

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
January 11, 2016
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative BUD BLAKE
<i>(Victor VanderDoes)</i> | 1 min. |
| | B. Welcome new members RON HUGHES; JOAN O'CONNELL;
WALTER SMIT; AND JONAH CUMMINGS <i>(Victor VanderDoes)</i> | 5 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. January 20, 2016, Work Session <i>(Denise Clark)</i> | |
| | B. February 3, 2016, Regular Meeting <i>(Julie Hustoft)</i> | |
| | C. February 17, 2016, Work Session <i>(Leah Bradley)</i> | |
| IV. | APPROVAL OF MINUTES – November 16, 2015 | 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. LOCAL CLIMATE CHANGE/CLEAN ENERGY SURVEY RESULTS <i>(Tom Crawford, Thurston Climate Action Team)</i> | 45 min. |
| | B. 2016 PROCUREMENT PLAN <i>(Laura Lowe)</i> | 30 min. |
| | C. DISCOUNTED BUS PASS PORGRAM <i>(Ann Freeman-Manzanares)</i> | 15 min. |
| VII. | CONSUMER ISSUES – All | 20 min. |
| VIII. | REPORTS | |
| | A. November 18, 2015, Work Session <i>(Billie Clark)</i> | |
| | B. December 2, 2015, Regular Meeting <i>(Mitchell Chong)</i> | |
| | C. January 6, 2016, Regular Meeting <i>(Jan Burt)</i> | |
| | D. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | NEXT MEETING – FEBRUARY 8, 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 Officer at (360) 705-5885 or bholman@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
November 16, 2015

CALL TO ORDER

Chair VanderDoes called the November 16, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:30p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice-Chair Jan Burt; Kahlil Sibree; Billie Clark; Lin Zenki; Sue Pierce; Julie Hustoft; Mitchell Chong; Denise Clark; Charles Richardson; Leah Bradley; Quinn Johnson; and Ursula Euler.

Absent: Carl See; Michael Van Gelder; and Aariah Perez.

Staff Present: Ann Freeman-Manzanares; Heather Stafford-Smith; Donna Feliciano; Jessica Gould; David Coppley; and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

VanderDoes introduced Authority member, RYAN WARNER.

MEETING ATTENDANCE

- A. November 18, 2015, Work Session – Mitchell Chong
- B. December 2, 2015, Regular Meeting – Ursula Euler

APPROVAL OF MINUTES

It was M/S/A by RICHARDSON and EULER to approve the minutes of the October 19, 2015 meeting.

CONSUMER ISSUES

- *Hustoft* – comment on transportation in the area.
- *Sibree* – bus shelters.
- *VanderDoes* – texting.
- *Richardson* – evening operators not checking bus passes carefully.

NEW BUSINESS

- A. **LEADERSHIP APTA GRADUATE** – (*Heather Stafford-Smith*) Stafford-Smith is the Director of Human Resources and recent graduate of Leadership APTA. She relayed her appreciation for the agency's investment and commitment in her. The leadership class is made up of 25 individuals from across the US and includes over 100 hours of classroom instruction. The program included visits to several different transit agencies and speaking to many different

transit executives about the various challenges they face. The class divided into five teams and did five different research projects. Projects were chosen by each team in March and the groups had to work together long distance to research and prepare a presentation in July. The final project was delivered in October to APTA. A 40 page white paper was also prepared and posted on the APTA website for use by other transit executives.

Stafford-Smith reviewed a slideshow presentation on Workforce Planning: Maximizing the New Reality of a Revolving Workforce. She indicated half of the leadership at Intercity Transit is eligible to retire in the next 10 years. This will require getting new employees on board and maximizing the time they are with us, since they may not be staying as long.

The millennials are now the largest generation in the workforce. Her team talked a lot about maximizing the revolving workforce, retirees exiting, and people not staying in the same job. What they came away with is that engagement is key. Stafford-Smith relayed how Southwest Airlines maintains a turnover rate that is less than half of most in the industry. Southwest assigns employees a sponsor when they are hired. The sponsor makes sure new employees have someone with them at their different spirit events and it is who they go to for questions. They bring the new employee out and engage them. Stafford-Smith provided information on how Zappos works with new employees. They have a really cool orientation program that is 4 weeks long, and everyone stays together regardless of what department they work in. After 2 weeks everyone goes into the call center for 2 weeks to work. At the end of the 4 week orientation, Zappos offers \$2,000 to each person to quit right there if the work isn't a good fit for them. This is reflective of how much turnover costs employers. These are innovative ways to bring people on board quickly and in line with their mission and vision.

Stafford-Smith spoke about inboarding as a means to teach people about the organizational process and attempt to keep the organization focused. This is a broader intentional way to keep people contributing and moving the agency forward. Most said they were just coping with turnover. This is not enough from a business continuity strategy. Growing your own and making sure people are aligned with where you are going as an organization. The team talked about getting rid of traditional job descriptions, and allowing employees to work on committees of interest. The level of transparency helps the organization move forward.

Stafford-Smith mentioned programs where transit agencies exchange employees, so people can learn what works well in other organizations. The team wrapped up each topic with what CEO's are going to do with this information. Treating your transit agency like it is your own and make it thrive.

Stafford-Smith answered questions.

Clark, D – asked about the most important thing Stafford-Smith learned.

Stafford-Smith – responded that the agency is the perfect size, and pretty awesome. People know who Intercity Transit is because Ann and Emily have been through Leadership APTA. The agency is well situated, and has a community that believes in what we do. There is incredible institutional knowledge here and the agency is focused on being ready when our “Lebron James” leaves.

VanderDoes – asked if transit is different from other organizations.

Stafford Smith – indicated we are more similar than different. Millennials are affecting everyone, and we all have to think about the policies that are important.

Pierce arrived.

Euler – inquired about succession planning.

Stafford-Smith – indicated prior to the recession and the baby boomers exiting we created all these formal plans of institutional knowledge. Now we are making sure the organization as a whole has what it needs to move forward.

Freeman-Manzanares – provided kudo's to Heather stating this is a very prestigious program and she excelled at the Leadership work with APTA as well as her work here at Intercity Transit. Only 24 people in North America are selected each year, with one spot reserved for APTA staff. The days are long and combining both this leadership opportunity with IT work is very challenging. We are focusing on developing staff throughout the organization so we have a continuity plan and can continue to provide service to our community.

Burt – thanked Stafford-Smith and relayed her congratulations.

Sibree – inquired if the agency is ready for the challenges that she speaks of and why are we ready and why are we not. What do we need to focus on to help.

Stafford-Smith – indicated we are ready. Mike Harbor left and we were ready with a very qualified internal candidate. We have a really collaborative culture which provides leadership and learning opportunities throughout the organization. The budget process at Intercity Transit is so collaborative, different from her previous employer. It is about conversation, and people talk about what their needs are, and how we move forward to accomplish those strategic goals. Intercity Transit has very energetic people that are invested and she indicated she is proud to be part of that.

Freeman-Manzanares – we are focused on developing staff through additional internships opportunities. Where there is opportunity and encouragement, there is engagement and hope.

Stafford-Smith – indicated sometimes employees determine they don't like the opportunity and that their gifts and talents are not best suited there. Some people stay in the same job and we are okay with people who want to be in their positions.

- B. YOUTH EDUCATION PROGRAM UPDATE** (*Jessica Gould and David Coppley*) Gould indicated they were there to share an update on the work of the Walk n Roll program. At the beginning of the year they made sure that the work they were doing was aligned with Intercity Transit's mission and vision. In doing so they came up with their own mission and vision to further the agency's goals. The mission is, "To educate and encourage youth to get around by biking, walking and riding the bus to foster a healthy, active community. The

vision is, "Youth will access their community using healthy, active transportation." The program encourages active transportation services, so it fits into their daily lives. At the same time we are trying to improve the health of our environment. Biking or walking, all roads lead to a bus. The program tries to engage youth at a pivotal time and change those preferences. Here we are in fall of 2015, and after five years of supporting the program Erin has departed. Jessica and David have continued to grow the program. They secured grant funding to get some support and have brought in Paulina, who has been helping with bike classes.

Coppley relayed that a big part of the program includes a bike shop in downtown Olympia where volunteers and students can easily access the facility. We moved into the space in September and it is meeting our needs well. Since it is dedicated space it is working better for our volunteers. Currently most volunteers are retirees.

Gould indicated she has been leveraging student leadership for the Walk N Roll program. Staff prepared a menu of Youth Education Offerings to use with schools. This helped define curriculum for our earn-a-bike program. Utilizing student leadership at Washington Middle School has given them ownership and they have taken the project and ran with it. Now it is also at Nisqually Middle School. Gould attends to support them. Washington Middle School has the highest number of walkers. Having the menu of offerings helps us sell the program when we go into schools, and it is great for teachers and administrators. This defines their level of commitment as well. On walk to school days we have designated spots to meet and walk with the kids. It is a lot of fun and we would love to have you attend. Kids feel safer and supported when we meet and walk together. Local jurisdictions Tumwater, Lacey, and the Thurston County Commissioners have declared October Walk to School Month. This helps strengthen our connections and validates the work we are doing by having elected officials on board. In October we had 7 schools with 860 students participate and in November we had 6 schools and 553 students. The weather was uncooperative for both.

Gould explained the rolling classrooms are still popular and staff is getting calls to offer more classes. These are rolling fieldtrips and they work to define what we want the kids to learn and set it up. They have the autonomy to take transit. We teach them where to put the fare and how much it costs.

Gould spoke about the Bikes in PE grant funded program at Tumwater School District. We support by attending classes. Our mission is to have more youth take transit. She worked with two students this morning who had never ridden a bike before. One of the goals is to get the program into Olympia and North Thurston School District.

Gould also talked about the Kidical mass bike rides that include families. The rides take place the second Sunday of the month and teach kids the basic rules of the road. There are all different age groups, and we focus on the fun of biking.

Coppley spoke about the Earn a Bike program indicating the bike shop and related storage, provide the backbone for the program. All the participants earn a bike. They are not new bikes, they are refurbished. The majority of the bikes are abandoned on buses, or at transit centers and we also receive bikes from Tumwater Police Department. Some are in pretty rough shape and can take as long as 8 hours to overhaul. Coppley is trying to document all of the procedures, and create a database for the bike shop to inventory parts and supplies. His goal is to have documentation on the bikes and where they come from. We have a small

group of dedicated volunteers. We have a lot of interest in participation, but some might not have the skill level required. The goal is to empower volunteers to run the operation.

Coppley indicated the Earn a Bike program is an after school event. The program was moved to middle school this last year. It is a more relevant age. The program gives the kids the skills they need to get around on bicycles. This year we are with Washington Middle School and have 10 youth in 4 classes. We maintain 4 staff to 10 youth riders. The classes include four 2 hour sessions, for a total of 8 hours of instruction. They learn how to change a flat tire, adjust brakes and shifters, etc. We focus on the most common things that would keep the bike from being ridden. The format is a short demonstration and then the kids have a hands-on workshop where we sabotage the bikes and teach them what to look for. They have to identify what is wrong and then we work with them to repair. The biggest thing is it stokes their interest. We have a lot of youth who want more of this instruction. Half is mechanics, the other half is safe riding skills. We are in a parking lot first, then local neighborhood streets then on to major streets. The stepped progress allows us to identify who is the risk taker so we can properly allocate our resources with their given behavior and experience level. Last year we had 30 youth, and this year we have 60 and we are growing.

Coppley stated funding is always an issue, and the program receives some budgeted funds from Intercity Transit which is supplemented with federal grants, currently a CMAQ grant, which is an environmental grant. Partnership and volunteers are as essential to the program's success. There will be an open house in January and will send invitations. We are looking to expand into 16 schools in the next 3 years.

Gould added we are maintaining the 11 schools that we already have in the program

Bradley arrived.

Gould and Coppley answered questions.

Bradley – asked if schools are asking for the program.

Gould – indicated they are booked out to 2017. We do try to provide some of the Walk N Roll program offerings on the menu.

Hustoft – asked if staff has look at local high school students for volunteers.

Coppley – responded with moving the bike shop this fall we haven't had a lot of time to dedicate to new volunteers. We hope to get more youth involved in the program as time allows.

Zenki – stated there was a similar program in Berkley and some of the bikes were found to be stolen.

Coppley – indicated they remain vigilant in their efforts to ensure that doesn't happen. The serial numbers are checked against a stolen bike database. We've received some inquiries from individuals because their bike has been stolen. We always check our inventory to make sure we don't have their bike in our inventory. We want bicycles to get back to their owners.

Feliciano – stated staff waits approximately 3 weeks before making modifications to the bikes.

Zenki – asked if staff has looked into ways to adapt bicycles for kids in chairs.

Gould – indicated they have not.

Coppley – responded that some special needs kids have participated in the program and he would love to work on that. It would be a great challenge for us to provide opportunities.

VanderDoes – inquired about the mechanical aptitude required for volunteers.

Coppley – indicated the kids have various skill levels and most of them come from orientation night. A volunteer buddies up with a group of kids to make sure that every child is getting their hands on the bike.

Gould – stated most kids are very enthusiastic even if they don't have the skills.

Freeman-Manzanares – stated this program reaches a lot of kids and it is a fairly inexpensive program to run. One of the things staff didn't give themselves credit for is they wrote the Bikes In PE grant to run the program. There is no better way to start your day than walking with kids to school. They have done an amazing job, spent a lot time to figure out what works and what they can accomplish within available funds and resources.

CONSUMER ISSUES

- *Hustoft* – relayed she was speaking with a person who moved here from New York. They remarked how Lacey is expanding and lacks transportation infrastructure.
- *Sibree* – remarked about a make-shift shelter he saw recently and would get information on the location and give it to staff.
- *Richardson* – indicated he has noticed bus drivers not checking passes. It doesn't happen every day, but it is enough for him to notice.
- *VanderDoes* – remarked about an incident recently where a driver was texting in front of him and it caused him to miss the light. He asked if the agency can use a portion of their advertising for a public service announcement about the dangers of distracted driving. Maybe use the tagline that texting on the bus costs zero.

Zenki – indicated they used to do those in California.

REPORTS

- *Van Gelder* – was absent so there was no report for the October 21, 2015, Work Session.

Intercity Transit Citizen Advisory Committee

November 16, 2015

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- *Clark, B.* – provided the report from the November 4, 2015, Regular Meeting and that it was a very informative meeting. They received a presentation from Jerry Spears about the collision avoidance program the agency is looking at; Heather gave the presentation on Leadership APTA we just saw; and the new tablets going into the DAL buses were discussed.
- *Freeman-Manzanares* – provided the General Manager's report including ridership at 3,629,763 boardings and is 3.9% lower than last year, this is attributable to lower fuel prices and reduced enrollment at universities. Sales tax is doing fantastic 8.92% over where we were last year. The agency has 15 operators completing training this Friday. They will be out on the road this weekend. We are working with the Economic Development Council (EDC) to address transportation issues in the meridian campus area of NE Lacey. We are connecting with employers and employees and talking about some of the programs we have available. The chambers of commerce and EDC are really interested in our Village Van and Vanpool programs. Firms like ACS/XEROX are hiring 14 – 18 people per day and much of their turnover is due to transportation issues. The agency is looking to experiment with full wraps on some buses. We did a six month pilot with what the advertising world calls king kongs. The full wrap is from wheel well to the back of the bus, leaving our logo visible. We will see what kind of money we can bring in from that. The University of Washington is opening a clinic and they contacted us to do a full wrap. The Holiday Banquet is on December 11, 2015, and the program starts at noon. There is a great meal, and we will introduce you to staff if you come. Our Wellness Committee has a Gratitude Graffiti project going so please write something you are grateful for in the lobby. We received 8 applications for the CAC and the authority decided to interview all 8. Interviews are on November 30. The ITA is looking to approve the 2016 budget and strategic plan at their meeting on November 18, which is a few weeks earlier this year. Staff received information from SSPC that they have 89 running start students from Yelm and 65 students need public transportation. They have asked for an increase in frequency.

Richardson – remarked that Timothy Stokes indicated SPSCC reenrollment is down 4.1%.

Sibree – inquired about community messaging on buses.

Freeman-Manzanares – responded we reserve 10% of the advertising space for our own messages. The agency must be very careful about giving free space. Part of the current CAC recruitment was on bus advertising. Staff allocates the space for the needs of the agency. Operators also suggest things and we try to be fresh with the messaging.

Chong – stated there should be something on the bus that shows all of the CAC members so passengers know they can ask us questions if they see us.

CAC MEMBERS PARTICIPATED IN A MAINTENANCE TOUR.

NEXT MEETING: January 11, 2016, a week earlier in observance of the Martin Luther King, Jr. holiday.

ADJOURNMENT

It was M/S/A by HUSTOFT and CLARK, D. to adjourn the meeting at 7:01 pm.

Prepared by Nancy Trail

Intercity Transit Citizen Advisory Committee

November 16, 2015

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: January 11, 2016**

FOR: Citizen Advisory Committee

FROM: Tom Crawford, Board Member, Thurston Climate Action Team

SUBJECT: Local Climate Change/Clean Energy Survey Results

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- 1) **The Issue:** According to a recent survey, Thurston County residents are very concerned about the local impacts of climate change, strongly support a variety of possible renewable energy and energy programs, and are willing to pay to see those programs happen.
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- 2) **Recommended Action:** Presentation and discussion only.
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- 3) **Policy Analysis:** An opportunity to hear about a local non-profit's efforts and their process for gathering information on community attitudes to address clean energy and climate change.
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- 4) **Background:** In partnership with Thurston County and the LOTT Clean Water Alliance, Thurston Climate Action Team (TCAT) completed a survey in June to gauge local public opinion about clean energy and climate change.
- Thurston County and LOTT committed financial support for the survey. In addition, faculty members from the three higher education institutions in the county (Saint Martin's University, The Evergreen State College, and South Puget Sound Community College) collaborated on the design and implementation of the survey.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community."*
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- 8) **References:** TCAT "Perception Survey on Clean Energy and Climate."

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: January 11, 2016**

FOR: Citizen Advisory Committee

FROM: Laura Lowe, 705-5833

SUBJECT: 2016 Procurement Plan

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- 1) **The Issue:** Provide an overview of ongoing and planned agency projects for 2016.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2016 Procurement will present a number of recommendations to the ITA for approval to enter into contracts.
-
- 4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements from goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.
- All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of contract.
- When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.
- Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2016 Procurement plan are included in the attached summary. Many things impact the flow of projects and the plan is adjusted as needed during the year.

5) **Alternatives:** N/A

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

7) **Goal Reference:** The 2016 project list represents all agency goals.

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: January 11, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

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- 1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2016.
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- 2) **Recommended Action:** This is an informational item.
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- 3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program up to \$300,000 in bus passes each year.
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- 4) **Background:** This is the fifth year of the program and the first year applications have exceeded the \$200,000 in bus passes available. The Authority increased the bus pass program to \$300,000 at their December 2, 2015 meeting. Currently we have \$260,829 granted with \$39,171 remaining. Staff will share the list of recipients thus far.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased. There is some question, however, as to whether or not these passes would all sell if not for the discounted bus pass program.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area, and* **Goal #4:***"Provide responsive transportation options within financial limitations."*
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- 8) **References:** N/A.

2016 Discounted Pass Program Potential Grant Recipients

Name Of Recipient	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	\$8,640.00 \$2,430.00 <hr/> \$11,070.00	\$17,280.00 \$4,860.00 <hr/> \$22,140.00	Adult Youth
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	\$2,592.00	\$5,184.00	Adult
3 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	\$7,560.00	\$15,120.00	Adult
4 Catholic Community Services Family Preservation 1011 SE 10th Ave Olympia WA 98501	\$3,240.00 \$1,350.00 <hr/> \$4,590.00	\$6,480.00 \$2,700.00 <hr/> \$9,180.00	Adult Youth
5 Community Action Council of Lewis/Mason Thurston 420 Golf Club Road SE Suite 100 Lacey WA 98503	\$21,600.00	\$43,200.00	Adult
6 Community Youth Services 711 State Ave NE Olympia WA 98506	\$9,450.00 \$2,850.00 <hr/> \$12,300.00	\$18,900.00 \$5,700.00 <hr/> \$24,600.00	Adult Youth
7 Family Support Center of S Sound P O Box 784 Olympia WA 98507-0784	\$10,368.00 \$540.00 <hr/> \$10,908.00	\$20,736.00 \$1,080.00 <hr/> \$21,816.00	Adult Youth
8 Garden Raised Bounty - GRUB 2016 Elliott Ave NW Olympia WA 98502	\$3,810.00	\$7,620.00	Youth
9 Gravity Olympia High School- ESD 113 502 Pear Street Olympia WA 98501	\$4,320.00 \$4,050.00 <hr/> \$8,370.00	\$8,640.00 \$8,100.00 <hr/> \$16,740.00	Adult Youth
10 Gravity Lacey High School- ESD 113 502 Pear Street Olympia WA 98501	\$3,240.00 \$2,700.00 <hr/> \$5,940.00	\$6,480.00 \$5,400.00 <hr/> \$11,880.00	Adult Youth

Name Of Recipient		Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
11	Housing Authority of Thurston County	\$2,160.00	\$4,320.00	Adult
	Housing Services Division	\$900.00	\$1,800.00	Youth
	1206 12th Ave SE Olympia WA 98501	\$3,060.00	\$6,120.00	
12	New Market Skill Center	\$3,060.00	\$6,120.00	Adult
	7299 New Market Street	\$1,725.00	\$3,450.00	Youth
	Tumwater WA 98501	\$4,785.00	\$9,570.00	
13	Olympia High School	\$2,220.00	\$4,440.00	Youth
	Freedom Farmers			
	1302 North Street SE Olympia WA 98501			
14	Olympia Union Gospel Mission	\$4,320.00	\$8,640.00	Adult
	P O Box 7668	\$360.00	\$720.00	Youth
	Olympia WA 98507-7668	\$4,680.00	\$9,360.00	
15	Out of the Woods	\$648.00	\$1,296.00	Adult
	2300 East End Street NW			
	Olympia WA 98502			
16	Pacific Mountain Workforce	\$3,780.00	\$7,560.00	Adult
	1570 Irving Street SW			
	Tumwater WA 98512			
17	South Sound Parent-to-Parent	\$900.00	\$1,800.00	Adult
	Tumwater School District	\$577.50	\$1,155.00	Youth
	621 Linwood Ave SW Tumwater WA 98512	\$1,477.50	\$2,955.00	
18	The Salvation Army	\$3,240.00	\$6,480.00	Adult
	P O Box 173			
	Olympia WA 98507			
19	Thurston County Office of Assigned Counsel	\$2,160.00	\$4,320.00	Adult
	926 24th Way SW	\$900.00	\$1,800.00	Youth
	Olympia WA 98502	\$3,060.00	\$6,120.00	
20	Thurston County Superior Court	\$1,080.00	\$2,160.00	Youth
	Juvenile Drug Court			
	2801 32nd Ave SW Tumwater WA 98512			
21	United Way of Thurston County	\$864.00	\$1,728.00	Adult
	1211 Fourth Avenue E Suite 101			Youth
	Olympia WA 98506			

	Name Of Recipient	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
22	WA ST DSHS Olympia Community Service Office 6860 Capital Blvd Tumwater WA 98512	\$12,780.00	\$25,560.00	Adult Youth
		<hr/>	<hr/>	
		\$130,414.50	\$260,829.00	

	\$300,000.00
	<hr/>
	(\$260,829.00)
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	\$39,171.00

Authority Meeting Highlights
a brief recap of the Authority Meeting of December 2, 2015

Action Items

Wednesday night, the Authority:

- Canceled the December 16, 2015, Work Session.
- Declared the property listed on Exhibit "A" as surplus. *(Laura Lowe)*
- Authorized the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$43,982.00, including taxes. *(Laura Lowe)*
- Authorized the General Manager to enter into a Development Agreement with the City of Olympia to clarify improvements and a tree plan for Phase 1 of the Pattison Expansion. *(Laura Lowe)*
- Authorized the General Manager to enter into a contract with Skillings Connolly in the amount of \$82,968, including taxes for bus stop pad engineering. *(Tammy Ferris)*
- Appointed four new Citizen Advisory Committee members whose terms begin January 1, 2016.
- Authorized increasing the limit for the 2016 Discounted Bus Pass program to \$300,000.

Other Items of Interest

- Bid farewell to Authority member, Councilmember Joe Baker, who served on the Intercity Transit Authority Board since February 2005.
- There are 193 vanpools. The Vanpool promotion continues with 56 new riders.
- Sales tax for November was 9.27%.
- The Annual Holiday Banquet is Friday, December 11, 2015. It begins at 10 a.m. and ends at 4 p.m. The awards presentation begins at 12:04 p.m.

Pat Messmer

Prepared: December 3, 2015

		12	1	2	3	4	5	6	7	8	9	10	11	12
CAC	Members	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Leah	Bradley	MEETING CANCELLED				Absent	Absent			Absent	Absent			MEETING CANCELLED
Jan	Burt									Absent	Absent			
Mitch	Chong				Absent				Absent					
Billie	Clark													
Denise	Clark								Absent					
Ursula	Euler				Absent						Absent	Absent		
Julie	Hustoft		Absent				Absent	Absent						
Quinn	Johnson					Absent	Absent			Absent	Absent			
Ariah	Perez									Absent	Absent		Absent	
Sue	Pierce					Absent								
Charles	Richardson					Absent	Absent		Absent	Absent				
Carl	See				Absent						Absent	Absent	Absent	
Kahlil	Sibree										Absent			
Victor	VanderDoes													
Michael	Van Gelder								Absent	Absent		Absent	Absent	
Lin	Zenki			Absent							Absent			

= Joint meeting does not count against required meeting attendance