

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 6, 2018

CALL TO ORDER

Chair Sullivan called the June 6, 2018, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; County Commissioner Bud Blake. Citizen Representative Don Melnick; Citizen Representative Karen Messmer; Labor Relations Representative David Claus-Sharwark (Alternate).

Members Excused: City of Yelm Councilmember Molly Carmody; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Paul Koleber; Steve Krueger; Pat Messmer; Brian Nagel; Carolyn Newsome; Steve Swan; Nicky Upson.

Others Present: Community Advisory Committee Member, Marie Lewis; Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to approve the agenda as presented.

INTRODUCTIONS

- A. **Ben Sandberg, Vehicle Detailer** (*Paul Koleber*)
- B. **Christina Loomis, Travel Training Coordinator** (*Emily Bergkamp*)
- C. **Tony Yarber, Operations Supervisor** (*Cameron Crass*)
- D. **Mike Adamson, Information Systems Analyst** (*Thomas Van Nuys*)
- E. **Bree Anderson and Keith Clark, Vanpool Coordinators** (*Carolyn Newsome*)

PUBLIC COMMENT

Jack Lattemann, Olympia - Mr. Latteman purchases monthly passes and his usual transit routes are the 12, 13, 68, 62 and the Express buses. He submitted comments on the proposed service changes, and today he has three questions for the Authority related to the timing and policy implications of the proposed system restructure.

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Question 1: What are the triggers for restructuring half of the Intercity Transit at work now rather than coming up with an overall improvement plan that makes use of the additional sales tax authority recently authorized by the Legislature and then submit the revised plan to voters? He and others lobbied for three years to see this authorization approved, so seeing the current proposal now is perplexing.

Question 2: What is the relationship of the proposed service changes to the local land use plans of local cities? There seems to be a disconnect in the proposing of service reductions and the reorientation of service proposed along Capital Blvd., South Olympia and the Carlyon area. The justification for leaving South Olympia with no direct service to the largest employment center in Thurston County is a real stumper.

Question 3: Intercity Transit's strategic plan sets the expectation that frequent service corridors will receive enhancements in terms of frequency improvements and span of service improvements as additional resources become available. However, the service restructure proposal now before the public entails drastic reductions in evening and weekend frequencies and spans which begs the question is Intercity Transit making a conscious choice to shift service resources away from the evening and weekend periods and focus only on weekdays. If so, where is the policy justification for this?

These questions lead Mr. Latteman to believe a better course of action would be to rethink the system changes and the context of the new sales tax authority and submit a revised overall improvement plan to voters. The relationship of the service changes to local land use plans also need reconsideration. The disconnect to adoptive policies is disturbing and raises a trust question if the agency is only going to give lip service to its policy plan work and coordination with local jurisdictions.

APPROVAL OF CONSENT AGENDA ITEMS

Don Melnick made a correction to the May 2, 2018, minutes on Page 1; Consent Agenda; add the name "Melnick" to the approval of the Consent Agenda Items.

It was M/S/A by Councilmember Cox and Vice Chair Warner to approve the consent agenda including the amended minutes.

- A. Approval of Minutes:** May 2, 2018, and May 16, 2018, Regular Meetings;
May 23, 2018, Special Meeting
- B. Payroll – May 2018:** \$2,327,464.25.
- C. Accounts Payable:** Warrants dated May 4, 2018, numbers 24770-24780 in the amount of \$49,268.15; Warrants dated May 11, 2018, numbers 24789-24860, in the amount of \$420,469.12; Warrants dated May 14, 2018, numbers 24861-24864, in the amount of

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\$252,528.26; Warrants dated May 18, 2018, numbers 24871-24883, in the amount of \$160,727.82; Warrants dated May 25, 2018, numbers 24884-24946, in the amount of \$1,416,649.79; Automated Clearing House Transfers for May 2018 in the amount of \$7,228.32 for a monthly total of \$2,306,871.46.

D. **Cancel November 21, 2018, Regular Authority Meeting** (*Ann Freeman-Manzanares*)

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said TRPC met Friday, June 1. The members previewed all grants submitted including those by Intercity Transit. The grants still need to go before the Transportation Policy Board. They received a presentation and had discussion on the I-5 Near Term Actions. One of those actions is a project that Intercity Transit is involved which is the additional vanpool promotion and the targeted marketing. The members took a broader look at other short term congestion reduction activities. Messmer hopes IT staff can provide more information about buses being allowed to drive on the shoulders. They also had a presentation by WSDOT and Karen Parkhurst about trip reduction and transportation demand management. Also, there will be a recruitment to fill the position of Finance Director of TRPC because Jared Burbidge is vacating that position.
- B. Community Advisory Committee.** Marie Lewis reported the CAC met May 21. The CAC is in the process of completing their Self-Assessment. The committee selected three volunteers to form an ad-hoc committee to interview new candidates. They received an update on the Village Vans Program and an update and discussed the proposed service changes. They also heard from the General Manager about the Strategic Plan Goal and End Policies.

NEW BUSINESS

- A. 2019-2022 Transportation Improvement Program Adoption.** Freeman-Manzanares presented for adoption the 2019-2022 Transportation Improvement Program (TIP).

It was M/S/A by Vice Chair Warner and Citizen Representative Melnick to adopt the 2019-2022 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- B. Service Change Update.** Rob LaFontaine, Planning Manager, provided an update on the service change proposal. Currently, staff is in Step 3 – Public Outreach, next moving on to the review of all comments received. LaFontaine recapped the outreach process.

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- Launched a special website in May
- Issued a special edition of the Rider News (The Folio)
- Media Release
- Four Open Houses
- Eight passenger intercepts
- Conducted a live webinar

Outreach efforts produced 125 comments, and the public comment period has been extended to June 30.

LaFontaine reviewed the comments broken down by bus Routes 12, 42, 47, 60, 62, 68, 94, 612 and 620. In response to public outreach and additional research, staff is recommending three amendments to the proposal that include Route 612 (Olympia Express); and Routes 45 and 41.

1. **Route 612 (Olympia Express)** – Maintain service at the Tacoma Dome Station, but discontinue service between Tacoma Dome Station and 10th & Commerce.
2. **Route 45** – Modify the route to add service on Harrison Ave, Kaiser Rd and Capital Mall Dr (complement Route 47)
3. **Route 41** – Discontinue the 10 weekday trips that operate between The Evergreen State College and Olympia Transit Center during the school year which increases frequency from 30 minutes to 15 minutes during the AM/PM peak period.

Commissioner Blake arrived.

Next Steps:

- June 6 – Authority update
- June 20 – Authority update
- July 16 – CAC update
- July 18 – ITA consideration of Final Adoption
- July 19 to September 22 – Staff prepares for implementation
- September 23 – Service change implementation date

C. Briefing on Campaign Procedures. Julie Carignan, Legal Counsel, provided campaign procedures and guidelines as outlined by the Public Disclosure Commission (PDC) for conducting a possible upcoming ballot measure.

Commissioner Blake left the meeting.

D. 2019-2024 Strategic Plan Policy Positions. Freeman-Manzanares reviewed the policy issues for the 2019-2024 Strategic Plan.

1. Should the vanpool program continue to expand to keep pace with demand?

Authority direction for 2018 was to focus on an educational campaign to saturate the market with vanpool information and identify the value proposition associated with the program. The focus was on growing the program to previous numbers of active groups and thereafter adding an average of 10 new groups each year.

No changes.

2. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?

Authority direction for 2018 was to complete the Pattison Street UST project and renew focus on finalizing the design and obtaining funds for renovation and expansion. Part of this process recognizes the need to develop a capital funding plan with less federal support.

No changes.

3. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?

Authority direction for 2018 was to continue all four of these programs in future years.

- Messmer suggested interaction with public schools about youth passes. How might Intercity Transit work with schools on passes and promotions?

4. Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?

Authority direction for 2018 was to continue to focus on travel training and bus buddies, and look for the delivery of five expansion and seven replacement DAL propane vehicles.

No changes.

5. Is the current fare policy appropriate?

Authority direction for 2018 was to retain our current fare structure and retain our policy to review fares every three years.

No changes.

6. Should Intercity Transit's planning for the next six years be financially constrained?

Authority direction for 2018 was to focus on extensive community engagement and conversation to help define what public transit should look like in our community.

No changes.

- 7. What role should Intercity Transit play in local transportation projects- Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Contest?**

Authority direction for 2018 was to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.

No changes except to change the word "Contest" to "Challenge."

- 8. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

Authority direction for 2018 was to maintain ISO 14001 certification for Environmental and Sustainability Management, utilize environmentally friendly equipment and materials, increase our involvement in local and regional land use planning efforts and continue partnerships with Thurston Green Business and Puget Sound Energy's Green Power program.

Amend to add: Focus is on a resolution to adopt Sustainable Thurston targets.

- 9. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

Authority direction for 2018 was to maintain the current policy which is to maintain the current boundary.

No changes.

- 10. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?**

Authority direction for 2018 was to bring together community stakeholders (schools, private business, non-profits, state and local governments) in having a greater role in providing alternative funding for transit services rather than relying on federal funding.

No changes.

- 11. Should Intercity Transit maintain service levels in 2019 or consider new or expanded local transit services needed to serve the growing population?**

Authority direction for 2018 was to consider the results of the sort range planning process and determine if improvements can be made with the existing allocated funds.

No changes.

- 12. What is Intercity Transit's role in providing regional mobility?**

Authority direction for 2018 was to work with all potential partners to enhance regional

mobility with a special focus on the I-5 corridor.

No changes.

13. What role should Intercity Transit play in serving the core areas of Olympia, Lacey and Tumwater area?

Authority direction for 2018 was to continue to promote and find ways to work with the State, local jurisdictions and major employers regarding parking strategies and to promote Commute Trip Reduction.

No changes.

14. Is there a role for local express service in the current service area?

Authority direction for 2018 was to explore the potential of local express services to decrease travel times between major destinations.

No changes.

15. Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?

Authority direction for 2018 was to implement the pilot signal preemption project in the Martin Way and Capital corridors. Explore other potential avenues to decrease the time needed to travel by public transit.

No changes.

16. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority direction for 2018 was to focus on promoting the youth market. Continue the Youth Education program and continue to work with schools and youth to teach skills for safe biking, walking and transit use.

No changes.

17. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?

Authority Direction for 2018 was to continue to provide passenger infrastructure as the bus ride starts before one gets on the bus. Implement current grant funded projects, dedicate local dollars and continue to pursue grant funds for bus stop enhancements.

No changes.

18. What additional investments in technology should be made beyond the

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current Advanced Communications System project?

Authority direction for 2018 was to focus on new vehicle technologies, CAD/AVL and farebox systems as well as tools to better connect with our community and customers.

No changes.

19. Should Intercity Transit pursue additional park and ride facilities?

Authority direction for 2018 was to pursue joint use agreements to secure park and ride space to serve ridesharing, express bus and local transit service.

No changes.

20. Should Intercity Transit's current marketing approach and level of effort be continued?

Authority Direction for 2018 was to focus on community outreach and engagement and aggressively market its services.

No changes.

GENERAL MANAGER'S REPORT

- The Vanpool count for the end of May was at 180.
- Since the July 4th Authority meeting was canceled due to the holiday, and the fact that the deadline to submit ballot information to the County Auditor is August 7, Freeman-Manzanares proposed the Authority conduct a special meeting on Wednesday, July 11, 2018. Staff is hoping to have the results by Stewart Elway on the community's ideas in terms of public transportation.
- Staff is establishing meetings with each of the jurisdictions after August 7th to update them on the long range plan.
- Intercity Transit is working with WSDOT regarding "shoulder running" for vanpools in addition to the buses. This requires research on WSDOT's part to see if and where this is possible, and they are recognizing this is an expensive approach to moving people along I-5.
- The agency asked the Olympian to help spread the word about the long-range plan and public engagement 2.0 because. This has resulted in several published news articles.
- Intercity Transit is hosting the 3rd Annual Local Roadeo on Sunday, June 10 from 8 a.m. to 2 p.m. Ten transit systems throughout the state will be participating.

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- Intercity Transit is participating in the Olympia Pride Parade also being held on June 10 at noon; and in the Yelm Prairie Days Parade on June 23.
- The Bicycle Commuter Challenge ends June 23 with the 2018 Prize Hoopla starting at 9:30 a.m. at the Olympia Farmer's Market Main Stage.

AUTHORITY ISSUES

Melnick said Freeman-Manzanares and Councilmember Cox will give a presentation to Panorama to give them a history of transit.

Melnick recommends Intercity Transit reach out to the Port of Olympia once they hire a new Director to have a discussion about the future of transit, and express interest and support in terms of getting people out of vehicles; and perhaps learn more about the potential of providing a ferry service.

Cox wanted to be sure Intercity Transit is receiving updates regarding pavement construction taking place in Lacey.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:47 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer

Clerk to the Authority

Date Approved: July 11, 2018.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

