

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
February 9, 2015
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative JOE BAKER
<i>(Michael Van Gelder)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. February 18, 2015, Work Session <i>(Valerie Elliott)</i> | |
| | B. March 4, 2015, Regular Meeting <i>(Ursula Euler)</i> | |
| IV. | APPROVAL OF MINUTES - January 12, 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. BUS BUDDIES UPDATE <i>(Emily Bergkamp)</i> | 30 min. |
| | B. STATUS OF FIXED ROUTE SERVICE <i>(Dennis Bloom)</i> | 40 min. |
| | C. 2105 ITA/CAC Agenda Schedule <i>(Michael Van Gelder)</i> | 20 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. January 21, 2015, Work Session <i>(Jan Burt)</i> | |
| | B. February 4, 2015, Regular Meeting <i>(Billie Clark)</i> | |
| | C. Conference of Corridor Commissions <i>(Michael Van Gelder)</i> | |
| IX. | NEXT MEETING - March 16, 2015. | |
| 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
January 12, 2015

CALL TO ORDER

Chair Van Gelder called the January 12, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See, Victor VanderDoes; Sue Pierce; Joan O'Connell; Quinn Johnson; Charles Richardson; Leah Bradley; Mitchell Chong; Faith Hagenhofer; Kahlil Sibree; Dale Vincent; Valerie Elliott; Lin Zenki; Jan Burt; Billie Clark; Ursula Euler; and Denise Clark.

Absent: Julie Hustoft; and Grace Arnis.

Staff Present: Ann Freeman-Manzanares; Jim Merrill; Marilyn Hemmann; Carolyn Newsome and Nancy Trail.

Others Present: Authority member, Ryan Warner, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by ELLIOTT and SIBREE to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Ryan Warner.

WELCOME NEW MEMBER

Van Gelder introduced the new Citizen Advisory Committee members: **Grace Arnis; Jan Burt; Billie Clark; Denise Clark; Ursula Euler; and Lin Zenki.**

Each new member present told the committee a little about themselves. The current members also introduced themselves.

See; Hagenhofer; and Bradley arrived.

MEETING ATTENDANCE

- A. January 21, 2015, Work Session - Jan Burt
- B. February 4, 2015, Regular Meeting - Billie Clark

APPROVAL OF MINUTES

It was M/S/A by ELLIOTT and SIBREE to approve the minutes of the November 17, 2014 meeting.

CONSUMER ISSUES CHECK-IN - Issues for discussion later in the meeting include:

- *Elliott* - CAC nomination process; question about vehicles parking close to bus stops.
- *Chong* - Holiday schedule with service ending early.

NEW BUSINESS

A. EMERGENCY MANAGEMENT - (*Jim Merrill*) Merrill stated he has worked for Intercity Transit for 28 years and has been Director of Operations since 1997.

Merrill indicated the general manager asked him to discuss Intercity Transit's role in emergency response in the community. He indicated that this is when Intercity Transit shines. When he asks people what they think Intercity Transit's role is in emergency management most don't know. In the County plan Intercity Transit is listed under Emergency Support Functions in Chapter 1. Intercity Transit is the lead agency for transportation for the County.

Merrill relayed a story about a Nisqually flood where the amount of rain had been miscalculated. It would be necessary to open the flood gates and this was going to be a huge problem. The County asked for Intercity Transit to assist in evacuating the Nisqually Delta. In these situations the transportation must be immediate and reliable. Residents were picked up and moved to safety.

Merrill indicated during disaster planning he always attempts to reorient the conversation to the needs that are most urgent. The needs of those on dialysis are generally most urgent.

Intercity Transit runs 20 hours a day, 7 days a week. The agency has the equipment best suited to respond to emergencies. The agency can operate when the going gets tough. Intercity Transit has an emergency generator that allows us to remain operational in severe weather and other emergencies.

Merrill stated Intercity Transit vehicles are 'lift equipped' and ready to go. The agency is reliable and always comes when asked. In the event of a major snow storm, there is a Foul Weather Emergency Plan with 3 different levels of response.

Merrill relayed that during the Nisqually earthquake the agency kept operating, even though many roads and the bridges downtown were closed because they hadn't yet been inspected. Access to the westside was limited so the agency put

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every vehicle out. People needed to get home. The drivers were reporting that many passengers were without any money because they left their work without their personal effects. Intercity Transit provided the service free of charge.

Merrill stated Intercity Transit responds to a variety of requests from law enforcement as well as fire and emergency medical. We are non-judgmental support services, in that we respond when they need us and they respond when we need them. We transport police and SWAT, we serve as a warming and refreshing station for those fighting fires and responding to other emergencies. We have served as a mobile holding area during civil disturbances. Years ago the agency received a call from the State Patrol asking for assistance transporting a group to a demonstration. The agency responded and transported the group to the capitol. The agency responded to a bomb threat at a city facility with a bus to keep the city's employees warm. The agency has also responded to requests for assistance outside of the PTBA, including flood evacuation in Rochester and providing assistance to Pierce Transit when their CNG facility exploded.

See - asked if Intercity Transit would coordinate with Pierce County if the bridge went out, or in the event of a huge accident.

Merrill - replied that those types of emergencies are coordinated through the County. We would respond and provide assistance as requested. When we had a big accident on I-5 we dispatched additional vehicles and re-routed them around the accident point. We are currently in the process of updating the County Natural Hazard Mitigation Plan. Jessica Brandt and Mark Sandberg are our representatives working on this plan with TRPC, Thurston County and local jurisdictions.

Johnson - asked if there is a place in the budget for these types of situations.

Merrill - responded that the agency does not charge for responding and we do not budget for it. Our role in the County is to provide transportation services in an emergency if required. There have been instances where Intercity Transit has been reimbursed.

Merrill indicated the agency is National Incident Management System (NIMS) certified. The agency trains with Homeland Security. The training has included an earthquake exercise, and tsunami response. There will be training on April 1, 2015 to simulate an active shooter incident at SPSCC - Where Fools Rush In.

Freeman-Manzanares added that few people know the agency is an essential service for the county in emergency response and she wanted members to know about our role.

Hagenhofer - asked if the agency dovetails with JBLM.

Merrill – replied that the agency works with Camp Murray, and this is part of the planning process the agency does with TRPC.

Freeman-Manzanares – added the agency responded to a request to assist after the Super Bowl parade. There were so many people in downtown Seattle they weren't sure how they were going to get them on their way in a safe and timely manner. Intercity Transit sent coaches to assist.

- B. 2015 PROCUREMENT PROJECTS - (Marilyn Hemmann)** Hemmann indicated she provides an update to the CAC/ITA on projects annually. She provided some background on the work the Procurement division does at Intercity Transit. The division ensures that the agency purchases everything competitively. Procurement ensures that the purchasing process is fair and equal and that all of the contract awards are transparent and can stand up to scrutiny.

Hemmann stated the Procurement division also includes the inventory staff of three. They purchase fuel; oil; parts; etc. Hemmann relayed that there are 4 procurement staff including her and that she is in her 14th year with Intercity Transit. Her staff consists of Jeff Peterson; LeAnna Sandy; and Tammy Ferris. Professionally staff is affiliated with National Institute of Governmental Purchasing (NIGP). Hemmann encourages her staff to obtain certification as a Certified Professional Public Buyer (CPPB). Hemmann indicated Jeff Peterson has his certification and that LeAnna is almost there.

Hemmann indicated 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 the contract.

Hemmann detailed some of the different projects the Procurement division handles including refurbishing the monument sign; parking lot seal; landscaping; janitorial; recording/amplification system; bike racks; fareboxes; uniforms; bus passes; transit guides; plastic holders on buses; on-bus cameras; buses; Dial-A-Lift vehicles; vanpool vehicles; bus shelters/pads; and Underground Storage Tanks. The Procurement division handled the Hawks Prairie Park and Ride; and is working on the Olympia Transit Center expansion. Procurement is not purchasing. Procurement is handling projects from concept to completion. We do everything as a team. We research; write scope/specs; get it out on the street; evaluate; follows rules; guidelines; and negotiate contracts.

Hemmann indicated she meets with managers/directors to determine new projects for the year. There are always ongoing projects. A lot of time is dedicated to sequencing. As additional funding becomes available it can push projects forward.

Hemmann reviewed the 2015 slate of projects/sequencing.

Hemmann answered questions.

Vincent – asked if Intercity Transit was able to benefit from the lower fuel prices.

Hemmann – responded the agency is getting it below \$2.00/gallon. The inventory group charts fuel and knows what we have been paying for an extended period of time.

Euler – inquired about the process for bids and who makes the decisions.

Hemmann – indicated the process has been in place a long time. The transit Authority approves them and the threshold hasn't changed. Items for renewal are placed on the consent agenda.

Freeman-Manzanares – stated the agency researched raising threshold some time ago and decided not to formally raise the limits above \$25,000. The Authority is very engaged.

Warner – relayed that he had the opportunity to attend the APTA Expo and tour the exhibits with the Procurement staff. They knew exactly where everyone needed to go and what needed to be seen to make the best use of time.

Freeman-Manzanares – indicated the agency has a concept to completion approach to acquiring goods and services. It's not just a function of purchasing what another group tells you to purchase. We have a full spectrum approach where the folks with inherent knowledge are bringing their best to the table. The approach is so valuable and working in teams allows staff to make the best decision they can make.

C. SURPLUS VAN GRANT - (*Carolyn Newsome*) Newsome indicated the surplus van grant program allows non-profit groups to apply and use vehicles for their clients that are not served by traditional fixed-route service. The agency replaces vehicles every year and these vehicles would typically be surplus. Staff wanted to try something new to allow non-profits to apply and receive a van to use for their clients. The Authority authorized this use for the benefit of the community.

Newsome explained how the program works when she met with the CAC in November. We are now ready to ask the Authority to approve who will get vehicles. Staff received seven applications. All applications were reviewed by a committee consisting of Ann Freeman-Manzanares; Meta Hogan and Newsome. The agencies selected to receive vans were the Boys and Girls Clubs of Thurston County; Community Youth Services; Olympia Union Gospel Mission and Senior Services for South Sound.

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Newsome indicated the Boys & Girls Clubs will use their granted van to service low income and at-risk youth for before and after school programs and field trips. Community Youth Services will use their granted van for the Youth Build program to transport youth to job sites. The Olympia Union Gospel Mission will use their granted van for trips to the food bank, support groups and other community services. Senior Services for South Sound will use their granted van to transport seniors to nutrition programs, services to at-risk seniors and adult day care/respite programs.

Newsome stated she will also contact those that applied and were not selected with information on the community van program.

Newsome answered questions.

O'Connell - asked the names of the other agencies that applied.

Newsome - responded the Capital Recovery Center; Evergreen State College; and Early Learning Center.

Hagenhofer - asked if the groups must limit their transportation to a specific area.

Newsome - indicated there are some restrictions but not geographically.

Newsome relayed a story about the Girl Scouts who applied some years ago and were granted a van for a program transporting girls to visit their mothers at Purdy Prison.

O'Connell - asked if amount of use is considered in the application process.

Newsome - responded that use is a consideration.

Zenki - asked if this is a one-time opportunity.

Newsome - responded the agency does this annually, and 33 vans have been awarded this far. With these 4, we will be at 37 vans.

Burt - asked who takes care of licensing and insurance.

Newsome - indicated it is the responsibility of the recipient. Staff holds an open house to explain and answer questions. Applicants must show they can maintain the vehicle.

D. DISCOUNTED BUS PASS PROGRAM - (Ann Freeman-Manzanares) Freeman-Manzanares indicated the agency recognized a severe lack of funding for those agencies serving low income individuals. The Authority has provided up to

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\$200,000 annually in passes at half price to assist those agencies with transportation. The list that was submitted as part of the packet has already been updated. The application process begins in November. If the agency receives \$200,000 in applications the program is full; otherwise it is a rolling application. If you know of any agency please let them know. At this time the agency has obligated \$177,225 to 17 different agencies we are serving.

Freeman-Manzanares answered questions.

Hagenhofer – asked if Intercity Transit has contracted with the Northwest Indian College.

Freeman-Manzanares – indicated Dennis Bloom handles the University contracts. Currently the State pays for Star Pass; SPSCC has a perpetual contract and The Evergreen State College and Saint Martin’s review their contracts annually.

O’Connell – asked if this is something CYS can do.

Freeman-Manzanares – indicated it depends on size.

Clark, Denise – asked if there is money leftover could an agency increase.

Freeman-Manzanares – responded, yes.

Euler – asked if the program increases ridership?

Freeman-Manzanares – indicated there is potential, but it is difficult to tell because they are using a monthly pass.

Chong – Asked if Vocational Rehab is part of the discounted pass program.

Clark, Denise – indicated it was part of WorkSource, but the amount seems low.

Freeman-Manzanares – indicated the agency works with DSHS extensively. There is a chance some are not aware of the program so if you think someone should be participating and aren’t, please let them know about the program.

Clark, Billie – asked about Senior Services for South Sound.

Freeman-Manzanares – responded South Sound Senior Services have received surplus van grants in the past, and will contact them about the Discounted Bus Pass Program.

CONSUMER ISSUES

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- *Elliott* – indicated there is an issue at a bus stop on Meridian being blocked by a tow truck.

Richardson left.

- *Elliott* – would like to address the CAC Bylaws concerning the CAC recruitment process.

Freeman-Manzanares – indicated we can add an agenda item to the March meeting and discuss. In the interim Elliot is welcome to submit something to staff.

- *Chong* – relayed a concern about communication when bus service ends early on holidays.

Freeman-Manzanares – indicated the agency is very committed to making sure no one is left without a ride. Operations Supervisors were out providing rides to stranded passengers. Nancy will pass the information on to marketing.

REPORTS

- *Pierce* – provided the report from the December 17, 2014, Intercity Transit Authority work session including a presentation about the Bus Buddy program. There were four volunteers and they discussed their training process. Bus Buddies is also doing group events.
- *Freeman-Manzanares* – provided the General Manager's report including ridership for December at 343,527 rides which is 6.3% higher than last December. Intercity Transit had 36,000 more trips in 2014 than 2013; and it is the third highest ridership in history.

Chong left.

Newsome – provided information on the current vanpool incentive promotion if you recruit someone you get a \$5.00 coffee card. If they stay for 3 months you get a \$25 gift card, and if they stay longer everyone is entered into a drawing for \$500.00.

Freeman – Manzanares – continued the General Manager's report including sales tax ended the year strong at 4.12. To make our 2014 budget we needed 3.95. Our Wellness Committee applied for and received a Gold Level certification from the American Heart Association Fit Friendly Worksite.

Freeman-Manzanares shared a thank you letter the Bike Partners program received from Community Youth Services.

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Freeman-Manzanares stated the Authority indicated they want to move forward with the sales tax election in 2015. The CAC has encouraged the ITA to look at doing so for a number of years. A resolution must be approved to formalize the process. Staff is defining that right now and will have one for the Authority to review in March of this year.

Hagenhofer – would like touch points to other transit agencies added to the pocket map.

Freeman-Manzanares – indicated staff will relay this to the marketing department.

NEXT MEETING: February 9, 2015.

ADJOURNMENT

It was M/S/A by ELLIOTT and O'CONNELL to adjourn the meeting at 7:30 pm

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit

INTERCITY TRANSIT
CITIZENS ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: February 9, 2015

FOR: Citizens Advisory Committee

FROM: Emily Bergkamp, Dial-A-Lift Manager, 705-5893

SUBJECT: Thurston County Bus Buddy Program

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- 1) **The Issue:** Provide the CAC an update on the Bus Buddy Program.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** The DAL Manager will provide updates to the CAC at least twice per year, and more often as requested.
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- 4) **Background:** In 2013, Catholic Community Services secured funding through WSDOT's Consolidated Grant Program to begin a Bus Buddy Program in Thurston County. Similar programs exist in Pierce and Snohomish Counties.

The Bus Buddy Program utilizes the services of volunteer expert bus riders to assist elders, people with disabilities and those on a limited income with their travels on fixed route. Intercity Transit is an in-kind partner, providing program marketing and outreach support, monthly bus passes for volunteers, and office space and computer use for Bus Buddy Program Coordinator, Janina Robbins. Janina works closely with Intercity Transit's Travel Training program for client referrals and volunteer training.

The Bus Buddy program celebrated its one-year anniversary, and is poised for growth. Catholic Community Services has applied for continued project funding for the 2015-2017 WSDOT Consolidated Grant cycle. Janina Robbins, Program Coordinator, will give the CAC an update on the momentum of this great partnership.

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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."* Goal #2, *"Provide outstanding customer service."* Goal #4, *Provide responsive transportation options."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: February 9, 2015**

FOR: Citizen Advisory Committee

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Fixed Route Performance Update

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- 1) **The Issue:** Provide an update on current fixed route service.
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- 2) **Recommended Action:** Information, discussion and presentation only.
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- 3) **Policy Analysis:** The Planning division tracks performance indicators for all fixed route service, which provides a basis for considering changes, if any, of that service. By policy, any change in a route of 10% (schedule and/or routing) requires a public process review. In addition, federal regulations may require a Civil Rights Title VI (non-discrimination) and Environmental Justice (community impact) analysis as well.
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- 4) **Background:** Staff tracks performance on a monthly basis for each fixed route. On an annual basis Planning's Transit Development Plan provides some of the performance indicator details but this process doesn't start until mid-year. This is an opportunity to review summary details of service that occurred in 2014.
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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."* Intercity Transit Authority, staff, and the public will have clear and comprehensive information related to the transportation needs of our community.
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- 8) **References:** 2014 Route Service Summary; 2014 Vehicle Assignment Analysis; 2014 Summary of Fixed Route Services.

2014 Route Service Summary

Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
Trunk Routes					
13-E. Tumwater	364,722	14,651	24.9	Marginal	
41-TESC	525,622	13,082	40.2	Exceeds	
44-SPSCC/Cap. Mall	275,946	10,185	27.1	Satisfactory	
48-Capital Mall/TESC	359,374	9,215	39.0	Satisfactory	Runs weekday & Saturday.
49-Capital Mall	25,472	623	40.9	Exceeds	Runs Sunday only.
62A-Martin/Meridian	400,212	13,664	29.3	Satisfactory	
62B-Martin/Meadows	375,850	14,773	25.4	Satisfactory	
66-Ruddell	335,196	16,023	20.9	Marginal	
Secondary Routes					
12-W. Tumwater	128,226	7,900	16.2	Satisfactory	
21-N. Bethel	80,135	3,217	24.9	Satisfactory	
43-Barnes Blvd	191,846	7,390	26.0	Exceeds	
45-Conger/Cap. Mall	49,118	4,381	11.2	Marginal	
47-Capital Mall/CMC	212,428	8,171	26.0	Exceeds	
60-Lilly/Panorama	139,004	8,974	15.5	Satisfactory	
64-College/Amtrak	218,118	13,256	16.5	Satisfactory	
67-Tri Lake	43,152	3,980	10.8	Marginal	
68-Carpenter/Boulevard	230,635	12,678	18.2	Satisfactory	
94-Yelm	207,446	13,267	15.6	Satisfactory	
Specialized & Shuttle Routes					
42-Family Court	6,641	1,530	4.3	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	76,491	6,637.9	11.5	Marginal	
411-Nightline	12,269	352	34.9	Exceeds	Operates Fri/Sat/Sun late night during academic year (under contract).
Express Routes					
			Per Trip		
603-Olympia/Tacoma	63,015	6,311	14.5	Marginal	Runs Weekdays only.
605-Olympia/Tacoma	88,909	6,333	19.4	Satisfactory	Runs Weekdays only.
609-Tumwater/Lkwd	26,606	6,133	5.0	Unsatisfactory	Runs Weekdays only. Grant-funded.
612-Lacey/Tacoma	9,083	672	17.8	Satisfactory	Runs Weekdays only.
620-Oly/Tacoma Mall	24,808	2,345	12.9	Marginal	Runs Sat/Sun only.
ST 592-Oly/DuPont (Sea)	22,758	1,862	7.4	Unsatisfactory	Runs Weekdays only. Operated by ST
EXPRESS TOTALS	235,179	24,298	11.9	Marginal	
Fixed Route Totals	4,493,082	207,603	21.6	Change from 2013: Boardings increased 0.8%, Hours up 2.2%, Boardings per Hour down 1.8%.	

Other Intercity Transit Services					
Dial-A-Lift Service	154,357	--	--	2.8 % increase from 2013	
Vanpools	746,540	--	--	2.0 % decrease from 2013	

System Total	5,393,979			0.79% increase from 2013's 5,351,548 Boardings.	
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Performance Standard

Standard	Trunk	Primary	Secondary	Rural	Express
Riders per Hour					Riders per Trip
Exceeds standard	>40	>30	>25	>20	25 or more
Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9
Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9
Unsatisfactory	<20	<15	<10	<9	Less than 10

2014 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned	Comments
Trunk Routes				
13-E. Tumwater	76	12,41,45,64,66	Large Bus	Runs Mon-Sun.
41-TESC	78	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Cap. Mall	73	62A, 62B	Large Bus	Runs Mon-Sun.
48-Capital Mall/TESC	79	66, 94	Large Bus	Runs Mon-Sat.
49-Capital Mall	84	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	77	43, 44, 62B	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	79	43, 44, 62A	Large Bus	Runs Mon-Sun.
66-Ruddell Road	61	13, 48, 49	Large Bus	Runs Mon-Sun.
Secondary Routes				
12-W. Tumwater	61	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	51	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	54	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Cap. Mall	53	12, 13	Medium Bus	Runs Mon-Sat.
47-Capital Mall/CMC	65	21, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	49	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	51	12, 13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	35	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Boulevard	69	47	Medium Bus	Runs Mon-Sun.
94-Yelm	54	48	Large Bus	Runs Mon-Sun.
Specialized & Shuttle Routes				
42-Family Court	13	None	Small Bus	Runs weekdays during commute hours and noon period.
101-Dash	41	None	Small Bus	Weekdays: Runs all year. Saturdays: Runs Apr-Sep.
411-Nightline	71	None	Large Bus	Runs Fri/Sat/Sun late night during TESC class quarters, by contract.
Express Routes				
603-Olympia/Tacoma	70	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	78	603, 612	Large Bus	Runs weekdays only.
609-Tumwater/Lkwd	29	None	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	43	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	49	None	Large Bus	Runs weekends only.

* High load numbers are derived from doorway Automatic Passenger Counter [APC] data. The numbers represent the highest recorded passenger load during 2012. They do not represent average trip loads.

2014 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
12-W. Tumwater	30	60	60	60	60	6507	740	653	90,576	9,281	9,186
13-E. Tumwater	15	15	60	60	60	13,366	651	633	149,889	7,071	7,386
21-N. Bethel	30	60		60	60	2,593	303	321	33,201	3,528	4,115
41-TESC	15	30	30	30	30	10,221	1,580	1,281	130,385	18,245	16,333
42-Family Court	25	25				1,530			16,065		
43-SPSCC/Tumwater	30	30		60		6,847	543		86,190	6,465	
44-SPSCC/Cap. Mall	30	30	30	30	60	8,135	1,395	655	102,026	15,999	8,2573
45-Conger/Cap. Mall	30	60		60		3,783	598		37,970	4,816	
47-Capital Mall/CMC	30	30		60	60	6,932	602	637	67,575	5,464	6,371
48-Capital Mall/TESC	30	30	30	30		7,820	1,395		105,137	17,017	
49-Capital Mall					30			623			6,474
60-Lilly/Panorama	30	60		60	60	7,183	888	903	72,777	8,459	9,461
62A-Martin/Meridian	30	30	60	30	60	11,042	1,629	993	134,589	18,390	13,593
62B-Martin/Meadows	30	30	60	30	60	11,921	1,867	985	151,011	21,856	13,883
64-College/ Amtrak	30	60		60	60	10,710	1,289	1,257	121,916	13,345	14,286
66-Ruddell	30	30	60	30	30	11,985	2,081	1,957	152,261	24,278	24,819
67-Tri-Lakes	60	60		60		3,421	559		52,020	7,862	
68-Carpenter/Yelm Hwy	30	60		60	60	10,136	1,235	1,306	159,477	17,324	20,172
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,309	1,250	708	210,758	23,328	14,679
101-Dash	12/ 15	12/ 15		10		6,290	348	0	51,239	2,041	0
411-Nightline			60	60	60	130	123	99	1,785	1,450	1,350
*ST592-Oly/DuPont (Sea)	6 AM/ 6 PM					1,862			93,330		
603-Olympia/Tacoma	30	90				6,311			174,967		
605-Olympia/Tacoma	30	90				6,333			137,796		
*609-Tumwater/Lkwd	30	90				6,133			157,629		
612-Lacey/Tacoma	1 AM/ 1 PM					672			14,796		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,140	1,205		28,314	29,948
System Totals						173,169	20,217	14,217	2,505,361	254,532	200,326
2014 Totals						207,603			2,960,219		

* WSDOT "Regional Mobility Grant:" funded through June 2015 (RMG funding to June 2017 is in State Legislative review process)

**INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: February 9, 2015**

FOR: Citizen Advisory Committee
FROM: Michael Van Gelder, 360-742-7307
SUBJECT: 2015 ITA/CAC Agenda Schedule

-
- 1) **The Issue:** Review and discuss proposed topics scheduled for our 2015 Citizen Advisory Committee meetings.

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

 - 3) **Policy Analysis:** N/A

 - 4) **Background:** The ITA/CAC agenda schedule is reviewed and updated by staff on a continual basis to respond appropriately to current events and incorporate requests from the ITA and CAC. This provides an opportunity for the Authority to take a short and long range look ahead so we are properly prepared to discuss matters of importance to the Authority. The Authority will have the opportunity throughout the year to review and alter the evolving schedule.

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

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

 - 7) **Goal Reference:** Items discussed at the Authority and CAC meeting address all our goals.

 - 8) **References:** 2015 ITA/CAC Agenda Schedule (dated January 28, 2015).
-

INTERcity TRANSIT

2015 DRAFT ITA/CAC AGENDA SCHEDULE

(February 4, 2015)

January 7, 2015 - ITA Meeting - Cancelled

January 12, 2015 CAC Meeting

- ✚ Introduce new CAC members
- ✚ Surplus Van Grant Award
- ✚ 2015 Work Plan and Procurement Process
- ✚ Our Role in Emergency Management
- ✚ Discounted Bus Pass Program

January 21, 2015 Work Session

- ✚ Introduce Staff Recently Promoted
- ✚ Surplus Van Grant Award
- ✚ 2015 Procurement/Project Review
- ✚ Our Role in Emergency Management
- ✚ Remote Meeting Attendance/CAC Alternate Discussion
- ✚ 2015 ITA/CAC Agenda Schedule

February 4, 2015 Meeting

- ✚ Introduce new Operator Class
- ✚ Annual Authority Reorganizational Meeting - ITA Elections; Committee Assignments
- ✚ Bus Stop Pad Engineering Contract Award
- ✚ Marketing & Communications Services
- ✚ Federal Advocacy Service
- ✚ General Legal Services Contract
- ✚ Status of Fixed Route Services
- ✚ Remote Meeting Attendance Clarification

February 9, 2015 CAC

- ✚ Bus Buddies Update
- ✚ Status of Fixed Route Services
- ✚ 2015 ITA/CAC Agenda Schedule

February 18, 2015 - Work Session

- ✦ Sales Tax Election Discussion - Service Scenarios

March 4, 2015 - Meeting

- ✦ Staff Introductions: New Operator Class
- ✦ Adopt Sales Tax Election Resolution
- ✦ Catwalk Engineering Contract Award
- ✦ Bus Shelter Contract
- ✦ Ops Digital Voice Recording Systems
- ✦ Executive Session: Collective Bargaining Agreement
- ✦ Cisco Maintenance Contract Renewal (less than \$25,000 if one year)

March 16, 2015 - CAC Meeting

- ✦ Village Van Update (or April pending grant results)
- ✦ I-5/JBLM Interchange Study
- ✦ OTC Update
- ✦ 2015 CAC Recruitment Process and Timeline (3-end term; 2 can renew)
- ✦ CAC By-Law Review
- ✦ Sales Tax Election Discussion - Service Scenarios

March 18, 2015 - Work Session

- ✦ Village Vans Update (or April pending grant results)
- ✦ 2015 CAC Recruitment Process and Timeline(3-end term; 2 can renew)
- ✦ Grants Application Update
- ✦ Possible ITA Planning Session Date/Topics
- ✦ I-5/JBLM Interchange Study
- ✦ OTC Update

April 1, 2015 - Meeting

- ✦ Landscaping Services Contract Extension
- ✦ Telephone System Maintenance Contract
- ✦ OTC/Pattison Facility Cameras
- ✦ Map Tablet Lease for DAL
- ✦ SAN Replacement
- ✦ Hardware/Software Back-up
- ✦ CAC Member Reappointment

April 13, 2015 - CAC

- ✦ CAC self-assessment process & dates
- ✦ State of Intercity Transit
- ✦ Bus Stop Update
- ✦ Regional Transportation Plan
- ✦ PTBA-GIS Information

- ✦ Kick-Off – Bicycle Commuter Contest

April 15, 2015 - Work Session

- ✦ State of Intercity Transit
- ✦ Bus Stop Update
- ✦ Regional Transportation Plan
- ✦ PTBA-GIS Information
- ✦ Kick-Off – Bicycle Commuter Contest

May 6, 2015 - Meeting

- ✦ Security Services Contract
- ✦ Surplus Property
- ✦ Schedule 2015-2017 TIP Public Hearing
- ✦ Telephone Systems Maintenance Contract
- ✦ Third Party L&I Assessment Contract
- ✦ Bus Stop Pad Construction

May 18, 2015 - CAC Meeting

- ✦ Nomination of Officers
- ✦ Service Planning 101/Game

May 20, 2015 - Work Session

- ✦ Service Planning 101/Game

June 3, 2015 - Meeting

- ✦ 2015-2017 TIP Public Hearing
- ✦ Review CAC applications – Select those to be interviewed.
- ✦ Software Licensing
- ✦ UST Construction Award
- ✦ OTC Utility Relocation Contract
- ✦ Customer Satisfaction, Market Segmentation, DAL and Vanpool Survey Contract

June 15, 2015 - CAC Meeting

- ✦ Celebrate and Thank outgoing CAC members
- ✦ Election of Officers
- ✦ Share Results of CAC Self-Assessment
- ✦ Bicycle Commuter Contest Results
- ✦ Strategic Plan (Begin Process of Review/Development)

June 17, 2015

- ✦ Bicycle Commuter Contest Results
- ✦ Strategic Plan (Begin Process of Review/Development)
- ✦ Pension Committee Recommendation

Authority Planning Session – Date to be determined.

Placed here or in the Fall?

July 1, 2015 – Meeting

- ✦ 2015–2017 TIP Adoption
- ✦ Catwalk Construction
- ✦ Executive Session: GM Performance Evaluation

July 15, 2015 – Work Session

- ✦ Vanpool, Community Van Update
- ✦ Strategic Plan
- ✦ Youth Program Update

July 20, 2015 – CAC Meeting

- ✦ Vanpool, Community Van Update
- ✦ Strategic Plan
- ✦ Youth Program Update

August 5, 2015 – Meeting

- ✦ Federal Advocacy Report -Dale Learn from Gordon Thomas Honeywell
- ✦ Schedule Public Hearing on TDP
- ✦ Present Draft TDP
- ✦ Surplus Property
- ✦ Schedule September Work Session as ITA/CAC Joint Meeting (action item)
- ✦ Janitorial service and supplies
- ✦ Bus Pass Printing

August 17, 2015 – CAC

- ✦ Present Draft TDP
- ✦ Strategic Plan
- ✦ Cancel September CAC Meeting - Schedule September as ITA/CAC Joint Meeting

August 19, 2015 – Work Session

- ✦ TDP Public Hearing
- ✦ 2016 Draft Budget/2016-2020 Strategic Plan Calendar and Budget Progress To Date
- ✦ Strategic Plan

September 2, 2015 – Meeting

- ✦ Surplus Property
- ✦ Transit Signal Prioritization: Interjurisdictional Agreements
- ✦ Transit Signal Prioritization: Product Contract
- ✦ TDP Adoption

- ✦ TESC Nightline Service Contract
- ✦ Transit Passes Printing Contract renewal
- ✦ Xerox/ACS maintenance agreement renewal
- ✦ CAC Recruitment (Fall?)
- ✦ Schedule public hearing for Strategic Plan

September 21, 2015 - CAC Meeting (No separate September meeting - Joint Session)

September 16, 2015 - ITA/CAC Joint Meeting

- ✦ Review of Self-Assessment
- ✦ Strategic Plan/Budget Conversation
- ✦ ITA Retreat Review

October 7, 2015 - Meeting

- ✦ Citizen Representative Appointment Discussion (Ryan/Don terms expire 12/31/15)
- ✦ Public Hearing Scheduled for the Strategic Plan and 2016 Budget
- ✦ Strategic Plan
- ✦ Operations Uniforms Contract
- ✦ Telephone Consultant
- ✦ Surplus Van Grant Awards

October 19, 2015 - CAC Meeting

- ✦ Introduce new CAC members
- ✦ Draft Budget Presentation
- ✦ Announce/Encourage Participation: Discounted bus pass program for 2015

October 21, 2015 - Work Session

- ✦ Draft Budget presentation
- ✦ Announce/Encourage Participation: Discounted bus pass program for 2016
- ✦ Strategic Plan

November 4, 2015 - Meeting

- ✦ Approve Strategic Plan and 2016 Budget
- ✦ Discussion on new projects and capital
- ✦ Transit Guide Printing
- ✦ State Auditor's Report & Financial Condition
- ✦ Surplus Property

November 16, 2015 - CAC Meeting

- ✦ Short and Long Range Plan (Consultant Study)

November 18, 2015 - Work Session

- ✦ Short and Long Range Plan (Consultant Study)

December 2, 2015 - Meeting

- ✚ Vanpool Purchase
- ✚ Approve Strategic Plan
- ✚ Approve 2015 budget
- ✚ Announce new CAC members
- ✚ Award Discounted Bus Passes
- ✚ Route Match maintenance contract renewal

December 16, 2015 - Work Session

- ✚ CTR Internal/External Update
- ✚ Sustainability and ESMS Update

December 21, 2015 - CAC Meeting

- ✚ CTR Internal/External Update
- ✚ Sustainability and ESMS Update

Additional Topics:

Centennial Station

Interjurisdictional contract through 2018.
System Improvements.
Potential Funding Options/Opportunities

Future Farebox Technology

Smart Applications

Bus Locator Services
DAL Reservations

Enhanced Outreach to Citizens

Status of Other CAC's

How do others operate?
What type of issues are they working on?
How do they interact with their boards?

WSTIP

Who they are and what do they do.

		1	2	3	4	5	6	7	8	9	10	11	12	1
CAC	Members	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15
Grace	Arnis													Absent
Leah	Bradley													
Jan	Burt													
Mitch	Chong					Absent		Absent	Absent		Absent			
Billie	Clark													
Denise	Clark													
Valerie	Elliott											Absent		
Ursula	Euler													
Faith	Hagenhofer					Absent			Absent		Absent			
Julie	Hustoft	Absent								Absent				Absent
Quinn	Johnson	Absent						Absent	Absent	Absent		Absent		
Joan	O'Connell								Absent	Absent				
Sue	Pierce			Absent										
Charles	Richardson					Absent			Absent	Absent		Absent		
Carl	See										Absent			
Kahlil	Sibree						Absent		Absent					
Victor	VanderDoes													
Michael	Van Gelder						Absent							
Dale	Vincent			Absent			Absent		Absent	Absent		Absent		
Lin	Zenki													

MEETING CANCELLED

= Joint meeting does not count against required meeting attendance