

AGENDA
INTERCITY TRANSIT AUTHORITY
May 3, 2017
5:30 P.M.

CALL TO ORDER

- | | | |
|----|---|---|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS & RECOGNITIONS
A. New Operator Class (<i>Mark Sandberg</i>) | 10 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) | APPROVAL OF CONSENT AGENDA ITEMS
A. Approval of Minutes: April 5, 2017, Regular Meeting; April 19, 2017, Special Meeting.

B. Payroll – April, 2017: \$2,284,146.20 | 1 min. |
| 5) | PUBLIC HEARING - None | 0 min. |
| 6) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (<i>Karen Messmer</i>)
B. Transportation Policy Board (<i>Ryan Warner</i>)
C. Citizen Advisory Committee (<i>Victor VanderDoes</i>) | 3 min.
3 min.
3 min. |
| 7) | NEW BUSINESS
A. Transit Advertising Services (<i>Steve Krueger</i>)
B. Adoption of Proposed Service Changes: Routes 592, 609 and 612 (<i>Dennis Bloom</i>)
C. Cancellation of July 5 Authority Meeting (<i>Ann Freeman-Manzanares</i>)
D. 2018-2023 Strategic Plan Policy Positions (<i>Ann Freeman-Manzanares</i>) | 5 min.
5 min.
5 min.
45 min. |
| 8) | GENERAL MANAGER’S REPORT | 10 min. |

9) AUTHORITY ISSUES

10 min.

10) ADJOURNMENT

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) 786-8585 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) 786-8585.

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 AUTHORITY
Regular Meeting
April 5, 2017**

CALL TO ORDER

Chair Sullivan called the April 5, 2017, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember, Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Katie Cunningham; Suzanne Coit; Tammy Ferris; Duncan Green; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Rob Rinehart; Heather Stafford-Smith.

Others Present: Citizen Advisory Committee Member, Jan Burt; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Don Melnick and Councilmember Clarkson to approve the agenda as presented.

INTRODUCTIONS

- A. Emily Bergkamp introduced Gene Dickens, DAL Dispatch Specialist.
- B. Suzanne Coit introduced Angie Shamburger, Senior Accountant.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Carmody and Vice Chair/Citizen Representative Messmer to approve the consent agenda as presented.

APPROVAL OF CONSENT AGENDA ITEMS

- A. **Approval of Minutes:** March 1, 2017, Regular Meeting; March 15, 2017, Special Meeting.

B. Payroll – March 2017: \$2,206,303.65.

C. Accounts Payable: Warrants dated March 3, 2017, numbers 22362-22428 in the amount of \$622,210.33; Warrants dated March 17, 2017, numbers 22434-22513, in the amount of \$467,955.71; Warrants dated March 31, 2017, numbers 22514; 22516-22575, in the amount of \$614,400.26; Automated Clearing House Transfers for March 2017 in the amount of \$21,750.90 for a monthly total of \$1,726,317.20.

PUBLIC HEARING – None.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Karen Messmer said the TRPC met March 3, 2017, and members received information from Veena Tabbutt about the Marvin Road Diverging Diamond Interchange. A Diverging Interchange is a type of **diamond interchange** in which the two directions of traffic on the non-freeway road cross to the opposite side on both sides of the bridge at the freeway. They viewed the I-5/JBLM Go Lewis McChord videos; and learned about the Deschutes River Land Use Study. Messmer referred to the Journeys brochure and encourages everyone to review the details about the various projects completed in 2016 that are being scheduled in the future with regional funding. Messmer said on Friday, April 7 TRPC members will receive an update from the Thurston POD and will be discussing the Climate Adaptation Plan.

B. Transportation Policy Board (TPB). Don Melnick said TPB met March 8. Mark Daily, the new TRPC Executive Director, was introduced and provided some introductory remarks; Scott Davis briefed the members on the county use of High Friction Road Surfacing This is a highly abrasive new product that will dramatically reduce accidents on wet or frozen roads and streets. Holly Gilbert briefed the members on the WSDOT request to amend the Regional Transportation Improvement Plan Amendment 17-04 (I-5 Martin Way Bridge). The members voted to approve the amendment. Karen Parkhurst reviewed TRPC's annual Report "Journeys in Regional Transportation." Paul Brewster provided information about the collaboration between Pierce Transit, Intercity Transit and JBLM to ease congestion on/off base using some creative education videos intended to encourage military and civilian staff to use vanpools. Melnick said he was impressed with the quality of the videos and the outstanding collaboration between all stakeholders.

C. Citizen Advisory Committee. CAC member, Jan Burt said the CAC met March 20. The members received numerous presentations: Dennis Bloom provided an update on the 609 and 592 Express routes; an update on the community conversation process and showed the new Road Trip logo; distributed an event calendar and

encouraged everyone to sign-up; and talked about the Summer Youth Pass Program; Carolyn Newsome provided a presentation on the JBLM GO Lewis McChord videos; Erin Pratt provided a Village Vans Update; and Freeman-Manzanares talked about the Dash funding and the bike shop located downtown.

NEW BUSINESS

- A. Back-Up Server Equipment Award.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase Dell backup server equipment. The equipment requested would replace two backup devices that have reached their end of life cycle. The new equipment, PowerVault MD1200 and Power Edge R730, will have sufficient capacity to support the expected needs of transit's backup/restore requirements and business continuity expectations.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to purchase Dell backup server equipment from Dell in the amount of \$30,666, inclusive of tax.

- B. Landscaping and Grounds Maintenance Services Extension.** Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with American Landscape Services for landscaping and grounds maintenance services at Intercity Transit facilities. It's the second one-year renewal, and the service rates will remain the same as the original contract.

Gilman asked if staff inquires whether the employees are hourly or subcontractors. Is there any way of knowing who does the work? Cunningham said American Landscape is a local family-owned company, and they do not have subcontractors.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to authorize the General Manager to enter into a one-year contract extension with American Landscape Services to provide landscaping and grounds maintenance services at Intercity Transit facilities in an amount not-to-exceed \$47,002, including taxes.

- C. Security Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented for consideration a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit centers for a period of one year. The initial contract term was for one year, with three one-year renewals. This is the second one-year renewal. Rates under the renewal reflect a 2.4% increase.

Melnick asked what Pierce County Transit pays security staff per hour. Cunningham said the new hourly rate under the contract is \$17.61/hour for regular

Intercity Transit Authority Regular Meeting

April 5, 2017

Page 4 of 11

services; and \$26.42/hour for holiday hours/overtime. This increase allows them to maintain their ratio of 65.3%.

Messmer asked if Intercity Transit changed the hours of service at the Olympia or Lacey Transit Centers or has there been any consideration of making changes due to problems of not having security when security is not present. Cunningham said the hours of service have remained the same and she is not aware of any considerations of changing the hours. Operations Director, Jim Merrill, said hours have not been changed for several years; however, there will be a review for the 2018 budget. And he is not aware of any major problems.

Gilman asked if these are the rates in which the agency is billed. Do we know how their staff is compensated? Cunningham said the labor ratio of 65.3% of the billing rate is salary.

Clarkson recalled when the Lacey Transit Center was newly built there were some security failures until the electronic security system was installed. Is that system still functioning and has there been much in the way of problems outside of these specific hours? Merrill said a few years ago fiber optics was installed from the Lacey Transit Center to the Dispatch center so everything is viewed in real-time. That installation provides cameras 24/7 and has had a big impact and cut down on problems.

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one year in an amount not-to-exceed \$194,116.

- D. ECO 60 Vehicle Lift Upgrades.** Procurement Coordinator, Katie Cunningham, presented for consideration a sole source purchase for gear mechanism upgrades to three ECO 60 Vehicle Lifts in the Maintenance facility. Five ECO 60 Vehicle Lifts were originally purchased/installed in 2006. Two of these lifts were upgraded and this purchase fulfills similar upgrades to the remaining three lifts. The lifts in Bays 5, 15 and 16 require upgrades to ensure Intercity Transit doesn't continue to experience equipment problems which hinder productivity and safety.

It was M/S/A by Councilmember Clarkson and Councilmember Carmody to authorize the General Manager to issue a purchase order to Northwest Lift & Equipment, LLC for gear mechanism upgrades to the ECO 60 Vehicle Lifts in Bays 5, 15, and 16 of the Maintenance facility in the amount of \$33,620, including tax.

- E. Gordon Truck Centers Site Lease Agreement.** Procurement Coordinator, Tammy Ferris presented for consideration a lease agreement to secure temporary storage space at Gordon Truck Centers' property for storing vehicles off site during the construction of the Pattison Base Improvements – Underground Storage Tank project. In order to accommodate the underground storage project, vehicles need to be moved offsite. Several storage options were considered and this location best meets the needs of the agency, including a secure and staffed yard with good access.

Staff reached out to public and private companies such as the City of Olympia, Thurston County, the school districts, Puget Sound Energy, Capcom, and Century Link. Staff originally negotiated a lease agreement with Century Link for a 6-month term under a \$10,000 flat term. However, staff realized the need to store more vehicles for a longer period of time. Staff was working with Century Link to make those changes. However, Century Link rescinded their offer due to recent staff changes and reorganization within their company. Not moving the vehicles off site impacts the construction of the Underground Storage Tank project.

Messmer asked how often will vehicles need to be moved or changed out, and what type of vehicles will be stored at the property. Ferris said an analysis was conducted and the vehicles will consist of overflow vehicles and the amount of traffic going back and forth will be limited to 5 or 6 times a month.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to enter into a short-term lease agreement with Gordon Truck Centers to lease space at property located at 13232 Case Road SW, Olympia, Washington for \$4,160 per month.

- F. Pattison Base Improvements – Underground Storage Tank Contract Award.** Procurement Coordinator, Tammy Ferris, presented for consideration a contract award to Rognlin's, Inc. for the Pattison Base Improvements Underground Storage Tank project.

A bid submitted by Pease Construction, Inc. (Pease) in the amount of \$5,099,321.00 appeared to be the low bid at the time of the bid opening. Shortly thereafter, Pease formally notified Intercity Transit staff that their bid included a significant math error in their bid calculation. In accordance with RFB provisions, Pease timely requested to withdraw their bid from further consideration, as an error of this magnitude would result in severe financial loss to their company. Staff reviewed the supporting documentation and disqualified Pease based on their written request to withdraw their bid from further consideration. Consequently, Rognlin's was determined the lowest responsive and responsible bidder in accordance with the bid procedures.

Further evaluation of their bid submittal documents and reference checks indicated that Rognlin's is a responsive and responsible construction firm. Rognlin's has expertise and a solid reputation in construction, with significant experience working on a wide variety of public work projects similar in size and complexity. Staff is confident in their ability to construct and complete the project and recommends award of the contract to Rognlin's. The low bid as recommended for award at \$5,343,760 is 22% below the Engineer's estimate.

Messmer asked about the anticipated completion timeframe. Ferris said originally it was 120 working days for the construction contract. According to Rognlin's it most likely will be eight months. There is a pre-construction meeting on April 21 where staff will get a better idea of the schedule.

Clarkson asked about the difference between the original low bid that was dropped and the acceptable low bid which is still a large difference from the Engineer's estimate. Has that been rectified as to why the difference exists? Ferris said staff conducted an analysis and the firm that did the engineer's estimate was basing the cost on construction primarily on Seattle area projects, and not looking locally at the Olympia area. They also included contingency in the estimate and it was suggested that amount should not have been considered in the estimate. In addition, the timing of the bid was conducive to good pricing. We got the bid out early and that can be a significant factor in bid pricing. The City of Olympia has received similar good bid pricing.

It was M/S/A by Councilmember Carmody and Councilmember Gilman to authorize the General Manager to enter into a contract with Rognlin's for the Pattison Base Improvements - Underground Storage Tank (UST) project in the amount of \$5,343,760, including taxes.

- G. 2017 Bicycle Commuter Challenge Update.** Duncan Green, Bicycle Commuter Contest, provided the results of 2017 Winter BCC and progress on the 30th Annual Bicycle Commuter Challenge. Green noted this is the 12th year Intercity Transit has hosted the event, and it's Green's 9th year coordinating the event.

The Winter Bicycle Commuter Challenge (BCC) runs the full month of February. This year, 225 people registered for the event, and 8 people won prizes in random drawings and a photo contest on International Winter Bike to Work Day.

Registration is now open for the 30th Annual Bicycle Commuter Challenge and public outreach is ongoing. Intercity Transit kicked off the event with a new name (Bicycle Commuter Challenge) and a new website which allows participants to sign-up and record their bike trips online.

Intercity Transit Authority Regular Meeting

April 5, 2017

Page 7 of 11

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. 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.

Carmody asked how a business becomes a sponsor and what does it cost. Green said businesses contact him or he'll reach out to them. Each sponsor is asked to contribute something worth at least \$350 in value, such as discount coupons, prizes, cash or merchandise, i.e. gift cards.

Carmody suggested Intercity Transit look into sponsoring bike races, or some type of sporty bicycling events. These types of events can draw in a lot of money. Green said the Capital Bicycling Club organizes some rides, but not specifically races; and there's another event called Capital Grand Fondo, which is an unofficial race.

Messmer said the Mountain Biking Group puts on competitive events. She indicated that racing events are very "volunteer heavy" in terms of how many people it takes to put the event on. Intercity Transit's sponsorship of the BCC has focused on commuter related support.

Gilman asked about the t-shirts for the BCC. Green said the shirts are ordered in short sleeves, however, he offered the shirts with long sleeves only a few times. Green has created the artwork for the shirts since 2012. The type of material has been a polo shirt for color and texture; however, he's received requests for technical fabric vs. cotton. He ordered a sample of the technical fabric and tried wearing it and it wasn't comfortable. One year he tried organic but they are only available in four muted colors. Currently, the shirts cost \$10 each and can be purchased at the Olympia Transit Center. However, if you sign up for Crank IT you get the shirt for free.

Messmer suggested previous BCC art (posters and shirts) be shared during the Artswalk event.

H. Annual Planning Session. Freeman-Manzanares offered several dates to help the Authority select a date for the Annual Planning Session. Each of the dates represents a Friday, and the event will be held in the Board Room. Potential dates included July 14, August 18; September 8; 22; and October 20.

Intercity Transit Authority Regular Meeting

April 5, 2017

Page 8 of 11

The Authority selected either July 14 or August 18. Freeman-Manzanares will check with Commissioner Blake and notify the Authority at the next meeting which of the two dates works best for him.

Freeman-Manzanares said the Chair and Vice Chair reviews and makes the final selection of the facilitator. She asked the Authority if they had a recommendation for who should facilitate the Planning Session. Melnick recommended Jason Robertson, who facilitated the 2016 Session. He said Robertson is an excellent facilitator, and he has a keen understanding of all that is going on in government which adds a lot to the process.

Freeman-Manzanares asked if the Authority would like to identify topics. Melnick said the Authority should have some sense of what is happening with funding; and grasp a better understanding of what is happening with the price of fuel.

Messmer said the prospect of how the Authority manages and continues to move forward in uncertain financial times, and how to prioritize so that they are getting what they need and want done in the short run in the face of being “on our own” in a constrained environment. Authority needs to focus on priorities and still move ahead and provide what we can with this uncertainty.

Sullivan said to use lessons learned from other transit agencies and look for ways to find funding without creating a firestorm of public opinion.

Gilman asked in regards to the public process and reaching out to get community input, if there will be a separate work session to look at those results. Freeman-Manzanares said staff will provide multiple sessions with the Authority to provide results and feedback.

Melnick said perhaps staff could provide an update on the progress of the Thurston Economic Alliance.

GENERAL MANAGER’S REPORT

The Federal Transit Association’s Triennial Audit was completed last week and Intercity Transit passed with zero deficiencies. The FTA auditors indicated they have never seen a system that did not receive any findings. Staff deserves much credit for this accomplishment. A member requested information on whether or not FTA issues statements on audit results. Freeman-Manzanares will inquire whether the FTA issues any statements showing results that can be shared.

Intercity Transit Authority Regular Meeting

April 5, 2017

Page 9 of 11

This week, Eric Phillips, Steve Krueger and Thomas Van Nuys attended the APTA Fare Collection and Revenue Management and TransitTech Conference in San Antonio. Their feedback will assist in the exploration of that process.

Freeman-Manzanares, Jim Merrill, and Heather Stafford-Smith and members of the ATU and IAM will attend the Labor and Employment Relations Association (LERA) conference in Seattle April 6 and 7.

The National Roadeo is scheduled for the weekend of May 5, 2017, in Reno. Intercity Transit will be represented by Rob Wood of Operations; and the Maintenance Team Joe Bell, Grant Swidecki, and James Bush, as well as Coaches David Dudek and William Snyder.

Staff is exploring dates to host Intercity Transit's 2nd annual Roadeo this summer.

Intercity Transit will have a booth at the Nisqually Home and Garden Show, April 29 and 30. Authority members, CAC member and staff are all encouraged to help seek public input at the event.

Intercity Transit is providing public transportation opportunities for an event sponsored by the County entitled, "Civic Pride Honor Roll" which honors individuals who maintained a perfect voting record for over 50 years. Emily Bergkamp has taken the lead on this event.

Intercity Transit provided transportation for the City of Tumwater – Tumwater University. Freeman-Manzanares reminded the Authority that Intercity Transit can provide jurisdictions with transportation services for official Council functions.

The agency is participating in the development of the County Hazard Mitigation Plan. The plan has been released for public comment. Intercity Transit will bring the agency's annex to the Authority in support of the document this summer.

There are 176 active vanpools.

One of the Village Vans participants was hired by Medline and is starting the first Medline vanpool. Medline is currently located in Sumner and employs 140 people. They will be moving to a 750,000 square foot facility in Hawks Prairie and plans to hire 60-80 more employees. Intercity Transit is assisting employees from Thurston County to vanpool to Sumner, and will help Pierce County employees vanpool to Thurston County when the move is completed. Medline is offering a \$50 stipend, cash bonuses and reserved vanpool parking.

Intercity Transit Authority Regular Meeting

April 5, 2017

Page 10 of 11

Staff met with the Operations Manager at Conduent (formerly Xerox) regarding the startup of new vanpools. This is especially timely as a number of their employees use the Sound Transit 592 route to work.

Vanpool Manager, Carolyn Newsome, gave a presentation at the Veteran's Transportation Forum at the Lacey Hub and at the JBLM Military Affairs meeting. This was designed to assist veterans and their families with transportation to critical appointments. The forum helped identify a need in Thurston County, map and pull together existing resources and plan solutions for any gaps.

Carolyn Newsome joined the JBLM GoRideshare Board as the new Co-Chair, sharing duties with Pierce Transit staff. They are developing the Board's work plan and performance measures.

The State Senate and House Budgets include \$375,000 in DASH operational dollars. The two Regional Mobility Grants (for the extension of the 612 commuter service and the Pattison Street Facility) are in the Governor's, Senate's and House's Budget.

Clarkson asked about the Community Action Council, and Freeman-Manzanares said they were awarded a surplus van grant. They are dedicating time from one of their staff and reorganizing how they schedule meetings for their participants in order to use the van to transport people to their new location, where there is currently no public transportation.

AUTHORITY ISSUES

Gilman invited anyone attending the BCC kick-off, and the Earth Day Market Ride to go across to the Lott Wet Science Center. They are hosting an Earth Day Celebration including high school students who will be competing in presentations moderated by Gilman, with prizes offered by Intercity Transit.

Gilman clarified his concern about the Landscape and Security contracts. He thinks generally more diligence is needed on services contracted to consider whether people are direct employees and what sort of compensation they receive. He noted the landscaping contract reports 4 to 6 workers to L & I and they have contracts all up and down the south end of I-5 with large-size crews. It is typical in his work experience, especially with big crews, that they are not actually on the books. More diligence seems to make sense if we're not going to direct-hire work.

Clarkson thanked Intercity Transit for providing bus passes to a group of citizens visiting from Poland, who are avid bus riders. They were very impressed with the Olympia area and the transit system.

ADJOURNMENT

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to adjourn the meeting at 6:57p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: May 3, 2017.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
April 19, 2017

CALL TO ORDER

Chair Debbie Sullivan called the April 19, 2017, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Virgil Clarkson; Citizen Representative Don Melnick; Citizen Representative Ryan Warner; Labor Representative Art Delancy.

Members Excused: City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody;

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Suzanne Coit; Paul Koleber; Pat Messmer; Jim Merrill; Eric Phillips.

Others Present: Citizen Advisory Committee member, Billie Clark.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to approve the agenda as presented.

PUBLIC COMMENT – None.

PUBIC HEARING 592 AND 609 EXPRESS ROUTES.

Planning Manager, Dennis Bloom, provided an introduction to the Public Hearing to consider elimination of the demonstration Routes ST 592 and IT 609. He referred to the handout of Public Comments received to date as of 4 p.m. He indicated 32 written comments were received; 13 of those comments pertain to Route 592 and 19 were comments that pertain to Route 609.

Chair Sullivan opened the public hearing at 5:34 p.m.

Intercity Transit Authority Work Session

April 19, 2017

Page 2 of 9

Sean Pugh – 4701 8th Avenue NE, Lacey, WA: Mr. Pugh is a frequent rider of Route 592. He said he will miss the Sound Transit going to/from Olympia because he was able to use the ORCA card and did not have to carry exact fare. He believes besides adding the replacement trips, he would like Intercity Transit to consider equipping buses with a Smart Card Reader so riders don't have to carry exact fare all of the time.

Sue Pierce – 4820 27th Ct SE, Lacey, WA: Ms. Pierce is a long time 603/605 rider commuting to Tacoma for the past 15 years. She is sorry to see the 592/609 ridership was not up to the numbers many hoped it would be. She understands that was a specific grant, and when the grant went away there is no money in Intercity Transit's budget to continue subsidizing routes that do not have the ridership when there are so many other needs within the PTBA. However, looking forward and looking to what may happen, she supports the proposed route changes to the 612, if that mobility grant comes in through the legislature this year. She thinks this is a nice start and she knows the Planners have worked hard and have offered a couple of options, one which does include the Hawks Prairie Park-and-Ride, and she encourages considering Option 2 as the one of the stops because that will encourage people from that part of the county or people who want to use the 612 will have a park-and-ride option.

Diane Gilcrease – 8615 28th Way SE, Olympia, WA: Ms. Gilcrease has been riding the 609 for over a year. She catches the bus at the Hawks Prairie Park-and-Ride. She said the Route 612 option would work well in the morning; however, in the evening the latest route is too early for most riders – it's the busiest routes. Perhaps one of the routes in the daytime could be moved to later. There is no other way to get to the Hawks Prairie park-and-ride.

Kate Schulk – 4206 N 15th Street, Tacoma, WA: Ms. Shaw lives in Tacoma and has worked for the state for 5 years. She is a frequent rider of the morning route. She lived in Olympia prior to moving to Tacoma. She has been delighted with the service between Pierce County and Thurston County. She thanked the Authority. She got familiar with Routes 609 and 603 in the morning. Those were options that were available for her, and she appreciates that another option is being offered that appears workable. She was taking the 5:57 a.m. to the 6:57 a.m. options and she felt that ridership was pretty high and most of the people when she was catching the 6:27 a.m. bus knowing there was the 6:35 a.m. from the 603 that came from Tacoma. A lot of riders were taking that because the 603 was always full. The bulk of riders is between 6 a.m. and 7 a.m. She is wondering if there could be a route that doesn't start so early as 5:45 a.m. Perhaps there is something in the middle between that and 6:30 a.m.

Chair Sullivan closed the public hearing at 5:43 p.m.

CITIZEN ADVISORY COMMITTEE REPORT.

CAC member, Billie Clark said the CAC met April 17. Clark said the members received a presentation from Duncan Green on the Bicycle Commuter Challenge. She said the presentation by Dennis Bloom on the Community Conversation and the survey drummed up a good conversation. Each CAC member provided their feedback about each question on that survey. She said she found the survey quick and painless. Clark said the survey conversation took up a major portion of the meeting. She said the process was encouraging to see that everyone had something to say, it was thoughtful and a lot of good comments and ideas came to the surface.

Karen Messmer attended the CAC meeting and said as the Authority goes into their strategic planning discussion and beyond, the ideas she heard from the CAC will start to flow into that it was the beginning of and forms the strategic planning conversation.

SET PUBLIC HEARING 2018-2021 TIP

Development Manager, Eric Phillips, explained that on an annual basis the agency goes through a federally required process of establishing the Transportation Improvement Program (TIP). Every project that receives federal funds has a placeholder on the list. Phillips asked for the Authority to consider scheduling a public hearing for May 17, 2017, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2018-2021 TIP.

Phillips said 2018-2021 TIP includes projects identified in the Strategic Plan. Phillips reviewed the schedule. He noted the biggest change from 2016 was bringing projects forward in which the agency had not identified federal funding. That included the Pattison Maintenance, Operations & Admin facility expansion & rehab.

Phillips reviewed the projects listed on the schedule.

- 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;

Intercity Transit Authority Work Session

April 19, 2017

Page 4 of 9

- 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.

Messmer said as this moves through the process and goes to the Thurston Regional Planning Council, it is useful informational for others within the region to see what is taking place at Intercity Transit.

Clarkson recalls when there was concern in regard to federal appropriations, especially with the purchase of buses. He asked if that has changed, especially with the new administration. Freeman-Manzanares said there was longer term funding identified and approved by Congress in December 2015. This followed a four year period in which there was no Bus and Bus Facility dollars available. This five year package was significantly smaller than previously appropriations. Public Transportation is not a priority in the new presidential budget. President Trump has made comments to the effect that public transportation is a local issue and should be addressed/funded locally.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Citizen Representative Warner to schedule a public hearing for May 17, 2017, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2018-2021 TIP.

2018 - 2023 STRATEGIC PLAN POLICY POSITIONS.

Freeman-Manzanares conducted a first review of the 2018-2023 Strategic Plan. 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.

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

Messmer said there has been a major focus on northwest Lacey, but she would like to see the data for other areas. She is curious about the potential of changing how some routes may/may not operate in order to expand or change services. She is looking forward to the data and analysis from the consultant. She noted there has been discussion about how in some instances it’s hard to get from here to there, and

the number of transfers it takes, for example within the Lacey area – is there a bus that connects north/south? How might we better connect people to the places they need to go more quickly? On the other hand, the agency can't add hours without a source to pay for them.

Warner would like more data to understand prominent origins and destinations of trips. Where business and schools have popped up that are increasing the trips from those origins to those destinations.

Clarkson was approached by a group of citizens who expressed concern about the lack of public transportation not only in northeast Lacey but also north of I-5. Construction is currently taking place in Lacey and it is anticipated there will be 4,000 additional residential units in the near future. We need to plan for public transportation now. People, and most especially local jurisdictions, need to have a realistic perspective of what it's going to take to have better public transportation coverage throughout the service area.

Warner suggested as the Authority discusses the needs of the agency, staff keep a running list of what those needs are with the assumption that Intercity Transit may not get to all of them, and they may not be within the agency's grasp. However, there may be an opportunity for great partnerships in the future for non-profits or other organizations to participate as a partnership.

Clarkson said according to the Office of Financial Management the population of the City of Lacey is at 48,000 in which 35 to 38 percent are over 50 years old. Lacey is becoming a great place to retire and that will necessitate the need for additional public transportation with more frequency.

Authority direction for 2018 is 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?

Messmer said she would like the Intercity Transit Chair and/or members of the Board to meet with the members of the Pierce Transit Board to allow them to hear how important this issue is for Intercity Transit. The Authority members agreed.

Warner said the Intercity Transit Board and staff needs to work to establish a stronger funding source for those regional trips than the current one with the state.

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?

Warner said he'd like to see Intercity Transit promote the Dash and work with the capital campus staff to find ways to encourage legislative staff onto the Dash. The Dash is used for lunch, however, they don't appear to be using the morning or evening bus.

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.

Commissioner Blake arrived.

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

Warner asked what do the ridership levels look like on the potential express routes. Is there high enough ridership that on one end of the express route it would be worth it to add another bus? Freeman-Manzanares said the planning analysis may help provide that information.

Melnick said the South Sound Center is not that busy, and commuters could potentially use the parking lot and use the bus to go downtown.

Authority direction for 2018 was 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?

Messmer said a phrase was brought up at the recent CAC meeting that applies to this part of the long range plan, "That we need to work on transit being time competitive with driving a car." How can Intercity Transit make the bus move fast enough at least in some places to be competitive with vehicles? How else can the agency give some advance to buses? Perhaps that entails dedicating a current lane just for buses during high peak times of the day.

Authority Direction for 2018 is to implement the pilot signal preemption project in the Martin Way and Capital corridors. 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?

Messmer said a CAC member suggested having a pass program at the schools similar to that of Evergreen College. Schools should conduct a required class for students on how to ride the bus. Students should be the age where they don't have a driver's license yet, but parents think it's acceptable for them to ride the bus. The schools would then partner with Intercity Transit to provide passes upon completion of the class.

Warner would be interested in hearing from parents about what they consider an acceptable age for children to ride the bus.

Sullivan said the Tumwater City Council has been having meetings with the Tumwater School District and she suggested the Authority conduct an annual meeting with the school districts to get the ball rolling.

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?

Messmer said to continue to look for opportunities to provide bike lockers and racks. Ask the public if they would use a bike for the last mile. Figure out ways to leave a bike behind.

Authority Direction for 2018 is 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?

Melnick said to keep abreast of technology like electric buses.

Warner supports replacement of the current CAD/AVL system because it needs an upgrade from a disability perspective.

Messmer said as she thinks about technology and future systems, she thinks of how the fare system might operate. Freeman-Manzanares said staff is looking at updating fare box technology.

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 is to continue to focus on community outreach and engagement and aggressively market its services.

GENERAL MANAGER'S REPORT

Freeman-Manzanares asked the Authority if they wished to cancel the July 5th meeting as it is the day after the national holiday. Due to potential quorum concerns, staff can plan appropriately to address issues both before and after the July 5th meeting. Staff will bring a motion before the Authority at the May 3, 2017, meeting.

The Annual Planning Session is scheduled for Friday, August 18, 2017.

The Second Annual Intercity Transit Roadeo will be held Sunday, July 23, 2017, at the Olympia Airport. Staff hosts a BBQ afterwards and all Authority members are more than welcome.

The Transit Appreciation Day event is scheduled for Wednesday, August 9, 2017, from 10 a.m. until 4 p.m. in the bus yard. The award ceremony begins at noon.

AUTHORITY ISSUES

Messmer said entries for the July 4th Tumwater parade are open, and she would like Intercity Transit to participate.

Melnick will be out of state for the month of May and unable to attend the Authority meetings.

Melnick said an acquaintance of his used Dial-A-Lift and was very impressed with the service.

Warner said on Tuesday, April 25, 2017, he and Emily Bergkamp will be in Leavenworth, conducting a training exercise on how to talk to your Board Members about the American's with Disabilities Act. Please email Warner with any ideas or thoughts.

Warner said the Washington State Department of Transportation statewide conference will be held August 6 through August 9 in Everett, WA.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 7:26 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

Pat Messmer
Clerk of the Board

Date Approved: May 3, 2017

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Everett Gage

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

**Confederated Tribes of the
Chehalis Reservation**
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

**North Thurston Public
Schools**
Chuck Namit

Olympia School District
Justin Montermini

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Joe Downing

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

**Economic Development
Council of Thurston County**
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, May 5, 2017

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- Approval of Minutes – April 7, 2017
- Approval of Vouchers
- Approval of RTIP Amendment 17-05
- Approval of Indirect Cost Proposal

North Lewis County Industrial Access Update

PRESENTATION

The North Lewis County Industrial Access (NLCIA) project will identify ways that transportation can support industrial job growth and retention in the north Lewis and south Thurston County areas. Technical analysis is wrapping up, revealing a suite of strategies to improve transportation access and freight mobility in this area.

MPO Boundary Discussion

1ST REVIEW

Our Metropolitan Planning Organization (MPO) boundary currently covers roughly the cities of Lacey, Olympia, and Tumwater and the adjacent 20-year growth area. Staff will present an overview of the pros and cons of changing to a county-wide metropolitan planning area.

Request to Reauthorize CMAQ Regional Transportation Grant

1ST REVIEW

Intercity Transit requests TRPC reauthorize \$63,050 in Congestion Mitigation & Air Quality (CMAQ) Improvement grant funds from the "Sustainable Public Transportation – A Community Conversation Project" (awarded in 2015) to the "Bus Stop Enhancements for Safety and Accessibility Project" (awarded in 2016). TRPC will review this request in May and take action in June.

RTIP Amendment 17-06

1ST REVIEW

WA State Dept. of Transportation has requested an amendment, in order to add a new project. The project title is SR 8/W of Mox Chehalis Rd to E of Winslow Dr SW – Paving project, and includes design and construction. This is a paving project which will raise the pavement condition rating to within adopted standards. TRPC will be asked to take action on the proposal in June.

Ethics Policy & Nondiscrimination Policy

1ST REVIEW

TRPC receives federal transportation funding, and therefore must have a written ethics policy. The policy, which was last adopted by the Council in 2006, has been extensively re-written based on guidance from the Association of Metropolitan Planning Organizations (AMPO). TRPC will review this request in May and take action in June.

TRPC 50th Anniversary

DISCUSSION

Council will continue to discuss TRPC's 50th Anniversary.

Mid-Year Program Update

INFORMATION

Staff will provide an update on progress and current activities on Council priorities and Work Program activities. Feedback from members and any revised staff direction will be discussed.

Council Retreat

DISCUSSION

This year the retreat is scheduled for June. This agenda item will provide an opportunity for an open discussion on issues and areas the Council would like to cover in this year's retreat.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

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 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

Intercity Transit Citizen Advisory Committee

April 17, 2017

Page 4 of 8

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.

Intercity Transit Citizen Advisory Committee

April 17, 2017

Page 7 of 8

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

Intercity Transit Citizen Advisory Committee

April 17, 2017

Page 8 of 8

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 that issue have been integral to our workplan 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 AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: May 3, 2017

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5837

SUBJECT: Transit Advertising Services

1. **The Issue:** Approve the award of a contract for Transit Advertising Services.

2. **Recommended Actions:** Authorize the General Manager to enter into a Contract with Lamar Transit, LLC (Lamar) Outdoor for Transit Advertising Services with a minimum annual revenue guarantee of \$300,000 or \$1,500,000 over five years.

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

4. **Background:** The Transit Advertising Services contract generates revenue for Intercity Transit. The advertising contractor manages all advertising related activities for our motor coaches and Dial-A-Lift vans. In return, the contractor pays Transit a share of the advertising revenue.

Staff issued a Request for Qualifications and Proposals for Transit Advertising Services on March 9. Ooh Media, LLC (Ooh Media) and the incumbent Lamar, submitted responses by a due date of March 30, 2017. Staff evaluated the proposals and determined Lamar was the responsive and responsible proposer offering the greatest overall value to Transit.

Both proposers guaranteed a 55% net revenue sharing percentage although Lamar offered a minimum annual guarantee of \$300,000 as compared to \$200,000 from Ooh Media. The minimum annual revenue guarantee offered exceeds that of the previous Transit Advertising Services Contract by \$50,000.

Because of the increased minimal annual guaranteed revenue potential and the history of success with Lamar as our service provider, staff recommends the contract be awarded to Lamar.

5. Alternatives:

A. Authorize the General Manager to enter into a contract with Lamar, Transit, LLC for Transit Advertising Services with a minimum annual revenue guarantee of \$300,000 or \$1,500,000 over five years.

B. Defer action. Our current advertising contract expires May 31, 2017.

6. **Budget Notes:** This contract will provide a minimum annual guarantee of \$300,000 or 55% of net advertising revenues, whichever is greater. The contract may be extended to not more than five years which would, at a minimum, result in \$1,500,000 in Transit advertising revenue.
-

7. **Goal Reference:** **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage use of services."*
-

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: May 3, 2017

FOR: Intercity Transit Authority

FROM: Dennis Bloom, 705-5832

SUBJECT: Adoption of Changes: Routes ST 592x, IT 609 and IT 612

-
- 1) **The Issue:** Consider elimination of demonstration Routes ST 592x and IT 609 and increase service trips on Express Route 612.
-
- 2) **Recommended Action:** Adopt recommended service changes as presented with the final day for current grant funded services continuing thru 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.
-
- 3) **Policy Analysis:** Agency policy requires a public review process occur before the Authority approves proposals that change a route by 10% or more.
-
- 4) **Background:** Intercity Transit has operated two 'demonstration' routes since September 30, 2013, with 80% funding assistance from two WSDOT Regional Mobility Grants. One is the extension of Sound Transit's Route 592 to Olympia/Lacey from their regular DuPont to Seattle service (\$1.1M Operating). The second is Intercity Transit's Route 609, service between Tumwater and Lakewood (\$2.4M Operating/\$1.7M Capital). On March 1, 2017, staff briefed the Authority regarding the costs of this demonstration service, and ridership history. At that time the Authority authorized a public hearing and requested that staff solicit rider input regarding the proposed changes.

In light of public comments received at the April 19th public hearing on the proposed service changes, staff adjusted the proposed schedule for new service. This includes better alignment of trip times with current ridership patterns for early morning and late afternoon commute trips and consideration of transfers made by riders (on Capitol Way) to local routes that serve state agency facilities in Tumwater that Route 609 currently serves.

Staff recommends adoption of the following:

- 1) **Elimination of Routes ST 592x and IT 609.** Grant funding for these services ends June 30, 2017, and operating costs cannot be covered without reductions to current Local or Express service. In addition, average ridership on both routes is far below minimum standards for Express service.
- 2) **New Service.** Implement revised schedule to provide 13 additional trips per weekday to Route 612. New service would be funded utilizing WSDOT grant

funds over the next two biennium (4 yrs). The added trips will replace a few 'better than average' ridership trips that Route 609 has, as well as fill some mid-day service gaps. Also, recommend Option 2 (of the new proposed Rt 612 trips), which maintains service at the Hawks Prairie Park & Ride Lot (NE Lacey). The lot is currently being served by Routes 592x and 609. The total estimated operating cost for the added trips, (over 4 years) is approximately \$2,553,600. The grant covers 80% of operating cost with a 20% local match of approximately \$510,716.

In anticipation of the WSDOT grants ending June 30th, Intercity Transit applied for and has been recently notified that a new round of Regional Mobility Grant funds will help fund the addition of 13 trips to Route 612, (service between Olympia/Lacey and Tacoma/ Lakewood). Some of the proposed new trips are aligned to a few Route 609 trips that have better than average ridership. We anticipate this will help lessen the impact of the service loss. No additional grant funding though was available for the ST 592x, but Sound Transit will continue to operate this route between DuPont, Lakewood and Seattle.

We anticipate receiving WSDOT approval of the Regional Mobility Grant funds in time to implement the added Route 612 trips on July 3, 2017.

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

6) **Budget Notes:** Additional vehicle service hours are currently not identified in the 2017 Budget. Any additional service hours will require a budget adjustment.

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

8) **References:** Proposed July 3 schedule changes for Route 612 (adds 13 trips)

Public Process Schedule

- ✓ March 1, 2017: Request ITA set Public Hearing date: April 19, 2017. Proposed changes posted to web/social media, notification in updated Transit Guide.
- ✓ March 7-9, 13-14: Outreach/handouts to Rt 609 and 592 customers.
- ✓ March 15: ITA – staff presentation of proposed changes.
- ✓ March 20: Citizen Advisory Committee: staff presentation.
- ✓ April 19: Public Hearing, Intercity Transit (Olympia) 5:30 pm
- May 3: – ITA - Request for Adoption of proposed service changes.
- July 2, 2017 – Service Change date
- July 3, 2017 – First day of new/revised Olympia Express service

Express: Proposed Weekday Service

Effective July 3, 2017

These are the current proposed schedules for north and south bound Express service to be implemented on July 3rd, 2017. The schedule has been a part of the public review process, begun in early March, to consider the elimination of demonstration Routes ST 592x and IT 609 and the addition of 13 trips to Route 612. The proposed schedule has been adjusted a couple of times over the past month to better align the needs of current riders with the new trips.

For details about the proposed changes, please see Intercity Transit's website:
<https://www.intercitytransit.com/news/public-comment-rt-592-609>

Updated 4/27: Proposed Implementation July 3, 2017 Express: Proposed Weekday Northbound

Route Number	Turnwater: Labor & Industries	Turnwater: Israel & Nikolas	Olympia Transit Center / Bay M	Olympia: Capitol & 11th	Option 1 Lacey Transit Center / Bay L	Lacey: Martin Way P&R	Option 2 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	---	5:30	5:52	5:57	6:10	6:20
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 Moved to PM	---	---	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	1:00	---	1:05	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	---	---	2:00	2:05	---	---	2:20	2:42	2:45	3:00	3:15
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	---	---	3:35	3:40	3:50	---	3:55	4:22	4:25	4:40	4:50
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	---	---
612	---	---	5:00	5:05	5:15	---	5:20	5:47	5:50	6:05	6:15
603	---	---	5:15	5:20	---	---	---	6:07	6:10	6:25	6:35
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

^ Trip serves Lacey - Woodland Sq.

* 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

Trip adjusted to improve PM peak service

X:XX = Existing Trips

~~X:XX~~ = Trips to be eliminated

X:XX = Proposed New Trips

Option 1: Lacey Transit Center

Option 2: Hawks Prairie P&R

Express: Proposed Weekday Service

Effective July 3, 2017

Updated 4/27: Proposed Implementation July 3, 2017

Express: Weekday Southbound

					Option 2		Option 1				
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	Turnwater: Israel & Nikolas	Turnwater: Labor & Industries
	12	11	9	8	7	6	5	4	3	2	1
612	---	5:27	5:45	5:47	6:10	---	6:17	6:25	6:30	---	---
612	---	5:52	6:10	6:12	6:35	---	---	6:50	6:55	---	---
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	7:20	---	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	12:00	---	12:07	12:15	12:20	---	---
603	11:55	12:02	12:20	12:22	---	---	---	1:05*	1:10	---	---
612	Moved to AM	12:47	1:05	1:07	1:30	---	1:37	1:45	1:50	---	---
605	1:25	1:32	1:50	1:52	---	2:20*	2:27*	2:35*	2:45	---	---
612	2:10	2:17	2:35	2:37	3:00	---	3:07	3:15	3:20	---	---
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	3:30	3:37	3:55	3:57	4:25	---	---	4:40	4:45	---	---
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	5:05	5:12	5:30	5:32	6:00	---	6:07	6:15	6:20	---	---
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	---	---

^ Trip serves Lacey - Woodland Sq.

* 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.

X:XX = Existing Trips

X:XX = Trips to be eliminated

X:XX = Proposed New Trips

Option 1: Lacey Transit Center

Option 2: Hawks Prairie P&R

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

visit intercitytransit.com



Route 612: Proposed Additional Weekday Trips

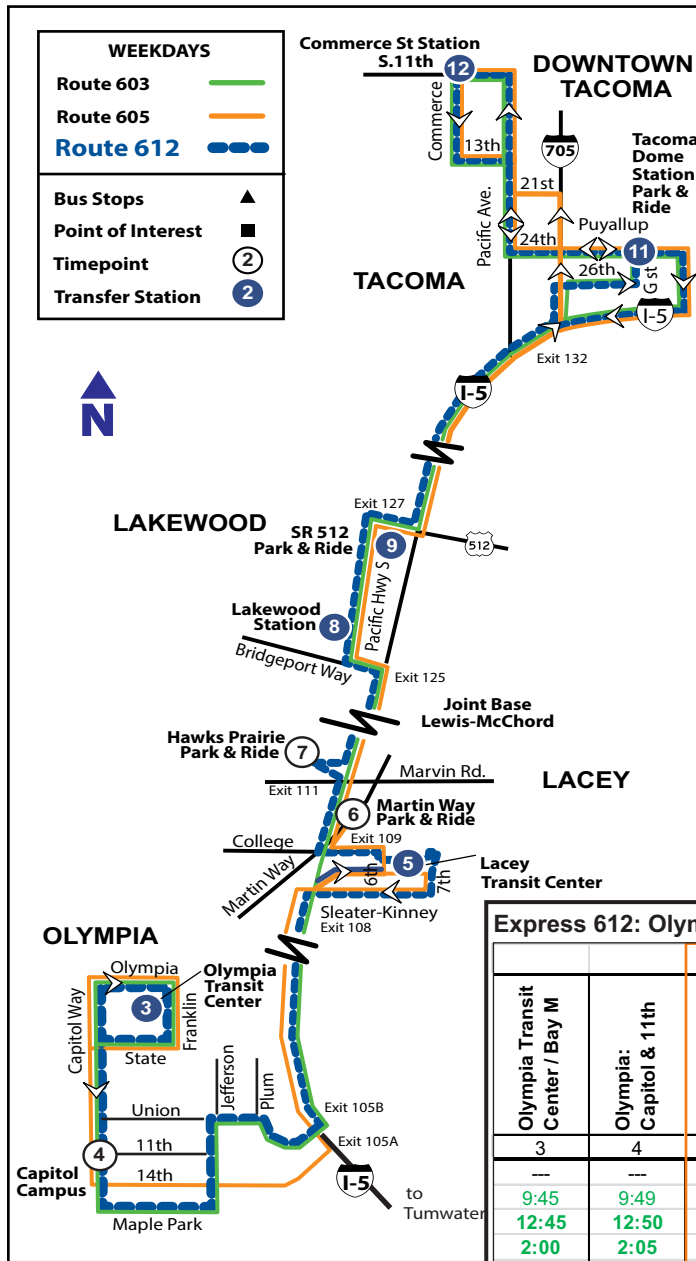
Effective: July 3, 2017

Funding of the additional Rt 612 demonstration service is provided, in part, by a WSDOT Regional Mobility Grant.

Intercity Transit Express Fare

Adult: \$3.00
Youth: \$3.00
Senior/Disabled: \$1.25*
*Requires Regional Reduced Fare Permit.

For additional information on Intercity Transit schedules, fares and passes, please visit www.Intercitytransit.com
Call: 360.786.1881;
WA Relay: 800.833.6348
or pick up a copy of our *Transit Guide*.



Express 612: Olympia to Tacoma

		Option 1	Option 2				
Olympia Transit Center / Bay M	Olympia: Capitol & 11th	Lacey Transit Center / Bay L	Lacey: Hawks Prairie P&R	Lakewood Station	Lakewood: SR512 P&R	Tacoma Dome Station - Zone G	Tacoma 10th & Commerce
3	4	5	7	8	9	11	12
---	---	5:25	5:30	5:52	5:57	6:10	6:20
9:45	9:49	10:00	10:05	10:27	10:30	10:45	10:55
12:45	12:50	1:00	1:05	1:27	1:30	1:45	1:55
2:00	2:05	2:15	2:20	2:42	2:45	3:00	3:15
3:35	3:40	3:50	3:55	4:22	4:25	4:40	4:50
4:15 ^A	4:20	4:35 ^A	---	5:12 [*]	5:15 [*]	5:30 [*]	5:40
5:00	5:05	5:15	5:20	5:47	5:50	6:05	6:15

Express 612: Tacoma to Olympia

				Option 2	Option 1	
Tacoma 10th & Commerce - Zone D	Tacoma Dome Station - Zone C	Lakewood: SR512 P&R	Lakewood Station	Lacey: Hawks Prairie P&R	Lacey Transit Center / Bay L	Olympia: Capitol & 11th
12	11	9	8	7	5	4
---	5:27	5:45	5:47	6:10	6:17	6:25
---	5:52	6:10	6:12	6:35	6:42	6:50
6:30	6:37	6:55	6:57	7:20	7:27	7:35
6:50 ^A	6:57	7:15	7:17	---	7:48 ^A	---
11:10	11:17	11:35	11:37	12:00	12:07	12:15
2:10	2:17	2:35	2:37	3:00	3:07	3:15
3:50	3:57	4:15	4:17	4:45	4:52	5:00
5:05	5:12	5:30	5:32	6:00	6:07	6:15

^A Existing trip serves Lacey - Woodland Sq

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

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

Light = AM Bold = PM

X:XX = Existing Trips

X:XX = Proposed New Trips

Option 1: Lacey Transit Center

Option 2: Hawks Prairie P&R

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: May 3, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel July 5th Authority Meeting

-
- 1) **The Issue:** Whether to cancel the July 5, 2017, regular meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, July 5, 2017, regular meeting.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
-
- 4) **Background:** At this time staff does not have any agenda items scheduled for the July 5, 2017 meeting. Given the lack of agenda items, staff recommends cancellation of the meeting.

If approved, staff will provide appropriate legal notice to the public.

-
- 5) **Alternatives:**
- A. Cancel the July 5, 2017 Regular meeting.
 - B. Maintain the schedule as it stands, and meet on July 5, 2017.
-

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: May 3, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2018 - 2023 Strategic Plan Policy Positions

-
- 1) **The Issue:** Second review of policy issues for the 2018-2023 Strategic Plan.
 - 2) **Recommended Action:** Discuss and provide staff direction.
 - 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. This typically takes place over several meeting sessions. This is the first of those meeting sessions.
-

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2017. Staff will walk through these issues in more detail at the meeting.

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

Authority Direction for 2017 was to focus on building the program to previous numbers of active groups and thereafter plan on adding an average of 10 new groups each year over the six years of this plan.

2. 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 2017 was to complete the Pattison Street UST project and renew focus on finalizing the design and obtaining the funds to complete the full renovation and expansion.

3. 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 2017 was to continue all four of these programs in future years.

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

Authority Direction for 2017 was to continue to improve its service to persons with disabilities focusing on travel training, bus buddies, improved bus stop locations and enhanced marketing.

5. Is the current fare policy appropriate?

Authority direction for 2017 was to retain our current fare structure and retain our policy to review fares every three years.

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

Authority direction for 2017 was to focus on an extensive community engagement and conversation to help define what public transit should look like in our community.

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

Authority Direction for 2017 was to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.

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

Authority Direction for 2017 was 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.

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

Authority Direction for 2017 was to maintain the current policy which is not to expand the PTBA.

10. 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 2017 was to bring together community stakeholders (schools, private business, non-profits, state and local governments) in having a greater role in providing alternative funding for transit services rather than relying on federal funding.

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](#)