

AGENDA
INTERCITY TRANSIT AUTHORITY
March 21, 2018
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|---|--|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - None | 0 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | COMMITTEE REPORTS
A. Transportation Policy Board (Mar. 14) (Ryan Warner)
B. Community Advisory Committee (Mar. 19) (Jonah Cummings) | 3 min.
3 min. |
| 5) | NEW BUSINESS
A. ESMS & IS-14001 Update (Jessica Brandt)
B. Coach Presentation/Contract Award (Katie Cunningham)
C. Long Range Process and Proposals (Freeman-Manzanares/Robertson) | 20 min.
45 min.
60 min. |
| 6) | GENERAL MANAGER'S REPORT | 10 min. |
| 7) | AUTHORITY ISSUES | 10 min. |
| 8) | ADJOURNMENT | |

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) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: March 21, 2018

FOR: Intercity Transit Authority

FROM: Jessica Brandt, 705-5819

SUBJECT: Sustainability Update

-
- 1) **The Issue:** Provide the Authority with an update on Intercity Transit's sustainability efforts and our recent ISO-14001 recertification.
-
- 2) **Recommended Action:** No recommended action at this time. This item is to provide information and encourage discussion.
-
- 3) **Policy Analysis:** The Authority supports Intercity Transit's focus on sustainability, continual improvement and achieving ISO-14001 certification.
-
- 4) **Background:** Intercity Transit's Sustainability Program, "Moving Green" has seen a number of successes in the past few years developing and using an Environmental and Sustainability Management System (ESMS). We initially achieved ISO-14001 certification for our ESMS in February 2014 and have maintained the certification. In 2015 the standards were updated, and we were pleased to announce that a third party audit confirmed Intercity Transit met those new standards in November 2016, again in February 2018, with the last one under our contract scheduled for February 2019. We are pleased to share with you the successes of this Authority-sponsored effort.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The 2018 budget includes \$9,000 for ISO Certification Services. The recertification cost for 2018 is anticipated to cost \$6,950.
- The total contract for the three-year certification and surveillance process is not-to-exceed \$39,343.00. Staff is anticipating the project will remain under budget.
-
- 7) **Goal Reference: Goal #5:** *"Align best practices and support agency activities and sustainable technologies."*
-
- 8) **References:** N/A.
-

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: March 21, 2018

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Replacement Coach Purchase

1) **The Issue:** Consideration of the purchase of fourteen (14) replacement 35-foot and 40-foot diesel low-floor buses.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 09214, to issue a purchase order to Gillig, LLC in the total amount not-to-exceed \$7,892,647 to purchase fourteen (14) replacement 35-foot and 40-foot diesel low-floor buses.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** The Federal Transit Administration (FTA) has a minimum replacement cycle for heavy-duty buses of 12 years. By applying good maintenance practices, Intercity Transit typically replaces buses around 15 years of service, depending on condition, finances, grants, and market factors. This purchase will replace vehicles that will be in their 15th year of service when replacements are delivered.

Intercity Transit intends to purchase 14 new diesel low-floor buses through Washington State Department of Enterprise Services (DES) Contract 09214 for heavy-duty mass transit vehicles. To meet current replacement cycles, eight of these buses (35-foot coaches) should be delivered in the third quarter of 2019, and the remaining six buses (35 and/or 40-foot coaches) should be delivered in the first quarter of 2020. The total purchase price of each bus is quoted at \$561,628, for a 35-foot coach and \$566,604 for a 40-foot coach. These prices include sales tax.

The first eight 35-foot coaches will replace our 2004 coaches that will be in their 15th service year upon delivery. The remaining six will replace 2005 series coaches (6 of 17) that will also be in their 15th year of service upon delivery. We do not have any grant funding for the remaining eleven 2005 coaches.

DES competitively awarded its heavy-duty mass transit vehicle contract awarding to the lowest, responsive and responsible bidders by vehicle category, and Gillig, LLC was selected for this replacement purchase. As a member of the

Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off of the DES contract which meets our needs and FTA requirements.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Gillig, LLC's ability to perform. Based on our past experience with Gillig buses, staff is confident these vehicles are mechanically sound and will serve our staff and customers well for many years to come.

Intercity Transit currently has a total of \$7,484,763 at the required 80:20 (Federal to local) match ratio to purchase replacement coaches. The following summarizes the funding breakdown for this request, assuming the second delivery consists of six 40-foot coaches (If part of the second order includes 35-foot coaches the total will be less):

Federal Grant Funds	\$5,987,810
Local Funds Required	\$1,496,953
Additional Local funds for Order	\$ 407,884
Total	\$7,892,647

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 09214, to issue a purchase order to Gillig, LLC in the total amount not-to-exceed \$7,892,647 to purchase fourteen (14) replacement 35-foot and 40-foot diesel low-floor buses.
- B. Defer action. If we choose not to purchase buses at this time, the buses scheduled to be replaced will exceed their useful life and may be more prone for failure. The current vehicle delivery schedule is approximately 18 months.

-
- 6) **Budget Notes:** The maximum cost of this purchase for 14 replacement buses is \$7,892,647 including sales tax. Funding for this purchase will utilize existing Federal Funds (Sec. 5339 and Sec. 5307) currently obligated and programmed for replacement bus purchases. The local match requirement for this funding is twenty percent. The total federal portion is \$5,987,810. The required local match for current Federal Funds is \$1,496,953. The request includes a total of \$407,884 local funds beyond the match.

-
- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal # 4:** *"Provide responsive transportation options within financial limitations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: March 21, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager, 360-705-5838
Jason Robertson, JRO and Company

SUBJECT: IT Road Trip - Long Range Plan Status Update

-
- 1) **The Issue:** Review IT Road Trip status and discuss draft long-term options and strategies including our next round of public engagement. This is the follow-up discussion to the short-term recommendations presented on March 7, 2018.
-
- 2) **Recommended Action:** This item is for discussion and review.
-
- 3) **Policy Analysis:** The Authority is responsible to determine services and programs.
-
- 4) **Background:** We are currently under contract with Nelson-Nygaard to develop a short and long-range system plan and with Jason Robertson to facilitate our outreach efforts.

The purpose of tonight's update is to brief the Authority on the status of the IT Road Trip project. Discussion will focus on some of the long-term "Big Picture" strategies and options under review with the Project Steering Committee, as well as plans for continued public outreach efforts.

Jason Robertson will provide an overview of the long-range goals and options being developed into service strategies. Options were developed based on feedback provided during last year's outreach efforts, the results of conversations with our Project Steering Committee and in consideration of current system limitations and funding outlook. The review will also outline our continued Public Involvement thru the completion of the project.

This is a follow-up to the short-term recommendations summary provided on March 7, 2018. This discussion will focus on transformative actions, and we will be seeking the Authority's initial thoughts on the components introduced.

The following summarizes upcoming project milestones for reference:

- The Long Range plan discussion is scheduled for the March 21, 2018, Authority meeting.
- The final Steering Committee meeting planned for the first or second week of April.
- Report out from Project Steering Committee – April 18, 2018, (planned)
- Initial Short-Term recommendation reviewed with Authority May 2, 2018.
- Public Involvement (Short and Long-term elements) May-September 2018.

5) **Alternatives:** Summary and Discussion only.

6) **Budget Notes:** This is a continuing project in the 2018 budget and all project elements are within the planned resources budgeted. Final recommendations should be a consideration for future budget year discussions.

7) **Goal Reference:** This item addresses **Goal #2:** *“Provide outstanding customer service.”* **Goal #5:** *“Align best practices and support agency activities and sustainable technologies.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands of our community.”*

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



ITA Status Briefing
March 2018

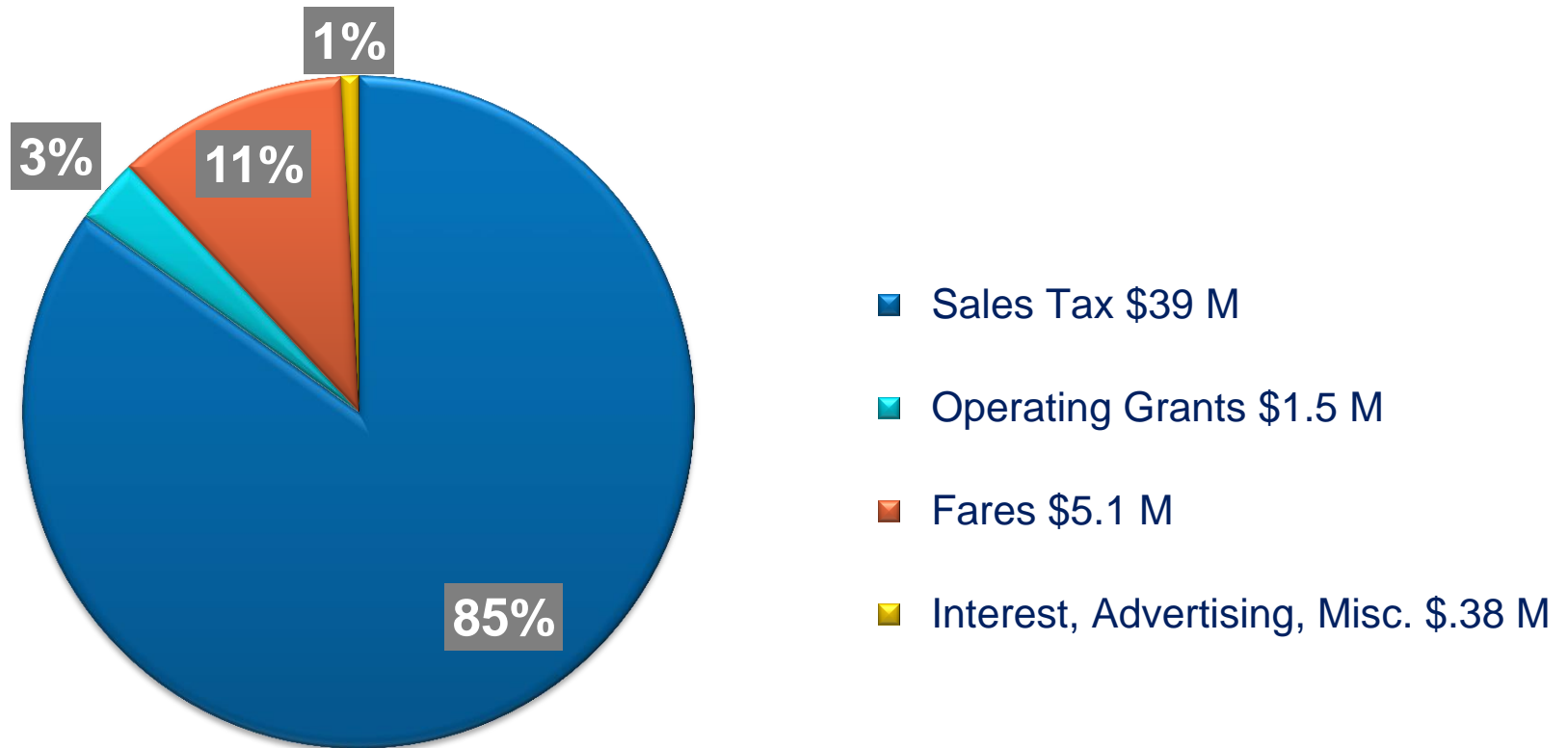
Overview

- Introduction – Big Picture
- Budget Context
- Long-Range Goals and Options
- Public Involvement 2.0 Plan
- Discussion

Big Picture

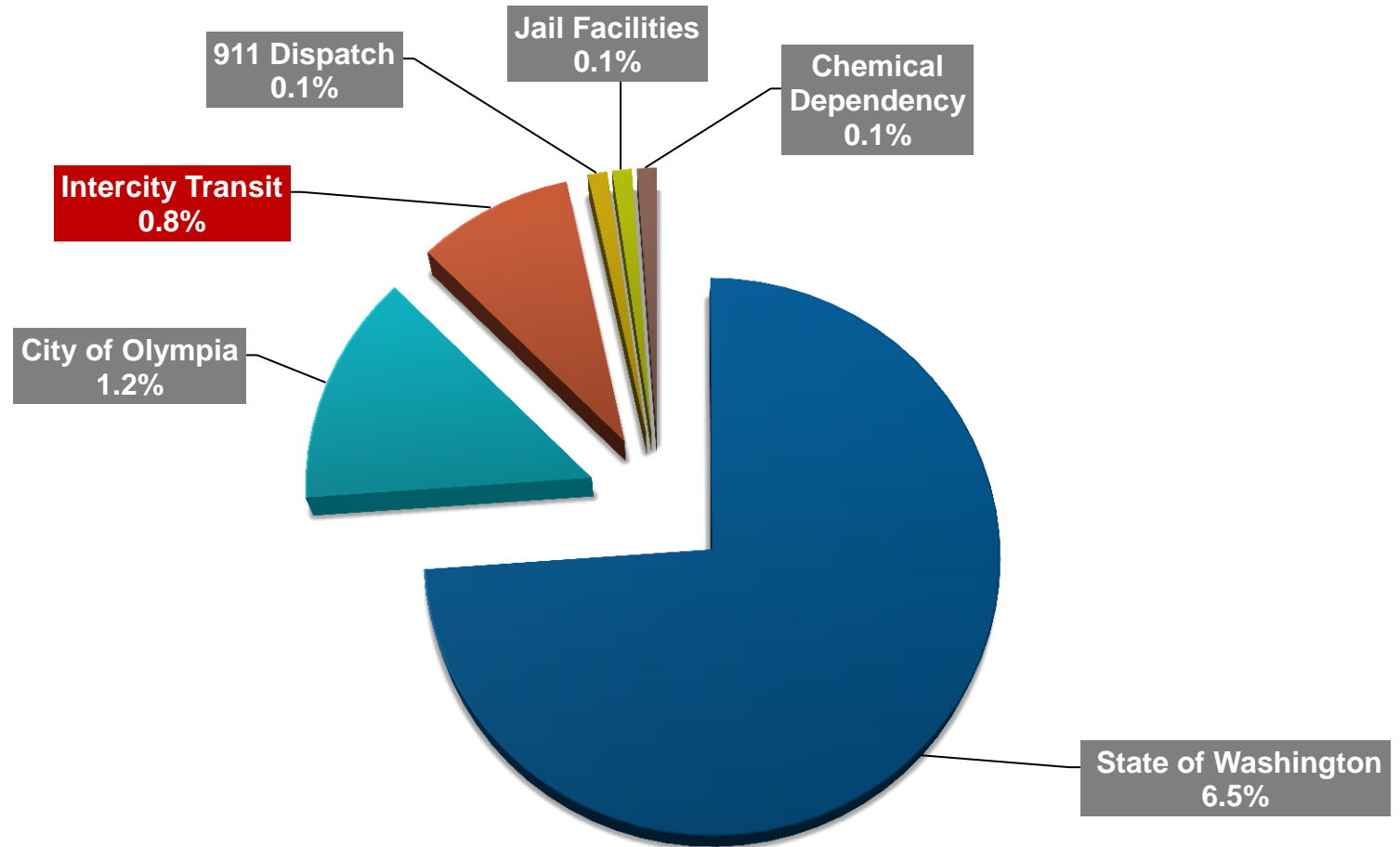
- Technical analysis
- 10,000 community inputs
- SB 5288
- Steering Committee
- Local jurisdiction coordination
- Community prioritization
- Quick fixes
- Transformative actions

Current IT Budget Construct + Components



2018 Budget - \$112 Million
\$43.2 Million Operating
\$69.2 Million Capital

IT Share of State and Local Sales Tax

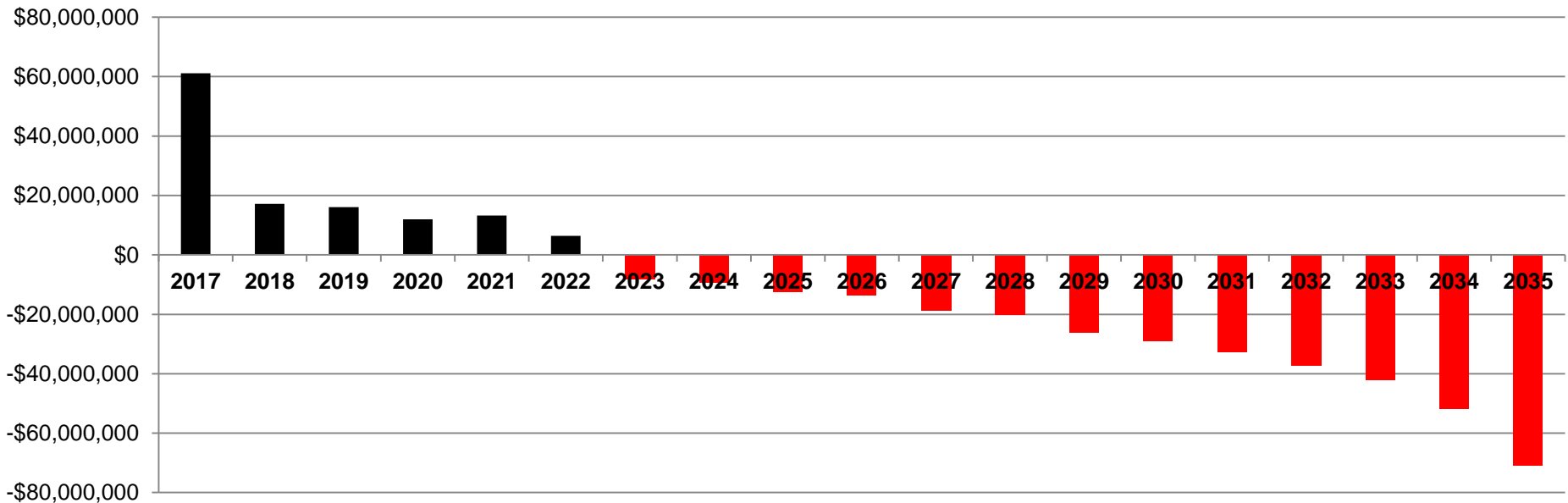


Total combined rate in Olympia is 8.8%

Looking Longer-Term from *Today's Perspective*

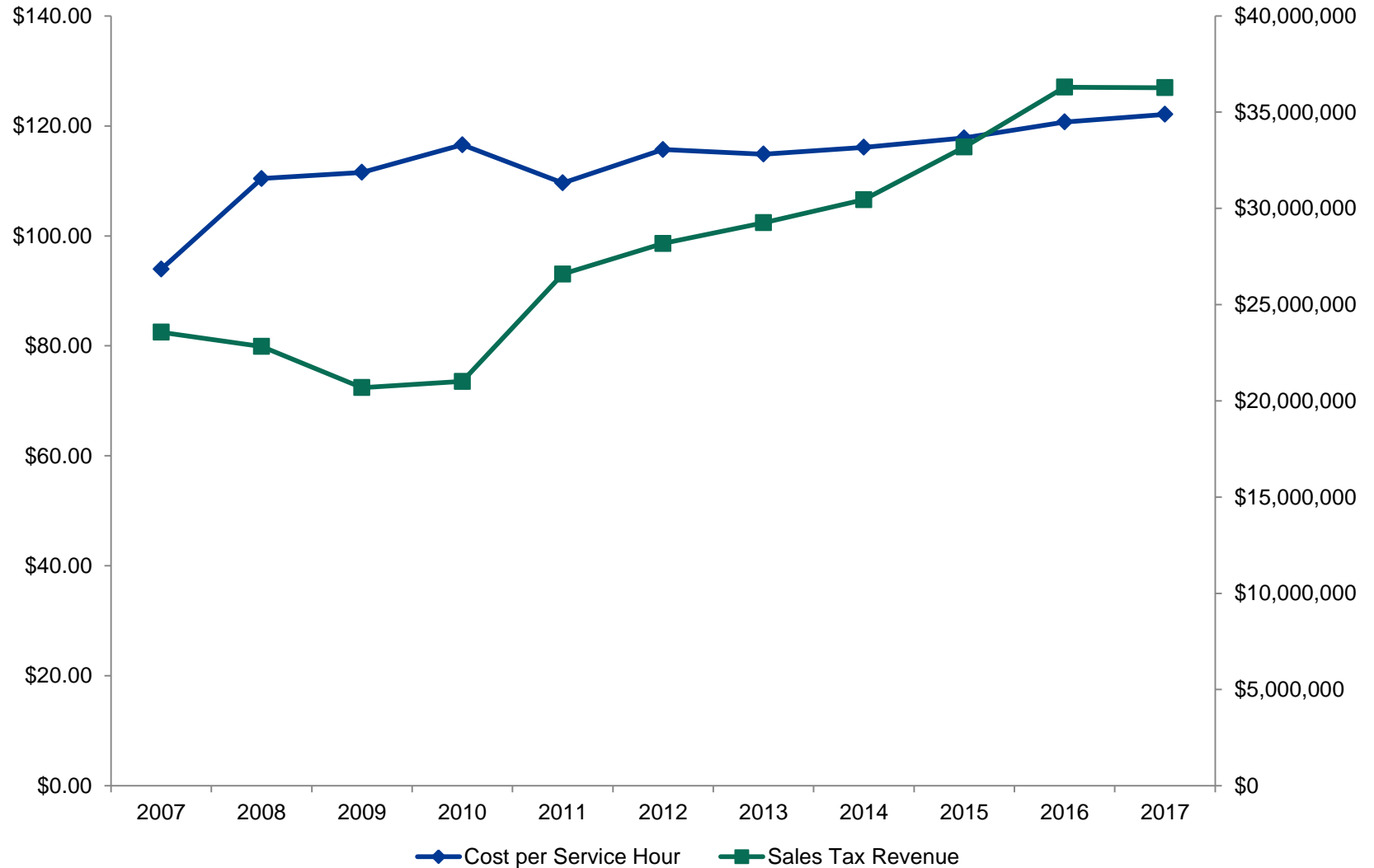
Ending Cash Balance

Shown with **existing** .8% sales tax rate

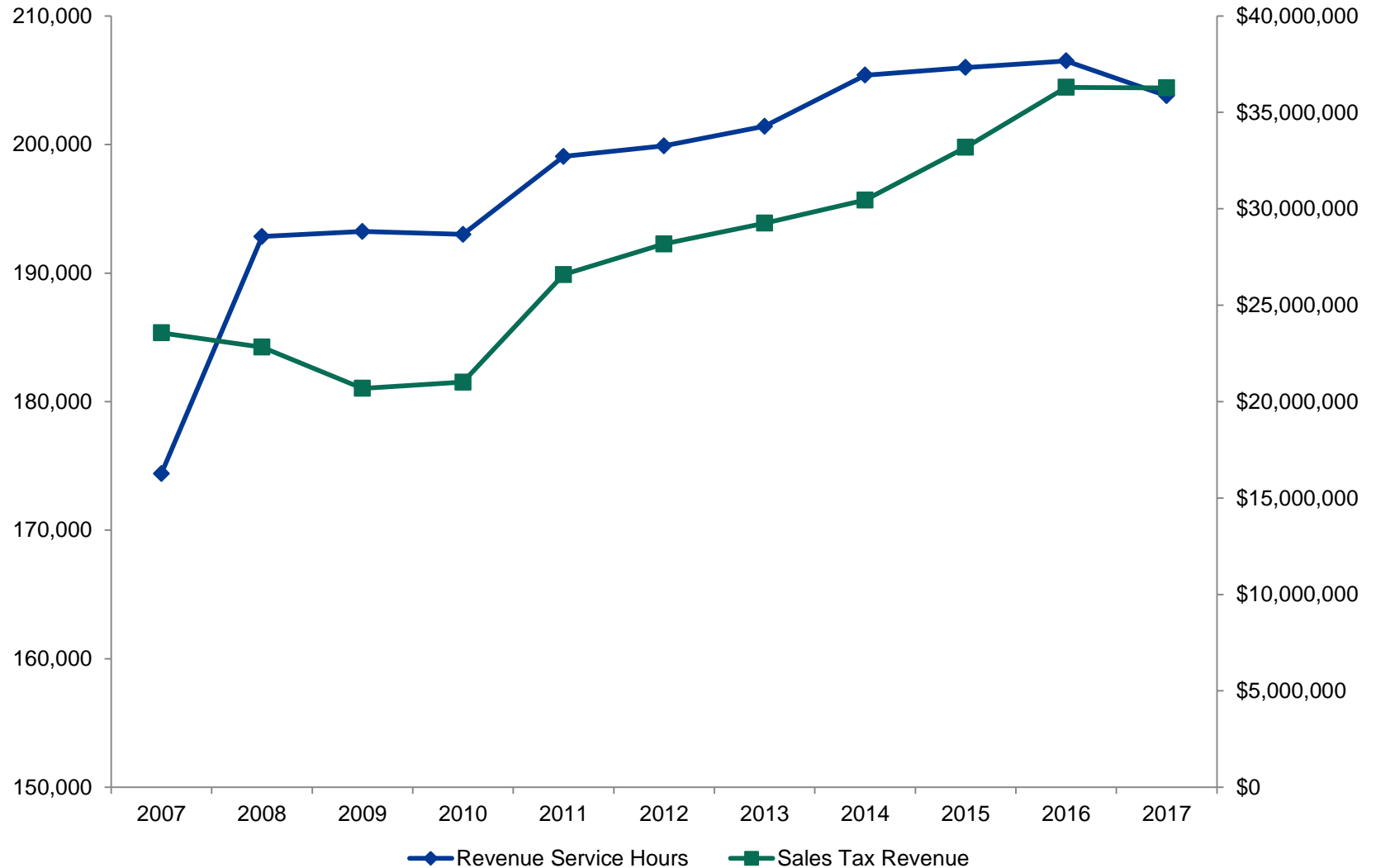


- Intercity Transit is operating at maximum financial capacity
- Modest increases in service are within reach
- Uncertainty in the availability of capital grants as well as the cost of labor and an aging population

Sales Tax + Cost of Service Hour



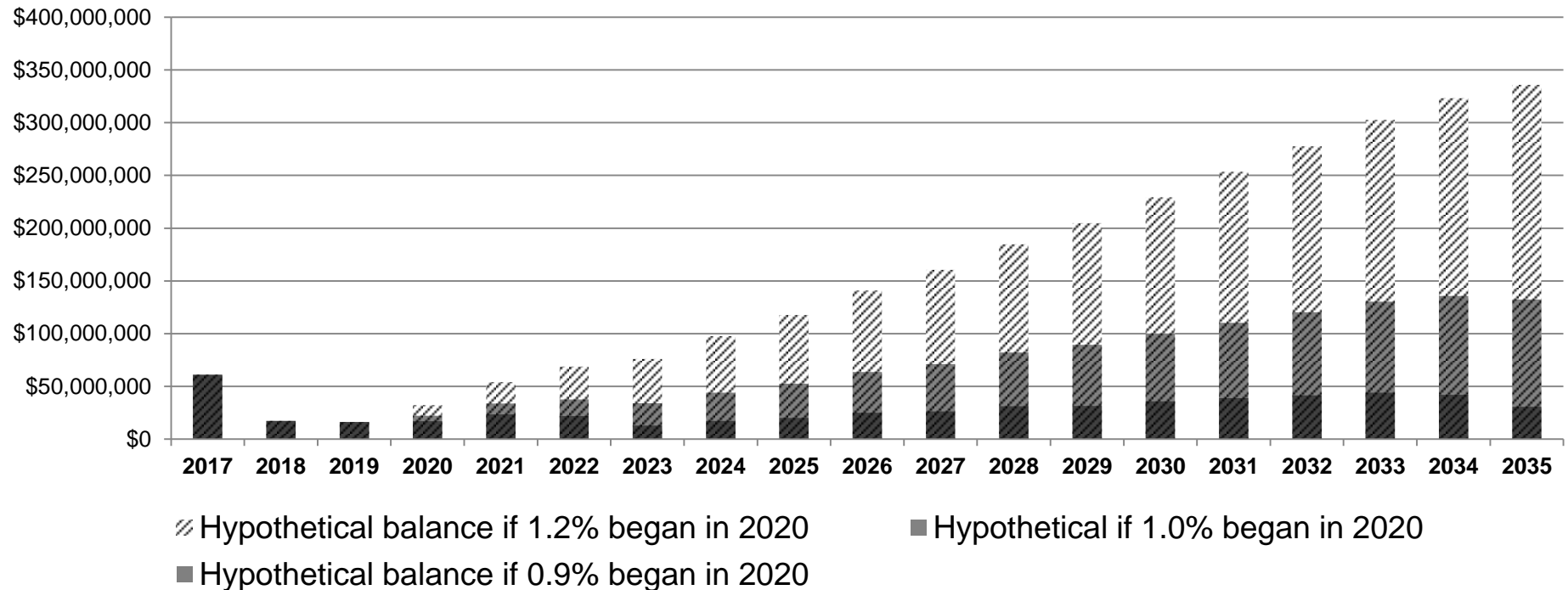
Sales Tax Collections + Service Hours



Longer-Term: Sale Tax Increase Impacts, .09 to 1.2%

Hypothetical Ending Cash Balance

Shown with additional 1/10th increase AND 2/10th increase AND 4/10th increase in sales tax



- Estimated \$4.0-4.8 M in new annual revenue at 0.9%
- Estimated \$8.0-9.6 M in new annual revenue at 1.0%
- Estimated \$16-19.2 M in new annual revenue at 1.2%

Growth is Adding New Destinations that are Unserved

- NE Lacey in particular has experienced rapid residential and employment growth – and is unserved by Intercity Transit



Looking Longer-Term: Transformative Options

- Bus Rapid Transit
- Improved Frequency
- Enhanced Capital Facilities
- Rural Service
- Innovative Service Zones
- Fare-Free Service

Bus Rapid Transit

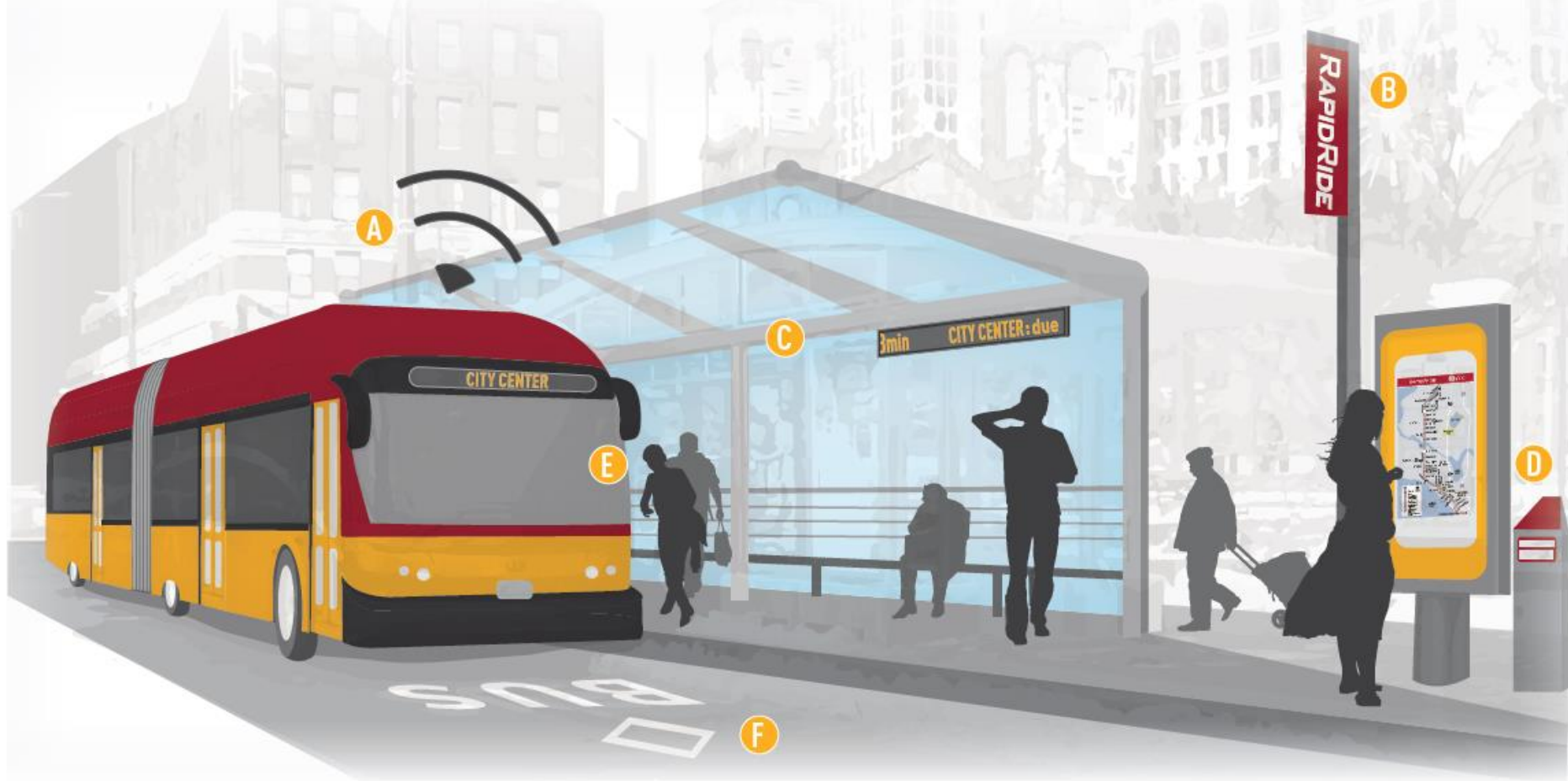
What is it?

- Enhanced bus service with specialized vehicles and branding, exclusive bus running ways, transit signal priority, pre-paid fare collection, real-time passenger information, intelligent transportation system technologies, and stations or platform-level boarding.

Why are we considering it?

- Improved service reliability
- Faster service
- Supports economic development
- Increased ridership





A. Transit Signal Priority **B.** BRT Branding **C.** Enhanced Stations
D. Enhanced Fare Collection Systems **E.** Specialized Vehicles **F.** Dedicated Running Way

Bus Rapid Transit Elements

Bus Rapid Transit

Recommendations

- Implement BRT on Martin Way

Benefits

- Faster, more convenient, more comfortable, and more attractive than regular bus service
- Increased ridership.

Estimated Costs

- Annual operating costs: \$2.6M
- Capital costs: \$30M +
- Federal planning process necessary



Image from Chris Phan

Improved Frequency

What is it?

- Service that comes more often
- More frequent service is more convenient – attracting riders

Why are we considering it?

- Most secondary routes operate hourly at some point, which will not attract many discretionary riders
- Frequent service corridors (service every 15 minutes all day) on weekdays are not as frequent on weekends

Improved Frequency

Recommendations

- Expand frequent transit network to operate 7 days a week
- 30 minute all-day service on remaining network, 7 days a week

Benefits

- Improve service for existing riders and attract new riders

Estimated costs

- Annual operating costs: \$4.7M
- Capital costs: none

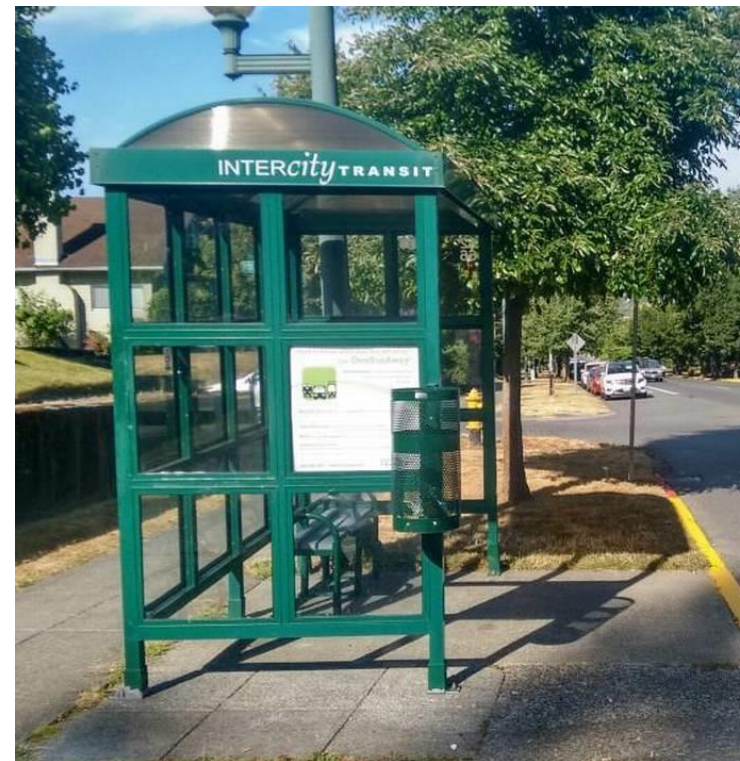
Enhance Capital Facilities Program

What is it?

- Enhanced capital facilities at bus stops—shelters, benches, lighting etc.—improve the experience of taking the bus for passengers

Why are we considering it?

- Improved stop amenities were public priority



Enhance Capital Facilities Program

Recommendations

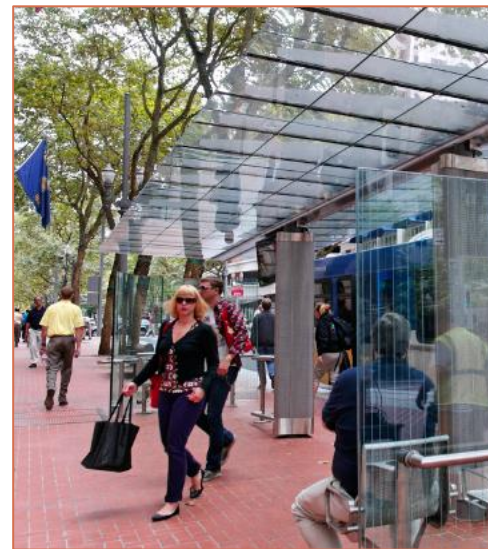
- Define hierarchy of bus stops (e.g. transit center, park and ride, premium stops, and regular stops)
- Enhance bus stops with lighting, shelters, and benches based on hierarchy
- Double spending on passenger capital facilities

Benefits

- Improves passenger experience and helps attract and retain riders

Estimated costs

- Annual operating costs: none
- Capital costs: \$260K per year



Rural Service

What is it?

- New rural service to Thurston County areas outside of the PTBA

Why are we considering it?

- Population growth and demand
- Public support

Rural Service

Recommendations

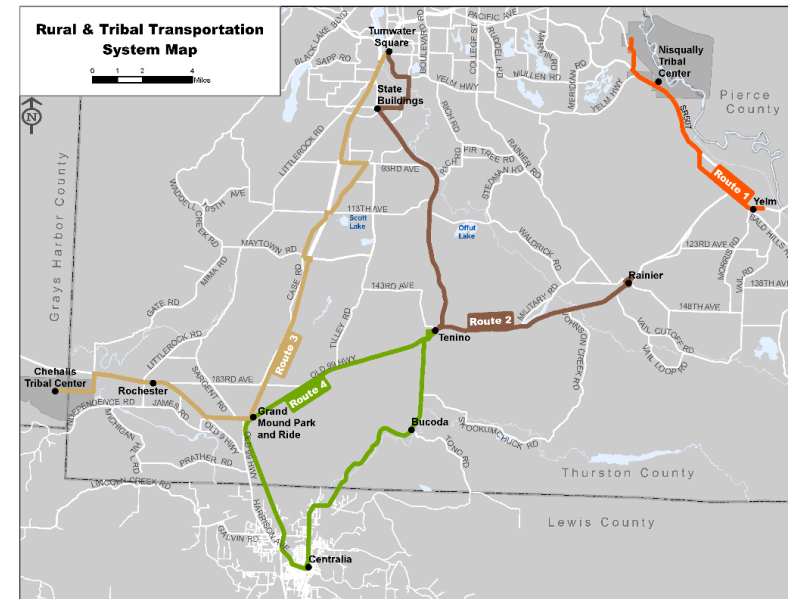
- Double service levels on rural Transit routes
 - Provide earlier/later service
 - Provide more trips per day

Benefits

- Mobility options for rural residents
- Connections to Lewis County

Estimated costs

- Annual operating costs: \$600K
- Capital costs: \$450K



Innovative Service Zones

What is it?

- Use online platforms to dynamically generate on-demand routes
- Can be operated by the agency, third party operators, or private companies
- May include demand-response shuttles, seasonal or special event shuttles, or mobility software



Why are we considering it?

- Efficiency – Replacing low-ridership routes
- Expansion – extending IT service into growing areas

Innovative Service Zones

Benefits

- Maintain mobility in low-density areas
- Improve transit ridership and reduce drive-alone trips
- Enhance travel options during hours when transit service is limited
- First/last mile supplement can extend the reach of fixed route transit service
- Provides trips at lower cost per trip

Estimated costs

- Varies based on numbers of zones and operator
- Annual operating costs: \$500K per flex zone
- Capital costs: New vehicles if agency-operated

Fare Free System

What is it?

- Fare free or “pre-paid” transit that is funded by other means than collected fare

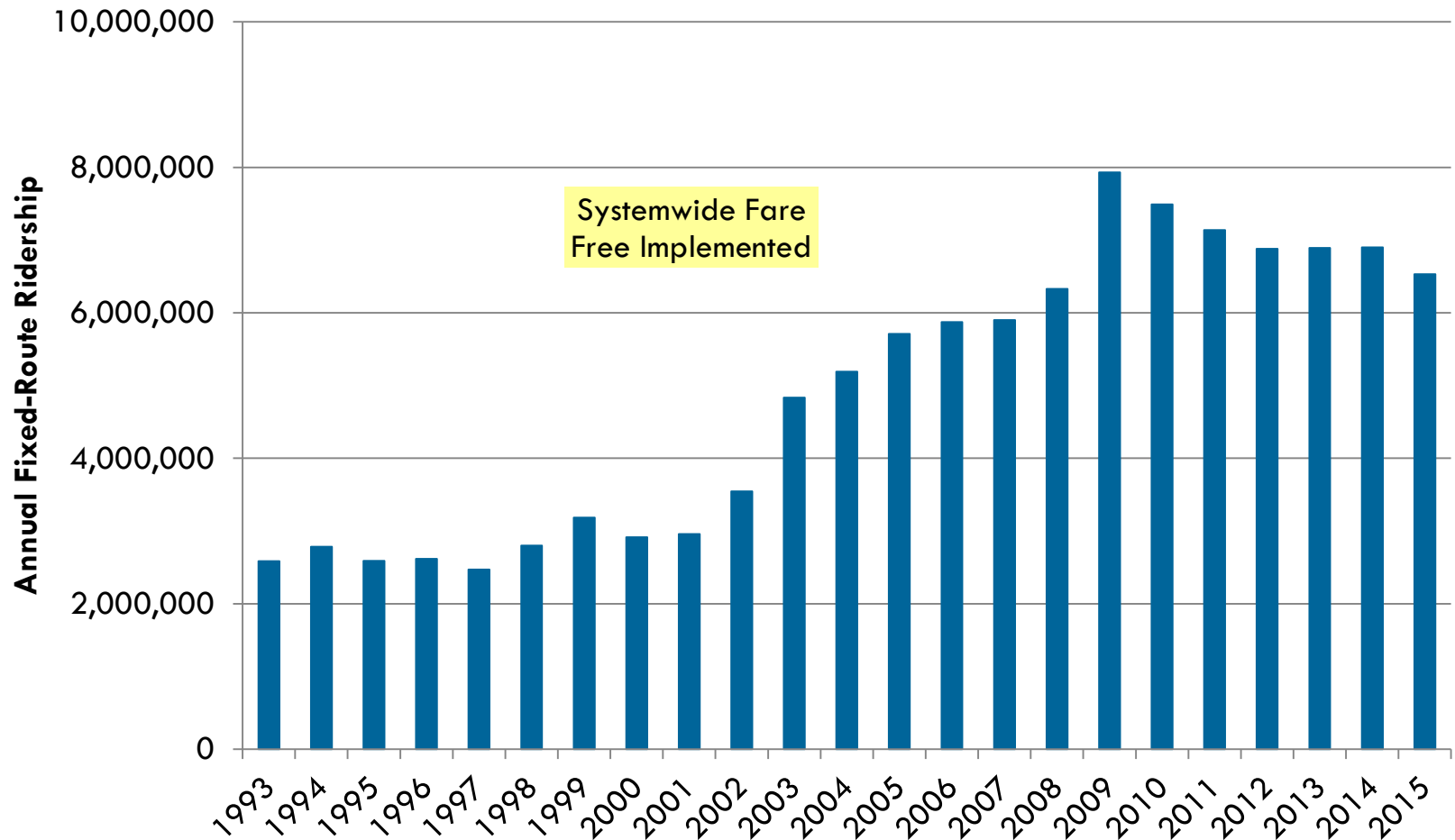
Why are we considering it?

- Success with fare free transit in Corvallis, Mason County, Chapel Hill, and Missoula indicate fare free can be a transformative way to increase public transit use
- Lower cost alternative to smartcard or ORCA adoption



Chapel Hill Transit Ridership nearly doubled after implementing systemwide fare free

Chapel Hill Transit Fixed-Route Ridership 1993-2015
Before/After Fare-Free Implementation



Fare Free System

What it could look like

- Eliminate fares systemwide
- Enhance partnerships with jurisdictions, colleges, and major employers to recoup lost cash revenues

Benefits

- Increases ridership between 30-40%
- Improves speed and reliability
- Reduces administrative costs
- Eliminates cost to maintain, upgrade fareboxes (\$1.5M in 2017)
- Reduces fare disputes
- Community livability – carbon reduction, less parking necessary, enhanced community mobility, etc.

Estimated Costs

- Annual operating costs: \$1-2M in lost cash revenues
- Capital costs: \$300K in annual farebox maintenance savings

Enhanced System Options Summary

Option	Annual Operating Costs	Estimated Capital Costs
Bus Rapid Transit	\$2.6M	\$23-30M
Improved Span of Service	\$1.4M	-
Improved Frequency	\$4.7M	-
Enhanced Capital Facilities Program	-	\$260K/year
New Rural Service	\$600K	\$450K
Innovative Service Zones (assumes 4 zones)	\$500K per zone	-
Fare Free System	\$1-2M	-
Total	\$12.3-13.3M	\$22.7-33.7M

Public Engagement 2.0

- Local Partner and Leg. Outreach
- Website Updates
- Priorities and Preferences Survey
 - Alternatives prioritization
 - Funding mechanism preference
- Community Open Houses
- (Targeted Short-Range Enhancements Public Process)
- Next Step + Timing Questions:
 - Additional intercept surveys
 - Telephone survey
 - Advocacy team

Discussion

- *What system components are you most interested in pursuing and why?*
 - *Status Quo*
 - *Enhanced Commuter Service*
 - *Improved span of service*
 - *Bus Rapid Transit*
 - *Increased Frequency*
 - *Capital Facilities Investment*
 - *Innovative services*
 - *Rural Service*
 - *Fare Free*
 - *Other?*

- *Do you think there's community support for any/all items?*

