

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 19, 2019

CALL TO ORDER

Chair Sullivan called the June 19, 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; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

Members Excused: Vice Chair and Citizen Representative Ryan Warner; City of Yelm Councilmember Molly Carmody; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Cindy Fisher; Jessica Gould; Duncan Green; Zach Heinemeyer; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Nicky Upson.

Others Present: Community Advisory Committee Member, Joan O'Connell.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Amy Glasgow, Operations Supervisor (*Cameron Crass*)

B. Operators - Class 19-03 (*Cameron Crass*)

Steven Lauckhart; James Rivera; Daniel Rivera; Justin Foster; Mark Terhaar; Emilio Rangel; Robert Thousen; Kierra Duvall; Frederick Sambrano; David Kearney; Fred Poeschel; Kody Mosso; David Brown; Tawn Swan; Jack Cole; Suzette Noel; Daniel Gordon; David Butterson; Warren Franz.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

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A. Accounts Payable: Warrants dated April 30, 2019, numbers 27493-27494, in the amount of \$502,224.00; Warrants dated May 3, 2019, numbers 27498-27533, in the amount of \$274,674.51; Warrants dated May 10, 2019, numbers 27534-27592 in the amount of \$145,684.05; Warrant dated May 8, 2019, number 27593, in the amount of \$125,156.00; Warrants dated May 17, 2019, numbers 27596-27640, in the amount of \$4,885,507.87; Warrant dated May 16, 2019, number 27641, in the amount of \$388,922.86; Warrants dated May 24, 2019, numbers 27642-27688, in the amount of \$390,583.51; Warrants dated May 31, 2019, numbers 27717-27754, in the amount of \$552,237.57; Automated Clearing House Transfers for May 2019 in the amount of \$12,167.02 for a monthly total of \$7,277,157.39.

NEW BUSINESS

A. 2019 Bicycle Commuter Challenge Update. BCC Specialist, Duncan Green, provided the results of the Bicycle Commuter Challenge (BCC). Green said the BCC fosters collaboration, communication and community – internally with the Cut Commute Committee, Wellness Committee and the WalkNRoll Program. Outside the agency, the program connects with BCC Participants and Volunteers; Capital Bicycling Club; Thurston Regional Planning Commission; Local Cities and Thurston County; Neighborhood Associations; The Evergreen State College Sustainability Office; Employee Transportation Coordinators and Team Captains; and Multiple State Agencies.

The BCC held the 14th annual Market Ride, and even though it was a cold day, 78 people showed up and converged on Heritage Park and biked to the Farmer's Market. Once again, Thurston County and surrounding cities proclaimed May as bike month

For Bike to Work Day, 350 BCC participants logged rides. There were seven bike stations in three cities serving hundreds of riders.

The 2019 School Bike Challenge included:

- 11 participating schools
- 196 student participation
- 1,736 total days
- 5,067 total miles

2019 BCC Statistics:

- Participants logging rides: 1,087
- Teams: 78
- Sponsors: 45
- Prize winners: 200+
- Total Miles: 87,720

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- Total Days: 10,875
- CO₂ Prevented: 43 tons

Over the 14-years of the BCC, the overall trend continues to climb, although this year, they were down 50 less people. The Department of Ecology lost their employee transportation coordinator, and they had about 50 less people on their team, which may have contributed to this decline.

The Prize Hoopla will be held Saturday, June 22 at the Farmer's Market. Two new bicycles will be given away and the grand prize was a bicycling vacation donated by the Adventure Cycling Association. Green said a long-time BCC participant made and donated a quilt that included the fronts of the various BCC t-shirts, and she will be on hand to present it.

B. Consultant Services for CAD/AVL Solution. Jeff Peterson, Procurement Coordinator, presented for consideration a contract award for Computer Assisted Dispatching (CAD) and Automatic Vehicle Location (AVL) collectively referred to as CAD/AVL consultant services.

Intercity Transit's existing CAD/AVL system is outdated, costly to maintain, and no longer adequate. Accordingly, Transit seeks to partner with a highly experienced and knowledgeable public transit consultant to assist in identifying the most cost effective CAD/AVL upgrade path that satisfies our operational needs while protecting our investment.

The related request for proposal (RFP) was issued February 6th, a pre-proposal conference was held on February 13th and proposals were due March 4th. Intercity Transit received two responsive proposals by the due date. The results of the Phase One evaluation process determined that the IBI Group advance to the Phase Two interview process.

The IBI Group has provided consultant services for similar CAD/AVL implementation projects throughout the Pacific Northwest, including Whatcom Transit, Spokane Transit, C-TRAN, Community Transit, Chariots, and TriMet. The evaluation team is confident that IBI Group will be successful at fulfilling our CAD/AVL consultant needs.

The IBI Group's response has been determined to be both responsive and responsible and therefore the evaluation team recommends the award to the IBI Group.

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It was M/S/A by Councilmember Cox and Citizen Representative Melnick to authorize the General Manager to execute a multi-phased CAD/AVL consultant services contract with the IBI Group in an amount not-to-exceed \$176,771.

- C. Website Consultant Services.** Jeff Peterson, Procurement Coordinator, presented for consideration a contract award for website consultant services.

Intercity Transit transitioned to the current Drupal 8 based website in December of 2016 as support for our SharePoint website was being phased out by Microsoft. While the replacement website did not include significant changes to the existing content, the Drupal 8 platform best positioned us to incorporate more robust features, functionality, and usability at a later date.

A request for proposal (RFP) was issued March 25, 2019, to seek a firm to develop a website development roadmap and assist Intercity Transit in hiring a qualified vendor to implement. A pre-proposal conference was held on April 5th and proposals were due April 18th. Intercity Transit received seven responsive proposals by the due date. The Phase One evaluation process determined that four firms should be included in the Phase Two interview process.

Anthro-Tech received high scores from the evaluation team in every category during the phase one evaluation process and they were the number one ranked firm following the interview process. Based on their proposal and interview, the evaluation team is confident that Anthro-Tech will successfully fulfill our website consultant needs.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to execute a multi-phased website consultant services contract with Anthro-Tech to provide a roadmap for enhancing and upgrading Intercity Transit's website in an amount not-to-exceed \$98,985.

- D. AmeriGas Propane Contract.** Steve Krueger, Procurement Manager, presented for consideration a three year contract with AmeriGas to provide Dial-A-Lift (DAL) fleet access to propane at their Martin Way facility.

Intercity Transit currently has 12 propane DAL vans that are regularly refueled offsite at the Ferrellgas facility near the Olympia South Sound Mall as this is currently the closest available commercial propane dispenser. The total offsite refueling time for each DAL van is approximately ½ hour which is costly, inefficient, and increases liability. Included in Phase 5 of our Master Plan is a fully outfitted propane tank and dispenser for servicing our fleet of propane DAL vans. In the interim, AmeriGas already has a 17,500 gallon propane tank at their Martin Way facility and has offered to install a commercial propane dispenser that includes the

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Fleetwatch fuel management system we need for DAL refueling. The projected labor savings to refuel our DAL vans at the AmeriGas Martin Way facility is \$62,072 per year for 12 DAL vans which serves as our justification for a sole source agreement with AmeriGas. Once propane becomes available at the Pattison Base, an added benefit of this arrangement is that Intercity Transit will have an alternative backup supply next door us well into the future.

AmeriGas expects that the fully outfitted propane dispenser configured to meet our needs will be operational in approximately 60 days from approval. A 4,000 gallon propane tank is the largest we could install at the Pattison base without triggering costly fire protection equipment and engineering. Accordingly, staff recommends entering into an agreement with AmeriGas to service our DAL van propane fleet.

It was M/S/A by Commissioner Menser and Councilmember Cox to authorize the General Manager to enter into a three year sole source contract with AmeriGas to provide Intercity Transit's DAL fleet access to propane from their Martin Way facility.

- E. Advancing the Pattison MOA Expansion/Rehabilitation Project.** Steve Krueger, Procurement Manager, presented for consideration to have the Department of Enterprise Services (DES) competitively award a General Contractor/Construction Manager (GC/CM) contract for Phases 3 and 4 of the Pattison Maintenance, Operations & Administrative (MOA) Expansion & Rehabilitation Project.

The Pattison MOA Project includes the following five phases:

- Phase 1: Underground Storage Tank (UST) Replacement Project – Completed.
- Phase 2: Traffic Signal and North Parcel Frontage Improvements – In Progress.
- Phase 3: New Admin/Operations Building and Fuel, Wash & Facilities Building.
- Phase 4: Renovate the existing Maintenance Building.
- Phase 5: South Parcel Site Work which includes the demolition of the existing Admin Building.

Phase 1 was completed in the summer of 2018 and Phase 2 will be complete this summer. The Phase 3 Schematic Design is now complete and an updated cost estimate was produced for Phases 3, 4, and 5. Using this information, an estimated MACC for the construction of Phases 3 and 4 was calculated to be \$38,750,000 for GC/CM solicitation purposes. Our goal is to release the solicitation in June and award in early August. This will allow us to stay on track with grant spending deadlines. Onboarding a GC/CM early on is needed to provide constructability recommendations (Pre-Construction Services) during the next phase of the design process (Design Development). Once the Design Development is approximately 80% complete around the December timeframe, the cost estimate will be updated again and used to negotiate the final MACC for the construction of Phases 3 and 4.

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Construction documents are targeted for completion in May of 2020, permits by June 2020, with construction starting in September 2020. We expect substantial completion of Phases 3 and 4 by September of 2022. As project funding dictates, it may be in our best interest to negotiate with the GC/CM to perform the Phase 5 site work along the way or competitively award a separate construction contract for this work at a later date.

Because the Pattison MOA Expansion and Rehabilitation Project must minimize disruption to on-going transit operations, the synergistic nature of the GC/CM construction methodology is ideally suited for this project. Because it is in the best interest of the GC/CM to complete construction at an accelerated pace, this methodology will better ensure that the Pattison MOA project is completed in a timely and cost effective manner. An added benefit of having DES serve as our Project Manager is that this project is exempt from the lengthy State approval process to pursue GC/CM project. Accordingly and for the reasons outline above, staff recommends that Intercity Transit pursue competitively awarding a GC/CM contractor at this time.

The Authority would like staff to present an oral timeline that shows each phase and how it was funded (i.e. with local or grant funds), and future phases and how those will be funded.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to have DES competitively award a GC/CM contract for Phases 3 and 4 of the Pattison MOA Project using a Maximum Allowable Construction Cost (MACC) of \$38,750,000 and a not-to-exceed Pre-Construction Services amount of \$400,000.

- F. Interlocal Agreement w/City of Olympia Cost Sharing Martin Way/Pattison Street SE Signal Improvements.** Eric Phillips, Development Director, presented for consideration an Interlocal Agreement between the City of Olympia, and Intercity Transit supporting cost sharing for the Martin Way & Pattison Street SE signal improvement.

Under this agreement the City of Olympia agreed to share the cost of the new traffic signal being constructed at Martin Way and Pattison Street SE in an amount not-to-exceed \$400,000.

Intercity Transit is responsible for all contracting, permitting and project related work associated with development of offsite improvements as required and allowed under the executed Development Agreement with the City of Olympia. The ILA provides an agreement for cost sharing up to a total value not-to-exceed \$400,000 by the City of Olympia following completion of the project. Cost sharing will only be for the agreed portions of the project related to the Pedestrian crossing project. Cost

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sharing amounts must be agreed to by both agencies. The final amount to the cost shared will be calculated at the completion of the project but will not exceed \$400,000 or 50% of the total for the portion agreed to be shared by both parties. While not specified under the agreement, reimbursement may be in the form of a credit toward future fees or development related charges subject to agreement by both parties.

In December, 2015, Intercity Transit entered into a Development Agreement with the City of Olympia addressing the future development of the Pattison Street maintenance, operations, and administrative base improvements. Section 9 of the Development Agreement addressed the opportunity to partner and cost share on the development and construction of the traffic signal and pedestrian crossing elements due to the mutual benefits to both agencies. Subsequently, the City of Olympia identified the need to add a pedestrian crossing facility on Martin Way in the vicinity of Pattison Street SE. Olympia also set aside project funding to support the coordinated development of the improvements. Intercity transit since entered into a construction contract and is developing the intersection improvements, frontage elements, and related utility relocation coordination as required under the Development Agreement in accordance with City of Olympia requirements. Through the framework established under the Development agreement, the ILA provides the coordination framework for cost sharing of the project improvements related to the traffic signal and related pedestrian improvements. The City of Olympia Deputy City Attorney has reviewed and approved the ILA and the ILA will be presented for consideration to the Olympia City Council in July.

It was M/S/A by Citizen Representative Messmer and Councilmember Cox to authorize the General Manager to enter into an Interlocal Agreement with the City of Olympia supporting cost sharing a portion of a new traffic signal constructed at Pattison Street SE and Martin Way.

G. COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Messmer said TRPC met June 7. Krosbie Carter, Thurston Thrives Director briefed the Council on Thurston Thrives; Katrina Van Every, Senior Planner, briefed the Council on the public outreach strategy for the Regional Transportation Plan; Amy Hatch-Winecka briefed the Council on the WRIA 13 (Deschutes Watershed) habitat recovery efforts over the last 20 years; Marc Daily presented a mid-year review of TRPC's work program that link activities to the 2017-2019 Strategic Plan. TRPC will hold their retreat at the Red Wind Casino from 8:30 a.m. to 4 p.m. on July 12.

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- B. Transportation Policy Board.** Melnick said TPB met June 12. Regular business was conducted during the first hour starting with the amendment of the Regional Transportation Improvement Program; and a report by WSDOT on the I-5 System Partnership. They reported on the findings of this collaborative planning effort which considers the future of the I-5 Corridor from Tumwater through Marysville.

During the second hour there was a conversation on autonomous vehicles presented by WSDOT. Melnick said this topic is relevant to all aspects of transportation. He thinks it should be the basis of a series of seminars directed at elected officials and planning staff because it is pretty clear that changes are coming and the Authority should begin thinking about that.

- C. Community Advisory Committee.** O'Connell said the CAC met June 17 and the members received updates on the Bicycle Commuter Challenge; the OTC construction; and the Transportation Improvement Plan. The members also selected their ad-hoc committee for the CAC recruitment.

GENERAL MANAGER'S REPORT

Reminder - the July 3, 2019, Authority meeting is canceled.

IT will be present at several community activities this summer:

- Bicycle Commuter Challenge Prize Hoopla - June 22 @ 9:30 a.m. at the Farmer's Market
- Capital Pride Parade - June 23
- Yelm Prairie Days - June 29
- Lacey Fireworks Spectacular - July 3 from 4 to 11 p.m.
- Tumwater Independence Day Parade - July 4
- Nisqually Valley BBQ Rally - July 6 in Yelm
- South Sound BBQ Festival - July 13 in Lacey
- Lakefair Parade - July 20

A staff member from Pierce Transit will attend the July 17, 2019, Authority meeting to present their Lyft Pilot Project - a project that provided first and last mile service connections for transit riders.

Freeman-Manzanares is arranging for those involved in the operations of electric vehicles, as well as Lee Peterson from Gillig to be available to answer the Authority's questions about the state of electric buses. These may take place over several meetings. **Authority members interested in participating should contact Freeman-Manzanares as soon as possible.**

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Intercity Transit is the recipient of the 2019 Governor's Smart Projects Award. The program recognizes achievements by local leaders who promote smart growth planning and projects that contribute to thriving communities, a prosperous economy, and sustainable infrastructure in Washington. **Intercity Transit won for an outstanding project in the implementation of a comprehensive plan.**

Intercity Transit won based on its **Transit Road Trip Project 2018**. *Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm – Transit Road Trip Project 2018. The Road Trip project was a two-year program combining technical analysis and unprecedented public engagement to involve residents in transportation solutions. The effort by the multi-jurisdictional authority board launched in response to anticipated budget shortfalls. The potential results include realization of the goal of high-density corridor development and reduction of sprawl, improving access to employment centers and increasing the number of people using transit. "The over 10,000 individual comments, and 66% of votes, validated their two-year public participation process. This was a smart strategy for gaining community support for raising taxes to support local growth management needs," one judge noted."*

AUTHORITY ISSUES

Sullivan said she has been hearing a lot of positive comments about the new buses. The public loves them, and they especially like that there is no advertising on the buses.

Melnick said the TPB is holding their annual retreat in September, and he won't be able to attend. Perhaps Warner will be able to attend.

Messmer referred to the Governor's award, and said she is proud that as a region it included is the comprehensive plan implementation piece of it, making the connection between transit and comprehensive planning. Hopefully, this award will further cement the concept that transit is part of the big picture. She's excited they saw that value to award for outreach efforts.


Cox said the Lacey City Council unanimously passed a camping ban ordinance giving the city a tool to stop people from setting up camp or parking their RVs on public property. However, if police determine the person living out of the tent or RV is homeless and has nowhere else to go, the officer will determine if adequate shelter space is available. If shelters are full, a citation will not be issued.

Menser said to better understand the challenges of taking transit, he took the bus from his house to Lakewood, up to University Place and on to Cheney Stadium to watch the Rainier game. Then he took the bus to downtown Tacoma and back to Olympia. He said the only challenge he encountered were the apps he used. The different apps calculate bus times differently.


ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:24 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**