

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA
July 15, 2019
5:30 PM**

CALL TO ORDER

- | | | |
|-------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative
<i>(Clark Gilman)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. July 17, 2019, Work Session – <i>(Walter Smit)</i> | |
| | B. August 7, 2019, Regular Meeting – <i>(Justin Belk)</i> | |
| | C. August 21, 2019, Work Session – <i>(David Bonauto)</i> | |
| IV. | APPROVAL OF MINUTES – June 17, 2019 | 1 min. |
| V. | NEW BUSINESS | |
| | A. WALK N ROLL 2018-2019 SCHOOL YEAR REPORT
<i>(Kerri Wilson & David Coppley)</i> | 15 min. |
| | B. 2019 CAC SELF-ASSESSMENT <i>(Ann Freeman-Manzanares)</i> | 15 min. |

ADJOURN FOR PHOTOSHOOT

- | | | |
|--------------|--|----------------|
| VI. | CONSUMER ISSUES – All | 15 min. |
| VII. | REPORTS | |
| | A. June 19, 2019, Work Session <i>(Joan O’Connell)</i> | |
| | B. General Manager’s Report <i>(Ann Freeman-Manzanares)</i> | |
| VIII. | NEXT MEETING – August 19, 2019 | |
| IX. | ADJOURNMENT | |

Attendance report is attached.

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For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

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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
June 17, 2019

CALL TO ORDER

Chair Pierce called the June 17, 2019, meeting of the Community Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Linda Vail; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Billie Clark; Victor VanderDoes; Tim Horton; Michael Van Gelder; Scott Paris; Sreerenjini Surendran; Walter Smit; Carla Dawson; and Jonah Cummings.

Absent: Peter Diedrick; Joan O'Connell; Vice-Chair Justin Belk; Jason Bonauto; and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Steve Krueger; Rob LaFontaine; Duncan Green, Jessica Gould, and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by VAN GELDER and BURT to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, MOLLY CARMODY, as the representative who would be attending the meeting.

MEETING ATTENDANCE

- A. June 19, 2019, Work Session – Joan O'Connell
- B. July 3, 2019, Meeting Cancelled
- C. July 17, 2019, Work Session – Walter Smit
- D. August 7, 2019, Regular Meeting - Justin Belk

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and DAWSON to approve the minutes of the May 20, 2019 meeting.

- A. **BICYCLE COMMUTER CHALLENGE UPDATE** – *(Duncan Green)* Green coordinates the Bicycle Commuter Challenge (BCC) and other bike related events. Biking is one of the accessible, livable transportation modes promoted at the agency. This year's challenge went well. It wasn't a record year, but many participated and had a lot of fun. This year the program connected with many different agencies externally as well as internal committees at IT. The BCC held the 14th annual Market Ride and even though it was a cold and grey day 78 people showed up and converged on Heritage Park and biked to the Farmer's Market. Riders received Farmer's Market tokens to spend at the market.

The BCC invites all local jurisdictions to proclaim May as Bike Commuter month. All cities along with Thurston County provided one this year. Interestingly The Mayor of Yelm has always asked if Green rode his bike all the way out to Yelm and this year he did it. It took two and a half hours but he made it.

Bike to Work day happens in the middle of May and was celebrated on a Thursday with 350 logged rides. There were seven energizer stations around the county. This year the School Bike Challenge had more schools than ever with the most days and miles recorded and appears to be catching on. The BCC total participation included over 1,000 people on 78 teams from various agencies, families and other groups. The BCC had 45 sponsors donating prizes and coupons and helping out at events. Over 200 people received notice today that they won a prize. BCC participants posted nearly 90,000 miles, included almost 11,000 days and prevented 45 tons of Co2 from entering the atmosphere. The general trend is that participation is slightly down from last year, but the overall trend is still going up and is somewhat counter to other areas in the region. The prize hoopla is this Saturday, June 22 and staff will hand out the grand prizes Saturday morning.

B. OTC CONSTRUCTION UPDATE (*Steve Krueger*) Krueger introduced himself as the Procurement and Capital Projects Manager and indicated he would provide an update of the OTC Construction project. He provided a rendering of the new building and compared it to a current picture of the actual construction. He indicated there is a camera that takes a photo every few minutes and staff will ultimately make a move of it when fully constructed. There is a live feed for all employees to watch the construction. Initially it was very exciting but now that most of the work is being done inside the video basically looks the same. The roof is complete, dried in, and passed inspection. Inside the mechanical, electrical, plumbing, insulation and HVAC duct work are in. The first floor drywall is hung and they are working their way upstairs. The dump station and bike shelter are nearing completion. There is scaffolding going up and the brick has arrived from Nebraska. It was delayed due to severe weather conditions. Next week they will start doing the brick exterior and it should take about five weeks. The contractor is reporting the project is a bit ahead of schedule. Looking at the budget using a General Construction Contract Manager (GCCM) process makes the project a more fluid and dynamic process. The project qualified because it is being built on a small lot and must remain open during construction. The GCCM is brought on during the design and contributes along the way with value engineering and collaborates with the architect. At 80% completion the agency negotiated the maximum allowable construction costs. This means the contractor agrees to build the project for a set amount no matter what. Within that methodology the rules require a minimum 5% contingency set aside for the unknowns. The OTC project had \$329k contingency that is divided between the owner and the GCCM. The agency has 3% and the GCCM has about 2% but it is one pot used for the project. The contractor's contingencies are design related and the agency is responsible for unknown issues that couldn't be recognized as part of the construction. One of those issues became apparent when connecting to the water main on Franklin. The contractor ran into a concrete tube that appears to be well over 100 years old and there is no record of it. Work was stopped and the agency brought in consultants and retired city workers who thought it could be an old steam duct that goes to the old capital building. They drilled a hole and discovered that there was some asbestos inside. It appeared to be hollowed out logs that were used as the conduit in the 40's. They were covered with asbestos and then concrete. Some other examples include early on in the site excavation work they discovered a dead tree that they had to deal with. It required some additional geoenvironmental work and additional time. Before the foundation was poured it was discovered that Labor and

Industries had a new rule requiring a sump pump for the elevator pit. Then Eric discovered the drive lanes need to be redesigned to accommodate the 45' Greyhound buses. There was also an issue connecting the new building to fiber optics that needed to be resolved.

Marie Lewis arrived

Krueger indicated the overall project is making really good progress and that there has been excellent synergy amongst all parties involved. Using the GCCM project management has been the ideal methodology for this construction project.

Krueger answered questions.

Paris – asked if Greyhound was still planning to lease space.

Krueger – indicated they will have a ticket office inside the lobby and the agency will be staffing it.

VanderDoes – added that he was impressed and apologized in advance for the tents.

Cummings – inquired about the hollowed out system of logs going underneath the road.

Krueger – indicated they are speculating it went to the old Capital building, but aren't sure.

Horton – added that his company found some when they re-did State Avenue.

C. TRANSPORTATION IMPROVEMENTN PLAN (TIP) UDPATE – *(Jessica Gould)* Gould introduced herself and indicated she would speak to the Transportation Improvement Program (TIP). This just went to the ITA for approval on June 5. The TIP was adopted and includes all projects with anticipated federal funding over the next four years. It is a Roadmap for what the agency will be doing and buying. This is an annual requirement and it includes a public comment period. There were a few comments received that were service related and one was a basic understanding of the TIP process. It's not something that the agency traditionally receives a lot of public comments. This year it includes \$97M in Federal funding and doesn't mean that it will all happen, but more along the lines of what the agency wants to happen. Gould reviewed the list of projects.

Gould answered questions.

Smit – inquired about direct access for park and ride lots.

Phillips – indicated the project list includes regular reoccurring projects and the ideal usage of federal funds. This year staff included DAL. The Long Range plan provides for BRT light and is part of the list of projects and improvements to move forward. Staff went on the assumption of 50% federal participation for \$30M to move that forward. The ongoing quest to improve the express commute and the Martin Way Park and Ride improvements to make in and out easier. Also for circulating the left hand turn in the evening. The plan includes utilizing a slip ramp at the transit center that is 'transit only' will move things more efficiently. The agency is looking at efficiencies to enhance operations.

Gould – added that she recently took the bus to SeaTac and not pulling all the way into the park and ride lots along the way made a huge difference.

Van Gelder – asked if the agency would attempt to replicate this at other park and ride lots along the way.

Phillips – indicated at this point this is the only one that is going into the regional plan in TRPC's regional plan update as a project. The agency is still looking at other park and ride locations and the importance the need for funding HOV improvements.

Van Gelder – added that Marvin Road is particularly compatible with JBLM.

D. CAC RECRUITMENT AD HOC COMMITTEE - (*Ann Freeman – Manzanares*) Freeman-Manzanares indicated it was time to look at the annual CAC recruitment again. She thanked those who previously served on the ad hoc committee. Staff is looking for 3 members to volunteer their time for the selection committee. There are 3 ITA members and 3 CAC members who interview potential candidates who would like to serve on the CAC. Applications will go out September 2; will be due October 23; and interviews will be 11/6. The recommendations will go before the Authority on November 20 or December 4. Volunteers for the committee included Michael Van Gelder, Ursula Euler and Marilyn Scott. Walter Smit agreed to act as a back-up.

E. STRATEGIC PLAN/GOALS & POLICY STATEMENTS UPATE - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated this was taken this to the authority if there is something you would like to share we will take that back to them in preparation 2020-2025 Strategic Plan and budget for 2020. There were 19 policy positions and the board moved to delete one of those. This isn't all inclusive, just the big pieces.

- 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.*)

This is the lead question because the amount of fixed route drives the entire budget and is the most expensive thing that the agency does. The committee may recall the agency was looking at eliminating service and was fortunate enough to proceed with long range service plan thanks to the sales tax measure.

- 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.*)

In 2011 Pierce Transit and IT shared responsibility for the service. IT decided to maintain it after Pierce Transit pulled out. Currently there is a WSDOT grant.

Euler – inquired about passenger through put versus vehicle through put.

Freeman-Manzanares – indicated that calculations were previously talked about in terms of the number of cars they put through the area and didn't include transit systems. Once at the table staff asked if they were trying to move cars or people and they began thinking about things in those terms.

- 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.)*

No comments.

- 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.)*

BRT federal funding would normally take 8-10 years to receive the kind of dollars required. The IT version of BRT won't look like Seattle's but will be an express service along Martin Way. Individuals told the agency they were interested in moving faster and staff related that to a BRT light that would move people across town from the edges of Martin Way to the Mall and potentially down the Capital to state offices. Eric wrote a grant so the agency could start a pilot project early. The agency is look at implementing is in September.

Van Gelder – inquired if BRT Light has a reduced number of stops.

Freeman-Manzanares – responded yes because a true BRT would have dedicated land and the community wasn't ready to jump into that at this point in time.

- 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.)*

A couple of things the agency is working on with the City of Olympia include the first que by-pass and access to all of the street front along the OTC. Staff has been talking about it for years and the City has formally committed. BRT light will come up state and it will pull along State Ave. and prior to the rest of the traffic the bus light will turn green and then the rest of the traffic will follow.

Van Gelder – inquired about the right-of-way up from the transit center on the next block.

Freeman-Manzanares – indicated the bank parking on the far side will be dedicated for the return trip.

- 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.)*

This is part of the prepaid fare system or zero based fare. The agency does have contracts with local universities. Authority direction includes exploring partners to participate. They also indicated they are interested in increased ridership. So there are other benefits that might offset having all of the \$1.5M to \$1.6M prepaid.

- 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.)*

Euler – asked if there had been any discussion about advanced downloadable apps to tell passengers how close the bus is and information about the delay.

Freeman-Manzanares – indicated onebusaway.com provides information on where the bus is and how far away it is. Staff has been looking for apps that might identify wheel chair positions but haven't found anything like that on the market.

Phillips – added that as the transit centers move away from the large printed signs and get into digital signs indicating the bus is arriving in 3 minutes. The BRT light line will get those first. There will be changing technology with the CAD/AVL system.

Freeman-Manzanares – added that there is an RFP for wayfinding assistance. As Eric mentioned the agency is working with IBI to help with the CAD/AVL systems because they are on their last legs. Staff is working full speed ahead to do that. The signage was really part of the conversation when the OTC was opened 24 years ago. When the Martin Way Park and Ride was expanded the idea was that people could wait in their cars and see a sign indicating when the bus would arrive and then get out of their cars particularly in inclement weather

Smit – added that bike availability information would be good too.

- 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.)*

Staff is looking at the FleetNet system and many other process improvements utilizing the technology the agency has now. The CAD /AVL system is a crucial part of the dispatch system and helps determine how fast/slow they need back-ups.

- 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.)*

No comments.

- 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.)*

No comments.

- 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.)*

Smit – inquired about the other park and ride lots the agency is looking for.

AFM – indicated the Authority removed park and rides from the wish list and has talked about transfer areas on the west side as well as in Yelm, and areas south of here.

Phillips – added that the west side is the biggest area of interest. The agency is having trouble rotating the buses efficiently. They don't all want to go through downtown. The growth is from north to south and the trend is people accessing the urban areas and maybe Yelm too.

- 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.)*

Once upon a time the agency had federal government funding for Village Vans at 50% and that has gone away. Staff needs to continue to search for a funding source because the agency is funding at 100%.

- 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.)*

No comments.

- n. Is the current fare appropriate? *(2020-Actively following up on community directions to "Change the Way Fares Are Paid.")*

Smit – added that having certain stops fare free in a test run or trial run to encourage the use of certain stops might be a good idea.

Freeman-Manzanares – responded that the agency not having to replace the farebox system at all and not to collect fares. Joining ORCA would cost the agency \$1M – \$1.7M

and to collect funds the outcome was almost \$1.6M that on top of investment to buy the fareboxes.

- 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.)*

No comments.

- 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.)*

No comments.

- 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.)*

Being an employer of choice is new. Last year the agency had 329 employees and now is at 381. With the passage of Prop 1 staff moved quickly to hire drivers. The request came through specifically to please not lower requirements for staff. The drivers are awesome. The agency is focusing on being an employer of choice to attract good people.

- 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.)*

Anytime the agency replaces an older diesel it is with a clean diesel. When new technology becomes available the agency will move forward.

Vail – added that when buses go first at the stop light that adds up to less not idling.

- 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.)*

Part of the basis was to maintain the PTBA when going out for the ballot measure.

CONSUMER ISSUES

- Paris – reported that recently there have been issues scheduling rides for dialysis. He is at risk of not being able to receive his treatment based on the way they are scheduling his rides.

Freeman-Manzanares – responded staff would relay this to DAL and see if it is part of a larger problem.

- VanderDoes – relayed his continued support of travel training for special needs to get DAL riders to regular bus. He recently heard some reluctance based on the issues of the homeless encampments near the OTC. He also commented on a DAL driver he saw taking photos for marketing's use.
- Cummings – suggested getting information in text format rather than in app format. Phillips – responded that sometimes when two buses are logged in with the same ID the system gets confused. It will default and will just go to the schedule happens on the express and then it just tells people.
- Clark – indicated someone asked her about the security changes that have taken place at the transit centers and the comment was that the new people didn't have as positive an attitude. Freeman-Manzanares – responded that their regular contractual period expired and the agency goes out for a competitive process to solicit new proposals from security firms. It was the regular transition time. A group from the agency reviews applications, interviews and does reference checks. They just started on June 1 but in terms of positive attitude she will talk to operations. Now there are two on-site along with an operations supervisor. Phillips – added that it speaks highly of the long term relationships the agency builds with vendors. The Authority asked staff to look at the living wage situation and the group came in with a higher wage scale and was one of the factors staff looked at.
- Vail – indicated several people from her community use DASH and that some drivers didn't stop or put ramp down. Freeman-Manzanares – responded that in order to research staff needs a date and time.

REPORTS

- **June 5, 2019, Regular Meeting** – Dawson indicated they had an OTC construction update; and Roadeo celebrations.

General Manager's Report – Freeman-Manzanares provided the General Manager's report including:

- Credit to Duncan for riding to Yelm.
- The agency has participated in a Class Pass Pilot project for the last 4 months. The Youth Education Program proposed a class pass groups could sign up for online and it has worked out fabulously. Before this people paid to ride for their field trip. With the free class pass the use has surpassed 2018 number in 4 months. There have been 43 class passes moving 1,193 students and 110 students received presentations for a total of 16 schools and 2 nonprofits participating including four from Tumwater and 23 from North Thurston. They've gone places like LOTT, Grub, Fertile Ground and the State Capitol. Most learned about it from IT staff, other teachers, and school staff passed out flyers. Please spread the word to those who might find it useful.
- Roadeo participants included three operators and three Maintenance staff. Dan Savage was name the 15th best paratransit operator in North America; Dave Randall was named the 27th the best coach operator; the maintenance team was named the 13th best; and IT has the best driver in North America Rob Wood! Their combined scores gave IT second place in the grand champion category.
- Last weekend IT hosted the agency's local Roadeo and thank you to Marilyn, Walter and Sue for spending Sunday here volunteering. IT hosted Everett, C-tran, Pierce, King, Twin

Trimet, and Kitsap. There was a combined maintenance team including Skagit, Twin and Kitsap. A number of competitors will be going to State in August.

- The agency is finalizing the design of the Pattison Street facility. There is a steep learning curve regarding financing the project. The signal improvements at the intersection of Pattison/Martin should be completed in July or August.
- Staff spent time today with SRG architects picking furniture for the OTC that will also be purchased for Pattison.
- Staff is applying for additional grant funds for Pattison. The agency received one of the biggest grants in the nation in the last allotment.
- The agency is now starting the third class of new operators this year and is at 381 employees.
- IT will be in the following parades in the next few weeks:
 - Capital City Pride Parade;
 - Yelm Pride of the Prairie;
 - Tumwater 4th of July; and
 - will provide transport for the Lacey Fireworks Spectacular on July 3.
- Transit Appreciation Day is Friday August 9 and we hope you will join us.
- The CAC photoshoot is July 15 at the next CAC meeting.
- The agency was just awarded the Governor's Smart Communities award – the first for a transit agency in Washington State for the Comprehensive plan for the IT Road Trip and Short and Long Range plans.

NEXT MEETING: July 15, 2019.

ADJOURNMENT

It was M/S/A by BURT and SCOTT to adjourn the meeting at 7:14 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2019\CAC Minutes 20190617.docx

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: July 15, 2019**

FOR: Community Advisory Committee

FROM: Kerri Wilson and David Copley, Youth Program, 705-5855

SUBJECT: Walk N Roll 2018-2019 School Year Report

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- 1) **The Issue:** To share the accomplishments of Intercity Transit's Walk N Roll youth education program during the 2018-19 school year and talk about what's next.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
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- 4) **Background:** Youth program staff would like to share their accomplishments from the 2018-19 school year and talk about what is next. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The agency's youth education work is funded with one permanent FTE position, a grant funded position and a \$30,150 budget. Beyond this, the program has been very successful in creating partnerships and securing grant funding. We have applied for Congestion Mitigation Air Quality (CMAQ) federal funds to help support the program in future years.
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- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Align best practices and support agency activities and sustainable technologies."
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- 8) **References:** Walk N Roll 2018 - 2019 School Year Report.



A Youth Education Program of Intercity Transit 2018-2019 School Year Report



International Walk to School Day.

During the 2018-2019 school year the Walk N Roll program partnered with **33 schools** in three districts to provide education and outreach on biking, walking and riding the bus to **7,665 students and their families**. Walk N Roll aims to increase physical activity, teach bike and pedestrian safety skills, and expose youth to transportation options.

Public Transportation Education and Field Trips

- Educated 582 students on the importance of public and active transportation through classroom presentations.
- Provided free transportation for 50 community field trips for 1,527 students using the Class Pass.
- Took 375 students on a Rolling Classroom field trip which included a bus ride and a tour of Intercity Transit's facility.



Walk N Roll to School Day.

Walk N Roll to School

- Obtained Walk to School Month proclamations for the cities of Lacey, Olympia and Tumwater.
- Supported National Bike to School Day in 12 schools with 479 participants and International Walk to School Day in 12 schools with 1,023 participants.
- Educated 600 students and families about bike and pedestrian safety at six school events.
- Partnered with 12 schools to promote 65 Walk N Roll to School Days with 2,800 participating students, families and community members.



Students touring Intercity Transit.



Students on a Rolling Classroom.



National Bike to School Day.



School field trip using the Class Pass.



Olympic View's Bike Rodeo.



Learning basic bike mechanics.



Students learning bike safety skills.



Practicing bike safety in PE.



Student with their new bike.

Bike Safety Education

- Organized a two-week bike challenge in 11 schools with 196 student participants who rode a combined 1,736 days. Students won prizes related to bike safety, such as helmets and lights.
- Provided mechanic assistance to help Tumwater School District maintain their fleet of 30 bikes.
- Assisted Mountain View Elementary School Physical Education teacher with bike safety classes.
- Assisted with teaching bike safety to 160 students at Woodland Elementary School's Bike Rodeo.
- Taught seven Earn-A-Bike sessions in two schools, providing eight hours of education to 75 students on bike safety and basic mechanic skills.
- Volunteers rebuilt 69 bikes that were given to students in Earn-A-Bike classes. Students also received a bike helmet, light set and lock.

Student Artwork

- Displayed 130 student's artwork from five schools at the Walk N Roll Youth Education Center during Spring Arts Walk.



City of Tumwater Police Chief and Mayor at Walk N Roll to School.

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: July 15, 2019**

FOR: Community Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2019 CAC Self-Assessment Results

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- 1) **The Issue:** The Community Advisory Committee (CAC) will discuss the results of their recently completed self-assessment.

 - 2) **Recommended Action:** Discuss results of the assessment; prepare to share the information with the Authority at the joint meeting.

 - 3) **Policy Analysis:** Per the Operating Principles, the CAC will conduct a self evaluation (assessment) at least annually and present the results to the Transit Authority.

 - 4) **Background:** All 20 members of the CAC were eligible to participate in the self-assessment process, and 11 members completed the self-assessment. The results and comments are included in the attached document.

Members will have an opportunity at the meeting to seek clarification, discuss and share ideas. If the CAC identifies areas needing further development, staff will work with the Chair to schedule time for additional CAC discussion.

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- 5) **Alternatives:** N/A

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

 - 7) **Goal References:** The CAC works with the Authority to meet all goals of Intercity Transit.

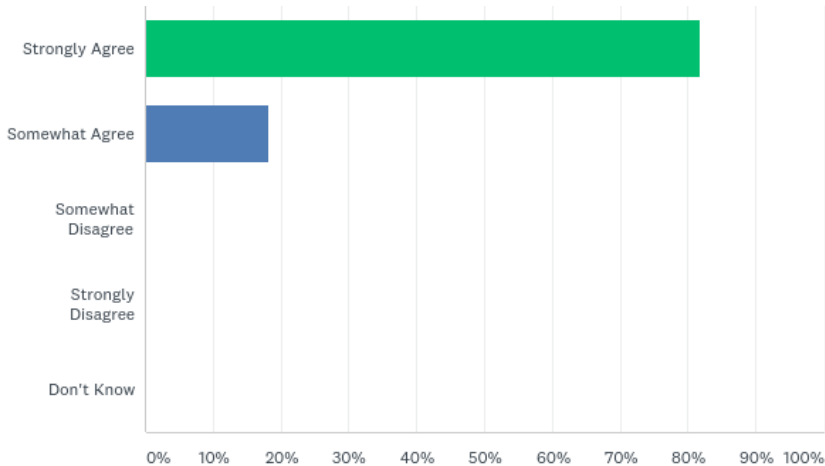
 - 8) **References:** 2019 CAC Self-Assessment Results.

CAC Self-Assessment Survey 2019

Wednesday, July 03, 2019

Q1: We remained faithful to our purpose.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	81.82%	9
Somewhat Agree	18.18%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

I believe we did. We tackled the issues at hand at each meeting and asked questions to those who presented data/updated information to us. We also reported on issues we experienced or heard about from the community.

6/30/2019 5:00 PM

[View respondent's answers](#) [Add tags ▼](#)

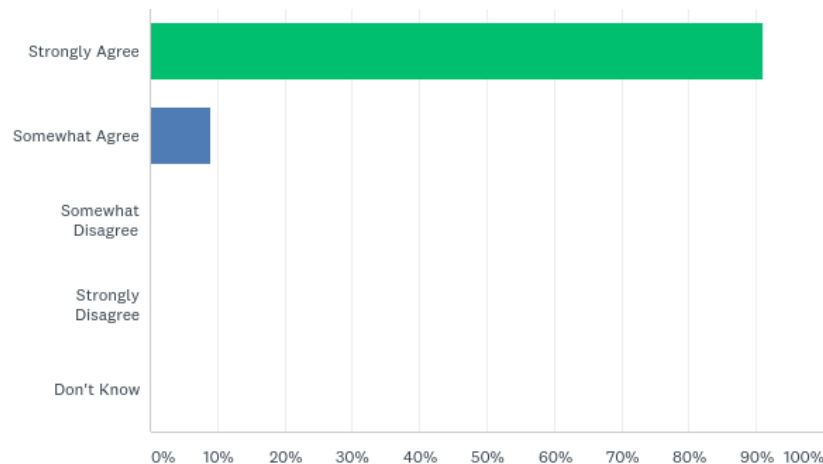
As I understand the purpose, we're supposed to provide input before ITA makes their decisions. There is some use to giving feedback to the ITA after a decision, but the feedback to the ITA has changed very little.

6/26/2019 11:40 AM

[View respondent's answers](#) [Add tags ▼](#)

Q2: The Community Advisory Committee represents the community.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	90.91%	10
Somewhat Agree	9.09%	1
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

Yes. We are widely diverse and represent our community well.

6/30/2019 5:00 PM

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It reflects the diversity of the community and IT riders. I am not sure it reflects the views of all elements of the community. But that is probably not possible.

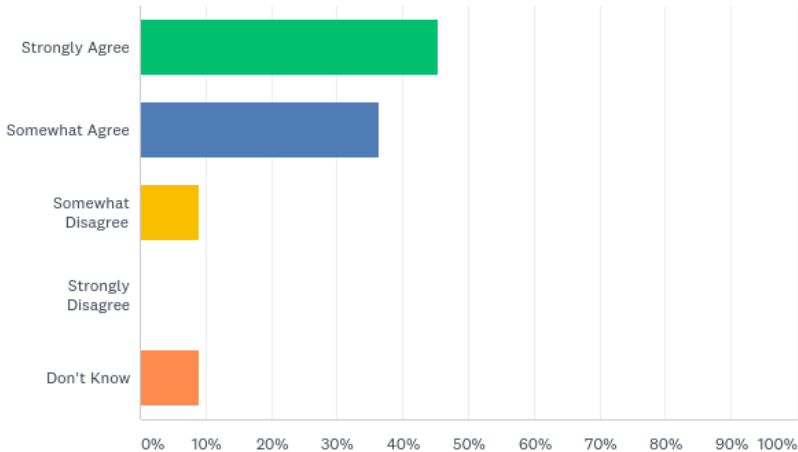
6/3/2019 4:40 PM

[View respondent's answers](#)

[Add tags](#) ▼

Q3: Intercity Transit and the community benefited from our input.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	45.45%	5
Somewhat Agree	36.36%	4
Somewhat Disagree	9.09%	1
Strongly Disagree	0.00%	0
Don't Know	9.09%	1
TOTAL		11

Definitely. We provide information that can affect change when there is an issue affecting people who ride the bus (or DAL, etc).

6/30/2019 5:00 PM

[View respondent's answers](#) [Add tags](#) ▼

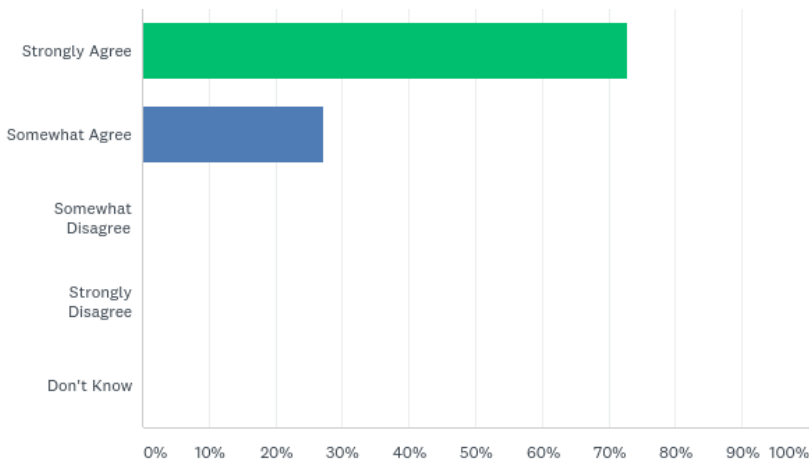
Our input would be more useful if the CAC provides input on a topic before the ITA takes action on the topic. There appear to be many decisions in which this is not the case. Topics, presentations, and decisions requiring ITA votes should come to the CAC first, then the CAC advises the ITA for which action they should take.

6/26/2019 11:40 AM

[View respondent's answers](#) [Add tags](#) ▼

Q4: We add value to the Transit Authority's decisions.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	72.73%	8
Somewhat Agree	27.27%	3
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

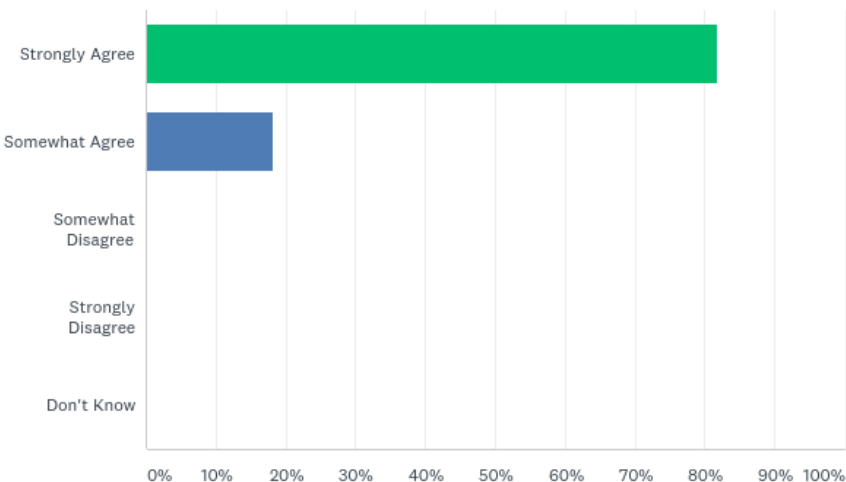
I definitely feel we are ‘heard’ by the ITA when it comes to ideas we have or sharing what we hear from the community.

6/30/2019 5:00 PM

[View respondent’s answers](#) [Add tags](#) ▼

Q5: Our meetings are run well.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	81.82%	9
Somewhat Agree	18.18%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

Appreciate that we are doing better at sticking to the agenda and staying on time. This helps us to stay focused.

6/30/2019 5:00 PM

[View respondent's answers](#) [Add tags ▼](#)

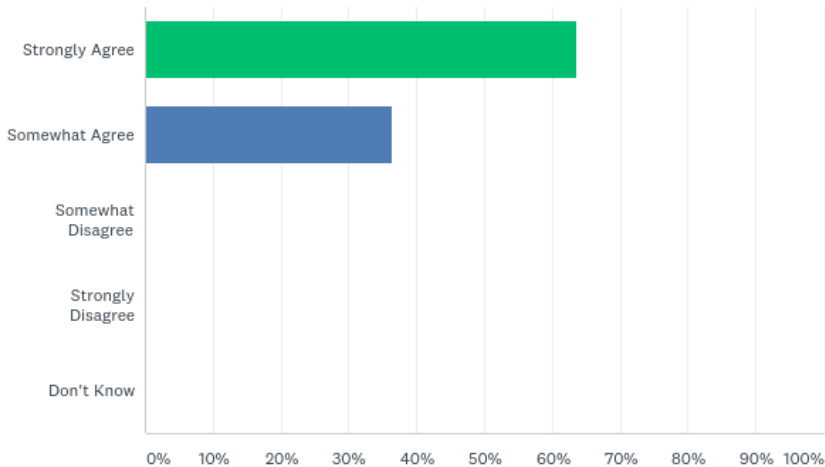
The structure of our meetings could be more explicit about what we are advising the ITA to do. "For this agenda item, the ITA will vote on it later this month. They want your input." My hope is that this will encourage more robust feedback for the ITA.

6/26/2019 11:40 AM

[View respondent's answers](#) [Add tags ▼](#)

Q6: I feel satisfied with my participation level within the Community Advisory Committee.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	63.64%	7
Somewhat Agree	36.36%	4
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

There is always room for improvement here but I also count participation in other things we do such as helping on the 3rd of July, helping with the rodeo, helping on the election, etc.

6/30/2019 5:00 PM

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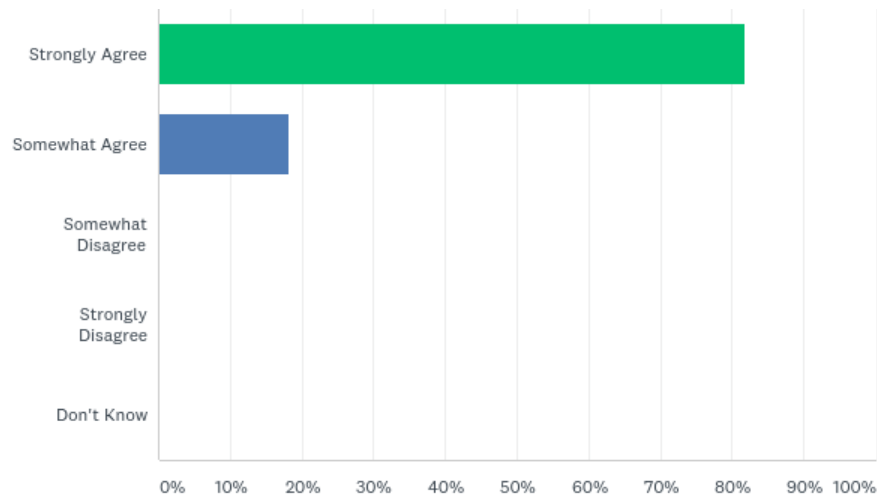
I always feel I should be doing more. But life is imperfect.

6/3/2019 4:40 PM

[View respondent's answers](#) [Add tags](#) ▼

Q7: I am prepared for meetings.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	81.82%	9
Somewhat Agree	18.18%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

It is very rare that I am NOT ready. I always take the time to read the agenda and all the pages before the meeting. I also try to make the time to read the previous ITA meeting notes. Helps to give me the indication of the current direction of issues/plans.

6/30/2019 5:00 PM

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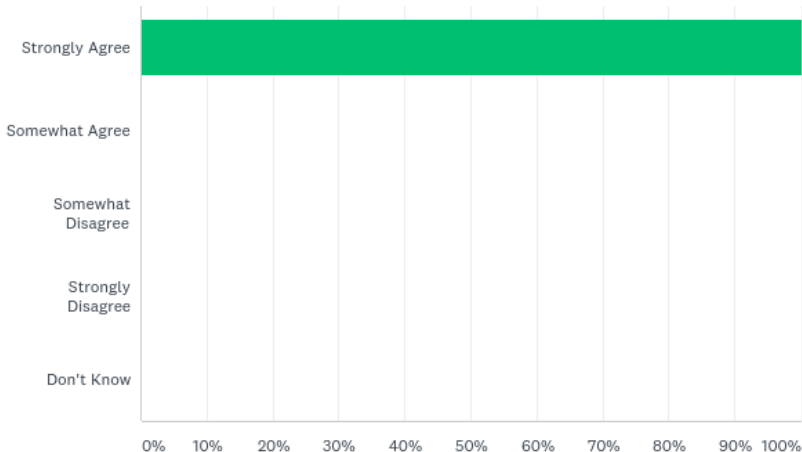
Putting the agenda AND presentations on line has been very helpful.

6/3/2019 4:40 PM

[View respondent's answers](#) [Add tags](#)

Q8: I feel comfortable contributing at meetings.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	100.00%	11
Somewhat Agree	0.00%	0
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		11

Yes. Thankfully the IT staff who frequently do presentations for us, are very approachable and no one hesitates to speak up.

6/30/2019 5:00 PM

[View respondent's answers](#) [Add tags](#) ▼

Q9: Additional comments.

My comments together are: 1) As I understand the purpose, we're supposed to provide input before ITA makes their decisions. There is some use to giving feedback to the ITA after a decision, but the feedback to the ITA has changed very little. 3) Our input would be more useful if the CAC provides input on a topic before the ITA takes action on the topic. There appear to be many decisions in which this is not the case. Topics, presentations, and decisions requiring ITA votes should come to the CAC first, then the CAC advises the ITA for which action they should take. 5) The structure of our meetings could be more explicit about what we are advising the ITA to do. "For this agenda item, the ITA will vote on it later this month. They want your input." My hope is that this will encourage more robust feedback for the ITA.

6/26/2019 11:40 AM

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The new members bring a lot to the table.

6/10/2019 11:03 PM

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[Add tags](#) ▼

I'm wondering if we should each commit to doing two actions a month to improve IT.

6/3/2019 9:00 PM

[View respondent's answers](#)

[Add tags](#) ▼

I am very proud to serve on this committee! I have been able to share with my friends some of the achievement of the service to our community. Thank you!

6/3/2019 5:57 PM

[View respondent's answers](#)

[Add tags](#) ▼

Enjoy being part of the organization. I have learned alot by being able to participate. Thank you

6/3/2019 2:53 PM

[View respondent's answers](#)

[Add tags](#) ▼

Authority Meeting Highlights
a brief recap of the Authority Meeting of June 19, 2019

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to execute a multi-phased CAD/AVL consultant services contract with the IBI Group in an amount not-to-exceed \$176,771. (*Jeff Peterson*)
- Authorized the General Manager to execute a multi-phased website consultant services contract with Anthro-Tech to provide a roadmap for enhancing and upgrading Intercity Transit's website in an amount not-to-exceed \$98,985. (*Jeff Peterson*)
- Authorized the General Manager to enter into a three year sole source contract with AmeriGas to provide Intercity Transit's DAL fleet access to propane from their Martin Way facility. (*Steve Krueger*)
- Authorized the General Manager to have DES competitively award a GC/CM contract for Phases 3 and 4 of the Pattison MOA Project using a Maximum Allowable Construction Cost (MACC) of \$38,750,000 and a not-to-exceed Pre-Construction Services amount of \$400,000. (*Steve Krueger*)
- Authorized the General Manager to enter into an Interlocal Agreement with the City of Olympia supporting cost sharing a portion of a new traffic signal constructed at Pattison Street SE and Martin Way. (*Eric Phillips*)

Other Items of Interest:

Welcomed new Operations Supervisor, *Amy Glasgow* (*Cameron Crass*)

Welcomed new Operator Class 19-03: *Steven Lauckhart; James Rivera; Daniel Rivera; Justin Foster; Mark Terhaar; Emilio Rangel; Robert Thovsen; Kierra Duvall; Frederick Sambrano; David Kearney; Fred Poeschel; Kody Mosso; David Brown; Tawn Swan; Jack Cole; Suzette Noel; Daniel Gordon; David Butterson; Warren Franz* (*Cameron Crass*)

Received results of the 2019 Bicycle Commuter Challenge. (*Duncan Green*)

Reminder – the July 3, 2019, Authority meeting is canceled.

There are several fun activities taking place this summer:

- Bicycle Commuter Challenge Prize Hoopla – June 22 @ 9:30 a.m. at the Farmer's Market
- Capital Pride Parade – June 23
- Yelm Prairie Days – June 29

- Lacey Fireworks Spectacular – July 3 from 4 to 11 p.m. (ride the bus with us from the bus yard)
- Tumwater Independence Day Parade – July 4 (join us on the bubble bus)
- Nisqually Valley BBQ Rally – July 6 in Yelm
- South Sound BBQ Festival – July 13 in Lacey
- Lakefair Parade – July 20 (join us on the bubble bus)

A staff member from Pierce Transit will attend the July 17, 2019, Authority meeting to present their Lyft Pilot Project – a project that provided first and last mile service connections for transit riders.

Freeman-Manzanares is arranging for those involved in the operations of electric vehicles, as well as Lee Peterson from Gillig to be available to answer the Authority's questions about the state of electric buses. These sessions may take place over several small noon time meetings. **Authority members interested in participating should contact Freeman-Manzanares.**

Intercity Transit is the recipient of the 2019 Governor's Smart Projects Award. The program recognizes achievements by local leaders who promote smart growth planning and projects that contribute to thriving communities, a prosperous economy, and sustainable infrastructure in Washington.

Intercity Transit won for an outstanding project in the implementation of a comprehensive plan.

Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm – Transit Road Trip Project 2018. The Road Trip project was a two-year program combining technical analysis and unprecedented public engagement to involve residents in transportation solutions. The effort by the multi-jurisdictional authority board launched in response to anticipated budget shortfalls. The potential results include realization of the goal of high-density corridor development and reduction of sprawl, improving access to employment centers and increasing the number of people using transit. "The over 10,000 individual comments, and 66% of votes, validated their two-year public participation process. This was a smart strategy for gaining community support for raising taxes to support local growth management needs," one judge noted."

Pat Messmer

Prepared: June 20, 2019

COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		5	6	7	8	9	10	11	12	1	2	3	4	5	6
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	Jun-19
Justin	Belk				Absent				MEETING CANCELLED					Absent	Absent
David	Bonauto														Absent
Jan	Burt														
Billie	Clark						Absent								
Denise	Clark	Absent	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			Absent
Ursula	Euler					Absent									
Tim	Horton									Absent				Absent	
Marie	Lewis								MEETING CANCELLED						
Joan	O'Connell			Absent			Absent							Absent	Absent
Scott	Paris				Absent					Absent					
Sue	Pierce														
Marilyn	Scott													Absent	
Walter	Smit						Absent	Absent				Absent			
Sreeranjini	Surendran														
Linda	Vail														
Victor	VanderDoes		Absent	Absent											
Michael	Van Gelder			Absent	Absent					Absent					

= Joint meeting does not count against required meeting attendance