

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
November 21, 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> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. December 7, 2016, Regular Meeting <i>(Carl See)</i> | |
| | B. January 4, 2017, Regular Meeting <i>(Sue Pierce)</i> | |
| | C. January 18, 2017, Work Session <i>(Lin Zenki)</i> | |
| IV. | APPROVAL OF MINUTES -October 17, 2016 | 1 min. |
| V. | NEW BUSINESS | |
| | A. YOUTH EDUCATION UPDATE <i>(Jessica Gould & David Copley)</i> | 30 min. |
| | B. REVISING TRANSPORTING PASSENGERS WITH SERVICE ANIMALS, SUPPORT ANIMALS, AND PETS POLICIES
<i>(Jim Merrill)</i> | 20 min. |
| | C. SURPLUS VAN GRANT PROGRAM <i>(Carolyn Newsome)</i> | 10 min. |
| | D. ELECTION OF OFFICERS <i>(Nancy Trail)</i> | 10 min. |
| | E. CANCELLATION OF DECEMBER CAC MEETING
<i>(Ann Freeman-Manzanares)</i> | 10 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. October 19, 2016, Work Session <i>(Jonah Cummings)</i> | |
| | B. November 2, 2016, Regular Meeting <i>(Jan Burt)</i> | |
| | C. November 16, 2016, Work Session <i>(Denise Clark)</i> | |
| | D. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING -January 9, 2017. | |
| IX. | 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
October 17, 2016

CALL TO ORDER

Chair VanderDoes called the October 17, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Jan Burt, Sue Pierce; Jonah Cummings; Walter Smit; Billie Clark; Joan O'Connell; Carl See; Mitchell Chong; Lin Zenki; Michael Van Gelder; Denise Clark; and Leah Bradley.

Absent: Ursula Euler; Aariah Perez; Quinn Johnson.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jeff Brewster; Carolyn Newsome and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

VanderDoes introduced Authority member, KAREN MESSMER.

MEETING ATTENDANCE

- A. **October 19, 2016, Work Session - Jonah Cummings**
- B. **November 2, 2016, Regular Meeting - Jan Burt**
- C. **November 16, 2016, Work Session - Denise Clark**

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and BURT to approve the minutes of the August 15, 2016 meeting.

NEW BUSINESS

- A. **VANPOOL UPDATE - (Carolyn Newsome)** Newsome introduced herself as the vanpool manager and indicated the program had 30 vanpoolers when she started. At its peak the program had 220, and today it has 177 groups. Currently there are 42 vans that are ready for service. She requested the CAC's assistance with ideas to grow the vanpool program.

Newsome shared that vanpool programs statewide are down on average of approximately 16%. Most are down about 20% or greater. The off-set to the state average is King County Metro who is experiencing growth. It is believed that the significant congestion in King County is driving their growth. Snohomish and Pierce are seeing some growth in their programs as those areas experience issues with congestion as well. Our program is

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approximately down 20% from our highest number of vanpool groups. Most programs point to low gas prices as the main driver for the decrease in vanpool groups.

Newsome indicated vanpool is a unique program the agency has that is more formal than riding fixed route. You join a group that you ride to and front work together. The biggest competitor is an individual's private car. People aren't used to sharing their commute with 5, 6, 7, or 8 people. She indicated her staff is great with customers, and they try to ensure customer experiences are positive. When speaking with drivers and other members of a vanpool we remind them to avoid political and religious conversations in the van. Sometimes staff has to have conversations with people to tell them that vanpool might not be the best option for them.

Newsome remarked staff is working on ways to get information out about the program. It is amazing how many people don't know what vanpool is. Some think it is employees driving the vans. One of the things the agency would like to do is intensify marketing efforts. The recent vanpool survey indicated people learned about vanpool by word of mouth or by seeing vanpool vans on the way to work or in their work parking lots. The agency is looking at sprucing vanpool graphics up to make them look a bit bolder. To share the message of what they are a bit more clearly. Staff will be mindful that riders are professionals and the look must be tempered.

Newsome hoped committee members would have ideas on how to get the vanpool message out. Staff is looking to work more closely with employers. They currently have a good relationship with the state. Unfortunately they're not seeing vanpools forming from the events they attend. Staff has dedicated time to working with JBLM and they haven't been very successful with active duty. They are now focusing on DOD employees. Even though it is free to DOD employees it's still not getting much traction. They utilize 30 vans, which is great but that is where we've been for a while.

Newsome relayed that historically fares were raised in 1998, 2004, 2007, 2009 & 2013. The program lost 10 vanpool groups with the last fare increase, and none of them have come back.

Pierce – asked if staff had worked with State Farm in Tacoma.

Newsome – indicated staff had, but a lot of them work in a call centers and those are tough, even though State Farm covers all but \$20 of vanpool fares. She asked if Pierce would be willing to hand out some her business cards on the bus and Pierce agreed.

Van Gelder – stated the Capitol Campus is working on demand and capacity in terms of parking. At the same time major construction on 1063 will bring about 400 more people to campus. The strategy is to try and free up spaces by relocating visitor parking. Possibly staff could work with those agencies assigned to 1063 before they move and sign up for parking. Van Gelder added there is also construction activity at 1009 in Lacey. It is being remodeled to accommodate a DSHS office. This will bring in about 100 people. MJR also just renovated a complex in Woodland Square. They are sponsoring a gathering for employees in the area and maybe that could include a transit fair.

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Newsome continued sharing that the vanpool program has had some wonderful incentives in 2016, including the first month free or a \$100 gift card. They have been trying to target JBLM offering \$50 for joining an existing group and \$50 for a recruiter. Then everyone is entered into a drawing for \$500. This promotion cost the agency about \$74 per customer. The survey responses indicated not enough people knew about the incentives. Maintenance began putting flyers in the vans when they came in for service and incentive information was included in all customer emails.

Zenki – asked if there is a minimum number of days per week for vanpool indicating many need transportation to church.

Newsome – responded that would be a good use for community vans. Vanpooling for commuters going to work. Vanpool is a lot like a gym membership, in that you pay if you use it or not.

O'Connell – inquired about the process for new people to find out about vanpooling. She suggested a simple email detailing the parameters that ETC's can distribute with a number people can call for a consultation.

Newsome – added that folks get to try it for a week for free.

Cummings – asked if there were any opportunities to target night shift workers where a traditional bus schedule doesn't work. He also suggested reaching out to staffing agencies to form temporary vanpools for project type work. Marketing could do some sort of joke related to road rage or something that makes people think about other things they could be doing with their commute time instead of driving or being angry.

See – inquired about thoughts on ways to support multi-modal transportation with a bike rack or trips to match the Sounder train.

Newsome – Some vanpool groups have bike racks on their vehicles. Maybe when Sounder is in Dupont it might work better as a multi-modal trip. Our experience is if they are traveling that far, they go all the way in the van.

Clark, B. – asked who drives the vans.

Newsome – indicated they require three members of the vanpool to be certified to drive the vanpool. The agency provides the insurance and train drivers.

O'Connell – suggested adding a banner to the website.

Newsome – stated the program recently began accepting online payments and made the decision to have customers pay fee for online payments. Customers typically mention that no other transit agency does that. The vanpool survey indicates customers do not like paying the fee. Currently 24% use the online payment system and that equates to about \$10k in credit card fees. In 2015 the program recovered 106% of direct operating costs. If the program forgoes the fee customers can file their reports online along with the payment.

VanderDoes- asked if most routes were single or multi-point destinations.

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Newsome – responded that some are single-point like Boeing but most are multi-point.

VanderDoes – asked if staff had worked with any of the hospitals up north.

Pierce – added staff should try hospitals in Lakewood and Tacoma.

Freeman-Manzanares – remarked that anyone is eligible for the recruitment reward. Even if you're not in a vanpool. Many people join a vanpool because someone they know has talked to them about the program. It does save money and allows people to do things they can't do when you are responsible for driving. The agency is looking at adding some more funding to the 2017 budget to support the program. Marketing staff will work with Eben Design to spruce up the graphics on the vans with something that might be more attention gathering. Staff is proposing the agency pay the credit card fees because it is less expensive for the agency to process payment and reports electronically.

VanderDoes – inquired about the imaging considered for the vans.

Zenki – added it might be possible to capitalize on where the vans are going.

VanderDoes – added possibly consider something like the City of Olympia recently added to their power and signal boxes.

Phillips – stated one of the things about marketing is keeping it fresh and putting the messages together. For instance, getting the message out that two-thirds of the vanpoolers take a nap on the way home or are able to respond to text messages and emails, or something to encourage people to see the positive.

Clark, D. – asked about the demographic staff is trying to target. She suggested using “going green” as a campaign. People in her network are very interested in that.

Messmer – stated it would be interesting to survey those that take the vans home about what type of image they would feel good about driving and having parked in front of their house. She added the idea of connecting the message of going green and helping to reduce emissions by vanpooling are interesting.

Newsome – indicated the vans used to look like mini buses and that didn't work. She feels asking vanpoolers would be a great idea.

O'Connell – added the agency could add, “this vanpool is sponsored by...”

Zenki – asked if WIFI on the vans would help.

Freeman-Manzanares – responded that research staff has done on WIFI with other systems; it wasn't a selling point.

See – remarked that longer commutes would use more data.

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Clark, D. - indicated she felt data wouldn't be an issue with the target audience, but maybe battery charging.

Clark, D. - indicated there are a lot of new businesses in NE Lacey staff could reach out to.

Clark, B. - asked how many people are needed for a vanpool.

Newsome - responded the CTR rules require 5 people for a vanpool. The agency has 7, 12 & 15 passenger vans.

Bradley arrived.

Zenki - asked if there are lift equipped vans.

Newsome - indicated they have one.

B. NOMINATION OF OFFICERS - (*Nancy Trail*) Trail stated each year the committee elects a Chair and Vice-Chair. Both Victor VanderDoes and Jan Burt have served one term in their positions. The By-laws allow for two (2) consecutive terms for each position. Earlier this year the By-laws were amended to change the nominations to October and elections to November.

Trail asked if there were any questions prior to opening the floor for nominations.

Trail opened the floor for nominations for the Chair. Victor VanderDoes and Denise Clark were nominated.

Trail asked for any additional nominations for Chair, received none, and closed the nominations for Chair.

Trail opened the floor for nominations for Vice-Chair. Joan O'Connell; Sue Pierce and Jan Burt were nominated.

Trail asked for any additional nominations for Vice-Chair, and received none, and closed the nominations for Vice-Chair.

Messmer - asked for confirmation of those nominated.

Trail - responded Victor and Denise were nominated for Chair and Joan, Sue and Jan were nominated for Vice-Chair.

Chong - asked if there would be an email concerning those nominated.

Trail - indicated there would be an agenda item listing those nominated in next month's packet for election of officers.

C. DISCOUNTED BUS PASS PROGRAM - (*Ann Freeman-Manzanares*) Freeman-Manzanares announced the program went out on the streets today. She asked the committee to pass it on to anyone in the community who could benefit from the program. Applications are due on

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November 18, and it will go to the Authority on December 7. The Authority voted to raise the funds available through the program from \$200k to \$300k last year. Twenty-three agencies participated in the program. The agency granted approximately \$260,000 in half price bus passes, leaving approximately \$40k available for 2016. Last year Daryl Rodriguez from the court system came to speak about the importance of the bus pass program. He stressed the importance of having reliable transportation and how things cascade quickly when people are not able to make court obligations. The participating agencies are listed on the attachment to the agenda item. If the committee knows someone please have them contact staff or check the website.

Freeman-Manzanares answered questions.

VanderDoes – asked about the criteria.

Freeman-Manzanares – indicated the agencies establish the criteria.

Cummings- asked if the passes were good on express routes.

Freeman-Manzanares – responded they are for local bus service. They can be used as a portion of the payment if it is on IT service.

VanderDoes- asked if it the passes work on DAL.

Freeman-Manzanares- answered they do work on DAL.

O'Connell – asked if Safeplace participates in the program.

Freeman-Manzanares – responded staff would reach out to them.

D. DRAFT STRATEGIC PLAN 2017-2022 – (*Ann Freeman-Manzanares*) – *Freeman-Manzanares* indicated the draft Strategic Plan will be out for public hearing in November and staff will ask the Authority to approve it in December. She reminded the committee about changes the Authority made last year to focus on service within the PTBA within financial limitations. The Authority also changed the way they define success and that it is not necessarily based solely on increasing ridership but on satisfaction levels. They had several conversations about providing a safe and secure operating system, and what can be guaranteed. They determined safe and secure was continuous improvement. It was decided that staff should integrate sustainability into all agency decisions with the result being lower environmental impacts. The end policy is to use resources efficiently with minimal impact to the environment. The Authority determined that Capital purchases need to allow for future growth. A while back the Pattison Street Rehabilitation and Construction was removed when funding went away, and it is proposed in the 2017 budget. Staff received direction from the Authority to continue to seek funding for the Village Vans, Community Vans, and Surplus Van Grant programs and not to look at new programs. They directed work to continue in local transportation projects with special emphasis on senior education and outreach because it is a growing market. The Authority discussed what would happen if the agency does not receive funding for Bus Buddies. Staff submitted a grant application to continuing supporting that program, and the same with the youth education program. The Authority directed staff not to pursue additional park and ride lots at this time. The Pattison Expansion project is of such magnitude staff needs to focus on that now. In terms of the

vanpool program the direction was not to grow the program, but continue to support it. The Authority discussed whether DAL, travel training, and accessible fixed route services were adequate and the direction was to continue to support and build on those programs. In terms of passenger amenities the authority directed staff to continue to implement enhancements through a combination of grant and local funding. This includes shelters, benches, lighted stops, and passenger information. The term "amenities" was replaced with "infrastructure." The Authority determined not to pursue expansion of the PTBA, and to focus on the service inside the urban growth boundary. The Community Conversation project will bring together community stakeholders and help shape what service should look like in the future. The agency is working with Thomas Whitman on short and long range plans. The Authority will consider a contract to expand that work to include a community conversation contract with Jason Robertson, who facilitated the Authorities retreat. The Authority considered if the financial plan for the next six years should be financially constrained. They directed staff to work within the current sales tax funding and ensure the agency can maintain current service, and to finalize design of the Pattison Street facility. In terms of steps the Agency should take to reduce emissions and environmental impacts the Authority direction was to maintain ISO 14001 certification for the ESMS program and to continue to partner with groups like Thurston Green Business, PSE's Green Power program, and TCAT. Staff should also continue to work with planning commissions and advocate for transit oriented development. The Authority reviewed the current fare structure and will not look at increasing fares in 2017. They reviewed investments in technology and directed staff to start studying the next CAD/AVL system and farebox equipment/technology. The agency just replaced the phone system. The Authority considered whether to maintain current local service levels or expand to serve the growing population. The Authorities direction was to maintain a conservative approach. In terms of regional mobility the direction was to continue regional service and look for grants and local funds to fill in gaps for grant funded regional service going away in June. Staff has already submitted a Regional Mobility Grant application. The Authorities direction for the role the agency should play in core area service is to continue working with the state to identify DASH parking and asking the legislature to fund one-third of the DASH service. The agency will ask the Legislature to pay a portion of the \$750k operational costs. The Authority directed staff to continue implementing the Transit Signal Priority project. The agency has equipment installed on its vehicles and is working to get inter-local agreements with jurisdictions. The technology functions similar to EMS to hold lights, but EMS has priority. The Authorities direction for marketing efforts in 2017 are to focus on community outreach and engagement and aggressively market services.

Freeman-Manzanares answered questions.

See - asked how changing the way the agency defines success from ridership to customer satisfaction was flushed out.

Messmer - responded the foundation of that has to do with the quality of the service and making sure that it is thought of as a quality service instead of thinking more is better. The agency provides service in places where it is difficult to fill the bus, where it is a lifeline service and important to be there. Saying the only reason to keep or remove service is simply the numbers seemed cold and not responsive to some true needs in the community.

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Van Gelder – remarked the DASH strategy is a good idea and it has come up in the Capitol Campus master planning discussions. The master planning team has a consultant who is doing intermediate and long term planning because the legislature wants some immediate concepts. The consultant has emphasized managing demand and supply of parking as the most effective way to reduce impacts. It makes sense to reduce the number of cars and one of the ways is to increase the funding for DASH and see what else we can get for Intercity Transit versus building parking garages. The current proposals include building parking garages because the executives believe everybody wants them. Two things for consideration are to have more intense and extensive discussions with the executive staff as well as key members of the legislature. It is going to be in the legislature the next session.

Freeman-Manzanares – We've been asked about a shuttle service from the west side/courthouse hill area.

Van Gelder – responded the idea of a campus shuttle has been discussed. Intercity Transit used to do it and it was funded. He doesn't believe it has any legs.

Chong – asked if there was a way to use empty parking lots or supermarket parking lots for park and ride space.

Messmer – indicated the Authority had the conversation about how a business might find it in their best interests to offer the parking. If people park there and take the bus it's likely they will buy groceries there. Vanpools take advantage of that. There are not a lot of large parcels of land available and it may be wise to spread out the opportunity in smaller pieces.

Van Gelder – added that churches are a good location. Try to persuade retailers that providing 10 stalls isn't going to kill them but it may need corporate support.

Freeman-Manzanares – indicated our recently expanded park and ride lots aren't yet fully utilized and have capacity, including Amtrak.

Messmer – added Walmart in Yelm is offering spaces.

- E. DRAFT 2017 BUDGET** – (*Ann Freeman-Manzanares*) - Freeman-Manzanares reviewed the proposed 2017 capital budget and the capital rolled over from 2016. Of note for 2017 is that staff is holding on hybrid midlife rebuilds until they are absolutely necessary; staff added the farebox/smartcards project with the added complications of interfacing with the ORCA card; purchasing 5 expansion DAL vehicles this year and next year. Noteworthy for the 2016 capital rolled over is the decommissioning of the underground storage tanks and installing new ones. The OTC expansion project which started with the traditional design/bid/build. Because of the complications of the site and building on every inch of the land the agency will use General Contract Construction Manager (GCCM). The agency will hire someone who is approved by the state. The UST and TSP projects will be done in 2017. The short/long range service plan costs will likely go up with the community conversation.

Freeman-Manzanares answered questions.

Zenki – asked about the expansion vans.

Freeman-Manzanares – responded it is expansion versus replacement.

Clark; D. – inquired about the costs for the exterior paint consultant.

Freeman-Manzanares – indicated staff does not have the specific expertise needed and we've had difficulty with paint not adhering to older metal structures, bubbling and peeling. The agency has an expert come to advise on what needs to be done to take care of our investment.

Smit – asked about the 33 vanpool vehicles.

Newsome – responded in 2016 vanpool received 33 replacement vehicles. Many customers prefer the 7 passenger vans but there is a lack of vehicles that met the 'Buy America' standard.

CONSUMER ISSUES

- *Cummings* – relayed a recent issue concerning the on bus pet policy. He was riding the 66 recently and a passenger brought her large dog on to take it to the vet. There was a bit of concern because she did not have the dog in a container. She indicated she couldn't carry the container on the bus because it would be too heavy. They escorted her off the bus. He thought there should be some kind of a contingency plan for those that need to get animals to the vet.

Chong – indicated he has seen dogs on the bus sitting under seats with no problems.

Freeman-Manzanares – responded operators are typically very respectful of people with animals, but maybe there was some previous experience with this person or this animal. We are not really in the business of transporting animals to the vet. Animals are on our vehicles as service animals. She advised Cummings if he has the route/time staff can look it up on the cameras. She said she would ask Operations to come and talk about animals on our vehicles at a future meeting.

- *VanderDoes* – relayed a recent situation at a meeting with DSHS for parent providers with special needs and the caseworkers were unaware of the Bus Buddy program. He was able to share information with them about the Bus Buddy program and Travel Training. He thought this would be a good area for the agency to provide some outreach.

O'Connell – add to be sure and talk with them about vanpool.

REPORTS

- **O'CONNELL** - provided the report from the August 17, 2016, Work Session. They received a report from federal advocate Dale Learn from Washington, DC who indicated some funding may be coming back.
- **FREEMAN-MANZANARES** - provided the report from the September 21, 2016, Joint Meeting with the Authority. The state Roadeo participants were recognized; the CAC Self-

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Assessment was reviewed; and they received a review of the Fixed-Route service setting the stage for short/long range plan project. The following Friday the consultant at the Authority planning session discussed several topics including population density; senior low-income; people with no vehicles or single vehicle; what our values should be; how to address issues of coverage; frequency; and span of service; days of service; how to handle transfers; route directness; spacing of stops; and regional vs. local service. The group talked about balance and trade-offs and that there is no one right answer.

- **VAN GELDER** - provided the report from the October 5, 2106, Regular Meeting. It was a short meeting because the ITA was meeting to discuss labor negotiations. They welcomed the new class of operators and he noted it was the second career for a number of them. They also recognized the Safety Committee for the – Excellence in Transit. Staff and Authority members participated in International Walk to School Day that morning.
- **FREEMAN-MANZANARES** - provided the General Manager's report including participation in International Walk to School Day. She confirmed that CAC interviews are scheduled for November 16, and that Ryan, Karen, Don, Sue, Michael & Jan are on the ad-hoc committee. Currently staff has received 7 applications and is anticipating more. Applications are due October 28. The Bus Buddy program is hosting an open house on October 28 beginning at 11:30 to include time for recognition. The IAM labor union for maintenance staff ratified the new contract last week with a vote of 31-1. Staff will be taking the contract to the Authority Wednesday the 19th and it will be done for another three years. Staff submitted a grant application for state funds for express service to fill in the gaps of the expiring grant funded express service; funding to start the vanpool supercenter; Youth Education; and bus stop enhancements. The legislative priorities include DASH funding; additional sales tax options; and funding for the Pattison Street Expansion. She invited everyone to the annual Holiday Banquet on December 9 and advised the program begins at noon.
- **FREEMAN-MANZANARES** – read kudos from Michael Cade, EDC Director for a DASH driver who hopped out of his coach in the pouring down rain to assist changing a flat tire.
- **SEE** – relayed how much he enjoyed being at the WSDOT conference and seeing Intercity Transit do so well in the Rodeo competition. He saw true support and comradery and was glad to be a part of it.

NEXT MEETING: November 21, 2016.

ADJOURNMENT

It was M/S/A by O'CONNELL and BRADLEY to adjourn the meeting at 7:31 pm.

Prepared by Nancy Trail

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: November 21, 2016**

FOR: Citizen Advisory Committee

FROM: Jessica Gould and David Copley, Youth Program, 705-5855

SUBJECT: Youth Program: Walking and Rolling, Today and Tomorrow

1) **The Issue:** To share the work of Intercity Transit's Walk N Roll Youth Education program and to show where we plan to head.

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

3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of alternative transportation and its value, and encourage and support community sustainability.

4) **Background:** Youth program staff would like to share the work that they did over the 2015- 2016 school year and introduce some changes and enhancements for this school year, including new outreach and new schools for the 2016- 2017 school year. They also are interested in getting feedback from you!

Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division.

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

6) **Budget Notes:** The agency's youth education work is funded with one permanent FTE position and a \$24,000 budget. Beyond this, the program has been very successful in creating partnerships and securing grant funding. We have applied for CMAQ funds to help fund the program over the next two years and are awaiting that decision.

7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #4: *"Provide responsive transportation options."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** Healthy Kids - Safe Streets Action Plan.

Healthy Kids Safe Streets Action Plan



Initiatives to encourage kids to walk, bike & bus to school

Goals

- Build a generation of safe and healthy walkers, bike riders, and bus riders
- Promote regular physical activity so students stay strong, healthy, and ready to learn
- Reinforce good traffic safety skills

The Problem

Too few students walk, bike, or take the bus. Too many parents drive students to school. Too few students get enough daily physical activity. *Did you know that 50 % of students living within a 1/2 mile of school are driven to school?*

The Result

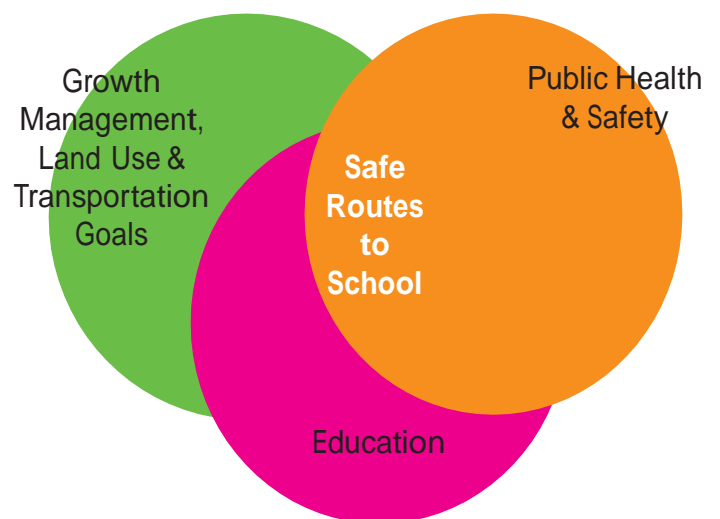
Parents driving students to school account for:

- 25% of morning peak hour traffic
- a decrease in safety, air quality, student health and readiness to learn (due to lack of exercise)
- a lack of knowledge and experience needed to be safe pedestrians and cyclists

Partners in the Plan:

Parents
Local School Districts & School Staff
Intercity Transit
Local Governments
Thurston Regional Planning Council
Thurston County Health & Social Services
Olympic Region Clean Air Agency
State Department of Transportation
State Department of Health

Healthy Kids - Safe Streets Action Plan Achieves Shared Goals



This Action Plan results from school and community stakeholder ideas and Walk N Roll demonstration project findings. The plan identifies strategies, programs and policies that address school, transportation, and community health issues.

Healthy Kids - Safe Streets Action Plan

Next Steps

- 1. Review of Action Plan.** Stakeholder groups commit to take action and identify advocates.
- 2. Create a Safe Routes to School Coordination Team** to advocate for the Action Plan initiatives; apply for funding to support programs and infrastructure improvements; and serve as a resource for school site analysis. Identify a facilitator for the team. Members should include at least school districts, and jurisdiction planning/public works. Adjunct representation should include Thurston County Health & Social Services, Intercity Transit and Thurston Regional Planning Council.
- 3. Identify a Safe Routes liaison within each school district** to act as a contact with school principals to develop the required Safe Routes Walking and Biking map and possible expansion of the Walk N Roll program.
- 4. Complete Safe Routes Walking and Biking Map for each school in the county.** State law requires Safe Routes maps for all schools by September 2013. Determine responsibility and most effective and efficient way to complete maps. Identify safety improvements as part of the process.

Programs to Develop or Expand

- 1. Develop Walk N Roll program template and “How To” manual** for program expansion to additional schools.
- 2. Identify ways to sustain and build Walk N Roll type school-based incentive programs at additional schools.**
- 3. Identify funds needed to support staff and program** such as stipends for school coordinators or incentive programs.

Policies to Incorporate in Plans

School District and Local Government:

- 1. Establish early communication about infrastructure improvements** to identify opportunities to collaborate, co-locate or connect facilities to encourage walking, biking, and transit use.
- 2. Consider the long range costs and benefits of school siting decisions** including long term transportation costs to the community as a whole (school districts, households), and the costs and benefits to student health.

- 3. Collaborate on school design and infrastructure improvements** at the beginning of the design process to maximize opportunities for walking, biking and transit use.

State:

- 1. Advocate state policy change for school siting guidelines.**
- 2. Encourage state policy change related to school retrofit and maintenance.**
- 3. Add state policy or incentive to locate schools on transit routes or within walking distance of large student populations.**
- 4. Advocate for state policy directive to contribute to infrastructure improvements and programs** targeted to students living within a mile of school – instead of yellow school bus funding in these areas.

For more information, including draft policy language, go to www.trpc.org/programs/transportation/regional+planning/walkandroll

The “Five E’s” - Strategies for Healthy Kids - Safe Streets

Education

Teach children about the broad range of transportation choices; instruct them in lifelong bicycle and walking safety skills; and launch driver safety campaigns near schools.

- Integrate bicycle, pedestrian, and transit education into school curriculum. ***SD**
- Assist school districts in creating Safe Routes Walking and Biking Map for each school per state law. **SD, TRPC, CO, PTO**
- Create a community outreach plan to raise awareness and promote walking and biking to school. **SD, IT, LG, CO**
- Address parental concerns through outreach campaign. **PTO**

Encouragement

Use events and activities to promote walking and bicycling.

- Maintain and expand existing school-based encouragement programs like Walk & Roll. **SD, IT, LG, TRPC, PTO**
- Identify a leader within the school to coordinate bike and walk programs. **SD**
- Hold annual study sessions with school boards to review new walking, biking, and transit related initiatives. **SD, SRTS**
- Identify a funding source to provide subsidized transit passes for the school community. **IT, SD**
- Establish a school district policy to give physical education credits to students for walking and biking. **SD**
- Support state and local policies encouraging flexible work hours so parents can walk or bike with children. **S**

Enforcement

Partner with local law enforcement and community programs to increase awareness, slow speeds, and increase traffic safety.

- Slow speeds and reduce idling through “Pace Car” campaign. Drivers pledge to drive within the speed limit and not idle. **IT, TRPC, SD, NA, PTO**
- Initiate a Walking School Bus (either school or parent-run) to give more students an opportunity to walk with an adult leader. **SD, PTO, CO**
- Analyze the effect of shifting school start time by 15 minutes to alter traffic volume and increase safety for biking and walking. **SD, LG, CO**
- Work with high schools to develop alternatives to drive alone vehicle use and encourage closed campuses at lunch to enhance student safety. **S**

Engineering

Improve opportunities to walk & bike through school siting & design of walkways, bikeways, & street connections.

- Adopt a policy for school districts and jurisdictions on school and community facility siting and infrastructure planning and design. **SD, LG**
- Advocate changes to state policies relating to school size, school siting guidelines, and transportation funding to encourage easily accessible neighborhood schools. **SRTS**
- Make sidewalks, bike lanes, lighting and crossing improvements a high priority within 1/2 mile of schools. **S**
- Separate modes of travel at arrival points at schools to avoid bike and pedestrian conflicts with cars. **SD, LG**

Evaluation

Monitor and document trends and outcomes to identify the most effective strategies.

- Survey families annually to track successes and identify challenges. Administer the Safe Routes to School Survey through schools. **SD, PTO, SRTS**
- Engage Parent Leaders. Create a Walk N Roll Parent Steering Committee to plan and share ideas between and among schools. **PTO, SRTS**
- Seek input and leadership from school staff, parents and students to fit strategies and messages to each school's needs. **PTO, SRTS**
- Track vehicle use reductions around schools to monitor success of walking and biking initiatives. **CO, LG, SRTS**

Walk N Roll is a grant supported project demonstrating how to build and sustain partnerships that will result in a new generation of healthy and safe walkers, cyclists and bus riders and reduce trips to and around school. Walk N Roll Wednesday's are part of the project.



* STAKEHOLDERS

CO - Community Organizations
IT - Intercity Transit
LG - Local Government
NA - Neighborhood Associations
PTO - Parent-Teacher Organizations

S - Stakeholders
SD - School District
SRTS - Safe Routes to School Coordination Team
TRPC - Thurston Regional Planning Council

Testimonials

"This is really good because we need to get our kids healthy and doing active things at home and at school."

-Elementary school parent on International Walk to School Day

"It was a wonderful morning for the two of us to have the time to walk and notice the little things in the neighborhood."

-Elementary school parent

"We rode our bikes this morning. It was freezing, but it was great fun!"

-Madison Elementary parent on a Walking & Wheeling Wednesday

Did You Know...

40 years ago, 50% of students walked or rode bikes to school. Today fewer than 15% travel on their own steam.

Over the last 40 years, childhood obesity has gone from 4% to 17% (2008 figure). In the last decade, obesity in youth has doubled.

By the end of the Walk N Roll program's first year, 57% of students walked or cycled to school and only 17% arrived by car. At the beginning of the year 47% arrived by car and only 24% walked or cycled.

Partnerships and Success Stories

Problem: How to build a generation of safe and healthy walkers, bike riders and bus riders

Action Taken:

Walk N Roll school-based encouragement demonstration programs at three elementary schools included: monthly flyers with walk/bike safety tips; "Walking & Wheeling Wednesday" encouragement, prizes for participation, contests, safety assemblies.

Walk N Roll Program Partnership included Thurston Regional Planning Council, Intercity Transit, Olympia School District and Madison, Roosevelt, and Pioneer elementary schools, Safe Kids, City of Olympia, State Department of Transportation - Highways and Local Programs – Safe Routes to School, U.S. Centers for Disease Control and State Department of Health.



Problem: Overcoming barriers regarding student travel to school

Safety Issue

Action Taken:

- "Stranger danger" fears addressed at two Walk N Roll sponsored "Safety Without Fear" interactive forums with a child development specialist.
- Pedestrian and bike safety education through monthly Walk N Roll event flyers, special walk/bike safety classes for students and parents, school safety assemblies with visits by police and Intercity Transit Youth Program coordinator.
- New "Pace Car" and Anti-Idling pledge program to slow driving speeds and promote clean air.
- Initiation of Walking School Bus with several parents walking with a group of students to and from school.
- Identification of infrastructure safety issues.

Distance Issue (i.e. too far to walk/bike)

Action Taken:

- Walk N Roll program focuses on urban schools and students living within a mile of school.
- Walk N Roll program addresses issues and supports a culture of changed attitudes toward student travel to school throughout the school community.
- Walk N Roll program encourages:
 - students traveling by bus to take the long way around the block to get to and from the bus stop;
 - students who must be driven encouraged to park several blocks from school and walk in.
- Action Plan recognizes the importance of school siting. The Plan recommends that school site cost/benefit analysis consider long term student transportation costs and the benefits of making walking and biking to school possible for more students.



Weather Issue

Action Taken:

- Walk N Roll encouragement programs, prizes and contests resulted in participation no matter what kind of weather. Ongoing survey data continues to inform the process.

For more information:

On Youth Programs, contact: **Jessica Gould**
Intercity Transit Youth Education Specialist
360-705-5855 or jgould@intercitytransit.com

On Action Plan, contact: **Paul Brewster**
Thurston Regional Planning Council Senior Planner, AICP
360-741-2526 or brewstp@trpc.org

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: November 21, 2016**

FOR: Citizen Advisory Committee

FROM: Jim Merrill, Director of Operations & Maintenance, 705-5889

SUBJECT: Revising Transporting Passengers with Service Animals, Support Animals and Pets Policies

1) **The Issue:** Operators face potential conflict when interacting with passengers traveling with service animals, pets and support animals. This impacts public perception of the customer service operators provide, positive or negative. Modification of Intercity Transit's policies is needed to standardize accommodation of passengers traveling with service animals, pets and support animals.

2) **Recommended Action:** Provide feedback on possible policy modification.

3) **Policy Analysis:** Intercity Transit currently has three separate policies pertaining to transporting passengers with the following categories of animals: 1) Service Animals; 2) Support Animals; and 3) Pets. The Director of Operations & Maintenance will lead a policy analysis discussion for modification of these policies to best accommodate our customer's needs while lessening impacts on daily operations and maintaining adherence to the Americans with Disabilities Act (ADA).

4) **Background:** Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Additionally under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.

Intercity Transit's policy on "Transporting Passengers with Service Animals" written in 2004, details accommodation of passengers traveling with service animals. The policy establishes definition of a "service animal," clarifies that Intercity Transit allows service animals on public transportation; questions staff may ask about the service animal; that no fare is charged; and situations under which staff may ask for removal of the service animal based on the animal's

behavior. In 2009, the Director of Operations & Maintenance issued an update to this policy in Accountability Memo 09-45. The memo directs Operators that if a passenger indicates their animal is a service animal, to welcome them aboard and not ask for additional information concerning what service the animal is trained to provide. The memo maintains situations under which staff may ask for removal of the service animal based on the animal's behavior.

In 2005, the "Transporting Passengers with Pets" policy was written. The policy establishes definition of a "pet," clarifies that Intercity Transit allows pets on public transportation *when in a container*; situations under which staff may refuse service to passengers with pets; that no fare is charged; and situations under which staff may ask for removal of the service animal based on the animal's behavior.

Additionally in 2005, the "Transporting Passengers with Support Animals" was written. The policy establishes definition of a "support animal," clarifies that Intercity Transit allows support animals on public transportation *when in a container*; situations under which staff may refuse service to passengers with support animals; that no fare is charged; and situations under which staff may ask for removal of the support animal based on the animals behavior.

Intercity Transit is considering streamlining all three policies to allow service animals; pets; and support animals to ride without a container. The modified policies maintain situations under which staff may refuse service to passengers with animals or ask for their removal based on the animal's behavior.

5) **Alternatives:** Leave policies as written

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

7) **Goal Reference:** Goal #1, "*Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*" Goal #2, "*Provide outstanding customer service.*" Goal #3, "*Maintain a safe and secure operating system.*" Goal #6, "*Encourage use of services.*"

8) **References:**

- A. DL-6250-PO Transporting Passengers with Service Animals;
- B. Accountability Memo 09-45 Service Animal Policy;
- C. DL-6258-PO Transporting Passengers with Support Animals; and
- D. DL-6257-PO Transporting Passengers with Pets

Effective: August 20, 2004
Cancels: New

Page: 1 of 2

POLICY-DL-6256

See Also: U.S. Department of Justice, Disability Rights Section, ADA Business Brief: Service Animals

Approved by:


Mike Harbour


Director of Operations

Written by: Kitty Hutchins

TRANSPORTING PASSENGERS WITH SERVICE ANIMALS

Definitions:

“Service Animal” – A working animal individually trained to perform tasks for people with disabilities, such as:

- guiding people who are blind,
- alerting people who are deaf,
- pulling wheelchairs,
- alerting and protecting a person who is having a seizure, or
- performing other special tasks

This policy applies to passengers traveling with a “service animal.”

1. Intercity Transit Allows Service Animals on Vehicles

Under the Americans with Disabilities Act (ADA), Intercity Transit will allow people with disabilities to bring their service animals onto a vehicle where passengers are normally allowed to ride.

2. Staff May Ask About the Animal

Intercity Transit staff may ask if an animal is a service animal. Staff may further inquire about the training the animal received to perform specific tasks. Intercity Transit will NOT require an identification card for the animal or ask about the person’s disability. If an animal demonstrates inappropriate behavior, staff may seek validation of the animal’s service training.

3. Service Animals Ride Transit Free

Intercity Transit will not charge a fare for a service animal. Intercity Transit may charge a passenger for damage caused by his/her service animal.

4. Staff May Ask For Removal of the Service Animal

Intercity Transit will NOT ask a person with a disability to remove his/her service animal from the vehicle unless:

POLICY-DL-6256

- The animal is out of control and the animal's owner does NOT take effective action to control it; or
- The animal poses a direct threat to the health or safety of others.

Intercity Transit will provide the passenger the option to utilize public transit service without having the animal on the vehicle.

Operations ACCOUNTABILITY Memo

July 24, 2009

MEMO #09-45

To: All Operators

From: Jim Merrill

Subject: Service Animal Policy

After discussions with Operators and staff I am changing our Service Animal Policy. This is a reflection of what is actually occurring and should be easier for Operators to enforce.

The new policy directs Operators to ask "Is that a Service Animal" and **not** ask "What service is it trained to perform."

If the answer to the first question is **Yes**, the customer and animal **shall** be allowed to ride.

The animal must then be well-behaved and not violate our rules to continue to be transported.

Those rules are:

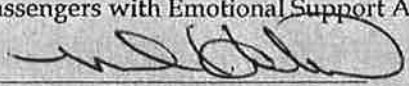
- No aggressive behavior;
- No begging for food;
- No sniffing people or merchandise;
- Must not block passenger aisle;
- The owner must have control of the animal at all times.

Thank you for your assistance in this matter. Please see me if you have any questions.

POLICY-DL-6257

See Also: Policy-DL-6257, Transporting Passengers With Service Animals; Policy-DL-6258, Transporting Passengers with Emotional Support Animals

Approved by:



Mike Harbour
Director of Operations

Written by: Kitty Hutchins

TRANSPORTING PASSENGERS WITH PETS

Definitions:

"Pet" - A domesticated animal kept for pleasure rather than utility.

"Small Pet" - a domesticated animal weighing less than twelve pounds.

This policy applies to passengers traveling with a "pet."

1. Intercity Transit Allows Pets On Vehicles

Intercity Transit will allow passengers to bring "small pets" onto a vehicle where passengers are normally allowed to ride. The passenger must have the pet in a container which will both contain and restrain the animal. The container need not be a kennel; however, it must be sturdy enough to prevent the animal from escaping and/or harming other passengers. The container can NOT block the aisle of the vehicle at any time.

2. Staff May Refuse Service to a Passenger With a Pet

Intercity Transit staff may refuse service to a passenger with a pet if:

- The animal is not contained in a suitable container; or
- The animal poses a direct threat to the health or safety of others.

3. Pets Ride Transit Free

Intercity Transit will not charge a fare for a pet. Intercity Transit may charge a passenger for damage caused by his/her pet.

4. Staff May Ask For Removal of the Pet

Intercity Transit will NOT ask a passenger to remove his/her pet from the vehicle unless:

POLICY-DL-6257

- The passenger removes the animal from its container while on board the vehicle; or
- The animal is out of control and the animal's owner does NOT take effective action to control it; or
- The animal poses a direct threat to the health or safety of others.

Intercity Transit will provide the passenger the option to utilize public transit service without having the pet on the vehicle.

Effective: June 3, 2005

Page: 1 of 2

Cancels: New

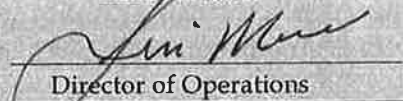
POLICY-DL-6258

See Also: POLICY-DL-6256, Transporting Passengers with Service Animals; POLICY-DL-6257, Transporting Passengers with Pets

Approved by:



Mike Harbour


Director of Operations

Written by: Kitty Hutchins

TRANSPORTING PASSENGERS WITH EMOTIONAL SUPPORT ANIMALS

Definitions:

“Emotional Support Animal” - An animal which is not specifically trained to perform a function for a particular person with a disability but provides some level of comfort to the person. These animals are not afforded access rights under the Americans with Disabilities Act.

“Service Animal” - A working animal individually trained to perform tasks for people with disabilities, such as:

- guiding people who are blind,
- alerting people who are deaf,
- pulling wheelchairs,
- alerting and protecting a person who is having a seizure, or
- performing other special tasks.

“Pet” - A domesticated animal kept for pleasure rather than utility.

This policy applies to passengers traveling with an “emotional support animal.”

1. Intercity Transit Allows Emotional Support Animals on Vehicles

Intercity Transit will allow passengers to bring emotional support animals onto a vehicle where passengers are normally allowed to ride. The passenger must have the animal in a container which will both contain and restrain the animal. The container need not be a kennel but must be sturdy enough to prevent the animal from escaping and/or harming other passengers. The container can NOT block the aisle of the vehicle at any time.

2. Staff May Refuse Service

Intercity Transit staff may refuse service to a passenger with an emotional support animal if:

- The animal is not contained in a suitable container; or
- The animal poses a direct threat to the health or safety of others.

POLICY-DL-6258

3. Emotional Support Animals Ride Transit Free

Intercity Transit will NOT charge a fare for an emotional support animal. Intercity Transit may charge a passenger for damage caused by his/her emotional support animal.

4. Staff May Ask For Removal of the Emotional Support Animal

Intercity Transit will NOT ask a passenger to remove his/her emotional support animal from the vehicle unless:

- The passenger removes the animal from its container while on board the vehicle; or
- The animal is out of control and the animal's owner does NOT take effective action to control it; or
- The animal poses a direct threat to the health or safety of others.

Intercity Transit will provide the passenger the option to utilize public transit service without having the emotional support animal on the vehicle.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE November 21, 2016**

FOR: Intercity Transit Authority
FROM: Carolyn Newsome, Vanpool Manager, 360-705-5829
SUBJECT: Surplus Van Grant Program Update

-
- 1) **The Issue:** Update the Citizen Advisory Committee on our Surplus Van Grant program.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.
-
- 4) **Background:** On September 3, 2003, the ITA adopted resolution 07-03 creating the Surplus Van Grant program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA). These vehicles help meet the transportation needs of their clients not met by Intercity Transit's regular services.

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA.

Applications will be available, November 3, 2016, and due November 30, 2016. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. An open house will be held, Thursday, November 17, 2016, from 4 p.m. to 5 p.m. to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle awards at the December ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant program has awarded 41 vehicles to organizations such as: Catholic Community Services; Wee Love Early Learning Center; Olympia Gospel Mission; Senior Services of South

Sound; Thurston County Food Bank; Habitat for Humanity; Pacific Peaks Girl Scout Council; Yelm Adult Senior Services and many others.

The most recent van awards went to Catholic Community Services; InterFaith Works; Community Youth Services; and the YWCA. These and other organizations use their vans for transporting low-income clients; trips to the food bank; medical and social services appointments; transporting seniors to nutrition services; medical appointments and much more.

In their quarterly program updates, grantees reported the vans were used to assist seniors with essential errands; transport clients to outings; job interviews; and social events. Olympia Union Gospel Mission operates a fulltime addiction recovery program for both men and women in need of stable housing and recovery from addiction. Grantees use vans for trips to counseling; parenting classes; court mandated appointments; and service opportunities. Boys and Girls Clubs share the vans allowing them the opportunity to take kids on field trips within the county and outside the county. They have provided transportation to college visits and even attended Sounders; Mariners; and Seahawk games. These and other organizations use their vans for transporting low-income and at-risk youth to before and after-school programs; field trips; trips to the food bank; medical and social services appointments and much more.

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

6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at approximately \$10,000 per vehicle or a total of \$40,000 for four vehicles.

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

8) **References:** List of prior Grant Recipients.

Surplus Van Grant Recipients

Year	Grantee
2015	Community Youth Services
2015	Interfaith Works
2015	Catholic Community Services
2015	YWCA of Olympia
2014	Community Youth Services
2014	Olympia Gospel Mission
2014	Boys and Girls Club of Thurston County
2014	Senior Services for South Sound
2013	Grub
2013	Boy and Girls Club of Thurston County
2013	Panza for Quixote Village
2013	Thurston County Food Bank
2012	Boys and Girls Club of Thurston County
2012	Catholic Community Services
2012	Thurston County Police Athletic League (PAL)
2012	Wee Love Learning Early Learning Center
2011	Olympia Christian School
2011	Olympia Gospel Mission
2011	Senior Services for South Sound
2010	Early Learning Center
2010	Senior Services for South Sound
2009	Capital Clubhouse
2009	Community Youth Services
2009	Yelm Adult Senior Services
2009	Thurston County Food Bank
2007	Behaviorial Health Resources
2007	Bread and Roses
2007	Partners in Prevention
2007	Senior Services for South Sound
2006	Behaviorial Health Resources
2006	Catholic Community Services
2006	Morningside
2006	Senior Services for South Sound
2005	Behaviorial Health Resources
2005	Boys and Girls Club
2005	Pacific Peaks Girl Scout Council
2005	Union Gospel Mission
2004	Behaviorial Health Resources
2004	Bread and Roses
2004	Habitat for Humanity
2004	Senior Services for South Sound

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-D
MEETING DATE: November 21, 2016**

FOR: Citizen Advisory Committee

FROM: Nancy Trail, 705-5857

SUBJECT: Election of Officers

1) **The Issue:** The Citizen Advisory Committee will conduct elections for their officers.

2) **Recommended Action:** Elect a Chair and Vice-Chair.

3) **Policy Analysis:** Per the Operating Procedures, nominations are made in October and elections conducted in November.

4) **Background:** At the October 17, 2016, meeting two members were nominated for Chair: Denise Clark; and Victor VanderDoes. Those two members accepted the nominations. Votes will be taken by a show of hands and the member with the most votes will be elected Chair.

Also at the October 17, 2016, meeting three members were nominated for Vice-Chair: Jan Burt; Sue Pierce; and Joan O'Connell. All members accepted the nominations. Votes will be taken by a show of hands and the member with the most votes will be elected Vice-Chair.

The new officers will take office as of January, 2017 and serve for one year.

5) **Alternatives:** N/A

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

7) **Goal References:** N/A

8) **References:** Operating Procedures.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-E
MEETING DATE: November 21, 2016**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Cancel December CAC Meeting

-
- 1) **The Issue:** Whether to cancel the December 19, 2016, CAC meeting.
-
- 2) **Recommended Action:** Cancel the Monday, December 19, 2016, CAC meeting.
-
- 3) **Policy Analysis:** The CAC must have a majority vote to cancel a regularly scheduled meeting.
-
- 4) **Background:** At this time, staff does not have any agenda items scheduled for the December 19, 2016, CAC meeting. Given the lack of agenda items, staff recommends cancellation of the work session.
-
- 5) **Alternatives:**
A. Cancel the December 19, 2016, CAC meeting.
B. Maintain the schedule as it stands, and meet on December 19, 2016.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

Authority Meeting Highlights
A brief recap of the Authority Meeting of November 2, 2016

Action Items:

Wednesday night, the Authority:

- Declared the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)
- Authorized the General Manager to purchase an automatic chain deployment system from Insta-Chain for up to 71 Gillig coaches in the not-to-exceed amount of \$88,871, including taxes. (*Jeff Peterson*)
- Authorized the General Manager to enter into a five-year contract, with two one-year extension options, with Transit Solutions, LLC for the provision of a new DVR system, associated mobile digital video recording system components and high definition front facing cameras in the not-to-exceed amount of \$358,641, including tax. (*Jeff Peterson*)
- Released the 2017 Draft Budget for public review. (*Ben Foreman*)
- Selected eight applicants to be interviewed on November 16, 2016, for the Citizen Advisory Committee. (*Ann Freeman-Manzanares*)
- Received an update on the Surplus Van Grant Program. Applications will be sent out November 3, 2016, and are due November 30, 2016. An Open House will be held on Thursday, November 17 from 4 p.m. to 5 p.m. (*Carolyn Newsome*)

Other Items of Interest:

- Welcomed Suzanne Coit, Finance Manager (*Ben Foreman*)
- Sales tax is at 14.23% for October – 9.78% cumulative over last year
- There are 179 vanpool groups – up from 177 last month.
- The General Manager is scheduled to meet with six State Representatives and one Senator during the month of November to pursue funding for the Pattison Street Rehabilitation and Expansion; additional local sales tax options; 1/3 funding for DASH through state legislature; and approximately \$10,000 dollars to replace Amtrak lease agreement that expires in 2018.

Pat Messmer

Prepared: November 3, 2016

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

= Joint meeting does not count against required meeting attendance