

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
August 21, 2017
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative DON MELNICK
<i>(Victor VanderDoes)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. September 6, 2017, Regular Meeting <i>(Marilyn Scott)</i> | |
| | B. October 4, 2017, Regular Meeting <i>(Marie Lewis)</i> | |
| | C. October 18, 2017, Work Session <i>(Austin Wright)</i> | |
| IV. | APPROVAL OF MINUTES -July 17, 2017 | 1 min. |
| V. | NEW BUSINESS | |
| | A. BUS BUDDY/TRAVEL TRAINING <i>(Emily Bergkamp)</i> | 30 min. |
| | B. CAC RECRUITMENT/COMMITTEE VOLUNTEERS <i>(Nancy Trail)</i> | 5 min. |
| | C. CAC NAME DISCUSSION <i>(Carl See)</i> | 20 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. July 19, 2017, Work Session <i>(Denise Clark)</i> | |
| | B. August 2, 2017, Regular Meeting <i>(Peter Diedrick)</i> | |
| | C. August 16, 2017, Work Session <i>(Tim Horton)</i> | |
| | D. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING -JOINT MEETING WITH AUTHORITY - Wednesday, September 20, 2017. | |
| IX. | ADJOURNMENT | |

Attendance report is attached.

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
July 17, 2017

CALL TO ORDER

Chair VanderDoes called the July 17, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Marie Lewis; Austin Wright; Walter Smit; Billie Clark; Jonah Cummings; Carl See; Denise Clark; Tim Horton; Joan O'Connell; and Marilyn Scott.

Absent: Ursula Euler; Michael Van Gelder; Peter Diedrick; Aariah Perez; Mitchell Chong; Leah Bradley; and Lin Zenki.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Dennis Bloom; Rena Shawver; Jessica Brandt; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by O'CONNELL and BURT to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, MOLLY CARMODY.

MEETING ATTENDANCE

- A. July 19, 2017, Regular Meeting - Denise Clark
- B. August 2, 2017, Regular Meeting - Peter Diedrick
- C. August 16, 2017, Regular Meeting - Tim Horton

APPROVAL OF MINUTES

It was M/S/A by WRIGHT and SMIT to approve the minutes of the June 19, 2017, meeting.

BREAK FOR GROUP PHOTO SHOOT/TOUR OF CONSTRUCTION

See arrived.

NEW BUSINESS

- A. **INTERCITY TRANSIT HAZARDS MITIGATION PLAN** - (*Jessica Brandt*) Brandt introduced herself and indicated she would provide an update on the Hazard Mitigation plan. Thurston County updates their plan every 5 years. Mitigation is a slice of overall emergency management. There are a lot of pieces to it and includes preparing before, respond during, and recovery to get things back to normal. Mitigation is interesting because it minimizes impacts of any emergency and involves planning ahead. The agency is very connected with all the emergency management planning groups. Thurston County

coordinates them and each has a specific purpose. Intercity Transit is at the table all the time. The Washington Administrative Code (WAC) requires that the agency have its own plan. Often the agency is listed in a supporting role in other plans. County and cities have transportation listed as the first priority and the agency is also listed under evacuation. Intercity Transit is listed as the lead in Thurston County's comprehensive plan. Intercity Transit could be called to go to the emergency operations center, and/or work with school districts. The agency is in charge of moving people and to coordinate with schools and the community transportation network. The agency is responsible for moving people who can't move themselves. Fortunately they don't have a lot of experience with it, but are prepared to if needed. The agency has its own emergency plan and has more scenario specific response plans for staff so they know what to do. Staff is working on a continuity of operations plan including preparing for an extended outage from 12 hours to 30 days.

Brandt indicated Thurston Regional Planning Council (TRPC) engaged local jurisdictions, the Chehalis tribe, school districts, fire districts, special districts, and high education in their hazard mitigation process. The plan can be found online at TRPC.org. The process involved review of the natural hazards in Thurston County with a lot of maps with differing layers. These included earthquake, storm, flood, landslide, wildland fire, and volcanic event. The agency took the information and came up with their own priorities. Intercity Transit works with local governments and supports other agencies. The process involves collecting a lot of data and providing maps that show evacuation routes. This process helps in the development of regulations; hazard preparedness; hazard damage reduction and identification of critical facilities. Intercity Transit's section of the plan is out for review until July 31st.

Brandt reviewed the maps showing the service area and the different types of risk areas by natural hazard. This helps identify that downtown will be the worst after an earthquake. It also covers flooding; high groundwater, and identifies where roads might be closed as well as landslides and steep slopes. In terms of wildfire hazards most are on the fringe of town. Looking at storms and bad weather this has a historic record of storms. Intercity Transit's mitigation priorities for 2017-2022 include: install a 300kw generator at the OTC; update emergency plans and develop continuity plans so staff is prepared and the agency can support local and county government; train employees; replace CAD/AVL (satellite navigation and wireless communications systems); determine feasibility and options for a mobile command center to include a back-up plan for dispatch; evaluate and prioritize structural seismic retrofit option for the Pattison base; and evaluate and prioritize non-structural seismic retrofit options for Pattison base. The plan is out for comment and the idea is to adopt it in August and to imbed it into the strategic plan and budget. Staff will then begin looking for grants. The plan update is done every 5 years.

Brandt answered questions.

O'Connell – inquired about a scenario of an earthquake in the middle of the night.

Freeman-Manzanares – responded staff is doing what they can to plan around that. One issue is adding an entrance and exit on Martin Way so there is another way to get vehicles out of the facility. Staff participated in an exercise where the OTC was lost and then shortly thereafter there was an incident at the OTC. Operations Supervisors were able to swing into action, cover the parking meters so the public couldn't park there and that gave the buses a place to stop. It is possible staff might use operations vehicles

instead of using dispatch, or they might go to county, or someplace else. This process will help the agency identify a plan.

O'Connell – asked if this would involve the use of school district buses.

Freeman-Manzanares – indicated it most definitely could. Staff would work with other operations as the need arises. The agency has responded to flooding in Nisqually requested by the county. That situation happened in the middle of the night.

O'Connell – asked if all staff is trained to the same level.

Freeman-Manzanares – Training includes personal preparedness and training to our emergency response plans.

Wright – commented on a fire alarm situation and that dispatch was running service from an operations vehicle.

Freeman-Manzanares – stated that our back-up plans include alternative dispatching centers. We have outfitted the Operations Supervisor vehicles to accomplish that task if necessary.

Phillips – responded the things that are most likely to happen are covered in the foul weather plan. The foul weather plan covers where a storm hits and people abandon cars to go for buses. The larger challenge remains in communication strategies. The planning process and resulting conversations helped identify what staff needs hard copies of and how to be mobile in different areas. Also, what happens if a bridge is out. To be proactive the agency is implementing things like the automatic chaining system.

Freeman-Manzanares – added that the bridge downtown was lost in the earthquake, and the agency immediately went fare free.

VanderDoes – inquired about decontamination events.

Freeman-Manzanares – remarked there was a leak at the Port of Olympia and Intercity Transit was called to evacuate the Boardwalk apartments. The Emergency Management lead agency communicates the type of emergency to us and what they are trying to accomplish. We dispatch the necessary services and count on the emergency personnel to ensure responding agencies are safe.

See – asked if this only related to natural hazards.

Brandt – responded yes, and riot response and other non-emergency hazards are built into Intercity Transit's plans.

Clark, D. – asked if anyone in the agency is certified in NIMS.

Brandt – indicated some neighborhood groups are.

Freeman-Manzanares – added management and support staff are trained and they send new staff through periodically.

Wright – inquired about non-natural disaster events like the May Day protests.

Brandt – responded that local jurisdictions are in charge and the agency would support.

B. DRAFT TRANSIT DEVELOPMENT PLAN 2017-2022 - (Dennis Bloom) Bloom indicated he would review the highlights and changes in this year's Transit Development Plan (TDP). This is a state requirement and has three elements including information about the previous year, a description of the changes for the next five (5) years, and third the capital and financial elements. The one major change this year is the removal of the fifteen (15) page section on agency equipment. Maintenance now sends the information to WSDOT. Ann will present the Strategic Plan later this year which rolls into the budget for the following year. Years ago both documents were combined and since 2006 those elements were split out. The TDP talks about the organization from 1980 through 2016. It shows the organization with types of staff positions with a total of 325 employees. Section three (3) shows the fixed route farebox recovery which is close to 12% for local service and 9% for express service. Fixed route ridership decreased by 4% over 2015, with a little over 4.1M boardings. DAL ridership increased by 3%, and farebox recovery is at 3.5%. Vanpool services 177 vanpools and took about 1,000 vehicles off the road. Vanpool recovery is at 93.4% of operating costs. They lost about 12% in ridership over the previous year. Cost of fuel has demand low and people have gone back to driving as can be seen in the amount of traffic in our area daily. Village Vans summary from 2016 includes over 6,000 rides, which is an increase of nearly 40%. Commute Trip Reduction in working with TRPC goes to 197 active worksites of which 191 are affected sites and 6 voluntary. TRPC is the lead administrator for the program and Intercity Transit helps promote alternative transportation to reduce single occupancy cars. Land use reviews for 2016 included 9 project reviews and 6 requests for transit amenities. All 6 requests were approved. Transit amenities include bus stops, sidewalks, pathways, etc.

Bloom indicated in 2016 the agency retrofitted 10 shelters with solar lighting, and accessibility improvements were made at 40 bus stops. Of those improvements four (4) were made through private developers, three (3) through local jurisdictions, as well as two (2) sidewalk improvements through private parties. The Walk n Roll program reached approximately 4,194 students and 17 schools in 2016. They provided 23 presentations and 26 field trips. The Earn a Bike after school classes provided eight (8) hours of bike maintenance and safe riding instruction. The 60 kids completing the program received a functional bike, helmet, lock, and lights. The volunteers completed 80 bicycles. Section 6 outlines the State's proposed action strategies. Section 7 outlines the proposed changes over the next five (5) years. Intercity Transit is holding steady with what we have and plans include replacing vanpools. The agency will also purchase some DAL vans and there are some instances of possible expansion. Each of the years the agency has had vanpool expansions by 11. Going forward staff may need to complete a market analysis to make sure these numbers make sense. The capital expenses lists out other elements like hardware or software for the next 6 years. The agency doesn't show any park and ride expansion for the time being except in 2022 out in Yelm.

O'Connell – asked if that is because the current park and ride lots are meeting demand.

Bloom – indicated it is reflective of the number of vanpools. In terms of capacity they are at about 50% for the two major ones and the smaller one and all 3 have bus service. It is

possible they may eventually have one in Yelm, along Yelm Highway with additional route #94 service.

Freeman-Manzanares – added that during the recession the authority was faced with competing priorities of capital needs, and replacing vehicles. They had to look at other needs and what could be set aside.

Bloom continued with the documents appendices including the organizational chart, the system map and service boundary map, and the operating data. The fixed route summary identifies the types of routes and how it is viewed in terms of ridership and performance standards. Each category of routes is identified by how well it performed in 2016. Some routes have changed, and some went from satisfactory to marginal. There are some routes that continue whether they do well or not. Route #42 has been unsatisfactory for a number of years. Most of it is in an industrial area and goes to the community college, family court, and the county jail. The Authority has decided to maintain a baseline service.

Bloom answered questions.

Cummings – asked if there is a contingency plan in place in the event of cuts to federal grant money.

Freeman-Manzanares – indicated it has been a work in progress for many years. Federal dollars were eliminated and that's when staff started doing some significant planning and started prioritizing what the agency can do and focus on that. If the agency can't replace buses they can't put service on the street. There has been some conversation with the CAC and Authority on whether it can be done with all local dollars. This prompted the conversation with the state legislature as well as the community conversation to see what the community supports.

Bloom – added that the Rider News identifies opportunities for comments so he asked members to spread the word and encourage anyone to provide comments.

- C. CAC SELF-ASSESSMENT RESULTS** (*Ann Freeman-Manzanares*) *Freeman-Manzanares* indicated 18 members completed the 2017 Self-Assessment. This provides a nice opportunity for the committee to check in and the Authority looks forward to going over it at the joint session. She reviewed the eight (8) questions and discussed the comments.

Scott – addressed the confusion around the comment concerning the Community Action moving to Willamette and the difficulty that seniors are having accessing it.

Freeman-Manzanares – responded that she was surprised they moved out to an area that doesn't have service. One of the things the agency did to help was provide a community van which was ultimately granted to them in the surplus van grant program. They provide dedicated staff resources to drive people out to their new facility. It is difficulty when they move outside the service area.

Carmody – responded to the comment concerning what the authority does with the comments and input the CAC provides. She indicated a lot of the work they do involves budget number crunching. The authority values the opinions and ideas expressed by the CAC.

Cummings – added in terms of making sure the CAC accurately reflects the community it might help to find out which routes are adequately represented and look to fill in the gaps in the recruitment.

Pierce – reminded members that the citizen advisory committee is advisory to the authority. CAC has been asked specific questions by the authority about what the agency's role should be and the group provides feedback and ideas. The board does listen and she asked that members not get discouraged when they don't see immediate reaction.

Horton – suggested the definition of community many need some clarification.

Freeman-Manzanares – responded the broader definition.

See – added with respect to the comment on the authority being number crunchers and how much pressure that is, he would encourage and hope that there is room for policy discussion and using policy to guide and that the CAC can contribute to that discussion no matter how fiscal it is.

Carmody – responded that she doesn't ride the bus, but walks to work, and has a vested interest in making the Yelm route better.

CONSUMER ISSUES

- *Wright* indicated he really enjoys the parades.
- *VanderDoes* remarked on the terrible traffic last Friday and one of his family members took the #94 and they were just awesome. And, he commended the drivers on how they managed Lakefair.
- *VanderDoes* commented on the issue of theft and that 3 part receipts were helpful along with having 2-3 people involved in the process.

Freeman-Manzanares – indicated staff has implemented continuing controls and commented on how difficult it is when people are dishonest. She added that she has since been told that it is the number one thing that they see in the police department. Most occurs in the private sector and happens far more than she would have ever imagined.

REPORTS

- **June 21, 2017, Work Session** – Cummings provided the report from the June 21, 2017, Work Session including the approval of the DELL computer contract and the rationale is the current system is Dell. There was discussion around the project management services to support the OTC construction using a private contractor versus DES. Since it is coming up at the end of the state's budget cycle they would be able to get a project manager who would normally be attached to a larger project. They discussed a public comment about bus advertisements that cover the windows. During low light conditions it can be hard to see outside. They also amended the bylaws to make all meetings regular meetings to conduct business more efficiently.
- **General Manager's Report** – Freeman-Manzanares thanked Austin, Sue, Tim, Marilyn, Ursula and Carl for participating in the parades. There will be holiday parades later in the

year, and the agency may be invited back out to Yelm for their holiday parade. The local Intercity Transit Rodeo is this Sunday and if anyone wants to participate as a judge to let her know. You would need to be at Pattison at 7:30 am to do a safety debrief before heading to the airport. The airport is a controlled site and everyone enters and leaves together. There is a BBQ afterwards around 1. Staff will be doing intercept surveys and if anyone is interested staff would love to have your help. They will be at the OTC, Olympia Farmer's Market, Tumwater Square, Capital Mall and Tumwater Square Transfer Station. Please let people now to go to IT RoadTrip.net. The board was interested in the Pierce Transit project with Uber. So she reached out to their project manager and they still don't have a contract in place. Pierce received a research grant to see if using Uber could work so they have to gather information. Uber isn't interested in sharing their information. Transit Appreciation Day is **Wednesday, August 9, 2017** and the program begins at 12:04 pm.

See – asked who is going to the transportation conference.

Freeman-Manzanares – indicated Sue and Tim.

VanderDoes – remarked on Sue and Austin's perfect attendance this year.

NEXT MEETING: August 21, 2017.

ADJOURNMENT

It was M/S/A by O'CONNELL and WRIGHT to adjourn the meeting at 7:18 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170717.docx

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: August 21, 2017**

FOR: Citizen Advisory Committee

FROM: Emily Bergkamp, Dial-A-Lift Manager, 705-5893

SUBJECT: Travel Training and Bus Buddy Program Updates

-
- 1) **The Issue:** Provide an update on the Travel Training and Bus Buddy Programs.
 - 2) **Recommended Action:** Information only.
 - 3) **Policy Analysis:** The DAL Manager will provide updates to the CAC at least twice per year, and more often as requested.
 - 4) **Background:** Travel Training is a vital program of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services. Bus Buddies provides the support of volunteer expert bus riders to less experienced riders who desire greater confidence traveling on fixed route. DAL Manager Emily Bergkamp will provide general program overviews. Program staff, volunteers and clients will be on hand to share the great pride they take in their work and some success stories.
 - 5) **Alternatives:** N/A.
 - 6) **Budget Notes:** N/A
 - 7) **Goal Reference:** Goal #1, *"Assess the transportation needs of our community."* Goal #2, *"Provide outstanding customer service."* Goal #3, *"Maintain a safe and secure operating system."* Goal #4, *"Provide responsive transportation options."*
 - 8) **References:** N/A

Travel Training and Bus Buddy Programs

Emily Bergkamp, EMPA
Dial-A-Lift Manager
Intercity Transit



Diana Claus-Sharwark and Curt Daniel
Travel Training Coordinators
Intercity Transit



Scott Schoengarth
Bus Buddy Coordinator
Catholic Community Services



Are We There Yet?



- Public Transportation and our Aging Population
- Travel Training Program
- Bus Buddy Partnership
- Outcomes



Agency Overview

- Intercity Transit serves Tumwater, Olympia, Lacey and Yelm
 - 35 Years of Serving the Community
 - Routed Bus Service – 24 Routes & ADA Paratransit
 - Vanpool & Carpool Service
 - Community and Surplus Van Programs
 - Village Vans
 - Youth Education...and more!

**INTERcity
TRANSIT**

Agency Overview



The Americans with Disabilities Act

The Americans with Disabilities Act was passed in 1990 and outlined the Civil Rights Protection for over 54 million Americans with Disabilities.



INTERcity
TRANSIT

The Americans with Disabilities Act

- Accessibility of all new transportation facilities & vehicles used in Fixed Route
- Equivalent Access to Demand Response Services
- Complementary Paratransit Service must extend a minimum of $\frac{3}{4}$ mile beyond the boundaries of the Fixed Route System

INTERcity
TRANSIT

Public Transportation and Our Aging Population



INTERcity
TRANSIT

Age Related Forecasts



- 10,000 people are turning 65 **per day**; one-third has a disability
- We outlive our ability to drive by 7 to 10 years
- Non-drivers will seek out transportation options, many unfamiliar with public transportation

INTERcity
TRANSIT

Fixed Route Accessibility

- All buses have wheelchair ramps and kneel for ease of boarding



Transportation Quandary

“...older adults do not have sufficient familiarity with, and knowledge of, public transportation to successfully use it as a primary mode of transportation.”

(Babka, Cooper & Ragland, 2009).

INTERcity
TRANSIT

Fixed Route Accessibility

- All buses have on-bus voice and text announcements for each stop



INTERcity
TRANSIT

Fixed Route Accessibility

- Commitment to ongoing bus stop accessibility improvements



INTERcity
TRANSIT

Fixed Route Accessibility

- Passenger Service and Safety Certified operators to provide quality customer service for all



INTERcity
TRANSIT

2016 Dial-A-Lift Eligibility

- Total Clients: 3,123
- Eligibility Decisions: 980
 - Full Eligibility 82%
 - Conditional 1%
 - Temporary 16%
 - Ineligible 1%
- Functional Assessments: 31
- Re-certifications: 445

INTERcity
TRANSIT

2016 Dial-A-Lift By the Numbers

- Trips: 166,213 – 3% increase on the year
- 95% Customer Satisfaction Rating (Moore & Associates, Inc. 2016)



INTERcity
TRANSIT

Travel Training



INTERcity
TRANSIT

Travel Training Teaches Independent Bus Travel

- Individualized, origin to destination trip planning and training on the Fixed Route bus
- Orientation to all aspects of bus travel
- Mobility Device Training
- Creates relationships with bus riders for continued assistance as needs change

INTERcity
TRANSIT

Travel Training in Action



The Bus Buddy Program



INTERcity
TRANSIT

Bus Buddy program of Thurston County

- **Bus Buddy** is an experienced or trained bus rider.
- **Bus Buddy** program provides free support to seniors, people with disabilities, fixed income and others riding public transportation
- **Bus Buddy** program assists individuals by enhancing their mobility, increasing their independence and maintaining their independent living
- Individuals are matched with an experienced or travel trained **Bus Buddy**
- **Bus Buddy** travels with the individual on single trips or on a continual basis

INTERcity
TRANSIT

Bus Buddy Partners



CATHOLIC COMMUNITY SERVICES
OF WESTERN WASHINGTON

INTERcity
TRANSIT



Washington State
Department of Transportation

We're going your way.

Dial-A-Lift



INTERcity
TRANSIT

What is Dial-A-Lift?

- ADA mandated service for people whose disability prevents them from riding the Fixed Route bus
- Clients apply for eligibility and recertify every three years
- Serves $\frac{3}{4}$ of a mile beyond the boundaries of the Fixed Route
- Shared Ride Service

INTERcity
TRANSIT

Dial-A-Lift Eligibility

- Client is unable to board, ride or exit a ramp equipped bus without assistance OR
- Needs to use a ramp but it cannot be deployed safely at their bus stop OR
- Has a disability that prevents travel to and from a bus stop under certain conditions
- Categories of Eligibility: Unconditional, Conditional or Temporary

INTERcity
TRANSIT

2016 Dial-A-Lift By the Numbers

- Trips: 166,213 – 3% increase on the year
- On Time Performance: 97%
- Total Phone Calls: 85,000
- 95% Customer Satisfaction Rating (Moore & Associates, Inc. 2016)



INTERcity
TRANSIT

Dial-A-Lift's Supporting Role

"The ADA is about equality. Purposeful segregation is not equality...be it in school, on a bus, or on the job. We need to remember that ADA paratransit is available as a support system to Fixed Route."

INTERcity
TRANSIT

"Getting older is fine. There is nothing you can do to stop it so you might as well stay on the bus."

– John Byrne



**INTERcity
TRANSIT**

2016 Travel Training Cost Avoidance

- Approximately 5,900 Dial-A-Lift trips diverted to Fixed Route through travel training

\$50.00 Average cost of 1-way ADA trip

- \$6.00 Average cost of 1-way Fixed Route trip

\$44.00 Cost difference between ADA & FR

\$259,600 Approximate Cost Avoidance
(\$44.00 difference X 5,900 trips)

**INTERcity
TRANSIT**



**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: August 21, 2017**

FOR: Citizen Advisory Committee

FROM: Nancy Trail, 705-5857

SUBJECT: 2017 Citizen Advisory Committee Recruitment

-
- 1) **The Issue:** Present timeline and process information for the 2017 Citizen Advisory Committee (CAC) recruitment.
-
- 2) **Recommended Action:** Select three CAC members to join three ITA members as the 2017 CAC member selection committee.
-
- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.
-
- 4) **Background:** The CAC is comprised of 20 members. CAC members serve three-year terms, and may serve two consecutive three-year terms. The youth position(s) is a one-year term with the option to apply for a second one-year term. The youth can also apply for the regular three-year position if they wish to continue on the committee. Staff conducts a recruitment in the fall to fill vacancies which may occur throughout the year through expiration of terms, resignations, or if members do not seek reappointment.

Three Authority members, along with three CAC members will comprise the ad hoc committee which will conduct the interviews and make recommendations to the Authority for appointment.

Please note there is an additional time commitment to conduct interviews.

The deadline for applications is scheduled for September 26, 2017. The Authority would then make the appointments in November, 2017, and terms would begin January, 2018.

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

-
- 6) **Budget Notes:** N/A
-
- 7) **Goal References:** Maintaining active, interested Citizen Advisory Committee members supports all agency goals.
-
- 8) **References:** Timeline attached.

Citizen Advisory Committee

RECRUITMENT TIMELINE

Fall 2017

Date	Process
Aug. 21, 2017	Seek 3 volunteers from CAC for ad hoc committee.
September 6, 2017	Seek 3 volunteers from ITA for ad hoc committee.
Aug. 1 – Aug. 25, 2017	Update advertisements, application materials and assemble packets.
Aug. 28–Sept. 25, 2017	Advertise CAC volunteer opportunity. Distribute application materials. Continue to promote.
Sept. 26, 2017	Applications due.
Sept 27, 2017	Reviewed for eligibility.
Oct. 4, 2017	Final list of applicants go to Authority for review and selection of candidates to interview.
Oct. 18, 2017	Interviews
Nov. 1, 2017	ITA makes appointments to CAC.
Nov. 2 – Nov. 10, 2017	Staff to notify and schedule new member orientation (with orientation prior to first meeting).
Jan. 8, 2017	First meeting for new members.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: August 21, 2017**

FOR: Citizen Advisory Committee

FROM: Carl See, CAC Member

SUBJECT: Citizen Advisory Committee Name Discussion

-
- 1) **The Issue:** Would the Citizen Advisory Committee like to propose a new name to the Authority for consideration.
-
- 2) **Recommended Action:** For discussion purposes.
-
- 3) **Policy:** The Citizen Advisory Committee bylaws state that "membership shall reflect Intercity Transit's service area." And that "one position is specifically reserved for a 15-19 year old from Thurston County.
-
- 4) **Background:** It is not a requirement that members of the Citizen Advisory Committee be a citizen of the United States. Member Carl See would like to have a conversation about whether or not the committee would like to propose a name that does not include the word "Citizen" in its title.
-
- 5) **Alternatives:** A. Propose a name change to the Authority. B. Keep the current name. C. Continue the conversation.
-
- 6) **Budget Notes:** N/A
-
- 7) **Goal References:** The CAC helps the ITA in meeting all of Intercity Transit's goals.
-
- 8) **References:** N/A

Authority Meeting Highlights
a brief recap of the Authority Meeting of July 19, 2017

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to issue a purchase order to Handi-Hut for 14 passenger shelters with kiosks. The purchase order is not-to-exceed \$59,515, including taxes and freight.
- Authorized the General Manager to issue a purchase order with Urban Solar Corp. in the not-to-exceed amount of \$32,096, inclusive of tax and shipping, for ten pole mounted and ten shelter mounted solar lighting systems to improve bus stop safety.
- Authorized the General Manager to enter into a contract with KPFF for engineering and construction management services in the amount of \$131,942.
- Authorized the General Manager to enter into a contract with Landau Associates for Geotechnical Engineering and Environmental Services for the Underground Storage Tank (UST) Site Assessment and Decommissioning Plan, for a total not-to-exceed amount of \$88,555.00 which includes a management reserve fund for contingent tasks in the amount of \$45,071.
- Authorized the General Manager, pursuant to Washington State Contract 04115 to purchase 12 new Dial-A-Lift vehicles from Schetky Northwest, Inc. in an amount not-to-exceed \$1,664,148. There is no sales tax on Dial-A-Lift vehicles.
- Authorized the General Manager to enter into a two-year contract, with three one-year renewal options with Buenavista Services, Inc. to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$265,656, including taxes, for the initial two-year term.
- Authorized the General Manager to enter into an ILA with the City of Tumwater clarifying roles and responsibilities related to the coordination, design and construction of the Tumwater Square bus transfer area improvements.
- Adopted Resolution 05-2017 appointing an Auditing Officer; and combining Resolutions 86-87, 75-86, and 10-80 into one Resolution 05-2017 to reflect the current process of issuing warrants and checks.

Other Items of Interest:

Received an update by Thurston County Manager, Ramiro Chavez, regarding the proposed Cultural Arts, Stadium and Convention District.

Reviewed the Draft of the Annual Update of the Transit Development Plan.

Received a presentation on Intercity Transit's Hazards Mitigation Plan.

Pat Messmer/Executive Assistant/Clerk to the Board
Prepared: July 20, 2017

Authority Meeting Highlights
a brief recap of the Authority Meeting of August 2, 2017

Action Items

Wednesday night, the Authority:

- Scheduled a special meeting for Wednesday, September 20, 2017, to conduct a joint meeting of the Intercity Transit Authority and the Citizen Advisory Committee.
- Authorized the General Manager to purchase 8-Cisco Switches and 2-Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components in the amount of \$74,593.28, inclusive of tax, from CDW LLC.
- Authorized the General Manager to amend an existing contract with Transit Solutions, LLC to include installation of DVR systems, associated mobile digital video recording system components, and high definition front facing cameras in the not to exceed amount of \$72,347, including tax, for 93 vehicles.
- Authorized 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 F350 truck and service body not to exceed the amount of \$74,611, including tax.
- Authorized the General Manager to enter into a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.
- Authorized the General Manager to reject the bid submitted by NOVA Contracting, Inc. in response to RFB 1621 for Tumwater Square Station Improvements.

Other Items of Interest:

Transit Appreciation Day is Wednesday, August 9, 2017, from 10 a.m. to 4 p.m. Awards program begins at 12:04 p.m. All are welcome.

The IT Road Trip public outreach kicked-off last week. There was an article in the Olympian, and a piece on KIRO news. There have been 200 completed intercept surveys collected to date; and 650 surveys have been completed online. Intercity Transit thanks City of Olympia Councilmember Clark Gilman and CAC member Marilyn Scott for participating.

Staff would like to take advantage of two grant opportunities. One is a state CTR grant that the state dedicated \$250,000 to reduce congestion on I-5 and other major highways to the north. It requires private participation. Staff is looking at potentially doing something around vanpool. Freeman-Manzanares met with David Shaffert from the Thurston County Chamber, and also met with Conduent to determine their level of interest. The deadline for this grant is August 15, 2017.

The other grant is a Bus and Bus Facility grant due August 25, 2017. Staff is looking at grant opportunities within the strategic plan.

The Authority Annual Planning Session is scheduled for August 18, 2017, from 8 a.m. to 4 p.m. This year's facilitator is Jason Robertson, and the subject matter expert is Thomas Wittman.

Intercity Transit hosted the second annual Local Roadeo on Sunday, July 23, resulting in three Operators (Rob Wood, David Randall and Eric Wells) representing the agency at the Washington State competition on Sunday, August 5. Coaching again for Operations is Operations Supervisor, David Dudek. In the maintenance competition, the three returning maintenance staff members are Grant Swidecki, James Bush and Joe Bell. Coaching for Maintenance is Maintenance Supervisor, William Snyder.

Pat Messmer/Executive Assistant/Clerk to the Board
Prepared: August 3, 2017

CITIZEN ADVISORY COMMITTEE ATTENDANCE RECORD

		7	8	9	10	11	12	1	2	3	4	5	6	7
CAC	Members	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
Leah	Bradley			Absent			MEETING CANCELLED	Absent	Absent	Absent		Absent	Absent	Absent
Jan	Burt	Absent												
Mitch	Chong		Absent	Absent						Absent				Absent
Billie	Clark							Absent						
Denise	Clark		Absent	Absent				Absent		Absent	Absent		Absent	
Jonah	Cummings									Absent		Absent		
Peter	Diedrick										Absent			Absent
Ursula	Euler			Absent	Absent					Absent				Absent
Tim	Horton									Absent			Absent	
Marie	Lewis										Absent			
Joan	O'Connell									Absent			Absent	
Ariah	Perez	Absent		Absent	Absent			Absent	Absent	Absent	Absent	Absent	Absent	Absent
Sue	Pierce													
Marilyn	Scott										Absent	Absent		
Carl	See			Absent									Absent	
Walter	Smit		Absent					Absent		Absent				
Victor	VanderDoes		Absent											
Michael	Van Gelder	Absent												Absent
Austin	Wright													
Lin	Zenki		Absent			Absent		Absent		Absent	Absent	Absent	Absent	Absent

= Joint meeting does not count against required meeting attendance