

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**May 1, 2019**

**CALL TO ORDER**

Vice Chair Warner called the May 1, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Renata Rollins (Alternate); Citizen Representative Karen Messmer; Citizen Representative Don Melnick and Labor Representative Debbie Solomon (Alternate).

**Members Excused:** Chair and City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; City of Olympia Councilmember Clark Gilman; and Labor Representative David Claus-Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Katie Cunningham; Steve Krueger; Pat Messmer; Rena Shawver; Heather Stafford-Smith; Brian Nagel; Suzanne Coit; Jessica Gould.

**Others Present:** Community Advisory Committee Member, Sue Pierce; and Legal Counsel, Jeff Myers.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

- A. Jason Aguero, IS Manager** (*Heather Stafford-Smith*)
- B. Monty Davis, Diesel Technician** (*Paul Koleber*)
- C. Jason Wolfe, Scheduling Coordinator** (*Emily Bergkamp*)

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

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- A. Approval of Minutes:** April 3, 2019, Regular Meeting; April 17, 2019, Regular Meeting.
- B. Payroll – April 2019:** \$2,669,030.52
- C. Accounts Payable:** Warrant dated April 1, 2019, number 27308, in the amount of \$19,126.52; Warrants dated April 5, 2019, numbers 27309-27341, in the amount of \$605,725.72; Warrants dated April 12, 2019, numbers 27342-27408, in the amount of \$844,633.32; Warrant dated April 11, 2019, number 27409, in the amount of \$20,895.75; Warrants dated April 19, 2019, numbers 27412-27447, in the amount of \$194,153.42; Warrant dated April 24, 2019, number 27448, in the amount of \$16,130.40; Warrants dated April 26, 2019, numbers 27449-27490, in the amount of \$610,578.69; Warrants dated April 25, 2019, numbers 27491-27492, in the amount of \$9,316.45; Automated Clearing House Transfers for April 2019 in the amount of \$9,441.44 for a monthly total of \$2,330,001.71.

**NEW BUSINESS**

- A. Transit Center Security Services Contract.** Procurement Coordinator, Katie Cunningham, presented for consideration a contract award to Pacific Security for Transit Center Security Services.

Intercity Transit’s current Transit Center Security Services contract will reach its maximum term and expire on May 31, 2019. In order to establish a new contract, Intercity Transit released a Request for Proposals (RFP) for Transit Center Security Services on March 15, 2019. The RFP specified daily unarmed Security Guard Services at the Lacey and Olympia Transit Centers, and closed holiday patrols at the Administration & Maintenance Facility. Service levels will also be increased as compared to the previous contract. Two (2) security guards at the OTC and one (1) security guard at the LTC will be required as follows:

	<u>Olympia Transit Center</u>	<u>Lacey Transit Center</u>
Weekdays	6:00AM - 12:00AM	7:30AM - 11:30PM
Weekends	8:00AM - 12:00AM	9:00AM - 7:00PM

A total of six (6) proposals were received by the submittal deadline of April 5, 2019. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that Pacific Security is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Transit Center Security Services.

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During the solicitation process staff addresses the question of guard pay and benefits. Pacific Security confirmed their guard hourly rate paid in the Olympia area is between \$14.50 and \$17.50 per hour and the labor ratio is approximately 72%. They also offer medical/dental benefits.

The initial term of this contract is for 19 months from June 1, 2019, through December 31, 2020. The cost for this initial 19-month term will be \$586,700 and subsequent renewals are anticipated to be from January through December each year. The estimated annual cost at the current service schedule and rates is \$370,548.

**It was M/S/A by Citizen Representative Messmer and Councilmember Rollins to authorize the General Manager to enter into a 19-month contract, with four one-year renewal options, with Pacific Security to provide Transit Center Security Services in an amount not-to-exceed \$586,700 for the initial term.**

- B. Olympia Transit Center Perforated Panel Design.** Steve Krueger, Procurement Manager, introduced Tim Richey, Architect from SRG Partnership (SRG) who shared his efforts and thought process in developing a perforated panel design for the new Olympia Transit Center (OTC) facility.

The new OTC facility has been designed to complement the character of the existing facility. SRG was tasked with incorporating an artistic element that connects the new facility with the rainforest theme reflected at the existing building. Use of perforated metal panels were chosen to serve as a medium and two rivers in the Olympic Rainforest were chosen as the inspiration. Members expressed their appreciation for the proposed perforated metal panels.

- A. 2020-2025 Strategic Plan Policy Positions.** Freeman-Manzanares reviewed the policy issues for the 2020-2025 Strategic Plan. She said this is the Authority's opportunity to add or subtract policy statements in the strategic plan. She reminded the Authority these are the basis for the 2020 budget.

- 1. Should Intercity Transit maintain service levels in 2020 or consider new or expanded local transit services needed to serve the growing population?**

*2019: Service to remain status quo. Direction regarding future service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.*

*2020: Proceed with the implementation of the Long Range Service Plan and the implementation of expanded services. ~~as outlined in Intercity Transit Proposition 1.~~*

The Authority recommend removing the reference to the Intercity Transit Proposition 1 because the Long Range Service plan does address that.

**2. What is Intercity Transit's role in providing regional mobility?**

*2019: Direction regarding service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.*

*2020: Proceed with the implementation of the Long Range Service Plan. ~~and the implementation of expanded services as outlined in Intercity Transit Proposition 1.~~ Continue to utilize grant funds to deliver service between Thurston and Pierce Counties and seek a return of Pierce Transit as a funding partner for inter-county services. Focus on I-5 passenger through-put, as opposed to car through-put and advocate priority movement for transit.*

The Authority believes it's important to encourage Pierce Transit to partner with Intercity Transit to help provide funding for service between Pierce and Thurston counties.

**3. What role should Intercity Transit play in serving the core areas of Olympia, Lacey, and Tumwater areas?**

*2019: Direction regarding service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.*

*2020: Proceed with the implementation of the Long Range Service Plan. Identify span of service, frequency in 2020 and beyond that according to the long range plan. ~~and the implementation of expanded services as outlined in Intercity Transit Proposition 1.~~*

Authority direction is to re-evaluate performance standards and discuss trade-offs such as performance and coverage. The ITA has focused on customer service removed ridership some time ago. How do we define what is "successful service" for our community. How do we define where the budget dollars should go? Freeman-Manzanares suggested providing a "Planning 101" session for the Authority that could address these issues at a future meeting.

**4. Is there a role for local express service in the current service area?**

*2019: Direction regarding service levels and the implementation of new service is directly related to the outcomes of Intercity Transit Proposition 1 on the November 2018 ballot.*

*2020: Proceed with the implementation of the Long Range Service Plan. ~~and the implementation of expanded services as outlined in Intercity Transit Proposition 1.~~ Grant*

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*funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project. ~~identified in Proposition 1 with a projected implementation date of 2026.~~ Pursue BRT federal funding process.*

Messmer is concerned whether Intercity Transit can achieve faster service without all of the many elements of real bus rapid transit such as dedicated lanes. If the community is interested in successfully moving quickly across the community, the jurisdictions should start thinking about how to move transit more quickly. Freeman-Manzanares shared it was her understanding that they federal funding process for BRT could take as much as 8 to 10 years.

Messmer suggested calling the service something else like “express” which means fewer stops. BRT is known for a whole different look and feel with a dedicated lane. Let’s be careful to not over promise.

Warner said his biggest challenge with the BRT is traveling down Martin Way, and running into a lot of congestion, and as congestion grows over time, the route this vehicle is on is going to be in more congestion.

Messmer said this is where the long term speed of transit has to come out in the results of the study. We need to dedicate lanes for the speed. If that doesn’t come out in the study, from her perspective, Intercity Transit is stuck unless there is another route or some other type of advantage for transit.

### **5. Should transit priority measures – signal priority, queue bypasses, and bus lanes be considered?**

*2019: Implement a pilot signal preemption project.*

*2020: Implement a pilot preemption project. Continue to work with the partnership created through the Thurston Regional Planning Council and associated jurisdictions to enhance the safety, speed and reliability of bus movement. Explore improvements to corridor travel to improve pedestrian access to transit stops.*

### **6. Should Intercity Transit pursue efforts to coordinate service with local school districts?**

*2019: Continue the Youth Education programming, continue to market public transportation and the use of transportation alternatives to students, work with school districts to encourage the location of schools in areas served by public transportation, work to develop safe paths for walking, biking, and access between transit routes and school facilities and continue to focus on coordinated emergency management response.*

*2020: Continue and expand our coordination with local school districts. Focus on potential impacts regarding a community supported, prepaid fare system.*

**7. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?**

*2019: Direction regarding our capital program will be influenced by the outcome of Intercity Transit Proposition 1 on the November 2018 ballot.*

*2020: Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs, as well as to stops located on major corridors.*

**8. What additional investments in technology should be made beyond the current Advanced Communications System project?**

*2019: Research an upgrade or seek a replacement of our radio communications system and our CAD/AVL system.*

*2020: Replace our radio communications system and our CAD/AVL system. Upgrade our website. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.*

The section about upgrading our website should be separated out and belongs in a place about communication to the public. Have a different goal system for the website. Make this a placeholder for a future conversation.

**9. Should the vanpool program continue to expand to keep pace with demand?**

*2019: Focus on obtaining grant funds for vehicles and to support an educational campaign.*

*2020: Obtain grants necessary to support the program and focus on building the program.*

**10. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

*2019: Complete the OTC and finalize design for the Pattison Street Facility Rehabilitation and Expansion project.*

*2020: Continue to seek funding opportunities for Pattison Street, buses and other projects.*

The Authority agreed to continue discussion on the remaining items 11 through 20 at the meeting on May 15, 2019.

## **GENERAL MANAGER'S REPORT**

Freeman-Manzanares reminded the Authority about the walk-through of the new Olympia Transit Center building at 4 p.m. on May 8.

The state transportation budget was released and Intercity Transit will receive funding for six Dial-A-Lift vehicles. There are also special needs operating dollars: \$3.9M for the Pattison Street Facility; \$3.1M for the BRT; \$1M for the Olympia Express Operating dollars; \$220,000 for the Vanpool Promotion Project over the next two years; and \$750,000 for Dash over the next biennium.

Freeman-Manzanares said Bob Jacobson sent an email thanking the Authority for making the decision to stop advertising on the buses.

## **AUTHORITY ISSUES**

Menser said the County Commission voted 2-1 to place the new courthouse building location on the April 2020 ballot. Survey results showed an information gap among the public regarding the status of the building, and more time is needed to close that information gap.

Menser said Thurston County declared May Bicycle Commuter Challenge month.

Cox said the Lacey City Council is having a conversation about the courthouse, among other topics, and she invites anyone who would like to address the Council to attend their meetings, held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at 7 p.m.

Messmer said the Bicycle Commuter Challenge is well promoted, and she's seen a lot of good information about it.

Rollins said she talked with the City of Olympia transportation staff and public works director about the response from the IT Authority on the presentation about the protected bike lane at the proposed Pattison Facility, and she said their explanation for that is they don't want the bike lane to be caught between the north bound traffic and the buses. The bike lane crosses completely over the sidewalk to eliminate a bike/pedestrian collision.

Melnick encourages the Authority to continue preparation for electric buses sometime in the future, and to learn from the experience of other agencies before making a decision.


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Warner encourages the Authority to ask the state what it can do to help Intercity Transit become electrified, either through grant programs, other funding and initiatives. What can the state do to help the agency get to an electrified state?

**ADJOURNMENT**

**With no further business to come before the Authority, Vice Chair Warner adjourned the meeting at 7:14 p.m.**

**INTERCITY TRANSIT AUTHORITY**



**Debbie Sullivan, Chair**

**ATTEST**



**Pat Messmer**

**Clerk to the Authority**

**Date Approved: June 5, 2019.**

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