

AGENDA
INTERCITY TRANSIT AUTHORITY
December 7, 2016
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|---|---|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS
A. Introduce Bill Miller, Operations Supervisor (Mark Sandberg)
B. Introduce Brian Nagel, Planning Scheduler (Dennis Bloom) | 10 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. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | APPROVAL OF CONSENT AGENDA ITEMS
A. Approval of Minutes: November 2, 2016, Regular Meeting; and November 16, 2016, Special Meeting.

B. Payroll: November 2016 - \$2,157,887.12. | 1 min. |
| 5) | PUBLIC HEARING - None | 0 min. |
| 6) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Karen Messmer)
B. Transportation Policy Board (Debbie Sullivan)
C. Pension Committee (Ryan Warner)
D. Citizen Advisory Committee (Michael Van Gelder) | 3 min.
3 min.
3 min.
3 min. |
| 7) | NEW BUSINESS
A. Printing & Delivery of Transit Guides Contract (Tammy Ferris)
B. Surplus Van Grant Recipients (Carolyn Newsome)
C. Service & Support Animals Pet Policy (Jim Merrill)
D. 2017-2022 Strategic Plan Adoption (Ann Freeman-Manzanares)
E. 2017 Budget Adoption (Ben Foreman) | 5 min.
10 min.
20 min.
10 min.
10 min. |

- | | |
|---|----------------|
| F. Short/Long Range Consultant Contract Amendment
<i>(Ann Freeman-Manzanares)</i> | 10 min. |
| G. Citizen Advisory Committee Appointments
<i>(Ann Freeman-Manzanares)</i> | 10 min. |
| H. Discounted Bus Pass Program <i>(Ann Freeman-Manzanares)</i> | 15 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).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 2, 2016

CALL TO ORDER

Chair Gadman called the November 2, 2016, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Paul Koleber; Steve Krueger; Jim Merrill; Eric Phillips; Pat Messmer; Carolyn Newsome; Jeff Peterson.

Others Present: Citizen Advisory Committee Member, Jan Burt; and Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Messmer and Citizen Representative Warner to approve the agenda as presented.

INTRODUCTIONS

Finance Director, Ben Foreman, introduced Finance Manager, Suzanne Coit.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to approve the consent agenda as presented.

APPROVAL OF CONSENT AGENDA ITEMS

A. Approval of Minutes: October 5, 2016, Regular Meeting; and October 19, 2016, Special Meeting.

B. Payroll: October 2016 - \$2,114,550.47.

C. Accounts Payable: Warrants dated October 14, 2016, numbers 21635-21708, in the amount of \$340,369.47; Warrants dated October 28, 2016, numbers 21723-21792, in

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the amount of \$268,440.05. Automated Clearing House Transfers for October 2016 in the amount of \$7,268.52 for a monthly total of \$616,078.04.

D. Surplus Property - Declared the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)

PUBLIC HEARING - None.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Karen Messmer said TRPC last met October 7. Members received a Citizen CPR Virtual Demonstration. Heard a discussion on the JBLM Survey Results. Received a Public Participation Plan update, and received information on the Thurston Sustainable Report Card, which is available on TRPC's website. She noted there are interesting results of the sustainable Thurston elements. The link to the website is <http://www.trpc.org/172/Sustainable-Thurston-Report-Card>.

TRPC members are still in the process of hiring an Executive Director. Final review of candidates is in December, and it's possible the final decision won't be made until January, 2017.

B. Transportation Policy Board (TPB). Sullivan said the TPB met October 12. Members received the same updates as TRPC. The main discussion centered on updates of the regional projects. Jurisdictional staff from the cities of Yelm, Tumwater, and Olympia provided project updates on the Yelm Byway, the Tumwater E Street and Deschutes Valley Trail, the Log Cabin Extension and Woodland Trail Feasibility Study. The Board also viewed the City of Lacey's Diverging Diamond Interchange video. Presenters included Grant Beck, Yelm; Jay Eaton, Tumwater; and Mark Russell and Kip Summers, Olympia. Here is the link to the presentation and video: <http://www.trpc.org/Calendar.aspx?EID=103&day=12&month=10&year=2016&calType=0>

C. Citizen Advisory Committee. Burt said the CAC met October 17. Members received an update on the Vanpool program. Members provided their ideas on ways to promote more vanpool groups such as additional signage on the vans. They also received an update on the Discount Bus Pass Program, conducted nomination of officers to be finalized at the November meeting, and discussed the CAC applicant recruitment.

NEW BUSINESS

- A. Replace Mobile Digital Video Recording System and Upgrade Cameras.** Jeff Peterson, Procurement Coordinator, presented for approval a contract with Transit Solutions, LLC to upgrade the mobile digital video recording (DVR) system and upgrade to high definition front facing cameras. The existing system is nine years old and will lose technical support by the end of 2016. In addition, Operations requested new forward road facing, high definition cameras to better capture events and license plates of vehicles in front of the coaches and paratransit vehicles. Staff conducted a 30-day field test to analyze the performance of the equipment. The stakeholder team verified the overall system and equipment proposed meets requirements. Peterson indicated the funding is coming from both the Information Systems' and Operations' budgets.

It was M/S/A by Citizen Representative Melnick and Citizen Representative Warner to authorize the General Manager to enter into a five-year contract, with two one-year extension options, with Transit Solutions, LLC for the provision of a new DVR system, associated mobile digital video recording system components and high definition front facing cameras in the not-to-exceed amount of \$358,641, including tax.

- B. Purchase & Installation of Automatic Chain Deployment System for Buses.** Jeff Peterson, Procurement Coordinator, presented for approval the purchase of an automatic chain deployment system for Intercity Transit's coach fleet. Traditional snow chains used during heavy snow events causes approximately \$100,000 in motor coach body damage. Installing traditional chains are difficult, logistically challenging, labor intensive, and the chains are prone to break. Automatic retractable snow chains represent a proven alternative technology that would solve these problems. Operators are able to deploy and retract with a push of a button which is especially useful when transitioning from a snow packed roadway to a cleared freeway. So as to avoid the potential problems associated with the use of traditional chains, staff recommends purchasing and installing automatic retractable snow chains.

Maintenance evaluated both of the two available retractable chain solutions based on functionality and serviceability. Maintenance found they preferred a 12-chain solution offered by Insta-Chain. To facilitate readiness for the upcoming snow season, Procurement recommends purchase using the existing competitively awarded C-Tran Insta-Chain Contract as allowed for in the contract. Procurement verified that the Insta-Chain pricing is both fair and reasonable.

Messmer said the request is for "up to 71" coaches. Does the price change if it were for more or less coaches? Peterson said the purchase is for up to 71 coaches and staff

discovered that the chains probably will not work on the 29' coaches due to space limitations. Staff wanted to include the cost to outfit the entire coach fleet in the agenda; however it may not be possible to install on 12 of the coaches as planned. The price per unit would not be different if there is minor change to the quantity ultimately ordered.

It was M/S/A by Councilmember Sullivan and Councilmember Gilman to authorize the General Manager to purchase an automatic chain deployment system from Insta-Chain for up to 71 Gillig coaches in the not-to-exceed amount of \$88,871, including taxes.

- C. **2017 Draft Budget.** Finance Director, Ben Foreman, presented the 2017 draft budget, requesting permission to release it to the public. Foreman reviewed the twelve new projects which are based on the Strategic Plan. Summary of new projects includes:

\$300,000 - General Wage Increase for IAM staff at 2.75% and non-reps at 3%
\$50,000 - Traffic Engineering Services for a consultant to work with the jurisdictions
\$70,000 - Analytical Service Software is a project rolled over from 2015
\$20,000 - Grants Consultant to assist with grant writing
\$30,000 - Non-rep Compensation Survey - the last survey was conducted in 2004 and 2011 and this would compare relationship to other comparable salaries.
\$63,200 - DAL Dispatch Specialist - New FTE to help reach the required clean call wait list of not more than 5 minutes during peak times.
\$15,000 - Replace Steam Bay Pressure Washer is a capital item that didn't make it through the capital budget process and is coming through as a new project.
\$25,000 - Replace one-man Genie Lift also a capital item coming through a new project.
\$10,000 - Install Motorized Blinds at the OTC - existing blinds no longer work
\$50,000 - Install New Tire Carousel - can store up to 200 tires in a consolidated area eliminating storing tires all over the facility.
\$40,000 - Upgrade ECO 60 Vehicle Lifts - upgrades vehicle lift, beefing up structure of lift
\$10,000 - Install Propane Tank Fuel System - install propane tank fuel system for electricity to tie into fuel software
\$72,300 - New Vehicle Service Worker for shift coverage

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to release the draft budget for public review.

- D. **Surplus Van Grant Program Update.** Vanpool Manager, Carolyn Newsome, provided an update to the Surplus Van Grant Program. She said 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.

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Applications will be available, November 3, 2016, and due November 30, 2016. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. An open house will be held, Thursday, November 17, 2016, from 4 p.m. to 5 p.m. to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant program has awarded 41 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 many others.

The most recent van awards went to Catholic Community Services, InterFaith Works, Community Youth Services and the YWCA. These and other organizations use their vans for transporting low-income clients; trips to 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 to assist seniors with essential errands, transport clients to outings, job interviews and socialization events. Olympia Union Gospel Mission operates a fulltime addiction recovery program for both men and women in need of stable housing and recovery from addiction. Grantees use vans for trips to counseling, parenting classes, court mandated appointments and service opportunities. Boys and Girls Club share the vans allowing them the opportunity to take kids on field trips within the county and outside the county. They have provided transportation to college visits and even attended Sounders, Mariners, and Seahawk games. These and other organizations use their vans for transporting low-income and at-risk youth to before and after-school programs and field trips, trips to the food bank, medical and social services appointments and much more.

E. 2016 Fall Citizen Advisory Committee Recruitment. Freeman-Manzanares updated the Authority on the very successful CAC recruitment. Twenty-one applications were received by the deadline, and two were received after the deadline. There are four, possibly five, open positions to fill. Freeman-Manzanares seeks Authority direction on two issues:

A. Historically, the candidate interviews take place prior to the start of a regularly scheduled Authority meeting and when the number of applications is 12 or less, the Authority has asked staff to schedule all candidates for an interview. This

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year the interviews are scheduled between 2 p.m. and 5 p.m. on Wednesday, November 16, making 12 interview slots available. Freeman-Manzanares asked for Authority direction on whether to interview all 21 applicants and schedule for another day; or narrow the number down to 12 or less.

The Authority selected eight candidates. Those not selected will be encouraged to apply again during the next recruitment.

- B.** The ad-hoc committee typically consists of three Authority and three CAC members. This year's ad-hoc committee volunteers are Karen Messmer, and Don Melnick from the ITA; and Sue Pierce, Jan Burt, and Michael Van Gelder from the CAC. Authority Vice Chair Ryan Warner had volunteered, but announced he will be unable to attend; and there are no other ITA members available to attend. The Authority directed staff to seek a fourth CAC member if available.

GENERAL MANAGER'S REPORT

Sales tax is at 14.23% for October - 9.78% cumulative over last year.

There are 179 vanpool groups - up from 177 last month.

The General Manager is scheduled to meet with six State Representatives and one Senator during the months of November/December to pursue funding for the Pattison Street Rehabilitation and Expansion; additional local sales tax options; 1/2 funding for DASH through state legislature; and approximately \$10,000 dollars to replace Amtrak lease agreement that expires in 2018.

Freeman-Manzanares announced she was nominated to participate on the EDC Board.

The new Operator class graduates on November 22, 2016, and there will be a graduation celebration starting at 11:30 a.m. in the Maintenance building.

AUTHORITY ISSUES

Melnick said during the last APTA conference, he heard a lot of discussion about Uber being used for the last mile, and he learned that Pierce Transit received a grant to test these types of services. He believes Intercity Transit would be interested in the results of this in regards to security, etc.

Messmer has a "consumer issue" to share, in which she sent a report to the City of Olympia Transportation and Storm Water Department regarding an incident she had walking along Lilly Road during a heavy rainfall, which was not a pleasant experience. The cars driving by were splashing rainwater up over the sidewalks. She feels the strip

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along that stretch of road could be improved to eliminate this from happening. And in order to get from the place where she parked to a meeting she had at the Health Department she had to cross three crosswalks.

Gilman experienced a situation on the bus whereby a rider boarded the bus with a very large dog and sat at the front by the priority seating. This made it difficult for other riders who later boarded to maneuver around them. Gilman was evaluating the Operator for his reaction in handling the situation. Gilman said he would like to offer Operators more clear guidance on how to manage that type of situation. Freeman-Manzanares said Operations Director, Jim Merrill, will be addressing this topic at the November CAC meeting.

ADJOURNMENT

With no further business to come before the Authority, Chair Gadman adjourned the meeting at 6:40 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 7, 2016.

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

EXHIBIT A - SURPLUS PROPERTY - NOVEMBER 2016

VEHICLE MAINTENANCE					
ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Hydraulic Floor Jack (Needs Repair) - 4 Ton	NA	1	\$20.00	\$20.00
VEHICLE MAINTENANCE TOTAL					\$20.00
VANPOOL					
ITEM	VEHICLE	VAN #	SEATS	MILEAGE	EST. VALUE
1	2008 Chevrolet Express	1926	12	80,353	\$9,490.00
2	2008 Chevrolet Express	1927	12	84,521	\$9,203.00
3	2008 Chevrolet Express	1943	12	77,496	\$9,707.00
4	2008 Chevrolet Express	1944	12	69,067	\$10,293.00
5	2009 Chevrolet Express	2052	12	93,053	\$9,302.00
6	2009 Chevrolet Express	2057	12	89,737	\$9,600.00
7	2009 Chevrolet Express	2059	12	77,469	\$10,539.00
8	2009 Chevrolet Express	2063	12	76,305	\$10,619.00
9	2010 Dodge Caravan	2111	7	115,112	\$4,330.00
10	2011 Ford Econoline	2141	12	102,461	\$9,859.00
11	2011 Ford Econoline	2144	12	99,099	\$10,102.00
12	2011 Ford Econoline	2146	12	98,605	\$10,185.00
13	2011 Ford Econoline	2149	12	80,166	\$11,767.00
14	2011 Ford Econoline	2150	12	80,914	\$11,767.00
15	2011 Ford Econoline	2151	12	96,686	\$10,351.00
16	2011 Ford Econoline	2154	12	85,615	\$11,309.00
17	2011 Ford Econoline	2158	12	90,690	\$10,865.00
18	2011 Ford Econoline	2159	12	85,860	\$11,309.00
19	2012 Chevrolet Express	2222	12	82,568	\$11,767.00
20	2012 Chevrolet Express	2223	12	115,158	\$9,182.00
21	2012 Chevrolet Express	2224	12	115,484	\$9,182.00
22	2012 Chevrolet Express	2225	12	96,415	\$10,560.00
23	2012 Chevrolet Express	2227	12	93,547	\$10,810.00
24	2012 Chevrolet Express	2228	12	129,627	\$8,284.00
25	2012 Chevrolet Express	2230	12	102,370	\$10,077.00
VANPOOL TOTAL					\$250,459.00
TOTAL SURPLUS VALUE					\$250,479.00

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
November 16, 2016

CALL TO ORDER

In the absence of Chair Gadman and Vice Chair Warner, and in accordance with the Intercity Transit Bylaws, Senior Authority member, Citizen Representative Karen Messmer, presided and called the November 16, 2016, Special Meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; City of Lacey Councilmember Virgil Clarkson (Alternate); City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

Members Excused: Chair and City of Lacey Councilmember Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Jeff Brewster; David Copley; Jessica Gould; Paul Koleber; Pat Messmer; Jeff Peterson; Eric Phillips.

Others Present: Denise Clark representing the Citizen Advisory Committee; Jan Burt and Sue Pierce also from the Citizen Advisory Committee.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to approve the agenda as presented.

INTRODUCTION

Paul Koleber introduced **Liz Midgett, Vehicle Service Worker.**

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

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

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- A. Computer Equipment Award** – Authorized the General Manager to purchase 13 laptops, 13 monitors, and related peripheral equipment from Dell Incorporation in the amount of \$26,726.83, inclusive of tax. (*Jeff Peterson*)

PUBLIC HEARING ON 2017-2022 DRAFT STRATEGIC PLAN

Freeman-Manzanares presented the draft strategic plan explaining that it's the primary policy document that sets the direction of the agency. Freeman-Manzanares summarized on the three public comments received by the deadline:

- "Need more shelters for bus stops."
- "Continue focusing on youth education."
- "Expand service to/from Yelm."

Karen Messmer opened the public hearing at 5:44 p.m.

Hearing no one from the public, Messmer closed the public hearing at 5:44 p.m.

Messmer asked staff to distribute all public comments to the Authority prior to the December 7 meeting.

PUBLIC HEARING ON 2017 DRAFT BUDGET

Director of Finance, Ben Foreman presented the Draft 2017 Budget. He noted the proposed operating budget for 2017, without any new projects, is \$42.2 million, a 6.1% increase from 2016. This increase incorporates a salary increase for our Amalgamated Transit Union (Operators, Dial-A-Lift Dispatchers and Customer Service) staff and an increase in operators from our current 190 to 191 for 2017. Provision for a general wage increase for non-represented employees and the International Association of Machinists (Vehicle Maintenance) staff is included in new projects. The capital budget, including rollover projects from previous years, is proposed at \$37.0 million, with \$16.9 million in new projects and \$20.1 million in projects from previous periods. Total proposed budget including staff recommended new projects/positions for 2017 is \$76.8 million. The major elements of Intercity Transit's 2017 budget are:

- Increase in existing Dial-A-Lift service levels by 2,000 service hours.
- Sales tax revenue for 2017 is projected to increase 3.0% compared to 2016 sales tax revenue. 2016 sales tax revenue is expected to be approximately 9% higher than our 2015 receipts.
- Purchase of seven replacement Dial-A-Lift Vans.
- Research/Replace our Computer Aided Dispatch/ Automated Vehicle Locator/ Radio System.

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- Research/Replace our fare box/collection system.
- Complete our underground storage tank replacement project.
- Finalize design and begin construction on our Olympia Transit Center Expansion project.
- Add one new DAL Dispatch position.
- Add one new maintenance service worker.
- Add one new operator position.

Foreman also noted there will be changes to the original draft that will be added for adoption at the December 7 Authority meeting. One such change includes the Health Care Authority adding a surcharge to the Grandfathered Composite Rate Payers which includes Intercity Transit. This will amount to \$55 per employee per month, which adds up to \$220,000 more annually.

Freeman-Manzanares noted there will be three additional changes to the original budget.

1. Staff will receive the final pre-construction estimates on the Underground Storage Tank project next week. The result is expected to be approximately \$1M more than budgeted. The project has grown incrementally as grant funds became available. There was a smaller project originally designated and the agency received a \$1.7M STP Grant through TRPC to address more of the projects needs. As much of the work/cost is associated with underground activities (stormwater) that do not address capacity issues, staff and our Architectural and Engineering team reevaluated the project to identify the next logical phase. There is an assumption that construction costs will be higher than originally assumed due to the improving economy and multitude of construction activities regionally. The timeframe to fully develop the project and costs for permitting were larger than originally estimated.
2. Freeman-Manzanares said the Youth Education budget in the released draft budget had \$7,000 for a grant match. The grant match through TRPC for a two year period is actually \$23,000.
3. Add \$72,500 to the short/long-range planning project. The original short/long-range plan was a fiscally restraint model and the Authority directed staff to explore what service might look like if there were additional one, two, three or four tenths of tax dollars to provide service. This is reflective of doing that additional work.

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Foreman said staff will provide the Authority with a document reflecting these additional changes and increases.

Karen Messmer opened the public hearing at 5:50 p.m.

Hearing no one from the public, Messmer closed the public hearing at 5:50 p.m.

Councilmember Clarkson asked what the \$23,000 grant is being matched to. Freeman-Manzanares replied it's for the Youth Education Grant through federal TAP funds. This reflect match for \$145,000.

Councilmember Carmody asked how much of the 2017 draft budget relies on federal funds. Foreman said almost 90% is local funding. Freeman-Manzanares said staff will provide capital preventative maintenance numbers at the next meeting.

CITIZEN ADVISORY COMMITTEE REPORT

Citizen Advisory Committee (CAC) member, Denise Clark reported the CAC last met on October 17. Members received an update on the Vanpool program. Members brainstormed ideas on ways to promote more vanpool groups such as additional signage on the vans. They also received an update on the Discount Bus Pass Program, conducted nomination of officers to be finalized at the November meeting, and discussed the CAC applicant recruitment.

YOUTH PROGRAM UPDATE

Youth Education Specialist Jessica Gould and Walk-n-Roll Assistant, David Copley provided an update on the Youth Education Program.

Gould said the way children get to school today has changed dramatically over the years. Many years ago, kids got to school by walking, riding a bike or taking the school bus. Today a good majority of them are driven and dropped off at the front door of the school. Students walking and biking hit an all-time low in 2009 with less than 13% of students walking and biking. The numbers are increasing nationally, with 18% of students now walking and biking to school.

Gould said the agency formalized the mission and vision for the Walk N Roll Program in 2015, to stay focused and remain tied to the defined goals of Intercity Transit. Teaching includes walking, biking and riding the bus. They advocate the health benefits of walking and biking to bus stop. Students are already learning about getting 60 minutes of exercise daily and the youth program builds on that by pointing out that walking and biking and taking the bus gets them closer to that 60 minutes. Only 35% of

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local 8th graders are getting 60 minutes of exercise daily. On bus field trips, students use speedometers to measure the amount of steps they're getting by walking, and compare that to the amount of steps they get if their parents were driving them to school.

Gould defined the Walk N Roll Program. She said over 6,000 participants joined in Walk N Roll activities this year to date. Activities offered are student assemblies and parent workshops. In 2016 there were over 1,400 students hear bike safety messaging. They sponsor a parent workshop that focuses on making sure students are ready to walk or bike to school. This is accomplished at the district level at the Tumwater School District, and Lacey School District and North Thurston are also sponsoring the same workshop.

Walk to School Days is a hallmark of the program. Gould and Copley work with each school to come up with an individualized plan that works best for them. They set up meeting locations or wind through neighborhoods picking up students on the walking school bus. Also invited are law enforcement, the local fire department, city officials and anyone interested in walking with the students. This year, 12 schools participated in various walk to school days, with more than 1,600 students participating.

Gould said the rolling classrooms reached over 400 students with classroom presentations about active transportation along with rolling classrooms, with a focus on middle school students. They are given instruction on how to use the system and get them on a bus. The students are brought to the Intercity Transit maintenance facility and they learn about the fuels used, how to recycle and go through the bus wash. These lessons tie in to what they are learning in their science classes. We're helping to build future users of the transit system.

October is designated as Walk to School Month, and it's a big kick-off with Walk N Roll. It coincides with the International Walk to School Day. In 2016, all three school districts along with the Cities of Lacey and Tumwater, and the Thurston County Commissioners proclaimed October as Walk to School Month.

In May, staff started the Mini Bicycle Commuter Challenge, which builds off of the Thurston County Bicycle Commuter Contest (BCC) and the goal was to encourage more students to participate. Students kept track of their miles and trips and were entered into drawings similar to the adult BCC, winning bike helmets, bike lights and other bike-specific prizes. The contest works in sync with the larger BCC.

Copley explained the Summer Programs like the youth engagement programs such as Earn-A-Bike are based through partner schools. During the summer there is a

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reduction in the work of the Youth Education Program. In 2016, Intercity Transit partnered with local organizations serving youth. They piloted partnerships with the City of Olympia's skip program which provides free lunches and activity for low income families, as well as the local branch of the Boys and Girls Club. These events reach another 50+ children during the summer while building relationships with allies in the community.

Gould said they also coordinate the artwork hung at the Olympia Transit Center, and for the Spring Artswalk, they collect from the schools and teachers.

The Bike and Pedestrian Safety Education reaches many students. The curriculum is used in the Tumwater School District and North Thurston Public Schools, awarded through a grant, allowing them to purchase a fleet of bikes, helmets and future training. Intercity Transit offers staff support to the PE teachers.

Copley said the Earn-A-Bike Program is in its fifth year and is an after-school program providing educational bike maintenance and safe riding skills with focus on using bikes for transportation. Each year, Intercity Transit partners with one local middle school - this year it was Bush Middle School in Tumwater. Each participating student receives eight hours of instruction spread over four afternoons, covering basic bike maintenance and repair and safe riding skills. Upon successfully completing the class, each student receives bike lights and helmet.

The Earn-A-Bike class is supported by a Bike Shop located in downtown Olympia (one block from the OTC) which opened in January of 2016. Donated and salvaged bikes are reconditioned for use in the classes. Every bike is completely overhauled to insure the participants in the class receive safe and reliable bike. Successful operation of the shop depends on an active volunteer program. Each bike takes an average of 7 to 9 hours to complete. The current year-to-date figures for volunteers totals 687 hours a 71% increase over 2015.

CAC member, Denise Clark asked how does staff market and advertise the need for more bikes to recondition. Copley said most of the marketing is word of mouth and working with community partners. There are a number of bikes abandoned on the buses or at the OTC, and that's where many of these bikes come from. Bikes are also donated by the Tumwater Police Department and from individual donations. There has also been partnering with local bike shops.

Melnick said Panorama City TV would be interested in this topic and could staff provide a presentation.

COMMUNITY CONVERSATION CONTRACT AWARD

Freeman-Manzanares presented for consideration a contract award with Jason Robertson and Co. for the community conversation project, in the amount of \$65,000.

Intercity Transit determined a need to hire a consultant to assist in engaging the community to help define the future of public transportation in our region. This process will incorporate elements of the short and long range plan.

Intercity Transit released a Request for Qualifications and Proposals (RFQP) for Transit Surveys and Community Conversations on July 14, 2015. Eight proposals were received by the July 29, 2015, deadline. The award of the Community Conversations contract was postponed pending the results of the Customer Satisfaction Survey and Market Segmentation Study work and the integration of the proposed project with the Short and Long Range Planning work.

Based on the RFQP evaluation process, which consisted of evaluation committee review of non-cost proposal factors such as approach and experience, and cost proposal factors, Intercity Transit determined Jason Robertson and Co. is the responsible Proposer who best meets all RFQP requirements for the Community Conversations category and is the most advantageous to transit. Staff is confident Jason Robertson and Co. will provide significant valuable services and recommends the contract award be approved.

Freeman-Manzanares said staff will present the Authority with a contract amendment for Nelson Nygaard for the Short and Long Range Plan at the December 7 meeting. She indicated Thomas Whitman from Nelson Nygaard and Jason Robertson will work closely together as there is a significant amount of coordination required. Staff, the consultants and the Authority spent focused time to insure everyone understood and agreed with the expanded scope of the long range plan, the goal to insure a thorough public outreach process, and define consultant responsibilities.

Messmer asked what the timeframe is for the \$65,000. Freeman-Manzanares said staff is looking at three phases that will go through the fall of 2017.

It was M/S by Councilmember Sullivan and Citizen Representative Melnick to authorize the General Manager to enter into a contract with Jason Robertson and Co. to provide professional services related to the Community Conversations project in an amount of \$65,000.

The Authority proceeded with further discussion prior to the final vote:

Intercity Transit Authority Special Meeting

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Melnick said after observing the way Mr. Robertson facilitated the Authority Planning Session, he is confident Robertson is extremely knowledgeable of the challenges the agency is facing. Melnick is excited about starting the community conversation, not only with users of the system, but also non-bus riders, and all who benefit from transit.

Denise Clark asked what is the end goal/outcome that staff is trying to accomplish. Freeman-Manzanares responded the Authority wants to insure our community has an understanding of the services we provide and have an opportunity to provide the Authority direction on the future of public transportation within the PTBA through a robust public engagement process.

Clark asked how staff will measure its success. Freeman-Manzanares stated the consultants will help define specific internal and external outreach strategies incorporating the long range plan within the public engagement process. Ultimately the Authority wants to insure we've provided opportunities for community members to learn more about who we are and what we do, as well as listen to feedback regarding what the community wants us to look like. Are there better ways to provide service that is more in-line with community need? Is there a desire for us to continue to provide service at the level we are currently providing? Is there a desire for us to provide less service than is provided now? Is there a desire for us to expand upon the current service? Funding isn't unlimited and there are always trade-offs when making decisions. We feel it is incumbent upon us, as public stewards, to get the word out and try to be clear about those trade-offs.

Gilman said the Authority discussed the value of reaching beyond people who are users of Intercity Transit, and this could be cast as a service to the entire community, trying to do a better job of selling the benefits of transit to a business community.

Carmody said the Authority needs to be careful about how the agency advertises this program. Staff needs to work on a lot of outreach and include a completely different group of people such as developers or city planners. This could be a good marketing tool if it is marketed to the right people.

Carmody said she is not prepared to vote on this contract without seeing a finalized scope of work.

Freeman-Manzanares said that staff and the consultant have come to an understanding regarding scope, associated hours and costs and are in the process of dotting the I's and crossing the T's. They have spent considerable time with the Authority at the planning session and thereafter with both consultants to insure there is an understanding of what needs to be accomplished. The details about how specifically we move forward will

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continue to evolve, within the initial scope, once the consultants are under contract. If the Authority wishes to delay a decision on the contract, staff can bring the completed contract for review. Staff will bring information regarding process and pathways to the Authority in the coming months, and over the next year, to fulfill Authority direction.

Melnick and Gilman said they were comfortable voting in favor of the contract. They felt Jason Robertson and Co. has the experience on how to assist the agency in setting up the process so it engages a broader community in the discussion.

With no further discussion, a final vote was taken. Motion carried 5-1. Carmody voted no.

Messmer asked staff to make sure the Authority has an opportunity to have a conversation in more detail about the scope of this project and to involve the Authority as plans develop for the community conversation.

GENERAL MANAGER'S REPORT

The ad-hoc committee appointed to oversee the recruitment of CAC candidates met today and interviewed eight candidates. A recommendation will be provided to the Authority at the December 7 meeting. A total of 23 applicants applied.

Freeman-Manzanares reported the Transportation Policy Board is forwarding a recommendation that TRPC fully fund Intercity Transit's projects. The grants were submitted and are awaiting approval by the TRPC Board. The projects include the bus stop enhancements and the youth education program.

Staff is exploring several vanpool promotion ideas. JBLM's housing office released information about apartment complexes that house a lot of military personnel. Staff is working with the apartment managers to get the word out about the vanpool program.

Freeman-Manzanares met with Representative Wilcox and took him on a tour of the facility. She has also met with Senator King, the Chair of the Senate Transportation Committee; Representative Fey; and Senator-elect Hunt. Wilcox suggested extending an invitation to the new Thurston County Commissioners and the state representatives to discuss the Pattison Street project and approaching it as a county-wide effort.

The Discounted Bus Pass applications are due November 18. The Surplus Van Grant applications are due November 30, and an open house is being held Thursday, November 17.

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Freeman-Manzanares read customer commendations about how an Operator professionally handled a major traffic incident that took place the morning of November 16 that tied up traffic for hours on I-5.

AUTHORITY ISSUES

Carmody said since the presidential election, two Yelm residents have experienced racial harassment, and she encourages Intercity Transit to be aware of these types of situations that could occur on the bus or around the transit centers.

Gilman said a group of Thurston County clergy proposed an "Olympia Charter for Compassion." It's a statement of values shared across many different faith traditions that might guide people through difficult times. The Olympia City Council approved to participate. Gilman said perhaps Intercity Transit could consider participating to affirm that sort of inclusive values and protecting everyone's right to be on the bus and be respected.

ADJOURNMENT

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to adjourn the meeting at 6:52 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: December 7, 2016

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

PERIOD DATES: 10/16/2016 - 10/29/2016						PAYDATE 11/04/2016					PERIOD DATES: 10/30/2016 - 11/12/2016						PAYDATE 11/18/2016				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT				
3	FIT		EFT	77,325.48		3	FIT		EFT	77,051.97		3	FIT		EFT	77,051.97					
4	MT		EFT	21,513.02	98,838.50	4	MT		EFT	21,466.90	98,518.87	4	MT		EFT	21,466.90	98,518.87				
5	A2/35	Life Ins.	Check Dave 2nd	1,708.20	0.00	5	AL/35	Life Ins.	Check Dave 2nd	3,145.08	0.00	5	AL/35	Life Ins.	Check Dave 2nd	3,145.08	0.00				
6	D3/31	Disability Ins	Check Dave 2nd	1,788.00	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,403.00	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,403.00	0.00				
7	HE/37	Health In1st	Check Dave 2nd	16,022.00	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	312,761.00	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	312,761.00	0.00				
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth- DO NOT USE	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth- DO NOT USE	Check Dave 2nd	0.00	0.00				
9	CC/61	Child Care	Hfsttler/Brkmp	384.30		9	CC/61	Child Care	Hfsttler/Brkmp	384.30		9	CC/61	Child Care	Hfsttler/Brkmp	384.30					
10	GN/08	Garnish	CHECK last	178.92		10	GN/08	Garnish	CHECK last	177.08		10	GN/08	Garnish	CHECK last	177.08					
11						11						11									
12	CS/09	DSHS	EFT	2,095.82	2,095.82	12	CS/09	DSHS	EFT	2,522.74	2,522.74	12	CS/09	DSHS	EFT	2,522.74	2,522.74				
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay- OTHER STATE	EFT	0.00	0.00	13	CS/09	ExpertPay- OTHER STATE	EFT	0.00	0.00				
14	D1/98	D.Dep. #1	ACH WIRE every	9,907.35	9,907.35	14	D1/98	D.Dep. #1	ACH WIRE every	10,133.07	10,133.07	14	D1/98	D.Dep. #1	ACH WIRE every	10,133.07	10,133.07				
15	D2/97	D.Dep. #2	ACH WIRE every	17,706.17	17,706.17	15	D2/97	D.Dep. #2	ACH WIRE every	17,706.17	17,706.17	15	D2/97	D.Dep. #2	ACH WIRE every	17,706.17	17,706.17				
16						16						16									
16	GT/63	G.Ed.Tuit	Check every	227.00		16	GT/63	G.Ed.Tuit	Check every	227.00		16	GT/63	G.Ed.Tuit	Check every	227.00					
17	HS/69	Health Svgs	ACH Wire every	125.00	125.00	17	HS/69	Health Svgs	ACH Wire every	125.00	125.00	17	HS/69	Health Svgs	ACH Wire every	125.00	125.00				
18	DC/97	Vgrd EE	Wire	46,331.69		18	DC/97	Vgrd EE	Wire	46,852.56		18	DC/97	Vgrd EE	Wire	46,852.56					
19	DC/22	Vgrd ER	Wire	31,349.05	77,680.74	19	DC/22	Vgrd ER	Wire	31,697.99	78,550.55	19	DC/22	Vgrd ER	Wire	31,697.99	78,550.55				
20	L2/29	401k Ln#2	Wire	4,438.97		20	L2/29	401k Ln#2	Wire	4,094.35		20	L2/29	401k Ln#2	Wire	4,094.35					
20	LN/29	401k Ln #1	Wire	8,045.59	12,484.56	20	LN/29	401k Ln #1	Wire	7,996.44	12,090.79	20	LN/29	401k Ln #1	Wire	7,996.44	12,090.79				
22	TTL VNGRD		90,165.30			22	TTL VNGRD		90,641.34			22	TTL VNGRD		90,641.34						
23	LI/02	L&I	EFT Quarterly	32,647.52		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	32,463.78		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	32,463.78					
24	MD/51&M2	Mch.UnDues	Check last	1,357.88		24	MD/51&M2	Mch.UnDues- 164 PEREE	Check last	1,357.82		24	MD/51&M2	Mch.UnDues- 164 PEREE	Check last	1,357.82					
25	MI/52	Mac.Inltion	Check last	0.00		25	MI/52	Mac.Inltion	Check last	0.00		25	MI/52	Mac.Inltion	Check last	0.00					
26	MS/60	Payroll Corr check		252.05		26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		0.00					
	GL/11	GTLife		0.00			GL/11	GTLife-ER/EE TERM/YRLY		0.00			GL/11	GTLife-ER/EE TERM/YRLY		0.00					
28	TF/	Tx.Fr.Benefit	Employer	20.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00				
29	PA/66	Proj.Asslst	Check last	433.00		29	PA/66	Proj.Assist	Check last	523.00		29	PA/66	Proj.Assist	Check last	523.00					
30	PN/04	PERS EE	EFT	47,115.90	0.00	30	PN/04	PERS EE	EFT	47,713.51	0.00	30	PN/04	PERS EE	EFT	47,713.51	0.00				
31	PN/04	PERS ER	EFT	85,518.92	132,634.82	31	PN/04	PERS ER	EFT	86,589.93	134,303.44	31	PN/04	PERS ER	EFT	86,589.93	134,303.44				
32	TTL PERS			132,634.82		32	TTL PERS			134,303.44		32	TTL PERS			134,303.44					
33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00				
	RC/24	ICMA EE	WIRE	5,517.75			RC/24	ICMA EE	WIRE	5,599.97			RC/24	ICMA EE	WIRE	5,599.97					
35	RI/23	ICMA Roth	WIRE	589.61	589.61	35	RI/23	ICMA Roth	WIRE	589.61	589.61	35	RI/23	ICMA Roth	WIRE	589.61	589.61				
36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00	36	RL/21	ICMA Ln#1	WIRE	1,707.02	2,100.89	36	RL/21	ICMA Ln#1	WIRE	1,707.02	2,100.89				
37	RR/25	ICMA ER	WIRE	3,242.31	8,760.06	37	RR/25	ICMA ER	WIRE	3,304.62	8,904.59	37	RR/25	ICMA ER	WIRE	3,304.62	8,904.59				
38	TTL ICMA	10,770.06		11,359.67		38	TTL ICMA	11,005.48		11,595.09		38	TTL ICMA	11,005.48		11,595.09					
39	SD/26	457 ST EE	EFT	14,053.80		39	SD/26	457 ST EE	EFT	14,292.86		39	SD/26	457 ST EE	EFT	14,292.86					
40	SR/27	457 ST ER	EFT	7,126.68	21,180.28	40	SR/27	457 ST ER	EFT	7,154.60	21,447.46	40	SR/27	457 ST ER	EFT	7,154.60	21,447.46				
41	ST/67	ShTrmDisab- AFLA	EFT	3,911.57	3,911.57	41	ST/67	ShTrmDisab-AFLAC	EFT	0.00	0.00	41	ST/67	ShTrmDisab-AFLAC	EFT	0.00	0.00				
42	UC/45	Un COPE	Check 1st	114.00		42	UC/45	Un COPE	Check 1st	-		42	UC/45	Un COPE	Check 1st	-					
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess -2ND PP	Check last	594.00			UA/44	Un Assess -2ND PP	Check last	594.00					
	UD/42	Un Dues	Check last	5,596.30			UD/42	Un Dues-BOTH PP	Check last	5,533.10			UD/42	Un Dues-BOTH PP	Check last	5,533.10					
44	UI/41	Un Inltatn	Check last	0.00		44	UI/41	Un Inltatn- 100.00 PEREE	Check last	0.00		44	UI/41	Un Inltatn- 100.00 PEREE	Check last	0.00					
45	UT/43	Un Tax	Check last	3,007.08		45	UT/43	Un Tax IST PP	Check last	0.00		45	UT/43	Un Tax IST PP	Check last	0.00					
46	UW/62	United Way	Check last	453.50		46	UW/62	United Way	Check last	435.50		46	UW/62	United Way	Check last	435.50					
47	WF/64	Wellness	Check last	346.50		47	WF/64	Wellness	Check last	346.50		47	WF/64	Wellness	Check last	346.50					
48	NET PAY (dir. Deposit)	ACH Wire every		471,787.17	471,787.17	48	NP NET PAY (dir. Deposit)	ACH Wire every		469,445.60	469,445.60	48	NP NET PAY (dir. Deposit)	ACH Wire every		469,445.60	469,445.60				
	Paychecks			6,360.11			Paychecks - LIVE CHECKS			10,439.37			Paychecks - LIVE CHECKS			10,439.37					
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$859,711.65	49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$856,438.78	49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$856,438.78				
50	TOTAL PAYROLL*:			\$930,607.81		50	TOTAL PAYROLL*:			\$1,227,279.31		50	TOTAL PAYROLL*:			\$1,227,279.31					
51	GROSS EARNINGS:			766,388.82		51	GROSS EARNINGS:			777,534.55		51	GROSS EARNINGS:			777,534.55					
52	EMPR MISC DED:			153,462.48		52	EMPR MISC DED:			439,011.31		52	EMPR MISC DED:			439,011.31					
53	EMPR MEDICARE TAX:			10,756.51		53	EMPR MEDICARE TAX:			10,733.45		53	EMPR MEDICARE TAX:			10,733.45					
54	TOTAL PAYROLL FOR NOVEMBER 2016				\$930,607.81	54	TOTAL PAYROLL*:				\$1,227,279.31	54	TOTAL PAYROLL*:				\$1,227,279.31				
55	TOTAL PAYROLL FOR NOVEMBER 2016					55	TOTAL PAYROLL FOR NOVEMBER 2016				\$2,157,887.12	55	TOTAL PAYROLL FOR NOVEMBER 2016				\$2,157,887.12				
56	ACH WIRE TOTAL			499,625.69		56	ACH WIRE TOTAL			497,409.84		56	ACH WIRE TOTAL			497,409.84					

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Everett Gage

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

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
Mark Campeau

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Bill McGregor

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
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, December 2, 2016 8:30 a.m. – 11:00 a.m.

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.

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.

- a. Approval of Minutes – November 4, 2016
- b. Approval of Vouchers
- c. Approval of 2017 Work Program
- d. Approval of Public Participation Plan

Recognition & Staff Anniversaries

PRESENTATION

TRPC recognizes staff service anniversaries in five-year increments at the December meeting.

Executive Director Recruitment Update

UPDATE

Dennis and Marissa Karras, Karras Consulting, will provide the Council with an update on the recruitment, and review of the selection process and timeline.

2017-2019 Federal Funding Call for Project Proposals

ACTION

Council will take action on project selections of the 2017-2019 Regional Federal Surface Transportation Program (STP), Transportation Alternatives Program (TAP), and Congestion Mitigation Air Quality (CMAQ) grant proposals.

Coordinated Public Transit & Human Services Transportation Plan – Prioritized Project List

1ST REVIEW

Council has the opportunity to prioritize projects in the *Regional Coordinated Public Transit & Human Services Transportation Plan for the Thurston Region*. Those prioritizations create rankings (A, B, C) that translate into additional points for projects/programs under consideration for the WA State Department of Transportation Coordinated Grant Program. Council will review the proposed Priority List, in preparation for action at the January meeting.

Position Classification Specifications

ACTION

Proposed changes to the Agency's Classification Specifications were presented to Council at the November meeting. Council will review updated Specifications – which include two additional classification descriptions, for the Information Technology series – before taking action.

Agency Policies & Procedures Update

1ST REVIEW

The Management Team has performed a review of the Agency's personnel policies manual and is bringing proposed changes forward for Council review.

The Profile

PRESENTATION

TRPC has updated The Profile for 2016. The compilation of data and statistics is one of the most frequently visited portions of TRPC's website. This brief presentation will highlight some of the data trends in Thurston County.

2017 State Legislative Preparation

DISCUSSION

The Council will finalize their 2017 Priority Legislative Issues packet and discuss strategies.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Interim Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 21, 2016

CALL TO ORDER

Chair VanderDoes called the November 21, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Jan Burt, Sue Pierce; Jonah Cummings; Walter Smit; Billie Clark; Ariaah Perez; Ursula Euler; Mitchell Chong; Michael Van Gelder; Denise Clark; Carl See; and Leah Bradley.

Absent: Quinn Johnson; Lin Zenki; and Leah Bradley.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jim Merrill; Jeff Brewster; Carolyn Newsome; Jessica Gould; David Copley and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by EULER and CLARK, D. to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, BUD BLAKE.

MEETING ATTENDANCE

- A. December 7, 2016, Regular Meeting - Michael Van Gelder
- B. January 4, 2017, Regular Meeting - Sue Pierce
- C. January 18, 2017, Work Session - Lin Zenki

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and CLARK, D. to approve the minutes of the October 17, 2016, meeting.

NEW BUSINESS

- A. **YOUTH EDUCATION UPDATE** - *(Jessica Gould and David Copley)* Gould introduced herself and started by asking the committee how they got to school. She indicated most people took the school bus and many older folks walked or biked. In 2009 walking and biking to school hit an all-time low. This leads to increased pollution and congestion. This year's numbers have increased nationally to 18%. In local schools 50% more kids are walking on Walk N Roll (WNR) days. Gould relayed in invitation to the committee to participate in any future walk to school days.

Gould indicated in 2015 the group came up with a mission and vision statement to help connect their work back to Intercity Transit's mission and vision. It provides "...educating

Intercity Transit Citizen Advisory Committee

November 21, 2016

Page 2 of 9

and encouraging youth to get around by biking, walking and riding the bus to foster a healthy active community.” They teach the kids the health benefits of walking and biking to the bus stop. Since students are learning to get 60 minutes of exercise each day they build on that and the walking and biking gets them closer to that goal. Unfortunately only 30% of kids get 60 minutes of exercise per day. Some of the kids wear pedometers on WNR field trips to help make sure they get the recommended 12,000 steps per day.

Gould relayed that staff has chosen an umbrella as the visual representation of the many programs within WNR. She indicated over 6,000 people joined in WNR activities and events just this year. WNR offers assemblies and parent workshops. Last year students at Nisqually Middle School got to see Willy Wier. He has bicycled all over the world and brings a fully loaded bike. His message focuses on the joy and wonder he has experienced bicycling, as well as safety. WNR parent workshops focus on “Safety without Fear”. The workshops focus on safety and making sure students are ready to bike and walk places on their own. Walk to School days are the hallmark of the program. Schools get to choose how they do their walks. Each school sets up their meeting places. This school year there are 12 schools doing walk to school days and more than 1,600 kids participated. Staff invites law enforcement, local fire departments, and city officials to participate. WNR also conducts rolling classrooms and those presentations reached over 400 students. They focus on middle school students so they have a solid understanding on how to use the system. The kids learn about our commitment to sustainability, the types of fuels used, and get a trip through the bus wash.

Blake arrived.

Gould shared that October is Walk to School month which coincides with International Walk to School Day. This year all 3 school districts along with the cities of Lacey, Tumwater, and Thurston County proclaimed October as Walk to School month in their board meetings. The proclamations provide staff the opportunity to talk about the programs they provide and get important community support.

Gould relayed this year staff started the School Mini Bicycle Commuter Contest and had 9 schools involved. The contest ran for 2 weeks and saw about 100 kids participate. Kids who biked and recorded their miles were eligible for prizes. Staff is looking forward to growing the contest in the future.

Coppley indicated he works with the Earn a Bike program. Since most work is done in partnership with local schools, summertime sees a marked reduction in classroom work. Staff started a pilot partnership with Olympia’s Skipp program which provides free lunches and activities for families in need, and with the Boys and Girls Club. These new partnerships allowed the program to reach another 50 + kids and build relationships along with program awareness and recognition.

Gould shared the program has started an art display at the Olympia Transit Center for the spring and fall Arts Walk events. It has been well received by both the staff and the customers who frequent the transit center.

Coppley indicated the Bike and Pedestrian Education program is at both Tumwater School District and North Thurston School District. The program teaches kids how to bike and walk safely in traffic. In the past 5 years there have been 150 crashes that involved kids, and

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22 of those had serious injuries. This curriculum will help lower that number. Over 1,000 kids have received bike and safety education and staff has assisted in many of those classes and lessons.

Copley shared that Earn-a-Bike is an after school program providing basic bicycle maintenance and safety skills with a focus on biking for transportation. The program partnered with Bush Middle School in 2016 and saw 60 students receive 8 hours of instruction over 4 afternoons. They learn basic bicycle maintenance and repair along with safe riding skills. Upon completion of the class each participant receives a bicycle, lights, lock, and helmet. This is a unique program and speaks to Intercity Transit's response to alternate modes of transportation in our community.

Copley indicated the Bike Shop is located downtown near the transit center and provides the back-end support for the Earn-a-Bike program. The space had its grand opening in January 2016. With projects at the Pattison street facility it was no longer feasible to maintain the Bike Shop in the maintenance rebuild room. Donated and salvage bikes are completely overhauled to ensure they are safe and reliable for students. The Bike Shop relies on an active volunteer program. Each bike takes between 7-9 hours to overhaul. This year volunteers have donated 687 hours. This represents a 71% increase over volunteer hours last year. Staff is happy to have space to combine with outreach efforts and bring more people into our program. Refinements will continue to make it more welcoming and navigable to the widest array of volunteers.

Gould explained that staff designed a menu of programs to make it easier for schools and organizations to understand the program's offerings. It helps define what WNR will do and what partners will need to do as well. Staff emphasizes that the program works best when everyone including teachers, parents, students, administrators, and community members work together.

O'Connell arrived.

Gould shared that the Olympia Police Department is interested in getting all the schools involved in the program and staff will be in additional schools in 2017 including Lincoln, Hansen, and McKinney. Staff has encouraged the Olympia School District to apply for funds to purchase a bike fleet and to teach safe biking and walking education. The Earn-a-Bike program will transition to Nisqually Middle School in the spring for a full year. Staff will continue to solicit volunteers to maximize staffing resources.

Gould and Copley answered questions.

Perez - remarked that it was a great presentation and was wondering if the program would go into Chinook Middle School. She also inquired if it was appropriate for older students.

Gould - responded the program was not at that Chinook yet and added that the program had a high school intern last summer who gave them some ideas to get the program to older students possibly through an ambassador program.

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Coppley – remarked staff would love peer support and to get some youth in leadership roles within the organization. There is a lot of potential if they could find the right students to participate.

O’Connell – asked if staff works with local bike shops.

Coppley – responded they have some established relationships with local bike shops for parts.

Cummings – inquired if staff had any information on students’ reluctance to ride the bus.

Gould – indicated the main issue was time and that it takes too long. Often times they forget to factor in the time spent waiting in the drop-off line.

Freeman-Manzanares – asked staff to share information about Candace Bollinger’s class on Safety Without Fear program.

Gould – shared that the classes help calm concerns about child abduction and the real risk versus the perceived risk. Statistically children are not likely to be abducted. Ms. Bollinger teaches parents how to teach their child to walk safely to school and what they should do if they have concerns. The class is being taught at all of the school districts now.

Van Gelder – asked if staff looks at different grant opportunities by tying their work to sustainability, wellness, etc.

Gould – responded they have and that recently grant funds were awarded through the Transportation Alternatives Program (TAP) grant funds. Staff uses the health and environmental benefits of their program in the classroom and grant applications.

Coppley – remarked they have also received CMAQ funds which is centered on air quality and public health partnerships.

Chong – asked if staff tables at community activities to advertise program.

Coppley – indicated they haven’t done much of that but that marketing staff shares the program at those types of events as one of Intercity Transit’s programs.

Phillips – remarked he has been amazed by the support for the program. In the last few years the CMAQ grant has been at 30% for Youth Education and most recently it was recommended to bump to 50% by the policy board through school year 2019. The Authority supports the program in their strategic plan.

Coppley – added that open shop times for volunteers are on Wednesday and Saturday afternoons and everyone is welcome.

O’Connell – remarked she was impressed with the dedication and passion staff has for the program and believes it will only grow the program.

Van Gelder – asked about the walking radius for schools.

Gould – responded it is one mile, and more than half of the kids live within that mile radius.

Coppley – shared that the bike maps produced in partnership with TRPC show safe routes to school.

B. REVISING TRANSPORTING PASSENGERS WITH SERVICE ANIMALS, SUPPORT ANIMALS, AND PETS POLICIES - (*Jim Merrill*)

Merrill shared that he has been with Intercity Transit for 29 years. He started out as an Operator, then moved to paratransit, was a supervisor, and now is the Director of Operations and Maintenance.

Merrill shared some history concerning the agencies stroller policy and how operators used to ask people to take their child out of their strollers and collapse them before they entered the bus. The CAC and the ITA felt strongly for customer service that the child should be left in the stroller and let the parent be responsible for their safety. This change in policy worked out great.

Merrill indicated the FTA and the ADA mandate the definition of service animal and what transit is required to do in transporting them. The agency must transport animals and they should think about it from the humans perspective. They use them to see, hear, for protection, for comfort, this is about human beings and they need those animals.

Merrill reviewed the Service Animal policy and that operators may ask if the animal is a service animal and what service it provides. The second question has caused a lot of problems for transit agencies. He added that the animals ride free. Operators can ask for the removal of the animal due to behavior issues, but there are options. The agency has had buses delayed for service animal issues. Operators need to remember it is not about the human being in the driver's seat. They will find ways to retain that power if you ask the second question. Operators were directed not to ask the second question and to only inquire if it a service animal. This has almost eliminated bus delays and it really has worked out. Taking power away from the person behind the wheel does them a favor and they don't even realize it. Animals still must not block the aisle.

Merrill discussed the Emotional Support Animal policy and added that once Operators stopped asking the second question this policy became meaningless. Again, if the animals are not behaving they may ask to for their removal. It is about trying to do the right thing.

Merrill discussed a recent situation brought forward by Jonah Cummings concerning the transport of a pet, and how he looks for problem solvers when he hires drivers. Operators are given a \$750,000 coach, agency insurance, and the agency's good name, along with the lives of all the passengers on board. He expects them to be problem solvers and make good decisions. Merrill relayed that he was a driver for 3 years and he would not have handled the situation the way the driver did in Cumming's scenario. He would have said while I admire your honesty we'll give you a ride this time, but next time the pet has to be in a container. Or, he would have called for a supervisor and told them that a passenger had a big dog and they would send a supervisor to give them a ride. Refusing to give the customer a ride is terrible customer service.

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Merrill answered questions.

O'Connell – asked why there isn't something that officially identifies a service animal.

Van Gelder – indicated it has been difficult to institute a national identification.

Perez – remarked that her dad has a service dog because he is a wounded warrior and she feels it is obvious when service dogs are working.

O'Connell – indicated that if any pet comes on board and is well behaved it should be allowed to ride.

Merrill – added it makes sense to just make it behavior based and just let it ride.

O'Connell – indicated it can be difficult for homeless with pets because they don't have anywhere to leave their pets.

Clark, D. – added there is a companion certification through the airlines.

Merrill - indicated the agency is trying to get people to ride the bus and eliminate the barriers. There are many ways the agency communicates the rules including the Rules of Conduct; Transit Guide; Rider Alerts; Accountability Memos; and the Operator Training Manual all designed to get the information out to customers and drivers so they know how to enforce the rules. There's no sense in enforcing rules that don't make sense. If you say it out loud and it sounds stupid it probably is.

Euler – asked how neighbors to the north how handle animals.

Merrill – indicated they let them ride and they have to be on a leash. It shows that not asking the second question is not such a big deal. The agency is trying to mimic a community setting to encourage any person who has an animal to ride the bus versus being adversarial. Operators are dealing with human beings and if everyone is working together it's a win. Operators are hired to solve problems and it drives him crazy when Operators say they were just enforcing the rules.

Euler – cautioned that an animal's uncleanliness or smell could pose a problem for other riders.

Merrill – responded that there is an odor piece to the rules. Operators should try to work with folks, but lack of hygiene is a piece of it. The agency takes operator training seriously and there is refresher training. It is a big commitment. This is the kind of thing driver's struggle with out in the field. This is a civil right. We spend a lot of time training drivers every year. We always cover transporting people with special needs and service animals. Merrill added that a person can be excluded and there is an appeal process that can go to the Authority, but it has never gone past him. He tries to work with people to get them the resources they need, and that includes transportation to appointments.

Freeman-Manzanares – added that the Operators and the Customer Service staff are social workers and they refer people to a variety of agencies. The thing to hold on to

is it is the same for people as it is for animals and it is important to balance competing needs.

Pierce - indicated she has been on a bus with large animals for 14 years and hasn't ever seen one misbehaving.

Merrill - shared that ITA member and Olympia Councilman Gilman shared an observation of a large dog blocking the aisle and it needed more training. An Operator can't allow them to block the aisle, but there are options. You can have them move to a wheelchair spot if there is one available or all the way to the back.

C. SURPLUS VAN GRANT PROGRAM - (*Carolyn Newsome*) Newsome shared that the Surplus Van Grant program is her favorite part of her job. The program is out and the Authority is granting vans at their December meeting. Applications are due on the 30th of November. Anyone who applied in the past or has indicated an interest has been contacted. It was sent to United Way and to Leadership Thurston County. Staff held an open house on the November 17, with 14 groups attending, the largest group ever. The Authority has granted 41 vehicles since the program started in 2004. The vans are transporting people to social service agencies, the food bank, nutritional services and senior social gatherings. The agency requires the van be used for transportation the first year and has reporting requirements for the first year. Staff is hoping to grant 4 vehicles and one of the best parts is getting an opportunity to look through the applications.

Newsome shared a story about the Pacific Peaks Girl Scouts who applied for a van and they were going to use it to transport girls to visit their mother's at the Women's Prison in Purdy. Newsome indicated it makes her proud to be at Intercity Transit. The vans touch people's lives. Catholic Community Services used their van for Drexel house for 3 years and then granted it to another agency for delivering food. When applicants see the vans they think they're the wrong vans because our maintenance people take such good care of them. Please pass the information along to anyone who could use the program.

Newsome answered questions.

O'Connell - inquired about the number of applicants.

Newsome - responded as few as 12 and as many as 27.

O'Connell - asked if applicants had to be nonprofit organizations.

Newsome - indicated has to be non-profit or social service.

D. ELECTION OF OFFICERS - (*Nancy Trail*) - Trail reminded the committee of the nomination of officers for Chair: Denise Clark, and Victor VanderDoes. Trail asked for a show of hands for each candidate. Victor VanderDoes received the majority of the votes and was elected Chair.

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Trail reminded the committee of the nomination of officers for Vice-Chair: Jan Burt; Sue Pierce; and Joan O'Connell. Trail asked for a show of hands to vote for each candidate. Sue Pierce received the majority of votes and was elected Vice-Chair.

Trail advised officer's terms begin January, 2017, through December, 2017.

- E. CANCELLATION OF DECEMBER MEETING** – (*Ann Freeman-Manzanares*) - Freeman-Manzanares advised staff did not have any agenda items for the December meeting and asked if there was any interest in cancelling the meeting.

Freeman-Manzanares answered questions.

Cummings – asked what would be on the agenda.

Freeman-Manzanares – responded nothing currently.

O'Connell moved to cancel the meeting and Pierce seconded. The December, 2016, meeting was cancelled.

CONSUMER ISSUES

- *Smit* – inquired about Intercity Transit selling merchandise like the Walk N Roll shirts or old uniforms or maybe a beanie.

Freeman-Manzanares – responded staff can explore the idea, but they try to be clear so that people are not perceived as operators.

Pierce – shared they could be identified as a fan.

Clark, B. – added possibly as enthusiasts.

REPORTS

- **CUMMINGS** - provided the report from the October 19, 2016, Work Session – including the Authority was very interested in the large dog issue; they talked about the CAC discussion on a possible vanpool sponsorship program for advertising; cancelled their December work session; and the collective bargaining agreement with the IAM was accepted.
- **BURT** - provided the report from the November 2, 2016, Regular Meeting - the Authority met the new Finance Manager; there were no consumer issues; they declared 25 vanpools as surplus property; approved the purchase of a chain deployment system; received an update on the CAC recruitment; and learned vanpool had added 2 new groups.
- **CLARK, D.** - provided the report from the November 16, 2016, Special Meeting - Authority received the presentation from Youth Education; the 2017 Budget; and approved the Consultant for Community Engagement for \$65k.

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Freeman-Manzanares - added the Community Engagement is a combined effort to show who the agency is and what they want to do. It will help define what the agency wants transportation to look like in the community. It will be done in conjunction with the Short and Long Range Plans. It will include a bigger conversation including does the agency want to continue to plan to be financially constrained, go for additional sales tax, etc. The projects will begin in the spring and go through fall of next year.

- **FREEMAN-MANZANARES** - provided the General Manager's report including thanking the interview and selection team for their work on the CAC recruitment and interviews. They forwarded 5 names for consideration at the December 7, Authority meeting. New members will be joining the CAC at the January 9, 2017, meeting. Members are welcome to ride the bus in the Holiday Parade on Sunday the 27th. Staff will send out specifics soon. Lacey is having a lighted parade on Monday, December 5 and everyone is welcome to ride the bus. Staff will send more specifics soon. December 9 is our annual holiday banquet and the program starts at 12:04. This event recognizes employee milestones, accomplishments, and new hires.

NEXT MEETING: January 9, 2017.

ADJOURNMENT

It was M/S/A by O'CONNELL and BURT to adjourn the meeting at 7:31 pm.

Prepared by Nancy Trail

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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Printing and Delivery of Transit Guides Contract Award

1) **The Issue:** Consideration of a contract award for the printing and delivery of transit guides.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract with Consolidated Press, with four one-year options to extend, to print and deliver transit guides.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** Intercity Transit issued a Request for Bids for the printing and delivery of transit guides on October 28, 2016. We received two (2) bids by the submittal deadline of 3:00 p.m., on November 15, 2016. As the exact quantity of transit guides required annually is demand-driven, bids were evaluated based on a price per unit basis. Consolidated Press was the low bidder and staff found all their bid documentation to be in order.

Consolidated Press is our current vendor. The resulting contract improves the terms and conditions and provides better volume pricing. Consolidated Press' bid was 11% below the other responsive bid.

Marketing staff have been satisfied with the quality of the transit guides, timeliness of deliveries and the customer service provided by Consolidated Press. Considering Consolidated Press' successful performance and their rates for the services are fair and reasonable, staff recommends contract award for printing and delivery of transit guides to the lowest, responsive and responsible bidder, Consolidated Press.

5) **Alternatives:**

(1) Authorize the General Manager to enter into a one-year contract with Consolidated Press, with four one-year options to extend, to print and deliver transit guides.

(2) Defer action. Deferring action may impact our ability to provide transit guides for customers in a timely manner after depleting the current transit guides.

6) **Budget Notes:** The 2017 budget has \$96,000 reserved for all of Marketing's printing needs. Depending upon the number of service changes and the additional printings required, Marketing estimates the cost of the transit guides in 2017 will be between \$30,000 and \$35,000.

7) **Goal References: Goal #2:** *"Providing outstanding customer service."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705 5829

SUBJECT: Surplus Van Grant Program

-
- 1) **The Issue:** Whether to authorize the General Manager to grant up-to-four surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).
-
- 2) **Recommended Action:** Authorize the General Manager to grant four surplus vanpool vehicles to non-profits in our service area. Recipients to be announced at the December 7, 2016, ITA meeting.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet need for group transportation.
-
- 4) **Background:** On September 3, 2003, the ITA 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 PTBA to meet the transportation needs of their clients not met by Intercity Transit's regular services.

Applications were available, November 3, 2016, due November 30, 2016. Staff sent notices to community groups, preparing a press release, using social media and our website and Thurston Regional Planning Council's list of community service groups to promote the program. An open house was held on, Thursday, November 17, 2016, to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant program has awarded 41 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 Catholic Community Services, InterFaith Works, Community Youth Services, and the YWCA. These and other organizations use their vans for transporting low-income clients; trips to the food bank, medical and social services appointments; transporting seniors to nutrition services, medical appointments; and much more.

-
- 5) **Alternatives:**
A) Grant four surplus vanpool vehicles.
B) Don't make surplus vans available for the Surplus Van Grant Program for this cycle.
C) Delay action until a future date.
-
- 6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at approximately \$10,000 per vehicle or a total of \$40,000 for four vehicles.
-
- 7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority

FROM: Jim Merrill, Director of Operations & Maintenance, 705-5889

SUBJECT: Revising Transporting Passengers with Service Animals, Support Animals and Pets Policies

1) **The Issue:** Operators face potential conflict when interacting with passengers traveling with service animals, pets and support animals. This impacts public perception of the customer service operators provide, positive or negative. Modification of Intercity Transit's policies is needed to standardize accommodation of passengers traveling with service animals, pets and support animals.

2) **Recommended Action:** Provide feedback on possible policy modification.

3) **Policy Analysis:** Intercity Transit currently has three separate policies pertaining to transporting passengers with the following categories of animals: 1) Service Animals, 2) Support Animals and 3) Pets. The Director of Operations & Maintenance will lead a policy analysis discussion for modification of these policies to best accommodate our customer's needs while lessening impacts on daily operations and maintaining adherence to the Americans with Disabilities Act (ADA).

4) **Background:** Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Additionally under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.

Intercity Transit's "Transporting Passengers with Service Animals" policy written in 2004 details accommodation of passengers traveling with service animals. The policy establishes definition of a "service animal", clarifies that Intercity Transit allows service animals on public transportation, questions staff may ask about the service animal, that no fare is charged and situations under which staff may ask for removal of the service animal based on the animal's behavior. In 2009, the Director of Operations & Maintenance issued an update to

this policy in Accountability Memo 09-45. The memo directs Operators that if a passenger indicates their animal is a service animal, to welcome them aboard and not ask for additional information of what service the animal is trained to provide. The memo maintains situations under which staff may ask for removal of the service animal based on the animal's behavior.

In 2005, the "Transporting Passengers with Pets" policy was written. The policy establishes definition of a "pet", clarifies that Intercity Transit allows pets on public transportation *when in a container*, situations under which staff may refuse service to passengers with pets, that no fare is charged and situations under which staff may ask for removal of the service animal based on the animal's behavior.

Additionally in 2005, the "Transporting Passengers with Support Animals" was written. The policy establishes definition of a "support animal", clarifies that Intercity Transit allows support animals on public transportation *when in a container*, situations under which staff may refuse service to passengers with support animals, that no fare is charged and situations under which staff may ask for removal of the support animal based on the animals behavior.

Intercity Transit is considering streamlining all three policies to allow service animals, pets and support animals to ride without a container. The modified policies maintain situations under which staff may refuse service to passengers with animals or ask for their removal, based on the animal's behavior.

5) **Alternatives:** Leave policies as written.

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

7) **Goal Reference:** Goal #1, "*Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*" Goal #2, "*Provide outstanding customer service.*" Goal #3, "**Maintain a safe and secure operating system.**" Goal #6, "*Encourage use of services.*"


8) **References:** A. DL-6250-PO Transporting Passengers with Service Animals
B. Accountability Memo 09-45 Service Animal Policy
C. DL-6258-PO Transporting Passengers with Support Animals
D. DL-6257-PO Transporting Passengers with Pets

Effective: August 20, 2004
Cancels: New

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POLICY-DL-6256

See Also: U.S. Department of Justice, Disability Rights Section, ADA Business Brief: Service Animals

Approved by: 

Mike Harbour


Director of Operations

Written by: Kitty Hutchins

TRANSPORTING PASSENGERS WITH SERVICE ANIMALS

Definitions:

“Service Animal” – A working animal individually trained to perform tasks for people with disabilities, such as:

- guiding people who are blind,
- alerting people who are deaf,
- pulling wheelchairs,
- alerting and protecting a person who is having a seizure, or
- performing other special tasks

This policy applies to passengers traveling with a “service animal.”

1. Intercity Transit Allows Service Animals on Vehicles

Under the Americans with Disabilities Act (ADA), Intercity Transit will allow people with disabilities to bring their service animals onto a vehicle where passengers are normally allowed to ride.

2. Staff May Ask About the Animal

Intercity Transit staff may ask if an animal is a service animal. Staff may further inquire about the training the animal received to perform specific tasks. Intercity Transit will NOT require an identification card for the animal or ask about the person’s disability. If an animal demonstrates inappropriate behavior, staff may seek validation of the animal’s service training.

3. Service Animals Ride Transit Free

Intercity Transit will not charge a fare for a service animal. Intercity Transit may charge a passenger for damage caused by his/her service animal.

4. Staff May Ask For Removal of the Service Animal

Intercity Transit will NOT ask a person with a disability to remove his/her service animal from the vehicle unless:

POLICY-DL-6256

- The animal is out of control and the animal's owner does NOT take effective action to control it; or
- The animal poses a direct threat to the health or safety of others.

Intercity Transit will provide the passenger the option to utilize public transit service without having the animal on the vehicle.

Operations ACCOUNTABILITY Memo

July 24, 2009

MEMO #09-45

To: All Operators

From: Jim Merrill

Subject: Service Animal Policy

After discussions with Operators and staff I am changing our Service Animal Policy. This is a reflection of what is actually occurring and should be easier for Operators to enforce.

The new policy directs Operators to ask "Is that a Service Animal" and **not** ask "What service is it trained to perform."

If the answer to the first question is **Yes**, the customer and animal **shall** be allowed to ride.

The animal must then be well-behaved and not violate our rules to continue to be transported.

Those rules are:

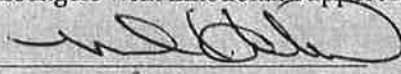
- No aggressive behavior;
- No begging for food;
- No sniffing people or merchandise;
- Must not block passenger aisle;
- The owner must have control of the animal at all times.

Thank you for your assistance in this matter. Please see me if you have any questions.

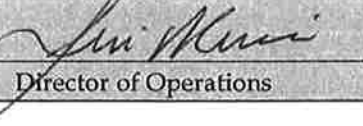
POLICY-DL-6257

See Also: Policy-DL-6257, Transporting Passengers With Service Animals; Policy-DL-6258, Transporting Passengers with Emotional Support Animals

Approved by:



Mike Harbour


Director of Operations

Written by: Kitty Hutchins

TRANSPORTING PASSENGERS WITH PETS

Definitions:

"Pet" - A domesticated animal kept for pleasure rather than utility.

"Small Pet" - a domesticated animal weighing less than twelve pounds.

This policy applies to passengers traveling with a "pet."

1. Intercity Transit Allows Pets On Vehicles

Intercity Transit will allow passengers to bring "small pets" onto a vehicle where passengers are normally allowed to ride. The passenger must have the pet in a container which will both contain and restrain the animal. The container need not be a kennel; however, it must be sturdy enough to prevent the animal from escaping and/or harming other passengers. The container can NOT block the aisle of the vehicle at any time.

2. Staff May Refuse Service to a Passenger With a Pet

Intercity Transit staff may refuse service to a passenger with a pet if:

- The animal is not contained in a suitable container; or
- The animal poses a direct threat to the health or safety of others.

3. Pets Ride Transit Free

Intercity Transit will not charge a fare for a pet. Intercity Transit may charge a passenger for damage caused by his/her pet.

4. Staff May Ask For Removal of the Pet

Intercity Transit will NOT ask a passenger to remove his/her pet from the vehicle unless:

POLICY-DL-6257

- The passenger removes the animal from its container while on board the vehicle; or
- The animal is out of control and the animal's owner does NOT take effective action to control it; or
- The animal poses a direct threat to the health or safety of others.

Intercity Transit will provide the passenger the option to utilize public transit service without having the pet on the vehicle.

Effective: June 3, 2005

Page: 1 of 2

Cancels: New

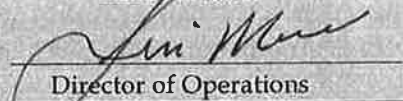
POLICY-DL-6258

See Also: POLICY-DL-6256, Transporting Passengers with Service Animals; POLICY-DL-6257, Transporting Passengers with Pets

Approved by:



Mike Harbour


Director of Operations

Written by: Kitty Hutchins

TRANSPORTING PASSENGERS WITH EMOTIONAL SUPPORT ANIMALS

Definitions:

“Emotional Support Animal” - An animal which is not specifically trained to perform a function for a particular person with a disability but provides some level of comfort to the person. These animals are not afforded access rights under the Americans with Disabilities Act.

“Service Animal” - A working animal individually trained to perform tasks for people with disabilities, such as:

- guiding people who are blind,
- alerting people who are deaf,
- pulling wheelchairs,
- alerting and protecting a person who is having a seizure, or
- performing other special tasks.

“Pet” - A domesticated animal kept for pleasure rather than utility.

This policy applies to passengers traveling with an “emotional support animal.”

1. Intercity Transit Allows Emotional Support Animals on Vehicles

Intercity Transit will allow passengers to bring emotional support animals onto a vehicle where passengers are normally allowed to ride. The passenger must have the animal in a container which will both contain and restrain the animal. The container need not be a kennel but must be sturdy enough to prevent the animal from escaping and/or harming other passengers. The container can NOT block the aisle of the vehicle at any time.

2. Staff May Refuse Service

Intercity Transit staff may refuse service to a passenger with an emotional support animal if:

- The animal is not contained in a suitable container; or
- The animal poses a direct threat to the health or safety of others.

POLICY-DL-6258

3. Emotional Support Animals Ride Transit Free

Intercity Transit will NOT charge a fare for an emotional support animal. Intercity Transit may charge a passenger for damage caused by his/her emotional support animal.

4. Staff May Ask For Removal of the Emotional Support Animal

Intercity Transit will NOT ask a passenger to remove his/her emotional support animal from the vehicle unless:

- The passenger removes the animal from its container while on board the vehicle; or
- The animal is out of control and the animal's owner does NOT take effective action to control it; or
- The animal poses a direct threat to the health or safety of others.

Intercity Transit will provide the passenger the option to utilize public transit service without having the emotional support animal on the vehicle.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: December 7, 2016**

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

1) **The Issue:** To adopt the 2017–2022 Strategic Plan.

2) **Recommended Action:** Adopt the 2017–2022 Strategic Plan as presented.

3) **Policy Analysis:** The Intercity Transit Authority must annually adopt a Budget and the Transportation Improvement Program and Program of Projects. The 2017–2022 Strategic Plan provides the framework for these and maps Intercity Transit’s plan over the next six years.

4) **Background:** The 2017–2022 Strategic Plan continues the Authority’s practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002–2008 Strategic Plan in early 2002.

A draft strategic plan was made available to the public for review and comment with a public hearing on November 16, 2016. The Strategic Plan proposes status quo fixed-route service levels and an increase in Dial-A-Lift service by 2,000 annual hours.

The 2017-2022 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2017 Operating and Capital budget and the Transit Development Plan Update to take place in April 2017.

5) **Alternatives:**

A. Adopt the 2017-2022 Strategic Plan as presented.

B. Direct staff to make changes to the plan for adoption at a future date. There is no legal requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The 2017-2022 Strategic Plan and 2017 Budget outline how we will address each of the Authority goals and allocate funds to specific projects to accomplish this.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority
FROM: Ben Foreman (705-5813)
SUBJECT: 2017 Budget Adoption

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- 1) **The Issue:** Adopt the 2017 Budget.
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- 2) **Recommended Action:** Adopt Resolution 03-2016 that establishes the 2017 Budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2017 budget documents rest heavily on the Strategic Plan that the Authority is scheduled to adopt at this meeting. The Strategic Plan states the Authority's policies regarding service levels, fare levels and capital projects.
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- 4) **Background:** The 2017 draft budget has been available to the public since Thursday, November 3, 2016. A public hearing was held on Wednesday, November 16, 2016.

The proposed operating budget including new projects and positions for 2017 is \$39,865,206. The capital and major projects budget for 2017 is proposed at \$17,018,202. Carry-over operating expenses from 2016 are \$1,730,000 and carry-over capital and major projects from 2016 are \$19,583,609.

Total budget for 2017, including carry-over projects is \$78,197,017.

The proposed budget includes one additional operator to accommodate our service hour growth in Dial-A-Lift. There are an additional two staff positions, a Vehicle Service Worker and a Dail-A-Lift Dispatch Specialist contained in the proposed 2017 budget. General wage increases for IAM staff has been met by contract at 2.75%. ATU staff's general wage increase was set by contract at 2.75%. Non-represented staff have a general wage provision in the 2017 budget of 3.0%.

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- 5) **Alternatives:**
- A) Accept the budget as presented and formally adopt the budget for 2017.
 - B) Direct staff to revise the proposed 2017 budget and adopt the budget as revised.
 - C) Direct staff to revise the proposed 2017 budget and bring the revised budget back to the Authority at a special meeting on December 21, 2016.

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- 6) **Budget Notes:** The 2017 Budget sets the budget for the coming year.
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- 7) **Goal Reference:** The annual budget directs how we address all our goals.
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- 8) **References:** Draft 2017 Budget (2017 Discussion Guides), previously distributed to the Authority. Reconciliation of Proposed 2017 Budget and Draft 2017 Budget (2017 Discussion Guides). Resolution 03-2016 Adopting the 2017 Budget.

Reconciliation of Proposed 2017 Budget and Draft 2017 Budget (2017 Discussion Guides)

	Discussion Guide Original	Subtract	Add	Project Total	Proposed Budget
Draft Budget Per Discussion Guide (Public Document)					76,758,814
DEV-006 UST Replacement/Renovation	7,705,347		1,094,653	8,800,000	1,094,653
DEV-009 New Furniture			25,000	25,000	25,000
FIN-003 Training for ESMS Internal Auditors (4)			10,000	10,000	10,000
MC-008 Youth Education Program	24,100		6,050	30,150	6,050
PL-009 Short/Long range Plan	97,500		72,500	170,000	72,500
PL-010 Transit Signal Priority	900,000	(195,000)		705,000	(195,000)
PL-013 Bus Stop Enhancements	175,000		205,000	380,000	205,000
TRPC/TAP funds = \$328,700					
General Increase in Health Care RCW 41.05.050			220,000	220,000	220,000
Total Draft Budget for December 7, 2017 Authority Meeting					<u>78,197,017</u>
Previous Draft Budget					<u>76,758,814</u>
Difference					<u>1,438,203</u>

**INTERCITY TRANSIT
RESOLUTION NO. 03-2016
ADOPTION OF THE 2017 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2017 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2017 and

WHEREAS, at said public meeting, the 2017 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2017 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$ 58,204,857
Estimated Revenues	55,175,044
TOTAL ESTIMATED RESOURCES	\$ 113,379,901

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$ 78,179,017
Estimated Ending Cash Balance	35,200,884
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$ 113,379,901

ADOPTED: This 7th day of December, 2016

INTERCITY TRANSIT AUTHORITY

Jeff Gadman, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM:

**Dale Kamerrer
Legal Counsel**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Short & Long Range Planning Consultant Contract Amendment

1) **The Issue:** Consideration of an amendment to an existing contract for the provision of short and long range planning services.

2) **Recommended Action:** Authorize the General Manager to execute an amendment to the contract with Nelson/Nygaard Consulting Associates, Inc. increasing the total contract to a revised not-to-exceed amount of \$168,592 for the provision of short and long range planning services.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** A request for proposals for the provision of short and long range planning services was originally released on June 20, 2012. Nelson/Nygaard was selected and the ITA authorized a contract and an initial budget of \$79,958 in 2012 for short and long range planning work. In 2013 and 2014 some route evaluation work was completed (\$18,907.87 expended), however the full planning effort was delayed.

In 2015 the ITA began discussions with staff regarding a more substantial community outreach and planning effort and it was agreed the short and long range planning work should be coordinated with the "Community Conversation" work. Following several briefings in late spring 2016 with staff, Nelson Nygaard participated in the ITA Retreat on September 21, 2016, to gain perspective on the ITA's vision for incorporating the short and long range plan along with the Community Conversation.

The amended contract provides resources for the additional technical and future alternatives planning work to pursue the updated scope of work for the short and long range plan. This amendment adds approximately \$88,545 to the previously authorized contract amount for a total contract not-to-exceed amount of \$168,592. The contract value to complete all work remaining in the updated scope of work is \$149,592.

Nelson/Nygaard has extensive experience with short and long range planning work for transit including past work with Intercity Transit. The updated scope of work provides for an extensive evaluation of our current services, and considers the short and long term needs given current and projected funding. The long range planning activity will look more comprehensively into the future system needs for Intercity Transit and include future service alternatives that assume different scenarios related to our future service and capital program needs. These scenarios will be supported by the Community Conversation and extensive public involvement process that will reach out beyond our current riders and into the Thurston County community. Nelson/Nygaard's approach fits our needs and staff believes Nelson/Nygaard will lead a successful plan development process.

5) **Alternatives:**

- A. Authorize the General Manager to execute an amendment to an existing contract with Nelson/Nygaard Consulting Associates, Inc. for a revised not-to-exceed amount of \$168,592 for the provision of short and long range planning services.
- B. Defer action. Our goal is to complete a short and long range service plan every six years. It has been six and a half years since completion of our last plan.

6) **Budget Notes:** The 2017 budget includes \$170,000 for this project.

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community."* **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-G
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares (705-5838)
SUBJECT: Citizen Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc committee for Citizen Advisory Committee appointments.

2) **Recommended Action:**

- A. Appoint *Austin Wright* to the youth position beginning January 1, 2017.
- B. Appoint the following individuals to full three-year terms beginning January 1, 2017: *Peter Deidrick; Tim Horton; Marie Lewis; and Marilyn Scott.*

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Citizen Advisory Committee. Interviews took place on November 16, 2016. The committee consisted of *Karen Messmer, Don Melnick, Jan Burt, and Michael Van Gelder*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

5) **Alternatives:**

- A. Appoint *Austin Wright* to the youth position beginning January 1, 2017. Appoint the following individuals to full three- terms beginning January 2017: *Peter Deidrick; Tim Horton; Marie Lewis; and Marilyn Scott.*
- B. Recommend other applicants from the pool of candidates be appointed.
- C. Defer appointments. This would leave the CAC with 15 members rather than 20.
- D. Recommend staff conduct another recruitment.

6) **Budget Notes:** No further costs unless a second recruitment is desired.

7) **Goal References:** Appointment of new members to the CAC meets **Goal #1:** "*Assess the transportation needs of our community.*"

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-H
MEETING DATE: December 7, 2016

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2017.

2) **Recommended Action:** This is an informational item. Staff will provide a list of grant applicants and the total amount being requested in discounted bus passes at this time.

3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program up to \$300,000 in bus passes each year.

4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$300,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons. This is the sixth year of the program.

Staff issued the application October 17, 2016, with a due date of November 18, 2016. Staff will provide a list of qualifying applicants at the December 7, 2016 Authority meeting. If funding remains beyond this initial award period, this program has a rolling application process which awards on a first-come, first-serve basis.

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

6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased.

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community.”*
Goal #4: *“Provide responsive transportation options.”*

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