

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
October 17, 2016
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative KAREN MESSMER
<i>(Victor VanderDoes)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | 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> | |
| IV. | APPROVAL OF MINUTES -August 15, 2016 | 1 min. |
| V. | NEW BUSINESS | |
| | A. VANPOOL UPDATE <i>(Carolyn Newsome)</i> | 30 min. |
| | B. NOMINATION OF OFFICERS <i>(Nancy Trail)</i> | 10 min. |
| | C. DISCOUNTED BUS PASS PROGRAM <i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | D. DRAFT STRATEGIC PLAN 2017-2022 <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | E. DRAFT 2017 BUDGET <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. August 17, 2016, Work Session <i>(Joan O'Connell)</i> | |
| | B. September 21, 2016, Joint Meeting <i>(Ann Freeman-Manzanares)</i> | |
| | C. October 5, 2015, Regular Meeting <i>(Michael Van Gelder)</i> | |
| | D. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING -November 21, 2016. | |
| 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
August 15, 2016

CALL TO ORDER

Vice-Chair Burt called the August 15, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:40 p.m. at the administrative offices of Intercity Transit.

Members Present: Vice-Chair Jan Burt; Sue Pierce; Ursula Euler; Jonah Cummings; Billie Clark; Joan O'Connell; Carl See; Ariaah Perez; Ron Hughes; Michael Van Gelder; and Leah Bradley.

Absent: Victor VanderDoes; Lin Zenki; Mitchell Chong; Walter Smit; Quinn Johnson; and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by O'CONNELL and EULER to approve the agenda.

MEETING ATTENDANCE

- A. August 17, 2016, Work Session - Ursula Euler
- B. September 7, 2016, Regular Meeting - Mitchell Chong
- C. September 21, 2016, Joint Meeting of Intercity Transit Authority and Citizen Advisory Committee - All

APPROVAL OF MINUTES

It was M/S/A by EULER and VAN GELDER to approve the minutes of the July 18, 2016 meeting.

CONSUMER ISSUES

- *None.*

NEW BUSINESS

- A. **2016 CAC RECRUITMENT** - (*Nancy Trail*) Trail relayed the upcoming 2016 CAC Recruitment. The committee has 3 regular vacancies and possibly one youth. The process is the same and requires an ad-hoc committee of three CAC members and three Authority members. The Authority determines who is interviewed from the pool of applicants. The time commitment can be anywhere from 2-4 hours depending on the number of interviews. The timeline is attached to the agenda item and has interviews on October 28th. Applications will be available the first week of September. If members know of someone who may be interested please refer them to staff or direct them to the website.

Trail asked for volunteers - VAN GELDER; PIERCE; and BURT volunteered for the ad-hoc committee.

Freeman-Manzanares added that interviews are tentatively scheduled for November 16th.

- B. CAC SELF-ASSESSMENT RESULTS - (Ann Freeman-Manzanares)** Freeman-Manzanares indicated 14 people respond to the survey in May. Staff tries to stay consistent with questions to compare year over year.

Freeman-Manzanares reviewed the questions and comments.

Q1 - We remained faithful our purpose.

Freeman-Manzanares indicated 86% strongly agreed and 14% somewhat agree.

Q2 - The Citizen Advisory Committee represents the community.

Freeman-Manzanares indicated 71% strongly agree and 29% somewhat agree. Please let staff know if there is an area where we need to do additional recruitment.

Additional comments included:

Pierce - asked if staff sends applications to those who come to make public comments.

Freeman-Manzanares - advised staff can do that.

See - remarked there might be better ways CAC members could be informed about what the community is feeling. He asked if there was some kind of an activity the committee could do to help members engage outside their individualized groups.

Cummings - asked if there any bus routes that are not represented by a CAC member?

Clark, B - suggested reaching out to people where English is a second language.

Van Gelder - indicated reaching out at community centers with staff and the authority to utilize the committee in a more active role.

Freeman-Manzanares - responded that the community conversation will be a really awesome way to do that, as well as the short and long range plan.

O'Connell - stated the committee has always had good representation from Panorama; but what about medical communities. She asked the committee to indicate by show of hands who is a regular bus rider, and 5 members raised their hands.

Freeman-Manzanares - indicated there are two ITA/CAC at Panorama. CAC has a wide perspective of the community. We need to make it the best it can be for people using the system. There is also the perspective of non-users. We haven't had the benefit of someone representing the business community but now the CAC has Ron.

Pierce – remarked that she got a mailer and someone might know someone else to pass it on to if they aren't interested.

Perez – stated her robotics club goes out and talks to kids. Simply sitting down with someone and having a conversation about Intercity Transit is a great place to start. Then staff can get real feedback on how the community feels about their service.

Q3 – Intercity Transit and the Community benefitted from our input.

Freeman-Manzanares indicated 86% responded strongly agree; 7% responded somewhat agree and 7% responded don't know. Additional comments included:

O'Connell – remarked if Intercity Transit is benefitting then the committee and community benefit because we are a cog in the wheel.

Freeman-Manzanares – indicated staff learns things they wouldn't know otherwise.

Q4 – We add value to the Transit Authority's decisions.

Freeman-Manzanares indicated 79% strongly agreed; 7% somewhat agree; and 14% don't know. Additional comments included:

Pierce – stated the CAC gives the board another level of people and then they go to their respective boards or councils and use the information we provide. They get CAC meeting minutes. Just the fact the CAC members are here sharing gives them another layer to help make their decisions.

O'Connell – indicated she used to think the Authority didn't read the minutes, but over the years talking to the Authority they value the committee in a huge way. CAC should have the conversation with them at the joint meeting. They are always so sincere about how much they value the CAC.

Q5 – Our meetings are run well.

Freeman-Manzanares indicated 71% strongly agree; and 29% somewhat agree. She asked for comments on moving the consumer check in to the beginning of the meeting. Additional comments included:

Pierce – remarked it might help if the chair can say let's move on, there are several others with comments.

See – indicated he wouldn't be opposed to having the consumer check in comments all at the beginning. This might encourage CAC to be brief, and it might help if people need to leave the meeting early.

O'Connell – stated she wasn't aware of a consumer issue ever being cut short. She likes the idea of starting with it, and loves what she learns. The consumer issues are why she is here, and she feels it is the duty of CAC members.

Intercity Transit Citizen Advisory Committee

August 15, 2016

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Freeman-Manzanares – asked the committee how they would like to do it going forward.

Van Gelder – suggested experimenting with it at the front of the agenda and limiting the time for providing the comment. If additional time is needed it could be done at the end of the meeting.

O'Connell – added a time limit of 10 minutes could be placed on it.

Burt – indicated giving it a try at the next meeting to give 10 minutes at the beginning and see if someone needs to finish at the end or continue it to the next meeting.

Freeman-Manzanares – remarked if it is evident by the agenda that the authority wants the committee to weigh in on something we know we need to get to that.

Q6 - I feel satisfied with my participation level within the Citizen Advisory Committee.

Freeman-Manzanares indicated 64% strongly agree; and 36% somewhat agree. Additional comments included:

Perez – remarked if there was a stronger answer she would have chosen it. She came to the committee on a whim and through learning and listening found that Hawks Prairie didn't have service. She could definitely use Intercity Transit services out there and she made sure staff was aware of it.

Clark – stated she doesn't always have a lot to say, but she is hearing and learning and then she can present the information to the community. She talks with the drivers and they ask what's going on with the CAC.

Q7 - I am prepared for meetings.

Freeman-Manzanares indicated 43% strongly agree; and 57% somewhat agree. Additional comments included:

Van Gelder – suggested that all presentations be made available on the website.

Freeman-Manzanares – responded staff can certainly do that.

Bradley – shared staff might be able to use Youtube and it can be private.

Freeman-Manzanares – indicated staff experimented with recording a presentation for the marketing survey information.

Phillips – added it may be possible to embed links when the minutes are posted.

Cummings – indicated adding hyperlinks to the minutes or packets might be helpful. It would make it a lot easier if something else was referenced instead of searching for it.

O'Connell – added she is fine not having the presentations.

Q8 - I feel comfortable contributing at meetings.

Freeman-Manzanares indicated 79% strongly agree; and 21% somewhat agree. Additional comments included:

O'Connell – added that she didn't feel comfortable sharing initially and it took about a year or year and a half. She didn't understand the system and the first year was purely educational.

Clark, B. – remarked you have to understand what's behind the words and it takes time.

See – indicated the welcome binders are great and have a lot of information/acronyms.

Perez – shared she was apprehensive at first, but at some point somebody laughed and she found it was a little bit casual.

Freeman-Manzanares – asked people to please reach out if they don't feel comfortable.

Q8 - Requested any additional comments.

Freeman-Manzanares indicated in the coming months staff can share what the meeting schedule is and members can share what they would like to hear. The last question posed to the committee about where Intercity Transit should be in the community someone suggested the Pride Parade and this year Intercity Transit was there.

Perez left.

Pierce – relayed her concerns that only 14 of 20 members responded to the survey.

O'Connell – indicated she couldn't remember if she responded. Staff could bring it up at a meeting and make paper copies available.

O'Connell – remarked she loves the idea of a guest speaker like a bus driver or someone from customer service.

Burt – added the survey was so easy and only took about 10 minutes. Staff could make it available on the computers at a meeting.

Pierce – shared that she doesn't get a lot of time to talk to drivers, but has gotten some interesting insight from a few.

REPORTS

- Freeman-Manzanares shared the annual WSDOT conference is coming up September 19-21 and in the past one or two CAC members have attended.

Van Gelder and O'Connell indicated an interest. See remarked he would be there on Monday, but would miss the joint meeting due to additional commitments in tri-cities.

Intercity Transit Citizen Advisory Committee

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- Euler provided the report from the July 20, 2016, Work Session - the agenda was nearly the same as the CAC meeting including presentations on bus technology; and short/long range planning. Authority members had a discussion on how to present the decision to use clean diesel buses to the public given the propensity to want things as "green" as possible. They also discussed expanding the scope of short/long range planning to include the community conversation.

NEXT MEETING: JOINT MEETING OF ITA AND CAC SEPTEMBER 21, 2016

ADJOURNMENT The meeting was adjourned for members to participate in a photoshoot.

It was M/S/A by VAN GELDER and O'CONNELL to adjourn the meeting at 7:00 pm.

Prepared by Nancy Trail

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: October 17, 2016**

FOR: Citizen Advisory Committee

FROM: Carolyn Newsome, Vanpool Manager, 705-5829

SUBJECT: Vanpool Program Update

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- 1) **The Issue:** Provide an update on Vanpool Services.
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- 2) **Recommended Action:** This is for information and discussion.
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- 3) **Policy Analysis:** The Vanpool Manager provides program updates to the CAC at least once per year, and more often as requested.
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- 4) **Background:** Intercity Transit's vanpool program is 34 years old. The program began in May, 1982 with two leased vans from the Washington State Department of Transportation. The program currently has 177 active vanpool groups.

The vanpool program serves 1,300 commuters and removes more than 1,200 cars off congested roadways each commute day. Historically, the program saw steady growth each year until the economic downturn in 2008. That year vanpool lost 19 groups and saw ridership in the remaining groups drop. In 2010, fuel prices were approaching \$5/gallon, and staff instituted the vanpool incentive program. By 2012, the program set a record for the highest number of vanpool groups at 220. At the start of 2013 fares were raised and the program lost 10 groups. Ridership in the remaining vanpool groups also dropped. Since 2013, the program has experienced a 20% drop in vanpool usage.

Prior to 2013, staff was directed to recover 93% of direct operating costs, which did not include capital costs. In 2013, staff was directed to collect 100% of direct operating costs.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The 2015 direct costs for the vanpool program were \$1,643,730 (includes vanpool staff; fuel; insurance; and maintenance). The passenger fares for 2015 totaled \$1,746,164, which equates to recovery of 106% of direct costs.
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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 #4, "Provide responsive transportation options."

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: October 17, 2016**

FOR: Citizen Advisory Committee

FROM: Nancy Trail, 705-5857

SUBJECT: Nominations of Officers

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- 1) **The Issue:** To nominate members to serve in one-year terms as the officers of the group (Chair and Vice Chair) for the January - December, 2017 year.
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- 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair.
-
- 3) **Policy Analysis:** Per the CAC Operating Principles, officers will be nominated in October and elected in November for one-year terms.
-
- 4) **Background:** Citizen Advisory Committee Chair Victor VanderDoes and Vice Chair Jan Burt have each completed one year terms in these positions. The Operating Principles and By Laws provide:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in October (either self-nomination or nomination by others) and affirmation by majority vote in November. (Amended 07/16/01; 02/06/08; 7/6/16).”

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.”

Members may nominate other members who are willing to accept the nomination, and members may self-nominate. If you wish to nominate someone, it is best to contact the member ahead of the meeting to ensure they will accept the nomination.

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- 5) **Alternatives:** N/A
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6) **Budget Notes:** N/A

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

8) **Reference:** CAC Operating Principles

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: October 17, 2016**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Bus Pass Program

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- 1) **The Issue:** Provide a timeline for the 2017 application process and share a list of those that benefited from the program in 2016.
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- 2) **Recommended Action:** This is an informational item.
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- 3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program of up to \$300,000 a year.
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- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$300,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the sixth year of the program. A timeline for the program is as follows:

- | | |
|---------------------------------|-------------------------|
| ▪ Applications out to agencies | Week of October 17 |
| ▪ Applications due | November 18, 2016, 4 pm |
| ▪ Present grant awards to ITA | December 7, 2016 |
| ▪ Passes mailed out to agencies | December 19, 2016 |
| ▪ 2017 program begins | January 1, 2017 |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community."*
Goal #4: *"Provide responsive transportation options."*
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- 8) **References:** 2016 Discounted Bus Pass Program Recipients.

2016 Discounted Pass Program Potential Grant Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Jill Young 360/704-7170	\$8,640.00	\$17,280.00	Adult
		\$2,430.00	\$4,860.00	Youth
		<u>\$11,070.00</u>	<u>\$22,140.00</u>	
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360-357-2582 Office 360-628-7603 Cell	\$2,592.00	\$5,184.00	Adult
3 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$7,560.00	\$15,120.00	Adult
4 Catholic Community Services Family Preservation 1011 SE 10th Ave Olympia WA 98501	Brooke Allinder 360/878-8248 Heidi Williams 360/878-8248	\$3,240.00	\$6,480.00	Adult
		\$1,350.00	\$2,700.00	Youth
		<u>\$4,590.00</u>	<u>\$9,180.00</u>	
5 City Gate Ministries P O Box 108 1910 East 4th Ave Olympia WA 98506	Phil Prietto 360/359-1999	\$594.00	\$1,188.00	Adult
6 Community Action Council of Lewis/Mason Thurston 420 Golf Club Road SE Suite 100 Lacey WA 98503	Diane Harris 360/438-1100 X 1136	\$21,600.00	\$43,200.00	Adult
7 Community Youth Services 711 State Ave NE Olympia WA 98506	Gretchen Grady 360/943-0780 X 120	\$9,450.00	\$18,900.00	Adult
		\$2,850.00	\$5,700.00	Youth
		<u>\$12,300.00</u>	<u>\$24,600.00</u>	
8 Family Support Center of S Sound	Schelli Slaughter	\$10,368.00	\$20,736.00	Adult

P O Box 784 Olympia WA 98507-0784	360/754-9297 ext 211	\$540.00	\$1,080.00	Youth
		\$10,908.00	\$21,816.00	
9 Garden Raised Bounty - GRuB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522 X210	\$3,067.50	\$6,135.00	Youth
10 Gravity Olympia High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surridge 360/464-6851	\$4,320.00	\$8,640.00	Adult
		\$4,050.00	\$8,100.00	Youth
		\$8,370.00	\$16,740.00	
11 Gravity Lacey High School- ESD 113 502 Pear Street Olympia WA 98501	Paul Owens 360/464-6832	\$3,240.00	\$6,480.00	Adult
		\$2,700.00	\$5,400.00	Youth
		\$5,940.00	\$11,880.00	
12 Housing Authority of Thurston County Housing Services Division 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/918-5832	\$2,880.00	\$5,760.00	Adult
		\$600.00	\$1,200.00	Youth
		\$3,480.00	\$6,960.00	
13 New Market Skill Center 7299 New Market Street Tumwater WA 98501	Kassie Ketchum 360/570-4500	\$3,060.00	\$6,120.00	Adult
		\$1,725.00	\$3,450.00	Youth
		\$4,785.00	\$9,570.00	
14 Olympia High School Freedom Farmers 1302 North Street SE Olympia WA 98501	Blue Peetz 360/870-6580	\$2,220.00	\$4,440.00	Youth
15 Olympia Union Gospel Mission P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/584-3505	\$4,320.00	\$8,640.00	Adult
		\$360.00	\$720.00	Youth
		\$4,680.00	\$9,360.00	
16 Out of the Woods 2300 East End Street NW Olympia WA 98502	Brett Rader 360/570-0423	\$648.00	\$1,296.00	Adult
17 Pacific Mountain Workforce 1570 Irving Street SW	Pam Grindstaff 360/570-4249	\$3,780.00	\$7,560.00	Adult

Tumwater WA 98512

18	South Sound Parent-to-Parent Tumwater School District 621 Linwood Ave SW Tumwater WA 98512	Tami Collins 360/709-7007	\$900.00 \$577.50 <hr/> \$1,477.50	\$1,800.00 \$1,155.00 <hr/> \$2,955.00	Adult Youth
19	The Salvation Army P O Box 173 Olympia WA 98507	William Lay III 360/352-8596 ext 105	\$3,240.00	\$6,480.00	Adult
20	Thurston County Office of Assigned Counsel 926 24th Way SW Olympia WA 98502	Pamel Hipp 360/786-5876	\$2,160.00 \$900.00 <hr/> \$3,060.00	\$4,320.00 \$1,800.00 <hr/> \$6,120.00	Adult Youth
21	Thurston County Superior Court Juvenile Drug Court 2801 32nd Ave SW Tumwater WA 98512	Peter Adolphson 360/709-3205	\$1,080.00	\$2,160.00	Youth
22	United Way of Thurston County 1211 Fourth Avenue E Suite 101 Olympia WA 98506	Sara Kukkonen 360/943-2773 X 22	\$864.00	\$1,728.00	Adult Youth
23	WA ST DSHS Olympia Community Service Office 6860 Capital Blvd Tumwater WA 98512	Milton Caron 360/725-6530 Carol MacCraken 360/725-6622	\$12,780.00	\$25,560.00	Adult Youth

TOTALS:

 \$130,092.00 **\$260,184.00**

Beginning Balance of Grant Fund:	\$300,000.00
Total Amount of Grants Awarded:	<hr/> -\$260,184.00
Funds still Available to Award:	\$39,816.00

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-D
MEETING DATE: October 17, 2016**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2017-2022 Draft Strategic Plan

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- 1) **The Issue:** To present the 2017-2022 Draft Strategic Plan.
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- 2) **Recommended Action:** For information and conversation only.
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- 3) **Policy Analysis:** The budget document and staff work plan is developed based on the Strategic Plan.
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- 4) **Background:** The Authority and the Citizen Advisory Committee have discussed and provided comment on various elements of the strategic plan over the last year. Those comments are being incorporated into the draft strategic plan. The draft will be presented to the Authority on November 2, 2016 and released to the public for comment the following day.
- The 2017 budget is reflective of the strategic plan. This is an opportunity to share any other information you wish to share in regards to the draft strategic plan before it goes to public hearing on November 16, 2016. The Authority is anticipated to approve the Strategic Plan at their December 7, 2016 meeting.
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- 5) **Alternatives:** This item is for information and conversation only.
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- 6) **Budget Notes:** The Strategic Plan drives the budget.
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- 7) **Goal Reference:** The Strategic Plan impacts all agency goals.
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- 8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-E
MEETING DATE: October 17, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2017 Draft Budget

1) **The Issue:** Present the schedule for the Draft 2017 Budget and Capital Projects.

2) **Recommended Action:** This is an informational item for discussion.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan states the Agency's direction for 2017 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2017.

4) **Background:** The Budget Committee, which consists of the General Manager, representatives from each of the agency departments as well as one representative from each of the union groups developed the proposed 2017 budget for CAC and ITA review.

The Authority scheduled a public hearing on the Budget for Wednesday, November 16, 2016. The draft 2017 budget will be presented to the Authority on November 2, 2016, and released to the public for comments the following day.

5) **Alternatives:** N/A

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

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** N/A

Authority Meeting Highlights
A brief recap of the Authority Meeting of September 7, 2016

Action Items:

Wednesday night, the Authority:

- Authorized the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract will not exceed \$26,108, including taxes. This is the first of two optional one-year extensions. *(Jeff Peterson)*
- Authorized the General Manager to pay the annual invoice for the Xerox/ ACS radio system hardware/software maintenance agreement. Consistent with the contract the invoice amount is \$206,418, including tax. *(Jeff Peterson)*
- Rejected the bid submitted by Ronglin's Inc. in response to RFB 1620 for Vehicle Maintenance Pit Construction and authorize the General Manager to direct staff to re-issue the RFB with changes as recommended by the engineer. *(Katie Cunningham)*
- Reappointed Citizen Representative Karen Messmer to an additional three-year term on the Intercity Transit Authority.

Other Items of Interest:

- Welcomed Stefanie Randolph, Marketing/Communications Outreach Coordinator
- Welcomed Bryce Reinhardt and Christopher Shoultz, Coach Technicians.
- Received an overview of the negotiation process and upcoming collective bargaining agreement with the International Association of Machinists, District Lodge 160.
- Sales tax is at 4.68%.
- Staff received ISO 14001 Certification Training, and will soon be testing the audit of the new standard in November.
- The State Auditor's Office conducted a clean audit exit interview today (9/7/16). However, Intercity Transit did receive a management letter from the Auditor's office with a minor issue indicating staff coded some Capital Preventative Maintenance funds under Capital as opposed to Operating dollars.
- Recruitment has begun seeking new Citizen Advisory Committee members. Applications are due October 28, 2016.

- For the Community Action Council, Intercity Transit is testing a pilot for a community van program. They are moving to Willamette Drive, where currently there is no service. Staff is working with them regarding their needs, and that includes defensive driving training.
- There is another Walk N Roll Open House on Saturday, September 10 from 1 p.m. to 4 p.m.
- Staff is working with the jurisdictions and school boards to approve Proclamations recognizing the Walk to School Month in October.
- Intercity Transit will participate in the United Way Day of Caring on Friday, September 30, 2016. We'll be partnering with Community Youth Services.
- Intercity Transit received an award from the Puget Sound Regional Council. It's the 21st Annual 2016 Vision 2040 Award. It was awarded for our partnership with Pierce County, JBLM, and Pierce Transit to design a Transportation Demand Management Program where we help them design shuttle service on base.
- Freeman-Manzanares is attending the APTA Annual Conference in Los Angeles, September 10 through 14; and she'll also be attending the Washington State Public Transportation Conference in Wenatchee September 17 through 21.

Pat Messmer

Prepared: September 8, 2016

Authority Meeting Highlights
A brief recap of the Authority Meeting of October 5, 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 execute a one-year contract extension with Galls, LLC to provide Operations staff uniform items in an amount not-to-exceed \$60,000, including taxes. (*Katie Cunningham*)
- Authorized the General Manager to enter into a contract with General Mechanical, Inc. to complete the Vehicle Maintenance Pit Construction in the amount of \$71,489, including taxes. (*Katie Cunningham*)
- Scheduled a public hearing for Wednesday, November 16, 2016, at 5:30 p.m. to receive and consider comments for the 2017-2022 Strategic Plan. (*Ann Freeman-Manzanares*)
- Scheduled a public hearing for Wednesday, November 16, 2016, at 5:30 p.m. to receive and consider comments on the 2017 draft budget. (*Ben Foreman*)
- Received a timeline for the 2017 Discounted Bus Pass Program application process and the list of those who benefited from the 2016 program.
- Held a closed session pursuant to RCW 42.30.140 (4) (b) to discuss IAM District Lodge 160 negotiations.

Other Items of Interest:

- Welcomed Operators – Class 16-02: Kenneth Dail; Regina Burns; Brianna Bowles; Jason Gilpin; Ed Thierry; William Ward; David Cabe; Ron Hughes; Celso Rangel (*Mark Sandberg*)
- Recognized the 2016 Excellence in Transit Winners (*Ann Freeman-Manzanares*)
- Today was International Walk-to-School Day, and Intercity Transit held events at six schools, and an estimated 600 people walked to school. Thank you to Authority members Karen Messmer and Debbie Sullivan for participating. Many staff members also attended along with a variety of others, including the Tumwater Superintendent of Schools, two candidates for the House of Representatives.
- The CAC recruitment is underway with a total of six applications received, one of which is outside of the district.

- The Annual Holiday Banquet will be held on Friday, December 9 beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.
- Sales tax for September was at 10.11%. We are 9.27% on the year.

Pat Messmer

Prepared: October 6, 2016

		9	10	11	12	1	2	3	4	5	6	7	8	9	
CAC	Members	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	
Leah	Bradley	Absent			MEETING CANCELLED		Absent	Absent			Absent			Absent	
Jan	Burt	Absent									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							Absent
Walter	Smit											Absent		Absent	
Victor	VanderDoes													Absent	
Michael	Van Gelder		Absent	Absent								Absent	Absent		
Lin	Zenki	Absent					Absent					Absent		Absent	

= Joint meeting does not count against required meeting attendance