

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA  
June 19, 2017  
5:30 PM**

**CALL TO ORDER**

- |             |   |                |
|-------------|---|----------------|
| <b>I.</b>   | <b>APPROVE AGENDA</b>   | <b>1 min.</b>  |
| <b>II.</b>  | <b>INTRODUCTIONS</b>  | <b>1 min.</b>  |
|             | <b>A. Intercity Transit Authority Representative VIRGIL CLARKSON</b><br><i>(Victor VanderDoes)</i>            |                |
| <b>III.</b> | <b>MEETING ATTENDANCE</b>   | <b>3 min.</b>  |
|             | <b>A. June 21, 2017, Work Session</b> <i>(Johan Cummings)</i>   |                |
|             | <b>B. July 19, 2017, Work Session</b> <i>(Denise Clark)</i>   |                |
|             | <b>C. August 2, 2017, Regular Meeting</b> <i>(Peter Diedrick)</i>   |                |
| <b>IV.</b>  | <b>APPROVAL OF MINUTES -March 20, 2017</b>  | <b>1 min.</b>  |
| <b>V.</b>   | <b>NEW BUSINESS</b>   |                |
|             | <b>A. 2017 BCC Update</b> <i>(Duncan Green)</i>   | <b>20 min.</b> |
|             | <b>B. EXISTING CONDITIONS REPORT &amp; SHORT RANGE SERVICE PLAN</b> <i>(Dennis Bloom &amp; Eric Phillips)</i> | <b>60 min.</b> |
| <b>VI.</b>  | <b>CONSUMER ISSUES - All</b>  | <b>20 min.</b> |
| <b>VII.</b> | <b>REPORTS</b>  |                |
|             | <b>A. May 17, 2017, Work Session</b> <i>(Michael Van Gelder)</i>  |                |
|             | <b>B. June 7, 2017, Regular Meeting</b> <i>(Joan O'Connell)</i>   |                |
|             | <b>C. General Manager's Report</b> <i>(Ann Freeman-Manzanares)</i>  |                |

**TOUR OF CONSTRUCTION SITE**

- VIII. NEXT MEETING -July 17, 2017.**

- IX. ADJOURNMENT**

**Attendance report is attached.**

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*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**  
**May 15, 2017**

**CALL TO ORDER**

Chair VanderDoes called the May 15, 2017, 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 Sue Pierce, Jan Burt; Michael Van Gelder; Carl See; Peter Diedrick; Marie Lewis; Austin Wright; Ursula Euler; Mitchell Chong; Tim Horton; Denise Clark; Joan O'Connell; Walter Smit; and Billie Clark.

**Absent:** Jonah Cummings; Ariaah Perez; Lin Zenki; Leah Bradley; and Marilyn Scott.

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

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

VanderDoes introduced Authority member, ART DELANCY.

**MEETING ATTENDANCE**

- A. May 17, 2017, Work Session - Michael Van Gelder
- B. June 7, 2017, Regular Meeting - Joan O'Connell
- C. June 21, 2017, Work Session - Jonah Cummings

**APPROVAL OF MINUTES**

It was M/S/A by BURT and VAN GELDER to approve the minutes of the April 17, 2017, meeting.

**NEW BUSINESS**

- A. **CAC SELF-ASSESSMENT** - (*Ann Freeman-Manzanares*) Freeman-Manzanares stated the CAC Self-Assessment is very important from an Authority, CAC membership and staff perspective. Please be honest about how you think the CAC is progressing and how staff can best support you. The CAC will review the results at the July meeting and it will be used as a kick off to the September joint session with the Authority. It is important to the Authority that you are getting what you need to function well and advise.

*Horton arrived.*

- B. **2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM PLAN (TIP) PUBLIC HEARING** - (*Eric Phillips*) Phillips indicated each year the agency goes through a process of programming on federal projects. This includes all projects that have federal funds or that

## **Intercity Transit Citizen Advisory Committee**

**May 15, 2017**

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the agency anticipates will have federal funding. This doesn't mean that the agency has received all of these funds. There is a federal requirement for a public hearing and it is a good time to update the project list and look at some of the successes the agency had the previous year. This year staff went to the Authority in April and the public hearing is set for May 17, 2017, and scheduled for adoption on June 7.

*O'Connell arrived.*

The TIP normally includes services and routine items that the agency spends their apportionment on. For example assuming everything is going well with the budget, capital preventative maintenance is at \$4M for the fiscal year and it goes against costs spent on maintenance. The agency also reports on projects like the Walk and Roll program and bus stop enhancements as they received award notices in December. WSDOT RMG grants may or may not include federal funds. There are different pieces that fund the programs.

The one thing that is different this year from last year is the agency normally carries fixed route and fleet replacement and there are a few coming up in the current program cycle. There are also vanpool replacements. Right now the numbers reflected are based on the strategic plan projections. This is what the agency needs to stay on track with the program of vehicle replacements. Sometimes those procurement schedules are off by a year but this is where it is at right now. The project the agency had last year that was below the bar, that staff wasn't anticipating federal funding for but put it out there as a starting point was the Pattison Base Expansion project. That project is something staff has been working very hard on the last year. With the WSDOT RMG staff moved that up on the anticipated projects list to go after additional federal funds. The agency received \$3.9M in this program cycle that still needs legislative approval. Some projects have moved off the list like the OTC project. It is still active but the agency hasn't received any federal funds. They are programmed in the STIP - which is the Statewide Transportation Improvement Program, and they get dropped off. This is all bureaucratic in terms of the formality. What's important to remember is that when the agency anticipates any federal funds, staff has to put it on the list and ensure it goes into the state plan so once the agency anticipates money there is a placeholder for it. The things that are on the list for this year and next year are things that are dialed in a bit more. You will see there is a PSRC earned share where the agency receives federal funds because it is the only transportation provider. In the Puget Sound Regional Council their process is more complicated because there are a lot of different providers getting more money through the federal process, but because Intercity Transit delivers service inside that metropolitan area. The agency gets funds for the miles that are reported in the National Transit Database from the vanpool program that delivers trips to Seattle. PSRC works through a process to allocate funds to other providers who provide services in that area. They awards federal funds after the delivery of service and award the funds based on the trips that were provided within the geographic region. Last year it was \$2.8M and a chunk of that are capital funds but most of it is 5309. The agency doesn't typically receive public comments but want to make people aware. Staff also likes to use it as an opportunity to review some of the targets in the strategic plan and track how projects are moving and if desired deliverables are changing to make adjustments.

*See arrived.*

*Phillips answered questions.*

*Van Gelder* – asked Phillips to explain more about the earned share.

*Phillips* – responded the agency records miles for vanpool and express services that operate in the PSRC area and are reimbursed for providing that service. They want to know what projects the agency will put this money toward. They allow funds to accumulate so they can go towards large purchases. The agency can build a pot and leverage it.

*Van Gelder* - asked about RMG funds for Pattison Street Maintenance and Operations Project.

*Freeman-Manzanares* – I.T received partial funding for design in the 2017-2019 biennium. The grant application for the 2019-2021 includes construction dollars to support our vanpool program.

*Phillips* – staff wishes it was more, but it is better than nothing. It is a relatively small piece of the pie, but it is nice to get some consideration. Being able to push Pattison and put it above the line is a benchmark whether the agency gets the full phase two funding or not, staff will push really hard to do what they can with that and it was a really positive move.

*Horton* – is the agency looking to do all the design or just a chunk of it.

*Phillips* – that is a good question. What the agency has funded this year is actually the full design for all of it so the design engineering for the full base rehabilitation expansion project and then the agency has a portion of the future construction funding for the vanpool service center. That is where the dirt is being moved right now.

*Freeman-Manzanares* – added that this is a significant change for the agency. Final design dollars were pulled out of the budget when Federal Bus and Bus Facilities dollars were eliminated. There was no sense in moving forward with final design when there were no construction dollars available. It is a vote of confidence and evident of our need to rehabilitate and expand the facility for the ITA and CAC to put it back in. The Authority approved hiring a grant writer so the agency is positioned to go for it when it becomes available and that is the work staff did with the legislature this year.

*Van Gelder* – indicated the transit center is a significant contribution to the community maybe there should be more information available on the fact sheet on the website in terms of what's happening now. The more up to date project information is available to the public they will be better able to provide comments and questions. His agency found that creating a special web page generated a tremendous amount of interest and people would call and ask more questions. It helped frame the communication on a real time basis.

*Phillips* – staff is working on getting an update out there.

- C. STRATEGIC PLAN POLICY POSITIONS** – (*Freeman-Manzanares*) *Freeman-Manzanares* indicated policy issues are reviewed annually and they are important because this is what drives the budget. The Authority has added some and taken some away each year. If there is something that isn't addressed let staff know and we will bring it to the Authority for their consideration People are starting to put budget numbers together now and staff looks

for approval in November or December. Typically the policy issues come to the CAC beforehand for discussion, but the CAC was involved in a spirited conversation about the short and long range planning process and decided to postpone this conversation until we could dedicate adequate time. The Authority has reviewed the policy issues and provided tentative direction for 2018. They leave room for your comments.

**1. Should Intercity Transit maintain service levels in 2018 or consider new or expanded local transit services needed to serve the growing population?**

Authority direction for 2018 was to consider the results of the short range planning process and determine if improvements can be made within the existing allocated funds.

*Freeman-Manzanares - indicated currently staff is in a holding pattern to see what Thomas Wittmann of Nelson Nyggard presents in the existing conditions report. He will present their findings on May 17 and CAC are welcome to attend.*

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

Authority direction for 2018 is to work with all potential partners to enhance regional mobility with a special focus on the I-5 corridor.

*Freeman-Manzanares - indicated one of the things the Authority would like to address is the fact that Pierce Transit does not include a return of the regional services to Thurston County in their 2040 plan.*

*Wright - indicated he doesn't feel comfortable with that.*

*Horton - remarked he would like to address gap service to Lewis County.*

*See - added that he heard Rural Transit in Lewis County was disappearing and Twin Transit was thinking about expanding their PTBA.*

*Freeman-Manzanares - indicated that she spoke with their general manager and that they are considering asking for an increase in their sales tax and expanding their borders.*

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

Authority Direction for 2018 is to continue to promote and find ways to work with the state, local jurisdictions and major employers regarding parking strategies and to promote Commute Trip Reduction.

*Burt - inquired if park and rides were included in that.*

*Freeman-Manzanares - indicated the Authority removed Park and Rides from their priority list when the federal government eliminated Bus and Bus Facility dollars. After four years of no dollars, the program returned to the federal budget but at a much reduced rate. Historically we have relied on 80% federal funding for the purchase of buses and construction projects. Without those funds, we needed to dedicate more local dollars to those efforts. It will be challenging to replace buses and maintain service, let alone rehabilitate the facility, so Park and Rides were removed from the Strategic Plan.*

*Burt - added she feels it is important because of population growth and housing developments going up.*

*Freeman-Manzanares - remarked that she would bring that forward to the Authority for review.*

*Wright - remarked not just park and rides, but servicing park and rides. Currently there isn't anything to replace the service going away on the 609/592.*

*Freeman-Manzanares – indicated the agency received a RMG for express service to augment gaps in the 612 service. One of the options is going to the Hawks Prairie Park and Ride.*

*Wright – added there are a lot of empty spots at the Martin Way Park and Ride and it has a lot of service.*

*Van Gelder – recalled discussion a few years ago, around park and rides around the corridor being funded more by the state and local jurisdictions, not just local transit authorities.*

*AFM – added when the Martin Way Park and Ride was expanded the funds came through an RMG.*

*Pierce – indicated there should be partnerships.*

*O’Connell – added that she wanted to make sure the community was aware of Intercity Transit’s training around safety, mental health and homelessness. Intercity Transit does a good job to do what they can to understand it. Maybe they should reach out to folks at community services. This might not be the best policy position for this, but wanted to make sure it wasn’t forgotten because the problem is huge.*

#### **4. Is there a role for local express service in the current service area?**

Authority direction for 2018 is to explore the potential of local express services to decrease travel times between major destinations.

*Freeman-Manzanares – added the agency doesn’t technically local express service, but did offer an example of this on the 609 with a travel option between Hawks Prairie and downtown and Tumwater.*

*Wright – added it wasn’t marketed as a local express service.*

*Freeman-Manzanares – A number of NE Lacey residents used the service to commute to work.*

*Wright – indicated he would use it if one bus trip was only 20 minutes versus over an hour.*

*Chong – added that it could be used on the major bus corridor routes 62, 13 & 12.*

*AFM – remarked there are tradeoffs and what makes them express is that they don’t stop at all the locations and local trip would stop.*

*Lewis – stated that when she volunteered at the Amtrak station people would want to know how to get to Shelton on etc. it was difficult to explain because of the connections. An express from the station to downtown would be nice.*

*Wright – stated Grays Harbor implemented an Aberdeen to Olympia express and it increased ridership quite a bit.*

*Diedrick – shared that Amtrak was working on adding more routes.*

*AFM – There will be two additional train trips daily. An early morning and late evening trip between Seattle and Portland.*

*See – indicated some coordination on transit priority measures looking at different things you could provide in conjunction with express service and get more value and leverage more funds.*

*Van Gelder – added that local express service doesn’t have to start at one point and end at another; it could hit some points along the way. Keep in mind that it can have that flexibility.*

#### **5. Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?**

Authority Direction for 2018 is to implement the pilot signal preemption project in the Martin Way and Capital corridors. And to explore other potential avenues to decrease the time needed to travel by public transit.

*Freeman-Manzanares – indicated staff is working on inter-local agreements with local jurisdictions.*

*Phillips – added the project allows transit to get ahead when there is a lot of traffic. Intercity Transit is a hub and spoke system that goes through a fairly lengthy route to get to where it's going. One of the efficiencies is the opportunity to improve the egress time downtown. In the future there may be some type of opportunity to have different layers of service with more of a limited stop service to get across town more quickly. This would allow more linkage between the community hubs. The functionality would make an intersection function better and possibly help some routes with on-time performance. Cutting what takes an hour down to 40 minutes and earning customers rather than just taking the ones that are surviving. Some of this information will come out of the long range planning effort. The City of Olympia realizes how much money the agency spends, and the plan is focusing on partnerships to help find ways to operate more efficiently. Getting out of the transit center more efficiently helps with traffic and this has a lot to do with community supporting different technical efforts for intersection design.*

*Clark, D. – asked if this includes the cuts so buses aren't stopping in a regular lane and blocking traffic. This will be really difficult in NE Lacey because there is no room.*

*Phillips – indicated pulling buses out of traffic is difficult because people don't follow the law and let them back in. Staff has gone through discussions with Olympia about getting bulb outs so buses can stop to load and unload passengers. Minimal stopping is a throughput issue and staff is making some progress. If the speed limit is 40 mph or higher it becomes a safety issue.*

*Freeman-Manzanares – added it doesn't seem intuitive but actually sometimes the buses don't want to be out of the way because it becomes a safety concern. The I-5 corridor study done recently indicated that while there are willing partners, dedicated bus lanes and even HOV lanes on the highway weren't the focus. All the data came back that to increase throughput they should focus on the single occupancy vehicle. It provided that HOV lanes are hands down the way to go. When it went to the state legislature there are folks who are not interested in that. This year the next leg of the study from exit 119 to 99 did not get funded.*

*Van Gelder – indicated in the late 80's when I-5 was expanded they actually put in enough room, and acquired enough ROW and paved for the extra lane. They didn't put it in because they didn't think it was needed. The regional scoring criteria needs to change to make moving people higher priority than moving vehicles.*

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

Authority Direction for 2018 is to focus on promoting the youth market. Continue the Youth Education program and continue to work with schools and youth to teach skills for safe biking, walking and transit use.

*Clark, D. - remarked that she noticed the \$20 youth pass on the website.*

*See – added it ties in with first mile last mile and improving safety.*

*Clark, D. – asked if staff was marketing to high schools.*

*Freeman-Manzanares – responded yes, they are doing a soft roll out because they are short on marketing staff and got into the campaign a bit late. She asked anyone who had connections with middle and high schools to assist.*

*Wright – indicated Jessica sent flyers but he was having difficulty with his school posting the flyers. They have an issue with liability. They even have trouble putting up transit guides and keep them hidden. They have specific disclaimer language that is required.*

*Clark, D. – added that she has a connection at North Thurston.*

*Freeman-Manzanares – asked Wright to forward the information to her so she could inquire.*

*Burt – indicated she works at OSPI and will check with people.*

**7. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?**

Authority Direction for 2018 was to continue to provide passenger infrastructure as the bus ride starts before one gets on the bus. Implement current grant funded projects, dedicate local dollars and continue to pursue grant funds for bus stop enhancements.

*Freeman-Manzanares – stated the bus ride starts before you get on the bus. The agency has a few grants now, one with Tumwater improving Tumwater Square and one to focus on ADA enhancements for bus stops.*

*Smit – asked if Tumwater Square count as passenger infrastructure.*

*Freeman-Manzanares – responded that yes, it was considered passenger infrastructure. There is a grant to do that work.*

*VanderDoes – remarked that he saw a stop for the 94 route that was out in the middle of nowhere.*

*Freeman-Manzanares – indicated one of the things the Authority wanted the agency to focus on is how people get to those stops. There are guidelines for landing pads and ramps and they are always aware that a shelter may be placed there at some point in the future.*

*Pierce – added that she immediately thought of Dennis Bloom’s presentation on bus stops.*

*Clark, D. – inquired if this includes solar lighting.*

*Freeman-Manzanares – responded they are added where it is appropriate. Staff began incorporating those a few years ago instead of having an individual project to retrofit for them.*

*See – asked if the owner of the Westfield mall provides any support.*

*Freeman-Manzanares – responded that conversations with staff are typically around the conditions of the road.*

*See – added so they see IT and individuals who ride the bus to the mall as more of a problem than a benefit.*

**8. What additional investments in technology should be made beyond the current Advanced Communications System project?**

Authority direction for 2018 is to focus on new vehicle technologies, CAD/AVL and farebox systems as well as tools to better connect with our community and customers.

*Freeman-Manzanares – indicated the agency is working off first generation CAD/AVL system that was a multi-million dollar project. The software is failing and dollars are budgeted. There is an internal team focusing on this project now. This team is also looking at farebox technology.*

*Our goal is to purchase a system that will be compatible with the next generation ORCA system. The Puget Sound systems are meeting to define what the next system will be but unfortunately, since our farebox system is no longer supported, we cannot wait until they finish their review process. Their initial process took more than a dozen years to complete.*

*Wright – remarked he saw a #66 driver hit the box multiple times because it kept saying invalid stop number. It is outdated and it is time to replace it. He asked if it would be cell phone based.*

*Freeman-Manzanares – indicated staff is looking at different technology now and always must factor in emergency management.*

**9. Should Intercity Transit pursue additional park and ride facilities?**

Authority direction for 2018 is to pursue joint use agreements to secure park and ride space to serve ridesharing, express bus and local transit service.

*Burt – added yes. I like the idea of pursuing joint use agreements.*



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

Authority Direction for 2018 was to focus on community outreach and engagement and aggressively market its services. Consideration should be given to offering free fares to market and encourage the community to try the service, reduce congestion and the need for parking.

*Freeman-Manzanares – added the agency is moving through the short range plan now and establishing public meetings to start the community conversation. Staff was recently at the Diversity Fair, Nisqually Home and Garden Show; the Lacey Spring Fun Fair.*

*Chong – indicated he was recently at the SPSCC Career Day and didn't see anyone from Intercity Transit there.*

*AFM – indicated the agency is focused on having a presence at job fairs. We will contact SPSCC to check on future dates.*

**11. Should the vanpool program continue to expand to keep pace with demand?**

Authority Direction for 2018 is to focus on building the program to previous numbers of active groups and thereafter plan on expanding the program to meet demand.

*Freeman-Manzanares – indicated there has been a turnabout in vanpool and they now have more vanpool vehicles than they have riders. Historically there was more demand than vehicles available. Previously the Strategic Plan directed to expand the program by 10 vehicles per year. Now the Authority is saying let's not plan on doing that and instead get it where it was and then figure out where it needs to go from there.*

*Pierce – remarked that she saw a banner on side of a vanpool vehicle recently and it had a word and at the bottom it said you'd have time to look up the meaning of this word if you were riding in this vanpool.*

*Clark, D. – indicated she received a survey about carpooling and vanpooling at work and in her email it said they were shooting for 70% to respond and if they didn't hit that mark they would have to do it over again. She suggested that the ETC's be given vanpooling information to put into the emails.*

**12. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

Authority Direction for 2018 is to complete the Pattison Street UST project, focus on finalizing the design and obtaining funds to complete the full renovation and expansion of the Pattison Street Facility, and finalize design and pursue construction at the Olympia Transit Center.

*Freeman-Manzanares – indicated staff has put aside the OTC construction for a bit to focus on the UST project. The agency has Thera Black under contract to write grants and she will be a big asset moving forward.*

*Wright – asked for some more information on the UST project.*

*Freeman-Manzanares – This project will decommission the existing fuel tanks and install new ones that meet industry standards, on the newer property closer to Martin Way. The project will rehabilitate the lubricants room in the maintenance building, upgrade the vanpool fueling station and add paved parking. Much of the work is underground preparing for the next stages of*

*construction. The project includes all the required storm water retention work. We've installed a camera on the maintenance facility to film the construction. In addition, the camera takes a still shot every 15 minutes so staff can create a time-lapse video from start to finish when the project is complete.*

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

Authority Direction for 2018 is to continue all four of these programs in future years.

*CAC agrees.*

**14. Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**

Authority Direction for 2018 is to continue to improve its service to persons with disabilities focusing on travel training, bus buddies, improved bus stop locations as well as the surrounding area and enhance marketing.

*Freeman-Manzanares – added that Catholic Community Services received another grant for bus buddies and they are partnering once again with Intercity Transit to support this program. The Authority continues to support two travel training positions.*

*CAC agrees.*

**15. Is the current fare policy appropriate?**

Authority direction for 2018 is to retain our current fare structure and retain our policy to review fares every three years.

*CAC agrees.*

**16. Should Intercity Transit's planning for the next six years be financially constrained?**

Authority direction is for the 2018 budget to be financially constrained but to focus on an extensive community engagement and conversation to help define what the community wants public transit to look like in the future.

*CAC agrees.*

**17. What role should Intercity Transit play in local transportation projects-Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Contest?**

Authority Direction for 2018 is to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.

*CAC agrees.*

**18. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

Authority Direction for 2018 is to maintain ISO 14001 certification for Environmental and Sustainability Management, utilize environmentally friendly equipment and materials, increase our involvement in local and regional land use planning efforts and continue partnerships with Thurston Green Business and Puget Sound Energy's Green Power program.

*Freeman-Manzanares – indicated that ridership is an incredibly important agency focus. Reducing SOV's, and encouraging more individuals to take the bus, vanpool and more active forms of transportation will reduce negative environmental impacts.*

*CAC agrees.*

**19. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

Authority Direction for 2018 is to maintain the current policy which is not to expand the PTBA.

*Clark, D. – inquired about service to NE Lacey.*

*Freeman-Manzanares – indicated the area is within the PTBA. A focus is addressing service request such as providing services to areas inside the PTBA which currently do not have service, starting service earlier in the morning, ending service later in the evening and increasing frequency of service.*

*Smit – inquired about Bucoda and Rainier.*

*Freeman-Manzanares – indicated they were part of the PTBA before the passage of I-695. That initiative eliminated approximately 43% of the agency's budget. Shortly thereafter the county reduced the boundaries of the PTBA. Rural and Tribal Transit provides services that connect to Intercity Transit service. In addition to NE Lacey, the City of Tumwater annexed two areas that we currently do not serve. The population density in those areas are low. If South County towns and cities want to petition the county to come back into the PTBA they can initiate that action. The strategic direction from the Authority, because of funding limitations, is to focus on serving the current PTBA.*

**20. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?**

Authority Direction for 2018 is to bring together community stakeholders (schools, private business, non-profits, state and local governments) to define what the community wants public transit to look like and define how to fund the services and programs.

*O'Connell – added that her comments on training for mental illness and homelessness might go better in this section. Mainly what she is looking for is to make sure drivers and staff are as educated as is reasonable regarding homelessness and mental health issues and that the community is aware. There is a level of comfort that would come for passengers if they knew that Intercity Transit was as educated on managing safety concerns.*

*Freeman-Manzanares – inquired if the committee thought it would be helpful to have staff come in and talk about new Operator training as well as on-going and refresher training. O’Connell – added if the public understood the training maybe they wouldn’t feel uncomfortable speaking to an operator if something was happening.*

*Pierce – shared that you really get a feel for whether safety is a concern for someone when doing the community outreach.*

*Wright – added the youth outreach focuses on talking to the bus driver. A lot of kid’s parents wonder if something is going on what they can do about it. He shared an experience he had on light rail in another city where someone was being assaulted and the emergency button was broken. There was no one to help. There was no employee in the train car.*

*Van Gelder – indicated the City of Olympia used to have signs on their vehicles that said, “Radio controlled ask for help,” so citizens would know they could get help there. Intercity Transit could put something like that on their buses.*

## **CONSUMER ISSUES**

- Pierce – shared that she had some concern about full wraps and the fact that it was hard to tell that it was an IT bus.

Freeman-Manzanares – responded the agency has a limited number of full wraps in their fleet. Staff did a year-long pilot project and didn’t hear any negative comments from the Operators or customers during that time. The front of the bus and the wheelwell forward remains in agency colors, design and logo. Staff felt it important that it remain visible so when a bus is approaching a stop, it has the agency branding. The transit advertising contract was recently issued and it did include the current full wrap program.

- Smit – inquired about the results of the National Roadeo.

Freeman-Manzanares – indicated Rob Wood who competed in the 35’ coach category got second place. He will compete in the State Roadeo again this year. The Maintenance team (Joe Bell, Grant Swidecki and James Bush) got 19<sup>th</sup> place. It’s important to note that not only are these folks immensely talented but they are incredibly dedicated as they do all the practicing on their own time. The agency makes the facilities and buses available. Last year the agency did their first annual roadeo at the airport. There may be some opportunity for CAC to attend and judge events if they are interested.

- VanderDoes – shared a thank you letter to DAL from Thunderfish for the excellent job they did transporting athletes during the recent storm.

## **REPORTS**

- **ROAD USAGE CHARGE OVERVIEW** – See – shared a presentation on the Washington State Road Usage Charge Assessment in his role as the senior financial analyst for the Washington State Transportation Commission. The agency is preparing for a pilot project for a new gas taxation method for the state that would replace the existing fuel tax.
- **May 3, 2017, Regular Meeting** – VanderDoes provided the report from the May 3, 2017, Regular Meeting including the Authority adopted the recommended changes to ST RT 592 and IT RT 609; and welcomed the new class (#17-01) of operators.

**Intercity Transit Citizen Advisory Committee**

**May 15, 2017**

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- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report including a number of Intercity Transit Road Trip public outreach events coming up. Nancy will send out the dates. Parade season is also approaching quickly and she will also send out those dates. She thanked Sue Pierce for coming out to help at the Nisqually Home and Garden Show. The State Conference is August 6-8 and there are a few spots for CAC members to attend. Transit Appreciation Day is August 9<sup>th</sup> in the bus yard. And, last but not least the CAC group photo will be taken July 17<sup>th</sup> for use in advertising the fall recruitment.

**NEXT MEETING: June 19, 2017.**

**ADJOURNMENT**

**It was M/S/A by O'CONNELL and CLARK, D. to adjourn the meeting at 7:59 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170515 Final.docx

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: June 19, 2017**

**FOR:** Citizen Advisory Committee  
**FROM:** Duncan Green, BCC Specialist, 705.5874  
**SUBJECT:** 2017 Bicycle Commuter Challenge Update

- 
- 1) **The Issue:** Brief the Citizen Advisory Committee on the results of the 2017 Bicycle Commuter Challenge.
- 
- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest in 2006.
- 
- 4) **Background:** This year's Bicycle Commuter Challenge (BCC), which runs the full month of May, had a respectable year in spite of the wettest winter and spring on record! About 1,600 people registered for the 2017 event, and pedaled an estimated 85,000 miles in May.

Bicycling is a significant transportation element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been received well. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's twelfth year administering this countywide event. For the ninth consecutive year, Duncan Green directed the BCC and related efforts as a temporary employee (a six month position). He received assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

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6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support

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7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: June 19, 2017

**FOR:** Citizen Advisory Committee

**FROM:** Dennis Bloom, Planning Manager, 705.5832  
Eric Phillips, Development Director, 705.5885

**SUBJECT:** Existing Conditions Report and Short Range Service Plan

- 
- 1) **The Issue:** Provide an update on current efforts in developing the Short Range Service Plan, including ongoing efforts to engage broad public participation in identifying and setting future priorities for Intercity Transit.

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  - 2) **Recommended Action:** Presentation, information and discussion.

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  - 3) **Policy Analysis:** This overall project is to help oversee and direct the agency's efforts to develop, maintain and improve services including a significant public involvement process for considering future services, priorities and the resources needed to accommodate those efforts.

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  - 4) **Background:** Intercity Transit has engaged the services of Thomas Wittmann and Jason Robertson to work alongside the ITA, the CAC and staff to lead a multi-phase public outreach effort to engage stakeholders and the public in a "Community Conversation."

Thomas Wittmann of Nelson Nygaard recently completed a technical review, to include an "Existing Conditions Report,". The report evaluates the efficiency of the current fixed-route service and is the base line for developing options for future service improvements over the next six years. In addition, information and materials from this report will be used for public 'open houses,' scheduled for mid-June in Lacey, Olympia, Tumwater and Yelm to solicit comments from participants about current service.

Thomas is also leading the Long Range planning process to consider possible future service scenarios over the next 25 years. This will be done in concert with Jason Robertson's (JRO) efforts to lead a public outreach effort that engages stakeholders and the public to identify priorities and a path to accomplish those goals. 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.



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

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

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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:** Presentation slides on Existing Conditions Report.

**Authority Meeting Highlights**  
*a brief recap of the Authority Meeting of June 7, 2017*

**Action Items**

Wednesday night, the Authority:

- Declared property as surplus.
- Adopted the 2018-2021 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.
- Authorized the General Manager to enter into a contract with Black and Decker, DBA SWS Vidmar Lista to purchase one tire carousel in the amount of \$47,536.90, inclusive of tax and installation.
- Adopted Resolution 03-2017 Amending the Appointment of Agent to Receive Claims for Damages.
- Reviewed the Strategic Plan Goals and End Policies.

**Other Items of Interest:**

Welcomed Cameron Crass, Operations Supervisor; Randy Laffey, Scheduling Coordinator; and Rena Shawver, Marketing Communications Outreach Manager.

The newest class of Operators are ready to drive, and they will graduate on Friday, June 16. All are invited to their Graduation Celebration Potluck being held from 11:30 a.m. to 1 p.m. in the Maintenance Rebuild Room.

Operations Director, Jim Merrill, participated in a public safety meeting held in Yelm. They discussed emergency management issues from throughout the county.

The underground storage tank construction taking place along on Martin Way is moving along quickly. They are currently placing rock over the plastic stormwater chambers on the newly installed infiltration gallery.

Several staff members will attend the graduation ceremony for Leadership Thurston County. This year's graduate is Vanpool Coordinator, Lee Peterson.

There are 176 vanpools. Intercity Transit lost a vanpool group from JBLM because the riders were reassigned to other military bases; however, they "recruited" an all new soldier group. Staff is reaching out to many groups, and attending community and hiring events to increase the number of vanpool riders.

Per WSDOT, Intercity Transit was awarded a \$885,000 grant for the replacement of 40 vanpool vehicles.

The IT Road Trip dates are:

- Lacey Timberland Library Monday, June 12 from 4:30 to 6 p.m.
- Tumwater Library Wednesday, June 14 from 4:30 to 6 p.m.
- Olympia Community Center, Thursday, June 15 from 12 to 1:30 p.m.
- Olympia Timberland Library Thursday, June 15 from 5:30 to 7 p.m.
- Yelm Community Center Tuesday, June 20, from 4:30 to 6 p.m.

Intercity Transit will participate in the following parades:

- Capital City Pride - June 17 @ noon
- Yelm Prairie Days - June 24 @ 9:30 a.m.
- Tumwater 4<sup>th</sup> of July Parade @ 11 a.m.
- Lake Fair parade - July 15 @ 5 p.m.

**Pat Messmer/Executive Assistant/Clerk to the Board**

**Prepared: June 8, 2017**

### CITIZEN ADVISORY COMMITTEE ATTENDANCE RECORD

CAC Members		5	6	7	8	9	10	11	12	1	2	3	4	5	
		May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	
Leah	Bradley		Absent			Absent			MEETING CANCELLED	Absent	Absent	Absent		Absent	
Jan	Burt	Absent		Absent											
Mitch	Chong				Absent	Absent							Absent		
Billie	Clark	Absent	Absent								Absent				
Denise	Clark		Absent		Absent	Absent					Absent		Absent	Absent	
Jonah	Cummings												Absent		Absent
Peter	Diedrick													Absent	
Ursula	Euler					Absent	Absent						Absent		
Tim	Horton												Absent		
Marie	Lewis													Absent	
Joan	O'Connell	Absent	Absent										Absent		
Ariah	Perez		Absent	Absent		Absent	Absent				Absent	Absent	Absent	Absent	Absent
Sue	Pierce														
Marilyn	Scott													Absent	Absent
Carl	See					Absent									
Walter	Smit		Absent		Absent						Absent		Absent		
Victor	VanderDoes				Absent										
Michael	Van Gelder		Absent	Absent											
Austin	Wright														
Lin	Zenki		Absent		Absent			Absent			Absent		Absent	Absent	Absent

= Joint meeting does not count against required meeting attendance