

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA
February 12, 2018
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative RYAN WARNER
<i>(Sue Pierce)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. February 21, 2018, Work Session <i>(Michael Van Gelder)</i> | |
| | B. March 7, 2018, Regular Meeting <i>(Joan O'Connell)</i> | |
| | C. March 21, 2018, Work Session <i>(Jonah Cummings)</i> | |
| | D. April 4, 2018, Regular Meeting <i>(Denise Clark)</i> | |
| IV. | APPROVAL OF MINUTES – January 8, 2018 | 1 min. |
| V. | NEW BUSINESS | |
| | A. PROCUREMENT 2018 WORK PLAN <i>(Steve Krueger)</i> | 20 min. |
| | B. EXTERNAL FUNDING OVERVIEW <i>(Eric Phillips)</i> | 20 min. |
| | C. DAL, TRAVEL TRAINING, BUS BUDDY UPDATE
<i>(Emily Bergkamp)</i> | 20 min. |
| VI. | CONSUMER ISSUES – All | 20 min. |
| VII. | REPORTS | |
| | A. January 17, 2018, Work Session <i>(Billie Clark)</i> | |
| | B. February 7, 2018, Regular Meeting <i>(Victor VanderDoes)</i> | |
| | C. General Manager's Report <i>(Emily Bergkamp)</i> | |
| VIII. | NEXT MEETING –March 19, 2018. | |
| 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
COMMUNITY ADVISORY COMMITTEE
January 8, 2018

CALL TO ORDER

Chair Pierce called the January 8, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Vice Chair Austin Wright, Justin Belk; Scott Paris; Carla Dawson; Linda Vail; Jan Burt; Marie Lewis; Jonah Cummings; Denise Clark; Ursula Euler; Peter Diedrick; Marilyn Scott; Joan O'Connell; Walter Smit; Tim Horton; Victor VanderDoes; and Billie Clark.

Absent: Lin Zenki and Michael Van Gelder.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; David Dudek; and David Copley.

APPROVAL OF AGENDA

It was M/S/A by LEWIS and EULER to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, CLARK GILMAN. CAC Members provided a short self-introduction for the new members CARLA DAWSON, LINDA VAIL, SCOTT PARIS JUSTIN BELK AND WALTER SMIT.

MEETING ATTENDANCE

- A. **January 17, 2018, Work Session - Billie Clark**
- B. **February 7, 2018, Regular Meeting - Victor VanderDoes**
- C. **February 21, 2018, Work Session - Michael Van Gelder**

APPROVAL OF MINUTES

It was M/S/A by DIEDRICK and SMIT to approve the minutes of the November 20, 2017, meeting.

NEW BUSINESS

- A. **YOUTH EDUCATION UPDATE - (David Copley)** Copley played a slideshow of photos of the Youth Education Program from 2017. He noted a staffing change that Jessica Gould had taken another position with Intercity Transit, and a new person was starting in February to take her place. She was formerly with the Department of Ecology.

Copley reviewed the Youth Education Program Mission Statement: "To educate and encourage youth to get around by biking, walking, and riding the bus to foster a healthy, active community." And then the program Vision Statement: "Youth will access their

community using healthy, active transportation.” He indicated one of the growing outreach programs in 2017 were middle school presentations. In 2017 the program gave 18 presentations on active transportation reaching 900 students at Salish MS, Komachin MS, and Reeves MS. Staff completed seven Rolling Classrooms that tour the maintenance facility with the highlight being the bus wash. The program completed 19 transit field trips to places like Lott, Olympia City Hall, Olympia Farmer’s Market and National Day of Service. Walk to School Days are one of the biggest pieces of the program and about a dozen schools participate. People meet at an area near the school and all walk together. Staff goes out and volunteers to walk with the kids. It gives kids who can’t walk from their home the opportunity to experience walking to school. Staff provides snacks and incentives, and handles the outreach at the schools. More than 3,000 students participated in the Walk to School days in 2017. Staff also tables at events and they were just at ORLA and several back to school nights. They have created a customizable wheel game that can be used for all age levels and people really like it. Staff has been promoting the Pace Car program which encourages safe driving skills for parents. When parents sign a pledge they get a bumper sticker. Statistically injuries come from parent’s driving and the Pace cars slow down the traffic in the school zones. The survival rate for accidents at 25 mph is 9 out of 10, and you can flip that for accidents at 45 mph. Slowing traffic down around schools is important.

Coppley continued with an update on the Earn-a-Bike Program. The program is done at one school per year and includes 8 hours of bicycle education. Students learn how to fix a flat tire, adjust brakes, and a lot of bike riding skills. Before the class staff scouts the surrounding neighborhood streets and they talk to the kids about hills and everyone likes hill day. Students get to keep the bike, a bike helmet and a little accessory kit. The program saw 74 participants in 2017. Staff is working on expanding the program to the summer with parks and rec. The program is limited to one school per year. The bike shop is manned by volunteers and they provide the bikes for the Earn-A-Bike program. They receive donations from bike shops, and local police. Last year volunteers donated over 1,300 hours of volunteering and completely overhauled 93 bikes. The bike shop is open Wednesdays from 1:00 pm – 5:00 pm and Saturdays 11:00 am – 4:00 pm.

Coppley shared that the Youth Education Program supports Bikes in PE with the Tumwater School District (TSD) and North Thurston Public Schools (NTPS). The program is made possible by a Washington Safe Routes to School grant that provides a trailer and about 30 bikes with tools to maintain them. Staff helps with the application process and with bike fleet maintenance. TSD had approximately 150 kids participate and NTPS had 650 students. Staff is working to make the curriculum more readily available for teachers and hopes the program continues to grow. The Olympia School District has indicated an interest and staff hopes they will apply in 2018. Intercity Transit staff has provided assistance in the grant process as well as the implementation of the program.

Coppley answered questions.

Burt – asked if the program needs more bikes.

Coppley – indicated one of the biggest issues they have at the moment is storage. They appreciate the donation of bikes and staff has gotten support from management for a storage container when the Pattison lot renovations are complete. What they really need are volunteers. It is a great way to learn how to work on a bike.

Freeman-Manzanares – added she wished they could get the program into more schools. The first grant application with TSD was done at the request of DOT due to the number of negative vehicle and student interactions. Being a safe cyclist isn't an inherent skill and the programs focus on keeping kids safe is excellent. She thanked Copley for his hard work continuing to grow the program.

- B. OPERATIONS VIDEO UPDATE -** (*David Dudek & Ann Freeman-Manzanares*) *Freeman-Manzanares* shared an update on the new camera installation funded by the Authority in 2017. Staff would like to show the CAC the difference between the old cameras versus the new. The older cameras frequently couldn't read license plates. As technology improves and cameras get better the agency tries to keep up with that. The video you will see shows the capability of the camera system and how amazing the Operators are. The cameras capture a lot of what is going on outside the vehicle. When the system was first installed one of the things staff didn't consider was the incredible benefits to law enforcement and our community as a whole. The cameras capture accidents and a variety of things occurring outside, as well as inside, the vehicles. The number of public records requests has risen and that has been a challenge from a staffing perspective.

Dudek indicated he is an Operation's Supervisor and would provide some videos showing the difference between the old Verint video system and new TSI system. The new forward facing cameras are HD and the DVR's on the buses have a lot more storage capacity. They were able to increase the frame rates of the old cameras due to the increased storage capacity so they are clearer. He showed a side by side comparison of video systems. He then provided examples of the different type of things the cameras capture outside the bus.

Freeman-Manzanares added that the agency has about 210,000 hours of fixed routes service or "risk on the road" each year. In addition we have vanpool and staff support vehicle hours, or "risk on the road". The agency is insured by the Washington State Transit Insurance Pool (WSTIP) a conglomeration of transit systems throughout the state. The agency participates in a continual training process for Operators and has an excellent program for vanpool drivers. Intercity Transit was recognized by WSTIP last year for having the least amount of accidents and received their Safety Star award. The agency also celebrates Transit Driver Appreciation Day and that gives the public an opportunity to write thank you notecards to the drivers.

Dudek added that recently one of the agency's senior drivers was on Martin Way and truck cut in front of him causing an accident. The truck then left the scene. The entire front of the bus had to be replaced. HR received a call 3 days later from the truck driver's insurance company indicating one of IT's buses had hit the truck and left the scene. Staff provided a copy of the video showing them exactly what happened.

Freeman-Manzanares relayed the story of a carjacking/kidnapping situation that took place in Lacey and it was one of our Operation's Supervisor, through reviewing video footage, discovered where the car was "dumped" and also captured the photo that was used by law enforcement to arrest the individual. We had footage and video of the assailant getting on the bus, asking the Operator if he could pay with a \$2 bill and if he could get to the Amtrak Depot on that bus, going through a bag stolen from the car and watching law enforcement responding to the incident. Law enforcement finger-printed the bus, and the \$2 dollar bill he used to pay is fare. Ultimately law enforcement found him in Portland and tied the individual to two rape cases as well.

Dudek and Freeman-Manzanares answered questions.

Cummings – asked if there was exterior signage for the exterior cameras and added that it might be something worth considering.

Smit – asked if there were cameras on the operations vehicles.

Dudek – responded not at this time.

O'Connell – inquired about the tape over the old footage of the driver, but not the new.

Freeman-Manzanares –replied part of the initial Memorandum of Understanding with the ATU was that the cameras wouldn't have a full view of the driver. Since then, new distracting driving laws, particularly around texting and talking on the phone have been enacted. It's important to be able to prove that our Operators are in compliance with the law. Having a view of potential cell phone usage is important.

Wright – shared a story about a request for video concerning his wallet being stolen. Once he got it he took it to the police. They recognized the man and he was ultimately arrested.

Belk – asked how long the video is available.

Dudek – indicated it is generally available for two weeks before it starts writing over itself.

O'Connell – asked when police request it do they just ask for it by date and time.

Freeman-Manzanares – replied that they try to be specific but added that sometimes it takes some detective work to find an incident they are looking for.

Dudek- indicated sometimes they pull video off of 7 or 8 buses for police requests.

Freeman-Manzanares – stated the latest upgrade was \$440k. That is a significant amount of money but has likely been recovered several times over in lawsuits or the avoidance of lawsuits. There is also a great benefit for emergency management. IT is the lead transportation provider for the County and the camera system can capture a significant amount of information to the benefit of the community.

- C. DISCOUNTED BUS PASS PROGRAM UPDATE - (Ann Freeman-Manzanares)** Freeman-Manzanares shared that six years ago the Authority approved half priced passes to non-profit and governmental agencies serving low income people. In 2016 the Authority increased the amount of the program from \$200k to \$300k since the requests were nudging up to that limit. In 2017 requests came in below the limit. At the December 6, 2017 Authority meeting requests for 2018 were just below the limit of \$300k. At the January 3, 2018 meeting requests had come in at \$320k. The last two requests are from Olympia Municipal Court and North Thurston Special Education. The information was presented to Authority and they indicated a further conversation was necessary at their January 17 meeting. Staff is looking for conversation from the CAC about whether the agency should increase the amount. If the amount is increased to \$400k in half priced bus passes the agency would potentially forego

\$200k in income. She reminded the committee that it is not a given that those passes would be sold otherwise. The program was started during the recession when funding was reduced for agency's serving low income populations and the need increased. The Authority decided it was important, our mission and a great need in our community, to get individuals where they need to go. She indicated applications are sent out in October and are due in the middle of November. Staff identifies who qualified and they are awarded in December. They are on a first come/first served basis after that. The two additional applicants didn't get any bus passes.

Freeman-Manzanares answered questions.

O'Connell – stated if the amount was bumped up to \$370k it doesn't seem like it's enough to make a big impact on the agency.

Freeman-Manzanares – responded that they are not sure the passes dedicated to the program at half price would have been purchased at full price because neither the agency/non-profit, nor the individual could likely afford it. There is no guarantee the passes would otherwise be sold.

Cummings – shared that one thing he suspects it could reduce is the delays in service created by collecting fares and attempting to collect fares from those who don't have the money to pay.

Euler – inquired about recipients having leftover passes and how well they estimate when purchasing.

Freeman-Manzanares – indicated they do it on a monthly basis and for the most part they are able to adjust.

Clark, D. left the meeting.

Pierce – asked if Olympia Municipal Court indicated why they were late. The amount was raised to \$300k not that long ago.

Freeman-Manzanares – responded if both the applicants had applied by the mid November due date staff would have gone to the Authority with a proposal to fund a portion of all the requests. While the program has been in existence for a number of years, there are still a number of organizations inquiring as word continues to get around. For instances, there might be a program at a school participating in the program, yet another program, with potentially different funding sources may have just learned of the program.

Phillips – asked if the program had any history of denying applicants. It is interesting that the awareness is continuing and there is a 50% buy in. He also inquired if the agency has always been able to meet the requests.

Freeman-Manzanares – indicated the agency was in this position two years ago and they addressed it not by denying applicants but by increasing the program limit. Last year the program was \$38k below the limit. This year it was \$20k over by January 3.

Paris left the meeting.

Euler – added it's great when an organization can be supportive of people in need. She works for the City of Tumwater and oversees utility billing. They have an assistance program for the elderly and disabled. She tells her staff it's there to help people, but they don't want people to abuse the process. If the agencies are giving them to people who are truly in need then it's great the organization can help the community in this way. It is revenue that may not have come to IT anyway.

Freeman-Manzanares – noted that it is the organizations that distribute passes based on their client's needs. These organizations serve low income populations. Together!, for instance, knows the population and students who are getting the passes.

Euler – remarked in terms of law enforcement there are so many with DUI's and they end up going into a vicious cycle not being able to work with no transportation and not way to get there. It is well worth the effort to help people get out of the cycle and be able to get to work and to school.

Horton – indicated part of the reason transit exists is to help people get to work and this is a good idea. He likened it to everyone having a discounted bus pass because bus fares don't pay for the operation of the bus system. It would be different if it were a revenue neutral source. Anything can be abused but the positives outweigh the negatives. It is worth it to help people get where they need to go.

O'Connell – stated she is a big supporter and one of the first things she learned on the CAC is that you don't pay for buses through the farebox. It helps form solid community relationships.

Belk – indicated he would like to build on the last three comments and that whatever stage people are at hopefully they will remember they were helped and would be users of IT in the future. When they can afford their own fare they support the goal of getting more people on the bus.

VanderDoes – added that he is data driven and thinks there are all positive outcomes and would recommend increasing it.

Phillips – stated there is a lot of capacity right now.

Pierce – believes applicants should be made aware of the deadlines.

O'Connell – added that the limitation is not necessary – if it is \$500k it isn't driven by when the application gets in you also might have some come in later in the year. She would like the agency to be sensitive on how it is presented and maybe not so hardline.

Pierce – remarked if the funds are available.

Vail – stated if the funds are available to extend it if someone contacts us later we will have foreseen that.

CONSUMER ISSUES

- *Scott* – stated she has been going to a lot of tabling events for Bus Buddies and hears a lot of comments about how good our system is and how much they like what we’re doing.
- *Vail* – indicated they are planning spring trips and have someone to go with them.
- *Clark, B.* – shared that she was on DAL about 10 days ago and there was a client in a tilted wheelchair and this person was not able to help themselves in any way. The driver was left to manipulate the person around to get them on and off the bus. She felt like it was a really unsafe process for both the Operator and the individual. She was concerned for the person in the wheelchair and thought this person should have had a caregiver with them. She called and talked to someone in dispatch the next day.

Dudek – responded he was working with new DAL temporary manager and it is being investigated.

Vail – inquired about the process of evaluation of who can use DAL.

Freeman-Manzanares – replied there is a certification process and it can be temporary or longer term dependent upon the situation. Some people need it when they are recovering from surgery. Some only at night or because of inclement weather. The agency has staff that review and determine eligibility. Sometimes they may depend on the individual’s physician to provide some direction. The agency uses an Easter Seals set of criteria and travel trainers will take people out to see what their capabilities are. We are happy to chat with anyone curious about the program.

- *Wright* – indicated he drove by OTC yesterday and a multitude of police vehicles were responding. He thought the committee would have received an email from Ann on the event.

Freeman-Manzanares – responded it didn’t rise to the level to send an email to the Authority or the CAC. A situation occurred off-site in downtown Olympia and several individuals involved in the situation came onto the OTC property and were arrested.

- *Belk* – commented on the agency’s emergency response to the Amtrak derailment a few weeks ago, thanking IT for getting him to and from work. They did an excellent job dealing with the unfortunate circumstances. As to the things within their control they did an excellent job.

Freeman-Manzanares – thanked Belk for his comments and added that the agency was called early on to provide buses to evacuate passengers. We cancelled service for approximately 4 to 5 hours. We had completed several trips already that morning and needed to make return trips for those individuals. The longest deployment was 10-12 hours and that is a long time to be out. People responded in amazing and caring ways.

Pierce – reminded everyone to look at the rider alerts on the website and read them carefully even if the headline hasn’t changed. Staff was moving on the fly and did a great job.

Freeman-Manzanares – added that staff is exploring text message update so people can identify routes and have it come directly to them. Staff will share with marketing to change the headline of the rider alert when they are updated.

- *Pierce* – shared it's important to share your compliments and concerns with staff. And you don't have to do it directly with the individuals if that is uncomfortable. Get the coach number along with the day and the route information and IT will figure out the rest.

Wright – indicated he has had really good results from IT as they are very responsive. And staff can read about customer compliments on the monitors.

REPORTS

- **December 3, 2017, Regular Meeting** – Cummings provided the report including updates to the OTC construction project; a consumer issue from an express passenger concerning a racial slur and he felt IT could take steps to prevent the situation in the future; and updates on the budget and strategic plan.
- **January 3, 2018, Regular Meeting** – Burt provided the report including there was a celebration for all the recipients of the surplus van grant vans that was great (she shared a photo she took of one of the vans) and they were full of compliments for IT; the ITA approved the purchase of 25 seven passenger vans; approved the name change for the CAC; and were informed of the 16 new operators starting today. Burt also shared a quote Clark Gilman made at the meeting that IT should be known as a people moving company not a bus company.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:

Encouraged members to follow the agency Facebook page and you will see when IT has something cool go on like the van grants and you can see all of the photos.

Freeman-Manzanares is attending the CEO conference in February and it will prevent her from attending the CAC meeting.

Jim Merrill, Director of Operations, who has been with IT for 30 years is retiring June 30. Emily Bergkamp is going to be taking over for Jim. She has moved into Jim's office. Currently he is also the Director of Maintenance. Upon his retirement Paul Koleber will become the Director of Maintenance.

Operations Supervisor Kevin Karkoski has been promoted to temporary DAL Manager. A recruitment for the position will open later this year.

The Vanpool program is starting a little uptick. They ended 2017 with 174 vanpool groups and already have 178 in 2018. They are creating a video with testimonials. Staff also participated in a video shoot for a day in the life of a bus. Staff will show both to you once they are finished.

A new class of operators started today.

The Short and Long Range Steering Group will hold their second of three meetings next week. There are many stakeholders involved who will put together a proposal to go back to the community.

Staff had a pre-submission meeting with the City of Olympia on the OTC project. They expressed a sincere desire to work with IT.

Legislative session began today and it is a short session. Staff has been led to believe that the local options bill from last session is still alive. Time is the enemy and the bill is to ask for an additional .03% of taxes available to provide additional service. If the agency needs people to testify staff may be calling. The agency has been hosting a lot of legislators about potential funding for the Pattison Street facility.

The Insta-chains worked like a charm in the recent inclement weather.

She shared the trophy the agency received in Lacey's Second Annual Lighted Parade. The agency participates in several parades throughout the year and you are welcome to come and ride the bus at the Tumwater 4th of July parade; Prairie Days Parade in Yelm, Lakefair Parade, Lacey Lighted Parade, and Downtown for the Holidays Parade in Olympia.

NEXT MEETING: FEBRUARY 12, 2018.

ADJOURNMENT

It was M/S/A by O'CONNELL and SMIT to adjourn the meeting at 7:35 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20170108.docx

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: February 12, 2018**

FOR: Community Advisory Committee

FROM: Steve Krueger, 705-5833

SUBJECT: 2018 Procurement Project Review

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- 1) **The Issue:** Provide an overview of ongoing and planned agency projects for 2018.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** The Authority approves any contract over \$100,000. In 2018 Procurement will present a number of recommendations to the ITA for approval.
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- 4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff

availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2018 Procurement plan which will be provided at the meeting. Many things impact the flow of projects and the plan is adjusted as needed during the year.

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

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

7) **Goal Reference:** The 2018 project list represents all agency goals.

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

Procurement Projects for 2018

	Description	Action	Quarter
1	OTC Expansion Project – GC/CM Contract (\$5.5M) and Public Art (\$52k)	Award	On-going
2	UST Pattison Base Improvements Construction Contract (\$5.4M)	Administer	On-going
3	UST Construction Management & Inspection Services (\$375k)	Administer	On-going
4	Pattison Expansion & Rehabilitation Project – Final Design (\$4M)	Award	Q1
5	Upgrade CAD/AVL System to support cellular data (\$200k)	Award	Q1
6	Replace 8 of the 2004 Motor Coaches (\$5.2M)	Award	Q1
7	General Legal Counsel Services Term Contract (\$14k Annually)	Award	Q1
8	Towing Services (\$14k Annually)	Renew	Q1
9	Marketing & Communication Services (\$70k)	Renew	Q1
10	Traffic Engineering Services – Supports TSP and other projects as needed (\$50k)	Award	Q1
11	Purchase Replacement Operations Supervisor Vehicles (\$40k)	Award	Q1
12	Catch Basin Cleanout Term Contract (\$25k)	Award	Q1
13	Video Production Services (\$25k)	Renew	Q1
14	De-Icier Trailer replacement (\$12k)	Award	Q1
15	Purchase 40 Vanpool Vans (\$890k)	Award	Q4
16	Bus Stop Enhancements (\$380k)	Award	Q2
17	Tumwater Square Station Improvement – Construction Contract (\$230k)	Award	Q2
18	Transit Center Security Services (\$194k)	Renew	Q2
19	LTC, OTC, Amtrak Ext Painting (\$125k)	Award	Q2
20	Uniforms for Supervisors/Operators (\$110k)	Renew	Q2
21	HVAC Replacement OTC (\$90k)	Award	Q2
22	Amtrak and Martin Way Park & Ride – Parking Lot Seal & Repair (\$75k)	Award	Q2
23	Bus Stop Shelters (\$75k)	Renew	Q2
24	Fall Protection in Maintenance Bays (\$75k)	Award	Q2
25	Federal Advocacy Services (\$72k)	Award	Q2
26	Website Enhancement & Hosting Services (\$161k)	Award	Q2
27	Landscape Services (\$47k)	Renew	Q2
28	HVAC Replacement Amtrak (\$30k)	Award	Q2
29	Grant Writing Services (\$20k)	Renew	Q2
30	Replace Tennant Floor Scrubber (\$16k)	Award	Q2
31	Safety Beacons at Bus Wash Exits (\$8k)	Award	Q2
32	Conduent – ACS Maintenance Agreement (\$185k Annually)	Renew	Q3
33	State Advocacy Services (\$42k)	Renew	Q3
34	Replace Amtrak Gate Opener (\$25k)	Award	Q3
35	Mail machine and scale lease (\$13k)	Award	Q3
36	Repaint Interior Amtrak (\$10k)	Award	Q3
37	Relocate Fuel Island Heaters (\$10,000)	Award	Q3
38	Walk n Roll Building Lease (\$9k)	Renew	Q3
39	Upgrade Fare Boxes (\$1.5M)	Award	Q4

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: February 12, 2018**

FOR: Community Advisory Committee

FROM: Eric Phillips, Development Director, 705-5878

SUBJECT: External Funding Overview

1) **The Issue:** Review and update on all Intercity Transit external funding sources, processes, and update on projects utilizing external funds.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** N/A.

4) **Background:** "External Funding" is a term used to capture Federal, State and Regional funding that comes to Intercity Transit. These funds are typically accessible by formula distribution, competitive awards, or program related-sources. The most common sources are Federal and State funding programs. In general, terms we typically refer to these funds as "grants." This review summarizes the processes used to identify and program external funds to support Intercity Transit's ongoing capitals and operating projects and programs. As we work to deliver projects and services approved by the Authority, our objective is to always work to retain as much local funding as possible to provide service to our customers.

The external funding summary will look at:

- ✓ Sources of funding
- ✓ Processes required to obligate
- ✓ Reporting and tracking
- ✓ Review of current external funding projects and programs
- ✓ Program management approach to external funding

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

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

7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."*
Goal #4: *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: February 12, 2018

FOR: Community Advisory Committee (CAC)

FROM: Kevin Karkoski, Temporary Dial-A-Lift Manager, 236-5044
Emily Bergkamp, Co-Director of Operations, 705-5893

SUBJECT: Dial-A-Lift, Travel Training & Bus Buddy Program Update

1) **The Issue:** Provide the CAC an update on Dial-A-Lift (DAL) services, Travel Training and the Bus Buddy Program.

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:** DAL, Travel Training and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. 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 and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

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

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

7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations."

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

Authority Meeting Highlights
a brief recap of the Authority Meeting of February 7, 2018

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to execute a one-year contract extension with JayRay to provide Marketing and Communication Services, and authorizing an additional \$115,000 for work planned during 2018 for a revised total contract not-to-exceed amount of \$185,000.
- Authorized the General Manager to enter into an Interlocal Agreement with the City of Tumwater identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority.
- Authorized the General Manager to enter into an IAA with DES to provide Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility Expansion and Rehabilitation Project in the amount of \$282,850.60.
- Elected City of Tumwater Councilmember Debbie Sullivan as Chair of the Intercity Transit Authority for a second term through February 2019. Elected Citizen Representative Ryan Warner as Vice Chair for a one-year term through February 2019.
- Completed committee assignments as follows:

<i>--Thurston Regional Planning Council:</i> Alternate	Citizen Representative Karen Messmer Councilmember Debbie Sullivan
<i>--Transportation Policy Board:</i> Alternate	Citizen Representative Don Melnick Citizen Representative Ryan Warner
<i>--Pension (401K) Committee:</i>	Citizen Representative Molly Carmody

Other Items of Interest:

- Received an External Funding Overview presentation from Development Director, Eric Phillips.
- Staff is working on several video projects. They include a series of video testimonials for the Vanpool Program.
- There were 179 active vanpools at the end of January.
- Staff is participating in a monthly Newcomers Orientation at JBLM to spread the word about the vanpool program.

- Staff is working with Dr. Stokes from SPSCC and other school Superintendents in Yelm, Tenino, Rainier and Rochester School Districts to transport students in vanpools from South County to participate in the Running Start Program.
- Staff received concurrence from the City of Olympia and the City of Tumwater regarding the Transit Signal Prioritization Process. Staff is looking for concurrence from the City of Lacey.
- Staff is attending City of Olympia public meetings about street work downtown and the addition of a bike lane on Washington. Intercity Transit expressed concern about the bike lane on Washington with buses entering and exiting the facility every 15 minutes and our safety concerns. There have been conversations about the bulb-outs proposed throughout town.
- Intercity Transit was invited to participate in a meeting hosted by Providence regarding the Community Care Center located in downtown Olympia. They are interested in being proactive with the immediate need to regulate the areas surrounding the facility.
- The Pattison Street Project is moving along. It's anticipated the project will be completed in June 2018.
- On February 21, staff will begin interviews for General Contractors for the Olympia Transit Center Expansion.
- Sales tax received in January was 8.5% over last year.
- SB5288 passed today in the Senate with a 34 to 14 vote. The bill passed with a strong bipartisan vote. Senators Hunt, Sheldon and Becker voted for the bill.

Pat Messmer

Prepared: February 8, 2018

COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12	1
CAC	Members	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Justin	Belk													
Jan	Burt													
Billie	Clark	Absent							Absent					
Denise	Clark	Absent		Absent	Absent		Absent							
Jonah	Cummings			Absent		Absent								
Carla	Dawson													
Peter	Diedrick				Absent			Absent						
Ursula	Euler			Absent				Absent						
Tim	Horton			Absent			Absent				Absent			
Marie	Lewis				Absent									
Joan	O'Connell			Absent			Absent		Absent	Absent				
Scott	Paris													
Sue	Pierce													
Marilyn	Scott				Absent	Absent						Absent		
Walter	Smit	Absent		Absent					Absent					
Linda	Vail													
Victor	VanderDoes													
Michael	Van Gelder							Absent	Absent		Absent			Absent
Austin	Wright								Absent	Absent		Absent		
Lin	Zenki	Absent		Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent		Absent

MEETING CANCELLED

= Joint meeting does not count against required meeting attendance