

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 5, 2019

CALL TO ORDER

Chair Sullivan called the June 5, 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 Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Lisa Allison (Alternate).

Members Excused: City of Yelm Councilmember Molly Carmody; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Cindy Fisher; Jessica Gould; Zach Heinemeyer; Steve Krueger; Pat Messmer; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Nicky Upson.

Others Present: Community Advisory Committee Member, Carla Dawson; and Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

Councilmember Gilman arrived.

VIDEO, RECOGNITION AND CELEBRATION

A. International Rodeo Winners – Freeman-Manzanares showed a playback of the King 5 News story interviewing Rob Wood, who was named best bus driver in North America at APTA's 44th Annual International Bus Rodeo. She then announced the remaining winners: *David Randall who placed 27th in the 40' division; Dan Savage who placed 15th in the Body on Chassis/Paratransit Division; and the Maintenance Team (Joe Bell, James Bush and Grant Swidecki) who competed in eight timed disciplines taking first place in the written test event. The team placed 13th in a field of 38 competitive teams. We took second place in the Grand Masters competition which combined the scores of our maintenance team and Rob Wood.*

Chair Sullivan recessed the meeting at 5:40 p.m. for 20 minutes for refreshments.

Intercity Transit Authority Regular Meeting

June 5, 2019

Page 2 of 5

INTRODUCTIONS

A. Coach Technicians: Sean Malay and Cody Markowitz; Auto Technicians: Robert Coffman, Tyler Conrads, Steve Owsley and Jeffrey Lorenzo; Facilities Specialist: Michael Fuller, Michael Daves and Frank Sachs III (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:** May 1, 2019, Regular Meeting; May 15, 2019, Regular Meeting.
- B. Payroll - May 2019:** \$3,647,653.44
- C. Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. *(Katie Cunningham)*

NEW BUSINESS

A. 2020-2023 Transportation Improvement Program Adoption. Grants Coordinator, Jessica Gould, presented for adoption the 2020-2023 TIP for projects with anticipated Federal Funding over the next four years.

It was M/S/A by Councilmembers Cox and Gilman to adopt the 2020-2023 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

B. Olympia Transit Center Construction Update. Steve Krueger, Procurement Manager, provided an update on the construction taking place at the Olympia Transit Center. The schedule overall is on track and ahead of schedule and targeted for substantial completion in November. The roof is complete and dried in; mechanical, electrical and plumbing and most of the HVAC duct work are installed; drywall will start soon; started prepping for exterior bricking; dumpster station and bike shelter are near completion.

Krueger provided an update on the contingency budget and General Contractor Construction Manager (GCCM) methodology. The GCCM participates early on in the design development of the building and takes ownership of the design process. When 80% of the design is complete, staff negotiates the maximum allowable construction costs. Once that figure is negotiated, the GCCM is committed to completing construction at that price. It requires a lot of synergy from GCCM,

Intercity Transit Authority Regular Meeting

June 5, 2019

Page 3 of 5

architect and owner to resolve any issues that come up during construction. State law requires a minimum of a 5% contingency set aside to deal with unknown issues. IT's combined contingency budget is \$329,000 and \$245,000 has been used, with \$84,000 remaining.

Krueger explained owner initiated changes that required pulling from the contingency fund:

- While digging to connect to the main water, they ran into a cement tube not identified in advance. Upon further investigation and more digging, they discovered asbestos which needed to all be removed.
- A dead tree was found on the property that needed to be removed.
- There was a code change after obtaining a permit requiring installation of a sump pump in the elevator pit.
- Encountered a new sales tax due to the ballot measure in the amount of \$30,000.
- Needed to make an accommodation for the Greyhound buses.
- Installed a fiber connection from the existing building to the new building.
- Hired a consultant to assist with video surveillance technology, and to help optimize the board room and upstairs conference rooms with audio/visual equipment.

- C. 2019 Community Advisory Committee Fall Recruitment.** Freeman-Manzanares presented the timeline and process for the 2019 CAC fall recruitment. Applications will go out September 2 and are due October 23. Candidate interviews will take place on November 6 prior to the Authority meeting. Candidate selection will either be at the November 20 or December 4 Authority meeting.

Freeman-Manzanares asked for three Board members to participate along with the CAC members on an ad-hoc committee. Cox, Messmer and Sullivan volunteered

- D. ITA Citizen Representative Recruitment.** Board Member Karen Messmer's term ends December 31, 2019, and Freeman-Manzanares presented the timeline and process for the Citizen Representative Recruitment. This recruitment will be held in conjunction with the CAC recruitment.

September 2 - Release recruitment information

October 23 - Applications due

November 6 - ITA selects candidates to interview

November 13 - A special meeting to be held to interview candidates

November 20 or December 4 - Select candidates

January 5, 2020 - First ITA meeting for new member

Commissioner Menser and Councilmember Cox have a conflict on November 13 and will not be able to attend special meeting.

COMMITTEE REPORTS

A. Community Advisory Committee. No report.

GENERAL MANAGER'S REPORT

- Finalizing construction estimates for the Pattison Street facility and preparing to bring before the Authority a discussion about debt financing.
- Staff will schedule a photo shoot opportunity for the Authority on Wednesday, July 17, 2019. The photo will be used in the Citizen Representative Recruitment materials.
- Transit Appreciation Day is Friday, August 9, 2019, from 10 a.m. to 4 p.m. located on the bus yard.
- Intercity Transit is hosting the 3rd Local Bus Roadeo Sunday, June 9, 2019, on the bus yard. Nine other systems from around the state will be participating. The winners will go on to the State competition being held in August in Seattle.
- Intercity Transit's Vanpool commercial, "Heroes" won two national awards: The Communicator award of distinction in the category of commercials, subcategory public service; and the bronze Telly award in the category of promotional video, subcategory public service/PSA.

The Communicator Award is an international awards program now in its 25th year organized by the Academy of Interactive and Visual Arts. The Communicator Awards receives over 6,000 entries from companies and agencies of all sizes. The Telly Awards was founded in 1979, and honors video and television made for all screens and is judged by The Telly Award Judging Council; a group of leading video and television experts from some of the most prestigious companies in entertainment, publishing, advertising, and emerging technology. It brings in over 12,000 entries from five continents.

AUTHORITY ISSUES

Warner attended the APTA Mobility Conference in Louisville, Kentucky. He learned a lot through workshops and conversations. He said there were two conversations happening – discussion about new mobility (i.e. using Uber and Lyft and last mile technology); and discussion in the workshops focused on the importance of sticking with the basics like making sure bus stops are accessible, routes are efficient, and to make sure systems remain equitable. Also there was a workshop on homelessness and transit.

Intercity Transit Authority Regular Meeting

June 5, 2019

Page 5 of 5

Melnick said Intercity Transit's Bus Buddy program is working with the citizens of Panorama; the Transportation Policy Board will conduct a two hour meeting on Wednesday, June 12 at the Lacey Community Center, and a portion of that meeting will be a briefing from WSDOT about autonomous vehicles. Melnick asked about the status of Pierce Transit's deal with Lyft. Freeman-Manzanares said Pierce is running the program and she will provide an update.

Cox said construction begins at the intersection of College Street SE and 22nd Avenue SE, and drivers should plan on alternate routes. And on June 10, the first phase construction begins at College Street SE from Mullen Road SE to 45th Avenue SE. Lane closures are expected.

Cox said the Lacey Mayor's Gala held May 31 raised \$30,000 for the Veteran's Fund.


Menser said he's been making an effort to ride transit going north to determine how easy/difficult it may be to navigate. Using the IT Trip Planner, he's taking transit to the Rainier's Game that starts at 11:35 a.m. on Monday, June 10.

Allison said overall, the Operators "love" the new buses, as do the passengers. Union business is as usual, and she attended a training in Washington D. C.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:43 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: July 17, 2019.

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

