

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 6, 2019

CALL TO ORDER

Chair Sullivan called the March 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; Thurston County Commissioner Tye Menser; City of Yelm Councilmember Molly Carmody; City of Olympia Councilmember Renata Rollins (Alternate); Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative David Claus-Sharwark.

Members Excused: City of Olympia Councilmember Clark Gilman.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Tammy Ferris; Jessica Gould; Steve Krueger; Pat Messmer; Brian Nagel; Eric Phillips; Rena Shawver; Rob Rinehart; Nicky Upson.

Others Present: Community Advisory Committee Member, Peter Diedrick.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Operators - Class 19-02 (*Cameron Crass*)

Erik Gregory; James Combs; Sheldon Osborn; Kurtis Broadnax; Tyler Hamilton; Billy Dong; Matthew Terrell; Mark Masson; Chandal Contreras; Cristobal Carranza; Alexis Farmer; Robert Rhoades; Morgan Hagquist; Dwight Monohon; Shawn McClure; Isabel LeMay; Traci Burns

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: February 6, 2019, Meeting; February 20, 2019, Meeting.

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B. Payroll – February 2019: \$2,566,364.68.

C. Accounts Payable: Warrants dated February 1, 2019, numbers 26818-26858 in the amount of \$970,204.13; Warrants dated February 8, 2019, numbers 26861-26910, in the amount of \$508,819.93; Warrants dated February 14, 2019, numbers 26912-26920, in the amount of \$42,717.80; Warrants dated February 15, 2019, numbers 26921-26970, in the amount of \$263,551.83; Warrants dated February 22, 2019, numbers 26972-27024, in the amount of \$256,706.61; Automated Clearing House Transfers for February 2019 in the amount of \$14,394.40 for a monthly total of \$2,056,394.70.

NEW BUSINESS

A. Vanpool Program Update. Vanpool Manager, Carolyn Newsome, provided a 2018 update on the vanpool program. Intercity Transit's vanpool program began in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT). There are currently 184 active vanpool groups, up from 175 in 2017, with a goal of ending 2020 with 200 active vanpool groups.

The vanpool program serves 1,200 commuters and includes 651 volunteer drivers, approved and trained by Intercity Transit staff. The program removes more than 1,000 cars off the congested roadways each commute day. The average vanpooler saves \$5,000 over driving alone, and IT's new marketing efforts are highlighting money saved, stress reduced and vanpooling to save for something you love.

In 2018 there were 520,844 passenger trips, a 5.3% decrease from 2017. Commuters traveled 2,994,508 miles in the program in 2018, a decrease of 3.1% from 2017. Vanpool programs nationwide have seen a decrease in ridership, and theories about the decrease include; lower price of gas, people buying more cars and driving them more often, both to work and to weekend activities, new employees entering the workforce do not drive as much as previous generations and focus more on shorter trips to work.

In 2018 IT received a \$250,000 WSDOT Innovation Grant to explore assisting non-Commuter Trip Reduction (CTR) affected employers starting vanpool programs. Two new Vanpool Coordinators were hired replacing retired staff with an emphasis on outreach on building a relationship with Thurston County Chamber staff to support Thurston County's smaller employers. Staff hopes to start 25 new groups during the grant period and have started our first non-CTR van.

In 2018, IT purchased 25 vehicles, and we received 59% grant funds through WSDOT's Vanpool Investment Program and 41% through federal "earned share" formula funds.

Retired vanpool vans support the Community Van and Surplus Van Grant programs, removing cars off the road and supporting non-profits in our community, providing transportation for their programs.

Messmer asked what surrounding systems have vanpool programs in our area. Newsome said Grays Harbor, Mason Transit, Kitsap, Pierce, King County, Snohomish and Jefferson have vanpool programs.

Warner said he noticed the Chamber has a "Where's Our Van" promotion. Their chamber van drives around and if you take a photo of their vanpool van and send it in, you get entered into a drawing for a \$20 Amazon card.

Freeman-Manzanares said there is a possibility to assist businesses in Lewis County as their transit system currently does not support a vanpool program. We might have an opportunity to assist their employees and employers.

B. Olympia Transit Center Construction Update. Development Director, Eric Phillips, provided an update on the progress of the Olympia Transit Center construction.

- The contract was awarded to Graham in October 2018 - (\$8.7 million)
- The construction NTP was issued November 7, 2018
- Site mobilization and work onsite started on November 21, 2018
- Currently about 2-3 weeks behind schedule due to soil/foundation/geotechnical issues and inclement weather

- 90 days into construction the slab-on-grade and foundation are complete
- Building will go vertical by about March 20.
 - Steel support structures will go up quickly followed by second floor and internal framing
 - Critical path items now follow schedule and order of subs and work flow.
- Just over \$2 million expended since NTP
- Received \$1.6 M reimbursement from FTA
- Remaining FTA funds to draw on \$2.6M
- Have some C/O costs related to soil stabilization, elevator pit sump, some small changes. Total less than \$50k
- Still expected to be complete on schedule by November 2019.
- Planning for revision of Route/Bay assignments
- Still waiting on agreement from Greyhound

Rollins left the meeting.

- C. **Pattison Maintenance, Operations & Administrative Facility Update:** Phillips reviewed the progress regarding the Pattison Facility projects Master Plan, final design work and construction work to date.

Project Elements

Phillips noted there are two projects occurring concurrently – the Master Planning Process which has been ongoing since last spring and the active design working on the north side.

Master Planning Process:

- Last effort stopped around 2011 with Tetra Tech.
- UST replacement funding was secured and a Developer Agreement with Olympia was obtained in 2015.
- Stantec team was selected via competitive process in 2018.
- Began this “refresh” process in Spring 2018
- Master Planning looks at full facility needs for lifecycle or 40 plus year - needs assessment.
- Considers challenges and opportunities for change and growth – space is limited
- Program space is a major component
- Major workshop in Fall 2018
- Due to be completed in April 2019

Project Phases:

North Site

Phase 1 - Completed

Prior Work - Property Acquisition, Master planning, Value Engineering (\$1.6 M)
UST Construction & site infrastructure- Complete as of October 2018. (\$7M)

North Site

Phase 2 - Underway

Prior Work – Development Agreement with Olympia

- Final Design Completed for ROW improvements
- Funding Secured for construction (State RMG)
- Ready to Award for construction
- Phase complete by August 2019

North Site

Phase 3 - Underway

Prior Work – Development Agreement with Olympia

- Fuel Wash Facility –Ready for final Design.
- New Administrative Building (L Shaped-3 story option) ready for final design.
- Funding Secured (about \$29M of estimated \$44M)

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Current Site

Phase 4 - Pending

Prior Work - Updated Master Planning

- Cost estimate for mid-range rehabilitation \$9.3M.
- No funding secured - Phase 4 requires completion of new fuel and wash facility first.

Current Site

Phase 5 - Pending

Prior Work - Updated Master Planning in process. (Est. \$5M) Project includes:

- Razing of existing Administrative building.
- No funding secured - Phase 5 requires completion of new administrative facility and completion of design of Phase 4 (Maint. Rehab).

Final Design and Engineering

Because some construction funds were secured our Final Design work is happening parallel to Master Planning effort.

- Stantec team was also selected via same competitive process in 2018.
- That process began last fall with the issuance of Design services to Stantec/ SCJ for ROW improvements.
- SD (partial) for North Site approved 1/2019

What comes next?

- Proceed with Schematic Design (SD) on the North Site (Phase 3 - Fuel/Wash and 3 Story-L Shaped Admin Building)
- Supplemental Schematic Design (SD) (will add the SD fees for the larger 3 story admin. building)
- Proceed with Permitting with City of Olympia
- Solicit for General Contractor Construction Manager (GCCM) to engage them at the preconstruction phase. 5/2019
- SD will drive the final project estimates (Final Design and MACC).
- Negotiate MACC with GCCM
- Expect late summer or fall 2019 for Final Cost and request to ITA.
- Final construction bid documents 4/2020
- If we can obtain permits and approvals for North Site improvements by summer 2020 (between May and August).

Pattison: Secured Project Fund Summary

Local:

Committed in 2018 budget	\$4,100,000
Add'l local to meet Federal Match	(\$4,341,908)

State:

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Regional Mobility (2017-2019) \$2,000,000
 RMG Approved subject to 2019-2021 budget \$3,900,000

Regional:

TRPC (Federal - STP) \$922,846

Federal:

Earned Share 5307&5339 Formula \$6,289,630
 FFY 2017 5339 Competitive \$1,375,000
 FFY 2018 5339 Competitive \$9,703,000

Total Funds for Project: \$32,632,384

Master Planning Estimates 1/19

Master Plan - Design Concepts Review				
Core Element Description	Initial Master Plan 29,963 SF	1 story Vanpool building 7000 SF Plus Rehab Admin (18,500 SF - Doesn't meet our space needs.)	2 story Vanpool and Ops building 32,910 SF	3 story Vanpool, Ops, & Admin building 34,620 SF
ROW and Signal Improvements	\$1,573,035	\$ 1,573,035	\$ 1,573,035	\$ 1,573,035
New Wash and Facilities along Martin Way	\$11,845,650	\$ 11,845,650	\$ 11,845,650	\$ 11,845,650
Vanpool Super Center (VSC)	5,689,594	\$ 5,689,594	\$ 16,064,089	\$ 25,702,384
New Operations (Ops)		N/A		
New Administration (Admin)		N/A	N/A	
Maintenance Improvements	9,246,967	\$ 9,246,967	\$ 9,246,967	\$ 9,246,967
Remodel Existing Administration & Operations		\$ 7,825,754	\$ 7,825,754	N/A
Expand and Remodel Existing Admin and Add New Operations	\$26,000,000			
TOTAL	54,355,246	\$ 36,181,000	\$ 46,555,496	\$ 48,368,035

Messmer said she agrees with Melnick's suggestion he made at a prior meeting about placing a sign up on Martin Way explaining the project under construction. Especially with the installation of a new traffic light. She said the public may automatically assume the City of Olympia is providing the entire funding of the construction, and she'd like to see Intercity Transit get some credit. And she would like to see a message saying thank you for supporting IT, and this is an Intercity Transit project. More to come, we're improving our ability to serve you, etc. Phillips said staff will work on this.

D. Pattison Facility Frontage Construction & Administrative Services Contract Awards: Steve Krueger, Procurement/Capital Projects Manager presented for

consideration the approval of two contracts related to the construction of public improvements in the right-of-way as required under the Development Agreement between Intercity Transit and the City of Olympia.

In December of 2015, Intercity Transit entered into a Development Agreement with the City of Olympia regarding the Pattison Base Rehabilitation and Expansion Project. The Development Agreement requires construction of a traffic signal at the Pattison and Martin Way intersection and other frontage improvements along Martin Way. In August of 2018, Intercity Transit began collaborating with the City of Olympia in designing these frontage improvements. In early February of 2019, the frontage improvements construction bid package was published. A total of four bids were received and Waunch Construction & Trucking has been identified as the lowest responsive and responsible bidder. The total not-to-exceed contract amount, which includes taxes and 10% in contingencies as required by DES contracting policies, is \$1,324,143.48. The engineer's estimate for the construction of the frontage improvements was \$1,751,869. All indicators suggest that Waunch Construction & Trucking has a full understanding of the work required, the resources, track record, and expertise necessary to successfully perform the work.

Stantec, the lead design firm, is the appropriate party to provide the construction administration and oversight of the frontage improvements phase of work. The total contract amount of \$124,612 has been determined to be fair and reasonable. Staff recommends authorizing the General Manager to have DES enter into agreements with Waunch Construction and Trucking for the Pattison frontage improvements and Stantec for Construction Administration services.

It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to have the Department of Enterprise Services (DES) enter into an agreement with Waunch Construction & Trucking to perform construction services for the Pattison Facility Frontage Improvements for a total not-to-exceed amount of \$1,324,143.48;

And to enter into an agreement with Stantec to perform Construction Administrative services for the Pattison Facility Frontage and Signal Improvements work for a total not-to-exceed amount of \$124,612.00.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said the TRPC met March 1. The members discussed results of the Sustainable Thurston Plan. They reviewed a list of about 120 actions included in the plan that were assigned tasks to be completed by various entities that would lead to achieving sustainability over time. Messmer said it's a complicated process and several tasks had multiple parts, some

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were described in a non-detailed way and interpretation was difficult. Some of the tasks were deemed complete, and targets were set but not being met. She said at a future meeting, members will discuss what tasks were assigned to TRPC. Members also performed the Executive Director's (Marc Daily) yearly evaluation.

- B. Transportation Policy Board.** Melnick said the TPB met February 22. Members performed their 2019 Election of Officers and said Mayor Ryder and Graeme Sackrison will continue in their roles.

Bill Elliott from WSDOT briefed the Board on what is happening with State Route (SR) 510 Yelm Loop. This regional project aims to help reduce congestion through Yelm's business core, improve safety, and provide a new route for bicyclists and pedestrians.

Paul Brewster reviewed the City of Tumwater's request to reprogram \$657,000 federal Surface Transportation Program (STP) grant funds from the Old Hwy 99/79th Avenue Roundabout Project to two separate projects: \$389,250 to the Old Hwy 99 Corridor Study; and \$267,750 to the Citywide NHS Resurfacing Project.

Karen Parkhurst discussed the Board's 2019 retreat, which will likely to occur in the fall. Melnick said he suggested Jason Robertson as a facilitator.

Parkhurst provided an update on the 2019 state Legislative activities.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares reported that a number of bus shelter glass windows (along with people's vehicles) were shot at on Friday, March 1 in the Lacey area. Although this happens to the shelters from time-to-time, it made the evening news.
- Staff is moving forward with the CAD/AVL consultant selection. This is the Computer Automated Dispatch/Automatic Vehicle Location System which is essential to the operations of IT. The radio system, which is the platform for this system, is old and could potentially fail.
- The State Auditors will be on site beginning April 1 to start our first National Transit Database (NTD) audit. The NTD is required every 10 years for a system of our size. Once we exceed a population of 200,000 (we're currently at 185,000) an audit is required yearly.
- The Walk N Roll Youth Education Center is Thursday, April 4, 2019, from 3 p.m. to 7 p.m. Ribbon cutting is at 3:15 p.m. All are welcome to attend.

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- The Operator class 19-01 graduates Friday, March 8, 2019, and we will celebrate with a BBQ lunch beginning at 11:30 a.m. in the Maintenance Rebuild Room. All are welcome to attend.
- Several new hires begin in a few weeks: an HR Analyst; 2 Vanpool Coordinators; an IS Manager; and Diesel Mechanics.

AUTHORITY ISSUES

Sullivan thanked Emily Bergkamp for representing Intercity Transit at the Thurston Regional Integrated Emergency Management Course held February 25 – 28. Sullivan and Menser also attended.

Melnick attended an APTA webinar entitled, “Mobility as a Service (MaaS).” Technology is enabling riders to craft how they travel, with options no one would have even considered in the past. This provides challenges and opportunities for the public transportation industry. APTA assembled a team of experts to look at where Mobility as a Service is headed, how it may look in the future, and some of the ways in which public transportation agencies large and small will have to respond. Melnick said Transportation Planner from King County Metro, Daniel Row, talked about what they are doing. Melnick wonders what things we can learn from other transit agencies.

Messmer said she rode Grays Harbor Transit’s Dial-a-Lift while accompanying her father to a medical appointment. She said they offer a first ride they call a courtesy ride before you are actually qualified for the service. She thought that was impressive.

Carmody said the Yelm Planning Commission is finalizing the review of the downtown corridor revamping/redesign of Yelm. It’s organized by SCJ Alliance and they are talking about putting in active ally ways and more walkable sidewalks to hopefully increase density in downtown Yelm.

Carmody said the Yelm City Council is working on tying their comprehensive plan into their budget since the comp plan drives the budget which drives the capital improvements.

Cox said the Lacey City Transportation Committee met and received a briefing on the construction on Marvin Road / I-5 overpass. They will be skimming down lanes because they will be widening the bridge. This will impact traffic significantly.

Menser referred to the Emergency Management Training and also thanked Bergkamp. He said one thing that made the training so successful was having all pieces of the community there to build relationships and structure the recovery.

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Menser will have more details at the next meeting about the Mullen Road improvement construction project.

Claus-Sharwark is enjoying the opportunity to meet and work with the new operators.

Warner said Grays Harbor Transit had a peer review from WSDOT and Intercity Transit's Administrative Services Director, Heather Smith was recruited to help. They were very impressed how she helped them with their HR process.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:26 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: April 3, 2019.

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