

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
March 15, 2017

Chair Sullivan announced that she was unable to call the meeting of the Intercity Transit Authority to order due to the lack of a quorum. In the interim, Chair Sullivan conducted non-action business items until a quorum could be assembled.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; Citizen Representative Ryan Warner; Labor Representative Art Delancy.

Members Excused: Citizen Representative Don Melnick; City of Olympia Councilmember Clark Gilman.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Katie Cunningham; Cindy Fisher; Ben Foreman; David Kolar; Paul Koleber; Steve Krueger; Pat Messmer; Carolyn Newsome; Eric Phillips; Erin Pratt; Heather Stafford-Smith; Steve Swan; Nancy Trail; Thomas Van Nuys.

Others Present: Citizen Advisory Committee member, Carl See.

Councilmember Carmody arrived.

RECOGNITION

- A. Proclamation and Recognition – Ben Foreman, Director of Finance and Administration.** Chair Sullivan read a Proclamation of Appreciation to Ben Foreman, who is retiring from Intercity Transit after 21 years of service. The meeting recessed at 5:35 p.m. for refreshments.

Chair Sullivan reconvened the meeting at 5:54 p.m.

CALL TO ORDER

At 5:54 p.m., Chair Sullivan called the March 15, 2017, Special meeting of the Intercity Transit Authority to order.

APPROVAL OF AGENDA

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

PUBLIC COMMENT – None.

CITIZEN ADVISORY COMMITTEE REPORT

Carl See reported the CAC met on February 13. Members received an ESMS Update from Jessica Brandt; Paul Koleber provided a report on the Insta Chains Automatic Chain Deployment System; and Emily Bergkamp provided a report on Dial-A-Lift, Bus Buddies and Travel Training.

ROAD USAGE CHARGES OVERVIEW

CAC member, Carl See, provided an overview of the Road Usage Charge Pilot Project (RUC). See is a Senior Financial Analyst with the Washington State Transportation Commission, and prior to that he was with the Department of Licensing. The Commission has been engaged with the Road Usage Charge (RUC) project since 2012.

The Washington State Transportation Commission (in close partnership with the Department of Licensing) and a 25-member stakeholder committee from within and outside the state began researching, assessing, and analyzing this potential replacement for the gas tax to identify whether this is a feasible project to move forward in the state of Washington. The intent was to determine if it could replace the gas tax as a revenue source. After several years of research and analyzing, it was determined it is a feasible policy and a sustainable revenue source. The driver behind the project was the gas tax is losing value. The gas tax is based on a per-gallon tax; however, there are more fuel-efficient vehicles on the road, thus lowering the available taxes.

The pilot project has been funded by a Federal \$3.85M grant to help prepare for the project which would launch this fall. There is an assumption more federal funding will be available for the next phase of the project.

The RUC project will involve approximately 2,000 volunteers recruited statewide. Volunteers from outside the state will also participate to help test how a road usage charge works when traveling between Washington, and Canada or Oregon. It's a chance for the public to "test drive" a per-mile charge system at no cost to drivers so they can provide feedback on the results to the stakeholders, the Legislature, and the Governor. Volunteers will choose one of four methods to record and report their mileage for roadway usage. High-tech, low-tech, and no-tech options to report miles driven will be tested during the pilot, ranging from manual reporting of a vehicle's odometer annually, to using smartphones or in-vehicle technology. Privacy issues are being addressed.

One question that keeps being asked is will there be any GPS involved in the mileage meter or options for reporting -- this is a privacy concern. GPS may be an option for some volunteers to know how their mileage is being collected. Only total mileage will be collected. Volunteers will choose one of four mileage reporting options. This ranges from manual reporting of a vehicle's odometer once a year to using smartphones or in-vehicle technology to report miles driven. Even using technology, the only data

collected is total mileage: (1) if you're traveling in the state of Washington; and (2) if you are traveling on the public road network.

See referred to websites that provide information about the project:

<http://www.wstc.wa.gov/StudiesSurveys/RoadUsage/RUC2013/default.htm> and

<https://waroadusagecharge.org/>

Karen Messmer asked when is the soonest projected timeframe that a project like this would actually be put into place. See said it could potentially take ten years. The pilot will be one year starting this fall; with another year of analysis; then two to three years of collecting information.

NEW OPERATIONS VEHICLE PURCHASE

Procurement Coordinator, Katie Cunningham, presented for consideration the purchase of one (1) new vehicle for Operations Supervisor use.

The Operation's Supervisor Vehicle is overdue for the planned five (5) year replacement schedule. This 2017 Ford Explorer will replace a 2008 ¼ ton Chevrolet Colorado pickup truck. Some years ago, Operations moved from the ¼ ton Chevrolet Colorado to a ½ ton Dodge Ram 1500 to better accommodate equipment, and provide more room for courtesy rides and transporting Operators. After reviewing alternatives for this purchase, Operations staff determined that adding a sport utility vehicle to its vehicle fleet will offer more versatility to best serve Operations Supervisors. The Ford Explorer offers added space and provides an improved ergonomic platform.

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford Explorer in a not-to-exceed amount of \$36,995, including tax.

FEDERAL ADVOCACY SERVICES CONTRACT RENEWAL

Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs for federal advocacy services.

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

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

Councilmember Carmody asked if the monthly total of \$6,000 includes travel expenses. Cunningham said that amount is all inclusive.

It was M/S/A by Citizen Representative Messmer and Councilmember Clarkson to authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

INTERLOCAL AGREEMENT - SUMMER YOUTH PASS PROGRAM

Planning Manager, Dennis Bloom, presented for consideration an interlocal agreement to participate in a multi-agency Summer Youth Pass program available throughout five transit districts.

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

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

Intercity Transit offered a local Summer Youth Pass through the summer of 2006. At that time the monthly pass cost \$20 and the three month Summer Youth Pass cost \$30,

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which represented a 50% savings. In March 2006, the ITA lowered the monthly youth pass from \$20 to \$12.50. Although the summer youth pass still represented a savings, summer pass sales went from 540 in 2005 to 443 in 2006.

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

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

Karen Messmer asked what is the age requirement for youth passes. Bloom said Intercity Transit's age requirement is 6 to 18 years of age. Each system will retain their own requirements.

Messmer said Mary Williams of Rebels by Bus may have a route guide that shows how to get from Olympia all the way around the Peninsula using transit. Perhaps staff could help her get this updated.

Carmody asked about the possibility of offering these passes long term year round, similar to ORCA. Bloom said staff could look into that. Currently, the intent is to test the market which is geared towards youth.

Freeman-Manzanares said the Puget Sound systems are looking at ORCA, and Intercity Transit is participating in that process. They are aware Intercity Transit is interested and wants to be included in the next phase. Staff will continue to monitor this.

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager to enter into an Interlocal Agreement with Clallam, Grays Harbor, Jefferson and Mason Transit Systems to coordinate and support the use of a Summer Youth Pass Program from 2017 through 2019.

UPDATE ON SERVICE REDUCTIONS FOR ROUTES ST 592 AND IT 609

Planning Manager, Dennis Bloom, provided more information on the service changes for the two express routes, and the proposed addition of Route 612, which is currently under review by the Department of Transportation.

Bloom provided a history on Express Routes ST 592 and 609, and referred to a handout showing an overview and statistics of performance for both of the routes.

Proposed Route 612

In anticipation of the above grants ending, staff applied for a new Regional Mobility Grant to add 13 trips on Route 12, service between Olympia/Lacey and Tacoma/Lakewood. Some of the proposed trips are closely aligned to current Route 609 trips that have higher than average ridership. We anticipate this can help lessen the impact of the route loss. The added trips will help fill in mid-day service gaps that currently exist in the weekday Express service schedule. We understand from WSDOT that our proposal is currently ranked to be funded, awaiting Legislative approval.

Route 612 would be similar to those trips that currently have ridership on Route 609. Currently proposed are one morning trip and one afternoon trip, and staff feels it would meet most of the needs for the riders currently using Route 609.

A public hearing is scheduled for April 19, 2017, to take comment regarding these service changes. There are various ways that allow the public to provide comment (email; comment line; regular mail). To date 12 public comments on the elimination of the two routes have been received via email. The Authority will be provided with copies of all comments received.

GOLEWIS MCCHORD UPDATE

Vanpool Manager, Carolyn Newsome, provided details of the partnership with Pierce County, Pierce Transit, Thurston Regional Planning Council and Intercity Transit promoting the new JBLM GOVanpools, GOBike and GOTransit programs available on the base.

Thurston Regional Planning Council (TRPC) received a discretionary grant from the Federal Highway Administration (FHA) to promote Commute Trip Reduction at JBLM.

The GOLewis-McChord program is a result of the collaboration between TRPC, Pierce County, Intercity Transit and Pierce Transit. These videos represent a targeted marketing and incentive campaign aimed at adding new commuters to existing vanpools and forming new vanpools on JBLM.

Commissioner Blake arrived.

Newsome showed three short videos.

WASHINGTON STATE TRANSIT INSURANCE POOL REPRESENTATIVE APPOINTMENTS

Director of Finance and Administration, Ben Foreman, presented for consideration Resolution 02-2017 that would allow the General Manager to appoint Washington State Transit Insurance Pool (WSTIP) representatives.

For the past 20+ years Intercity Transit's primary representative to WSTIP was the Director of Finance and Administration (Ben Foreman) and the alternate was the Finance Manager (Leslie Williamson). The Finance Manager retired in January and the Director of Finance and Administration will retire at the end of the March. With these retirements comes the need to appoint new WSTIP representatives. As this is a personnel and not a policy issue, staff is recommending the Authority clearly define this as the responsibility of the General Manager.

The Intercity Transit-WSTIP Inter-local Agreement adopted by the Authority as Resolution 02-2015 on March 4, 2015 states: "Section 4(b). Each member shall appoint one representative and at least one alternate representative to the Board." The inter-local is silent as to who actually appoints these representatives. Resolution 02-2017 clarifies the inter-local by explicitly granting the General Manager authority to appoint representatives to the WSTIP Board.

It was M/S/A by Citizen Representative Warner and Councilmember Carmody to adopt Resolution 02-2017, authorizing the General Manager to appoint representatives to the WSTIP Board.

Councilmember Carmody left the meeting

VILLAGE VANS 2016 PROGRAM UPDATE

Village Vans Supervisor, Erin Pratt, provided the annual update on the Village Vans Program for 2016, and showed a PowerPoint presentation.

2016 Statistics:

- 25 Drivers
- 1 Administrative Assistant
- Participants Volunteered 7,406 hours
- 92% completed program and became employed
- 8 employed in transportation
- 5 hired by Intercity Transit
- 180 clients
 - 5,600 one-way trips

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- 923 day car stops
 - 6,523 total trips
- New in 2016
 - Brochure
 - 38% increase in ridership
 - More than doubled daycare stops
 - Strengthened and increased partnerships
 - Articulating strengths together training

Pratt shared several success stories along with an uplifting video.

GENERAL MANAGER'S REPORT

The local options bill SB5288 and HB 1410 died last week at cutoff. Both bills were progressing very quickly and then issues surrounding Sound Transit 3 hit the news and our bill was caught in the fray.

We have an ask for \$5M in the Transportation Budget for the Pattison Street Rehabilitation and Expansion project and operational dollars for DASH.

Department of Enterprise Services performed a Capital Campus master plan and in that they have some underground parking proposed, and it's very expensive to build below grade structure parking. The estimated average cost for underground parking on capitol campus is \$103,000. There is support for the Regional Mobility Grant Program.

The first community conversation outreach effort was conducted at the Ethnic Festival held at St. Martin's March 11. It turned out to be a good opening event, resulting in talking to a lot of people who seemed pleased that Intercity Transit was asking for their impressions and what they would like to see in the future for transportation. Staff continues to work with Jason Robertson; and Thomas Wittman is finalizing the current service analysis.

Thank you to the Vanpool staff who rode the 609 beginning in the early morning to talk to riders about the loss of grant funding and routes going away. They provided other potential options such as vanpooling and the possibility of another route being added.

Thank you to the Wellness Committee and staff who participate in the various programs offered. Due to their efforts, Intercity Transit was once again awarded the 2016 Team Workwell Award. It recognizes Intercity Transit as a great fit-friendly workplace from the American Heart Association and the Health Care Authority.

The Youth Education Bike Shop has been very busy. The awesome volunteers worked 119 hours in February. That is a 52% increase over last year. To date for 2017, they

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have built 25 bikes. In 2016 they built 80 bikes. All of this growth helps move the agency towards a future of offering programs to more local youth. Thank you to David Coppley and Jessica Gould for creating the structure and the energy to make this all happen.

Ridership on fixed-route in February was 322,181 for a total on the year of 659,178. That is 7.46% below last year.

There are 177 vanpools.

International Transit Driver Appreciation day is Saturday, March 18. Intercity Transit will observe it March 16, 2017. There was a campaign showcasing agency operators on Facebook, and all are invited to celebrate at the Olympia Transit Center with a chili feed, and the Senior Management Team is providing cornbread and sweet treats for all to enjoy.

AUTHORITY ISSUES - None.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:46 p.m.

INTERCITY TRANSIT AUTHORITY


Debbie Sullivan, Chair

ATTEST


Pat Messmer
Clerk of the Board

Date Approved: April 5, 2017

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

