

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
February 8, 2016
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative DEBBIE SULLIVAN
<i>(Victor VanderDoes)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. February 17, 2016, Work Session <i>(Leah Bradley)</i> | |
| | B. March 2, 2016, Regular Meeting <i>(Sue Pierce)</i> | |
| | C. March 16, 2016, Work Session <i>(Carl See)</i> | |
| IV. | APPROVAL OF MINUTES - January 11, 2016 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN
<i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | 3 min. |
| VI. | NEW BUSINESS | |
| | A. REGIONAL TRANSPORTATION PLAN UPDATE <i>(Jailyn Brown)</i> | 30 min. |
| | B. SURPLUS VAN GRANT PROGRAM <i>(Carolyn Newsome)</i> | 15 min. |
| | C. BUS STOP PROJECT OVERVIEW <i>(Dennis Bloom)</i> | 30 min. |
| | D. BUS AND FACILITY CAMERA OVERVIEW
<i>(Ann Freeman-Manzanares)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. February 3, 2016, Regular Meeting <i>(Julie Hustoft)</i> | |
| | B. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | NEXT MEETING - MARCH 21, 2016, AT 5:30 PM | |
| X. | ADJOURNMENT | |

Attendance report is attached.

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
CITIZEN ADVISORY COMMITTEE
January 11, 2016

CALL TO ORDER

Chair VanderDoes called the January 11, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice-Chair Jan Burt; Kahlil Sibree; Billie Clark; Sue Pierce; Denise Clark; Leah Bradley; Quinn Johnson; Ursula Euler; Jonah Cummings; Ron Hughes; Joan O'Connell; Ariaah Perez; Carl See; Michael Van Gelder; and Walter Smit.

Absent: Mitchell Chong; Julie Hustoft; Charles Richardson; and Lin Zenki.

Staff Present: Laura Lowe; Ann Freeman-Manzanares; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by VAN GELDER and EULER to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, BUD BLAKE.

VanderDoes introduced new Citizen Advisory Committee members RON HUGHES; JOAN O'CONNELL; WALTER SMIT; AND JONAH CUMMINGS. Each provided a brief self-introduction and identified what they bring to the committee.

MEETING ATTENDANCE

- A. January 20, 2016, Work Session - Denise Clark
- B. February 3, 2016, Regular Meeting - Julie Hustoft
- C. February 17, 2016, Work Session - Leah Bradley

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and CLARK, D. to approve the minutes of the November 16, 2015 meeting.

CONSUMER ISSUES

- *Cummings* - using the bus to get to work on the weekends and buses running earlier/later on the weekends.

NEW BUSINESS

- A. **LOCAL CLIMATE CHANGE/CLEAN ENERGY SURVEY RESULTS** - (*Tom Crawford*)
Crawford identified himself as a member of the Thurston Climate Action team. In 2008 he and other community activists determined they could make a difference in our communities

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in issues surrounding climate change. The group incorporated in 2009, and wrote a grant proposal for funds through WSU. The team has collaborated with the EDC to obtain funding for energy efficiency work in 500-600 homes. The result is bringing down greenhouse gas emissions associated with less energy use. Their efforts include helping local jurisdictions with zoning electric vehicle charging stations; collaborating in hosting educational events; and greenhouse gas inventory where climate changing greenhouse gases are coming from. The team thinks collaboratively about the kinds of things that would make most sense to bring down greenhouse gas emissions.

See arrived.

Crawford explained the team conducted a community survey in June that was scientifically based, and found broad support for local renewable energy along with the willingness to pay for those efforts. They are currently working with Thurston thrives.

Crawford shared some background on understanding where climate change, global warming and greenhouse gases are coming from in our communities. The leading causes are on-road vehicles and the built environment. He indicated the 'built environment' consists of the light and heat we use in our homes and office buildings. Working with TRPC they set targets and recommendations for specific actions addressing those issues. There is an Intergovernmental panel on climate change that provides global figures on where we are and what we need do about it. The trend doesn't seem to be going up, but is leveling out.

Crawford indicated there are significant benefits for the doing the work. People can save money on transportation and energy and new jobs can be created in our communities. For example, if people get in the habit of riding bikes and riding the bus there are real health benefits associated with that the healthier the community will be. The team wanted to find out what can be done to bring down greenhouse gas emissions in the community. Since Thurston Energy had lost a significant amount of funding the EDC took them under their wing, but they still don't have staff to get around in the community. The team believed if they could expand the energy efficiency to rental units that would make an impact. He indicated promoting solar installations; building out electric vehicle infrastructure; expanding commute trip reduction; farmers transportation cooperation; incentives for efficient vehicles; getting people using less gas; and transportation management are all promising areas for work. As an example he used the Hawks Prairie areas need for transit and that trying to find some creative solutions to provide service. Community education and engagement will be very important with how climate change relates to daily lives and how to make improvements in doing so.

Bradley arrived.

Crawford stated the survey work was funded by Thurston County and LOTT; and included partnerships among faculty at St. Martin's; SPSCC; and TESC. The team pulled community agencies together to test some draft questions and get their thoughts on what would work. They hired students from some of the colleges to make the calls.

Crawford provided the categories including community and environment; climate change; and renewable energy. Participants were asked a series of questions regarding actions they might support. They were asked if they considered energy efficiency in the purchase of their current home, and if it might be a consideration in their next home. Participants were asked

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to provide demographics on age; gender; income; education etc. to understand the differences in responses.

Crawford reported for quality of community life 23% responded excellent; and 58% responded good. Respondents indicated the top community concerns were traffic; population growth; homelessness; and growth management. The top environmental issue was water quality. The responses to Climate Change include 85% believe people affect the climate; 79% believe climate action is important; and 77% believe inaction will lead to serious local problems.

Crawford indicated most responses to Clean Energy motivations to take action on renewable energy and energy conservation were overwhelmingly positive. The top responses were improved health; protecting future generations; creating jobs; and saving money. People are beginning to think of this in broad terms. The top actions on Clean Energy to promote renewable energy and conservation were home energy; walking; biking; clean energy business; and making sure they are offered county wide. Transit was also an important category.

Crawford reviewed a map breaking down the responses around what programs participants wanted to see by zip code. Improving local transit options was strongest in 98506 and 98513. Promoting walking and biking was strongest in 98506; 98597; and 98513. The size of the pie chart represents the actual population in the zip code. Crawford indicated responses to the attitudes on improving transit options provided no significant differences by age; income level; geography; gender; and education. Politically 95% of liberals agree compared to 70% of conservatives.

Crawford indicated in terms of financing or willingness to pay 69% responded they were willing to pay \$10/year; and 63% were ok with increase in sales; utility; or property tax.

Crawford concluded by relaying residents feel positively about quality of community life; are concerned about climate change and its local effects; favor county-wide coordinated action; including improved transit; would support clean energy programs with money; and are receptive to small tax increases. He indicated there are policy opportunities for the agency and asked that when considering decisions about routing of buses or new routes does to weigh the increase or decrease against the use of renewable energy and energy efficiency; and factor in the impact on greenhouse gas emissions. Crawford stated the team is collaborating with other agencies on putting a county-wide clean energy program together.

Sibree arrived.

Crawford answered questions.

Euler – inquired about transportation funding districts.

Freeman-Manzanares – responded there are several different ways to fund them. Staff has talked to the city of Lacey about this happening in the Hawks Prairie area. They keep coming back saying they want Intercity Transit to provide the service. The agency would like to but funding is an issue. Staff will have more conversations about the situation.

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Euler – indicated she was involved in the formation of Tumwater’s.

Freeman-Manzanares – there are transportation benefit areas established by jurisdictions. We have seen the formation of two locally. Tumwater’s is sale tax based. The City of Olympia is a charge on vehicle tabs. Districts can also be formed by groups of business or an individual business to provide their own transportation.

VanderDoes – asked if any responses included water volume as an issue – a lot of the world is having trouble just having water.

Crawford – stated some of the water quality responses were water shortage; drought; pollution, runoff; and groundwater.

Clark, D. – asked if the group surveyed around 400 people.

Crawford - responded yes.

Blake – added out of 260,000.

Johnson – asked if there was any correlation of location to sea level rise.

Crawford – responded they looked at zip codes in south county and north county and didn’t see very much difference which surprised them.

Smith – inquired if there was any correlation between people who weren’t willing to pay or did not think it was an issue at all and where they got their information about climate change.

Crawford – indicated they asked people to provide specific sources, but it was difficult to sort that out, since people could use different terms for the same source. They did not do a correlation on what they were willing to pay.

See – asked if there have been similar efforts in other counties.

Crawford – indicated he was not aware of any but wouldn’t be surprised if there was.

Freeman-Manzanares – transportation is a player when talking about water and run off. We could focus on tying that together in a way that is more meaningful to the community.

Blake – asked if they have had an opportunity to go out and do a second survey to validate these numbers.

Crawford – indicated as they get closer to narrowing down what the program will look like and when they have more specifics to offer people they might want to go out for another survey.

Blake – asked if the survey is available online so people can see the questions.

Crawford – responded it is located at www.thrustonclimateaction.org under resources. It includes the report, questionnaire and methodology with cross-tabs.

Perez – asked if the survey was given to anyone under 18.

Crawford – indicated they only surveyed 18 and over, but maybe in the next survey they might be able to address that age group.

- B. 2016 PROCUREMENT PLAN** (*Laura Lowe*) Lowe introduced herself as the procurement manager and indicated she would provide an overview of what her department would be working in 2016. She said a lot of things are already being tackled in the first quarter. When using public money we look at awarding through a competitive process. Her department assists in writing procurement and contract documents. They work with other departments to schedule all the projects so they work for the agency. Procurement works with all departments and on varying projects including uniforms; security services; janitors; landscaping; cameras; printed transit guides; software licenses; legal services; lobbyist in WA DC; website maintenance and many others. The work includes bidding; renewing; and managing.

Lowe indicated in terms of vehicles for staff use, procurement will purchase an electric vehicle and station wagon for staff use. Procurement staff is also doing a large vanpool replacement project including 33 vans. The agency uses a lot of federal money to buy vans. Staff is looking at Dial-A-Lift vehicle replacement and also a truck for the facilities folks who maintain bus stops.

Lowe relayed information on the Transit Signal Prioritization project and that staff is working with local jurisdictions within the county on 2 corridors. The technology will hold a signal when a bus gets close if no EMS vehicle is near. The Authority recently approved the equipment order.

Lowe explained the agency typically focuses on bus stop enhancements every year. This year we are looking at approximately 40 stops. They are currently in design phase. Staff has hired an engineering firm and will put the project out to bid for construction soon. Staff is also looking at two different camera projects.

Lowe discussed the customer survey project for vanpool and Dial-A-Lift, and also a market segmentation study. There is a community conversations project moving forward soon that was grant funded to hold a conversation that will identify what people want us to look like in the future and what they are willing to fund. Staff is hoping the CAC will assist with this process along with chambers of commerce; EDC; schools; etc. so the agency gets a broad sweep of information.

Lowe indicated staff is in the process of implementing a new phone system. They are also working on installation of new hot water heater; HVAC; and interior painting at the Amtrak station; engineering of new HVAC and interior and exterior painting at Pattison; and installation of new HVAC at OTC. The agency will be buying more solar lights to go in the bus shelters. In maintenance staff is overseeing a project that will cover one of the pits and turn it into a lift. This will provide maintenance another bay to work on buses.

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Staff is working on two large projects – one at the OTC to construct a second building to house administrative staff which will have conference rooms, and provide space for Greyhound. Currently staff is working on utility relocation. The agency will hire a very skilled project manager to work with entities and get permits going. The other large project is installation of the new underground storage tanks at Pattison. Recently staff completed a development agreement with the City of Olympia which was approved in December. Shortly thereafter staff went back in with a conditional use permit in late December. Staff is hoping to put it out for bid in May and hopefully have it done before the weather turns. There will be six new tanks, a new fuel canopy, and a lot of parking for buses and vanpools.

Lowe answered questions.

Burt – asked if the six new tanks are replacing the existing tanks or if it is an increase in volume.

Freeman-Manzanares – indicated it is an increase.

Lowe – added the old tanks will be decommissioned.

VanderDoes – asked if staff has to bid the decommissioning.

Lowe – responded yes. It will be bid competitively.

Freeman-Manzanares – If the project is \$10k or more, it is formally advertised as a bid, proposal and/or qualifications based. Anything over \$25k goes to the authority for approval.

VanderDoes – asked if the \$10k or \$25k is pursuant to a WAC.

Freeman-Manzanares – indicated it's an Intercity Transit policy.

Lowe – added when the economy is soft the agency gets good bids. The state amount is \$10k.

Perez – asked if Greyhound helping.

Freeman-Manzanares – indicated they have been interested in joining us at the OTC for a long time. The conversations started 21 years ago, and we didn't have enough grant funds to include them.

Perez – asked if the agency is hiring out the painting project or asking for volunteers.

Lowe – responded the agency hires professionals with insurance, etc.

See – asked if the passage of new transportation funding at the federal level changes the grant process?

Freeman-Manzanares – indicated FTA hasn't released available grant processes as yet but she is hopeful it will provide more opportunities for the agency. The agency

worked with the Bus Coalition and APTA to get those discretionary dollars back and it looks like it replaces about 60% of what was lost.

Freeman-Manzanares – added that one of the reasons we include telephone numbers on the agenda items is so members can contact staff. She indicated members can always contact her or Nancy.

Blake – asked if there is audit oversight function.

Freeman-Manzanares – the agency has some contracts administered by the procurement division and then there are some that are farmed out to other departments. Procurement is the go-to group when there are contractual issues. In some instances accounting provides that function. Then there is always have a secondary check because FTA comes in and audits our projects with a fine tooth comb and the state also audits the agency on an annual basis.

Blake – added this ensures taxpayer funds are used appropriately.

Lowe – added all procurement staff came from state agencies and have a lot of experience.

- C. DISCOUNTED BUS PASS PROGRAM** (*Ann Freeman-Manzanares*) *Freeman-Manzanares* stated this is the fifth year of the Discounted Bus Program. The Authority established the program at a time when agencies serving low income populations were taking budget hits. By offering bus passes, it provides transportation at half the cost. Initially the Authority set the level at \$200k meaning the agency would forego up to \$100k in revenue. There is the potential that some of those passes would not be purchased if not for the program. This is the first year that the applications exceeded the initial limit. The agency has received \$260k in applications to date, so staff brought it back to the Authority to request an increase in funding for the program. The Authority raised the amount to \$300k. At this point there is \$39k left in the program. Although there is a due date, it is a rolling application. The attachment provides a list of recipients. If there is an organization you would like us to add please let us know. The goal is to use the \$300k to serve the community and make sure their transportation needs are met.

Freeman-Manzanares answered questions.

Perez – asked how staff knows they're reaching all the people.

Freeman-Manzanares – indicated we don't know that we are reaching all of the organizations that could use it. Staff has an ever growing list and distributes through the United Way as well. If the CAC knows of an organization that might qualify and might be interested, send them our way. Or let us know and we'll reach out to them.

Perez – asked if she could connect groups in need at her school.

Freeman-Manzanares – responded that Olympia High School has participated for a number of years. Staff has a connection with the PIO for the North Thurston school

district and tries to get the information out through that avenue as well as others. Please let us know if there is someone you think we should get in touch with.

CONSUMER ISSUES

- *Cummings* - indicated it might be worthwhile for the agency to look at the ridership data for the 48 and 49, early morning, during the weekend, to see whether or not it would make sense to offer an earlier bus. If it doesn't look like it would be cost effective, then finding a way to reach out to businesses, etc.
- *VanderDoes* - indicated he recently saw a strobe light attached to a bus stop which caught him off guard.

Freeman-Manzanares - responded during this time of year the number of people that are missed at stops increases. It is one of the things we work very hard to figure out. We don't want to miss a single passenger but it's very dark and frequently, people are wearing dark clothes. The OTC gives out the blinking lights, and recommend riders use lights on their phones to make sure operators can see them. The agency has installed solar lighting at many stops, but they don't work everywhere due to canopies of trees. It is too expensive to electrify them. The Hawks Prairie Park & Ride is experimenting with LED motion lights now.

Smit - indicated he caught the bus at 7:00 am this morning wearing dark colors, but always carries a small flash light and hasn't had a bus miss him. Smit asked if any of the solar panels had been stolen.

Freeman-Manzanares - responded she didn't believe any had ever been stolen but she would check into it and report back.

REPORTS

- *Clark, B.* - provided the report from the November 18, 2015, Work Session indicating there were some very informative presentations.
- *Euler* - provided the report from the December 2, 2015, Regular Meeting indicated the ITA was very supportive of the Discounted Bus Pass program and trying to get as much participation as possible. Sales tax was doing really well and the trend has continued, reminded us that there is a Legislative Conference in DC.

Freeman-Manzanares - indicated APTA hosts a variety of conferences for transit agencies including the Legislative conference. Normally elected officials from the Authority attend so they can talk with the elected's in DC. This year they will talk about the new federal transportation legislation, and what our agencies needs are. Last year attendees met with Senator Moran from Kansas. Typically they only meet with their local agencies, but he is a natural advocate of our agency because the DAL vehicles are built in Kansas. Last year staff needed to do a lot of educating because of the MAP-21 funding issues and the impact possibly requiring a reduction of service. APTA also hosts a board member seminar and they talk about governance, and policy development. And, they have a CEO conference in February that she attends where they talk about transit management, legislation and

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regulations, etc. One of the things that we've done in the past is made spots available for CAC members to attend the WSDOT transportation.

- *Burt* – provided the report from the January 6, 2016, Regular Meeting and recommended CAC members go to the website to review the action items beforehand. The ITA approved three purchases including 33 new vanpool vans; 3 high performance servers; and towing services. New staff members were introduced and one promotion; and we got the bike shop invitation. Burt noted that she submitted the build a bike program as a benefactor of a fundraising program at the agency she works for.
- *Freeman-Manzanares* – provided the General Manager's report and invited everyone to the new Bike Shop Open House, noting the location encourages people to volunteer. February is the time the Authority receives new members as they bid farewell to Joe Baker from the city of Yelm. There may be some shake up at the County Commissioner's as well. At the last board meeting Freeman-Manzanares spoke to the authority about hiring a state advocate. Last year a piece of legislation made it through the House for additional local options. It did not get into the combined bill. The agency needs some additional assistance, but it will be a small contract because it is a short session. She relayed information on a recent meeting with Senator Patty Murray's aid held here at Intercity Transit. Freeman-Manzanares invited some General Manager's from agencies to the south and the Olympic Peninsula. Schedules are difficult for these individuals and if Senator Murray wants to visit they need to know the agency can get a meeting organized on the fly. Staff executed a Development Agreement with the City of Olympia which is actually part of the larger project at the Pattison Street facility. The agency has worked on another grant for the Bikes in PE project. Tumwater school district had the highest rate of accidents and this teaches teachers to teach safe bike riding. Staff is trying to coordinate with NTSD and OSD to expand the program. Travel Training is going off in an expanded way working to assist a Korean group who meets at the Lacey Community Center. Staff is venturing out into non English speaking audiences. She shared an email she received lauding the praises of the Jingle Bus; and indicated sales tax for November came in at 9.27%.

Pierce – inquired about the status of new website.

Freeman-Manzanares- indicated it wasn't functioning as we had hoped so it was taken down for more work and the old website put backup. Staff hopes to have the new site online in the next few weeks.

Clark, B. – relayed that recently she was waiting for fixed route at the OTC and a ramp wasn't working so they sent the Jingle Bus to her home.

Bradley – remarked she has recently been busing to Everett and it has made her really appreciate our drivers.

NEXT MEETING: February 8, 2016, a week earlier in observance of the Presidents' Day holiday.

ADJOURNMENT

It was M/S/A by PIERCE and EULER to adjourn the meeting at 7:25 pm.

**INTERCITY TRANSIT
CITIZENS ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: February 8, 2016**

FOR: Citizens Advisory Committee
FROM: Jailyn Brown, Senior Planner, TRPC
SUBJECT: Regional Transportation Plan - Draft Plan and Survey Results

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- 1) **The Issue:** Thurston Regional Planning Council (TRPC) is approaching release of the draft Regional Transportation Plan (RTP) for public comment. The plan has been updated cover-to-cover. The RTP calls for expansion of Intercity Transit's services and facilities, consistent with the Strategic and Long Range Plans. We anticipate the draft RTP will be released in April for public comment.
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- 2) **Recommended Action:** Presentation and discussion only.
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- 3) **Policy Analysis:** RTP guides transportation projects and investments over a 20+ year period. The last major update was made in 2004, and the RTP has since been maintained through annual amendment. TRPC conducted a thorough review of the plan to ensure it continues to reflect our community's values and address our needs.
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- 4) **Background:** The RTP serves as a strategic blueprint for the region's transportation system. It provides an overall analysis of how transportation will work in the region over a 20+ year time frame and supports coordination among jurisdictions, including public transit. It also acts as an important tool in meeting state and federal transportation requirements, ensuring continued funding from these sources.

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

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

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

5) **Alternatives:** N/A

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

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

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: February 8, 2016**

FOR: Citizen Advisory Committee

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

SUBJECT: Surplus Van Grant Program

1) **The Issue:** To update the Citizen Advisory Committee on our surplus van grant program.

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

3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.

4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted resolution 07-03 creating the Surplus Van Grant program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA) to meet the transportation needs of their clients not met by Intercity Transit's regular services.

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA. Selection criteria include passenger trips provided, community benefit, coordination of services and ability to maintain vehicle and service.

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

Since the program began in 2004, the agency's Van Grant program has awarded

33 vehicles to organizations such as: Catholic Community Services; Wee Love Early Learning Center; Olympia Gospel Mission; Senior Services of South Sound; Thurston County Food Bank; Habitat for Humanity; Pacific Peaks Girl Scout Council; Yelm Adult Senior Services and others.

The most recent van awards went to Boys and Girls Clubs of Thurston County; Community Youth Services; Olympia Union Gospel Mission; and Senior Services for South Sound. These and other organizations use their vans for transporting low-income and at-risk youth to before and after-school programs; field trips; the food bank; medical and social services appointments; transporting seniors to nutrition services, medical appointments; and much more.

In their quarterly program updates grantees reported the vans were used at Senior Services for South Sound to transport seniors to the Senior Nutrition Program; Services to At-Risk Seniors (STARS); Adult Day Care and Respite; Korean Elders program; and to assist seniors with essential errands. Behavioral Health Resources uses their granted vans to transport clients to outings; job interviews; and social events. Olympia Union Gospel Mission operates a fulltime addiction recovery program for both men and women in need of stable housing. The van is used for trips to counseling; parenting classes; court mandated appointments; and service opportunities. Boys and Girls Club indicates vans allow them to take kids on field trips within the county and outside the county. They've taken kids on college visits and even attended Sounders; Mariners; and Seahawk games.

5) **Alternatives:** NA

6) **Budget Notes:** The surplus van program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$4,000 per vehicle or a total of \$16,000 for the four vehicles.

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

8) **References:** NA

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: February 8, 2016**

FOR: Citizen Advisory Committee
FROM: Dennis Bloom (705-5832)
SUBJECT: Bus Stop Project Update

1) **The Issue:** Staff will provide an update on this year's effort to make 42 bus stop enhancements within our service district.

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

3) **Policy Analysis:** Since the last staff update on bus stop enhancements occurred in the spring of 2014, Intercity Transit completed another round of 30 stop improvements in 2015. This year's projection to improve 42 bus stop locations has already gotten underway. The Intercity Transit Authority approves this type of capital investment and staff will provide an update on these efforts.

4) **Background:** Since 2004, Intercity Transit has been successful in receiving five regional grants through Thurston Regional Planning Council's awarding of federal funds under the Transportation Alternatives Program (formerly called, "Enhancements") for bus stop improvements. These grants, along with local match (typically only 13.5%), has allowed us to make over \$1.6 million in bus stop improvements throughout Intercity Transit's service district.

The Transit Authority approved the use of local funds to match the grants and directly funded other stop improvements through the agency's annual budget process. In making these funds available, these improvements have increased pedestrian and ADA accessibility, improved operational safety and where warranted, added shelters and other passenger amenities (seating and solar lighting) for our customers and the general public to use. In short, the adage that "a ride begins before you get on a bus," has been the focus over the past eleven years in making these improvements.

Staff will provide an update on the process for identifying these bus stop improvements and current efforts to make additional improvements to stop locations throughout our district.

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

6) **Budget Notes:** The 2016 project is estimated to total about \$275,000. The Planning division budget includes \$175,000 (86.5% grant funded) for stop improvements and will be utilizing an additional \$100,000 from the Facilities division 'bus stop' line item to help complete this year's project.

7) **Goal Reference:** Goal#4: *"Provide responsive transportation options within financial limitations."*

8) **References:** Slide show and materials will be available at the meeting.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: February 8, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Bus and Facility Camera Systems Overview

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- 1) **The Issue:** Staff will provide an overview of Intercity Transit's mobile and facility camera systems and their capabilities.

 - 2) **Recommended Action:** For your information.

 - 3) **Policy Analysis:** The Intercity Transit Authority approves budgeted projects as well as project procurements over \$25,000.

 - 4) **Background:** Over the years, the Authority authorized the purchase and installation of cameras on all of our buses and Dial-A-Lift vehicles as well as at our facilities. Staff will provide an overview of our existing systems and highlight the capabilities of those systems.

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

 - 6) **Budget Notes:** This item is for information only and doesn't include the commitment of dollars.

 - 7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."* **Goal #6:** *"Encourage use of services."*

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

Authority Meeting Highlights
a brief recap of the Authority Meeting of February 3, 2016

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S., to provide general legal counsel services at the rate of \$215 per hours.
- Authorized the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
- Elected City of Lacey Councilmember Jeff Gadman as Chair of the Intercity Transit Authority. This is for a one-year term through February 2017. Elected Citizen Representative Ryan Warner as Vice Chair for a second term through February 2017.
- Completed committee assignments as follows:
 - Thurston Regional Planning Council:** **Citizen Representative Karen Messmer**
 Alternate Councilmember Debbie Sullivan
 - Transportation Policy Board:** **Councilmember Debbie Sullivan**
 Alternate Citizen Representative Don Melnick
 - Pension (401K) Committee:** **Citizen Representative Ryan Warner**

Other Items of Interest:

- Received a presentation on the Dial-A-Lift Satisfaction Survey Results.

Pat Messmer
Prepared: February 5, 2015

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CAC	Members	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	
Leah	Bradley				Absent	Absent			Absent	Absent			MEETING CANCELLED		
Jan	Burt								Absent	Absent					
Mitch	Chong			Absent				Absent							Absent
Billie	Clark														
Denise	Clark							Absent							
Jonah	Cummings														
Ursula	Euler			Absent						Absent	Absent				
Ron	Hughes														
Julie	Hustoft	Absent				Absent	Absent								Absent
Quinn	Johnson				Absent	Absent			Absent	Absent					
Joan	O'Connell														
Ariah	Perez								Absent	Absent		Absent			
Sue	Pierce				Absent										
Charles	Richardson				Absent	Absent		Absent	Absent						Absent
Carl	See			Absent						Absent	Absent	Absent			
Kahlil	Sibree									Absent					
Walter	Smit														
Victor	VanderDoes														
Michael	Van Gelder							Absent	Absent		Absent	Absent			
Lin	Zenki		Absent							Absent				Absent	

= Joint meeting does not count against required meeting attendance