

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 21, 2018

CALL TO ORDER

Vice Chair Warner called the March 21, 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 Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Labor Representative Art Delancy.

Members Excused: County Commissioner Bud Blake; Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Jessica Brandt; Suzanne Coit; Roxy Johnson; Paul Koleber; Steve Krueger; Rob LaFontaine; Jon Licht; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Jerome Spoltman; Thomas Van Nuys; Rob Wood.

Others Present: Community Advisory Committee Member, Jonah Cummings; Jason Robertson, JRO and Company; City of Olympia Councilmember

Chair/Councilmember Sullivan arrived.

APPROVAL OF AGENDA

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Carmody to approve the agenda as presented.

INTRODUCTIONS - None.

PUBLIC COMMENT - None.

COMMITTEE REPORTS

A. Transportation Policy Board. Ryan Warner said the TPB met March 14. Members received a briefing from Veena Tabbutt on the Countywide Population and Employment Forecast which provided insight on what Thurston County population will look like in the next 30 years; a presentation on the Climate Adaption Plan; and adopted the Unified Planning Work Program (UPWP).

- B. Community Advisory Committee.** Jonah Cummings said the CAC met March 19. The members received a presentation from Marketing and viewed the "A Life of a Bus" video along with the various vanpool testimonials; spent some time discussing the update on the proposed change to routes and their impacts. The CAC is concerned about how changes would affect Dial-A-Lift in particular Route 47. They also discussed various schedule changes and proposed strategies; they are excited about the options to improved frequency of service.

NEW BUSINESS

- A. ESMS & IS-14001 Update.** Jessica Brandt, Sustainability Coordinator, provided an update on the Intercity Transit's sustainability efforts and the recent ISO-14001 recertification.

Brandt explained Intercity Transit began the work on the Environmental Sustainable Program in 2011. The Environmental Management System is the concept of Plan, Do, Check Act – decide what's important to focus on and set priorities, goals and targets. It's all about continual improvement. IT's system has been certified to international standards, first certified in February of 2014 and have maintained that certification annually.

The International Standards Are:

- Creates a common understanding – We're in control of our environmental impacts
- Increase efficiency
- Reduce risk
- Go beyond compliance – IT decided to go beyond the compliance baseline
- Continual improvement
- Community Leadership

IT's Life Cycle Perspective on Environmental Impacts Include:

- Supply Chain/ Acquisition
- Operations/Service
- Maintenance
- End of Life/Disposal

The Management System helps IT focus on the risks and opportunities associated with the environment.

One of the things IT focuses on is Greenhouse Gas Emissions and sees it both as a risk and an opportunity. Operationally, as a risk, most of IT's greenhouse gas emissions comes from fuel (72%), mostly diesel from the coach buses. IT focuses on

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fuel efficiency. There has been major improvement over the past six years as a result of changing different types of oils or moving to different service intervals. Between 2011-2017 there's been 9.1% improvement in Dial-A-Lift; 5.1% in Coach; and 14.6% in Vanpool.

The agency continues to look at the different types of fuel. Examples are regular diesel, biodiesel and renewable "R99" diesel. The difference is biodiesel is processed differently which can cause engine issues. A new type of fuel R99 which may be available soon on the state contract and it's produced from non-fossil fuels. It can run in diesel engines with no blending and with greater emissions reductions than biodiesel.

Brandt discussed the benefits of propane. Soon, 12 Dial-A-Lift vehicles will be converted to use propane. Benefits include:

- Lower carbon content than diesel
- Produced domestically
- Seventy-percent less tailpipe emission when compared to a similar diesel-powered fleet.
- Quieter operation

Brandt said IT's other focus area is Spill Prevention, Preparedness and Response. IT is very focused on stormwater pollution prevention onsite as well as out in the community. Often times, vehicles will leak or drip (coolant, oils, etc.). Staff has been working steadily on preparedness, prevention and response. Every vehicle contains a spill kit so if anything happens, an Operator can respond immediately. Operators are being trained and there's an improved tracking/reporting system in place.

IT participates in the 100% PSE Green Partner Program. That means IT pays a little extra each month to purchase renewable energy through that program. By paying into the greenhouse power program, you're paying to produce more wind energy, more thermal and solar, hydro and biogas from farms and that helps invest in renewable technology.

IT makes a commitment to APTA Sustainability and reports annually on:

- GHG Emissions
 - Fuel
 - Electricity and Gas Use
- Water Use
- Waste Output and Diversion
- Criteria Air Pollutants

B. Fixed Route Bus Presentation. Paul Koleber provided a presentation on the replacement of 14 (Eight 35' 2004 Gillig low-floor buses 920 series) and (Six 35' 2005 Gillig low-floor buses 930 series).

IT wants to replace 35' coaches that have:

- The latest safety innovations
- Fresh new non-boxy appearance/ with increased visibility
- Latest technology clean-diesel power plant
- Latest sustainable and green technologies
- Latest fuel-saving enhancements
- Resource savings

A Bus Build Team was formulated to research and test new technologies. The Team consists of: (Rob Wood, Jerome Spoltman, Roxy Johnson, Rena Shawver, Jon Licht, Steve Krueger, William Snyder, Larry Smathers, David Dudek, Emily Bergkamp, Mark Sandberg and Katie Cunningham).

The team tested:

- Driver's seats
- Three position bike racks
- Passenger hand-hold straps
- High-mounted exterior mirrors
- Ada-compliance
- Disc brakes
- HVAC efficiencies
- Fuel-efficient power plant enhancements

The proposed outcomes included:

- One order / two production schedules
 - Eight buses delivered in 2019
 - Six buses delivered in 2020
 - All replacement vehicles; no expansion vehicles planned
- BRT enhancements/bonded windows
- Voith Transmission/Disc brake systems
- Duel Q-Straint Q-Pod ADA restraint system
- Recardo driver's seat
- Vinyl passenger seat covers
- Vinyl passenger hand-hold straps
- Three-position bike rack
- Digital Dash Module

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Koleber pointed out flaws of the current buses such as curved windshields which cause a lot of reflection; they are like a "shoe-box." New buses have:

- BRT design enhancements; different nose and tail; longer window frames – easier to change out; no curved windshield – it's flat across allowing for more visibility for the driver;
- Headlights are off the bumper;
- Voith transmission – saves 15% fuel mileage and have become more affordable; easier oil changes;
- Disc brake system – now standard on buses; less squealing when stopping; easier to change the pads;
- Dual Q-Straint Q-Pod ADA Restraint System – standard; 4 point restraint using three points;
- Recardo driver's seat – equal cost with more features;
- Passenger hand-hold straps – gray vinyl straps;
- Three-Position Bike Rack – offload towards curb; can be rebuilt;
- Digital Dash Module – sits in the middle of the dashboard; dimmable for night driving;
- New seat style/colors – no foam cushion – it's a silicone cushion – only need to wipe up spills – no more shampooing which saves labor

Replacement Coach Purchase. Eric Phillips, Development Director, presented for consideration the purchase of (14) replacement 35-foot and 40-foot diesel low-floor buses.

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.

It was M/S/A by Vice Chair Messmer and Councilmember Gilman to 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.

- C. **IT Road Trip – Long Range Plan Status Update.** Jason Robertson provided a review of the IT Road Trip status and discussed draft long-term options and strategies including the next round of public engagement. This was a follow-up discussion to the short-term recommendations presented at the March 7 Authority meeting.

Robertson started with a “big picture” which started with the IT Road Trip. Staff has been working with the steering committee (representatives from the local jurisdictions) to determine what to do with the information. Pending direction from the Authority, staff would like to conduct a third meeting with the steering committee to build scenarios (status quo or reduced service). The staff would coordinate with Mayors, City Managers, etc. to let them know where this is going and gather their questions or concerns. Then staff will go back out to the public and get confirmation on the direction they are most interested in.

Robertson reviewed IT’s revenue budget and noted that sales tax is the big driver, keeping in mind funding from the Federal Government is limited. Fares are next in line (more than half is through partnerships with the colleges, state government and cities). When discussing removing barriers and potentially going fare free, the percentage isn’t an insurmountable number to replace.

Looking Longer Term from Today’s Perspective:

- IT is operating at a 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

If IT stays with the .8% sales tax, IT will be out of money in five years.

Messmer asked how IT would discuss this with the public and show them that IT would set aside on an even basis the need for new buses. Put that into an even

approach - need to have a replacement fund for buses now that is paid into over time as opposed to waiting for the need.

Freeman-Manzanares said IT used to do long-range forecasting for six years and when IT lost Bus and Bus Facility dollars, we expanded the long-range look to incorporate the replacement cycle for every bus and transit vehicle on site. We can definitely look at a different structure to identify those needs and building for those replacements.

Sales Tax + Cost of Service Hour

IT is putting out as much service as it can with current revenue. On time completion is not as good because of congestion

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

Robertson showed hypothetical scenarios using the different sales tax percentages.

- 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

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

Robertson presented a slide showing the Thurston County population graphs depicting the growth pattern from 1950 to 2017. It looks like this:

Year	Population
1950	44,900
1960	55,000
1970	76,900
1980	124,300
1990	161,200
2000	207,400
2010	252,300
2017	276,900

Looking Longer-Term: Transformative Options:

- Bus Rapid Transit - 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 consider it?

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

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

Improved Frequency. Service that comes more often and more frequent service is more convenient – attracting riders.

Why consider 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.

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

Why consider it?

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- Improved stop amenities were public priority

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

Robertson said these can be built into a capital program to improve bus stops.

Carmody suggested electrical outlets and USB ports within a bus shelter.

Rural Service. New rural service to Thurston County areas outside of the PTBA

Why consider it?

- Population growth and demand
- Public support

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

Thurston Regional Planning Council oversees the Rural Transit Bus, which picks people up and drops them at Tumwater Square.

Messmer said there should be discussion about rural service but on the other hand IT needs to be cautious about mixing it with conversations about what IT has control

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over and responsibility for now. The public doesn't understand there is the PTBA and there is county-wide. Who is saying there needs to be rural service? Do they live within the PTBA or are they outside of the PTBA. She is concerned about mixing and matching in the public conversation because then IT is building an expectation to solve the problem. The solution is to work with partners and say here is what we've learned but don't know how far we can go without increasing the PTBA.

Warner agrees and said that is a larger conversation IT needs to have with TRPC in terms of coordinating with rural service, because there is separate funding available for rural service.

Robertson said some of those asking for rural service are about a mile outside the PTBA or a subdivision outside the service area – they are saying if you can get them that last mile they could use the service. There are the truly rural people, of which half commute to work wishing they could take the bus. And then there are those who are retired and don't drive anymore.

Robertson said the steering committee is in the same place as the Authority. IT has to provide excellent service within the PTBA first but also be a responsible partner in the solution for rural service.

Messmer said it's worth the conversation with TRPC. Perhaps they could narrow down and figure out what the real needs are.

Carmody said for the most part, majority of rural people want to stay rural and don't want to take the bus. Let's improve the PTBA and fixed route service first.

Innovative Service Zones. Use online platforms to dynamically generate on-demand routes and 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 consider it?

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

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

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

Why consider 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

What it could look like

- Eliminate fares system-wide
- 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

Messmer asked why partners (colleges or the State) would continue to pay for passes if IT goes fare free. And she said there have been instances when the State has not paid for services (i.e. Dash). This has also been a threat for Amtrak. She does see benefits for IT in a fare-free system such as maintenance or upgrading to anything that’s going to be satisfactory to our customers that go anywhere but here. She thinks the Authority needs to be realistic about whether public agencies would/would not continue to come up with funds. Have a different kind of thought process when you talk about major employers – what is that relationship we have with major employers (public or private). What happens if something happens to IT’s budget revenue and we can’t promise 15-minute service anymore. What kind of

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a relationship do we have where we might say to a major employer “we will do more if you provide a certain amount of money?”

Robertson said he thinks it’s a value proposition. One of the colleges would be agreeable if they had 15-minute bus service dropping off paying students.

Sullivan said IT would need a clear message when marketing.

Carmody said what about contracting with the municipalities? IT might want to consider contracting with Lacey, Tumwater and Yelm. And perhaps run fare-free for three months in both the summer and fall and see what happens.

Gilman said Corvallis had the first value proposition but then they formalized it as a utility fee – creating public transit as a utility so other large employers were contributing through a utility and not through an honor system or selling passes.

Carmody asked the Authority to continue discussing the fare-free option on an ongoing basis. Messmer agreed. She said it would be useful to have examples about the topic to gain a better understanding of how fare-free has worked for other systems.

Robertson confirmed the Authority wants to introduce things people have done to accomplish the goals shared with IT. And IT is not proposing any of those formally. IT would meet with the steering committee as they are intrigued by the idea. Perhaps call it “Alternative Fee Structure” and get the “free” out of the topic. Messmer pointed out IT already has a “fare-free” system – the Dash.

Enhanced System Option 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

- (Targeted Short-Range Enhancements Public Process)
 - Separate from Road Trip, focused on those directly impacted
- Local Partner Outreach
 - Identify goals and concerns, level of support; encourage participation in phase 2.0
- Website Updates
 - What we heard/ what we're doing/long-range scenarios
 - Survey + how to be heard
- Social Media Blasts + Email Lists
 - Info on scenarios and opportunities; link to survey
- Priorities and Preferences Survey
 - Scenario preference/Options prioritization
- Community Open Houses
 - For in-depth discussion (target boards and commissions, community groups)
- Additional Intercept Surveys (optional)
- Community Readiness Team (separate process, but part of continuum)

Wrap-Up Discussion.

Robertson asked the Authority what system components they are most interested in pursuing and why?

- Retitle "fare free."
- Leveraged partnerships – a different topic.
- Keep the Bus Rapid Transit concept.
- Concerned about pursuing rural service. IT does not know how to support it. IT recognizes the issue, and it's worth having a conversation with TRPC.

Robertson said based on this feedback, he could build a general scenario with constituent components, share the Authorities concerns with the steering committee and then come back to the Authority.

Vice Chair Warner left the meeting

GENERAL MANAGER'S REPORT

- Intercity Transit will celebrate Driver Appreciation on March 28.
- The Vanpool staff has been asked to participate in the Rapid Response Team for U-Line.
- The Legislative session closed on March 8. After three years, IT met success with the local options bill and for the second year running, IT will receive \$375,000 to fund the DASH. The goal is to return to the prior funding partnership with the City of Olympia as well as to split the costs three ways.
- Freeman-Manzanares, Sullivan and Blake attended the APTA Legislative Conference in D. C. They had meetings with Senator Murray's and Cantwell's staff as well as Representative Denny Heck. They also met with the Federal Transit Association to discuss the Bus and Bus Facility Grants.

AUTHORITY ISSUES

Messmer said she will be speaking at the South Sound Climate Action Convention on Saturday, April 14 between 9:30 a.m. and 5 p.m. at South Puget Sound Community College. Transit-related topics will be included.

Gilman asked if IT is planning for dramatically increased ridership. Is IT trying to increase access for people with limited mobility and more workforce, is that the goal? Or is IT trying to move people out of cars and convince more people to ride the bus for other parts of their life.

Freeman-Manzanares said yes to all. She said one of the things Thomas Wittmann has been looking at is the capacity to do it within the number of revenue vehicles IT has now.

Cox asked if new buses will be equipped with charges for cellphones and laptops. Koleber said it is an option and there has been discussion about having that capability. It's a matter of figuring out a way to move forward where it doesn't cost a lot and to understand the liability when someone plugs in their devices and the potential for damage.

ADJOURNMENT

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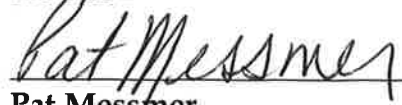
It was M/S/A by Councilmember Carmody and Vice Chair Messmer to adjourn the meeting at 8:05 p.m.

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST



Pat Messmer
Clerk to the Authority

Date Approved: April 4, 2018.

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