

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
March 15, 2017
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | RECOGNITION
A. Proclamation and Farewell: Ben Foreman, Director of Finance | 20 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (Carl See) | 5 min. |
| 5) | ROAD USAGE CHARGES BRIEF OVERVIEW (Carl See) | 10 min. |
| 6) | NEW OPERATIONS VEHICLE PURCHASE (Katie Cunningham) | 5 min. |
| 7) | FEDERAL ADVOCACY SERVICES CONTRACT RENEWAL
(Katie Cunningham) | 5 min. |
| 8) | SUMMER YOUTH PASSES (Dennis Bloom) | 10 min. |
| 9) | EXPRESS ROUTES UPDATE (Dennis Bloom) | 10 min. |
| 10) | RESOLUTION 02-2017 WSTIP REPRESENTATIVE APPOINTMENTS
(Ben Foreman) | 5 min. |
| 11) | VANPOOL - GOLEWIS-MCCHORD UPDATE (Carolyn Newsome) | 10 min. |
| 12) | VILLAGE VANS UPDATE (Erin Pratt) | 20 min. |
| 13) | GENERAL MANAGER'S REPORT | 10 min. |
| 14) | AUTHORITY ISSUES | 10 min. |
| 15) | ADJOURNMENT | |

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI coordinator at (360) 705-5857 or ntrail@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).

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: March 15, 2017**

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: New Operations Vehicle Purchase

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- 1) **The Issue:** Consideration of the purchase of one (1) new vehicle for Operations Supervisor use.
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- 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford Explorer in an not-to-exceed amount of \$36,995, including tax.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
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- 4) **Background:** The Operation's Supervisor Vehicle is overdue for the planned five (5) year replacement schedule. This 2017 Ford Explorer will replace a 2008 ¼ ton Chevrolet Colorado pickup truck. Some years ago, Operations moved from the ¼ ton Chevrolet Colorado to a ½ ton Dodge Ram 1500 to better accommodate equipment, and provide more room for courtesy rides and transporting Operators. After reviewing alternatives for this purchase, Operations staff determined that adding a sport utility vehicle to its vehicle fleet will offer more versatility to best serve Operations Supervisors. The Ford Explorer offers added space and provides an improved ergonomic platform.
- The Washington State Department of Enterprise Services (DES) competitively awards vehicle contracts to the lowest responsive and responsible bidder by vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off these contracts.
- Intercity Transit staff concurs with DES's assessment regarding fair and reasonable contract pricing and the contractor's ability to perform. Staff has confidence that this vehicle is mechanically sound and will serve our Operations staff well.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford Explorer in an not-to-exceed amount of \$36,995, including tax.
- B. Defer action. To purchase 2017 model vehicles, orders must be placed prior to factory cut-off date to avoid cost increases and a delay in production.

6) **Budget Notes:** Intercity Transit has \$40,200 in the 2017 budget for the new Operations Vehicle. This purchase falls within the budgeted amount.

7) **Goal Reference: Goal #2:** *“Provide outstanding customer service”* and **Goal #3:** *“Maintain a safe and secure operating system.”*

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: March 15, 2017**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Federal Advocacy Services Contract Renewal

1) **The Issue:** Consideration of a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs for federal advocacy services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.

4) **Background:** In February 2013 Intercity Transit released a Request for Proposals for federal advocacy services, which resulted in a one-year contract award to Gordon Thomas Honeywell Governmental Affairs (GTHGA) in April 2013. The contract included four one-year renewal options. This item represents the fourth one-year renewal.

The details of current federal transportation authorization legislation remain uncertain. Debates continue inside and outside of Congress on federal transportation issues and policies related to current administration and future legislation. The Federal Transit Administration welcomes and encourages timely industry input. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented. It is essential to stay in touch with appropriate members and staff of both houses of Congress to successfully identify and secure funding. This type of advocacy is difficult to perform from the outside.

Intercity Transit has been satisfied with GTHGA's representation of its interests during the first four years of this contract. GTHGA has been a valuable partner in assisting the agency to secure available funding. As federal funding, policy

rules, and regulations remain uncertain, the need for Intercity Transit interests to stay engaged in Washington DC continues.

Staff believes GTHGA's service rates continue to be fair and reasonable and recommends a contract renewal is awarded to Gordon Thomas Honeywell Governmental Affairs.

5) **Alternatives:**

1. Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
2. Choose not to renew federal advocacy services at this time. All monitoring and advocating would be a staff exercise.

6) **Budget Notes:** The total contract amount of \$72,000 falls within the 2017 budget for federal advocacy services.

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: March 15, 2017**

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 5832

SUBJECT: Interlocal Agreement - Summer Youth Pass Program

- 1) **The Issue:** To participate in a multi-agency Summer Youth Pass program available throughout five transit districts.

- 2) **Recommended Action:** Authorize the General Manager to enter into an Interlocal Agreement with Clallam, Grays Harbor, Jefferson and Mason transit systems to coordinate and support the use of a Summer Youth Pass program from 2017 through 2019.

- 3) **Policy Analysis:** This program does not change Intercity Transit's fare structure. The intent is to promote and grow youth ridership.

- 4) **Background:** Four transit systems - Clallam, Grays Harbor, Jefferson and Mason - requested we participate in their Summer Youth Pass program. The single pass, coordinated among the five agencies, would be in addition to the existing pass options and allow for a single youth pass that would be accepted without a transfer or upgrade between participating systems.

Grays Harbor and Mason currently have connecting service with Intercity Transit at the Olympia Transit Center as well as service connections along Harrison Avenue in Olympia. The other systems have connecting services on the Peninsula. Providing a single summer youth pass, accepted by the five transit agencies, creates a great opportunity to provide youth riders a reduced fare to travel throughout the Peninsula region, whether visiting family, friends or possible work opportunities. The cost of the regional three month Summer Youth Pass will be \$20. Intercity Transit's current monthly Youth Pass is \$15 per month. The \$25 cost difference over the summer period would represent a 55.5% savings over purchasing three monthly passes for the same period.

Intercity Transit offered a local Summer Youth Pass through the summer of 2006. At that time the monthly pass cost \$20 and the three month Summer Youth Pass cost \$30, which represented a 50% savings. In March 2006, the ITA lowered the

monthly youth pass from \$20 to \$12.50. Although the summer youth pass still represented a savings, summer pass sales went from 540 in 2005 to 443 in 2006.

Under this new cost structure, total Youth Pass sales for a regular monthly pass increased from 2,344 in 2005 to 4,130 in 2006 (+76%). Youth Pass sales in 2016 were 8,640 of which 1,629 are attributed to the three summer months.

This updated Summer Youth Pass provides us a renewed opportunity to reach out in our community to promote the benefits of public transportation to both our youth and their families. The Summer Youth Pass can open up access to programs and other summer activities throughout the region. We intend to actively promote the Pass within our own Walk & Roll program and through other marketing channels including social media. Staff will continue to monitor monthly pass sales and ridership throughout the year and report back to the ITA.

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

6) **Budget Notes:** Based on 2016 revenue for summer months, this new program potentially reduces Youth Pass sales by approximately \$13,000. However, if the volume of Summer Youth Pass sales increases over the monthly average of current pass sales, we will see an increase in ridership and potentially less loss revenue.

7) **Goal Reference: Goal#1:** *“Assess the transportation needs of the community throughout the Public Transportation Benefit Area.”*

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 9
MEETING DATE: March 15, 2017**

FOR: Intercity Transit Authority

FROM: Dennis Bloom, 705-5832

SUBJECT: Update on Service Reductions for Routes ST 592 and IT 609

1) **The Issue:** The WSDOT Regional Mobility Grants that support Routes 592 and 609 are coming to a close on June 30, 2017. Staff has proposed the routes be eliminated.

2) **Recommended Action:** Presentation and discussion.

3) **Policy Analysis:** The Authority must approve service proposals that change a route/service by over 10%.

4) **Background:** Intercity Transit began two ‘demonstration’ routes on September 30, 2013, with 80% funding assistance from two WSDOT Regional Mobility Grants. One was the extension of Sound Transit’s Route 592 to Olympia/Lacey from their regular DuPont to Seattle service (\$1.1M Operating). The second was Intercity Transit Route 609, service between Tumwater and Lakewood (\$2.4M Operating/\$1.7M Capital).

These demonstration routes have been used to evaluate market feasibility and the need for new Express service from Tumwater and Olympia to regional bus and rail connections in Pierce County and Seattle. While there are specific trips within each of the route schedules that have ridership, overall, both routes have not performed well. The following matrix provides a quick summary:

Route ST 592: Olympia-DuPont	Route 609: Tumwater - Lakewood
Trips/day: 12 (6 AM/NB - 6 PM/SB)	Trips/Day: 21 (10 NB - 11 SB)
Service Hrs./Day: 9.82/Month: 208.68	Service Hrs./Day: 27.33/Month: 510.22
Service Miles/Day: 352.9	Service Miles/Day: 677.4
Avg. Boardings/Trip: 6.3 (2016)	Avg. Boardings/Trip: 4.6 (2016)

While we have adjusted schedules, surveyed riders and promoted the service, ridership over the past couple of years has not met minimum service standards, nor is Intercity Transit’s current operating budget sufficient to continue operating them. The grants expire June 30, 2017.

In anticipation of these grants ending, staff applied for a new Regional Mobility Grant to add 13 trips on Route 612, service between Olympia/Lacey and Tacoma/Lakewood. Some of the proposed trips are closely aligned to current Route 609 trips that have higher than average ridership. We anticipate this can help lessen the impact of the route loss. The added trips will also help fill in mid-day service gaps that currently exist in the weekday Express service schedule. We understand from WSDOT that our proposal is currently ranked to be funded, awaiting Legislative approval. We are hopeful that grant funding will be in place as early as July 2017.

No additional grant funding is available for the Route ST 592 extension. However, Sound Transit will continue to operate their ST 592 service between DuPont, Lakewood and Seattle.

Public notice and information about the proposed service reductions have been included in the current March Rider News, in the new Transit Guide (effective March 12, 2017) and posted on our website. In addition, Vanpool staff have ridden a number of Route 609 trips to inform riders of the potential loss in service as well as the potential of new 612 service pending legislative approval. They have also provided information about incentives for vanpooling and opportunities to form carpools as an option to their current bus commute.

The Transit Authority has set April 19, 2017, for a public hearing. Requested action for the Authority is currently scheduled for May 3, 2017. Staff anticipates implementing changes to Express service on July 2, 2017.

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

6) **Budget Notes:** Additional vehicle service hours are currently not identified in the 2017 Budget or Strategic Plan. Any additional service hours, if needed, would require a budget adjustment.

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

8) **References:** *Proposed Express Service Changes – July 2017.*
Additional handouts will be provided at the meeting.

Express: Weekday Northbound

Public Comment Invited: Express Route 609



Intercity Transit wants to hear from you about the completion of this demonstration service, how these changes might impact your

use of Intercity Transit services, and gather information on possible future adjustments to our Olympia Express service. The public is invited to comment and/or attend a public hearing at our Transit Authority meeting scheduled for Wednesday, April 19, 5:30 p.m., 526 Pattison St. SE, Olympia, WA

If you need special accommodations at the hearing, please call 360-705-5860 3 days prior to the hearing.

Other Ways to Comment

- Email: tellus@intercitytransit.com
- Comment line: 360-705-5852
- Mail: Public Comment - Intercity Transit
PO Box 659, Olympia, WA 98507

Comments must be received by 4 p.m. April 19, 2017 to be considered.

Look for Route Number	Tumwater: Labor & Industries	Tumwater: Israel & Nikolas	Olympia Transit Center / Bay M	Olympia: Capitol & 11th	Lacey Transit Center / Bay L	Lacey: Martin Way P&R	Lacey: Hawks Prairie P&R	Lakewood Station	Lakewood: SR512 P&R	Tacoma Dome Station - Zone G	Tacoma 10th & Commerce
	1	2	3	4	5	6	7	8	9	11	12
605	---	---	---	---	---	5:15	---	5:37*	5:40*	5:55*	6:05
609	5:00	5:04	---	---	---	---	5:22	5:47*	5:50	---	---
612	---	---	---	---	---	5:25	---	5:47	5:50	6:05	6:15
605	---	---	---	---	---	5:40	---	6:02*	6:05*	6:20*	6:30
609	5:30	5:34	---	---	---	---	5:52	6:17*	6:20	---	---
605	---	---	5:40	5:44	5:55	6:00	---	6:27*	6:30*	---	6:50
609	6:00	6:04	---	---	---	---	6:22	6:47*	6:50	---	---
605	---	---	6:10	6:14	6:25	6:30	---	6:57*	7:00*	---	7:20
605	---	---	6:30	6:34	6:45	6:50	---	7:17*	7:20*	---	7:40
609	7:20	7:24	---	---	---	---	7:42	8:12*	8:15	---	---
605	---	---	7:35	7:39	7:50	7:55	---	8:22*	8:25*	---	8:45
609	7:50	7:54	---	---	---	---	8:12	8:42*	8:45	---	---
605	---	---	9:00	9:04	9:15	9:20	---	9:47*	9:50*	---	10:10
612	---	---	9:45	9:49	10:00	10:05	---	10:27	10:30	10:45	10:55
605	---	---	10:30	10:34	10:45	10:50	---	11:17*	11:20*	---	11:40
612	---	---	11:15	11:19	11:30	11:35	---	11:57	12:00	12:15	12:25
603	---	---	12:00	12:05	---	---	---	12:42*	12:45*	1:00*	1:10
612	---	---	12:45	12:50	---	---	---	1:27	1:30	1:45	1:55
603	---	---	1:30	1:35	---	---	---	2:12*	2:15*	2:30*	2:40
609	2:05	2:09	---	2:20	---	---	2:33	3:07*	3:10	---	---
612	---	---	2:15	2:20	---	---	---	2:57	3:00	3:15	3:30
609	2:35	2:39	---	2:50	---	---	3:03	3:37*	3:40	---	---
603	---	---	3:00	3:05	---	---	---	3:42*	3:45*	4:00*	4:10
612	---	---	3:45	3:50	---	---	---	4:27	4:30	4:45	4:55
603	---	---	4:05	4:10	---	---	---	4:57*	5:00*	5:15*	5:25
612	---	---	4:15	4:20	4:35 [^]	---	---	5:12*	5:15*	5:30*	5:40
609	4:10	4:14	---	4:25	---	---	4:38	5:12*	5:15	---	---
603	---	---	4:35	4:40	---	---	---	5:27*	5:30*	5:45*	5:55
609	4:40	4:44	---	4:55	---	---	5:08	5:42*	5:45	---	---
603	---	---	5:05	5:10	---	---	---	5:57*	6:00*	6:15*	6:25
609	5:20	5:24	---	5:35	---	---	5:48	6:22*	6:25	---	---
603	---	---	5:35	5:40	---	---	---	6:17*	6:20*	6:35*	6:45
603	---	---	6:30	6:35	---	---	---	7:12*	7:15*	7:30*	7:40
603	---	---	7:30	7:35	---	---	---	8:07*	8:10*	8:25*	8:35

* These are estimated times. Arrival times may vary slightly depending on traffic conditions.

Buses will proceed on arrival to the next timepoint. This may be before the time shown on our schedule.

Light = AM **Bold = PM**

X:XX = Existing Trips

X:XX = Proposed Trips to be eliminated

X:XX = Proposed New Trips

Express: Weekday Southbound

There is some positive news. Intercity Transit has applied for new state grant funds that, if awarded, will be used to specifically fund additional trips on Route 612, service between Olympia/Lacey and Tacoma/Lakewood. Some of the new trips are similar to Route 609 trips that have better ridership on them. This could lessen the impact of the service reduction. If these new grant funds are awarded, the new trips could be added to the schedule as early as July 2017.

The 'draft' schedules for north and south bound Express service are included here as initial proposed changes for July. These may be updated as we consider schedule options.

Look for Route Number	Tacoma 10th & Commerce - Zone D	Tacoma Dome Station - Zone C	Lakewood: SR512 P&R	Lakewood Station	Lacey: Hawks Prairie P&R	Lacey: Martin Way P&R	Lacey Transit Center / Bay L	Olympia: Capitol & 11th	Olympia Transit Center / Bay M	Tumwater: Israel & Nikolas	Tumwater: Labor & Industries
	12	11	9	8	7	6	5	4	3	2	1
612	---	5:27	5:45	5:47	---	---	6:17	6:25	6:30	---	---
609	---	---	5:57	5:59	6:20	---	---	6:35*	---	6:50*	6:55
609	---	---	6:27	6:29	6:50	---	---	7:05*	---	7:20*	7:25
603	6:10	6:17	6:35	6:37	---	---	---	7:15*	7:20	---	---
612	6:30	6:37	6:55	6:57	---	---	7:27	7:35	7:40	---	---
609	---	---	6:57	6:59	7:20	---	---	7:35*	---	7:50*	7:55
603	6:45	6:52	7:10	7:12	---	---	---	7:50*	7:55	---	---
612	6:50	6:57	7:15	7:17	---	---	7:48^	---	---	---	---
603	7:05	7:12	7:30	7:32	---	---	---	8:10*	8:15	---	---
603	7:35	7:42	8:00	8:02	---	---	---	8:40*	8:45	---	---
609	---	---	8:22	8:24	8:45	---	---	9:00*	---	9:15*	9:20
603	8:05	8:12	8:30	8:32	---	---	---	9:10*	9:15	---	---
609	---	---	8:52	8:54	9:15	---	---	9:30*	---	9:45*	9:50
603	9:05	9:12	9:30	9:32	---	---	---	10:10*	10:15	---	---
603	10:30	10:37	10:55	10:57	---	---	---	11:35*	11:40	---	---
612	11:10	11:17	11:35	11:37	---	12:05	12:07	12:15	12:20	---	---
603	11:55	12:02	12:20	12:22	---	---	---	1:05*	1:10	---	---
612	12:40	12:47	1:05	1:07	---	1:35	1:37	1:45	1:50	---	---
605	1:25	1:32	1:50	1:52	---	2:20*	2:27*	2:35*	2:45	---	---
612	2:15	2:22	2:40	2:42	---	3:10	3:12	3:20	3:25	---	---
609	---	---	3:00	3:02	3:20	---	---	3:35*	---	3:50*	4:00
609	---	---	3:30	3:32	3:50	---	---	4:05*	---	4:20*	4:30
605	3:10	3:17	3:35	3:37	---	4:05*	4:12*	4:20*	4:30	---	---
609	---	---	4:05	4:07	4:25	---	---	4:40*	---	4:55*	5:05
612	3:50	3:57	4:15	4:17	---	4:50	4:52	5:00	5:05	---	---
605	4:30	4:37	4:55	4:57	---	5:30*	5:40*	5:50*	6:00	---	---
609	---	---	5:25	5:27	5:50	---	---	6:10*	---	6:25*	6:30
612	5:15	5:22	5:40	5:42	---	6:10	6:12	6:20	6:25	---	---
605	5:30	5:37	5:55	5:57	---	6:25*	6:35*	6:45*	6:55	---	---
609	---	---	6:00	6:02	6:20	---	---	6:35*	---	6:50*	7:00
605	5:50	5:57	6:15	6:17	---	6:45*	6:55*	7:05*	7:15	---	---
609	---	---	6:30	6:32	6:50	---	---	7:05*	---	7:20*	7:30
605	6:10	6:17	6:35	6:37	---	7:00*	7:07*	7:15*	7:25	---	---
605	6:40	6:47	7:05	7:07	---	7:30*	7:37*	7:45*	7:55	---	---
605	7:10	7:17	7:35	7:37	---	8:00*	8:07*	8:15*	8:25	---	---
605	8:00	8:07	8:25	8:27	---	8:50*	8:57*	9:05*	9:15	---	---
605	8:50	8:57	9:10	9:12	---	9:35*	9:42*	9:50*	10:00	---	---

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X:XX = Proposed New Trips

Cash in on Your Commute!

Help us Get a New Vanpool Started

- You get a **\$50 gift card** for every rider you recruit to the new van.
- Each rider in a new vanpool gets **their first month free** or a **\$100 gift card**.

Intercity Transit Vanpool Services

360.786-8800 or 1.866.330.7033

vans@intercitytransit.com

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**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 10
MEETING DATE: March 15, 2017**

FOR: Intercity Transit Authority

FROM: Ben Foreman, 705-5813, bforeman@intercitytransit.com

SUBJECT: Washington State Transit Insurance Pool Representative Appointments

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- 1) **The Issue:** Allow the General Manager to appoint WSTIP representatives.
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- 2) **Recommended Action:** Adopt Resolution 02-2017 authorizing the General Manager to appoint representatives to the WSTIP Board.
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- 3) **Policy Analysis:** The Intercity Transit-WSTIP Inter-local Agreement adopted by the Authority as Resolution 02-2015 on March 4, 2015 states: "Section 4(b). Each member shall appoint one representative and at least one alternate representative to the Board." The inter-local is silent as to who actually appoints these representatives. Resolution 02-2017 clarifies the inter-local by explicitly granting the General Manager authority to appoint representatives to the WSTIP Board.
-
- 4) **Background:** For the past 20+ years Intercity Transit's primary representative to WSTIP was the Director of Finance and Administration (Ben Foreman) and the alternate was the Finance Manager (Leslie Williamson). The Finance Manager retired in January and the Director of Finance and Administration will retire at the end of the March. With these retirements comes the need to appoint new WSTIP representatives. As this is a personnel and not a policy issue, staff is recommending the Authority clearly define this as the responsibility of the General Manager.
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- 5) **Alternatives:**
- A) Adopt Resolution 02-2017 allowing the General Manager to fill the current, and any future, vacancies on the WSTIP Board.
 - B) Do not adopt Resolution 02-2017 and appoint a primary and alternate representative to the WSTIP Board effective April 1, 2017. Staff recommends that Suzanne Coit be designated as the primary and Heather Stafford-Smith be designated as the alternate.
 - C) Do not adopt Resolution 02-2017 and appoint two staff members of your choosing to fill the primary and alternate representative positions of WSTIP.

6) **Budget Notes:** Adoption of this resolution has no impact on the 2017 budget.

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

8) **References:** Resolution 02-2017.

**INTERCITY TRANSIT
RESOLUTION 02-2017
Appointment of Representatives to the Board of Directors of the Washington State
Transit Insurance Pool**

A RESOLUTION granting the General Manager of Intercity Transit the authority to appoint representatives to the Washington State Transit Insurance Pool.

WHEREAS, Intercity Transit is a member of the Washington State Transit Insurance Pool (WSTIP): and

WHEREAS, Intercity Transit is required under the terms of the inter-local agreement with WSTIP to appoint a representative, and an alternate representative, to the Board of Directors of the pool; and

WHEREAS, Intercity Transit's current representative and alternate representative have elected to retire resulting in the need to appoint new representatives effective April 1, 2017; and

WHEREAS, Intercity Transit desires to make this appoint and any future appoints the responsibility of the General Manager,

NOW, THEREFORE BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY that the General Manger has the authority to appoint the primary and alternate representatives to the Washington State Transit Insurance Pool Board of Directors on behalf of Intercity Transit effective immediately.

ADOPTED: This 15th day of March, 2017.

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST:

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

APPROVED AS TO FORM:

**Dale Kamerrer
Legal Counsel**

INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 11
MEETING DATE: March 15, 2017

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705-5829

SUBJECT: GOLewis McChord Update

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- 1) **The Issue:** Show video and discuss partnership with Pierce County, Pierce Transit, Thurston Regional Planning Council and Intercity Transit promoting the new GOVanpools and GOBike programs available on the base.
-
- 2) **Recommended Action:** For information and discussion only.
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- 3) **Policy Analysis** Assisting JBLM with a multimodal transportation program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their need for group transportation.
-
- 4) **Background:** Thurston Regional Planning Council (TRPC) received a discretionary grant from the Federal Highway Administration (FHA) to promote Commute Trip Reduction at JBLM.
- The GOLewis-McChord program is a result of the collaboration between TRPC, Pierce County, Intercity Transit and Pierce Transit. These videos represent a targeted marketing and incentive campaign aimed at adding new commuters to existing vanpools and forming new vanpools on JBLM.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*
-
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 12
MEETING DATE: March 15, 2017**

FOR: Intercity Transit Authority
FROM: Erin Pratt, 705-5831
SUBJECT: Village Vans 2016 Program Update

- 1) **The Issue:** Provide a 2016 Status Report.

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

- 3) **Policy Analysis:** At least annually, staff provides the Authority and Citizen Advisory Committee status reports on various programs the agency provides.

- 4) **Background:** The concept of the Village Vans Program developed during collaboration of over 40 community human service organizations in the late 1990's. These groups participated in research activities to identify gaps in services to families with low or no income for reaching economic independence. In Intercity Transit's continuing quest to provide better, more reliable and innovative services, this organization took leadership in developing an effective and efficient program to help close the transportation gap.

The service, which began in February 2002, continues today facilitating access to work support activities and other necessary locations. In 2004, staff designed a Customized Job Skills Training program that doubles Village Vans' important impact by using eligible volunteer Drivers and Administrative Assistants who receive current work experience, job search coaching and skill building instruction. Passengers are able to travel to critical resources and volunteers receive significant support in advancing their professional development in reaching their employment goals.

Through an on-going assessment of transportation needs of low income citizens and quality customer care, Village Vans provides a responsive and innovative service that facilitates customer transitions to economic independence. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health with less demand on limited human service resources.

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

6) **Budget Notes:** Intercity Transit was one of 19 agencies in the nation to receive the Innovative Public Transportation Workforce Development Grant (Ladders of Opportunity Initiative) for \$200,000. This is a 50% matching grant.

7) **Goal Reference:** **Goal 1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal 2:** *“Provide outstanding customer service.”* **Goal 4:** *“Provide responsive transportation options within financial limitations.”*

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