

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 6, 2019

CALL TO ORDER

Chair Sullivan called the November 6, 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 David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Cameron Crass; Tammy Ferris; Cindy Fisher; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Steve Swan; Nicky Upson; Jonathon Yee; Michael Burnham.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Payroll: \$2,615,384.75

B. Accounts Payable: Warrants dated October 4, 2019, numbers 28631-28669, in the amount of \$142,238.23; Warrants dated October 11, 2019, numbers 28670-28737, in the amount of \$3,324,959.57; Warrants dated October 10, 2019, number 28738 in the amount of \$1,000; Warrants dated October 18, 2019, numbers 28751-28801, in the amount of \$4,889,839.58; Warrants dated October 25, 2019, numbers 28802-28846 in the amount of \$179,407.67; Warrant dated October 28, 2019, number 28847 in the amount of \$1,381,017.19; Automated Clearing House Transfers for October 2019 in the amount of \$18,451.75 for a monthly total of \$9,936,913.99.

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- C. Surplus Property.** Declared the items listed on Exhibit A as surplus with a total value estimated at \$3,605. (*Katie Cunningham*)
- D. Operations Uniforms.** Authorized the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not-to-exceed \$122,000 per year, including sales tax. (*Katie Cunningham*)

NEW BUSINESS

- A. Job Order Contract with Department of Enterprise Services.** Procurement Coordinator, Tammy Ferris, presented for consideration an Interagency Agreement (IAA) with Washington State Department of Enterprise Services (DES) to administer a job order contract (JOC) supporting the immediate repair of the Martin Way Park-and-Ride.

While owned by the Washington State Department of Transportation, Intercity Transit has operations and maintenance responsibility of the Martin Way Park and Ride. After several years of operation, the Martin Way Park and Ride bus lane is in need of concrete repairs. In 2009, Sterling Breen Crushing made repairs to the concrete panel cracking in the bus travel lane. Since then, the concrete has failed making it is unsafe for buses and pedestrians to access the area. As a result, buses are rerouting around the damaged bus lane in order to avoid further damage to the bus travel lane and to the buses.

Staff is requesting the Authority authorize the General Manager to utilize the DES JOC process to expedite the necessary repairs of the bus lane at the Martin Way Park and Ride. The urgency to repair the bus lane is directly related to maintaining current service and to minimize further disruptions to operations. Using a conventional design bid process would likely result in an extended disruption of service. Utilizing the JOC service option through DES provides an effective means of reducing the total lead-time and cost for traditional bidding of public works' projects and reduces the need to handle necessary repairs on an emergency basis. DES has sufficient contract capacity available to provide use of this process to support repairs to the Martin Way Park and Ride. DES Project Management fee is a percentage of the total estimated project cost and is estimated at \$9,000.

Under our interagency agreement with WSDOT we have reached out formally to WSDOT to acknowledge our effort to correct the issue quickly as well as verify their acceptance of our proposed solution to remedy the condition.

It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Warner to authorize the General Manager to enter into an IAA

with DES to administer the JOC for the Martin Way Park-and-Ride Repairs project in a total project amount not-to-exceed \$260,000.

- B. OTC Graham Construction Contract Amendment.** Procurement Manager, Steve Krueger, presented for consideration an increase to the total not-to-exceed contract amount with Graham Construction (Graham) as necessary to complete the Olympia Transit Center (OTC) Expansion Project.

The negotiated Maximum Allowable Construction Cost (MACC) with Graham Construction is \$8,557,108. The total projected additional funding necessary to complete the project is \$725,833. The total cost falls within the 2019 budget. A portion of this additional funding (\$113,394) is for access control and video recording equipment. Another portion of the additional funding (\$52,000) addresses necessary enhancements to serve "The One" at the OTC. An additional portion of this increase (\$108,000) is dedicated to additional sales tax dollars associated with IT Proposition 1 and sales tax on the new work. The remainder of the additional funds (\$452,439) addresses water main, storm water and electrical connections, the addition of anti-graffiti, audio-visual floor boxes and other assorted additions. The good news is that we are now far enough along in the project that any other unexpected cost now seems unlikely. Moreover, the entire project is coming together nicely and is sure to serve our community well for many years to come.

It was M/S/A by Citizen Representative Messmer and Councilmember Gilman to authorize the General Manager to increase the OTC construction contract with Graham by \$725,833 to reflect a total revised not-to-exceed contract amount of \$9,282,941.

- C. March 2020 New NE Lacey Route Public Process.** Development Director, Eric Phillips, and Planning Manager, Rob LaFontaine provided an update on the scheduled outreach and public process elements planned as part of the implementation of a new route in NE Lacey.

Phillips said beginning in early December, and continuing thru mid-January, 2020, Intercity Transit will host approximately three open houses to provide information, draft plans, and share the initial route concept with the public. Draft route concepts, schedules and service area details and maps are typically produced in support of this type of outreach to share the concept for the proposed new bus route to serve NE Lacey. In addition to the open houses we will provide updates via the website, Rider News, and other communication channels.

LaFontaine provided a sketch of the new Route 65 service to Hawks Prairie. He said there's been good coordination with the City of Lacey Planning staff in consulting over known and forecasting developments in NE Lacey, being mindful of what is there now and likely to be there in the future.

LaFontaine said staff is currently working on span and frequency of building schedules, when the bus will start in the morning and end in the afternoon/evening. Staff is working through a 70-minute route cycle (to cycle one bus), it's a 16 mile route with 35-minute headways, and trying ways to mitigate that. When all done, it will be somewhere in the 10-12k service hour annually range. He said upcoming public participation includes Community Action Council on December 5 and January 6; and Lacey City Hall, with dates to be determined.

LaFontaine reviewed the route schematics, and reviewed some of the challenges. For example on 15th Avenue (future Woodland Meadows apartment site) there isn't much frontage to place bus stops. On 41st Avenue (Jubilee) there are restrictive median and sidewalk and lighting are limited to the north side of the roadway only, which means we can only serve in the west direction. There are no pedestrian accommodations on the east side of the road. And on Hawks Prairie Road looking east (Target Distribution Center) there is limited and restrictive median in the middle of the road.

D. Fare Change Public Hearing Policy Background. Development Director, Eric Phillips, provided an update on Intercity Transit's policy and federal requirements related to all proposed changes in fare policy.

The ITA bylaws state that a public hearing is to be conducted whenever there is a change in any transit fare. Currently, there are no Federal requirements; however, a fare equity analysis is a requirement for larger urban systems. Intercity Transit is a small urban system and is not subject to this requirement. A fare reduction or change (even if intended to be temporary) that is in place for more than six months would be considered by FTA to be permanent. A fare equity analysis - when required - is submitted to FTA as part of the Title VI program. Intercity Transit will likely be subject to the large urban requirements following the next Census tabulation (2022-2023).

In addition to fare changes, a "large urban" designation will result in a number of new requirements including a more comprehensive review of all future proposed fare and service changes, as well as new criteria being used to determine our formula funds (apportionment) that come directly to Intercity Transit. Phillips said we expect to have many discussions with the Authority about how the large urban designation change will impact how we plan, analyze, and implement service changes and communicate those changes with the community and FTA through our Title VI program.

Phillips reviewed Intercity Transit's Title VI Program requirements. IT goes above and beyond to get the word to the public about changes, using traditional methods and when special requests are made such as printing transit guides in braille.

IT focuses on a broad social, ethnic, age and economic spectrum which makes up the population of our service area. IT routinely uses a variety of communication tools that include:

1. direct reference to the agency's adherence to Title VI requirements;
2. by their nature and means of dissemination are intended not only to reach a broad social and economic spectrum of our service area population and the market place for vendor product and services, but also are tools which are intentionally non-exclusionary in any way. IT maximizes public engagement in the following ways:
 - Website
 - Public Comment forms at Board meetings
 - Transit Guides
 - Rider News and Alerts
 - Customer Comment Opportunities at OTC, the IT business office, online, by phone, and through email.
 - GovDelivery

Phillips said there is no specific FTA requirements outside of our "inclusive communications practices" from a Title VI perspective, but we are doing extensive outreach using all the channels typically noted in our Title VI Program including formal (legal) notice as well as direct communications with our community and riders.

Staff will present a Resolution for Authority consideration as part of the formal process of establishing the five year zero fare demonstration project. The Resolution provides an opportunity to highlight the public process, analysis to date, and reserve the existing underlying fare structure in the event the Authority wants to reconsider. The Resolution can also prescribe periodic review of the demonstration project (via Strategic Plan) to confirm the projects goals.

Adoption will be scheduled, in order, with the separate but related approval of the 2020 budget and the 2020 Strategic Plan, which specifically addresses the Zero Fare demonstration project.

Citizen Representative Candidate Selection for Interviews. Freeman-Manzanares said seven applicants applied by the deadline in response to the Citizen Representative open position. Carmody suggested in the future that the Citizen Representative position be filled by one of the members of the Community Advisory Committee.

The Authority directed staff to schedule interviews with all seven applicants. Originally, the date for the interviews was scheduled for Wednesday, November 13, 2019. However, that date creates a conflict for several Authority members, and it

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was suggested conducting the interviews on November 20 starting at 2:15 p.m. prior to the start of the regular Authority meeting.

It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Warner to schedule a special meeting to conduct interviews with all seven applicants on November 20, 2019.

COMMITTEE REPORTS

Thurston Regional Planning Council. Messmer said TRPC met November 1. The Council received a presentation from Freeman-Manzanares on IT's Strategic Plan Update.

The Council had a discussion on the future Passenger-Only Ferry Study. The Legislature allocated \$350,000 for Puget Sound Regional Council to conduct an analysis of current and future passenger-only ferry routes in the 12-county Puget Sound region. The study will include a public involvement process.

Community Advisory Committee. No report

GENERAL MANAGER'S REPORT

- Intercity Transit will launch its new high-performance, limited-stop bus service Monday, November 11, 2019. "*The One*," provides faster, more direct transit service, connecting the Martin Way Park-and-Ride in Lacey to the Capital Mall in west Olympia with limited stops.
- Staff is working with ORCAA on the air quality issues affecting the immediate area surrounding the Pattison Street facility. Freeman-Manzanares thanked Councilmember Gilman for providing some assistance in getting a response to the nature of the problem. It appears things are progressing with the City of Olympia, ORCAA and the property owners. The major concern was making sure the air quality issues didn't get so bad that staff would need to move off site and disrupt or cancel service.
- Freeman-Manzanares along with the Planning staff began the community update road trip. To date, staff presented to the Tumwater Planning Commission, TRPC, Olympia Planning Commission, and Lacey Planning Commission and will continue with the remaining jurisdictions. We've received requests from several non-profits who are interested in the presentation about the community update, and most are interested in the proposal for zero fare.

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- Freeman-Manzanares along with Carolyn Cox, Clark Gilman and Debbie Sullivan will meet with The Olympian on November 14, 2019, to provide the one-year community update since last year's election.
- Human Resource staff are conducting new staff interviews daily, and about 25% of IT employees have been with the agency less than one year, and 50% have been here less than five years. Chair Sullivan said she wants to ensure that the influx of so many newly hired staff doesn't change the existing Intercity Transit culture. Freeman-Manzanares said a two-day Leadership and Team Development Workshop conducted by Dr. Eric Allenbaugh is scheduled in December to work with the management team as a first step in retaining the culture.

AUTHORITY ISSUES

Menser said he expects the County to vote next week on the approach to the courthouse project and get it on the ballot in 2020. He asked the Authority to start thinking about what their jurisdictions would be willing to do to help the County educate the community about how significant the project will be as well addressing acute needs.

Cox said the Regional Housing Council paused plans to open a homeless mitigation site near Lacey, at Martin Way and Carpenter Road. It's now predicted readying the site could cost between \$1.6M and \$1.8M. Also, applying for a particular state Housing Trust Fund grant to fund the project was part of the conversation, but the council ultimately decided it wasn't a good fit because the grant required projects to last for at least 50 years, which is a concern. The council will instead shift focus to drafting an agreement that lays out how Thurston County, Lacey, Olympia, and Tumwater will work toward the broader goal of addressing homelessness at the regional level.

Carmody said the City of Yelm voted to replace several sidewalks; and their study session was postponed due to the election. Carmody was re-elected for another four-year term.

Messmer asked if the December 18, 2019, Authority meeting will be canceled, and that a decision on that should be brought before the Authority soon.

Gilman said the Olympia Timberland Library will be closing for renovations and he was approached by several Olympia library patrons asking if Intercity Transit might make an accommodation to allow them to use their library card to ride the bus to the Lacey or Tumwater libraries. Perhaps this can be placed on the next Board agenda for discussion.

Gilman addressed the air quality issue, and said that although no perfect solution has been reached, there have been conversations with people living at the camp, with people advocating for them and the property owner, and Commissioner Menser

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stepped in representing the County, along with ORCAA. The City of Olympia is going to provide a contracted cleanup of the backlog of refuse and place dumpsters out, which should happen the beginning of next week. If this level of intervention doesn't eliminate the burning and smoke issues, then they will have to figure out another type of intervention.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:11 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