

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
March 16, 2015
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative DEBBIE SULLIVAN
<i>(Michael Van Gelder)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. March 18, 2015, Work Session <i>(Grace Arnis)</i> | |
| | B. April 1, 2015, Regular Meeting <i>(Lin Zenki)</i> | |
| IV. | APPROVAL OF MINUTES - February 9, 2015 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN
<i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | 3 min. |
| VI. | NEW BUSINESS | |
| | A. YOUTH PROGRAM UPDATE <i>(Erin Scheel)</i> | 30 min. |
| | B. CAC BY-LAW REVIEW <i>(Michael Van Gelder & Carl See)</i> | 30 min. |
| | C. CAC BY-LAW COMPOSITION <i>(Michael Van Gelder & Carl See)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. February 18, 2015, Work Session <i>(Valerie Elliott)</i> | |
| | B. March 4, 2015, Regular Meeting <i>(Ursula Euler)</i> | |
| | C. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | NEXT MEETING -April 20, 2015. | |
| X. | ADJOURNMENT | |

Attendance report is attached.

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
February 9, 2015

CALL TO ORDER

Chair Van Gelder called the February 9, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See, Victor VanderDoes; Sue Pierce; Joan O'Connell; Quinn Johnson; Charles Richardson; Leah Bradley; Mitchell Chong; Kahlil Sibree; Dale Vincent; Valerie Elliott; Jan Burt; Billie Clark; Ursula Euler; Grace Arnis; Julie Hustoft; and Denise Clark.

Absent: Faith Hagenhofer; and Lin Zenki.

Staff Present: Emily Bergkamp; Steve Swan; and Nancy Trail.

Others Present: Authority member, Joe Baker, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by ELLIOTT and HUSTOFT to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Joe Baker.

MEETING ATTENDANCE

- A. February 18, 2015, Work Session - Valerie Elliott
- B. March 4, 2015, Regular Meeting - Ursula Euler

APPROVAL OF MINUTES

It was M/S/A by O'CONNELL and ELLIOTT to approve the minutes of the January 12, 2015 meeting.

CONSUMER ISSUES CHECK-IN - Issues for discussion later in the meeting include:

- *Van Gelder* - Wheelchairs and similar equipment on buses.

NEW BUSINESS

- A. **BUS BUDDIES UPDATE** - (*Emily Bergkamp*) Bergkamp stated she would present the Bus Buddy update as Janina Robbins was unable to attend. Bergkamp provided a brief overview of how the program started and indicated volunteers were in attendance and

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 2 of 8

would share their stories. Catholic Community Services (CCS) received a consolidated grant for the program in Thurston County. There are other similar type programs in Pierce and King County. CCS leverages their strengths and that is an extensive background in recruiting volunteers. The program assists riders who need additional support. Intercity Transit is an in-kind partner, providing marketing, bus passes, office space and computers. The Intercity Transit Travel Trainers work with people who have more specific needs; and then will refer to a Bus Buddy if they need continued assistance. CCS secured the grant for 2013-2015, and has reapplied for 2015-2017. They are asking for \$96,000 and may be able to increase staff hours with the funds. Bus Buddies just celebrated their one year anniversary and the program is poised for growth.

Bergkamp reviewed a PowerPoint presentation. She identified the program partners as WSDOT; CCS Intercity Transit; Ride Safe; and Ride Smart. The program was developed by Sound Transit with local coalitions and it is used in King, Pierce, Snohomish, and now Thurston counties. CCS also has a direct partnership with Pierce Transit.

Bergkamp indicated travel training results in increased independence by using fixed route service. Bus Buddies are screened and have background checks. They receive 6 hours of orientation and 4 of the hours are here at Intercity Transit with the Travel Trainers.

Bergkamp stated the program target is to aid individuals with a disability, low income and any individual who may have challenges with learning how to ride fixed route transit service. The program assists many clients with low or no vision. Bus Buddies attends many community events and health fairs. Bus Buddies are at the Olympia Transit Center (OTC) on Thursdays from 12:30 pm - 2:30 pm.

Bergkamp indicated Bus Buddies is now doing group trips and the committee received handouts detailing those trips, which are also available on the website. The programs goal is to encourage and promote a positive transit experience.

Bergkamp answered questions.

See; Denise Clark arrived.

Jeff spoke about his Bus Buddy experience and indicated he recruits down at the OTC.

Marilyn spoke about her work with a client who was referred when she completed travel training at Intercity Transit.

Bradley arrived.

Midge relayed her experience of getting someone to ride the bus after trying for 4 years.

O'Connell- asked about the time commitment involved?

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 3 of 8

Marilyn – responded it is up to the individual how much time they want to give. If you give 6 hours per month you get a free bus pass. The program is currently looking for bilingual riders. Marilyn indicated people can request events; and Bus Buddies will soon incorporate Amtrak in a trip. Marilyn has gone as far away as Westport and Seattle on Bus Buddy trips.

Sibree arrived.

Jeff – indicated trips can work around your schedule and that applications are available at the OTC.

Van Gelder – stated it is another good example of Intercity Transit helping other community members. He congratulated the volunteers. The program is a great example of community partnerships. Van Gelder asked the committee to remember that this is part of Intercity Transit's story.

Van Gelder introduced Grace Arnis since she was absent last meeting and Grace told the group a little about herself.

B. STATUS OF FIXED ROUTE SERVICE - (*Steve Swan*) Swan indicated Dennis Bloom was unable to attend and he would present on his behalf. He has been at Intercity Transit a little over a year and is still learning the bus system. Swan stated the presentation would cover the status of fixed route service. The information includes performance levels by route provided for discussion on service changes in the event decisions must be made to reduce or eliminate service. When we make decisions about eliminating service we base those on the data that we have available. As we make changes we will provide the best service we can with the resources available.

Swan called out the route service summary exhibit that speaks to the performance of our routes. The routes are divided into 4 types: trunk routes are our mainline corridor routes and those with a lot of activity; secondary routes are more of the neighborhood routes; express routes run between Pierce and Thurston County; and the circulator routes are those like route #42 to SPSCC and family court and the DASH.

Swan reviewed the System Map and identified the routes by color. He discussed the value of charrettes in community outreach. The map shows the coverage but there is a lot more to it. It identifies frequency; express service; and peak directional service, etc. The 605 takes people from Thurston to Pierce and it reverses in the afternoon. Circulators provide shuttle service. Routing is based on demographics and it is density driven. Employment density is also a factor in routing because 70% of transit trips involve taking people to work or school.

Swan answered questions.

Vincent – asked what type of action Intercity Transit takes on routes that are listed as unsatisfactory.

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 4 of 8

Swan – indicated it varies by route but that they investigate; work with marketing; and look at frequency of service. We have a couple of unsatisfactory routes, the 42 and 609. The 42 is a unique route that doesn't have much density and therefore not as high ridership. They county requested the service when they placed the family and juvenile court facility out there. In order to get there someone has to ride the 43 or 42 and has to transfer and sometimes that isn't appealing to people.

Van Gelder – stated something that keeps those types of routes going is the institutions they serve. As a good community partner we work to ensure coverage.

O'Connell – asked if the concern is low ridership.

Swan – responded route 42 serves important facilities in the community that need service.

O'Connell – asked if it has the potential to be linked to another route. The kids at Community Youth Services indicate there is an issue making connections.

Swan – stated the 42 runs at peak times, for a couple of hours in the morning and a couple hours in the evening. If extend it would be part of the 43 and we would be running the service all day at an additional cost. The demand for service is during those peak times. When you start cutting a route up you reduce its efficiency.

Elliott – asked if it could be done like routes 62A and 62B by making it a split.

Swan – indicated it is a possibility.

Vincent – asked for a definition of the column headings.

Swan – stated Revenue Hours is the time the bus is in service and it is running a route. Total Hours are revenue hours including the time to dead-head the buses. Total Boardings is the number of passenger per revenue hour for 2014.

Hustoft – asked if the agency could survey some of the companies out by court.

Swan – indicated we look at performance measures; use on-board surveys and use the data to understand needs.

Swan identified other factors involved in where to locate bus service, including the density of zero vehicle households, density of rental households, and income driven. There is age driven demographics; density of youth and senior citizens who don't or are unable to drive and they depend on bus service.

Elliott – asked how often the agency looks at the demographics.

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 5 of 8

Swan – indicated the census data comes out every 10 years and we get a mid-decade update around 2015. Evaluating the performance of routes is a constant process.

Swan continued with Vehicle Service Hours as the total number of hours the bus is out on the street which includes revenue plus deadhead time. He reviewed the historic data and timeline. The timeline identifies things that have affected the service hours. The elimination of the Motor Vehicle Excise Tax (MVET) took away excise tax from transportation funding. As a result service was reduced by about 42%. In 2002 the voters approved a sales tax increase .03% to .06% and a gradual increase in service was implemented. In 2008 sales tax was bumped up to the current .08% and we have seen a slight increase in service over that time. In 2013, we received two regional mobility grants to run express service.

Swan reviewed the Service Hours by Route – equally divided by trunk and secondary routes indicated that 3% go to circulator service including the DASH; #42 route; and Nightline. Nearly one-third goes to the express service. The Ridership by route data is weighted more heavily to trunk routes. They pick up a disproportionate amount of the ridership.

See – asked if the split was intentional.

Swan – indicated he was not sure and that it morphs based on what the needs of the community are.

Euler – remarked that since some new express services are unsatisfactory, will the grants continue?

Swan – New routes take some time to build ridership. The grants are currently funded through June of this year. They are number 2, 3 in the hierarchy of being funded again and we are optimistic about that. We are looking at ways to improve the ridership. Part of the money came from the state and was based on how the routes were designed. Changing the route would modify the parameters of the grant and require agreement.

Clark, Denise – asked what type of analysis has been done.

Swan – indicated we bring people down from Lakewood and most exit in downtown Olympia, with not as many continuing on to Tumwater (L&I and DOH). The continuation to Tumwater has not been as well utilized as we would have hoped.

Clark, Denise – asked for information on our marketing efforts?

Swan – indicated it is a constant effort.

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 6 of 8

Van Gelder – stated there are approximately 3,000 state employees in that part of Tumwater with tons of free, available parking. There are obstacles in people’s minds about riding the bus, even though there are clear benefits to those struggling through JBLM.

Swan – added Intercity Transit has held a number of transit fairs.

Clark, Denise – responded that there should be communication about ‘going green’.

Euler – stated it would be most effective coming from the inside; with incentives from the employer.

O’Connell – indicated the CAC can promote the bus from a community standpoint by communicating the message that it is time well spent with your community and focusing on engaging the community.

Sibree – added spreading the message that it is stress free and saves fuel.

VanderDoes – asked how many express riders reside north of Dupont.

Van Gelder – indicated that TRPC has some origin/destination preliminary information, but that there are some privacy issues. One of the best ways is for us to talk to people about the service.

VanderDoes – stated it should be employer driven marketing.

Vincent – indicated the price of parking in downtown in Seattle is \$300/month, but in Tumwater it’s free.

Swan reviewed the number of revenue hours and the ridership graph and it indicates as time has gone on, we have become more efficient. Swan reviewed the monthly fixed route boardings from 2002-2015, indicating the spike in October is from the colleges.

Hustoft – indicated commuters were unaware of the 592 at the Conference of the Corridors.

Swan – stated time becomes an issue on the 592.

Richardson – remarked about extending the #42 route to go to the mall with a shuttle to SPSCC.

Clark, Denise – reiterate her messaging idea about building community and going green.

C. 2015 ITA/CAC AGENDA SCHEDULE - (Michael Van Gelder) Van Gelder indicated staff has provided an agenda schedule for 2015. He and Carl will be meeting with the ITA

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 7 of 8

concerning how the CAC can be supportive, innovative and creative for this critical vote in the fall. Members can ask staff for additional topics.

Van Gelder answered questions.

Elliott – remarked this is the first time she has seen any type of agenda schedule and that members should take advantage of it.

CONSUMER ISSUES

- *Van Gelder* – remarked he recently watched a German program about scooter/wheelchairs and access to the bus system. Scooters are being used a lot in Germany and their buses are not built to accommodate them. What was interesting was the anchor did an interview with the head of the transit service and it became apparent that they did not have a citizen advisory committee. They spoke about how they did surveys and spoke to individuals in the community. Citizens felt they had no voice in the system. It shows other places are having the same type issues.

REPORTS

- *Burt* – provided the report from the January 21, 2015, Work Session – 5 new hires were introduced; and they talked about upgrading the HVAC system at Amtrak and painting. Carolyn, Jim & Marilyn presented the same agenda items we heard at our last meeting. The ITA indicated they were hopeful that CAC representatives would come to the meetings prepared. They also talked about remote meeting attendance.
- *Clark, Billie* – provided the report from the February 4, 2015, Regular Meeting – they discussed revision to the agenda item for the contractor for the 27 new bus stop pads; and language in the bylaws to attend meetings remotely.

Richardson left.

- *Van Gelder* – provided the report from the Conference of Corridor Commissions – planning commissions for 3 cities and the county with elected officials who were to observe and not talk. We had a good turn out from the CAC Denise, Sue, Julie, Valerie, and Carl attended.

Pierce – added that this is the second annual conference. The municipalities talked about their portions of the grant. This year we went in to small groups. There were discussions about what different progress has been made. Most jurisdictions don't think enough people show up to their meetings.

Clark, Denise – added that she was involved in the Sustainable Thurston project and saw the book which was the result of the process. She added that there was great conversation and that the cities don't talk to each other. They found out they had a lot of things in common.

Intercity Transit Citizen Advisory Committee

February 9, 2015

Page 8 of 8

Elliott - indicated she had several representatives from jurisdictions at her table. She felt Lacey took over the conversation. She brought up jumping the gun with a lack of infrastructure in place. Elliott mentioned existing bus routes in Lacey and that they didn't know anything about our service.

Hustoft - stated they talked about trees, infrastructure and walkability at her table. Lacey talked about major corridors - College Street being their biggest problem.

See - added he felt the format was better than last year and appreciated that they included Intercity Transit. He felt it would have been beneficial if they had the room to include some public participation to have a broader audience.

Pierce - stated that commissions are volunteers which are different from the planning departments. They were looking for someone from Intercity Transit to come and speak at their meetings.

NEXT MEETING: February 9, 2015.

ADJOURNMENT

It was M/S/A by O'CONNELL and HUSTOFT to adjourn the meeting at 7:23 pm

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI A
MEETING DATE: March 16, 2015**

FOR: Citizen Advisory Committee

FROM: Erin Scheel, Youth Education Specialist, 705-5836

SUBJECT: Walk N Roll Youth Program Update

1) **The Issue:** To highlight the work of the agency's Walk N Roll youth education program.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** The Authority supports marketing and outreach to youth as part of the agency's overall objective to increase ridership, raise awareness of alternative transportation modes and support community sustainability.

4) **Background:** Intercity Transit began a youth education program in mid 2007 as a strategic element to expand the agency's outreach, education and marketing to a key audience - youth. The Walk n' Roll program, as it is called, was also intended to expand Intercity Transit's partnerships and, most importantly, raise awareness and use of alternative transportation within our community.

The program reaches thousands of students across Olympia, Lacey, Tumwater and Yelm each year, as well as many teachers, school administrators, community representatives and parents. Activities include on-bus "rolling classroom" demonstrations, Walk to School Day, the a Earn-a-Bike program, Bicycle and Pedestrian Education in PE classes at schools, Safe Routes to School grant work, the Healthy Kids-Safe Streets Action Plan, and community events.

Staff will present information on progress made during the 2014-2015 school year.

5) **Alternatives:** N/A

6) **Budget Notes:** This work is supported by a permanent position within the Marketing & Communications division, and by WSDOT and Transportation Alternatives Program (TAP) grant partnerships with the City of Olympia and Thurston Regional Planning Council.

7) **References:** Healthy Kids - Safe Streets Action Plan.

Testimonials

"This is really good because we need to get our kids healthy and doing active things at home and at school."

-Elementary school parent on International Walk to School Day

"It was a wonderful morning for the two of us to have the time to walk and notice the little things in the neighborhood."

-Elementary school parent

"We rode our bikes this morning. It was freezing, but it was great fun!"

-Madison Elementary parent on a Walking & Wheeling Wednesday

Did You Know...

40 years ago, 50% of students walked or rode bikes to school. Today fewer than 15% travel on their own steam.

Over the last 40 years, childhood obesity has gone from 4% to 17% (2008 figure). In the last decade, obesity in youth has doubled.

By the end of the Walk & Roll program's first year, 57% of students walked or cycled to school and only 17% arrived by car. At the beginning of the year 47% arrived by car and only 24% walked or cycled.

Partnerships and Success Stories

Problem: How to build a generation of safe and healthy walkers, bike riders and bus riders

Action Taken:

Walk & Roll school-based encouragement demonstration programs at three elementary schools included: monthly flyers with walk/bike safety tips; "Walking & Wheeling Wednesday" encouragement, prizes for participation, contests, safety assemblies.



Walk & Roll Program Partnership included Thurston Regional Planning Council, Intercity Transit, Olympia School District and Madison, Roosevelt, and Pioneer elementary schools, Safe Kids, City of Olympia, State Department of Transportation - Highways and Local Programs – Safe Routes to School, U.S. Centers for Disease Control and State Department of Health.

Problem: Overcoming barriers regarding student travel to school

Safety Issue

Action Taken:

- "Stranger danger" fears addressed at two Walk & Roll sponsored "Safety Without Fear" interactive forums with a child development specialist.
- Pedestrian and bike safety education through monthly Walk & Roll event flyers, special walk/bike safety classes for students and parents, school safety assemblies with visits by police and Intercity Transit Youth Program coordinator.
- New "Pace Car" and Anti-Idling pledge program to slow driving speeds and promote clean air.
- Initiation of Walking School Bus with several parents walking with a group of students to and from school.
- Identification of infrastructure safety issues.

Distance Issue (i.e. too far to walk/bike)

Action Taken:

- Walk & Roll program focuses on urban schools and students living within a mile of school.
- Walk & Roll program addresses issues and supports a culture of changed attitudes toward student travel to school throughout the school community.
- Walk & Roll program encourages:
 - students traveling by bus to take the long way around the block to get to and from the bus stop;
 - students who must be driven encouraged to park several blocks from school and walk in.
- Action Plan recognizes the importance of school siting. The Plan recommends that school site cost/benefit analysis consider long term student transportation costs and the benefits of making walking and biking to school possible for more students.



Weather Issue

Action Taken:

- Walk & Roll encouragement programs, prizes and contests resulted in participation no matter what kind of weather. Ongoing survey data continues to inform the process.

For more information:

On Youth Programs, contact: **Erin Scheel**
Intercity Transit Youth Education Specialist
360-705-5839 or escheel@intercitytransit.com

On Action Plan, contact: **Kathy McCormick**
Thurston Regional Planning Council Senior Planner, AICP
360-956-7575 or mccormk@trpc.org



Healthy Kids – Safe Streets Action Plan

Initiatives to encourage kids to walk, bike & bus to school

- Goals**
- Build a generation of safe and healthy walkers, bike riders, and bus riders
 - Promote regular physical activity so students stay strong, healthy, and ready to learn
 - Reinforce good traffic safety skills

The Problem

Too few students walk, bike, or take the bus. Too many parents drive students to school. Too few students get enough daily physical activity. *Did you know that 50 % of students living within a 1/2 mile of school are driven to school?*

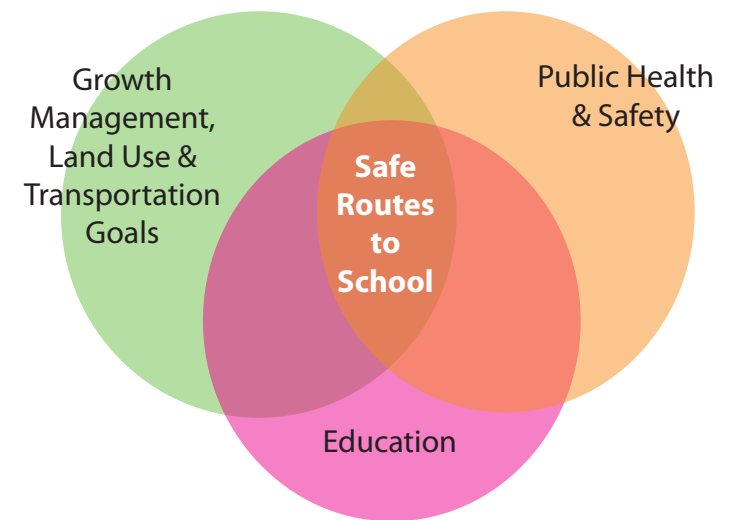
The Result

Parents driving students to school account for:

- 25% of morning peak hour traffic
- a decrease in safety, air quality, student health and readiness to learn (due to lack of exercise)
- a lack of knowledge and experience needed to be safe pedestrians and cyclists

- Partners in the Plan:**
- Parents
 - Local School Districts & School Staff
 - Intercity Transit
 - Local Governments
 - Thurston Regional Planning Council
 - Thurston County Health & Social Services
 - Olympic Region Clean Air Agency
 - State Department of Transportation
 - State Department of Health
 - State Department of Commerce

Healthy Kids - Safe Streets Action Plan Achieves Shared Goals



This Action Plan results from school and community stakeholder ideas and Walk & Roll demonstration project findings. The plan identifies strategies, programs and policies that address school, transportation, and community health issues.

Healthy Kids - Safe Streets Action Plan

Next Steps

- 1. Review of Action Plan.** Stakeholder groups commit to take action and identify advocates.
- 2. Create a Safe Routes to School Coordination Team** to advocate for the Action Plan initiatives; apply for funding to support programs and infrastructure improvements; and serve as a resource for school site analysis. Identify a facilitator for the team. Members should include at least school districts, and jurisdiction planning/public works. Adjunct representation should include Thurston County Health & Social Services, Intercity Transit and Thurston Regional Planning Council.
- 3. Identify a Safe Routes liaison within each school district** to act as a contact with school principals to develop the required Safe Routes Walking and Biking map and possible expansion of the Walk & Roll program.
- 4. Complete Safe Routes Walking and Biking Map for each school in the county.** State law requires Safe Routes maps for all schools by September 2013. Determine responsibility and most effective and efficient way to complete maps. Identify safety improvements as part of the process.

Programs to Develop or Expand

- 1. Develop Walk & Roll program template and "How To" manual** for program expansion to additional schools.
- 2. Identify ways to sustain and build Walk & Roll type school-based incentive programs at additional schools.**
- 3. Identify funds needed to support staff and program** such as stipends for school coordinators or incentive programs.

Policies to Incorporate in Plans

School District and Local Government:

- 1. Establish early communication about infrastructure improvements** to identify opportunities to collaborate, co-locate or connect facilities to encourage walking, biking, and transit use.
- 2. Consider the long range costs and benefits of school siting decisions** including long term transportation costs to the community as a whole (school districts, households), and the costs and benefits to student health.

- 3. Collaborate on school design and infrastructure improvements** at the beginning of the design process to maximize opportunities for walking, biking and transit use.

State:

- 1. Advocate state policy change for school siting guidelines.**
- 2. Encourage state policy change related to school retrofit and maintenance.**
- 3. Add state policy or incentive to locate schools on transit routes or within walking distance of large student populations.**
- 4. Advocate for state policy directive to contribute to infrastructure improvements and programs** targeted to students living within a mile of school – instead of yellow school bus funding in these areas.

For more information, including draft policy language, go to <http://www.trpc.org/regionalplanning/transportation/projects/Pages/HealthyKidsSafeStreets.aspx>

The "Five E's" - Strategies for Healthy Kids - Safe Streets

Education

Teach children about the broad range of transportation choices; instruct them in lifelong bicycle and walking safety skills; and launch driver safety campaigns near schools.

- Integrate bicycle, pedestrian, and transit education into school curriculum. *SD
- Assist school districts in creating Safe Routes Walking and Biking Map for each school per state law. SD, TRPC, CO, PTO
- Create a community outreach plan to raise awareness and promote walking and biking to school. SD, IT, LG, CO
- Address parental concerns through outreach campaign. PTO

Encouragement

Use events and activities to promote walking and bicycling.

- Maintain and expand existing school-based encouragement programs like Walk & Roll. SD, IT, LG, TRPC, PTO
- Identify a leader within the school to coordinate bike and walk programs. SD
- Hold annual study sessions with school boards to review new walking, biking, and transit related initiatives. SD, SRTS
- Identify a funding source to provide subsidized transit passes for the school community. IT, SD
- Establish a school district policy to give physical education credits to students for walking and biking. SD
- Support state and local policies encouraging flexible work hours so parents can walk or bike with children. S

Enforcement

Partner with local law enforcement and community programs to increase awareness, slow speeds, and increase traffic safety.

- Slow speeds and reduce idling through "Pace Car" campaign. Drivers pledge to drive within the speed limit and not idle. IT, TRPC, SD, NA, PTO
- Initiate a Walking School Bus (either school or parent-run) to give more students an opportunity to walk with an adult leader. SD, PTO, CO
- Analyze the effect of shifting school start time by 15 minutes to alter traffic volume and increase safety for biking and walking. SD, LG, CO
- Work with high schools to develop alternatives to drive alone vehicle use and encourage closed campuses at lunch to enhance student safety. S

Engineering

Improve opportunities to walk & bike through school siting & design of walkways, bikeways, & street connections.

- Adopt a policy for school districts and jurisdictions on school and community facility siting and infrastructure planning and design. SD, LG
- Advocate changes to state policies relating to school size, school siting guidelines, and transportation funding to encourage easily accessible neighborhood schools. SRTS
- Make sidewalks, bike lanes, lighting and crossing improvements a high priority within 1/2 mile of schools. S
- Separate modes of travel at arrival points at schools to avoid bike and pedestrian conflicts with cars. SD, LG

Evaluation

Monitor and document trends and outcomes to identify the most effective strategies.

- Survey families annually to track successes and identify challenges. Administer the Safe Routes to School Survey through schools. SD, PTO, SRTS
- Engage Parent Leaders. Create a Walk & Roll Parent Steering Committee to plan and share ideas between and among schools. PTO, SRTS
- Seek input and leadership from school staff, parents and students to fit strategies and messages to each school's needs. PTO, SRTS
- Track vehicle use reductions around schools to monitor success of walking and biking initiatives. CO, LG, SRTS



Walk & Roll is a grant supported project demonstrating how to build and sustain partnerships that will result in a new generation of healthy

and safe walkers, cyclists and bus riders and reduce trips to and around school. "Walking & Wheeling Wednesdays" are part of the project.



* STAKEHOLDERS

CO - Community Organizations
IT - Intercity Transit
LG - Local Government
NA - Neighborhood Associations
PTO - Parent-Teacher Organizations

S - Stakeholders
SD - School District
SRTS - Safe Routes to School Coordination Team
TRPC - Thurston Regional Planning Council

WALK N ROLL

A Youth Education Program of **Intercity Transit**

In Partnership with Thurston Regional Planning Council

Program Update
Spring 2015



Intercity Transit's Youth Education Program

MISSION

To **educate** and **encourage youth** to get around by **biking, walking, and riding the bus** to foster a **healthy, active community.**

INTER*city*
TRANSIT

Intercity Transit's Youth Education Program

VISION

**Youth will access their community using
healthy, active transportation.**

INTER*city*
TRANSIT

Program Goals

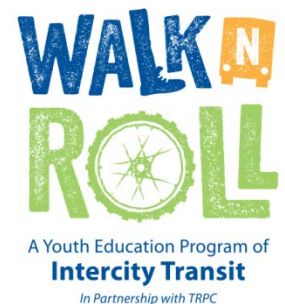
Safety – Health – Well-being – Choices

- **Promote Transit** – every bus trip begins and ends with biking or walking
- Reinforce good traffic safety skills
- **Promote regular physical activity**
- Focus safe walking and biking street improvements – specially within ½ mile of schools
- **Coordinate and partner to improve the walking, biking, and transit access for youth, through design, infrastructure, education & encouragement.**

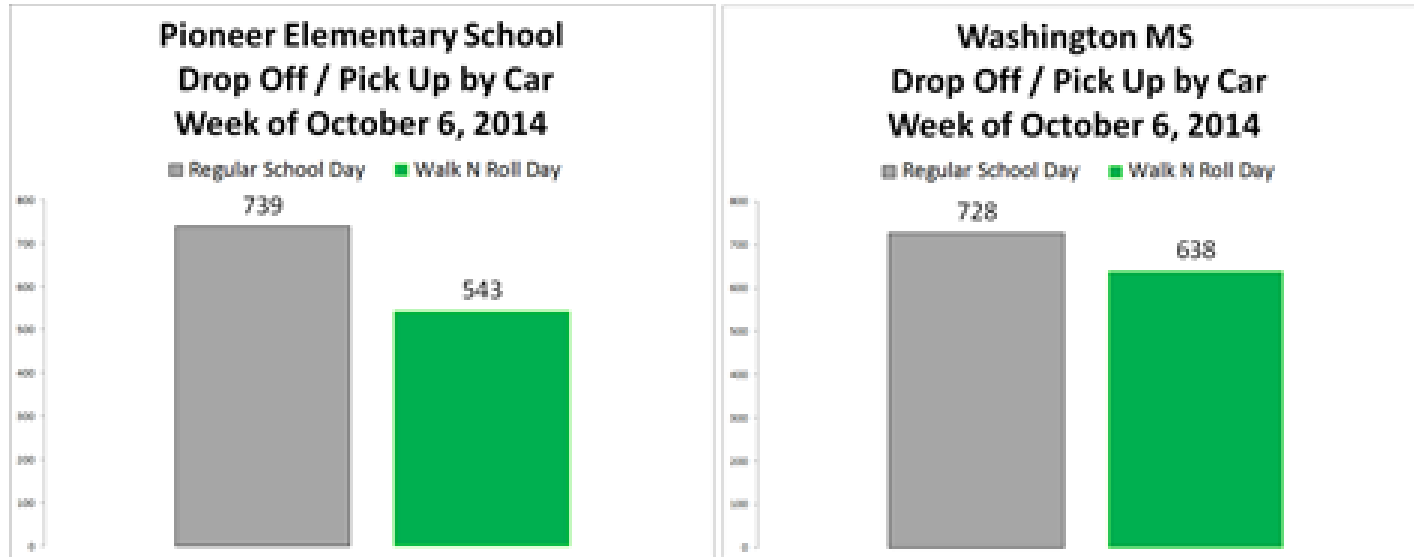


Schools & Transportation Evolution

- Community Forums
 - Health & Built Environment – 2006 (WSDOT)
 - Why Can't Kids Walk & Bike to School? – 2009 (Olympia)
- Demonstration Program
 - Walk n Roll – 2009 (TRPC/OSD/Olympia)
- Plans
 - Healthy Kids – Safe Streets Action Plan
 - Sustainable Thurston School and Transportation Panels



How is it working?



Walk to School Day

10 schools, hundreds of students



Peer Outreach Middle Schools

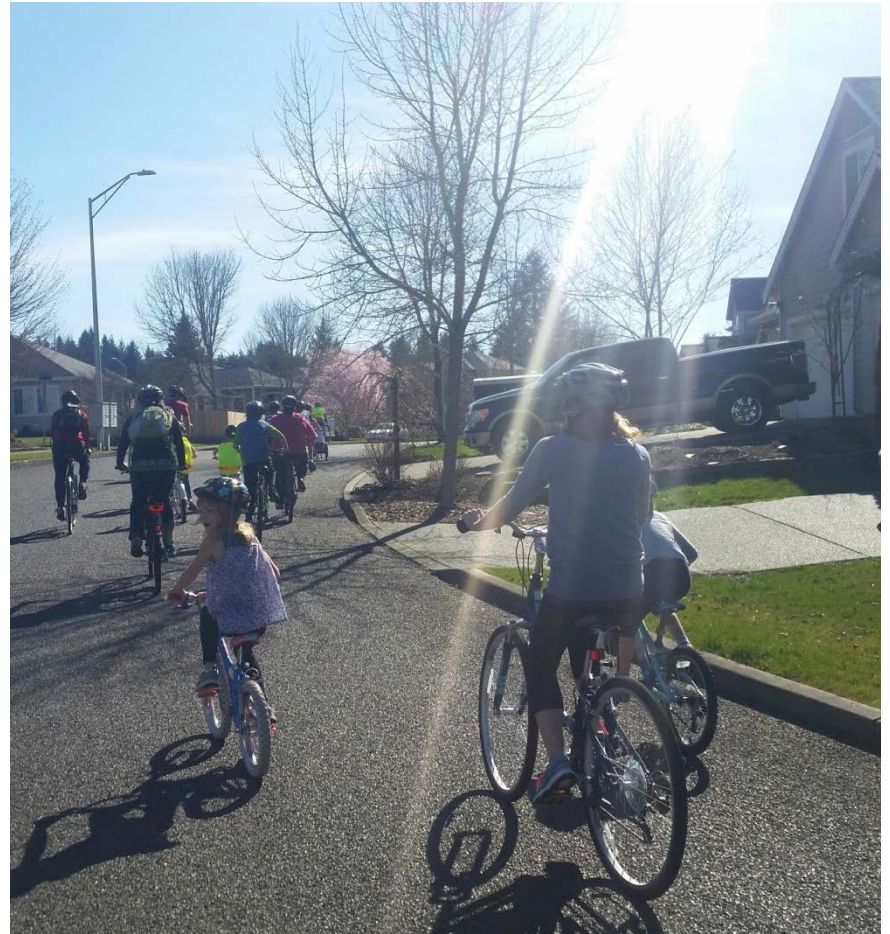


Kidical Mass Monthly Family Rides

Family-Friendly Bike Rides

When: 2nd Sunday of the month at 2pm

Kidical Mass Thurston County is all about family friendly bike rides that emphasize bike safety and celebrate the joy and practicality of bike riding.



Bicycle and Pedestrian Skills in PE

Over 400 5th and 6th Graders Participate



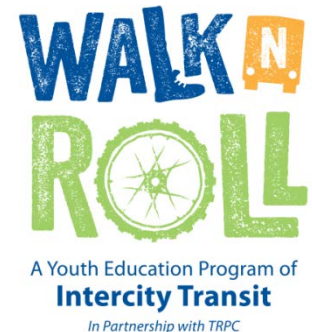
Earn-a-Bike (Bike PARTners)

75 students earn bikes every year



Looking Ahead 2013-2015

- Transpiration Alternatives Programs (TAP)
 - Continue outreach county-wide
- Safe Routes to School (SRTS)
- New workshop space for Earn-a-Bike (formerly Bike PARTners)
- Strategic Planning



Thank You



WALK N ROLL

A Youth Education Program of **Intercity Transit**

In Partnership with Thurston Regional Planning Council

**INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: March 16, 2015**

FOR: Citizen Advisory Committee

FROM: Michael Van Gelder, CAC Chair
Carl See, CAC Vice-Chair

SUBJECT: CAC Bylaw Review

1) **The Issue:** Review and discuss the CAC By-laws.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** N/A

4) **Background:** The Citizen Advisory Committee was formed to advise the Intercity Transit Authority on transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals

The CAC Bylaws provide the framework for the committees operation and function. The CAC recently added 6 new members; therefore review of the Bylaws is timely.

5) **Alternatives:** N/A.

6) **Budget Notes:** N/A.

7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.

8) **References:** CAC Bylaws.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE**
Bylaws

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. (Amended 09/18/13)

The CAC is advisory to the Transit Authority, and provides customer feedback to the agency. (Amended 09/18/13)

COMPOSITION

The CAC shall be comprised of no more than twenty members appointed by the Intercity Transit Authority. One position is specifically reserved for a 15-19 year old from Thurston County. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth (15-19 year old)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04; 2/14/11*)

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04; 2/14/11*)

ATTENDANCE

A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period will be removed from the committee. If staff needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair of the Citizen Advisory Committee when the fourth absence in a 12-month period occurs.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11; 02/13/12*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. (*Amended 12/20/04*)

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such

items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall mail the agenda to CAC members at least five days prior to the meeting and will send a copy of the packet to each member electronically. (Amended 02/13/12)

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (Amended 07/16/01)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in May (either self-nomination or nomination by others) and affirmation by majority vote in June. (Amended 07/16/01; 2/06/08)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (Amended 07/16/01; 12/20/04)

Section 1. **Chair**

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ***Presentations*** made by staff or others should be succinct and relevant.
- ***Discussion*** of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- ***Agreement*** on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (*Amended 2/19/01*)
- ***Opposing positions will be shared with the Authority.***
- ***Majority Vote*** is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process.

The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. *(Amended 07/16/01)*

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC stick to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and/or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. *(Amended 07/16/01; February 14, 2005)*

USE OF THE OPERATING GUIDELINES

The meeting protocol supersedes all other meeting procedures and will be used by the CAC until and unless it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.

AMENDMENTS

These bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. *(New Section Added 12/20/04)*

ADOPTED this 17th day of July, 2000.

Amended:	February 19, 2001	February 6, 2008	September 18, 2013
	July 16, 2001	March 5, 2008	
	December 16, 2002	February 14, 2011	
	December 20, 2004	November 2, 2011	
	February 14, 2005	February 13, 2012	

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: March 16, 2015**

FOR: Citizen Advisory Committee

FROM: Michael Van Gelder, CAC Chair
Carl See, CAC Vice-Chair

SUBJECT: CAC Recruitment and
CAC Bylaw Composition–Member Selection Review

-
- 1) **The Issue:** Review and discuss potential recruiting timeframe as well as the composition section of CAC By-laws regarding CAC member selection.
-
- 2) **Recommended Action:**
A. Looking for direction from the CAC regarding recruitment timeframe.
B. Discuss possible addition to CAC Bylaw regarding Composition and Member Selection.
-
- 3) **Policy Analysis:** N/A
-
- 4) **Background:** Traditionally, staff has conducted CAC recruitments in the spring of each year. Last year, the Joint CAC/ITA Selection Committee, chose not to forward any candidates to the ITA for consideration. The ITA directed staff to pursue another recruitment in the Fall of 2014. That recruitment process resulted in the selection of six candidates and brought the membership to its full capacity at 20 members. Those six candidates began their terms in January rather than our historical timeframe of July.

We are approaching the timeframe when we would traditionally recruit for CAC membership. We can pursue a spring or fall recruitment. This is a good opportunity to review member terms and what it might mean in terms of future recruitments.

The last member recruitment and selection process led a CAC member to provide the following suggestion to further define the CAC member selection process in the bylaws.

Proposal: Before the **TERMS** section, insert the following or something similar.

CAC MEMBER SELECTION

CAC membership will be determined through an application review and interview process. This process will begin with recruitment in the winter/spring of each year, as needed, to fill current and/or upcoming CAC vacancies. The Authority will refer qualified applicants, based on the information supplied in

their applications, for interviews. The interview panel will consist of two (2) to three (3) members each from the CAC and the ITA, along with IT staff. CAC applicants must attend the scheduled interview date and time to be considered for existing or upcoming CAC openings, usually term completions or resignations. The CAC applicants that complete the interview process will be evaluated and the interview panel will forward their recommendations to the ITA for final approval. Upon ITA approval, selected CAC applicant terms will commence 1 July of that year. Those applicants that interviewed, but were not selected may be kept on file for future openings that occur in between recruiting periods.

Should no applications be received for CAC openings or the applicants interviewed are not qualified for CAC membership, a special recruitment may be held in the fall of the year. However, this should only be conducted if over three (3) CAC openings exist.

Proposal: Add to the **COMPOSITION** section.

Group representation will not be a primary factor in determining who will be interviewed/approved for CAC membership.

-
- 5) **Alternatives:**
A. Send a recommendation for CAC recruitment timeframe to the ITA.
B. Forward any potential changes to the existing CAC Bylaws to the ITA for consideration; or make no changes to the existing CAC Bylaws.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.
-
- 8) **References:** CAC Bylaws.
-

Authority Meeting Highlights
a brief recap of the Authority Meeting of February 4, 2015

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S., to provide general legal counsel services at the rate of \$215 per hours.
- Authorized the General Manager to enter into a one-year contract extension with United Creations (formerly Eben Design, Inc.) in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.
- Authorized the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
- Authorized the General Manager to enter into a contract with Skillings Connolly in the amount of \$63,637, including taxes for engineering services for ADA-compliant bus stop pad improvements for a total of 27 bus stop pad locations.
- Received an update on Fixed Route Performance.
- Elected City of Olympia Councilmember Nathaniel Jones as Chair of the Intercity Transit Authority. This is for a one-year term through February 2016. Due to lack of a majority vote, the election for Vice Chair will be conducted at a future Authority meeting.
- Completed committee assignments as follows:
 - Thurston Regional Planning Council:* Citizen Representative Karen Messmer
Alternate Councilmember Debbie Sullivan
 - Transportation Policy Board:* Citizen Representative Ryan Warner
Alternate Councilmember Jeff Gadman
 - Pension (401K) Committee:* Councilmember Joe Baker

Other Items of Interest:

- Effective January 23, 2015, all cameras at the Lacey Transit Center were installed and working. The cameras are connected by fiber optics, which allows viewing from our Dispatch center.
- On January 28, 2015, Intercity Transit received a request to dispatch four buses as standby to evacuate the Boardwalk Apartments if needed, in response to the chemical spill at the Port of Olympia.

- The Earth Day Market Ride is scheduled for Saturday, April 18, 2015. Rides begin in different neighborhoods between 9:45 a.m. and 10 a.m.
- The Bicycle Commuter Contest (BCC) is underway with the Wrencher's Ball to be held at the Olympia Transit Center on Friday, May 1, 2015.
- National Bike to Work Day is Friday, May 15, 2015, with "Bike Commuter Stations" around Olympia from 7 a.m. to 9 a.m.
- The BCC will hold a closing ceremony on Saturday, June 27, 2015, at the main stage at the Olympia Farmers' Market from 9:30 a.m. to 10:30 a.m.
- On Wednesday, January 28, 2015, General Manager Ann Freeman-Manzanares had the opportunity to present on behalf of the Washington State Transit Association to the House Transportation Committee on the State Public Transportation in Washington State.
- Freeman-Manzanares will attend the APTA CEO Conference February 6 - 10 in Phoenix, Arizona.

Pat Messmer

Prepared: February 5, 2015

Authority Meeting Highlights
a brief recap of the Authority Meeting of March 4, 2015

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to issue a purchase order to Urban Solar Corp. for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,314, including taxes and freight.
- Adopted Resolution 01-2015, amending the Intercity Transit Authority Bylaws to include a provision allowing all Authority members to attend regular, work session, special meetings, and executive sessions remotely, via teleconference.
- Adopted Resolution 02-2015, amending the Washington State Transit Insurance Pool Interlocal Agreement.

Other Items of Interest:

- Intercity Transit passed the Surveillance Audit, held in February, to confirm the ISO 14001 registration of the Environmental Sustainability Management System.
- Al Hatten, Executive Director, and Jerry Spears, Deputy Director from the Washington State Transit Insurance Pool (WSTIP) provided an overview of coverage and member services.
- The new Walk N Roll schedule for the remainder of the school year is now available. Thank you to the Olympia and Tumwater Fire Departments, Police and Volunteer Police for chaperoning the walks.
- Intercity Transit will recognize our Operators during the upcoming International Transit Driver Appreciation Day, March 18, 2015.
- TRPC will take action on the 2015 Call for Projects, with an official announcement made on March 9. Intercity Transit staff is working on submitting several projects.
- Freeman-Manzanares, Authority Chair and City of Olympia Councilmember Nathaniel Jones and City of Tumwater Councilmember Debbie Sullivan will attend the APTA Legislative Conference March 7 – 12 in Washington D. C.

Pat Messmer

Prepared: March 5, 2015

		2	3	4	5	6	7	8	9	10	11	12	1	2
CAC	Members	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15
Grace	Arnis												Absent	
Leah	Bradley													
Jan	Burt													
Mitch	Chong				Absent		Absent	Absent		Absent				
Billie	Clark													
Denise	Clark													
Valerie	Elliott										Absent			
Ursula	Euler													
Faith	Hagenhofer				Absent			Absent		Absent				Absent
Julie	Hustoft								Absent				Absent	
Quinn	Johnson						Absent	Absent	Absent		Absent			
Joan	O'Connell							Absent	Absent					
Sue	Pierce		Absent											
Charles	Richardson				Absent			Absent	Absent		Absent			
Carl	See									Absent				
Kahlil	Sibree					Absent		Absent						
Victor	VanderDoes													
Michael	Van Gelder					Absent								
Dale	Vincent		Absent			Absent		Absent	Absent		Absent			
Lin	Zenki													Absent

MEETING CANCELLED

= Joint meeting does not count against required meeting attendance