

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 7, 2019

CALL TO ORDER

Chair Sullivan called the August 7, 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 Renata Rollins; Thurston County Commissioner Tye Menser; Citizen Representative Karen Messmer; Citizen Representative Don Melnick.

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

Staff Present: Ann Freeman-Manzanares; Jessica Gould; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Steve Swan; Nicky Upton; Jonathon Yee.

Others Present: Community Advisory Committee Member, Justin Belk; 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.

RECOGNITION

A. **2019 Governor's Smart Projects Award.** Intercity Transit along with Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm received one of 13 Smart Communities Awards. Mark Barkley, Assistant Director from the Department of Commerce presented the 2019 Governor's Smart Projects Award to Chair Sullivan.

INTRODUCTIONS

A. **Cindy Fisher, Vanpool Manager** (*Emily Bergkamp*)

PUBLIC COMMENT - None.

PUBLIC HEARING

A. **Draft Annual Report & Transit Development Plan (TDP).** Rob LaFontaine, Planning Manager, provided a final report on the draft TDP, and he noted that no one from the public submitted any public comments.

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Chair Sullivan opened the public hearing at 5:46 p.m.

With no one present to make comment, Chair Sullivan closed the public hearing at 5:46 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** July 17, 2019, Regular Meeting.
- B. Payroll – July 2019:** \$2,775,056.59
- C. Accounts Payable:** Warrants dated July 2, 2019, numbers 27987-27999, in the amount of \$44,821.58; Warrants dated July 3, 2019, numbers 28000-28008, in the amount of \$31,116.61; Warrants dated July 12, 2019, numbers 28010-28081 in the amount of \$1,378,794.01; Warrants dated July 15, 2019, numbers 28083-28085, in the amount of \$73,974.09; Warrants dated July 19, 2019, numbers 28086-28124, in the amount of \$188,358.43; Warrants dated July 26, 2019, numbers 28145-28192, in the amount of \$542,237.98; Automated Clearing House Transfers for July 2019 in the amount of \$8,426.78 for a monthly total of \$2,267,729.48.
- D. Cancel September 4 Authority Meeting.** Canceled the September 4, 2019, Intercity Transit Authority regular meeting due to the Labor Day Holiday. (*Ann Freeman-Manzanares*)
- E. Schedule Special Meeting:** Scheduled a special meeting for Wednesday, September 18, 2019, to conduct a joint meeting of the Authority and the Community Advisory Committee. (*Ann Freeman-Manzanares*)

NEW BUSINESS

- A. Janitorial Services and Supplies.** Procurement Coordinator, Katie Cunningham, presented a proposed one-year contract award to CW Janitorial Service for Janitorial Services and Supplies at Intercity Transit facilities.

Intercity Transit's current Janitorial Services and Supplies contract is scheduled to expire on August 31, 2019. To ensure our facilities are consistently cleaned to Intercity Transit standards, a Request for Proposals (RFP) for Janitorial Services and Supplies was advertised on June 10, 2019. The RFP specified required Janitorial Services and Supplies at the following Transit facilities: Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Amtrak Depot, Pacific Avenue Office, and Bike Shop.

A total of four (4) proposals were received by the submittal deadline of July 1, 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 CW Janitorial Service is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Janitorial Services and Supplies.

Through the evaluation process, CW Janitorial Service was identified as the top-ranked firm, through a combination of cost and non-cost proposal scoring, which included experience, qualifications, and project approach factors. The firm has been in business since 2008, and currently provides Janitorial Services for Bonneville Power Administration, the US Embassy in Manilla, Philippines, a private engineering firm, as well as other public and private entities. Staff is confident that CW Janitorial Service will provide high quality services at our facilities and recommends award of the contract.

It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with CW Janitorial Service to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$194,000, excluding taxes on supplies, for the initial term.

B. Olympia Transit Center Construction Update. Steve Krueger, Procurement/Capital Projects Manager, provided an update on the construction taking place at the Olympia Transit Center. Krueger showed a series of slides showing progression of the construction.

- Two years ago staff met with the new design team SRG to restart the program and design a more efficient and cost-effective building. This new team has been amazing in getting this far along in two years.
- Exterior brick and windows are installed.
- Mechanical, electrical and plumbing are complete; sheetrock is up and doors are hung.
- 1st floor has been painted and ceiling grid is almost complete.
- Tile in the bathrooms downstairs are installed.

The team continues to face several challenges:

- During the water connection on Franklin Street they encountered a huge pipe which delayed connection and impacted the stormwater connection with an eight week delay. Staff came up with an agreeable and viable plan with the City of Olympia to address the issue. However, this slowed work on the hardscape (sidewalks).

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- Puget Sound Energy said now is a good time to update the transformer, which is another new unexpected charge to incur. There was another issue with the permanent electrical connection, and Krueger doesn't know what impact that will have.
- We have exhausted the 5% contingency budget used for the unexpected changes, and will exceed the authorized amount to complete the project. Staff will come before the Authority with detailed line items and a cost breakdown.
- A gas line was severed last week but it was quickly resolved without incident.
- There has only been one injury during construction involving a worker who sprained his ankle.
- Completion of the project is still set for November 2019.

C. September 2019 Service Change Update. Rob LaFontaine, Planning Manager, provided an update on the service changes taking place in September.

Weekday Changes and Highlights:

- There is an increase of approximately 13,603 annual revenue hours which includes the Route One demonstration project.
- Mid-day frequency added to Routes 21, 45, 60, 64 going from 60-minute headways to 30-minute all day.
- Adjustments to span & frequency on Route 612 Olympia Express, responding to passenger feedback and supporting data to distribute am/pm peak trips to meet ridership demand. New access to the 5:01 a.m. Sounder train departing Lakewood Station.
 - A year ago significant changes were made to the express service and staff had an opportunity to determine how the route is performing and collect passenger feedback. Two months ago a survey was conducted of passengers on Route 612 on proposed changes and the responses came back favorable. There are 29 trips per day on this route with an earlier morning start.

Weekend Changes and Highlights:

- There is an increase of approximately 4,257 annual revenue service hours; 2,977 a.m. span and 1,280 for remaining expansions.
- AM Span Increases - inbound buses arriving at OTC during 8 o'clock hour - improved connections. Not specifically identified in the Long Range Plan.
- Added frequency Routes 94, 41 (Sunday night) - comparable to weekday frequency; partial fulfillment of a Long Range Plan element; Partial 62B trip added to be consistent with weekday service.

In Summary:

- Increase of 17,860 annual revenue service hours

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- 13,603 weekday; 4,257 weekend; estimated 252,175 Annual Revenue Service Hours for fixed route.
- Increase in Fixed Route Operators
 - +15 biddable jobs (130 total)
 - +9 extra board jobs (69 total)
- Modest Dial-A-Lift impact resulting from added a.m. weekend span. Shift of two operator weekend runs; no increase from March (44 total)
- Coach peak pull-out to increase from 57 to 60. First pull-out at 4:19 a.m.

Cox asked if there has been a gain in ridership since last September. LaFontaine said some routes like the 62A and B are strong and stable and growing; other routes/ridership are adjusting from the changes made to address the short-range plan. We altered some routes fairly significantly and that will have impacts on not only those routes but others as well. Prior to September 2018 we noticed a decrease in overall ridership, but there's evidence that the decrease is slowing down is slowing down.

Messmer said there should be a public hearing about the alternative fare changes, and allow the public to comment and have their say. Freeman-Manzanares said tentatively the strategic plan approval is scheduled for the first meeting in November but that may change. The fare conversation is part of the strategic plan conversation. Staff is hoping to have a conversation with the jurisdictions, planning commissions and other partners about how the Authority arrived at the alternative fare proposal along with the continued implementation of the long-range plan.

Rollins asked if there is a budget for continuing outreach. Freeman-Manzanares said Intercity Transit has dedicated dollars for marketing and communications but there may be more to do with outreach and messaging that could be beneficial. The short and long range plan, along with the "Road Trip" effort was budgeted for specifically. Staff can propose additional outreach and messaging work in the 2020 budget.

D. High Performance Corridor Demonstration Project. Eric Phillips, Development Director, provided an update on the High Performance Corridor Demonstration route including background, planning and deployment.

This project is being branded as "The One" and is anticipated to begin this fall. The demonstration period is four years. The project received Regional Mobility Grant funds for both capital and operations for the 2019-2023 bienniums. The 2019 budget included a placeholder anticipating a favorable award. The current award for the total project is \$4,524,000 in State funding which requires a 22% match by Intercity Transit. The grant provides funding for four new expansion buses.

The demonstration goals include:

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- Identify/confirm options to reduce travel delay.
- Test travel time/operating assumptions.
- Confirm operational strategy (stop spacing 0- skip stop service, no fare barrier, front/rear door loading, no deviation from corridor, etc.).
- Assess passenger loads and route segments.
- Test market for “Choice” riders.

High Performance Corridor Service Goal:

- Successful proof of concept, so IT can expand High Performance or “BRT Light” network within 6 years – Long Range Plan
- Use data and experience to support application for Federal Funding support for program.

Demonstration Route:

- **Alignment:**
 - Follows Martin Way, State/4th Ave. and Harrison Ave.
- **Schedule:**
 - M-F, between 5:30 a.m. to 9:30 a.m. and 3 p.m. to 6 p.m. (a.m. and p.m. peak only)
- **Timing:**
 - A bus stop at every station, every 15 minutes in each direction
- **Annual Hours:**
 - Currently set at about 6,885
- **Buses:**
 - 5 a.m. and p.m. peak hours only
- **Operators:**
 - About 5 FTE’s assigned initially from the extra board
- **Operating Costs:**
 - About \$900,000 annually

Project Snapshot:

- **First:** Marks IT’s initial effort to implement a route designed to significantly reduce travel times.
- **Focused:** Travels linearly along urban corridor, and makes fewer stops (eight) between terminuses.
- **Fast:** Takes 30 minutes to travel 12.5 miles.
- **Frequency:** Arrives at every stop, every 15 minutes during peak periods.
- **Removes barriers:** No bus fare needed, front and rear door use, no out of direction travel
- **Market:** 5,300 people live and 21,500 people work within 1/4-mile (5 minute walk) of the *One*.

The Look:

- *One* stops will be easy to identify by a distinctive logo.
- *One* information will be introduced via a printed guide and online initially.

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- Riders may still access a timetable online at www.intercitytransit.com or use the [OneBusAway](#) app.
- *One* buses will not be dedicated exclusively to the route nor feature special branding like the agency's *Dash* buses.
- New head signs on new buses will help to market the difference in the route as the bus approaches a stop.

The Infrastructure:

• **New Stops & Signal Queue for Buses:**

- The new eastbound bus stop located at 4th and Washington will feature an **in lane stop using a temporary bulb-out**.
- The new bulb-out platform will align with the parking lane's outer edge, enabling buses to board passengers without leaving the travel lane.
- The westbound bus stop will feature a **queue jump lane and dedicated signal phase** – which will provide buses exclusive access to the rightmost lane and bus stop prior to Washington on State adjacent to the OTC.
- **Painted** pavement with "**Bus Only**" markings will discourage other vehicles from accessing the bus land and stop area.
- **A separate signal** will detect buses at the stop and provides **priority bus access** through the intersection.
- The new bus stops will **save riders travel time** by eliminating the need for buses to pull into the busy Olympia Transit Center.

Schedule:

- **Weekday Morning:** First morning westbound bus leaves Martin Way P&R at 5:27 – **15 trips** in a.m. First eastbound bus leaves Capital mall at 5:36 a.m. – **15 trips** in a.m.
- **Weekday Afternoon:** First afternoon westbound trip leaves Martin Way P&R at 2:57 p.m. – **12 trips** in p.m. First afternoon eastbound trip leaves Capital Mall at 3:06 p.m. – **12 trips** in p.m.
- **Frequent:** Arrives at every stop, every 15 minutes during peak periods.
- **Fast:** 30 minute travel time

The Ride:

• **Boarding:**

- Riders may board via front or rear doors at most stops, with a few notable exceptions.
- Riders with wheelchairs and other mobility devices should always board through the front door, where drivers can provide any needed assistance.
- Only front-door boarding is available at the westbound State at Eastside the eastbound 4th at Eastside stops.

• **De-boarding:**

- Buses will pull over at every stop, so passengers won't need to pull a stop cord.

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- Each stop location will be announced earlier (1/4-mile before the stop) since stop spacing is different.

Customer Experience:

- **Existing Service:**
 - Riders traveling between the park-and-ride and mall must now take two buses (Routes 48 and 62A/B) and transfer at the OTC.
 - 30+ possible stops
 - Takes 55 to 70 minutes
 - Additional Delay “Features” more bus stops, fare box/payment, single door loading, bike loading, out of direction travel
- **Demonstration Project - “One”**
 - One bus, no transfers
 - Just 8 stops between terminuses
 - Takes 30 minutes
 - No fare
 - No bicycles on bus to save time
 - Multi-door access (on/off)
 - No out of direction travel (LTC,OTC)
 - Intersection treatments

Connections:

- **One bus, many connections:**
 - The *One* route offers many connections for people who want to walk to work, run an errand, or connect to another route.
 - The new downtown stops (eastbound and westbound) are adjacent to or within eye shot of the Olympia Transit Center, which provides connections to buses operated by IT, Mason Transit, Grays Harbor Transit, and Greyhound.
 - The Martin Way Park-and-Ride offers a connection to Olympia Express service (Route 612) to/from Tacoma and options for downtown parking challenges for local commuters.
 - Stops on Martin Way support a transfer and are close to the Lacey Transit Center, including connections to the Amtrak train station (Route 64) via College.

The Challenges:

- **Potential Bus Bunching:**
 - Factors such as traffic, construction, and weather, may cause buses to bunch up, so coordination between drivers will be key.
 - The Harrison Avenue and Martin Way corridors have a large number of buses on them during traditional peak hours.
 - The Martin Way Corridor (portions) includes Routes 21, 62A, 62B, and 66 (2 buses/hour each).

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- At full service, there will be up to 14 buses per hour going past some interior time points.

Bus Stops

- Traditional bus stop placement is about 1/4 to 1/3 mile apart. Limited stop service has stops 1/2 to 3/4 mile apart. This will be new to local riders.
- Local riders will need to adjust to the concept of using both front and rear doors at stops.
- We anticipate there will be riders who want to add stops but maintaining limited stops speeds up service.
- Existing bus stops will be served by multiple routes. Rider information and onboard announcements will need to reinforce this aspect of service.

GENERAL MANAGER'S REPORT

The substantial completion date for the Olympia Transit Center is in early November. Tentatively, a Grand Opening is being scheduled for Friday, November 22, 2019, sometime between 11 a.m. and 1 p.m. Our Federal delegation and funding partners as well as State delegation will be invited to attend.

The Pattison Street Design is moving forward. There are a series of meetings with staff from Maintenance, Inventory and Facilities starting at 6:30 a.m. to insure we get input from all the shifts.

GC/CM interviews are taking place Thursday, August 8, 2019.

The Conditional Use Permit Hearing with the City of Olympia will take place the evening of September 23, 2019.

A telephone conference call is scheduled on August 21, 2019, at 2 p.m. with Karl Gnadt from the Champaign Urbana Mass Transit District out of Illinois. Their system decided not to purchase electric buses, and will share their experience with hydrogen fuel cell technology.

Representatives from Gillig will be onsite at Intercity Transit on August 23, 2019, between 9 a.m. and 2 p.m. to demonstrate their electric bus.

The Gillig Build for 16 new vehicles is starting this month.

Thomas Wittmann from Nelson Nygaard is confirmed to present the Transit 101 at the September 18, 2019, ITA/CAC Joint meeting.

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The Washington State Roadeo is Sunday, August 18, 2019, in Seattle. The State conference begins Monday, August 19 through August 20. The Wall of Fame banquet is Tuesday, August 20.

Everyone is welcome to attend Transit Appreciation Day Friday, August 9 between 10 a.m. and 4 p.m. on the bus yard. The awards program begins at 12:04 p.m.

AUTHORITY ISSUES

Menser said Commissioner Hutchings will attend the August 21 Authority meeting. Menser had a conversation with Representative Doglio and she is all for moving forward with electric buses. She would be supportive of any state incentives or packages. Menser attended the APTA Sustainability and Multimodal conference and suggested sharing information about that conference at a future authority meeting.

Cox said construction on College Street from 7th Street to Yelm Highway is complete. They will begin work on Yelm Highway between the Chehalis Western Trail and Ruddell Road.

Messmer said she would like to conduct the General Manager's performance evaluation sometime soon.

Melnick also attended the APTA Sustainability and Multimodal conference and he thought it was a fantastic conference, and he was excited to learn more about electric buses. He thanked staff for arranging the ongoing conversations about electric buses.

Warner said the Washington State Department of Transportation Public Transportation Division is continuing electrification conversations. They are working with a sub-group to continue the conversation, and Jacob Brett is heading that up.

Warner said the ITA Citizen Representatives have the same power as the elected officials; however, do not have alternates to attend meetings. He would like the Authority to consider assigning CAC members who could act as an alternate to the Citizen Reps in their absence.

Sullivan reminded the Authority not reply to group text messages or alerts because doing so could violate the Open Public Meetings Act, and it also creates a public record.

Messmer said text messages the Authority receives should be public records that are accessible. She said any text is considered a public record and those need to be archived.

ADJOURNMENT

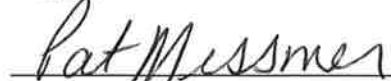
With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:40 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: September 18, 2019.

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

