

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**May 17, 2017**  
**5:30 P.M.**

**CALL TO ORDER**

- |            |  |                |
|------------|--|----------------|
| <b>1)</b>  | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2)</b>  | <b>INTRODUCE DENISE PAUL, CUSTOMER SERVICE REP</b><br>(Joy Gerchak)  | <b>5 min.</b>  |
| <b>3)</b>  | <b>PUBLIC COMMENT</b><br><i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. <b>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).</b> 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><br><br><i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | <b>10 min.</b> |
| <b>4)</b>  | <b>PUBLIC HEARING 2018-2021 TIP</b> (Eric Phillips)  | <b>10 min.</b> |
| <b>5)</b>  | <b>CITIZEN ADVISORY COMMITTEE REPORT</b> (Michael Van Gelder)  | <b>5 min.</b>  |
| <b>6)</b>  | <b>SHORT RANGE SERVICE PLAN/COMMUNITY CONVERSATION UPDATE</b> (Dennis Bloom, Thomas Wittmann & Jason Robertson)  | <b>60 min.</b> |
| <b>7)</b>  | <b>STRATEGIC PLAN GOALS &amp; ENDS POLICIES</b> (Ann Freeman-Manzanares)   | <b>30 min.</b> |
| <b>8)</b>  | <b>GENERAL MANAGER'S REPORT</b>  | <b>10 min.</b> |
| <b>9)</b>  | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |
| <b>10)</b> | <b>ADJOURNMENT</b>   |                |

*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](mailto: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).*

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 3  
MEETING DATE: May 17, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Eric C. Phillips, AICP, Development Director, 705.5885  
**SUBJECT:** Public Hearing - 2018-2021 Transportation Improvement Program

- 
- 1) **The Issue:** Take public testimony on the draft 2018-2021 Transportation Improvement Program (TIP) for anticipated federally funded projects prior to proposed ITA adoption on June 7, 2017.
- 
- 2) **Recommended Action:** Consider public testimony.
- 
- 3) **Policy Analysis:** Federal grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.
- 
- 4) **Background:** On April 19, 2017, the ITA scheduled a public hearing on the draft 2018-2021 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The draft 2018-2021 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2016-2021 Transit Development Plan*, and the *2017-2022 Strategic Plan*. Both of these documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2018-2021 TIP include:

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

- Funding for operating services and capital replacement of vehicles within the Seattle- Tacoma Everett metropolitan area utilizing “earned share” formula funds for approved projects supporting vanpool vans and commuter coach operations.

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

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

---

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

---

6) **Budget Notes:** The TIP reflects projects that could be considered for 2018 through 2021 annual Intercity Transit budgets.

---

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #4:** “Provide responsive transportation options within financial limitations.”

---

8) **References:** Exhibit 1 – Draft 2018-2021 TIP  
Exhibit 2 – May Rider News -TIP process & Website Copy

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

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

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

# RIDER NEWS

For information, contact Customer Service at **360.786.1881** or visit **[intercitytransit.com](http://intercitytransit.com)**

May 2017

## Public Comment Invited on Transportation Improvement Program



Intercity Transit seeks rider and public comment on its proposed 2018-2021 Transportation Improvement Program (TIP). The comment period ends with a public hearing on **Wednesday, May 17, 2017, 5:30 p.m.** at our business office, 526 Pattison St. SE, Olympia. If you need special accommodations to participate in the hearing, call us at **360-705-5860** three days prior to the meeting.

Please consider riding the bus, bicycling, or walking to attend the hearing. Routes 62A, 62B, 66, and Dial-A-Lift (for certified riders) serve stops near this location.

### What is the Transportation Improvement Program (TIP)?

The TIP represents our complete program of potential federally funded projects for 2018-2021. It includes projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

### Where Can I Get Materials?

You can get a draft copy of the TIP on our website or by contacting our business office at **360-786-8585**. The business office is open Monday through Friday, 8 a.m. - 5 p.m.

### Other Ways to Comment

If you cannot attend the public hearing, you can provide comment by:

- Mail: Development Director, Intercity Transit  
P.O. Box 659, Olympia, WA 98507-0659
- Email: [ephillips@intercitytransit.com](mailto:ephillips@intercitytransit.com)
- Phone: 360-705-5885

All comments must be received by **4 p.m. Wednesday, May 17, 2017** to be considered.



Intercity Transit will operate on **Sunday-level** service on **Memorial Day, Monday, May 29**. You can get schedule information at Customer Service, online, and in the Transit Guide.

Customer Service at the Olympia Transit Center will be open from **9 a.m. to 7 p.m.**

## Save Money and Buy a Summer Youth Pass!



Wondering how your child is going to get around this summer? Buy a Summer Youth Pass for \$20 (18 and under), valid on five transit systems from **Memorial Day, May 29 to Labor Day, September 4!** The pass is valid on Intercity Transit, Mason Transit, Clallam Transit, Grays Harbor Transit, and Jefferson Transit. Purchase the pass at the Olympia Transit Center, Ralph's Thriftway, Tim's Pharmacy in Yelm, or the cities of Lacey, Olympia, and Tumwater starting **Monday, May 15.**

The Summer Youth Pass gives flexibility to get to a summer job, visit family, and meet up with friends all summer!

If your child is unsure how to ride the bus we offer **free travel training**, teaching them practical skills for riding the bus safely and confidently. To schedule a travel training session call **360-705-5879** or email [traveltraining@intercitytransit.com](mailto:traveltraining@intercitytransit.com).

Contact Customer Service, **360-786-1881**, for more information.

## Lighting The Way Solar/LED Lights at Bus Stops



Have you seen the new solar/LED lights at our bus stops? If you haven't you will soon! The lights have been installed at 10 stops so far and 10 more will be installed throughout the summer and fall.

During the first phase of installation, lights are being installed in Yelm, Tumwater, Lacey, and Olympia. The first 10 bus stops were chosen based on ridership. We also had to make sure the lights have enough sunlight so it will recharge and be ready when you need it!

As we put more lights at bus stops, please let us know what you think by emailing [tellus@intercitytransit.com](mailto:tellus@intercitytransit.com) or calling Customer Service at **360-786-1881**.

There are two features on the light. One button lights up the stop for you while you're waiting. The other is a light to signal the bus driver.



## Intercity Transit Road Trip

*Let's Move Forward Together*



That's right, we're headed into the future and we've saved you a seat.

Join the Intercity Transit Road Trip to talk about the future of transportation in and around

Thurston County. Your ideas can help us remain effective, efficient, and sustainable now and for years to come.

We'll have Road Trip input opportunities that work for you:

- Surveys
- Idea boxes (at transit centers, libraries, schools, etc.)
- Community forums
- Email [roadtrip@intercitytransit.com](mailto:roadtrip@intercitytransit.com)
- Person-on-the-street (or bus) interviews

For updates, schedules, and more information, visit [itroadtrip.net](http://itroadtrip.net), email [roadtrip@intercitytransit.com](mailto:roadtrip@intercitytransit.com), or stop by the Olympia Transit Center anytime!

## Bicycle Commuter Challenge (BCC) Reminders



- Log your miles online or turn in your mileage log by **Monday, June 5.**
- Come to the BCC Prize Hoopla **Saturday, June 24, 9:30 - 10:30 a.m.** at the Olympia Farmers Market.

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

For questions, contact Intercity Transit's Title VI Officer at 360-705-5885 or [ephillips@intercitytransit.com](mailto:ephillips@intercitytransit.com).



---

# Transit Seeks Public Comment on Transportation Improvement Projects

---

Transit News (/news)

/ Transit Seeks Public Comment on Transportation Improvement Projects

Olympia/Thurston County, WA -- Intercity Transit invites public comment on potential federally funded transit projects currently proposed in its 2018-2021 Transportation Improvement Program (TIP). The comment period will culminate with a public hearing Wednesday, May 17, 2017 at 5:30 p.m. at Intercity Transit's business office, 526 Pattison Street SE, Olympia. Bus Routes 62A, 62B, and 66 serve this location.

## List of Projects

The proposed TIP projects could total more than \$89.8 million in combined federal and local funds for projects anticipated for the program period 2018-2021.

Intercity Transit has programmed the following projects for potential funding:

- Preventative maintenance of vehicles in IT's fleet.
- Final design of the Pattison Maintenance and Operations facility expansion and rehabilitation project.
- Construction of Phase 2 - Pattison Expansion and rehabilitation project to include the Vanpool Service Center.
- Purchasing of 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 bicycling as the primary mode of transportation.

- Constructing bus stop enhancements, including ADA improvements, in partnership with local agencies.
- Funding for operating service 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.

The draft TIP represents Intercity Transit's complete program of federally funded projects for 2018-2021. They include projects also programmed through the Thurston Regional Planning Council (TRPC), and the Puget Sound Regional Council (PSRC).

Once the Intercity Transit Authority approves the projects outlined in its TIP, TRPC and PSRC will review them. These regional planning organizations must integrate projects specific to their respective areas into the State Transportation Improvement Program, which is subject to federal and state transportation agency review.

## Getting Information

The draft Intercity Transit TIP for federally funded projects is available online or by contacting Intercity Transit's business office, 526 Pattison Street SE, Olympia, 360-786-8585. The business office is open Monday through Friday, 8 a.m. - 5 p.m.

## Making Comment

The public may comment at the May 17 public hearing or by writing to the Development Director, Intercity Transit, P.O. Box 659, Olympia, WA, 98507-0659. Intercity Transit must receive written comments by 4 p.m. Tuesday, May 17, 2017, to be considered. Questions or comments may also be emailed to [ephillips@intercitytransit.com](mailto:ephillips@intercitytransit.com) (mailto:ephillips@intercitytransit.com) or by phone to 360-705-5885.

## CONNECT WITH US

(<https://www.facebook.com/intercitytransit/>) page3/Intercity-  
ob=5) Transit/288828071565)

Select Language ▼



**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 5  
MEETING DATE: May 17, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Dennis Bloom, Planning Manager, 705.5832  
Thomas Wittmann, Nelson Nyggard,  
Jason Robertson, Communications and Outreach Consultant

**SUBJECT:** Short Range Service Plan & Community Conversation Update

- 
- 1) **The Issue:** Provide an update on current efforts in developing the Short Range Service Plan, including ongoing efforts to engage broad public participation in identifying and setting future priorities for Intercity Transit.
- 
- 2) **Recommended Action:** Presentation, information and discussion.
- 
- 3) **Policy Analysis:** This overall project is to help oversee and direct the agency's efforts to develop, maintain and improve services including a significant public involvement process for considering future services, priorities and the resources needed to accommodate those efforts.
- 
- 4) **Background:** Intercity Transit has engaged the services of Thomas Wittmann and Jason Robertson to work alongside the ITA, the CAC and staff to lead a multi-phase public outreach effort to engage stakeholders and the public in a "Community Conversation."

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

Thomas is also leading the Long Range planning process to consider possible future service scenarios over the next 25 years. This will be done in concert with Jason Robertson's (JRO) efforts to lead a public outreach effort that engages stakeholders and the public to identify priorities and a path to accomplish those goals. The intent of this effort, inclusive of the variety of different services Intercity Transit provides to the communities we serve, is to ensure broad and diverse participation across our service area, utilizing multiple forms of input to increase access to this process.

Both Thomas Wittmann and Jason Robertson will present a status update on the overall schedule, including coordination with the Short and Long Range planning effort and updates on the initial outreach elements and strategies.

---

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

---

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

---

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

---

8) **References:** Presentation slides on Existing Conditions Report.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 6  
MEETING DATE: May 17, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Strategic Plan - Goals and End Policies

- 
- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2017-2022 strategic plan to determine if they remain relevant or need updating for the 2018-2023 Strategic Plan.
- 
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
- 
- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.
- 
- 4) **Background:** This is an opportunity to review the six Goals and End Policies in our current strategic plan and determine if they continue to remain relevant or if they need updating for the 2018-2023 strategic plan.

The 2017-2022 strategic plan contained six Goals and End policies. The Authority amended and added to the statements to focus on assessing transportation needs throughout the PTBA, insure we were addressing needs within our financial limitations, defining our success based on satisfaction levels as opposed to increased ridership and explicitly stating that our goal is to encourage the use of our services.

The six Goals and End Policies from the 2017-2022 Strategic Plan are as follows:

- Goal 1 – *Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*  
End Policy-Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.
- Goal 2 – *Provide outstanding customer service.*

End Policy–Customers and the community will report a high level of satisfaction.

- Goal 3 – *Maintain a safe and secure operating system.*  
End Policy–Focus on continual improvement for the safety and security of all customers, employees, and facilities.
- Goal 4 – *Provide responsive transportation options within financial limitations.*  
End Policy–Customers and staff will have access to programs and services that benefit and promote community sustainability.
- Goal 5 – *Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.*  
End Policy–Resources will be used efficiently with minimal impact on the environment.
- Goal 6 – *Encourage use of services.*  
End Policy–Educate and encourage community members to explore and appreciate the benefits of public transportation.

---

5) **Alternatives:**

- A. Review items for consideration and discussion.
- B. Delay review and discussion associated with these items.

---

6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

---

7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.

---

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