

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 16, 2019

CALL TO ORDER

Chair Sullivan called the October 16, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit. She informed the Authority of the revised agenda that included the addition of Consent Agenda Item 5-B and an update to New Business Agenda Item 6-C.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner (via teleconference); 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: City of Yelm Councilmember Molly Carmody; City of Lacey Councilmember Carolyn Cox; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Mike Burnham; Suzanne Coit; Jessica Gould; Kevin Karkoski; Steve Krueger; Ally McPherson; Pat Messmer; Ryan Nagel; Eric Phillips; Heather Smith; Jonathon Yee.

Others Present: Sreerenjini Namboothiri, Community Advisory Committee.

APPROVAL OF AGENDA

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

Councilmember Gilman arrived.

INTRODUCTIONS

A. Operators – Class 19-05: *Spencer Smith; Sonja Phillips; Michael Lanphear; Leonard Staten, Jr.; Antonio Hughes; William Anderson; Ray Sigmon, Jr.; James Rea; Steven O'Connor.*

RECOGNITION

Freeman-Manzanares recognized the 2019 Washington State Public Transportation Roadeo Grand Champions. This is the fifth year Intercity Transit won the Washington State Grand Champion Award which is a combination of Operations and Maintenance scores.

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The Maintenance Team took 1st Place in the State Competition and 13th place in the International Competition. Congratulations to our team, Coach Technicians *Joe Bell, James Bush and Grant Swidecki.*

In Operations, Rob Wood took 1st Place in the 40' competition with a perfect driving score. This is only the second time in 37 years of competition, in both 35' and 40' competition nationwide that has happened.

Dan Savage took 1st Place in the Paratransit Division and 1st Place in Mobility Device Securement. Savage also took 1st Place in the International Competition out of 120 competitors.

David Randall took 2nd Place in the State 35' Competition. He placed 27 in the International Competition out of 89 competitors.

Freeman-Manzanares recognized the great job of the team coaches William Snyder and Bill Miller. She thanked David Dudek for his energy and organization in planning the State Rodeo competitions and thanked Emily Bergkamp, Cameron Crass, Jonathon Yee, Paul Koleber, and Kevin Karkoski for their support. And thanks to operations and maintenance staff who support our local rodeo and our rodeo participants.

Chair Sullivan recessed the meeting for refreshments and to congratulate the participants at 5:46 p.m. for fifteen minutes.

PUBLIC COMMENT - None.

PUBLIC HEARING - None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to approve the consent agenda as revised.

APPROVAL OF CONSENT AGENDA ITEM

A. Approval of Minutes: September 18, 2019, ITA/CAC Joint Meeting; October 2, 2019, Regular Meeting.

B. Set Public Hearing: Schedule a public hearing for Proposed Fare Change/Zero-Fare Demonstration Project Recommendation on November 20, 2019.

NEW BUSINESS

A. 2020 Draft Budget Second Review. Finance Manager, Suzanne Coit presented the 2020 Draft Budget for a second review that included a Budget Summary - Cash

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Basis dated October 10, 2019, with an ending unreserved cash balance of \$24,349,071; and Budget Expenditures – Phase II Authority Review where she noted there was an addition in the amount of \$400,000 for Martin Way P&R Express Bus.

The Authority directed staff to release the budget to the public for comment.

- B. 2020-2025 Draft Strategic Plan.** Freeman-Manzanares presented the Strategic Plan for review and finalization. Past comments from the Authority have been incorporated into this final document.

Melnick referred to #18 – *What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?* – Bullet #5 – and asked to add or change it to acknowledge the study of zero emissions and alternative fuels.

The Authority directed staff to release the Strategic Plan to the public for comment.

- C. Community Advisory Committee Application Selection.** Freeman-Manzanares said currently, there will be five vacant positions on the CAC, and thirteen applications were received. The Authority was asked to review and select the applications for the interview process.

Board members serving on the interview panel are Debbie Sullivan, Carolyn Cox and Karen Messmer, and the interviews will be held on November 6.

The Authority directed staff to interview all of the applicants who reside within Intercity Transit's PTBA as based on IT's policy.

Freeman-Manzanares mentioned the Authority could consider adding an additional student and bringing the total CAC members to 21.

It was M/S/A by Citizen Representative Messmer and Commissioner Menser to interview the CAC applications that we have received with the caveat that if staff researches and finds one or more who do not qualify due to our policy that they be taken off the list.

COMMITTEE REPORTS

Thurston Regional Planning Council – Messmer said TRPC met October 4. The Council received an update on the I-5 Modeling Project by Veena Tabbutt. That is a study about the congestion in the area between Olympia and up to Tacoma. Tabbutt showed a live model of the traffic patterns showing the number of cars. It's watched in fast motion over time such as the morning peak period, mid-day or afternoon commute time and you can see how it gets backed up from Pacific Avenue all the way to Martin

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Way, etc. Then she could pile on different activities such as adding a ramp meter and it shows how it performs.

Members received a presentation on Web Mapping Capabilities. It's the kind of work they do with the GIS and Messmer was impressed. She said it is exciting work they are doing and she hopes IT can engage with them on the Martin Way study for example. It would be interesting to see what they could do for the agency even on small projects. IT as a member, can ask for a quick project and there would be no charge.

Messmer was a member of the Work Program Subcommittee with the Regional Planning Council to look at their detailed work program and they are still in the process of adopting their Strategic Plan.

Transportation Policy Board - Melnick reported the TPB met October 9. He said the Board amended their Bylaws; discussed the Regional Transportation Plan (RTP) project list; the Board was given a debrief on the TPB retreat and next steps; Marc Daily reported on the 10-year transportation needs assessment; and Karen Parkhurst provided an overview of the draft 2020 State Legislative Priorities.

GENERAL MANAGER'S REPORT

Freeman-Manzanares said previous to the elimination of the Federal Bus and Bus Facility Grant Program, Intercity Transit completed a 6-year financial plan to support its 6-year strategic plan. With the elimination of the Bus and Bus Facility Program in 2012, which had historically paid for 80% of our buses and 80% of our construction projects, Intercity Transit broadened its projection timeframe to consider the full purchase and replacement cycle for its entire fleet of buses. While the Federal Bus and Bus Facilities Program was re-established in late 2015, it returned with significantly less dollars.

Freeman-Manzanares presented several scenarios that included a comprehensive list of future expenditures, including the rehabilitation and expansion of our original maintenance, operations and administrative facilities. The Pattison Street campus is currently in design. The Authority anticipated \$85 million to complete the project and that dollar value is included in the draft 2020 budget. The cost estimate is in flux pending recent soils and structural evaluations. Additional testing and design is required. An initial estimate to address soils and structural elements is \$96 million.

The Authority can expect additional conversations will occur regarding this project. Freeman-Manzanares said in terms of state and federal funding, revenue estimates are reflective of what we know to be true today. It does not take into consideration the passage of Initiative I-976, which will likely result in a significantly reduced multi-modal account, nor does it take into account potential reductions in federal dollars. In this financial model, we assumed a 50% match for grant funded projects. In terms of sales tax, which is Intercity Transit's largest source of funding, our base assumption is

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2.5% growth rate year over year. Historically, the 30-year average (1989-2018) was 5.8%. The 15-year average (2004-2018) was 4.2%. During the 10-year period (2007-2016), which includes the most recent recession, the average was 2.3%.

AUTHORITY ISSUES

Menser said Thurston County will conduct a public hearing on a resolution to oppose I-976. The County held a public hearing that was supposed to be on the comprehensive plan, however, instead the topic focused on the Millersylvania State Park project.

Gilman said the Olympia City Council passed a resolution opposing I-976 and said Tim Eyman attended that meeting.

Gilman said Olympia is conducting an economic eco system study that is a combination of Mike Reed, their Economic Development person and a hired consultant, and he would like to include transit as we're looking at commute in and out of distribution of housing by price and jobs by different brackets of compensation.

Melnick appreciated the presentation at the Tumwater Council meeting regarding the I-976.

Sullivan said the City of Tumwater is adamant about opposing I-976. The Council requested the City Manager and the communications department put out a press release or something similar to get information to the voters of the action they took.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:04 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: December 4, 2019.

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