

AGENDA
INTERCITY TRANSIT AUTHORITY
April 18, 2018
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|---|---|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | WSTIP PRESENTS ABOVE AND BEYOND AWARD
<i>(Ann Freeman-Manzanares)</i> | 10 min. |
| 3) | INTRODUCTIONS
A. Introduce Rose Shultz, Accounting Specialist <i>(Suzanne Coit)</i> | 5 min. |
| 4) | 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. |
| 5) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Apr. 6) <i>(Karen Messmer)</i>
B. Transportation Policy Board (Apr. 11) <i>(Don Melnick)</i>
C. Community Advisory Committee (Apr. 16) <i>(Peter Diedrick)</i> | 3 min.
3 min.
3 min. |
| 6) | NEW BUSINESS
A. Establish 2019-2022 Public Hearing Date <i>(Jessica Gould)</i>
B. Short Term Recommendations – Public Process <i>(Rob LaFontaine)</i> | 5 min.
60 min. |
| 7) | GENERAL MANAGER'S REPORT | 10 min. |
| 8) | AUTHORITY ISSUES
A. Clean Disruption – Energy & Transportation <i>(Don Melnick)</i> | 15 min. |
| 9) | 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. 2
MEETING DATE: April 18, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: WSTIP Above and Beyond Award

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- 1) **The Issue:** Tracey Christianson, Executive Director of the Washington State Transit Insurance Pool (WSTIP), will present Operator David Cabe with WSTIP's Above and Beyond Award.
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- 2) **Recommended Action:** No formal action required.
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- 3) **Policy Analysis:** Opportunity to recognize an Intercity Transit employee who went above and beyond in delivering service to our community.
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- 4) **Background:** The Washington State Transit Insurance Pool (WSTIP) recognizes individual employees who go above and beyond their expressed job responsibilities. WSTIP is recognizing Operator David Cabe for his role in identifying an elderly woman who wandered away from her home and returning her safely.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*
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- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: April 18, 2018

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grant Program Administrator, 705-5808
SUBJECT: Schedule 2019-2022 TIP Public Hearing

1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and scheduling a public hearing on the draft 2019-2022 Transportation Improvement Program (TIP).

2) **Recommended Action:** Schedule a public hearing for May 16, 2018, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2019-2022 TIP.

3) **Policy Analysis:** Federal regulations require Intercity Transit (grantee) to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2019-2022 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing, Intercity Transit provides information on the process and solicits public input via *Rider News* (onboard buses) and by posting information on the agency website.

4) **Background:** The draft 2019-2022 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2017- 2022 Transit Development Plan*, and the *2018-2023 Strategic Plan*. Both of these documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2019-2022 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2019-2022;
- Construction of Phase 2 – Pattison Expansion and rehabilitation project to include the Vanpool Service Center;
- Purchasing of heavy duty coaches (40) to replace ones that have been in service at or beyond their expected useful life;
- Purchasing of 142 replacement vanpool vans;
- Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as transportation;
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services and capital replacement of vehicles within the Seattle- Tacoma Everett metropolitan area utilizing "earned share" formula funds for approved projects.

A summary of the proposed schedule and process highlights for this year's TIP review and adoption process is as follows:

- **April 18, 2018** – Brief ITA on schedule and request Public Hearing Date.
- Public Participation and outreach – April 19 – June 5, 2018
- **May 16, 2018** – Public Hearing on Draft TIP
- **June 6, 2018** – Consideration of 2019-2022 TIP for adoption
- **June 8, 2018** – Submit Approved TIP to MPO and State, Update and Enter Projects in STIP (Early July is the typical deadline for local jurisdiction to forward their approved TIP to the MPO for inclusion in the RTIP)

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 6, 2018. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2019-2022 TIP projects total more than \$70.9 million with more than \$56.8 million of federal funding planned.

5) **Alternatives:**

- A. Schedule a public hearing for May 16, 2018, 5:30 p.m.
TRPC sets a schedule for jurisdictions to submit their agency TIPs as early as possible in July. To meet the TRPC schedule requires a public hearing at the ITA May 16, 2018, meeting and adoption at the regular June 6, 2018, meeting to allow an ample public review period as well as time to submit to TRPC within the regional schedule for review.
- B. Defer action.

6) **Budget Notes:** The TIP reflects projects that will be or may be considered in the 2019 through 2022 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Exhibit 1 – Draft 2019-2022 TIP
Exhibit 2 - Planned TIP News Release.

IT #	Project	2019	2020	2021	2022	TOTAL 2019-2022	Federal	Type	Local	Total	Project Status	
1 IT 1601	Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$4,400,000	\$4,400,000	\$4,400,000	\$4,400,000	\$17,600,000	\$14,080,000	Sec. 5307 IT Apportionment & PSRC Earned Share	3,520,000	17,600,000	Planned & Secured 5307	Anticipated Formula 5307/5339 Including PSRC Earned Share
2 IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,750,000	\$1,750,000	\$1,000,000	\$1,200,000	\$5,700,000	\$4,560,000	Sec. 5307 & PSRC Earned Share	1,140,000	5,700,000	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)	Secured & Anticipated PSRC 5307 Earned Share Funding
3 IT 1604	Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$195,000	\$185,000	\$0	\$185,000	\$565,000	\$488,725	FHWA (TAP) transfer to FTA	\$76,275	\$565,000	TRPC Awarded and planned Federal Funds	Awarded and Anticipated TRPC federal CMAQ/STP/TAP funds
4 IT 1605	Walk-N-Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$130,000	\$109,827	\$120,000	\$120,000	\$479,827	\$415,050	FHWA (CMAQ in 2016) transfer to FTA	\$64,777	\$479,827	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 20 CMAQ funds
5 IT 1901	Smart Corridors Phase II and Phase III	\$432,000	\$326,000	\$0	\$0	\$758,000	\$655,670	CMAQ - Regional award via TRPC	\$102,330	\$758,000	TRPC Awarded and planned Federal Funds	Awarded TRPC - CMAQ January 2018 and pre-award for 2020
6 IT 1701	Replacement, heavy duty coaches - order in 2019-2020	\$6,000,000	\$5,600,000	\$6,100,000	\$4,000,000	\$21,700,000	\$17,360,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$4,340,000	\$21,700,000	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
8 IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$8,200,000	\$15,900,000	\$0	\$0	\$24,100,000	\$19,280,000	State RMG & Sec. 5339 Federal (local Apportionment & PSRC)	\$4,820,000	\$24,100,000	DESIGN Funded, some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
Total Federal Funded Projects		\$21,107,000	\$28,270,827	\$11,620,000	\$9,905,000	\$70,902,827	\$56,839,445		\$14,063,382	\$70,902,827	Secured and Estimated Federal Funding Sources	

NOTES: Grant type: Sec. 5307/5339 & PSRC* 5307/5339 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.*Puget Sound Regional Council



NEWS RELEASE

For Immediate Release:

April 18, 2018

Transit Seeks Public Comment on Transportation Improvement Projects

Olympia, WA - Intercity Transit invites public comment on potential federally funded transit projects currently proposed in its 2019- 2022 Transportation Improvement Program (TIP). The comment period will culminate with a public hearing Wednesday, May 16, 2018 at 5:30 p.m. at Intercity Transit's business office, 526 Pattison Street SE in Olympia. Bus Routes 62A, 62B and 66 serve this location.

The draft TIP represents Intercity Transit's complete program of federally funded projects for 2019-2022. They include projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

Once the Intercity Transit Authority approves the projects outlined in its TIP, TRPC and PSRC will review them. These regional planning organizations must integrate projects specific to their respective areas into the State Transportation Improvement Program, which is subject to federal and state transportation agency review.

The proposed TIP projects could total more than \$70.9 million in combined federal and local funds for projects anticipated in 2019-2022. The draft TIP and a complete list of programmed projects for potential funding are available online at intercitytransit.com or by contacting Intercity Transit's business office at 360-705-5814. The business office is open Monday through Friday, 8 a.m. to 5 p.m.

The public may comment at the May 16th public hearing or by writing to the Grants Program Administrator, Intercity Transit, P.O. Box 659, Olympia, WA, 98507-0659. Intercity Transit must receive written comments by 4 p.m. Tuesday, May 15, 2018, to be considered. Questions or comments may also be emailed to jgould@intercitytransit.com or by phone to 360-705-5808.

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For More Information:

Ally McPherson, Marketing & Communications Representative

| amcpherson@intercitytransit.com

360-705-5836

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: April 18, 2018

FOR: Intercity Transit Authority
FROM: Rob LaFontaine, Planning Manager, 705-5832
SUBJECT: Short Term Recommendations – Public Process

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- 1) **The Issue:** Present draft service change recommendations and public process.
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- 2) **Recommended Action:** Direct staff to finalize and release the draft September Service Change recommendations for public comment.
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- 3) **Policy Analysis:** Any time there are meaningful changes that would impact our riders, our goal is to provide opportunities to review proposed changes and provide opportunity for the public to respond.
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- 4) **Background:** On March 7, consultant Thomas Wittmann from Nelson Nygaard, provided an overview of short range service recommendations to the Authority. Those recommendations incorporated information shared by the public through our “Road Trip” public outreach process, review and consideration of our system data, ridership and performance history as well as feedback from our operators and staff. The list of short-term recommendations represents a constrained plan anticipated to be no more than a 5% to 8% change in planned service hours and targeted to be revenue neutral.

Following direction by the Authority at the March 7 meeting, staff conducted briefings with each of our major lines of business and tested the operating environment of each new (proposed) route segment. Staff developed a preliminary set of revised schedules to assess the revenue, labor and equipment assumptions. Consideration was given to DAL service area, ridership patterns at bus stops altered or eliminated, and minor routing changes that would likely result in higher ridership or improved access.

The next phase is to begin formal public outreach. The proposed schedule is to release the proposed service change recommendations beginning April 23. The following summary provides milestones for the public outreach process related to review, communication and updates, and final consideration by the ITA:

- Release to Public beginning April 23
- Public Outreach Efforts (April 23 –July 18)
- May 1, 2018 - Provide News release to media
- May 23, 2018 – Public Hearing Scheduled
- June 6, 2018 – ITA Update
- June 20, 2018 – ITA Update
- July 18, 2018 – Take final action on changes in order to meet implementation schedule.

- News release following final ITA action – July 19th
- Outreach on approved final plan (July 19 – September 23)
- September 23, 2018 – Service Change date

Concurrent with the external outreach effort, Intercity Transit staff will be working to finalize the operational details of the service implementation changes including:

- Coordination of all on-street bus stop and facility changes, new and/or modified including coordination with local jurisdictions for permitting
- Updating all printed and on-street rider information
- Finalizing the schedules, vehicle blocking and related work assignments for operator bidding
- Training our customer service and Operations staff for the changes
- Communication and support the week of the service change (platform and on-street teams to interact with customers prior to the service change)

In addition to the public outreach, we are working on updates and briefings with the jurisdictions on both the proposed changes and likely the final recommended changes. We have scheduled meetings with the Lacey, Olympia and Tumwater Planning Commissions and have several open house dates already reserved to help reach and update riders on proposed changes.

Staff will present changes to the proposal since the March 7 presentation draft that resulted from our more specific internal review and road testing and will be happy to address any questions about our proposed schedule or review process.

5) **Alternatives:**

- A. Direct staff to finalize and release the draft September Service Change recommendations for public comment.
- B. Defer action. If a final recommendation is not made by July 18, 2018, any service change recommendation will need to be deferred until at least March 2019.

6) **Budget Notes:** The current recommendations are not expected to have a significant impact on the budget.

7) **Goal Reference:** **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.