

AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
February 17, 2016
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS | 5 min. |
| 3) | PUBLIC COMMENT
<i>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.</i>

<i>The Authority will not typically respond to your comments this same evening;</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (<i>Jan Burt</i>) | 5 min. |
| 5) | REGIONAL TRANSPORTATION PLAN (<i>Jailyn Brown</i>) | 60 min. |
| 6) | SUSTAINABILITY UPDATE (<i>Jessica Brandt</i>) | 30 min. |
| 7) | SURPLUS VAN GRANT PROGRAM (<i>Carolyn Newsome</i>) | 20 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | 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 coordinator at (360) 705-5857 or ntrail@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).

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: February 17, 2016**

FOR: Intercity Transit Authority

FROM: Jailyn Brown, Senior Planner, TRPC

SUBJECT: Regional Transportation Plan - Draft Plan and Survey Results

1) **The Issue:** Thurston Regional Planning Council (TRPC) is approaching release of the draft Regional Transportation Plan (RTP) for public comment. The plan has been updated cover-to-cover. The RTP calls for expansion of Intercity Transit's services and facilities, consistent with the Strategic and Long Range Plans. We anticipate the draft RTP will be released in April for public comment.

2) **Recommended Action:** Presentation and discussion only.

3) **Policy Analysis:** RTP guides transportation projects and investments over a 20+ year period. The last major update was made in 2004, and the RTP has since been maintained through annual amendment. TRPC conducted a thorough review of the plan to ensure it continues to reflect our community's values and address our needs.

4) **Background:** The RTP serves as a strategic blueprint for the region's transportation system. It provides an overall analysis of how transportation will work in the region over a 20+ year timeframe and supports coordination among jurisdictions, including public transit. It also acts as an important tool in meeting state and federal transportation requirements, ensuring continued funding from these sources.

The RTP identifies those projects and issues that change the way traffic flows throughout the region, complementing the local planning that makes the roadway and transit network function within each jurisdiction. The Plan emphasizes the importance of a multi-modal transportation system. Public transit is a key element in creating a successful and sustainable system for our region.

In preparing the RTP, TRPC conducted a survey regarding community transportation priorities. This was accompanied by an investment calculator that

helped respondents weigh their priorities. The presentation to the Authority will include a report on the survey findings.

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

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

7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”*

8) **References:** Handout available at the meeting.

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: February 17, 2016**

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 efforts and our recent ISO-14001 recertification.

2) **Recommended Action:** No recommended action at this time. This item is to provide information and encourage discussion.

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

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 and have successfully completed our third recertification audit this month. 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 2016 budget includes \$9,000 for ISO Certification Services. Recertification costs are approximately \$6,000, leaving \$3,000 remaining in the 2016 budget.

The total contract for the three-year certification and surveillance process was \$33,085. Staff is anticipating the project will close out \$8,000 under budget. These funds remain because of successful audit visits that didn't require follow up reviews that were part of the budget).

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

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

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: February 17, 2016**

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 360-705-5829

SUBJECT: Surplus Van Grant Program

-
- 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 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.

Applications are available now and due Friday, March 18, 2016. Staff sent notices to community groups, prepared a press release, used social media and our website and utilized the Thurston Regional Planning Council's list of community service groups to promote the program. Two open houses will be held, Thursday, February 11, 2016, from 2:00 p.m. to 3:00 p.m. and Tuesday, February 16, 2016, from 2:00 p.m. to 3:00 p.m. to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the April Authority meeting.

Since the program began in 2004, the agency's 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 went to Boys and Girls Clubs of Thurston County; Community Youth Services; Olympia Union Gospel Mission; and Senior Services for South Sound. These and other organizations use their vans for transporting low-income and at-risk youth to before and after-school programs; field trips; the food bank; medical and social services appointments; transporting seniors to nutrition services, medical appointments; 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 interviews; and social events. Olympia Union Gospel Mission operates a fulltime addiction recovery program for both men and women in need of stable housing. The van is used for trips to counseling; parenting classes; court mandated appointments; and service opportunities. Boys and Girls Club indicates vans allow them to take kids on field trips within the county and outside the county. They've taken kids on college visits and even attended Sounders, Mariners, and Seahawk games.

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

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.

6) **Goal Reference:** **Goal #1:** *"Access the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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