

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, May 19, 2021
5:30 P.M.

This meeting will be held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

You can dial in using your phone. Dial in at 5 p.m. for a sound check.

United States: +1 (872) 240-3212

- One-touch: <tel:+18722403212,677033893#>

Access Code: 677-033-893

The public may join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|----|--|--------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
General public comment may be submitted prior to each Intercity Transit Authority meeting. | 5 min. |
| | <ul style="list-style-type: none">• By Email to pmessmer@intercitytransit.com by 12 noon on May 19, 2021.• By Phone – Contact the Clerk of the Board at 360-705-5860 by 12 noon May 19, 2021.• By USPS - mail public comment to “Public Comments” P. O. Box 659, Olympia, WA 98507. | |

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| 3) | PUBLIC HEARING
A. 2022-2025 TIP (<i>Eric Phillips</i>) | 15 min. |
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The public can provide testimony on the public hearing by Email or Phone.

Submit testimony **by email** to pmessmer@intercitytransit.com. **Emailed testimony must be submitted by 12:00 p.m. on May 19, 2021.**

By Phone: Please register with the Clerk of the Board if you wish to testify by phone. **Call 360-705-5860 by 12:00 p.m. on May 19, 2021 to register.**

For questions, please contact the Clerk of the Board at 360-705-5860.

- | | | |
|----|--|---|
| 4) | INTRODUCTIONS
A. Tim Houdyshell, Operations Trainer (<i>Cameron Crass</i>)
B. Art Snyder, Facilities Specialist (<i>Julie DeRuwe</i>) | 15 min. |
| 5) | NEW BUSINESS
A. Dial-A-Lift Study (<i>Eric Phillips and Tim Payne of Nelson Nygaard</i>)
B. Planning Consultant Contract Amendment Nelson Nygaard (<i>Jeff Peterson</i>)
C. TDP Overview / Request for Public Hearing (<i>Rob LaFontaine</i>)
D. WSDOT Agreements Smart Corridors/Martin Way Park-&-Ride Direct Access Projects (<i>Eric Phillips</i>) | 60 min.
5 min.
10 min.
10 min. |
| 6) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (May 7) (<i>Carolyn Cox</i>) | 5 min. |

- B. Transportation Policy Board (May 12) (Don Melnick) 5 min.**
C. Community Advisory Committee (May 17) (Allison Spector) 5 min.

- 7) GENERAL MANAGER'S REPORT 10 min.**
8) AUTHORITY ISSUES 10 min.

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its 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 Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: May 19, 2021

FOR: Intercity Transit Authority
FROM: Eric Phillips, Development Director, 360.705.5885
SUBJECT: 2022-2025 Transportation Improvement Program Public Hearing

- 1) **The Issue:** Take public testimony on the draft 2022-2025 Transportation Improvement Program (TIP) for anticipated federally funded projects identified for programming into the local, regional and state planning documents prior to proposed ITA adoption on June 2, 2021.

- 2) **Recommended Action:** Consider public testimony.

- 3) **Policy Analysis:** Federal grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.

- 4) **Background:** On April 21, 2021, the ITA scheduled a public hearing on the draft 2022-2025 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's *2020-2025 Transit Development Plan*, adopted *Short- and Long-Range Plan*, and the *2021-2026 Strategic Plan*. These documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Tonight's scheduled public hearing provides an opportunity to receive public input regarding the programming of federally funded projects. Projects in the TIP are included if they are anticipated to receive Federal Funding during the Plan years.

Program elements in the draft 2022- 2025 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2022-2025.
- Construction of Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.
- Acquisition of heavy-duty coaches to replace ones that have been in service at or beyond their expected useful life.
- Purchase of replacement Dial-A-Lift vans to meet the needs of our region's eligible clients.
- Purchasing of replacement vanpool vans.

- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long-Range Plan.
- Planning, design, and capital improvements to provide High Capacity or “BRT Light” corridor service consistent with the adopted Long-Range Plan.
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle-Tacoma-Everett metropolitan area.
- Planning, design and construction of Alternative Fuel Infrastructure and fleets.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 2, 2021. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must be included in the STIP prior to actual funding being available.

2021- 2024 TIP projects total more than \$112 million with more than \$84 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for 2022 through 2025 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Exhibit 1 - Draft 2022 - 2025 TIP.
Exhibit 2 - Published TIP News Release.

Exhibit 1 - 2022 - 2025 Intercity Transit
Transportation Improvement Program
April 21, 2021- Draft

IT #	Project	2022	2023	2024	2025	TOTAL 2022-2025	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance (PSRC Earned Share)	\$400,000	\$1,224,192	\$1,224,192	\$1,224,192	\$4,072,576	\$3,258,061	PSRC Earned Share Sec. 5307 and Sec. 5339	\$814,515.20	\$4,072,576.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement (PSRC Earned Share)	\$1,842,500	\$1,000,000	\$1,000,000	\$1,000,000	\$4,842,500	\$3,874,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$968,500.00	\$4,842,500.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TA)	\$1,666,667	\$1,497,125	\$260,000	\$260,000	\$3,683,792	\$3,186,480	Local and Federal/Regional	\$497,311.92	\$3,683,792.00	TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TA)	\$149,132	\$149,132	\$171,502	\$171,502	\$641,268	\$516,000	FHWA (TA in 2022/2024) transfer to FTA	\$86,571.13	\$602,571.13	TRPC Secured Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$802K planning for alt fuels (PSRC earned share and Direct Apportionment)	\$997,237	\$307,039	\$307,039	\$10,000,000	\$11,611,315	\$9,289,052	Sec. 5307, 5339 & PSRC Earned Share	\$10,322,263.00	\$19,611,315.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement Dial A Lift Propane ready vehicles - \$158K	2,844,180	\$1,404,000	\$175,820	\$0	\$4,424,000	\$3,539,200	TRPC Regional Funds and State/WSDOT Consolidated Grant	\$884,800.00	\$4,424,000.00	Partially funded (includes State Consolidated grant and TRPC regional application)
7	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$7,000,000	\$3,000,000	\$0	\$0	\$10,000,000	\$8,000,000	PSRC Earned Share Sec. 5307 and Sec. 5339, State request	\$2,000,000.00	\$10,000,000.00	Partially funded. \$5M leg ask from WSDOT not confirmed.
8	IT1902 Martin Way Park & Ride Direct Access	\$1,345,500	\$1,345,500	\$750,000	\$400,000	\$3,841,000	\$3,072,800	State RMG & Federal 5339 & 5307	\$768,200.00	\$3,841,000.00	Unfunded, State RMG application but not confirmed.
9	IT1903 High Capacity Corridor Service or BRT "light"	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000	\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
10	IT2001 Alternative Fuel Infrastructure Project	\$8,000,000	\$8,000,000	\$3,000,000	\$3,000,000	\$31,875,000	\$25,500,000	State RMG & Federal 5339 & 5307 or competitive	\$6,375,000.00	\$31,875,000.00	Unfunded, Legislative requests submitted April 2021.
Total Federal Funded Projects		\$29,673,216	\$30,426,988	\$12,888,553	\$22,127,694	\$104,991,451	\$84,235,593		\$28,717,161.25	\$112,952,754.13	Secured and Estimated Federal Funding Sources

Notes
Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration.
Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled.
Federal funding match requirements are typically 80/20.
Projects with different matching requirements are noted.
FY21 CRRSAA Act and FY21 ARPA: This federal funding does not require TIP approval.
*Puget Sound Regional Council



NEWS RELEASE

For Immediate Release:

April 22, 2021

Transit Seeks Public Comment on Transportation Improvement Projects

Olympia, WA – Intercity Transit invites public comment on potential federally funded transit projects proposed in its draft 2022-2025 Transportation Improvement Program (TIP). The comment period will be from April 22 through May 19, 2021. The public hearing scheduled for May 19th will be held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency. Opportunities to give public comment by telephone or other remote means will be made available. Further details concerning how to provide comment at the public hearing by telephonic or remote means will be posted on the Intercity Transit website at: www.intercitytransit.com.

The draft TIP details Intercity Transit's complete program of potentially federally funded projects for 2022-2025. It includes projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

The draft TIP is subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available.

The draft TIP projects could total more than \$112M in combined federal and local funds for projects planned in 2022-2025. The draft TIP and a complete list of programmed projects for potential funding are available online at intercitytransit.com/agency/plans-publications-fact-sheets or by contacting the Grants Program Administrator at 360-705-5808 or jgould@intercitytransit.com.

The public may comment by emailing (jgould@intercitytransit.com) or by writing to the Grants Program Administrator, Intercity Transit, P.O. Box 659, Olympia, WA, 98507-0659. Intercity Transit must receive written comments by 5 p.m. Tuesday, May 18, 2021, to be considered. Email questions or comments to jgould@intercitytransit.com or 360-705-5808.

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For More Information:

Jessica Gould, Grants Program Administrator
jgould@intercitytransit.com

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: May 19, 2021

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 360-705-5885
Tim Payne, Senior Principal - Nelson Nygaard

SUBJECT: Dial-A-Lift Study - Long-Range Plan Presentation

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- 1) **The Issue:** Provide an update on the long-range DAL study findings and trends, key data points, and review of performance metrics and peer comparisons.
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- 2) **Recommended Action:** Presentation and discussion only.
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- 3) **Policy Analysis:** Following passage of Proposition 1 the ITA approved an amendment with Nelson Nygaard to support implementation of the Long-Range Plan. This included a project to complete a comprehensive analysis of IT's Dial-A-Lift service consistent with the goals and service policies in the adopted [Strategic Plan](#) as well as [Short and Long Range Plan](#).
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- 4) **Background:** Following the passage of Proposition 1 the ITA approved several tasks with Nelson Nygaard to support implementation of the Long-Range Plan including the Zero-Fare analysis and DAL Study.

During the period 2013-2017 fixed-route ridership dropped by more than 10% and during the same period our DAL service increased by 12.2%. The Study provides a basis to better understand and manage future growth to ensure successful delivery of the full suite of services planned and approved under Proposition 1.

In the spring and summer of 2019, we began an extensive data review (going back to 2005), convened a staff project team to support the DAL study and review findings and key deliverables; and, confirmed service policies and practices currently in place as part of the study.

In February 2020 we were nearing completion of the draft DAL study when the COVID-19 pandemic caused us to "pause the study." This allowed time to review additional historical data related to paratransit trip scheduling and daily vehicle utilization. More importantly, we wanted to use this opportunity to include an update of the likely future ridership trends (short and long-term) as they related to the impacts of the pandemic. The final DAL Study focuses on these key topics:

- Historic ridership analysis
- Service quality assessment - performance, standards, and peer comparisons

- Eligibility and rider assessment
- Cost effectiveness – (includes peer comparisons and alternative service alternatives)
- Future ridership and costs (trend scenarios and O&M review)

As a result of significant changes in ridership due to the pandemic (and uncertainty of the duration of this disruption), the study has been updated to include post pandemic high/low projections for future ridership and O&M considerations in addition to the pre-pandemic history for reference. While the long-term impact on DAL demand is still uncertain, the study provides a critical data baseline that we will be able to use to carefully track recovery and update our annual targets more closely.

This presentation provides an opportunity to review the data history, comparable service delivery alternatives, and long-term scenarios as we plan for future DAL demand and respond to the shift in both short-term and long-term client demand for DAL service. This project represents Intercity Transit’s first paratransit long-range plan and study and provides important baseline data that will inform the strategic plan, as well as annual budget process.

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

6) **Budget Notes:** Funding for this project was identified and budgeted in the 2019 budget and carried forward into 2021 as planned.

7) **Goal Reference:** **Goal 1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal 4:** *“Provide responsive transportation options within financial limitations.”* **Goal 7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: May 19, 2021

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Planning Consultant Contract with Nelson Nygaard

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- 1) **The Issue:** Consideration of an amendment to an existing contract for the provision of planning services.
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- 2) **Recommended Action:** Authorize the General Manager to execute an amendment to the contract with Nelson Nygaard Consulting Associates adding an additional \$55,000 to the contract for a revised not-to-exceed total contract amount of \$401,862 and extending the contract through December 31, 2022.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve an expenditure over \$100,000.
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- 4) **Background:** A request for proposals for the provision of the existing planning services contract was originally released on June 20, 2012. Nelson/Nygaard was selected and the ITA authorized a contract in 2012 for short and long-range planning work. In early 2017 the contract was amended to include market research, public outreach, review of service, develop a short term plan, define mobility options, land use scenarios, and develop a long term plan. This body of work increased the contract value to \$168,592. In the fall of 2017, the contract was amended to include the assessment of planning and scheduling functions supporting anticipated service changes. In January 2019 the contract was amended to include implementation assistance following passage of IT Proposition 1, including a comprehensive study evaluating the current fare payment system and alternatives (our Zero-Fare project) as well as completion of a paratransit (DAL) study/long-range plan. The 2019 amendment increased the total contract value to \$346,862. Our existing contract expires June 30, 2021.

The proposed scope of work for additional tasks supported with this increase includes technical support for the following: 1) annually required NTD reporting. 2) Implementation and technical support related to the new APC system implementation and reporting including calculating methodologies and procedures related to federal reporting requirements. The resulting amendment (\$55,000 increase) will increase the total contract value to \$401,862.

Implementation of these tasks and associated project management is anticipated to last through December 30, 2022.

Nelson Nygaard has conducted quality studies and detailed reports for Intercity Transit. Staff appreciates their analysis and guidance to help steer the future of our operations and therefore recommends proceeding with the contract amendment.

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- 5) **Alternatives:**
- A. Authorize the General Manager to execute an amendment to the contract with Nelson Nygaard Consulting Associates adding an additional \$55,000 to the contract for a revised not-to-exceed total contract amount of \$401,862 and extending the contract through December 31, 2022.
 - B. Defer action. Contract will expire June 30, 2021 and completion of tasks may be delayed until a new contract is established.
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- 6) **Budget Notes:** Planning has allocated \$65,000 in the 2021 budget for service performance and reporting from which tasks proposed will be completed under this contract.
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- 7) **Goal References:** **Goal #1:** *“Access the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #6:** *“Encourage use of our services.”*
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- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: May 19, 2021

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Authorize a Public Hearing for the 2020 Annual Report & 2021 - 2026 Transit Development Plan

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- 1) **The Issue:** Authorize a public hearing to receive public comment on the draft 2020 Annual Report and 2021-2026 Transit Development Plan (TDP).

 - 2) **Recommended Action:** Authorize a public hearing on June 16, 2021 at 5:30 p.m., to receive public comment on the draft 2020 Annual Report and 2021-2026 TDP.

 - 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.

 - 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2020 Summary);
- b) Description of planned changes, if any, to services and facilities (2021-2026); and
- c) Operating and capital financing elements for the previous year (2020), budgeted for current year (2021), and planned for five years (2022 - 2026).

This year's update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on June 16, 2021, staff will seek final adoption by the Transit Authority on July 21, 2021. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the

Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation on or before September 1, 2021.

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

6) **Budget Notes:** This is currently covered under the 2021 Budget. The TDP simply reports on past and projected services and service levels. The development of next year's budget will be accomplished later in 2021, when discussions on the annual update of the agency's Strategic Plan takes place.

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

8) **References:** Process Timeline

2021 Timeline for TDP Process:

May 19, 2021:	Present TDP update and schedule to ITA
May 20, 2021:	Draft published for public review
June 16, 2021:	Conduct Public Hearing at ITA Meeting
July 21, 2021:	Request ITA to Adopt 2020 Summary & 2021-2026 TDP
September 1, 2021:	Record with the State of Washington

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE:**

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5885

SUBJECT: WSDOT Agreements for Smart Corridors & Martin Way Park-&-Ride Direct Access Projects

1) **The Issue:** Consideration of two project agreements with the Washington State Department of Transportation (WSDOT) supporting the Smart Corridors Project (implementation, coordination and technical support) and the Martin Way Park-and-Ride direct access project.

2) **Recommended Action:** Authorize the General Manager to execute project agreements with the Washington State Department of Transportation supporting the Martin Way Park-and-Ride Direct Access project (JC-1486) and the Smart Corridors Project (JC 1487).

3) **Policy Analysis:** The Washington State Department of Transportation uses project review reimbursable agreements to support active projects that require direct support for services in support of multi-agency project. Following completion of the project work a supplemental agreement may be required for operations and maintenance of any facility with joint interest.

4) **Background:** The two separate WSDOT project agreements proposed will support two important grant funded projects and provide a similar structure during the project development and implementation as an Interlocal Agreement. Following completion of each project it is anticipated that an operation and maintenance agreement will be put in place between Intercity Transit and WSDOT that would address any ongoing coordination and facility related tracking.

Agreement JC 1487: Smart Corridors. This agreement provides the supportive framework for project implementation while also providing support related to tracking and managing the project in accordance with Federal Transit Administration (FTA) grant requirements. Initial estimate for support is \$5,000.

Agreement JC 1486: Martin Way P&R. This agreement provides project support and a reimbursable agreement to allow WSDOT to work with Intercity Transit to plan and construct the direct access and transit related improvements at the Martin Way Park-and-Ride lot. The facility is currently under a separate

maintenance and operating agreement which is expected to be amended following implementation of this project. The initial estimated cost for this project is \$15,000.

Staff recommends proceeding with the approval of these two project agreements with WSDOT to support completion of the Smart Corridors project and the Martin Way Park-and-Ride Direct Access project. Both projects are grant funded and are included in the 2021 budget. Any change in the anticipated total cost under each of these project agreements would be reviewed in accordance with Intercity Transit policies.

5) **Alternatives:**

- A. Authorize the General Manager to execute project agreements with the Washington State Department of Transportation supporting the Martin Way Park-and-Ride Direct Access project (JC-1486) and the Smart Corridors Project (JC 1487).
- B. Defer action. Delaying the project agreements could impact the schedules to complete the projects.

6) **Budget Notes:** The reimbursable costs associated with these agreements were anticipated as part of the overall project costs. Funds required were previously approved as part of the TSP and Smart Corridor implementation grant projects budgeted in 2021, and the Martin Way Park-and-Ride Direct Access project that is funded by a WSDOT Regional Mobility Grant.

7) **Goal Reference: Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #6:** "Encourage use of services."

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

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
April 19, 2021 - Virtual Meeting

CALL TO ORDER

Chair Euler called the virtual April 19, 2021, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Ursula Euler; Vice-Chair Walter Smit; David Bonauto; Nikki Crist; Jihan Grettenberger; John Gear; Marie Lewis; Allison Spector, and Joan O'Connell.

Absent: Billie Clark; Jonah Cummings; Isha Gabriel; Jini Namboothiri; Scott Paris; Ty Flint; Gene Angel; Carissa Putt, and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; Emily Bergkamp; Duncan Green; Jessica Gould; Cindy Fisher-Waterhouse; Kerri Wilson; Mike Burnham; Amanda Williams; Steve Swan; Daniel Van Horn, and Roshan KC.

Others Attending: Sophie Stimson, City of Olympia Planning Supervisor.

Remembrance and moment of silence for CAC Member Linda Vail's passing.

APPROVAL OF AGENDA

It was M/S/A by ALLISON SPECTOR and DAVID BONAUTO to approve the meeting agenda.

APPROVAL OF MINUTES

It was M/S/A by ALLISON SPECTOR and WALTER SMIT to approve the minutes of the March 15, 2021 CAC Meeting.

INTRODUCTIONS

Euler introduced Authority member, CAROLYN COX, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. April 21, 2021, Work Session - Marie Lewis
- B. May 5, 2021, Regular Meeting - Ursula Euler
- C. May 19, 2021, Work Session - Allison Spector

NEW BUSINESS

- A. **CITY OF OLYMPIA TRANSPORTATION MASTER PLAN UPDATE - (Sophie Stimson)**
Stimson introduced herself and indicated she was a Transportation Planning Supervisor with the City of Olympia and she would share information on the Transportation Master Plan (TMP) adopted by the Olympia City Council in February, 2021. The TMP is a unified approach

to building the street system. It will help the city advance their comprehensive plan revision, which is to build a more multimodal transportation system. The goal overall is to increase the number of trips made by walking, biking, and transit. The main outcome of the planning process was a set of long-term prioritized projects. This is the first time Olympia has comprehensively described the future transportation system. They want to build an Olympia for the public, for staff, and for policymakers. For other agencies like IT, this plan will provide more predictability and transparency. Chapter number four of the plan is really the core of it. She shared a list of the 20-year prioritized projects. They also took a really thorough look at funding, which they don't do on a regular basis, and it was a very useful exercise. They also used a plan to help update the concurrency program and impact fees. Those are a Growth Management Act toolset that really helps plan the future transportation system as more growth comes to the community. They also looked at policy considerations and know they face a lot of changes in the future of transportation including autonomous vehicles. This is just one example, but there are many. And while they didn't have all the answers, they really wanted to be able to identify the things they should have their radar on to be able to study further into the future. Similarly, they identified some geographic areas of the city that they want to study further. They also included a maintenance operations chapter, because a lot of people's experience using the street system has to do with day to day operations of the actual system. She shared some background on the public input including how they used interactive maps. These types of tools are based in GIS. They used two of the maps as online tools to share ideas and seek input from the public. They used the text, graphics, and actual maps to explain ideas. Then they embedded surveys to ask people for feedback. For each survey they received over 300 responses which is great when you compare it to any kind of open houses used in the past. Through the surveys they received public support for the types of projects to include in the plan and the ways that projects might be prioritized. People told them about their funding priorities. The story maps were also valuable in informing people about the development of the plan. They could see how many people viewed the two story maps. It was a really excellent tool for keeping people informed about the project. The project lists are really the core of the plan. They developed the project list including the types of projects that will improve the street system for people walking, biking, riding the bus, and driving. They have been strategic about where improvements are needed. Not all of the streets need all types of improvements. They developed a system of targets for many of the projects on the list. The system targets are metrics that describe an adequate level of service. For example, one system target is that people should be able to find a safe, enhanced crosswalk 300 feet from a bus stop or other common pedestrian destination on a major street. An enhanced crosswalk means more than just the markings, or a crossing island, or those flashing beacons that you might see in parts of town. Another example of a system metric is that people should be no more than a half mile from a low stress bike route meaning a route that people of a wide range of age and ability would be interested in biking on. Another metric is that there will be sidewalks on at least one side of all the major streets. This was a more data driven approach than they have done in the past. It's predictable and a more equitable way to plan for needed improvements to streets. She shared a review of funding looking at the capital side, not the operations side, the day-to-day expenses. This is just the capital side for constructing new improvements. Typically they have about \$6.5M in revenues per year for capital improvements. It really helps set the stage for what they can accomplish in the TMP. They know they will need additional funding and have identified some potential new revenue sources. While they describe these in the plan they don't make any distinct recommendations about using them. They expect that this will help inform the city council regarding future funding discussions and decisions and how any new revenue they develop would be applied to the prioritized project list in this plan. They will be making progress in building the projects

they have identified with the existing funding. It became clear while developing the plan that new revenues were needed. She shared a chart showing the funding gaps for a few of the projects. This is the gap between what they have identified and what can be built in 20 years. They have given their system targets for what they would like to construct, as well as what they can afford to build in 20 years based on the typical annual funding of \$6.5M. They were very strategic about defining these system targets. She indicated they were conservative with the projects and not saying that they should put roundabouts everywhere, or that sidewalks would go on every street in the system but just the major streets. She shared four types of projects including some projects that don't actually have a distinct funding source, and among those are things like enhanced bike lanes, safety projects, and transit projects. It is also important to point out that a lot of the projects in the TMP represent a finite need. In other words, at some point they will be done making improvements to the street system, but much of their other types of projects that are not finite, for instance safety projects, they will always be trying to improve the safety of the system. The different things that cause safety problems change over the years.

Stimson indicated the other major consideration is street resurfacing needs. These definitely are not finite and the more streets are used the more they wear out and need repair. Keeping street pavement in good condition will always be an ongoing funding. Having a prioritized project list is exciting because it is more data driven. They're actually shifting towards building a much different kind of bike network called a low stress bike network that's more appealing to a broader range of age and ability. It places more emphasis on roundabout intersections because they've been shown to be safer. They spend a lot of time making sure they use space as efficiently as possible. Sometimes that means changing the way lanes work, lane configurations, and sometimes removing lanes. There is a greater emphasis on safety with the TMP. They just completed a street safety plan so they have a lot of new projects there that reflect the safety needs on the system.

Stimson added that they know they need to do some future policy work and study some parts of the city in more detail. They do have a greater understanding and appreciation for the ongoing connection between transportation and equity within the community. The understanding is growing as a community, and they have also described the operations and maintenance needs, because that is really how people experience the system from one day to the next. The plan describes the long term funding needs and gives them the opportunity to update the concurrency program impact fees which are complex. She shared additional detail about trends and indicated the plan is not prescriptive about exactly where transit improvements are needed. She added that IT staff does a great job of understanding the transit system and identifying locations where things need to be improved and working with cities to improve them. This master plan outlines the ways they can work to improve the speed for transit operations. She shared a list of some of the types of improvements they would like to work with the agency to accomplish. Based on where there are operational needs, we are also interested in helping resolve route circulation issues on our streets. For example, circulation around the Olympia Transit Center has come up in many discussions between the city and IT staff. The city will stay in close communication with your planning staff and as means emerge they collaborate on finding a way to improve the streets. A really good example was the improvements in front of the transit center on State Avenue. There are also several big reconstruction projects predicted in the next 20 years and several of them are on transit routes. All of the projects listed except Fones Road are transit routes, and so as has been the city's past practice and will be the practice into the future, IT will be consulted as the scope and design for these projects unfold. For many projects the timing and the funding has

not yet been determined. As they get closer to funding these projects, the city will consult with IT on their unique needs for transit operations on the streets.

Stimson encouraged everyone to look at the plan on the city of Olympia's website www.ci.olympia.wa.us by typing transportation master plan in the search bar.

Stimson answered questions.

Gear - inquired about the funding issue and if they could apply motor fuels tax for transportation for the sales tax without being captured by the statutory dedication of the motor fuels tax to highway purposes only.

Stimson - responded that it is beyond what she could answer but can confidently say that, in fact if the city council identifies something that could be done to generate more revenues then they would pursue it. She apologized for not having a more definitive answer and thanked Gear for putting it on the table.

Euler - indicated the CAC received a really good presentation from Rob Lafontaine last month explaining increases and decreases of transit service and future plans. One of the things that really stuck out to her is the need for density. It is really important for a public transportation system. It is right at the top of the list, with some other things. She asked Stimson to talk a little bit about what areas Olympia sees density increasing if that's possible. She would be really interested in finding out if there are certain areas identified. She is starting to look at Capitol Mall and the empty doors and has heard rumors of medical offices now moving into empty spaces. It might be an opportunity for locating housing, and higher density housing, because housing is short.

Stimson - indicated that it is so true that everything they do in transportation is so critically linked to land use, and vice versa. In particular, the goals they have to increase walking, biking, and transit are hugely dependent on achieving urban densities, especially in Olympia as the very center of the urban area. One of the metrics in the plan is reflecting on a regional Sustainable Thurston metric, which is that 72% of new housing be located within a half mile of urban corridors and centers. The region has recognized this linkage between density increases and more sustainable transportation. Sustainable Thurston developed that metric and they are saying the same thing trying to achieve those goals within Olympia's urban area. She added that she believes density will increase around the mall. Some previous work showed that the westside mall had some of the best mode splits in the city, meaning the most people were walking, biking and using transit compared to other parts of the city. This was probably because there was a lot of high density housing close to a lot of jobs. It was actually easier for people to get to them but she didn't know if that was still the case. But she added that Olympia just finished doing some pretty significant changes to their code and it's not saying that they're going to increase the allowable number of units within each zone. It is the code changes that allow the city to meet those residential densities that they established a number of years ago. They should allow different types of housing within those zones and that has been a multi-year process. The last thing is really trying to get more market rate housing in the downtown core. That makes a big difference in terms of people's ability to walk, bike, and use transit. She agrees it's crucial and thinks they're taking some steps in the right direction.

Phillips – added that the city of Olympia invited them to be part of the TMP update. They were on the steering committee and participated in the early phases. They went through a lot of the deep data dive that Stimson didn't go into too much detail about, because there's a lot there. But a lot of it explains some of the prep and theme that came from the public process. One of the things that he wanted to point out is that in the transportation planning world putting all the transportation elements together is a really difficult task. This is from a regional planning perspective and from the municipal side, as a partner, he shouldn't even say they're partners because they're actually family. It is stronger than a partnership. They rely on each other for the system, the network, and to provide the infrastructure that the community depends on. This was really nice because it is a difficult step when looking towards the funding issues. One of the nice things that came out first when you get to the challenges of the funding the packaging in this plan works really well with the regional plan because the consistency is there. That's really critical, because when they get to funding that means IT can step up on the high density corridors where they have the rich transit service planned in the future as that housing is coming along, they're going to be making investments in the infrastructure. In transit it's not just riding the bus, it's getting to the bus, getting off the bus, and completing your trip. The shift occurs within the bicycle communities as well as the walking community and even the regional commute. Those are all key factors. He sees the opportunity to align scarce resources is much more defined so that they have the chance and then move forward with more specific investments towards those denser richer community planned environments. He shared kudos for the city of Olympia for stepping up on the master plan. Putting all your transportation components under one umbrella is not an easy task because of all the requirements to look critically at the future funding. It's scary when you look at the need versus the amount of resources that are there. It also provides an opportunity to prioritize those things that are investments the community wants to see happen first and shift those more in alignment with the land use plan. They were part of the process early on and continue to be strong partners. He thanked Stimson for taking the time to come out tonight. He wanted the CAC to know that IT was an active participant over the last year and a half since they started scoping and it was a long process.

- B. 2021 BICYCLE COMMUTER CHALLENGE UPDATE - (*Duncan Green*)** Green introduced himself and indicated he is the Bicycle Commuter Challenge (BCC) coordinator for IT. Green stated he was reporting on the winter bike challenge that took place in February and would also update everyone on the preparations for the BCC in May. He shared the poster and theme for this year's BCC for 2021. The original drawing that inspired the theme this year was the winner of the winter bike art contest. She is the seven year old daughter of an IT employee. He thanked Kenna for contributing her original drawing and indicated he adapted it for the poster. The winter bicycle challenge is for the stalwart year-round bicycle commuters and riders in the community and there are actually quite a few. The winter BCC runs for the month of February and participants are awarded weekly prizes and can participate in the bike art contest. This year's winter BCC was surprisingly successful in spite of almost a week of very wintry conditions with snow on the ground for several days. There were also some really spectacular days in February. Rider's made the most of those nice days, and some of us were out there even in the snowy weather. They had the second highest number of participants at 270 take part. The only time there were more was last year and that was basically the last BCC event to take place before the pandemic. They didn't lose much in the way of riders and they actually gained in terms of miles. Participants rode more miles in the winter BCC than they had ever done before. This is the ninth winter BCC, so things are looking up for bicycling in the winter. They had 60 teams and their members

bicycled a total of 1927 days. A total of 25 people won prizes. The next event coming up is the Earth Day Market ride. Typically in the past riders would gather at the park downtown and ride together to the Farmer's Market. Since they can't do that these days they have adapted the Earth Day Market ride by working with the Farmer's Market to provide a free plant start to the first 50 riders. The BCC will also provide a free gift bag to people who ride their bikes individually to the Farmer's Market this year. People will ride on their own or with family members on Earth day which is this coming Thursday, April 22nd. If people get there early enough they'll get a free plant start and a nice shopping tote from the BCC.

Green shared that coming on May 1, is the 2021 BCC. As with everything it has to be adapted to the pandemic this year and the BCC is no exception. Thankfully bicycles are very adaptable and all encompassing in their benefits. While many people are still working from home and others are still out of work bicycling remains an affordable means of transportation and a great way to get out for physically distanced exercise and fresh air. Riding a bike for a little while each day can benefit physical and mental health to help keep folks balanced in a stressful time. To address that and the various challenges everyone is facing the BCC is allowing participants to count their rides for all reasons this year. One of the slogans this year is Fitness, Transportation, and Fun - all rides count in 2021. One of the really fun things about the BCC is that there are so many amazing prizes and so many participants end up winning a prize. There are a lot of prizes this year, as always, to encourage people to ride and celebrate their accomplishments. There is fun, practical bike gear from Portland Design Works, which is as you might imagine, is a Portland based by bike gear company. There is coffee mugs donated by local espresso parts and a new quilt in the works from a BCC participant named Pam who has made several quilts in the past as a prize for one lucky BCC participant. There is a lot of great stuff including the grand prize which is a bicycle vacation with Adventure Cycling Association. They were of course impacted by things last year but are starting to operate trips again this year. They provide a gift certificate for one of their trips that is good for three years so if you're not quite ready to head out on a bike trip this year it's good for a few more years. To be eligible for coupons and get into prize drawings all you have to do is log one ride in May. If participants ride at least once per week they'll be entered in that week's prize drawing. Log 10 days or more and get extra coupons and if participants log 15 days or more they'll be entered to win the grand prize. This year the BCC will also begin offering t-shirts again. They are using a local printer who is working on getting the t-shirts ready and hope to have them in time for the beginning of the BCC in early May. The BCC also started working with sponsors again after taking last year off due to the pandemic. Not everyone has been able to chip in this year but they do have 36 sponsors that have generously offered to contribute discount coupons or prize items to the BCC. He is grateful to those sponsors and is happy that many of the sponsors from the past are still kicking and able to chip in for the BCC. He really encourages people to patronize these businesses whether it's by taking the BCC coupon there to redeem it, or just going in and patronizing local businesses in Olympia. Green is looking forward to another successful year for the BCC in spite of the many other challenges that everyone is facing these days.

Green answered questions.

Grettenberger - indicated she is a huge fan of the BCC in general and getting people to bike and she really appreciates that this year there's an emphasis on joy and just having fun biking. She thinks that it is something that has been lost in the past marketing and that regardless of why someone is there especially for new bikers that fun should continue to be

one of the main drivers. It gets people outside because not everyone is motivated by the environmental impacts of it. She loves how staff has been able to adapt to get people to still do these competitions whether just by miles or whatever it might be. She added that this year for the winter BCC she struggled adding her miles to the electronic log retroactively.

Green – thanked Grettenberger for sharing that and asked to communicate further about that so he can better understand the issue.

- C. **2022-2025 TRANSPORTATION IMPROVEMENT PROJECT** – (*Jessica Gould*) Gould introduced herself and shared she is the Grants Program Administrator and would share an overview of the Transportation Improvement Program (TIP) for 2022 through 2025. She added that she would share what the program is, why the agency has it and how it ties to the projects that the agency will be pursuing, along with the timeline for the ITA to adopt it. Going forward she would refer to it as the TIP. The TIP is IT's complete program of anticipated federally funded projects for the coming four years. All transits are required to have it and it is used as a guide for future projects and programs. The TIP is important for many reasons, first it really helps the agency identify and prioritize projects based on funding changes and project priorities. An example of this would be a project in the TIP the Alternative Fuels Infrastructure Project which doesn't have federal funding yet, but they are anticipating it and working hard to get the funding. This way projects that are successful will be able to move much more quickly because the project is in the TIP. Secondly, the FTA requires the agency to review all potentially federally funded projects publicly, and that's what it's doing right now and what it will be doing throughout the next few months. The TIP is the first step in the annual cycle that the agency does to review and update IT planning documents, and identify projects that need to be programmed in the TIP which is the statewide Transportation Improvement Program. The projects with federal funding all need to be included so the agency can obligate them and then actually use the funding.

Gould shared a spreadsheet of the projects included in the TIP. The first one is the Capital Preventative Maintenance Program. The agency can use federal funds for operating costs associated with maintaining the fleet which includes many vehicles that are federally funded. The next project is replacement vanpools. As an example, vanpools have a useful life of four years and some are kept longer based on how well staff maintains them. Using federal funds helps to offset some of the local costs for the agency. The TIP also includes bus stop enhancements as a project that the agency especially wants to pursue federal funding on because of the need for more stops that are accessible for rear door boarding. The catalyst for this is the zero fare demonstration project and also the effects of COVID 19. They know rear door boarding is faster and safer for operators and customers. Enhancements also include shelters, solar lights, benches, and bus signals. The agency is always pursuing regional federal funding for the Walk N Roll program. Funding has been secured up to 2025 but having this in the TIP positions the agency for other opportunities. The agency expects to need 23 replacement coaches over the next four years and those costs are reflected in the TIP. The number that you see reflects the expected increased cost of coaches that may incorporate alternative fuel. Staff will be aggressively looking for external funding for this project and hope to get at least half of it through federal funding. The agency is also positioning for external funding for 28 replacement DAL vehicles in the next four years. The Pattison project is moving along quite well and this project is still included in the TIP so if the agency has a chance to apply some additional federal funding here if the opportunity arises. But really the window on getting competitive federal funding is closed for this project. The agency has been accumulating funds from both direct apportionment and

competitive applications and has done quite well with piecing that quilt of funding together from state and federal sources. She shared a schematic from a grant application out for the state under the Regional Mobility Grant Program. They are still waiting to see if it will be funded. The agency is applying for funds to get transit access, either into the Martin Way Park and Ride or with an end line station to the side of the park and ride. This project would also be really critical for the BRT Project and allow quicker in and out access, which equals faster service for customers. The agency also has an application out with the state's Regional Mobility Grant Program for BRT Station Construction and are waiting to hear back on that as well. There is also a significant legislative ask out with Senator Murray's office and Congresswomen Strickland's office as well. This project needs significant federal funding and staff is definitely on the hunt to fund this project. Finally, there is the Alternative Fuels Infrastructure Project and the study that is currently underway. This is another project that the agency is requesting a significant federal investment and staff remains optimistic particularly with the administration change and the emphasis on transit and alternative fuel vehicles in new legislation.

Goeld shared the TIP timeline including the update given to the CAC, and then on Wednesday it will go to the ITA for them to consider setting a hearing in May. Between April 22 - May 19 the agency will take public comments and accomplish the publishing in the Olympian, and place it in the May Rider News. The TIP news releases will go out to various media outlets and staff will post all of this information on social media, including Facebook and Twitter. The public hearing will encourage public comment either on that day or anytime before then. After the public hearing the ITA will have two weeks to consider any public comments received. On June 2, 2021 the Authority can decide to adopt and finalize the TIP or modify it as needed. After the TIP is adopted by the ITA it will be shared with the Thurston Regional Planning Council and Puget Sound Regional Council, so that they can include it in their regional TIP. From there it rolls forward to the statewide TIP which is expected to be adopted in January 2022.

Goeld added that she was happy to answer any questions about the TIP process either tonight or at a later time and shared her contact information.

Goeld answered questions.

Gear - asked what happened to the idea of swappable battery packs indicating batteries are getting good enough now. If the agency had a system of swappable batteries stored at the transit centers and major transit hubs then they could have an electrified battery based bus system. Buses could pull in and swap a battery in under five minutes receiving a fresh battery. The battery that they swap out then gets recharged for later use. He added that he is really in favor of catenary systems but they aren't very unpopular the agency needs to go all electric. Screwing around with hydrogen and other systems is not going to get the agency where it needs to go in terms of emissions and service. He asked where the work is at on the swappable battery systems for transit today.

Goeld - indicated she couldn't answer that specific question but she added that the agency does have an alternative fuels study underway looking at different options that exist and from there they will be able to make an informed decision. She also suggested he speak with the Maintenance Director about the technology.

Euler – added that the committee has received a presentation on alternative fuels and there is a lot to consider. She also asked if the TIP for capital equipment and acquisitions included more buses for BRT.

Gould – responded that it was for both actually. It is not only the capital side, but it is also the operating side.

D. VANPOOL FARE STRUCTURE – (*Cindy Fisher-Waterhouse*) Fisher-Waterhouse introduced herself and indicated she was going to share information about vanpool fare structure. She shared a photo of a vanpool group from Girard Wood Products. The company relocated and were concerned that they might lose employees so they reached out to IT for help with affordable, reliable transportation. It was a great fit. They were the first to co-brand a van with their and our logo on the door of the vehicle. The thing about the photo is that these are obviously essential workers, industrial workers but historically the vanpool customer base has primarily state and other administrative workers. When the pandemic hit the administrative workers began telecommuting. Vanpool offers so much flexibility in terms of work location and the ability to respond to shift work. The essential workers are the people who now need services from vanpool and they hope to promote full services to these type of employers. Staff is looking at how they might reduce barriers to vanpool access to serve those essential, industrial, warehouse workers who are sometimes lower income earners. It is difficult when the vanpool fares fluctuate a lot. It makes it really difficult for people. The agency also wants to be supportive of the economic recovery as people do go back to work following the pandemic. She shared several pages of vanpool fares that are completely overwhelming. There are over 2,000 price points in the existing fare structure. It is currently a volume-based structure. The more people who ride in the vanpool the less it costs. The current fare structure was implemented in 2013 and at that time gas prices were high. This was an incentive for people to ride. There were actually waiting lists at that time. But for the past few years that hasn't been the case, although the fee structure has not changed. As an example if there are seven people in a vanpool the average fare would be \$74/mo., but if one person joined the group the fare would go down to \$69/mo. However, if somebody left the vanpool the fare would go up to \$83/mo. This is especially difficult for lower income people who need a predictable, consistent amount to rely on. As we've shared, the structure is based on the number of people riding in the van and it is also based on the length of the commute, how many miles someone is traveling and the number of days that they are traveling. Every month that information is used to compute the fare. So each month it is different for each individual in the vanpool. An example might be that someone had to take a detour, so the mileage would be higher in a particular month. So they make an adjustment for that. Or, if the van doesn't have full ridership for a month they make an adjustment for that. They make an adjustment if the group has to drive the van to Pattison for maintenance, or they're going to get their carwash done. The point is that the fare is always flexing based on many different variables. Some people choose to pay their fares in advance, except staff doesn't have the data to compute the actual fare at the time, so staff is constantly looking back at the data. That creates a problem because customers are overpaying their fares. As you can imagine this is very difficult from an administrative perspective. The vanpool department currently has four full time employees. Two of those employees spend two weeks out of every month calculating, collecting, and talking about fares. That is a lot of time spent to collect revenue. The last thing to touch on is the challenge this presents when discussing vanpool with employers. They really want to know how much it's going to cost. Unfortunately, right now staff has to say, "well that depends." It depends on a lot of factors.

Not being able to tell a perspective customer how much it will cost makes it extremely difficult and almost impossible to sell.

Fisher-Waterhouse proposed a discussion with the committee about implementing flat rate fares and how it might be possible to make changes to the existing fare structure. This would enable staff to effectively communicate the cost of vanpool. It would allow staff to put an advertisement out that shows how much vanpool costs, and would definitely reduce the administrative costs of collecting fares. One person could spend one week collecting fares and spend the rest of their time working on outreach and customer retention. It would change the way they communicate with potential employers and they could effectively discuss the costs for employer's subsidizing vanpools for their employees. It is considered to be a low cost benefit, meaning the employer would not have a huge cost. This would greatly encourage and benefit lower income employees if their employer could subsidized \$20/mo. for reliable transportation to work. Staff believes that having consistent, affordable fares would attract essential workers and possibly industrial workers. This type of fare structure would allow staff to utilize autopay and facilitate timely payment. Right now payments are not timely because there is so much conversation around fares. That makes it very attractive. Right now if someone leaves a vanpool there are fare changes, and this is a problem for retention. The fare increase can cause the vanpool to fold. Another benefit could be that the agency could provide two vans instead of one to help with social distancing. It might make people feel more comfortable. This combined with the flat rate could make the service much more viable for people. The best thing about this is that for the first time in history they could tell potential customers and employers how much vanpool costs.

Fisher-Waterhouse added that she has spent a lot of time looking at data from 2019 and has come up with a fare proposal that includes three zones. Her objectives were to simplify the structure and to reduce the monetary impact to as few current vanpoolers as possible. Also, to bring the revenue up as close to 2019 as possible. She noted that they are not operating at capacity right now and doesn't know what the recovery time will look like. She identified the following proposed vanpool fare structure:

- **Zone 1:** daily round trip miles – up to 75 miles - \$75/month (120 groups affected – 659 vanpool participants – 4 groups experience a slight fare increase;
- **Zone 2:** daily round trip miles – 76 up to 100 miles - \$100/month (34 affected groups – 186 vanpool participants – 3 groups experience slight fare increase, and
- **Zone 3:** daily round trip miles 101 up to 200 miles - \$150/month (26 groups affected – 171 vanpool participants – 13 groups experience slight fare increase.

Fisher-Waterhouse shared that in 2013 the ITA directed that vanpool collect 100% cost recovery. In 2019, the actual recovery was 94% and the direct operating costs are related to any of the operating expenses, fuel, maintenance, and insurance. Adopting this flat rate fare structure would result in revenue going down to \$1,124,000. This is a reduction of \$265,043 annually or \$22,087/monthly. At the \$75 rate they would need an additional 294 riders to make up the revenue loss. They believe having a flat rate will provide for better access and increased ridership. There is a lot of discussion at transit agencies around vanpool fares. Spokane Transit implemented flat fares in August, 2020. She shared in interesting analogy of going to a restaurant on a Tuesday and a hamburger would cost \$12 and there were 100 people in the restaurant. If someone went back to the same restaurant on Thursday to buy a hamburger and it cost \$27 because there were fewer people in the restaurant that day.

Pricing products based on customer volume doesn't make sense and this is an interesting way to talk about it.

Fisher-Waterhouse provided some current vanpool statistics including that they now have 130 vanpool groups down from 184. Of the 130 groups 62 are active, meaning they are commuting on a fairly regular basis. Of those, 35 groups are commuting intermittently. Vanpool fares were suspended in March, 2020. In 2020 the program collected \$290,000 in fares. The program will resume collecting fares in May, 2021. As of now with so many utilizing telecommuting and working some type of hybrid schedule fares are even more complicated. She asked for discussion from the group about the flat fare structure, implementation, and any other issues around the potential changes to the program.

Fisher-Waterhouse answered questions.

Bonauto – remarked that this is phenomenal. He rides the bus and works at the department of Labor and Industries. A lot of his co-workers vanpool and absolutely love it. He appreciated the presentation and was supportive of the changes. He shared a few of his concerns the first being will vanpoolers lose the incentive to search for new riders if they lose one under the new system. Secondly, he inquired if she had spoken to any other transit agencies who had modified their pricing structure this way and what was the outcome.

Fisher-Waterhouse – indicated this scenario coupled with the impact the pandemic had on vanpool ridership brings up many issues. She added that there is current legislation that is reducing the number of riders down to three, compared to six now. Spokane is the first in Washington to go flat fare. There are other agencies discussing it. Community Transit just completed a study that they will be sharing soon. They are looking at a flat rate by person, by mile. Spokane indicates it is going well for them. Approximately 87% of their ridership is subsidized.

O'Connell – indicated she thought the idea was brilliant. Without the ability to budget it takes away the enticement of vanpooling. She was curious about the larger jump in the fares on the highest end and wondered if it might be beneficial to break that down for those traveling less or more within that category. She added that being able to do more customer service and less explaining about the fares will be beneficial for everyone.

Fisher-Waterhouse – responded that she had so many traveling in the lower mileage group and it decreased the overall revenue annually so she stuck with this because it kept the revenue closer to 2019 revenue.

Cox – inquired if staff had done any outreach to riders and the agencies that may subsidize them to see what their tolerance is for this type of fee structure. The more you consult the group served and hear about their needs and concerns will help make a more informed decision going forward. She also wanted to confirm that staff was notifying customers that fares will resume in May.

Fisher-Waterhouse – responded they had not reached out to them about the rate increase. The employer subsidies range from \$25 to \$235. Riders were very grateful that the agency didn't ask them to return vans. Part of that has to do with the fact they IT doesn't have the parking space. There was so much unpredictability around this. There are still 30 or so vans parked at riders houses until they can make a decision if they will

commute. Staff could definitely reach out to get feedback on the fare changes. They have communicated to customers that fares will resume in May and that has brought it's own set of issues. Especially around those who are only traveling a few days per month and telecommuting the rest.

Freeman-Manzanares – shared that staff is interested in providing CAC feedback to the Authority. She added that the Authority determined vanpool needed to collect 100% of the operating revenue some time ago. And now since the agency has gone zero fare with bus service is it worthy of exploring less of a return to encourage a different sort of public transit use. Is it more important to encourage individuals to choose vanpool as opposed to getting into their own vehicles. This is a conversation is about access and economic opportunity for those that need assistance with transportation. And with vanpool routes being entirely flexible, depending on the origin/destination location and work shift needs of the participants, this has the opportunity to serve those we currently might not be reaching. And providing opportunity for employment individuals didn't know they had. She added that the conversation is much appreciated since the program is bleeding with COVID. They are trying to determine what the appetite is to build the program and offer incentives and that perhaps doesn't cover 100% of the costs.

Fisher – Waterhouse – added that they are hoping to attract warehouse and industrial workers because they are going to work now. Increasing fares wouldn't do much to attract those riders. The employer van she shared at the beginning of the presentation decided to subsidize the driver of the van to ensure that the van would run. She added that they could also do a demonstration project to see what the industry would tolerate.

Crist – thanked Fisher-Waterhouse for proposing this. She works with low income people and inquired if there was some kind of tax break for private employers who subsidize vans. She added that there is a program for employers who hire low income workers. Anything that the agency could use as an incentive for private businesses or employers to subsidize the vans would be advantageous. A lot of low income people don't have transportation and many warehouses are struggling to find staff right now. She also indicated she would be happy to help spread the word about tax related benefits.

Fisher-Waterhouse – indicated there is a tax benefit to employers and she can check on that. Also, employers can allow employees to pay for vanpooling with pre-tax dollars. As an example, Boeing facilitates this for their employees.

Bonauto – shared that his agency went from 9% telecommuting to about 95% and many don't want to go back to the workplace very frequently. This creates a lot of uncertainty for vanpool demand from state workers. Maybe this is an opportunity to adjust the cost recovery model of 100% to give the program an opportunity to pull in some of these new customers from different industries.

Fisher-Waterhouse – added that there is uncertainty in state employees going back but that essential workers and industrial workers are going to work now. Being able to share an exact cost with them will make a difference. She added that Spokane was at 100% recovery and dropped to 80%, and Community is now at 70%. IT was at 94% in 2019. The agency is changing who they are and their customer base might be part of that as well.

Gear – indicated this is very smart thinking because you can't sell something if you can't tell people the price. He added that being creative and willing to look at the basic assumption that you have to have full recovery is good. He inquired that if the program needed 294 additional riders assumes no new vans and just filling seats. He also inquired about the current community penetration of the program and what the benchmark is for a really successful vanpool program.

Fisher-Waterhouse – responded that would be if all of the people were in the lowest \$75 zone. The second piece is that if they only have to have three people in the van it will look different. Somebody once told her never to worry about running out of vans and that they would make sure they could always get more. This year the program received 12 new replacement vans through a grant. She added that she doesn't have an answer as to the community penetration. She indicated six years ago the program had 220 vanpools running, with waiting lists. They have been pretty consistently running 180 the past few years. She is unaware of what percentage of the workforce that works out to.

Smit – added that this is a step in the direction of change. The agency didn't seem to be very concerned about farebox recovery rates for the other services and that's a good thing. They are more focused on getting people where they need to go. This is a good step in the mission and vision of the agency.

Grettenberger – inquired about attracting part time riders and how fees would apply to them. It would be interesting to see how many people weren't on board before because they couldn't accommodate the fluctuation in costs versus the change in gas prices. It makes complete sense to roll this out as people return to work and think about alternative modes of transportation.

Fisher-Waterhouse – indicated she thinks the time is right to be having this discussion and make decisions about cost recovery. She added that there are daily riders, but it isn't used very often. They are looking at a flat \$10/day to ride in a vanpool that is already running without joining. Vanpoolers have their routines and they don't want to stop or get off the freeway to pick somebody else up. It is difficult to get people in an existing vanpool to make that exception and stop. They don't want to add extra time to their commute. Some already have enough people and they're subsidized. People may have a hybrid schedule of staying home and maybe commuting a day or two each week. Staff is trying to anticipate that. The state has rules about the minimum number of days subsidized vans must travel and she thinks it is nine days, or something right around there. If they don't travel nine days each month they don't get the subsidy.

Euler – indicated Fisher-Waterhouse had received a lot of good feedback from the CAC. The goal is to increase ridership and bring the program back to a healthy status as soon as possible. The current fare system is way to complex. Having three zones with a price difference depending on how far people travel is good. Having a 94% recovery for any public transportation program is incredibly good. There are many other benefits including environmental and a feeling of community. Incentives to encourage riders won't be difficult. Going to a flat fee makes a lot of sense and maybe expecting a lower recovery rate too.

Fisher-Waterhouse – added that they do incentivize recruitment with a \$100 Amazon gift card for each recruitment or one per month. Also the first month is free and they are running a promotion now that three is enough.

Cox – indicated that this will go to the Transit Authority and based on what she is hearing from the group it sounds like there is a consensus to advise the Authority to try a new fare system and ask them to lower the recovery rate. She wasn't sure the agency could afford it but is wondering if they could make it free or ridiculously cheap for people. Speaking for herself it really starts to shift things when you think in terms of people centered rather than bottom line centered and getting more cars off the road. Talking about people's needs and the planet's needs in reducing carbon levels gets a different answer pretty quickly.

Fisher-Waterhouse – added that they have had that conversation too including the benefit for the environment and the economic recovery for the community. The agency has done some bold and unafraid things. She indicated that she and Crist had both done a lot of poverty work and know what a barrier transportation can be.

Euler – thanked Fisher-Waterhouse and added that if anyone had any additional comments they could contact her via email.

CONSUMER ISSUES

- *Bonauto* – shared his recent experience riding route #13 to/from work. He normally takes the first bus of the day, and added it would be great if there was an earlier bus. He's been riding again about three days per week and two of those days the bus has said "out of service." Since there is a lot less ridership the buses have tended to be a little early which is super frustrating. Last Friday he and another rider missed the bus because it was early. He asked for a reminder to try and keep buses on schedule. He also asked about rear-door boarding and the issue that it sometimes creates when exiting the bus and how it doesn't line up with the concrete walkway. When loading/offloading please consider aligning the bus stop or modifying the bus stop so that it is easier for the driver.
- *Spector* – shared a timing issue with routes #62A/B and The One. She wasn't sure if The One was going to be a permanent route, but wanted to mention that it sometimes causes confusion.

Bergkamp – indicated she will follow up with Bonauto concerning his route #13 experience and address the issue.

REPORTS

- **April 7, 2021 Authority Meeting** – Euler provided the report including that the ITA received the Planning 101 presentation the CAC also received. The Authority appreciated the report and felt their takeaway was some simple speaking points they can use.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
 - Kerri Wilson with the Walk N Roll program shared information about their Traffic Safety campaign. They have partnered with the Olympia Police Department, Safe Kids Thurston County, and Target Zero with funding from State Farm to distribute yard signs with traffic safety messages. The signs were designed by Thurston county youth through an art contest. The goal of the project is to encourage drivers to slow down, making our roads safer for people who are out walking and rolling. She shared the signs and information on where to get them.

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- The agency hosted Congresswoman Strickland last Monday for a topping off ceremony at the Pattison construction site. Topping off is a construction term and milestone identifying the last steel beam that goes into the building. They also had the opportunity to talk to Congresswoman Strickland about the possibility of future grants, specifically the request for funding the BRT and for alternative fuels infrastructure and vehicles as Jessica spoke about earlier.
- The agency's marketing and communications staff along with the Information Services staff are working with the state on enhancing the website. Part of the improvements include using the state usability lab. If anyone has an interest in participating the information was in the agenda packet. They are testing through Wednesday of this week.
- The City of Olympia is investing in downtown to improve the aesthetics and infrastructure to make it a better place to live and do business. If anyone has traveled through the OTC you might have noticed the Franklin Street Improvement Project between Legion Way and State Avenue to completely transform that part of downtown Olympia with a variety of improvements including new sidewalks, new concrete street surface, curb, and bulb out at intersections, new trees, planters, street lighting and public art. There is a hotline for project information 360.216.7720 or email franklinstreet@ci.olympia.wa.us.
- The agency is close to signing off on a contract for the new CAD/AVL system. This will replace a first generation system that is about 13 years old. Staff hopes to have it in test mode later this year and hopefully fully accepted in 2022. It is the culmination of about 18-24 months of work. There will be lots of improvements internally and customers will see improvements as well. Staff will come back to talk to the CAC about those when the project is fully implemented.
- The agency had a hydrogen fuel cell bus visit on March 25, and several CAC and ITA members were there exploring the technology to help make the best choice for the system and community towards a cleaner environment. Expect to hear more as staff continues to learn more on that.
- Staff continues to address all things COVID-19 related making sure employees and passengers are as safe as possible.
- The March service change rolled out new service and went well. Staff is looking to the June service change and awaiting the outcome of the state transportation budget. Staff is hopeful that it will include funding for several projects.
- The agency just completed the Federal Transit Administration Triennial Review where the FTA reviews a dozen areas for a three year period. It is a massive effort and to further complicate things it was interrupted by COVID-19. The FTA recently hosted a final debrief for staff and she is pleased to say the FTA declared that the agency is officially not deficient.

NEXT MEETING: May 17, 2021.

ADJOURNMENT

It was M/S/A by DAVID BONAUTO and JIHAN GRETTENBERGER to adjourn the meeting at 7:58 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2021\CAC Minutes 20210419.docx

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
May 7, 2021

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

Please note: In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the TRPC meeting was through remote access.

State Contract for WRIA 13 Deschutes Salmon Recovery Lead Entity Program.

Marc Daily (Executive Director) explained that Council approval is now needed to enter into a biennial contract for the WRIA 13 Lead Entity work. Council will take action in June.

Trail Survey Results

Paul Brewster (Senior Planner) presented on results of a recent Regional Trails survey. Paul's presentation can be found here: https://www.trpc.org/DocumentCenter/View/8600/A7_TRPC_Trail_Survey_Results_050721

Buildable Lands

Allison Osterberg (Senior Planner) and Michael Ambrogi (Senior Planner) presented on the Buildable Lands program. Council will consider accepting the Buildable Lands report in June. The presentation can be found here: https://www.trpc.org/DocumentCenter/View/8601/A9_TRPC-Buildable-Lands

TRPC's Ethics and Non-Discrimination Policies

Veena Tabbutt (Deputy Director) briefed Council on proposed updates to TRPC's Ethics and Non-discrimination policies. Council will consider adopting the updated policies in June.