

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
October 16, 2017
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative BUD BLAKE
<i>(Victor VanderDoes)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. October 18, 2017, Work Session <i>(Austin Wright)</i> | |
| | B. November 1, 2017, Regular Meeting <i>(Sue Pierce)</i> | |
| | C. November 15, 2017, Work Session <i>(Ursula Euler)</i> | |
| | D. December 6, 2017, Regular Meeting <i>(Mitchell Chong)</i> | |
| IV. | APPROVAL OF MINUTES –August 21, 2017 | 1 min. |
| V. | NEW BUSINESS | |
| | A. CANCEL DECEMBER 18, 2017 MEETING <i>(Ann Freeman-Manzanares)</i> | 5 min. |
| | B. NOMINATION OF OFFICERS <i>(Nancy Trail)</i> | 10 min. |
| | C. DISCOUNTED BUS PASS PROGRAM <i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | D. DRAFT STRATEGIC PLAN 2018-2023 <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | E. DRAFT 2018 BUDGET <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | F. CAC NAME CHANGE CONVERSATION <i>(Carl See)</i> | 20 min. |
| VI. | CONSUMER ISSUES – All | 20 min. |
| VII. | REPORTS | |
| | A. September 6, 2017, Regular Meeting <i>(Marilyn Scott)</i> | |
| | B. September 20, 2017, Joint Meeting <i>(Ann Freeman-Manzanares)</i> | |
| | C. October 4, 2017, Work Session <i>(Marie Lewis)</i> | |
| | D. General Manager’s Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING –November 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
August 21, 2017

CALL TO ORDER

Chair VanderDoes called the August 21, 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; Jonah Cummings; Denise Clark; Tim Horton; Ursula Euler; Peter Diedrick; Mitchell Chong; Marilyn Scott.

Absent: Austin Wright; Ariaah Perez; Leah Bradley; Joan O'Connell; Carl See; Walter Smit; Michael Van Gelder; Lin Zenki and Billie Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Rena Shawver; Nancy Trail; and Diana Claus-Sharwark.

APPROVAL OF AGENDA

It was M/S/A by DIEDRICK and PIERCE to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, DON MELNICK.

MEETING ATTENDANCE

- A. September 6, 2017, Regular Meeting - Marilyn Scott
- B. October 4, 2017, Regular Meeting - Marie Lewis
- C. October 18, 2017, Work Session - Austin Wright

APPROVAL OF MINUTES

It was M/S/A by DIEDRICK and LEWIS to approve the minutes of the July 17, 2017, meeting.

NEW BUSINESS

- A. **BUS BUDDY/TRAVEL TRAINING** - (*Emily Bergkamp*) Bergkamp introduced herself as the Dial-A-Lift (DAL) manager at Intercity Transit and indicated she was there to share more in depth information on two programs that she supervises Travel Training and Bus Buddies of Thurston County. She stressed the importance of these types of programs specifically in context of aging populations. There are employees from Travel Training and volunteers from the Bus Buddy program who will share their stories.

Burt arrived.

Bergkamp indicated the implications of these programs help avoid costs. DAL is a lifeline service and is very costly to operate. Any time staff can provide clients the opportunity for greater independence to use fixed route it is really beneficial.

Clark, D. arrived.

Bergkamp stated when people think about accessible options they don't think about fixed route options and staff wants to change that so it is in the forefront before people consider DAL or specialized services. She shared that 10k people are turning 65 every day and that 1/3 of those are disabled. Most people will outlive their ability to drive by 7 to 10 years. Teaching people to think about what to do next and learn what their options are is important. Many will be unfamiliar with public transportation. Many do not understand accessible fixed route. Recently staff did a presentation at BHR and then met with the CEO. They had no idea that people with wheelchairs could access fixed route. Staff shared that buses kneel and people who use mobility devices can use fixed route services. Also, people with visual or hearing deficits have voice announcements for stops. The agency has an ongoing commitment to accessible bus stops. Most importantly the diamonds in the busses are the drivers. They spend six weeks training and staff focuses on teaching them how to treat people courteously and with kindness. Drivers are the first point of contact the agency has with the public. Staff hears frequently how wonderful the drivers are. People think that DAL is a great option, but it is meant to be a lifeline service and it is eligibility based. To be eligible people must be unable to effectively use fixed route. For instance a person with vision problems might be able to ride fixed route in daylight, but not be able to in the dark. Most paratransit agencies are seeing growth due to the demographic dynamics that are happening and people are living longer. That being said, Bus Buddies and Travel Training are helping.

Bergkamp indicated Diana Claus-Sharwark would share the work she does in Travel Training. She has been a Travel Training coordinator for 2 years. They teach people how to use the bus system. They help the elderly when they have to get rid of their car and need to learn how to use the bus. This calms anxiety and allows someone to go with them until they are ready to go by themselves. Bus Buddies will talk more about that. If somebody moves here we can help them do that. Curt will talk about training individuals.

Diana Claus-Sharwark introduced herself and shared that she conducts functional assessments for DAL certifications. She indicated the ADA coordinator reads assessments and sometimes needs assistance determining what exactly is preventing the client from riding fixed route now and in the future. There could be confusion with a doctor's report. The coordinator may ask for an assessment. Claus-Sharwark picks the client up at their door. She completes a questionnaire with them to learn about their cognitive ability. These help determine if the client can tell time and whether they are erratic, etc. She keeps detailed notes during the interview. Then they go for a walk together. She takes note if the client is breathing heavy, if they are sweating, and how many times they need to stop and rest. If it takes a client 45 minutes to walk to a bus stop it isn't a reasonable amount of time. Afterwards she writes a report. She uses facts, her notes and observations. She never knows if anyone gets certified and this helps keep things objective. This gives the ADA coordinator the information to make a decision as to whether a person needs DAL.

Sharwark added that Travel Trainers also do presentations and outreach. She has done work with ETC's including a bus field trip down to the OTC so they can see what

commuting is like. They share basic information about how to stop the bus, view bus stops and discuss reducing cars on the road. She does a quarterly bus riding 101 presentation to state workers providing information on what resources and tools are available to commute to work and what the health benefits are. Some attendees have started riding the bus.

Curt Daniels introduced himself and indicated he is retiring in 10 months. He may volunteer as a Bus Buddy in his retirement. He shared a travel training success story of a client named Mr. Reynolds. Mr. Reynolds was a DAL rider who had 30 one way trips the previous month. Mr. Reynolds is a 55 year old ball of fire and simply wonderful guy who has worked for McDonalds for 30 years. Mr. Reynolds has vision problems with cognitive issues. The reason he called travel training is he wanted more independence and didn't want to wait for DAL. Curt worked with him riding the bus downtown and out to Yelm. Mr. Reynolds caught on quickly. After travel training he was matched with Bus Buddy Jeff, and later worked with Bus Buddy Marilyn. Mr. Reynolds has been able get around locally and all the way to the Seattle Center. This is a really good example of how Travel Training and Bus Buddies work in conjunction with each other.

Bergkamp shared that Curt drove bus for 26 years and Diana started as a DAL driver before they were Travel Trainers. Bergkamp indicated the Bus Buddy program is a partnership with Catholic Community Services and funded initially for the 2013-2015 Biennium through the WSDOT Consolidated Grant Program. They identified an unmet need for people who had been taught all the essential bus riding skills, but still lacked a little confidence. Bud Buddies are volunteers that can ride with folks. She shared that Jane was the first travel trainer and was helping with requests for medial trips to Seattle. Jane was a wonderful person who would never let people go by themselves. Riding the bus to Seattle can be intimidating until you you've done it a few times. The program was modeled after one in Pierce County. The funding for the program was originally \$90k and it helps the agency pay for a part time administrator. She introduced Scott Schoengarth to share about the Bus Buddy program.

Scott shared that he technically works for Catholic Community Services but that 40% of his time is here at Intercity Transit. The agency provides a lot of marketing support with program materials and business cards, and there is no budget for that so it is really helpful for the program. He and Curt work really well together and have made over 40 presentations to the community together. They share about all the different programs at Intercity Transit. Word is getting out and they are getting calls from groups like BHR indicating they have seen brochures and would like help. Many of the clients are younger folks with disabilities. Currently the program has 7 bus buddies. He introduced three that were at the meeting Margaret, Milly and Marilyn. The past two months volunteers had logged 145 hours, making them the biggest months. He is sending an application to Victor's daughter hoping she can volunteer.

Bus Buddy Margaret shared that she recently retired from the department of Ecology where she worked with their CTR program as an ETC. She has always ridden the bus, biked and carpooled. Being a Bus Buddy allows her to share her passion and helps her get out and about since retiring. She's worked with people from 21 years of age and up. She's learned a lot of people don't want to drive to Seattle, but will go if they learn to ride the bus. She has met some really wonderful people and some have become friends. Being a Bus Buddy has allowed her to become more comfortable traveling regionally on the bus and she's never

had a trip she didn't enjoy. She likes working with the dedicated people at Intercity Transit and Catholic Community Services who are all committed to the program.

Bus Buddy Jonathan shared that he works with Entertainment Explosion. He was trained by Curt in Travel Training and then moved over to the Bus Buddy group. Jonathan indicated the people that use the Bus Buddy program have diverse needs. Some are anxious some have social issues, and are nervous around strange crowds, or could be new to the area. Whatever the issues are it is important to keep in mind it allows people independence. It has allowed him to maintain his involvement with Entertainment Explosion. Bus Buddies is a very worthwhile program and needs to continue.

Bergkamp indicated she wanted to highlight and feature work that is close to people's hearts. Bus Buddies helps people get out and do things that they love. She takes a lot of things for granted and transportation is one of them. She thanked all the Bus Buddies for their dedication to the program. Bergkamp shared that her mother has traveled to SeaTac with Bus Buddies and she also done a trip to Seattle. Her Dad rides DAL because he has muscular dystrophy and fits into the lifeline service category. Last but not least Scott has really given Bus Buddies a shot in the arm. This program gives greater independence in the community to anyone who wishes to use the bus. Travel Training has converted just under 6k trips to fixed route and it converts into some cost avoidance for the DAL program. It provides more availability for the people who need DAL the most. When things like Travel Training and Bus Buddies come together it gives you goosebumps because good things happen.

Bergkamp answered questions.

Euler – asked if SPSCC is a partner of Bus Buddies.

Bergkamp – responded not right now, but the program does have some in-kind partnership with BHR, and Senior Services of South Sound. SPSCC may be referring people to the program.

Euler – indicated she saw a 'Rebels by Bus' class in SPSCC's catalog of classes.

Bergkamp – added that Mary Williams is fabulous. She likes to get out and have fun but it is also functional. Her program opens up people's eyes.

Freeman-Manzanares – indicated the ITA recognized Mary with a Transit Ambassador award.

Diedrick – asked if the grant is fairly stable.

Bergkamp – responded it is applied for in even years. Right now they are trying to increase the volunteer hours. They want to show how people are benefitting from it. They are all excited to see how it grows and starting to see some synergy around that.

- B. CAC RECRUITMENT/COMMITTEE VOLUNTEERS - (Nancy Trail)** Trail indicated it was recruitment time for new committee members. She identified Chong and See as having fulfilled two consecutive three year terms. The recruitment will seek to fill those spots. She added that Clark, B.; Euler; Burt; Clark, D. and Zenki have completed their first three year

term and were eligible to renew for an additional three years. The only person that had not responded and requested to serve an additional term was Zenki. So it is possible the recruitment may be for three spots. The youth position is always open as it is a one year commitment. The interview panel consists of three members from the Authority and three members from the CAC. There is an additional commitment of approximately 3-4 hours, and interviews will be conducted on October 18. She asked for volunteers. Horton, Burt and Scott volunteered to serve on the ad-hoc committee for the recruitment process.

- C. **CAC NAME DISCUSSION** (*Carl See*) See was unable to attend the meeting and this agenda item was continued to October meeting.

CONSUMER ISSUES

- *Pierce* – commented that there was some difficult traffic 2 weeks ago between here and Tacoma and it was throwing everyone off. A passenger (*Justine*) indicated she had submitted a customer comment and no one had responded.

Freeman-Manzanares responded we will check the comment module and see if we can find it.

- *Chong* – shared that he was at the last ITA meeting to give compliments about the changes to the bus stop by Lowes by on Martin Way & Sleater Kinney because it is in a safer area. He made a report about not being picked up at a stop and a supervisor responded and cleared everything up. He also reported that a vanpool window was broken on Martin Way.
- *Horton* – thanked everyone for the opportunity to go to the state conference, he learned a lot.

Pierce suggested that if anyone gets the opportunity to go to the state conference they should go.

REPORTS

- **July 19, 2017, Work Session** – Clark, D. provided the report from the July 19, 2017, work session including a presentation by Mr. Chavez on HB 1344, to redraw the boundaries for a convention center for Thurston County. All jurisdictions opted out and Ann respectfully declined as the agency has board members from those jurisdictions. They approved a resolution to merge administrative services and auditing, and a few more contracts. They reported 612 Summer Youth passes has been sold as of that date.

Clark inquired about purchasing additional DAL vehicles.

Freeman-Manzanares responded DAL is a federally mandated service and the agency can't deny anyone if someone is eligible. Earlier this year staff purchased 3 surplus DAL vehicles from Mason Transit. Staff adds approximately 2000 extra hours to the budget annually as population ages.

Phillips added when demand is high the agency needs availability to provide coverage and that is difficult with more requests during peak hours.

- **August 2, 2017, Regular Meeting** – Diedrick provided the report from the August 2, 2017, regular meeting indicating it was a brief meeting and they scheduled the joint meeting; approved contracts for video; vehicle purchase; reapproved a 1 year lobbying contract for state legislative services; a re-bid for Tumwater Square because bids came in over budget; and the GM's request to pursue some grant opportunities. They are tied to agency's mission so the Board didn't have any concerns.
- **August 16, 2017, Work Session** – Horton provided the report from the August 16, 2017, work session including a presentation from the federal lobbyist on funding on a national level. His takeaway was there was lot of bipartisan support. They had the same presentation that Emily's just gave. Ann mentioned pursuing a grant to reduce congestion on JBLM, and hiring a GCCM contractor for the transit center. GCCM is an alternative delivery method along the same lines as design | build. If you have an occupied site that you have construction on bringing the contractor on early because he knows how he's going to construct it and build it. The GCCM method limits change orders later. The contractor works until you get to 90% and then they get to negotiate some of the work and the rest is bid. The contractor can do 50% negotiated and another 25% they can hard bid.
- **General Manager's Report** – Freeman-Manzanares provided an update on the Uber project with Pierce Transit. They received a federal grant for a research project. The press release went out last October that they had contracted with Uber to provide first/last mile service. Basically the project has gone nowhere. The main challenge is around the release of data, where they pick riders up, and where they drop riders off. Pierce indicated Uber is claiming it is trade secret data. Other issues include the ability to provide service to those who can't ride fixed route service and reaching people who don't have smart phones. Pierce has spent more on legal fees than they are going to get back on their grant. The Authority planning session was last Friday. Their focus was to look at current service and what the agency could do in the short term to make service better. Thomas from Nelson Nygaard and Jason who is doing outreach for the Road Trip did a transit 101 and talked about the tradeoffs. Offering high frequency service or provide it to a broad service area. Or, provide more local service and no commuter service. Staff worked through scenarios if funding remains the same or if it is less. Can the agency provide less service as congestion increases and what it might look like if there were more dollars.

Melnick – remarked the planning session was well done and it got the authority thinking about what the future might look like. It didn't solve any problems but it educated on how planning is really done.

Freeman-Manzanares added the IT Road Trips had 1,200 surveys back. She encouraged the committee to take the survey if they haven't done so. Staff has talked to some of the different schools and the more feedback the better.

Melnick – added that it is great that transit is talking to people who are not customers and what the agency can do to make them customers.

Freeman-Manzanares continued with her updated including a grant submission for CTR to explore commute alternatives. The legislature approved \$250k. CTR usually focuses on large worksites that are commuting during peak times. This is looking at that and everything else. The agency is partnering with Twin Transit and Pierce Transit to make an impact on I-5 congestion. This will focus on worksites that are not currently affected sites. The application

is for the full \$250k. Staff will work with EDC's and Chambers and they will be our business to business connection in urban and rural areas. Staff has been meeting with businesses about the return on investments and the possibility of buying the seats in the van so the seats belong to the company. Staff is excited to fill those seats. There is another grant opportunity for funding to work on the Pattison facility, which is a \$26M project. There is some money dedicated and it is a complicated project. Bus and Bus Facility dollars went away and a small portion are back at a much reduced rate. So staff needs to write a really great grant application. Nancy mentioned it is time for the CAC Recruitment. The OTC design is moving forward and the agency entered into a contract with DES because they have professional project managers and are experienced in the GCCM process. The goal is that the OTC project can be done faster since it has to remain fully operational. Some of the benefits are they know how these projects work and they go through the permitting process with the agency. DES is approved by the state to do the GCCM. Lastly, Intercity Transit did really well at this year's Rodeo. The maintenance team won first place again. They will be at the joint meeting in September. Rob Wood took first place and we again won grand champions.

Euler asked what the CRT grant does.

Freeman-Manzanares indicated the majority of it is marketing because most people don't know about vanpool. A portion will go towards training as well. This is a different model for us and is really about sales. Staff has not had to go out and sell the service in the past. The folks who administer the programs aren't sales people. Part of the grant is that it has to be replicable for a training program that can be used statewide. Staff met with Tim Stokes, president of SPSCC. He has a lot of energy and some great ideas. He is focused on getting kids to campus and teaching them, specifically the people in Yelm and south-county who can't get to school. They might morph a vanpool into the school campus, or changing hours so people can get to class. The average age of those students is 26 and the requirement for a vanpool driver is that they are at least 21 years old with 5 years of driving experience. People are unlikely to self-identify the need, and SPSCC is willing to contact them directly.

Clark, D. added that transportation for running start is an issue. North Thurston had a really active parent volunteer group. If they had a van it might help.

Freeman-Manzanares indicated the driver issue will be a barrier issue to overcome. SPSCC has money for transportation.

NEXT MEETING: JOINT MEETING WITH THE AUTHORITY SEPTEMBER 20, 2017.

ADJOURNMENT

It was M/S/A by DIEDRICK and CLARK, D. to adjourn the meeting at 7:05 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170821.docx

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: October 16, 2017**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel December 18, 2017, CAC Meeting

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- 1) **The Issue:** Whether to cancel the December 18, 2017, CAC meeting.
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- 2) **Recommended Action:** Cancel the December 18, 2017, CAC meeting.
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- 3) **Policy Analysis:** The CAC must take action to cancel a regularly scheduled meeting.
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- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the December 18, 2017, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
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- 5) **Alternatives:**
A. Cancel the December 18, 2017, CAC meeting.
B. Maintain the schedule as it stands, and meet on December 18, 2017.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: October 16, 2017**

FOR: Citizen Advisory Committee

FROM: Nancy Trail, 705-5857

SUBJECT: Nominations of Officers

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- 1) **The Issue:** To nominate members to serve one-year terms as the officers of the group (Chair and Vice Chair) for the January - December, 2018 year.

 - 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair.

 - 3) **Policy Analysis:** Per the CAC Operating Principles, officers will be nominated in October and elected in November for one-year terms.

 - 4) **Background:** Citizen Advisory Committee Chair Victor VanderDoes has completed two terms and Vice Chair Sue Pierce has completed a one year term in their respective positions. The Operating Principles and By Laws provide:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in October (either self-nomination or nomination by others) and affirmation by majority vote in November.
(Amended 07/16/01; 02/06/08; 7/6/16).

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.”

Members may nominate other members who are willing to accept the nomination, and members may self-nominate. If you wish to nominate someone, it is best to contact the member ahead of the meeting to ensure they will accept the nomination.

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- 5) **Alternatives:** N/A
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6) **Budget Notes:** N/A

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

8) **Reference:** CAC Operating Principles

INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: October 16, 2017

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Bus Pass Program

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- 1) **The Issue:** Provide a timeline for the 2018 application process and share a list of those that benefited from the program in 2017.
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- 2) **Recommended Action:** This is an informational item.
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- 3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program of up to \$300,000 a year.
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- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$300,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the sixth year of the program. A timeline for the program is as follows:

- | | |
|---------------------------------|--------------------|
| ▪ Applications out to agencies | Week of October 16 |
| ▪ Applications due | November 17, 2017 |
| ▪ Present grant awards to ITA | December 6, 2017 |
| ▪ Passes mailed out to agencies | December 18, 2017 |
| ▪ 2018 program begins | January 1, 2018 |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased.
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- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community."
Goal #4: "Provide responsive transportation options."
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- 8) **References:** 2017 Discounted Bus Pass Program Recipients.

2017 Discounted Pass Program Potential Grant Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered	
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Jill Young 360/ 704-7170	\$8,640.00 \$2,430.00 \$11,070.00	\$17,280.00 \$4,860.00 \$22,140.00	Adult Youth	X
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360/ 357-2582 Office 360/ 628-7603 Cell	\$2,160.00	\$4,320.00	Adult	X
3 Capital High School 2707 Conger Ave Olympia WA 98502	Kristie Logsdon S Bowser 360/ 596-8010	\$600.00	\$1,200.00	Youth	X
4 Catholic Community Services Family Behavioral Health 1011 10th Ave SE Olympia WA 98501	Heidi Williams 360/ 878-8248	\$3,240.00 \$1,800.00 \$5,040.00	\$6,480.00 \$3,600.00 \$10,080.00	Adult Youth	X
5 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$14,400.00	\$28,800.00	Adult	X
6 City Gates Ministries P O Box 108 1910 East 4th Ave Olympia WA 98506	Phil Prieto 360/ 359-1999	\$648.00	\$1,296.00	Adult	X
7 Community Action Council of Lewis/Mason Thurston 3020 Willamette Drive NE Lacey WA 98516	Diane Harris 360/ 438-1100 X 1136	\$21,600.00	\$43,200.00	Adult	X

8 Community Youth Services 711 State Ave NE Olympia WA 98506	Candace Wood 360/ 918-7874	\$9,900.00	\$19,800.00	Adult Youth	X
		\$3,037.50	\$6,075.00		
		<u>\$12,937.50</u>	<u>\$25,875.00</u>		
9 Family Support Center of South Sound P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/ 754-9297 ext 211	\$11,664.00	\$23,328.00	Adult	X
10 Garden Raised Bounty - GRuB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/ 753-5522 X210 or Amory Balantine	\$162.00	\$324.00	Adult Youth	X
		\$1,942.50	\$3,885.00		
		<u>\$2,104.50</u>	<u>\$4,209.00</u>		
11 Gravity Lacey Olympia High School- ESD 113 4315 6th Ave SE Lacey WA 98503	Richard Lindstrom 360/ 464-6835	\$3,240.00	\$6,480.00	Adult Youth	X
		\$2,700.00	\$5,400.00		
		<u>\$5,940.00</u>	<u>\$11,880.00</u>		
12 Gravity Olympia High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surridge 360/ 464-6851	\$3,240.00	\$6,480.00	Adult Youth	X
		\$3,600.00	\$7,200.00		
		<u>\$6,840.00</u>	<u>\$13,680.00</u>		
13 Housing Authority of Thurston County Housing Services Division 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/ 918-5832	\$4,320.00	\$8,640.00	Adult Youth	X
		\$1,080.00	\$2,160.00		
		<u>\$5,400.00</u>	<u>\$10,800.00</u>		
14 New Market Skill Center 7299 New Market Street Tumwater WA 98501	Jordan Kellogg 360/ 570-4465	\$1,620.00	\$3,240.00	Adult Youth	X
		\$675.00	\$1,350.00		
		<u>\$2,295.00</u>	<u>\$4,590.00</u>		
15 Olympia High School Freedom Farmers 1113 Legion Way SE Olympia WA 98501	Blue Peetz 360/ 870-6580	\$2,325.00	\$4,650.00	Youth	X
16 Olympia Union Gospel Mission P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/ 584-3505	\$4,320.00	\$8,640.00	Adult Youth	X
		\$360.00	\$720.00		
		<u>\$4,680.00</u>	<u>\$9,360.00</u>		

17 Pacific Mountain Workforce Development Council - Karen Kalish 1570 Irving Street Tumwater WA 98512	Karen Kalish 360/ 570-4279	\$4,536.00	\$9,072.00	Adult	X
18 South Sound Parent-to-Parent Tumwater School District 621 Linwood Ave SW Tumwater WA 98512	Tami Collins 360/ 709-7007	\$900.00 \$375.00 \$1,275.00	\$1,800.00 \$750.00 \$2,550.00	Adult Youth	X
19 The Salvation Army P O Box 173 Olympia WA 98507	William Lay III 360/ 352-8596 ext 105	\$3,888.00	\$7,776.00	Adult	X
20 Thurston County Public Defense 926 24th Way SW Olympia WA 98502	Mia Pagnotta 360/ 786-5868	\$2,160.00 \$900.00 \$3,060.00	\$4,320.00 \$1,800.00 \$6,120.00	Adult Youth	X
21 United Way of Thurston County 1211 Fourth Avenue E Suite 101 Olympia WA 98506	Stacey Hicks 360/ 943-2773 X 22	\$1,836.00	\$3,672.00	Adult	X
22 WA ST DSHS Olympia Community Service Office 6860 Capital Blvd SE Point Plaza East Bldg #2 1st Floor Tumwater WA 98501	Milton Caron 360/ 725-6530 Carol MacCraken 360/ 725-6622	\$9,720.00 \$900.00 \$10,620.00	\$19,440.00 \$1,800.00 \$21,240.00	Adult Youth	X
TOTALS:		\$134,919.00	\$269,838.00		

Beginning Balance of Grant Fund:	\$300,000.00
Total Amount of Grants Awarded:	-\$269,838.00
Funds still Available to Award:	\$30,162.00

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-D
MEETING DATE: October 16, 2017**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2017-2022 Draft Strategic Plan

-
- 1) **The Issue:** To present the 2018-2023 Draft Strategic Plan.
-
- 2) **Recommended Action:** Discuss and share comments with the Authority.
-
- 3) **Policy Analysis:** The budget document and staff work plan are developed based on the Strategic Plan.
-
- 4) **Background:** The Authority and the Citizen Advisory Committee have discussed and provided comment on various elements of the strategic plan over the last year. Those comments are being incorporated into the draft strategic plan. The draft will be presented to the Authority on October 18, 2017 and released to the public for comment on October 23, 2017.
- The 2018 budget is reflective of the strategic plan. This is an opportunity to share any other information you wish to share in regards to the draft strategic plan before it goes to public hearing on November 15, 2017. The Authority is anticipated to approve the Strategic Plan at their December 6, 2017 meeting.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** The Strategic Plan drives the budget.
-
- 7) **Goal Reference:** The Strategic Plan impacts all agency goals.
-
- 8) **References:** Draft Strategic Plan.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-E
MEETING DATE: October 16, 2017**

FOR: Citizen Advisory Committee

FROM: Suzanne Coit, 705-5816
Ann Freeman-Manzanares, 705-5838

SUBJECT: 2018 Draft Budget

-
- 1) **The Issue:** Introduce the Draft 2018 Budget.
-
- 2) **Recommended Action:** This is an informational item for discussion and comment.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2018.
-
- 4) **Background:** Staff will present elements of the draft 2018 budget to include capital projects, new projects, new staff, on-going projects from the previous budget and operational expenses. Staff will also discuss potential grant opportunities, which align with the strategic plan, and their impact on the budget.
- The Authority will review the draft budget at their October 18 meeting and has scheduled a public hearing on Wednesday, November 15, 2017. The Budget document will be available for public comment on October 23, 2017. The budget is scheduled for adoption at the December 6, 2017 Authority meeting.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The annual budget impacts all agency goals.
-
- 8) **References:** N/A

Draft 2018 Budget Agenda Attachment
October 13, 2017

2017/2018 Comparative Budget Overview

	<u>2017 Budget</u>	<u>Proposed 2018 Budget</u>
Operating:	\$41,512,206	\$41,785,980
Capital/New & On-Going Projects:	\$36,666,811	\$72,562,711
Total Budget:	\$78,179,017	\$114,348,691

New Projects/Positions for 2018

DEV-010	Development Administrative Assistant	\$74,850
DEV-013	OTC Furniture, Fixtures, Equipment	\$600,000
DEV-014	Pattison Renovation & Expansion	\$27,463,203
EX-026	Grants Consultant	\$40,000
FAC-093	Replace Tennant Floor Scrubber	\$16,000
FAC-094	Purchase and Install Safety Beacons at Bus Wash Exits	\$7,500
FAC-095	Relocate Fuel Island Heaters	\$10,000
FAC-096	Replace De-Icer Trailer	\$12,000
FIN-015	Non Rep Market Alignment Adjustment	\$43,500
FIN-016	General Wage Increase-Non Reps	\$225,810
HR-016	Active Threat Mitigation	\$25,000
IS-005	Computers, software, radios, security cameras, SAN's	\$453,000
IS-007	Web Professional Services	\$106,000
IS-008	Operator Payroll Optimization	\$35,000
MC-018	Community Conversation Amendment to Current Project	\$20,000
MC-021	Vanpool Grant Promotion (Grant)	\$275,000
PL-014	Bus Stop Enhancements (Grant)	\$350,000
TM-007	Operations OTC Supervisor	\$83,816
VM-027	Replace Operations Supervisor Vehicles & Associated Equipment	\$48,000

VM-028	Replacement Coaches (8)	\$5,200,000
VM-029	Replacement Vanpool Vehicles (40)	\$892,500
Total		\$35,981,179

On-Going Projects

Major purchases or contracted services that will not be completed in 2017 and carried over to future years.

DEV-004	Pattison Final Design/Future Enhancements	\$4,100,000
DEV-005	Olympia Transit Center Expansion	\$8,492,282
DEV-006	UST Replacement/Renovation Project	\$8,800,000
DEV-008	Traffic Engineering Services	\$50,000
DEV-009	New Furniture	\$25,000
DEV-011	Tumwater Square Improvements	\$290,000
DEV-012	Replace Fare Collection System	\$1,500,000
FAC-035	Pattison St. Administrative HVAC Engineering	\$25,000
FAC-036	Amtrak Repaint Interior	\$10,000
FAC-040	Bus Stop Enhancements & Solar	\$150,000
FAC-051	Amtrak HVAC Replacement	\$30,000
FAC-058	Ops Dispatch Repairs/Upgrades	\$40,000
FAC-062	HVAC Replacement OTC	\$90,000
FAC-066	Admin Window Replacement	\$100,000
FAC-067	Interior Facility Painting	\$280,000
FAC-068	Pattison Carpet Replacement	\$75,000
FAC-070	Maint Replacement Boiler/Controls/HRU's	\$400,000
FAC-071	Engineer Concrete Slab Replacement	\$50,000
FAC-073	Exterior Paint Consultant	\$38,000
FAC-074	Amtrak Tree Replacement	\$20,000
FAC-078	Maintenance Bays Fall Protection	\$115,000
FAC-079	Amtrak Gate/Gate Opener	\$25,000

FAC-080	Amtrak Seal Coat/Asphalt Repairs	\$45,000
FAC-081	Martin Way P&R Seal Coat	\$30,000
FAC-082	Engineer Pattison Replace Fire & Alarm System	\$25,000
FAC-083	Pattison Roof Replacement	\$412,000
FAC-084	Pattison Glass Block/Soffit Replacement	\$400,000
FAC-085	Pattison Exterior Painting	\$200,000
FAC-086	LTC, OTC, Amtrak Exterior Painting	\$125,000
FAC-088	Replace One-Man Genie Lift	\$25,000
FAC-090	Install New Tire Carousel	\$50,000
FAC-092	Install Propane Tank Fuel System	\$10,000
IS-012	Replace ACS/CAD/AVL & Radio System	\$5,500,000
MC-018	Community Conversation	\$50,000
PL-009	Short/Long Range Service Plan	\$170,000
PL-010	Transit Signal Priority	\$705,000
PL-013	Bus Stop Enhancements	\$380,000
VM-010	Replace staff electric car	\$48,080
VM-013	Replace Staff Station Wagon	\$28,410
VM-014	Purchase 5 DAL Expansion Vans	\$780,464
VM-022	Replace 7 DAL Vehicles	\$1,092,296
VM-025	2010 Hybrid Mid-Life Rebuild	\$1,800,000
Total		\$36,581,532

Authority Meeting Highlights
a brief recap of the Authority Meeting of September 6, 2017

Action Items

Wednesday night, the Authority:

- Declared property as surplus with a total estimated value of \$146,672. *(Katie Cunningham)*
- Authorized the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations' staff uniform items in an amount not-to-exceed \$60,000, including taxes. *(Katie Cunningham)*
- Authorized the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract spend will not exceed \$26,609, including taxes. *(Jeff Peterson)*
- Adopted the 2016 Annual Report and 2017-2022 Transit Development Plan as presented at the public hearing held on August 16, 2017. *(Eric Phillips)*
- Authorized the General Manager to enter into a contract with Loomis for \$45,000 to sort cash from the fareboxes for a period of one year. *(Suzanne Coit)*

Other Items of Interest:

Welcomed Zach Heinemeyer, Village Vans Assistant.

Welcomed Rob LaFontaine, Planning Manager.

Received an update on the Thurston County Economic Alliance as presented by Michael Cade, Executive Director of the EDC.

Received an update on the Surplus Van Grant Program as presented by Carolyn Newsome, Vanpool Manager.

Recruitment for new Citizen Advisory Committee members has begun. Applications are due September 26, 2017. The ad-hoc interview panel includes Authority members Don Melnick, Karen Messmer and Debbie Sullivan; and CAC members Jan Burt, Tim Horton and Marilyn Scott.

Two grant applications have been submitted. The first requesting \$12M to the Federal Transit Administration for their Bus and Bus Facilities Program, for the Pattison Street renovation and expansion project. The second for \$250,000 for a new pilot grant project that was approved by the Legislature. Intercity Transit's proposal focused on non-Commute Trip Reduction business sites, which are the majority of businesses sites in the state. Intercity Transit is partnering with Lewis and Pierce Counties (called the Lewis-Thurston-Pierce Business-to-Business Vanpool Promotion).

There are 178 vanpool groups.

The IT Road Trip continues with interviews with stakeholders.

Freeman-Manzanares will be attending the National Transit Institute Board Meeting at Rutgers University next week.

Pat Messmer/Executive Assistant/Clerk to the Board
Prepared: September 7, 2017

Authority Meeting Highlights
A brief recap of the Authority Meeting of October 4, 2017

Action Items:

Wednesday night, the Authority:

- Authorized the General Manager to pay the annual invoice for the Conduent/ ACS radio system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$212,611, including taxes. *(Jeff Peterson)*
- Authorized the General Manager to reject the bid submitted to Rognlin's Inc. in response to RFB 1711 for fall protection equipment and installation. *(Jeff Peterson)*
- Authorized the General Manager to enter into a contract with KTA-Tator, Inc., for Professional Services for the Exterior Painting Improvements project in the amount of \$37,862.24. *(Tammy Ferrris)*
- Scheduled a public hearing for Wednesday, November 15, 2017, at 5:30 p.m. to receive and consider comments on the 2018 draft budget. *(Suzanne Coit)*
- Received a timeline for the 2018 Discounted Bus Pass Program application process and the list of those who benefited from the 2017 program.
- Held a closed session pursuant to RCW 42.30.140 (4) (b) to discuss ATU Local 1765 negotiations.

Other Items of Interest:

- Welcomed Nicky Upson, Marketing/Communications/Outreach Coordinator *(Rena Shawver)*
- October 4 was International Walk-to-School Day. Participating schools were Pioneer with 200 students; Peter G Schmidt with 60; Tumwater Hills ES with 60; Mountain View ES with 100; and Garfield (tally not yet known). In addition, the Cities of Olympia, Tumwater and Lacey are all making Walk to School month proclamations and OSD did as well.
- The CAC recruitment is underway with a total of twelve applications received. The Ad-Hoc committee made up of Authority members Debbie Sullivan, Karen Messmer, Don Melnick, and CAC members Tim Horton, Jan Burt and Marilyn Scott will hold interviews on October 18.
- Authority member Don Melnick, along with six Intercity Transit staff and their family participated in the United Way Days of Caring on Friday, September 22.

Their project took them to Tenino where they painted the historical Tenino Depot Museum.

- Freeman-Manzanares, Authority members Karen Messmer, Don Melnick and Molly Carmody will attend the 2017 APTA Conference and Expo October 8 through 11 in Atlanta, GA.
- Staff announced the winner of the \$250 gift card from those who participated in the IT Road Show Survey. The winner is Ed Girard!
- The Annual Holiday Banquet will be held on Friday, December 8 beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.

Pat Messmer

Prepared: October 5, 2017

CITIZEN ADVISORY COMMITTEE ATTENDANCE RECORD

		8	9	10	11	12	1	2	3	4	5	6	7	8	9
CAC	Members	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Leah	Bradley		Absent			MEETING CANCELLED	Absent	Absent	Absent		Absent	Absent	Absent	Absent	Absent
Jan	Burt														
Mitch	Chong	Absent	Absent						Absent				Absent		
Billie	Clark						Absent							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		Absent	Absent
Ariah	Perez		Absent	Absent			Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Sue	Pierce														
Marilyn	Scott									Absent	Absent				
Carl	See		Absent									Absent		Absent	Absent
Walter	Smit	Absent					Absent		Absent					Absent	
Victor	VanderDoes	Absent													
Michael	Van Gelder												Absent	Absent	
Austin	Wright													Absent	Absent
Lin	Zenki	Absent			Absent		Absent		Absent	Absent	Absent	Absent	Absent	Absent	Absent

= Joint meeting does not count against required meeting attendance