

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
November 17, 2014
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative DON MELNICK
<i>(Michael Van Gelder)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. November 19, 2014, Work Session <i>(Leah Bradley)</i> | |
| | B. December 3, 2014, Regular Meeting <i>(Kahlil Sibree)</i> | |
| | C. December 17, 2014, Work Session <i>(Sue Pierce)</i> | |
| IV. | APPROVAL OF MINUTES - October 20, 2014 | 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. SURPLUS VAN GRANT <i>(Carolyn Newsome)</i> | 30 min. |
| | B. CAC APPLICANTS <i>(Ann Freeman-Manzanares)</i> | 30 min. |
| | C. SCENARIO FINANCIAL PLANNING <i>(Ann Freeman-Manzanares)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. November 5, 2014, ITA Regular Meeting <i>(Ann Freeman-Manzanares on behalf of Dale Vincent)</i> | |
| | B. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| | C. Holiday Banquet - December 12, 2014 - 12:04 pm - please join us! | |
| IX. | NEXT MEETING - December 15, 2014. | |
| 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).

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Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
October 20, 2014

CALL TO ORDER

Chair Van Gelder called the October 20, 2014, 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; Valerie Elliott; Victor VanderDoes; Sue Pierce; Julie Hustoft; Dale Vincent; Joan O'Connell; Quinn Johnson; Charles Richardson; Leah Bradley; and Kahlil Sibree.

Absent: Vice-Chair Carl See; Faith Hagenhofer; and Mitchell Chong.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; and Nancy Trail.

Others Present: Authority member, Karen Messmer, Intercity Transit Authority.

APPROVAL OF AGENDA

Elliott - Would like to eliminate section 5 and combine it with section 7. She believes the group spends too much time discussing the issues at the check in and then it is discussed again in the consumer issues section.

Richardson - Reminded the group that it was added to the agenda for the purpose of allocating the correct amount of time at the end of the agenda.

O'Connell - Believes the agenda should remain the same and members remember to keep their descriptions brief.

Van Gelder - We will leave it in for now and remember to keep descriptions brief.

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

INTRODUCTIONS

Van Gelder introduced Authority member, Karen Messmer.

MEETING ATTENDANCE

- A. November 5, 2014, Regular Meeting - Carl See**
- B. November 19, 2014, Work Session - Leah Bradley**

APPROVAL OF MINUTES

It was M/S/A by O'CONNELL and RICHARDSON to approve the minutes of the August 25, 2014 meeting.

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

- *VanderDoes* - Parks & Recreation and sunscreen.
- *Hustoft* - Routes running later.
- *Elliott* - Transit guides.

NEW BUSINESS

A. UPDATING THE REGIONAL COORDINATED PUBLIC TRANSIT AND HUMAN SERVICES TRANSPORTATION PLAN FOR THURSTON REGION AND CHANGES TO RURAL & TRIBAL TRANSPORTATION PROGRAM (RT)

- (*Karen Parkhurst*) Thurston Regional Planning Council (TRPC) convenes groups throughout the region to coordinate the regional human services plan and prioritize projects for grant funding. This coordinated effort came about some years ago because there was a concern about so many silo trips for different programs. For example, one vehicle goes to a similar location to pick up a veteran; and behind it another picking one up someone under Medicaid. Under the rules they cannot share the ride. The plan was last updated in 2012. We looked at needs and gaps, working with social service providers to find what things are missing. One of the issues is limited options. Another is travel time, whether it be perception or reality. Hours of operation are also an issue. The cost of transportation has also become a barrier, as well as ease of use. People get confused with transfers, etc. We always hear that people don't have the information they need. We have created www.thurstonheretothere.org where people can find information on getting around.

This year there is a special emphasis on Veterans. Thurston County has the largest percentage of active duty military in the region. What we find is the veteran's program has silo specific programs.

We also discuss disaster planning. There were several examples with Katrina and evacuating people with special needs. We ask how we can coordinate better with those organizations.

Rural area service is another area of focus including cross county/jurisdictional connections and the state's role. Who pays for those kinds of trips? The goals of the plan have not changed significantly. We want to increase mobility, individual service, coordination with other systems and programs as well as increase efficiency.

Within the plan we have to put together a prioritized project list. In order to qualify you have to be on the list. We will finalize this list in the next few weeks. This year the projects include Rural & Tribal Transportation; The Bus Buddy Program; Vehicle Procurement for Northwest Connections (they provide RT vehicles). Unfortunately Village Vans is now not eligible for the WSDOT pot of money. We give the projects grades and our ranking at the regional level is added on top of the grades. We have been very successful in getting funding and managing the grants. Applications will be due November 19. WSDOT has done a great job bringing all the projects together under one consolidated application.

Rural & Tribal Transportation was started 12 years ago because there were concerns when Intercity Transit cut their boundaries, and people were without transportation service. Shortly thereafter new funding came available and TRPC began to contract for transportation service. We service the Nisqually Reservation, Bucoda, Tenino, Rainier, Yelm and the Confederated Tribes of the Chehalis Reservation. The service connects to Intercity Transit and Twin Transit. We also provide after school service in the Rainier area. The hours of operation are Monday through Friday 6 am - 6 pm and we provide 3500 trips per month. RT started out as an on-demand service. In September we introduced 4 new fixed-routes. One third of our trips are still on-demand and they extend $\frac{3}{4}$ mile off the fixed route. We are excited about our new rider guide.

Parkhurst extended thanks to RT's partners - TOGETHER; Intercity Transit; Nisqually Indian Tribe; Confederated Tribes of the Chehalis Reservation; Mayors of Bucoda; Rainier; Tenino & Yelm; ROOF; and the Boys & Girls Clubs. We are working on the grant application and require a 10% match.

Parkhurst answered questions?

VanderDoes - Asked how much 10% amounts to.

Parkhurst - Responded \$130,000.

Messmer - Asked how TRPC relates to Intercity Transit.

Parkhurst - Replied, hopefully people would be interested because there is a huge demand for service in rural communities. The fare is \$1 and RT accepts Intercity Transit passes, STAR passes, and Veterans ride free.

B. DISCOUNTED BUS PASS PROGRAM - (*Ann Freeman-Manzanares*) Freeman-Manzanares announced the availability of the Discounted Bus Pass program. The authority has approved up to \$200k annually for the program. In 2014 Intercity Transit sold \$132,000 in passes to 17 agencies that serve low income recipients. She encouraged members to spread the word. There is capacity to serve more. Application packets were emailed to ITA/CAC members today. Applications are

Intercity Transit Citizen Advisory Committee

October 20, 2014

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due November 21 and awards will be made by the Authority on December 3. There will be a rolling application as long as funds are still available.

Freeman-Manzanares answered questions.

Van Gelder – Stated it is a great program and the Agency has done a great job creating it in an equitable and transparent way.

Freeman-Manzanares – Remarked we have a very enlightened CAC/ITA and the program has been welcomed by the community we serve.

C. 2015 DRAFT BUDGET - (Ben Foreman) Foreman provided information on new projects for the coming year along with salary and wages. The IAM negotiated pay is included. ATU, which hasn't completed negotiations yet and non-represented employees have a placeholder of 2%. For new projects a general wage increase is in at 2% as a placeholder. Some of the new projects include: Dial-A-Lift (DAL) online maps, market research, on board bus survey, DAL survey, vanpool customer satisfaction survey and a facilities trailer.

Foreman answered questions

Van Gelder – Inquired about the type of market research and if it was focused or not.

Foreman – Responded affirmatively and provided the first is broad based and the second is on-bus and DAL/Customer service.

Van Gelder – Suggested partnering with the State on their origin/destination studies.

Bradley arrived.

Foreman continued with information on capital projects:

- Replace Aging Information Systems Equipment \$ 281,000
- Facilities Trailer Replacement \$ 15,000
- HVAC Replacement OTC \$ 50,000
- Purchase DAL Vans \$1,019,495
- Vanpool Vehicles \$1,352,000

Foreman indicated the ongoing projects total \$14,596,782 and of that the OTC Expansion and UST Replacement total over \$12M. The replacement staff vehicle at \$44,000 will go back to the board for more discussion on options.

Sibree arrived.

Foreman answered questions:

Van Gelder – Asked about the long range plan project.

Freeman-Manzanares – This will take place at the completion of the survey work. That information is incorporated into the plan. This project will identify how service could expand if money were to come and how to best reduce service if we are forced to do so.

Vincent – Asked about the status of the video project at the Lacey Transit Center?

Freeman-Manzanares – Indicated the majority of the work is done and there is an agreement with WSDOT for the fiber. Staff will communicate the timeframe for completion.

D. STRATEGIC PLAN – (*Ann Freeman-Manzanares*) Freeman-Manzanares provided information on the initial Strategic Plan conversation that took place at the joint meeting of the ITA and CAC on September 17, 2014. One of the issues not settled at that meeting was the issue of Village Vans and that federal funding has gone away for the program. The authority asked staff to come back and discuss what that might mean. The decision was to continue the program through 2015. The federal government issued a notice of funding availability for innovative government programs. One of the requirements was the ability to replicate it nationwide. The beauty is that Village Vans has been replicated in 10 states and others have asked to study the program. The government then retracted the notice of availability. We have heard they may re-release it and are waiting to hear.

Freeman-Manzanares reviewed the policy issues for consideration and discussion:

1. Should the vanpool program continue to expand to keep pace with demand?

Authority Direction for 2014: Add one Vanpool Coordinator to support the continued growth of the program and provide the addition of 10 new groups a year.

The vanpool program took a hit with the increase in fares in February, 2013. We lost 9 vanpools in that process which is almost a year's worth of growth. Historically people who went away came back when they realized how expensive it was to drive alone, and this is the first time that didn't happen. This may indicate that we are at the point of elasticity in terms of fares. We may be at our limit at what we can charge our vanpools. We have started a promotion with prizes for both recruiters and riders. Last time we did this we got 32 new vanpools. If you know someone please let them know.

Van Gelder – Asked if there is a list online?

Freeman-Manzanares – Replied affirmatively that there is a list online (www.rideshareonline.com) and you can always contact the vanpool office.

2. Are our services (DAL; Travel Training; and Accessible Fixed Route Buses) adequate to service persons with disabilities?

Authority Direction for 2014: Add a Travel Training position and focus on expanding the travel training program with Bus Buddies.

O'Connell – Indicated our service is awesome compared to other systems she has experience with across the country.

Freeman-Manzanares – Stated there was a reporter interviewing our travel trainer and a participants in the program today, so there may be story in the paper Sunday.

3. Is the current fare policy appropriate?

Authority Direction for 2014: Retain our policy to review fares every three years. Our current fare structure became effective February, 2013.

Vincent – Indicated he has been thinking about the fare issue and believes we must raise fares prior to going to the voters for a sales tax increase.

Sibree – Asked to hear more about how Vincent came to that position. He believes it would be the reverse. We need to make transportation services available to everyone, regardless of their income level. It is particularly important if service levels must be reduced.

Vincent – Indicated he is concerned about organized opposition at the sales tax ballot measure. Looking at revenue recovery we are only getting 11.6% and what the perception of that is. The Agency needs to show the voters that they've done everything they can to raise the revenue before asking to raise the taxes.

O'Connell – Provided that one thing she has learned from joining this committee is that transit systems don't function from farebox revenue. As a rider and voter I would be more interested in the sales tax increase if the ridership was not also being hit with an increase.

Van Gelder – Indicated the last fare increase was just in 2013 and last ballot was 2010. The Agency should utilize the message we support a lot of

community based activities with fixed route, DAL, Village Vans; Discounted Bus Pass and so on.

Richardson – Stated gas prices are now hovering around the cost of a gallon of milk and this may discourages ridership.

Freeman-Manzanares – Indicated last year our ridership went down 2.92% which started with the fare increase in February. One of the things we can do is come back with some numbers about fare revenue.

4. Should Intercity Transit's current marketing approach and level of effort be continued?

Authority Direction for 2014: Continue to support an active marketing and education program including real time bus information and social media. Delay customer satisfaction, market segmentation and work site commuter surveys until 2015 or 2016.

Bradley – Asked if this includes the mobile app and if so she needs some assistance using it.

Freeman-Manzanares – Responded yes, we do get a lot of comments about the public liking and utilizing the bus app. We can get some assist for her with the app.

5. What level of passenger amenities (bus shelter, benches, lighted stops, passenger information) is appropriate.

O'Connell – Asked if this will include more shelter lighting.

Elliott – Stated Community Transit in Everett had a program where they issued flashing red lights.

Pierce – Indicated Intercity Transit gave away green lights.

Freeman-Manzanares – Important to be seen. The Agency is continuing the shelter upgrades with solar lighting and we are looking at additional viable sites.

6. Should Intercity Transit pursue service to coordinate service with local schools districts?

Authority Direction for 2014: Continue our work with schools through our youth education programs, encourage public transit use when practical and encourage school placement in areas supported by public transportation and other alternative transportation infrastructure.

Bradley – Stated this is important for Lacey because they have a large youth population. Getting kids to the Boys and Girls Club is a huge issue there and it is a huge need.

Freeman-Manzanares – Relayed that Black Hills High School (BHHS) has the same issue getting kids to the Boys & Girls Clubs.

Bradley – Indicated there are some that walk from BHHS.

Van Gelder – Stated the location and siting of schools, tends to be carried out in isolation and while Intercity Transit has developed a nuanced position with the school districts perhaps through TRPC more discussion could be held about locating schools.

Freeman-Manzanares – Indicated staff is having those conversations with the school districts, particularly when they are asking for service.

7. What should Intercity Transit's policy be regarding expansion of the PTBA?

Authority Direction for 2014: Retain our current boundaries.

Hustoft – Relayed the area out in Lacey past Hawks Prairie would be great to add to the PTBA.

Freeman-Manzanares – NE Lacey is in the PTBA.

8. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?

Authority Direction for 2014: Seek ISO 14001 certification. Focus on sustainability and management systems improvements.

Freeman-Manzanares – Stated the Agency received certification and we are up for review early next year.

9. Should Intercity Transit maintain status quo service levels in 2015 or consider new or expanded local transit services needed to serve the growing population?

Authority Direction for 2014: While new or expanded local services are needed to serve our current population, our financial outlook necessitates a conservative approach. Implement two grant funded Express Routes – Tumwater to Lakewood and Olympia to Seattle, September 30, 2013 through June 30, 2015.

O'Connell – Asked how ridership has been on the new routes and how long it takes to build ridership.

Freeman-Manzanares – Responded the 592 just had a route change. Planners figure a minimum of 18 months to build ridership. Staff can provide specific numbers.

10. What is Intercity Transit's role in providing regional mobility?

Authority Direction for 2014: Approach state and federal funding sources to provide assistance in meeting the public transportation demand along the I-5 corridor. Continue support of the vanpool program and continue to work with our partners to consider alternatives for serving the corridor.

Pierce – Indicated the Agency should continue the talks because the more affiliations and associations with other agencies who benefit by getting the traffic off I-5, the better.

Freeman-Manzanares – Relayed the conversation will continue to come up. We will continue to have conversation about the proper balance between local, circulator and express service.

11. What role should Intercity Transit play in servicing the downtown areas of Olympia, Tumwater and Lacey?

Authority Direction for 2014: Work with the state to identify adequate parking for the Dash. Work with area stakeholders to market and cross promote transit in core areas of those downtown areas.

Van Gelder – Indicated the State will be redesigning the parking at the capitol campus with special consideration for visitor parking.

O'Connell – Provided she would like to become part of a focus group looking at ridership and how they are using it in the downtown areas.

12. Is there a role for local express service in the current service area?

Authority Direction for 2014: We currently do not offer local express service which operates in major corridors increasing service speeds by reducing the number of stops to reduce travel times. Continue to support transit signal prioritization. Monitor intra-county ridership related to the Tumwater to Lakewood and Olympia to Seattle service.

Elliott – Stated there is a need, but if you're waiting for 5 lights it isn't going to make a difference.

VanderDoes – Asked if it helps to reduce the number of stops.

Freeman-Manzanares – Indicated it depends on how many stops you eliminate and what your route is. Convenience is another issue in terms of

stops. It depends on a number of things including ADA stops, etc. In terms of transit signal prioritization, one of the things they do to improve thru-put is holding lights.

13. Should Intercity Transit's planning for the next six years be financially constrained?

Authority Direction for 2014: Consider an August 2014 or August 2015 sales tax election to levy the addition 0.1 percent with all revenues dedicated to capital.

Elliott – Asked to relay a consumer issue because she needed to leave. She indicated the transit guides at Olympia City Hall, as well as the Lacey and Olympia libraries are outdated.

O'Connell – Indicated the Agency should go for the tax election.

Freeman-Manzanares – The authority had this conversation in their planning session and they will continue to discuss whether or not we will move forward in 2015. There was additional conversation about what the federal government was going to do.

Elliott and Richardson left.

14. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?

This is a new question presented by member Don Melnick for the Authority to consider.

Messmer – Indicated this is a regional issue with the expectation we will have adequate transit service in the future. Bringing the conversation out to other jurisdictions on how to fund the transit system we want to have in the future makes sense. Asking how would we do that locally for ourselves knowing that the small voted increase won't be enough. It is a good suggestion to begin the conversation and it can't be done in a single year.

O'Connell – Provided she loves the idea of putting this out there. Whatever the outcome, everyone will be in on it.

CONSUMER ISSUES

- *VanderDoes* – Provided information on battery advancements and that technology is getting closer. He relayed another issue concerning the Thurston County Parks & Rec department and their confusion surrounding the Dial-A-Lift pick up window.

Intercity Transit Citizen Advisory Committee

October 20, 2014

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- *Hustoft* – Relayed requests for later service on the 43 route and a trunk bus for the 62 route because the bus is so full during peak evening hours.

REPORTS

- *Freeman-Manzanares* – Provided the General Manager’s Report and advised that ridership for September was 354,878. Sales tax is at 2.68% and still lagging a little behind. We would need about 3.9% to meet our budget expectation. We currently have 5 applications for CAC members.

NEXT MEETING: November 17, 2014.

ADJOURNMENT

It was M/S/A by SIBREE and PIERCE to adjourn the meeting at 7:43 p.m.

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant, Intercity Transit

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: November 17, 2014**

FOR: Citizen Advisory Committee
FROM: Carolyn Newsome, Vanpool Manager, 360-705-5829
SUBJECT: Surplus Van Grant Program

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- 1) **The Issue:** To update the Citizen Advisory Committee on our Surplus Van Grant program.

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

 - 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.

 - 4) **Background:** On September 3, 2003 the Intercity Transit Authority adopted resolution 07-03 creating the Surplus Van Grant program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA) to meet the transportation needs of their clients not met by Intercity Transit's regular services.

A key aspect of this program is that the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA. Selection criteria include passenger trips provided, community benefit, coordination of services and ability to maintain vehicle and service.

The applications are available now and due Friday, December 19, 2014. Staff sent notices to community groups, sent a press release to local media, posted on our social media and website as well as utilized the Thurston Regional Planning Council's list of community service groups to promote the program. An open house will be held on Wednesday, November 19, 2014 to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the January ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant program has awarded 33 vehicles to organizations such as: Catholic Community Services, Wee

Love Early Learning Center, Olympia Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services, and others.

The most recent van awards, made last fall, went to GRuB, Boys and Girls Clubs of Thurston County, Panza for Quixote Village, and Thurston County Food Bank. These and other organizations use their vans for transporting low-income and at-risk youth to before and after-school programs and field trips; trips to the food bank, medical and social services appointments; transporting volunteers gleaning produce from local farms for the Food Bank; and much more.

In their quarterly program updates, grantees reported the vans were used at Senior Services for South Sound to transport seniors to the Senior Nutrition Program, Services to At-Risk Seniors (STARS), Adult Day Care and Respite, Korean Elders program and to assist seniors with essential errands. Behavioral Health Resources uses their granted vans to transport clients to outings, job interview and socialization events. Olympia Union Gospel Mission operates a fulltime, addiction recovery program for both men and women in need of stable housing and recovery from addictions. The van will be used for trips to counseling, parenting classes, court mandated appointments and service opportunities.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** The surplus van program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$4,000 per vehicle or a total of \$16,000 for the four vehicles.
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- 6) **Goal Reference:** Goal 1: *"Access the transportation needs of our community."* and Goal 4: *"Provide responsive transportation options."*
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- 8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: November 17, 2014**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: 2014 Fall Citizen Advisory Committee Applications

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- 1) **The Issue:** Review and recommend CAC applicants to be interviewed by the Authority-CAC joint selection committee.

 - 2) **Recommended Action:** Review the applications and make a recommendation to the Authority on the candidates to be interviewed.

 - 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.

 - 4) **Background:** There are currently six vacant positions on the CAC. 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 Authority-CAC selection committee did not recommend any candidates from the spring 2014 recruitment. The Authority requested an additional recruitment in the fall to fill the current vacancies.

Staff received 11 applications in response to the current recruitment. CAC members will make a recommendation to the Authority regarding interviews. Applications will be reviewed by the Authority at the November 19, 2014, Work Session. Interviews will be scheduled between 11/27/14 and 12/10/14.

New members will be appointed by the Authority at the December 17, 2014 meeting, and their first meeting will be January 12, 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:** Citizen Advisory Committee applications.

**INITERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: November 17, 2014**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares 360.705.5838
Ben Foreman 360.705.5813

SUBJECT: Financial Scenario Planning

-
- 1) **The Issue:** Review financial models which illustrate a variety of short and long range financial outcomes.

 - 2) **Recommended Action:** For information and discussion. No action is required.

 - 3) **Policy Analysis:** The Authority defines our short and long range plans and has budgetary responsibility.

 - 4) **Background:** Significant reductions in federal funding and the recession have negatively impacted Intercity Transit's budget and long range estimated forecast. This is an opportunity to review several long range scenarios that will help define the level of service Intercity Transit may provide in the future.

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

 - 6) **Budget Notes:** These discussions affect all of our long and short range plans and corresponding budgets.

 - 7) **Goal Reference:** This impacts all our goals.

 - 8) **References:** (List everything here please.)

Scenario 1: Hybrid Coaches/ 15 Year Replacement

This model illustrates Estimated Ending Cash and the point at which the system falls below our 90 day Operating Reserve. It identifies the effects of an additional 1/10th of 1% sales tax increase if we were to ask the voters in August 2015, 2016 and 2017 and the resulting effects on Estimated End Cash/Operating Reserve in the following years.

Assumptions: 1) Retain current service levels (Exception: RMG funded service if funding is discontinued) 2) Sales tax collection rate of 8/10th of 1% for 2015; 3) Anticipate 3% sales tax returns; 4) Estimate average cost of fuel in 2015: \$3.84 per gallon; 5) **Purchase of hybrid electric buses;** 6) **Retain coaches for 15 years** (Depending on funding opportunities and vehicle condition - note FTA replacement cycle is 12 years).

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Current Projected Ending Cash	\$22,636,588	\$19,134,885	\$18,349,254	\$16,097,981	\$3,796,508	(\$8,777,570)	(\$9,722,796)	(\$18,065,115)	(\$35,304,734)	(\$35,388,583)	(\$46,662,738)	(\$50,773,595)	(\$65,593,399)	(\$71,377,277)
Below our Operating Reserve					\$10,790,216	\$11,141,828	\$11,396,773	\$11,958,079	\$12,413,241	\$12,881,300	\$13,405,820	\$13,978,135	\$14,569,650	\$15,201,726
Projected Ending Cash 2016 (August 2015 Ballot)		\$23,118,697	\$26,516,068	\$28,654,557	\$20,957,435	\$13,210,392	\$17,147,704	\$13,905,219	\$1,843,291	\$6,842,882	\$903,557	\$2,164,681	(\$7,097,302)	(\$7,201,216)
Below our Operating Reserve									\$12,413,241	\$12,881,300	\$13,405,820	\$13,978,135	\$14,569,650	\$15,201,726
Projected Ending Cash 2017 (August 2016 Ballot)			\$22,452,580	\$24,509,800	\$16,729,783	\$8,898,187	\$12,749,255	\$9,418,801	(\$27,322,855)	\$2,229,870	(\$3,801,716)	(\$2,558,663)	(\$11,863,940)	(\$11,967,854)
Below our Operating Reserve						\$11,141,828		\$11,958,079		\$12,881,300				
Projected Ending Cash 2018 (August 2017 Ballot)				\$20,324,407	\$12,460,682	\$4,543,704	\$8,307,682	\$4,888,397	(\$7,353,867)	(\$2,391,142)	(\$8,467,325)	(\$7,224,272)	(\$16,529,549)	(\$16,633,463)
Below our Operating Reserve						11141828	11396773	\$11,958,079						

Scenario 2: Hybrid Coaches/ 17 Year Replacement

This model illustrates Estimated Ending Cash and the point at which the system falls below our 90 day Operating Reserve. It identifies the effects of an additional 1/10th of 1% sales tax increase if we were to ask the voters in August 2015, 2016 and 2017 and the resulting effects on Estimated End Cash/Operating Reserve in the following years.

Assumptions: 1) Retain current service levels (Exception: RMG funded service if funding is discontinued) 2) Sales tax collection rate of 8/10th of 1% for 2015; 3) Anticipate 3% sales tax returns; 4) Estimate average cost of fuel in 2015: \$3.84 per gallon; 5) **Purchase of hybrid electric buses;** 6) **Retain coaches for 17 years** (Depending on funding opportunities and vehicle condition - note FTA replacement cycle is 12 years).

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Current Projected Ending Cash	\$22,636,588	\$19,134,885	\$18,349,254	\$19,249,406	\$10,256,928	\$4,482,742	\$183,524	(\$14,600,801)	(\$15,400,278)	(\$20,187,833)	(\$43,089,553)	(\$47,200,410)	(\$60,992,241)	(\$66,776,118)
Below our Operating Reserve					\$10,790,216	\$11,141,828	\$11,396,773							
Projected Ending Cash 2016 (August 2015 Ballot)		\$23,118,697	\$26,516,068	\$31,805,982	\$27,417,856	\$26,470,704	\$27,229,575	\$17,743,051	\$22,198,022	\$22,901,001	\$5,655,273	\$7,011,431	(\$1,125,644)	(\$1,229,557)
Below our Operating Reserve											\$13,405,820	\$13,978,135		
Projected Ending Cash 2017 (August 2016 Ballot)			\$22,452,580	\$27,661,225	\$23,190,204	\$22,158,499	\$22,831,126	\$13,256,634	\$17,621,877	\$18,233,334	\$894,253	\$2,155,191	(\$6,079,009)	(\$6,182,922)
Below our Operating Reserve											\$13,405,820	\$13,978,135		
Projected Ending Cash 2018 (August 2017 Ballot)				\$23,475,832	\$18,921,103	\$17,804,016	\$18,389,553	\$8,726,229	\$13,000,864	\$13,519,900	(\$3,913,450)	(\$2,670,397)	(\$10,947,701)	(\$11,051,614)
Below our Operating Reserve							\$11,958,079				\$13,405,820	\$13,978,135	\$14,569,650	\$15,201,726

Scenario 3: Diesel Coaches/ 17 Year Replacement

This model illustrates Estimated Ending Cash and the point at which the system falls below our 90 day Operating Reserve. It identifies the effects of an additional 1/10th of 1% sales tax increase if we were to ask the voters in August 2015, 2016 and 2017 and the resulting effects on Estimated End Cash/Operating Reserve in the following years.

Assumptions: 1) Retain current service levels (Exception: RMG funded service) 2) Sales tax collection rate of 8/10th of 1% for 2015; 3) Anticipate 3% sales tax returns; 4) Estimate average cost of fuel in 2015: \$3.84 per gallon; 5) Purchase of diesel buses; 6) Retain coaches for 17 years (Depending on funding opportunities and vehicle condition - note FTA replacement cycle is 12 years).

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Current Projected Ending Cash	\$22,636,588	\$19,015,067	\$18,103,626	\$18,871,751	\$9,691,845	\$4,627,761	\$880,885	(\$10,029,965)	(\$11,345,234)	(\$15,505,481)	(\$34,162,066)	(\$37,233,172)	(\$48,245,820)	(\$53,036,246)
Below our Operating Reserve					\$10,835,185	\$11,200,288	\$11,505,388							
Projected Ending Cash 2016 (August 2015 Ballot)		\$22,998,879	\$26,270,441	\$31,428,328	\$26,852,774	\$26,615,724	\$27,926,937	\$22,313,888	\$26,344,484	\$27,757,701	\$14,854,242	\$17,434,131	\$12,284,693	\$13,419,925
Projected Ending Cash 2017 (August 2016 Ballot)			\$22,206,952	\$27,283,569	\$22,625,119	\$22,303,516	\$23,528,485	\$17,827,467	\$21,768,334	\$23,090,028	\$10,093,216	\$12,577,884	\$7,331,321	\$8,367,485
Below our Operating Reserve											\$13,590,346	\$14,168,197	\$14,765,415	\$15,403,363
Projected Ending Cash 2018 (August 2017 Ballot)				\$23,098,177	\$18,356,020	\$17,949,035	\$19,086,915	\$13,297,065	\$17,147,324	\$18,376,597	\$5,285,516	\$7,674,030	\$2,329,390	\$3,265,516
Below our Operating Reserve											\$13,590,346	\$14,168,197	\$14,765,415	\$15,403,363

MOTOR VEHICLE

YEAR	SALES TAX (ST)		EXCISE TAX (MVET)		ST + MVET		YEAR		
1984	\$	2,258,805	\$	1,683,115	\$	3,941,920	1984		
1985	\$	2,507,565	11.0%	\$ 1,805,522	7.3%	\$ 4,313,087	9.4%	1985	
1986	\$	2,656,700	5.9%	\$ 2,127,037	17.8%	\$ 4,783,737	10.9%	1986	
1987	\$	2,845,843	7.1%	\$ 2,398,667	12.8%	\$ 5,244,510	9.6%	1987	
1988	\$	3,020,142	6.1%	\$ 2,558,447	6.7%	\$ 5,578,589	6.4%	1988	
1989	\$	3,467,074	14.8%	\$ 2,766,031	8.1%	\$ 6,233,105	11.7%	1989	
1990	\$	3,900,458	12.5%	\$ 3,292,585	19.0%	\$ 7,193,043	15.4%	1990	
1991	\$	4,234,781	8.6%	\$ 3,328,027	1.1%	\$ 7,562,808	5.1%	1991	
1992	\$	4,877,042	15.2%	\$ 3,681,173	10.6%	\$ 8,558,215	13.2%	1992	
1993	\$	5,776,442	18.4%	\$ 5,579,517	51.6%	\$ 11,355,959	32.7%	1993	1
1994	\$	6,065,116	5.0%	\$ 6,318,702	13.2%	\$ 12,383,819	9.1%	1994	
1995	\$	6,257,966	3.2%	\$ 6,114,914	-3.2%	\$ 12,372,881	-0.1%	1995	
1996	\$	6,263,321	0.1%	\$ 6,362,579	4.1%	\$ 12,625,901	2.0%	1996	
1997	\$	6,535,926	4.4%	\$ 6,610,766	3.9%	\$ 13,146,692	4.1%	1997	
1998	\$	7,019,682	7.4%	\$ 6,431,049	-2.7%	\$ 13,450,731	2.3%	1998	
1999	\$	7,679,853	9.4%	\$ 7,194,916	11.9%	\$ 14,874,769	10.6%	1999	
2000	\$	8,041,630	4.7%	\$ 4,785,089	-33.5%	\$ 12,826,719	-13.8%	2000	2
2001	\$	8,568,916	6.6%					2001	
2002	\$	9,187,400	7.2%					2002	
2003	\$	15,569,706	69.5%					2003	3
2004	\$	18,125,822	16.4%					2004	
2005	\$	20,106,081	10.9%					2005	
2006	\$	22,000,384	9.4%					2006	
2007	\$	23,563,780	7.1%					2007	
2008	\$	22,828,240	-3.1%					2008	
2009	\$	20,686,454	-9.4%					2009	
2010	\$	21,009,695	1.6%					2010	
2011	\$	26,590,446	26.6%					2011	4
2012	\$	28,175,394	6.0%					2012	
2013	\$	29,250,739	3.8%					2013	
2014	\$	30,041,124	2.7%					2014	

2014 Estimate

- 1 - County-Wide Expansion of MVET
- 2 - Loss of All MVET
- 3 - Sales Tax Increase from 3/10th of 1% to 6/10th and Boundary Reduction
- 4 - Sales Tax Increased to 8/10th of 1%

Average Sales Tax Since 1984 = 5.7%
 Average Sales Tax 1984 to 2003 = 7.8%
 Average Sales Tax 2004 to 2014 = 1.9%

2013 Route Service Summary					
Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
Trunk Routes					
13-E. Tumwater	356,723	14,648	24.4	Marginal	
41-TESC	546,797	13,088	41.8	Exceeds	
44-SPSCC/Cap. Mall	262,687	10,179	25.8	Satisfactory	
48-Capital Mall/TESC	371,232	9,210	40.3	Exceeds	Runs weekday & Saturday.
49-Capital Mall	23,154	623	37.1	Exceeds	Runs Sunday only.
62A-Martin/Meridian	381,936	13,661	28.0	Satisfactory	
62B-Martin/Meadows	366,136	14,768	24.8	Satisfactory	Improved. Marginal last year.
66-Ruddell	331,237	16,016	20.7	Marginal	
Secondary Routes					
12-W. Tumwater	122,133	7,897	15.5	Satisfactory	Improved. Marginal last year.
21-N. Bethel	81,606	3,216	25.4	Exceeds	
43-Barnes Blvd	195,744	7,390	26.5	Exceeds	
45-Conger/Cap. Mall	45,846	4,380	10.5	Marginal	
47-Capital Mall/CMC	201,379	8,171	24.6	Satisfactory	
60-Lilly/Panorama	127,848	8,973	14.2	Marginal	
64-College/Amtrak	218,497	13,252	16.5	Satisfactory	
67-Tri Lake	41,582	3,980	10.4	Marginal	
68-Carpenter/Boulevard	228,564	12,676	18.0	Satisfactory	
94-Yelm	203,803	13,256	15.4	Satisfactory	Improved. Marginal last year.
Specialized & Shuttle Routes					
42-Family Court	7,211	1,530	4.7	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	94,670	6,598	14.3	Satisfactory	Improved during Legislative session but decreased on Saturdays. Productivity: Session 19.6, Non-session 14.3, Saturdays 14.2
411-Nightline	13,600	352	38.6	Exceeds	8% increase. Operates Fri/Sat/Sun late night during academic year (under contract).
Express Routes					
			Per Trip		
603-Olympia/Tacoma	75,383	6,414	17.4	Satisfactory	Runs Weekdays only.
605-Olympia/Tacoma	97,463	6,491	21.2	Satisfactory	Runs Weekdays only.
609-Tumwater/Lakewood	5,121	1,625	3.8	Unsatisfactory	Runs Weekdays only. (9/30/13 to 12/31/13)
612-Lacey/Tacoma	8,495	672	16.7	Satisfactory	Runs Weekdays only.
620-Oly/Tacoma Mall	25,224	2,345	13.1	Marginal	Runs Sat/Sun only.
ST 592-Oly/Seattle	5,503	469	7.0	Unsatisfactory	Runs Weekdays only (9/30/13 to 12/31/13)
EXPRESS TOTALS	217,189	18,016	16.1	Satisfactory	Boardings increased 5.3%
Fixed Route Totals	4,439,574	201,879	22.0	Change from 2012: Boardings decreased 2.92%, Hours up 0.8%, Boardings per Hour down 3.5%.	

Other Intercity Transit Services					
Dial-A-Lift Service	150,224	--	--	4.4 % increase from 2012	
Vanpools	761,750	--	--	2.8 % increase from 2012	

System Total	5,351,548				1.85% decrease from 2012's 5,452,291 boardings.
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PERFORMANCE STANDARDS	Standard	Trunk	Primary	Secondary	Rural	Commuter	Express
	Riders per Hour					Riders per Trip	
	Exceeds standard	>40	>30	>25	>20	25 or more	25 or more
	Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9	15.0 to 24.9
	Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9	10.0 to 14.9
	Unsatisfactory	<20	<15	<10	<9	Less than 10	Less than 10

Service hours are utilized for budgeting purposes - 2013 service hours = 217,135

INTERCITY TRANSIT 2004-2014 FUEL ANALYSIS

Year	BIO-DIESEL			UNLEADED		
	Bio-Diesel Gallons Used	Cost	Cost/Gallon	Unleaded Gallons Used	Cost	Cost/Gallon
2004	488,069	\$776,921.24	\$1.59	65,503	\$105,519.22	\$1.61
2005	539,494	\$1,084,382.94	\$2.01	71,817	\$144,387.15	\$2.01
2006	595,805	\$1,275,022.70	\$2.14	76,595	\$153,660.64	\$2.01
2007	627,516	\$1,445,066.91	\$2.30	83,827	\$236,995.66	\$2.83
2008	718,053	\$2,382,979.68	\$3.32	89,360	\$285,781.32	\$3.20
2009	725,812	\$1,421,583.65	\$1.96	89,796	\$131,016.10	\$1.46
2010	712,010	\$1,849,896.36	\$2.60	76,475	\$188,753.33	\$2.47
2011	720,007	\$2,443,190.07	\$3.39	80,066	\$268,097.88	\$3.35
2012	716,550	\$2,534,636.12	\$3.54	86,243	\$304,030.07	\$3.53
2013	708,152	\$2,396,855.55	\$3.38	88,697	\$280,010.28	\$3.16
2014 **	606,844	\$1,954,570.92	\$3.22	73,409	\$236,963.18	\$3.23
2014 Pro-Rate	728,213	\$2,345,485.10	\$3.22	88,091	\$284,533.93	\$3.23

** 2014 Numbers are through October

Coach Replacement Cycle Proposal

VEHICLE PROJECTIONS

15 Year Replacement Cycle

Fixed Route Coaches	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Replacement Vehicles				4	4	17		5	18		6		7		61
Projected Cost/Year - Hybrids				3,151,425	3,245,967	14,209,222		4,433,695	16,440,142		5,813,782		7,195,815		54,490,049
Projected Cost/Year - Conventional Diesel				2,251,018	2,318,548	10,149,445		3,166,925	11,742,959		4,152,702		5,139,868		38,921,464

17 Year Replacement Cycle

Fixed Route Coaches	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Replacement Vehicles						4	4	17		5	18		6		54
Projected Cost/Year - Hybrids						3,343,346	3,443,647	15,074,564		4,703,707	17,441,347		6,167,842		50,174,453
Projected Cost/Year - Conventional Diesel						2,388,105	2,459,748	10,767,546		3,359,791	12,458,105		4,405,601		35,838,895

Authority Meeting Highlights
a brief recap of the Authority Meeting of November 5, 2014

Action Items

Wednesday night, the Authority:

- Conducted a public hearing to receive and consider comments on the 2015-2020 Strategic Plan. (*Ann Freeman-Manzanares*)
- Conducted a public hearing to receive and consider comments on the 2015 Budget. (*Ben Foreman*)


Other Items of Interest

- Welcomed **Ratisami Futi, Facilities Specialist**.
- Currently, there are **216 active vanpool groups**.
- Eleven applications were received for the **Citizen Advisory Committee recruitment**.
- Applications for the **Surplus Van Grant Program** have been released. Applications are due by December 19.
- The **Vanpool Incentive Program** started on October 1, 2014, and so far 40 new riders enrolled and one new vanpool started.
- Transit Ads known as King Kongs were installed this week on five buses for a six-month period. Staff is looking for feedback from Operators and customers.

Pat Messmer

Prepared: November 6, 2014

		10	11	12	1	2	3	4	5	6	7	8	9	10	
CAC	Members	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	
Leah	Bradley			MEETING CANCELLED											
Mitch	Chong									Absent		Absent	Absent		Absent
Valerie	Elliott														
Faith	Hagenhofer									Absent			Absent		Absent
Julie	Hustoft					Absent								Absent	
Quinn	Johnson		Absent			Absent						Absent	Absent	Absent	
Joan	O'Connell												Absent	Absent	
Sue	Pierce							Absent							
Charles	Richardson									Absent			Absent	Absent	
Carl	See														Absent
Kahlil	Sibree										Absent		Absent		
Victor	VanderDoes	Absent	Absent												
Michael	Van Gelder										Absent				
Dale	Vincent							Absent			Absent		Absent	Absent	

 = Joint meeting does not count against required meeting attendance