

**AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
June 15, 2016
5:30 P.M.**

CALL TO ORDER

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|-----------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | 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. |
| 3) | CITIZEN ADVISORY COMMITTEE REPORT (Ursula Euler) | 5 min. |
| 4) | BICYCLE COMMUTER CONTEST UPDATE (Duncan Green) | 15 min. |
| 5) | STRATEGIC PLAN (Ann Freeman-Manzanares) | 30 min. |
| 6) | LONG TERM FINANCIAL REVIEW (Ann Freeman-Manzanares) | 60 min. |
| 7) | GENERAL MANAGER'S REPORT | 10 min. |
| 8) | AUTHORITY ISSUES | 10 min. |
| 9) | 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. 4
MEETING DATE: June 15, 2016**

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2016 Bicycle Commuter Contest Update

1) **The Issue:** Brief the Authority on the results of the 2016 Bicycle Commuter Contest.

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

3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

4) **Background:** This year's Bicycle Commuter Contest (BCC), which runs the full month of May, again broke all previous records for participation. Over 1,800 people registered for the 2016 event, and over 500 were trying it for the first time.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been received well. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's eleventh year administering this countywide event. For the eighth consecutive year, Duncan Green directed the BCC and related efforts as a temporary employee (a six month position). He received assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: June 15, 2016**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2017 - 2022 Strategic Plan Policy Positions

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- 1) **The Issue:** Review policy issues for the 2017-2022 Strategic Plan.
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- 2) **Recommended Action:** Discuss and provide staff direction.
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- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
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- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. This typically takes place over several meeting sessions. This is the third of those meeting sessions.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2016 as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the meeting.

1. What role should Intercity Transit play in serving the core areas of Olympia, Lacey and Tumwater area?

Authority direction for 2016 was to work with the state to identify and promote adequate parking for Dash service; including the provision of park-and-ride spaces at the Olympia Farmer's Market during the legislative session. Work with State, local jurisdictions and major employers regarding parking and promote Commute Trip Reduction. Work with area stakeholders to market and cross promote transit in core areas of Lacey, Olympia and Tumwater.

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

Intercity Transit currently operates no local express service. Local express service generally operates in major corridors with service speed increased by reducing the number of stops and/or by introducing transit priority measures in the corridor.

3. Should transit priority measures - signal priority, queue bypass, bus lanes - be considered?

Authority direction for 2016 was to continue the implementation of the pilot signal preemption project in the Martin Way and Capital corridors.

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

Authority direction for 2016 was to continue its Youth Education program and continue to work with schools and youth to teach skills for safe biking, walking and transit use.

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

Authority direction for 2016 was to focus on community outreach and engagement and aggressively market its services.

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

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The strategic plan provides the basis for all our goals.

8) **References:** [Intercity Transit Strategic Plan 2016-2021](#)

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: June 15, 2016**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)
Ben Foreman (705-5813)

SUBJECT: Long Range Financial Review

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- 1) **The Issue:** Review long term financial scenarios in preparation for the Strategic Plan Update, the development of the 2017 budget and the September 23 Authority Planning Session.

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

 - 3) **Policy Analysis:** The strategic plan is Intercity Transit's primary policy document. The Authority's direction provides the priorities and level of resources devoted to specific services and projects. Review of strategic planning priorities, along with our long term financial forecast, is necessary to insure our goals are in line with anticipated need and financial resources.

 - 4) **Background:** This is an opportunity to review long range financial scenarios. This is in preparation for future development and discussions relating to the 2017 budget as well as updating our Strategic Plan.

 - 5) **Alternatives:**
 - A. Review items for consideration and discussion.
 - B. Delay review and discussion associated with these items.

 - 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan and financial forecast are primarily staff time.

 - 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.

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