

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
July 18, 2016
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative JEFF GADMAN
<i>(Victor VanderDoes)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. July 20, 2016, Work Session <i>(Ursula Euler)</i> | |
| | B. August 3, 2016, Regular Meeting <i>(Walter Smit)</i> | |
| | C. August 17, 2016, Work Session <i>(Joan O'Connell)</i> | |
| IV. | APPROVAL OF MINUTES - June 20, 2016 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN | 3 min. |
| | <i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | |
| VI. | NEW BUSINESS | |
| | A. ALTERNATIVE FUEL BUSES <i>(Paul Koleber)</i> | 45 min. |
| | B. DRAFT TRANSIT DEVELOPMENT PLAN (2016 - 2021)
<i>(Eric Phillips)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. July 6, 2016, Regular Meeting <i>(Ann Freeman-Manzanares)</i> | |
| | B. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | NEXT MEETING -August 15, 2016. | |
| 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 ephillips@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
June 20, 2016

CALL TO ORDER

Chair VanderDoes called the June 20, 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; Sue Pierce; Ursula Euler; Jonah Cummings; Ron Hughes; Mitchell Chong; Julie Hustoft; Carl See; and Kahlil Sibree.

Absent: Joan O'Connell; Billie Clark; Quinn Johnson; Michael Van Gelder; Walter Smit; Denise Clark; Aria Perez; Leah Bradley; Lin Zenki; and Charles Richardson.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; Duncan Green; Eric Phillips; and Pat Messmer

APPROVAL OF AGENDA

It was M/S/A by Pierce and Euler to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, Don Melnick.

RECOGNITIONS

A. Proclamation and Recognition for Outgoing Members Julie Hustoft, Charles Richardson, and Kahlil Sibree. Chair VanderDoes read a Proclamation of Appreciation to Hustoft and Sibree, who served on the CAC since July 2009; and Richardson who served on the CAC since 2011. The meeting recessed at 5:34 p.m. for refreshments.

Chair VanderDoes reconvened the meeting at 5:46 p.m.

MEETING ATTENDANCE

- A. July 6, 2016, Regular Meeting - Quinn Johnson
- B. July 20, 2016, Work Session - Ursula Euler
- C. August 3, 2016, Regular Meeting - Walter Smit

APPROVAL OF MINUTES

It was M/S/A by Hustoft and Cummings to approve the minutes of the May 16, 2016 meeting.

CONSUMER ISSUES

- VanderDoes - Has a question regarding two relocated bus stops.
- Julie Hustoft - Has a question regarding a bus stop.
- Carl See - Has a comment on a non-consumer issue.

NEW BUSINESS

A. BICYCLE COMMUTER CONTEST RESULTS - (*Duncan Green*)

BCC Specialist and Coordinator, Duncan Green provided an update on the 2016 Bicycle Commuter Contest (BCC). This was the 29th annual BCC and the 11th year hosted by Intercity Transit, and Green's 8th year as coordinator.

The 2016 theme was "Be a Vehicle for Change" inviting people to change their habits in how they commute, including bicycling. Green said as coordinator, he brings core values to the BCC that includes cooperation, communication and community building. A lot of what he does in order to grow and improve the BCC is to work with people to get new ideas and to extend the reach of the BCC. Collaborative efforts include working with Intercity Transit's Cut Commute Committee to foster and further the Intercity Transit's BCC team. Intercity Transit also has rewards for people who participate in the Bike to Work day. Green is very involved in the Walk N Roll program. He also collaborates with the City of Olympia and their Bike to Work activities in the area and with state agencies (Department of Licensing and Department of Transportation). Green is in constant communication with the transportation coordinators at the various worksites. He said there is a lot of "networking" that takes place, which helps to grow and invigorate the program.

New this year is an event called the School Mini BCC that Green developed with Jessica Gould and the Walk N Roll program. They reached out to nine elementary schools and recruited 125 students to do a compressed version of the BCC that fits better with the school season. This year there was an all-time BCC record of 1,800 participants who signed up; over a third of those who participated this year were doing it for the first time; and pretty decent follow through with participation. The Intercity Transit team finished with 42 participants - 384 commute trips and racked up 2,785 miles during the month of May

Green went through a PowerPoint presentation.

Green said the BCC is looking to continually improve and meet the needs of cyclist. It's continued support for long time commuters and encouragement and making connections in the community for those new to commuting by bike. Some of the approaches include having various family-friendly events and group bike rides, and reaching out online with a BCC blog and Facebook. BCC includes prizes donated by a number of local, regional and national supporters. There were over 50 sponsors that donated everything from bicycles to coffee mugs, bike lights, and gift cards. Everyone who signs up and turns in a mileage log receives valuable coupons for discounts.

BCC events include the Earth Day Market Ride with over 200 participants; winter Mini-BCC with 198 participants; Inter-Agency Bike Ride; and the Prize Hoopla. Another collaborative event is National Bike to Work Day which is held the third Friday in May and there were an estimated 300 participants.

Participation in the BCC is on an upward trend and the goal is to get up to 2,000 participants. Green shared more statistics about the 2016 BCC. This year:

- 1,853 riders over 100 teams
- 13,223 round-trips

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 3 of 10

- Traveled 105,876 miles, saving 50 tons of CO2

The future of the BCC:

- Change the name to “Bicycle Commuter Challenge”
 - To reflect a more inclusive attitude and make it less about a competition
- Grow the Winter BCC and School Mini-BCC
- Add an interactive online Mileage Log
- Keep pedaling and keep growing

Euler asked if bike stations are available during bike rides. Green said bike stations are set up during Bike-to-Work day. He coordinates with different businesses to host the bike stations such as coffee shops around town, bike shops, Ralph’s Thriftway and Evergreen State College. This year there were a total of seven stations throughout Olympia, Lacey and Tumwater.

Hustoft asked if the Mini BCC is implemented in all school districts. Green said the Youth Education Coordinator (Jessica Gould) reached out to the schools and set up that process, and he would be happy to pass the question along to her.

Freeman-Manzanares said these programs continue to evolve, and the Mini BCC is a great outcome with coordination with the Youth Education program. She encourages CAC members to let staff know of schools interested or that have a connection. This will help in growing these programs with limited staff.

Cummings asked if there are any statistics regarding logistics where the BCC participants generate from? Green said the majority of participants show addresses from Olympia – roughly 70%. However, there is a good chunk of participants from Lacey and Tumwater and other communities within the county, as well as people who live outside the county and work in Thurston County and bike in from Shelton or from Tacoma.

See asked if there are comparable programs in other locations or is Intercity Transit the trailblazer. Green said there are other programs around our region and the country; however, the BCC is one of the oldest forms still going. Both Pierce and King Counties have similar events; Portland has a similar event, but those programs have not been around as long as our BCC. Green noted there is a guide book for creating an event like the BCC that was largely written by the early organizers of the BCC that is now incorporated into a guidebook put out by the League of American Bicyclists.

See asked if other BCC’s are funded through transit organizations. Green said Intercity Transit is unique in that respect. The Pierce County event is hosted by Pierce Transit; the King County event is run by the Cascade Bicycle Club, and Portland is hosted by the Bicycle Transportation Alliance.

Kahlil arrived.

Chair VanderDoes took a few moments to present Kahlil with his Proclamation and clock.

B. LONG TERM FINANCIAL REVIEW - (Ann Freeman-Manzanares)

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 4 of 10

Freeman-Manzanares and Ben Foreman, Director of Finance, reviewed the draft long range financial scenarios in preparation for the Strategic Plan.

As part of the Strategic Plan, Intercity Transit publishes a 6-year financial forecast as part of the document. During the recession, and with the elimination of bus and bus facility funds, we fell "off the cliff" in year seven and thought it important to make that clear to our policy makers. The extended forecast projects a full vehicle replacement cycle which is a significant expense for the agency so it's good to get it out there for planning purposes. Forecasting is difficult to do, particularly when the largest source of income is something as volatile as sales tax, and a major expense is fuel, which also is volatile and difficult to predict. We also recognize that the further out we get, the higher the likelihood that something will change to affect the outcome.

Freeman-Manzanares presented base model assumptions. *Below are the highlights:*

Funding Assumptions:

- Sales Tax Revenue for 2016 is estimated at 4.5%. We are hoping that it is higher at the conclusion of the year.
- Sales Tax Revenue growth rate thereafter would be at 3%
- Sales Tax Income remains at 8/10th of 1 percent
- Inflation at 3.5%

Service Assumptions:

- Fixed Route service remains status quo through the end of June 2016. At that point in time, our Regional Mobility Grants expire.
- Add 2,000 service hours to Dial-A-Lift

Capital Assumptions:

- Includes Pattison Street Rehabilitation and Expansion Final Engineering
- Pattison Street Construction scheduled for 2019. Project will not proceed without grant funding. (Programmed in at 80% grant/20% local match)
- No new park-and-ride lots scheduled to be constructed
- Continue to purchase hybrid buses
- Bus replacement cycle of 15 years

Employees:

- Does not include any additional employees

Wage Assumptions:

- Non-represented employees - 3% placeholder 2017 - 2019; 2.5% thereafter
- ATU - 2017; 2.75 - 3% placeholder 2017-2019; 2.5% thereafter
- IAM - 3% placeholder 2017-2019; 2.5% thereafter

Fuel:

- 2017 at \$4.07 a gallon; adding 3% thereafter for the remainder of the forecast

Freeman-Manzanares reviewed the base model assumption scenarios.

- Base Assumption
- 2016 = 9% Sales Tax

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 5 of 10

- 2016 + 2017 = 9% Sales Tax
- 17-Year Hybrid
- 15-Year Diesel
- 17-Year Diesel
- 2016 + 2017 = 9% Sales Tax
 - 15-Year Diesel
- 2016 + 2017 = 9% Sales Tax
 - 15-Year Diesel + 1/10th of 1 Percent

Cummings referred to phasing out the express service when the grant expires and he wanted to know if those match each other one-for-one or is that going to have some sort of effect on the rest of the budget. He asked if we reduce the grant funded service do we have some ability to use those operational dollars elsewhere. *Freeman-Manzanares said not really because it's funded at 80% with grant funds.*

Cummings asked what will happen to current express passengers if/when express service is eliminated. Will they switch to vanpools? *Freeman-Manzanares said there is the potential of that happening, and that was a big push staff made when some of the hours were altered. Staff was looking at the ridership numbers for both of those services and the numbers had an unsatisfactory rating. Staff would work to get riders into vanpools or into other express service.*

Freeman-Manzanares and Foreman experimented with different numbers changing the results of the scenarios (such as adding service, and changing the fuel or sales tax numbers).

Euler suggested that a financial policy could be formulated to set some criteria that allows a scenario showing six years' worth of at least 3% sales tax growth and if the sales tax is higher than that, the money could be banked. Perhaps we can expand service and even if there is a downturn, there is enough resources stashed away to maintain that expanded service. What are the solutions for not excluding the possibility of expansion? She says to stay flexible operationally to have higher balances, and if there is a plan that states why we are building a fund balance, you can defend it.

See asked what is the main difference of the purchase cost between diesel and hybrid vehicles. *Freeman-Manzanares said the difference in capital cost is between \$200,000 and \$250,000. Foreman said the mid-life rebuild is \$50,000 on the diesel and \$300,000 on the hybrids and the difference in cost is about \$450,000.*

Pierce said in her experience as a rider, hybrids have more issues versus diesel, and she is curious to see overall where the glitches are. *Freeman-Manzanares said she will ask Paul Koleber, Maintenance Manager, to provide a refresher update about the hybrids and the diesel.*

Cummings asked how an increase in ridership would affect the numbers. *Foreman said an increase in ridership wouldn't be that significant in terms of income. Currently our farebox income is 10 to 12%. If the increase in ridership is significant, we might need to put more buses on the road, which would require more buses and more staff. It's a negative from a budget perspective. The 62 for instance, is already standing room only at times of the day and that is 15 minute service.*

See asked how you factor in population and growth. *Foreman said there is the 2,000 hours for Dial-A-Lift and that's growth and aging population. The rest of it is at 3% for inflation. When we do revenue increases at 3% that's straight population growth.*

VanderDoes asked what costs would look like if all buses were electric from an operational standpoint in ten years. He understands there would be capital expenditures for underground hardware, and overhead, etc. *Freeman-Manzanares said it would likely be more beneficial to work outside of the model and prepare capital and operating expenses for an all-electric fleet. The expense would be far greater than that of a hybrid electric fleet.*

Cummings asked if there is a negative return with the corporate-type bus passes like for the colleges when they pay a lump sum whether people ride or not. *Freeman-Manzanares said our contracts are at a discounted rate based on service counts. She doesn't believe it would have a huge impact on the overall budget. The lack of convenience in not having one would likely negatively impact our ridership numbers.*

C. 2017-2022 STRATEGIC PLAN – (Ann Freeman-Manzanares)

Freeman-Manzanares reviewed the twenty strategic plan policy statements and decisions made by the Authority.

1. Are there capital purchases or other projects needed to allow future growth?

Authority direction for 2017: Dedicate funds to complete the final design for the Pattison Street Facility Rehabilitation and Expansion project placing us in a more competitive position for grant funding.

VanderDoes said it's really important to be shovel-ready for whatever we have available. In the next national elections things could change and we could start working on infrastructure.

2. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass Program fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?

Authority direction for 2017: Continue the good work of all of these programs in future years. Continue to seek grant funding to support the Village Vans Program. No programs would be added.

3. What role should Intercity Transit play in local transportation projects – Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Contest?

Authority direction for 2017: Continue to work in all of these areas.

4. Should Intercity Transit pursue additional park-and-ride facilities at this time?

Authority direction for 2017: Do not pursue additional park-and-ride facilities at this time.

See asked if there is consideration of how to engage those current park-and-rides in other partnerships. Freeman-Manzanares said yes, staff will continue to look at those opportunities. She said there is still capacity at Martin Way and Hawks Prairie.

See asked about seeking opportunities to put in a restaurant or drive-thru coffee shop at the park-and-rides. Freeman-Manzanares said we would have to go through the Department of the Blind. Staff did an analysis when that request was made about the Centennial Station and it wasn't allowed.

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 7 of 10

5. *Should the vanpool program continue to expand to keep pace with demand?*
Authority direction for 2017: Utilize existing equipment. If demand exceeds our capacity, look at expansion. Otherwise, do not grow the program.
6. *Are our services – Dial-a-Lift, Travel Training and Accessible Fixed Route Buses adequate to serve persons with disabilities?*
Authority direction for 2017: Our programs serve the community well. Continue to build these programs. Add 2,000 service hours to DAL to use as necessary.
7. *What level of passenger amenities (bus, shelter, benches, lighted stops, passenger information) is appropriate?*
Authority direction for 2017: Continue to implement enhancements through a combination of grant and local funding.
8. *What should be Intercity Transit's policy and actions related to expansion of the PTBA?*
Authority direction for 2017: Do not pursue expansion of the PTBA.
9. *Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?*
Authority Direction for 2017: Continue to focus on this effort.
10. *Should Intercity Transit's planning for the next six years be financially constrained?*
Authority Direction for 2017: Our planning should be financially constrained. The recent recession had significant negative impact on our budget. Sales tax has rebounded but we cannot predict future years funding.
11. *What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?*
Authority Direction for 2017: Continue to support these efforts in a way that is also fiscally responsible.
12. *Is the current fare policy appropriate?*
Authority Direction for 2017: Continue with our current fare structure.

See asked about the Dash. Freeman-Manzanares said that would be an interesting conversation as we talk about our long and short range plan when we bring in a consultant to look at the PTBA and the customer comments and operators. The Dash is a very interesting part of that because many people are supportive but ridership on the Dash is low.
13. *What additional investments in technology should be made beyond the current Advanced Communications System project?*
Authority Direction for 2017: Move forward with the study to replace the current CAD-AVL system.
14. *Should Intercity Transit maintain service levels in 2017 or consider new or expanded local transit services needed to serve the growing population?*
Authority Direction for 2017: The focus is to maintain existing service recognizing the elimination of Regional Mobility Grant funded express service July 1, 2017.

Chong left the meeting.

15. What is Intercity Transit's role in providing regional mobility?

Authority Direction for 2017: Support this effort to the extent our budget allows.

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

Authority Direction for 2017: Work with the state to identify parking and use of DASH. Work with stakeholders to market and cross promote transit.

Cummings said he noticed that when the legislature is in session there seemed to be a disproportioned number of legislators and lobbyists using the Dash.

See said there are hotels going in on the other side of I-5, and there are terrible pathways in that area – is there any way Dash could go out that way during the legislative session.

Pierce suggested reminding the restaurants and other establishments downtown that their customers can get around on Dash.

Freeman-Manzanares said staff works with the DES so when they have events, they advertise Dash services.

Pierce suggested utilizing the tourist bureau to assist and answer questions for those visiting Olympia and getting more local people on the Dash.

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

Authority Direction for 2017: There will be a role for local express in the future.

18. Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?

Authority Direction for 2017: Continue to focus on the signal prioritization project.

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

Authority Direction for 2017: Continue to work with the school districts and explore potential partnerships. *Freeman-Manzanares said the service the school districts provide is different because they go door-to-door and down residential streets. She would like to see a more cooperative relationship with the school districts. We're making strides in Emergency Management with the districts and we're the lead Emergency Management transportation provider in the county with the schools as a resource we can draw on.*

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

Authority Direction for 2017: Continue to focus and intensify our marketing, communications and community outreach efforts. *Freeman-Manzanares said the agency has been operating for a year and half without a marketing manager and a new manager begins on July 18. Staff has been having conversations about what it looks like in terms of staff to do more effective outreach.*

Euler is wondering if any of these policy issues allow room to include the conversation about what role Intercity Transit could play in the shared economy. Is the Authority having conversations to start thinking about what that could look like depending on how the next few years develop? She noted public transportation offers safety and reliability.

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 9 of 10

CONSUMER ISSUES

- *Hustoft* – noticed that a few feet down from the bus stop behind the old Capitol Building on Franklin and Legion there are construction markings on the sidewalk and she wants to know if they are installing a bus shelter and when that would be completed.
 - Freeman-Manzanares will ask staff to check into this.
- *See* – said he was in Vancouver and he noticed C-Tran opened up a BRT line and he is wondering if Intercity Transit can look at that as we grow, especially along Martin Way, and he would like to understand what is driving C-Tran’s capacity to do that.
 - Freeman-Manzanares said she attended the state transportation conference when they held the ground breaking for the Vine and she took the opportunity to meet with community organizers.
- *Sibree* – asked what the status is for installing a bus shelter at the bus stop down the street from Yelm High School near the huge subdivision – in the direction leaving Yelm. He said he’s talked with Dennis Bloom about this and has stressed how desperately that bus stop needs a shelter because numerous people stand in the rain at that location.
 - Freeman-Manzanares will follow up with Dennis Bloom in the Planning Department.
- *VanderDoes* – said he noticed two bus shelters were moved at the Red Wind Casino, and there is a lot of construction taking place in that area, and he wants to know who paid for that?
 - Freeman-Manzanares will ask staff to look into this. It is likely part of the casino’s construction project.
- *VanderDoes* - noted the corner of Custer/North Avenue and Cleveland is a bad intersection for buses during rush hour. Is there anything staff can do to work with the City of Tumwater to make traffic at that location move more efficiently?
 - Freeman-Manzanares said we do not have a signal priority project going in through that area. However, staff has had conversations with the jurisdictional traffic engineers, and will continue to have conversations about the benefits signal prioritization. The conversation will also include Martin Way and Galaxy. Staff will also look at this from the Operators’ perspective because they do report these types of issues to the Operations Communication and Policy Committee. It then gets turned over to Planning and Development who in turn talks with the jurisdictions.

REPORTS

- May 18, 2016 Work Session – No report.
- June 1, 2016, Regular Meeting – No report.
- *Ursula Euler* – provided the report from the June 15, 2016, Work Session. The Authority received the same presentations the CAC is receiving this evening. There was discussion about hybrid versus diesel buses. Chair Gadman indicated there was a consensus among the Authority regarding a financial accountability of not being able to justify continuing with the purchase of hybrids. Councilmember Sullivan pointed out how disposal of the hybrid batteries impacts the environment.
- **General Manager’s Report**

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 10 of 10

The Authority confirmed the reappointment of CAC members Leah Bradley, Sue Pierce, Victor VanderDoes and Michael Van Gelder at the June 1, 2016, meeting.

Sales tax was 11.8% in May (typically comes from construction and car sales).

Ridership for May was at 362,091 boardings, which is down 1.3% from May of 2015. Year-to-date, there is 1,812,422 boardings which is down 3.4% from the first five months in 2015.

The Olympia Pride Parade was well attended and Intercity Transit's participation was well received.

Intercity Transit will participate in both the Tumwater 4th of July parade and the Lakefair parade, and all are invited to join in the fun.

NEXT MEETING: July 18, 2016.

ADJOURNMENT

It was M/S/A by VanderDoes and See to adjourn the meeting at 7:57 p.m.

Minutes prepared by Pat Messmer
Executive Assistant/Clerk of the Board

**INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: July 18, 2016**

FOR: Citizen Advisory Committee

FROM: Paul Koleber, 705-5884

SUBJECT: Bus Technology

-
- 1) **The Issue:** Update on bus technology.

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

 - 3) **Policy Analysis:** The purchase and maintenance of buses is a major expense significantly impacting our budget. The technology type purchased is at the Authority's discretion.

 - 4) **Background:** Through the strategic planning process, the Authority selected clean diesel technology for our financial forecasting model. This is an opportunity to talk about the advances in clean diesel as well as get an update on other technology.

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

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

 - 7) **Goal Reference:** This item addresses Goal #2: *"Provide outstanding customer service;"* and Goal #5: *"Align best practices and support agency activities and sustainable technologies."*

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

**INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: July 18, 2016**

FOR: Citizen Advisory Committee

FROM: Dennis Bloom, Planning Manager, 705-5832
Eric Phillips, Development Director, 705-5885

SUBJECT: Review Draft of Annual Update of the Transit Development Plan

-
- 1) **The Issue:** Review update of the Transit Development Plan (TDP) for 2016-2021.

 - 2) **Recommended Action:** For information and discussion purposes. Staff will provide a presentation on the highlights of the 2015 Annual Report and the 2016-2021 Transit Development Plan. This will provide a baseline of ridership information to kick-off the short and long range planning process.

 - 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 2015 Summary);
- b) Description of planned changes, if any, to services and facilities (2016-21); and
- c) Operating and capital financing elements for the previous year (2015), budgeted for current year (2016), and planned for five years (2017 - 2021).

This year's update remains an 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 and had been traditionally a part of the TDP process, continues later this year after submission of this document.

A public hearing on the TDP is anticipated for August 3, 2016, with a request for adoption by the ITA on August 17, 2016. Staff will also present an overview of the annual TDP update to the Citizen Advisory Committee on July 18.

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

6) **Budget Notes:** This is currently covered under the 2016 Budget. The TDP simply reports on past and projected agency elements based on the current budget year. The development of next year's budget will be accomplished later in 2016, when discussions on the annual update of the agency's Strategic Plan takes place.

7) **Goal Reference:** The conducting of a public hearing for the draft TDP reflects all current goals established for the agency.

8) **References:** Draft: 2015 Annual Report & Transit Development Plan 2016-2021.

2016 Timeline for TDP Process:

July 6, ITA: Present Draft TDP
July 18, CAC: Present Draft TDP
July 20, Public: Draft available to the public
August 3, ITA: Conduct Public Hearing
August 17, ITA: Request to Adopt TDP

**INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: July 18, 2016**

FOR: Citizen Advisory Committee

FROM: Eric Phillips, 705-5885
Ann Freeman-Manzanares, 705-5884

SUBJECT: Short/Long Range Planning Strategy

-
- 1) **The Issue:** Discuss our short and long range planning strategy and how that fits into the Community Conversation.

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

 - 3) **Policy Analysis:** The Authority is responsible to determine service levels and programs.

 - 4) **Background:** Intercity Transit periodically completes an analysis of our services and prepares a long range look at service alternatives. This work is typically undertaken with support from a consulting team with staff support. Our previous short and long range plan was completed in 2006. We are currently under contract with Nelson Nygaard to undertake long and short range system planning services. Initially the work was more narrowly focused on a short range fixed route system analysis and development of long range options under a financially constrained scenario. The opportunity to pursue a broader Community Conversation has prompted staff to explore broadening the work and to consider a more comprehensive system analysis.

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

 - 6) **Budget Notes:** This discussion impacts our long range financial projections.

 - 7) **Goal Reference:** This item addresses Goal #2: *“Provide outstanding customer service;”* and Goal #5: *“Align best practices and support agency activities and sustainable technologies.”*

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

Authority Meeting Highlights
A brief recap of the Authority Meeting of July 6, 2016

Action Items:

Wednesday night, the Authority:

- Adopted the 2017-2020 Transportation Improvement Program (TIP) for projects.
(Eric Phillips)
- Approved changes to the Citizen Advisory Committee Bylaws changing the nomination/vote of Officers to October/November.
(Ann Freeman-Manzanares)
- Received an update / review to the Draft Transit Development Plan for 2016-2021. *(Dennis Bloom)*

Other Items of Interest:

- Welcomed Russell Gilsdorf, Customer Service Representative.
- Welcomed Chris Alfonso and Tom Crow, Maintenance Supervisors.
- Sales tax for June is 13.56% which is reflective of April,, 2016. That is up 10.19% over 2015.
- There are 180 active vanpools. Vanpool staff continues to work with the Go Lewis-McChord campaign where they are looking at increasing the vanpool fleet.
- The State Auditors completed their annual audit.
- Staff from the Olympia Fire Department contacted Intercity Transit requesting any video coverage of the fire that took place downtown recently. They are looking for individuals who may be responsible.

Pat Messmer

Prepared: July 7, 2016

CAC		6	7	8	9	10	11	12	1	2	3	4	5	6	
Members		Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	
Leah	Bradley			Absent	Absent			MEETING CANCELLED		Absent	Absent			Absent	
Jan	Burt			Absent	Absent									Absent	
Mitch	Chong		Absent							Absent			Absent		
Billie	Clark													Absent	Absent
Denise	Clark		Absent								Absent				Absent
Jonah	Cummings														
Ursula	Euler				Absent	Absent									
Ron	Hughes												Absent		
Quinn	Johnson			Absent	Absent								Absent	Absent	
Joan	O'Connell													Absent	Absent
Ariah	Perez			Absent	Absent		Absent				Absent	Absent	Absent		Absent
Sue	Pierce														
Carl	See				Absent	Absent	Absent				Absent				
Walter	Smit														Absent
Victor	VanderDoes														
Michael	Van Gelder		Absent	Absent		Absent	Absent								Absent
Lin	Zenki				Absent				Absent					Absent	

= Joint meeting does not count against required meeting attendance