

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA
June 17, 2019
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative
<i>(Molly Carmody)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. June 19, 2019, Work Session <i>(Joan O'Connell)</i> | |
| | B. July 3, 2019, Regular Meeting Cancelled | |
| | C. July 17, 2019, Work Session – Need A Volunteer | |
| | D. August 7, 2019, Regular Meeting <i>(Justin Belk)</i> | |
| IV. | APPROVAL OF MINUTES – May 20, 2019 | 1 min. |
| V. | NEW BUSINESS | |
| | A. BICYCLE COMMUTER CONTEST RESULTS <i>(Duncan Green)</i> | 15 min. |
| | B. OTC CONSTRUCTION UPDATE <i>(Steve Krueger)</i> | 15 min. |
| | C. TRANSPORTATION IMPROVEMENT PLAN (TIP) UPDATE
<i>(Eric Phillips/Jessica Gould)</i> | 10 min. |
| | D. CAC RECRITMENT AD HOC COMMITTEE
<i>(Ann Freeman-Manzanares)</i> | 5 min. |
| | E. STRATEGIC PLAN/GOALS & POLICY STATEMENTS
UPDATE <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| VI. | CONSUMER ISSUES – All | 15 min. |
| VII. | REPORTS | |
| | A. June 5, 2019, Regular Meeting <i>(Carla Dawson)</i> | |
| | B. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING – July 15, 2019 | |
| 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
May 20, 2019

CALL TO ORDER

Chair Pierce called the May 20, 2019, 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; David Bonauto; Jan Burt; Billie Clark; Carla Dawson; Peter Diedrick; Ursula Euler; Marie Lewis; Scott Paris; Victor VanderDoes; Michael Van Gelder; Walter Smit; Sreerenjini Surendran; Linda Vail.

Absent: Vice Chair Justin Belk; Denise Clark; Jonah Cumming; Tim Horton; Joan O'Connell; Marilyn Scott.

Staff Present: Emily Bergkamp; Cindy Fisher; Zach Heinemeyer; Pat Messmer; and Rena Shawver.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Pierce introduced Authority member, City of Lacey Councilmember Carolyn Cox.

MEETING ATTENDANCE

- A. June 5, 2019, Regular Meeting – Carla Dawson**
- B. June 19, 2019, Work Session – Joan O'Connell**
- C. July 3, 2019, Regular Meeting – Canceled**
- D. July 17, 2019, Work Session – OPEN**

APPROVAL OF MINUTES

It was M/S/A by VAIL and LEWIS to approve the minutes of the March 18, 2019, meeting.

- A. VILLAGE VANS UPDATE –** Cindy Fisher, Village Vans Supervisor, introduced Zach Heinemeyer, Village Vans Assistant. Fisher explained Village Vans is a workforce development program that provides free employment-related transportation to those living in poverty or who are low income, allowing them to become financially independent. Village Vans provides job shadowing opportunities, assistance with cover letter and resume writing, and provides assistance in applying for jobs. Fisher shared several success stories about those who completed the Village Vans Program and found jobs, many who are now employed by Intercity Transit.

Fisher said the New Market Skills Center is a high school located in Tumwater, and Village Vans provides transportation to their students, primarily to Gravity Learning Center so

students can get their GED. This year, five students also received their Certified Nursing Assistant certificate. Village Vans drove them to nursing homes in the area so they could do their clinical studies.

Statistics for 2018:

- 239 Passengers traveled with Village Vans
- 3,560 Trips were provided
 - 2,231 work support rides
 - 589 daycare stops
 - 73 rides to interviews
 - 647 trips to school or training
 - 17 medical or rehab visits
 - 3 errands such as grocery store
- 32,720 total miles driven

2018 Volunteers (Working for a Living):

- 21 Village Vans Volunteer Drivers
- 3479 volunteer hours
- 18 Employment Hires
- 6 Hires with Intercity Transit
- 10 Employment Hires in transportation
- 4 Hired into Multiple Positions

Fisher quoted, “If you’re judging behavior, you cannot connect.” Village Vans has a “no judgement policy.” Judging others would keep them from helping others to be successful.

In order to gain a better understanding about people living in poverty, Fisher attended the two-day course at the Poverty Institute of Portland with Dr. Donna Beegle. All of the Village Vans passengers are living in poverty, as well as most of the volunteers. Fisher noted that transportation is a huge barrier for many, especially those living in poverty.

Fisher said Governor Inslee’s Poverty Reduction Work Group, RCW 74.08A.280 has a goal to reduce poverty by 50% by 2025, and establish Local Planning Areas (LPAs). The Thurston Local Planning Area’s goal is to connect, coordinate, communicate, and plan activities and projects together with community organizations so those living in poverty can succeed. Fisher is a member and co-chair of the 2019 LPA representing Intercity Transit.

Fisher said the LPA conducts an annual Resource Fair, and the intent is for those people who are not part of the monthly meetings (staff who are working with people living in poverty) to be able to attend a resource fair where all have joined together to insure they have the information they need to best serve their clients.

Fisher held a LPA meeting at Intercity Transit, centered around a Transportation Panel and attending were Travel Training, Rural Transportation, DAL, Bus Buddies, Customer Service, City Gates, Village Vans, and Fixed Route. Each person on the panel talked about the services they provide, with a question/answer session.

Village Vans is funded by the Innovative Workforce Development Ladders of Opportunity Grant.

- FTA Workforce Development grant 2017 – 2019

- 50/50 Cooperative Agreement \$400,000
- 2 quarters remaining
- Actively seeking new funding opportunities through IT's Grants Administrator

Village Van's has formal partners (DSHS/DVR, Pac Mountain, SPSCC) who reached out to 5,154 clients in 2018 discussing Village Vans services to potential riders and volunteers.

Fisher answered questions.

Paris – Is this a program for people who may not live near a bus line, or is it based upon economics where they are unable to afford to ride the bus. Fisher said they live within our PTBA, but they do not need to be anywhere near a bus stop. As long as they qualify as low income, receiving state or federal assistance then Village Vans provides the employment-related transportation.

Vail – How does Village Vans facilitate assistance in getting a job? Fisher said she and Heinemeyer set up mock interviews, and many times it's for interviews for open positions within Intercity Transit. They make up mock interview questions, and explain the interview process from beginning to end; and conduct the mock interview until the client feels comfortable. Many of these individuals have never been involved in a "group" interview process, and that can be very intimidating. This prepares them for the types of questions that may be asked. Often times, there are barriers such as an individual who hasn't worked in many years and they are re-entering the workforce. This program helps them to do that.

Bonauto – What would you do for Village Vans if given an extra \$100,000? Fisher said she would spend a portion of it on training and education so that Intercity Transit staff is well educated about people who are living in poverty; she might purchase a couple of vehicles; and she would use some of the money to talk with people in the community to help them understand what a barrier transportation is and help educate people about poverty.

Cox – Are any of the clients children? Fisher said they don't typically get requests for children. The students from New Market are the youngest – around 16 years old and up to 20 years of age.

B. VANPOOL UPDATE – Operations Director, Emily Bergkamp, explained Carolyn Newsome, the previous Vanpool Manager retired after 20 years with the agency. Cindy Fisher is currently transitioning as Interim Vanpool Manager, and Heinemeyer is stepping in as Interim Village Vans Supervisor.

Bergkamp said she's been at Intercity Transit for 15 years. She started out serving as a CAC member for three years, and back then it was called the Citizen's Work Group, and she also worked at the Senior Center downtown. Then she was hired on in Vanpool as a Vanpool Coordinator in 2004.

Bergkamp proceeded with an update about the Vanpool Program. She said there is an onboarding process where staff looks at the riders' driving records because people who ride the van also drive the van (volunteer drivers). There's a driving record check; they attend a defensive driver training; and each van has a coordinator and a bookkeeper.

Bergkamp reviewed Vanpool 101:

- A vanpool consists of 5 to 15 people who commute together in a van.
- Vanpool riders pay a monthly fare based on the number of miles traveled and number of riders. The more riders, the less the fare.
- The commute needs to start or stop in Thurston County.
- Bergkamp introduced Rena Shawver, Marketing and Communications Manager. Shawver helped design the new wraps for the new vans.
- Many riders commute to state agencies, as well as out of county riders.
- Bergkamp shared 3 vignettes off of the Intercity Transit website (Rebecca, Malika and Tim) explaining why they like to vanpool.

Vanpool by the Numbers:

- Intercity Transit Vanpools: **183**
- Active Participants: **1,200**
- Number of Origins (cities) : **37**
- Number of Destinations (cities): **27**
- Number of Counties Served: **7**
- Cars Removed, Intercity Transit: **1,000**
- Washington State: **2,900** Vanpools
- Cars Removed: **20,300 per day!**

Operating Costs:

The Operating cost recovery rate is high.

- 2018 Vanpool program recovered 63% of operating costs
- Costs include direct and indirect: vanpool staff, fuel, maintenance and insurance, capital, other staff, marketing, etc.

Where Do We Go From Here?

- Intercity was a recipient of a \$250,000 Innovation Grant from WSDOT.
- The new focus is on outreach and non-CTR businesses.
- To date, 2 non-CTR affected employers started vanpools.

Shawver said Marketing is working with the various Chambers to target smaller employers and those employers who do not have CTR coordinators.

Smit arrived.

Community Van Program:

The Community Van Program is an easy and inexpensive way to provide transportation to non-profit groups and government agencies in our service area. The agencies can use our 12-passenger vehicles only within our PTBA. And the drivers go through a similar onboarding process as the Vanpool groups.

Surplus Van Grant Program:

These vehicles have lived a natural life in a vanpool group. IT replaces vehicles somewhere between 4 and 7 years or 100,000 miles – whichever comes first. When IT is ready to surplus these vehicles, that's when they can be used as a community van or become available for the surplus van grant program.

The Surplus Van Grant program helps non-profit groups with their transportation needs by providing a ready-to-go van for up to 12 people. These groups have to show how they are meeting an unmet transportation need in the community, transporting people only. They submit an application and if approved, are granted a van. A requirement is they must report back to Intercity Transit for a period of one year. Once they meet that requirement, the van belongs to them.

What's Happening Now?

- I-5 congestion is the **4th worst in the nation**.
- IT is working with **regional partners and Thurston County Chamber**.
- Focusing on **Vanpool** as a low-cost part of the solution.
- Vanpool Program takes 1,000 cars off this crowded roadway every commute day.

The Vanpool staff works well as a team to deliver the best service possible. Vanpool staff includes Vanpool Coordinators, David Kolar and Magic Kiattipat; Outreach Coordinators Bree Anderson and Brian Wilcock; and Commuter Services Assistant, Riley White.

Bergkamp answered questions.

Euler - Is there a way to find out which non-profits use the community van program. Bergkamp said to contact the Vanpool staff via the Vanpool Hotline 360-705-5853 for that information, or information about joining a vanpool group.

Surendran – Is there an age limit to join a vanpool? Bergkamp said there is no age limit and often times, riders will bring their children to be dropped off at daycare. If a participant wants to become a volunteer driver in the program, they have to have 5 years of driving experience. And you do not need to be a driver to participate in a vanpool.

Paris – Is there an age requirement for drivers? Bergkamp said drivers must be at least 21 years of age, and have 5 years driving experience.

Cox – Does Vanpool maintain data that shows the carbon reduction as a result of vanpooling? Bergkamp said that information can be found on the Intercity Transit website [Vanpool Sustainability Stats](#); however, Bergkamp will have the information forwarded to the CAC.

Bonauto - is a state employee and asked how he can help support his Employee Transportation Coordinator (ETC) and how his ETC can connect with other Commute Trip Reduction (CTR) Coordinators. And are there other public policy considerations or incentive programs for private sector employers to be explored. Bergkamp said TRPC provides ETC training and can connect CTR coordinators with each other. There is discussion on a policy level of incentive programs for private sector employers, though nothing has been decided or changed yet.

Intercity Transit encourages CAC members to connect ETC's to Intercity Transit. Not all ETC's go to the training sessions. And often times, ETC's hold other job titles at their employment. We have a great connection through TRPC and Nicky Upson, our Marketing Coordinator coordinates a lot of the communication with them, sends them toolkits on how to communicate with their employees. There are tools and kits on the Intercity Transit

website Vanpool page for employers to use to promote vanpool at their workplace, and all of that information gets pushed out to the ETC's.

Shawver said one of the biggest challenges for the ETC's is to get the attention of their senior level management to get the support they need. We encourage everyone to communicate more about vanpool at their work. There are about 200 ETC's we work with on a regular basis. In terms of having incentives for private employers, there are none that are funded through us or the state currently, other than our gift cards we make available to new riders and drivers. That is one of the pieces of information we'll provide to WSDOT Commute Trip Reduction Board at the state level to say state agencies and larger employers are providing subsidies, but what about the small employers who don't have the means to do that. We encourage private employers to provide incentives to their employees, and we're finding that some employers are willing to do that when they can afford it.

Vail - referred to the commercials on the website, and asked if there is a way to incorporate this type information into a product that would hit the small employer. Shawver said staff is looking to do that during the next grant cycle.

Van Gelder - referred back to the climate mitigation – there was discussion during Sustainable Thurston about what incentives or initiatives could be offered with an emphasis on transit. One of the elements considered was a legislative statute about the requirement for all state agencies regardless of size in Thurston County to work towards a Thurston County Comprehensive Carbon Reduction Plan – it doesn't work as well as it should, but there may be other elements similar to that. It's hard to think that statutes will bring about a lot of change, however, overtime that happens.

Bergkamp said another offshoot of the Vanpool Program is to help people find carpool partners. There is a helpful tool www.rideshare.com where you can go and register and it brings up a list of possible matches of other people riding to/from the same area. Vanpool staff also helps riders find carpool partners.

Cox - What happens when riders drop out of a vanpool – do vanpools ever get shut down? Bergkamp said they are running a pilot whereby a vanpool can be started with only three people, and IT works with groups when they fall below five riders by trying to find other riders. Anderson is looking for new ways to find riders, and WSDOT is working on changing the requirement of how many vanpoolers are required to form a group.

Vail – Is it a requirement for everyone who rides in the vanpool be a driver? Bergkamp said that is not a requirement, however, often times the individual vanpool groups create their own internal rules, and they may prefer everyone in the group be able to drive.

C. CAC SELF-ASSESSMENT – Bergkamp said this is the time of year when the CAC gets to do their own report card on the group, such as how they feel the CAC is doing, do they feel the CAC is being effective as a group, or are there other objectives they'd like to see implemented. By the end of May, Nancy Trail will send the CAC an email with a link to a survey that will prompt them to grade and answer certain questions about how they think the CAC is functioning, or if there is anything they'd like to change. Pierce noted the Authority would like to see 100% participation, and she encouraged everyone to complete the Survey Monkey when they receive it. If anyone has difficulty providing comments on the survey, feel free to email the comments to Trail.

Responses are due by the end of June. Trail will compile the responses and the CAC will review them at the July meeting. They will also be shared at the joint meeting with the Authority in September.

CONSUMER ISSUES

- Vail rode in tonight on a new van, and the seats wiggle. The new seats are suspended from the wall, and when going around corners, the seat tips.
- Paris said there are some advantages to the new vans and old vans. The handles on the new vans are at the door where you can grab easily – the old vans have handles that are further up. Paris doesn't like the seatbelts on the new vans. They are difficult to grab and put on. And both old and new vans have problems with the shocks.
- Bonauto appreciates the increased service on the weekend, and found it more convenient. The 13 bus, especially during rush hour is frequently delayed. He said the service is random and not predictable. He said overall, traffic in the area is a problem and it could get worse with new construction starting.
- Surendran suggested selling bus passes at all local high schools. Bergkamp said she will pass that along. She said the Senior Center asked for the same thing. Bergkamp mentioned IT is looking at conducting a fare-free pilot that would eliminate the need for passes.
- Vail lives on Capital Way where a huge apartment building is being developed, along with other developments in the surrounding area. All of this new development is going to create more traffic and congestion. Can IT provide public relations prior to the opening of the apartments? Perhaps promote the Dash or something else to connect these new people to the transit system.
- Shawver said the Planning Department is hiring an associate planner who would work with the developers in the area to promote using transit. Pierce Transit is doing that in Tacoma with developers – having bus passes as part of a move-in package.
- Paris asked if during the fare-free pilot, would riders still use some type of card or pass to board the bus. Bergkamp explained that no cards or passes would be necessary. She said IT will partner with community businesses to help supplement the fares.

Paris is concerned going fare-free may attract riders who would create a safety issue. Bergkamp said IT will rely heavily on its rules of conduct policy that prohibits certain behavior and there will be more enforcement by IT's supervisors. She said many assaults occur as a result of fare disputes, so going fare-free would eliminate that issue.

- Smit suggested going fare-free on specific routes during a pilot. Bergkamp said trying a pilot would be important and the Authority will likely explore a pilot sometime in July. She said we already go fare-free on the Dash and Jingle Bus, and during the snow event last year, IT went fare-free, and both drivers and riders appreciated that, plus we found boarding was much faster helping on-time performance.

REPORTS

- **April 17, 2019** – Tim Horton – No report.
- **May 1, 2019** – Pierce said the General Manager was given approval to approve a security contract at the transit centers; new employees were introduced; the design architect talked about the outside design of the new OTC building. They created a metal rainforest theme to complement the existing building; and Freeman-Manzanares reviewed the strategic plan policy positions.
- **May 15, 2019** – Burt reported Freeman-Manzanares finished up the review of the strategic plan policy positions and started review of the strategic goals and end policies; Fisher provided an update on the Village Vans Program; Freeman-Manzanares provided an update on the Class Pass Pilot program, noting IT received 47 Class Pass requests from January- April 2019; and issued 41 Class Passes, and 1,193 students and chaperones rode an Intercity Transit bus to a field trip. 110 students learned about public transportation through a classroom presentation given by Intercity Transit staff; and the APTA All State Rodeo took place over the weekend.

GENERAL MANAGER'S REPORT – Bergkamp provided the General Manager's report:

- A class of 19 Operators started training today. This is the third class so far for 2019. Another class begins on July 15. Hiring of these Operators is in preparation for the September Service change and enhancements.
- The new Series 430 buses are being delivered.
- The permitting process for the Pattison Street Expansion is proceeding nicely, as is the construction down at the Olympia Transit Center.
- Conversations are still occurring with Greyhound on how to administer their services at the OTC. One option is IT could become a vendor for them and provide the service; or they contract with a third party to sell their passes, and have a desk located on the site.
- Intercity Transit's Local Rodeo is taking place June 8/9 on the new bus yard at Pattison. It starts at 8 a.m. until 2 p.m. and it includes a BBQ.
- Transit Appreciation Day (TAD) is being held on Friday, August 9 between 10 a.m. and 4 p.m. on the bus yard. This year's theme is Welcome to the Jungle – Go wild with transit! The awards ceremony begins at 12:04 p.m. honoring employees with 20, 25, 30 and 35 years of service, as well as the Excellence in Transit winners. All are welcome!

NEXT MEETING: June 17, 2019.

Chair Pierce announced that after adjourning the meeting, everyone will have an opportunity to tour one of the new 430 Series buses.

ADJOURNMENT

It was M/S/A by SMIT and BONAUTO to adjourn the meeting at 7:15 p.m.

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

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: June 17, 2019**

FOR: Community Advisory Committee

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2019 Bicycle Commuter Challenge Update

1) **The Issue:** Brief the CAC on the results of the 2019 Bicycle Commuter Challenge.

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

3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest (now Challenge) in 2006.

4) **Background:** During this year's Bicycle Commuter Challenge (BCC), which runs the full month of May, 1,087 people logged 10,975 rides, covering 87,720 miles, reducing air and water pollution, benefitting their own health, and preventing over 43 tons of CO₂ from entering the atmosphere.

Bicycling is a significant transportation element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen a trend of increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generating public goodwill.

This is Intercity Transit's fourteenth year administering this countywide event. For the eleventh consecutive year, Duncan Green directed the BCC and related efforts. He received assistance from the other members of Intercity Transit's Marketing and Communications staff.

5) **Alternatives:** N/A

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- 6) **Budget Notes:** The cost of the Bicycle Commuter Challenge is largely staff time for one temporary position. The annual budget for the BCC is \$25,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support.
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- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: June 17, 2019**

FOR: Community Advisory Committee

FROM: Steve Krueger, 705-5833

SUBJECT: OTC Construction Update

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- 1) **The Issue:** Update the CAC on the construction at the Olympia Transit Center.
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- 2) **Recommended Actions:** This item is for information only.
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- 3) **Policy Analysis:** The Authority authorizes the budget for design and construction projects.
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- 4) **Background:** Construction at the Olympia Transit Center began in November 2018 and is scheduled to be substantially complete by November 2019. Staff will bring you up-to-date on the progress that has been made to date and discuss next steps.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Align best practices and support agency sustainable technologies and activities."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: June 17, 2019**

FOR: Community Advisory Committee
FROM: Jessica Gould, Grants Program Administrator, 360.705.5808
SUBJECT: 2020- 2023 Transportation Improvement Program Adoption

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- 1) **The Issue:** Inform the CAC on the 2020-2023 Transportation Improvement Program (TIP) for projects with anticipated Federal funding over the next four years. The TIP was adopted by the Intercity Transit Authority on June 5, 2019.
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- 2) **Recommended Action:** For information only.
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- 3) **Policy Analysis:** Federal grant guidelines require that the TIP be adopted by the governing body.
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- 4) **Background:** The 2020-2023 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years. The projects listed total more than \$97 million with more than \$79 million of federal funding anticipated.

As part of the formal public review, the Authority held a public hearing on the draft 2020-2023 Transportation Improvement Program (TIP) at the May 15, 2019, ITA meeting. Public comments received prior to the public hearing on May 15, 2019, were shared with the Authority. No additional public comments were received at the Public Hearing or following the public hearing.

The agency's 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). The draft 2020-2023 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the 2018-2023 Transit Development Plan, and the adopted Short and Long Range Plan. Both of these documents are published and available on the agency website.

Program elements in the draft 2020-2023 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2020-2023;
- Construction of Phase 3 Pattison Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.

- Acquisition of replacement heavy duty coaches to replace ones that have been in service at or beyond their expected useful life and expansion coaches to meet future service needs as provided for in Intercity Transit's adopted Long Range Plan;
- Purchase of replacement and expansion *Dial-A-Lift* vans to meet the needs of our region's eligible clients;
- Purchasing of replacement vanpool vans;
- Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as a transportation alternative;
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long Range Plan;
- Planning, design and capital improvements to provide High Capacity or "BRT Light" corridor service consistent with the adopted Long Range Plan.
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services, capital projects and capital replacement of vehicles utilizing "earned share" formula funds for approved projects via PSRC/Seattle- Tacoma Everett metropolitan area.

Projects identified in the draft TIP are 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 Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2020-2023 TIP projects total more than \$97 million with more than \$79 million of federal funding planned/anticipated.

5) **Alternatives:** N/A

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit's 2020 through 2023 annual 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 – Proposed- *Final 2020-2023 TIP*

IT #	Project	2020	2021	2022	2023	TOTAL 2020-2023	Federal	Type	Local	Total	Project Status	
1 IT 1601	Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$4,200,000	\$4,200,000	\$4,200,000	\$4,200,000	\$16,800,000	\$13,440,000	Sec. 5307 (Apportionment) PSRC Earned Share	3,360,000	16,800,000	Planned & Secured 5307 (annual Apportionment)	Anticipated Formula 5307/5339 Including PSRC Earned Share
2 IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$5,600,000	\$4,480,000	PSRC Earned Share Sec. 5307 and Sec. 5339	1,120,000	5,600,000	Planned & Secured (includes PSRC 5307 & 5339 ES)	Secured & Anticipated PSRC 5307 Earned Share Funding
3 IT 1604	Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$0	\$200,000	\$200,000	\$200,000	\$600,000	\$600,000	Local and Federal/Regional	\$81,000	\$681,000	TRPC Contingency project via Regional competition	Anticipated TRPC federal CMAQ/STP/TAP funds
4 IT 1605	Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$95,000	\$109,000	\$109,000	\$120,000	\$433,000	\$374,545	FHWA (CMAQ in 2020) transfer to FTA	\$58,455	\$433,000	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 20 CMAQ funds
5 IT 1901	Smart Corridors Phase II & Phase III	\$387,500	\$268,000	\$0	\$0	\$655,500	\$567,008	CMAQ - Regional award via TRPC	\$88,493	\$655,500	TRPC Awarded and planned Federal Funds	Awarded TRPC - CMAQ January 2018 and pre-award for 2020
6 IT 1701	Replacement, heavy duty coaches - \$570k ea	\$9,120,000	\$13,110,000	\$3,420,000	\$0	\$25,650,000	\$20,520,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$5,130,000	\$25,650,000	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
7 IT 1901	Replacement, Expansion Dial A Lift Propane ready vehicles	\$0	\$568,000	\$700,000	\$0	\$1,268,000	\$658,000	Regional Funds (STP/CMAQ) and State/WSDOT Consolidated Grant	\$76,680	\$734,680	Planned & Secured (includes State Consolidated grant and Fed STP/CMAQ)	Secured & Anticipated
8 IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$7,000,000	\$7,000,000	\$4,290,476	\$4,575,000	\$22,865,476	\$22,865,476	State RMG & Sec. 5339 Federal (local Apportionment & PSRC)	\$4,573,095	\$27,438,571	Partially funded. Some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
9 IT1902	Martin Way Park & Ride Direct Access	\$0	\$400,000	\$0	\$850,000	\$1,250,000	\$1,250,000	Regional & Sec. 5339/5307	\$250,000	\$1,500,000	Unfunded	Unfunded / New
10 IT1903	High Capacity Corridor Service or BRT "light"	\$0	\$0	\$1,000,000	\$14,000,000	\$15,000,000	\$15,000,000	State RMG & Federal 5339 & 5307 or competitive	\$3,000,000	\$18,000,000	Partial funding, RMG project supports implementation plan	Operations funded Capital unfunded est \$30,000,000 total.
Total Federal Funded Projects		\$22,202,500	\$26,855,000	\$14,319,476	\$10,495,000	\$90,121,976	\$79,755,029		\$17,737,723	\$97,492,751	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

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-D
MEETING DATE: June 17, 2019**

FOR: Community Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2019 Community Advisory Committee Recruitment

-
- 1) **The Issue:** Seek volunteers to assist the Authority in the 2019 CAC recruitment interviews.

 - 2) **Recommended Action:** Select three CAC members to join three ITA members as the 2019 CAC member selection committee.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.

 - 4) **Background:** The CAC is comprised of 20 members. CAC members serve three-year terms, and may serve two consecutive three-year terms. The youth position(s) is a one-year term with the option to apply for a second one-year term. They can also apply for the three-year position if they wish to continue on the committee. Staff conducts a recruitment in the fall to fill vacancies which may occur throughout the year through expiration of terms, resignations, or if members do not seek reappointment.

Three Authority members, along with three CAC members will comprise the ad hoc committee which will conduct the interviews and make recommendations to the Authority for appointment.

Please note there is an additional time commitment of approximately 3 hours to conduct interviews.

Applications will be available September 2 and due October 23. Interviews are scheduled for November 6. The Authority is scheduled to make appointments on November 20 or December 4, 2019. New members will be welcomed at the January 13, 2020 meeting.

5) **Alternatives:** N/A

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

7) **Goal References:** Maintaining active, interested Community Advisory Committee members supports all agency goals.

8) **References:** N/A

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-E
MEETING DATE: June 17, 2019**

FOR: Community Advisory Committee
FROM: Ann Freeman-Manzanares, General Manager, 360.705.5838
SUBJECT: 2020- 2025 Strategic Plan Policy Position

-
- 1) **The Issue:** Review policy statements for the 2020-2025 Strategic Plan.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the priorities and the level of resources devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. The strategic plan allows for the development of the 2020 budget.
- A. Should Intercity Transit maintain service levels in 2020 or consider new or expanded local transit services needed to serve the growing population? (2020-*Proceed with the implementation of the Long Range Service Plan and the implementation of expanded services.*)
 - B. What is Intercity Transit's role in providing regional mobility? (2020-*Proceed with the implementation of the Long Range Service Plan. Continue to utilize grant funds to deliver service between Thurston and Pierce Counties and seek a return of Pierce Transit as a funding partner for inter-county services. Focus on I-5 passenger through-put, as opposed to car through-put and advocate priority movement for transit.*)
 - C. What role should Intercity Transit plan in serving the core areas of Olympia, Lacey and Tumwater areas? (2020-*Proceed with the implementation of the Long Range Strategic Plan. Identify span of service, frequency in 2020 and beyond according to the long range plan.*)
 - D. Is there a role for local express service in the current service area? (2020-*Proceed with the implementation of the Long Range Service Plan. Grant funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project. Pursue BRT federal funding process.*)
 - E. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered? (2020-*Implement a pilot preemption project. Continue to work with the partnership created through the Thurston Regional Planning Council and*

- associated jurisdictions to enhance the safety, speed and reliability of bus movement. Explore improvements to corridor travel to improve pedestrian access to transit stops.)*
- F. Should Intercity Transit pursue efforts to coordinate service with local school districts? (2020-Continue and expand our coordination with local school districts. Focus on potential impacts regarding a community supported, prepaid fare system.)
 - G. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate? (2020-Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs, as well as to stops located on major corridors.)
 - H. What additional investments in technology should be made beyond the current Advanced Communications System project? (2020-Replace our radio communications system and our CAD/AVL system. Upgrade our website. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.)
 - I. Should the Vanpool Program continue to expand to keep pace with demand? (2020-Obtain grants necessary to support the program and focus on building the program.)
 - J. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects? (2020-Continue to seek funding opportunities for Pattison Street, buses and other projects.)
 - K. Should Intercity Transit pursue additional Park and Ride facilities? (2020-Partner with WSDOT if an opportunity becomes available. Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services. Continue to evaluate emerging needs to support transit service.)
 - L. 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? (2020-Continue support for Village Vans, Surplus Van Grant, Community Van, and Discounted Bus Pass program. Focus on evaluation and options for innovative service zones. Continues to seek replacement grant funding for Village Vans Program.)
 - M. Are our services – Dial-A-Lift, Travel Training and Accessible Fixed-Route buses adequate to serve persons with disabilities? (2020-Continue to pursue technology to improve productivity and service. Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities.)
 - N. Is the current fare appropriate? (2020-Actively following up on community directions to "Change the Way Fares Are Paid.")
 - O. Should Intercity Transit's planning for the next six years be financially constrained? (2020-As we implement services consistent with the long range plan, continue to closely monitor revenue collections and capital programs.)
 - P. What role should Intercity Transit plan in local transportation projects – Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Challenge? (2020-Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute

Trip Reduction Program. Pursue relationships with private employers to educate about the benefits of commute alternatives and better serve their needs and the needs of their employees. Continue to market alternative transportation to youth in schools, as well as in the larger community. Continue to coordinate the Bicycle Commuter Challenge.)

- Q. Should Intercity Transit's current marketing approach and level of effort be continued? (2020-Market services. Focus on customer information technology to enhance the customer experience. Explore wayfinding. Promote IT as an employer of choice.)
- R. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations? (2020-Modernize equipment, facilities and boost ridership. Evaluate and commit to moving forward with carbon emissions reductions at the earliest practical time.)
- S. What should be Intercity Transit's policy and actions related to expansion of the PTBA? (2020-Maintain the current policy which is not to expand the PTBA.)
- T. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived? (2020-Delete this question from the Strategic Plan.)

5) **Alternatives:** N/A

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The Strategic Plan provides the basis for all our goals.

8) **References:** 2019-2024 Strategic Plan is on-line.

Authority Meeting Highlights
a brief recap of the Authority Meeting of May 15, 2019

Action Items

Wednesday night, the Authority:

- Conducted a Public Hearing on the 2020-2023 Transportation Improvement Program.

Other Items of Interest:

- Received an update on the 2018 Village Vans Program.
- Continued the review of the 2020-2025 Strategic Plan Policy Positions.
- Reviewed the Strategic Plan Goals and End Policies
- Received an update on the Class Pass Program:
 - 47 Class Pass requests were received between January – April 2019;
 - 41 Class Passes were issued;
 - 1,193 students and chaperones rode an Intercity Transit bus to a field trip;
 - 110 students learned about public transportation through a classroom presentation given by Intercity Transit staff;
 - 16 schools requested a Class Pass and 1 non-profit organization;
 - Requests came from Tumwater, North Thurston, and Olympia;
 - Requests were made for a large variety of field trip destinations, although the most common were LOTT, GRuB, Fertile Ground, Food Bank, and State Capitol;
 - Schools and organizations most commonly learned about the Class Pass directly from Intercity Transit staff, word of mouth from other teachers and school staff, and Class Pass flyers.

Pat Messmer

Prepared: May 16, 2019

Authority Meeting Highlights
a brief recap of the Authority Meeting of June 5, 2019

Action Items

Wednesday night, the Authority:

- Adopted the 2020-2023 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

Other Items of Interest:

- Congratulated the winners of APTA's 44th Annual International Bus Roadeo: Rob Wood, named best bus driver in North America; David Randall who placed 27th in the 40' division; Dan Savage who placed 15th in the Body on Chassis/Paratransit Division; and the Maintenance Team (Joe Bell, James Bush and Grant Swidecki) who competed in eight timed disciplines taking first place in the written test event. The team placed 13th in a field of 38 competitive teams.
- Welcomed new Coach Technicians: Sean Malay and Cody Markowitz; Auto Technicians: Robert Coffman, Tyler Conrads, Steve Owsley and Jeffrey Lorenzo; Facilities Specialist: Michael Fuller, Michael Daves and Frank Sachs III (*Paul Koleber*)
- Received an update on the progress of the Olympia Transit Center Construction. (*Steve Krueger*)
- Selected three members of the Authority (Carolyn Cox, Karen Messmer and Debbie Sullivan) to participate on an ad-hoc committee along with the Community Advisory Committee to interview and select candidates for the 2019 CAC recruitment.
- Received direction from the Authority to proceed with the ITA Citizen Representative Recruitment process. Karen Messmer's term ends December 31, 2019, and staff will begin a recruitment process to fill that position.
- Transit Appreciation Day is Friday, August 9, 2019, from 10 a.m. to 4 p.m. located on the bus yard.
- Intercity Transit is hosting the 3rd Local Bus Roadeo Sunday, June 9, 2019, on the bus yard. Nine other systems from around the state will be participating. The winners will go on to the State competition being held in August in Seattle.
- Intercity Transit's Vanpool commercial, "Heroes" won two national awards: The Communicator award of distinction in the category of commercials, subcategory public service; and the bronze Telly award in the category of promotional video, subcategory public service/PSA.

The Communicator Award is an international awards program now in its 25th year organized by the Academy of Interactive and Visual Arts. The Communicator Awards receives over 6,000 entries from companies and agencies of all sizes. The Telly Awards was founded in 1979, and honors video and television made for all screens and is judged by The Telly Award Judging Council; a group of leading video and television experts from some of the most prestigious companies in entertainment, publishing, advertising, and emerging technology. It brings in over 12,000 entries from five continents.

Pat Messmer

Prepared: June 6, 2019

COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		5	6	7	8	9	10	11	12	1	2	3	4	5
CAC	Members	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
Justin	Belk				Absent				MEETING CANCELLED		MEETING CANCELLED		MEETING CANCELLED	Absent
David	Bonauto													
Jan	Burt													
Billie	Clark						Absent							
Denise	Clark	Absent	Absent			Absent	Absent	Absent		Absent		Absent		Absent
Jonah	Cummings	Absent	Absent		Absent	Absent		Absent		Absent				Absent
Carla	Dawson			Absent						Absent		Absent		
Peter	Diedrick				Absent		Absent			Absent		Absent		
Ursula	Euler					Absent								
Tim	Horton									Absent				Absent
Marie	Lewis								MEETING CANCELLED		MEETING CANCELLED		MEETING CANCELLED	
Joan	O'Connell			Absent			Absent							Absent
Scott	Paris				Absent					Absent				
Sue	Pierce													
Marilyn	Scott													Absent
Walter	Smit						Absent	Absent				Absent		
Sreerenjini	Surendran													
Linda	Vail													
Victor	VanderDoes		Absent	Absent										
Michael	Van Gelder			Absent	Absent					Absent				

= Joint meeting does not count against required meeting attendance