

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
January 9, 2017
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative DEBBIE SULLIVAN
<i>(Victor VanderDoes)</i> | |
| | B. Introduce new CAC members | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. January 18, 2017, Work Session <i>(Lin Zenki)</i> | |
| | B. February 1, 2017, Regular Meeting <i>(Ursula Euler)</i> | |
| | C. February 15, 2017, Work Session <i>(Walter Smit)</i> | |
| IV. | APPROVAL OF MINUTES -November 21, 2016 | 1 min. |
| V. | NEW BUSINESS | |
| | A. 2017 PROCUREMENT PLAN <i>(Steve Krueger)</i> | 30 min. |
| | B. DISCOUNTED BUS PASS RECIPIENTS <i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | C. SURPLUS VAN GRANT RECIPIENTS <i>(Carolyn Newsome)</i> | 10 min. |
| | D. SHORT & LONG RANGE PLAN UPDATE
<i>(Dennis Bloom & Eric Phillips)</i> | 30 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. December 7, 2016, Regular Meeting <i>(Michael Van Gelder)</i> | |
| | B. January 4, 2017, Regular Meeting <i>(Sue Pierce)</i> | |
| | C. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING -February 13, 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
November 21, 2016**

CALL TO ORDER

Chair VanderDoes called the November 21, 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; Aariah Perez; Ursula Euler; Mitchell Chong; Michael Van Gelder; Denise Clark; Carl See; and Leah Bradley.

Absent: Quinn Johnson; Lin Zenki; and Leah Bradley.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Jim Merrill; Jeff Brewster; Carolyn Newsome; Jessica Gould; David Copley and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

VanderDoes introduced Authority member, BUD BLAKE.

MEETING ATTENDANCE

- A. December 7, 2016, Regular Meeting – Michael Van Gelder
- B. January 4, 2017, Regular Meeting – Sue Pierce
- C. January 18, 2017, Work Session – Lin Zenki

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and CLARK, D. to approve the minutes of the October 17, 2016, meeting.

NEW BUSINESS

- A. YOUTH EDUCATION UPDATE –** *(Jessica Gould and David Copley)* Gould introduced herself and started by asking the committee how they got to school. She indicated most people took the school bus and many older folks walked or biked. In 2009 walking and biking to school hit an all-time low. This leads to increased pollution and congestion. This year's numbers have increased nationally to 18%. In local schools 50% more kids are walking on Walk N Roll (WNR) days. Gould relayed in invitation to the committee to participate in any future walk to school days.

Gould indicated in 2015 the group came up with a mission and vision statement to help connect their work back to Intercity Transit's mission and vision. It provides "...educating and encouraging youth to get around by biking, walking and riding the bus to foster a

healthy active community.” They teach the kids the health benefits of walking and biking to the bus stop. Since students are learning to get 60 minutes of exercise each day they build on that and the walking and biking gets them closer to that goal. Unfortunately only 30% of kids get 60 minutes of exercise per day. Some of the kids wear pedometers on WNR field trips to help make sure they get the recommended 12,000 steps per day.

Gould relayed that staff has chosen an umbrella as the visual representation of the many programs within WNR. She indicated over 6,000 people joined in WNR activities and events just this year. WNR offers assemblies and parent workshops. Last year students at Nisqually Middle School got to see Willy Wier. He has bicycled all over the world and brings a fully loaded bike. His message focuses on the joy and wonder he has experienced bicycling, as well as safety. WNR parent workshops focus on “Safety without Fear”. The workshops focus on safety and making sure students are ready to bike and walk places on their own. Walk to School days are the hallmark of the program. Schools get to choose how they do their walks. Each school sets up their meeting places. This school year there are 12 schools doing walk to school days and more than 1,600 kids participated. Staff invites law enforcement, local fire departments, and city officials to participate. WNR also conducts rolling classrooms and those presentations reached over 400 students. They focus on middle school students so they have a solid understanding on how to use the system. The kids learn about our commitment to sustainability, the types of fuels used, and get a trip through the bus wash.

Blake arrived.

Gould shared that October is Walk to School month which coincides with International Walk to School Day. This year all 3 school districts along with the cities of Lacey, Tumwater, and Thurston County proclaimed October as Walk to School month in their board meetings. The proclamations provide staff the opportunity to talk about the programs they provide and get important community support.

Gould relayed this year staff started the School Mini Bicycle Commuter Contest and had 9 schools involved. The contest ran for 2 weeks and saw about 100 kids participate. Kids who biked and recorded their miles were eligible for prizes. Staff is looking forward to growing the contest in the future.

Coppley indicated he works with the Earn a Bike program. Since most work is done in partnership with local schools, summertime sees a marked reduction in classroom work. Staff started a pilot partnership with Olympia’s Skipp program which provides free lunches and activities for families in need, and with the Boys and Girls Club. These new partnerships allowed the program to reach another 50 + kids and build relationships along with program awareness and recognition.

Gould shared the program has started an art display at the Olympia Transit Center for the spring and fall Arts Walk events. It has been well received by both the staff and the customers who frequent the transit center.

Coppley indicated the Bike and Pedestrian Education program is at both Tumwater School District and North Thurston School District. The program teaches kids how to bike and walk safely in traffic. In the past 5 years there have been 150 crashes that involved kids, and 22 of those had serious injuries. This curriculum will help lower that number. Over 1,000

Intercity Transit Citizen Advisory Committee

November 21, 2016

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kids have received bike and safety education and staff has assisted in many of those classes and lessons.

Coppley shared that Earn-a-Bike is an after school program providing basic bicycle maintenance and safety skills with a focus on biking for transportation. The program partnered with Bush Middle School in 2016 and saw 60 students receive 8 hours of instruction over 4 afternoons. They learn basic bicycle maintenance and repair along with safe riding skills. Upon completion of the class each participant receives a bicycle, lights, lock, and helmet. This is a unique program and speaks to Intercity Transit's response to alternate modes of transportation in our community.

Coppley indicated the Bike Shop is located downtown near the transit center and provides the back-end support for the Earn-a-Bike program. The space had its grand opening in January 2016. With projects at the Pattison street facility it was no longer feasible to maintain the Bike Shop in the maintenance rebuild room. Donated and salvage bikes are completely overhauled to ensure they are safe and reliable for students. The Bike Shop relies on an active volunteer program. Each bike takes between 7-9 hours to overhaul. This year volunteers have donated 687 hours. This represents a 71% increase over volunteer hours last year. Staff is happy to have space to combine with outreach efforts and bring more people into our program. Refinements will continue to make it more welcoming and navigable to the widest array of volunteers.

Gould explained that staff designed a menu of programs to make it easier for schools and organizations to understand the program's offerings. It helps define what WNR will do and what partners will need to do as well. Staff emphasizes that the program works best when everyone including teachers, parents, students, administrators, and community members work together.

O'Connell arrived.

Gould shared that the Olympia Police Department is interested in getting all the schools involved in the program and staff will be in additional schools in 2017 including Lincoln, Hansen, and McKinney. Staff has encouraged the Olympia School District to apply for funds to purchase a bike fleet and to teach safe biking and walking education. The Earn-a-Bike program will transition to Nisqually Middle School in the spring for a full year. Staff will continue to solicit volunteers to maximize staffing resources.

Gould and Coppley answered questions.

Perez – remarked that it was a great presentation and was wondering if the program would go into Chinook Middle School. She also inquired if it was appropriate for older students.

Gould – responded the program was not at that Chinook yet and added that the program had a high school intern last summer who gave them some ideas to get the program to older students possibly through an ambassador program.

Coppley – remarked staff would love peer support and to get some youth in leadership roles within the organization. There is a lot of potential if they could find the right students to participate.

O'Connell – asked if staff works with local bike shops.

Coppley – responded they have some established relationships with local bike shops for parts.

Cummings – inquired if staff had any information on students' reluctance to ride the bus.

Gould – indicated the main issue was time and that it takes too long. Often times they forget to factor in the time spent waiting in the drop-off line.

Freeman-Manzanares – asked staff to share information about Candace Bollinger's class on Safety Without Fear program.

Gould – shared that the classes help calm concerns about child abduction and the real risk versus the perceived risk. Statistically children are not likely to be abducted. Ms. Bollinger teaches parents how to teach their child to walk safely to school and what they should do if they have concerns. The class is being taught at all of the school districts now.

Van Gelder – asked if staff looks at different grant opportunities by tying their work to sustainability, wellness, etc.

Gould – responded they have and that recently grant funds were awarded through the Transportation Alternatives Program (TAP) grant funds. Staff uses the health and environmental benefits of their program in the classroom and grant applications.

Coppley – remarked they have also received CMAQ funds which is centered on air quality and public health partnerships.

Chong – asked if staff tables at community activities to advertise program.

Coppley – indicated they haven't done much of that but that marketing staff shares the program at those types of events as one of Intercity Transit's programs.

Phillips – remarked he has been amazed by the support for the program. In the last few years the CMAQ grant has been at 30% for Youth Education and most recently it was recommended to bump to 50% by the policy board through school year 2019. The Authority supports the program in their strategic plan.

Coppley – added that open shop times for volunteers are on Wednesday and Saturday afternoons and everyone is welcome.

O'Connell – remarked she was impressed with the dedication and passion staff has for the program and believes it will only grow the program.

Van Gelder – asked about the walking radius for schools.

Gould – responded it is one mile, and more than half of the kids live within that mile radius.

Coppley – shared that the bike maps produced in partnership with TRPC show safe routes to school.

B. REVISING TRANSPORTING PASSENGERS WITH SERVICE ANIMALS, SUPPORT ANIMALS, AND PETS POLICIES - (*Jim Merrill*) Merrill shared that he has been with Intercity Transit for 29 years. He started out as an Operator, then moved to paratransit, was a supervisor, and now is the Director of Operations and Maintenance.

Merrill shared some history concerning the agencies stroller policy and how operators used to ask people to take their child out of their strollers and collapse them before they entered the bus. The CAC and the ITA felt strongly for customer service that the child should be left in the stroller and let the parent be responsible for their safety. This change in policy worked out great.

Merrill indicated the FTA and the ADA mandate the definition of service animal and what transit is required to do in transporting them. The agency must transport animals and they should think about it from the humans perspective. They use them to see, hear, for protection, for comfort, this is about human beings and they need those animals.

Merrill reviewed the Service Animal policy and that operators may ask if the animal is a service animal and what service it provides. The second question has caused a lot of problems for transit agencies. He added that the animals ride free. Operators can ask for the removal of the animal due to behavior issues, but there are options. The agency has had buses delayed for service animal issues. Operators need to remember it is not about the human being in the driver's seat. They will find ways to retain that power if you ask the second question. Operators were directed not to ask the second question and to only inquire if it a service animal. This has almost eliminated bus delays and it really has worked out. Taking power away from the person behind the wheel does them a favor and they don't even realize it. Animals still must not block the aisle.

Merrill discussed the Emotional Support Animal policy and added that once Operators stopped asking the second question this policy became meaningless. Again, if the animals are not behaving they may ask to for their removal. It is about trying to do the right thing.

Merrill discussed a recent situation brought forward by Jonah Cummings concerning the transport of a pet, and how he looks for problem solvers when he hires drivers. Operators are given a \$750,000 coach, agency insurance, and the agency's good name, along with the lives of all the passengers on board. He expects them to be problem solvers and make good decisions. Merrill relayed that he was a driver for 3 years and he would not have handled the situation the way the driver did in Cumming's scenario. He would have said while I admire your honesty we'll give you a ride this time, but next time the pet has to be in a container. Or, he would have called for a supervisor and told them that a passenger had a big dog and they would send a supervisor to give them a ride. Refusing to give the customer a ride is terrible customer service.

Merrill answered questions.

O'Connell – asked why there isn't something that officially identifies a service animal.

Van Gelder – indicated it has been difficult to institute a national identification.

Perez – remarked that her dad has a service dog because he is a wounded warrior and she feels it is obvious when service dogs are working.

O'Connell – indicated that if any pet comes on board and is well behaved it should be allowed to ride.

Merrill – added it makes sense to just make it behavior based and just let it ride.

O'Connell – indicated it can be difficult for homeless with pets because they don't have anywhere to leave their pets.

Clark, D. – added there is a companion certification through the airlines.

Merrill - indicated the agency is trying to get people to ride the bus and eliminate the barriers. There are many ways the agency communicates the rules including the Rules of Conduct; Transit Guide; Rider Alerts; Accountability Memos; and the Operator Training Manual all designed to get the information out to customers and drivers so they know how to enforce the rules. There's no sense in enforcing rules that don't make sense. If you say it out loud and it sounds stupid it probably is.

Euler – asked how neighbors to the north how handle animals.

Merrill – indicated they let them ride and they have to be on a leash. It shows that not asking the second question is not such a big deal. The agency is trying to mimic a community setting to encourage any person who has an animal to ride the bus versus being adversarial. Operators are dealing with human beings and if everyone is working together it's a win. Operators are hired to solve problems and it drives him crazy when Operators say they were just enforcing the rules.

Euler – cautioned that an animal's uncleanliness or smell could pose a problem for other riders.

Merrill – responded that there is an odor piece to the rules. Operators should try to work with folks, but lack of hygiene is a piece of it. The agency takes operator training seriously and there is refresher training. It is a big commitment. This is the kind of thing driver's struggle with out in the field. This is a civil right. We spend a lot of time training drivers every year. We always cover transporting people with special needs and service animals. Merrill added that a person can be excluded and there is an appeal process that can go to the Authority, but it has never gone past him. He tries to work with people to get them the resources they need, and that includes transportation to appointments.

Freeman-Manzanares – added that the Operators and the Customer Service staff are social workers and they refer people to a variety of agencies. The thing to hold on to is it is the same for people as it is for animals and it is important to balance competing needs.

Pierce – indicated she has been on a bus with large animals for 14 years and hasn't ever seen one misbehaving.

Merrill – shared that ITA member and Olympia Councilman Gilman shared an observation of a large dog blocking the aisle and it needed more training. An Operator can't allow them to block the aisle, but there are options. You can have them move to a wheelchair spot if there is one available or all the way to the back.

- C. SURPLUS VAN GRANT PROGRAM** – (*Carolyn Newsome*) Newsome shared that the Surplus Van Grant program is her favorite part of her job. The program is out and the Authority is granting vans at their December meeting. Applications are due on the 30th of November. Anyone who applied in the past or has indicated an interest has been contacted. It was sent to United Way and to Leadership Thurston County. Staff held an open house on the November 17, with 14 groups attending, the largest group ever. The Authority has granted 41 vehicles since the program started in 2004. The vans are transporting people to social service agencies, the food bank, nutritional services and senior social gatherings. The agency requires the van be used for transportation the first year and has reporting requirements for the first year. Staff is hoping to grant 4 vehicles and one of the best parts is getting an opportunity to look through the applications.

Newsome shared a story about the Pacific Peaks Girl Scouts who applied for a van and they were going to use it to transport girls to visit their mother's at the Women's Prison in Purdy. Newsome indicated it makes her proud to be at Intercity Transit. The vans touch people's lives. Catholic Community Services used their van for Drexel house for 3 years and then granted it to another agency for delivering food. When applicants see the vans they think they're the wrong vans because our maintenance people take such good care of them. Please pass the information along to anyone who could use the program.

Newsome answered questions.

O'Connell – inquired about the number of applicants.

Newsome – responded as few as 12 and as many as 27.

O'Connell – asked if applicants had to be nonprofit organizations.

Newsome – indicated has to be non-profit or social service.

- D. ELECTION OF OFFICERS** – (*Nancy Trail*) – Trail reminded the committee of the nomination of officers for Chair: Denise Clark, and Victor VanderDoes. Trail asked for a show of hands for each candidate. Victor VanderDoes received the majority of the votes and was elected Chair.

Trail reminded the committee of the nomination of officers for Vice-Chair: Jan Burt; Sue Pierce; and Joan O'Connell. Trail asked for a show of hands to vote for each candidate. Sue Pierce received the majority of votes and was elected Vice-Chair.

Trail advised officer's terms begin January, 2017, through December, 2017.

- E. CANCELLATION OF DECEMBER MEETING – (Ann Freeman-Manzanares) -** Freeman-Manzanares advised staff did not have any agenda items for the December meeting and asked if there was any interest in cancelling the meeting.

Freeman-Manzanares answered questions.

Cummings – asked what would be on the agenda.

Freeman-Manzanares – responded nothing currently.

O’Connell moved to cancel the meeting and Pierce seconded. The December, 2016, meeting was cancelled.

CONSUMER ISSUES

- *Smit* – inquired about Intercity Transit selling merchandise like the Walk N Roll shirts or old uniforms or maybe a beanie.

Freeman-Manzanares – responded staff can explore the idea, but they try to be clear so that people are not perceived as operators.

Pierce – shared they could be identified as a fan.

Clark, B. – added possibly as enthusiasts.

REPORTS

- **CUMMINGS** - provided the report from the October 19, 2016, Work Session – including the Authority was very interested in the large dog issue; they talked about the CAC discussion on a possible vanpool sponsorship program for advertising; cancelled their December work session; and the collective bargaining agreement with the IAM was accepted.
- **BURT** - provided the report from the November 2, 2016, Regular Meeting - the Authority met the new Finance Manager; there were no consumer issues; they declared 25 vanpools as surplus property; approved the purchase of a chain deployment system; received an update on the CAC recruitment; and learned vanpool had added 2 new groups.
- **CLARK, D.** - provided the report from the November 16, 2016, Special Meeting - Authority received the presentation from Youth Education; the 2017 Budget; and approved the Consultant for Community Engagement for \$65k.

Freeman-Manzanares – added the Community Engagement is a combined effort to show who the agency is and what they want to do. It will help define what the agency wants transportation to look like in the community. It will be done in conjunction with the Short and Long Range Plans. It will include a bigger conversation including does the agency want to continue to plan to be financially constrained, go for additional sales tax, etc. The projects will begin in the spring and go through fall of next year.

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- **FREEMAN-MANZANARES** - provided the General Manager's report including thanking the interview and selection team for their work on the CAC recruitment and interviews. They forwarded 5 names for consideration at the December 7, Authority meeting. New members will be joining the CAC at the January 9, 2017, meeting. Members are welcome to ride the bus in the Holiday Parade on Sunday the 27th. Staff will send out specifics soon. Lacey is having a lighted parade on Monday, December 5 and everyone is welcome to ride the bus. Staff will send more specifics soon. December 9 is our annual holiday banquet and the program starts at 12:04. This event recognizes employee milestones, accomplishments, and new hires.

NEXT MEETING: January 9, 2017.

ADJOURNMENT

It was M/S/A by O'CONNELL and BURT 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: January 9, 2017**

FOR: Citizen Advisory Committee

FROM: Steve Krueger, 705-5833

SUBJECT: 2017 Procurement Plan

1) **The Issue:** Provide an overview of ongoing and planned agency projects for 2017.

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

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2017 Procurement will present a number of recommendations to the ITA for approval to enter into contracts.

4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements from goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also

significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2017 Procurement plan are included in the summary which will be provided at the meeting. Many things impact the flow of projects and the plan is adjusted as needed during the year.

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

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

7) **Goal Reference:** The 2017 project list represents all agency goals.

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: January 9, 2017**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares (705.5838)
SUBJECT: 2017 Discounted Bus Pass Grant Recipients

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- 1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2017.
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- 2) **Recommended Action:** This is an informational item. Staff will provide a list of grant applicants and the total amount being requested in discounted bus passes at this time.
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- 3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program up to \$300,000 in bus passes each year.
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- 4) **Background:** 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.
- Attached is the most recent list of grant recipients. This program is open to applications as long as funds are available. At this time there is approximately \$30,000 remaining for 2017.
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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:** 2017 Discounted Bus Pass Grant Recipients.

2017 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 \$2,430.00 \$11,070.00	\$17,280.00 \$4,860.00 \$22,140.00	Adult Youth	X
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360/ 357-2582 Office 360/ 628-7603 Cell	\$2,160.00	\$4,320.00	Adult	X
3 Capital High School 2707 Conger Ave Olympia WA 98502	Kristie Logsdon S Bowser 360/ 596-8010	\$600.00	\$1,200.00	Youth	X
4 Catholic Community Services Family Behavioral Health 1011 10th Ave SE Olympia WA 98501	Heidi Williams 360/ 878-8248	\$3,240.00 \$1,800.00 \$5,040.00	\$6,480.00 \$3,600.00 \$10,080.00	Adult Youth	X
5 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$14,400.00	\$28,800.00	Adult	X
6 City Gates Ministries P O Box 108 1910 East 4th Ave Olympia WA 98506	Phil Prieto 360/ 359-1999	\$648.00	\$1,296.00	Adult	X
7 Community Action Council of Lewis/Mason Thurston 3020 Willamette Drive NE Lacey WA 98516	Diane Harris 360/ 438-1100 X 1136	\$21,600.00	\$43,200.00	Adult	X

8 Community Youth Services 711 State Ave NE Olympia WA 98506	Candace Wood 360/ 918-7874	\$9,900.00	\$19,800.00	Adult Youth	X
		\$3,037.50	\$6,075.00		
		\$12,937.50	\$25,875.00		
9 Family Support Center of South Sound P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/ 754-9297 ext 211	\$11,664.00	\$23,328.00	Adult	X
10 Garden Raised Bounty - GRuB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/ 753-5522 X210 or Amory Balantine	\$162.00	\$324.00	Adult Youth	X
		\$1,942.50	\$3,885.00		
		\$2,104.50	\$4,209.00		
11 Gravity Lacey Olympia High School- ESD 113 4315 6th Ave SE Lacey WA 98503	Richard Lindstrom 360/ 464-6835	\$3,240.00	\$6,480.00	Adult Youth	X
		\$2,700.00	\$5,400.00		
		\$5,940.00	\$11,880.00		
12 Gravity Olympia High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surridge 360/ 464-6851	\$3,240.00	\$6,480.00	Adult Youth	X
		\$3,600.00	\$7,200.00		
		\$6,840.00	\$13,680.00		
13 Housing Authority of Thurston County Housing Services Division 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/ 918-5832	\$4,320.00	\$8,640.00	Adult Youth	X
		\$1,080.00	\$2,160.00		
		\$5,400.00	\$10,800.00		
14 New Market Skill Center 7299 New Market Street Tumwater WA 98501	Jordan Kellogg 360/ 570-4465	\$1,620.00	\$3,240.00	Adult Youth	X
		\$675.00	\$1,350.00		
		\$2,295.00	\$4,590.00		
15 Olympia High School Freedom Farmers 1113 Legion Way SE Olympia WA 98501	Blue Peetz 360/ 870-6580	\$2,325.00	\$4,650.00	Youth	X
16 Olympia Union Gospel Mission P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/ 584-3505	\$4,320.00	\$8,640.00	Adult Youth	X
		\$360.00	\$720.00		
		\$4,680.00	\$9,360.00		

17 Pacific Mountain Workforce Development Council - Karen Kalish 1570 Irving Street Tumwater WA 98512	Karen Kalish 360/ 570-4279	\$4,536.00	\$9,072.00	Adult	X
18 South Sound Parent-to-Parent Tumwater School District 621 Linwood Ave SW Tumwater WA 98512	Tami Collins 360/ 709-7007	\$900.00 \$375.00 \$1,275.00	\$1,800.00 \$750.00 \$2,550.00	Adult Youth	X
19 The Salvation Army P O Box 173 Olympia WA 98507	William Lay III 360/ 352-8596 ext 105	\$3,888.00	\$7,776.00	Adult	X
20 Thurston County Public Defense 926 24th Way SW Olympia WA 98502	Mia Pagnotta 360/ 786-5868	\$2,160.00 \$900.00 \$3,060.00	\$4,320.00 \$1,800.00 \$6,120.00	Adult Youth	X
21 United Way of Thurston County 1211 Fourth Avenue E Suite 101 Olympia WA 98506	Stacey Hicks 360/ 943-2773 X 22	\$1,836.00	\$3,672.00	Adult	X
22 WA ST DSHS Olympia Community Service Office 6860 Capital Blvd SE Point Plaza East Bldg #2 1st Floor Tumwater WA 98501	Milton Caron 360/ 725-6530 Carol MacCraken 360/ 725-6622	\$9,720.00 \$900.00 \$10,620.00	\$19,440.00 \$1,800.00 \$21,240.00	Adult Youth	X
TOTALS:		\$134,919.00	\$269,838.00		

Beginning Balance of Grant Fund:	\$300,000.00
Total Amount of Grants Awarded:	-\$269,838.00
Funds still Available to Award:	\$30,162.00

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: January 9, 2017**

FOR: Citizen Advisory Committee

FROM: Carolyn Newsome, Vanpool Manager, 705.5829

SUBJECT: Surplus Van Grant Recipients

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- 1) **The Issue:** Share the recipients of the Surplus Van Grant Program.
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- 2) **Recommended Action:** For informational purposes.
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- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet need for group transportation.
-
- 4) **Background:** On September 3, 2003, the ITA adopted resolution 07-03 creating the Surplus Van Grant program, making surplus vanpool vehicles available each year to non-profit groups in Thurston County's PTBA to meet the transportation needs of their clients not met by Intercity Transit's regular services.
- At the December 7, 2016 meeting, the ITA granted six surplus vans to the Boys & Girls Clubs of Thurston County; Community Youth Services; Senior Services for South Sound; Community Action Council; City Gates Ministries; and Center for Natural Lands Management.
-
- 5) **Alternatives:** N/ A for informational purposes.
-
- 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 \$60,000 for six vehicles.
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- 7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*
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- 8) **References:** N/ A.

**INTERCITY TRANSIT
CITIZENS ADVISORY COMMITTEE
AGENDA ITEM NO. V-D
MEETING DATE: January 9, 2017**

FOR: Citizen Advisory Committee

FROM: Dennis Bloom, Planning Manager, 705.5832

SUBJECT: Short & Long Range Plan

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- 1) **The Issue:** Provide an update on current efforts to develop both a Short and Long Range Service Plan, including a more significant outreach effort - a "community conversation" - to engage broad public participation in identifying and setting future priorities for Intercity Transit.

 - 2) **Recommended Action:** Information and discussion only.

 - 3) **Policy Analysis:** This project is to help oversee and direct the agency's efforts to develop, maintain and improve fixed route service including implementing and adjusting service capacity. The project will also incorporate a larger public process for considering future services and priorities that Intercity Transit may be engaged in and the resources needed to accommodate those efforts.

 - 4) **Background:** We have engaged two consultants for this multifaceted project, Thomas Wittmann of Nelson Nygaard and Jason Roberts. Thomas will provide a technical review and evaluate the effectiveness and efficiency of the current fixed-route service in order to develop options for future service improvements over the next 6 years. This includes recommending strategies for implementing policies into local land use processes. Thomas will also lead a Long Range planning effort to consider possible future service scenarios over the next 25 years. This will be done in concert with Jason's efforts to lead a public outreach effort to engage stakeholders and the public to identify priorities for Intercity Transit. The intent of this effort, inclusive of the variety of different services Intercity Transit provides to the communities we serve, is to ensure broad and diverse participation across our service area, utilizing multiple forms of input to increase access to this process.

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

 - 6) **Budget Notes:** Project budgeted for 2017.

 - 7) **Goal Reference:** Goal#1 "Access the transportation needs of our community throughout the Public Transportation Benefit."

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

Authority Meeting Highlights
a brief recap of the Authority Meeting of December 7, 2016

Action Items

Wednesday night, the Authority:

- Adopted the 2017-2022 Strategic Plan as presented.
- Adopted the 2017 Budget.
- Authorized the General Manager to enter into a one-year contract with Consolidated Press, with four one-year options to extend, to print and deliver transit guides. *(Tammy Ferris)*
- Authorized the General Manager to grant surplus vanpool vehicles to Boys & Girls Clubs of Thurston County, Community Youth Services, Senior Services for South Sound, Community Action Council, City Gates Ministries and Center for Natural Lands Management. *(Carolyn Newsome)*
- Authorized the General Manager to execute an amendment to the contract with Nelson/Hygaard Consulting Associates, Inc. increasing the total contract to a revised not-to-exceed amount of \$168,592 for the provision of short and long range planning services. *(Ann Freeman-Manzanares)*
- Appointed four new Citizen Advisory Committee members beginning January 1, 2017: *Austin Wright to the youth position; Peter Deidrick; Tim Horton; Marie Lewis; and Marilyn Scott.*
- Received an update on the 2017 Discounted Bus Pass Program. Twenty applications were received totalling \$250,686.

Other Items of Interest

- Welcomed Bill Miller, Operations Supervisor and Brian Nagel, Planning Scheduler.
- Received a presentation on Revising Transportating Passengers with Service Animals, Support Animals and Pet Policies.
- Intercity Transit passed the ISO14001 Certification Audit.
- The Annual Holiday Banquet is Friday, December 9, 2016. It begins at 10 a.m. with the awards presentation at 12:04 p.m.

Pat Messmer

Prepared: December 8, 2016

Authority Meeting Highlights
a brief recap of the Authority Meeting of January 4, 2017

Wednesday night, the Authority:

- Received an ESMS Sustainability Update from Jessica Brandt.
- Welcomed new employees Thomas Van Nuys, IS Manager and Raphael Freeman, Network System Analyst; and congratulated Cameron Crass, Scheduling Coordinator; and Buddy Foster, Support Specialist on their promotions.
- Welcomed the recipients of the Surplus Van Grant Program (Senior Services for South Sound; Community Action Council; City Gates Ministries; Community Youth Services; Centers for Land Management; and Boys and Girls Club). This was followed by a brief celebration of refreshments and viewing of the vans.

OTHER ITEMS OF INTEREST:

- Intercity Transit will welcome five new CAC members at the Citizen Advisory Committee meeting on January 9, 2017.
- Intercity Transit purchased three vehicles from Mason Transit for \$1 each that were going to be surplus. These vehicles will provide backup for Dial-A-Lift while waiting for new vehicles to arrive.
- Intercity Transit launched a new website December 28, 2016.

Pat Messmer
Prepared: January 5, 2017

CITIZEN ADVISORY COMMITTEE ATTENDANCE RECORD

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

Joint meeting = Joint meeting does not count against required meeting attendance