

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 2, 2019

CALL TO ORDER

Chair Sullivan called the October 2, 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 Yelm Councilmember Molly Carmody; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and Labor Representative Lisa Allison.

Members Excused: Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Mike Burnham; Suzanne Coit; Tammy Ferris; Jessica Gould; Steve Krueger; Pat Messmer; Eric Phillips; Heather Smith; Nicky Upson; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Amy Meierhoff, Human Resource Analyst (*Heather Smith*)

PUBLIC COMMENT

Heath Reynolds, Olympia complimented Operator Heather who was driving Route 68 this week during the evening and thanked her for allowing him to ride/stay on the bus.

PUBLIC HEARING - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Payroll: \$2,756,151.60

B. Accounts Payable: Warrants dated September 12, 2019, numbers 28519-28521, in the amount of \$234,176.93; Warrants dated September 13, 2019, numbers 28451-28518, in

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the amount of \$224,979.73; Warrants dated September 20, 2019, numbers 28522-28579 in the amount of \$257,977.63; Warrants dated September 27, 2019, numbers 28580-28629, in the amount of \$208,577.74; Automated Clearing House Transfers for September 2019 in the amount of \$11,403.43 for a monthly total of \$937,115.46.

- C. Federal Advocacy Services.** Authorized the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide Federal Advocacy Services in the amount of \$72,000. (*Katie Cunningham*)

NEW BUSINESS

- A. Exterior Painting IT Facilities Contract.** Procurement Coordinator, Tammy Ferris, presented for consideration a contract award for painting the exteriors of the Olympia Transit Center (OTC), Lacey Transit Center (LTC), and Centennial Station.

Staff issued a Request for Bids on February 6, 2019. We received three (3) bids by the submittal deadline of February 26, 2019. On April 17, 2019, the ITA authorized the General Manager to enter into a contract with Good News Group, Inc. for the painting of the exteriors of the OTC, LTC, and Centennial Station in the amount of \$259,000.00.

On June 28, 2019, Good News Group, Inc., formally notified Intercity Transit staff that their bid included a significant error and requested to withdraw their bid. Staff reviewed the supporting documentation and accepted their written request to withdraw their bid. Consequently, J. Linder Painting's bid in the amount of \$272,329.13 was determined to be the next lowest, responsive and responsible bidder in accordance with the bid procedures. Their \$272,329.13 bid is \$20,670.87 or 7% below the Engineer's Estimate of \$293,000.

J. Linder Painting has successfully completed painting projects for Tacoma Housing Authority, JBLM, and Lincoln Military Housing JBLM. These projects involved planning and painting around a wide range of activities while providing vehicle access in and around the various sites. Staff is confident in their ability to complete the project and honor their bid as proposed and recommends award of the contract to J. Linder Painting. Work is expected to be completed by approximately late summer 2020 if approved.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to authorize the General Manager to enter into a contract with J. Linder Painting, LLC for painting the exteriors of the OTC, LTC, and Centennial Station in the amount of \$272,329.13.

- B. 2020 Draft Budget.** Suzanne Coit, Finance Manager, introduced the 2020 draft budget. Currently, the 2020 budget totals \$178.4M of which a majority includes the

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Pattison Street Facility Rehab and Expansion, at \$85M. Coit will return to the Authority at their October 16 meeting with another review of the budget; and with the Authorities permission, it will be released to the public on October 23; the public hearing is scheduled for November 20, with final adoption on December 4.

Freeman-Manzanares reviewed the line items of new projects and rollover projects and answered questions.

Messmer said the alternative technology study should be done sooner than later, as it may be more important regarding the infrastructure than actual vehicle purchase. She feels the urgency is having a consultant help the Authority make a decision about the 2022 purchases.

Gilman agrees and would also like to get started with formally considering the alternative technology. He also noted there are six different consultant studies listed in the budget and he's wondering about capacity regarding staff's ability to take on that much work. Freeman-Manzanares said it would be helpful to understand the Authority's priorities, and many of these studies are directly associated with Proposition 1 and there are proposed timeframes along with the delivery of those services, and staff's goal is to meet those deadlines.

Menser asked what level of review is expected of the Authority before passing the budget. Freeman-Manzanares said the Authority will have time to review the list presented tonight and bring forward additional questions or concerns at the October 16 meeting. Staff will also present revenue information for consideration. However, she welcomes questions from the Authority prior to that meeting. Further discussion and additional changes by the Authority can be made at that time before the draft budget is released to the public on October 23. The public has an opportunity to provide their comments by November 20. Thereafter, more revisions can be made prior to final adoption in December.

Melnick referred to the Amtrak tree replacement item and asked if consideration has been given to consulting with the jurisdictions about replacing the landscaping at the Amtrak Station with a lower watering system. Freeman-Manzanares referred to the tree replacement. Several of the trees were damaged and the county required that the trees be replaced. However, the trees couldn't be replaced because of the Mazama Pocket Gopher issue. It is included in the budget in the event something is required. It is not necessarily the desire of staff or volunteers to pursue this project. There have been other, more pressing use of taxpayer dollars such as replacement of the HVAC system, painting and security cameras. The budget for preventative maintenance at the Centennial Station has been depleted.

Freeman-Manzanares said currently there are no plans to do anything with the landscaping at station. The funding participation in the partnership of the station

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has been relatively low by all agencies, however, the budget needs to increase to cover costs. We're cautious about raising the fees because everyone is dealing with financial difficulties, but we need more just to cover the big items like janitorial, landscaping contracts we currently have, and then items like HVAC replacement, roof replacement and painting.

Carmody referred to the Loomis Services line item and asked if staff could peel out the costs of the fareboxes. She would like to show the public the cost savings associated with eliminating the fareboxes. Freeman-Manzanares said that the Loomis line-item is there to support Greyhound Bus service. They will cover that as part of their contract. Staff could share the PowerPoint demonstration shared at the April Authority Planning Session.

The Authority would like staff to provide a report of the entire 2020 budget in the October 16 meeting packet that includes revenue projections as well as the expenditures. The entire budget book detailing every item is not necessary.

C. Olympia Transit Center Construction Update. Steve Krueger, Procurement Manager, provided an update on the Olympia Transit Center construction. Since the last update in August:

- Still awaiting the delivery of the perforated metal panels for the exterior.
- The diamond polishing of the concrete floor is complete.
- Continue to wait for the gypcrete flooring to reach the minimum allowable moisture content level so that the flooring can be installed.
- Resilient flooring on level 2 is being installed and the carpet installation will soon follow.
- Walls have been painted; doors hung and electrical fixtures installed.
- Access control, video surveillance, active threat communication system and AV equipment installation work is now underway. Thereafter, the ceiling tiles will be installed.
- The interior work is expected to be complete November 7.
- Barring any more unforeseen underground conflicts, significant progress with the hardscape and landscape work should be seen in the weeks ahead.
- The electrical and dirt work delays caused the schedule to slip and we now anticipate occupancy in early January.

COMMITTEE REPORTS

Thurston Regional Planning Council – Messmer reported TRPC met on September 6. Paul Brewster provided an overview of the Regional Trails Plan which will be ongoing for some time. Sarah Selstrom provided a demonstration of the updated Agency Here to There website (www.thurstonheretothere.org). The website update is aimed to make the site more accessible, usable, and broaden the focus to serve

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more of the region's residents and travelers. They made it a simple entry where in the past it was a collection of programs and if you didn't know what the program was, you couldn't understand where to go to learn about other transportation options. This is a region-wide, county-wide website about all kinds of transportation including how agencies like Catholic Community Services provides different types of transportation, Intercity Transit is also a part of that along with rural transportation. Council also learned about the Vision 2050 Port of Olympia project.

Transportation Policy Board - Menser said the TPB meeting included the yearly retreat held on September 11. The first part of the meeting consisted of an ice breaker where members discussed where they thought regional transportation funding priority should be in the next few years. They talked about federal funding.

Then there was a Q & A panel with a representative from Tumwater, Thurston and Olympia talking about the challenges dealing with federal funding in transportation projects. They talked about a way to eliminate challenges by de-federalizing funding at a state level, apparently eleven other states have done this. Everyone on the panel thought that was a good idea and suggested contacting state legislators about how this idea could come to Washington.

The members then heard from a guest speaker, Parfait Bassale, the Director of Diversity, Equity & Inclusion Center at South Puget Sound Community College who works on equity issues. He provided a high level discussion about what equity means and what issues need to be addressed. They broke out into groups to discuss further.

The rest of the afternoon the members talked about coming up with criteria for a matrix for evaluating projects. State and federal government would like more objective criteria when for applying for funding. The members conducted brainstorming exercises on this topic.

GENERAL MANAGER'S REPORT

- A class of ten new operators begins Monday, October 7. That will be a total of 112 new hires for the year.
- Interviews are scheduled October 3 for a new Facility Manager.
- Staff is moving forward with the redesign work for the Maintenance facility. Stantec was onsite working with the Maintenance staff to get their feedback.
- Consultants were onsite working with staff on the CAD/AVL. They began at 4 a.m. to observe and get a better picture of the Operations process.

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- Grant Administrator, Jessica Gould continues to look into grants to fund the Village Vans program, as the agency is shy of federal support for that program.

AUTHORITY ISSUES

Lisa Allison said everything is good with the ATU. They are getting ready for nominations for new officers with elections at the end of the year. Allison shared a gift from a regular rider that was part of a college project on transportation, and as part of her project she created a ceramic model of an Intercity Transit bus. The rider really appreciates Intercity Transit's service.

Menser said Thurston County cleared the two policy decisions and log jam of the HCP. It's stilling going to be a process but should get finalized soon.

Cox said the Lacey City Council will review a resolution and vote on the I-976. Lacey is all but finished with the super "T" project which was the resurfacing of College Street between 37th and Yelm Highway, and then from Yelm to the Chehalis Western Trail to Ruddell Road.

Carmody said she is taking a proposal to the Yelm Planning Commission requesting an increase in parking requirements for residential and commercial lots in order to push more people to use transit. She's trying to get the mindset away from parking and more towards using transit.

Messmer would like to hear the status on the person who provided public comment at the August 21 meeting about a Dial-a-Lift service boundary request she presented to the Board, and whether the Board should take action. This person contacted Messmer asking what action, if any, did or will the Board take. Messmer said the Board should have an understanding of what takes place when a member of the public comes before them with a request. Freeman-Manzanares said staff talked with the woman, and she said part of doing the DAL assessment is having conversations about the impacts of DAL on the budget and expanding the DAL service area. Staff proposed to do a long range DAL plan that evaluates and talks about policy. Currently, DAL frequently turns down requests from people who are outside the DAL area because they are not eligible for service. We talk to them about their ability to get within the service area, so in this case, getting these individuals to meet up at a point where other folks who go to that church could get those individuals to the church. We also provide other resources like senior services because they provide service using our van to do that. Even though the woman came to the Board with that request, there are others who contact the agency with these types of requests on a weekly basis, and unfortunately those requests get denied because they are outside the service area. The DAL assessment study will allow the Board an opportunity to look at and review the policy and establish new formal policy decisions, and discuss the impacts to budget.

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Messmer said she is not asking to change the policy. She's asking staff to provide the Board with some type of follow up or status to public comments, perhaps during the General Manager's report.

Carmody suggested reminding those providing public comment that the Authority makes the policies and staff carries them out. Help the public understand that decisions are not made on single requests so not to make them feel singled out or ignored.

Gilman said the City of Olympia drafted a resolution for I-976 and he asked the Council to include a line item about public transit. There will be a public hearing and the Council will consider the resolution next Tuesday. The City will also do a factual information mailing to Olympians explaining the types of things funded.

Gilman said the City of Olympia Planning Commission held their retreat and Roger Millar, Secretary of Transportation for the state was a guest speaker. Millar gave an overview of his agency and talked about new technologies including autonomous vehicles and the evolution of transportation infrastructure. He is very proud of his hometown transit system and he had a strong understanding of Proposition 1.

Melnick said the woman who cleans his house is the wife of a new Intercity Transit Maintenance Vehicle Technician, and she said her husband is very impressed with everyone at IT.

Melnick shared his experience on BART during his trip to Northern California. He took BART from the airport to Oakland to get Amtrak, and he noted they have a problem with homeless people living on trains.

Sullivan said the City of Tumwater has a resolution on the I-976 initiative and will work on the language at their next work session.


ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:01 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk to the Authority

Date Approved: October 16, 2019.

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Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit