

AGENDA
INTERCITY TRANSIT AUTHORITY
July 1, 2015
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS & RECOGNITIONS** **15 min.**
 - A. **James Bush, Coach Technician** (*Paul Koleber*)
 - B. **Karl Hug, Coach Technician** (*Paul Koleber*)
 - C. **Erin Pratt, Village Vans Supervisor** (*Jim Merrill*)
 - D. **Present Emily Bergkamp with the Jeffrey S. Ristau Scholarship**
(*Al Hatten or Jerry Spears from WSTIP*)

- 3) **PUBLIC COMMENT** **10 min.**

Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** June 3, 2015, Regular Meeting; June 17, 2015, Special Meeting.

 - B. **Payroll:** June 2015 Payroll in the amount of \$2,023,750.01.

 - C. **Schedule a Public Hearing on the Transit Development Plan:** Schedule a public hearing for August 5, 2015, 5:30 p.m. for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2014 Summary and the 2015 - 2020 Plan. (*Dennis Bloom*)

- 5) **PUBLIC HEARINGS - None** **0 min.**

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|-----------|---|----------------|
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Karen Messmer</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ryan Warner</i>) | 3 min. |
| | C. Citizen Advisory Committee (<i>Jan Burt</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Emergency Management Update (<i>Jessica Brandt</i>) | 30 min. |
| | B. Sustainability Update (<i>Jessica Brandt</i>) | 30 min. |
| | C. Annual Planning Session (<i>Ann Freeman-Manzanares</i>) | 20 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

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) 705-5860 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) 705-5860.

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 AUTHORITY
Regular Meeting
June 3, 2015

CALL TO ORDER

Vice Chair Warner called the June 3, 2015, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

Members Excused: Chair and City of Olympia Councilmember Nathaniel Jones; Labor Representative Ed Bricker.

Staff Present: Dennis Bloom; Tammy Ferris; Kris Fransen; Marilyn Hemmann; Bob Holman; Shannie Jenkins; Paul Koleber; Jim Merrill; Carolyn Newsome; Pat Messmer; Erin Pratt; Heather Stafford-Smith; Nancy Trail.

Others Present: Legal Counsel Dale Kamerrer; and Citizen Advisory Committee (CAC) member Julie Hustoft.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Gadman and Councilmember Baker to approve the agenda as presented.

INTRODUCTIONS

- A. Paul Koleber introduced **Vehicle Cleaners, Michael Kingsley and Jesse Singh.**
- B. Carolyn Newsome introduced **Commuter Services Assistant, Breezy Medina.**

RECOGNITIONS

- C. Human Resources Director, Heather Stafford-Smith, is the sponsor of Intercity Transit's Wellness Committee. She explained the Wellness Committee is comprised of 12 dedicated employees representing various departments throughout the organization. They are committed to the whole health of the employees – their physical, emotional and mental well-being. Wellness activities are funded with employee donations through payroll deduction, along with agency funds.

Intercity Transit Authority Regular Meeting

June 3, 2015

Page 2 of 9

Examples of events and activities the Wellness Committee has sponsored include monthly chair massages; blood drives; flu-shot clinics; annual Wellness Fair; dance classes; tax and financial information sessions; healthy cooking classes; and stress reduction activities such as wreath making and other craft-type activities.

Stafford-Smith introduced the Wellness Committee Chair, Shannie Jenkins, Vice Chair, Nancy Trail, and committee member, Erin Pratt. Jenkins said the committee received the WSDOT Wall of Fame Team Award in 2008, along with other outside awards – 2011 Happy Heart Award; 2008 and 2012 Gold Level Award; and in 2014 awarded the American Heart Association’s Fit-Friendly Work Site award. Jenkins introduced Vice Chair, Nancy Trail. Trail explained the most recent award presented to the committee by the State of Washington Team WorkWell – the Zo8 Award. She explained this award recognizes organizations for completing the eight Team WorkWell standards for one year. She also explained the committee was asked to mentor other state agencies to help get their Wellness programs off the ground.

Councilmember Gadman thanked the Wellness Committee for their hard work and dedication to a healthy worksite. He noted healthy employees help save agencies money on health insurance premiums, which is a good use of public dollars.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Baker and Councilmember Gadman to approve the consent agenda as presented.

- A. Approval of Minutes:** May 6, 2015, Regular Meeting; May 20, 2015, Work Session.
- B. Payroll:** May 2015 Payroll in the amount of \$1,903,370.47.
- C. Accounts Payable:** Warrants dated May 1, 2015, numbers 18681-18769, in the amount of \$586,460.04; warrants dated May 15, 2015, numbers 18772-18844, in the amount of \$338,880.82; and warrants dated May 29, 2015, numbers 18849-18941, in the amount of \$493,184.23 for a total of **\$1,418,525.09**. Automated Clearing House Transfers for May in the amount of **\$12,483.48** for a monthly total of **\$1,431,008.57**.

PUBLIC HEARING

- A. Route 42 Service Enhancements.** Planning Manager, Dennis Bloom, presented the public hearing to receive comments in consideration of the Route 42 proposed

Intercity Transit Authority Regular Meeting

June 3, 2015

Page 3 of 9

service enhancements. He indicated staff received two public comments via the Tellus phone and email system; one in favor of Option 3 and another recommending discontinuing Route 42.

Vice Chair Warner opened the public hearing at 5:47 p.m.

Julie Hustoft, Olympia, WA. Hustoft is a member of the Citizen Advisory Committee. Hustoft likes Options 2 and 3, and that Option 3 runs every half hour and connects with Route 43. She suggested perhaps starting with Option 3 and monitoring the usage, then cut trips that are less productive.

Jonathon Lack, Tumwater, WA. Mr. Lack is the Family and Juvenile Court Commissioner at Thurston County Superior Court, and he was asked by Judge Wickham to speak about the importance of establishing this route extension to serve the Juvenile Court. There are several specific concerns Mr. Lack addressed regarding how the service impacts court calendars. He noted there are two large service breaks within Options 1 and 2 where there is no service between 9 a.m. and noon. He said the bulk of hearings begin at 9 a.m. so service coming into the courthouse in time to start those 9 a.m. hearings is very important. However, some hearings do begin at 8 a.m. which are truancy hearings which are generally held nine months out of the year. The two breaks in service impacts their customers' ability to get to and from the courthouse.

He noted other concerns which involve large amounts of wait time scheduled around three specific calendars including the Juvenile Drug Court Calendar and the Domestic Violence Calendar, thus creating a security situation. The gaps in service would leave consumers waiting around the courthouse up to two hours. There has been an attempt to make changes to these calendars, but it's just not possible. For example:

On Tuesdays and Thursdays there is a 3 p.m. and a 3:30 p.m. calendar. With proposed Options 1 and 2, consumers would arrive by 1:30 p.m. and then spend almost two hours waiting for their hearing. Many of these consumers are not able to spend large amounts of time away from work; and many have drug and alcohol issues.

Juvenile Drug Court has a 3:30 p.m. docket which involves high school students detained for drug possession. Currently, there is no way for students to take a bus to the Family and Juvenile Court campus because the bus they need to take requires they leave campus during school hours.

The Domestic Violence Calendar is on Wednesday and Friday mornings involving 15 to 20 cases. This creates a security issue if consumers are required to wait for a

Intercity Transit Authority Regular Meeting

June 3, 2015

Page 4 of 9

bus for long periods of time. The court has 40 hours of uniformed officers who are needed in the courtroom. If problems occur in the lobby, it draws the court security officers away from where they need to be. A problem also arises in the late afternoon when consumers would be required to wait for two hours to catch the bus.

Robin Campbell, Olympia, WA. Ms. Campbell is the Assistant County Manager for Thurston County. She said the County appreciates the Authority's consideration of this request and the County asks Intercity Transit to adopt Option 1. She said Intercity Transit and the County have had conversations about extending the route since ARC was in the design phase. She said Intercity Transit made a commitment from that time (2007) which the county included in their special use permits with the City of Tumwater. She said ARC will open in August of 2015.

With no further comments from the public, Vice Chair Warner closed the public hearing at 5:58 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC meets Friday, June 5. The major topic of discussion will be the CY 2015 Call for Projects.
- B. Transportation Policy Board (TPB).** Jeff Gadman reported the TPB met May 13. They discussed consideration to award several Federal funding grants for service transportation. Intercity Transit received \$1.7M for funding the Pattison Street Phase 1 Renovation. Under the Transportation Alternatives Program, they approved funding for streetscape and sidewalks in Rainier. TPB is recommending awarding Intercity Transit \$155,700 for bus stop enhancements. Under the CMAQ Congestion Mitigation Air Quality Improvement Program, Intercity Transit requested three programs and all three were approved for recommendation to TRPC.
- C. Citizen Advisory Committee.** Julie Hustoft said the CAC last met May 18 and has nothing new to report.

NEW BUSINESS

- A. 2016-19 Transportation Improvement Program Adoption (TIP).** Grant Program Coordinator, Bob Holman, presented the TIP for adoption. He noted staff identified one additional project to the TIP – Sustainable Public Transportation a Community Conversation in the amount of \$63,000.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to adopt the 2016-19 Transportation Improvement Program (TIP) for projects with anticipated FTA Funding.

- B. Bus Stop Pad Construction.** Procurement Coordinator, Tammy Ferris, presented for approval the award to Asphalt Patch Systems, Inc. for the construction of 27 bus stop pads.

It was M/S/A by Councilmember Gadman and Councilmember Sullivan to authorize the General Manager to enter into a contract for the construction of 27 bus stop pads with Asphalt Patch Systems, Inc., in the not-to-exceed amount of \$116,450, including taxes.

- C. Citizen Advisory Committee Reappointment.** Freeman-Manzanares asked the Authority to reappoint Mitchel Chong to another three-year term to the CAC. Five CAC positions expire June 30. Two of the positions are eligible for reappointment (Dale Vincent and Mitchell Chong). Mitchell submitted a request for reappointment. Mr. Vincent is not seeking reappointment.

It was M/S/A by Citizen Representative Messmer and Councilmember Gadman to reappoint Mitchell Chong to another three-year term (July 1, 2015, through June 30, 2018) of the Citizen Advisory Committee.

- D. 2016-2021 Strategic Plan Policy Positions.** Freeman-Manzanares reviewed more policy issues pulled from the 2014 Strategic Plan in order to obtain the Authority's direction for 2016.

- 1. Should Intercity Transit maintain status quo service levels in 2016 or consider new or expanded local transit services needed to serve the growing population?**

Authority Direction for 2015: While new or expanded local services are needed to serve our current population, our financial outlook necessitates a conservative approach. If state funding is approved, continue two grant-funded Express Routes - Tumwater to Lakewood and Olympia to Seattle.

This is a little broad in that we do not simply think about expanding service because of a growing population. We need to think about where we need to focus our service. We need more conversation other than saying status quo. If we reduce service somewhere then perhaps we could add service somewhere else.

Change wording to say consider a new alternative or expanded services.

For strategic policy we should not have “status quo” in the wording.

Be careful of the word “expanded” because it could give false expectations.

When we talk about considering new or expanded services should we say, “consider those within available resources?”

We should be addressing non-productive routes and looking at whether we’re serving our population with those in a broad way, and if we adjusted some service so it was less frequent and more expensive than some area, and didn’t cost as much here then it would allow us to add hours in other areas. That’s not only looking at increasing or expanding or building up at more cost but it’s modifying within the balance of what we have.

2. What is Intercity Transit’s role in providing regional mobility?

Authority Direction for 2015: Approach state and federal funding sources to provide assistance in meeting the public transportation demand in the 1-5 corridor. Continue support of the vanpool program and continue to work with our partners to consider alternatives for serving the corridor.

New Authority Direction: Continue providing service as long as the grants are available.

3. What role should Intercity Transit play in serving downtown Olympia, downtown Lacey and the Tumwater Town Center areas?

Authority Direction for 2015: 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 downtown Olympia, Lacey, and Tumwater. Work with major employers and jurisdictions regarding parking, using commute alternatives and CTR plans.

There is concern if we continue to have to work on the adequate parking for dash and commute alternatives; and concern that we just have to keep working on it and want to set some benchmarks about what is considered success so we can move on. Need to define success. Get more clarity on what we’re trying to get done.

Not sure the board can agree what adequate parking is for the dash.

The measurement is identifying what adequate parking is and if we don’t achieve it are we making any progress. Need better definition of progress.

Authority said it's an important service to maintain, but find other ways to fund it.

Messmer challenged the value of the dash and productivity of the route, and in addition need to document and look at what are we doing to build the ridership and does it serve at the right times.

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

Authority Direction for 2015: 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.

New Authority Direction: Status quo until the signal prioritization is fully implemented.

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

Authority Direction for 2015: Bring together community stakeholders in having a greater role in providing alternative funding for transit services rather than relying on federal funding. Request assistance from TRPC to facilitate a community conversation about the gap in regional expectations and available funds.

Melnick believes it's more than just funding. We need to get the community together to talk about needs and funding that the needs may decline if the people begin to realize that they have to find a way to pay for it. He'd like to see some way to build in the need and the funding.

Messmer said the subcommittee is moving forward on this, seeking out consultant assistance other than TRPC. Seek assistance from consultants or other parties.

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

Authority Direction for 2015: Consider an August 2015 sales tax election to levy the additional 0.1 percent with all revenues dedicated to capital. The 2015 State Legislature is considering an additional sales tax option for Intercity Transit. The Authority directed staff to hold on the August election date pending a decision. The issue was not resolved

Intercity Transit Authority Regular Meeting

June 3, 2015

Page 8 of 9

by the August election resolution filing date of May 8, 2015. The Authority needs to consider alternative direction.

***New Authority Direction:** Table this discussion until the next Authority meeting to see what the Legislature decided.*

GENERAL MANAGER'S REPORT

Sales tax for May was 9.48%.

There are 207 active vanpool groups.

There are 171 new vanpool riders enrolled since the 2014-2015 Vanpool Incentive Program began in the Fall of 2014.

The two grant-funded express services were approved by the House and Senate. Once signed by the Governor, Intercity Transit can continue the Olympia to DuPont and Tumwater to Lakewood service.

Intercity Transit's Maintenance Department switched to synthetic oil which is resulting in a 3.58% increase in fuel mileage and a reduction in wear and tear on the vehicles.

Our Maintenance Department is having an issue with bus tires. There was a Michelin tire recall in 2012 due to sidewall blowouts. The tires we received to replace the damaged tires are failing. Michelin sent a representative to inspect and then provided a credit for the tires. Staff continues to work on the issue, and contacted WSTIP, legal counsel and a forensics expert. In the meantime, we're testing Good Year tires. They are less expensive and have a higher weight rating. So far they are performing well.

Maintenance introduced green lug nuts on the tires. They are saving staff time because the new lug nuts have green indicators and only require a visual check to determine whether replacement is necessary.

AUTHORITY ISSUES

Hustoft commented about the artistic designs being made in the sidewalks near the bus shelters. The facilities crew are creating these designs when pressure washing.

Melnick thanked staff for meeting with the residents of Panorama to discuss alternatives to driving. The residents are planning a symposium in September and a series on Panorama TV to educate the residents about transit. He'd like to see more bus pass book locations other than in the gift shop. Freeman-Manzanares said staff hopes to

Intercity Transit Authority Regular Meeting

June 3, 2015

Page 9 of 9

get some summer programs and trips planned for the residents, using the Travel Training and Bus Buddy programs.

Gadman said he was asked when the expansion of the Olympia Transit Center would begin. He said the public is noticing the OTC is heavily used and is in need of some enhancements.

Gadman said he was invited to make a policy presentation at the Lacey Planning Commission meeting held Tuesday, June 2. He indicated Freeman-Manzanares and Steve Swan also attended. Gadman said the Chair of the Lacey Planning Commission, Mike Beehler, said that transit needs to be more the center of development discussions.

Warner announced the WSDOT Conference will be held August 24 - 26 in Vancouver, Washington. August 23 is the Operator Rodeo. He encourages board members to attend.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Sullivan to adjourn the meeting at 7:11 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 1, 2015.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
June 17, 2015

CALL TO ORDER

Chair Jones called the June 17, 2015, Special Meeting of the Intercity Transit Authority to order at 5:35 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Olympia Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan (via teleconference); City of Lacey Councilmember Jeff Gadman; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Members Excused: City of Yelm Councilmember Joe Baker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Donna Feliciano; Kris Fransen; Duncan Green; Marilyn Hemmann; Jeff Peterson; Pat Messmer; and Steve Swan.

Others Present: Grace Arnis, CAC member; Riley Gibson; Michael Young.

APPROVAL OF AGENDA

It was M/S/A by Commissioner Blake and Councilmember Gadman to approve the agenda as presented.

INTRODUCTIONS

Citizen Advisory Committee member, Grace Arnis, presented a Public Service Announcement she completed as a school project for her Digital Communications class at New Market Skills Center.

CITIZEN ADVISORY COMMITTEE REPORT

Citizen Representative Karen Messmer attended the June 15, 2015, CAC meeting and provided a report. She noted several of the same items being presented this evening were also presented to the CAC. The group spent time discussing the strategic plan questions. Messmer said she heard a "theme" throughout that discussion which had to do with the need for outreach to the community beyond those who actually ride the bus

Intercity Transit Authority Special Meeting

June 16, 2015

Page 2 of 9

and who don't realize there are certain services available. The CAC would like to get more people in the community involved with what's really going on.

ROUTE 42 SERVICE ENHANCEMENT ADOPTION

Planning Manager Dennis Bloom presented for adoption Route 42 service enhancements. There are two decisions he is seeking from the Authority: (1) Adjust the route to extend service to the Accountability and Restitution Center (ARC); (2) Adjust weekday trips and times to accommodate route extension and to help fill partial service gaps.

Bloom referred to a revised Route 42 Option handout and noted a change in hourly cost to \$85.18.

Staff is recommending extending the route to serve the ARC (an additional 0.8 miles); and recommending Option 2: Adjust the schedule to 30-minute headways and redistribute trips to better serve the Family Court hours.

These recommendations are based on the public hearing comments, in particular the Family Court Commissioner's comments about service gaps that do not currently align with current court times. Staff made some additional adjustments and moved trips around to better align with current and potential users of the route as well as the needs of the two County facilities. These changes improve connections with Routes 43 and 44, as they are main routes that serve the college and community college and Tumwater Square.

The 2015 budget does not include additional hours above current operations service costs. Option 2 will increase the budget by \$21,369 (annualized).

Messmer asked about the budget impact. Freeman-Manzanares said staff would plug these changes into our long-range financial plan so it's included in our long-term operational expenses.

Messmer said she likes the concept of filling in some gaps and doing what the Authority can to respond to the comments received. She believes the Authority is being responsive by extending this route and adding runs.

It was M/S/A by Citizen Representative Messmer and Councilmember Gadman to:
1) Adjust route 42 to extend service to the new Accountability and Restitution Center;
and 2) Adopt Option 2 - adjust schedule to 30-minute headways and redistribute trips to better serve Family Court hours.

Intercity Transit Authority Special Meeting

June 16, 2015

Page 3 of 9

BIKE ON BUS VIDEO

Marketing and Communications Coordinator, Kris Fransen, presented a video on how to load bicycles onto our buses. She explained Intercity Transit has been asked several times to put together a video of this nature, and although we've had the footage for a few years, staff lacked the time and expertise to pull the project together. Staff learned of a second year video production student by the name of Michael Young attending SPSCC, who volunteered to complete the project at no cost. He worked in coordination with his teacher, Riley Gibson, who teaches a video production course at SPSCC, and is co-owner of Sky Bear Media (an Olympia-based production company).

2015 BICYCLE COMMUTER CONTEST UPDATE

Duncan Green reported on the results of the 28th annual Bicycle Commuter Contest (BCC) and noted this is Intercity Transit's 10th year administering this event countywide. This year's BCC ran the full month of May and had the highest number of participants in its history. Over 1,736 people registered for the event, and approximately 600 were trying it for the first time. So far, over 150 people have signed up for the mini BCC held in the winter. There were 13,074 commute round-trips, and 101,784 miles traveled, saving 50 tons of CO₂.

Green said this year's theme reflects active transportation which equals improved personal health and well-being. A study shows people who walk or bike to work enjoy their commutes more and live longer. It's also noted biking is the most energy-efficient mode of transportation invented.

The BCC participates in organized group rides (Earth Day Market Ride, National Bike to Work Day) and includes family-friendly events. We work with all of the local jurisdictions to proclaim May as bicycle commute month. There were over 50 sponsors that contributed prize items or coupons and free passes, and even free bikes. The BCC advocates safe cycling and links participants to resources for gaining skills and confidence.

Green invited everyone to attend the awards ceremony being held 9:30 a.m., Saturday, June 27 at the Farmer's Market.

Commissioner Blake left the meeting

SECURITY CAMERA SYSTEM AT OTC

Jeff Peterson presented a contract for consideration for the purchase and installation of additional video security cameras at the Olympia Transit Center (OTC) and Pattison

Intercity Transit Authority Special Meeting

June 16, 2015

Page 4 of 9

Street facility. This contract will add coverage to inside the lobby of the OTC, the State Street end of the transit island and the Franklin Street side of the island. It replaces one aging camera and adds 7 new cameras at the OTC, for a total of 21 cameras. At the Pattison facility, the additional cameras will provide more coverage of the pedestrian approaches to the facility, the bike parking areas, and an overview of the bus yard. It adds 6 cameras at Pattison Street for a total of 11 cameras.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to authorize the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$57,439, including taxes.

UST CONTRACT AMENDMENT

Marilyn Hemmann presented an amendment to the contract for consultant services for the final design and construction oversight of the Underground Storage Tank (UST) replacement project. She provided a history and background about the project along with a PowerPoint presentation.

In February 2014 staff presented the recommendations from the study to the Authority. After extensive review, in July 2014 the Authority approved the project and authorized Tetra Tech to move forward with the design and permitting work. At that time the budget for the project was \$4,000,000. The budget would allow for the relocation of the UST's, temporary asphalted parking area at the current property elevation, interim location of UST vent piping, an interim stormwater management system and renovation the outside fuel island in its current location.

Tetra Tech and staff continued to develop the design and work with the City of Olympia toward a conditional use permit. During this time the agency became aware of possible additional funding opportunities through WSDOT and TRPC. Obtaining additional funding would allow the agency to construct according to the Master Plan as opposed to building temporary facilities which would have to be demolished and replaced with the permanent solution at a later date. Interim solutions are less expensive to pursue in the short term but are more expensive in the long run. The opportunity to build according to the Master Plan initially provided the best value to Intercity Transit and consequently the taxpayers.

Additional funding through both WSDOT and TRPC allowed us to focus on permanent installations as opposed to temporary fixes. Nothing constructed as part of this project will have to be demolished and redone at a later date. The first phase of the Master Plan would be complete. This includes a concrete parking area at the correct grade, permanent location of all vent piping and infrastructure, the permanent stormwater

Intercity Transit Authority Special Meeting

June 16, 2015

Page 5 of 9

management system, and relocation of the outside fueling island to its permanent location.

Taking advantage of these funding opportunities and permanent construction solutions requires Tetra Tech to revise portions of the engineering work and increases some of their responsibilities for construction oversight. Staff has been in discussion with Tetra Tech and negotiated the costs for this additional work. Staff dealt with Tetra Tech extensively in developing the Master Plan, the UST study and the design work for the UST replacement project. Staff is satisfied with Tetra Tech's expertise, skills and costs, and recommends authorizing award of this amendment to allow them to continue with revising the design.

Taking advantage of the permanent solution for the UST replacement project increases construction costs as well. Tetra Tech developed high level estimates for construction and contract completion. The cost estimate at this phase includes 20% contingency. Currently construction is estimated between \$6,200,000 and \$6,700,000 for a total project cost between \$7,328,000 and \$7,828,000. Current project funding includes \$4,000,000 in local dollars and \$2,950,000 in grant funding for a total funding package of \$6,950,000. The design team will continue to refine the costs as we move closer to plan completion. Although we don't know the exact amount at this point in time, pursuing this permanent solution will require additional dedication of local resources. Currently that estimate is between \$378,000 and \$878,000.

It was M/S/A by Citizen Representative Melnick and Councilmember Gadman to authorize the General Manager to amend the existing contract with Tetra Tech, Inc., to provide additional design and construction oversight services for the UST replacement project in the not-to-exceed amount of \$274,995.

2016-2021 STRATEGIC PLAN POLICY POSITIONS

Freeman-Manzanares reviewed the last of the policy issues pulled from the 2014 Strategic Plan in order to obtain the Authority's direction for 2016.

1. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority Direction for 2015: Continue its Youth Education program and continue to work with schools and youth to teach skills in safe biking, walking and transit use.

Messmer said when talking about land use in other policy discussion, coordination with schools is important in terms of their future locations as well as how they organize their site, so there is access to public transit. Access to public bus stops is important.

Intercity Transit Authority Special Meeting

June 16, 2015

Page 6 of 9

New Authority Direction: Continue Youth Education program and continue to work with schools and youth to teach skills in safe biking, walking and transit use.

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

Authority Direction for 2015: Continue to pursue funding to enhance bus stops for our customers. Continue improvements with a priority on making all stops ADA accessible. Prioritize bus stop improvements by the level of passenger activity emphasizing on stops located near facilities that serve elderly persons, those with special transportation needs and located on major corridors.

Messmer said the Tumwater project in which we received grant funding is in line with our goals of providing this type of infrastructure, and this is a great partnership with Tumwater at that location.

Jones said we're progressing at the right rate of approximately 30 stops a year. He acknowledged this is not just a capital cost, that we're increasing the operating cost at the same time.

New Authority Direction: Continue to pursue funding to enhance bus stops for our customers. Continue improvements with a priority on making all stops ADA accessible. Prioritize bus stop improvements by the level of passenger activity emphasizing on stops located near facilities that serve elderly persons, those with special transportation needs and located on major corridors.

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

Authority Direction for 2015: Focus on community engagement and assertively market our services. Focus on improving our website to better serve our various constituents and pursuing outreach through social media. Pursue our customer satisfaction and market segmentation work to support our next short and long range service plan.

New Authority Direction: Continue to focus on community engagement and assertively market our services. Focus on improving our website to better serve our various constituents and pursuing outreach through social media. Pursue our customer satisfaction and market segmentation work to support our next short and long range service plan.

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

Intercity Transit Authority Special Meeting

June 16, 2015

Page 7 of 9

Authority Direction for 2015: Continue to focus on our vehicle fleet and the products we use throughout our operations. Continue to focus on land use planning and comprehensive plans. Advocate for development that supports the use of transportation alternatives. Maintain our ISO-14001 certification and seek to reduce energy, water usage and waste production.

Messmer said she considers the land use planning work a separate item. It fits better in future planning and costs, and efficiency of our system. It fits differently than reducing emissions and negative environmental impacts of our operations. It fits here in some ways because the more efficient we are with our routes the less our emissions but it's more than that and she suggests that when talking about these they can somehow be separated out from land use planning.

Gadman said perhaps that sentence is supposed to be taken totally in context with the goal, and that land use planning and comprehensive plans are mentioned in other places within the strategic plan.

Messmer said she needs to review all of the goals to see how it's represented. She'd like to see it represented as something that we engage in conversations in the bigger picture regarding land use and comprehensive planning in addition to where it fits here.

Gadman said he'd like to see the land use planning and comprehensive plans mentioned in any of these strategic goals where it makes sense.

Jones said the way it's written it seems to focus on our operations. The thrust really is about our operations.

5. What should be Intercity Transit's policy and action related to expansion of the PTBA?

Authority Direction for 2015: Consider annexation of new areas only if representatives of those areas request the Authority take steps to hold an annexation election and can demonstrate that there is significant support for the area to be annexed.

Gadman said reverse the sentence to read, ".....representatives of the area requesting annexation need to demonstrate significant support prior to requesting the Authority take steps to hold an annexation election." The priority should be that we will consider only if they can demonstrate that there is a significant support.

Intercity Transit Authority Special Meeting

June 16, 2015

Page 8 of 9

Freeman-Manzanares said the next steps are to visit the priority statements and make the changes to the strategic plan as discussed at these meetings and move forward from there.

GENERAL MANAGER'S REPORT

Sales tax is looking good at 7.14% on the year and 9.48% for May.

Ridership is down 2.95%. This could be the result in the drop in attendance by college students for the summer. Staff will continue to monitor and conduct outreach to the community.

The State Auditors are on site, and their review should be complete by the end of the week. The Auditors conducted an entrance interview in which Vice Chair Warner attended, and Chair Jones participated in a risk assessment interview. We will notify the Authority when the exit interview is scheduled.

AUTHORITY ISSUES

Gadman said he believes the outreach he and Freeman-Manzanares presented to the Lacey Planning Commission changed opinions at the City of Lacey and at least got the perspective pointed in the right direction early in the development process.

Melnick said the Panorama outreach program is moving along well. A symposium is scheduled for September. Panorama staff and residents made a request for additional bus stops so there is coverage for the whole campus, and additional lighting for bus stops. Freeman-Manzanares said CAC member, Lin Zenki is a Panorama resident and she volunteered to be a travel trainer. She is hosting trips, with the next trip scheduled for June 25 for a downtown trip including lunch.

Messmer attended the June 15 CAC meeting. The members celebrated outgoing members with cake and punch. They voted in a new Chair (Victor VanderDoes) and new Vice Chair (Jan Burt).

Jones asked if Intercity Transit is participating in community celebrations, such as Lakefair. Freeman-Manzanares replied the agency is participating in Lakefair and several other community events this summer. Messmer encourages everyone to participate and ride the bus in the parades. Staff will send out an email with more details.

ADJOURNMENT

**Intercity Transit Authority Special Meeting
June 16, 2015
Page 9 of 9**

It was M/S/A by Citizen Representative Messmer and Citizen Representative Warner to adjourn the meeting at 7:29 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 1, 2015

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

PERIOD DATES: 5/17 - 5/30/2015					PAYDATE 6/5/2015		PERIOD DATES: 5/31-6/13/2015					PAYDAY 6/19/2015	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	82,749.22		3	FIT		WIRE	74,789.82			
4	MT		EFT	21,158.86	103,908.08	4	MT		WIRE	21,304.98	96,094.80		
5	A2/35	Life Ins.	Check Dave 2nd	2,237.27	0.00	5	AL/34	Life Ins.	Check Dave 2nc	4,247.50	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,566.19	0.00	6	DI/32	Disability In	Check Dave 2nc	2,060.26	0.00		
7	HE/37	Health In1st	Check Dave 2nd	15,607.00	0.00	7	HI/38	Health In1st	Check Dave 2nc	235,895.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00		
9	CC/61	Child Care	Hfstttr/Brkmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	83.08		10	GN/08	Garnish	CHECK last	83.08			
11						11							
12	CS/09	DSHS	EFT	1,943.07	1,943.07	12	CS/09	DSHS	EFT	2,013.69	2,013.69		
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00		
14	D1/98	D.Dep. #1	ACH WIRE every	8,655.11	8,655.11	14	D1/98	D.Dep. #1	ACH WIRE every	9,051.37	9,051.37		
15	D2/97	D.Dep. #2	ACH WIRE every	16,742.44	16,742.44	15	D2/97	D.Dep. #2	ACH WIRE every	16,464.54	16,464.54		
16						16	GL/11	Gr.TrmLife		0.00			
16	GT/63	G.Ed.Tult	Check every	247.00		16	GT/63	G.Ed.Tult	Check every	247.00			
17	HS/59	Health Svgs	ACH Wire every	155.00	155.00	17	HS/59	Health Svgs	ACH Wire every	155.00	155.00		
18	DC/97	Vgrd EE	Wire	46,519.20		18	DC/97	Vgrd EE	Wire	47,473.69			
19	DC/22	Vgrd ER	Wire	31,468.60	77,987.80	19	DC/22	Vgrd ER	Wire	31,642.35	79,116.04		
20	L2/29	401k Ln#2	Wire	4,342.48		20	L2/29	401k Ln#2	Wire	4,552.55			
20	LN/29	401k Ln #1	Wire	8,587.40	12,929.88	20	LN/29	401k Ln#1	Wire	8,661.36	13,213.91		
22		TTL VNGRD		90,917.68		22		TTL VNGRD		92,329.95			
23	LI/02	L&I	EFT Quarterly	25,804.70		23	LI/02	L&I	EFT Quarterly	26,774.94	0.00		
24	MD/51	Mch.UnDues	Check last	1,272.78		24	M2/51	Mch.UnDue	Check last	1,272.97			
25	MI/52	Mac.Initlon	Check last	95.82		25	MI/52	Mch.Initlon	Check last	95.82			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00		
27	GL/11	GTLife		156.35		27	GL/11	GTLife		0.00			
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Misc. draw		0.00	0.00		
28						28		Taxable Fr.Benefits		200.00			
29	PA/66	Proj.Asslst	Check last	380.00		29	PA/66	Proj.Asslst	Check last	524.00			
30	PN/04	PERS EE	EFT	37,255.70	0.00	30	PN/04	PERS EE	EFT	38,604.34	0.00		
31	PN/04	PERS ER	EFT	68,255.65	105,511.35	31	PN/04	PERS ER	EFT	70,519.71	109,124.05		
32		TTL PERS		105,511.35		32		TTL PERS		109,124.05			
33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	563.18	0.00		
34	RC/24	ICMA EE	WIRE	5,286.48		34	RC/24	ICMA EE	WIRE	5,938.34	0.00		
35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RI/23	ICMA Roth	WIRE	414.61	414.61		
36	RL/21	ICMA Ln#1	WIRE	998.11	1,603.50	36	RL/21	ICMA Ln#1	WIRE	672.84	1,236.02		
37	RR/25	ICMA ER	WIRE	2,891.71	8,178.19	37	RR/25	ICMA ER	WIRE	3,081.08	9,019.42		
38		TTL ICMA		9,781.69	10,196.30	38		TTL ICMA		10,255.44	10,670.05		
39	SD/26	457 ST EE	EFT	11,614.15		39	SD/26	457 ST EE	EFT	12,448.50			
40	SR/27	457 ST ER	EFT	6,448.03	18,062.18	40	SR/27	457 ST ER	EFT	6,765.85	19,214.35		
41	ST/67	ShTrmDisab	EFT	3,427.97	3,427.97	41	ST/67	ShTrmDisal	EFT	0.00	0.00		
42	UC/45	Un COPE	Check 1st	135.00		41	UC/45	Un COPE					
43	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	591.00			
43	UD/42	Un Dues	Check last	5,441.89		43	UD/42	Un Dues	Check last	6,084.74			
44	UI/41	Un Initiatn	Check last	110.00		44	UI/41	Un Initiatn	Check last	110.00			
45	UT/43	Un Tax	Check last	2,700.00		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	551.50		46	UW/62	United Way	Check last	520.50			
47	WF/64	Wellness	Check last	332.50		47	WF/64	Wellness	Check last	330.50			
48		NET PAY (dir. Deposit)	ACH Wire every	467,181.50	467,181.50	48		Net Pay (Dir. Dep.)		487,478.09	487,478.09		
		Paychecks		13,252.99				Paychecks		4,673.46			
49		TOTAL TRANSFER (tie to Treasurer Notifications)			826,700.68	49		TOTAL TRANSFER			842,595.89		
50		TOTAL PAYROLL*:		897,059.05		50		TOTAL PAYROLL*:		1,126,690.96			
51		GROSS EARNINGS:		756,702.56		51		GROSS EARNINGS:		774,644.31			
52		EMPR MISC DED:		129,777.06		52		EMPR MISC DED:		341,394.16			
53		EMPR MEDICARE TAX:		10,579.43		53		EMPR MEDICARE TAX:		10,652.49			
54		TOTAL PAYROLL*:			897,059.05	54		TOTAL PAYROLL*:			1,126,690.96		
55		TOTAL PAYROLL FOR JUNE 2015				55		TOTAL PAYROLL FOR JUNE 2015			2,023,750.01		
56		ACH WIRE TOTAL		492,734.05		56		ACH WIRE TOTAL		513,149.00			

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: July 1, 2015

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Schedule a Public Hearing on the Transit Development Plan

-
- 1) **The Issue:** Whether to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Schedule a public hearing for August 5, 2015, for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2014 Summary and the 2015 - 2020 Plan. Request for Adoption of the TDP will come before the Authority on August 19.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing on the annual update of the Transit Development Plan. Authority policy also provides an opportunity for public comment.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2014 Summary);
- b) Description of planned changes, if any, to services and facilities (2015-20); and
- c) Operating and capital financing elements for the previous year (2014), budgeted for current year (2015), and planned for five years (2016 - 20).

Staff will present the Draft TDP for discussion purposes to the Authority at the July 15 meeting and at the Citizen's Advisory Committee meeting on July 20. The document will be available for public review and comment on July 22. After the public hearing, staff will request adoption by the Authority at their August 19, 2015, meeting. Upon final approval, the document is to be sent to WSDOT, local jurisdictions and other appropriate organizations and businesses.

5) **Alternatives:**

- A. Schedule a public hearing for August 5, 2015, for the purpose of receiving and considering public comments on the Annual Transit Development Plan: 2014 Summary and the 2015 - 2020 Plan. Request for Adoption of the TDP will come before the Authority on August 19.

- B. Set a later date for the public hearing and approval of the TDP. Setting an adoption date past September 2015 will require a request to WSDOT for an extension of the due date.

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

-
- 7) **Goal Reference:** Conducting a public hearing for the draft TDP reflects all current goals established for the agency.

8) **References:**

2015 Timeline for TDP Process:

- July 15, ITA: Present Draft TDP
- July 20, CAC: Present Draft TDP
- July 22, Public: Draft available to the public
- August 5, ITA: Conduct Public Hearing
- August 19, ITA: Request to Adopt TDP

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
Sandra Romero

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
George Barner

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

TRPC RETREAT PRE-AGENDA

Friday, July 10, 2015
8:30 a.m. – 3:30 p.m.

Thurston County
Emergency Coordination Center
9521 Tilley Rd. SW, Olympia, WA

Note Time & Location

Vanpool will leave TRPC office at 7:45 a.m. If you would like a ride, please RSVP to Sarah by Wednesday, July 8th.

8:00 a.m. Continental Breakfast

8:30 a.m. Retreat Activities

12:00 p.m. TRPC Business Meeting – Working Lunch

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- Approval of Minutes – June 5, 2015, 2013
- Approval of Vouchers
- Approval of RTIP Amendment 15-07
- Approval of Revised Population & Employment Forecast Allocations

September Meeting Date

ACTION

Council will discuss possibly changing the September meeting date – taking into consideration the Labor Day Holiday on Monday, September 7th.

RTIP Amendment 15-09

1st REVIEW

WSDOT proposes increasing funds for traffic operations assessments. The increase is more than 30%, requiring TRPC action. TRPC action expected in September.

2015 Legislative Session

UPDATE / DISCUSSION

Staff will provide an overview of the 2015 Special Session which began on April 29, 2015.

Prioritization of Sustainability Goals & Targets

DISCUSSION

This agenda item is to discuss with the full Council the idea of beginning a process to go back and review the “Sustainability Priority Goals and Actions” with the intent to select specific actions from the plan for greater focus.

1:00 p.m. Retreat Activities

3:30 p.m. Adjourn for the Day

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
June 15, 2015

CALL TO ORDER

Chair Van Gelder called the June 15, 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; Joan O'Connell; Kahlil Sibree; Jan Burt; Billie Clark; Denise Clark; Lin Zenki, Faith Hagenhofer, Mitchell Chong; Sue Pierce; Ursula Euler; Quinn Johnson; Charles Richardson; Leah Bradley; Grace Arnis; and Valerie Elliott.

Absent: Dale Vincent; and Julie Hustoft

Staff Present: Ann Freeman-Manzanares; Kris Fransen; Duncan Green; Dennis Bloom and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by PIERCE and RICHARDSON to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Karen Messmer.

RECOGNITIONS

A. Honor Outgoing Members: Joan O'Connell; Faith Hagenhofer; Valerie Elliott; Dale Vincent; and Grace Arnis.

Chair Van Gelder read proclamations for outgoing members and presented members with clocks for their service to the CAC.

Chair Van Gelder recessed the meeting at 5:35 pm for a reception.

Chair Van Gelder reconvened the meeting at 5:45 pm.

Johnson arrived.

B. Public Service Announcement Project - Grace Arnis presented a video project she completed as part of her Digital Media Communications class at New Market Skills Center. The project involved creating a public service announcement.

C. Bike on Bus Video - Kris Fransen identified the photo of the Build a Bike program of students who received bikes. She presented a video project on how to put a bicycle on the bus. We've been asked several times to put together something like this. We've had the footage for a few years but lacked the time and expertise to put this project together. We had

Intercity Transit Citizen Advisory Committee

June 15, 2015

Page 2 of 13

the opportunity to have an SPSCC student, Michael Young, complete the project. His teacher Riley Gibson teaches Video Production at SPSCC and is the owner of Sky Bear Media an Olympia based Production Company.

Kris announced a new web design project and would like any interested CAC members to assist with testing the site. She will contact members via email.

MEETING ATTENDANCE

- A. June 17, 2015, Special Meeting - Quinn Johnson**
- B. July 1, 2015, Regular Meeting - Jan Burt**
- C. July 15, 2015, Work Session - Sue Pierce**

APPROVAL OF MINUTES

It was M/S/A by O'CONNELL and PIERCE to approve the minutes of the May 18, 2015 meeting.

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

- *Elliott* - Bus schedule times.
- *Burt* - Route 42 update.

NEW BUSINESS

- A. BICYCLE COMMUTER CONTEST - (*Duncan Green*)** Green stated he coordinates the Bicycle Commuter Contest (BCC) for Intercity Transit. Intercity Transit has hosted the contest for ten (10) years. The BCC has been around for twenty-eight (28) years. It is a program to encourage people to use their bicycle for transportation. It fits with the agency's sustainable, livable, community vision.

Green indicated more people signed up this year than ever before, over 1,700. This is seventeen percent (17%) more than last year. There were six hundred twenty (620) registrants participating for the first time. This is a typical "new rider" percentage and over the courses of twenty-eight (28) years means this contest has engaged many thousands of people in Thurston County. Participants rode over one hundred thousand (100,000) miles, reduced carbon dioxide by fifty (50) tons, and had fourteen-thousand (14,000) commute trips in the month of May. The contest had one hundred and ten (110) teams registered this year, more than ever before. Almost three-quarters ($\frac{3}{4}$) of the participants were on a team. There were fifteen (15) college teams and thirty-five (35) different state agency teams.

Green relayed that Intercity Transit had a team with fifty-four (54) riders who rode a total of four hundred eight (408) days and covered almost three thousand (3,000) miles. Jessica Brandt was the team captain. One rider in particular rode every day in May and added 300 miles. The contest had people participating from every town in Thurston County. Participants must live or work or at least part of the commute has to be in Thurston County. This year the contest had fifty-one (51) sponsors, despite two (2) bike shops closing.

Green indicated the awards ceremony is Saturday, June 27th at the Farmer's Market.

Bradley arrived.

Green answered questions.

Messmer – commented the artwork for the poster was done by Duncan. It is amazing artwork and a wonderful representation of the contest and this organization.

Freeman-Manzanares- Duncan comes to us in January each year to organize the event and it is amazing how he works with the community and attracts so many sponsors.

Van Gelder – This is another example of Intercity Transit standing out in the community and this sort of information should go to the NY Times.

- B. CAC SELF-ASSESSMENT RESULTS** - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated there is an opportunity for all members to participate in the survey. Sixteen (16) of the twenty (20) members provided responses. From this information we can see things that are going well and identify areas of opportunity to improve. The self-assessment is discussed at the September joint ITA/CAC meeting.

Freeman-Manzanares reviewed the questions on the survey.

Freeman-Manzanares answered questions.

Pierce – remarked she was disappointed that the SurveyMonkey.com site would not allow her to go back and review her answers. She suggested providing instructions with next year's survey.

Zenki – indicated she was surprised SurveyMonkey.com asked her if she wanted to do other surveys and wished that it hadn't been on there and wished she had known that before.

- C. ELECTION OF OFFICERS** - (*Ann Freeman-Manzanares*) Freeman-Manzanares conducted the election of officers. She indicated officers must be elected by a majority vote, and there were seventeen (17) members present. She reviewed the candidates for Chair: Pierce; Clark, D.; VanderDoes; and Euler. Members were asked to vote by show of hands and to keep hands raised until a count had been announced. VanderDoes received the majority vote and was elected as Chair.

Freeman-Manzanares reviewed the candidates for Vice-Chair: Burt; and Clark, D. Members were again asked to vote by show of hands. Burt received the majority vote and was elected Vice-Chair.

- D. 2016 – 2021 STRATEGIC PLAN POLICY POSITIONS** (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated this was the second review of the Agency policy statements for the next 6 year strategic plan.

- 1. Should Intercity Transit maintain status quo service levels in 2016 or consider new or expanded local transit services needed to serve the growing population?**

Authority Direction for 2015: While new or expanded local services are needed to serve our current population, our financial outlook necessitates a conservative approach. If state funding is approved, continue two grant-funded Express Routes - Tumwater to Lakewood and Olympia to Seattle.

Freeman-Manzanares indicated that the state approved funding for the regional mobility grants. We will continue to offer these express services. Staff intends to have conversations with WSDOT about the opportunity to alter routing to appeal to a larger ridership base. The legislature hasn't had an opportunity yet to focus on our local sales tax option. The latest information indicates the special session will go through the end of June. If you see any of our legislators let them know how important this issue is.

Comments/Questions:

Euler - asked if members could get contact information for our legislators.

Freeman-Manzanares - remarked staff can provide the information. Reykdal; Hunt; and Fraser have been big supporters of Intercity Transit.

Elliott - asked if members should make contact as individuals or representing the CAC.

Freeman-Manzanares - responded members should feel free to contact their representatives and could certainly mention their affiliation with the CAC.

O'Connell - remarked there are too many variables for any expansion to be sustainable at this time.

VanderDoes - stated people could send a letter or call and indicate they were CAC members.

See - remarked the CAC could work together on this issue without staff involvement.

Hagenhofer arrived.

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

Authority Direction for 2015: Approach state and federal funding sources to provide assistance in meeting the public transportation demand in the 1-5 corridor. Continue support of the vanpool program and continue to work with our partners to consider alternatives for serving the corridor.

Comments/questions:

Clark, D. - remarked the general public needs to know Intercity Transit is funded by tax dollars. Some may think they are funded by fares.

Richardson - indicated when he joined in 2012, he thought it was a private organization funded by investors and didn't realize it was public entity.

Johnson - remarked maybe the empty advertising spots on the bus could be used to raise public awareness about funding.

Hagenhofer - stated some of the library patrons have remarked they are so glad the library is free. She then tells them it is funded through property tax.

See - asked about the status of the Village Van grant.

Freeman-Manzanares - indicated the federal grant was due in December 2014. The expectation was that awardees would hear in March 2015. We have yet to hear. We are now hearing, with the expiration of the continuing resolution in May and the two month extension for the highway trust fund, we may not hear about funding until a long term package is passed. There is a chance we might not hear before the end of the year.

3. What role should Intercity Transit play in serving downtown Olympia, downtown Lacey and the Tumwater Town Center areas?

Authority Direction for 2015: 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 downtown Olympia, Lacey, and Tumwater. Work with major employers and jurisdictions regarding parking, using commute alternatives and CTR plans.

Questions/Comments:

Pierce - confirmed that CTR meant Commute Trip Reduction.

O'Connell - remarked if employers with 50+ employees could be added, especially downtown, it would make a big difference.

Freeman-Manzanares - indicated initially CTR applied to agencies having over 100 affected employees, but now it includes every state agency. The law does not account for private businesses. Currently we are working with the City of Lacey and the EDC to do some interview work in NE Lacey. We are reaching out to identify their barriers and see if we can help them.

Pierce - indicated we may be able to reach small employers working with local chambers. It could be something as simple as trading paying for parking versus paying for a bus pass.

Sibree - remarked we do need to survey NE Lacey to see what needs/costs are out in the area.

Freeman-Manzanares – responded the Agency looked at that in 2009 and we have gone through that exercise. In the final decision the Authority decided to focus on frequency of service in high density corridors.

Bloom – remarked the commercial campus, although there has been a lot of development, is still relatively small in terms of population. There is also residential areas that have requested service. We had a route already in place that we were considering. Many of the residents live a good distance from a thoroughfare and the density is fairly small. The warehouse area might not attract a lot of ridership because of their shift structure and hours of operation. We've gone out there several times to host transit fairs to offer other solutions.

Freeman-Manzanares – indicated we had worked with DSHS to assist their clients with transportation for the last mile to work and the first mile back home by stationing vans at daycare center on the end of a transit route and working with the daycare to stay open late and open earlier than they might otherwise. No one signed up for the program because they either didn't want to drive the van or were eligible to do so. We are always trying to understand the needs of business and their employees to find ways to be beneficial. We are trying to be creative in fulfilling those needs within our constrained budget. We are working with the Thurston EDC and the City of Lacey to better understand the need.

Richardson left.

Clark, D. – remarked there has been considerable growth since you did the work.

Freeman-Manzanares – responded the survey work was completed earlier this year we just don't have the full results yet.

Euler – remarked the organization is taking the right approach – you have to go to the larger employers to make a difference.

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

Authority Direction for 2015: 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.

Questions/Comments:

See – encouraged Intercity Transit to look at a route along Yelm Hwy. that doesn't go through a transit center to see if it is viable.

Bloom – indicated it is on our long range plan list.

Hagenhofer – remarked consider using Rich Rd.

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

Authority Direction for 2015: Bring together community stakeholders in having a greater role in providing alternative funding for transit services rather than relying on federal funding. Request assistance from TRPC to facilitate a community conversation about the gap in regional expectations and available funds.

Questions/Comments:

Freeman-Manzanares stated that this was in the strategic plan last year for the first time. We just got a grant for \$63,000 and are looking at having an extended community conversation regarding fixed route; vanpool; Dial-A-Lift; and including a market segmentation study. We'll be talking about who rides, who might ride and what the barriers are. We have a subcommittee on the Authority and they are focused on this work. Staff is putting together a scope of work.

Clark, D. - remarked again that the Agency needs to focus on public awareness of how it is funded.

Messmer - stated the subcommittee and the Authority are having conversations and we are aware and become aware regularly on whether there is enough to add routes. The conversation we want to make sure we have is how the community values transit and are they relying on us in the future. We think they are. We need to ask how people view it in the future and how much they value it. Do they know where the money comes from and are there other ways we can look at funding. The funding with the grant will get us started. Former CAC member Don Melnick is the person who really pushed on this issue and he is on the subcommittee.

Hagenhofer - asked what you mean by community conversation.

Freeman-Manzanares - responded we are hoping to engage residents, business, non-profits, state and local governments and others to chat about their vision for the future and how transit plays a role in that future. The local jurisdictions, for instance, have a reliance on public transportation and our success in order to meet future population growth needs. If that is the case, we need to insure those entities are aware of our funding situation, the services we can provide and talk about how we might prepare to meet their needs.

Clark, D. - stated the Agency should be working with Sustainable Thurston. In that process they talked about how the area was going to be growing and what it was going to look like in the future.

Freeman-Manzanares - We participated in the Sustainable Thurston process and the Thurston Regional Planning Council (TRPC) staff are already on board to help us in this endeavor.

Hagenhofer – stated maybe you could use Evergreen State College students to help. They have a program for Master’s in Public Administration.

Pierce – indicated maybe we could get a mention at local planning commission meetings about how we are funded.

Euler – remarked it is a role of federal government to support transportation.

VanderDoes – remarked the actual cost of rides for fixed-route is \$4 something and for Dial-A-Lift is \$45 – has that ever been advertised. It is another argument for funding.

Zenki – People don’t generally understand how much the service costs.

6. Should Intercity Transit’s planning for the next six years be financially constrained?

Authority Direction for 2015: Consider an August 2015 sales tax election to levy the additional 0.1 percent with all revenues dedicated to capital. The 2015 State Legislature is considering an additional sales tax option for Intercity Transit. The Authority directed staff to hold on the August election date pending a decision. The issue was not resolved by the August election resolution filing date of May 8, 2015. The Authority needs to consider alternative direction.

Questions/Comments:

Freeman-Manzanares stated she spent some time today with the Chair and Vice Chair talking about the Authorities August 21st planning session, the local sales tax option opportunity before the legislature and now that they August 2015 sales tax election has been delayed, how do we move through the next phases of the conversation.

7. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority Direction for 2015: Continue its Youth Education program and continue to work with schools and youth to teach skills in safe biking, walking and transit use.

Questions/Comments:

Freeman-Manzanares indicated we have a grant approved through TRPC of \$80,000 for Youth Education and we are looking at moving into the North Thurston District.

Pierce – remarked last time there was a question similar to this it was does this mean school bus service?

Freeman-Manzanares – Intercity Transit does provide transportation for many students but our service is different than school bus service. We stay

on arterials and don't pick up individuals at their homes in residential neighborhoods unless they qualify for DAL. Part of this statement involves having a closer relationship with the school districts so they understand how we operate. For instance, Olympia High School changed their start times by fifteen (15) minutes and called the week before school started to see if we could change our schedules. That typically involves a public process because it affects a lot of people. The same is true with the ARC facility. We worked together and came to an understanding that we need plenty of notice to alter routing because of our need to inform the public.

Arnis - The bus schedule works fine for Olympia High School students. She stated the main problem with students is they are either too scared to ride the bus, or stubborn, or they think it's beneath them. They need to try it before they judge.

VanderDoes - remarked that is why youth education is critical.

Euler - asked if this is a duplication of service?

Freeman-Manzanares - indicated the school system provides a different type of service in neighborhoods and ours is on major arterials. They do more door to door type service.

Euler - is there some overlap or if the two "s" Grace spoke of could be eliminated.

Arnis - indicated the culture at Olympia High School is that most kids have their own cars. They think riding the bus is more a freshman/sophomore thing. When I started riding the bus in middle school, I got a lot of, "aren't you afraid", or "there's weird people on the bus." There is a lack of education and a cultural disconnect. Talking to students about the financial benefits of not getting a car would be a good idea.

VanderDoes - remarked that can be changed. In Europe there are 7 year olds getting on trains.

Van Gelder - stated Grace is correct. Speaking as a father, when my daughter got to Olympia High School she wouldn't consider taking a bus downtown because the bus is scary.

Bradley - indicated her brother's car recently broke down which is getting him to try the bus. She won't live anywhere there isn't a bus. Owning a car is an unnecessary expense.

Chong - stated maybe you use cartoon characters for public service messaging so kids won't be scared. It will make the kids and the parents feel safe.

O'Connell – stated she doesn't want to minimize the safety issue. If you're scared you don't view things the same way as if you're comfortable. Having ridden buses all over she doesn't want to minimize the safety issue. The drivers are paying attention and maybe highlighting those times when a driver was there and prevented an issue would be good. The more people, the better sense of community and more safety. You will be the ones making it safe.

Sibree – remarked there is a consensus now on how we frame the conversation to the community. He feels Mitch had a great idea using the characters and how we communicate to neutralize the issue.

Hagenhofer – stated when she was young riding the bus was an opportunity to learn about behavior.

Clark, D. – offered a possible tagline “it's not always about the destination, possibly the journey.”

Euler – indicated she observes young people riding now and they have a ball. It is a social event.

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

Authority Direction for 2015: Continue to pursue funding to enhance bus stops for our customers. Continue improvements with a priority on making all stops ADA accessible. Prioritize bus stop improvements by the level of passenger activity emphasizing on stops located near facilities that serve elderly persons, those with special transportation needs and located on major corridors.

Questions/Comments:

Freeman-Manzanares indicated we recently received some federal funding through TRPC to enhance stops including Tumwater Square.

Clark, D. – asked for an explanation of “enhance.”

Freeman-Manzanares – responded making the Tumwater Square ADA compliant. The stop will be deeper and longer. We have been working with the City for some time and they are going to extend the sidewalk into the street by about 2 feet. Enhancements would include shelter, bench, trash can, solar lighting. “Lighting” wasn't always included in the enhancement conversation. Now it's included where it's practical.

Elliott – asked if the committee can find out which stops are being enhanced.

Bloom – indicated we're doing 25 stops and we can get you that information.

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

***Authority Direction for 2015:** Focus on community engagement and assertively market our services. Focus on improving our website to better serve our various constituents and pursuing outreach through social media. Pursue our customer satisfaction and market segmentation work to support our next short and long range service plan.*

Questions/Comments:

Freeman-Manzanares – stated she would encourage members to participate in the website testing.

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

***Authority Direction for 2015:** Continue to focus on our vehicle fleet and the products we use throughout our operations. Continue to focus on land use planning and comprehensive plans. Advocate for development that supports the use of transportation alternatives. Maintain our ISO-14001 certification and seek to reduce energy, water usage and waste production.*

Questions/Comments:

Freeman-Manzanares stated we did maintain our ISO certification and we will be tested on an annual basis. We are continuing great work in maintenance by testing synthetic oil. The fuel economy has increased 3.58%. And the hope is we can push out oil changes twice as long. It is fully recyclable as well.

Freeman-Manzanares also indicated the committee would be having additional conversations on the hybrid vs. conventional diesel vehicles.

O’Connell – stated she wanted to commend Intercity Transit on their ability to pursue and sustain what is “green.” You’ve done it across the board. Tap into it in marketing that information.

11. What should be Intercity Transit’s policy and action related to expansion of the PTBA?

***Authority Direction for 2015:** Consider annexation of new areas only if representatives of those areas request the Authority take steps to hold an annexation election and can demonstrate that there is significant support for the area to be annexed.*

Questions/Comments:

Freeman-Manzanares indicated when the cities annex areas, like Tumwater recently did, those areas automatically become part of our PTBA.

Hagenhofer – remarked she really likes the list of questions this year. Perhaps there is some way to revisit this list next year in this process.

Intercity Transit Citizen Advisory Committee

June 15, 2015

Page 12 of 13

Freeman-Manzanares – responded we can absolutely do that as well as have additional questions. If you think of anything you'd like to add let us know.

CONSUMER ISSUES

- *Elliott* – would like to know why the 62a/62b is consistently running behind.

Freeman-Manzanares – There can be significant congestion on Martin Way which affects the schedule. We will take a look at our statistics and get back to you.

- *Burt* – Would like a Route 42 update.

Bloom – indicated we had a public hearing last week. We received two (2) comments prior to the hearing. One was supportive and the other was not. There was staff from the County present for the hearing, one representative from the County Jail and one Family Court Administrator. The County representative said the current schedule is just fine. The person from Family Court was concerned about the service gaps. We had been in touch with the Family Court in the past. The proposal we are bringing to the Authority is to fill the gaps and times. You may be familiar with the area, there is very little housing. We sent information out to all the employers in the industrial park and the HOAs in the area. It was very helpful that those people came to the hearing.

REPORTS

- *Clark, D.* – provided the report from the May 20, 2015, Work Session – there was a lot of discussion about the ARC request, and the strategic plan.
- *Freeman-Manzanares* – provided the General Manager's report – reminder about Transit Appreciation Day on August 12, 2015! The program starts at 12:04 pm please come if you are able.
- *Zenki* – explained she is going to do a bus training trip with 6 people who are new riders. She'll be taking them to get their reduced fare permits and then to lunch at the Bread Peddler.

Freeman-Manzanares – thanked Zenki for doing this. We are working with Panorama and we've sent staff there and we're doing a transit fair in September with buses and training.

Zenki – responded traveling with a few people is a great way to alleviate fear associated with doing something new.

O'Connell – indicated what we're doing is building community by building ridership.

NEXT MEETING: July 20, 2015.

ADJOURNMENT

It was M/S/A by HAGENHOFER and ELLIOTT to adjourn the meeting at 7:33 pm.

Intercity Transit Citizen Advisory Committee

June 15, 2015

Page 13 of 13

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: July 1, 2015

FOR: Intercity Transit Authority

FROM: Jessica Brandt, 705-5819

SUBJECT: Emergency Management Update

1) **The Issue:** Provide the Authority with an update on Intercity Transit's Emergency Management Program.

2) **Recommended Action:** This is for discussion only.

3) **Policy Analysis:** The Authority supports Intercity Transit's focus on emergency preparedness, response, recovery, and mitigation, both internally and our important role in the community.

4) **Background:** Intercity Transit has key responsibilities in local and regional emergency management response. Our cities, the county, and the region depend on us when they need assistance. We participate in county-led advisory groups, and are currently working with the County and Thurston Regional Planning Council on the Thurston County Hazard Mitigation Plan update. Concurrently, we are reviewing all of our agency emergency procedures to identify gaps and write procedures. Recently a number of senior staff attended a National Transit Institute Training on developing an emergency plan specific to transit. We are pleased to share with you the recent and upcoming activities of this Authority sponsored effort.

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

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

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: July 1, 2015

FOR: Intercity Transit Authority

FROM: Jessica Brandt, 705-5819

SUBJECT: Sustainability Update

1) **The Issue:** Provide the Authority with an update on Intercity Transit's Sustainability program.

2) **Recommended Action:** This is for discussion only.

3) **Policy Analysis:** The Authority supports Intercity Transit's focus on sustainability, achieving ISO-14001 certification and on continuous improvement.

4) **Background:** Intercity Transit's Sustainability Program, "Moving Green" has seen a number of successes in the past few years developing and using an Environmental and Sustainability Management System (ESMS). We achieved ISO-14001 certification for our ESMS, in February 2014. We passed our one year audit in February 2015. Staff has focused on continuous improvement which led to significant changes, savings and improved training efforts. We are pleased to share with you the successes of this Authority sponsored effort.

5) **Alternatives:** N/A

6) **Budget Notes:** The budget includes \$15,000 this year for ISO Certification Services. To date \$6,000 has been expended, with no more expected this calendar year.

7) **Goal Reference: Goal #5:** *"Align best practices and support agency sustainable technologies and activities."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: July 1, 2015

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Annual Planning Session

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- 1) **The Issue:** Identify topics of interest for the 2015 Annual Planning Session.
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- 2) **Recommended Action:** Identify topics of interest for the August 21, 2015, Planning Session.
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- 3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.
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- 4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Authority members were polled regarding availability and all members were available Friday, August 21st. Staff reserved the board room. Traditionally, Authority members make recommendations regarding potential topics; the Authority Chair, Vice-Chair and General Manager finalize the agenda.
-
- 5) **Alternatives:**
A. Identify topics of interest.
B. Delay the planning session until later in the year.
C. Delay a planning session until 2016.
-
- 6) **Budget Notes:** The 2015 budget includes \$6,000 for an annual planning session.
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- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency supports all goals of the agency.
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- 8) **References:** N/A.