

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
May 15, 2017
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative ART DELANCY
<i>(Victor VanderDoes)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. May 17, 2017, Work Session <i>(Michael Van Gelder)</i> | |
| | B. June 7, 2017, Regular Meeting <i>(Joan O'Connell)</i> | |
| | C. June 21, 2017, Work Session <i>(Johan Cummings)</i> | |
| IV. | APPROVAL OF MINUTES -March 20, 2017 | 1 min. |
| V. | NEW BUSINESS | |
| | A. CAC SELF-ASSESSMENT <i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | B. 2018-2021 TRANSPORTATION IMPROVEMENT PLAN (TIP)
PUBLIC HEARING <i>(Eric Phillips)</i> | 15 min. |
| | C. STRATEGIC PLAN POLICY POSITIONS <i>(Ann Freeman-Manzanares)</i> | 45 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. Road Usage Charge Overview <i>(Carl See)</i> | |
| | B. April 19, 2017, Work Session <i>(Billie Clark)</i> | |
| | C. May 3, 2017, Regular Meeting <i>(Victor VanderDoes)</i> | |
| | D. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING -June 19, 2017. | |
| IX. | ADJOURNMENT | |

Attendance report is attached.

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its 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 Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@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
April 17, 2017

CALL TO ORDER

Vice-Chair Pierce called the April 17, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:35 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; Austin Wright; Billie Clark; Jonah Cummings; Ursula Euler; Mitchell Chong; Tim Horton; Joan O'Connell; Walter Smit; and Leah Bradley.

Absent: Denise Clark; Marie Lewis; Arian Perez; Peter Diedrick; Marilyn Scott; and Lin Zenki.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Dennis Bloom; Duncan Green and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Pierce introduced Authority member, KAREN MESSMER.

MEETING ATTENDANCE

- A. April 19, 2017, Work Session – Billie Clark
- B. May 3, 2017, Regular Meeting – Victor VanderDoes
- C. May 17, 2017, Work Session – Michael Van Gelder

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and WRIGHT to approve the minutes of the March 20, 2017, meeting.

NEW BUSINESS

- A. **2017 BICYCLE COMMUTER CHALLENGE UPDATE** – *(Duncan Green)* Green shared that he coordinates the Bicycle Commuter Challenge (BCC) and is excited about some new developments this year. The news includes a dedicated website that is linked to the agency website. Participants can register, get information, track miles, and it is all accessible through the Intercity Transit website. As of today, 450 people have already signed up. Another big development is the name has been updated from contest to challenge, to better reflect the spirit of the event. This is the 30th year of the BCC.

Green added that the Earth Day Market Ride is this Saturday the 22nd on Earth Day. The BCC fits into the agency's mission and vision. The challenge supports active transportation, builds community, is fun, and of course there are prizes. Some of the 30th anniversary items

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April 17, 2017

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include stainless steel water bottles and coffee mugs with the logo on them. And, the big prize is a bike. There are fun events scheduled, and the prize hoopla is in June when prizes are awarded to participants. National Bike to Work day is Friday, May 19. Stations along the route will be manned from 7 - 9 am in the morning. There will be 6 stations in Olympia, Lacey and Tumwater where riders can get coffee and a donut, bike maps and a bike safety pamphlet. This is a great way to connect with the community. The Interagency bike ride is Friday, May 19. This event is organized by DOR/DOT and includes a lunch time ride to Tumwater Historical Park and a picnic. Pedal Power Bike Expo is next week, April 26. It is organized by bicycle enthusiasts and is happening on the Capitol Campus. Tomorrow night Green will be presenting a bicycle commuting class at REI. Green encouraged people to join the challenge individually or as part of a team. Participants can win prizes as an individual or as a team. There are 48 sponsors this year who have donated prizes and discount coupons that he will award to participants.

See arrived.

Green reported on the 4th annual Winter BCC. The event is centered around people that ride year round. Some ride no matter what the weather. The event is growing and had 225 people this year with 8 people winning prizes. Green shared that he rides year round.

Green answered questions.

O'Connell – remarked that she has always wanted to do it and wanted to know the best resource to get assistance in routing. As someone who doesn't ride a bike regularly and she doesn't want to jump in and get in over her head which might make her stop.

Green – responded she should call him and he would be happy to help. He added that Thurston Regional Planning has resources on their Here to There website.

Cummings arrived.

Freeman-Manzanares- mentioned that you can participate in the challenge by replacing any trip, work or otherwise, with a bicycle trip. At one point in time the BCC counted only work commute trips but that is no longer the case.

Green – encouraged people to use bicycles to any destination. The BCC allows you to track bike trips for any of your transportation needs.

Messmer – added that people can find any excuse for a practical trip. An easy trip for her is to go down through some neighborhoods to Lowe's on Yelm Highway. Instead of getting in the car, she rides her bike. As long as it can be justified as practical transportation it counts. She is retired now and has to think up errands she can do that are not too far.

Freeman-Manzanares – asked if there is a program goal regarding participation.

Green – responded that participation has been going up steadily over the years. Last year the BCC had 1,850 participants and he would love to break 2,000. He is hopeful that the transition from paper registration to online won't impact participation. He added that people can still sign up with a paper registration downtown at the OTC. He shared this year's t-shirt and noted there is a fitted, female shirt.

Messmer – inquired if the mugs and the water bottles will be prizes. She added that the graphic for this year's t-shirts, as well as those made in previous years have been done by Duncan. And that he has used his own photography on the website too. He is very talented.

O'Connell – asked how long Green had been doing the BCC.

Green – indicated was his 9th year.

- B. COMMUNITY CONVERSATION SURVEY - (*Dennis Bloom*)** Bloom indicated he was there to continue the Community Conversation survey he shared last month. He asked Vice-Chair Pierce to go around the room and ask each committee member to respond to the survey questions. A lively conversation ensued.

1. What current services or features would you like Intercity Transit to continue or enhance?

Smit – indicated fixed route service because it is what he uses most.

Horton – added commuter service and access to Seattle. Service that connects in with different services Pierce and King Counties is what he finds most valuable. More frequency and a shorter trip time would be beneficial as well.

VanderDoes arrived.

Euler – stated express service to Pierce County because it helps people access to a diversity of jobs. She added that DAL and Vanpool are also important programs.

Wright – indicated he wanted to second what Smit said about the local service. He added that some of the areas like NE Lacey also need service. He understands that a lot more that goes into adding service, but talking about service enhancements in that area would be good. Also, continuing service up Marvin Road.

Burt – shared adding routes on Comcast for local advertising might a good idea. She also thought eliminating barriers for bike/bus riders by adding some type of bike lockers would be convenient.

Chong arrived.

See – Continue to get people where they need to go. Look at emerging patterns in residential and employment sites and make sure we are fulfilling those trip needs. He added that helping the connection for bike to bus to make it easier, possibly providing bike racks or bike lockers at bus stops.

O'Connell – indicated finding out what stops are most utilized by bikes users would be most beneficial.

Bloom – responded staff worked with the City of Olympia to install some permanent bike racks. They were able to determine a few stops based on people locking their bikes to telephone poles and other stationary objects.

Cummings- remarked that current service doesn't necessarily have routes connecting all commercial or industrial areas with a high concentration of employers, with residential areas. The service gets them part of the way but it would be nice to offer the opportunity to bike the remainder of the way. This creates a bottleneck because of the bus bike rack

limitations. If people have to worry about the bus bike rack being full they are less likely to rely on the bus.

Bloom – added that in transit this is referred to as the “last mile,” and it is always part of the challenge.

Van Gelder – remarked that the current service he finds worth not only continued support but enhancing is frequency on major corridors. He added that DAL is critical service and is supportive of what everyone else has been saying including express service to the north. Not only because it takes people into Tacoma or Seattle but because it continues to make the claim that public transit is a major piece of the infrastructure between cities.

Bloom – indicated frequency on major corridors is currently at 15 minutes. , does that mean shorter time frequency or additional routes.

Van Gelder – responded that major corridors could use additional frequency as they are standing room only at times and more routes would benefit from higher frequency. We need to offer convenience and higher frequency provides that.

See – added it is important for the agency not to lose sight of the other services that make Intercity Transit a great public transit agency across the state. They help the community understand that it is more than just bus service. He is supportive of express service; and projects like the transit signal prioritization to make trunk routes more efficient. He doesn’t want us to lose sight of all the other programs that bring benefit to the community – surplus van grant, village vans, community van, vanpool, youth education and bike and pedestrian safety.

Clark, B. – remarked she makes full use of DAL service and that it has given her back some of her independence. It is a wonderful service and she would like to see more people use it. She would also like to see an increase in the routes. There are some areas to the north and in the area of Hoffman Road that are growing, so serving areas not currently served would be of great benefit to the community.

Chong – indicated he would like to see more routes that don’t have to go back through the OTC. It makes the trips much longer than they need to be. He added that some people are taking more than three trips per day on DAL because of the frequency issue and that impacts other riders that have no other choice but to use DAL.

Bradley – shared she would like to see more service in south-county. She works in Rochester and Tenino and would like it if she didn’t have to drive. She finds RT hard to use. She feels outreach to youth is impactful and powerful and that showing them they can be independent by using the system bus system is important.

Bloom – asked if Bradley had used the Rural & Tribal Transportation.

Bradley – responded last time she tried she couldn’t find a schedule.

Bloom – indicated they service Rochester, Tenino, Bucoda, Rainier, and Centralia. They serve park & ride lots and service has changed over the last couple of years. They opened it up and it is a lot easier to ride now.

Freeman-Manzanares – provided Bradley with a RT transit guide.

VanderDoes – inquired about the last time online scheduling was updated for DAL. He indicated there were issues with the timeframe available for rides and it may have been fixed. Special needs houses would use online scheduling more if it were easier. He also suggested trying test routes since everyone wants more routes. The agency could advertise them in advance and then test them out. He added that rider training for regular bus and DAL could be enhanced. It does a lot for self-esteem in people who learn or are afraid to ride the bus.

Freeman-Manzanares – asked VanderDoes what does “rider training” mean to you? Is it something beyond what we are providing?

VanderDoes- responded that staff does a great job with the rider training they are doing. It would be nice if they could provide more of it, market it more, advertise it more.

O'Connell- indicated it is great training if someone has the courage to make the appointment. She added bringing it to groups of people might be more effective.

VanderDoes- indicated that some are scared to ride the bus, or can't because of their disability but if you keep pushing they learn.

See - added that more work with employers and schools would make people feel more comfortable. Offer travel training light and show them how easy it is.

VanderDoes- suggested offering travel training to special needs housing like KOKUA. They would be more than willing to work with staff to get more people to ride the bus.

Pierce - indicated the bus drivers are awesome, personable, and go out of their way to help. There is an education piece because people see a bus and think it is all the same company. Driver's stop on a dime to help people, and it doesn't take a lot of time but can make a difference.

Horton - shared one thing impressed him is how well the buses stay on-time. It's important to reach people where they are and show individuals it's safe and it's easy. It can be intimidating to those that have never done it before. People feel comfortable in their cars. Once they get used to it they realize that it is a far better way to go.

2. What else can Intercity Transit do to help get people where they're going?

Smit - suggested more awareness of other services beyond fixed route. He added that he is excited for the improvements to the Tumwater Transfer Center.

O'Connell - indicated she would like for the agency to keep working so anyone can ride the bus. She appreciates the ability to connect to SeaTac. She would like more training for kids and more bike racks on buses. She would like to see additional mental health training for operators.

Horton - shared that offering training and bus buddies to an entire building of people would result in some takers. Individuals would feel more comfortable traveling with known companions and perhaps try it themselves once they find out how easy it is.

Euler - encouraged the agency to continue to work with different jurisdictions on density and development to make routes more sustainable. She shared that when she was in Barcelona the bus stops had signs that showed which bus was coming and when it would arrive. It was very convenient and gave them confidence in the system. She added that in Tumwater a large development was recently annexed and they have commented that they would really like bus service.

Bloom - responded that they are starting to see more density in the area, but it is hard because they are in distant pockets.

Euler - added it might help if they could park their bikes.

O'Connell - remarked that more trip planning would be good and blasting some information through ETC's.

Bradley - suggested block parties. She attended one between Pear Street and Quince. The agency could get a booth to share information with the neighborhood, or some community open houses.

Bloom - shared that he attended one over by the Olympia library.

Wright - indicated he attends a small high school and there are 150 students. They don't have any school buses, and marketing public transportation to places like that might get 150 new bus riders.

Burt - encouraged the agency to stay focused on changing needs in the community. Olympia is one of the fastest growing cities in the United States.

Cummings – stated he was thankful for the good ventilation system on the buses. People indicate they are apprehensive about riding the bus because of the smell. He hasn't had a particular problem with that but there could be occasions and there is a perception. He also suggested that if route 62 stopped at the Hawk Prairie Park & Ride and people were able to lock their bikes up there since there are cameras it might help with the "last mile" issue.

Horton – added there will be bike lanes on the new interchange.

Cummings – added he would like to see more business outreach. The easier it is from the employee's perspective, the more likely people will ride the bus. He would also like to see improved Google maps integration, but understands the agency has little control over that.

Van Gelder – indicated something Intercity Transit does well is partnerships with local governments and other entities. He added try to capitalize and build on those relationships. Share those with the public so they know what's happening. Intercity Transit is like a public utility that is essential to the community. Get those partners to acknowledge the agency's value, and get them to contribute to the agency's value so they have more skin in the game.

See – reiterated what O'Connell said about access to everyone who needs it and figuring out what that means. He added the summer youth pass promotion is great to explore that opportunity again. Since fares are the smallest amount of revenue he encouraged staff to play with that more to encourage ridership, especially with youth and those who are older. He indicated thinking about the circular routes differently as the agency expands might be a good idea and might help with the last mile. Also trying to gently support less parking for employers and still maintain popularity. Work with cities and jurisdictions to understand what the real impact is. Be more assertive while still being gentle. Building on the edge of the growth boundary has an impact on services.

Clark, B. – indicated more education and advertising so people know how to ride and aren't afraid to ask or to make use of what's available.

Chong – shared putting fun into communications like you can text and drive while riding the bus. He also suggested ticket machines at Tumwater and Lacey transit centers.

VanderDoes – suggested partnerships with the colleges and high schools for a mandatory class on riding the bus for all freshmen. It could be part of the orientation.

See – shared it could be Rider's Ed instead of Driver's Ed.

VanderDoes – indicated there are significant advantages for students and it would eliminate parking issues on campus.

Wright – suggested extending free bus passes to high school students like the colleges.

VanderDoes – added they could start bus riding clubs in high school.

Phillips – added to educate the community on how to make it more seamless and less frustrating with fares. Encourage people to go online and share that big idea and think about what that looks like in the future.

Freeman-Manzanares – suggested continuing with the current discussion to capture question three and move Carl's presentation and the Strategic Plan to the next meeting. The committee agreed.

3. What's your #1 priority or big idea for the future of our public transportation system?

VanderDoes – suggested electric buses. Whether it is small micro buses or autonomous self-driving buses why not give that a shot. Multiple small buses could provide more service. The future is coming up fast and there is a lot happening with auto driving vehicles. Don't overlook the potential.

Bradley – shared that she was in Everett recently and rode a double decker bus from Everett to Seattle. It was really packed and seemed like a good idea.

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Chong – reiterated the ticket machine idea and added if buses had their own lane like HOV lanes in the city they could move people faster.

Horton – added that Poulsbo has HOV lanes in their city.

See – indicated multimodal corridors and thinking broad public transportation, dedicated bike lanes and BRT capacity for a trolley or light rail thing turn back the clock to the early days. The city had one 100 years ago and now there is more density to support it.

Van Gelder – indicated he agrees with See and the agency now has a suite of services and should not lose sight of that into the future. He encourages the agency to keep the high ground.

Cummings – suggested scalability because of the anticipated growth levels it will take more service/dollars to maintain services the agency has now. Population growth/growing congestions creates operational issues for the system.

Phillips – indicated the survey will run through fall. People will see different places to plug in and add to that.

Wright – shared he would like to see in-county express buses. Grays Harbor started it and has seen ridership double because people get where they want to go faster.

Euler – remarked she is very concerned about the new technology and getting a piece of that for Intercity Transit to make the shift from the box on the wheels and it becomes a software driven business. Uber is a software driven company. Transportation companies need to reinvent themselves. The agency might have small driverless buses that handle the last mile. Build on what the company is known for reliability with friendly drivers. Transit companies need to start thinking about those things. Being able to make that shift and maintain jobs.

VanderDoes – added can you imagine getting on a bus being greeted by a friendly driver who is in an office.

Wright – indicated he was on the train in San Diego and someone was getting assaulted. People were pushing the emergency button and it was broken. There was no one to help.

See – remarked that there are a lot of variations on autonomy. A lot of benefits can be gained before you take the driver away. This area is far away from having infrastructure that can support that. This leaves a lot of opportunity to phase in.

Horton – indicated he would be willing to help develop a curriculum for students at Saint Martin's. He would like to see public transportation compete with cars on a time basis. He would be willing to pay more to take a bus to Seattle if it were faster.

Chong – reiterated his comment regarding circular routes.

O'Connell – added she understands the need to move with technology. This is a people oriented business with the friendliest drivers and security guards. She inquired what it would look like if the agency stopped charging fares. It would make the service even more available. The agency might get a lot of support when it goes for a vote, and support from businesses.

Smit – indicated he was super excited about the idea of free service. As for self-driving cars, these professional operators are trained to drive and don't get as distracted. They are safer. He added possibly having different capacity buses for different reasons was a good idea. At SPSCC when classes get out buses are packed and maybe a double decker bus would be cool.

O'Connell – inquired about getting a survey button on the home page of the website. We are making it difficult for people to participate by not making it easy for them to get connected.

Pierce – shared her priority would be for Intercity Transit to go forward doing what they are doing. They are cautious and innovative but don't run at the first thing because it sparkles.

They take in the information and investigate and make decisions based on good information. Stay friendly and local. Board members all have their citizens from their

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communities in mind when making decisions. Think outside the box and know that it's important to be fiscally responsible.

Freeman-Manzanares – encouraged committee members to go online and email Nancy questions or comments and she will send them where they need to go.

C. STRATEGIC PLAN POLICY POSITIONS – (*Ann Freeman-Manzanares*) Moved to May meeting.

CONSUMER ISSUES

- *O'Connell* – remarked that the survey requires respondents to enter a second email when completing the survey, which most people don't have.

REPORTS

- **CARL SEE - ROAD USAGE OVERVIEW** - Moved to May meeting.
- **BURT** – provided the report from the April 5, 2017, regular meeting of the Authority including two new staff members were introduced; and there were a number of approval items the largest of which was a \$5.7M contract to start the UST project; they received the same BCC presentation; the agency had a federal audit with no findings; the senate and house budgets both had money for the DASH; and Intercity Transit will be sending their Roadeo teams to Reno in May.

Freeman-Manzanares added both maintenance and operators will compete for the grand master prize like they we won at the state level.

- **FREEMAN-MANZANARES** - provided the General Manager's report asking people to think of a meeting date in the near future for the photo shoot. We were looking at either before the June 19 CAC meeting or before the July 17 CAC meeting. The photo is used on bus boards to advertise for the fall recruitment. Nancy will send out a Doodle poll. Transit Appreciation Day is August 9th so please put the date on your schedule now, there is a lunch time recognition program and the agency recognizes CAC members. The Take Your Student to Work Day has been cancelled this year due to low turn-out. The Strategic Plan agenda item for next month will likely list all 20 policy items. The six year strategic plan guides the agency in all it does. The role of the CAC is to provide advice to the authority when defining what they look like. The policy items grew by one two years ago and the issue has been integral to our work-plan and legislative agenda. The Strategic Plan is the basis of and drives the budget. Staff strives for approval at the first Authority meeting in December. Then they know they have a budget moving into the new year. Let us know if you feel comfortable with them or if you think some of them need to change. Next month the group will break them down and have a conversation about them.

NEXT MEETING: May 15, 2017.

ADJOURNMENT

It was M/S/A by O'CONNELL and BRADLEY to adjourn the meeting at 7:25 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170417.docx

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: May 15, 2017**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2016-2017 CAC Self-Assessment

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- 1) **The Issue:** Completion of the CAC self-assessment inclusive of June 2016-May 2017. Staff will share results of the assessment at the July, 2017 CAC meeting, and with the Authority at a joint meeting, date to be determined.
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- 2) **Recommended Action:** Complete the self-assessment by June 30, 2017, for compilation of results by staff. The assessment will be completed online and staff will email a link to access the survey and will provide access to the survey at the May and June meetings.
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- 3) **Policy Analysis:** The Intercity Transit Authority requires the CAC to complete an annual self-assessment. Results are shared with the Authority at a joint meeting, the date to be determined.
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- 4) **Background:** The CAC conducts a self-assessment each spring and discusses the results.

The survey will be distributed to all members in May. The CAC seeks 100% participation. Assessments are due by June 30, 2017.

Staff compiles the results which are shared with the CAC at their July meeting. The CAC and ITA meet jointly, at which time results are shared with the Authority. The joint meeting date has not yet been set.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.
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- 8) **Reference:** N/A

INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: May 15, 2017

FOR: Citizen Advisory Committee
FROM: Eric C. Phillips, AICP, Development Director, 705-5885
SUBJECT: 2018-2021 Transportation Improvement Program (TIP) Public Hearing

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- 1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and scheduling a public hearing on the draft 2018-2021 TIP.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Federal regulations require Intercity Transit (grantee) to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2018-2021 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing Intercity Transit provides information on the process and solicits public input via Rider Information onboard buses and by posting information on the website.
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- 4) **Background:** The draft 2018-2021 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2016-2021 Transit Development Plan*, and the *2017-2022 Strategic Plan*. Both of these documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2018-2021 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2018-2021;
- Final Design of the Pattison Maintenance, Operations and Administration facility expansion and rehabilitation project;
- Construction of Phase 2 – Pattison Expansion and rehabilitation project to include the Vanpool Service Center;
- Purchasing of heavy duty coaches (25) to replace ones that have been in service beyond their expected useful life;
- Purchasing replacement and expansion vanpool vans;
- Continuing Youth Education Program(s) that fosters potential for using transit and/or active forms of transportation;
- Constructing bus stop enhancements, including ADA improvements, in partnership with local agencies;
- Funding for operating services and capital replacement of vehicles within the Seattle- Tacoma Everett metropolitan area utilizing "earned share"

formula funds for approved projects supporting vanpool vans and commuter coach operations.

This year the Phase 2 Pattison Facility Expansion Project- is identified in the TIP in anticipation of securing Federal Funding to support the completion of that project within the TIP period. Total funding needed for this project (not including the portion currently under construction – UST) is \$27.46 million.

A summary of the proposed schedule and process highlights for this year's TIP review and adoption process is as follows:

- **April 19, 2017** – Brief ITA on schedule and request Public Hearing Date.
- Public Participation and outreach – April 20 – June 6, 2017
- **May 17, 2017** – Public Hearing on Draft TIP
- **June 7, 2017** – Consideration of 2018-2021 TIP for adoption
- **June 8, 2017** – Submit Approved TIP to MPO and State, Update and Enter Projects in STIP (Early July is the typical deadline for local jurisdiction to forward their approved TIP to the MPO for inclusion in the RTIP)

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 7, 2017. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. The 2018-2021 TIP projects total more than \$89.8 million with more than \$58.4 million of federal funding planned.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** The TIP reflects projects that could be considered for 2018 through 2021 annual Intercity Transit budgets.
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- 7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*
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- 8) **References:** Exhibit 1 – Draft 2018-2021 TIP

IT #	Project	2018	2019	2020	2021	TOTAL 2017-2020	Federal	Type	Local	Total	Project Status	
1	IT 1601 Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$5,766,570	\$5,881,901	\$5,999,539	\$6,119,530	\$23,767,541	\$19,014,033	Sec. 5307 IT Apportionment & PSRC Earned Share	4,753,508	23,767,541	Planned & Secured 5307	Anticipated Formula 5307/5340 Including PSRC Earned Share
2	IT 1603 Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,623,806	\$1,435,545	\$2,391,759	\$2,250,428	\$7,701,538	\$3,850,769	Sec. 5307 & PSRC Earned Share	3,850,769	7,701,538	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)	Secured & Anticipated PSRC 5307 Earned Share Funding
3	IT 1604 Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$460,000	\$0	\$185,000	\$185,000	\$830,000	\$717,950	FHWA (TAP) transfer to FTA	\$112,050	\$830,000	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal TAP funds
4	IT 1605 Walk-N-Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$80,000	\$88,000	\$40,000	\$40,000	\$248,000	\$214,520	FHWA (CMAQ in 2016) transfer to FTA	\$33,480	\$248,000	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 15 TAP funds
5	IT 1606 Vanpool & Fixed Route Operations (PSRC est)	\$1,463,274	\$1,492,540	\$1,492,540	\$1,492,540	\$5,940,894	\$2,970,447	Sec. 5307 & PSRC Earned Share	\$2,970,447	\$5,940,894	Planned & Secured (includes PSRC 5307 Earned Share portion)	Secured & Anticipated PSRC 5307 Earned Share Funding
6	IT 1701 Replacement, heavy duty coaches - order in 2017-19	\$2,143,850	\$3,292,002	\$7,205,369	\$7,205,369	\$19,846,590	\$15,877,272	Sec. 5307, 5339 & PSRC Earned Share est.	\$3,969,318	\$19,846,590	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
7	IT 1702 Pattison Maintenance, Operations & Admin. Facility Expansion and Rehabilitation (Final Design and Engineering phase only)	\$2,550,000	\$1,500,000			\$4,050,000	\$2,025,000	Sec. 5339 & State RMG and Local	\$2,025,000	\$4,050,000	Planned Not secured New Project Approval Required	Anticipated PSRC 5307 & 5339 Earned Share Funding
9	IT 1801 **Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$440,000	\$2,560,000	\$7,800,000	\$16,663,203	\$27,463,203	\$13,731,602	State RMG & Sec. 5339 Federal (local Apportionment & PSRC)	\$13,731,602	\$27,463,203	DESIGN Funded, some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
Total Federal Funded Projects		\$14,527,500	\$16,249,988	\$25,114,207	\$33,956,070	\$89,847,766	\$58,401,592		\$31,446,174	\$89,847,766	Secured and Estimated Federal Funding Sources	

NOTES: Grant type: Sec. 5307/5339 & PSRC* 5307/5339 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population , population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.*Puget Sound Regional Council

** Pattison Maintenance Operations and Admin. Facility Expansion and Rehabilitation Project assumes a 50/50 match from all sources, Federal Funds may only require a 80/20 match or less.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: May 15, 2017**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2018 - 2023 Strategic Plan Policy Positions

-
- 1) **The Issue:** Review of policy issues for the 2018-2023 Strategic Plan.
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- 2) **Recommended Action:** Discuss and provide comments to the Authority.
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- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2018. The Authority is seeking CAC input with regard to the proposed direction for consideration.
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.
 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.
 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.
 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.
 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.

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.

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

Authority Direction for 2017 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

5) Alternatives: N/A.

6) Budget Notes: The Strategic Plan provides the basis for the development of the annual budget.

7) Goal Reference: The strategic plan provides the basis for all our goals.

8) **References:** 2017-2022 Strategic Plan

Authority Meeting Highlights
a brief recap of the Authority Meeting of May 3, 2017

Action Items

Wednesday night, the Authority:

- Canceled the July 5, 2017, Regular Authority Meeting.
- Authorized the General Manager to enter into a contract with Lamar Transit, LLC Outdoor for Transit Advertising Services with a minimum annual revenue guarantee of \$300,000 or \$1,500,000 over five years.
- Adopted recommended service changes as presented with the final day for current grant funded services continuing through June 30, 2017, and modifying the public schedule for Olympia Express service as recommended in consideration of new grant funding, with revised service beginning Monday, July 3, 2017.
- Performed a second review of the 2018-2023 Strategic Plan Policy Positions.

Other Items of Interest:

- Welcomed new Operator class of 17-01.
- There is \$375,000 in the 2017-2018 budget for DASH service.
- Intercity Transit received an award letter for Regional Mobility funds - \$993,612 for the 612 Extension and \$2M to finalize design for the Pattison project. The follow-on awards for 2019-2021 are \$1,049,546 for the 612 and \$3,900,000 for construction of a regional vanpool center.
- As part of the ITRoadTrip, the agency participated at the Nisqually Home and Garden Show. Intercity Transit will be at the Lacey Spring Fun Fair this upcoming weekend.
- Thomas Wittman is finalizing the analysis of existing service. The agency is tentatively scheduled for public meetings the second and third weeks in June, to share what we've learned and to gather information feedback. The tentative schedule is:
 - Lacey Library Monday, June 12 from 4 to 6 p.m.
 - Tumwater Library Wednesday, June 14 from 4 to 6 p.m.
 - Olympia Library Thursday, June 15 from 5 to 7 p.m.
 - Yelm Community Center Tuesday, June 20, from 4 to 6 p.m.

- Intercity Transit will participate in the first parade of the season – Prairie Days, being held June 24 at 9:30 a.m. The agency is on track for the July 4th Parade in Tumwater.
- The contractors moved on site Monday and began installing silt and security fencing around the project site. The remainder of the work this week is to install construction entrances off of Martin Way and on Pattison Street. Next week, they will begin moving dirt off site.
- Intercity Transit's Maintenance Team, Operators and Coaches are heading to the National Rodeo this weekend being held in Reno, Nevada. We wish them the very best!

Pat Messmer/Executive Assistant/Clerk to the Board
Prepared: May 4, 2017

CITIZEN ADVISORY COMMITTEE ATTENDANCE RECORD

		4	5	6	7	8	9	10	11	12	1	2	3	4
CAC	Members	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Leah	Bradley			Absent			Absent			MEETING CANCELLED	Absent	Absent	Absent	
Jan	Burt		Absent		Absent									
Mitch	Chong	Absent				Absent	Absent						Absent	
Billie	Clark		Absent	Absent							Absent			
Denise	Clark			Absent		Absent	Absent				Absent		Absent	Absent
Jonah	Cummings												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
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

= Joint meeting does not count against required meeting attendance