilman.

Staff Present: Ann Freeman-Manzanares; Jessica Gould; Dave Kolar; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Rena Shawver; Carolyn Newsome; Katie Cunningham; Rob Rinehart; Steve Swan; Nicky Upson; Kerri Wilson.

Others Present: Community Advisory Committee Member, Ursula Euler; Legal Counsel, Jeff Myers.

Chair Sullivan introduced and welcomed Thurston County Commissioner Tye Menser as a new Intercity Transit Board Member.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Heath Reynolds, Olympia. Mr. Reynolds thanked Intercity Transit for installing an on-street schedule at the bus stop he uses on Yelm Highway at Parkside Dr. (westbound).

CELEBRATIONS/RECOGNITION

A. Surplus Van Grant Recognition - Carolyn Newsome, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each provided a brief description on how their agency will use the vans:

- Behavioral Health Resources Clinical Manager, Danielle Murphy
- Community Youth Services Senior Development Associate, Megan Lobdell

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- Kokua Development Director, GP Dempsey
- Family Education & Support Services Executive Director, Shelly Willis
- Nature Nurtures Farm Deputy Director, Julie Peters
- Catholic Community Services Program Manager, Gabriel Ash
- Senior Services for South Sound (not in attendance)

Chair Sullivan recessed the meeting at 5:45 p.m. for refreshments and viewing of a surplus van. The meeting reconvened at 6:02 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: December 5, 2018, Regular Meeting

B. Payroll – December 2018: \$2,363,513.17.

C. Accounts Payable: Warrants dated December 7, 2018, numbers 26409-26454 in the amount of **\$105,817.92**; Warrants dated December 14, 2018, numbers 26457-26513, in the amount of **\$363,231.19**; Warrants dated December 21, 2018, numbers 26514-26582, in the amount of **\$255,361.26**; Warrants dated December 28, 2018, numbers 26583-26621, in the amount of **\$839,602.27**; Automated Clearing House Transfers for December 2018 in the amount of **\$11,557.62** for a monthly total of **\$1,575,570.26**.

NEW BUSINESS

A. Class Pass Pilot Program. Kerri Wilson, Youth Education Specialist, with the Walk N Roll Program, explained schools have a huge barrier when it comes to field trips because of the lack of transportation, and Intercity Transit often gets requests from schools to help with their transportation needs. About 32 schools a year ride IT buses to go on field trips and more schools would do so if they could afford it and it was easier for the teachers to get bus passes.

The Class Pass pilot begins this month (January) for schools and non-profit organizations to ride IT buses for free for field trips. This provides benefits to our teachers, students and community as a whole as well as to IT.

The Class Pass program benefits teachers by allowing this inexpensive travel option to offer learning opportunities to their students and streamlines the pass acquisition process, it allows for an increased number of students to experience additional learning opportunities. From IT's perspective, it introduces individuals to the benefits of riding the bus; make the Walk N Roll and Travel Training Program more

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visible; strengthens our relationships with schools and the community groups; streamlines the ticketing process for Customer Service staff and provides a heads-up to Operations regarding ridership numbers.

The process has been made easy for the teachers to use – they can go onto the IT website and submit a request and they will receive an email class pass similar to an e-ticket they can show the bus driver when they board. They can also request from staff a classroom presentation to prepare students on how to ride the bus.

To qualify, they must be a public or non-profit school or youth organization pre-K to 12th grade; group sizes need to be 10 to 40 students – if there are over 40 students, then separate buses will be needed; and they must start and end their trip at an IT bus stop.

Messmer asked if there is a way to provide materials to the students and make sure there is the teaching opportunity beyond getting on/off the bus. Wilson said materials have not yet been developed, however, there is a video on how to ride the bus and the video will be available to the teachers. Teachers also have access to IT staff if they would like a presentation.

Sullivan said the jurisdictions meet regularly with the school boards, and this is a great way to get the word out.

Menser asked if there are schools that can't access the regularly scheduled routes. Wilson said we serve four school districts with about 62 schools and 40 of those schools have safe access to an IT bus stop. This speaks to the importance of land use planning and the provision of services. For those that do not have safe access, Intercity Transit can provide a presentation and/or provide a field trip, in what is called a Rolling Classroom, to the Pattison Street Facility for an educational opportunity.

Melnick said educating students about bus etiquette is important so not to be disruptive to the other bus riders and to be respectful.

Wilson announced staff moved into the new Walk N Roll Youth Education Center and there is an internal open house scheduled for January 17 from 11 a.m. to 2 p.m. There will be a public open house on April 4, 2019.

- B. Replacement Coach Purchase.** Procurement Coordinator, Katie Cunningham, presented for consideration the purchase of twenty-three replacement 40-foot buses and 35-foot diesel low-floor buses.

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The replacement cycle for heavy-duty buses, as determined by the Federal Transit Administration, is 12 years. Due to lack of funds, Intercity Transit has focused on keeping older vehicles in service longer than optimal. With the passage of IT Proposition 1 and fulfillment of our proposed long-range plan, we anticipate more intense use of these vehicles with the increase of our service delivery beginning in 2019. Currently, the bus manufacturer is scheduling build and delivery dates for 2020 and 2021. To ensure our ability to keep vehicles on the road, and deliver the new service our community is expecting in a timely fashion, we need to refresh our fleet as quickly as possible. Getting on the manufacturer's production schedule as soon as possible is imperative.

This purchase request includes replacing a total of twenty-three (23) 2007 series coaches that will be in their 14th service year upon delivery. We are carefully considering the necessary bus sizes, and anticipate that the purchase will include 40-foot coaches and may also include 35-foot coaches. The total purchase price of each bus, including sales tax, is estimated at \$583,202 for a 35-foot coach and \$588,375 for a 40-foot coach.

Intercity Transit intends to utilize Washington State Department of Enterprise Services (DES) Contract 09214 for heavy-duty mass transit vehicles. DES competitively awarded its heavy-duty mass transit vehicle contract awarding to the lowest, responsive and responsible bidders by vehicle category, and Gillig, LLC was selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Gillig, LLC's ability to perform. Based on our past experience with Gillig buses, staff is confident these vehicles are mechanically sound and will serve our staff and customers well for many years to come.

Messmer said she would prefer these buses were not referred to as "clean" diesel buses. Staff responded that clean diesel, and ultra-low sulfur diesel, is the industry term used for this fuel type.

It was M/S/A by Citizen Representative Melnick and Councilmember Cox to authorize the General Manager, pursuant to Washington State Contract 09214, to issue a purchase order to Gillig, LLC in an amount not-to-exceed \$13,532,625, including sales tax, to purchase twenty-three (23) replacement 40-foot and 35-foot diesel low-floor buses.

C. Contract Amendment for Proposition 1/Long-Range Plan Implementation Assistance. Eric Phillips, Development Director, presented an amendment to the

contract with Nelson Nygaard to include implementation assistance for IT Proposition 1 and the Long Range Plan.

With the passage of IT Proposition 1, and adoption of the Long Range Plan by the ITA in November 2018, Intercity Transit is set to grow significantly. Staff is seeking assistance to implement the enhancements identified in Proposition 1 and our Short and Long Range Plan. This assistance would include formalizing protocols and processes around planned service change dates during the eight year implementation of planned service improvements including: performance tracking, long range financial planning, analysis of resources, existing and emerging technologies, confirming internal and public facing roles and responsibilities, and developing a set of service change packages that would serve as the roadmap for the full multi-year implementation plan benchmarking service change elements, capital needs, financial considerations and the required steps in order to achieve them. Initiating this contract amendment as quickly as possible will assist staff in the timely planning and delivery of service and prepare us to operate efficiently and effectively within a much larger service environment while messaging these milestones to the public and promoting new service.

It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to authorize the General Manager, to amend the Nelson Nygaard contract in an amount not-to-exceed \$150,000 for the implementation of the Long-Range Plan.

- D. New Bus Paint Scheme.** Freeman-Manzanares said with the opportunity to replace old vehicles, there is the ability to change the look and feel of the branding. She showed the new color scheme being used on the vanpool vehicles, and the design team was asked to come up with several color scheme options for the new coaches. She presented two options.

Messmer, Warner, Melnick and Sullivan prefer Option 2; Cox said she is okay with Option 2, however, she actually prefers Option 1 because it gave a different look to the new buses. She thinks it's important to have a different look to show the community how IT is using the money from Proposition 1.

Messmer expressed her concern about the casino full-wrapped buses and worries about the image it projects. They look like "casino buses" rather than Intercity Transit buses. Freeman-Manzanares suggested the bus advertising contract may be a good topic for Authority consideration. Regardless of the outcome of that conversation, staff can work with the existing advertising firm to keep these newly branded vehicles advertising free to better display the new paint scheme. There were nods of consent to discuss the advertising contract and attempt to keep the new painted buses free from advertising.

The Authority decided to go with Option 2.

- E. Alternative Fare Study Scoping Project.** Freeman-Manzanares said one of the nine enhancements requested by the public and offered as part of Proposition 1 was the promise to study alternative ways of paying fares. The current farebox system is old and failing. The Authority paused in the replacement process pending the outcome of Proposition 1. Now that staff has direction from the community, staff is recommending the Authority pursue options and opportunities regarding fare collection sooner rather than later.

Typically staff installs old fareboxes into new replacement buses but is questioning the wisdom of doing so based on their age, their propensity to break, the time and money associated with maintaining and administering the system as well as the operational costs associated with delayed running time. Eight replacement buses are scheduled for service starting summer 2019. In addition, the existing farebox system is no longer in production so staff cannot order additional fareboxes for the expansion vehicles which are scheduled for delivery in late 2019. Staff intended to study and procure new fare collection technology pending the outcome of the vote.

Based on community feedback from the IT RoadTrip and the Long Range Community Task Force to explore fare replacement as a possibility, staff is pausing procurement of a new system in favor of a deeper exploration regarding fare replacement. The timing and the circumstances around the community desire to explore this topic and the need for a replacement system do not coincide perfectly which likely suggests an opportunity, or actually the need, to pilot an alternative to fill the gap. With that, Freeman-Manzanares introduced Jason Robertson to offer a refresher on community comments concerning fare collection and to gain Authority input regarding project scope.

Robertson reviewed the proponents of an alternative fare study scoping:

How We've Described the Potential

- **Faster Service**
 - + Increased punctuality and faster running time
 - + Equity
 - + Reduced barriers to access equals:
 - More riders (both those that cannot afford to pay as well as those that can afford to pay but find payment systems and trying an alternative to their SOV outside their comfort zone)
 - Reduced congestion
 - Reduced emissions
 - Stronger workforce = stronger economy and stronger community
 - Operational cost savings

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Alignment with Other Community Goals

- Move people more efficiently
- Reduce parking/road congestion and costs associated with parking and congestion.
- Serve transit-dependent; but also attract more/diverse/choice ridership
- Recruitment advantage for businesses and schools

Why Now?

- Task Force Recommendation (**With potential concerns noted*)
- High Community Interest
- Fare Box Replacement Due
- New Buses Coming!

Primary Alternatives

- Community Partnership Model - Replace fares with combination of institutional investment and operational savings
- New Technology - Replace old fareboxes with newer technology

Component Research

- Operating/equipment replacement estimates
- Fare revenue/expense analysis
- Peer system evaluation, related benefits/impacts
- Partner interest/support
- Increased ridership benefits/capacity assessment

Component ITA Briefings

- Ensure high comfort level throughout process
- Seek advice regarding specific stakeholder targets
- Troubleshoot challenges; identify opportunities
- Informed final decision

Component Task Force

- Shared discovery and recommendation process
- All angles considered
- Foster connections with partners
- Provide vetted recommendation to ITA

Component Outreach - this is a policy decision.

- Partners - targeted engagement to measure support, potential concerns
- Public outreach (inform the community and get feedback)
- Conduct online survey and open house(s) to allow deeper discussion
- Look at peer systems

Robertson asked the Authority:

1. Do they want to pursue alternative fare analysis? - **Yes**
2. Start now or later? - **Begin now**
3. Do they have suggested process improvements?
4. Are there key audiences to reach? - **Discounted bus pass recipients**
5. Is there other direction or essential considerations? -
 - Be sure to ask questions such as: Would it be a good fit for us? Are we buying an aging system or is it dying out? How can we tap a resource that has a handle on these questions?
 - What is the interoperable compatibility with other systems?
 - Bring in fellow transit agencies of a similar size to see what they did and how it works for them.
 - Consider the administrative fees because if the system costs more to operate than what is received in fares, how is that being a good steward of funds.

Freeman-Manzanares stated that based on Authority desire to move forward, staff would present a contract to move forward with this project at their next meeting.

F. Annual Planning Session. Freeman-Manzanares said the Authority traditionally conducts a day-long planning session annually (in the summer) to review issues and talk about strategic goals. She asked the Authority what their preference is for 2019. The Authority suggested:

1. Plan more than one session this year to discuss growth associated with the ballot measure. Plan for two sessions now- one in April and one in July; and perhaps with a third in the fall to be determined later.
2. Would like Jason Robertson to facilitate.
3. Possible Topics: Transit advertising; alternative fare collection system; service planning and longer range service implementation; master facility planning for Pattison street; technology; climate planning; economic forecast in July; continued scenario planning.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Sullivan said TRPC met December 7. The members conducted subcommittee appointments; approved the Deschutes Valley Trail Funding Transfer Request in the amount of \$308,601; approved an amendment to the 2018 TRPC budget; Veena Tabbut outlined an update to TRPC's Pay and Classification Plan - members will take action in January; adopted the 2019 Work Program; reviewed the Human Services Transportation Plan and adopted the Prioritized Project List; discussed the state legislative session commencing on January 14 and reviewed selected prefiled bills including HB 1008; and participated

in a game led by Katrina Van Every, Senior Planner called "Who Wants to be a Profile Millionaire."

Transportation Policy Board. Melnick said the TPB met December 12. Members received a presentation by Sophie Simpson on the Olympia Transportation Master Plan development process and the results of recent public outreach; Business Representative Doug DeForest's term expired earlier this year, and the members appointed a subcommittee to develop criteria and establish the selection process; the TPB received a presentation on the 2018 Profile highlighting some of the data trends in Thurston County.

GENERAL MANAGER'S REPORT

Intercity Transit's Jingle Bus was in the "Downtown for the Holidays Parade." It was the third year participating in the Lacey Lighted Parade. To gain more benefit from staff efforts in creating the lighted bus; IT was on hand to enhance community festivities at the Lighted Boat Parade, and will be at the Children Hands On Museum for Free First Friday, and at the Tumwater Tree Lighting on Saturday. To further add to the festivities, Nancy Trail donned her Grinch costume to greet and take pictures with hundreds (if not thousands) of people.

The State Legislative session begins January 14 and staff is looking for support for our Regional Mobility projects, funding for the Pattison Street Rehabilitation and Expansion Project and continued funding for the Dash service.

There are two new regional mobility grants that were selected by the Department of Transportation and they are in the Governor's budget. One of them is for \$222,000 for each two biennium's for the vanpool promotion project that was started last year; and the second is for almost \$5M to start the BRT light pilot project earlier than proposed in Proposition 1.

There are continuing Regional Mobility Grants from the current cycle for the vanpool supercenter and the I-5 express project.

The new class of 18 operators begins January 14, 2019. And another class begins in February.

A window was broken at the Olympia Transit Center on December 22nd. This is the first window to ever be broken at the OTC. Intercity Transit gives many thanks to the Olympia Police for responding and the Olympia Fire Departments for boarding up our window very quickly pending repair.

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The Olympia Transit Center project is coming along on schedule and still looking at late 2019 for completion.

Looking at options and funding scenarios for the master planning of the Pattison facility for maintenance, operations and admin facility. The good economy has caused construction costs to exceed value. Adjusting to this economic reality is imperative and unfortunately causing delay in the ability to move forward.

Freeman-Manzanares shared the schedule of APTA 2019 conferences which may be of interest to the Board. Sullivan, Gilman and Carmody expressed interest in attending the APTA Legislative conference held in March in Washington D. C.

AUTHORITY ISSUES

Melnick referred to recruitment ads for bus drivers he's seen on Community Transit buses. He asked if IT would be doing something similar. Freeman-Manzanares said currently IT is not having problems recruiting new drivers, but it may be a project in the future.

Messmer said the Washington State Bike Summit takes place in Olympia on February 11 and 12. She'll be presenting a history on the bike lane and facility development.

Melnick thanked staff for coming to Panorama to pitch the various IT programs. He asked if staff would provide statistics about how many people sign up for the different programs (i.e. Bus Buddies, Reduced Fare, etc.).

ADJOURNMENT


With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:30 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: February 6, 2019

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