

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 6, 2019

CALL TO ORDER

Chair Sullivan called the February 6, 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; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative David Claus-Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Lisa Allison; Emily Bergkamp; Jessica Gould; Steve Krueger; Pat Messmer; Brian Nagel; Jeff Peterson; Eric Phillips; Rena Shawver; Steve Swan; Cheryl Arnett; Rob Rinehart.

Others Present: Community Advisory Committee Member, Marilyn Scott.

APPROVAL OF AGENDA

Chair Sullivan announced that Item 2A under Introductions (Hannah Toulme) has been removed from the agenda.

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

INTRODUCTIONS

- A. Paul Bedford and Al Heinemeyer, Operations Supervisors** (*Cameron Crass*)
- B. Operators - Class 19-01** (*Cameron Crass*)
John Garner; Michael Brock; Chinyere Thompson; Chad Edwards;
Patricia Camus; Corey Morrison; Leata Roberts; Ricardo Lopez; Heather Dean;
Mark Cook; Susan Janeway; Andrew Ross; Albert Kuhnie; Hai Hguyen;
Dennis Byrd; Richard Cameron; John LaMontagne

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:** January 2, 2019, Meeting; January 16, 2019, Meeting.
- B. Payroll – January 2019:** \$2,425,238.33.
- C. Accounts Payable:** Warrants dated December 31, 2018, numbers 26622-26691 in the amount of \$535,707.41; Warrants dated January 11, 2019, numbers 26692-26695, in the amount of \$1,222,482.45; Warrants dated January 18, 2019, numbers 26696-26744, in the amount of \$146,983.92; Warrants dated January 25, 2019, numbers 26769-26817, in the amount of \$269,479.94 Automated Clearing House Transfers for January 2019 in the amount of \$5,829.25 for a monthly total of \$2,180,482.97.

NEW BUSINESS

- A. Pattison Facility Camera and Wireless Communication Project.** Procurement Coordinator, Jeff Peterson, presented for consideration a contract for the purchase and installation of video cameras and wireless communications equipment to provide coverage of the recently completed parking and fueling facilities on the north parcel of the Pattison Maintenance, Operations and Administrative (MOA) facility.

Video camera systems at Intercity Transit facilities and in our vehicles have proved to be invaluable to the agency and our community as a whole. They provide security for passengers and operators, reduce graffiti, improve Transit's ability to respond to false claims, help address passenger complaints, assist local law enforcement in solving crimes, and more.

The recently completed underground storage tank project on the north parcel included pathways for security and wireless access points for future installation. Hargis Engineers designed a solution that would allow security cameras to provide wireless coverage on the north parcel that satisfies our security standards. The Department of Enterprise Services manages Washington State's contract that includes the Aronson Security Group who have been servicing most of our video systems. Accordingly, Intercity Transit solicited a proposal from Aronson Security Group to provide the video equipment and installation for the north parcel.

Staff recommends proceeding with an agreement with Aronson Security Group to purchase and install security cameras and wireless communication equipment as specified.

It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to enter into an agreement with Aronson Security Group for a total not-to-exceed amount of \$135,784.76, excluding tax.

- B. 2019 Procurement Project Review.** Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2019 Procurement Projects. The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

When the Authority approves the annual budget, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Krueger referred to and reviewed the 2019 Procurement Projects List containing 43 projects; and responded to the following questions:

Gilman referred to Item #15 and asked if having the back-up servers located in Olympia (WSDOT) poses a problem. Freeman-Manzanares said due to the lack of space at the Pattison facility, the back-up servers are housed by WSDOT, but a lot of technology can now be stored via the "cloud." Rob Rinehart from Information Systems said Intercity Transit does not yet have the capability to run servers in the cloud from here. And it is unlikely that both WSDOT and Intercity Transit's servers would go out at the same time; however, if that were to occur, we could restore from our cloud backup provider, Handy Networks, based out of Colorado.

Melnick referred to Item #3 regarding exterior painting. He asked what caused the last paint job to fail. Phillips said a firm was hired to complete a technical analysis to get to the root of fixing not only the current problem but making sure it doesn't happen again, and to figure out what the proper removal, prep and application should be.

Messmer referred to Item #18 regarding vehicle advertising. She said discussions about the type of advertising going on the buses should take place sooner than later. Freeman-Manzanares said staff can have a conversation about extending the

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contracts to the end of summer, and the Authority can discuss further at a work session. The Authority can decide to continue sales so not to lose income or taper off the advertising that's under contract. Messmer suggested a short discussion during the April planning session to determine what type of questions to ask.

Sullivan referred to Item #19 and asked what the current prevailing wage is for landscaping. Krueger said he's been researching that but doesn't have a response at this time. Sullivan recommended staff should be aware of the current wages because she heard the prevailing wage increased to \$60 per hour. Labor and Industries are working on this issue, and she remains cautious on what wage L & I decided on.

C. March Service Change and Long Range Plan Update. Planning Manager, Rob LaFontaine, introduced the Planning Team: **Steve Swan, Senior Planner**, is responsible for constructing the "blocks" and building those individual trips that buses will perform on a day-to-day basis. That work manifests into the published Transit Guide; **Cheryl Arnett, Planning Systems Coordinator**, does a variety of tasks but is mainly responsible for the 1,000 bus stops active in the system; and at any given moment could have something going on such a detour or enhancement, and she also helps with the annunciator and destination times on the buses; **Brian Nagel, Planning Scheduler**, is responsible for the run cuts; he designs all of the pieces of work the Operators bid on four times a year.

LaFontaine provided an update on the service enhancements taking place on March 24, 2019.

Progress Report:

- Road Trip Community Survey is complete
- Proposition 1 is complete
- Adoption of the Long Range Plan (LRP) is complete
- Which brings us to the Implementation of the Plan

LRP catalogs the major concepts that will be implemented over the next several years: Improve Span and Frequency; Provide service to new areas; Enhance commuter service; Bus Rapid Transit; Enhance Capital facilities program; Provide innovative service zones; and Keep buses on time.

Implementation Timeline:

Service changes are typically scheduled twice each year: *March 24, 2019 and September 22, 2019.*

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Year	Recommended Start
2019	<ul style="list-style-type: none">▪ Improve Span of Service▪ Keep Buses On Time (Schedule Maintenance)
2020	<ul style="list-style-type: none">▪ Improve Frequency of Service▪ Expand Service to NE Lacey▪ Enhance Capital Facilities Program
2021	<ul style="list-style-type: none">▪ Innovative Service Zones (first zone)▪ Night Owl Service
2022	<ul style="list-style-type: none">▪ Limited Express Service to Yelm▪ Enhance Commuter Service
2023	<ul style="list-style-type: none">▪ Innovative Service Zones (second zone)
2026	<ul style="list-style-type: none">▪ Innovative Service Zones (third zone)▪ Bus Rapid Transit

Summary of Changes for March 24:

Sunday, Sunday, Sunday!

- 63% increase to Sunday service
- Includes Routes: 45, 48 & 67 (Route 49)
- Anticipated Dial-a-Lift impact

Weekday enhancements

- Added **early morning trips** to improve connections at the Olympia Transit Center (Routes 21, 42, 45, 47, 48, 60, 62A/B, 64, 66)
- Added **late night trips** to the Routes 13 and 62

Saturday enhancements

- Added morning and late night trips to Routes 62A/B

Adjustments to time points (Routes 62, 66, 68 and 612)

Minor alignment adjustment to Route 45 (Capital Mall)

Total increase of 7% (15,214 hours) in fixed route revenue service hours

Concepts for Sept 2019 and 2020:

September 2019

- Modest increases to Span & Frequency
- Pilot *High-Performance Route* ("BRT Light") - State grant pending

March/September 2020

- Incremental increases to Span & Frequency
- New Route to NE Lacey [tentative] new Route to Yelm

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- 2019 - 2021 Regional Mobility Grant (State Legislature)
- Delivery of buses
- Hiring/Training of Operators and support staff
- Necessary capital facilities

Messmer said to be cautious about presenting the BRT to the public because it's a new definition of what people might expect. She is curious about how Intercity Transit can go any faster, and what kind of expectation will IT build. If IT calls it "faster" will it actually be faster? She thinks IT needs to educate the community on what to expect versus what IT can actually do.

Cox said two new employers are moving into northwest Lacey - Uline Distribution Center and a Grocery Outlet Bargain Market, and they have an interest in transit services.

Messmer said this is the perfect time for conversations with the planning and development staff in Lacey regarding connectivity before construction begins and employers/employees start asking for transit services.

D. Annual Authority Reorganizing Activities. Clerk of the Board, Pat Messmer, led the Authority through the process to nominate/elect a new Chair and Vice Chair. She opened the floor to nominations for Chair.

Councilmember Gilman nominated City of Tumwater Councilmember Debbie Sullivan.

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

By show of hands, there was a unanimous vote of seven in favor to elect Councilmember Sullivan as Chair.

The Clerk opened the floor to nominations for Vice Chair. **Citizen Representative Melnick nominated Citizen Representative Ryan Warner.**

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

By show of hands, there was a unanimous vote of seven in favor of electing Citizen Representative Warner as Vice Chair.

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

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- Citizen Representative Karen Messmer will be the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Gilman will serve as alternate.
- Citizen Representative Melnick will be the primary representative for Intercity Transit on the *Transportation Policy Board* and Citizen Representative Warner will serve as alternate.
- City of Yelm Councilmember Molly Carmody will serve as representative on Intercity Transit's *Pension Committee*.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Karen Messmer said the TRPC met February 1, 2019. Annual elections were held and the Council elected Nathaniel Jones as Chair; JW Foster as Vice Chair; and Cynthia Pratt as Secretary. The Public Participation Plan is up for review and that is available on the TRPC website. There is a 45-day public comment period for that plan. There was a presentation on the Sustainable Thurston Plan which included a review of the high-level target and there are measureables that might be proxies for they are doing with the goals in sustainable Thurston.

GENERAL MANAGER'S REPORT

- Staff came to work on Sunday and at 4 a.m. February 3 and 4, to assess the inclement weather situation and ensure a smooth operation. Staff is preparing for more snow this upcoming week with a lot of prep work. Snow days might provide an opportunity to impress new riders who choose to ride the bus versus drive.
- The Gillig Bus Representative will be on site to visit with staff, particularly the Coach Technicians, to talk about the eight vehicles going into production in March.
- It's post-election and staff is in full planning mode to implement Proposition 1. Freeman-Manzanares thanked the Authority for allowing staff to move forward with contracts and associated work and processes that allow IT to deliver on those promises for better service.
- Staff is working on the master plan for the Pattison Street facility and monitoring the construction at the Olympia Transit Center. HR is working hard on the interview and selection process bringing new employees into the agency.

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- Staff continues to promote and educate the public about vanpools. There is an advertisement and an article in the Thurston County Chamber “Voice” magazine and there is a commercial on the air.
- The Legislature is in session and Freeman-Manzanares is meeting with Representatives and Legislative Committee staff, advocating for DASH funding, funding for the Pattison Street Rehabilitation and Expansion Project and for four Regional Mobility Grant applications that are on the WSDOT list as well as the Governor’s budget.
- Another Operator class is scheduled to begin on February 18, 2019. The current class will graduate on Friday, March 8 with a celebration luncheon. All are welcome to join in that celebration. Information regarding time and location will be shared at a later date.

AUTHORITY ISSUES

- Melnick asked if it’s possible to place a sign along our property on Martin Way to thank the public for their support and say we’re getting ready to provide better service.
- Melnick asked about the results of the pilot project Pierce Transit conducted on using the Lyft/Uber service. Freeman-Manzanares will look into those results.
- Gilman said the Olympia City Council and staff continues to pay attention to the concerns around the Olympia Transit Center and he understands how challenging the situation has been. The Council created more capacity, increased police presence, cleared the B Avenue location of people and cleared people along the railroad tunnel. Very soon a notice to vacate will be put up at the smart lot. He asked that any additional resources IT secures to manage the situation might also participate in the public process of creating a longer range homelessness response plan for the city.
- Messmer toured the new youth bike shop and was very impressed. She said it will be much more effective. It provides inspiration and encourages more volunteers to the bike program.
- Messmer would like feedback on how the new automatic bus snow chain system performs should there be increased snow days.
- Cox attended the first meeting of the TRPC Steering Committee on carbon reduction and she is pleased that Freeman-Manzanares is in the stakeholder group. This will

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be over a year-long process to lead to regional agreements with the cities and county on how to make a dent in reducing the carbon impact.

- Cox announced that May 31 through August 31, 19, the Lacey Museum will host an exhibit entitled, "Sasquatch Revealed." This is a temporary exhibit courtesy of Canadian Bigfoot expert Christopher Murphy. This is the largest collection of sasquatch-related artifacts and artwork ever assembled.
- Menser said the County selected the Plum and Union downtown location to move the courthouse and it's going before the voters. He said transportation considerations were high on the list of reasons for selecting that location.
- Menser said the County is jumping into the housing question. An emergency resolution was passed in June 2018 and a homeless coordinator was hired in November and they are starting with an all-day planning session with Olympia, Lacey and Tumwater to begin the process of dealing with the housing issue, pick focus areas and work regionally on consistent, cohesive tracks.
- Freeman-Manzanares added that when there is a code blue situation, IT invites people onto the buses to get to shelters and they do not need to pay a fare. IT simply focuses on getting them where they need to be to get out of the cold.
- Sullivan said the City of Tumwater will be 150 years old and will celebrate with various events. The events are listed on the city's website. Those events include interactive maps, videos, etc.
- CAC member, Marilyn Scott said with the upcoming service enhancements on Sunday, Intercity Transit may see an increase in the number of seniors riding the buses.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:36 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: March 6, 2019.

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