

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
August 17, 2015
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative DON MELNICK
<i>(Victor VanderDoes)</i> | |
| | B. New CAC member ARIAH PEREZ | 3 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. August 19, 2015, Special Meeting <i>(Lin Zenki)</i> | |
| | B. September 2, 2015, Regular Meeting <i>(Carl See)</i> | |
| | C. September 16, 2015, Joint Meeting of ITA/CAC <i>(All)</i> | |
| | D. October 7, 2015, Regular Meeting <i>(Victor VanderDoes)</i> | |
| IV. | APPROVAL OF MINUTES - July 20, 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. 2015 CITIZEN ADVISORY COMMITTEE RECRUITMENT | 15 min. |
| | B. AUTHORITY PLANNING SESSION | 60 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. August 5, 2015, Regular Meeting <i>(Sue Pierce)</i> | |
| | B. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | NEXT MEETING - JOINT MEETING WITH ITA SEPTEMBER 16, 2015 AT 5:30 PM
HERE IN THE BOARD ROOM - DINNER WILL BE SERVED. | |
| 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
July 20, 2015

CALL TO ORDER

Chair VanderDoes called the July 20, 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 Victor VanderDoes; Vice-Chair Jan Burt, Kahlil Sibree; Billie Clark; Lin Zenki, Sue Pierce; Ursula Euler; Quinn Johnson; Carl See; Julie Hustoft; and Leah Bradley.

Absent: Charles Richardson; Denise Clark; Mitchell Chong; and Michael Van Gelder.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; Dennis Bloom; Carolyn Newsome; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by JOHNSON and SIBREE to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, Jeff Gadman.

Ann Freeman-Manzanares introduced Aariah Perez, a potential youth representative.

MEETING ATTENDANCE

- A. August 5, 2015, Regular Meeting - Sue Pierce
- B. August 19, 2015, Work Session - Lin Zenki

APPROVAL OF MINUTES

It was M/S/A by HUSTOFT and BURT to approve the minutes of the June 15, 2015 meeting.

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

- *Zenki* - Interaction with employee.

NEW BUSINESS

- A. **OLYMPIA'S DOWNTOWN STRATEGY** - (*Amy Buckler*) Buckler introduced herself and indicated she is a senior planner with the City of Olympia. She stated she came to inform CAC members about Olympia's Downtown Strategy and encourage members to participate in the public process. The City recently adopted their Comprehensive Plan update and it establishes the vision and goals for downtown. They see downtown as a social, cultural and economic center. They would like it to be more attractive, sustainable, compact and with a mix of uses. They would like it to be bicycle and pedestrian friendly and protected from sea level rise.

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Buckler indicated the City is planning for downtown to have about 5,000 new residences in the next 20 years. The goals for downtown are not only important locally, but regionally as well. Creating a more compact downtown helps rural growth management goals to protect rural lands from development. This allows everyone to take advantage of sharing infrastructure instead of sprawling it out for miles. A large part of this is transit and it is important to downtown.

Buckler stated now that the City has adopted a vision and goals, they must determine how to implement those goals. The City has to go through a process of setting priorities. They will determine what actions to take that are going to have the greatest impact. The public process will start in the fall and will take about a year to move to City Council adoption. The City is in the process of hiring a team of experts to help them with the process. The public workshop process will be all inclusive and we encourage participation.

Buckler indicated one of the things the city Council directed is they don't want to repeat the past. They have implemented a lot of plans over the years. She reviewed many of the public and private investments in the downtown area over the years. The vision and goals are to connect places and spaces between the public investments to create the experience downtown that people want to see.

Buckler relayed the strategies to include: reduce development uncertainties; encourage private investment; enhance public spaces, and preserve unique qualities. Getting more jobs downtown is also very important. People can ride the bus downtown and that helps with parking limitations. Buckler indicated they will do their best to work on a parking strategy. They need people riding transit for these downtown dreams to come true.

Buckler indicates several ideas came out of the Greening Capitol Way process. Taking out a lane and adding pull outs for buses with lush landscaping that can handle stormwater, and include alley connections. Some of these ideas may apply to other street.

Buckler stated the most common topic when she speaks about downtown is perceived safety. The first thing she says is they aren't looking to marginalize any population and everybody is welcome. There are issues with perceived safety and it is the elephant in the room. In the last 3 years they have reinstated the walking patrol. They established the downtown ambassadors program, downtown welcome center, alcohol impact area, and dedicated staff to work on the area.

Buckler answered questions.

Zenki – asked how well is the new downtown center is working and for what age.

Buckler – responded it is working well, but isn't sure on the ages but will find out.

Zenki – remarked younger folk seem to be the most targeted as the fear trigger and they have gotten a lot of the bad publicity.

Sibree – asked where the numbers come from in reference to the 5,000 downtown residents the City anticipates in the next 20 years, and how transit will serve them on limited funds.

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Buckler – stated the numbers come from the City’s Comprehensive Plan which indicates the city will absorb 25% of the population allocation. The parking strategy will be part of the process. As we move forward we know that the demand for transit will continue to increase. The plan depends upon offering individuals multiple mobility choices. One of the things we’ve learned is we have over 10,000 parking spaces in downtown. Only about 2,000 of them are public. People don’t feel like there is enough parking.

Sibree – asked where these people going to be employed and where are the jobs coming from.

Buckler – responded that a lot of them are state workers and some will be retiring. The target market is people with no children and retirees. Part of the housing strategy is to balance subsidized and market rate. Part of the process will involve revising the light industrial code as it is somewhat outdated.

Freeman-Manzanares – indicated Intercity Transit staff has been involved in this process.

Euler – inquired about the planning process and if includes other communities.

Buckler – indicated everyone was asked to participate in the process. Getting people to come downtown is the issue.

See – asked if there is any current perception about the DASH, and if we could think about it differently and should we consider that as a reason to find more support as part of the strategy for moving people. Secondly he asked Buckler to speak about how the Comprehensive Plan and action plan will work together.

Buckler – responded the Comprehensive Plan is the high level plan and the action plan provides how the Comprehensive Plan will be implemented. When the downtown strategy is done all of the items will show up in the action plan.

Hustoft – stated she lives downtown and one of the things she deals with is the safety issue. She likes the walking patrols and wants to know if they going to expand.

Buckler – indicated she didn’t know if they were going to increase the walking patrol. This process will identify if it is a priority.

Hustoft – asked if there had been any thoughts of a park area down by Capitol Lake where teens could congregate. A lot of the homeless are in their teens or early twenties.

Buckler – responded that many of them hang out at the Artesian Commons. The city formed a committee and they just went through the public parks update and there were no new ideas that came from that process. There are so many questions. Changes may come from the next parks update process once the strategies from this process are implemented.

Pierce – asked how the workshops will be advertised.

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Buckler – indicated they will advertise broadly. She hopes to have things out a couple months in advance. You can get the information off our website by searching “DTS”.

Bloom – stated sometimes we cross-promote these activities on each other’s websites.

VanderDoes introduced *Gadman* as he arrived.

VanderDoes – asked *Buckler* to expand on the bicycle corridors.

Buckler- indicated the City Council allocated roughly \$100k to have bike/pedestrian advisory committee analyze possible spaces for bike corridors on low volume/low stress streets in an effort to create more bicycle pathways. The first pilot project will be on 7th Avenue and will include some retrofits and safety improvements to cross Plum Street. The BPAC intends to focus on additional areas as well. This type of development is meant to provide a lower stress option.

VanderDoes – asked about the target market for the 123 4th building downtown.

Buckler – responded she doesn’t have specific information on the target market but believes 65 out of the 130 units are already leased out.

Gadman – stated he went to Austin, TX last year for a National League of Cities conference and got to take a bicycle tour in Austin. Their infrastructure is incredible. They have streets dedicated to bicycle/pedestrian access only. The City picked 2 main corridors to use. They said there was a lot of resistance at first because people had lost their traditional route but they quickly adapted. When they chose the corridor they got the planners out looking at how people were traveling instead of using the least used areas. It has been very successful.

Sibree – asked if the foot patrols included police on bikes.

Buckler – responded they do ride their bikes sometimes. You can cover a lot more ground on the bikes. They also want to go into the businesses and develop relationships.

Bradley arrived.

B. FARE REVIEW - (Dennis Bloom) Bloom explained Intercity Transit policy dictates a fare review every 3 years. We adjusted the fares in 2012 and it became effective in 2013. The fares increased 25% from \$1.00 to \$1.25. Typically when we do a fare review there are 4 categories we look at – consumer price index (CPI); diesel fuel; local sales tax; and cost of service per hour.

Bloom indicated the CPI identifies how things are going here locally. It has not gone up much here during this timeframe, less than 1%. The indicators include a sampling of goods and services over a period of time. This allows comparison of similar sized towns and economies to show what the change is over a period of time. The fluctuation in 2012 was three quarters of a percent to 2.5%. The CPI in 2014 averaged 1.85% and in 2015 dropped to 0.98%.

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Bloom discussed diesel fuel and that it always fluctuates. In 2012 the agency budgeted \$3.50/gal., and diesel fuel fluctuated from \$2.08/gal. to \$3.92/gal. You've heard Ben Foreman mention that for every \$1.00 fluctuation in the price of fuel it costs the agency a million dollars. The cost of fuel has been holding steady over the past year. The 2015 budget has diesel fuel at \$3.84/gal. The lower cost of fuel is starting to reflect in slightly lower ridership.

Bloom explained that local sales tax had flattened out and was running lower than the previous 12 months for the 2012 fare review. At that time the agency was \$750,000 below the budgeted amount. That combined with the cost of diesel were the two essential elements that the transit authority indicated were driving the increase. Local sales tax revenues have increased 7.5% above last year, currently running at \$733,000 above our budgeted 2014 estimate.

Bloom discussed the cost of service per hour aspect for the 2012 review saw fixed route increase 6.7% and Dial-A-Lift increase 13.7%. Currently in 2015 commuter service (express) decreased 0.08%; local service increased 4.4% and Dial-A-Lift increased 4.82%.

Bloom stated part of the conversation with the ITA was do they feel we need to change the structure.

Gadman – indicated that the Authority revisits fares every 3 years and right now the economic indicators with fuel prices and sales tax revenue are pretty good, but it gets thwarted by the CPI. The Authority will wait another year to reopen the discussion.

Bloom discussed the historical fare structure and when the changes occurred. He indicated they looked at other transit systems in our area and we are in the ball park for other systems our size.

Bloom answered questions.

Gadman – commented that anytime this discussion comes up, and it comes up more often than every 3 years, the Authority is very sensitive about how it affects the customers.

Euler – asked if there are reserve policies in place and if the agency has considered smaller increases that might net more revenue even if there is a reduction in ridership.

Freeman-Manzanares – responded the Agency has a 90 day reserve policy. We are just recovering in terms of sales tax as we have been down for 6 years. Staff is currently reviewing reserve policies for other systems. Our planning processes focus on providing consistent, stable services. We are one of the few transit agencies who haven't had to cut service.

Bloom – indicated the Planning department does an elasticity study based on a national model which indicates you lose .04% of ridership with a fare increase. Upon implementation of the last increase in 2013, we saw a drop in ridership. This has not happened to us before. The increase in 2013 was the first time we saw a drop in vanpool ridership as well.

See – stated he agrees with not raising fares. He inquired about Express fares and how the current \$3.00 rate compares to others. It is still a great deal since gas is roughly \$3.00/gal. Or possibly consider a reduction in youth fares to encourage ridership.

Bloom – responded youth fares receive reduced rates if they buy a monthly pass.

See – suggested not just reduce the monthly pass but the daily fare as well.

Hustoft – inquired about the ballot measure of the remaining one tenth of one percent.

Gadman – indicated it creates an interesting perception or dynamic. A question might be: If we go out for .01% you're asking to raise my taxes but you're not asking riders to pay their "fair" share. The Authority relies heavily on the CAC for information on any proposed fare increase.

- C. VANPOOL UPDATE - (Carolyn Newsome)** Newsome provided an update on vanpool services. She indicated they ran a program some time ago called, "It happened on my commute," with great results. People told great stories about establishing relationships, celebrating the moments in each other's lives, using the commute to catch up on sleep, correspondence or knitting.

Newsome explained that vanpool is a group of 5 to 15 people who commute together in a comfortable passenger van. The fares are based on the number of miles traveled and number of riders. Some employers pay part or all of their employee's fares. We work with Weyerhaeuser, Boeing, Microsoft, etc.

Newsome shared some statistics on the vanpool program: they currently have 207 active vanpool groups; they serve 1,700 commuters and have 836 volunteer drivers. The program removes 1,500 cars from already congested roadways each day. In 2014 the program had ridership of 743,869 passenger trips, a 2.3% decrease from 2013. The commuters traveled 3,629,991 miles which is an increase of 1.6% from the previous year.

Newsome indicated in 2014 the program recovered 96.2% of the direct operating costs from passenger fares. Costs per boarding for fixed route vanpool are very efficient. In 2014 our cost per boarding was \$2.56, compared to Pierce Transit which is \$5.39, and King County Metro's is \$4.19. The number of vanpool groups continued going up until 2013. We raised fares and we lost people and that had never happened before. Low fuel costs present a challenge regarding building ridership. Individuals think it's less expensive to drive their car but rarely is that actually true. They typically just calculate the cost of fuel. They don't calculate the cost of ownerships like maintenance and insurance in addition to have to drive both ways every day without taking advantage of the SOV lanes. Vanpool staff present at transit fairs, smart commute fairs and community events.

Newsome stated I-5 congestion is the 4th worst in the nation. We are working with JBLM on a program called Go Transit starting in September. Currently there are 92 vans operating in the JBLM corridor and 31 go to JBLM. This keeps 700 cars off the congested roadways. Only one of the 31 vans is a soldier only van. The rest of the vehicles are DOD employees. We are hoping to market more of our vans to soldiers. Newsome stated the JBLM service

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will be a shuttle program and will include 80 bikes for a bike share program beginning in September.

Newsome stated vanpool is running an incentive program offering a \$5.00 coffee card for those that recruit a new rider and for the new rider themselves. If they stay in the program we offer a \$25 Amazon card. The winning prize was \$500 cash. Last year the prize was an iPad.

Newsome explained the Community Vans program. Non-profit agencies can use our vans but must be located within our PTBA. They simply make a reservation by phone or email to use the vans. The van must remain within 150 miles of Olympia. It is an easy and inexpensive way to provide transportation to a group. Newsome read a thank you note written about their Community Van experience.

Newsome answered questions.

Perez -asked if the JBLM vans will be available to high school students.

Newsome - responded everyone in the van has to be an adult.

Perez - indicated there are a lot of teens on JBLM that would like to have a van for teen center activities off-site. She inquired about how the program does community outreach.

Newsome -indicated they advertise locally and on our website but not specifically for teens. JBLM is outside of our Public Transportation Benefit Area so they wouldn't qualify for use unless a local non-profit was sponsoring.

Euler - stated it is great that vanpool has such a high recover cost, maybe there is an area to raise fees so the program could recover more than 100%.

Freeman-Manzanares - indicated the last fare increase was the very first time we lost a year's worth of vans and it was a negative experience.

Foreman - stated every year for the last 10 or more we've added at least 10 vans.

Sibree - inquired about an express bus from Olympia to the Seahawks games.

Bloom - stated that would be considered charter service and we aren't allowed to do that.

Freeman-Manzanares - indicated in order to do something like that it has to be a regular fixed route for us. We have grant funding to run the Olympia to Seattle service during peak commute times. When you're talking about doing special runs to events, it's considered "charter service." We are prohibited from providing charter service because there are private firms that offer such service. We get tax payer funds.

Sibree - asked how can Lakewood afford to run the service and we can't?

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Freeman-Manzanares – They cannot run charter service either. Pierce defines what their fixed route services will look like based on a number of factors. Right now we are maxed out with the vehicles so providing additional services is not really an option. The only way we could do something like that is to take service away somewhere else. It's a balancing act.

Gadman – stated that we've got more demand for service than we can satisfy. We've got residents inside of our PTBA that can't get service right now.

Bloom – indicated sound Transit offers the service to the stadiums as part of their fixed route. They are building a light rail line to UW.

Bradley – asked if the age for drivers is 21 or 25.

Newsome – responded it is 21 with 5 years driving experience.

VanderDoes – asked if Kokua has been using the community vans and requested Newsome contact them again because they have a new director.

Newsome – indicated she would contact them.

Johnson – asked if the agency checks their driving records.

Newsome – responded yes, and it has to be pretty close to clean. They must also take a defensive driving class with us and we ride in the van with them.

D. DRAFT TRANSIT DEVELOPMENT PLAN (*Steve Swan*) Swan state the Transit Development Plan (TDP) is required by the State of Washington. It details the capital expenditures over the past year and what our plans are for the upcoming 5 years. Along with the TDP we have a Strategic Plan that is more comprehensive. The TDP is financially constrained and therefore assumes we receive the same amount of money over the next 5 years and what we would do if our finances don't change. Finances can be volatile with gas prices, sales tax, etc.

Swan stated there will be public hearing on August 5th and we hope for adoption by the ITA on August 19th. Swan reviewed some highlights of the document. In 2014 the agency experienced a 1% increase which makes it our third highest ridership ever. At this time we run 25 routes on weekdays, 20 are local, and we have 5 express routes. We run 18 routes on Saturday and 15 routes on Sunday. There is a table that defines the organization and identifies that we have 317.75 employees.

Swan indicated we typically receive about 12.2% of our operating expense from the farebox. The express service recovery rate is a little higher. The amount we get from farebox is a small portion of our operating budget. Paratransit recovery rate is about 3% from the farebox and it costs almost \$40 for each paratransit trip.

Swan explained we also run a Village Vans program to help meet the needs of customers with work related transportation challenges. The Village Vans program had 4,100 boardings this past year. Commute Trip Reduction (CTR) is a state mandate and we play a big role in

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that. Whenever development occurs the municipalities provide us an opportunity to comment. We provide input on necessary transit related improvements.

Swan indicated we received 10 new fleet vehicles last year. Seven of those were replacement vehicles and 3 were for expansion. That increased our service hours by 2%. We contract with Sound Transit to run an existing service between Dupont and Olympia, and there are 6 trips in the morning and 6 trips in the evening to Seattle.

Swan stated the agency has a lot of innovative programs geared towards community outreach, including the Walk n Roll youth education program. The program is in 20 different schools in the area and reaching 7,000 kids.

Swan indicated because the TDP is financially constrained there isn't a lot of room for transit improvements. The only fixed route changes included are to route 42. New buses are replacement buses. We don't have room in our existing facility to expand. Swan stated there is an organizational chart on page 32 that shows the agency structure and how all the pieces fit together. There is a PTBA map included which shows the DAL boundary in yellow.

Swan answered questions.

Pierce – suggested all members take the time to read through the TDP. It provides good history and details about what the agency has to wrestle with.

Euler – indicated she sees balances declining through 2020 and asked if there was a missing link.

Foreman – responded under MAP 21 the mid-size systems had funding eliminated in terms of non-discretionary grant dollars. Smaller and larger transits had opportunities for funding not available to us. We were working off the premise we were going to get 80/20 funding for capital improvements and bus replacements. Our last buses were \$7.5M. Last year, our financial model showed us in the red in 2020, now it's pushed a bit further back. Higher sales tax returns and lower fuel costs are helping us.

Euler – stated it has always mystified her why the capital is split out from the operating expenses. Maybe the agency should consider raising some fees just for capital, and thinking of it being as critical as salaries, and fuel, etc.

Foreman – indicated in the presentation that Ann will give on the financials we will be showing you a variety of scenarios out to 2035 which includes our operating and capital expenses.

Euler – stated it is easier to raise fees in economic good times. It hits harder in bad times.

Gadman – relayed that you've hit the transit paradox. When it's good times people will flee. We raise fares people will flee.

Sibree – asked why not add fees to the express routes. Tap into that express deal and bring money into the community. This needs to be studied.

Johnson left.

- E. LONG TERM FINANCIAL REVIEW** (*Ann Freeman-Manzanares*) Freeman-Manzanares stated finances do look different than they did last year. We will walk through some basic scenarios. We have a tool we've developed to show different scenarios. Our strategic plan covers a 6 year period and we've found that we fell off the cliff right after the 6 year plan so it was important to have a longer term view. We have major bus purchases included. As you know, when MAP-21 was implemented we lost 80% of our funding for bus replacement.

Financial scenario planning is complex for us in that approximately 70% of our funding is sales tax, which can be very volatile. Fuel pricing is also hard to predict reliable over a period of time. If fuel goes up \$1/gallon it costs the agency a million dollars. If they go down it is \$1 million we wouldn't see otherwise. The first 2 pages is a historical perspective of our revenue. We want to focus looking at incremental changes. The boxes mark milestones beginning in 1993. We started providing county wide service in 1993. In 2000, I-695 passed and we lost out MVET. At that time it was approximately 43% of our revenue. One recover strategy was to reduce our boundaries so we went from County-wide to the urban growth areas.

Freeman-Manzanares detailed when the agency went out for increases in sales tax. She noted that the increase in 2010 happened during a recession and so the changes in revenue were limited. She reviewed the average sales tax from 1984 - 2014 (31 years) is 5.7%. Average sales tax revenue from 1984 - 2003 was 7.8% and from 2004 - 2014 (the last 11 years) has been 2%. We approached the legislature for an additional .03% and it was introduced in the transportation budget, but did not make it in the plan. We are talking with them to see what happened there and there is the possibility of introducing in the next legislative session.

See - indicated he read about the possibility of a federal bill dropping tomorrow and was curious if it would that affect us favorably?

Freeman-Manzanares stated it was unclear. Senator Moran from Kansas is proposing a bill that would address our issue surrounding the 80/20 match for vehicles. His focus is from a business perspective and his goal is to balance out formula/discretionary funds. We are hopeful, but the numbers are not very good. We will have to wait and see. There is talk about taking an interim step and not having to stop federal allocations so they can have the time to create a longer term financial package.

Freeman-Manzanares reviewed some possible scenarios. The economy is growing faster this year than we anticipated which is good for us. We still have the hybrid vs. diesel vehicle purchase question. We're not seeing the prices going down on the hybrids. Another big difference is the length of time we keep our buses. There is a 12 year replacement cycle established by FTA and we keep them for 15 years. It is possible we could keep them for 17 years. Last year board adopted 15 year replacement cycle. We wanted to leave ourselves the option and not be too optimistic which could get us into financial difficulty. We don't want to not have the money to provide the service we are providing. One of the worst things is putting service out on the street and having to take it away. We lose the public trust and we try not to do that.

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Freeman-Manzanares stated when we were doing our long-term financial last year we were looking at 3% sales tax and not even making that. The board directed us to go out in August, 2015. We looked to the legislature for additional local options opting to postpone that timeframe.

Foreman reviewed the model from last year and indicated the agency went negative \$7 million in 2020. That is relatively quick for us.

Freeman-Manzanares and Foreman answered questions.

See - asked what type of ridership/population change the model assumes.

Freeman-Manzanares- responded it assumes the same service; including running grant service, Tumwater to Lakewood and Olympia to Seattle. That will likely go away in 2017.

Foreman- stated it does allow for 2,000 hours per year for DAL growth, along with staffing and vehicles because of the new hours.

Freeman-Manzanares - stated the model can show what happens when you eliminate service to get us in the green again and what happens when you add service.

See - asked if it assumes population growth's impact on ridership and request for service from new development.

Foreman - indicated it allows for about a 3% growth each year and assumes revenues will increase by 3% each year.

Euler - shared that it is good idea to look at 20 years and the way you have limited toggles because if you have too many it gets too murky. Often times more variables doesn't provide more value.

Foreman - stated this assumes that all the budget dollars are going to be spent every year, which never happens. When you start adding up the budgeted funds not spent there is roughly \$500,000 - \$1,000,000 left. He indicated he is more concerned about having another 2008, and conversely if we have another 2015, we'd be happy.

VanderDoes - asked if there had been any discussion about splitting the difference on the diesel vs. hybrid vehicles.

Freeman-Manzanares - advised they have had some really good conversations with the board about what makes sense. When the agency began purchasing the hybrid vehicles, the concern was reducing our dependence on foreign fuel and having a cleaner environment. We're now learning a lot about what it takes to operate those vehicles. How green those options are and what the hard numbers are associated with that. They are looking at giving us direction for our next purchase.

Gadman - stated the coach business is evolving and they understand their expense on the front of the purchase. The mid cycle cost is about half of the cost of the coach.

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The companies are competing for a limited amount of business and coming up with innovative pricing, leasing, etc.

Freeman-Manzanares – indicated EPA standards they are the same regardless, the vehicles need to meet them. The differences are fairly minute, the engine is smaller, runs less fuel, and creates fewer particulates. On the financial side the initial cost is more and the mid-life is only \$40,000 for conventional.

VanderDoes – indicated in the next 5 years batteries are going to go further.

Gadman – stated right now we only have 2 routes that couldn't make it on the battery charge available right now. The question is at what point in the 15 year cycle are batteries going to have to be replaced what is the cost going to be.

Pierce – asked when are we projected to order buses?

Foreman – stated in 2018; 2019 and 2020.

CONSUMER ISSUES

- None

REPORTS

- *Burt* – provided the report from the July 1, 2015, Authority meeting including the Authority met 2 new bus technicians; congratulated Erin Pratt on her promotion to Village Vans supervisor; and Emily Bergkamp received a scholarship from WSTIP.
- *Pierce* – provided the report from the July 15, 2015, Work Session and indicated they went through everything we did tonight.
- *Freeman –Manzanares* - provided the General Managers report including ridership for June of 448,351 a decrease from June last year of 2.6%. We've seen the same decrease all year in weekday ridership and increase in weekend ridership. This is attributable to lower gas prices and lower college enrollment rates. She reported Orange County in California is down 35%. Don't forget Transit Appreciation Day August 12. The State audit exit interview was this week and they reported we are doing fantastic. We have the state transportation conference coming up in Vancouver in August. They have a rodeo we compete in and our operators have set up a practice course at the airport. We are also sending a maintenance team again this year. They took first in state last year. We did participate in the Lakefair parade and a few CAC members rode the bus with us.

NEXT MEETING: August 17, 2015.

ADJOURNMENT

It was M/S/A by GADMAN and HUSTOF to adjourn the meeting at 8:11 pm

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: August 17, 2015**

FOR: Citizen Advisory Committee

FROM: Nancy Trail (705-5857)

SUBJECT: 2015 Citizen Advisory Committee Recruitment

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- 1) **The Issue:** Present timeline and process information for the 2015 CAC recruitment.

 - 2) **Recommended Action:** Select three CAC members to join three ITA as the 2015 CAC member selection committee.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.

 - 4) **Background:** The Citizen Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term with no option for reappointment. The youth can, however, apply for the regular three-year position if they wish to continue on the committee. Each spring, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members, representing the diversity of our community. Historically, each spring, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

A recruitment process was held in the spring of last year with none of the candidates selected. The Authority requested an additional recruitment in the fall to fill the remaining vacancies. The fall recruitment proved so successful, the CAC and staff recommended we again pursue recruitment in the fall. The ITA approved this change.

Three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the Authority for appointment.

The deadline for applications is scheduled for October 29, 2015. The Authority would then make the appointments in December, 2015.

5) **Alternatives:** N/A

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

7) **Goal References:** Maintaining active, interested Citizen Advisory Committee members supports all agency goals.

8) **References:** Timeline attached.

RECRUITMENT TIMELINE
Intercity Transit
Citizen Advisory Committee
Fall 2015

Date	Process
Aug. 17, 2015	Seek 3 volunteers from CAC for ad hoc committee.
August 19, 2015	Seeking 3 volunteers from ITA for ad hoc committee.
Aug. 1 – Aug. 30, 2015	Update advertisements, application materials and assemble packets.
Sept. 1– Oct. 28, 2015	Advertise CAC volunteer opportunity. Distribute application materials. Continue to promote.
October 29, 2015	Applications due.
October 30, 2015	Reviewed for eligibility.
Nov. 4, 2015	Final list of applicants go to Authority for Authority review and select candidates to interview.
Nov. 16, 2015 – Dec. 4, 2015	Interviews (possibly coordinate with 11/18/15 or 12/2/15 Authority Meeting)
Dec. 2 or Dec. 16, 2015	ITA makes appointments to CAC.
Dec. 17-18, 2015	Staff to notify and schedule new member orientation (with orientation one day during week of January 4, 2016).
Jan. 11, 2016	First meeting for new members.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: August 17, 2015**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Authority Planning Session

1) **The Issue:** Discuss and provide comments to the Authority in preparation for their August 21, 2015, Planning Session.

2) **Recommended Action:** Discuss and provide comment to the Authority.

3) **Policy Analysis:** The CAC's role is to advise the Authority.

4) **Background:** The Authority participates in a yearly planning session to discuss issues of importance to the agency. This year the ITA is focusing on:

1. How do we deliver on the increasing demand for service to our community?
2. How do we best fund our short and long range goals?

The Authority would like the CAC perspective on these issues. To support a CAC conversation, staff will provide information regarding our long range financials; add some context to our current service as well as an overview of statistics and studies regarding the expectations of public transportation in our community.

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

6) **Budget Notes:** There is no budget amount associated with this item.

7) **Goal Reference:** This item is presented in preparation of the Authority Planning Session. Planning Sessions can address all of the Authority's goals.

8) **References:** N/A.

Authority Meeting Highlights
A brief recap of the Authority Meeting of August 5, 2015

Action Items:

Wednesday night, the Authority:

- Declared the property listed on Exhibit “A” as surplus. *(Laura Lowe)*
- Conducted a *public hearing* to receive public comment on the Draft Annual Report and Transit Development Plan. *(Dennis Bloom)*
- Authorized the General Manager to execute a one-year contract extension and price increase with American Custodial, Inc., in an amount not-to-exceed \$122,160.00, including taxes, for Janitorial Services and Supplies for the Olympia Transit Center, Lacey Transit Center, Amtrak Centennial Station and Pattison Street Facilities. *(Laura Lowe)*
- Scheduled a special meeting for Wednesday, September 16, 2015, to conduct a joint meeting of the Authority and the Citizen Advisory Committee. *(Ann Freeman-Manzanares).*

Other Items of Interest:

- Welcomed Claudia Green, Administrative Assistant.
- Welcomed Laura Lowe, Procurement and Capital Projects Manager
- Received an update from our federal advocate, Dale Learn from Gordon Thomas Honeywell on activities affecting public transportation in Washington D. C.
- Received a presentation from members of TRPC regarding Public Transportation in Local/Regional Studies.
- There are 203 active vanpool groups; 210 new riders enrolled between September 2014 and June 2015; 121 current riders participated to recruit new riders and one customer won the \$500 prize in that competition.
- The new Intercity Transit website is expected to go live August 17.
- Staff received proposals for the Survey, Market Segmentation and Communication conversation. The first interview will take place August 6, 2015. Staff will bring a recommendation before the Authority at the August 19 meeting.
- A new Youth Representative from North Thurston High School joined the Citizen Advisory Committee and attended the CAC meeting on July 20, 2015.

Staff will begin further recruitment in September seeking more youth representation on the CAC.

- Intercity Transit will participate in the United Way Day of Caring being held Friday, September 25. Authority and CAC members interested in joining the team should contact Pat Messmer by August 14.
- Wednesday, August 12, 2015, is Transit Appreciation Day. Authority and CAC members are invited to attend between 10 a.m. and 4 p.m. The awards program begins at 12:04 p.m.

Pat Messmer

Prepared: August 6, 2015

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

= Joint meeting does not count against required meeting attendance