

AGENDA
INTERCITY TRANSIT AUTHORITY
November 20, 2019
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **5 min.**
Russell Gilsdorf, Customer Service Supervisor (*Joy Gerchak*)
- 3) **PUBLIC COMMENT** **10 min.**
This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat.
Citizens are allotted three minutes to address the Board.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.
- 4) **PUBLIC HEARINGS** **60 min.**
A. **Fare Change** (*Ann Freeman-Manzanares*)
B. **2020-2025 Draft Strategic Plan** (*Ann Freeman-Manzanares*)
C. **2020 Draft Budget** (*Suzanne Coit*)
- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
A. **Surplus Property:** Staff is requesting the Authority declare the list of Vanpool vehicles attached in Exhibit A as surplus. The total value is estimated at \$70,669. (*Katie Cunningham*)
- 6) **COMMITTEE REPORTS**
A. **Transportation Policy Board (Nov. 13)** (*Don Melnick*) **3 min.**
B. **Community Advisory Committee (Nov. 18)** (*Ursula Euler*) **3 min.**
- 7) **GENERAL MANAGER'S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**
- 9) **EXECUTIVE SESSION - LITIGATION** **30 min.**
Pursuant to RCW 42.30.110(i), the Board will have an executive session to discuss with legal counsel representing the agency matters relating to litigation or potential litigation to which the agency, is, or is likely to become, a party to, and public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

10) ADJOURNMENT

CLOSED SESSION – International Association of Machinists (IAM), District Lodge 160 – The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss items related to the IAM. *No further action is expected to occur.*

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

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

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: November 20, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Proposed Fare Change (Zero-Fare) Public Hearing

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- 1) **The Issue:** To conduct a public hearing to receive and consider comments on a proposed fare change regarding the proposed Zero Fare proposal.
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- 2) **Recommended Action:** Conduct the public hearing to receive and consider comments on the proposed fare change.
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- 3) **Policy Analysis:** Consistent with Section 5.4 of the Authority By-laws a public hearing is required for “a change of any transit fare.” Following consideration of public comments, staff will provide a Resolution for consideration for adoption at the December 4, 2019, meeting consistent with the proposed changes to the current fare policy (Zero-Fare proposal).
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- 4) **Background:** On October 16, 2019, the ITA set a public hearing in accordance with Section 5.4 of the Authority By-laws which provide the topics for which a public hearing is appropriate including “a change of any transit fare.” On November 6, 2019, staff provided background on communicating the proposed change (zero-fare demonstration recommendation) and the related policies and procedures. While much of the public process requirements are focused on the review of the proposed 2020-2025 Strategic Plan and 2020 budget, the fare change policy review provides an additional opportunity for discussion on related Federal (FTA) requirements and relationship to our Title VI plan. Intercity Transit typically amends its fare policy formally by Resolution following the completion of the public process. Final action is anticipated in the form of a Resolution for consideration of adoption at the December 4, 2019, meeting.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes.** The proposed change in fares (Zero-Fare) is reflected in the draft 2020-2025 strategic plan and the draft 2020 budget as presented.
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- 7) **Goal Reference:** This item is consistent and supports all Authority goals.
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- 8) **References:** Draft 2020 Strategic Plan and Proposed 2020 Budget.
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: November 20, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2020-2025 Draft Strategic Plan Public Hearing

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- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2020-2025 Draft Strategic Plan.
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- 2) **Recommended Action:** Conduct the public hearing to receive and consider comments on the 2020-2025 Draft Strategic Plan.
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- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.
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- 4) **Background:** The Draft 2020-2025 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2020-2025 strategic plan addresses our state of growth in accordance with the long range plan.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.
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- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: November 20, 2019**

FOR: Intercity Transit Authority

FROM: Suzanne Coit, 360-705-5816

SUBJECT: Public Hearing - 2020 Draft Budget

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- 1) **The Issue:** To conduct a public hearing on the 2020 Draft Budget.
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- 2) **Recommended Action:** Receive comment on the proposed 2020 budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of our proposed expenses for 2020.
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- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The proposed Operating budget for 2020 is \$61.5 million.

The proposed Capital budget for 2020 is \$117.3 million, which includes \$1.2 million in new projects and \$116.1 million of rollover projects.

The Total proposed 2020 budget including staff recommended new projects/positions is \$178.8 million.

The major elements of Intercity Transit's 2020 budget are:

- Purchase of 16 replacement coaches.
- Rebuild of 6 mid-life hybrid coaches.
- Purchase of 7 DAL replacement buses & 7 DAL expansion buses.
- Purchase of 12 vanpool vehicles.
- Purchase of 3 additional and 2 replacement staff vehicles.
- Complete design and start construction for the renovation and expansion of the Pattison Street facility.
- Research/replace the computer aided dispatch/automated vehicle locator/Communications System.

- Add 25 new positions.
- General Wage Increase of 3% for non-represented employees. Collective bargaining agreements define represented increases.

5) **Alternatives:**

- A) Receive comments on the proposed 2020 budget. Accept the draft budget as presented and formally adopt the 2020 budget at the December 4, 2019 Authority meeting.
- B) Direct staff to revise the proposed 2020 budget based on public comments and adopt the budget, as revised at the December 4, 2019, Authority meeting.

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

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** Draft 2020 Budget.

<i>Budget Summary - Cash Basis</i>	<i>2020 Budget</i>
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<i>Beginning Cash Balance</i>	<i><u>\$87,192,698</u></i>
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Add:

Operating Revenues: Sales tax, VP fares, interest income, misc.	68,941,460
Grant Revenue - Operating	5,775,396
Grant Revenue - Capital	31,650,800
Long-term financing for Pattison	<u>25,000,000</u>
Total Revenues	<i><u>131,367,656</u></i>

Less:

Operating Expenditures	61,521,370
Capital Expenditures	<u>117,309,571</u>
Total Expenditures	<i><u>178,830,941</u></i>

<i>Ending Cash Balance</i>	<i><u>39,729,413</u></i>
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<i>Less Operating Reserve (25% of operating expenditures)</i>	<i><u>(15,380,343)</u></i>
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<i>Ending Unreserved Cash Balance</i>	<i><u><u>\$24,349,071</u></u></i>
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Draft 2020 Budget Expenditures		
as of 11/14/19		
	YearID	2020
		Sum of Budget
	Proposed New Project	
1	Alternative Technology Study	\$60,000
2	Amtrak Camera Install	\$45,000
3	Amtrak parking lot drainage eng	\$50,000
4	Bond counsel services	\$50,000
5	BRT Modeling & Corrd assess(fed)	\$240,000
6	Existing OTC Facility Remodel	\$100,000
7	Facilities Truck	\$90,000
8	Financial advisor services	\$40,000
9	General Wage Increase NR	\$350,000
10	Innovative service zones study	\$75,000
11	Inventory Scanner Replacement	\$14,000
12	Maint Truck w/Lift	\$90,000
13	Maintenance tools (capital)	\$80,000
14	Martin Way Camera Replacement	\$150,000
15	Martin Way P&R Express Bus	\$400,000
16	Operations supervisor vehicle	\$55,000
17	Parking lot sweeper (repl #9999)	\$80,000
18	Replace VP Vehicles (12) (grant)	\$397,500
19	Shop Floor Scrubbers (2)	\$40,000
20	Smart Corridor phase 2 & 3	\$758,000
21	Strategic Comm/Community Engagem	\$100,000
22	Vanpool promotion RMG	\$275,000
23	VEBA	\$150,000
24	Website redesign	\$150,000
25	West Olympia Service Analysis	\$110,000
26	Proposed New Project Total	\$3,949,500
27	Rollover Project	
28	2010 Hybrid Mid-Life Rebuild (6)	\$1,800,000
29	Amtrak Exterior Painting	\$45,000
30	Amtrak Tree Replacement	\$21,000
31	Bus Stop Enhancements	\$15,000
32	Bus Stop Facility Improvements	\$260,000

Draft 2020 Budget Expenditures		
as of 11/14/19		
	YearID	2020
		Sum of Budget
33	CAD/AVL & Communication project	\$10,000,000
34	Community engagement	\$27,000
35	DAL service review, LR plan	\$110,000
36	Expansion DAL Bus (7)	\$884,476
37	Exterior Paint Consultant	\$50,000
38	Fixed Route Promotions	\$30,000
39	Fixed Route Transfer Study	\$80,000
40	Fleet-Net Financial Data Warehou	\$32,000
41	High Performance Cord (BRT The One)	\$3,890,000
42	LTC and OTC Ext Painting	\$350,000
43	Ops Dispatch Repairs/Remodel	\$40,000
44	OTC construction	\$4,000,000
45	OTC customer info navigation	\$300,000
46	OTC furn, fixtures, equip	\$150,000
47	OTC Technology Buildout	\$40,000
48	Outreach Education Services	\$25,000
49	Pattison Rehab & Expansion	\$85,000,000
50	Replace Staff Car #1215	\$30,000
51	Replace Staff Car #1217	\$45,000
52	Replacement Buses (12-grant)	\$7,380,000
53	Replacement Buses (4)	\$2,460,000
54	Replacement DAL Bus (7)	\$1,022,595
55	Satisfaction & Mrkt Sgmt Survey	\$180,000
56	Service Performance & Reporting	\$65,000
57	Traffic Engineering Services	\$50,000
58	Transit Signal Priority	\$600,000
59	Website consultant services	\$80,000
60	Rollover Project Total	\$119,062,071
61	Operational Expenses	
62	Active Threat Mitigation	\$20,000
63	Admin Serv/Fin - Oper Exp	\$60,000
64	Admin Serv/Fin - Training	\$15,000
65	Admin Serv/HR - Oper Exp	\$151,700
66	Admin Serv/HR - Training	\$30,000
67	Admin Serv/IS - Training	\$35,000

Draft 2020 Budget Expenditures		
as of 11/14/19		
	YearID	2020
		Sum of Budget
68	Agency Wellness Activities	\$10,500
69	Amtrak Operational Expenses	\$92,150
70	Amtrak parking lot maint service	\$10,000
71	Annual Recognition Banquet	\$15,000
72	Annual State Audit	\$48,000
73	Annual Authority Planning Session	\$15,800
74	Buildings/Grounds Maintenance	\$473,500
75	CAC/Authority Support	\$18,100
76	Catch Basin Cleaning Contract	\$50,000
77	Credit Card Processing Fees	\$23,000
78	Cut Commute Committee	\$40,000
79	Development/Dev - Oper Exp	\$2,000
80	Development/Dev- Training	\$14,880
81	Development/Mrkt - Training	\$20,500
82	Development/Planning - Training	\$22,935
83	Development/Proc - Oper Exp	\$6,000
84	Development/Proc - Training	\$26,700
85	Drug & Alcohol Program	\$39,060
86	Elevator Maintenance Contract	\$8,000
87	Employee Medical Programs	\$28,500
88	Employee/Volunteer Recognition	\$43,000
89	Equipment Rental (agency)	\$65,000
90	Executive - Oper Exp	\$10,600
91	Executive - Training	\$31,518
92	Facility/Maint Service Contracts	\$450,000
93	General Agency Insurance	\$1,625,500
94	Grants Consultant	\$40,000
95	IAM Contract Benefits	\$45,000
96	Implement Bicycle Programs	\$24,500
97	Internal Staff Development	\$10,100
98	IS Communication Infrastructure	\$151,970
99	IS Enterprise Application Supprt	\$530,700
100	IS Infrastructure and Operations	\$622,100
101	IS Phase 1 Switch Replacement	\$40,000
102	IT Local Rodeo	\$4,000

Draft 2020 Budget Expenditures		
as of 11/14/19		
	YearID	2020
		Sum of Budget
103	ITA/CAC Training & Development	\$22,141
104	Legal Notices	\$4,000
105	Legal Services	\$103,000
106	Loomis services	\$8,000
107	Maint admin shoe allowance	\$2,000
108	Maint seasonal temp help	\$25,000
109	Maint/Facilities - Training	\$20,000
110	Maint/MA - Oper Exp	\$6,500
111	Maint/MA - Training	\$25,000
112	Maint/Veh Maint - Training	\$70,000
113	Maintain Coaches operating exp	\$3,865,000
114	Maintain DAL Vans operating exp	\$731,463
115	Maintain Staff Veh operating exp	\$85,000
116	Maintain VP operating exp	\$758,657
117	Maintain VV operating exp	\$19,200
118	Membership Dues	\$140,000
119	Monitor System Services-Planning	\$85,000
120	Mrkt Support for Agency Services	\$240,500
121	Office Rental/Pacific Ave	\$8,500
122	Operations/Cust Serv - Oper Exp	\$21,600
123	Operations/Cust Serv - Training	\$3,884
124	Operations/DAL - Oper Exp	\$9,900
125	Operations/DAL - Training	\$18,125
126	Operations/Oper - Oper Exp	\$4,600
127	Operations/Oper - Training	\$6,825
128	Operations/Transp - Oper Exp	\$33,700
129	Operations/Transp - Training	\$56,200
130	Operations/VP - Oper Exp	\$8,800
131	Operations/VP - Training	\$16,900
132	Operations/VV - Oper Exp	\$5,000
133	Operations/VV - Training	\$2,200
134	Operator/Supervisor uniforms	\$192,000
135	Organizational Development	\$25,800
136	Park and Pool Project	\$3,000
137	Parking Lot Maint Services	\$30,000

Draft 2020 Budget Expenditures		
as of 11/14/19		
	YearID	2020
		Sum of Budget
138	Pension Committee	\$5,000
139	Print/distribute Planning Proj	\$800
140	Produce Agency Information	\$115,000
141	Recruitment & Selection	\$63,100
142	Reduced Regional Fare Program	\$8,500
143	RF Tower Lease (Not in 2020)	\$0
144	Safety/Accident Mitigation	\$4,500
145	Salaries/Wages & Benefits	\$42,438,612
146	Security Contract	\$370,600
147	Service and Community	\$4,500
148	State & Fed Advocacy Services	\$120,000
149	Subscriptions	\$2,000
150	Technology for New FTE's in 2020	\$45,000
151	Towing Services Contract	\$18,000
152	Transit Appreciation Day/Recog	\$25,000
153	Travel Training Support	\$2,400
154	Tuition - ATU	\$5,000
155	Tuition - IAM	\$2,000
156	Tuition - Non rep	\$2,700
157	Utilities	\$500,000
158	Vanpool Incentive Program	\$26,000
159	Vehicle Fleet Support	\$353,700
160	Washington Building expenses	\$5,000
161	Washington Building rent	\$35,000
162	WSTA Board meetings	\$4,000
163	Youth Education Programs	\$35,150
164	Operational Expenses Total	\$55,819,370
165	Grand Total	\$178,830,941

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**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: November 20, 2019**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Property

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- 1) **The Issue:** Whether or not to declare property surplus.
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- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
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- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
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- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool vehicles attached in Exhibit A as surplus. These vehicles are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$70,669.
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- 5) **Alternatives:**
- A. Declare the vehicles surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the vehicles surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
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- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account. None of the vanpool vehicles attached in Exhibit A were purchased using federal funds.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** Exhibit A Surplus Property – November 2019.
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EXHIBIT A
SURPLUS PROPERTY - NOVEMBER 2019

<u>VANPOOL VEHICLES</u>						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	2000	2009	TOYOTA SIENNA	7	128,206	\$4,708.00
2	2005	2009	TOYOTA SIENNA	7	148,293	\$4,241.00
3	2125	2011	DODGE CARAVAN	7	83,336	\$5,611.00
4	2132	2011	DODGE CARAVAN	7	72,532	\$6,075.00
5	2208	2012	DODGE CARAVAN	7	121,388	\$4,592.00
6	2240	2012	CHEVROLET EXPRESS	15	120,388	\$7,482.00
7	2313	2013	DODGE CARAVAN	7	105,642	\$5,112.00
8	2361	2013	CHEVROLET EXPRESS	15	101,789	\$9,782.00
9	2400	2014	DODGE CARAVAN	7	108,097	\$5,905.00
10	2405	2014	DODGE CARAVAN	7	115,620	\$5,645.00
11	2517	2015	CHEVROLET EXPRESS	12	92,812	\$11,516.00
TOTAL VALUE						\$70,669.00

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
October 21, 2019

CALL TO ORDER

Chair Pierce called the October 21, 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; Vice-Chair Justin Belk; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Billie Clark; Scott Paris; Walter Smit; Joan O'Connell; Victor VanderDoes; Michael Van Gelder; Linda Vail; Carla Dawson and Jason Bonauto.

Absent: Tim Horton; Jonah Cummings; Peter Diedrick; Sreerenjini Surendran; and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Rob LaFontaine; Suzanne Coit; Jessica Gould, and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by VANDERDOES and SMIT to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, DEBBIE SULLIVAN, as the representative attending the meeting.

MEETING ATTENDANCE

- A. November 6, 2019, Regular Meeting – Scott Paris
- B. November 20, 2019, Regular Meeting – Ursula Euler
- C. December 4, 2019, Regular Meeting – Marilyn Scott

APPROVAL OF MINUTES

It was M/S/A by VANGELDER and SMIT to approve the minutes of the July 15, 2019 meeting.

- A. **EMERGENCY RESPONSE AND RECOVERY** – (*Emily Bergkamp*) Bergkamp introduced herself and remarked that the CAC feels a little like coming home for her as she served on the committee from 2000 to 2003 before working at IT. She indicated her presentation would review the Agency's roles in emergency management and she would speak to a new topic recovery. It is important to be prepared to respond and assist with recovery efforts as the community tries to rebuild. She reviewed the emergency management cycle including preparedness, response, recovery and mitigation. Preparedness includes educating employees so they are prepared on a personal level and able to make it to work. The Agency plays a vital role in emergency management and has several plans in place including:
- Foul Weather plan;
 - Active Threat Response plan;

- All Hazards Emergency plan;
- Emergency Response plan;
- Evacuation plan;
- Fire Prevention and Response plan;
- Spill Prevention and Emergency Clean Up plan; and
- Mass Notification System.

The Mass Notification software sends out alerts to all employees regarding an active threat so staff can communicate that people shouldn't come to the office, etc. Employees receive notices via cell, text and on computers at work. The system allows employees to respond and indicated whether they are safe, still in the building, out on the road, or need help. Recent real life scenarios have provided great practice. The snow event last winter was challenging for most agencies. Forecasters have indicated an El Nino weather pattern for this year, meaning warmer and wetter. Although last year was a La Nina, meaning warmer and drier and the snow hit hard. Those forecasts look at trends and averages. Hopefully it means it's just going to rain this year. Last winter staff nicknamed the snow event "Snowmageddon." Operations did a fabulous job and the operators also did great. This was the event that prompted the Agency to suspend service for a period of time. Each event is a learning experience and helps shape the way the Agency responds.

Mitigation happens before, during and after events. Steve Swan has been taking a fresh look at detours and what did and didn't work. Sometimes it makes more sense to run more 40' buses and routing may look differently. Staff makes every effort to ensure the plan isn't stagnant.

Preparing action happens before an emergency occurs. The response is the actions you take during and after an emergency. IT has responded to flooding events locally and in Centralia and Chehalis with evacuation, and has helped with issues like a demonstrations with law enforcement. IT is called on to respond more than you would expect. Recovery is the actions to return things back to normal. Bergkamp added that she and Debbie Sullivan attended a realistic four day Thurston County training held in Ocean Shores. They received FEMA funding for the training. It was very realistic including no hot water, cold showers, no wifi, and no heat in the rooms. In a meeting room upstairs it was so cold people could almost see their breath. It was as real as they could get.

Sullivan indicated the reason they did it was to give people an idea of what it would be like after an earthquake that lasted 5 minutes. The west coast would be wiped out, there would be no transportation, how do you house people, and it was really intense. They allowed attendees to attempt to come up with ideas and make decisions in a mock environment. They talked about a possible tsunami and the fact that the Shilo Inn is supposed to stay standing in that type of event.

Bergkamp added that they made a lot of connections in the community attending the event. IT has big vehicles that can be used as warming and cooling centers. Getting the community back up and running brings hope. IT could function in non-traditional ways to help rebuild.

Sullivan added that IT is well prepared and already has a strategic plan with interlocal agreements in place so they can hit the ground running. FEMA knows what the Agency's plans are, meaning the Agency will be able to get resources much faster.

Bergkamp indicated FEMA folks said they had never seen this level of collaboration for regional recovery efforts. The right people were at the table and attendance was really good. Ty was playing banjo with the Mayor Yelm.

In this region the event with the highest likelihood is an earthquake with moderate vulnerability. Everyone knows what the challenge is. Ann has done a great job with the Thurston Emergency Management Council. They meet once a month and staff tries to attend as often as possible. Through the municipalities IT shares a lot of emergency response and support. Transportation for evacuations, etc. and there is a lot of reciprocity. IT is also named in the comprehensive emergency management plan for Thurston County with the main support function as transportation. The primary agency is Thurston County Public Works. IT will provide transportation for doctors and medical appointments. IT knows the roads and would be able to provide feedback to Thurston County once their ECC has been activated. In the recent "snowmageddon" event staff continued to provide transportation to dialysis patients recognizing those appointments are life sustaining. The Agency's role is very specific to transportation as needed. Andrew Kinney from Thurston County mentioned that IT has great information on folks who are medically frail, folks on dialysis and able to know those vulnerable clients who have not been heard from during an emergency. Buses can be used for temporary shelter, or as cooling or warming stations. Sometimes drivers are the only ones that interact with the some of the clients served by IT. In fact operators have arrived at a client's home and could hear someone inside but no one was coming to the door so they called for assistance. When assistance arrived and entered the client had a stroke and couldn't get up off the floor. The driver was a hero at that moment.

The workshop in February included a vision exercise led by Paul Brewster of TRPC disaster recovery network. He asked folks to close their eyes and imagine that it was January 28 at 9:10 am and a 9.0 Cascadia earthquake just occurred 95 miles west of Eugene, OR. The average daytime temps were 45 and at night 36. The soil conditions are saturated. There are repeated aftershocks for the first 30 days. Not only have people endured the initial emergency, but there are 160k individuals without water, most don't have power, and there are 1,000 households severely damaged. There is an influx of commuters to Thurston County daily as well as individuals and families who have come here from the coast because it is a disaster. There could potentially be an additional 40k people new to the area with a high need for shelter. Most staggering is the 116 educational structures affected and no schools are functional. At least 35 have sustained moderate damage and 10-12 have extensive to complete collapse. Sadly 50% of the fatalities will come from the schools. That is the situation presented at Ocean Shores and it felt a little overwhelming. Attendees began moving through the work at hand pretend it had happened. Initially everyone is living in a blissful time of preparedness and getting plans in order. Then there is a disaster and everyone moves into a recovery framework. Things are getting to the new normal. Things won't be as they once were. The structure that they worked with and the recovery framework this gives everyone an idea on how they are going to organize. Those barriers came down and it was decided that there would be a memorandum of understanding drawn up and will ultimately end up with someone who has direct access to the federal government - the Tribe. Someone will be appointed as the local recovery manager. IT will have a seat at the table with the regional recovery task force. In August the ITA voted the GM to have a seat at that table. Staff will be working on the subcommittees. In the workshop they talked about schools that are not functional maybe working as temporary shelters and to locate all other services at those locations, food and water, etc. IT then asked please don't choose BHHS as it is too far out and if there are others available more centrally located. Now there is a playbook to go off of and

everyone is really committed. The team is multi-jurisdictional including towns, the tribes, IT, TCOMM, 911, and representatives from each will serve on the task force.

Staff will continue to attend those meetings and trainings sponsored by Thurston County. Just the other day there was a workshop for PIO's on how to appear on camera for catastrophic events. The Agency will continue to participate in the regional exercises like the one in February. It's a good thing and all can work to be more prepared. She is proud of IT's role in past and in events coming in the future.

Bergkamp answered questions.

Vail – asked if the task force talked about fuel allocation.

Bergkamp – indicated some of the work of the regional task force in this scenario included the fuel being flown into the Olympia airport. IT can only participate if they have fuel. There is the possibility of the fuel storage tanks at Pattison being damaged, but they are nice, new tanks. There is no guarantee IT would have the ability to be at the table and be prioritized.

Sullivan – added the regional recovery task force had a few scenarios and to make those scenarios limited and decide what to do with resources. They are the group that will have to make those horrible decision.

Belk – inquired if staff debriefs after weather events like “snowmagedon.”

Bergkamp – responded that facilities, operations, maintenance, and marketing discussed what worked and what could have gone better. There is always something to learn.

Scott – asked if there were any volunteer opportunities to get involved in.

Bergkamp – indicated that Vivian Eason with Thurston County may have some information on that.

Freeman-Manzanares – added that people can sign up for text and email notifications from the county.

O'Connell – asked about the parameters around determining vulnerability and risk.

Bergkamp – indicated there is a high chance of liquefaction of the downtown area because it is on fill and when it shakes the water table rises, so it has a lot to do with location. The coast would obviously have a high vulnerability. They would probably look at the age of a community, and their structures, etc.

O'Connell – inquired if the exercise gave her a sense of how she might respond.

Bergkamp – said her own experience left her feeling like she should get home, and how long would it take her to get home, etc. Those tabletops are really valuable to get people in the right mind-space for an emergency. Preparedness has to start at a policy level and then getting direction from the task force. A big part of the effort will be that they have the resources they need.

Euler – asked if IT has any responsibility with communication channels in the event cell phone service is disrupted.

Bergkamp – indicated staff is talking a lot about that right now with the CAD/AVL project. It is important to look at cellular service and the Agency is working with a consultant as a fall back system rather than putting all your eggs in one basket. It is a lot more efficient. Networks can get overloaded and the Agency needs redundancy. In the plan TCOMM is responsible for communication.

Sullivan – added that a large focus is on how to get information out to the community and they even discussed Hamm radios.

Van Gelder – provided that DES used radios because phones didn't work. They have made sure that it is installed everywhere. In terms of the messaging in the event described State EMS would be stood up.

VanderDoes – inquired about bridges being closed.

Van Gelder – added that bridges and tunnels are inspected on a regular basis.

Bergkamp – stated Andrew Kinney created this specific scenario for the workshop and said they aren't as concerned about the bridges as they are the ramps built up to the bridges. The soil, gravel and rock will see failures.

Sullivan – added that they used a church in Christchurch, New Zealand as an example some of some of the things they learned after an earthquake. Google it.

Smit – asked if IT restricts the manner in which they assist the police.

Bergkamp – indicated if law enforcement calls the Agency responds. Staff doesn't get involved in the politics of what the protest was about. There has never been a lot of issues around that and most don't know the Agency is involved. They called for assistance last Mayday to transport a large number of officers out to the Capitol Campus and we are a resource.

B. NOMINATION OF OFFICERS (*Nancy Trail*) Trail indicated the CAC elects a Chair and Vice-Chair annually. Sue Pierce has served one term as Chair, and her term on the CAC ends December 31, 2019. Justin Belk has served one term as Vice-Chair. The bylaws allow for 2 consecutive terms for each position. Members may nominate other members who are willing to accept the nomination, and members may self-nominate. Trail asked for any questions prior to opening the floor for nominations.

Trail opened the floor for nominations for Chair. Belk was nominated for Chair. Trail closed the floor for Chair nominations.

Trail opened the floor for nominations for Vice-Chair. Smit was nominated for Vice-Chair. Trail closed the floor for Vice-Chair nominations.

Trail indicated nominees will be appointed at the November meeting since they are uncontested.

- C. HIGH PERFORMANCE CORRIDOR DEMONSTRATION PROJECT - "ONE" - (Eric Phillips)** Phillips indicated the Agency received a Regional Mobility Grant (RMG) for the High Density Corridor (HDC) project on Martin Way and he'll show how this fits into the BRT light concept. RMG came out in May of '18 and the Agency was in the middle of the Road Trip outreach effort. That information was used to go out for the sales tax election and determine if the Agency would shrink or grow. The Agency was going to need buses so they could leverage their position to deliver as much as they could. This would allow them to bridge a gap that might show up or spring board into new options. Staff completed the community engagement funding recommendation from WSDOT, and adopted a Long Range Plan including BRT. IT was ready to move forward in June once the grant was received. The outreach efforts identified several different needs. One is that it takes a long time to get around. Some places identified include the downtown Olympia Transit Center. There was a steering committee and they liked the BRT light concept. It hasn't been offered and could attract people who haven't used the bus. The BRT demonstration route offers quicker service and could include TSP. The recommendation through the Long Range Plan was to move forward and through proposition 1 people wanted to see transformational service changes. They asked for higher frequency on weekends. Staff identified corridors to create that. The Agency received a \$4.5M award for a 4 year period. The first \$3M pays for buses at about 80% for a 2 year period. Staff is moving ahead and buying the buses to have them paid for by the end of the year. The demonstration period is 4 years. Staff looked at the different options, delays, and does it work all day long. Staff looked at the route spacing and not servicing every bus stop, there will be no fare barrier, with front/rear door loading, and no deviation from corridor, etc. It will not enter into the transit center. It will get passengers close but will reduce that friction. The Agency will be looking at it as a test market for choice riders. Along the high performance corridor staff wants to set the stage for the BRT light that is in the Long Range Plan to expedite the BRT light concept. The Agency has it in the plan data and experience for the application for federal funding. It is hard to get in line for the federal funding and this will put it off to a good start. A snapshot of the route includes reduced travel time from the Martin Way Park and Ride to the mall on the west side from 55 or 70 minutes depending on trip, to 30 minutes. More than a 50% reduction in travel time. There are 5k people that live and 21k people that work within a quarter mile of the route. The route was picked based on this type of corridor. It's removing barriers, there is boarding on both doors, and doesn't deploy the ramp unless someone comes up and asks. There will be 15 minute peak service but it is somewhat limited on number of trips a day. Currently it is an hour plus ride going into the transit centers. Now it's one bus with no transfers, and only 8 stops between ends, taking 30 minutes, and there are no fares. There are no bicycles because it adds to travel time. There won't be a bike rack on The One. No out of direction travel, not pulling into the LTC or OTC, and will be curbside at State and 4th but the corresponding stop will be on 4th at Washington. There are some intersection treatments staff is working on as part of this service.

Phillips answered questions.

O'Connell - added that it feels unfair to bikers.

Phillips - said they will still have same structure. This is just being layered on top.

Belk – inquired about maintaining headways and staging on the east end of the route or what that looks like.

Phillips – stated they will be dispatched from Pattison to go east or west and there are five vehicles tied into the service right now.

O'Connell – asked if there was the same idea on Capitol Blvd. as well

Phillips – said yes, and added that right now the service will run from 5:30 - 9:30 am and 3:00 pm – 6:00 pm.

Van Gelder – asked if this is compatible with the jurisdiction's master plans for improving the corridors for transit.

Phillips – indicated that this is about 7k annual hours and includes approximately 5 FTE's, and \$750k to \$900k to operate. He shared the signage indicating it was simple and easy to rebrand.

Phillips continued that the demonstration project can be changed. In the September schedule book it says coming soon and staff will do a brochure outside of that. The shelters served will have a separate kiosk with 2x2s, and the ends will have Route 1 signs to identify they will be served by other routes. Staff will pull bike racks off the dedicated fleet. The new head signs have new technology and the branding will be prominent when they see it approaching. It will be really clear. They are color head signs. Another feature that is a little different is it will stop at each designated bus stop and people won't need to pull a stop request. There will be east bound and west bound trips daily between the mall and the Martin Way Park and Ride. The infrastructure on the far side of State at Washington includes a new signal that the Agency supported and the city acquired and will be transit only. It will be painted on Thursday. An operator comes into the zone and if they have traffic they will get the priority green to pop out. This is a big step forward prioritizing buses to move quicker through downtown. There is a temporary bulb out that will be installed and it is only the third one in the western US. It was ordered from Spain and got lost in transit. It was supposed to be here months ago. It is modular like a Lego system made from recycled material and painted like a curb. It meets ADA requirements and there is a cover on a hinge so water can flow through it. At the mall rather than pulling in the bus will be in the lane of traffic and moving right through. This effort took two parking stalls downtown to accommodate. The cities want to see people moving too. There are many connections within a block including Greyhound at the OTC building, Mason Transit, and Grays Harbor Transit. There are some challenges including traffic, construction, and weather. Harrison/Martin Way will be adding a layer so will need to monitor that. Several routes have two buses an hour and this will mean 14 buses an hour.

Van Gelder – asked if there is a stop on both sides Martin Way/Desmond by Ecology.

Phillips - the last stop is in front of where the old Theater/Red Lobster going towards the park and ride.

Van Gelder – added that Ecology employees say they have to drive into campus because of a lack of bus connections and would ride the bus if the trip was faster.

Freeman-Manzanares – added that Ecology chose to locate their building there.

Phillips – indicated the adjustment will be having one every quarter of a mile and means a little extra walk. Staff will be watching the underlying route and may make some adjustments. Tracking ridership will be a challenge. It is a demonstration project for five years and the Agency can make adjustments and be flexible. The Prop 1 timing is great and helps spring the Agency forward.

Smit – asked how staff will track fare free.

Phillips – added that the buses have Automatic Passenger Counters (APC) and that's how it is tracked now.

O'Connell – shared that she is really excited about the zero fare piece and feels it will take the edge off of who is taking the bus and who has a bus pass. It should help serve a more diverse population.

Paris – inquired if staff has considered the pending legislation.

Freeman-Manzanares – indicated The One itself is funded out of the multimodal account and I-976 could impact it. The legislature hasn't defined what will be affected. The buses have already been purchased. The Agency has over \$12M in the funds impacted by I-976. It could impact special needs transportation, vanpool, the Olympia express, and DASH funding.

Phillips – added that the Agency will have impacts and will cross that bridge but is moving forward starting in November.

Bonauto – asked when is it determined to be a success.

Phillips – indicated based on what we told the state for the grant or by tracking ridership and seeing a reduction of stress on the regional network, and enhancing the number of bus trips taken along the corridor. Research shows more people will travel farther on foot using this type of service and there is enough travel-time savings on this. Saving 30 minutes would allow a rider to be over and back again and that's a lot of time.

Freeman-Manzanares – added that talking about changes in ridership for new service they need about an 18 month period to identify if something is working or not.

O'Connell – remarked that staff might be stuck on choice riders and commute time for the 8 to 5'ers and doesn't see the rest of it. State workers might not be that interested in the bus if it is farther away. Downtown on Capitol Blvd. with the state buildings might have a higher impact.

Phillips – indicated that this route has the highest land use density in this region.

D. DRAFT STRATEGIC PLAN – (*Ann Freeman-Manzanares*) *Freeman-Manzanares* indicated that staff is releasing the draft strategic plan for comment. The Authority is proposing a 5-year zero fare demonstration project. The Authority will have a public hearing on November

20 for the strategic plan, specifically for the 5 year zero fare pilot project beginning in January 2020 and for the 2020 budget.

Prop 1 and it included nine elements. The first eight included expanding span, frequency, new areas, on-time performance, facilities, and our new BRT on Martin Way. The ninth promise was to explore alternative fare options. IT promised to study the fare issue and come back with a proposal. The community shared a broad list of values and desires through the 2-year IT Road Trip community outreach process. After working through the fare collection system study with the consultant, the alternative that meets the goals financially, environmentally and from a social perspective is zero fare. We have to replace our fare system now. ORCA II won't be available to us for 2 to 4 years. We don't want to invest in a system for 2 to 4 years then move to another system. Zero fare was the most effective way to achieve what the community wanted IT to achieve. The Agency is moving forward with that goal of being transformational. This doesn't require an additional public investment. ORCA will cost roughly \$3.7M for capital investment and \$1.7M for system operational costs on a yearly basis. IT would have to pay more than they would be collecting. The community said they want more people to be able to use the bus. Overall, our current net fare revenue, depending on grants is around 2% of total revenue. The Authority was willing to dedicate any revenue that might be lost to achieve all those goals. The strategic plan shows IT going with zero fare for a five year demonstration project. Eric, Rob, and Ann are talking about the strategic plan and fare change (city councils, county commission, and planning commissions) to provide an update. Staff went through the numbers in the Authority planning sessions. The Authority wants to hear from everyone at the November 20 public hearing at 5:30 pm. On December 4 the Authority will be voting on the budget, strategic plan and zero fare project.

Freeman-Manzanares answered questions.

VanderDoes – inquired if it is for every bus including express and DAL.

Freeman-Manzanares – indicated that the proposal included bus, express and DAL.

O'Connell – added that she thinks it is very exciting. More direct routes, zero fare and greater coverage is all a huge victory for the community.

Bonauto – asked when it would be free.

Freeman-Manzanares – shared that it is proposed to start January 2020.

Smit – asked if SPSCC will continue paying their contracted amount?

Freeman-Manzanares – indicated that the Agency would no longer collect fares from the colleges.

O'Connell – shared that the Agency has learned that the value proposition isn't there if it costs as much to collect fares as it makes in fares. This is a big statement in terms of how the community values the human experience. We value the importance of getting people to and from work, or how a person can get to services, school and to see their children. IT should get those stories.

Paris – asked if the Agency had a contingency plan if there are cuts from 976 passing.

Sullivan – indicated that the passage of I-976 wouldn't impact this proposal. Right now fares are a relatively small portion of our overall revenue. When we have to invest in the capital and operational costs of a new farebox system, what we spend and what we collect is basically a wash. We need to replace our old fareboxes and we can't buy new ones for the new buses because the system is obsolete. In addition, ORCA II isn't going to be available to us for 2 to 4 years. We don't want to invest in a system for two to four years then invest in the system our riders really want. That's a waste of taxpayer dollars. The fares won't pay for the hardware needed to collect it. It is financially worse to do the fares until the future fare system can be determined. The Agency can't afford to buy something and then switch to something else. The Authority is looking at the impact on our community. ITA members all sit on boards for non-profits and if the funds they dedicate to transportation can be spent elsewhere it's better for everyone. It is a win for the community. I - 976 isn't going to impact that. Why pay more to collect less.

Phillips – added there is a dollar value to taking away the fare revenue but the equity is so much greater. It's reducing barriers and creating opportunities to use the system.

Freeman-Manzanares – indicated zero fare systems found it helps their communities both retain and recruit new businesses. Individuals appreciate it because it allows them to cut their transportation expenditures and employers like it because their employees can reliably get to work. This brings in family wage jobs with benefits.

Bonauto- shared that his brother visited recently and was amazed at the DASH service. The DASH service is basically an example of what we would be offering. There are no barriers to riding the system.

Pierce – Public hearing on Strategic Plan, Budget, Zero Fare Pilot project on November 20.

- E. DRAFT BUDGET** – (*Suzanne Coit & Ann Freeman-Manzanares*) Coit reviewed several of the background capital items, the cash balance carry forward as sales tax and indicated that next year will have a full year of sales tax at the new rate. She indicated the Agency is reviewing long term financing options through the state for the new Pattison facility. She noted that the operating expenses capital are higher because of the Pattison project.

Coit & Freeman-Manzanares answered questions.

Pierce – asked why the Martin Way Park & Ride in yellow.

Coit – indicated it was added as a grant.

Freeman-Manzanares- added that it will include direct freeway access.

Belk – asked if it will be like the flyover stop they use in Seattle.

Freeman-Manzanares – indicated yes.

Euler – inquired if the Agency is receiving grants for the Pattison project.

Freeman-Manzanares – indicated there are multiple grants for this project. There is about \$22M in grants. Staff is running long range financials to get a better idea what that picture looks like. It may ultimately involve a bond.

Euler – asked why the current strategic plan for the next 6 years is financially constrained. With the additional sales tax revenue it seems the Agency would be moving away from that.

Freeman-Manzanares – indicated that the Authority plans within their anticipated means. The long range financials consider a 2.5% growth rate. The ten year period that includes the latest recession the average sales tax was 2.3%. Over our history our average is 5.8%. With sales tax and fuel costs so volatile, having contingency and planning conservatively continue.

CONSUMER ISSUES

- VanderDoes was in Long Beach bumped into a lookalike service called DASH Passport. It was an all-electric vehicle, but it was a little tinny. He added that the zero fare is awesome and the Agency may not know for some time all the positive ramifications.

REPORTS

- **October 2, 2019, Regular Meeting** – VanderDoes was unable to attend the meeting indicating the highlights were attached to the meeting packet.
- **October 16, 2019, Work Session** – Jini Namboothiri was not in attendance and staff added that the highlights from that meeting would be attached to the next meeting packet.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:
 - There are three public hearings scheduled for November 20 on the Strategic Plan, Budget, and Zero Fare;
 - Community Updates are happening with Ann, Eric and Rob;
 - Staff received 13 applications for the CAC;
 - Grinch opportunities: There are many holiday parades in our future. Marketing will forward opportunities.
 - Holiday Banquet Friday, December 13 – program begins at 12:04 pm;
 - The new traffic light at Martin Way and Pattison is in test mode and will be operational soon;
 - Surplus Van Grant program is out and applications are due November 15. Please let us know if someone needs an application;
 - I-976 is on the ballot and there are potential loss to IT and many other transit/jurisdictions.

Smit – inquired about status of apps for ITA citizen representative position.

Freeman-Manzanares – indicated it closes October 23.

NEXT MEETING: November 18, 2019.

ADJOURNMENT

It was M/S/A by SMIT and BURT to adjourn the meeting at 7:51 PM pm.

Prepared by Nancy Trail G:\CAC\Minutes\2019\CAC Minutes 20190715.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 9
MEETING DATE: November 20, 2019
EXECUTIVE SESSION

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 360-705-5838

SUBJECT: Initiative 976 Litigation

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- 1) **The Issue:** Participating in I-976 Complaint for Declaratory Judgement and Injunctive Relief.
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- 2) **Recommended Action:** Move to approve participation in litigation opposing Initiative 976 as determined by the General Manager.
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- 3) **Policy Analysis:** I-976, if allowed to take effect, would substantially harm IT's programs and services. I-976 would reduce operating funds for Special Needs Transportation and fixed-route service and significantly reduce, if not totally eliminate, inter-county bus service between Thurston and Pierce Counties. I-976 also would reduce capital funding for Special Needs Transportation, fixed-route, vanpool and much needed capital construction projects.
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- 4) **Background:** The Washington State Transit Association and seven other plaintiffs invited Intercity Transit to join as a party in a lawsuit challenging the constitutionality of Initiative 976. After consulting with legal counsel, the General Manager agreed to join in that litigation. Further details provided in Executive Session.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Litigation costs are being covered by others. Intercity Transit is at risk of losing over \$12 million in state revenue in the 2019-2021 biennium.
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- 7) **Goal Reference:** Impacts everything we do.
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- 8) **References:** N/A.